

**Processing PCard Vouchers Overview**

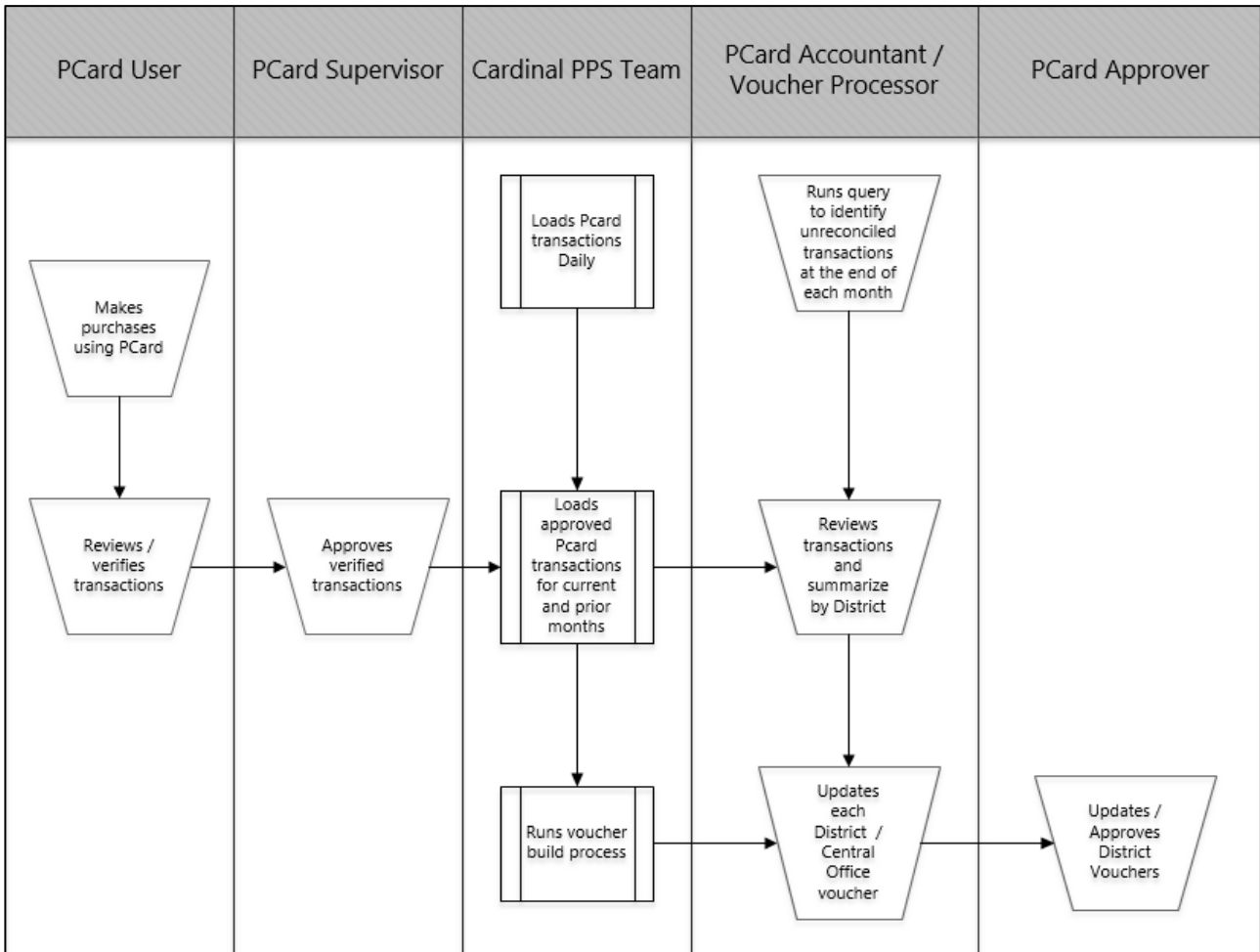
PCard processing involves reviewing, verifying, and approving PCard transactions. At the end of each monthly cycle, queries are run to ensure all transactions have been approved. The approved transactions are then loaded to voucher staging tables for processing and payment. The PCard process includes 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.

**Table of Contents**

Roles and Responsibilities in the PCard Process.....	2
Processing PCard Transactions.....	3
Accounts Payable – Review/Update/Approve PCard Vouchers .....	4
To Process ISSP Transactions .....	15
Accounts Payable – Review/Update/Approve ISSP Vouchers .....	15

### 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.



For more details regarding PCard, see the courses entitled **501 PR349: Managing PCards and ISSP Transactions** and **501 PR343: Procurement Approvals**, located on the Cardinal website in **Course Materials** under **Training**.

### Processing PCard Transactions

#### Purchasing – Review/Verify/Reconcile PCard Transactions

- At the end of Billing Cycle (15<sup>th</sup> of the month), run **Unreconciled Transactions** query **V\_PR\_UNRECONCILED\_TRNSCTNS**, to identify transactions that require action.

Please note that although the query description specifies **ISSP Unreconciled Transactions**, the **Card Issuer** value determines whether the results will include PCard or ISSP transactions. The **Card Issuer** value for ISSP transactions is **ISSP0**.

Card Issuer:

Name (% For All):

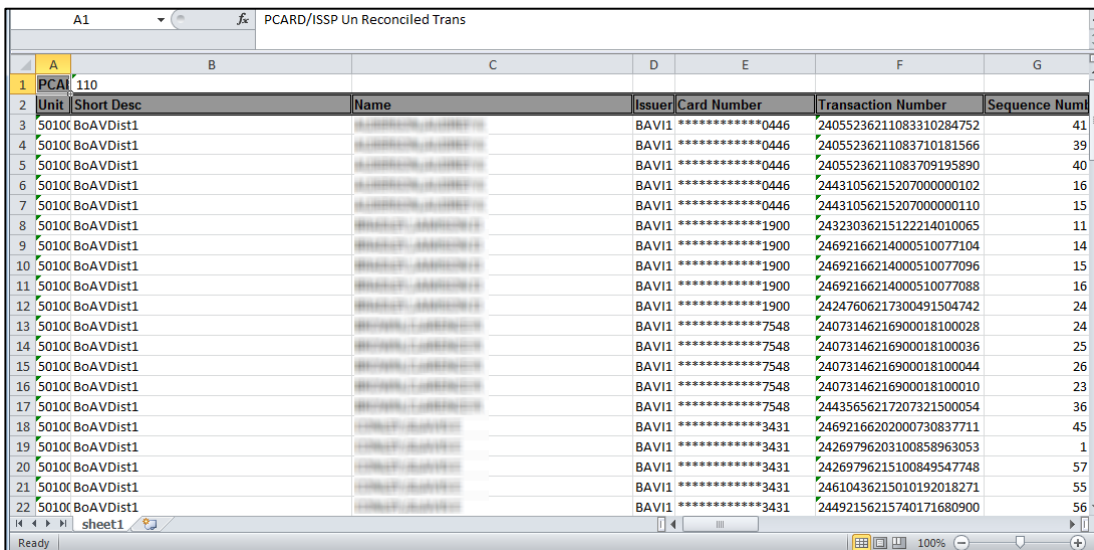
District (% For All):

