AP312
Voucher Processing

Instructor Led Training

Rev 11/10/2026

Revision History

Revision Date	Summary of Changes
11/10/2026	Added new lesson, Overview of the Cardinal Financial Insights
10/23/2026	Updated course to reflect the Cardinal system upgrades.
3/1/2025	Baseline.

Welcome to Cardinal Training

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

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

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

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

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

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

Course Objectives

After completing this course, you will be able to:

- Describe key Voucher processing concepts and the overall Voucher process
- Review supplier information and create a Voucher
- Understand how to review and correct Voucher processing errors
- Understand how to manage Vouchers after posting
- Understand how to access Supplier information using Financials Insights

Agenda

1. Understanding Voucher Processing
2. Creating a Voucher
3. Managing and Processing Vouchers
4. Overview of Cardinal Financials Insights

Lesson 1: Introduction

1 Understanding Voucher Processing

This lesson covers the following topics:

- Accounts Payable Overview
- Key Concepts

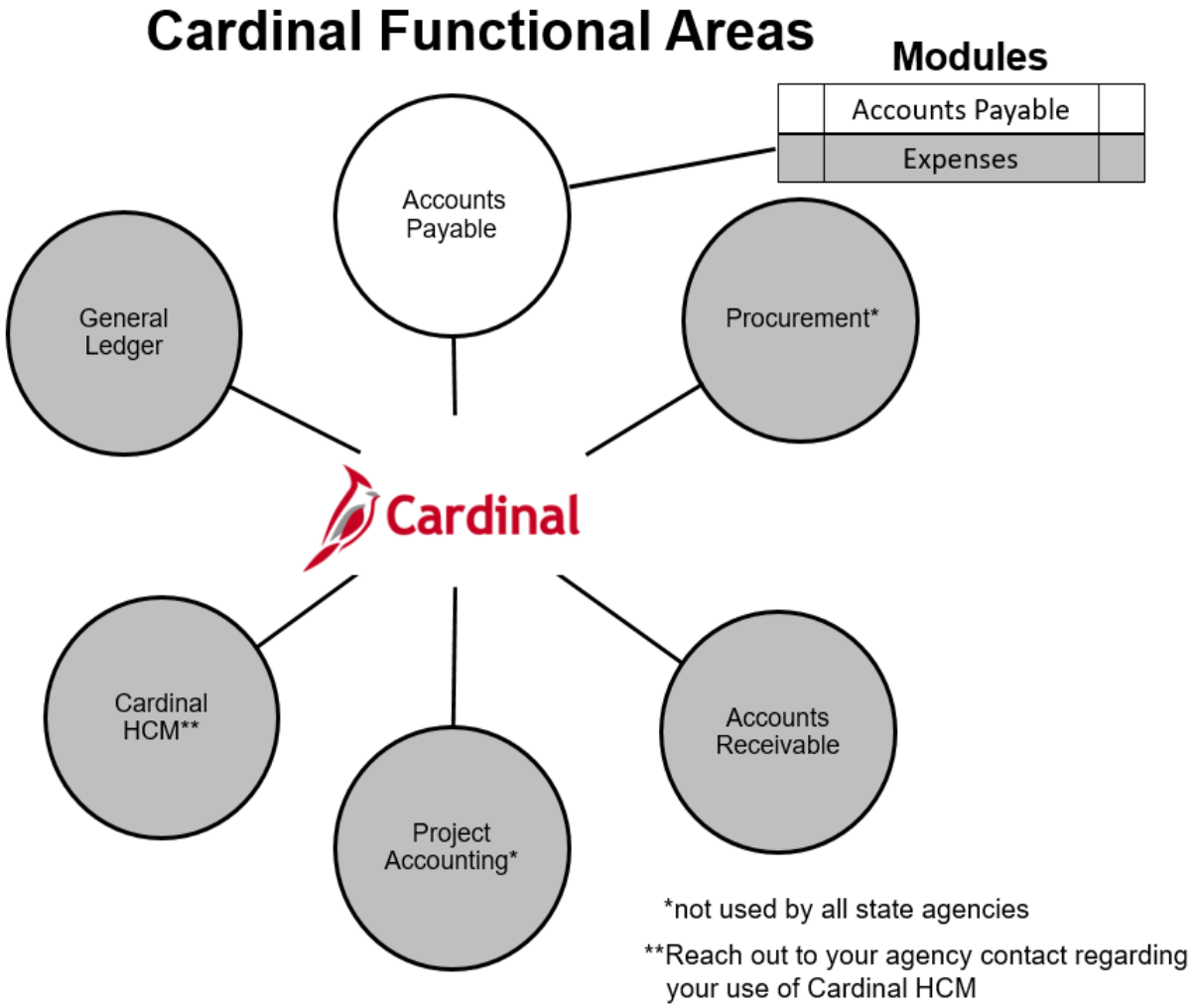
Accounts Payable Overview

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

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

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

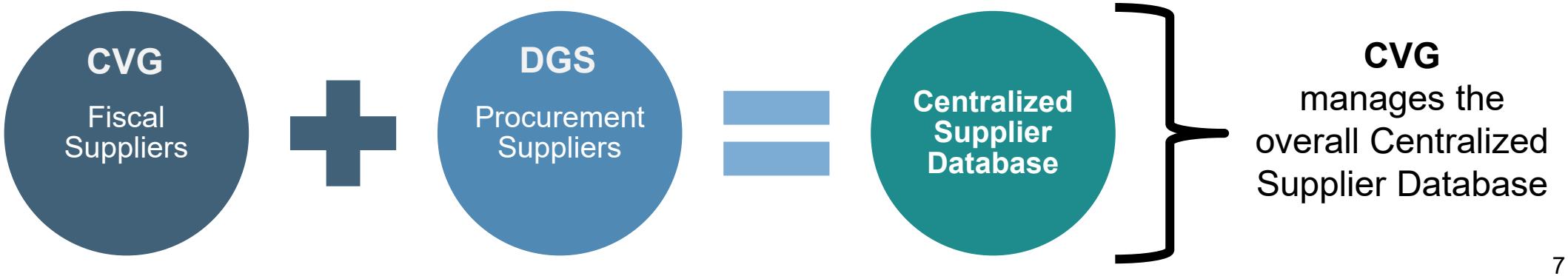
This course covers Voucher processing in the Accounts Payable module.



Key Voucher Concepts

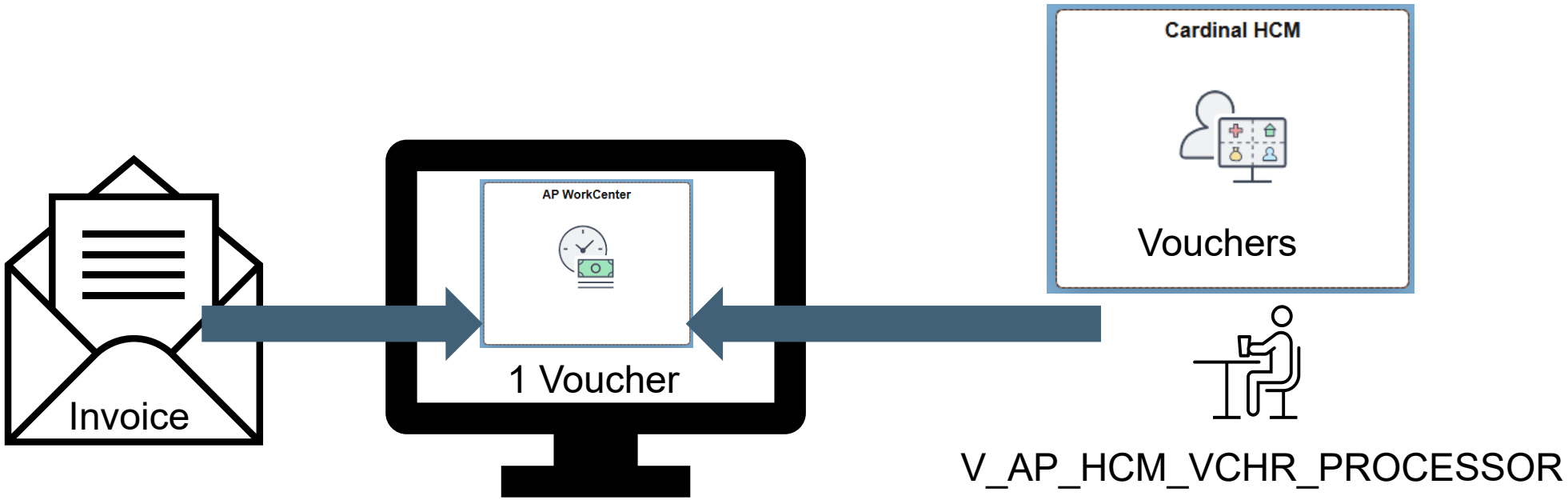
It is important to understand key Voucher concepts as these are the foundation of Voucher Process.

- Cardinal operates on a modified accrual basis. Cash in not impacted until the Voucher is paid
- Budget check (Commitment Control) impacts the appropriation and allotment balances, not cash.
- In Cardinal, all Agency suppliers must exist in the Centralized Supplier Database which includes Fiscal and procurement suppliers.
- Commonwealth Vendor Group (CVG) enters and updates non eVA (fiscal) suppliers
- eVA is the source for procurement supplier information and updates to these suppliers must be performed in eVA. eVA is managed by the Department of General Services.



Key Voucher Concepts (continued)

- Each Voucher contains only one Invoice. Related documents, such as the supplier's Invoice, receipt information, etc., can be scanned and attached to the Voucher record for viewing online.
- Voucher Processors must have the HCM Voucher Processor role to process HCM related Vouchers



Key Concepts – One Time Supplier

All payment and refund transactions must be made to suppliers that exist in Cardinal. There may be occasions when a one-time payment is needed or refund transaction to a supplier that does not exist in the Cardinal Supplier table. One-Time suppliers are set up with a Persistence of One Time and once the Voucher is entered and saved, the supplier becomes "Inactive" in Cardinal.

Online Agencies

A Vendor Maintenance Request Form must be submitted to CVG to have the supplier set up in Cardinal as a one-time supplier (unless the supplier is a procurement supplier, in which case the supplier record should be established in eVA).

NOTE:

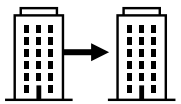
CVG monitors the use of all one-time suppliers to determine if they need to be set up as regular suppliers based on their use.

Interfacing Agencies

- Can submit Vouchers for refunds only via the Cardinal Voucher Upload interface
- These Vouchers are identified as one time in the interface and must contain the supplier's IRS Tax ID number.
- These suppliers are not marked as 1099 Reportable.
- If the Interfacing Agency does not have the IRS Tax ID number and/or the supplier needs to be marked as 1099 Reportable, a Vendor Maintenance Request Form must be submitted to CVG

Attachments and Agency to Agency Transactions

The agency may elect to allow those attachments to be used as substantiation of requests submitted for approval. For a detailed listing of the file extensions that are allowed as attachments in Cardinal, see the **Appendix** section of this course.



Agency to Agency transactions (ATAs), include payments by one agency to another for goods or services, pass through federal funds, cash transfers (state grants), transfer of cash collected on behalf of another agency, etc.

- ATAs used to pay for goods or services are entered into Cardinal and processed as regular Vouchers.
- ATAs that are for federal pass-through funds, cash transfers (state grants), transfer of cash collected on behalf of another agency, etc. are handled through a journal entry.

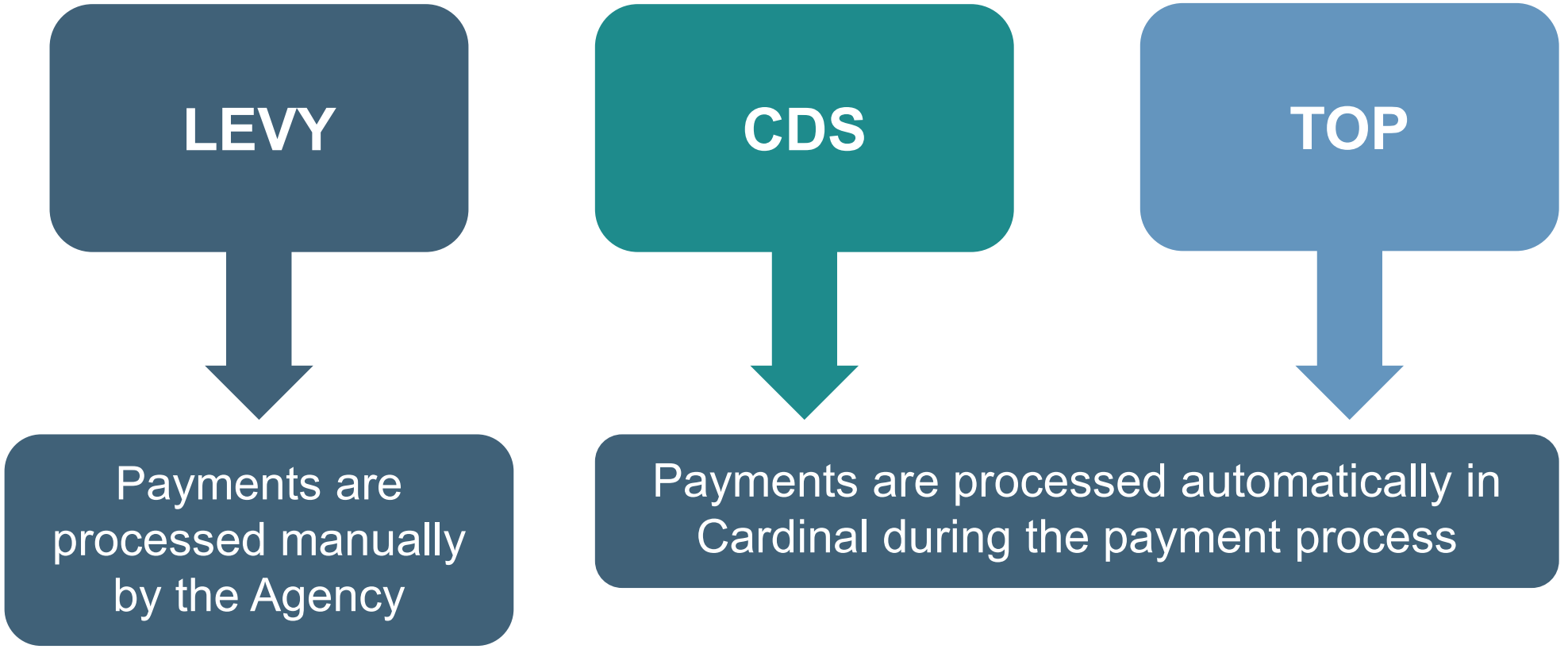
JOB AID / COURSE REFERENCES

Job Aid: Agency to Agency Transactions Information Sheet

Course:GL332 Processing Journal Entries

Key Concepts – Payment Offsets

Payment Offsets are the reduction of a supplier payment to satisfy a delinquent debt. In Cardinal there are three types of payment offsets which are LEVY, Comptroller's Debt Setoff (CDS) and Treasury Offset Program (TOP).



LEVY

Payment offsets for items such as liens, levies, garnishments, etc. are processed manually by the agency within Accounts Payable. In Cardinal, the term LEVY is used for all types.

When a supplier is subject to this type of a payment offset, it can be tracked manually by the Agency, **OR** the Agency can work with CVG to create a **LEVY** location in Cardinal.

If the Agency works with CVG to create a LEVY location:

- It is set as the default and populates onto any Vouchers that are created for that supplier
- Once the amount owed has been fulfilled, the agency will need to contact CVG to have the LEVY location inactivated

JOB AID REFERENCE

AP312 Processing Internal Payment Offsets

Comptroller's Debt Setoff (CDS)

The CDS program was developed jointly by the Department of Accounts (DOA) and the Department of Taxation (TAX)

CDS provides state agencies an additional method for the collection of past due accounts receivable owed to the state primarily by businesses and individuals acting in a business capacity.

Under the CDS program, a payment made by the state to a Debtor may be withheld, in full or in part, to satisfy the debt owed the state.

Payments impacted by either program are noted in the **Message** field on the Voucher as well as the **Related Documents** tab.

Query

V_AP_PYMNT_VCHR_CDS_TOP - provides a list of payments impacted by CDS and/or TOP

CAPP Manual

Topic 20325 – Debt Setoff

Treasury Offset Program (TOP)

TOP is managed by the Department of Treasury (USDT)

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

Payments impacted by TOP are noted in the **Message** field on the Voucher as well as the **Related Documents** tab.

Queries

- **V_AP_PYMNT_VCHR_CDS_TOP** – provides a list of payments impacted by CDS and/or TOP
- **V_AP_PYMNT_TOP_AGENCY_DET** – provides details for suppliers subject to TOP including who the offset was applied to and their contact information

CAPP Manual

Topic 20325 – Debt Setoff

U.S. DEPARTMENT OF THE TREASURY

Payment Cash Checking

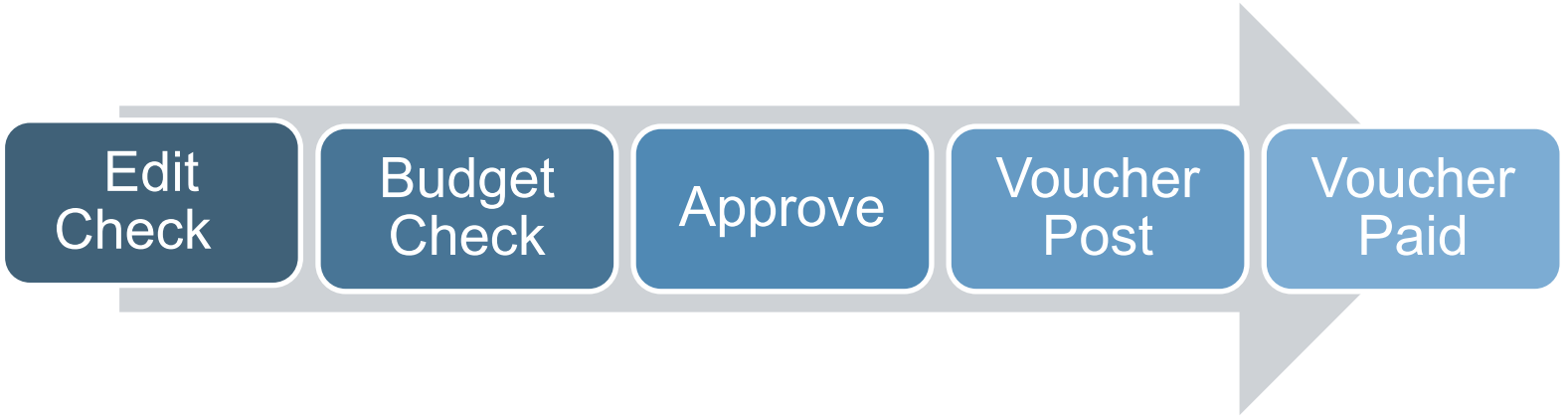
The Payment Cash Checking application ensures all payments, including Vouchers and expenses, are checked against available cash before being released for payment.

JOB AID REFERENCE

AP312 Payment Cash Checking - Overview

Voucher Processing Overview

Voucher processing involves the creation of Vouchers for supplier payments either entered online in the Accounts Payable module or interfaced from agency systems, and the subsequent error checking, budget checking, approval, posting and payment.



