



Processing PCard Vouchers Overview

PCard processing involves reviewing, verifying, and approving PCard transactions. At the end of each monthly cycle, queries are run to ensure all transactions have been approved. The approved transactions are then loaded to voucher staging tables for processing and payment. The PCard process includes both PCard and ISSP transactions. This job aid focuses on the Accounts Payable role in the PCard process as it relates to creating the PCard Voucher. Note that other parts of the process are mentioned to set context and are not covered in detail.

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.

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Cardinal Accounts Payable Job Aid

AP312_Processing PCard Vouchers (VDOT Only)

Revision History

Revision Date	Summary of Changes
6/12/2025	Baseline.

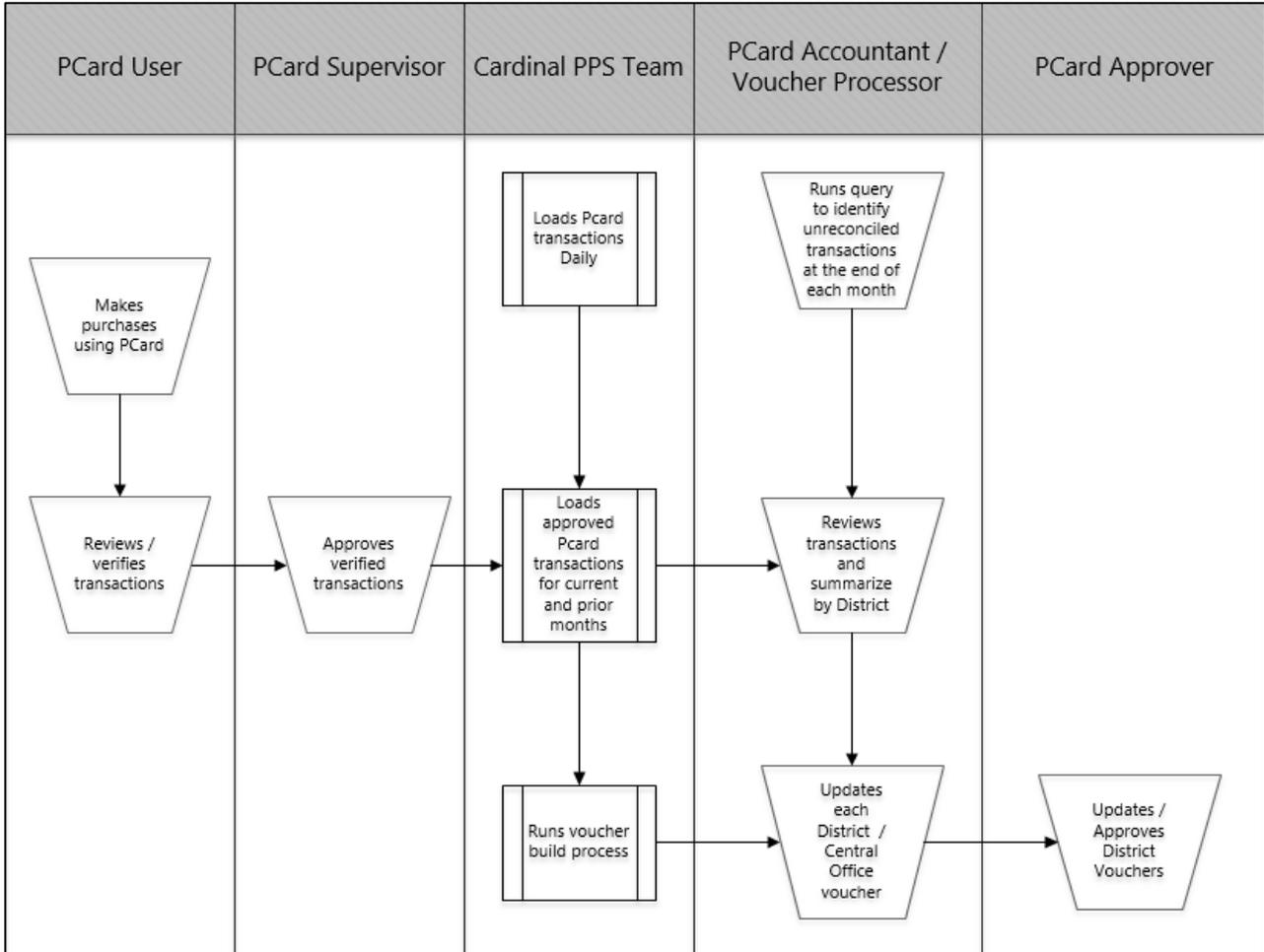


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Roles and Responsibilities in the PCard Process

The flow chart lists the PCard key roles and high-level responsibilities for PCard Voucher Transactions to provide context for the Job Aid.





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Processing PCard Transactions

Identifying Unreconciled Transactions

Step	Action
1.	At the end of the Billing Cycle (15 th of the month), run the Unreconciled Transactions query. Navigate to this query using the following path: Main Menu > Reporting Tools > Query > Query Viewer

The **Query Viewer Search** page displays.

2.	Enter “ V_PR_UNRECONCILED_TRNSCTNS ” in the Query Name begins field.
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The **PCard/ISSP UNRECONCILED TRNSCTNS** query displays in the **Search Results** section.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
V_PR_UNRECONCILED_TRNSCTNS	PCARD/ISSP Un Reconciled Trans	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite



Although the query description specifies **ISSP Unreconciled Transactions**, the **Card Issuer** field value determines whether the results will include PCard or ISSP transactions. The **Card Issuer** value for ISSP transactions is “ISSP0”.



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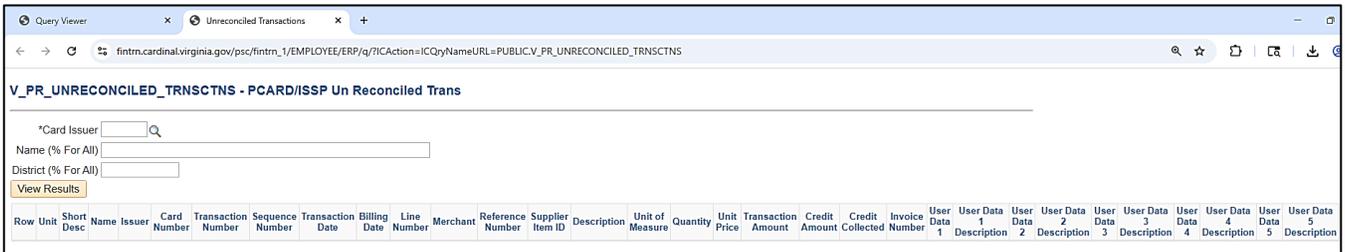
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Step	Action												
3.	Select the output format for the query by clicking the appropriate link. <table border="1" data-bbox="292 378 1136 514"> <tr> <td>Run to HTML</td> <td>Run to Excel</td> <td>Run to XML</td> <td>Schedule</td> <td>Definitional References</td> <td>Add to Favorites</td> </tr> <tr> <td>HTML</td> <td>Excel</td> <td>XML</td> <td>Schedule</td> <td>Lookup References</td> <td>Favorite</td> </tr> </table>	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites	HTML	Excel	XML	Schedule	Lookup References	Favorite
Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites								
HTML	Excel	XML	Schedule	Lookup References	Favorite								



The **XML** format is not used in Cardinal Financials.