Download results in:  CSV Text File XML File (147 kb)

View All

Unit	Short Desc	Name	Issuer	Card Number	Transaction Number	Sequence Number	Transaction Date	Line Number	Merchant	Reference Number	Supplier Item ID	Description	Unit of Measure	Quantity	Unit Price	Transaction Amount
1	50100 BoAVDist1		BAV11	*****0446	24055236211083310284752	41	07/29/2016	0	PREMIER STAFFING SOURCE				EA	1.0000	607.20000	607.200
2	50100 BoAVDist1		BAV11	*****0446	24055236211083710181566	39	07/29/2016	0	PREMIER STAFFING SOURCE				EA	1.0000	494.00000	494.000
3	50100 BoAVDist1		BAV11	*****0446	24055236211083709195890	40	07/29/2016	0	PREMIER STAFFING SOURCE				EA	1.0000	494.00000	494.000

- Enter appropriate information for all fields include **Card Issues, Name, and District**.
- Click the **View Results** button.
- Click the **Excel Spreadsheet** link.



Unit	Short Desc	Name	Issuer	Card Number	Transaction Number	Sequence Num
50100	BoAVDist1		BAV11	*****0446	24055236211083310284752	41
50100	BoAVDist1		BAV11	*****0446	24055236211083710181566	39
50100	BoAVDist1		BAV11	*****0446	24055236211083709195890	40
50100	BoAVDist1		BAV11	*****0446	2443105621520700000102	16
50100	BoAVDist1		BAV11	*****0446	2443105621520700000110	15
50100	BoAVDist1		BAV11	*****1900	24323036215122214010065	11
50100	BoAVDist1		BAV11	*****1900	24692166214000510077104	14
50100	BoAVDist1		BAV11	*****1900	24692166214000510077096	15
50100	BoAVDist1		BAV11	*****1900	24692166214000510077088	16
50100	BoAVDist1		BAV11	*****1900	24247606217300491504742	24
50100	BoAVDist1		BAV11	*****7548	24073146216900018100028	24
50100	BoAVDist1		BAV11	*****7548	24073146216900018100036	25
50100	BoAVDist1		BAV11	*****7548	24073146216900018100044	26
50100	BoAVDist1		BAV11	*****7548	24073146216900018100010	23
50100	BoAVDist1		BAV11	*****7548	24435656217207321500054	36
50100	BoAVDist1		BAV11	*****3431	24692166202000730837711	45
50100	BoAVDist1		BAV11	*****3431	24269796203100858963053	1
50100	BoAVDist1		BAV11	*****3431	24269796215100849547748	57
50100	BoAVDist1		BAV11	*****3431	24610436215010192018271	55
50100	BoAVDist1		BAV11	*****3431	24492156215740171680900	56

- Download the query results to an Excel document to view the unreconciled transactions and take appropriate action, which may include notifying appropriate PCard Administrators.
- The Cardinal PPS Team loads approved PCard transactions with valid ChartField status for the current billing and previous billing cycle(s) to voucher staging tables (last business day of the month) Voucher Build Processes which creates vouchers for regular and emergency PCard Transactions.

### Accounts Payable – Review/Update/Approve PCard Vouchers

1. The PCard Accountant runs the **V\_PR\_PCARD\_TRANS\_BY\_TRANS\_DT** query to review transactions, by district, included on the voucher for the billing date specified.
2. Enter in appropriate information for all fields, including **District Account** and **Billing Date**. For some fields, a % sign can search for all values.
3. In this instance, the query is being run for the **BoAVDist1** district account, billing date **8/15/2016**. This extracts transactions for the **BAV11 Card Issuer**.

V\_PR\_PCARD\_TRANS\_BY\_TRANS\_DT - PCARD Transactions by Trans Dt

Trans Date From: 07/16/2016

Trans Date To: 08/15/2016

Card Issuer (% for all): BAV11

Cardholder Name (% for all): %

Billing Date (MM/DD/YYYY): 08/15/2016

Status (% for all): %

Voucher ID (% for all): %

Account (% for all): %

Cost Center (% for all): %

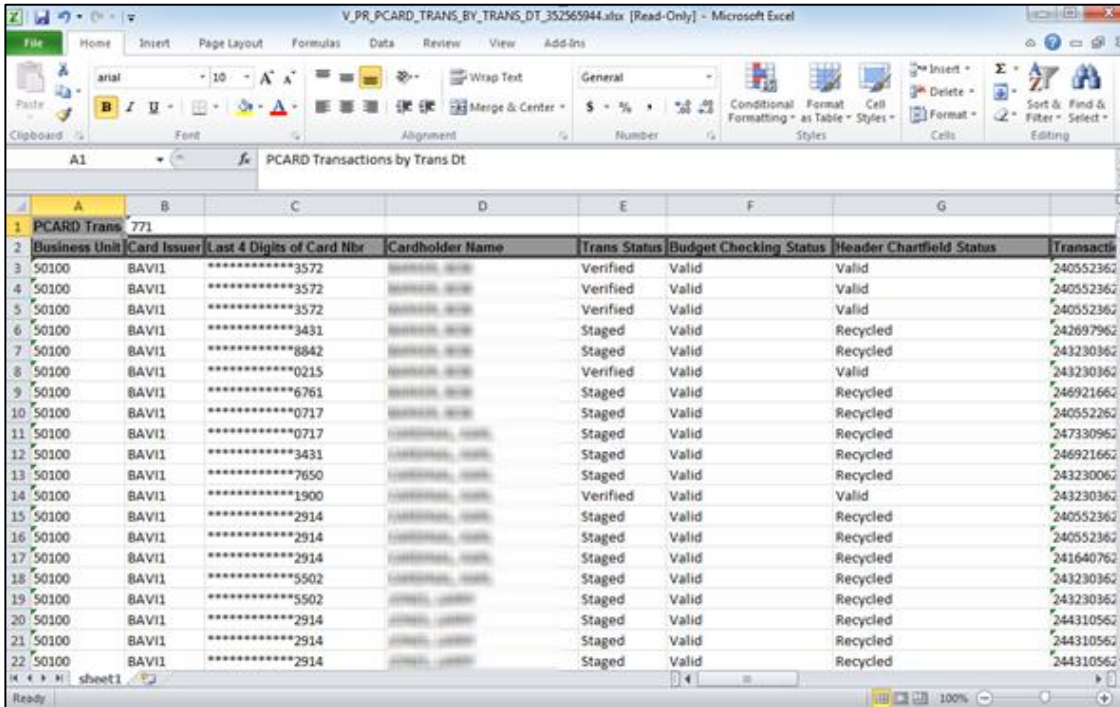
Department (% for all): %

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1279 kb\)](#)