Voucher processing also includes non-routine processes such as:

- Adjustment Vouchers
- Unposting a Voucher
- Deleting a Voucher
- Closing a Voucher
- Cancelling a Payment

Lesson 1: Summary

1 Understanding Voucher Processing

In this lesson, you learned:

- Key Voucher processing concepts

Lesson 2: Introduction

2 Creating a Voucher

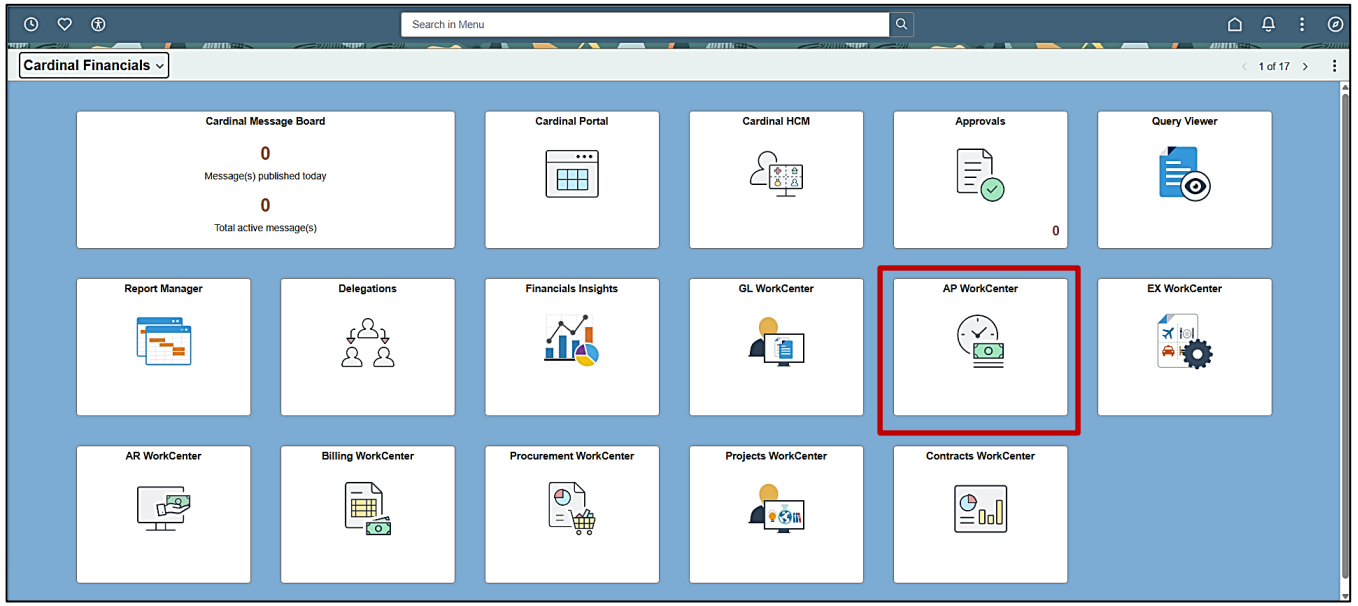
This lesson covers the following topics:

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

AP WorkCenter

WorkCenters provide a central one-stop location for users to access daily tasks such as entering transactions, reviewing transaction errors, and approving transactions.

WorkCenters also include links to frequently used pages, queries, and reports, which minimize navigation time through menus and increase efficiency. Voucher Processors can complete most of the daily work using the AP WorkCenter.



JOB AID REFERENCE

Overview of the Cardinal Financials WorkCenters

Pre-Voucher Creation – Supplier Verification

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

- Exists in Cardinal and is approved in Cardinal
- Remit to payment address on the Invoice is listed on the Address page and is Active
- Location details regarding the type of payment being made

Review Suppliers Page

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

AP WorkCenter > Links > Vouchers > Review Suppliers

There are various ways to search for a supplier (e.g.: name, EIN, supplier ID).

When searching for a supplier, enter as much information as possible in the search fields to narrow search results.

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

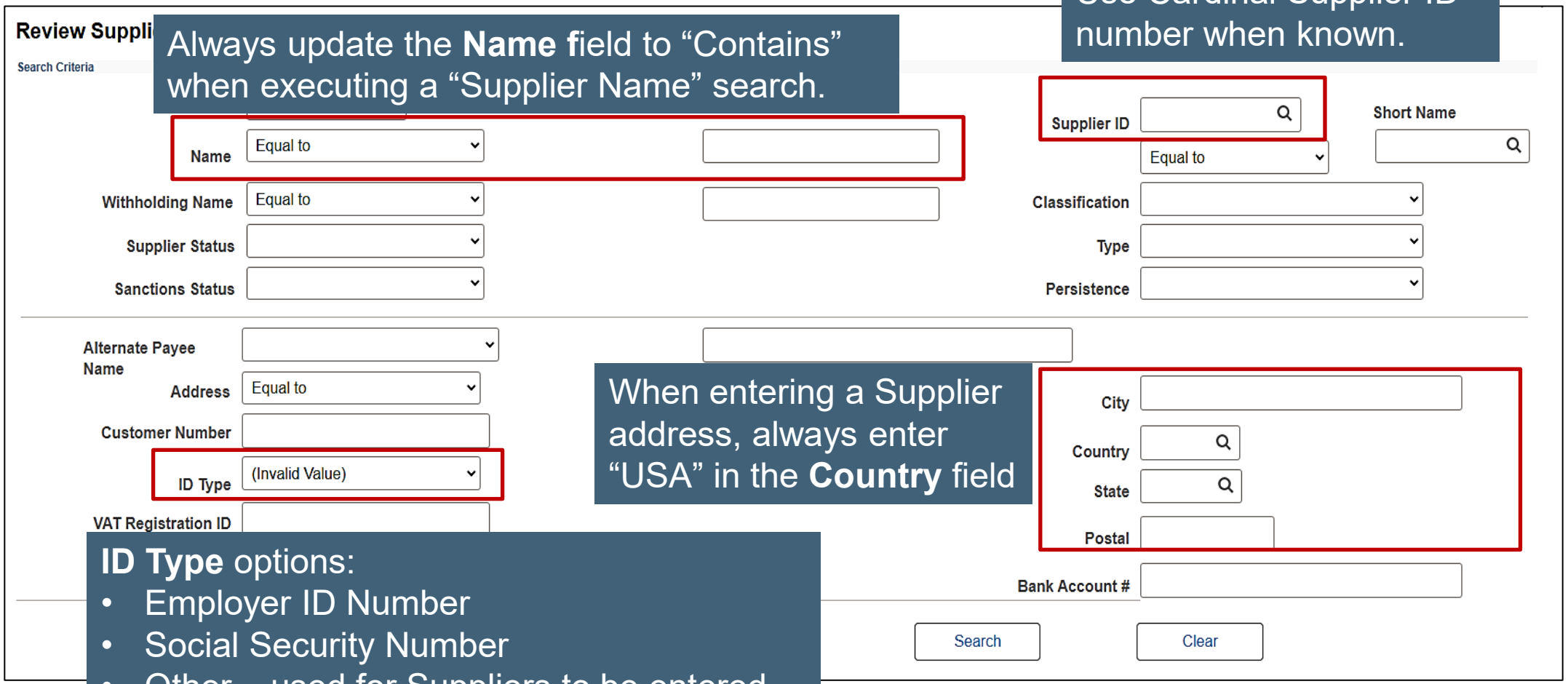
If any information is missing for a supplier, work with either CVG or eVA based on the type of supplier.

JOB AID REFERENCE

AP312 Reviewing Supplier Information and Creating a Voucher

Review Suppliers Search Page

Use any of the fields on this page to Search for a Supplier.



ID Type options:

- Employer ID Number
- Social Security Number
- Other – used for Suppliers to be entered without a TIN

Accessing Supplier Detailed Information

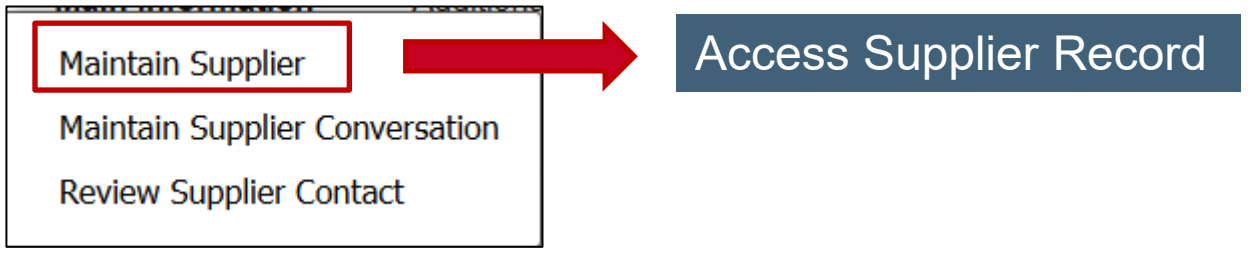
Suppliers that match the **Search Criteria** display. Access the supplier detailed information using the **Actions** link in the **Search Results** section of the page.

Search Results

1-4 of 4 | View All

Main Information | Additional Supplier Info | Audit Information

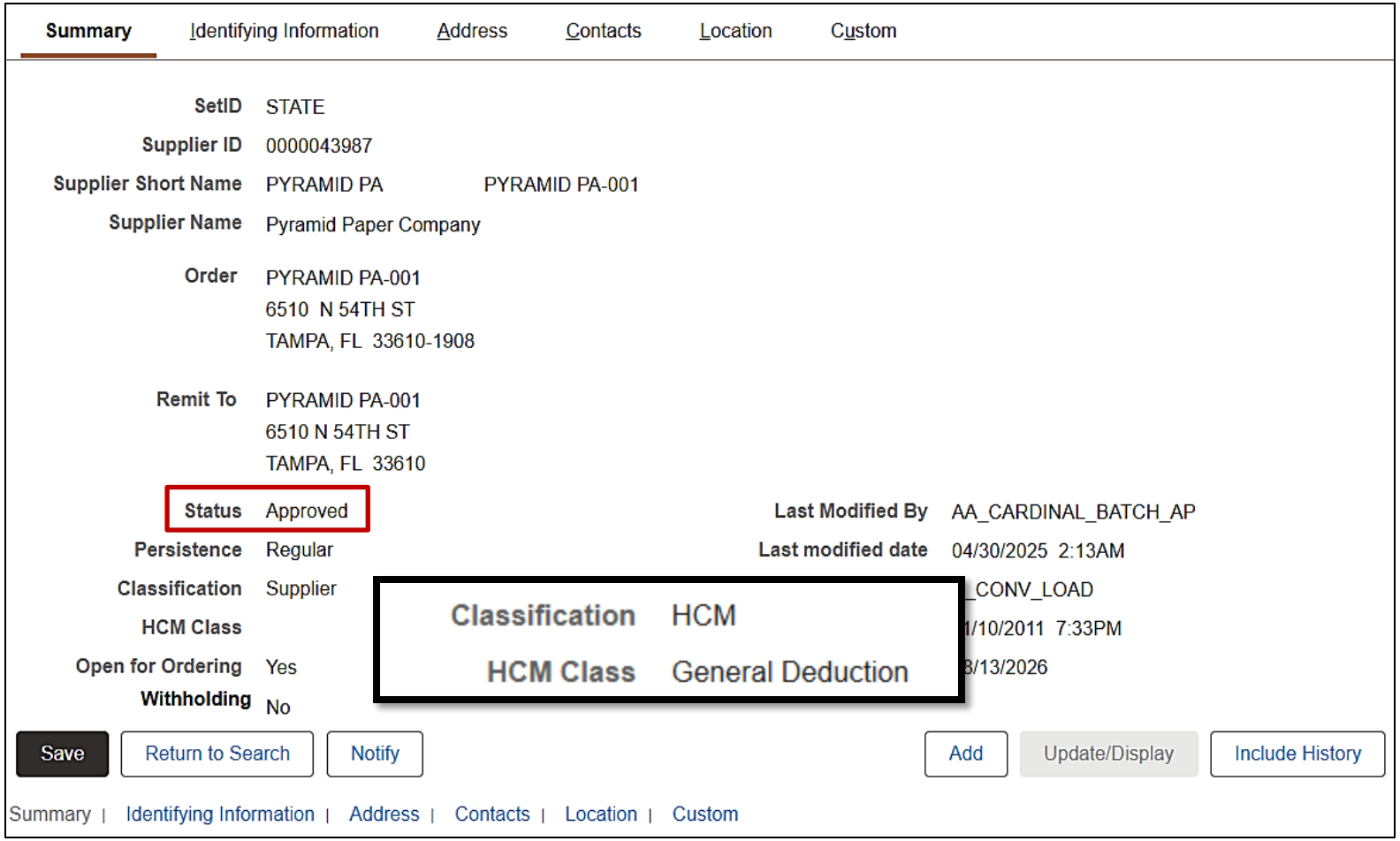
Actions	SetID	Supplier ID	Supplier Name	Short Name	Alternate Payee Name	Address	City	State	Country	Effective Status
Actions	STATE	0000043987	Pyramid Paper Company	PYRAMID PA-001	PYRAMID SCHOOL PRODUCTS	6510 N 54TH ST	TAMPA	FL	USA	Active
Actions	STATE	0000043987	Pyramid Paper Company	PYRAMID PA-001		6510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



NOTE:
When a supplier displays more than one row in the Search Results section, it does not matter which Actions drop down is selected.

Supplier Summary Page

Verify the Supplier has a **Status** of “Approved”.
Note: HCM Suppliers will have a Classification of HCM and the HCM Class will contain various values based on the Supplier.



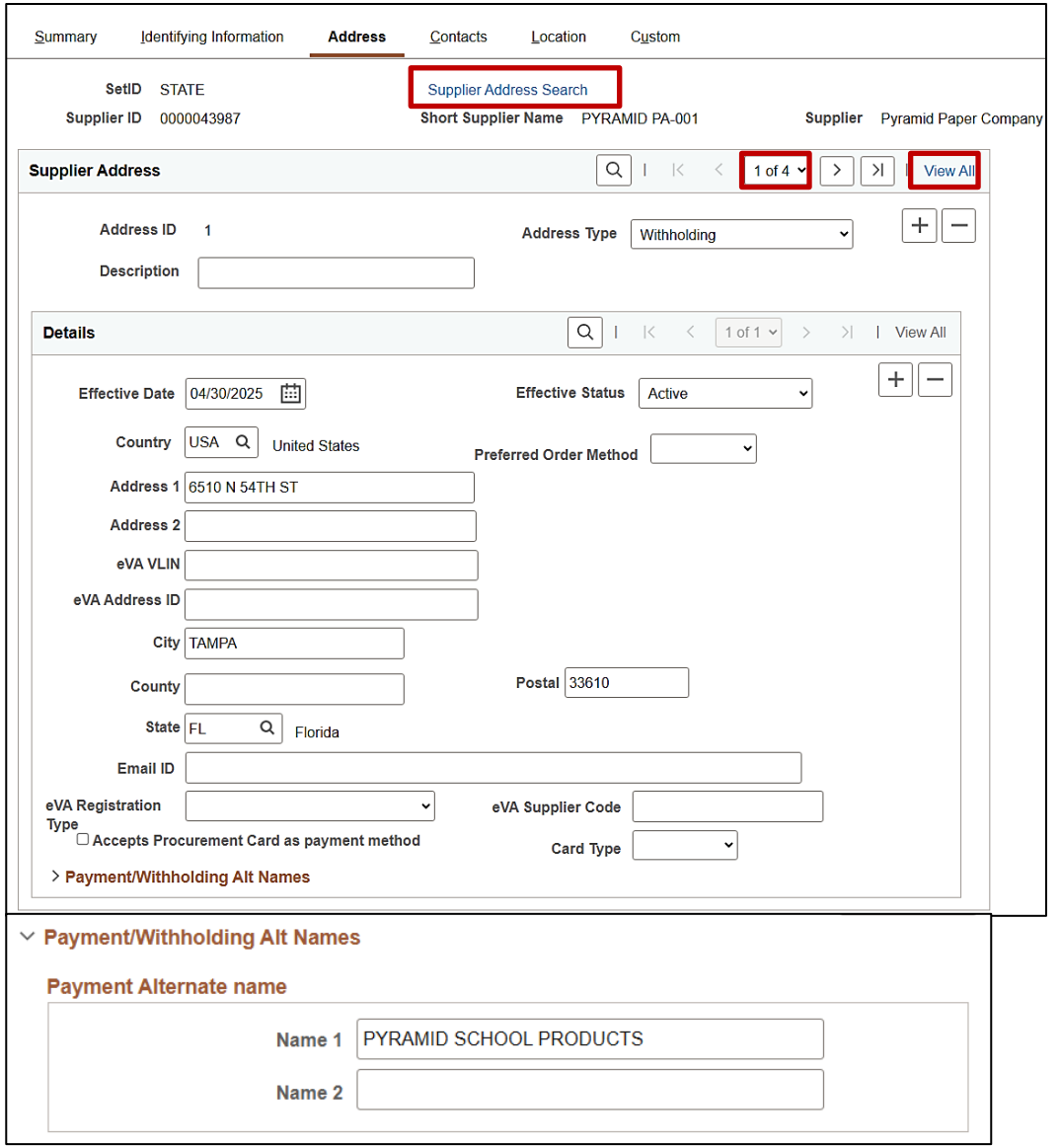
Payment Alternate Name (Doing Business As)

Use the Address page to verify that the payment address for the Voucher exists on the Supplier record and that it is Active.

When a Supplier has a large number or addresses use the **Supplier Address Search** link to enter Search options.

Expand the **Payment/Withholding Alt Names** section to see if a Payment Alternate name is listed. This is the DBA (Doing Business As) Name.

If the address contains a DBA name, the payment will be processed using that name on the check or EDI remittance.



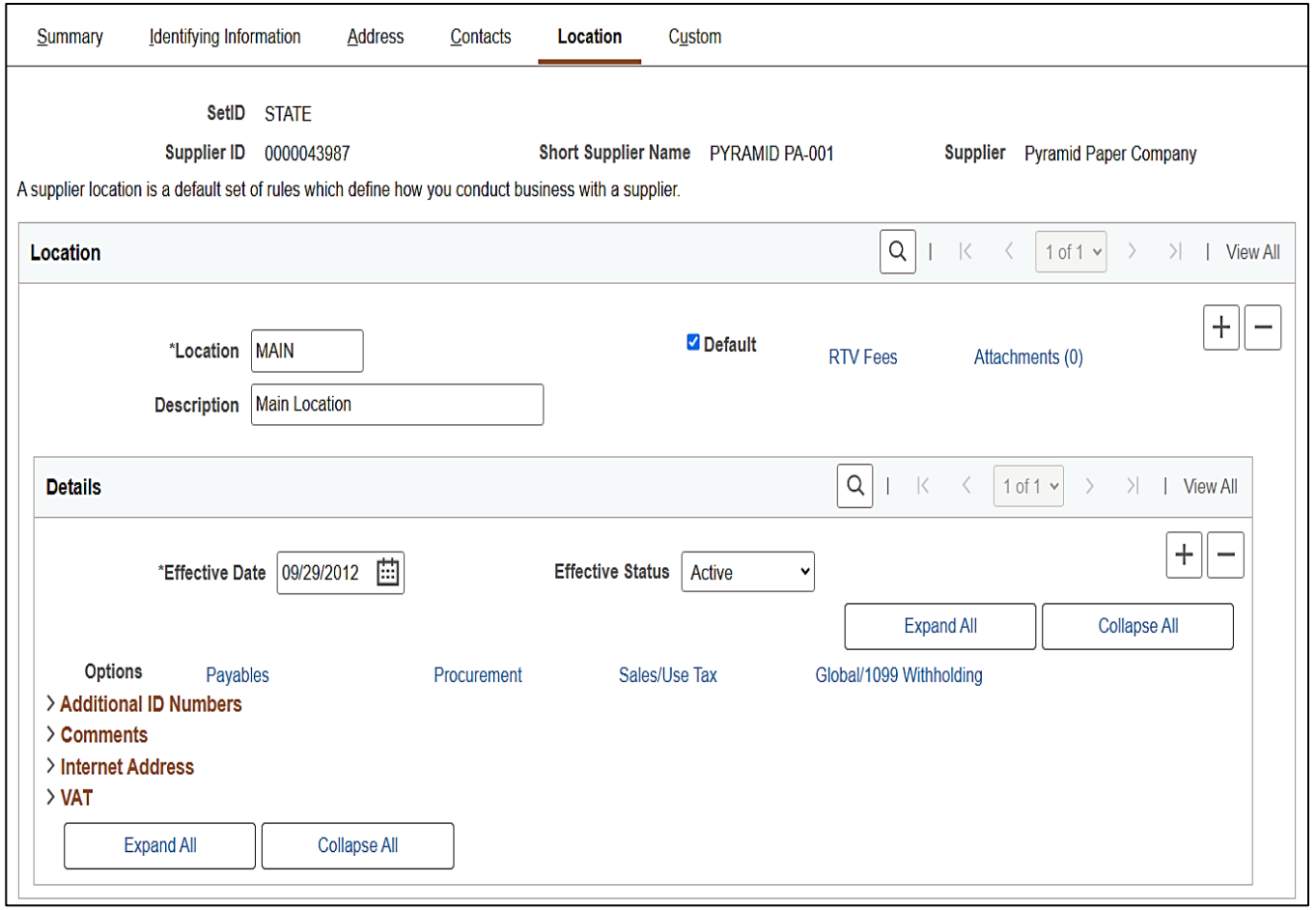
Supplier Location Page

Location refers to the default set of rules in the supplier record of the methods of doing business. Each Supplier will have at least one Location.

A Supplier may have more than one Location for various reasons such as:

- uses more than one bank to separate payments
- subject to LEVY
- signs up for EPAY

The **Description** field contains more detailed information.

