AP312_Reviewing Supplier Information and Creating a Voucher

Reviewing Supplier Information and Creating a Voucher Overview

The Voucher entry process starts with searching for the supplier from which an Invoice has been received. The supplier must exist and be approved in the Cardinal Supplier Database for a Voucher to be processed. In addition, the supplier's remit to address, as listed on the Invoice, must be on the supplier record and Active for it to be used to enter a Voucher. This Job Aid walks through the steps for reviewing the supplier and creating the Voucher.

There are two types of suppliers in Cardinal, which are Fiscal and Procurement (eVA). If there are updates or missing information for a supplier, contact the appropriate agency for assistance as noted below, based on the type of supplier:

- Fiscal suppliers: Commonwealth Vendor Group cvg@doa.virginia.gov
- Procurement (eVA) suppliers: Department of General Services eVACustomerCare@dgs.virginia.gov

Once the supplier record has been verified, the Voucher can be created. Each Voucher contains only one Invoice. The following is a list of key information that is needed to be able to create and then submit a Voucher for processing:

- Cardinal Supplier ID
- Remit to Address sequence number
- Supplier Location information
- Payment Terms
- Charge Distribution Information
- Addressing payment offsets if applicable

Once a Voucher is created and submitted (saved), Edit Check runs. Once the Voucher passes Edit Checking, it will go through Budget Checking. If the Voucher has Edit Check or Budget Check errors, they must be corrected for the Voucher to continue processing. See the Job Aid titled **AP312_Reviewing and Correcting Voucher Errors**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

After the Voucher has successfully passed Budget Check, it will route for approval based on the agency approval routing. Vouchers that require approval for Capital Outlay or Legal Services will automatically route to DOA after agency approval. Once all approvals are completed, the Voucher post process runs and creates the journal entries. Finally, the Voucher will be selected for payment and paid based on the due date.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.

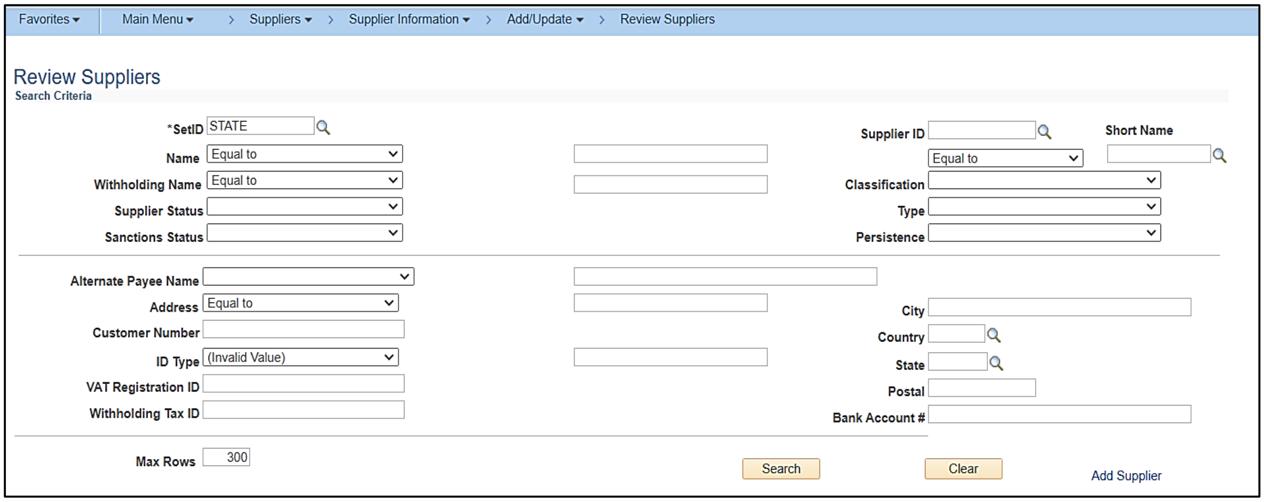
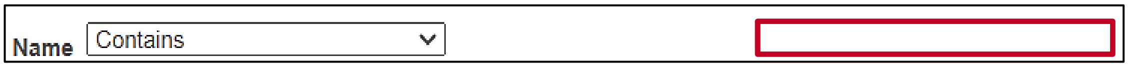
Table of Contents

Revision History

Revision Date	Summary of Changes
1/14/2025	Baseline

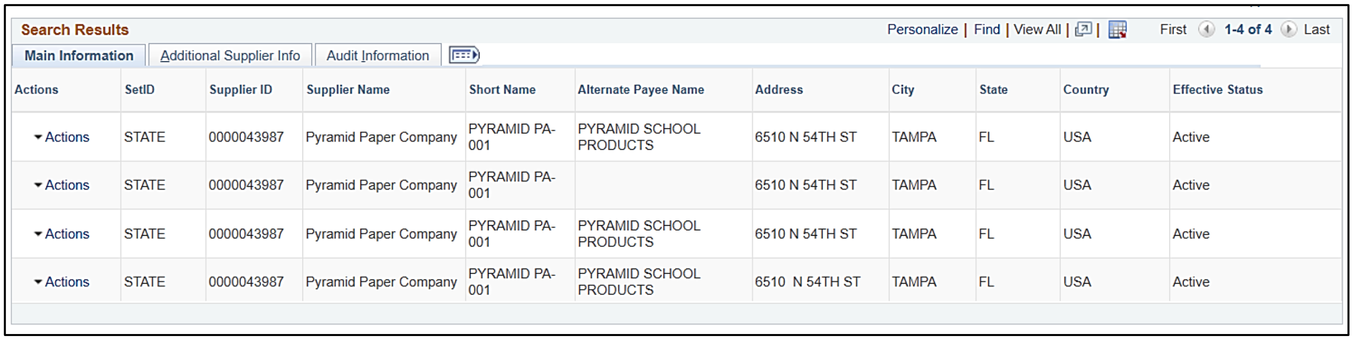
Reviewing the Supplier Information

This section will walk through the process for reviewing a supplier from which an Invoice has been received and gathering the necessary information to create the Voucher.

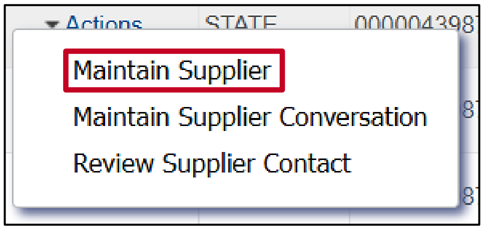
Step	Action
1.	Navigate to the **Review Suppliers** page using the following path: **Main Menu > Suppliers > Supplier Information > Add/Update > Review Suppliers**
	The **Review Suppliers Search** page displays.  *SetID STATE Name Equal to Withholding Name Equal to Short Name Equal to Address Equal to ID Type (Invalid Value) Max Rows 300
ℹ	Users can search for suppliers using any of the criteria on this page. Whenever searching for a supplier, enter as much information as available to narrow the search. When using an address, you must select the Country.
2.	To search by name, click the **Name** field dropdown button and select “Contains”.  Name Equal to
3.	Enter the supplier’s name in the **Name** field.  Name Contains
4.	Enter the supplier remit to address city in the **City** field. 
5.	Enter or select **USA** in the **Country** field. 

Step	Action
6.	Enter or select the 2-character alpha State abbreviation in the **State** field. 
7.	Click the **Search** button. 

The search results display in the **Search Results** section of the page.

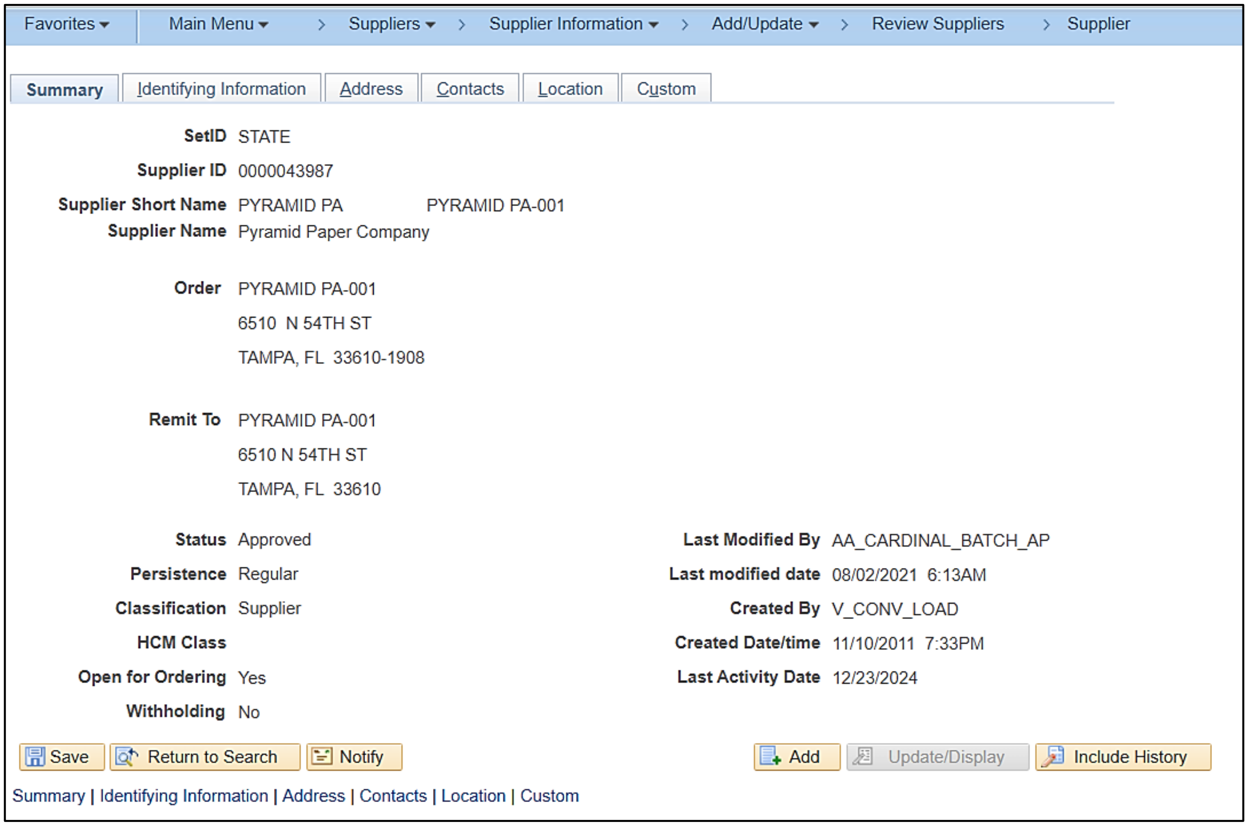


Actions	SetID	Supplier ID	Supplier Name	Short Name	Alternate Payee Name	Address	City	State	Country	Effective Status
Actions	STATE	0000043987	Pyramid Paper Company	PYRAMID PA-001	PYRAMID SCHOOL PRODUCTS	6510 N 54TH ST	TAMPA	FL	USA	Active
Actions	STATE	0000043987	Pyramid Paper Company	PYRAMID PA-001		6510 N 54TH ST	TAMPA	FL	USA	Active
Actions	STATE	0000043987	Pyramid Paper Company	PYRAMID PA-001	PYRAMID SCHOOL PRODUCTS	6510 N 54TH ST	TAMPA	FL	USA	Active
Actions	STATE	0000043987	Pyramid Paper Company	PYRAMID PA-001	PYRAMID SCHOOL PRODUCTS	6510 N 54TH ST	TAMPA	FL	USA	Active

Step	Action
ℹ	If multiple suppliers display, locate the appropriate one based on the Invoice that was received.
8.	Click the **Actions** dropdown button next to the appropriate supplier. If the supplier displays more than once, it does not matter which one is selected. 
ℹ	The number of times a supplier displays is based on the number of addresses that the supplier has in Cardinal.
9.	Click the **Maintain Supplier** link. 

Step	Action
ℹ	The **Maintain Supplier Conversation** link opens the **Supplier Conversation** page which is used to record notes regarding communications with the supplier. Notes added here can be seen by anyone. For more detailed information about recording notes regarding communications with the supplier, see the Job Aid titled **AP312_Recording Supplier Conversations** located on the Cardinal website in **Job Aids** under **Learning**. The **Review Supplier Contact** link opens the **Supplier Contact** page which can be used to review the supplier's contact information.

Cardinal opens a new internet browser tab and the **Summary** tab for the selected supplier displays.