The **PCard/ISSP Unreconciled Trans** page opens in a new tab.



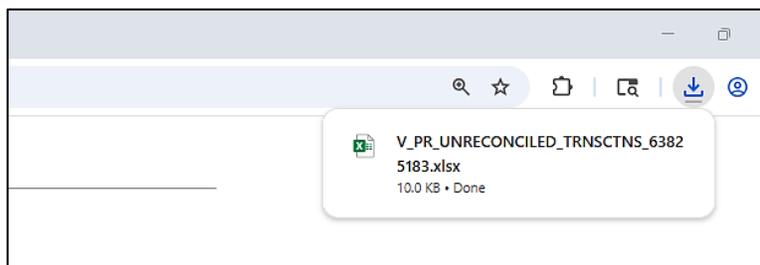
4.	Enter or select the applicable Card Issuer in the Card Issuer field. <div data-bbox="292 1050 657 1123" style="border: 1px solid red; padding: 5px;"> *Card Issuer <input type="text"/> </div>
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5.	Enter or select the applicable name in the Name field or enter “%” for all. <div data-bbox="292 1207 1193 1260" style="border: 1px solid red; padding: 5px;"> Name (% For All) <input type="text"/> </div>
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6.	Enter or select the applicable district in the District field or enter “%” for all districts. <div data-bbox="292 1344 771 1396" style="border: 1px solid red; padding: 5px;"> District (% For All) <input type="text"/> </div>
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7.	Click the View Results button. <div data-bbox="292 1480 519 1543" style="border: 1px solid red; padding: 5px;"> View Results </div>
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The query downloads to Excel.





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Step	Action
8.	Click the File to open it. <div style="border: 2px solid red; padding: 5px; width: fit-content; margin: 10px auto;"> V_PR_UNRECONCILED_TRNSCTNS_6382 5183.xlsx 10.0 KB • Done </div>

The Unreconciled Transactions results display in Excel.

PCARD/SSP	Unit	Short Desc	Name	Issuer	Card Number	Transaction Number	Sequence Num	Transaction Date	Billing Date	Line Num	Merchant	Refer
50100	BoAVDist			BAV11	*****7233	24801975052250863490480	7	2/21/2025	3/15/2025	0	BVI AUTHORITY	
50100	BoAVDist			BAV11	*****7233	24013395052004486027657	8	2/21/2025	3/15/2025	0	WASHINGTON COUNTY SERVICE	
50100	BoAVDist			BAV11	*****9682	24072805056042927014613	3	2/24/2025	3/15/2025	0	APPLACHIAN NATURAL GAS DIS	
50100	BoAVDist			BAV11	*****9682	24445005057200170199913	5	2/26/2025	3/15/2025	0	MARSH LP GAS ABINGDON	
50100	BoAVDist			BAV11	*****9682	24445005057200170200075	4	2/26/2025	3/15/2025	0	MARSH LP GAS ABINGDON	
50100	BoAVDist			BAV11	*****4112	24116415057744782345280	7	2/26/2025	3/15/2025	0	SPATCO ENERGY SOLUTIONS	
50100	BoAVDist			BAV11	*****4112	24116415057718782070437	9	2/26/2025	3/15/2025	0	SPATCO ENERGY SOLUTIONS	
50100	BoAVDist			BAV11	*****4112	24116415057712782969530	11	2/26/2025	3/15/2025	0	SPATCO ENERGY SOLUTIONS	
50100	BoAVDist			BAV11	*****4112	24116415057718783334527	8	2/26/2025	3/15/2025	0	SPATCO ENERGY SOLUTIONS	
50100	BoAVDist			BAV11	*****2914	24445005057300552323808	12	2/26/2025	3/15/2025	0	MARSH LP GAS KINGSPOINT,	
50100	BoAVDist			BAV11	*****2988	24445005057200170204291	3	2/26/2025	3/15/2025	0	MARSH LP GAS ABINGDON	
50100	BoAVDist			BAV11	*****2988	24445005057300552426940	2	2/26/2025	3/15/2025	0	MARSH LP GAS KINGSPOINT,	
50100	BoAVDist			BAV11	*****0354	24055229058257013248657	6	2/27/2025	3/15/2025	0	IHS LLC	
50100	BoAVDist			BAV11	*****2549	24801975056257116431892	4	2/27/2025	3/15/2025	0	BVI AUTHORITY	

9.	Review the results and take the appropriate action based on the status (i.e., Reviewed, Verified) of the transaction and may include notifying the appropriate PCard Administrator.
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	<p>The Cardinal PPS Team loads <u>approved</u> PCard transactions with valid ChartField status for the current billing and previous billing cycle(s) to Voucher staging tables (around the 26th of the month). The Voucher Build Processes then creates Vouchers for regular and emergency PCard Transactions.</p>
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Reviewing PCard Transactions

Step	Action
1.	<p>The PCard Accountant/Voucher Processor runs the PCARD Transactions by Trans Dt (V_PR_PCARD_TRANS_BY_TRAN_DT) query to review transactions by district, included on the Voucher for the billing date specified.</p> <p>Navigate to this query using the following path: Main Menu > Reporting Tools > Query > Query Viewer</p>

The **Query Viewer Search** page displays.

Favorites ▾ Main Menu ▾ > Reporting Tools ▾ > Query ▾ > Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By ▾ begins with

[Advanced Search](#)

2.	<p>Enter “V_PR_PCARD_TRANS_BY_TRANS_DT” in the Query Name begins field.</p>
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The **PCARD Transactions by Trans Dt** query displays in the **Search Results** section.