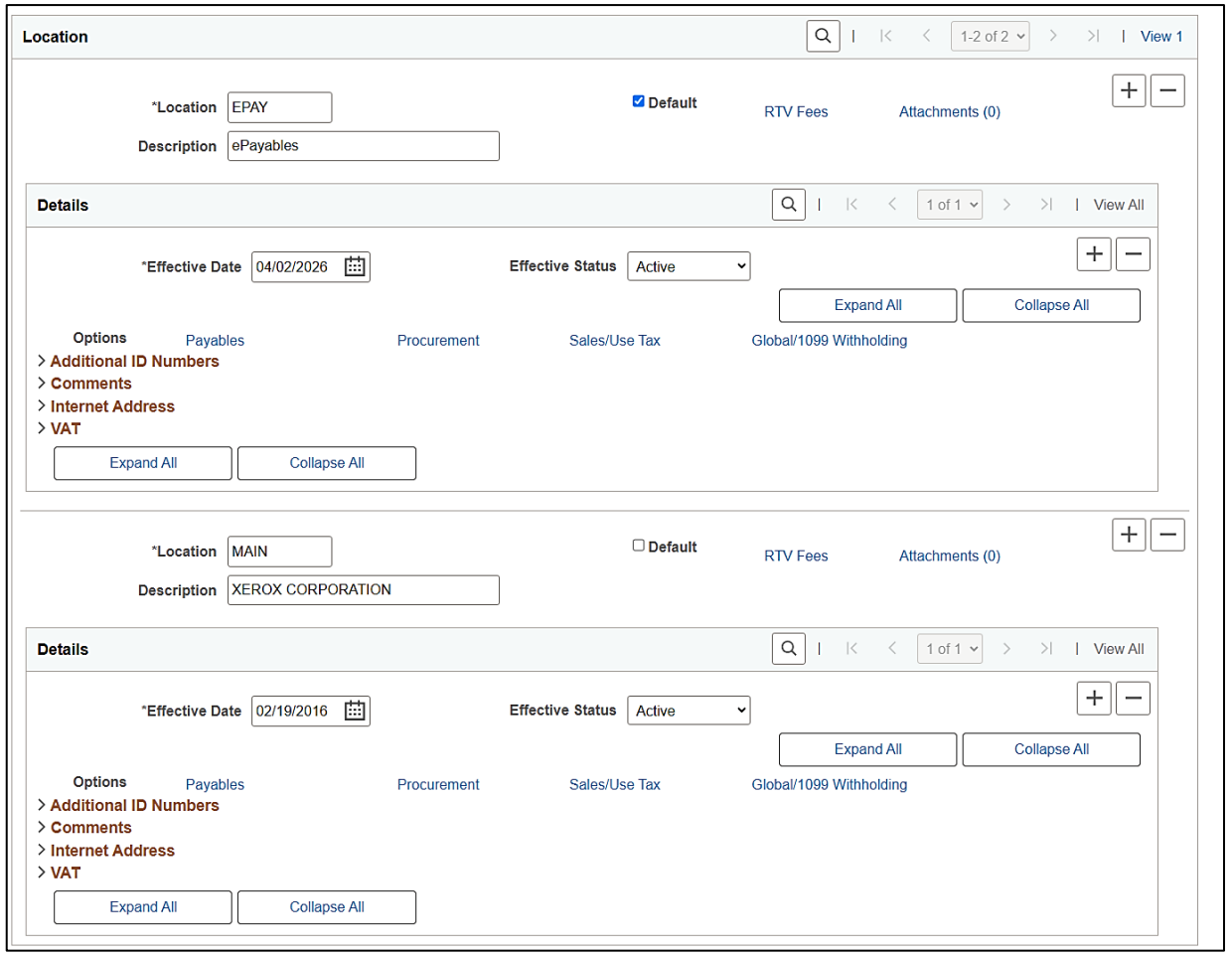


Supplier Location Page (continued)

When a supplier has more than one Location, one will be marked as the “Default”. This is the location that will automatically display on the Voucher.

Some examples of Locations include:

- **MAIN** – is the original location when a supplier is setup
- **EPAY** – suppliers paid through ePayables process
- **LEVYXXX** – where XXX is equal to the Agency number (means supplier has a LEVY and payment may need to be split)
- **EDI-XX** – supplier has more than one EDI bank
- Various other locations may be listed so be sure to review the Description field for more details.

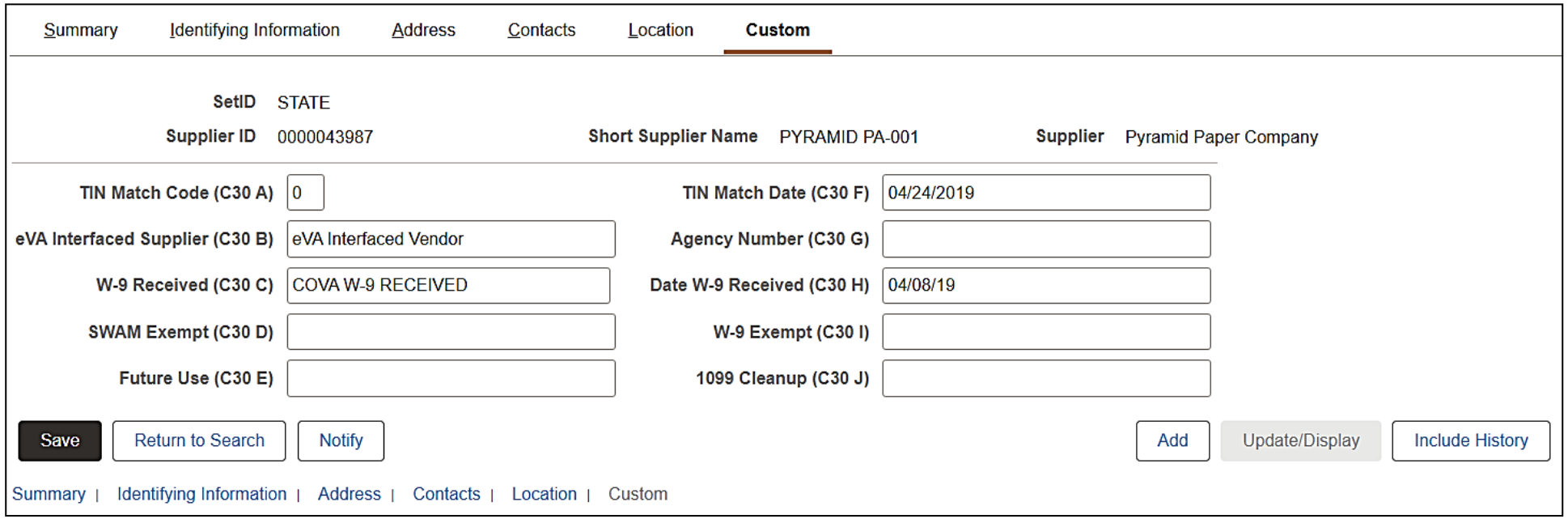


Supplier Custom Page

The Custom page is a quick way to determine if the supplier is eVA or Fiscal. Check the value in eVA Interfaced Supplier (C30 B) field.

- If the value is “eVA Interfaced Vendor” the supplier is an eVA supplier.
- If the value is blank or contains the letter “N” the supplier is a fiscal supplier

Fiscal Supplier forms and requests for updates should be sent to cvg@doa.virginia.gov
eVA supplier updates or questions should be sent to eVACustomerCare@dgs.virginia.gov



Creating a Voucher

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

AP WorkCenter navigation:
AP Work Center > Links > Vouchers > Regular Entry

Direct navigation:
NavBar > Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

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

JOB AID REFERENCE

AP312 Reviewing Supplier Information and Creating a Voucher

Voucher Page

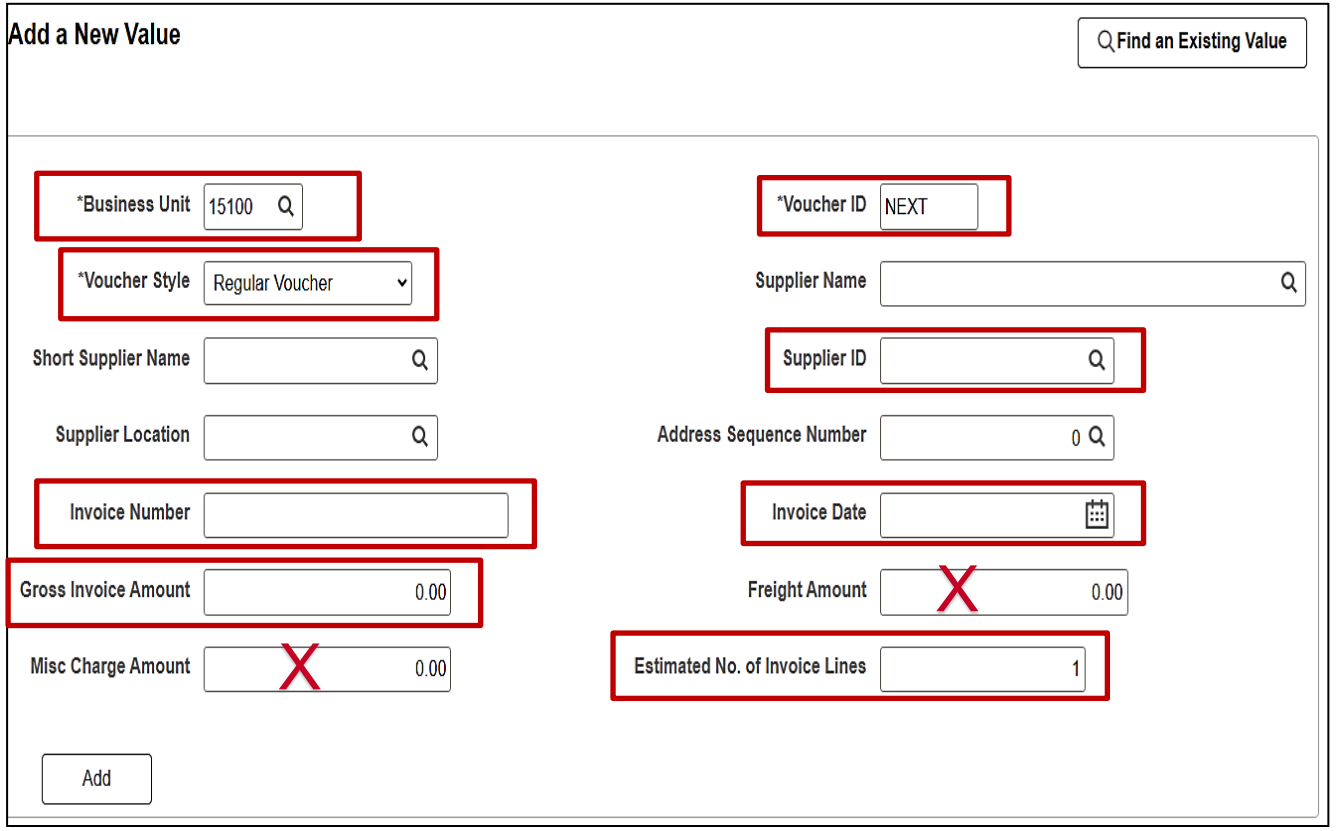
The **Voucher Entry** Page displays.

Voucher ID field defaults to “NEXT” and should only be updated by Interfacing Agencies.

Complete the following fields:

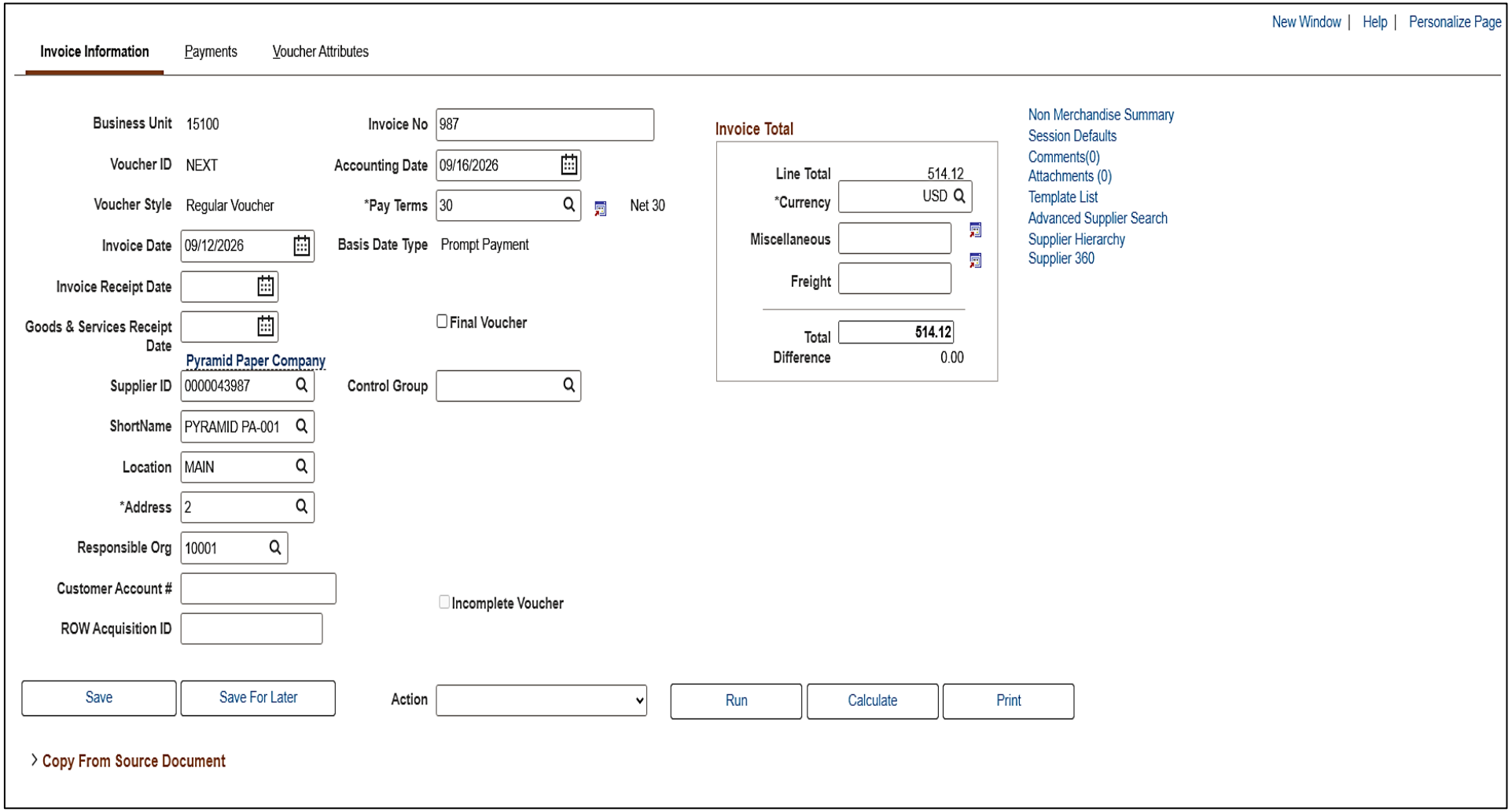
- **Supplier ID**
- **Invoice Number**
- **Invoice Date**
- **Gross Invoice Amount**
- **Estimated No. of Invoice Lines** (optional)

Do not enter any information in the **Freight Amount** or **Misc Charge Amount** fields.



Invoice Information Page – Header Section

The **Invoice Information page** displays and this is where most of the Voucher entry takes place.



Invoice Information Page

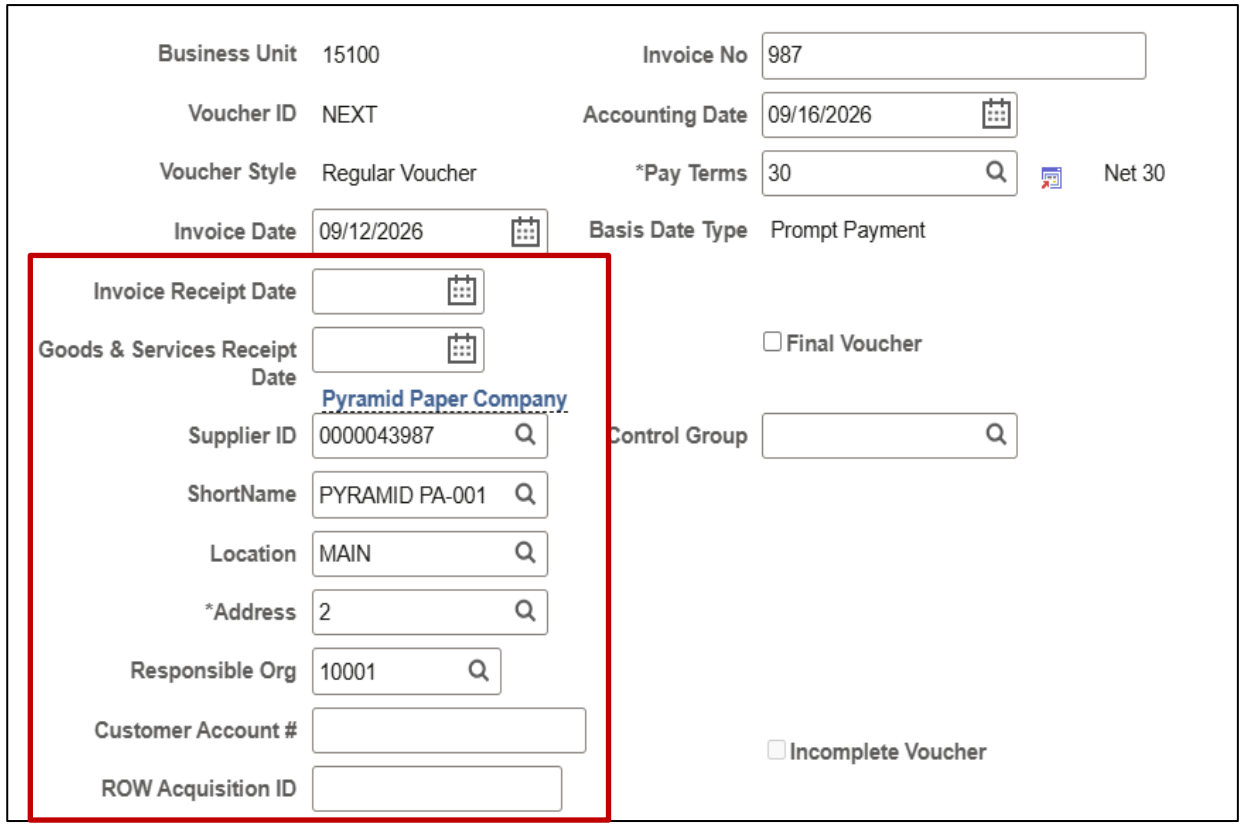
The **Invoice Receipt Date** and **Goods and Services Receipt Date** fields must be populated for all Vouchers. They determine the due date for Net30 Pay Terms.

The **Address** and **Location** fields do not require updating on this page. They should be updated on the **Payments** page.

The **Customer Account #** field should be populated if the Invoice contains that information.

The **ROW Acquisition ID** field has two uses.

- To capture Right of Way Acquisition for VDOT Only
- Store SSN on Vouchers for Child Support payments



JOB AID REFERENCE

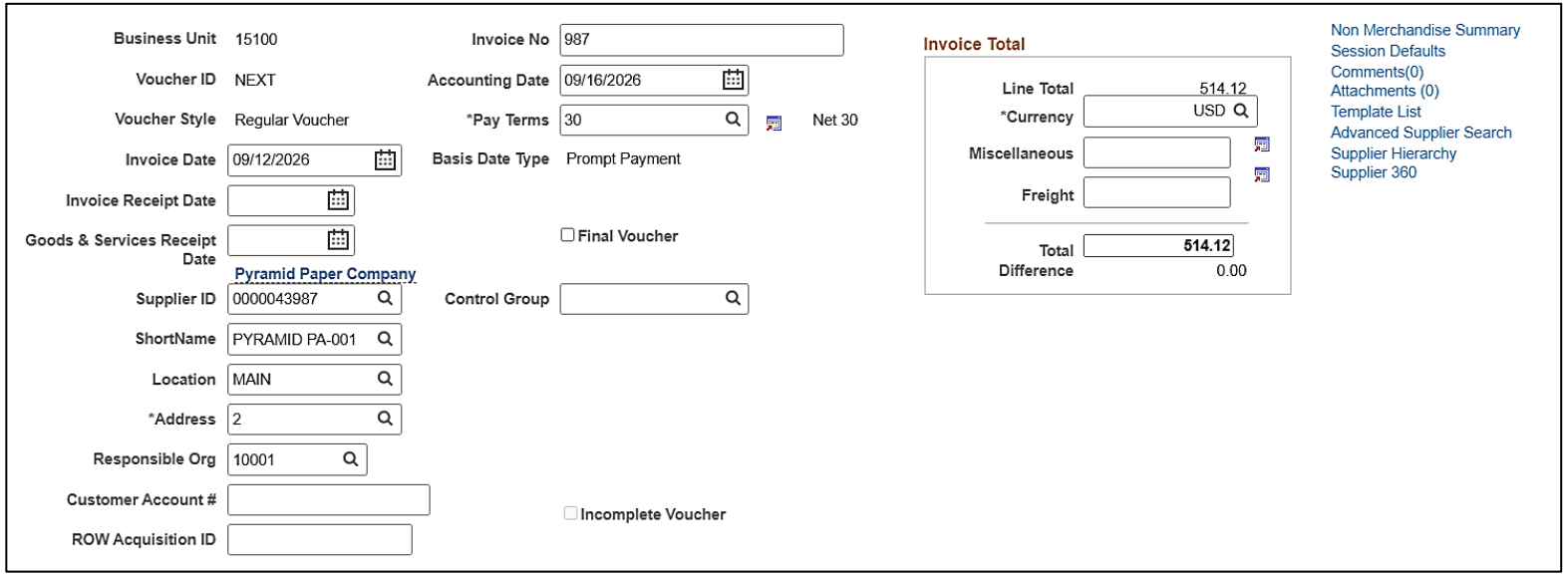
AP312 Processing Child Support Payments

Pay Terms

The **Pay Terms** has 3 options:

- **Net 30** - Prompt Pay
- **00 PP** - Due Immediately Prompt Pay
- **00** - Due Immediately

Final Voucher - This fields is currently only used by Agency 50100 (VDOT). The checkbox is checked to indicate that the Voucher is the final Voucher closing in SiteManager. These are created in Cardinal via a nightly interface with SiteManager.