SetID STATE

Supplier ID 0000043987

Supplier Short Name PYRAMID PA PYRAMID PA-001

Supplier Name Pyramid Paper Company

Order PYRAMID PA-001
6510 N 54TH ST
TAMPA, FL 33610-1908

Remit To PYRAMID PA-001
6510 N 54TH ST
TAMPA, FL 33610

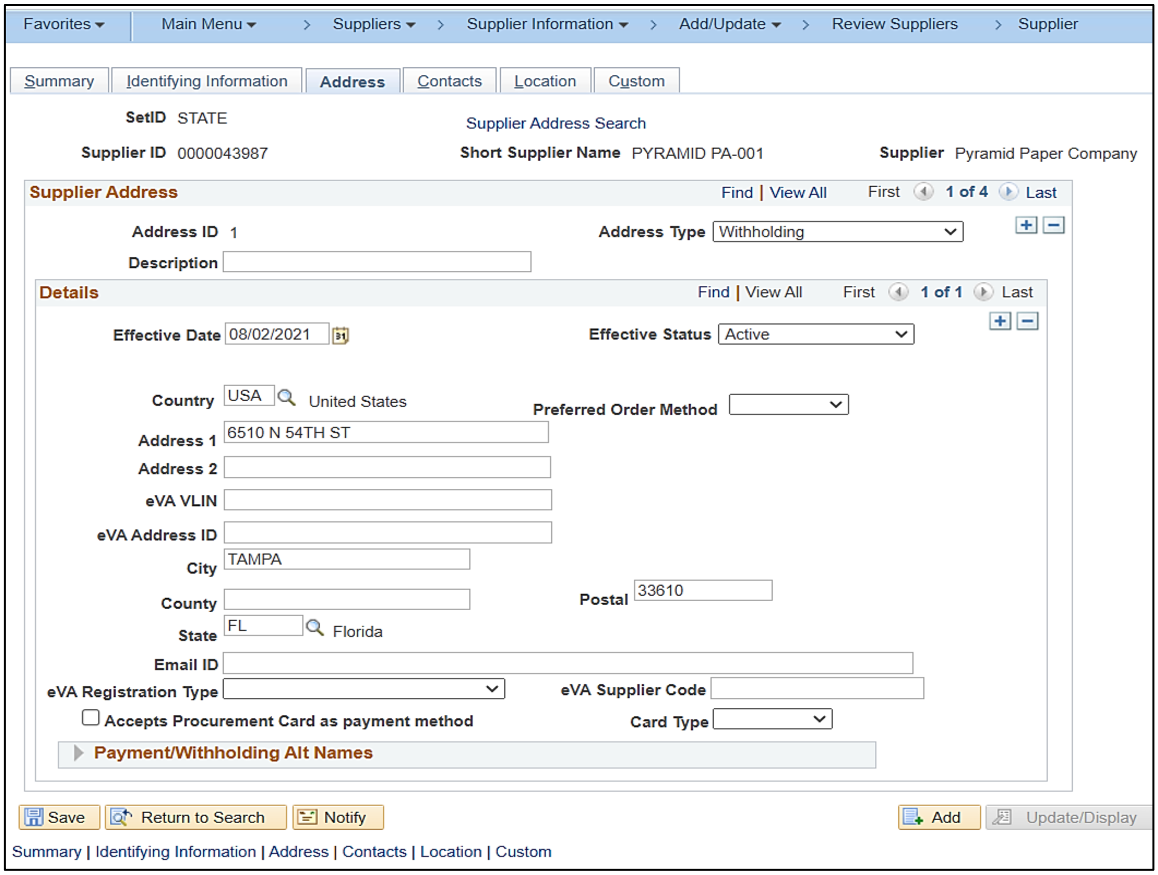
Status Approved
Persistence Regular
Classification Supplier
HCM Class
Open for Ordering Yes
Withholding No

Last Modified By AA_CARDINAL_BATCH_AP
Last modified date 08/02/2021 6:13AM
Created By V_CONV_LOAD
Created Date/time 11/10/2011 7:33PM
Last Activity Date 12/23/2024

Step	Action
10.	Make note of the Supplier's Cardinal ID number in the **Supplier ID** field.  Supplier ID 0000043987
11.	Review the **Status** field and confirm it is "Approved".  Status Approved
ℹ	If the Supplier is not approved, a Voucher is unable to be processed. Contact either CVG or DGS for assistance as appropriate.

Step	Action
12.	Click the **Address** tab. 

The **Address** tab displays.



SetID STATE

Supplier ID 0000043987

Short Supplier Name PYRAMID PA-001

Supplier Pyramid Paper Company

Supplier Address

Address ID 1

Address Type Withholding

Description

Details

Effective Date 08/02/2021

Effective Status Active

Country USA United States

Preferred Order Method

Address 1 6510 N 54TH ST

Address 2

eVA VLIN

eVA Address ID

City TAMPA

County

Postal 33610

State FL Florida

Email ID

eVA Registration Type

eVA Supplier Code

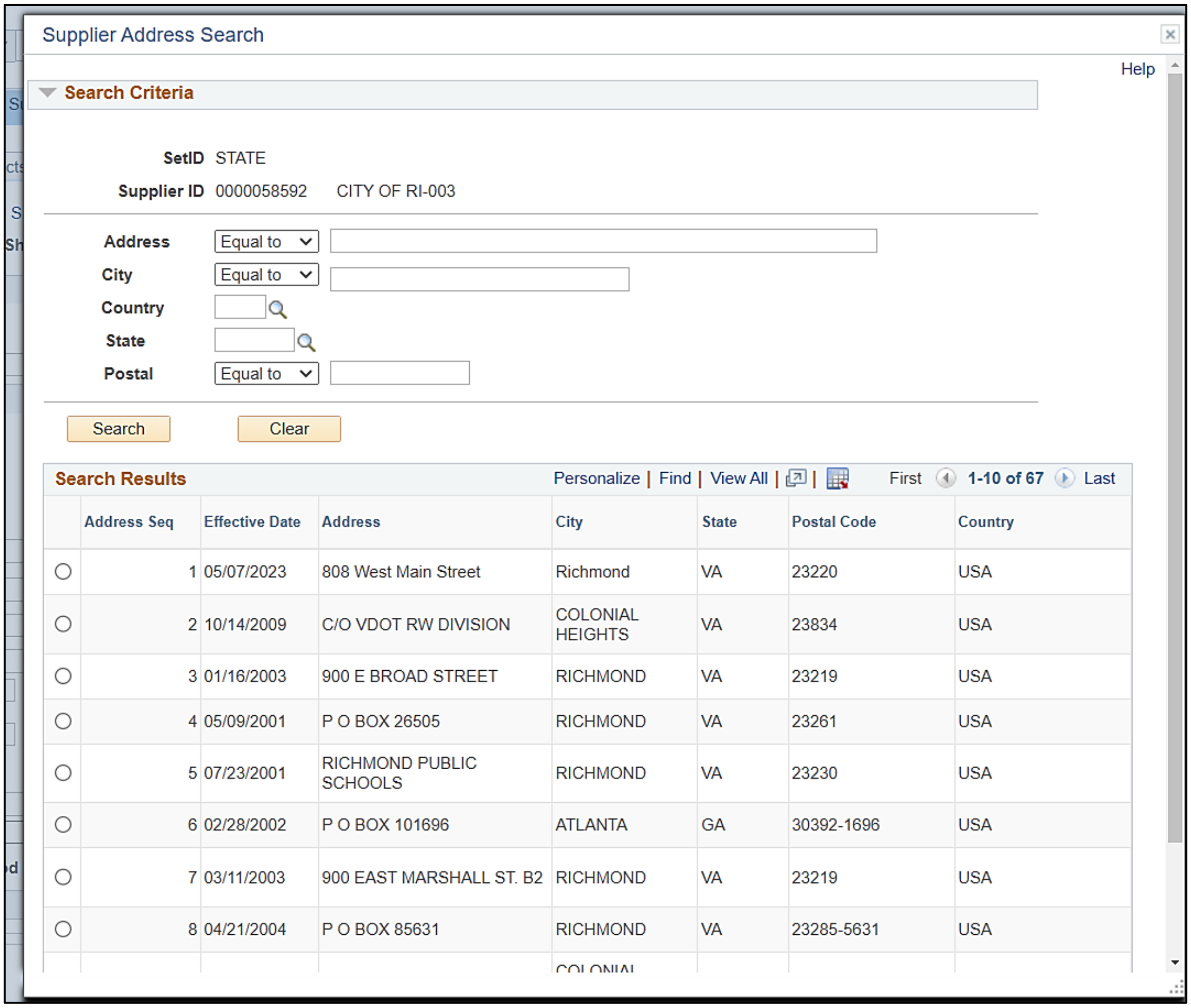
☐ Accepts Procurement Card as payment method

Card Type

Step	Action
13.	Review and verify the remit to address on the Invoice displays using the **View All** link or by clicking the arrow key to view the next address for the supplier. 
ℹ	The **Effective Status** field of the address must be “Active” for it to be used on a Voucher.
14.	If the supplier has multiple addresses, click the **Supplier Address Search** link to search for the specific supplier address. If not, skip to Step 26. 

Step	Action

The **Supplier Address Search** page displays in a pop-up window.



SetID STATE

Supplier ID 0000058592 CITY OF RI-003

Address: Equal to

City: Equal to

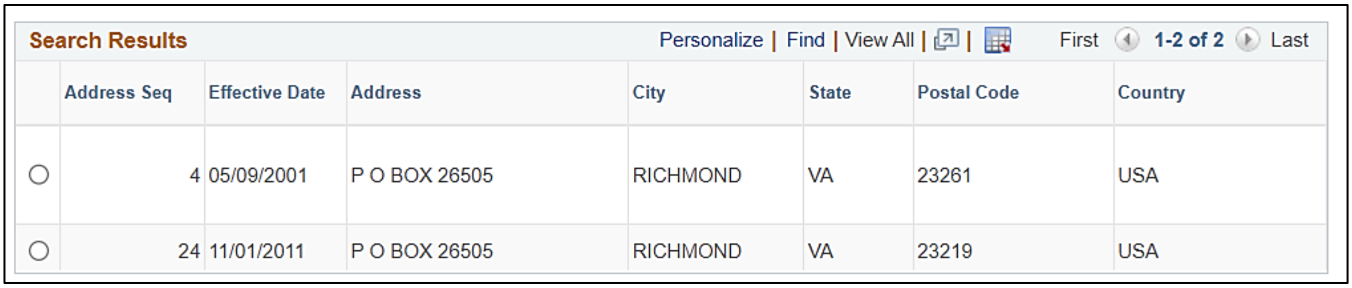
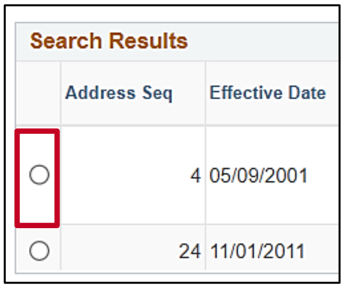
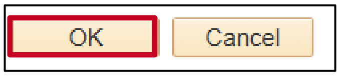
Country:

State:

Postal: Equal to

	Address Seq	Effective Date	Address	City	State	Postal Code	Country
○	1	05/07/2023	808 West Main Street	Richmond	VA	23220	USA
○	2	10/14/2009	C/O VDOT RW DIVISION	COLONIAL HEIGHTS	VA	23834	USA
○	3	01/16/2003	900 E BROAD STREET	RICHMOND	VA	23219	USA
○	4	05/09/2001	P O BOX 26505	RICHMOND	VA	23261	USA
○	5	07/23/2001	RICHMOND PUBLIC SCHOOLS	RICHMOND	VA	23230	USA
○	6	02/28/2002	P O BOX 101696	ATLANTA	GA	30392-1696	USA
○	7	03/11/2003	900 EAST MARSHALL ST. B2	RICHMOND	VA	23219	USA
○	8	04/21/2004	P O BOX 85631	RICHMOND	VA	23285-5631	USA

15.	Click the **Address** dropdown button and select “Contains”. 
16.	Enter the supplier’s remit to address listed on the Invoice in the **Address** field. 
17.	Click the **Search** button. 

Step	Action
The address(es) that match the search criteria entered display in the **Search Results** section. 	
18.	If the search returns more than one address, click the **Select** radio button in front of the first address and make note of the Address Seq number(s) for any additional matching addresses. 
19.	Click the **OK** button. 

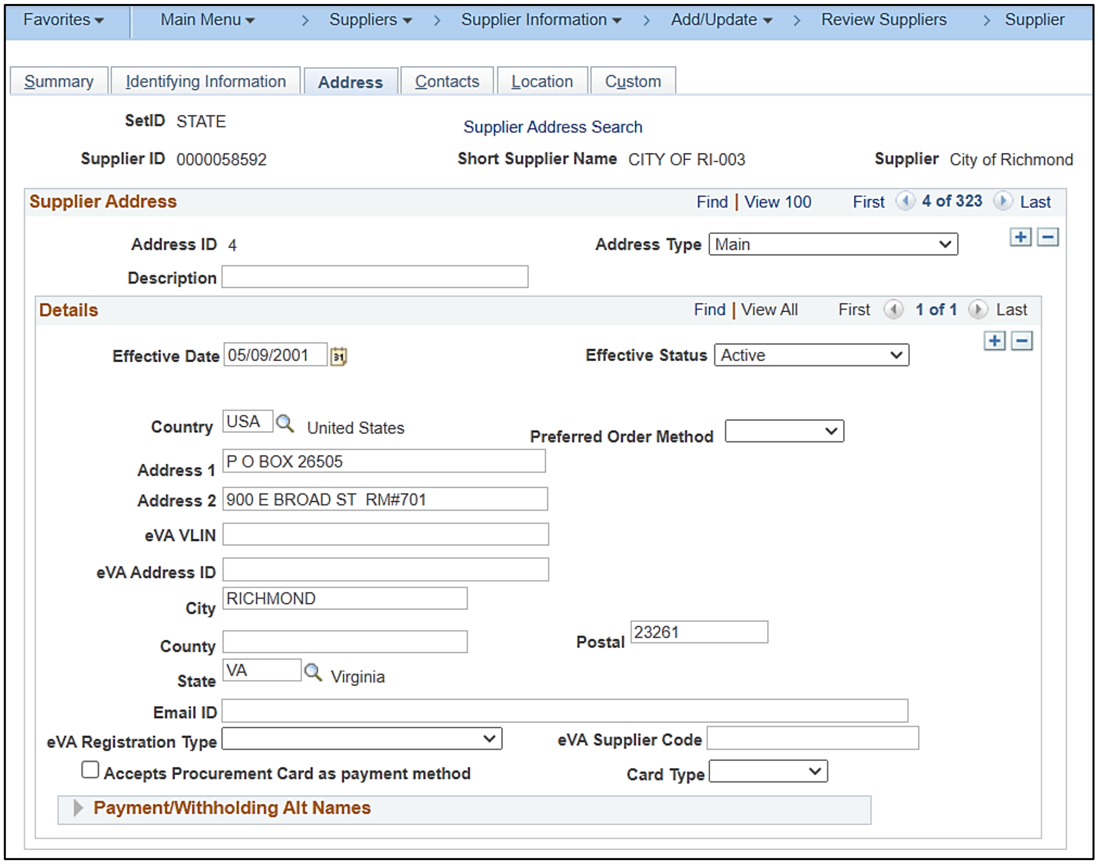
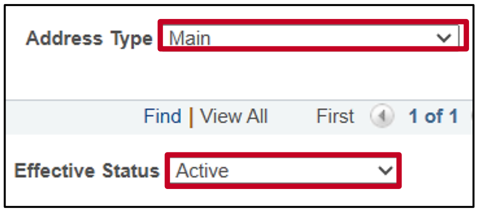
Search Results