[View All](#)

	Business Unit	Card Issuer	Last 4 Digits of Card Nbr	Cardholder Name	Trans Status	Budget Checking Status	Header Chartfield Status	Transaction Number	Trans Sequence Nbr	Entered Date	Sent to eVA	Trans Date	Trans Line Nbr	Trans Distrib Line Nbr	Posted Date	Billing Date	Trans Amt	Merchant
1	50100	BAV11	*****3572	Bob Barker	Verified	Valid	Valid	24055236214083359070838	8	08/03/2016		08/01/2016	1	1	08/02/2016	08/15/2016	120.320	PREMIER STAFFIN SOURCE
2	50100	BAV11	*****3572	Bob Barker	Verified	Valid	Valid	24055236214083359070838	8	08/03/2016		08/01/2016	1	2	08/02/2016	08/15/2016	120.320	PREMIER STAFFIN SOURCE
3	50100	BAV11	*****3572	Bob Barker	Verified	Valid	Valid	24055236214083359070838	8	08/03/2016		08/01/2016	1	3	08/02/2016	08/15/2016	120.320	PREMIER STAFFIN SOURCE

4. Click the **Excel Spreadsheet** hyperlink to download the query results to an Excel document.



	A	B	C	D	E	F	G
1	PCARD Trans	771					
2	Business Unit	Card Issuer	Last 4 Digits of Card Nbr	Cardholder Name	Trans Status	Budget Checking Status	Header Chartfield Status
3	50100	BAV11	*****3572	*****	Verified	Valid	Valid
4	50100	BAV11	*****3572	*****	Verified	Valid	Valid
5	50100	BAV11	*****3572	*****	Verified	Valid	Valid
6	50100	BAV11	*****3431	*****	Staged	Valid	Recycled
7	50100	BAV11	*****8842	*****	Staged	Valid	Recycled
8	50100	BAV11	*****0215	*****	Verified	Valid	Valid
9	50100	BAV11	*****6761	*****	Staged	Valid	Recycled
10	50100	BAV11	*****0717	*****	Staged	Valid	Recycled
11	50100	BAV11	*****0717	*****	Staged	Valid	Recycled
12	50100	BAV11	*****3431	*****	Staged	Valid	Recycled
13	50100	BAV11	*****7650	*****	Staged	Valid	Recycled
14	50100	BAV11	*****1900	*****	Verified	Valid	Valid
15	50100	BAV11	*****2914	*****	Staged	Valid	Recycled
16	50100	BAV11	*****2914	*****	Staged	Valid	Recycled
17	50100	BAV11	*****2914	*****	Staged	Valid	Recycled
18	50100	BAV11	*****5502	*****	Staged	Valid	Recycled
19	50100	BAV11	*****5502	*****	Staged	Valid	Recycled
20	50100	BAV11	*****2914	*****	Staged	Valid	Recycled
21	50100	BAV11	*****2914	*****	Staged	Valid	Recycled
22	50100	BAV11	*****2914	*****	Staged	Valid	Recycled

- In the downloaded Excel document, sum the **Amount** field. This total represents the total billed to District Account **BoAVDist1 (Card Issuer: BAV11)** on 08/15/2016 and will be needed for voucher reconciliation. This total will include both reconciled and unreconciled transactions. For this example, the total PCard Transactions is **\$473,016.65**.
- Sort the results by Voucher to determine the total amount included on the voucher(s) created for the billing period. In this example, the voucher number that was created is **00635822** and the total amount is **\$322,499.14**. The difference between the **Total** billed amount (**\$473,016.65**) and the **Voucher** amount (**\$322,499.14**) represents transactions that have either not been reconciled or have been reconciled but not approved for that billing period.

If the PCard transactions for the billing period exceed 500 lines a second voucher will be created.