Favorites ▾ Main Menu ▾ > Reporting Tools ▾ > Query ▾ > Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By ▾ begins with

[Advanced Search](#)

Search Results

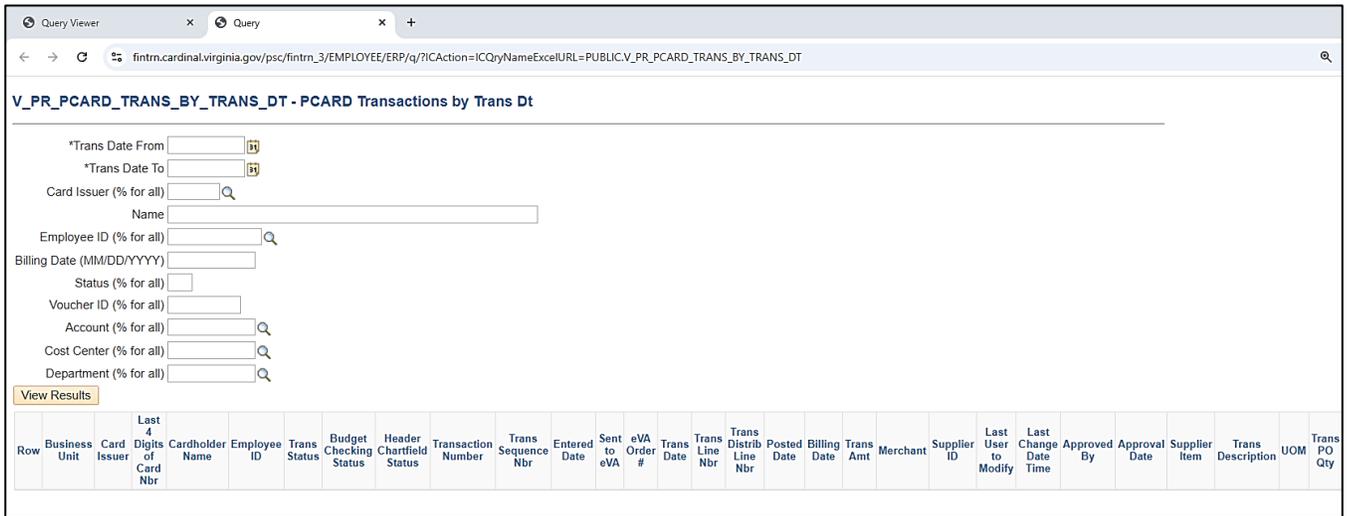
*Folder View ▾

Query				Personalize Find View All						
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites	
V_PR_PCARD_TRANS_BY_TRANS_DT	PCARD Transactions by Trans Dt	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite	

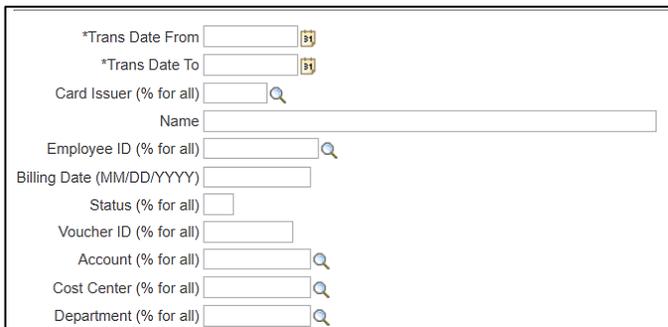
3.	<p>Select the output format for the query by clicking the appropriate link.</p>
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Step	Action
	The XML format is not used in Cardinal Financials.

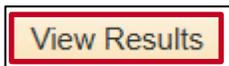
The PCard Transactions by Trans Dt query opens in a new tab.



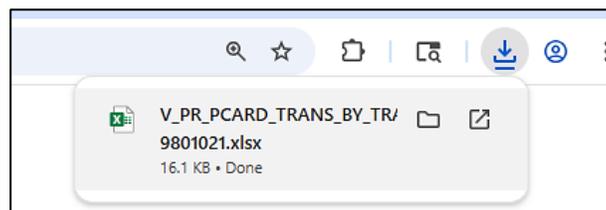
5. Enter the applicable information for all fields with the applicable information. For some fields, a “%” can be entered to search for all values.



6. Click the **View Results** button.



The query downloads to Excel.