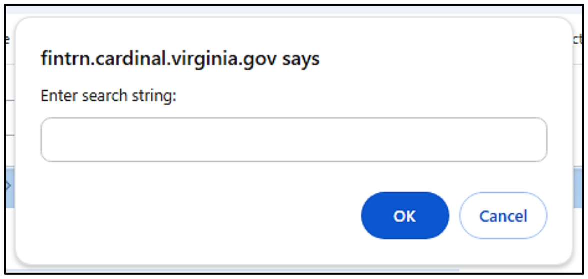
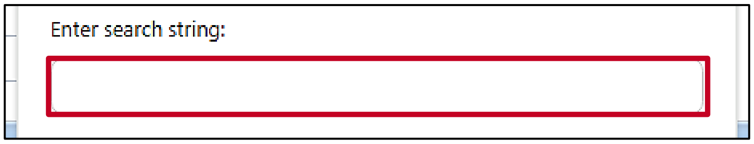
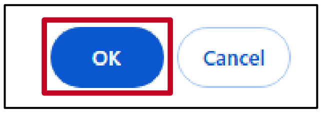
Personalize | Find | View All | First 1-2 of 2 Last

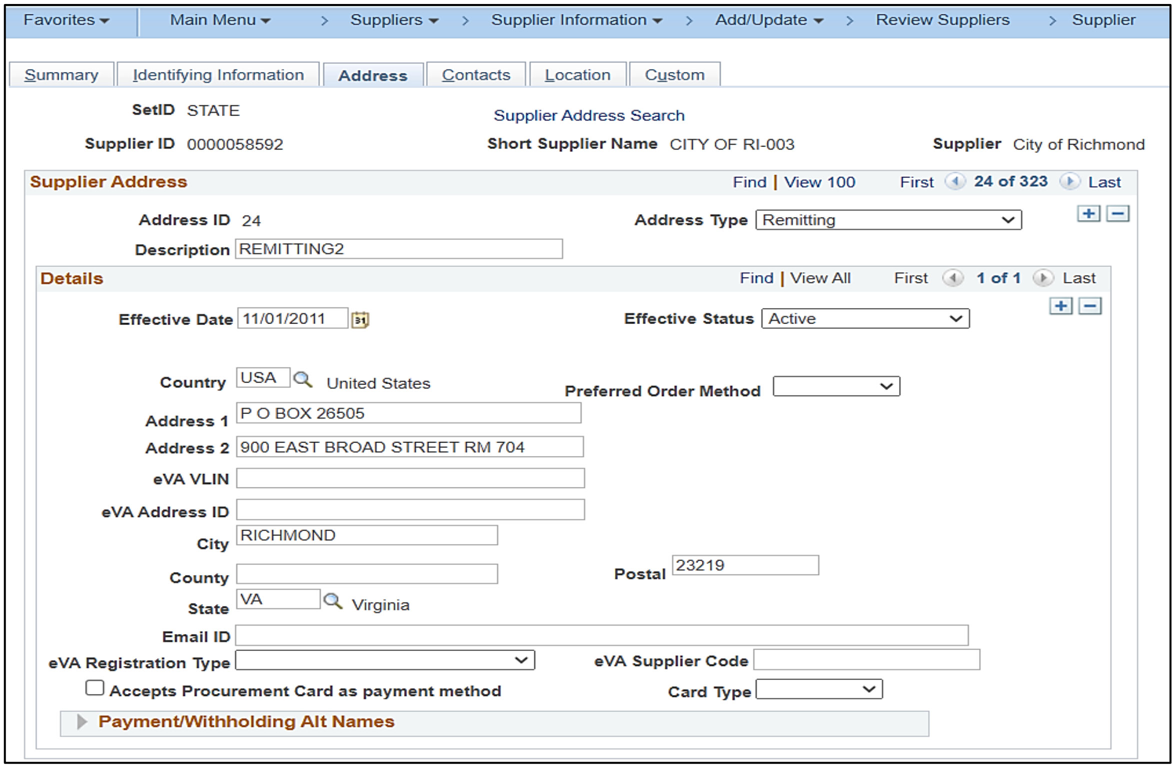
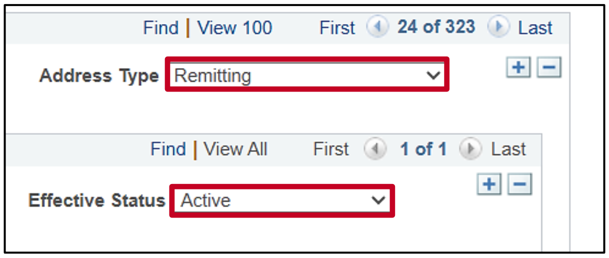
	Address Seq	Effective Date	Address	City	State	Postal Code	Country
○	4	05/09/2001	P O BOX 26505	RICHMOND	VA	23261	USA
○	24	11/01/2011	P O BOX 26505	RICHMOND	VA	23219	USA

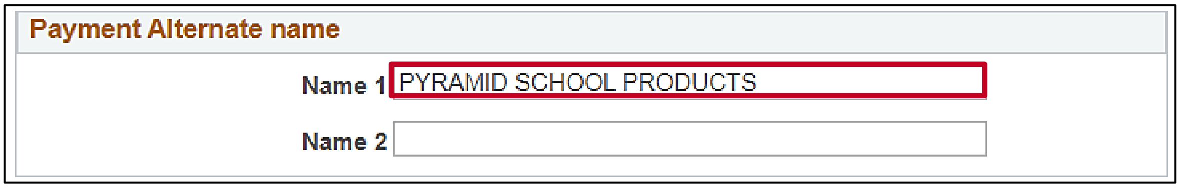
Search Results

	Address Seq	Effective Date
○	4	05/09/2001
○	24	11/01/2011

Step	Action
The **Address** tab redisplays with the selected address displayed.	
	 SetID STATE Supplier ID 0000058592 Short Supplier Name CITY OF RI-003 Supplier City of Richmond Supplier Address: 4 of 323 Address ID 4 Address Type Main Description Details: 1 of 1 Effective Date 05/09/2001 Effective Status Active Country USA United States Preferred Order Method Address 1 P O BOX 26505 Address 2 900 E BROAD ST RM#701 eVA VLIN eVA Address ID City RICHMOND County Postal 23261 State VA Virginia Email ID eVA Registration Type eVA Supplier Code ☐ Accepts Procurement Card as payment method Card Type
20.	Review the address information to include the **Address Type** and **Effective Status** fields.  Address Type Main Effective Status Active
21.	If more than one address displayed in the **Search Results** section, click the **Find** link in the **Supplier Address** section to view the additional address(es).  Supplier Address: 4 of 323 Address ID 4 Address Type Main Description

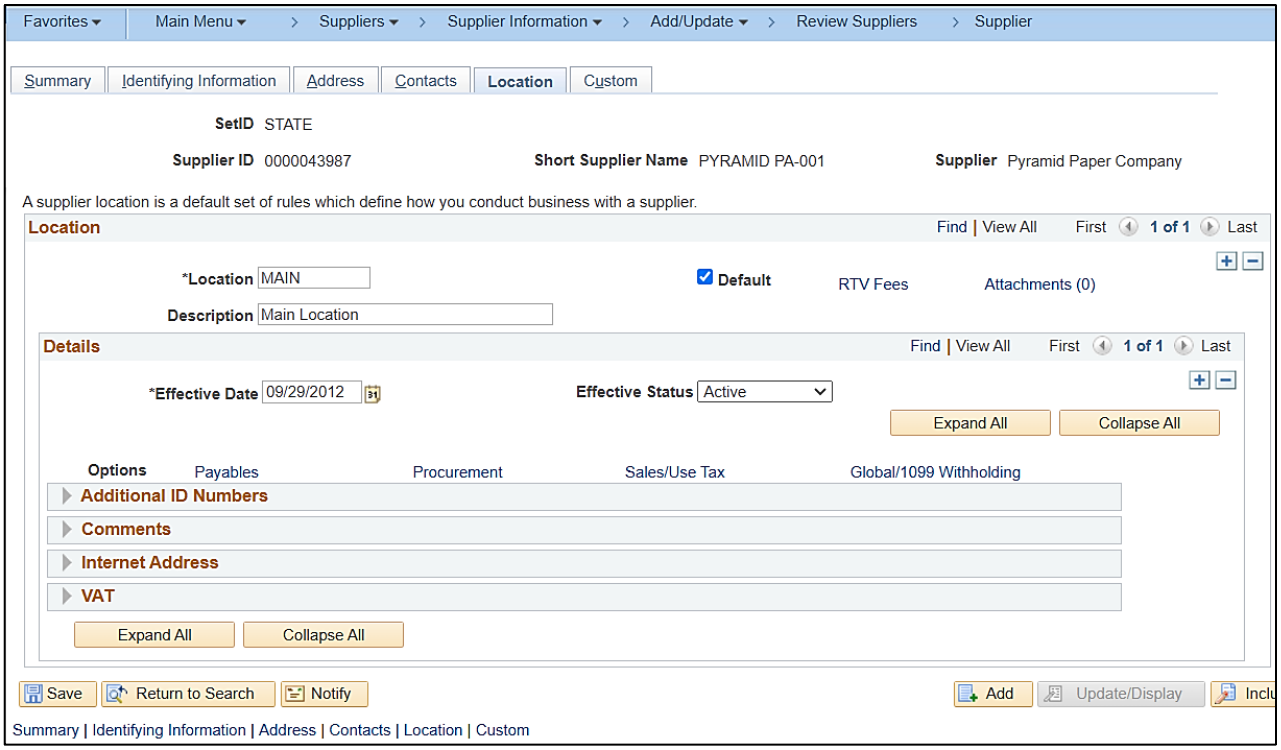
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">A Search String page displays in a pop-up window.

fintrn.cardinal.virginia.gov says
Enter search string:
 </td></tr>
<tr><td>22.</td><td>Enter the Address Seq# for the additional address in the Enter search string field.

Enter search string:</td></tr>
<tr><td>23.</td><td>Click the OK button.

 </td></tr>
</table>

Step	Action
	The **Address** tab redisplays with the **Address ID** that was entered.  SetID STATE Supplier ID 0000058592 Short Supplier Name CITY OF RI-003 Supplier City of Richmond **Supplier Address** Address ID 24 Address Type Remitting Description REMITTING2 **Details** Effective Date 11/01/2011 Effective Status Active Country USA United States Preferred Order Method Address 1 P O BOX 26505 Address 2 900 EAST BROAD STREET RM 704 eVA VLIN eVA Address ID City RICHMOND County Postal 23219 State VA Virginia Email ID eVA Registration Type eVA Supplier Code ☐ Accepts Procurement Card as payment method Card Type
24.	Review the **Address Type** and **Effective Status** fields.  Address Type Remitting Effective Status Active
ℹ	When a supplier has the same address listed more than once and both have an Effective Status of “Active”, select the address with an Address Type of “Remitting”.
25.	If additional addresses displayed in the **Search Results** repeat Steps 21 – 24. Review the additional addresses to determine the correct remit to address for the Invoice.

Step	Action
26.	Once the remit to address has been located, make note of the Address ID number listed in the **Address ID** field.  Address ID 3
ℹ	If the remit to address on the Invoice is not listed on the supplier record or if the address has an Effective Status of “Inactive”, work with CVG or DGS to have the address added or updated.
27.	Click the **Payment/Withholding Alt Names** section **Expand** icon to see if the supplier has a Doing Business As (DBA) name associated with the selected address. 
ℹ	If the supplier has a DBA name associated with the selected Remit to address, it will be listed in the **Name 1** field.  Payment Alternate name Name 1 PYRAMID SCHOOL PRODUCTS Name 2 If an Alternate Payee Name exists for the address selected on voucher, then payment is made to this name otherwise check will be sent to Name1 (supplier name).
28.	Click the **Location** tab. 

Step	Action

The **Location** tab displays.



SetID STATE

Supplier ID 0000043987 Short Supplier Name PYRAMID PA-001 Supplier Pyramid Paper Company

A supplier location is a default set of rules which define how you conduct business with a supplier.

*Location MAIN ☑ Default

Description Main Location

*Effective Date 09/29/2012 Effective Status Active

The term "Location" in Cardinal refers to the way the transaction is processed. It includes the rules for processing Accounts Payable transactions. More than one transaction can be set up for suppliers if more than one set of rules is needed for different circumstances. Every supplier will have a **Main** location set up. Some reasons why a supplier may have additional locations include:

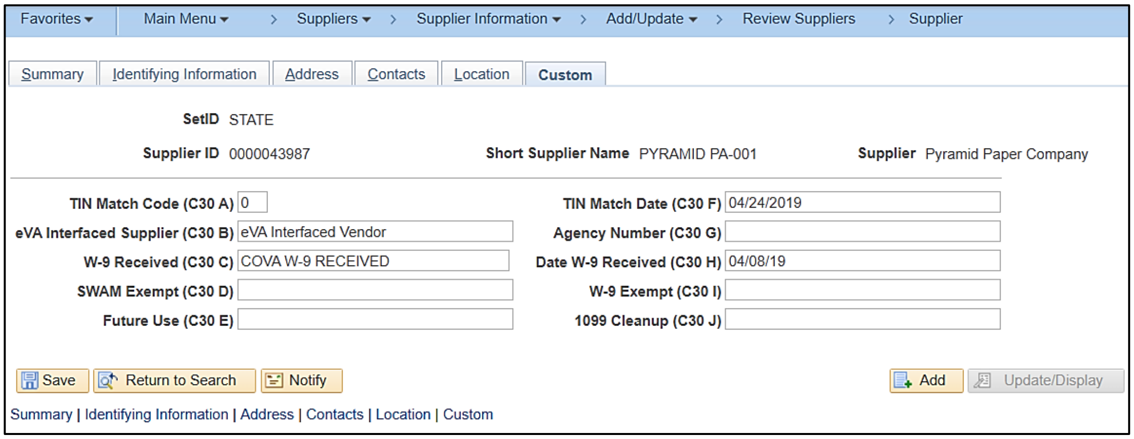
- A supplier uses more than one bank to receive electronic payments(a separate Location is needed for each bank)
- A supplier is subject to a lien, levy, garnishment, etc., (a special Location named LEVY may be set up)
- A supplier is paid through the ePayables process (an EPAY Location may be set up)

The **Description** field for the Location provides additional details about the purpose and use of the Location.

Be sure to check the **Effective Status** field of the Location. If the status is "Inactive", it is no longer a valid option to be used on a Voucher.