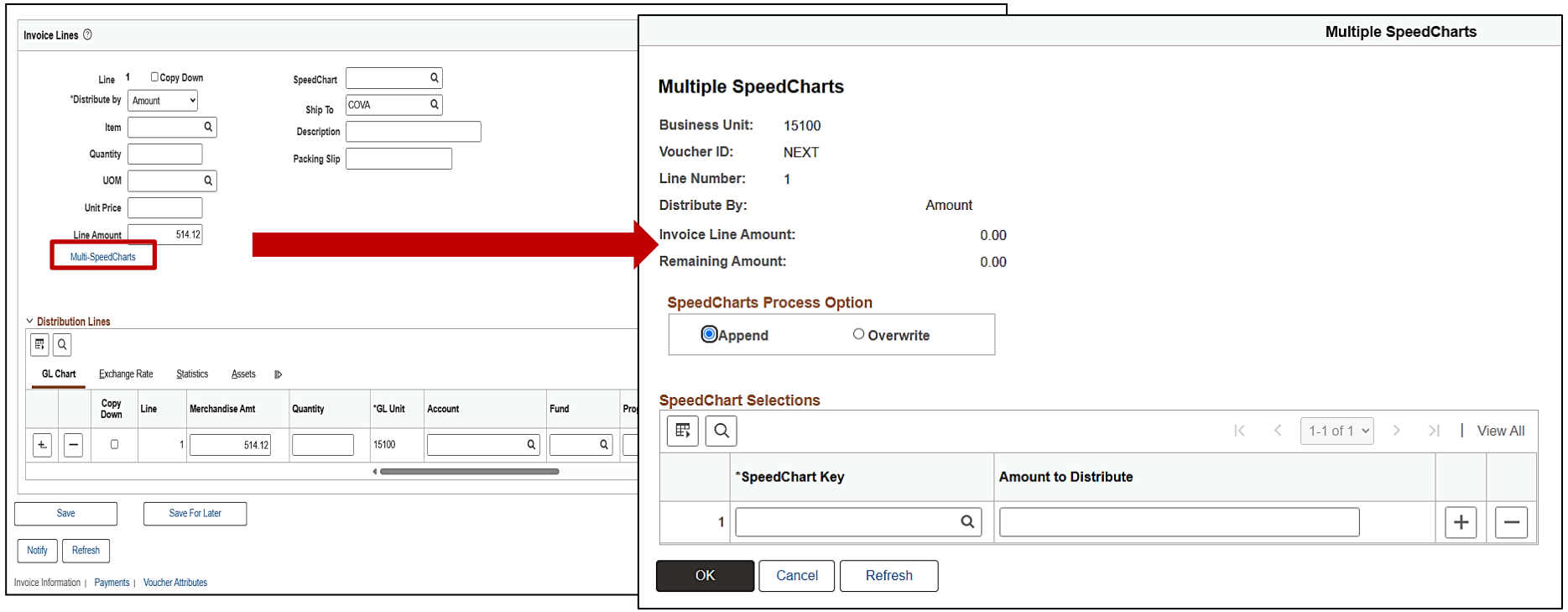


JOB AID REFERENCE

AP312 Using Pay Terms

Entering Multiple SpeedCharts

A SpeedChart is a shortcut that populates a predetermined Chart of Accounts value string in the distribution line. To see a listing of Agency SpeedCharts, run **the APY0005_SPEEDCHARTS** query. Use the **Multi-SpeedCharts** link when entering more than one SpeedChart.



JOB AID REFERENCE

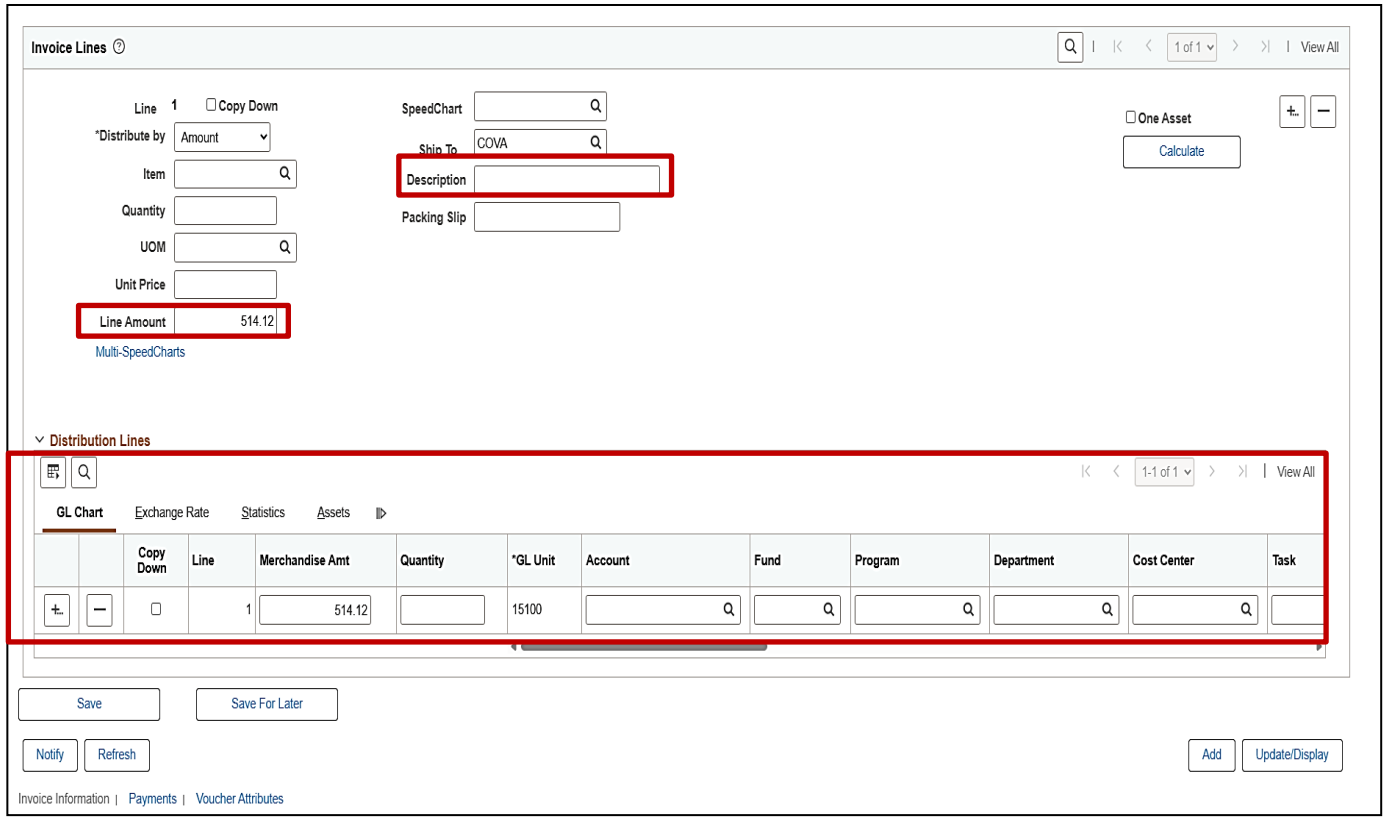
AP312 Using Multiple SpeedCharts on an Invoice Line

Invoice Information Page – Lines Section

Line Amount - The total amount of the Invoice line.

Description - Any information entered in this field carries over to the GL Journal lines.

Distribution Lines - This section provides the charge distribution information for the current Invoice line. An invoice line can have more than one charge distribution.



Entering Projects on the Distribution Line

When charging to a project the following three fields must be populated on the distribution line:

- **PC Bus Unit**

  Note: This is the same as the Agency Business Unit number and should always be entered to open the available projects for that specific Agency.

- **Project**
- **Activity**

Interfaced Vouchers

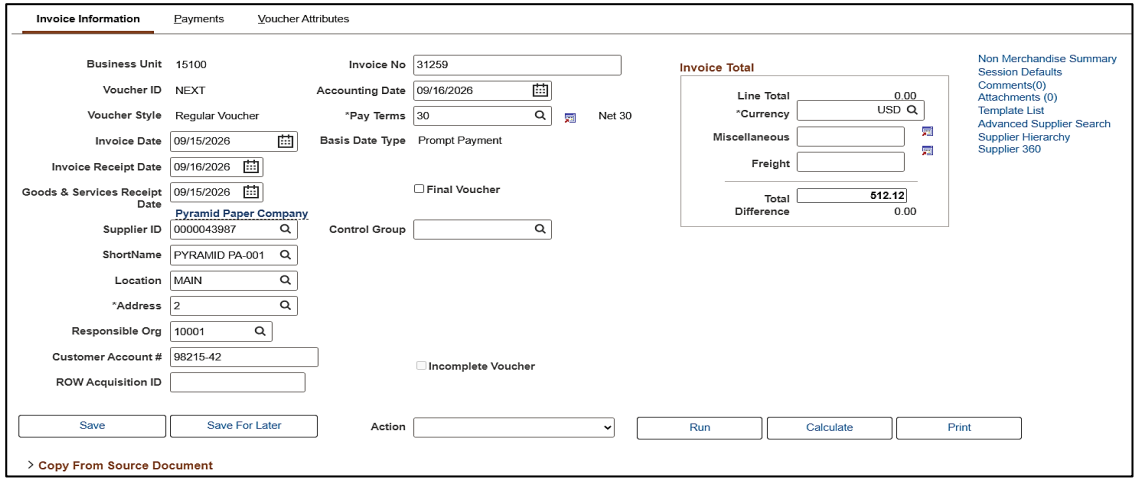
For interfacing agencies, the online Voucher entry pages correspond to the following record types in the Voucher upload file:

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

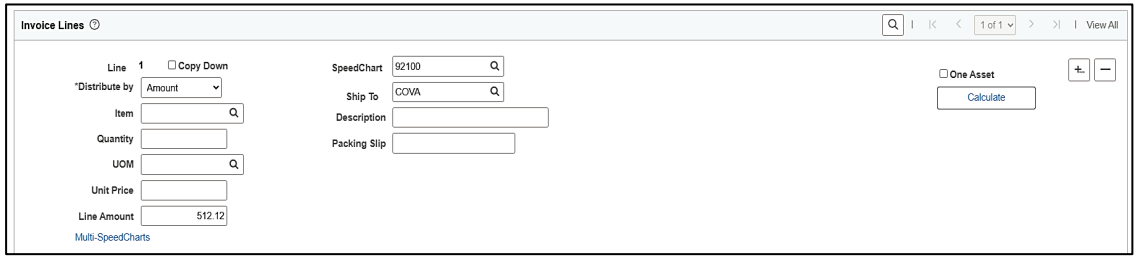
JOB AID REFERENCE

AP312 Voucher Interface Processing

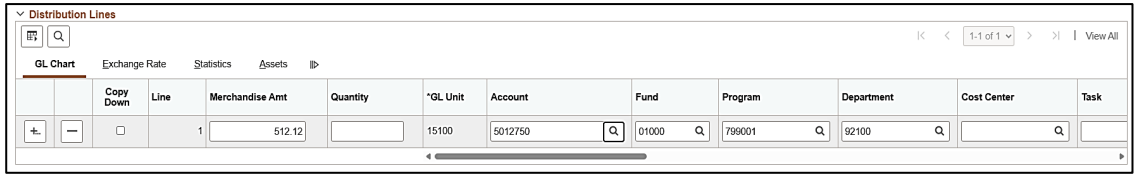
Voucher Header



Voucher Line

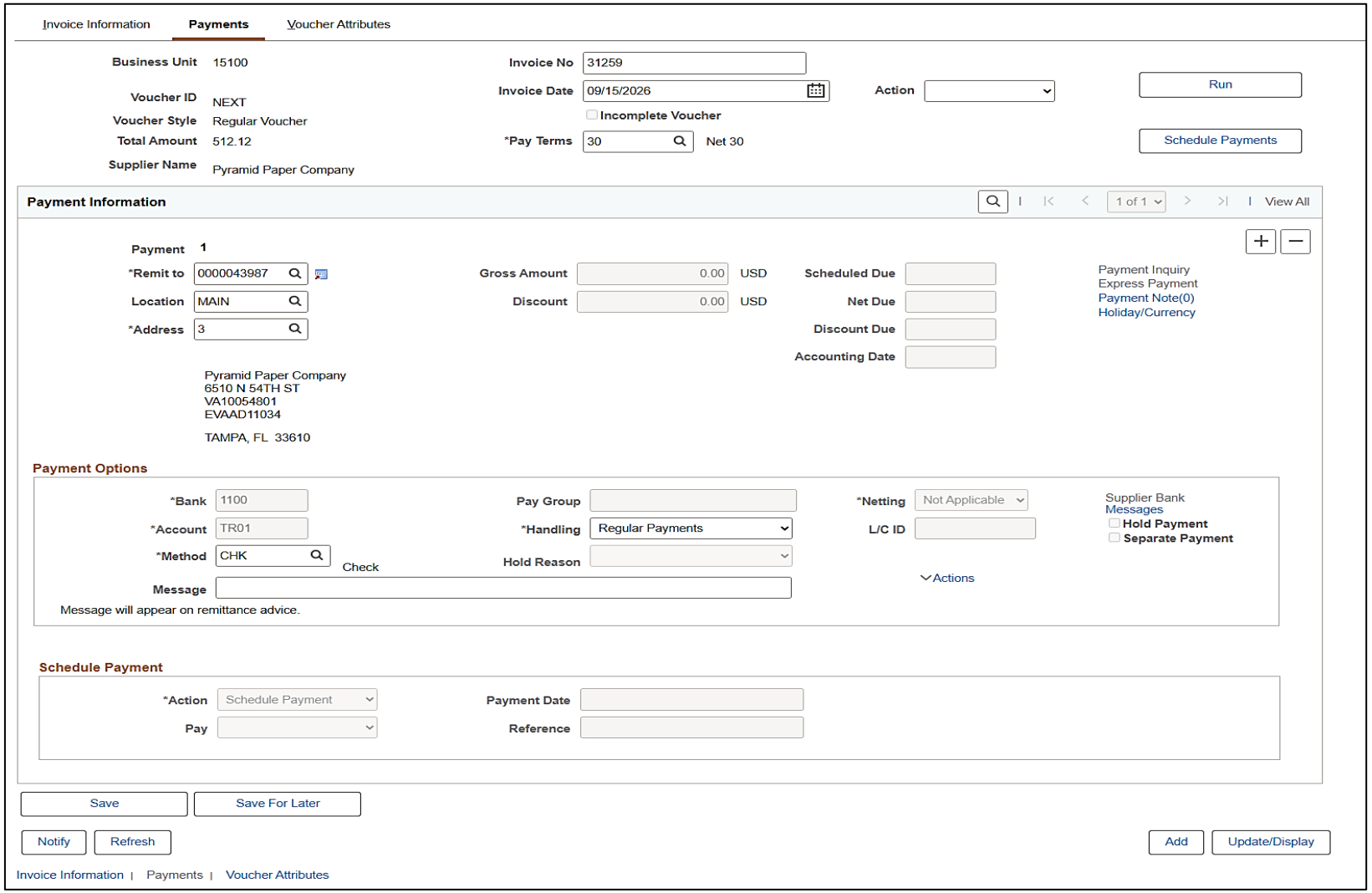


Voucher Distribution



Payments Page

The **Payments** page displays information about how the Voucher is being paid.

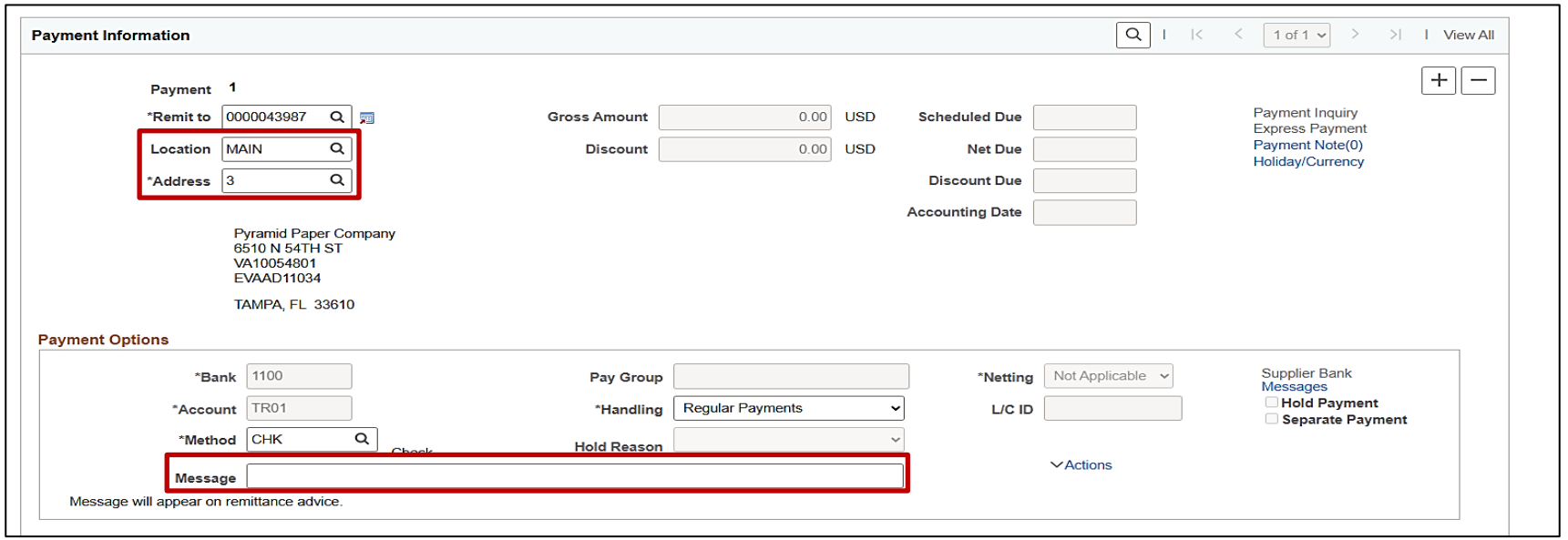


Payments Page (continued)

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

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

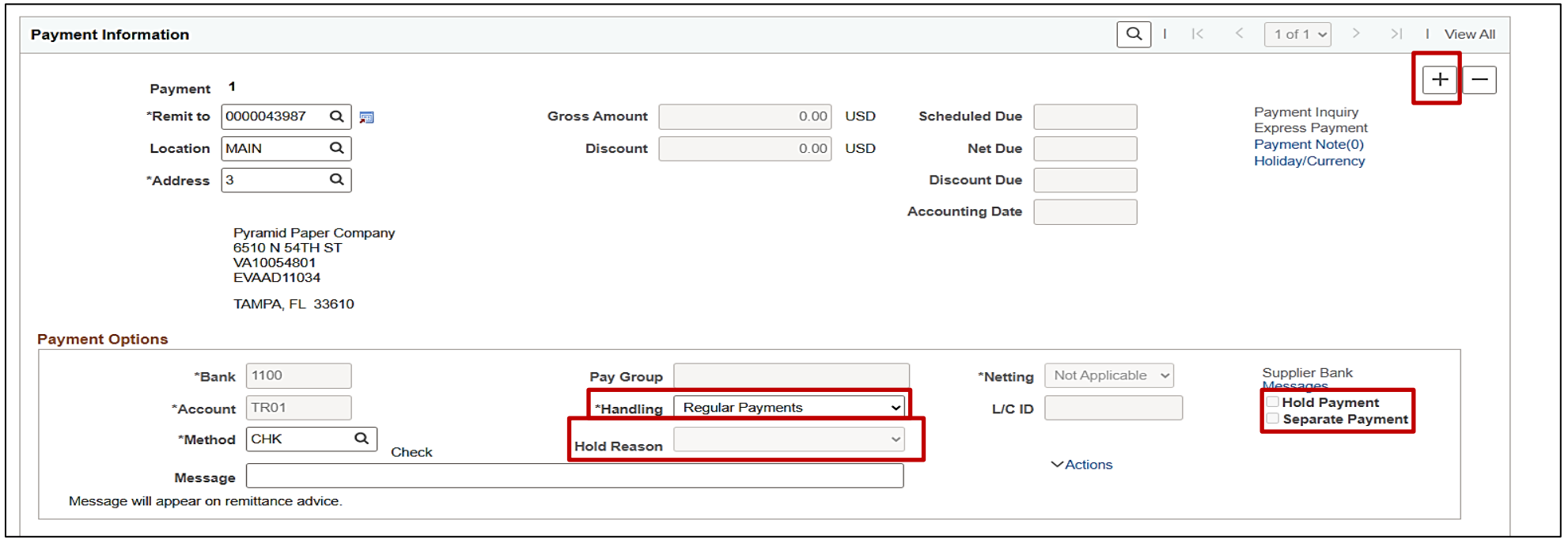
- Supplier Location
- Supplier Address
- Message field (populates the remit to that goes to the supplier)