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7.	<p>Click the File to open it.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> </div>																																																																																																																																																													
8.	<p>In the downloaded Excel document, sum the Trans Amount field. In this example, this total represents the total billed to District Account BoAVDist1 (Card Issuer: BAV11) on 01/15/2025 and will be needed for Voucher reconciliation. This total will include both reconciled and unreconciled transactions. For this example, the total PCard Transactions is \$280,415.96. The Voucher Number for these transactions is 01736479. The Voucher Number(s) display on this query.</p> <div style="margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr> <th>Posted Date</th> <th>Billing Date</th> <th>Trans Amt</th> <th>Merchant</th> <th>Supplier ID</th> <th>Last User to Modify</th> </tr> </thead> <tbody> <tr><td>12/17/2024</td><td>1/15/202</td><td>1022.650</td><td>MARSH LP GAS ABINGDON</td><td>0000305859</td><td></td></tr> <tr><td>1/3/2025</td><td>1/15/202</td><td>1216.740</td><td>MARSH LP GAS PRINCETON</td><td>0000305859</td><td></td></tr> <tr><td>1/6/2025</td><td>1/15/202</td><td>706.150</td><td>MARSH LP GAS ABINGDON</td><td>0000305859</td><td></td></tr> <tr><td>1/6/2025</td><td>1/15/202</td><td>716.520</td><td>MARSH LP GAS ABINGDON</td><td>0000305859</td><td></td></tr> <tr><td>1/9/2025</td><td>1/15/202</td><td>704.040</td><td>MARSH LP GAS PRINCETON</td><td>0000305859</td><td></td></tr> <tr><td>1/9/2025</td><td>1/15/202</td><td>3507.360</td><td>MARSH LP GAS PRINCETON</td><td>0000305859</td><td></td></tr> <tr><td>12/27/2024</td><td>1/15/202</td><td>377.370</td><td>Foster Fuels Inc</td><td>0000031469</td><td></td></tr> <tr><td>12/27/2024</td><td>1/15/202</td><td>141.570</td><td>Foster Fuels Inc</td><td>0000031469</td><td></td></tr> <tr><td>1/6/2025</td><td>1/15/202</td><td>351.280</td><td>Foster Fuels Inc</td><td>0000031469</td><td></td></tr> <tr><td>1/2/2025</td><td>1/15/202</td><td>45.330</td><td>DOMINION OFFICE</td><td>0000025579</td><td></td></tr> <tr><td>12/19/2024</td><td>1/15/202</td><td>159.500</td><td>SQ *ABS SANITATION, INC</td><td>0000029957</td><td></td></tr> <tr><td>12/17/2024</td><td>1/15/202</td><td>3000.000</td><td>BTS-CARTERMACHINERYCO2</td><td>0000018192</td><td></td></tr> <tr><td>12/17/2024</td><td>1/15/202</td><td>450.000</td><td>BTS-CARTERMACHINERYCO2</td><td>0000018192</td><td></td></tr> <tr><td>12/17/2024</td><td>1/15/202</td><td>2025.000</td><td>BTS-CARTERMACHINERYCO2</td><td>0000018192</td><td></td></tr> <tr><td>12/17/2024</td><td>1/15/202</td><td>3276.000</td><td>BTS-CARTERMACHINERYCO2</td><td>0000018192</td><td></td></tr> <tr><td>12/17/2024</td><td>1/15/202</td><td>1800.000</td><td>BTS-CARTERMACHINERYCO2</td><td>0000018192</td><td></td></tr> <tr><td>12/17/2024</td><td>1/15/202</td><td>1966.000</td><td>BTS-CARTERMACHINERYCO2</td><td>0000018192</td><td></td></tr> <tr><td>12/18/2024</td><td>1/15/202</td><td>3039.000</td><td>UNITED RENTALS</td><td>0000002503</td><td></td></tr> <tr><td>12/18/2024</td><td>1/15/202</td><td>298.000</td><td>UNITED RENTALS</td><td>0000002503</td><td></td></tr> <tr><td>12/18/2024</td><td>1/15/202</td><td>633.070</td><td>UNITED RENTALS</td><td>0000002503</td><td></td></tr> <tr><td>12/18/2024</td><td>1/15/202</td><td>4077.770</td><td>UNITED RENTALS</td><td>0000002503</td><td></td></tr> <tr><td>12/18/2024</td><td>1/15/202</td><td>352.000</td><td>UNITED RENTALS</td><td>0000002503</td><td></td></tr> <tr><td>12/18/2024</td><td>1/15/202</td><td>633.070</td><td>UNITED RENTALS</td><td>0000002503</td><td></td></tr> <tr><td>12/18/2024</td><td>1/15/202</td><td>406.000</td><td>UNITED RENTALS</td><td>0000002503</td><td></td></tr> <tr><td>12/18/2024</td><td>1/15/202</td><td>633.070</td><td>UNITED RENTALS</td><td>0000002503</td><td></td></tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 12px; margin: 10px 0;"> <tr> <td style="text-align: right; padding-right: 10px;">280415.960</td> </tr> </table> </div>	Posted Date	Billing Date	Trans Amt	Merchant	Supplier ID	Last User to Modify	12/17/2024	1/15/202	1022.650	MARSH LP GAS ABINGDON	0000305859		1/3/2025	1/15/202	1216.740	MARSH LP GAS PRINCETON	0000305859		1/6/2025	1/15/202	706.150	MARSH LP GAS ABINGDON	0000305859		1/6/2025	1/15/202	716.520	MARSH LP GAS ABINGDON	0000305859		1/9/2025	1/15/202	704.040	MARSH LP GAS PRINCETON	0000305859		1/9/2025	1/15/202	3507.360	MARSH LP GAS PRINCETON	0000305859		12/27/2024	1/15/202	377.370	Foster Fuels Inc	0000031469		12/27/2024	1/15/202	141.570	Foster Fuels Inc	0000031469		1/6/2025	1/15/202	351.280	Foster Fuels Inc	0000031469		1/2/2025	1/15/202	45.330	DOMINION OFFICE	0000025579		12/19/2024	1/15/202	159.500	SQ *ABS SANITATION, INC	0000029957		12/17/2024	1/15/202	3000.000	BTS-CARTERMACHINERYCO2	0000018192		12/17/2024	1/15/202	450.000	BTS-CARTERMACHINERYCO2	0000018192		12/17/2024	1/15/202	2025.000	BTS-CARTERMACHINERYCO2	0000018192		12/17/2024	1/15/202	3276.000	BTS-CARTERMACHINERYCO2	0000018192		12/17/2024	1/15/202	1800.000	BTS-CARTERMACHINERYCO2	0000018192		12/17/2024	1/15/202	1966.000	BTS-CARTERMACHINERYCO2	0000018192		12/18/2024	1/15/202	3039.000	UNITED RENTALS	0000002503		12/18/2024	1/15/202	298.000	UNITED RENTALS	0000002503		12/18/2024	1/15/202	633.070	UNITED RENTALS	0000002503		12/18/2024	1/15/202	4077.770	UNITED RENTALS	0000002503		12/18/2024	1/15/202	352.000	UNITED RENTALS	0000002503		12/18/2024	1/15/202	633.070	UNITED RENTALS	0000002503		12/18/2024	1/15/202	406.000	UNITED RENTALS	0000002503		12/18/2024	1/15/202	633.070	UNITED RENTALS	0000002503		280415.960
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	<ul style="list-style-type: none"> If the total of the Billing Amount and Voucher match, no further action is required. If the total of the Billing Amount and Voucher do not match, continue to step 10. 																																																																																																																																																													



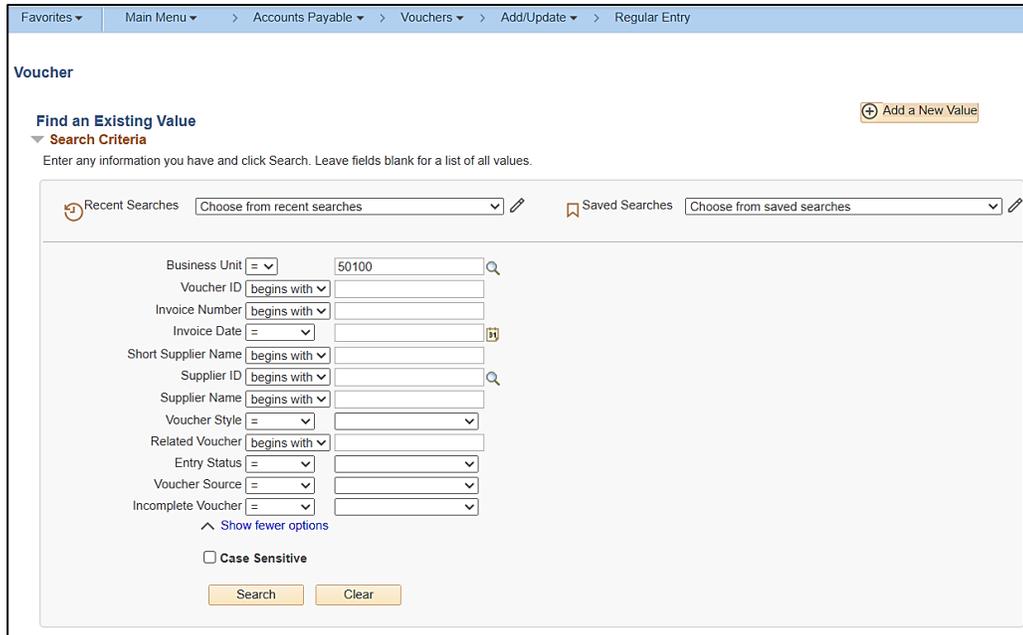
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AP312_Processing PCard Vouchers (VDOT Only)

