



AP312_ Voucher Processing

Instructor Led Training



Revision History

Revision Date	Summary of Changes
3/1/2025	Updated applicable slides with reference information to the new job aids (AP312_Reviewing Supplier Information and Creating a Voucher, AP312_Reviewing and Correcting Voucher Errors, and AP312_Updating Denied Vouchers).



Welcome to Cardinal Training

This training provides participants with the skills and information necessary to use Cardinal and is not intended to replace existing Commonwealth and/or agency policies.

This course, and the supplemental resources listed below, are located on the Cardinal website (www.cardinalproject.virginia.gov) under Learning.

Cardinal Reports Catalogs are located on the Cardinal website under **Resources**:

- Instructor led and web-based training course materials
- Job aids on topics across all functional areas

The Cardinal screenshots included in this training course show system pages and processes that some users may not have access to due to security roles and/or how specific responsibilities relate to the overall transaction or process being discussed.

For a list of available roles and descriptions, see the **Statewide Cardinal Security Handbook** on the Cardinal website in the **Security** section under **Resources**.



Course Objectives

After completing this course, you will be able to:

- Describe key Voucher processing concepts and the overall Voucher process
- Review supplier information in Cardinal and the process to add/update suppliers
- Create a Voucher
- Review and correct Voucher processing errors
- Review the process for entering adjustment and template Vouchers
- Review deleting, unposting, and closing Vouchers



Agenda

1

Understanding Voucher Processing

2

Creating a Voucher

3

Managing and Processing Vouchers



Lesson 1: Introduction

1

Understanding Voucher Processing

This lesson covers the following topics:

- Accounts Payable Overview
- Key Concepts



Accounts Payable Overview

The Accounts Payable functional area of Cardinal is composed of two modules:

Accounts Payable

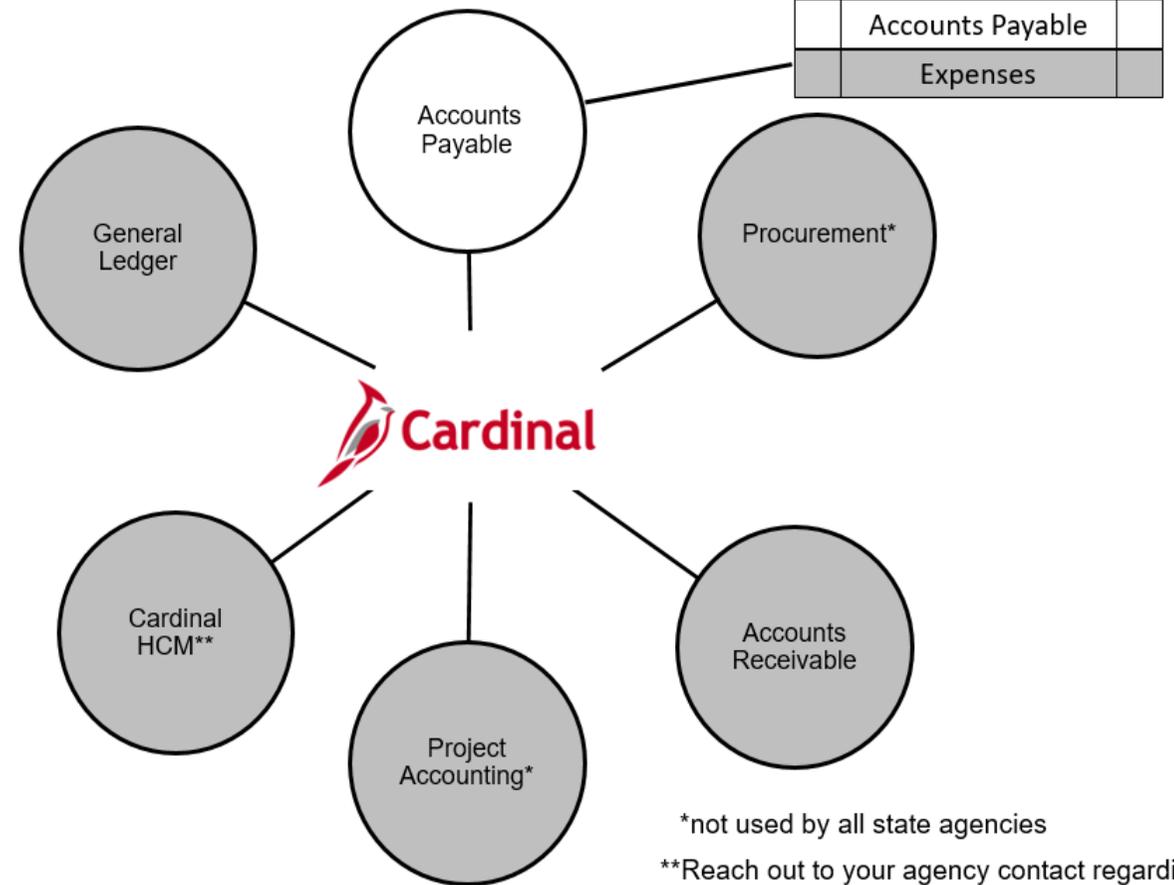
The Accounts Payable (AP) module processes payments to suppliers for goods and/or services received.

Expenses

Payments to employees for non-salary related items (i.e., travel and business expense reimbursements) are made through the Expenses module.

This course covers Voucher processing in the Accounts Payable module.

Cardinal Functional Areas



*not used by all state agencies

**Reach out to your agency contact regarding your use of Cardinal HCM



Key Concepts

Some key concepts in Voucher processing include:

- Cardinal operates on a modified accrual basis. Cash balances are not immediately affected when a Voucher is entered. Instead, Cardinal generates an offsetting entry to a liability account (debit to expense and credit to liability). Later, when the Voucher is paid and payment post runs, Cardinal reduces the liability and cash accounts for the amount paid (debit to liability and credit to cash).
- Budget check (Commitment Control) impacts the appropriation and allotment balances, not cash.
- **Centralized Supplier Database:** In Cardinal, all users share the same supplier database. Some Cardinal suppliers may have multiple remit to addresses. Therefore, it is important to select the appropriate remit to address for the Voucher.
- The Centralized Supplier Database is managed by the Commonwealth Vendor Group (CVG). CVG processes all updates to non eVA suppliers (fiscal) records in Cardinal. Agencies cannot add or make changes to the supplier record in Cardinal. Agencies that need to add or make changes to a fiscal supplier must submit a Vendor Maintenance Request Form to the CVG for non eVA suppliers.
- eVA is the source for procurement supplier information and updates to these suppliers must be performed in eVA.
- **Cardinal Human Capital Management (HCM) Suppliers** – In order to process HCM related Vouchers, the Processor must have the HCM Voucher Processor role. Without this role, the processor will not be able to view HCM Suppliers nor enter HCM related Vouchers in Cardinal.
- Each Voucher contains only one Invoice. Related documents, such as the supplier's Invoice, receipt information, etc., can be scanned and attached to the Voucher record for viewing online.



Key Concepts – One Time Supplier

- **One-Time Suppliers** - All payment and refund transactions must be made to suppliers that exist in Cardinal. There may be occasions when a one-time payment is needed or refund transaction to a supplier that does not exist in the Cardinal Supplier table. To set up a supplier for a one-time transaction, a request form must be submitted to CVG to have the supplier set up in Cardinal as a one-time supplier (unless the supplier is a procurement supplier, in which case the supplier record should be established in eVA).

In Cardinal, One-Time suppliers are identified with a **Persistence of One Time**. When this persistence type is selected, the supplier status automatically changes to **Inactive** after the associated Voucher is entered and saved in Cardinal. If a subsequent Voucher needs to be created for the same supplier, the supplier status can be updated to **Active** by the CVG and another payment processed. CVG monitors the use of all one-time suppliers to determine if they need to be set up as regular suppliers based on their use.

- **Interfacing Agencies One-Time Suppliers** - Interfacing agencies can submit Vouchers for refunds only without having CVG set up the supplier as one time (via the Cardinal Voucher Upload interface). These Vouchers are identified as one time in the interface and must contain the supplier's IRS Tax ID number. These suppliers are not marked as 1099 Reportable. If the interfacing agency does not have the IRS Tax ID number, they must contact the CVG to have the supplier set up and submit the Voucher as a regular Voucher.



Key Concepts – Attachments and Agency to Agency Transactions

- The agency may elect to allow those attachments to be used as substantiation of requests submitted for approval. However, electronically attached documents do not alter any original document retention requirements, per Federal (Government Accountability Office, Yellow Book, etc.), State (Auditor of Public Accounts, Department of Accounts, etc.) or local regulatory requirements that may apply. For a detailed listing of the file extensions that are allowed as attachments in Cardinal, see the **Appendix** section of this course.
- Agency to Agency transactions (ATAs), include payments by one agency to another for goods or services, pass through federal funds, cash transfers (state grants), transfer of cash collected on behalf of another agency, etc.
 - ATAs used to pay for goods or services are entered into Cardinal and processed as regular Vouchers.
 - For more detailed information about ATAs, see the Job Aid titled **Agency to Agency Transactions Information Sheet** located on the Cardinal website in **Job Aids** under **Learning**.
 - ATAs that are for federal pass-through funds, cash transfers (state grants), transfer of cash collected on behalf of another agency, etc. are handled through a journal entry.
 - For more detailed information about processing ATAs as journals, see the course titled **GL332_Processing Journal Entries** on the Cardinal Website in **Courses** under **Learning**.



Key Concepts – Payment Offsets

- **Payment Offsets** - The reduction of a supplier payment to satisfy a delinquent debt. In Cardinal there are three types of payment offsets which are LEVY, Comptroller's Debt Setoff and Treasury Offset Program.
- **LEVY**
 - Payment offsets for items such as liens, levies, garnishments, etc. are processed manually by the agency within Accounts Payable. In Cardinal, the term LEVY is used for all types.
 - When a supplier is subject to this type of a payment offset, it can be tracked manually by the agency, **OR** the agency can work with CVG to create a **LEVY** location in Cardinal.
 - When CVG creates a LEVY location:
 - It is set as the default and populates onto any Vouchers that are created for that supplier. The Voucher payment data can then be manually updated so that the appropriate amount is deducted from the supplier payment and paid to the appropriate third party
 - Once the amount owed has been fulfilled, the agency will need to contact CVG to have the LEVY location inactivated.
 - See the Job Aid titled **AP312_Processing Internal Payment Offsets** for details on processing a Voucher with a LEVY. It is located on the Cardinal Website in **Job Aids** under **Learning**.