Favorites | Main Menu > Worklist > Worklist

Worklist for V\_AP\_PCARD\_VOUCH\_APPROVER: PCard Accountant Vou

[Detail View](#) Work List Filters:  Feed

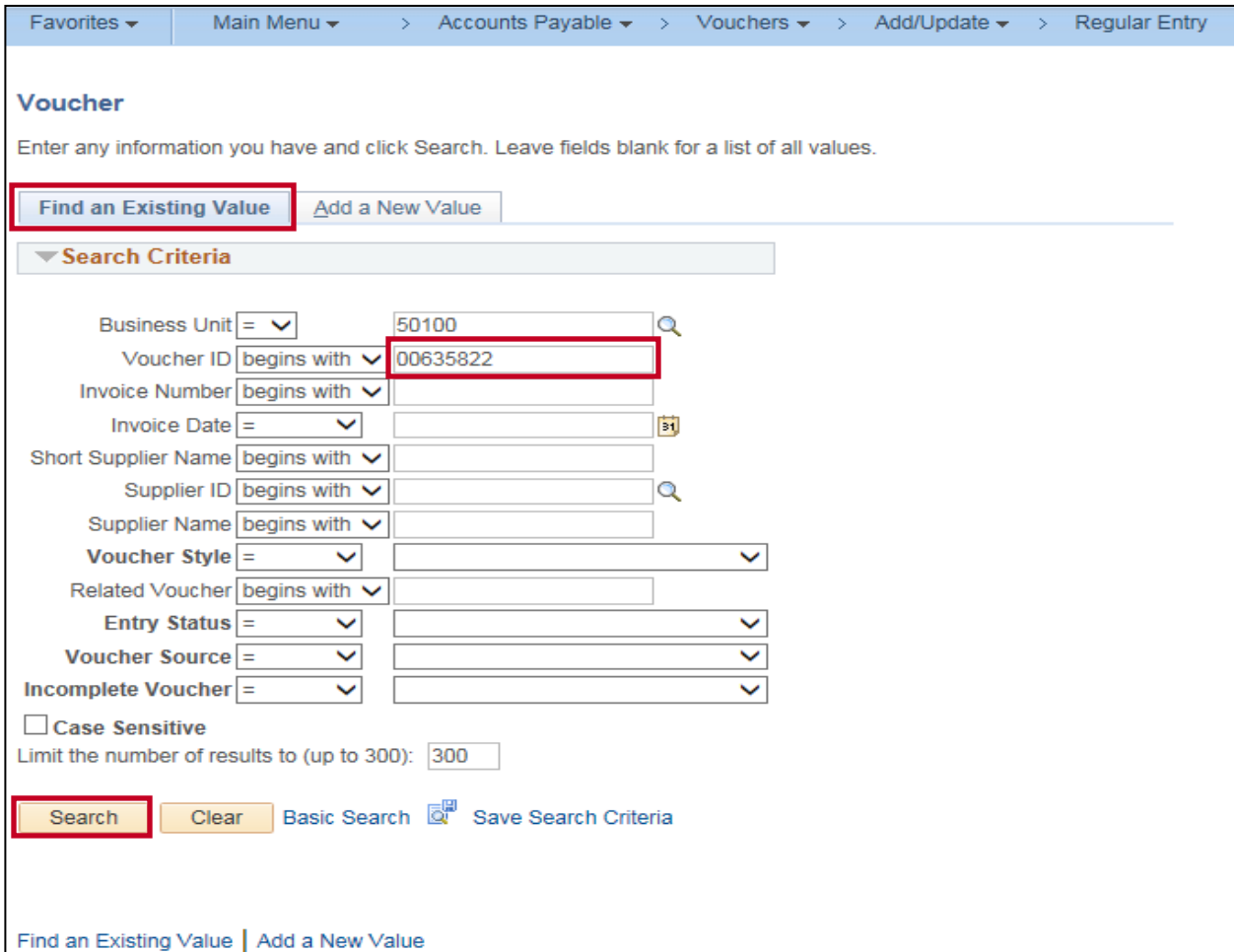
From	Date From	Work Item	Worked By Activity	Priority	Link		
Voucher Processor	03/30/2011	Approval Routing	Approval Workflow	3-Low	<a href="#">VoucherApproval. 1172. 50100. 2010-10-05. N. 0. BUSINESS UNIT 50100. VOUCHER ID:00000186. RDC.RA.0.A</a>	Mark Worked	Reassign
Accounts Payable Batch Process	03/30/2011	Approval Routing	Approval Workflow	3-Low	<a href="#">VoucherApproval. 1176. 50100. 2010-10-05. N. 0. BUSINESS UNIT 50100. VOUCHER ID:00000206. RDC.RA.0.A</a>	Mark Worked	Reassign
Voucher Processor	04/06/2011	Approval Routing	Approval Workflow	3-Low	<a href="#">VoucherApproval. 1322. 50100. 2010-10-05. N. 0. BUSINESS UNIT 50100. VOUCHER ID:00000209. RDC.RA.0.A</a>	Mark Worked	Reassign
Accounts Payable Batch Process	04/28/2011	Approval Routing	Approval Workflow	3-Low	<a href="#">VoucherApproval. 1694. 50100. 2010-10-07. N. 0. BUSINESS UNIT 50100. VOUCHER ID:00000277. RDC.RA.0.A</a>	Mark Worked	Reassign
Accounts Payable Batch Process	04/28/2011	Approval Routing	Approval Workflow	3-Low	<a href="#">VoucherApproval. 1703. 50100. 2010-10-07. N. 0. BUSINESS UNIT 50100. VOUCHER ID:00000280. RDC.RA.0.A</a>	Mark Worked	Reassign
Accounts Payable Batch Process	08/22/2011	Approval Routing	Approval Workflow	3-Low	<a href="#">VoucherApproval. 4647. 50100. 2010-10-07. N. 0. BUSINESS UNIT 50100. VOUCHER ID:00004365. RDC.RA.0.A</a>	Mark Worked	Reassign
Accounts Payable Batch Process	09/20/2011	Approval Routing	Approval Workflow	3-Low	<a href="#">VoucherApproval. 4762. 50100. 2010-10-07. N. 0. BUSINESS UNIT 50100. VOUCHER ID:00004410. RDC.RA.0.A</a>	Mark Worked	Reassign
Accounts Payable Batch Process	09/20/2011	Approval Routing	Approval Workflow	3-Low	<a href="#">VoucherApproval. 4763. 50100. 2010-10-07. N. 0. BUSINESS UNIT 50100. VOUCHER ID:00004411. RDC.RA.0.A</a>	Mark Worked	Reassign

7. Navigate to the **Worklist**. Click the **Worklist** to view Cardinal items pending action.
8. The PCard Voucher Approver would need to be aware of his or her **District** and **Customer Account Number**. The Approver would not likely know what **Voucher IDs** apply to their **District**, and would need to review each of the Vouchers on the **Worklist** to determine which vouchers are applicable to their **District**. At this point, the Approver would need to make note of each **Voucher ID** on the **Worklist** for future reference.

- Access the voucher and make any necessary adjustments to ensure the amount paid is the total amount billed (which should match the total from the **Transactions by Transaction Date** query).

Navigate to the **Voucher** page using the following path:

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



- On the **Find an Existing Value** tab, enter the **Voucher ID** for your District, in this example, **00635822**. This voucher number is the one from the **Transactions by Transaction Date** query.
- Click the **Search** button.

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

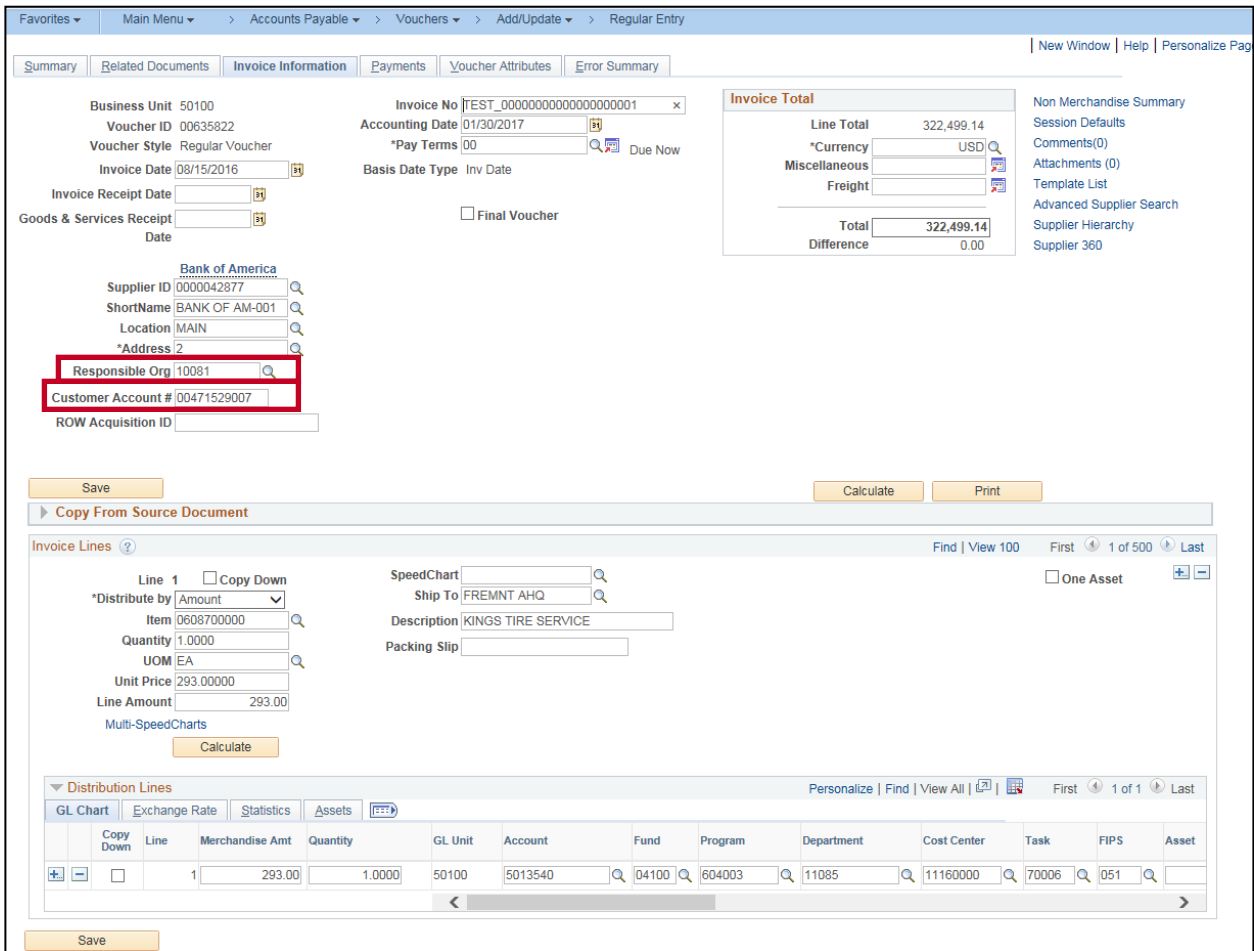
Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