Step	Action																																																																																																																																												
10.	<p>In the downloaded Excel document, sum the Trans Amount field. In this example, this total represents the total billed to District Account BoAVDist1 (Card Issuer: BAVI1) on 02/15/2025. This total will include both reconciled and unreconciled transactions. For this example, the total PCard Transactions is \$454,549.13.</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr> <th>Billing Date</th> <th>Trans Amt</th> <th>Merchant</th> <th>Supplier ID</th> <th>Last User to Modify</th> <th>Last Change Date Time</th> <th>Approved By</th> <th>Approval Date</th> <th>Supplier Item</th> <th>Trans Description</th> </tr> </thead> <tbody> <tr><td>1/15/2025</td><td>1022.650</td><td>MARSH LP GAS ABINGDON</td><td>0000305859</td><td></td><td>12/19/2024 7:52</td><td></td><td>12/19/2024</td><td>INV 1755253; PROPANE SERVICES</td><td></td></tr> <tr><td>1/15/2025</td><td>1216.740</td><td>MARSH LP GAS PRINCETON</td><td>0000305859</td><td></td><td>1/8/2025 12:50</td><td></td><td>1/8/2025</td><td>INV 1764391; PROPANE SERVICES</td><td></td></tr> <tr><td>1/15/2025</td><td>706.150</td><td>MARSH LP GAS ABINGDON</td><td>0000305859</td><td></td><td>1/8/2025 12:51</td><td></td><td>1/8/2025</td><td>INV 1765132; PROPANE SERVICES</td><td></td></tr> <tr><td>1/15/2025</td><td>716.520</td><td>MARSH LP GAS ABINGDON</td><td>0000305859</td><td></td><td>1/8/2025 12:50</td><td></td><td>1/8/2025</td><td>INV 1765134; PROPANE SERVICES</td><td></td></tr> <tr><td>1/15/2025</td><td>704.040</td><td>MARSH LP GAS PRINCETON</td><td>0000305859</td><td></td><td>1/13/2025 7:41</td><td></td><td>1/13/2025</td><td>INV 1771355; PROPANE SERVICES</td><td></td></tr> <tr><td>1/15/2025</td><td>3507.360</td><td>MARSH LP GAS PRINCETON</td><td>0000305859</td><td></td><td>1/13/2025 7:41</td><td></td><td>1/13/2025</td><td>INV 1771432; PROPANE SERVICES</td><td></td></tr> <tr><td>1/15/2025</td><td>377.370</td><td>Foster Fuels Inc</td><td>0000031469</td><td></td><td>1/2/2025 13:01</td><td></td><td>1/2/2025</td><td>INV #1898221, PROPANE, #CTR014135, EXP 6/30/25</td><td></td></tr> <tr><td>1/15/2025</td><td>141.570</td><td>Foster Fuels Inc</td><td>0000031469</td><td></td><td>1/2/2025 13:01</td><td></td><td>1/2/2025</td><td>INV #1904501, PROPANE, #CTR014135, EXP 6/30/25</td><td></td></tr> <tr><td>1/15/2025</td><td>351.280</td><td>Foster Fuels Inc</td><td>0000031469</td><td></td><td>1/9/2025 8:23</td><td></td><td>1/9/2025</td><td>INV #1909150,, PROPANE, #CTR014135, EXP 6/30/25</td><td></td></tr> <tr><td>1/15/2025</td><td>45.330</td><td>DOMINION OFFICE</td><td>0000025579</td><td></td><td>1/6/2025 8:34</td><td></td><td>1/6/2025</td><td>INV #167098, LAM, PAPER, MICRO 6501565, EXP 2/7/28</td><td></td></tr> <tr><td>1/15/2025</td><td>159.500</td><td>*A&S SANITATION, INC</td><td>0000029937</td><td></td><td>12/23/2024 9:00</td><td></td><td>12/23/2024</td><td>INV 73215, PORT TOILET, EVA E3405</td><td></td></tr> <tr><td>1/15/2025</td><td>3000.000</td><td>STS-CARTERMACHINERYCO2</td><td>0000018192</td><td></td><td>12/26/2024 9:34</td><td></td><td>12/26/2024</td><td>INV 00530569, RENTAL EQUIPMENT</td><td></td></tr> <tr><td>1/15/2025</td><td>459.000</td><td>STS-CARTERMACHINERYCO2</td><td>0000018192</td><td></td><td>12/26/2024 9:35</td><td></td><td>12/26/2024</td><td>INV 00533587, RENTAL EQUIPMENT</td><td></td></tr> </tbody> </table>	Billing Date	Trans Amt	Merchant	Supplier ID	Last User to Modify	Last Change Date Time	Approved By	Approval Date	Supplier Item	Trans Description	1/15/2025	1022.650	MARSH LP GAS ABINGDON	0000305859		12/19/2024 7:52		12/19/2024	INV 1755253; PROPANE SERVICES		1/15/2025	1216.740	MARSH LP GAS PRINCETON	0000305859		1/8/2025 12:50		1/8/2025	INV 1764391; PROPANE SERVICES		1/15/2025	706.150	MARSH LP GAS ABINGDON	0000305859		1/8/2025 12:51		1/8/2025	INV 1765132; PROPANE SERVICES		1/15/2025	716.520	MARSH LP GAS ABINGDON	0000305859		1/8/2025 12:50		1/8/2025	INV 1765134; PROPANE SERVICES		1/15/2025	704.040	MARSH LP GAS PRINCETON	0000305859		1/13/2025 7:41		1/13/2025	INV 1771355; PROPANE SERVICES		1/15/2025	3507.360	MARSH LP GAS PRINCETON	0000305859		1/13/2025 7:41		1/13/2025	INV 1771432; PROPANE SERVICES		1/15/2025	377.370	Foster Fuels Inc	0000031469		1/2/2025 13:01		1/2/2025	INV #1898221, PROPANE, #CTR014135, EXP 6/30/25		1/15/2025	141.570	Foster Fuels Inc	0000031469		1/2/2025 13:01		1/2/2025	INV #1904501, PROPANE, #CTR014135, EXP 6/30/25		1/15/2025	351.280	Foster Fuels Inc	0000031469		1/9/2025 8:23		1/9/2025	INV #1909150,, PROPANE, #CTR014135, EXP 6/30/25		1/15/2025	45.330	DOMINION OFFICE	0000025579		1/6/2025 8:34		1/6/2025	INV #167098, LAM, PAPER, MICRO 6501565, EXP 2/7/28		1/15/2025	159.500	*A&S SANITATION, INC	0000029937		12/23/2024 9:00		12/23/2024	INV 73215, PORT TOILET, EVA E3405		1/15/2025	3000.000	STS-CARTERMACHINERYCO2	0000018192		12/26/2024 9:34		12/26/2024	INV 00530569, RENTAL EQUIPMENT		1/15/2025	459.000	STS-CARTERMACHINERYCO2	0000018192		12/26/2024 9:35		12/26/2024	INV 00533587, RENTAL EQUIPMENT	
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11.	<p>Sort the results by Voucher to determine the total amount included on the Voucher(s) created for the billing period.</p> <p>In this example, the Voucher Number that was created is 01747387 and the total amount is \$451,372.60. The difference between the Total billed amount (\$454,549.13) and the Voucher amount (\$451,372.60) is \$3176.53. The \$3176.53 represents transactions that have either not been reconciled or have been reconciled but not approved for that billing period.</p>																																																																																																																																												
	<p>The Voucher payment must match the total amount billed. Therefore, the Voucher will need to be adjusted accordingly. These steps are completed by the PCard Accountant/Voucher Processor.</p>																																																																																																																																												
12.	<p>To adjust the Voucher, navigate to the Voucher using the following path: Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry</p>																																																																																																																																												
<p>The Voucher Add a New Value page displays.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="font-size: 8px; margin: 0;">Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry</p> <p style="margin: 5px 0;">Voucher</p> <p style="margin: 5px 0;">Add a New Value Find an Existing Value</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p style="font-size: 8px; margin: 0;">*Business Unit <input type="text" value="50100"/> Q</p> <p style="font-size: 8px; margin: 0;">*Voucher ID <input type="text" value="NEXT"/></p> <p style="font-size: 8px; margin: 0;">*Voucher Style <input type="text" value="Regular Voucher"/></p> <p style="font-size: 8px; margin: 0;">Supplier Name <input type="text"/> Q</p> <p style="font-size: 8px; margin: 0;">Short Supplier Name <input type="text"/> Q</p> <p style="font-size: 8px; margin: 0;">Supplier ID <input type="text"/> Q</p> <p style="font-size: 8px; margin: 0;">Supplier Location <input type="text"/> Q</p> <p style="font-size: 8px; margin: 0;">Address Sequence Number <input type="text" value="0"/> Q</p> <p style="font-size: 8px; margin: 0;">Invoice Number <input type="text"/></p> <p style="font-size: 8px; margin: 0;">Invoice Date <input type="text"/></p> <p style="font-size: 8px; margin: 0;">Gross Invoice Amount <input type="text" value="0.00"/></p> <p style="font-size: 8px; margin: 0;">Freight Amount <input type="text" value="0.00"/></p> <p style="font-size: 8px; margin: 0;">Misc Charge Amount <input type="text" value="0.00"/></p> <p style="font-size: 8px; margin: 0;">Estimated No. of Invoice Lines <input type="text" value="1"/></p> <p style="text-align: center; margin: 5px 0;"><input type="button" value="Add"/></p> </div> </div>																																																																																																																																													
13.	<p>Click the Find an Existing Value button.</p> <div style="border: 2px solid red; padding: 5px; display: inline-block; margin: 10px 0;"> Q Find an Existing Value </div>																																																																																																																																												