Key Concepts – Payment Offsets (continued)

- **Comptroller's Debt Setoff (CDS):**

- The CDS program was developed jointly by the Department of Accounts (DOA) and the Department of Taxation (TAX)
- CDS provides state agencies an additional method for the collection of past due accounts receivable owed to the state primarily by businesses and individuals acting in a business capacity.
- Under the CDS program, a payment made by the state to a Debtor may be withheld, in full or in part, to satisfy the debt owed the state.

- **Treasury Offset Program (TOP):**

- TOP is managed by the Department of Treasury (USDT)
- TOP is a federal government-wide debt collection program that compares delinquent debtor data to governmental payment data. When a USDT delinquent debtor record matches a Virginia payment record, TOP recovers the delinquent debt(s) by offsetting the payment, in full or in part, to satisfy what is owed.

Both CDS and TOP offsets are both processed automatically. Payments impacted by either program are noted in the **Message** field on the Voucher as well as the **Related Documents** tab. For more details about these programs see the **Cardinal CAPP Manual Topic 20325 Comptroller's Debt Setoff Process**.

Run the **V_AP_PYMNT_VCHR_CDS_TOP** query to see a list of payments impacted by CDS and/or TOP.

Run the **V_AP_PYMNT_TOP_AGENCY_DET** query to assist agencies if a supplier, subject to TOP, calls for assistance before they receive the TOP letter which provides more details.



Key Concepts – Payment Cash Checking

- The Payment Cash Checking application ensures all payments, including Vouchers and expenses, are checked against available cash before being released for payment.
 - For more detailed information about payment cash checking, see the Job Aid titled **AP312_Payment Cash Checking – Overview** located on the Cardinal website in **Job Aids** under **Learning**.



Voucher Processing Overview

- Voucher processing involves the creation of Vouchers for supplier payments either entered online in the Accounts Payable module or interfaced from agency systems, and the subsequent error checking, budget checking, approval, posting and payment.
- Online agencies can set up Templates for specific suppliers to process Vouchers.
- Voucher processing include non-routine processes such as:
 - Adjustment Vouchers
 - Unposting
 - Deleting
 - Closing
 - Cancelling a payment



Lesson Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question and make note of your answer below.



1. True or False. In Cardinal, all users share the same supplier database.



2. True or False. Once the Voucher for a one-time supplier is entered and saved, the supplier becomes inactive.



3. True or False. Payments for goods/services from other State agencies are entered and processed like regular Vouchers.



Lesson Checkpoint (continued)



4. True or False. If your agency receives a court ordered document (i.e., lien, levy, garnishment) you must work with CVG to have a LEVY Location setup in Cardinal.



5. True or False. Each Voucher contains one Invoice.



Lesson 1: Summary

1

Understanding Voucher Processing

In this lesson, you learned:

- Describe key Voucher processing concepts



Lesson 2: Introduction

2

Creating a Voucher

This lesson covers the following topics:

- Verifying the supplier exists in Cardinal
- Entering Invoice information
- Uploading Interfaced Vouchers
- Entering/Reviewing payment information
- Saving the Voucher
- Reviewing other Voucher pages
- Overview of Template Vouchers



Pre-Voucher Creation – Supplier Verification

Before entering a Voucher verify that the supplier(s):

- Exists in Cardinal and is approved in Cardinal
- Remit to payment address on the Invoice is listed
- Location details are accurate

To search for a supplier, navigate to the **Review Suppliers** page using the following path:

Main Menu > Suppliers > Supplier Information > Add/Update > Review Suppliers

When searching for a supplier, enter as much information as possible in the search fields. The most common way to search is using the supplier's name.

The number of times a supplier displays is based on the number of addresses that the supplier has in Cardinal.

Review the key supplier information to include the supplier Approval Status, Remit to addresses, Doing Business As Name (DBA), and Location.

Details about the supplier verification process can be found in the Job Aid titled **AP312_Reviewing Supplier Information and Creating a Voucher**. This job aid is located on the Cardinal website in **Job Aids** under **Learning**.



Demonstration

In this demonstration, the Instructor will demonstrate the following:

- Searching for a supplier
- Reviewing the supplier information



Using Taxpayer Identification Number (TIN) as a Search Supplier Search Option

The supplier's Taxpayer Identification Number (TIN), can be used as a Search option.

- In the **ID Type** field, select the appropriate ID type
- There are three that are used in Cardinal:
 - **Employer ID Number**
 - **Social Security Number**
 - **Other**: Special designation used by CVG for suppliers approved to be entered without TIN
- Enter the ID number in the field next to the ID type selected.
- Click the **Search** button.
- Cardinal displays the supplier in the **Search Results** section.

The screenshot shows the 'Review Suppliers' page in the Cardinal system. The search criteria section includes fields for SetID, Name, Withholding Name, Supplier Status, Sanctions Status, Supplier ID, Short Name, Classification, Type, Persistence, Alternate Payee Name, Address, Customer Number, ID Type (set to 'Employer ID Number'), ID Number (107226455), VAT Registration ID, Withholding Tax ID, City, Country, State, Postal, and Bank Account #. A 'Search' button is highlighted with a red box. Below the search criteria is a 'Search Results' section with a table of results.

Actions	SetID	Supplier ID	Supplier Name	Short Name	Alternate Payee Name	Address	City	State	Country	Effective Status
▼ Actions	STATE	0000002316	Eno Transportation Foundation Inc	ENO TRANSP-001	Eno Transportation Foundation, Inc.	1250 I Street N.W. Suite 750	Washington	DC	USA	Active
▼ Actions	STATE	0000002316	Eno Transportation Foundation Inc	ENO TRANSP-001	Eno Transportation Foundation, Inc.	1250 I Street N.W.	Washington	DC	USA	Active
▼ Actions	STATE	0000002316	Eno Transportation Foundation Inc	ENO TRANSP-001		1250 I Street N.W.	Washington	DC	USA	Active
▼ Actions	STATE	0000002316	Eno Transportation Foundation Inc	ENO TRANSP-001		1250 I Street N.W.	Washington	DC	USA	Active



Using the Cardinal Supplier ID

The Cardinal Supplier ID, can be used access the supplier's record from this page as well.

- Enter the Cardinal supplier ID in the **Supplier ID** field.
- Click the **Search** button. The Supplier displays in the **Search Results** section.
- Click the **Actions** option.

Review Suppliers

Search Criteria

*SetID

Name

Withholding Name

Supplier Status

Sanctions Status

Supplier ID

Short Name

Classification

Type

Persistence

Alternate Payee Name

Address

Customer Number

ID Type

VAT Registration ID

Withholding Tax ID

City

Country

State

Postal

Bank Account #

Max Rows

Search Results

Personalize | Find | View All | | First 1 of 1 Last

Main Information | Additional Supplier Info | Audit Information

Actions	SetID	Supplier ID	Supplier Name	Short Name	Alternate Payee Name	Address	City	State	Country	Effective Status
<input type="button" value="Actions"/>	STATE	0000069249	BO-BUD ACQUISITIONS LLC	BOBUD-001		9679 MAIN STREET, STE C	FAIRFAX	VA	USA	Active



Hands-On Exercise

Now you have an opportunity to practice the lessons learned today in a training environment.

Your instructor will provide direction on how to log in and complete the exercise.

If you have any questions, please ask your instructor.





Lesson Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question and make note of your answer below.



1. True or False. Before entering a Voucher, always check to see if the supplier exists and is approved in Cardinal.



2. True or False. When searching for a supplier, enter as much information as possible to narrow your search.



3. There are two types of suppliers in Cardinal, eVA and _____.

- a. Procurement
- b. Fiscal
- c. Vendor
- d. None of the above



Lesson Checkpoint (continued)



4. If a supplier has a DBA name (Doing Business As), in Cardinal it is referred to as _____.
- a. Location
 - b. Address
 - c. VLIN
 - d. Payment Withholding Alternate Name



Creating a Voucher

After reviewing and gathering the supplier information, the Voucher can be entered. To enter a Voucher, access the Voucher entry page, navigate to the Voucher entry page using the following path:

Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Entering a Voucher requires entry in multiple fields and includes several pages which will be covered in this lesson.

For details on entering Vouchers, see the Job Aid titled **AP312_Reviewing Supplier Information and Creating a Voucher** which is located on the Cardinal website in **Job Aids** under **Learning**.



Invoice Information Page

The **Invoice Information page** is where most of the Voucher entry takes place. It includes:

- Invoice Receipt and Goods and Services Receipt Dates
- Payment Terms
- Customer account number (if applicable)
- Charge distribution information
 - If charging to a Project (PC Business Unit, Project and Activity)
 - SpeedChart(s) if used by the agency
- PO number(s) if applicable
- **Description** field



Interfaced Vouchers

For interfacing agencies, the online Voucher entry pages correspond to the following record types in the Voucher upload file:

- **Voucher Header Record** - fields are entered on the top section of the page.
- **Voucher Line Record** - fields are entered online in the Voucher Line section.
- **Voucher Distribution Record** - fields are entered online in the Voucher Distribution section.