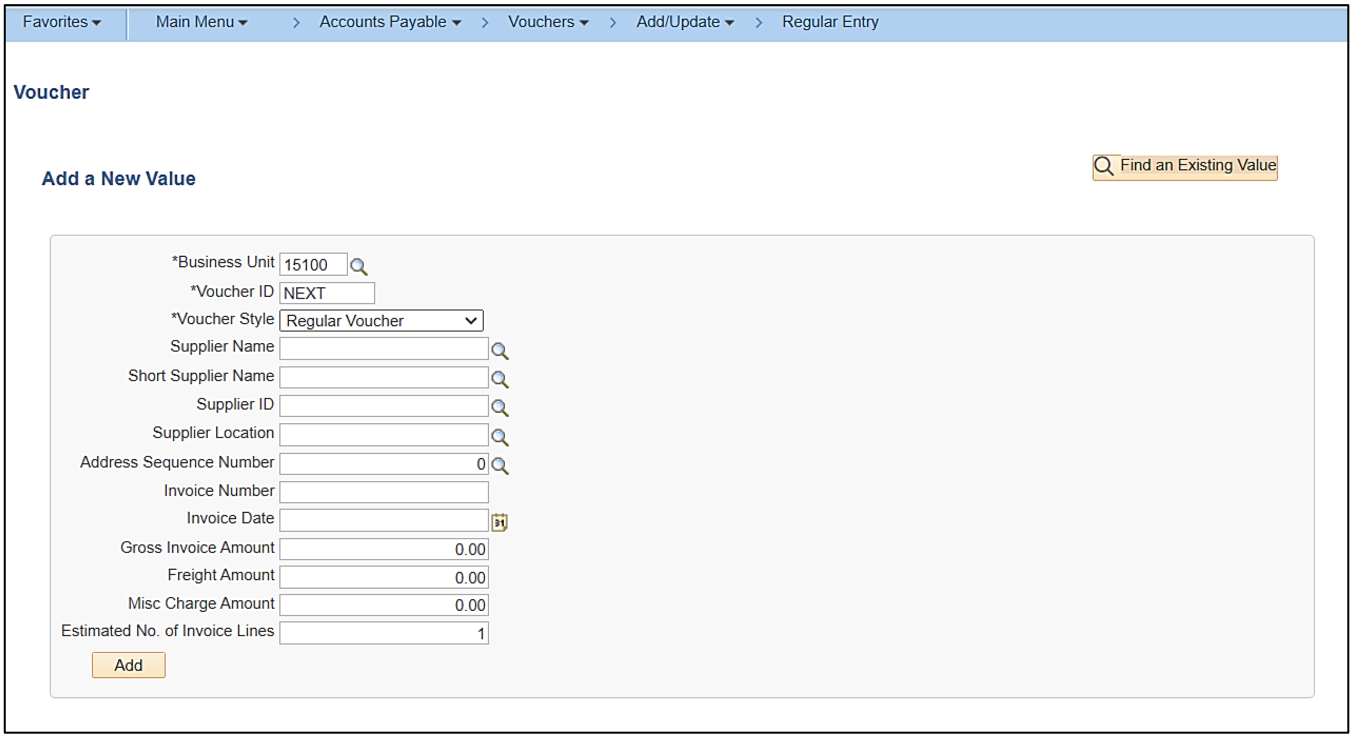
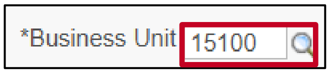
29. Review the supplier location(s) and make note of the appropriate location based on the type of payment that is being made.

*Location MAIN

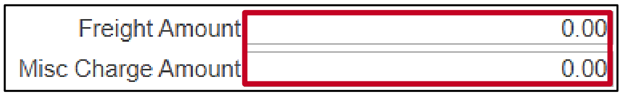
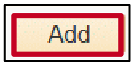
Step	Action
ℹ	The Effective Status of the Location must be "Active" for it to be used on a Voucher.
ℹ	Access the **Custom** tab as a quick way to determine if the supplier is Fiscal or Procurement.  **SetID** STATE **Supplier ID** 0000043987 **Short Supplier Name** PYRAMID PA-001 **Supplier** Pyramid Paper Company **TIN Match Code (C30 A)** 0 **TIN Match Date (C30 F)** 04/24/2019 **eVA Interfaced Supplier (C30 B)** eVA Interfaced Vendor **Agency Number (C30 G)** **W-9 Received (C30 C)** COVA W-9 RECEIVED **Date W-9 Received (C30 H)** 04/08/19 **SWAM Exempt (C30 D)** **W-9 Exempt (C30 I)** **Future Use (C30 E)** **1099 Cleanup (C30 J)** Review the value in the **eVA Interfaced Supplier (C30B)** field to determine the type of supplier. • For Procurement (eVA) suppliers, this field displays "eVA Interfaced Vendor" • For Fiscal suppliers, this field will be blank or contain the letter "N"
30.	Once the Supplier information has been confirmed, proceed to creating the Voucher.

Creating a Voucher

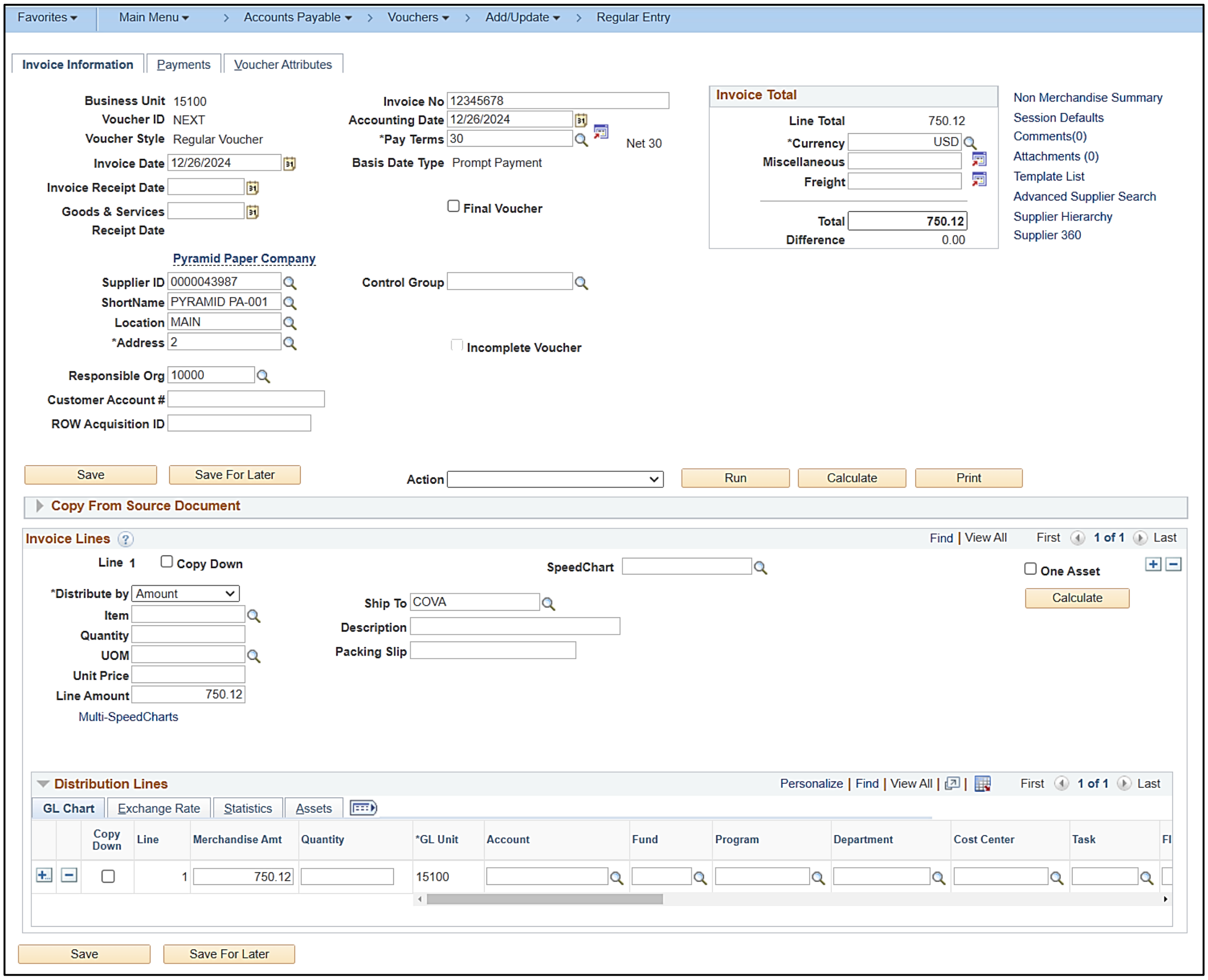
After reviewing the supplier information and making note of the Supplier ID, Address ID, and Location information, follow the steps in this section to create the Voucher.

Step	Action
1.	Navigate to the **Voucher** entry page using the following path: **Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry**
	The **Voucher Add a New Value** page displays.  *Business Unit 15100 *Voucher ID NEXT *Voucher Style Regular Voucher Supplier Name Short Supplier Name Supplier ID Supplier Location Address Sequence Number 0 Invoice Number Invoice Date Gross Invoice Amount 0.00 Freight Amount 0.00 Misc Charge Amount 0.00 Estimated No. of Invoice Lines 1
ℹ	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled “Overview of the Cardinal FIN Search Pages”. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.
2.	The **Business Unit** field value defaults based on the user’s agency.  *Business Unit 15100
ℹ	If the user has access to create Vouchers for more than one Business Unit, enter, or select the appropriate value.

Step	Action
3.	The **Voucher ID** field defaults to “NEXT” and should not be changed.  *Voucher ID NEXT
ℹ	For interfacing agencies that have chosen to create a Voucher online directly in Cardinal, this value should be updated to the appropriate value for that agency.
4.	Enter the supplier Cardinal ID in the **Supplier ID** field. 
ℹ	When this value is entered, Cardinal populates the **Supplier Name**, **Short Supplier Name**, **Supplier Location**, and **Address Sequence Number** fields. The **Supplier Location** and **Address Sequence Number** fields that default on the **Voucher Entry** page may not be the values for the Voucher based on the information gathered during the supplier review. These defaulted values on this page does not impact the payment of the Voucher, so should not be changed.
5.	Enter the Invoice number in the **Invoice Number** field. 
ℹ	If the Invoice does not contain an Invoice number, follow your agency guidelines regarding what value to enter in this field. In addition, Invoice numbers cannot be duplicated within the same Business Unit for the same supplier. If the supplier has reused a previously used Invoice number, follow agency guidelines regarding the value to enter in this field.
6.	Enter or select the date on the Invoice in the **Invoice Date** field. 
7.	Enter the total amount of the Invoice in the **Gross Invoice Amount** field.  Gross Invoice Amount 0.00
ℹ	If discounts will be taken due to early payment, calculate the amount after the discount and enter the reduced amount in the **Gross Invoice Amount** field. It is recommended to add a note in the **Comments** field or the **Payment Note** field on the Voucher.

Step	Action
ℹ	The **Freight Amount** and **Misc Charge Amount** fields are not used in Cardinal. Do not enter values in either of these fields as it will prevent the Voucher from saving.  Freight Amount 0.00 Misc Charge Amount 0.00
8.	The **Estimated No. of Invoice Lines** field defaults to “1”. The user can update this value as applicable.  Estimated No. of Invoice Lines 1
9.	Click the **Add** button. 

Step	Action
	The **Invoice Information** page displays.



Business Unit 15100
Voucher ID NEXT
Voucher Style Regular Voucher
Invoice Date 12/26/2024
Invoice Receipt Date
Goods & Services Receipt Date
Pyramid Paper Company
Supplier ID 0000043987
ShortName PYRAMID PA-001
Location MAIN
*Address 2
Responsible Org 10000
Customer Account #
ROW Acquisition ID
Invoice No 12345678
Accounting Date 12/26/2024
*Pay Terms 30 Net 30
Basis Date Type Prompt Payment
☐ Final Voucher
Control Group
☐ Incomplete Voucher
Action

Invoice Total
Line Total 750.12
*Currency USD
Miscellaneous
Freight
Total 750.12
Difference 0.00

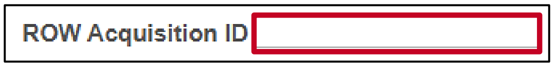
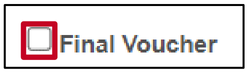
Invoice Lines
Line 1 ☐ Copy Down
SpeedChart
☐ One Asset
*Distribute by Amount
Item
Quantity
UOM
Unit Price
Line Amount 750.12
Multi-SpeedCharts
Ship To COVA
Description
Packing Slip

Distribution Lines

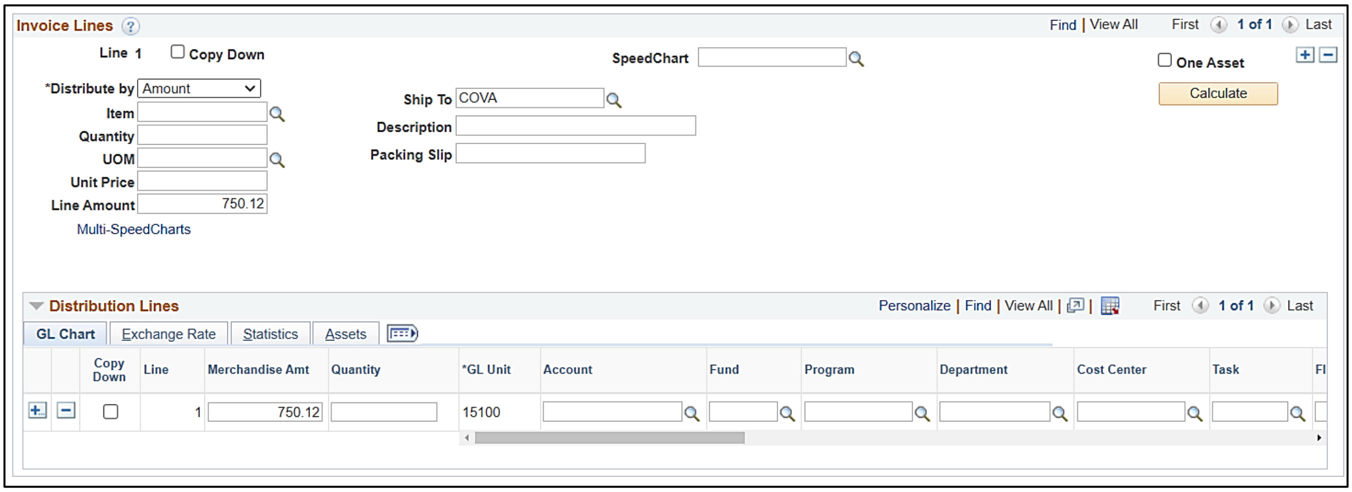
		Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Center	Task	Fl
+	−	☐	1	750.12		15100							

Step	Action
	The values entered on the **Voucher Add a New Value** page populate the appropriate fields on this page.
10.	The **Accounting Date** field defaults to the current date and should not be changed.  Accounting Date 12/26/2024
11.	Enter or select the date the Invoice was received at the agency in the **Invoice Receipt Date** field.  Invoice Receipt Date

Step	Action
12.	Enter or select the Goods and/or Services receipt date in the **Goods & Services Receipt Date** field. 
ℹ	The **Invoice Receipt Date** and **Goods & Services Receipt Date** fields are used along with the “30 (Net30)” payment terms to populate the scheduled due date for the Voucher. These fields are required for a Voucher to be Saved for Later and should always be completed for accurate year end accrual reporting.
13.	The **Pay Terms** field defaults to “30 (Net 30)” and the **Basis Date Type** field defaults to “Prompt Payment”.  *Pay Terms 30 Net 30 Basis Date Type Prompt Payment Review the appropriate terms for the Voucher and either leave the defaulted values or update as appropriate.
ℹ	There are three pay terms configured in Cardinal: • 30 Net 30 - Prompt Payment • 00 - Due Immediately • 00PP - Due immediately Prompt Pay For more details about payment terms, see the job aid titled **AP312_Using Pay Terms**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.
14.	The **Responsible Org** field defaults and is the equivalent to the Department. If creating a Voucher on behalf of another Department, update as appropriate.  Responsible Org 10000
15.	The **Customer Account #** field is not a required field. If there is an account number on the Invoice, enter it in this field. 
ℹ	When the **Customer Account #** field is populated, the number displays in the remittance portion of the check or EDI transaction when populated.