<b>Business Unit</b> 50100	<b>Invoice Date</b> 08/15/2016
<b>Voucher ID</b> 00635822	<b>Invoice No</b> 1_08152016_BILL_000000001
<b>Voucher Style</b> Regular	<b>Invoice Total</b> 322,499.14 USD
<b>Supplier Name</b> Bank of America 1 Commercial Place VA6-100-03-01 VA10023369 EVAAD44069 Norfolk, VA 23510	
<b>Entry Status</b> Postable	<b>Pay Terms</b> Due Now
<b>Match Status</b> No Match	<b>Voucher Source</b> Procurement Cards
<b>Approval Status</b> Pending	<b>Origin</b> ONL
<b>Post Status</b> Unposted	<b>Created On</b> 01/30/2017 11:28AM
	<b>Created By</b> PPS1_ANGELA.GRAY
	<b>Last Update</b> 01/30/2017 11:30AM
	<b>Modified By</b> PPS1_ANGELA.GRAY
	<b>ERS Type</b> Not Applicable
	<b>Close Status</b> Open
<b>Budget Status</b> Not Chk'd	
<b>Budget Misc Status</b> Valid	
<b>*View Related</b> <input type="text" value="Payment Inquiry"/> <input type="button" value="Go"/>	

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

12. The **Voucher Summary** page displays for voucher **00635822**. Note the **Voucher Source** and **Invoice No.**





**Invoice Information**

Business Unit: 50100  
 Voucher ID: 00635822  
 Voucher Style: Regular Voucher  
 Invoice Date: 08/15/2016  
 Invoice Receipt Date:   
 Goods & Services Receipt Date:   
 Invoice No: TEST\_00000000000000000001  
 Accounting Date: 01/30/2017  
 \*Pay Terms: 00 Due Now  
 Basis Date Type: Inv Date  
 Final Voucher

Bank of America  
 Supplier ID: 000042877  
 ShortName: BANK OF AM-001  
 Location: MAIN  
 \*Address: ?  
 Responsible Org: 10081  
 Customer Account #: 00471529007  
 ROW Acquisition ID:

Invoice Total  
 Line Total: 322,499.14  
 \*Currency: USD  
 Miscellaneous:   
 Freight:   
 Total: 322,499.14  
 Difference: 0.00

Copy From Source Document

Invoice Lines

Line 1  Copy Down  
 \*Distribute by: Amount  
 Item: 0608700000  
 Quantity: 1.0000  
 UOM: EA  
 Unit Price: 293.00000  
 Line Amount: 293.00  
 Description: KINGS TIRE SERVICE  
 Ship To: FREMNT AHQ  
 Packing Slip:   
 One Asset

Distribution Lines

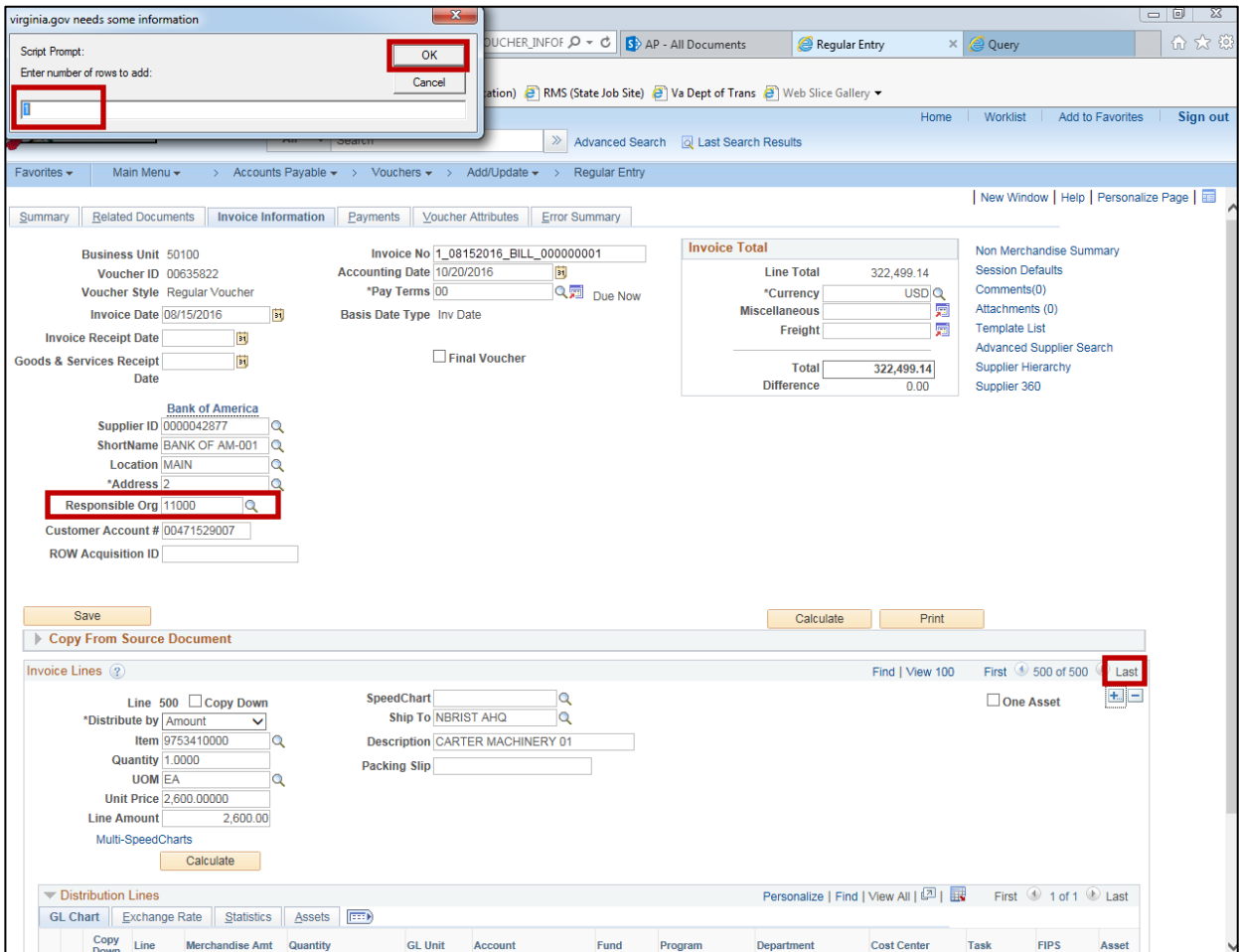
Copy Down	Line	Merchandise Amt	Quantity	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset
<input type="checkbox"/>	1	293.00	1.0000	50100	5013540	04100	604003	11085	11160000	70006	051	