Voucher Header

The screenshot shows the 'Voucher Header' form with the following fields and values:

- Business Unit:** 15100
- Voucher ID:** NEXT
- Voucher Style:** Regular Voucher
- Invoice Date:** 12/07/2016
- Invoice Receipt Date:** 12/09/2016
- Goods & Services Receipt Date:** 12/01/2016
- Supplier ID:** 000002114 (Case Paper Co Inc)
- ShortName:** CASE PAPER-001
- Location:** MAIN
- *Address:** 2
- Responsible Org:** 10000
- Customer Account #:** 123925-A
- ROW Acquisition ID:** (empty)
- Invoice No:** 246810
- Accounting Date:** 12/09/2016
- *Pay Terms:** 30 Net 30
- Basis Date Type:** Prompt Payment
- Final Voucher:** (checkbox unchecked)
- Control Group:** (empty)
- Incomplete Voucher:** (checkbox unchecked)
- Invoice Total:**
 - Line Total: 750.00
 - *Currency: USD
 - Miscellaneous: (empty)
 - Freight: (empty)
 - Total: 750.00
 - Difference: 0.00

Buttons at the bottom include: Save, Save For Later, Action (dropdown), Run, Calculate, Print, and Copy From Source Document.

Voucher Line

The screenshot shows the 'Voucher Line' form with the following fields and values:

- Line 1:** (selected)
- *Distribute by:** Amount
- Item:** (empty)
- Quantity:** (empty)
- UOM:** (empty)
- Unit Price:** (empty)
- Line Amount:** 750.00
- Multi-SpeedCharts:** (checkbox unchecked)
- SpeedChart:** (empty)
- Ship To:** COVA
- Description:** PO 12538
- Packing Slip:** (empty)
- One Asset:** (checkbox unchecked)

A 'Calculate' button is located at the bottom.

Voucher Distribution

The screenshot shows the 'Distribution Lines' table with the following data row:

GL Chart	Exchange Rate	Statistics	Assets	Copy Down	Line	Merchandise Amt	Quantity	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset
				<input type="checkbox"/>	1	750.00		15100	5012750	01000	799001	92100				



Demonstration

In this demonstration, the Instructor will demonstrate the following:

- Creating a Voucher – Invoice Information page



Lesson Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question and make note of your answer below.



1. Which 2 fields on the Voucher entry page should not have any data entered?
 - a. Business Unit and Voucher Style
 - b. Supplier ID and Freight Amt
 - c. Invoice Number and Supplier Name
 - d. Freight Amt and Misc Charge Amt



2. The Invoice Receipt Date and Goods and Services Receipt fields determine the due date for which payment term?
 - a. 30 – Net 30
 - b. 00PP – Due Immediately Prompt Pay
 - c. 00 – Due Immediately



3. True or False. Speedcharts are not used to enter charge distributions on Vouchers.



Payments Page

The **Payments** page displays information about how the Voucher is being paid. Most Voucher data defaults on the page from the **Payment Information** section on the supplier record and/or the **Invoice Information** page. The information on this page controls where and how the payment is sent to the supplier.

If updates are required in the following areas, they are made on this page:

- Supplier Location
- Supplier Address
- Message field (populates the remit to that goes to the supplier)

This page also allows the following actions on a Voucher:

- Payment to be returned to the Accounts Payable office
- Placing a payment on hold
- Splitting the payment to go to separate suppliers (if applicable)
- Separating a payment so it is not combined with others to the supplier
- Access to EFTPS page (if applicable) – See CAPP Manual Topic 20319

This page populates key information once a supplier has been paid to include:

- Payment date
- Payment reference number
- If the payment was offset by CDS or TOP



Voucher Attributes Page

The **Voucher Attributes** page is not used to enter any information. It displays additional information about the Voucher, mostly related to processing, such as approval requirements.

Note: Do not make any changes to the information on this page.



Demonstration

In this demonstration, the Instructor will demonstrate the following:

- Creating a Voucher - Payments Page



Lesson Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question and make note of your answer below.



1. The information in these two fields determine where and how the supplier payment will be sent.
 - a. Gross Amt and Location
 - b. Address and Location
 - c. Due Date and Address



2. When there is a CDS offset on a payment it will display in the _____ field on the Payments page.
 - a. Method
 - b. Message
 - c. Location



3. True or False. If you are on the Payments page and the Pay Terms for the Voucher is not correct, you should update the terms on Payment's page.



Lesson Checkpoint (continued)



4. To have a check returned to you instead of to the supplier, update the Method field to _____ and the Handling field to _____.
- a. Check / Attachment
 - b. ACH / Attachment
 - c. Check / Regular Payment



5. True or False. You should not make any changes on the Voucher Attributes page.



Saving a Voucher for Later

The Voucher can be saved for later so it can be updated or edited before submission (missing required information, confirming a distribution, etc.).

Note: **Invoice Receipt Date** and the **Goods & Services Receipt Date** must be populated to save the Voucher for later.

The Voucher does not go through downstream processes (budget check, approving, posting, or payment).

It is important to check for incomplete Vouchers to ensure suppliers are paid promptly.



Saving (Submitting a Voucher)

When the Voucher is ready to be submitted, click the **Save** button.

The **Save for Later** button and **Incomplete Voucher** checkbox no longer display.

Cardinal immediately performs Edit Check and assigns a Voucher ID.

- In some cases, an error may prevent the Voucher from saving (i.e., a missing required field). The Voucher will need to be updated for it to save.
- In other cases, the Voucher saves, but the error(s) are reported (i.e., amount in the header and the sum of the lines is out of balance). See the Job Aid titled **AP312_Viewing and Correcting Voucher Errors** for more details. It is located on the Cardinal website in **Job Aids** under **Learning**.



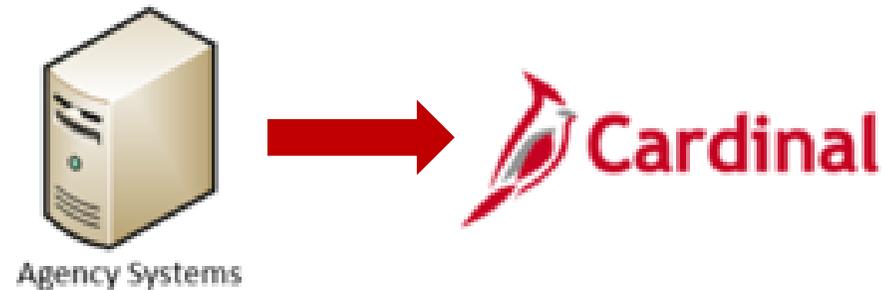
Interfaced Vouchers Upload and Errors

Interfaced Vouchers must meet the same criteria as online Vouchers to be saved (submitted). When interfaced Vouchers are uploaded into Cardinal, an initial edit check is performed.

Vouchers that do not pass the initial edit check are rejected by the Voucher upload process and appear on the **Voucher Upload Error** report.

Those Vouchers must be corrected in the agency system and resubmitted via interface for processing.

For more details about interfaced Vouchers, see the Job Aid titled **AP312_Voucher Interface Processing**. This job aid is located on the Cardinal website in **Job Aids** under **Learning**.





Other Voucher Pages

After the Voucher is a saved or saved for later, the following additional tabs display:

- **Summary** - The **Summary** page provides a brief overview of the Voucher and its status. It includes basic information about the Voucher just entered, such as the **Supplier Name**, **Voucher ID**, **Invoice Total** and **Voucher Style (Regular or Adjustment)**.
- **Related Documents** - The **Related Documents** page displays a summary of other records related to the Voucher. It includes the payment status of the Voucher such as **Not selected for payment**, **Selected for payment** and **Paid**. If a payment is reduced by a CDS and/or TOP Offset, a line with the CDS Offset and or the TOP Offset information displays on this page.
- **Error Summary** - The **Error Summary** page displays any errors that the save process detected, but did not prevent the Voucher from saving, i.e., Out of Balance errors. Corrections cannot be made on this page but can be made on the page where the error is located, generally the **Invoice Information**.

Key fields and information for these pages are included in the Job Aid titled **AP312_Reviewing Supplier Information and Creating a Voucher**. This job aid is located on the Cardinal website in **Job Aids** under **Learning**.



Hands-On Exercise

Now you have an opportunity to practice the lessons learned today in a training environment.

Your instructor will provide direction on how to log in and complete the exercise.

If you have any questions, please ask your instructor.





Template Voucher Overview

Template Vouchers can be useful when Vouchers with similar data are entered often the data defined depends on template needs. For example, if you use similar Vouchers to pay a supplier for a repeatedly purchased product where only the quantity and amount differ, you can create a template Voucher with repeated field values saved.

Create a template Voucher to use as a model for other Vouchers. The template Voucher itself cannot be processed as an actual Voucher. Instead, it is used as the basis for actual Vouchers.

The template Voucher process is a three-step process:

- Create the template Voucher. (This is a one-time process.)
- Copy the template Voucher into a regular Voucher any time the template is used.
- Update the fields in the Voucher so the Voucher is complete and save.

For more detailed information about the template Voucher process, see the Job Aid titled **AP312_Creating, Using, and Updating a Template Voucher** located on the Cardinal website in **Job Aids** under **Learning**.





Lesson Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question and make note of your answer below.



1. When a Voucher is saved for later, Cardinal automatically checks the _____ checkbox.
 - a. Pay Terms
 - b. Incomplete Voucher
 - c. Final Voucher
 - d. Copy Down



2. When a Voucher is saved, Cardinal automatically performs _____.
 - a. Approval
 - b. Edit checking
 - c. Budget checking



3. True or False. The Summary page contains various statuses such as Entry, Approval, Post and Budget that update as the Voucher goes through various processes.



Lesson Checkpoint (continued)



4. True or False. The Error Summary page displays errors that were detected when the Voucher was saved.



5. True or False. A Template Voucher is used as a model for other Vouchers for the same supplier.



Lesson 2: Summary

2

Creating a Voucher

In this lesson, you learned:

- Verifying the supplier exists in Cardinal
- Entering Invoice information
- Uploading Interfaced Vouchers
- Entering/Reviewing payment information
- Saving the Voucher
- Reviewing other Voucher pages
- Overview of Template Vouchers



Lesson 3: Introduction

3

Managing and Processing Vouchers

This lesson covers the following topics:

- Voucher Processing steps
- Updating Voucher information
- Reviewing and correcting Voucher processing errors
- Entering adjustment Vouchers
- Deleting, Unposting, and Closing a Vouchers
- Canceling a payment



Voucher Processing Overview

Once the Voucher is saved and has no Edit Check errors (**Entry Status** of **Postable**), Cardinal then Budget Checks the Voucher.