Payments Page Actions

This page also allows the following actions on a Voucher:

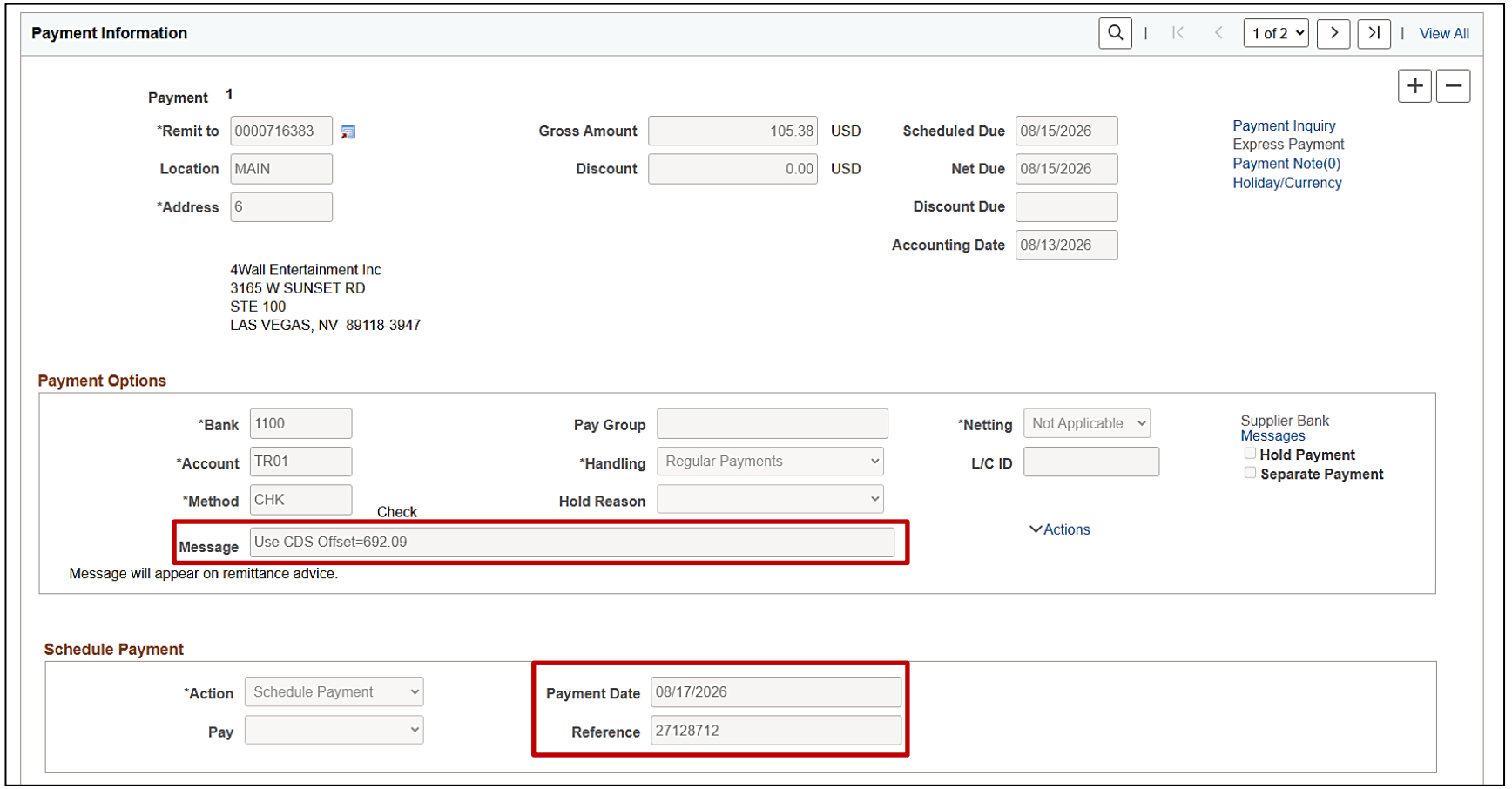
- Setting up a payment to be returned to the Accounts Payable office
- Placing a payment on hold
- Splitting the payment to go to separate suppliers (if applicable)
- Separating a payment so it is not combined with others to the supplier
- Accessing the EFTPS page (if applicable) – See **CAPP Manual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



Payments Page fields after Payment Processing

This page populates key information once the payment has been made to the supplier to include:

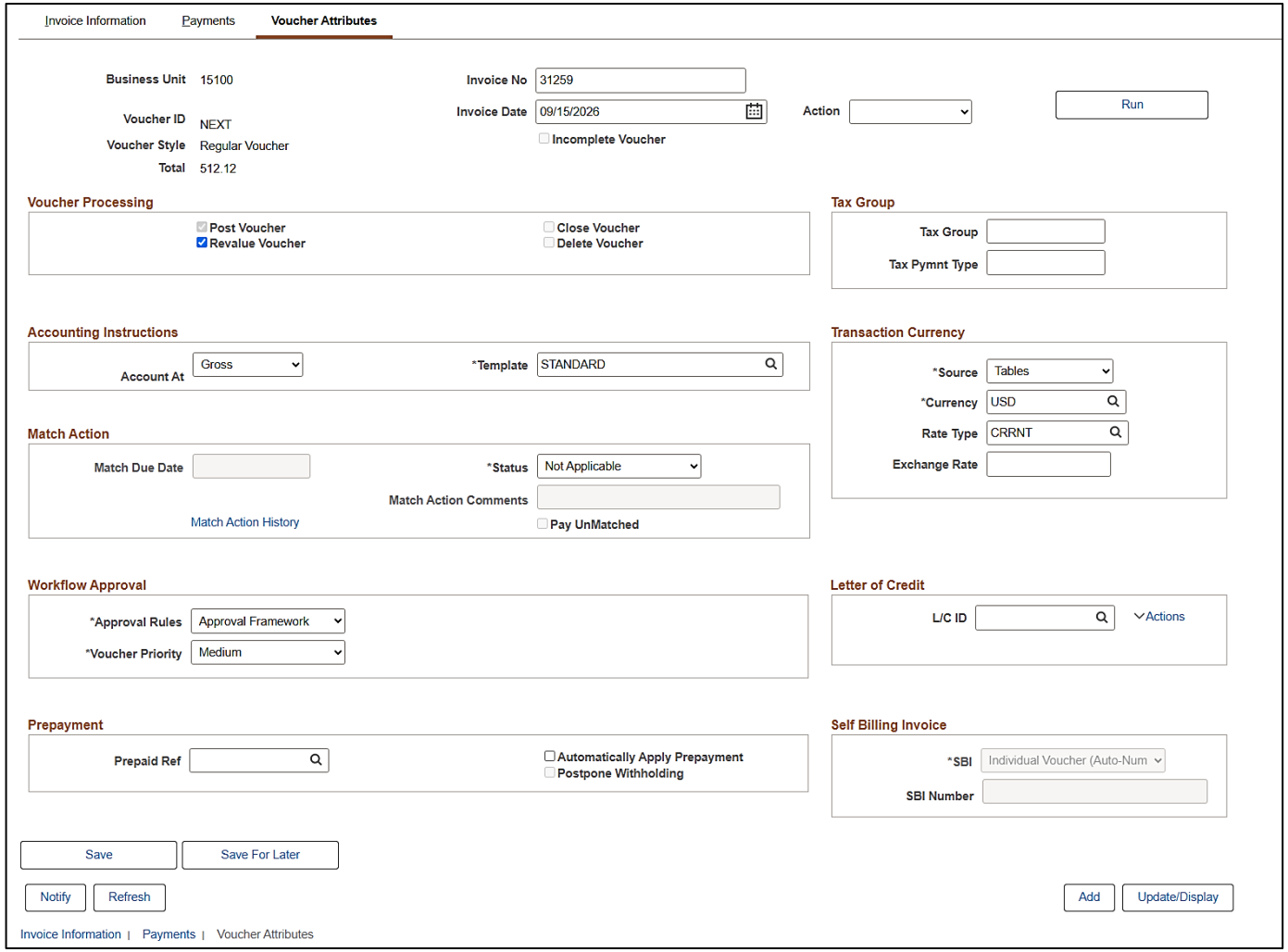
- Payment date
- Payment reference number
- Offsets by CDS or TOP (if applicable)



Voucher Attributes Page

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

Note: Do not change any information on this page.



Saving a Voucher for Later

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

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

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

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

Saving (Submitting a Voucher)

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

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

Cardinal immediately performs Edit Check and assigns a Voucher ID.

- In some cases, an error may prevent the Voucher from saving (i.e., a missing required field). The Voucher will need to be updated for it to save.

- In other cases, the Voucher saves, but the error(s) are reported (i.e., amount in the header and the sum of the lines is out of balance). See the Job Aid titled **AP312 Viewing and Correcting Voucher Errors** for more details. It is located on the Cardinal website in **Job Aids** under **Learning**.

JOB AID REFERENCE

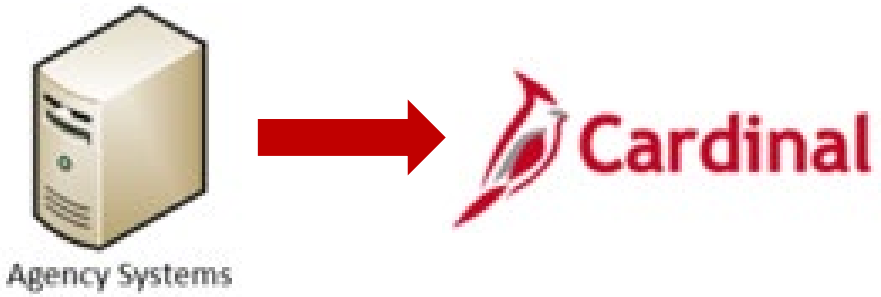
AP312 Viewing and Correcting Voucher Errors

Interfaced Vouchers Upload and Errors

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

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

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



JOB AID REFERENCE

AP312 Voucher Interface Processing

Other Voucher Pages

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

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

JOB AID REFERENCE

AP312 Reviewing Supplier Information and Creating a Voucher

Template Voucher Overview

Template Vouchers can be useful when Vouchers with similar data are entered often the data defined depends on template needs. Can be used for a frequently used suppliers.

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

Utilizing a Template Voucher is a three-step process:

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

JOB AID REFERENCE

AP312 Creating, Using, and Updating a Template Voucher

Copying a Voucher

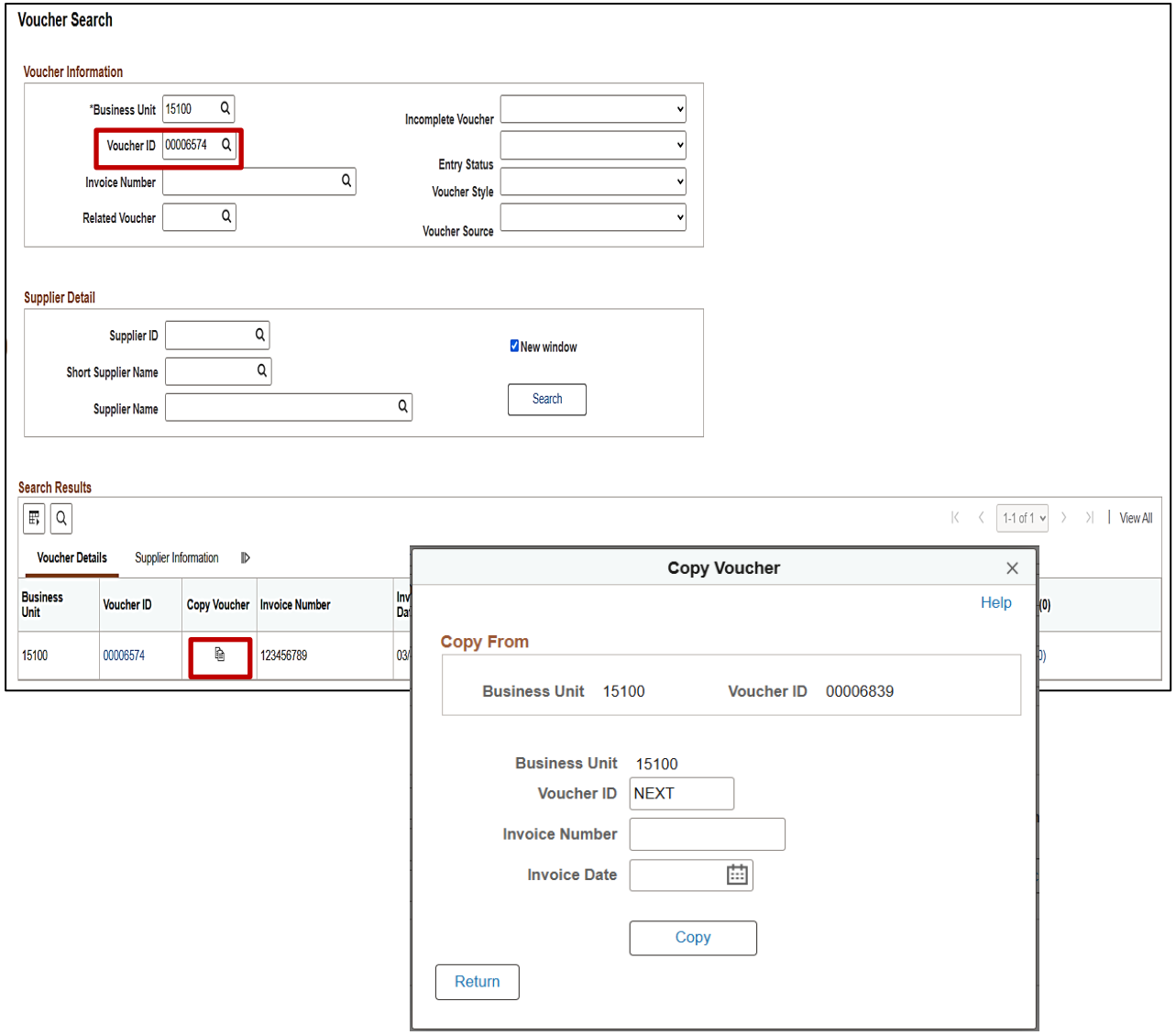
A Voucher can be created by copying a previously saved or submitted Voucher using the **Voucher Search** page.

Any Voucher can be copied including those that are saved, in process, or paid.

NOTE:
When copying a Voucher, be sure to copy a Voucher from the current fiscal year to avoid issues with budget checking.

JOB AID REFERENCE

AP312 Copying a Voucher



Lesson 2: Summary

2 Creating a Voucher

In this lesson, you learned:

- Verifying the supplier exists in Cardinal
- Entering a Voucher
- Saving the Voucher
- Reviewing other Voucher pages
- Overview of Template Vouchers
- Copying a Voucher

Lesson 3: Introduction

3 Managing and Processing Vouchers

This lesson covers the following topics:

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

Voucher Processing Overview

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

After successfully passing budget checking, the Voucher will go through the Approval process.

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

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

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

After posting the Voucher is ready to be selected for payment on the specified due date.

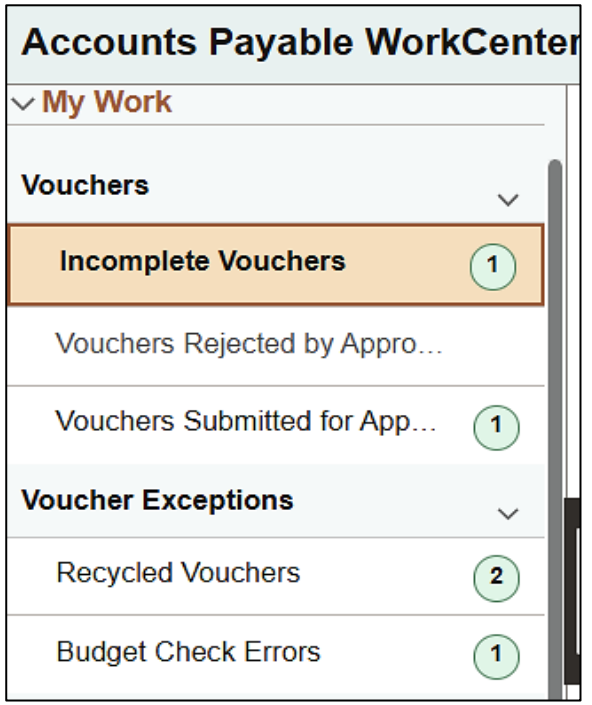
Reviewing Vouchers for Edit Check Errors

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

Edit Checking runs immediately when a Voucher is Saved. Vouchers that fail Edit Check display in the **AP WorkCenter.**

AP WorkCenter > My Work > Voucher Exceptions > Recycled Vouchers

Review the Vouchers that display and make the applicable correction(s).



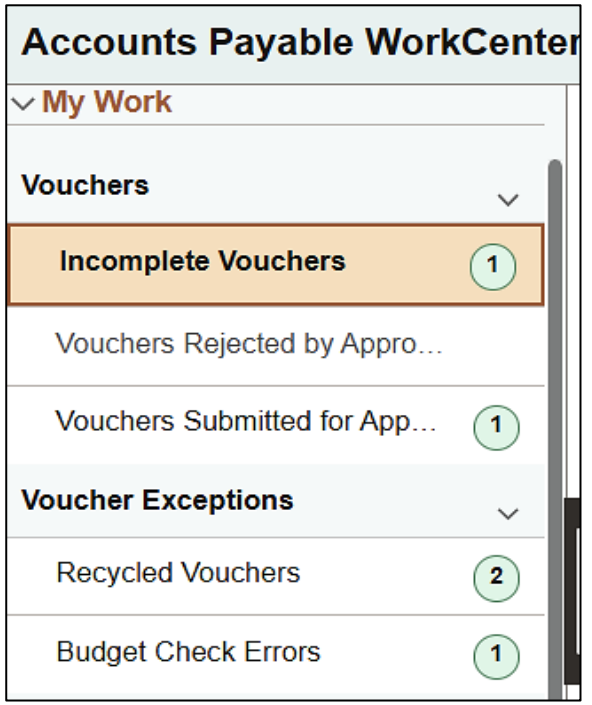
Reviewing Vouchers for Edit Check Errors (continued)

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

Edit Checking runs immediately when a Voucher is Saved. Vouchers that fail Edit check display in the **AP WorkCenter.**

AP WorkCenter > My Work > Voucher Exceptions > Recycled Vouchers

Review the Vouchers that display and make the applicable correction(s).



Edit Check → Budget Check → Approval → Post → Pay

JOB AID REFERENCE

AP312 Reviewing and Correcting Voucher Errors

Budget Checking Overview

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

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

Budget Pre-Check Process

After saving a Voucher, a preliminary budget check can be performed on a single Voucher using the Budget Pre-Check process on the **Invoice Information** page. This is an online process that checks one Voucher against the current available budget amounts.

JOB AID REFERENCE

AP312 Reviewing and Correcting Voucher Errors

Approval Processes Overview and Workflow

Vouchers entered or updated online in Cardinal must be approved online. Once a Voucher passes budget checking it will route the designated approver(s).

Note: Some Vouchers may require Pre-Audit approval as well as agency approvals.

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

JOB AID REFERENCE

AP312 AP313 Approving Vouchers

Approval Options

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

- **Approve -** Cardinal forwards the Voucher to the next approver, if any, or makes it available for posting and payment.

- **Deny -** An approver who denies a Voucher must enter comments to explain the denial.

- **Push Back -** Cardinal returns the Voucher to the previous step in the approval process for re-evaluation. **This option is only available if there is more than one level of approval for the Voucher.**

The number of approvals required for a Voucher depends on ChartField values and Agency workflow design. Each approver has the options listed above and all designated approvers must approve the Voucher before it can proceed to downstream processes.