Step	Action
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The **Find an Existing Value** page displays.



14.	<p>Enter the applicable Voucher Number in the Voucher ID field.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> Voucher ID begins with </div>
	<p>This is the Voucher Number from the Transactions by Transaction Date query.</p>
15.	<p>Click the Search button.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> Search Clear </div>



Cardinal Accounts Payable Job Aid

AP312_Processing PCard Vouchers (VDOT Only)

Step	Action
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The Voucher displays with the **Voucher Summary** tab displayed by default.

Navigation: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Summary | Related Documents | Invoice Information | Payments | **Voucher Attributes** | Error Summary

Business Unit 50100	Invoice Date 02/15/2025
Voucher ID 01747387	Invoice No SAL_2/25 BILL_0000000001
Voucher Style Regular	Invoice Total 451,372.60 USD
Supplier Name Bank of America	
1 Commercial Place	
VA6-100-03-01	
VA10023369	
EVAAD44069	
Norfolk, VA 23510	
Entry Status Postable	Pay Terms Due Now PP
Match Status No Match	Approval History
Approval Status Approved	Voucher Source Procurement Cards
Post Status Unposted	Origin ONL
	Created On 02/24/2025 8:03PM
	Created By AA_CARDINAL_BATCH_PR
	Last Update 02/27/2025 12:47PM
	Modified By
	ERS Type Not Applicable
	Close Status Open
Budget Status Valid	
Budget Misc Status Valid	
*View Related <input type="text" value="Payment Inquiry"/> Go	

Buttons: Return to Search, Notify, Refresh, Add, Update/Display

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

16. Click the **Invoice Information** tab.

Summary | Related Documents | **Invoice Information** | Payments | Voucher Attributes | Error Summary

The **Invoice Information** tab displays.