- Click the **Invoice Information** tab to display the invoice information for voucher **00635822**. Note the **Customer Account #**. For this voucher, the **Customer Account #** is **00471529007**. The PCard Approver notes that this is his or her District's **Customer Account #** and is responsible for updating this voucher to properly reflect the recent billing statement.

14. To update the PCard vouchers, the PCard Approver will need to complete two actions for each applicable voucher:
- a. Update the **Responsible Org** field on the **Invoice Information** tab.
  - b. Insert Voucher **Line** information.
    - i. This step is dependent on the **Invoice Number**. The naming standard for **PCard Voucher Invoice Numbers** follows this format: [district] + [bill date] + [desc].
    - ii. The [desc] field will be one of either two values: **BILL** or **ADJUST**.
      1. **BILL**: represents a current billing cycle voucher.
        - (a) The voucher must be updated by inserting an additional Voucher Line for unreconciled transactions included on the Billing Statement.
          - (i) **Speedtype/Cost Center: 1112022**
          - (ii) **Account: 5013090**
          - (iii) **Department ID: XXXXX** (District or Central Office)
          - (iv) **Merchandise Amount: \$\$\$.\$\$**
        - (b) Voucher Invoice Total amount must agree with BOA Billing Statement total.
      2. **ADJUST**: represents a previous billing cycle voucher.
        - (a) The voucher must be updated by inserting an additional Voucher Line to clear the amount previously recorded to **Suspense**.
          - (i) **Speedtype/Cost Center: 1112022**
          - (ii) **Account: 5013090**
          - (iii) **Department ID: XXXXX** (District or Central Office)
          - (iv) **Merchandise Amount: -\$\$\$.\$\$** (total of voucher line amounts created from approved transactions)
        - (b) **Voucher Invoice Total** amount must be \$0.00.

15. For this example, the **Invoice No. 1\_08152016\_BILL\_0000000001** reveals the District as District 1, the billing date as 08/15/2016, and the description BILL indicates that this is the first voucher in the billing statement.

Updates **a** and **b.i.1** from above will need to be made.



virginia.gov needs some information

Script Prompt:  
Enter number of rows to add:  
1  
OK  
Cancel

DUCHER\_INFOF... AP - All Documents Regular Entry Query

Home Worklist Add to Favorites Sign out

Advanced Search Last Search Results

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 1\_08152016\_BILL\_000000001  
 Voucher ID 00635822 Accounting Date 10/20/2016  
 Voucher Style Regular Voucher \*Pay Terms 00 Due Now  
 Invoice Date 08/15/2016 Basis Date Type Inv Date  
 Invoice Receipt Date  
 Goods & Services Receipt Date Final Voucher

Bank of America  
 Supplier ID 0000042877  
 ShortName BANK OF AM-001  
 Location MAIN  
 \*Address 2  
 Responsible Org 11000  
 Customer Account # 00471529007  
 ROW Acquisition ID

Invoice Total  
 Line Total 322,499.14  
 \*Currency USD  
 Miscellaneous  
 Freight  
 Total 322,499.14  
 Difference 0.00

Non Merchandise Summary  
 Session Defaults  
 Comments(0)  
 Attachments(0)  
 Template List  
 Advanced Supplier Search  
 Supplier Hierarchy  
 Supplier 360

Save Calculate Print

Copy From Source Document

Invoice Lines Find | View 100 First 500 of 500 Last  
 Line 500 Copy Down  
 \*Distribute by Amount  
 Item 9753410000  
 Quantity 1.0000  
 UOM EA  
 Unit Price 2,600.00000  
 Line Amount 2,600.00  
 Multi-SpeedCharts  
 Calculate

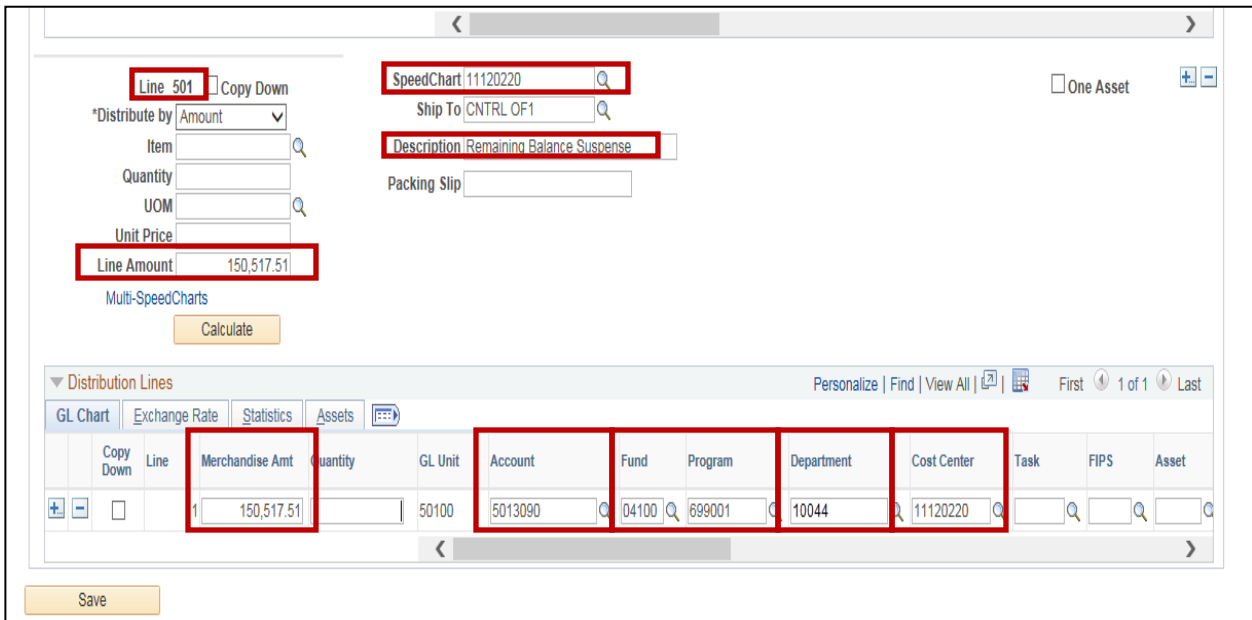
SpeedChart  
 Ship To NBRIST AHQ  
 Description CARTER MACHINERY 01  
 Packing Slip