Voucher Posting Overview

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

Voucher Posting

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

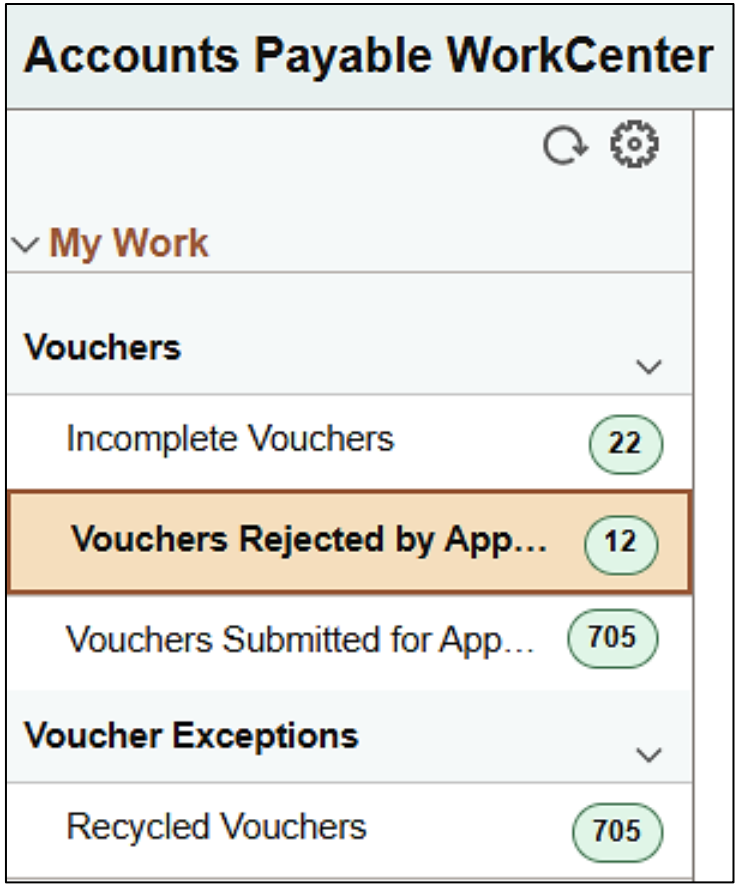
The journal generation process copies the accounting entries in the AP module and creates a journal that is then posted to the General Ledger.

Overview of Denied Vouchers

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

Online Agencies
When a Voucher is denied, the Voucher Processor who entered the Voucher receives an e-mail notification of the denial, however anyone with the Voucher Processor role can correct it. Denied Vouchers will display in the **AP WorkCenter** in the **Voucher Rejected by Approver** section under the **My Work** section.

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



Denied Vouchers (continued)

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

Query Viewer > **V_AP_VCHRS_DND_NOT_DLTD**

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

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

JOB AID REFERENCE

AP312 Unposting, Deleting, and Closing a Voucher

Entering Adjustment Vouchers

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

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

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

JOB AID REFERENCE

AP312 Entering Adjustment Vouchers

Voucher Unposting

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

Unpost a posted Voucher if corrections need to be made. Unposted Vouchers cannot be deleted.

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

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

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

JOB AID REFERENCE

AP312 Unposting, Deleting, and Closing a Voucher

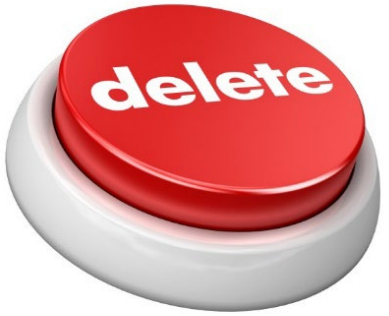
Deleting Vouchers

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

You can delete a Voucher if it:

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

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



JOB AID REFERENCE

AP312 Unposting, Deleting, and Closing a Voucher

Closing Voucher

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

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

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

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

JOB AID REFERENCE

AP312 Unposting, Deleting, and Closing a Voucher

Cancelling a Payment

There are times when stopping or canceling payments is needed for various reasons.

To correctly stop or cancel a payment; the Agency must coordinate with Treasury and Department of Accounts.

Edit Check → Budget Check → Approval → Post → Pay

JOB AID REFERENCE

AP312 Cancelling a Payment – Disbursing Agency

Hands-On Exercise

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

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

Lesson 4: Introduction

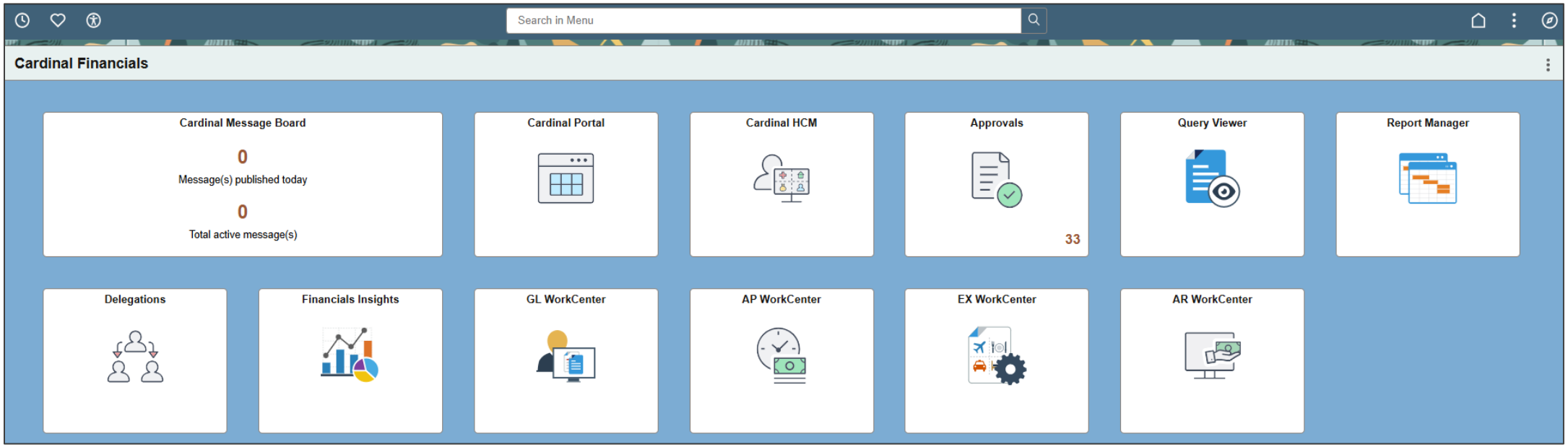
4 Overview of Cardinal Financials Insights

In this lesson, we will cover:

- An Overview of Cardinal Financials Insights
- An Overview of Supplier Spend Analysis Tile

Overview of Cardinal Financials Insights

Insights is an analytics engine leveraging OpenSearch Dashboards to provide fast, interactive, and actionable data visualizations (e.g., charts, graphs, tables) directly within PeopleSoft Fluid pages.



JOB AID REFERENCE

Job Aid: Overview of Cardinal Financials Insights

Financial Insights Benefits

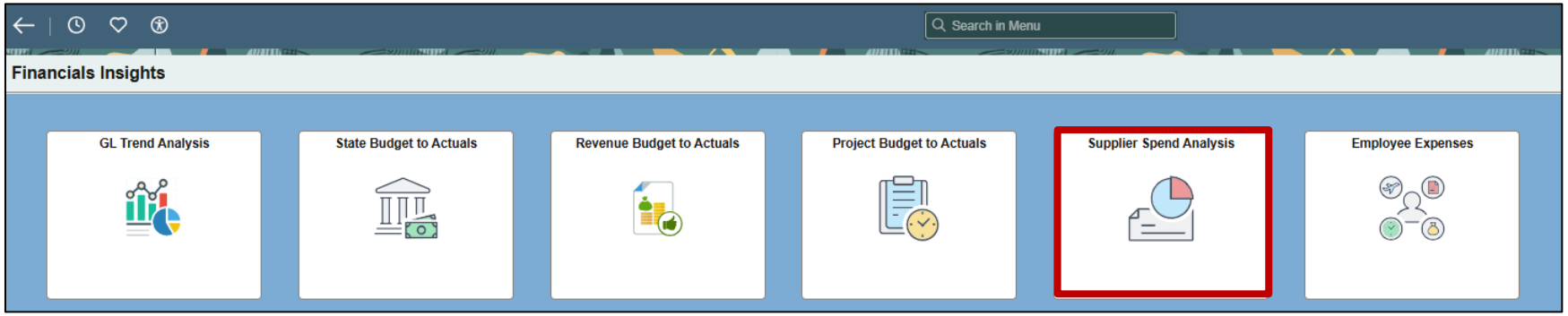
Some benefits of Cardinal Financial Insights include:

- **Improved Decision-Making & Analytics**: Provides rich, visual analytics for better understanding of data trends.
- **No Operational Performance Impact**: Analytics run against search indexes rather than the transactional database, ensuring system performance is not compromised.
- **Intuitive Visualization Tools**: Features include interactive charts and tables, allowing for easy data interpretation and trend identification.
- **Filter Capability**: Users can easily navigate from high-level visualizations to detailed, actionable records. Multiple filters are available to allow users to focus on the data elements of interest (e.g., Agency, Fund, Supplier).

Users must have a Cardinal Reporter role (V_COVA_CARDINAL_REPORTER for Statewide agencies or V_CARDINAL_REPORTER for VDOT Only) to access Insights. Users will have access to all Business Units.

Insights Tiles

Insights contains six tiles.



GL Trend Analysis visualizations for FY Expenditures and Revenues to easily compare one fiscal year to another

State Budget to Actuals visualizations related to Appropriation Budget to Actuals and Expenditure details, with filters for Business Unit, Account, Program and Fund

Revenue Budget to Actuals visualizations related to the Official Revenue Estimate Budget to Actual Revenue collections, with filters for Business Unit, Fund and Account

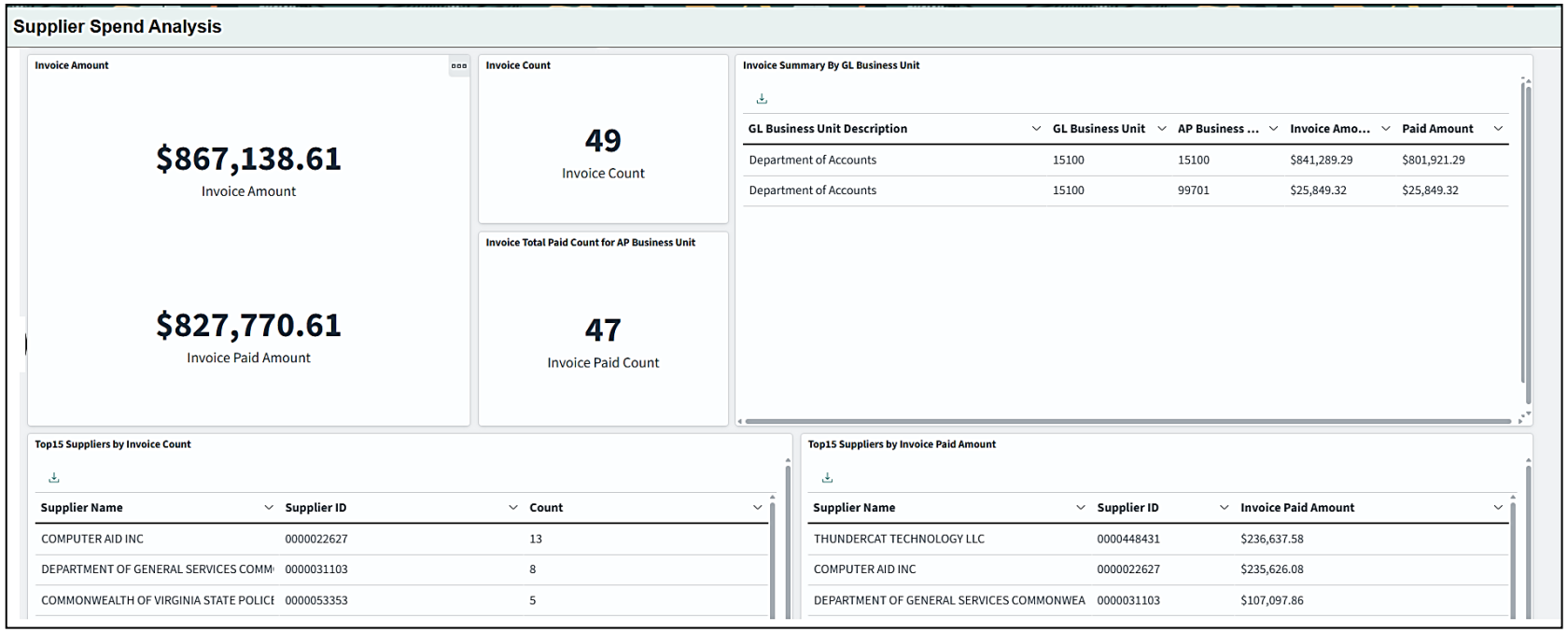
Project Budget to Actuals visualizations for the life-to-date Project Budget to Actual Expenditures, with filters for Business Unit, Project, Effective Status, Project Start and End Date

Supplier Spend Analysis visualizations for the life-to-date Project Budget to Actual Expenditures, with filters for Business Unit, Project, Effective Status, Project Start and End Date

Employee Expenses visualizations for reimbursements to Employees processed through Expenses for various travel and other miscellaneous items (e.g., tuition, supplies, safety equipment).

Supplier Spend Analysis Overview

The Supplier Spend Analysis dashboard contains the filter sections and twenty visualizations and data tables to analyze supplier spend information. The dashboard is populated with statewide data for the current fiscal year. Users can utilize filters to analyze data in more detail.



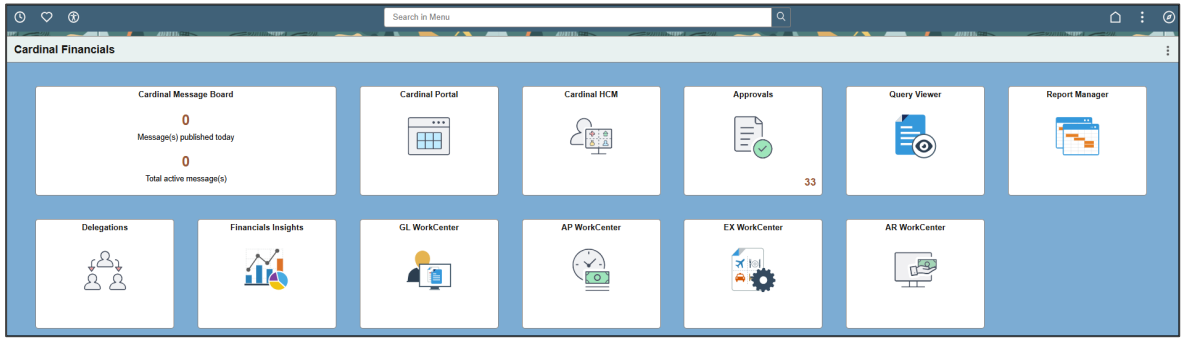
JOB AID REFERENCE

Job Aid: Overview of Cardinal Financials Insights

NOTE:
Supplier Name must be entered in ALL CAPS.

Supplier Spend Analysis

Users can access **Supplier Spend Analysis** by clicking the Financials Insights tile on the Cardinal Financials Homepage



Or through the **AP WorkCenter** tile using the following navigation:

My Insights > Financial Insights > Supplier Spend Analysis

Key Reminders

Use Filters

Focus on relevant data by selecting only the filters you need.

Apply Changes

Always click the “Apply Changes” button after selecting filters to update your view.

Use Dropdowns

Select values from dropdown menus whenever possible to prevent case-sensitive errors.

Search Values

If an expected value is not listed, start typing the exact name (case-sensitive) or the.

Export Data

Export raw data to Excel if you need additional custom calculations for deep-dive analysis.

Masked Data

Be aware that sensitive information may appear redacted with asterisks.

Lesson 5: Summary

5 Cardinal Financials Insights

In this lesson you learned:

- An Overview of Cardinal Financials Insights
- An Overview of Employee Expenses Tile

Lesson 3: Summary

3 Managing and Processing Vouchers

In this lesson, you learned:

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

Course Summary

AP312 Voucher Processing

In this course, you learned how to:

- Describe key Voucher processing concepts
- Review supplier information in Cardinal
- Create a Voucher
- Review and correct Voucher processing errors
- Access and use Cardinal Financial Insights to access Supplier Spend Analysis information

Appendix

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

Key Terms – page 1 of 7

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

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

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

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

Key Terms – page 2 of 7

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

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

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

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

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

Key Terms – page 3 of 7

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

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

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

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

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

Key Terms – page 4 of 7

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

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

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

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

Key Terms – page 5 of 7

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

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

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

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

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

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

Key Terms – page 6 of 7

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

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

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

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

Key Terms – page 7 of 7

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

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

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

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

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

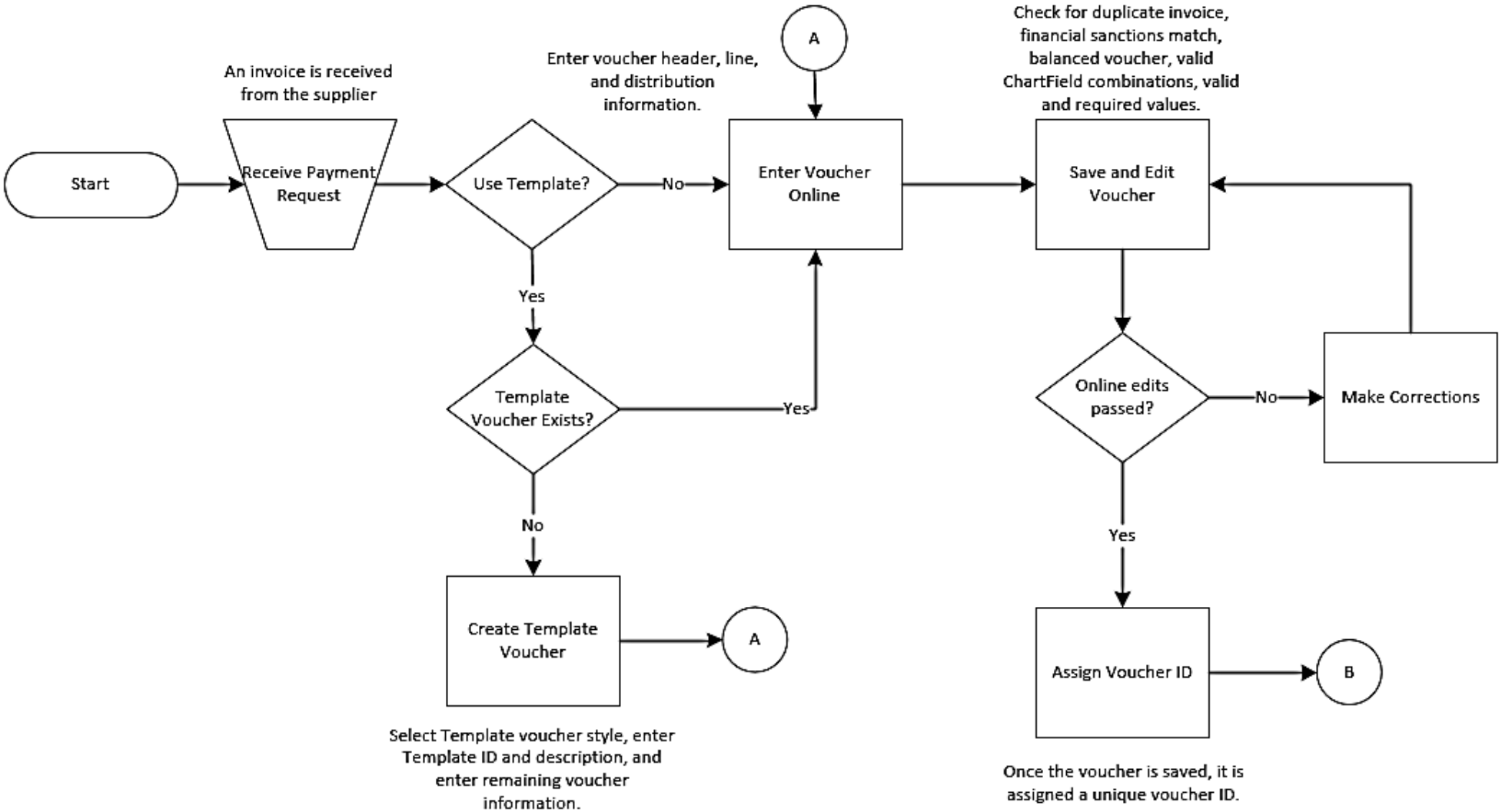
Workflow: A tool in Cardinal that routes a transaction electronically for approval via a worklist.