Navigation: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Summary | Related Documents | **Invoice Information** | Payments | Voucher Attributes | Error Summary

Business Unit 50100	Invoice No SAL_2/25 BILL_0000000001	Invoice Total	Non Merchandise Summary
Voucher ID 01747387	Accounting Date 02/24/2025		
Voucher Style Regular Voucher	*Pay Terms 00PP Due Now PP	*Currency USD	Session Defaults
Invoice Date 02/15/2025	Basis Date Type	Miscellaneous	Comments(0)
Invoice Receipt Date 02/24/2025	<input type="checkbox"/> Final Voucher	Freight	Attachments(0)
Goods & Services Receipt Date 02/15/2025		Total 451,372.60	Template List
Supplier Bank of America		Difference 0.00	Advanced Supplier Search
Supplier ID 0000042877			Approval History
ShortName BANK OF AM-001			Supplier Hierarchy
Location MAIN			Supplier 360
*Address 2			
Responsible Org 12011			
Customer Account # 4715290007150522			
ROW Acquisition ID			

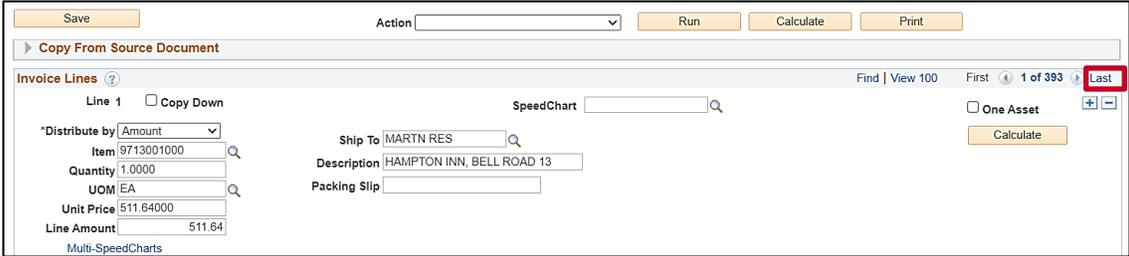
Buttons: Save, Action, Run, Calculate, Print

Copy From Source Document



Cardinal Accounts Payable Job Aid

AP312_Processing PCard Vouchers (VDOT Only)

Step	Action
	The PCard Accountant/Voucher Processor reviews the Customer Account # and Responsible Org fields to verify this information is for their District. This Voucher will need to be updated so that the amount matches the billing.
17.	Update the Responsible Org field as applicable. 
	The next step is dependent on the Invoice Number. The naming standard for PCard Voucher Invoice Numbers follows a format as follows: [district] + [bill month/year] + [desc]. <ul style="list-style-type: none">• BILL – represents the current billing cycle Voucher• ADJUST – represents a previous billing cycle Voucher For this example:  District: SAL = Salem Bill Date: 02/15/2025 BILL: current billing cycle
18.	In the Invoice Lines section, click the Last link. 
19.	Click the Add a New Row (+) icon to add a new Invoice line. 



Cardinal Accounts Payable Job Aid

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Step	Action
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A new row is added.

20. Enter "Remaining Balance Suspense" in the **Description** field to indicate this distribution represents the remaining billing statement balance.

Description

21. Enter or select the applicable SpeedChart in the **SpeedChart** field.

SpeedChart

 This populates the **Fund**, **Program**, and **Cost Center** fields.

22. In the **Merchandise Amt** and **Line Amount** fields, enter the remaining balance between the total amount billed and the amount Invoiced.



Cardinal Accounts Payable Job Aid

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Step	Action
i	In this example, the total billing statement was \$454,549.13 and the existing amount on the Voucher is \$451,372.60. This a total of \$3176.53 (\$454,549.13 – \$451,372.60) that needs to be added on Invoice Line 394 to make the total Voucher equal the billing statement. The \$3176.53 is therefore the amount for this example. This amount goes into the suspense account to be released later.

23.	Enter “5013090” in the Account Number field. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p style="margin: 0;">Account</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%; margin-top: 5px;"></div> </div>
-----	--

24.	Enter the applicable Department in the Department field. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p style="margin: 0;">Department</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%; margin-top: 5px;"></div> </div>
-----	---

Example of a completed Invoice Line:

Invoice Lines Find | View 100 | First 393 of 393 | Last

Line 394 Copy Down SpeedChart

*Distribute by One Asset

Item Ship To

Quantity Description

UOM Packing Slip

Unit Price

Line Amount

Multi-SpeedCharts

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

GL Chart	Exchange Rate	Statistics	Assets								
Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Center	Task	FI
<input type="checkbox"/>	1	3,176.53		50100	5013090	04100	699001	12000	11120220		



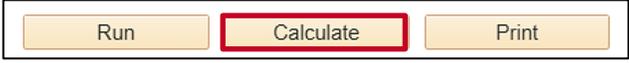
Cardinal Accounts Payable Job Aid

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Step	Action
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Scroll to the top of the page.

The screenshot shows the 'Invoice Information' tab in the Accounts Payable system. The 'Invoice Total' summary box is highlighted, showing a Line Total of 454,549.13, a Total of 451,372.60, and a Difference of 3,176.53. The 'Total' field in the summary box is circled in red. The interface includes various input fields for invoice details, a 'Save' button, and an 'Action' dropdown menu.

25.	Update the Total field to the total amount of the billing statement. 
	This should equal the sum of the existing Invoice Lines and the newly added Invoice Line.
26.	Click the Calculate button. 



Cardinal Accounts Payable Job Aid

AP312_Processing PCard Vouchers (VDOT Only)

Step	Action
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The page refreshes and the **Difference** field updates to "0.00".

Business Unit 50100 Invoice No SAL_2/25 BILL_0000000001
Voucher ID 01747387 Accounting Date 02/24/2025
Voucher Style Regular Voucher *Pay Terms 00PP Due Now PP
Invoice Date 02/15/2025 Basis Date Type
Invoice Receipt Date 02/24/2025 Final Voucher
Goods & Services 02/15/2025
Receipt Date
Bank of America
Supplier ID 0000042877
ShortName BANK OF AM-001
Location MAIN
*Address 2
Responsible Org 12011
Customer Account # 4715290007150522
ROW Acquisition ID
Save Action Run Calculate Print
Copy From Source Document

Line Total	454,549.13
*Currency	USD
Miscellaneous	
Freight	
Total	454,549.13
Difference	0.00

27.	Click the Save button.
-----	-------------------------------

A Message displays in a pop-up window.

Message

Difference between voucher and total payment amounts is 3176.53 -- apply to existing scheduled payment? (7030,379)

The sum of all scheduled and/or recorded payments' Gross Payment Amount differs from the voucher's Gross Amount by the indicated amount. Press 'OK' if you wish to apply this difference to the existing scheduled payment (refer to the Payments tab to examine currently scheduled and/or recorded payment amounts). Press 'Cancel' if you wish to make some other manual change to bring the voucher and total payment amounts into balance.