Step	Action
16.	The **ROW Acquisition ID** field is used to store the Social Security Number (SSN) on Vouchers processed for child support payments to the Department of Social Services (DSS).  ROW Acquisition ID
ℹ	For more detailed information about this Right of Way (ROW) Acquisition field, see the Job aid titled **AP312_Processing Child Support Payments** located on the Cardinal Website in **Job Aids** under **Learning**.
17.	The **Final Voucher** checkbox is currently only used by the Virginia Department of Transportation (VDOT). All other agencies do not use this field.  ☐ Final Voucher
ℹ	The **Comments** link can be used to add any internal comments for the Voucher. These are not visible to the Supplier. The **Attachments** link is used to attach documents to the Voucher. See the **Appendix** section of this job aid for a list of allowed extensions that can be attached in Cardinal.  Comments(0) Attachments (0)

Next, complete the **Invoice Lines** section of the page.



Invoice Lines

Line 1 ☐ Copy Down

*Distribute by: Amount

Item:

Quantity:

UOM:

Unit Price:

Line Amount: 750.12

SpeedChart:

Ship To: COVA

Description:

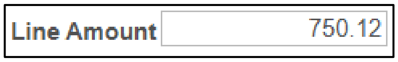
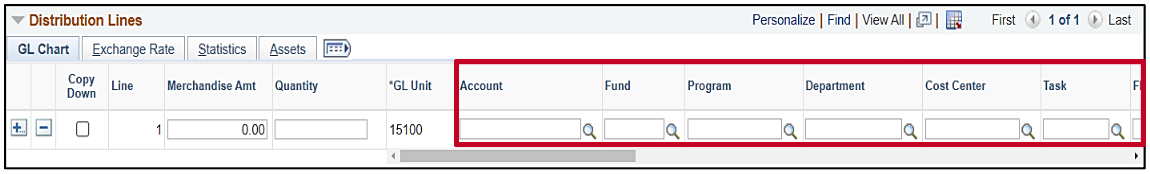
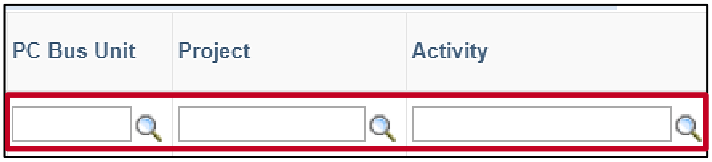
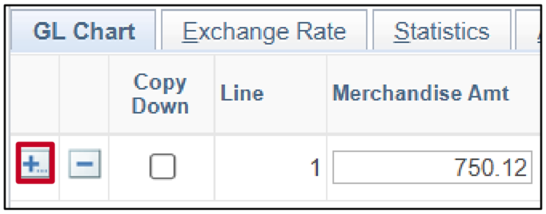
Packing Slip:

☐ One Asset

Distribution Lines

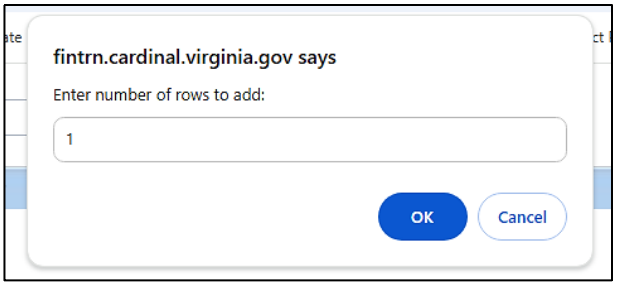
	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Center	Task	Fl
+ −	☐	1	750.12		15100							

ℹ	The **Distribution Lines** fields can be set up in the specific order based on the user's preferences. See the Job Aid titled **AP312_Personalizing the Distribution Line – Invoice Information Page**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Step	Action
18.	The **Line Amount** field defaults with the full amount of the Invoice but can be updated if applicable. If an additional line needs to be added, the steps will be covered later in this Job Aid.  Line Amount 750.12
ℹ	The charge distribution can be entered in the **Distribution Lines** section or by using SpeedCharts. Using SpeedCharts will be covered later in this Job Aid.
19.	Enter the charge distribution information for the Voucher in the **Distribution Lines** section.  Distribution Lines Copy Down: ☐ Line: 1 Merchandise Amt: 0.00 Quantity: *GL Unit: 15100 Account: Fund: Program: Department: Cost Center: Task:
ℹ	The **GL Unit** field defaults based on the value entered on the **Add a New Value** page.
20.	If the Voucher is being charged to a Project, use the scrollbar to complete the **PC Bus Unit**, **Project,** and **Activity** fields.  PC Bus Unit Project Activity
ℹ	All three fields must be completed for the Voucher to charge to a Project appropriately. The **PC Bus Unit** field must be completed first to be able to select/enter the **Project** and **Activity** field values.
21.	Click the **Add a New Row (+)** icon to add additional charge distribution(s). If additional distributions are not needed, proceed to Step 25.  Copy Down: ☐ Line: 1 Merchandise Amt: 750.12

Step	**Action**

A **Number of Rows to add** page displays in a pop-up window.

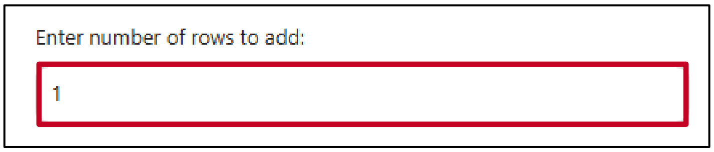


fintrn.cardinal.virginia.gov says

Enter number of rows to add:

1

22. Enter the number of distribution rows needed for the Voucher in the **Enter number of rows to add** field.



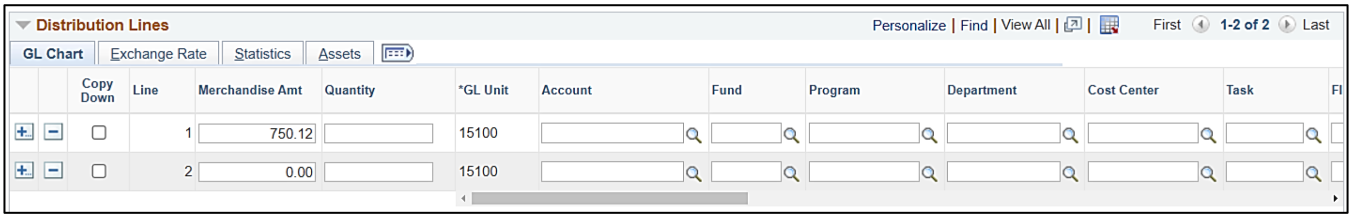
Enter number of rows to add:

1

The field defaults to “1” and can be updated as appropriate.

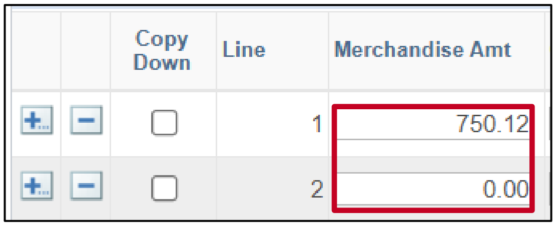
23. Click the **OK** button.

The **Invoice Information** page refreshes and the rows are added in the **Distribution Lines** section.

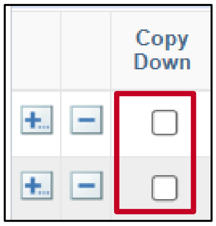
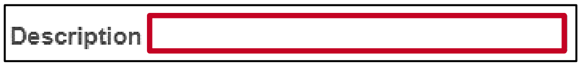


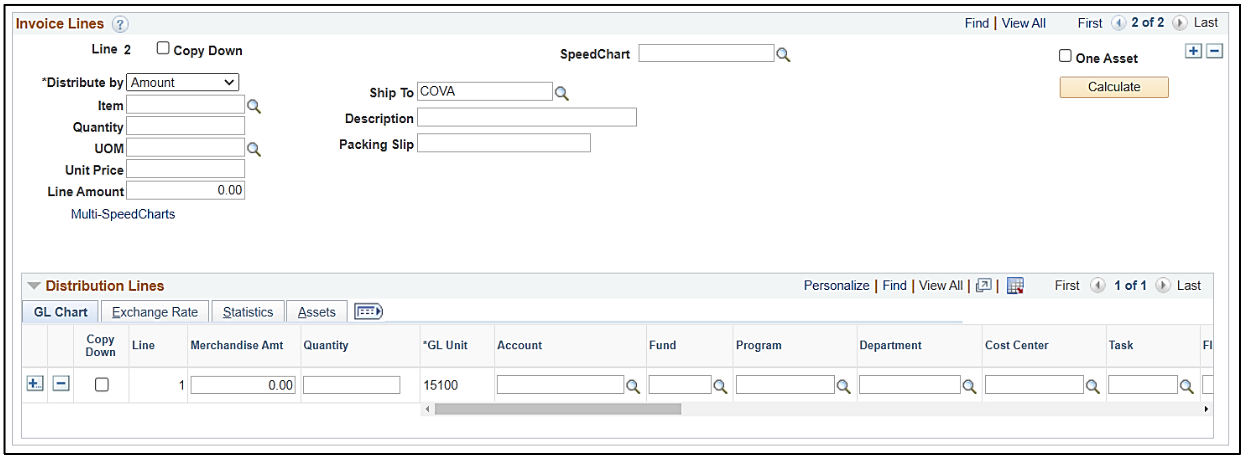
		Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Center	Task	Fl
+	−	☐	1	750.12		15100							
+	−	☐	2	0.00		15100							

24. Update the total in the **Merchandise Amt** fields as applicable and complete the distribution information as appropriate for each line.



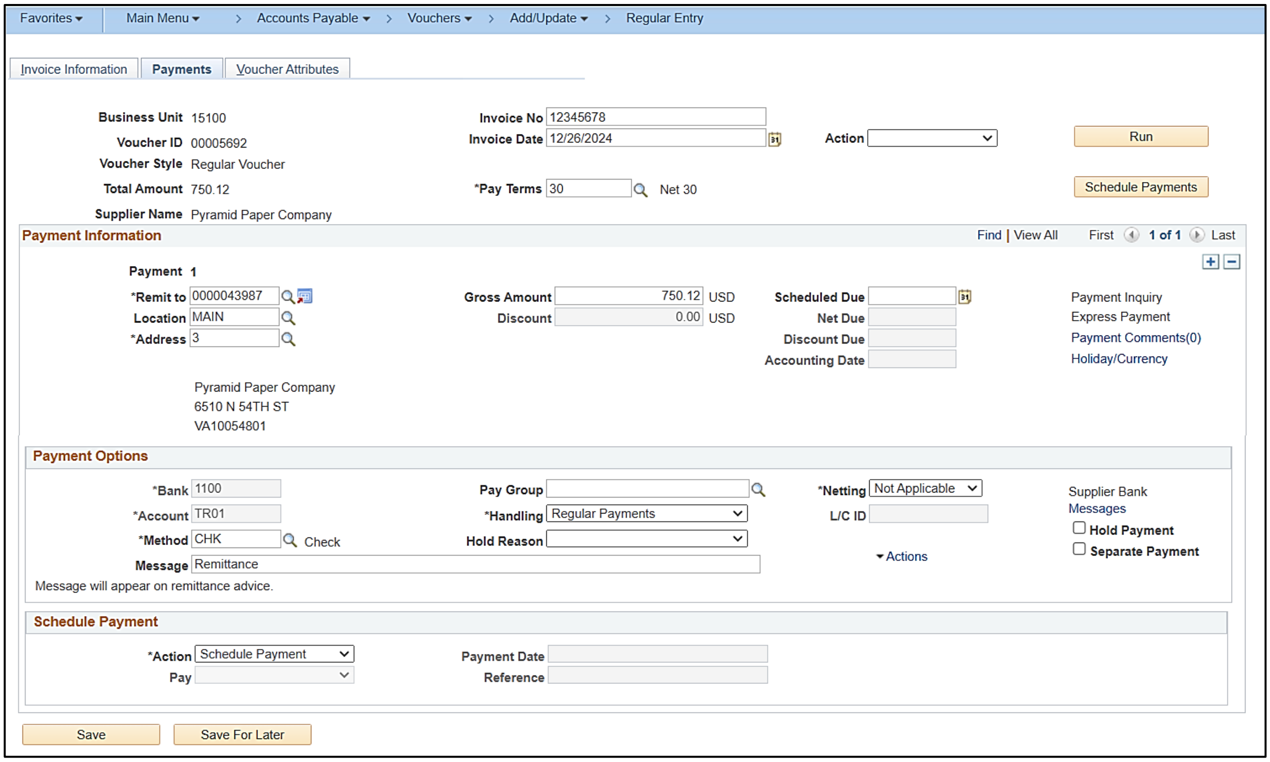
		Copy Down	Line	Merchandise Amt
+	−	☐	1	750.12
+	−	☐	2	0.00

Step	Action
ℹ	The **Copy Down** checkbox can be used when the user wants to copy down information from the selected line. Cardinal copies all information entered on the line with the **Copy Down** checkbox selected. 
25.	The charge distribution information can also be entered using the **SpeedChart** field. Enter or select the SpeedChart in the **SpeedChart** field. 
ℹ	A SpeedChart is a predetermined Chart of Accounts value string (such as fund, program, department) in the Distribution Lines. Depending on how the SpeedChart is set up, it auto populates some or all the distribution values. The **APY0005_SPEEDCHARTS** query can be run to view any SpeedCharts that are set up for the agency. Cardinal allows for multiple SpeedCharts to be used on an Invoice line. For more details, see the Job Aid titled **AP312_Multiple SpeedCharts on Invoice Line** located on the Cardinal website in **Job Aid** under **Learning**.
26.	The **Description** field is an optional free form field that can be used to enter information, such as a PO number, for the Invoice. 
ℹ	Information entered in this field populates on the GL Journal that is generated from the Voucher transaction. This field allows up to a maximum of 30 characters.