- Budget Check is a batch process performed every 2 hours during the day and once overnight.
- If the Voucher passes Budget Check, Cardinal submits the Voucher for approval.
- Voucher Approval is also a batch process performed every 2 hours during the day and overnight.

After the Voucher has been reviewed and approved, Cardinal then:

- Posts the Voucher to the AP module.
- Posts the AP Accounting Entries to General Ledger.

Because batch processes occur periodically during the business day, **check for budget errors throughout the day.**

Approved Vouchers first post in AP and then the General Ledger. Cardinal creates accounting entries that debit the distribution line on the Voucher and credit an Accounts Payable liability account.

Later, when payments are processed and posted to GL, Cardinal eliminates the liability account (debit) and reduces cash (credit).





Budget Checking Overview

The budget check process is a batch process that checks each Voucher against the budget established for its accounting distribution(s) to ensure that the Voucher amount does not exceed the budget. Budget checking occurs throughout the day at two-hour intervals as well as once in the evening batch. Vouchers can pass Budget Check (**Valid**) or fail (**Exceptions**) due to an error.

Cash balances are not affected until the related payment is made.

When a Voucher passes budget checking, Commitment Control reduces the available budget by the amount of the Voucher. The Voucher's **Budget Status** is then marked as **Valid**.

See the Job Aid titled **AP312_Reviewing and Correcting Voucher Errors** for details regarding updating Vouchers that failed the Budget Check process. It is located on the Cardinal website in **Job Aids** under **Learning**.

Budget Pre-Check Process

- After saving a Voucher, a preliminary budget check can be performed on a single Voucher using the Budget Pre-Check process on the **Invoice Information** page. This is an online process that checks one Voucher against the current available budget amounts.
- The preliminary Budget Pre-Check process provides a spot check of the budget. It is **not** a substitute for batch budget checking because it does not update the budget ledgers with the Voucher amount or update the Voucher's budget status.
- It is possible for a Voucher to pass the preliminary Budget Pre-Check process and later fail batch budget checking, for example if another Voucher charged to the same budget is processed first and exhausts the available budget.



Approval Processes Overview and Workflow

Approval Processes Overview

Vouchers entered or updated online in Cardinal must be approved online. A Voucher cannot enter the approval process until it passes error and budget checking.

Segregation of duties requires that the Voucher processor and the approver be different people.

Successful budget checking reserves the amount of the Voucher in the budget(s) for the Voucher's accounting entry or entries.

Interfaced Vouchers receive approval in the agency system prior to upload and only route in Cardinal for additional approval(s) (e.g., DOA Pre-Audit approvals for Capital Outlay or Legal Services). Interfaced Vouchers only require online agency approval in Cardinal if they are updated online in Cardinal.

Approval Workflow

Once Vouchers pass budget checking, Cardinal uses **Workflow** to route them to the designated approvers' **worklist(s)**. Some Vouchers may require Pre-Audit approval as well as agency approvals.



Approval Options

Each approver reviews the Voucher and has these options after the review:

- **Approve** - Cardinal forwards the Voucher to the next approver, if any, or makes it available for posting and payment.
- **Deny** - An approver who denies a Voucher must enter comments to explain the denial.
- **Push Back** - Cardinal returns the Voucher to the previous step in the approval process for re-evaluation. **This option is only available if there is more than one level of approval for the Voucher.**

The number of approvals required for a Voucher depends on ChartField values and agency workflow design. Cardinal determines the workflow path automatically and routes each Voucher appropriately. Each approver has the options listed above and all designated approvers must approve the Voucher before it can proceed to downstream processes.





Voucher Posting Overview

Once a Voucher is approved, it is ready for posting and payment.

Voucher Posting

- Nightly Batch process
- Creates accounting entries that debit the accounting distribution from the Voucher
- Credit the offsetting liability account in the Accounts Payable module

The journal generation process copies the accounting entries in the AP module and creates a journal that is then posted to the General Ledger.





Denied Vouchers

When a Voucher is denied, it must be either corrected or denied. Once the Voucher is corrected, it is re-routed through edit check, budget check, and approval processes again as appropriate.

Online Agencies

When a Voucher is denied, the Voucher Processor who entered the Voucher receives an e-mail notification of the denial, however anyone with the Voucher Processor role can correct it.

Interfacing Agencies

When an interfaced Voucher is denied, there is no e-mail notification sent to the agency. The interfacing agency can update the Voucher online as requested by the approver or delete the Voucher if not needed.

Online and Interface agencies should run the **Vouchers Denied not Deleted** query to check for denied Vouchers regularly. This query can be accessed using the following path:

Main Menu > Reporting Tools > Query > Query Viewer > V_AP_VCHRS_DND_NOT_DLTD

Voucher approval status also displays on the **Summary** page in the **Approval Status** field.

Note: If the denied Voucher will not be updated and resubmitted for approval, it should be deleted promptly to restore the budget amounts. Job Aid titled **AP312_Unposting, Deleting, and Closing a Voucher** located on the Cardinal website in **Job Aids** under **Learning**.





Deleting Vouchers

Deleting a Voucher marks, it as deleted in the database and restores the budget.

You can delete a Voucher if it:

- Has been denied by the approver and will not be updated
- Was Saved for Later
- Has **never** been posted (at any time)

When a Voucher is deleted, the Voucher ID cannot be used again on another Voucher.

For more detailed information about deleting Vouchers, see the Job Aid titled **AP312_Unposting, Deleting, and Closing a Voucher** located on the Cardinal website in **Job Aids** under **Learning**.





Updating Payment Information on a Voucher

In most instances, the payment information on a Voucher defaults from the supplier record. Generally, suppliers are paid according to the Commonwealth's Prompt Payment Guidelines.

However, certain circumstances may result in the need to change the default payment information.

- A payment hold needs to be added or removed from the Voucher.
- A payment needs to be split among more than one payee because a tax lien, levy, garnishment, etc. has been received from the IRS.
- The payment for a Voucher needs to be separated from other payments to the supplier because the payment requires an attachment.
- The **Scheduled Due** date (calculated payment date) needs to be changed because it does not follow prompt payment requirements.
- A message needs to be added to the remittance or an internal comment about the payment needs to be added.
- On rare occasions, the payment method may need to be changed from **ACH**, **ePayables**, or **EFT** to **System Check (CHK)**.





Reviewing Vouchers for Edit and Budget Check Errors

The Voucher process may identify errors in Vouchers that were not detected during Voucher entry. Your agency's Accounts Payable staff are responsible for correcting these errors.

Edit Checking runs immediately when a Voucher is saved and must be corrected for the Voucher to go through Budget Checking. Budget Check runs approximately every 2 hours during the day and once overnight. It picks up all Vouchers that have successfully passed Edit Check.

See the Job Aid titled, **AP312_Reviewing and Correcting Voucher Errors** for details about how to review and correct Edit Check and Budget Check errors. This job aid is located on the Cardinal Website in **Job Aids** under **Learning**.

Once the error is identified, update the Voucher with correct data and save it. In some instances, research is needed to determine the correct values, e.g., contact the Voucher processor, the supplier, etc.

Once the Voucher is updated, any processes that identified error(s) are repeated to confirm that the Voucher is error-free. For example, if the Voucher failed budget checking, this process must be repeated.





Demonstration

In this demonstration, the Instructor will demonstrate the following:

- Running the Voucher Error query
- Navigating to Edit Check Errors using the Search page
- Navigating to Budget Check Errors using the Search page



Hands-On Exercise

Now you have an opportunity to practice the lessons learned today in a training environment.

Your instructor will provide direction on how to log in and complete the exercise.

If you have any questions, please ask your instructor.





Lesson Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question and make note of your answer below.



1. True or False. When a Voucher passes budget checking, commitment control reduces the available budget by the amount of the Voucher.



2. True or False. Vouchers are budget checked after they have been approved.



3. True or False. The Voucher Error query only shows edit check errors.



Lesson Checkpoint (continued)



4. True or False. Once the Voucher posts, the cash is reduced since Cardinal uses modified accrual basis accounting.



5. True or False. When a Voucher is denied, the Voucher ID can be used again.



6. True or False. When a denied Voucher will not be updated and resubmitted for approval, it should be deleted to restore the budget amounts.



Entering Adjustment Vouchers

Adjustment Vouchers are used to adjust existing posted Vouchers. For example, a credit memo is received from a supplier to adjust a previously issued Invoice and the Voucher for the original Invoice has already been processed and posted but not paid.

An adjustment Voucher is associated with the original Voucher and goes through the same processes as regular Vouchers (edit and budget checking, approval, posting).

When pay cycle runs, it will combine the original Voucher and adjustment Voucher amounts and pay the net amount.

For more detailed information about adjustment Vouchers, see the Job Aid titled **AP312_Entering Adjustment Vouchers** located on the Cardinal website in **Job Aids** under **Learning**.





Reviewing Denied Vouchers

There is a query can be run to identify denied Vouchers for both online and interfacing agencies, which is **V_AP_VCHRS_DND_NOT_DLTD**. Navigate to the Query page by clicking the **Financials Query-based Reports** link on the Cardinal Financials Home page under **Financials Report Execution**.

For more details on reviewing and updating denied Vouchers, see the Job Aid titled **AP312_Reviewing and Updating Denied Vouchers**. This job aid is located on the Cardinal website in **Job Aids** under **Learning**.





Voucher Deletion and Denied Vouchers

Vouchers are edit and budget checked before routing for approval. Successful budget checking reserves the amount of the Voucher in the budget(s) for the Voucher's accounting entry or entries.

A Voucher approver can deny a Voucher submitted for approval and it is sent back to the originator for correction. Once the Voucher is corrected, it is re-routed through edit check, budget check, and approval again.

If the denied Voucher will not be updated and resubmitted for approval, it should be deleted promptly to restore the budget amounts.

Online Agencies

When a Voucher is denied, the Voucher Processor who entered the Voucher receives an e-mail notification of the denial, however anyone with the Voucher Processor role can correct it.