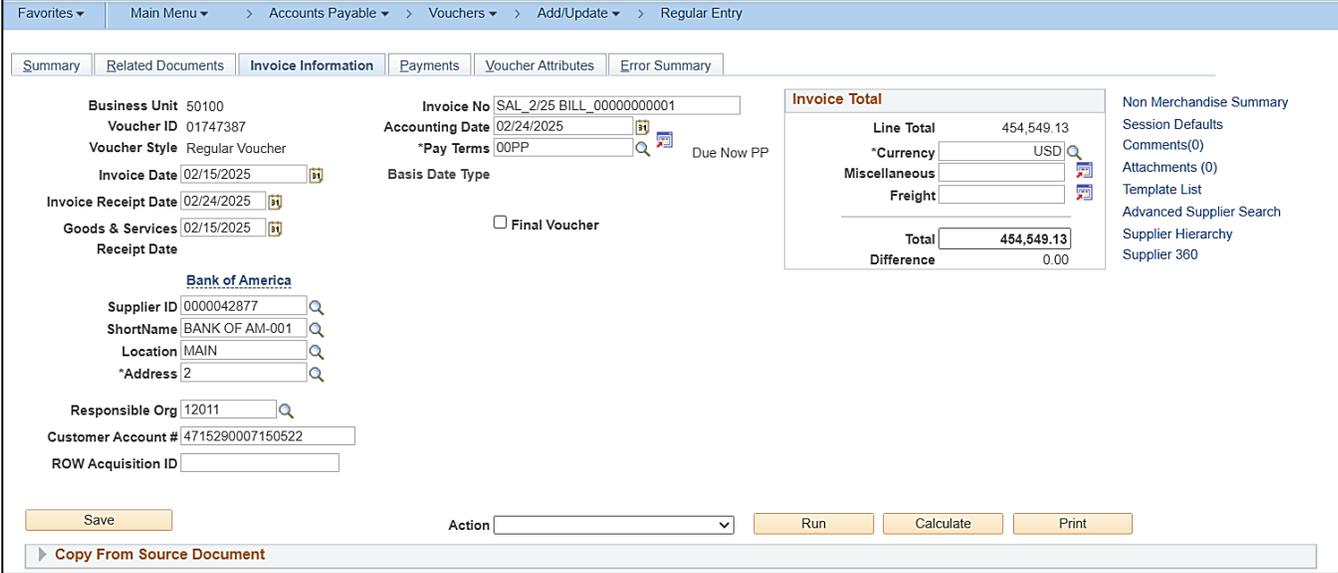
OK Cancel

28	Click the OK button.
----	-----------------------------



Cardinal Accounts Payable Job Aid

AP312_Processing PCard Vouchers (VDOT Only)

Step	Action
	<p>The Voucher Invoice Information tab redisplay.</p>  <p>29. The Voucher has successfully saved. From here, the Voucher is re-processed through batch Budget Check. After passing Budget Check, the Voucher is re-routed to the PCard Voucher Approver to review and approve.</p>



Cardinal Accounts Payable Job Aid

AP312_Processing PCard Vouchers (VDOT Only)

Clearing the Suspense Account

The Cardinal program will create an adjustment Voucher for the PCard transaction(s) that were missing from the previous period bill that were charged to the suspense account. These actions clear the suspense account and create a "0" dollar Voucher.

See the steps below:

- The Bill description will contain "DISTRICT_MONTH/YEAR_ADJUST" (e.g. SAL_2/25_ADJUST) and the Voucher will need to be updated as follows:
 - Insert an additional Voucher line to clear the amount previously recorded as a Suspense.
 - Enter the **SpeedChart/Cost Center:** 11120220
 - **Account:** 5013090
 - **Department ID:** XXXXX (District or Central Office)
 - **Merchandise Amount:** - \$XXX.XX (negative total of the Voucher line amounts created from approved transactions to release the suspense account)
 - Voucher Invoice Total amount must be \$0.00

Sample Screenshot of Voucher and Voucher Line to Clear Suspense Account

The screenshot displays the 'Voucher' entry screen in the Cardinal Accounts Payable system. The interface includes a navigation menu at the top with 'Accounts Payable' > 'Vouchers' > 'Add/Update' > 'Regular Entry'. The main form is divided into several sections:

- Business Unit:** 50100
- Voucher ID:** 01736492
- Voucher Style:** Regular Voucher
- Invoice No:** SAL_12/2024 ADJUST_000001
- Accounting Date:** 01/27/2025
- *Pay Terms:** 00PP
- Due Now PP** (checkbox)
- Invoice Date:** 12/15/2024
- Basis Date Type:** (dropdown)
- Final Voucher** (checkbox)
- Invoice Receipt Date:** (dropdown)
- Goods & Services Receipt Date:** (dropdown)
- Supplier:** Bank of America, Supplier ID: 0000042877, ShortName: BANK OF AM-001, Location: MAIN, Address: 2
- Responsible Org:** 19000
- Customer Account #:** 4715290007150522
- ROW Acquisition ID:** (dropdown)

On the right side, there is an **Invoice Total** summary box showing:

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

Below the main form are buttons for 'Save', 'Calculate', and 'Print'. A 'Copy From Source Document' button is also present.

The **Invoice Lines** section shows a table with one line:

Line	SpeedChart	Ship To	Description	Quantity	Unit Price	Line Amount
5		CNTRL OF1	CLEAR SUSPENSE ACCOUNT			-1,930.94

The **Distribution Lines** section shows a table with one line:

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1
<input type="checkbox"/>	1	-1,930.94		50100	5013090	04100	699001	19000	11120220				



Cardinal Accounts Payable Job Aid

AP312_Processing PCard Vouchers (VDOT Only)

Processing ISSP Transactions (MANCON)

Purchasing – Review/Verify/Reconcile ISSP Transactions

1. ISSP transactions are loaded daily from the supplier into Cardinal. (Batch Processor)
2. Correct Load errors if necessary (Procurement System Administrator)
3. Review, verify and reconcile (or dispute) ISSP transactions, apply distributions (if necessary), and budget check (ISSP Reconciler)
4. Approve verified/reconciled PCard (ISSP) transactions (Supervisor for specific PCard (ISSP) Location)
5. Load approved PCard (ISSP) transactions to Voucher staging tables every day.

Accounts Payable - Review/Update/Approve ISSP Vouchers

1. Voucher Build Processes (Batch Processor)
2. Run the **V_PR_PCARD_TRANS_BY_TRANS_DT** to review transactions, by district, included on the Voucher (PCard Voucher Accountant)
3. Update the Voucher with **Responsible Org** (10015: Fiscal Division) and approve Voucher (PCard Voucher Accountant)