One Asset

Distribution Lines Personalize Find View All 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	FIPS	Asset
-----------	------	-----------------	----------	---------	---------	------	---------	------------	-------------	------	------	-------

16. In the **Responsible Org** field on the **Invoice Information** tab, enter **11000** for the Bristol District Office.
17. Scroll to the bottom of the page.
18. Click the **Last** hyperlink in the upper-right of the **Invoice Lines** section to show the last invoice line.
19. In the right-hand corner of the **Invoice Lines** section, click the (+) icon to add a new invoice line.
20. A pop-up window opens requesting the number of rows to add.
21. Click the **OK** button to add **1** new voucher line.



Line 501  Copy Down

\*Distribute by: Amount

Item: \_\_\_\_\_

Quantity: \_\_\_\_\_

UOM: \_\_\_\_\_

Unit Price: \_\_\_\_\_

Line Amount: 150,517.51

SpeedChart: 11120220

Ship To: CNTRL OF1

Description: Remaining Balance Suspense

Packing Slip: \_\_\_\_\_

Multi-SpeedCharts

Calculate

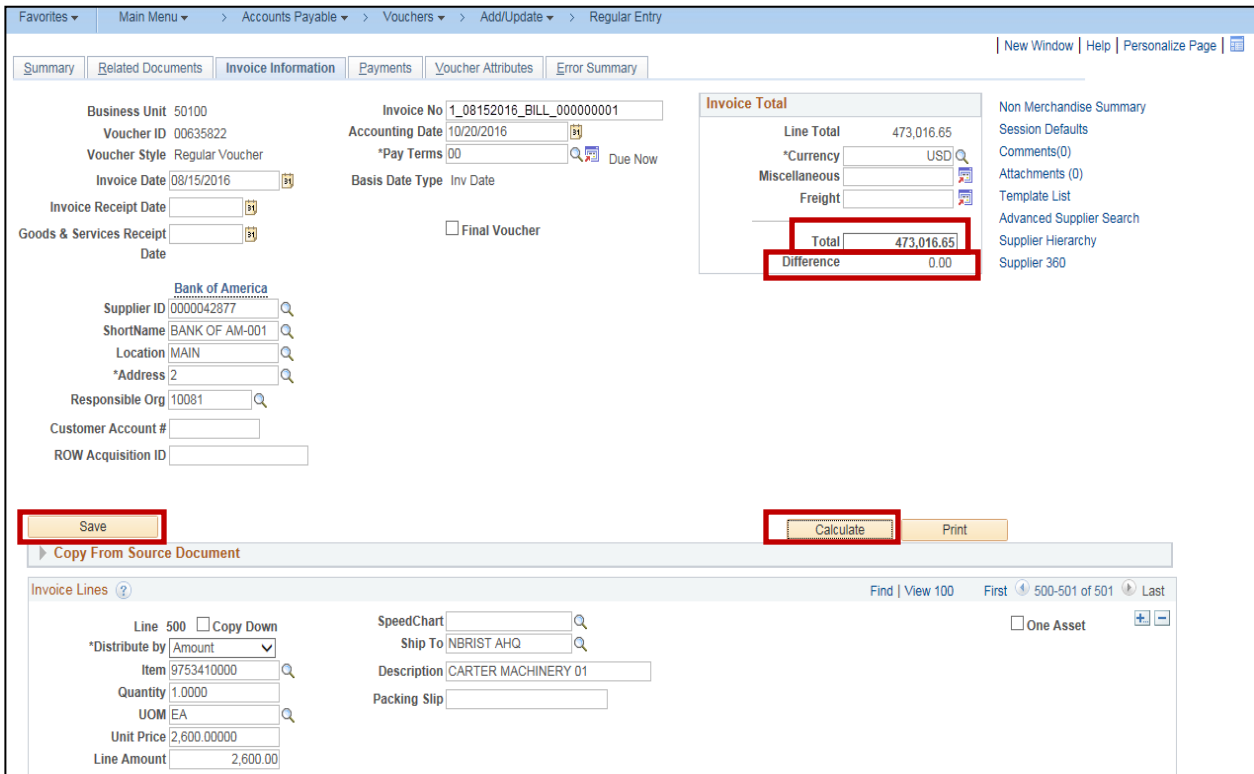
One Asset

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

GL Chart	Exchange Rate	Statistics	Assets	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset
				5013090	04100	699001	10044	11120220			

Save

22. A new Voucher Line **501** is added.
23. Enter a value into the **Description** field to indicate this distribution represents the remaining billing statement balance.
24. In the **SpeedChart** field, enter **1112022**.
25. This **SpeedChart** populates the **Fund**, **Program**, and **Cost Center** fields.
26. The total billing statement was \$473,016.65: the existing invoice amount on this voucher was **\$322,499.14**. Thus, a total of **\$150,517.51** (\$473,016.65 - \$322,499.14) needs to be added via invoice line 501 to make the total voucher amount equal to the billing statement. In this example, the remaining balance for the Bristol District (**BAVIO**) from the 08/15/2016 billing statement is **\$150,517.51**. Add this to the **Merchandise Amt** field in the distribution for Invoice Line 501 as well as the **Line Amount** field.
27. In the **Account** field, enter **5013090**.
28. In the **Department** field, enter the appropriate **Department**.