Interfacing Agencies

When an interfaced Voucher is denied, there is no e-mail notification sent to the agency.

Agency processors should run the **V_AP_VCHRS_DND_NOT_DLTD** query to check for denied Vouchers.

Note: The Voucher status also displays on the **Summary** page in the **Approval Status** field.





Voucher Unposting

Vouchers that were posted by the Voucher Posting process to the Accounts Payable Voucher accounting line table may be unposted in some circumstances.

Unpost a posted Voucher if corrections need to be made. Unposted Vouchers cannot be deleted. When a Voucher is unposted, it must be updated that same day. The post process runs at night and if no changes are made, it will repost the Voucher with the original ChartField distribution.

A Voucher can be unposted as long it has not been:

- Selected for payment (by the payment processes)
- Paid

The unposting process creates reversal entries in the accounting line table where the Voucher was originally posted.

For more detailed information about Voucher unposting, see the Job Aid titled **AP312_Unposting, Deleting, and Closing a Voucher** located on the Cardinal website in **Job Aids** under **Learning**.





Closing Voucher

Closing a Voucher is used when to remove the remaining liability to be written off the supplier balance and the Voucher to be considered complete. Closing a Voucher prevents it from being processed.

To close a Voucher, it must be posted and not selected for payment or paid. Cardinal automatically removes the associated liability and restores the associated budget amount at Voucher closure.

Saving a Voucher marked for closure is irreversible (it can not be undone). The Voucher is closed once the Post Voucher process runs in batch overnight.

Cardinal automatically removes the associated liability and restores the associated budget amount.

For more detailed information about closing a Voucher, see the Job Aid titled **AP312_Unposting, Deleting, and Closing a Voucher** located on the Cardinal website in **Job Aids** under **Learning**.





Cancelling a Payment

As an agency, there are times when stopping or canceling payments is needed for various reasons. To correctly stop or cancel a payment, the agency must coordinate with Treasury and Department of Accounts.

For more detailed information about canceling a payment, see the Job Aid titled **AP312_Cancelling a Payment – Disbursing Agency** located on the Cardinal website in **Job Aids** under **Learning**.





Hands-On Exercise

Now you have an opportunity to practice the lessons learned today in a training environment.

Your instructor will provide direction on how to log in and complete the exercise.

If you have any questions, please ask your instructor.





Lesson Checkpoint

Now is your opportunity to check your understanding of the course material. Read the questions and make note of your answer below.



1. True or False. An adjustment Voucher is typically used when you need to make a change to a ChartField Distribution.



2. True or False. Closing a Voucher allows you to reopen it for reuse.



5. If you need to make a change to a Voucher and it has posted, but not paid or selected for payment, you should _____ the Voucher.

- a. Cancel
- b. Unpost
- c. Place a Stop Payment on



Lesson 3: Summary

3

Managing and Processing Vouchers

In this lesson, you learned:

- Voucher Processing steps
- Updating Voucher information
- Reviewing and correcting Voucher processing errors
- Entering adjustment Vouchers
- Deleting, Unposting, and Closing a Vouchers
- Canceling a payment



Course Summary

AP312

Voucher Processing

In this course, you learned how to:

- Describe key Voucher processing concepts
- Review supplier information in Cardinal and the process to add/updated suppliers
- Create a Voucher
- Review and correct Voucher processing errors
- Review the process for entering template and adjustment Vouchers
- Review deleting, unposting, and closing Vouchers



Course Evaluation

Congratulations! You successfully completed the **AP312_Voucher Processing** course.

Your instructor will provide instructions on how to access the evaluation survey for this course.





Appendix

- Key Terms
- Allowed Extensions on Attachments in Cardinal
- Diagrams and Screenshots
- Voucher Process Flowcharts
- Flowchart Key



Key Terms

Adjustment Vouchers: Vouchers used to adjust a previously-created Voucher. For example, a credit memo received from a supplier would be entered as an adjustment Voucher.

Agency to Agency Transaction (ATA): In Cardinal ATAs are handled with three separate processes depending on the type. Transfer of funds will be handled in the General Ledger. Inter-agency payments will be handled in Accounts Payable. Inter-agency deposits will be handled in Accounts Receivable.

Budget Checking: The process of comparing transactions to budget ledgers to ensure that amounts do not exceed the controlling budget. Transactions may pass, fail, or pass with a warning. The budget check process is run via a batch process. Once a valid budget check status is achieved, the budget balances are updated.

Commonwealth Vendor Group (CVG): The central group that enters and maintains suppliers in Cardinal. Agencies will fill out the Vendor Maintenance Request form to request additions or updates to suppliers.

Comptroller's Debt Setoff (CDS): The Department of Taxation is responsible for offsetting part of the supplier payment for amounts owed to a state agency. Taxation maintains CDS offsets and sends Cardinal updates with the adjusted payment amounts.

Distribution Line: Each Invoice line includes at least one distribution line. Distribution lines include the ChartField and accounting values for the line. If the line's cost is split among different ChartField and accounting value combinations, there are multiple distribution lines.

Electronic Data Interchange (EDI): The electronic exchange of invoicing and payment data between Cardinal and the supplier.



Key Terms (continued)

Electronic Federal Tax Payment System (EFTPS): A payment process used to make certain types of payments to the IRS.

Electronic Funds Transfer (EFT): A system of transferring money from one bank account directly to another without any paper money changing hands.

ePayables: Supplier payments made via a virtual charge card. Bank of America processes the payments and the Commonwealth receives a rebate for using the card system.

Fiscal Suppliers: Non-procurement suppliers are suppliers who are not in eVA and are entered directly in Cardinal.

Invoice Lines: Additional information about items included in the Voucher. Payment Vouchers generally contain item, description, quantity

Matching: The process where a Voucher is compared to its corresponding PO, receipt, and/or inspection record to ensure that the quantities and unit prices are consistent. If the comparison fails, the system creates a Match Exception, which must be corrected before the Voucher can be paid. Matching is controlled by a series of Match Rules, which may include Tolerances to allow minor inconsistencies. Matching includes Two-Way Matching, where the Voucher and PO are compared; Three-Way Matching, where the Voucher, PO and receipt are compared.

One Time Supplier: A payee that requires a single refund payment. One Time suppliers must be established in the Cardinal Supplier table but are inactivated after the Voucher is processed.



Key Terms (continued.)

Pay Terms: Used to calculate the payment due date. In Cardinal, there are three pay terms: 00 – Due Now, 00PP – Due Now Prompt Pay Eligible, and 30 (Net 30) – Prompt Pay – payment must be processed based on prompt pay guidelines.

Payment Offset: A situation in which the agency is responsible for sending part of the supplier payment to a third party (i.e., “offsetting” the payment). Examples of payment offsets include lien, levy, garnishment, etc. or similar circumstances where the agency is responsible for paying a third party the offset amount. In these cases, the offset must be manually created in Accounts Payable and tracked in an offline system.

PO (Purchase Order) Vouchers: Vouchers associated with other documents including a receipt and/or purchase order (PO) and must be matched with the associated document(s) as required.

Pre-Budget Checking: An available action used to verify whether funds are available for a Voucher. However, this action is not an actual budget check and does not deduct the Voucher amount from the budget. Once the Voucher is saved and passes online edits, it is available for budget checking.

Procurement Supplier: All procurement suppliers are interfaced from eVA to Cardinal.

Remittance Advice: In PeopleSoft Payables, the remittance advice is attached to the check and provides details of the check payment. The remittance advice includes Voucher IDs, Invoice IDs, payment messages, and amounts.



Key Terms (continued..)

Procurement Supplier: All procurement suppliers are interfaced from eVA to Cardinal.

Remittance Advice: In PeopleSoft Payables, the remittance advice is attached to the check and provides details of the check payment. The remittance advice includes Voucher IDs, Invoice IDs, payment messages, and amounts.

Scheduled Due Date: The date that a Voucher is due for payment. This date is usually calculated automatically by Cardinal to conform to the Commonwealth's Prompt Payment Statutes unless different terms are specified on the PO. Payment terms can be manually changed if required.

Note: All PO Vouchers require online receiving, except for SiteManager and professional services Vouchers.

Template Vouchers: Commonly used Voucher formats that are created and saved for use as templates. A template Voucher is created similarly to an ordinary Voucher, but after it is saved, it becomes a template rather than an actual Voucher, and it can be retrieved for use as a starting point for an actual Voucher.

Treasury Offset Program (TOP): TOP is a federal government-wide debt collection program that compares delinquent debtor data to governmental payment data. When a USDT delinquent debtor record matches a Virginia payment record, TOP recovers the delinquent debt(s) by offsetting the payment, in full or in part, to satisfy what is owed.



Key Terms (continued...)

Voucher: A record in Cardinal that represents an Invoice from a supplier submitted for payment. Vouchers may be created online using the supplier's Invoice as a resource or created electronically (by uploading external files, for example).

Voucher Approval: The process of approving a Voucher for payment through Cardinal Workflow. Multiple approvals may be required in some cases. Voucher processors should not approve the Vouchers they entered. No payments may be made for a Voucher unless it is approved.

Voucher Delete: A process that marks a Voucher as deleted, so it can no longer be accessed or processed. Vouchers may only be deleted if they are un-posted and are not associated with existing adjustment Vouchers.

Voucher Header: The part of the Voucher that includes information common to all items on the Voucher, such as supplier information and total amounts. There is one Voucher header per Voucher.

Voucher Posting: The process that creates accounting entries in an Accounts Payable table. Voucher posting occurs as a batch process after a Voucher is approved and budget-checked, but before it is paid. Vouchers may be unposted for correction if they have not been paid yet.

Voucher Style: The general purpose of a Voucher, such as regular Voucher, template, or adjustment Voucher.

Withholding: Cardinal's term for 1099 processing. This term is used because the 1099 processes may involve withholding amounts from supplier payments. Suppliers subject to this are called either withholding suppliers or 1099 suppliers.

Workflow: A tool in Cardinal that routes a transaction electronically for approval via a worklist.