Step	Action
ℹ	For agencies not using the Procurement module, it is recommended to add an Invoice Line if the Invoice contains more than one Purchase Order (PO). Follow agency policies regarding adding additional Invoice Lines on the Voucher. To add a new Invoice Line: • Click the **Add a New Row (+)** icon • Enter the line amount in the **Line Amount** field • Enter a description in the **Description** field • Manually enter the charge distribution in the **Distribution Lines** section, use the **SpeedChart** field, or use the **Multi-SpeedCharts** link to define the charge distribution information  Invoice Lines Line 2 ☐ Copy Down *Distribute by: Amount Line Amount: 0.00 Ship To: COVA ☐ One Asset Distribution Lines Line: 1 · Merchandise Amt: 0.00 · *GL Unit: 15100
27.	Once all information has been completed on the **Invoice Information** tab, click the **Payments** tab. 

Step	Action

The **Payments** tab displays.



Business Unit 15100
Voucher ID 00005692
Voucher Style Regular Voucher
Total Amount 750.12
Supplier Name Pyramid Paper Company
Invoice No 12345678
Invoice Date 12/26/2024
Action
*Pay Terms 30 Net 30

Payment Information 1 of 1

Payment 1
*Remit to 0000043987
Location MAIN
*Address 3
Gross Amount 750.12 USD
Discount 0.00 USD
Scheduled Due
Net Due
Discount Due
Accounting Date

Pyramid Paper Company
6510 N 54TH ST
VA10054801

Payment Options

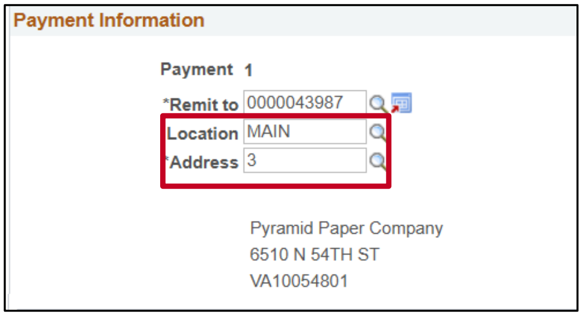
*Bank 1100
*Account TR01
*Method CHK Check
Message Remittance
Message will appear on remittance advice.
Pay Group
*Handling Regular Payments
Hold Reason
*Netting Not Applicable
L/C ID
☐ Hold Payment
☐ Separate Payment

Schedule Payment

*Action Schedule Payment
Pay
Payment Date
Reference

ℹ This tab displays information about how the Voucher is being paid. Most data defaults on this page from the **Invoice Information** tab and does not need to be changed.

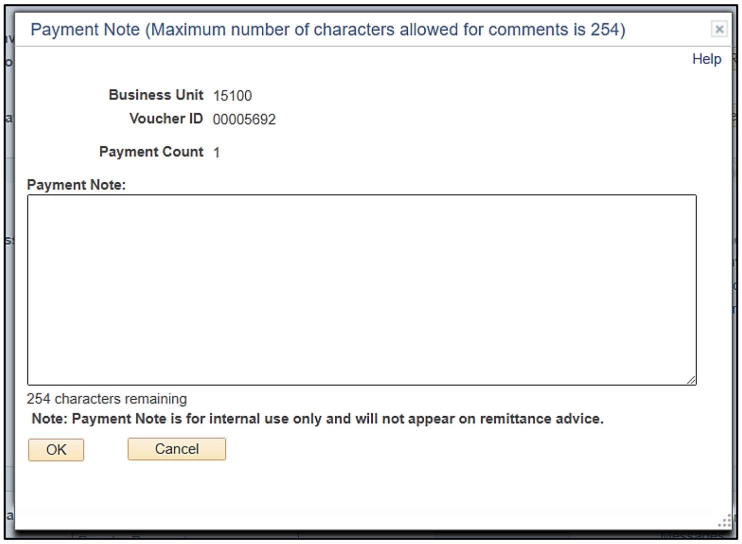
28. Review the **Payment Information** section of the page for the supplier and update the **Location** and **Address** fields if necessary.


Payment Information

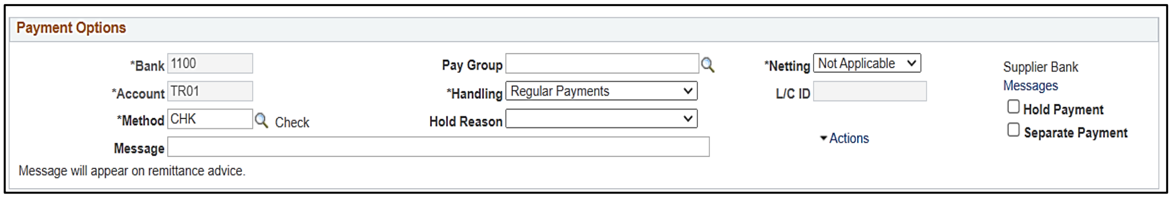
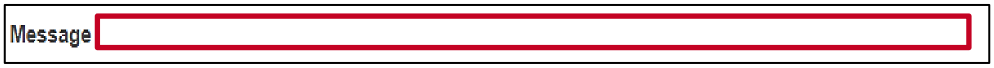
Payment 1
*Remit to 0000043987
Location MAIN
*Address 3

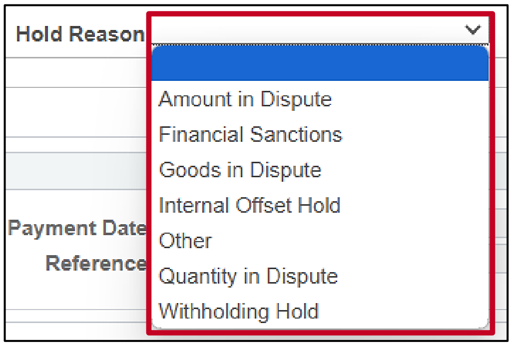
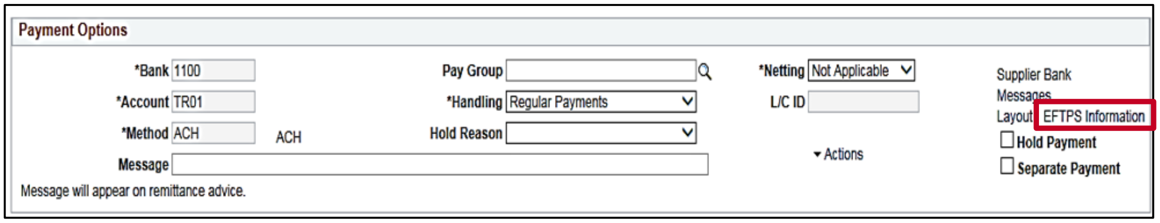
Pyramid Paper Company
6510 N 54TH ST
VA10054801

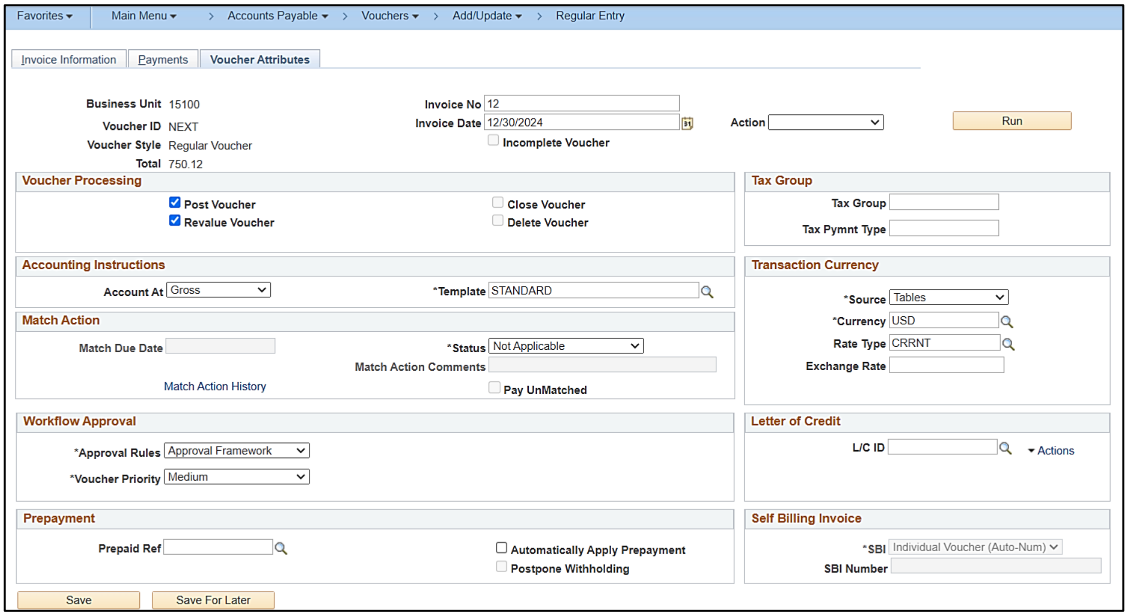
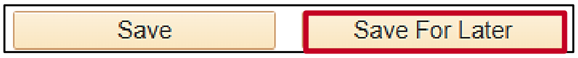
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>ℹ</td><td>It is important to update the Location and Address fields based on the information gathered during the supplier review to ensure that the payment is sent to the appropriate account and address.
If the supplier Location defaults as “LEVY-XXX”, where XXX=agency 3-digit number, the Voucher payment may need to be split. See the Job Aid titled AP312_Processing Internal Payment Offsets, to process the payment. This Job Aid is located on the Cardinal website in Job Aids under Learning.
If the LEVY is not applicable to the user’s agency, select the appropriate location based on the review of the supplier.</td></tr>
<tr><td>29.</td><td>To enter comments about the payment for internal agency reference, click the Payment Comments link.

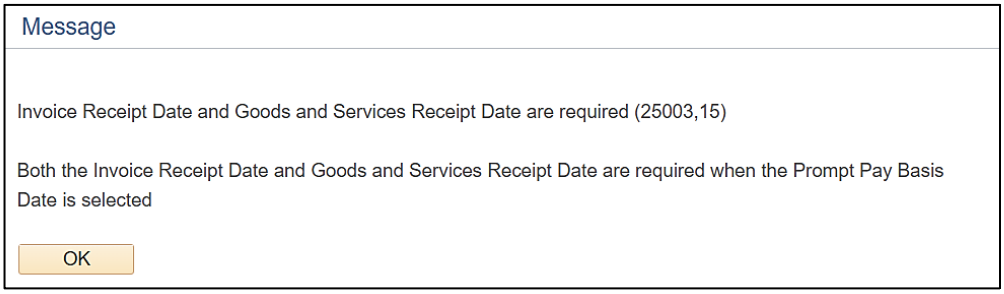
 </td></tr>
<tr><td colspan="2">The Payment Note page displays in a pop-up window.

Payment Note (Maximum number of characters allowed for comments is 254)
Business Unit 15100
Voucher ID 00005692
Payment Count 1
Payment Note:
254 characters remaining
Note: Payment Note is for internal use only and will not appear on remittance advice.
 </td></tr>
<tr><td>30.</td><td>Enter comments in the Payment Note field.

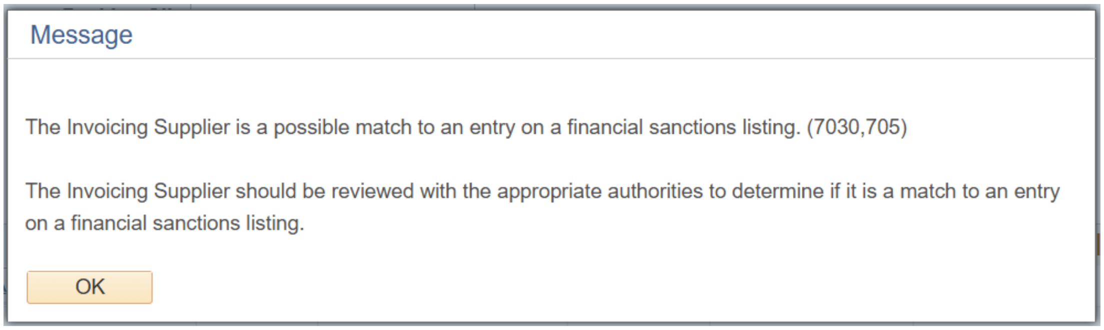
 </td></tr>
<tr><td>ℹ</td><td>These comments are for internal use and do not appear on the remittance advice for the supplier.</td></tr>
</table>

Step	Action
31.	Click the **OK** button.  OK Cancel
ℹ	When a payment note is entered, the link name updates to “Payment Note(1)”  Payment Note(1)
Next, complete the **Payment Options** section.  Payment Options *Bank 1100 *Account TR01 *Method CHK Check Message Message will appear on remittance advice. Pay Group *Handling Regular Payments Hold Reason *Netting Not Applicable L/C ID Actions Supplier Bank Messages ☐ Hold Payment ☐ Separate Payment	
32.	If the payment needs to be returned to the agency for handling, update the **Method** field to “CHK” and select “Attachments” in the **Handling** field. If not, proceed to the next step.  *Method CHK Check  *Handling Attachments
33.	Use the **Message** field to enter a concise message to help the supplier apply the payment.  Message
ℹ	The **Message** field is not required and will default with the value of “Remittance” if left blank. Information entered in the **Message** field appears in the **Remittance** section of the payment to the supplier. The remittance advice automatically includes the Invoice ID, Invoice Date, Voucher ID number, and Customer Account number if entered. If the supplier has a debt setoff, the amount will display in this section after the Voucher has been processed for payment. This field transmits a total of 40 characters which includes the values that automatically populate on the remittance.