The screenshot shows the 'Regular Entry' window for processing a PCard voucher. The 'Invoice Information' tab is active. Key fields include:

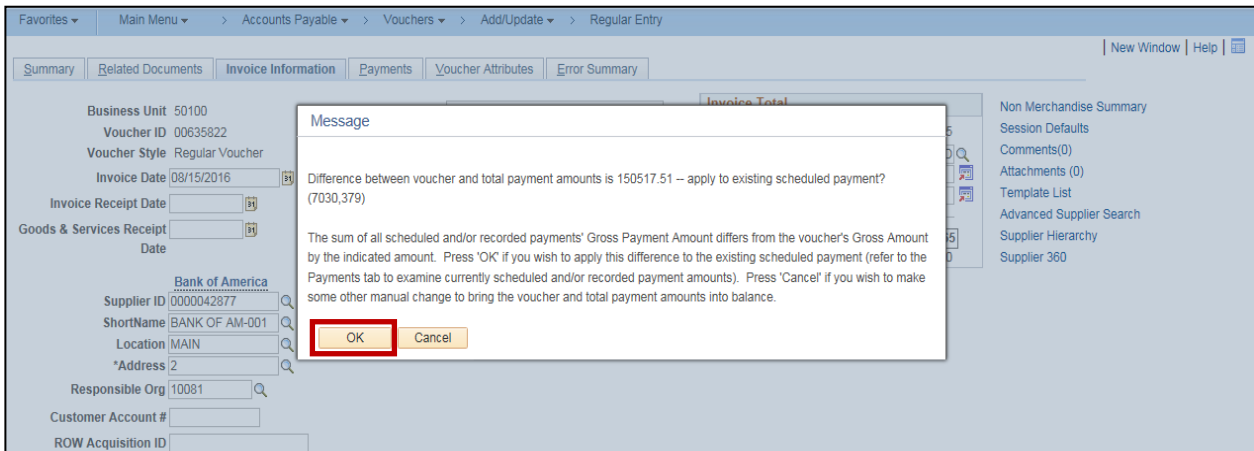
- Business Unit: 50100
- Voucher ID: 00635822
- Voucher Style: Regular Voucher
- Invoice No: 1\_08152016\_BILL\_000000001
- Accounting Date: 10/20/2016
- \*Pay Terms: 00
- Invoice Date: 08/15/2016
- Basis Date Type: Inv Date
- Supplier: Bank of America (Supplier ID: 0000042877)

The 'Invoice Total' summary shows:

Line Total	473,016.65
*Currency	USD
Miscellaneous	
Freight	
<b>Total</b>	<b>473,016.65</b>
<b>Difference</b>	<b>0.00</b>

At the bottom, the 'Invoice Lines' section shows a single line (Line 500) with a line amount of 2,600.00. The 'Calculate' and 'Save' buttons are highlighted with red boxes.

29. Scroll to the top of the page. In the **Invoice Lines Total** field, enter the total amount of the billing statement. This should equal the sum of the existing invoice lines and the newly added line.
30. Click the **Calculate** button.
31. The **Difference** field should show **0.00**.
32. Click the **Save** button.



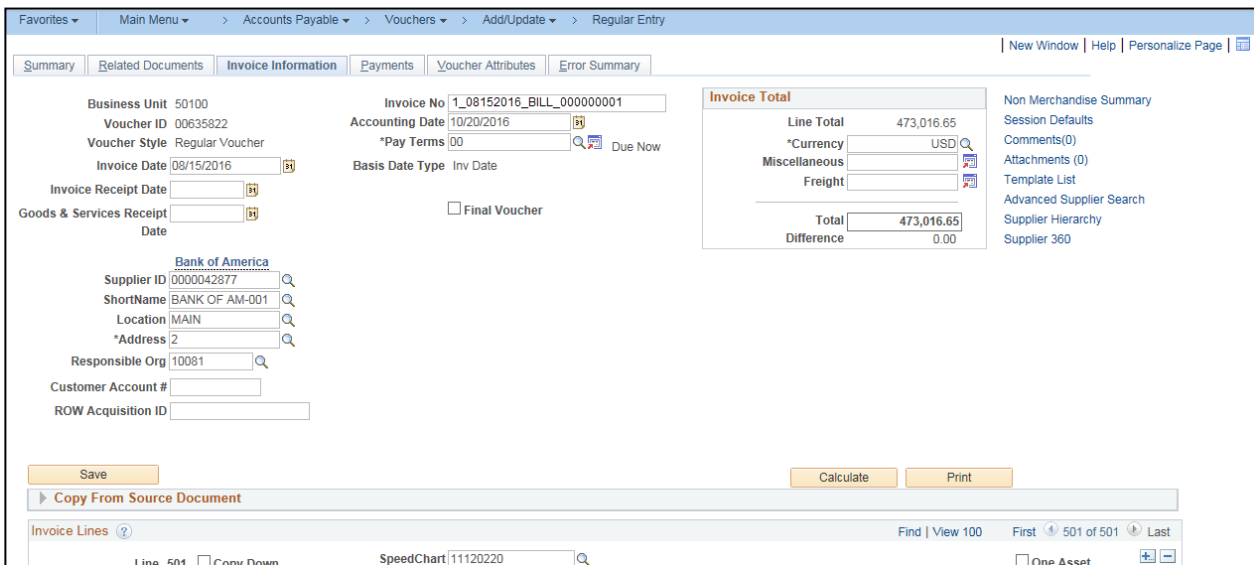
Message

Difference between voucher and total payment amounts is 150517.51 -- 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

33. Click the **OK** button on the resulting pop-up.



Business Unit 50100  
 Voucher ID 00635822  
 Voucher Style Regular Voucher  
 Invoice Date 08/15/2016  
 Invoice Receipt Date  
 Goods & Services Receipt Date  
 Supplier Bank of America  
 Supplier ID 0000042877  
 ShortName BANK OF AM-001  
 Location MAIN  
 \*Address 2  
 Responsible Org 10081  
 Customer Account #  
 ROW Acquisition ID

Invoice No 1\_08152016\_BILL\_000000001  
 Accounting Date 10/20/2016  
 \*Pay Terms 00 Due Now  
 Basis Date Type Inv Date  
 Final Voucher

Invoice Total	
Line Total	473,016.65
*Currency	USD
Miscellaneous	
Freight	
<b>Total</b>	<b>473,016.65</b>
Difference	0.00

Save Calculate Print

Copy From Source Document

Invoice Lines Line 501 Copy Down SpeedChart11120220 Find View 100 First 501 of 501 Last One Asset

34. The voucher is now **Saved**.

35. 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, who can then review and approve. The voucher is now ready for payment.

**To Process ISSP Transactions****Purchasing – Review/Verify/Reconcile ISSP Transactions**

1. ISSP transactions from supplier are loaded daily (1 file) into Cardinal: **Batch Processor**.
2. Correct Load errors: Procurement System Administrator.
3. Review and verify/reconcile (or dispute) ISSP transactions, apply distributions (if necessary), and budget check: **ISSP Reconciler**.
4. Approve verified/reconciled PCard (ISSP) transactions: **Supervisor assigned to the PCard (ISSP) (Location)**.

For more details, see the courses entitled **501 PR349: Managing PCards and ISSP Transactions** and **501 PR343: Procurement Approvals**, located on the Cardinal website in **Course Materials** under **Training**.

5. Load approved PCard (ISSP) transactions to voucher staging tables (daily).

**Accounts Payable – Review/Update/Approve ISSP Vouchers**

1. Voucher Build Processes: **Batch Processor**
2. Run the query **V\_PR\_PCARD\_TRANS\_BY\_TRANS\_DT** to review transactions, by district, included on the voucher: **PCard Voucher Accountant**
3. Update voucher with **Responsible Org (10015: Fiscal Division)** and approve voucher: **PCard Voucher Accountant**