Allowed Extensions on Attachments in Cardinal

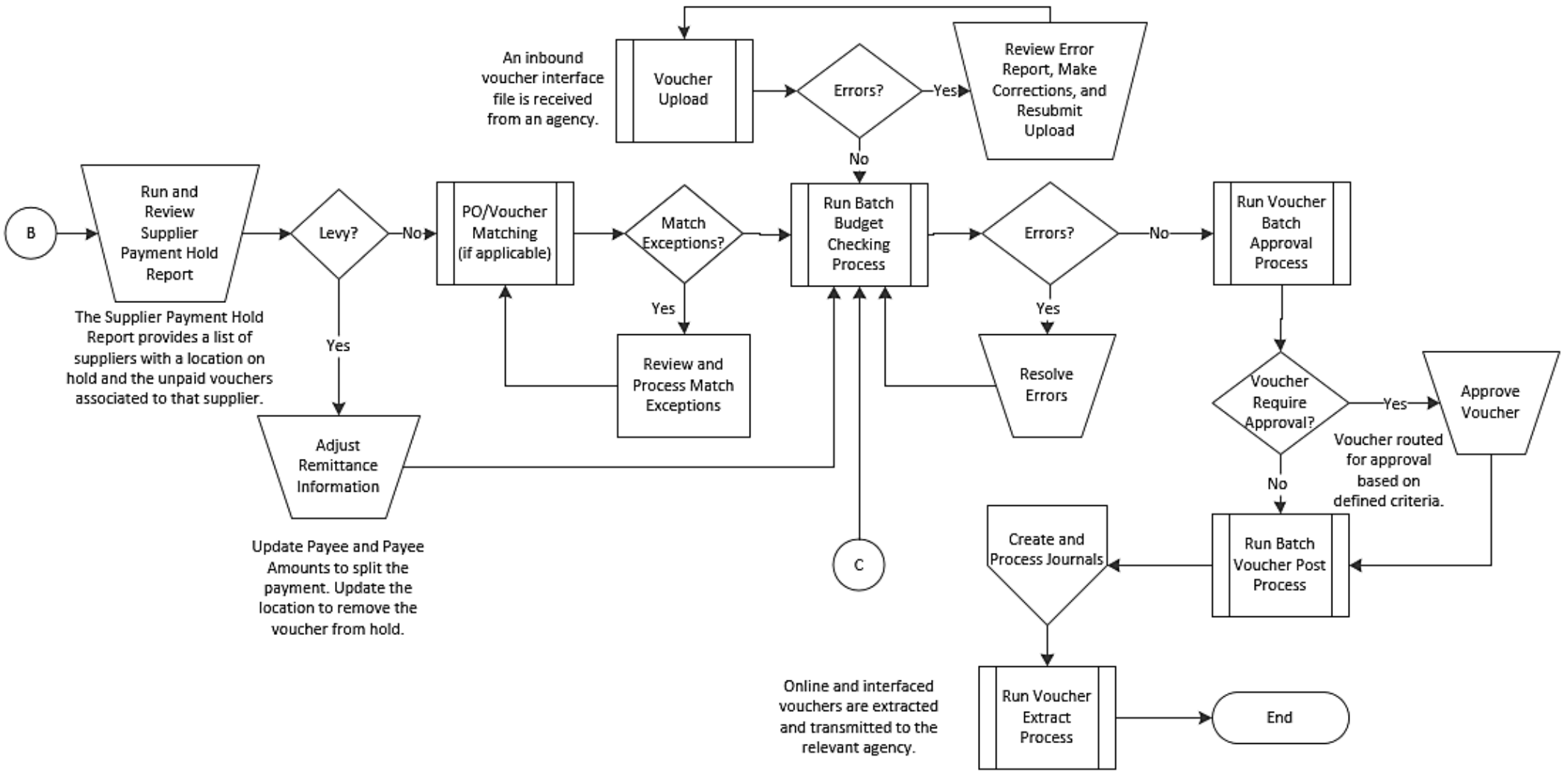
The following is a list of file extensions that are allowed on attachments uploaded to Cardinal. You should only attach key supporting documents that either enhance the electronic Cardinal transaction approval process or are instrumental as part of the transaction history. The Cardinal system should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

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

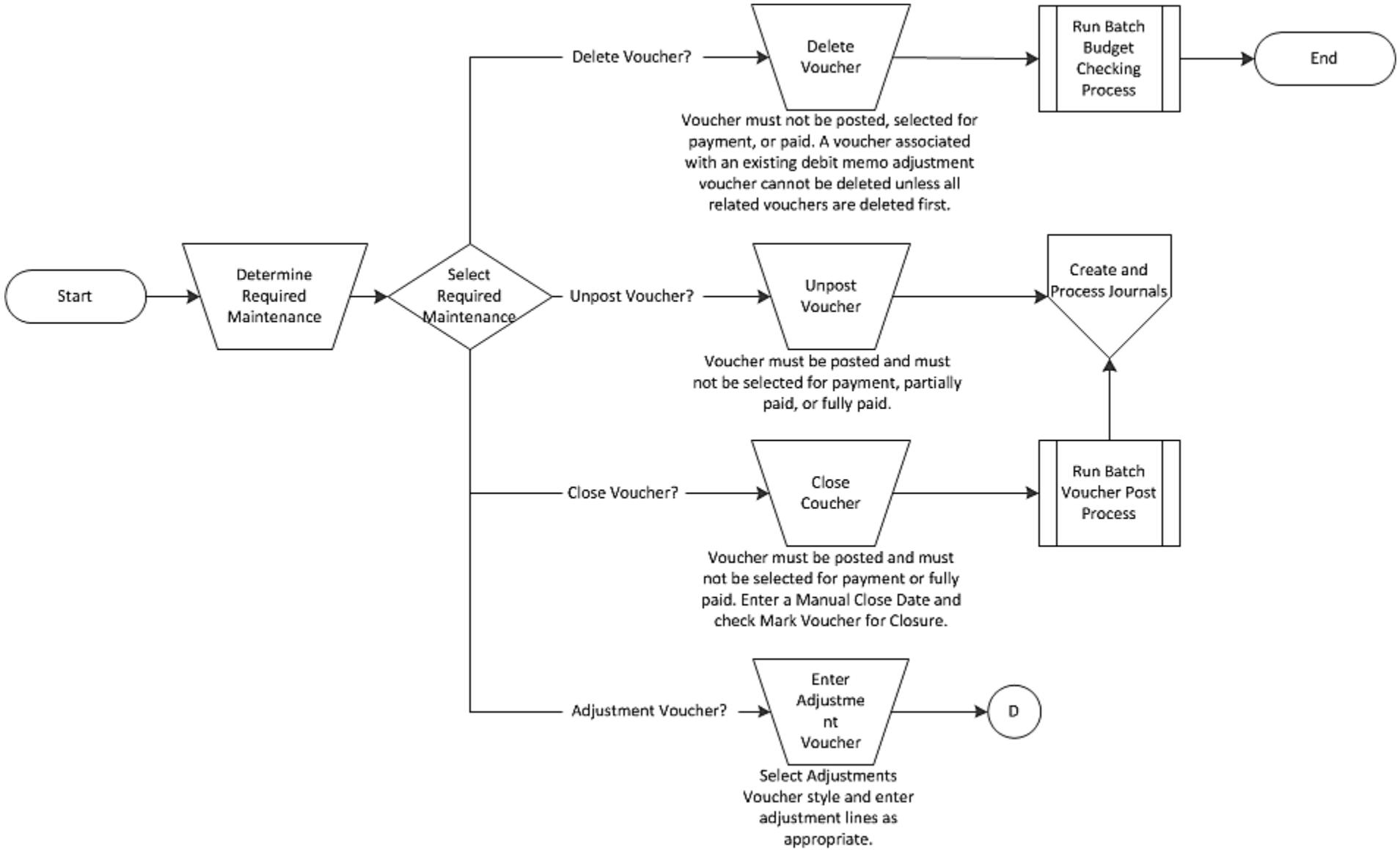
Enter Voucher Process



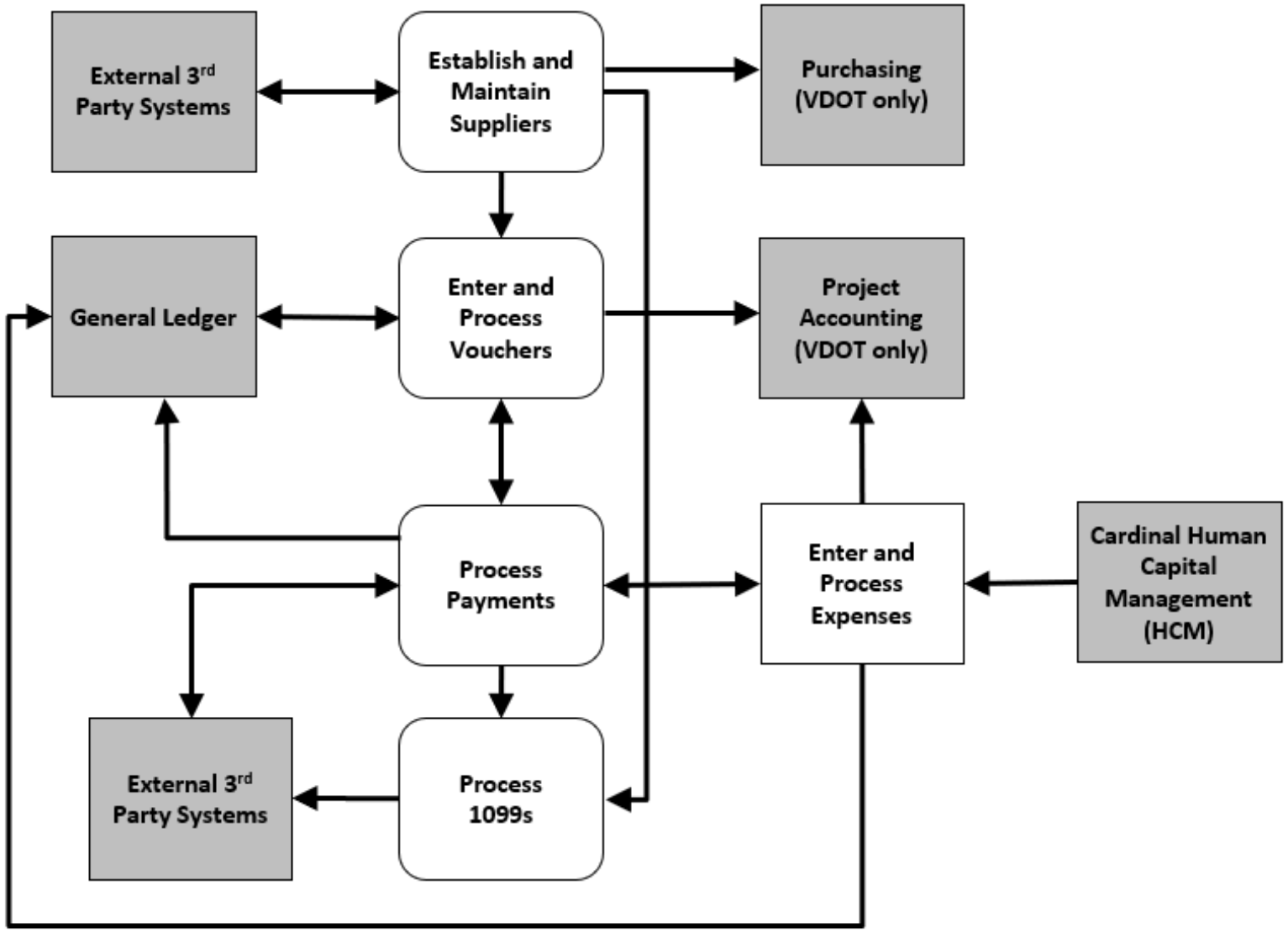
Enter Voucher Process (continued)



Maintain Voucher Process



Accounts Payable Processes



Accounts Payable Processes (continued)

Establish and Maintain Suppliers
Accounts Payable maintains supplier records in Cardinal. All procurement suppliers in Cardinal are interfaced from eVA. Fiscal (non-procurement) suppliers are entered directly in Cardinal

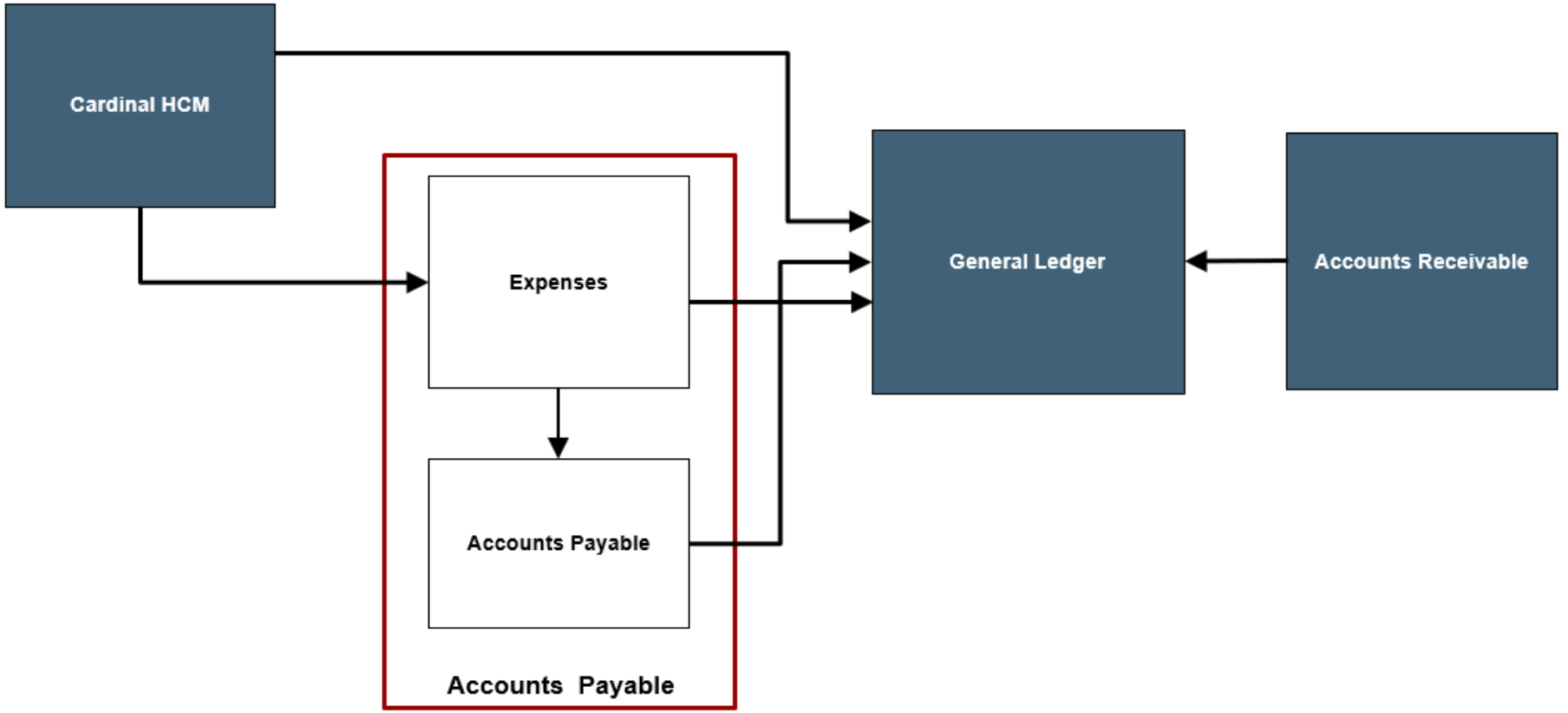
Enter and Process Vouchers
Vouchers are created in Accounts Payable for supplier invoices and related obligations. Vouchers can be created online in Accounts Payable or uploaded from other systems.

Process Payments
After Vouchers are created and approved, they are processed into payments to be sent to suppliers either electronically or by check. The Accounts Payable module also processes payments to employees for the Expenses module.

Process 1099s
Accounts Payable maintains records for 1099-Misc and withholding reporting and processes reports for suppliers and the IRS at the end of the year.

Enter and Process Expenses
The Expenses module enables employees to create travel authorizations, cash advance requests, and employee expense reports, which are approved and processed into payments to employees when required

Integration with Cardinal HCM and General Ledger (Statewide)



Integration with Cardinal HCM and General Ledger – Statewide (continued)

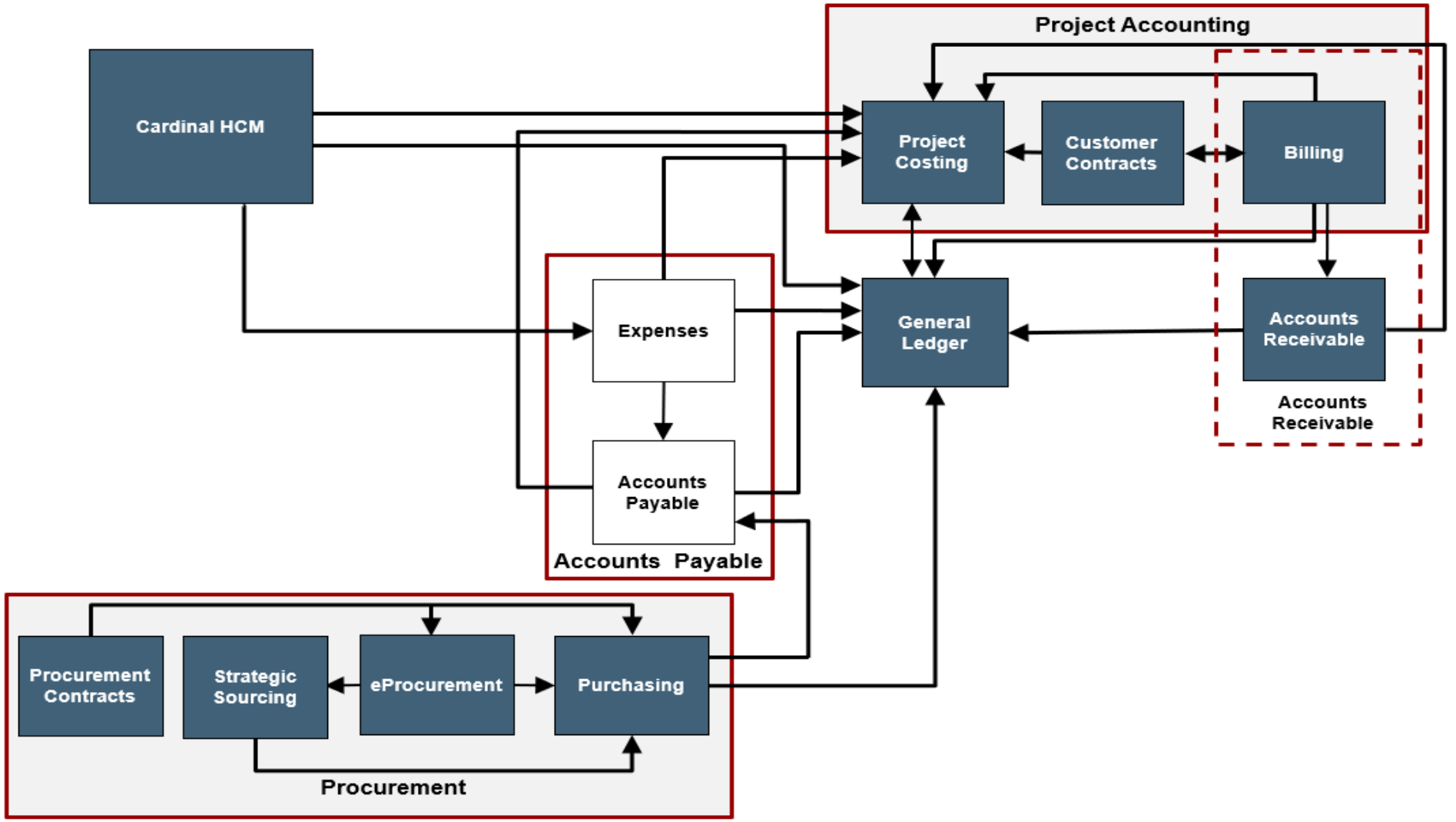
Cardinal HCM

Cardinal HCM sends employee information that creates the Employee Profile in the Expenses module. This data includes key information such as the employee's name, employee ID, business unit, department, default ChartFields, and banking information. An employee profile must exist for expense transactions to be entered.