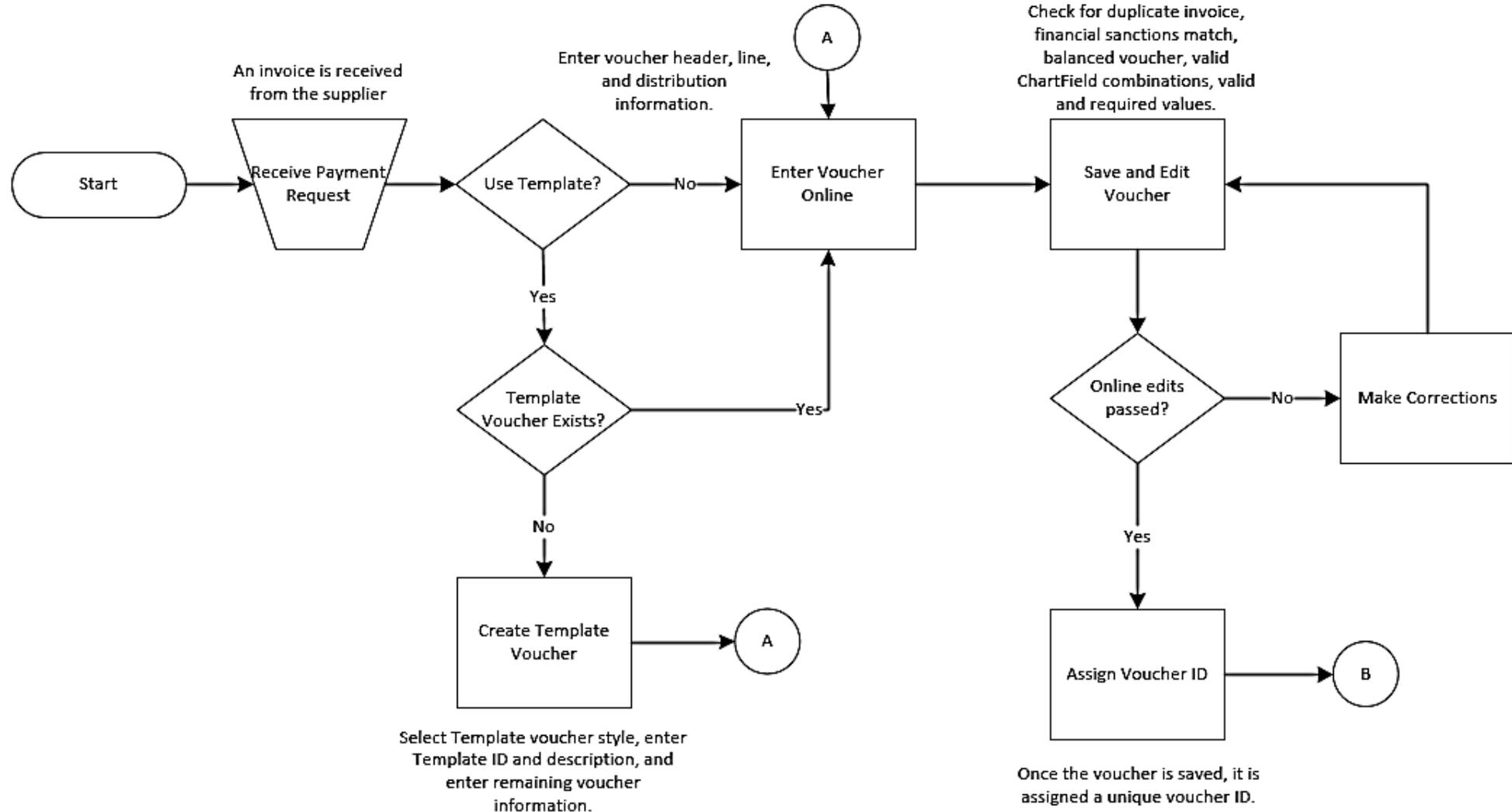
Allowed Extensions on Attachments in Cardinal

The following is a list of file extensions that are allowed on attachments uploaded to Cardinal. You should only attach key supporting documents that either enhance the electronic Cardinal transaction approval process or are instrumental as part of the transaction history. The Cardinal system should not be relied upon to maintain agency documentation and should not be considered the official retention source of the agency. Supporting documents, as required by all applicable regulatory/governing bodies, should be maintained by the agency apart from the Cardinal attachment functionality.

Allowed Extensions on Attachments in Cardinal		
.BMP	.CSV	.DOC
.DOCX	.JPE	.JPEG
.JPG	.MSG	.PDF
.PNG	.PST	.RTF
.TIF	.TIFF	.TXT
.XLS	.XLSX	.XML