Step	Action
34.	If the payment needs to be placed on hold, select the reason using the **Hold Reason** dropdown button and check the **Hold Payment** checkbox. If not, proceed to the next step.  
ℹ	When the **Hold Payment** checkbox is checked, it prevents Cardinal from issuing a payment until the **Hold Payment** check has been unchecked. The Voucher will go through all other Voucher processes; however, no payment will be issued until the **Hold Payment** checkbox has been unchecked. Run the **Voucher on Payment Hold Query** (**V_AP_VCHR_ON_PYMNT_HOLD**) to see Voucher payments that are on hold so that the proper action can be done to avoid issues with Prompt Payment. For more information about this query, see the **Cardinal Accounts Payable and Expenses Reports Catalog**, located on the Cardinal Website, under **Resources**.
35.	Check the **Separate Payment** checkbox to prevent the Voucher payment from being combined with other payments if applicable. If not, proceed to the next step. 
ℹ	Cardinal combines all supplier Vouchers that have the same payment date for the same agency into a single payment for all payment methods except Check. When the payment method is Check, Cardinal combines up to 7 payments into a single payment.
ℹ	If a payment uses Electronic Federal Tax Payment System (EFTPS), the Voucher displays an **EFTPS Information** link in the **Payment Options** section. See the CAPP Manual Topic 20319 for more information about EFTPS Payments and follow agency guidelines. Payment Options *Bank 1100 *Account TR01 *Method ACH ACH Message Message will appear on remittance advice. Pay Group *Handling Regular Payments Hold Reason *Netting Not Applicable L/C ID

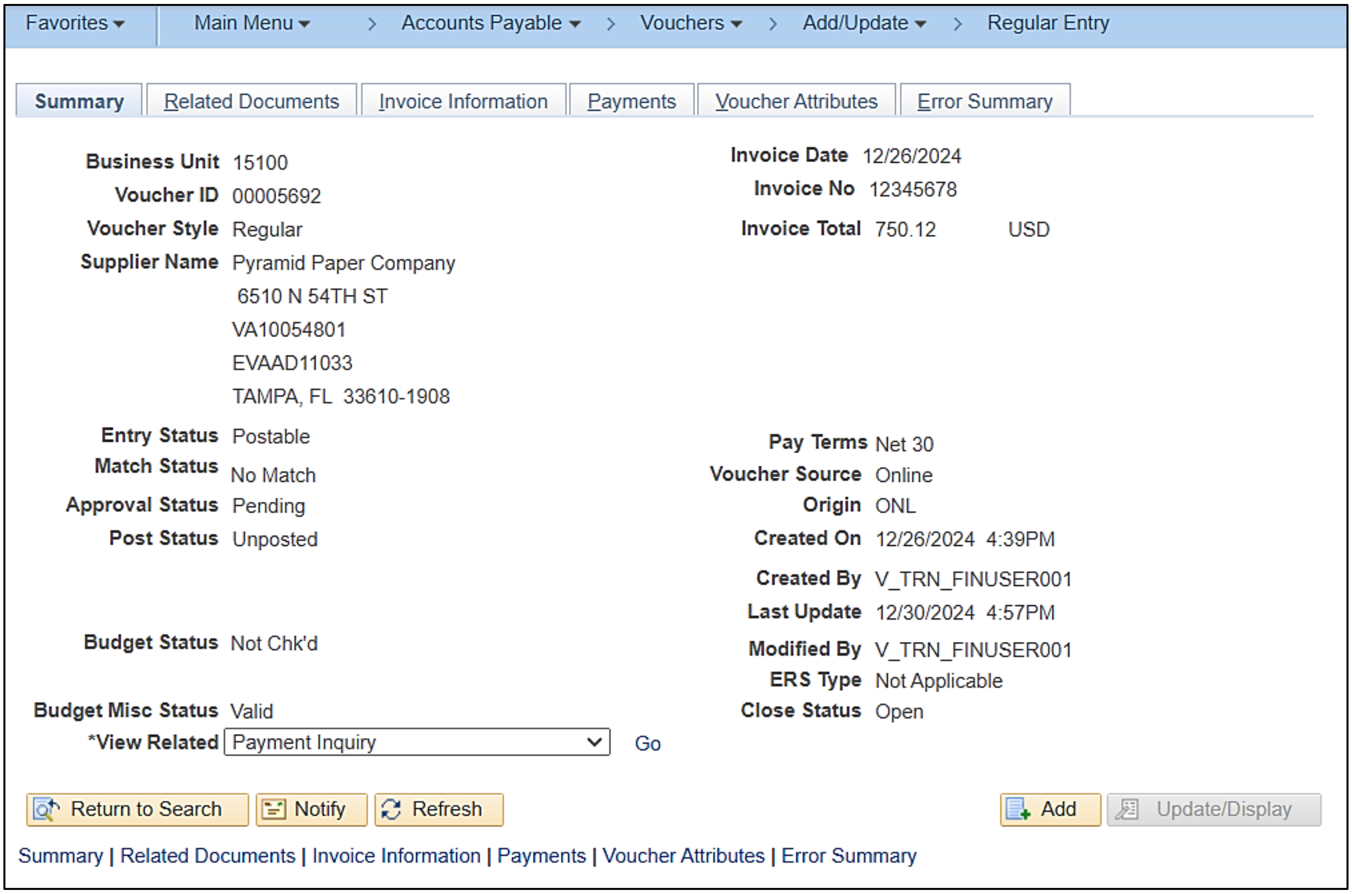
Step	Action
ℹ	The **Schedule Payments** section populates after a payment has been generated by Cardinal or manually recorded.  Schedule Payment *Action Schedule Payment Pay Payment Date Reference
ℹ	The **Voucher Attributes** page is not used when entering a Voucher even though the tab is visible. It displays additional information about the Voucher related to processing and approval requirements. No updates should be made on this tab.  Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry Invoice Information | Payments | Voucher Attributes Business Unit 15100 Voucher ID NEXT Voucher Style Regular Voucher Total 750.12 Invoice No 12 Invoice Date 12/30/2024 ☐ Incomplete Voucher Action Run **Voucher Processing** ☑ Post Voucher ☑ Revalue Voucher ☐ Close Voucher ☐ Delete Voucher **Tax Group** Tax Group Tax Pymnt Type **Accounting Instructions** Account At Gross *Template STANDARD **Match Action** Match Due Date *Status Not Applicable Match Action Comments Match Action History ☐ Pay UnMatched **Transaction Currency** *Source Tables *Currency USD Rate Type CRRNT Exchange Rate **Workflow Approval** *Approval Rules Approval Framework *Voucher Priority Medium **Letter of Credit** L/C ID Actions **Prepayment** Prepaid Ref ☐ Automatically Apply Prepayment ☐ Postpone Withholding **Self Billing Invoice** *SBI Individual Voucher (Auto-Num) SBI Number Save Save For Later
36.	If the Voucher is not ready for submission, click the **Save For Later** button. This saves the Voucher so that updates or additions can be made. If the Voucher is ready to be submitted, proceed to the next step.  Save Save For Later

Step	Action
ℹ	The Voucher does not go through downstream processes (budget check, approving, posting, or payment). The **Invoice Receipt Date** and **Good & Services Receipt Date** fields must be populated, at a minimum, for the Voucher to be saved for later. Cardinal assigns a Voucher ID number and automatically checks the **Incomplete Voucher** checkbox.  ☑ Incomplete Voucher It is important to check for incomplete Vouchers to ensure suppliers are paid promptly.
37.	Once the Voucher is ready for submission, click the **Save** button. 
ℹ	If there are any missing required fields, the Voucher will not save. Cardinal displays a message indicating which field needs to be addressed for the Voucher to save. See the sample message below as an example.  Message Invoice Receipt Date and Goods and Services Receipt Date are required (25003,15) Both the Invoice Receipt Date and Goods and Services Receipt Date are required when the Prompt Pay Basis Date is selected
ℹ	If the Voucher contains edit check errors, they must be corrected for the Voucher to process. Review and make corrections to any errors that display and then click the **Save** button. Upon clicking **Save**, the Voucher will go through Edit check to verify: • ChartField combinations entered are valid • The Voucher is balanced (total amount and the line amount are equal) See the Job Aid titled **AP312_Viewing and Correcting Voucher Errors** for additional information. This Job Aid is on located on the Cardinal website in **Job Aids** under **Learning**.

Step	Action
ℹ	If a Financial Sanctions error message displays upon save, the Voucher will not process until the Financial Sanctions match has been resolved.  Message The Invoicing Supplier is a possible match to an entry on a financial sanctions listing. (7030,705) The Invoicing Supplier should be reviewed with the appropriate authorities to determine if it is a match to an entry on a financial sanctions listing. Take the following steps if this error occurs when saving (submitting) the Voucher: • Send an email to CVG (cvg@doa.virginia.gov) • Put “Financial Sanctions Error” in the Subject line • List the supplier’s name and Cardinal Supplier ID number • Indicate that a Financial Sanctions error displayed when trying to submit the Voucher CVG will take the necessary steps to validate the supplier and respond to the email once the issue has been resolved. At that point, submit the Voucher for processing.
ℹ	Once the Voucher is saved or saved for later, three additional tabs display which are: • Summary • Related Documents • Error Summary See an overview of each of these sections by clicking the links above.
38.	Make note of the **Voucher ID** and follow agency guidelines regarding next steps.

Overview of the Summary Tab

The **Summary** tab provides a brief overview of the Voucher and its statuses. It includes basic information about the Voucher. See the table below for the key fields and descriptions on this tab.



Business Unit 15100
Voucher ID 00005692
Voucher Style Regular
Supplier Name Pyramid Paper Company
6510 N 54TH ST
VA10054801
EVAAD11033
TAMPA, FL 33610-1908
Invoice Date 12/26/2024
Invoice No 12345678
Invoice Total 750.12 USD
Entry Status Postable
Match Status No Match
Approval Status Pending
Post Status Unposted
Budget Status Not Chk'd
Budget Misc Status Valid
***View Related** Payment Inquiry
Pay Terms Net 30
Voucher Source Online
Origin ONL
Created On 12/26/2024 4:39PM
Created By V_TRN_FINUSER001
Last Update 12/30/2024 4:57PM
Modified By V_TRN_FINUSER001
ERS Type Not Applicable
Close Status Open

Key Fields and Descriptions

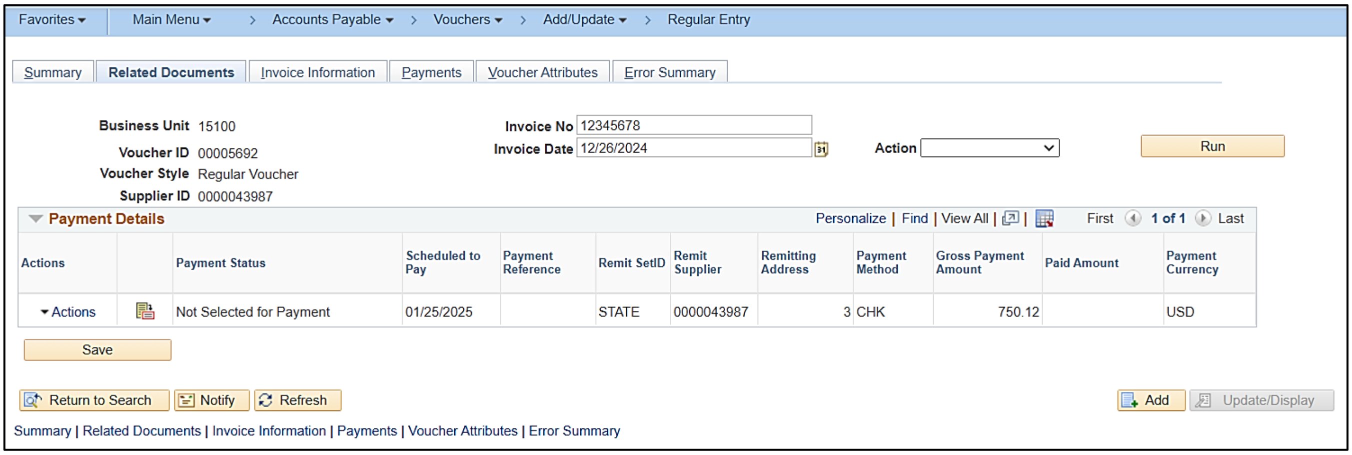
Field	Description and Values
Entry Status	Provides the status of the Voucher: • **Postable –** indicates the Voucher contains no edit check errors • **Recycle –** indicates the Voucher contains edit check errors or was saved for later

Field	Description and Values
Match Status	Refers to the matching of the Voucher to its related PO and/or receiving report and is only used by agencies using the Cardinal Procurement module. • **No Match –** Non-PO Vouchers display this status • **Ready**, **Match** and **Exception –** These statuses are only for agencies using the Procurement module
Approval Status	Indicates the status of Voucher approval process. • **Pending** • **Approved** • **Denied**
Post Status	Indicates whether the Voucher has posted. • **Unposted** • **Posted**
Budget Status	Indicates the budget checking status of the Voucher. • **Not Chk'd** • **Exceptions** • **Valid**
Voucher Source	Indicates whether the Voucher was created online or interfaced into Cardinal. • **Online** • **Retail Interfaced Vouchers**
Created by	Displays the Cardinal ID of the user who created the Voucher.
Modified by	Displays the Cardinal ID of the user who last modified the Voucher.

Note: The values in these fields update, as applicable, as the Voucher moves through the Voucher process.

Overview of the Related Documents Tab

The **Related Documents** tab displays a summary of record related to the Voucher payment.