General Ledger

- Accounts Payable integrates with the General Ledger (GL) by creating accounting entries that GL uses to create journal lines
- Vouchers and expenses go through combination edits to ensure ChartField values are valid. The Budget checking against Commitment Control also uses GL tables
- Once edit check, budget check, and approvals are complete, Cardinal posts Vouchers, Cash Advances, and Expense Reports to both Accounts Payable and General Ledger

Integration with Cardinal HCM and Cardinal FIN - VDOT



Integration with Cardinal HCM and Cardinal FIN –VDOT for Cardinal HCM, General Ledger, and Project Accounting

Cardinal HCM

Cardinal HCM sends employee information that creates the Employee Profile in the Expenses module. This data includes key information such as the employee's name, employee ID, business unit, department, default ChartFields, and banking information. An employee profile must exist for expense transactions to be entered.

General Ledger

- Accounts Payable integrates with the General Ledger (GL) by creating accounting entries that GL uses to create journal lines
- Vouchers and expenses go through combination edits to ensure ChartField values are valid. The Budget checking against Commitment Control also uses GL tables
- Once edit check, budget check, and approvals are complete, Cardinal posts Vouchers, cash advances, and expense reports to both Accounts Payable and General Ledger

Project Accounting

Accounts Payable integrates with the Project Accounting functional area. The Project Costing module in Project Accounting collect costs from AP for both Voucher and expenses when charged to a project.

Integration with Cardinal HCM and Cardinal FIN –VDOT for Procurement

Procurement

- Both Accounts Payable and Procurement share the same supplier table, for use in AP Vouchers and in Procurement for purchase orders (POs).
- AP references Procurement purchase orders (PO's) and/or receipt records when PO Vouchers are created. PO or receiver information can be copied directly into a Voucher in AP.
- AP also references POs and/or receipts when performing the matching process to ensure that these documents and related Vouchers are consistent.
- Finally, Procurement is responsible for managing all contracts. AP creates PO Vouchers that relate to these contracts through POs.

Interfaces with External Systems

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

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

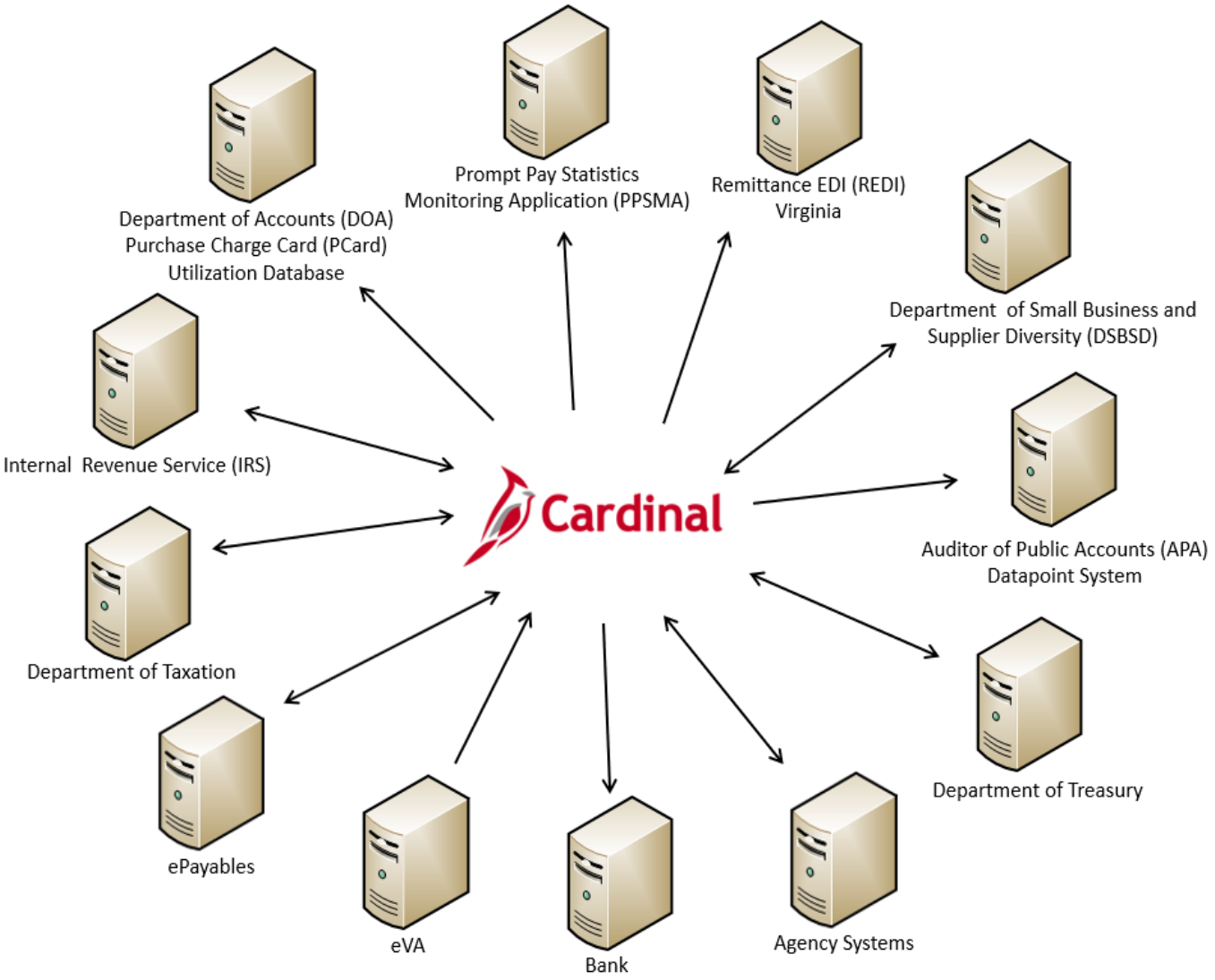
Agency Systems - Voucher data

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

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

Department of Treasury –

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



Interfaces with External Systems (continued)

Remittance EDI (REDI) Virginia:
Remittance Information

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

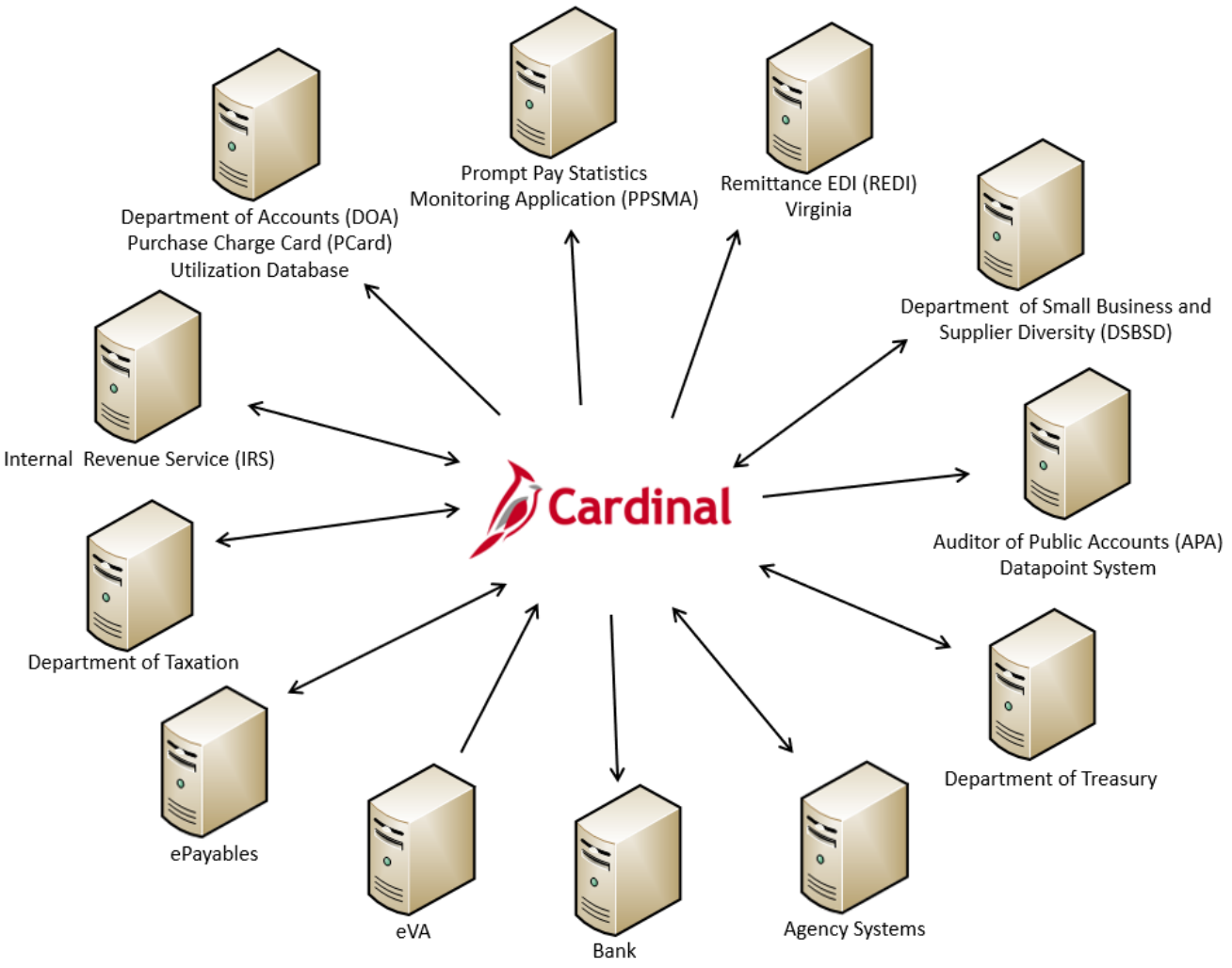
Department of General Services eVA -
Procurement supplier information

Department of Taxation -

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

Department of Small Business and Supplier Diversity (DSBSD) -

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



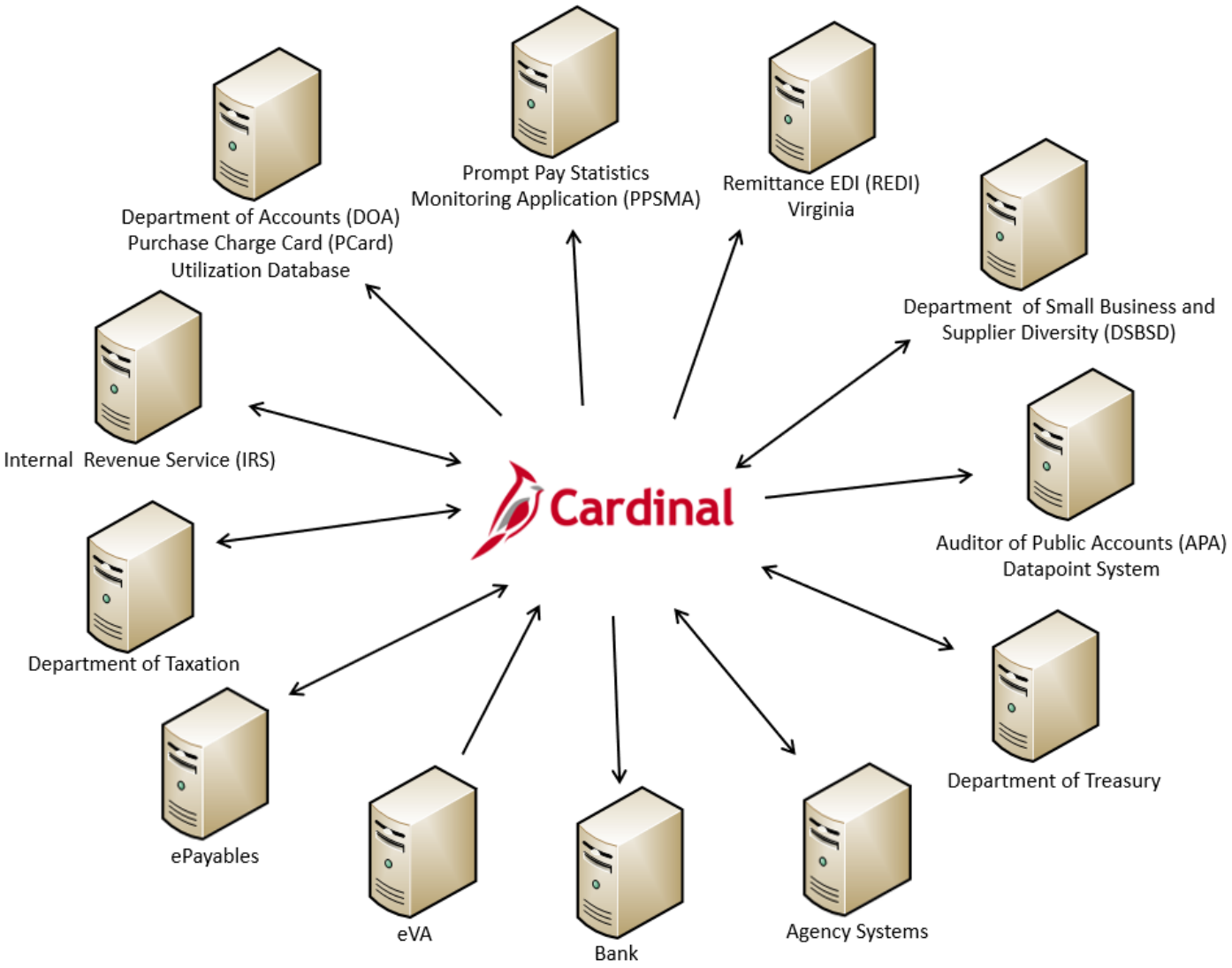
Interfaces with External Systems (continued.)

ePayables -

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

Internal Revenue Service (IRS) -

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



Interfaces with External Systems – VDOT Only

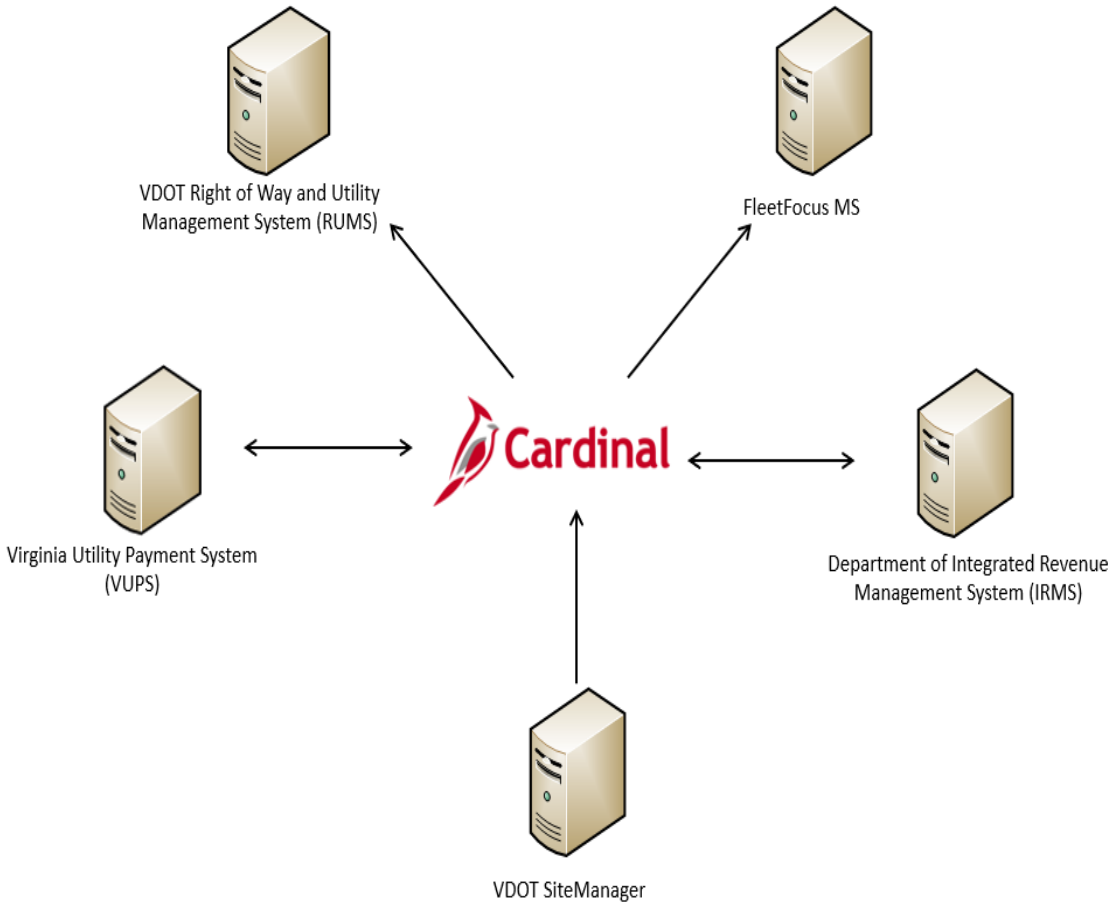
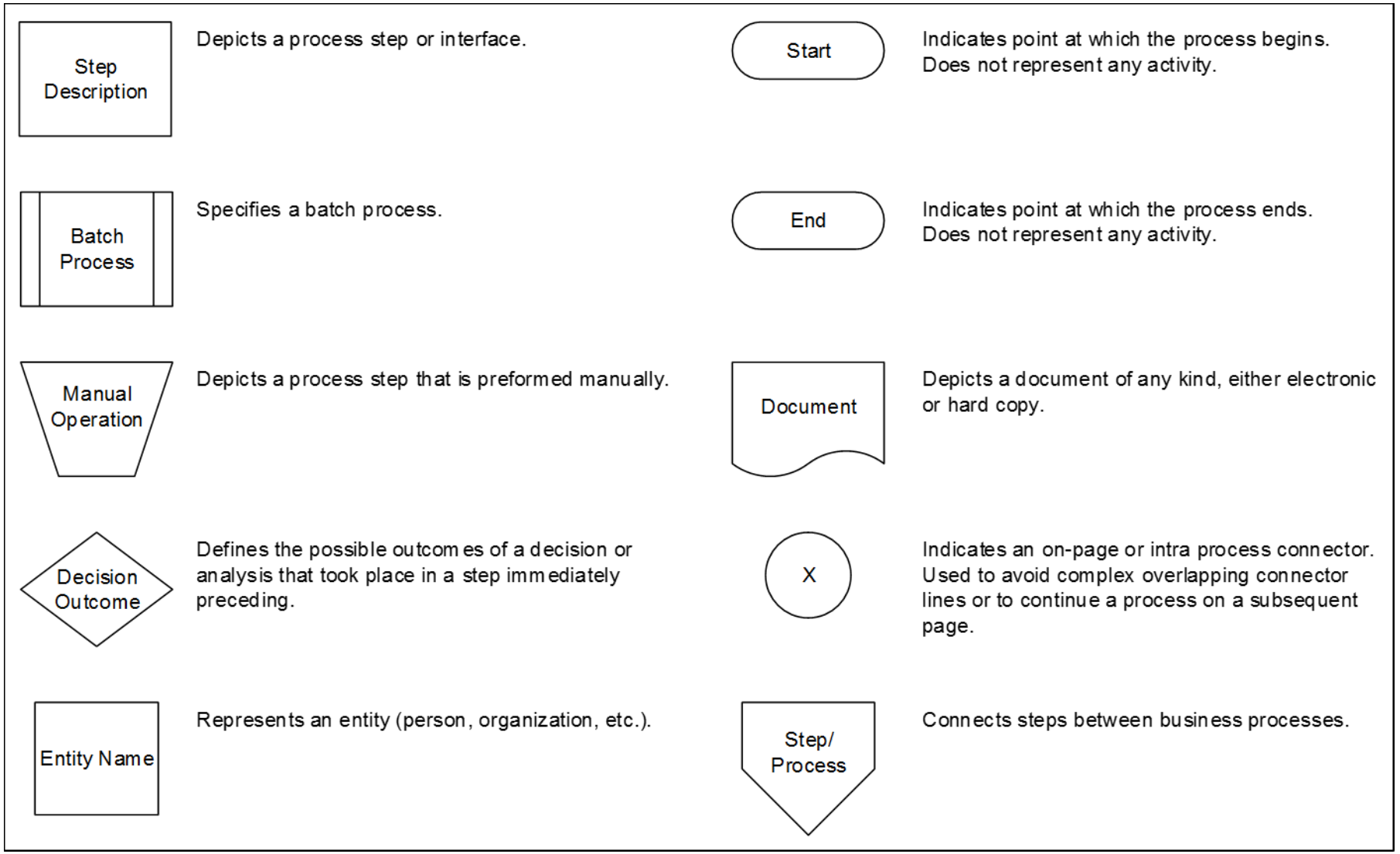
VDOT Right of Way and Utility Management System (VDOT RUMS)
- Receives payment information

Fleet Focus MS
- Receives Voucher and Purchasing data

Department of Integrated Revenue Management System (IRMS)
- Sends payment inform for CDS Processing
- Receives information about CDS Offset

VDOT SiteManager
- Sends construction and maintenance Vouchers

Virginia Utility Payment System (VUPS)
- Send files for payments
- Receives Voucher payment extracts



Flowchart Key