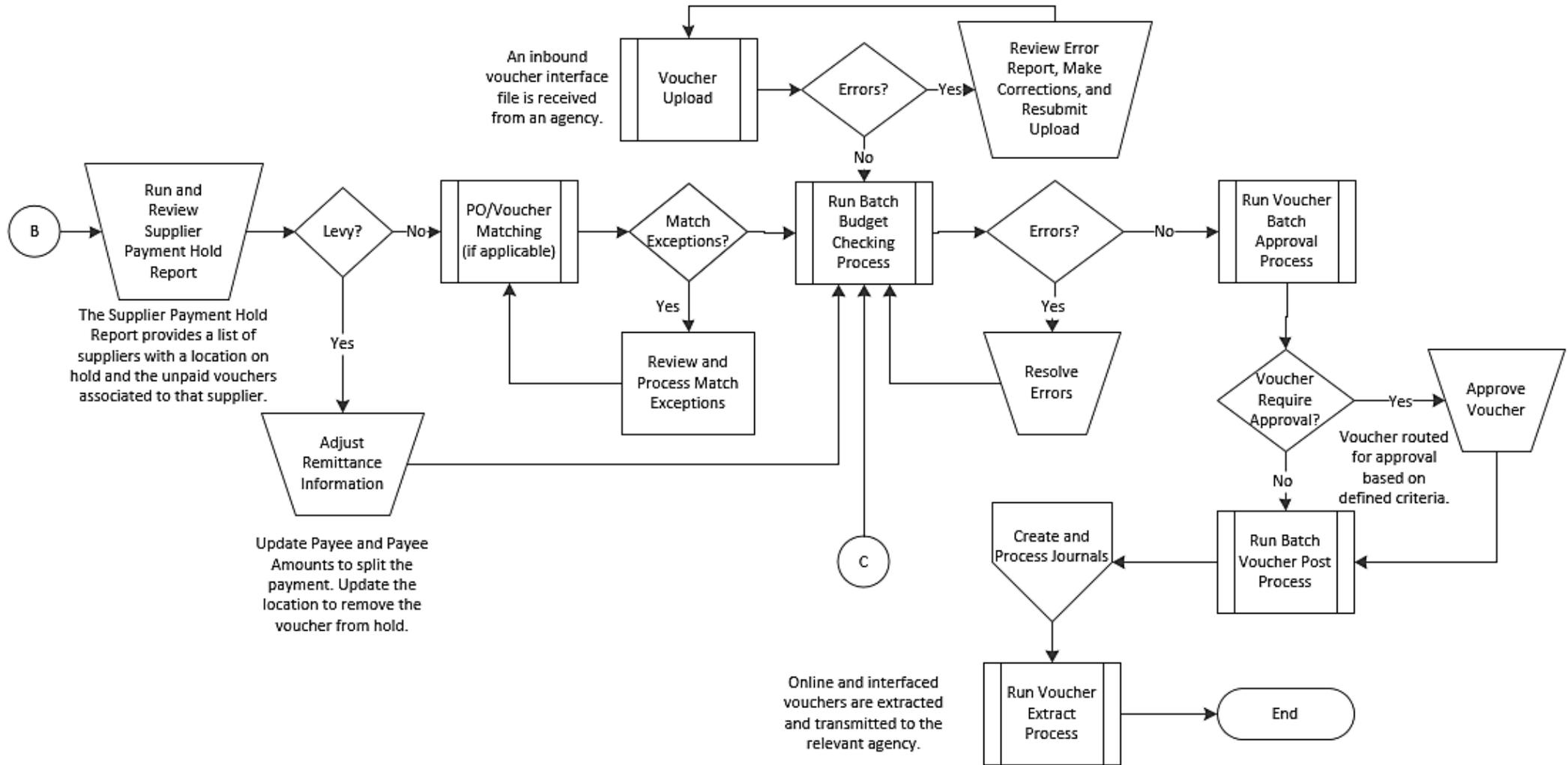


Enter Voucher Process



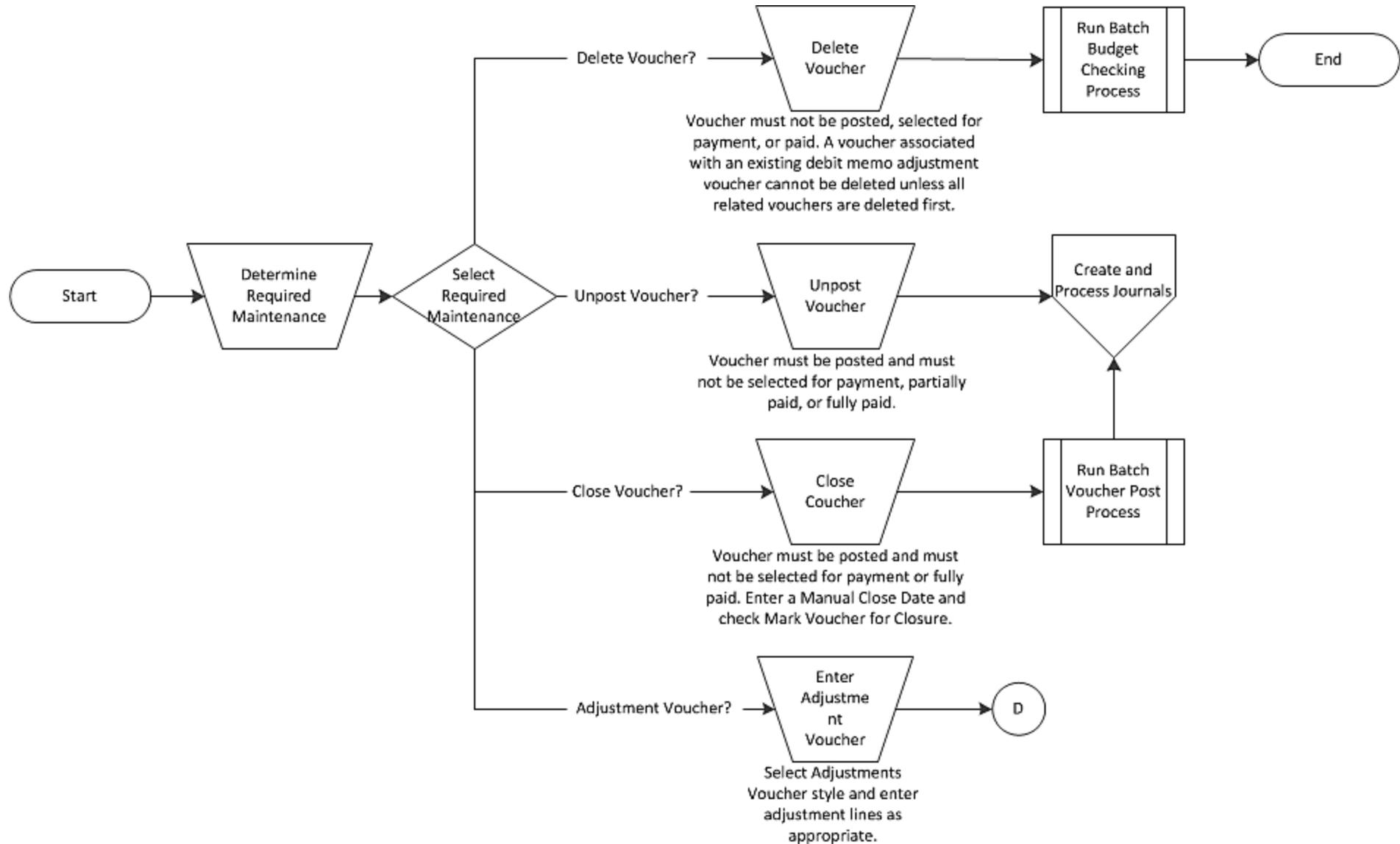


Enter Voucher Process (continued)





Maintain Voucher Process

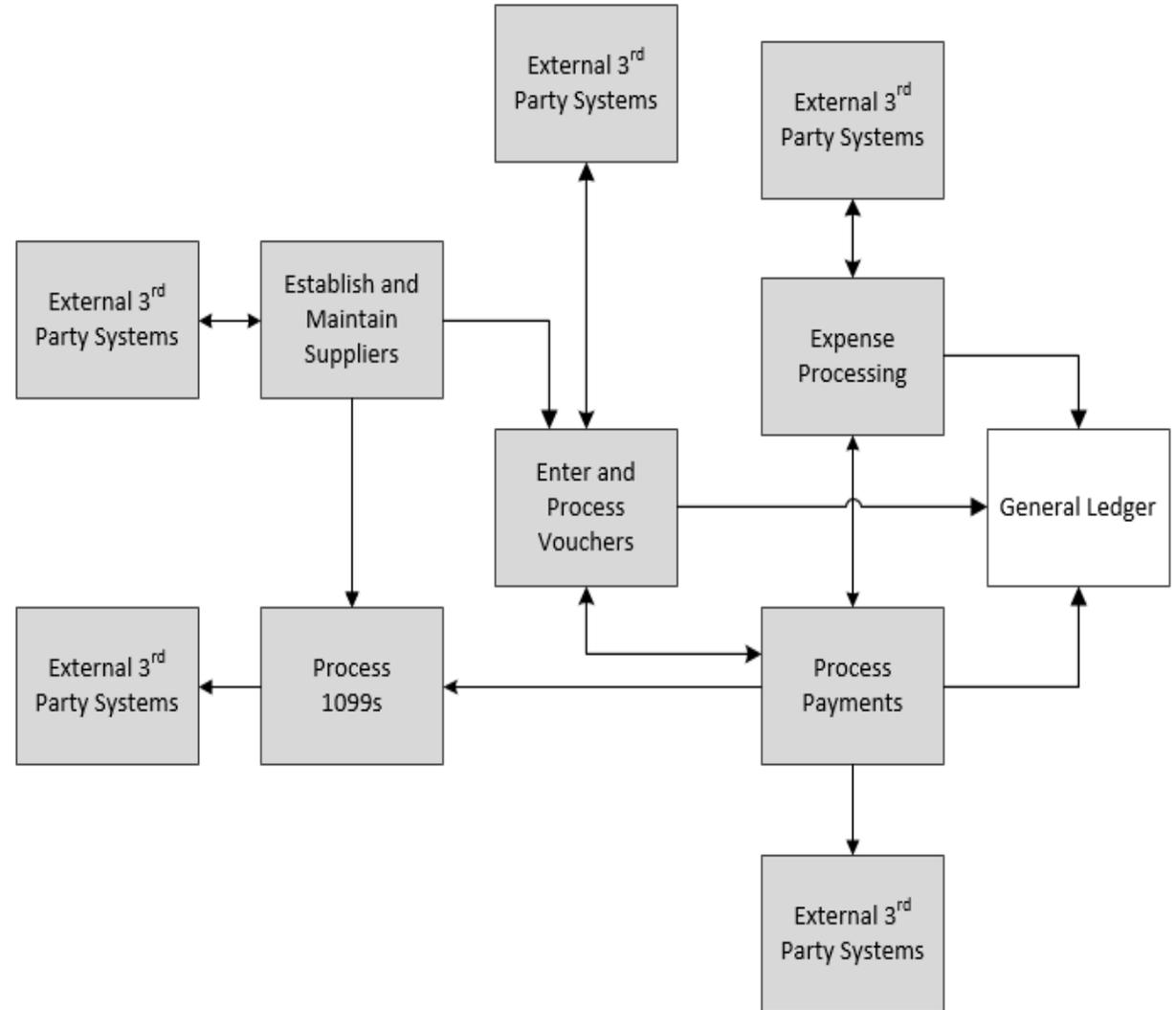




Integration with General Ledger

Voucher processing creates accounting entries in an Accounts Payable table that the Journal Generator uses to create journals in General Ledger.

Accounts Payable uses the budget checking feature of Commitment Control in General Ledger to ensure that Vouchers conform to budget constraints.





Interfaces with External Systems

Accounts Payable Voucher processing also interfaces daily with several systems that are external to Cardinal:

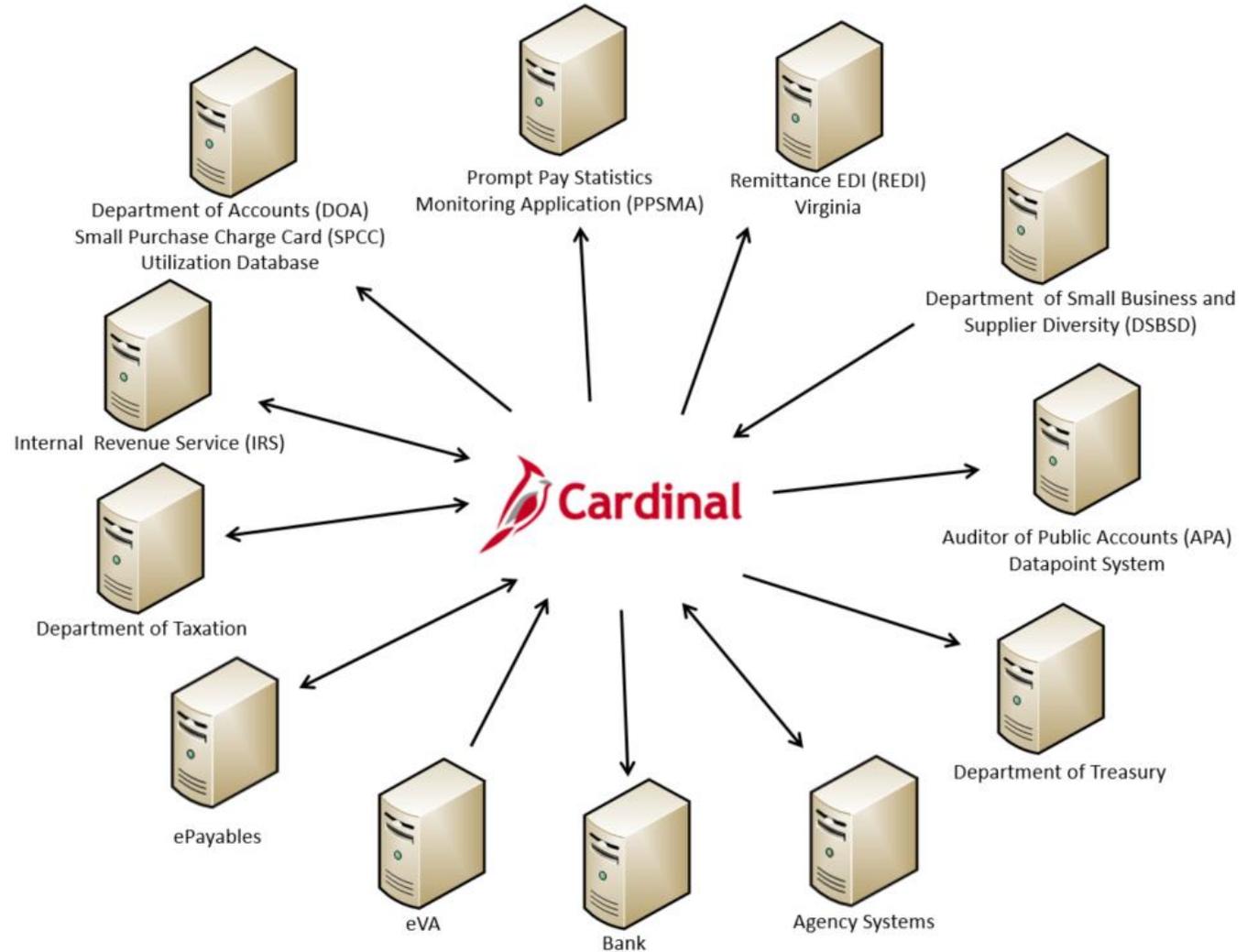
Department of Accounts (DOA) Small Purchase Charge Card (SPCC) Utilization Database - Payment data