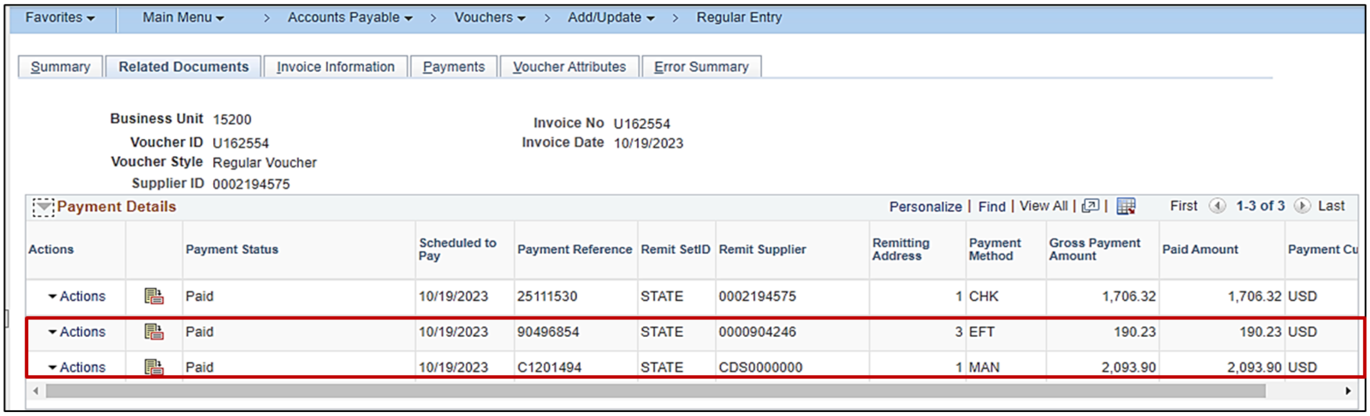
Business Unit 15100
Voucher ID 00005692
Voucher Style Regular Voucher
Supplier ID 0000043987
Invoice No 12345678
Invoice Date 12/26/2024

Actions		Payment Status	Scheduled to Pay	Payment Reference	Remit SetID	Remit Supplier	Remitting Address	Payment Method	Gross Payment Amount	Paid Amount	Payment Currency
Actions		Not Selected for Payment	01/25/2025		STATE	0000043987	3	CHK	750.12		USD

Key Fields and Descriptions

Field	Description and Values
Payment Status	Indicates the payment status of the Voucher. • **Not selected for payment** • **Selected for payment** • **Paid**
Scheduled to Pay	Displays the date the Voucher is scheduled to be paid.
Payment Reference	Displays the payment reference number once the payment has been made.
Remit SetID	Displays as “STATE”.
Remit to Supplier	Displays the Cardinal ID of the Supplier
Remitting Address	Displays the Remitting address number for the supplier.
Payment Method	Displays the method that the payment is paid to the supplier (check, ACH, EFT, etc.).
Gross Payment Amount	Displasy the total amount to be paid to the Remit to Supplier.
Paid Amount	Displays the total amount paid to the supplier once the payment has been made.

Payments offset for Comptroller’s Debt Setoff (CDS) and Treasury Offset (TOP)



Business Unit 15200
Voucher ID U162554
Voucher Style Regular Voucher
Supplier ID 0002194575
Invoice No U162554
Invoice Date 10/19/2023

Payment Details

Actions		Payment Status	Scheduled to Pay	Payment Reference	Remit SetID	Remit Supplier	Remitting Address	Payment Method	Gross Payment Amount	Paid Amount	Payment Cu
Actions		Paid	10/19/2023	25111530	STATE	0002194575	1	CHK	1,706.32	1,706.32	USD
Actions		Paid	10/19/2023	90496854	STATE	0000904246	3	EFT	190.23	190.23	USD
Actions		Paid	10/19/2023	C1201494	STATE	CDS0000000	1	MAN	2,093.90	2,093.90	USD

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

CDS Offsets

See **CAPP Manual Topic 20325** to provide the supplier with the Debt Unit Setoff contact number. Cardinal does not display who the setoff is for and only lists the amount of the setoff.

TOP Offsets

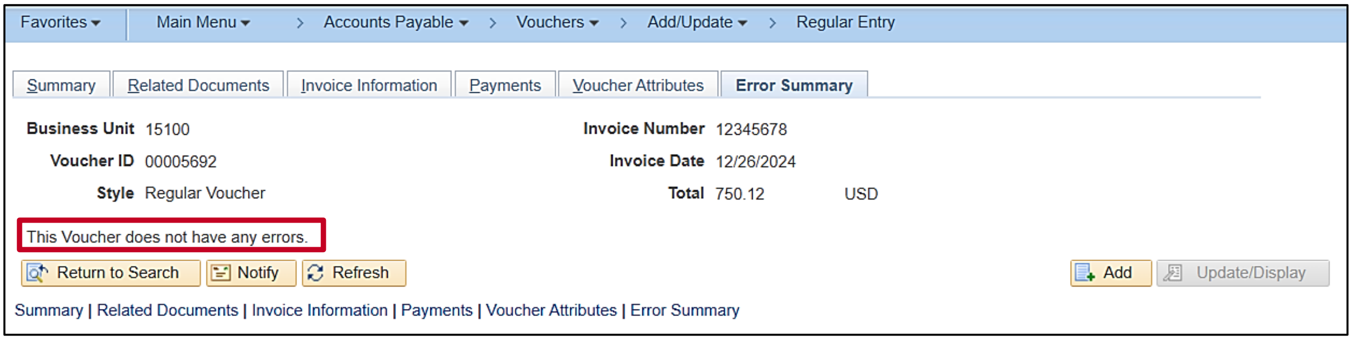
Run the **V_AP_PYMNT_VCHR_TOP_AGENCY_DET** query to provide suppliers with the specific Federal Agency Contact number.

Note: Suppliers impacted by TOP are mailed a letter on the next business day (Tuesday – Thursday). Friday and Monday offset letters are mailed on Tuesday.

Overview of the Error Summary Tab

The **Error Summary** tab displays edit check errors that were detected when the Voucher was saved.

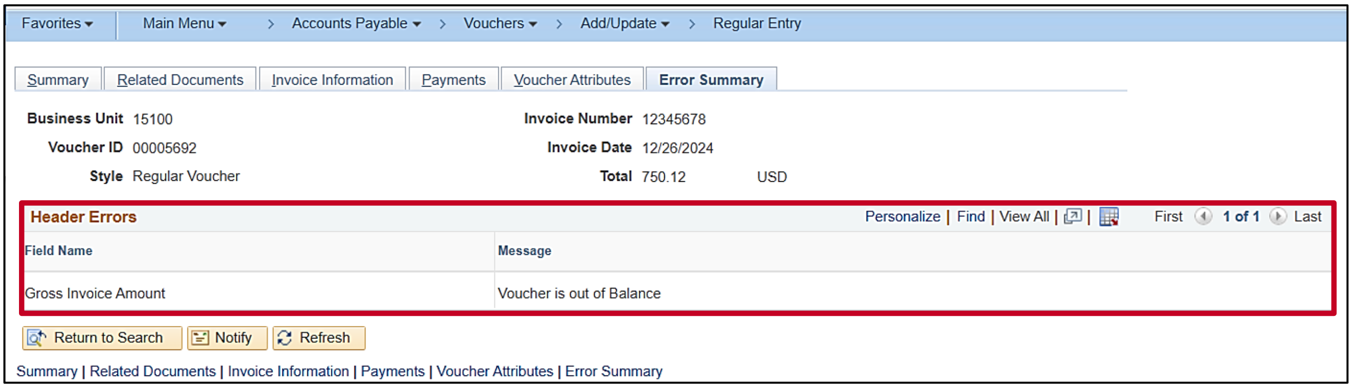
Sample Screenshot of a Voucher with no errors



Business Unit 15100
Voucher ID 00005692
Style Regular Voucher
Invoice Number 12345678
Invoice Date 12/26/2024
Total 750.12 USD

This Voucher does not have any errors.

Sample Screenshot of a Voucher with an error



Business Unit 15100
Voucher ID 00005692
Style Regular Voucher
Invoice Number 12345678
Invoice Date 12/26/2024
Total 750.12 USD

Header Errors

Field Name	Message
Gross Invoice Amount	Voucher is out of Balance

If the Voucher contains an edit check error, it must be corrected for the Voucher to continue processing. See the Job Aid titled **AP312_Reviewing and Correcting Voucher Errors** for more details. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

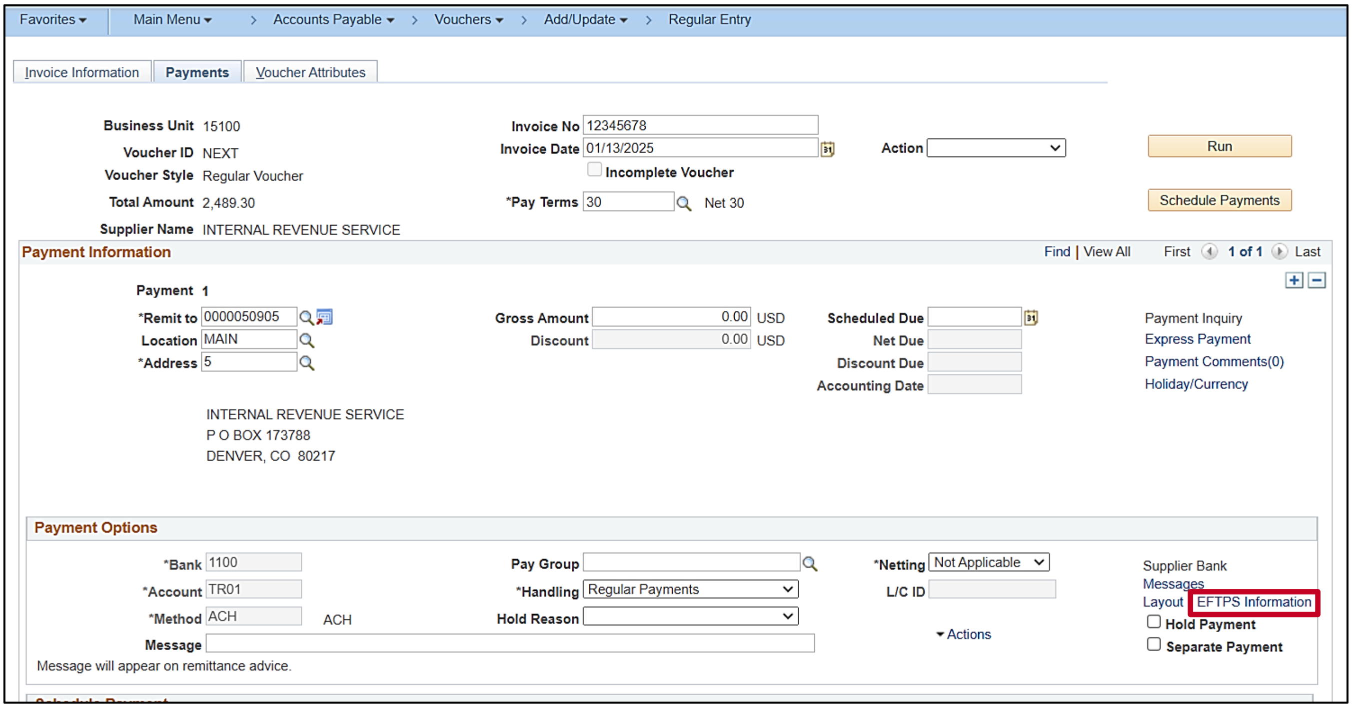
Overview of EFTPS Vouchers

For details about entering EFTPS Vouchers, see **CAPP Manual Topic 20319**.

Below are some key points as it relates to EFTPS Vouchers:

- Process the Voucher in Cardinal payable to the Internal Revenue Service (Vendor ID 0000050905) for the taxes due
- Refer to **CAPP Topic No. 20310**, Expenditures, for more information on Voucher processing steps
- Account code 220558 should be used only when making additional payments owed at the end of the Calendar Year resulting from adjustments made to W2s and not processed through Payroll

Additional information is required to be submitted with EFTPS Vouchers. Click the **EFTPS Information** link on the **Payments Tab** for the Voucher.



Business Unit 15100
Voucher ID NEXT
Voucher Style Regular Voucher
Total Amount 2,489.30
Supplier Name INTERNAL REVENUE SERVICE
Invoice No 12345678
Invoice Date 01/13/2025
☐ Incomplete Voucher
*Pay Terms 30 Net 30
Action

Payment Information

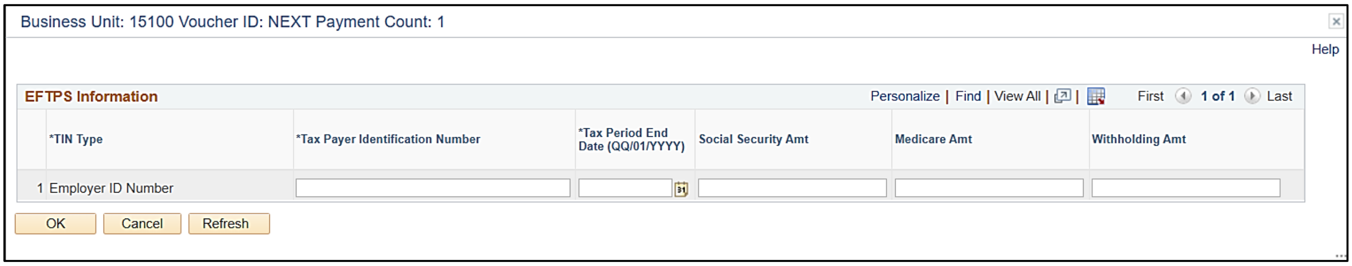
Payment 1
*Remit to 0000050905
Location MAIN
*Address 5
Gross Amount 0.00 USD
Discount 0.00 USD
Scheduled Due
Net Due
Discount Due
Accounting Date

INTERNAL REVENUE SERVICE
P O BOX 173788
DENVER, CO 80217

Payment Options

*Bank 1100
*Account TR01
*Method ACH ACH
Message
Message will appear on remittance advice.
Pay Group
*Handling Regular Payments
Hold Reason
*Netting Not Applicable
L/C ID
☐ Hold Payment
☐ Separate Payment

When the **EFTPS Information** link is clicked, a pop-up window displays which allows the user to enter the appropriate information. Only one SSN or EIN can be entered per Voucher.



Business Unit: 15100 Voucher ID: NEXT Payment Count: 1

EFTPS Information

	*TIN Type	*Tax Payer Identification Number	*Tax Period End Date (QQ/01/YYYY)	Social Security Amt	Medicare Amt	Withholding Amt
1	Employer ID Number					

Appendix

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