Agency Systems - Voucher data

Bank - Positive pay files and Electronic Data Interchange (EDI) information

Auditor of Public Accounts (APA) Datapoint System - Payment Information

Department of Treasury - Information on checks that require printing, disbursement files for reconciliation, and due diligence





Interfaces with External Systems (continued)

Remittance EDI (REDI) Virginia:
Remittance Information

Prompt Pay Statistics Monitoring Application (PPSMA)- Prompt pay files

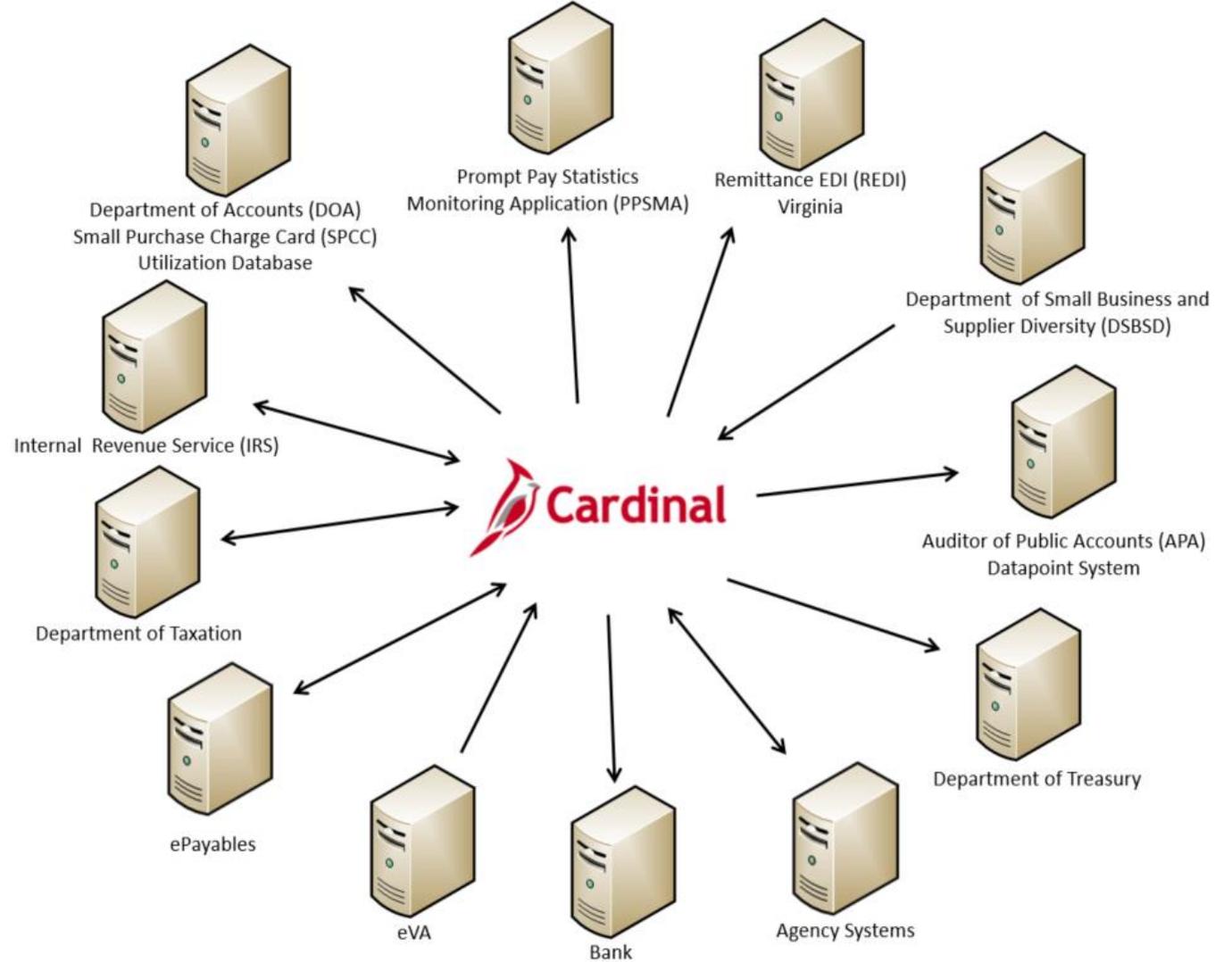
Department of General Services eVA - Procurement supplier information

Department of Taxation -

- Sends payment information for CDS Processing
- Receives information about CDS Offset

Department of Small Business and Supplier Diversity (DSBSD) -

- Sends Small, Women, And Minority (SWAM) payment data extract
- Receives supplier certification data





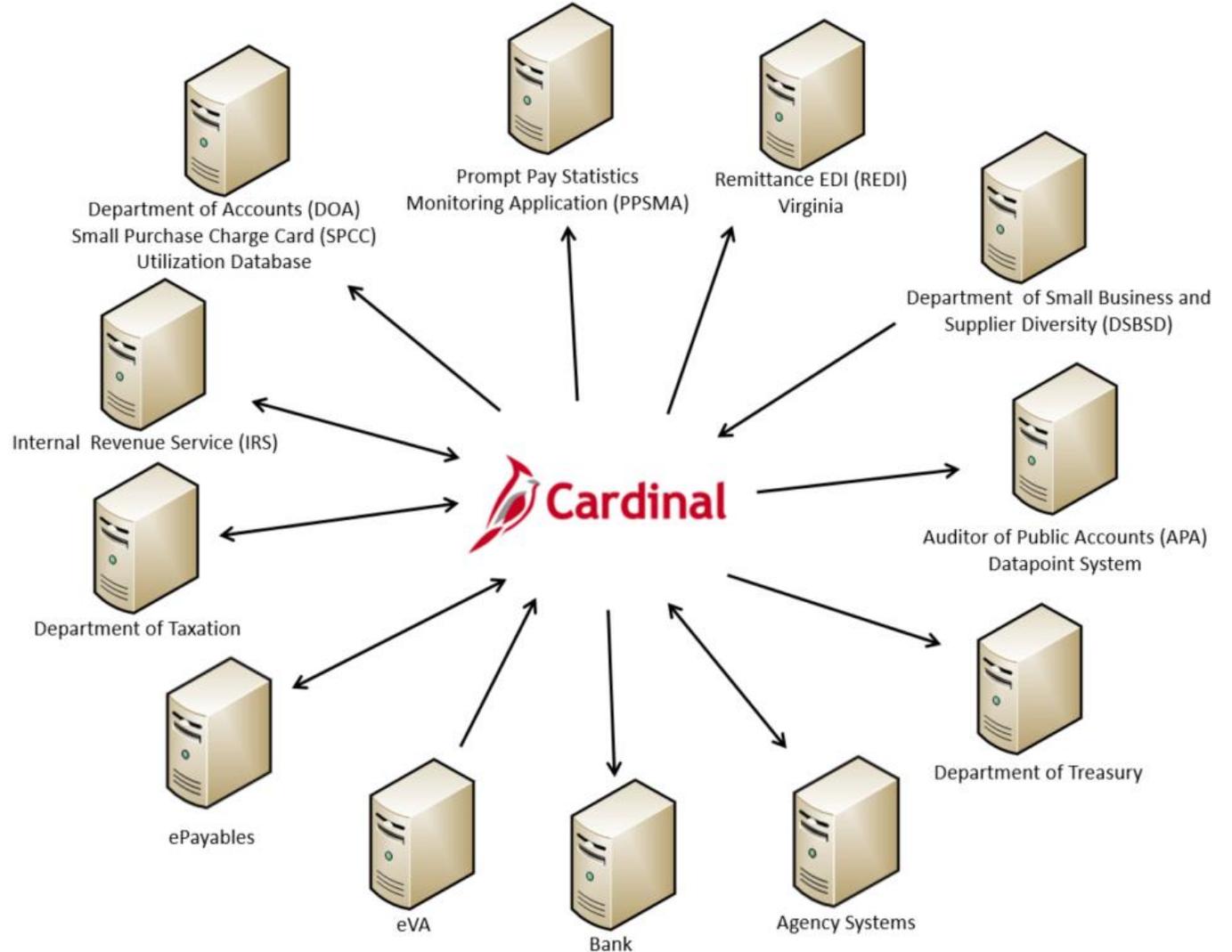
Interfaces with External Systems (continued.)

ePayables -

- Supplier payments made to a virtual charge card.
- Bank of America (BOA) manages all ePayables payments to virtual charge card

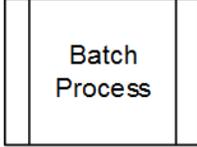
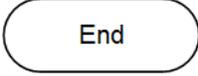
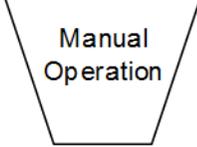
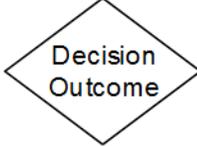
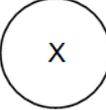
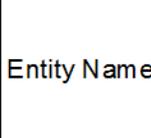
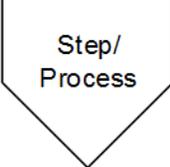
Internal Revenue Service (IRS) -

- Sends TIN comparison requests to validate supplier information
- Sends 1099 reporting data
- Receives TIN comparison results
- Sends Electronic Federal Tax Payment System (EFTPS) extract





Flowchart Key

	Depicts a process step or interface.		Indicates point at which the process begins. Does not represent any activity.
	Specifies a batch process.		Indicates point at which the process ends. Does not represent any activity.
	Depicts a process step that is preformed manually.		Depicts a document of any kind, either electronic or hard copy.
	Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.		Indicates an on-page or intra process connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page.
	Represents an entity (person, organization, etc.).		Connects steps between business processes.