

#### **Entering a Purchase Order Voucher Overview**

In Cardinal, Purchase Order (PO) Vouchers associate Vouchers to a contract through the PO. PO Vouchers are created by copying from a Receipt or a PO. In Cardinal, most online Vouchers are copied from the Receipt, except for professional services and SiteManager PO Vouchers, which are copied from the PO.

The benefits to creating Vouchers from Receipts and POs include:

- A reduction in both time and effort by not having to re-key data to the Voucher
- Automated tracking of the amount and quantity remaining on the PO
- Automated cross-reference between POs and Vouchers

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

### **Table of Contents**

2
16
16
18
22
25
27
29



### AP312\_Entering a Purchase Order Voucher (VDOT Only)

### **Creating a PO Voucher**

To create a PO Voucher, the associated Cardinal PO number or Receipt ID, or other information about the PO or Receipt in order to select the correct record, must be known. This may appear on the supplier's invoice.

Step	Action
1.	Navigate to the <b>Regular Entry</b> page using the following path:
	Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
The Vo	oucher Add a New Value page displays.
Favorites	Main Menu      Accounts Payable      Vouchers      Add/Update      Regular Entry
Voucher	
	Q Find an Existing Value
Adda	a New Value
	*Business Unit 50100 Q *Voucher ID NEXT
	*Voucher Style Regular Voucher
	Supplier Name
	Short Supplier Name
	Supplier ID
	Supplier Location
A	Address Sequence Number 0
	Invoice Number
	Invoice Date
	Gross Invoice Amount 0.000
	Freight Amount 0.000
	Sales Tax Amount 0.000
	Entered VAT Amount 0.000
	Misc Charge Amount 0.000
	Tax Exempt Flag
Esti	mated No. of Invoice Lines 1
	Add
2.	The <b>Business Unit</b> field defaults for the Agency. The Voucher ID field defaults to "NEXT". The
	Voucher Style field defaults to "Regular Voucher". Do not change these values.
3.	Click the <b>Add</b> button.
•	
	Add



# AP312\_Entering a Purchase Order Voucher (VDOT Only)

Ste	p Action
The I	<b>nvoice Information</b> tab displays by default.
_	Favorites   Main Menu
	Business Unit 50100       Invoice No       Invoice Total       Non Merchandise Summary         Voucher ID NEXT       Accounting Date 06/16/2025       ii       Session Defaults       Comments(0)         Voucher Style Regular Voucher       *Pay Terms 30       *       Net 30       Miscellaneous       F         Invoice Date       iii       Basis Date Type Prompt Payment       Freight       Template List       Advanced Supplier Search         Goods & Services       iii       Frinal Voucher       Total       0.00       Supplier Herarchy         Receipt Date       0.00       Difference       0.00       Supplier 360
	Supplier ID Q   ShortName Q   Location Q   *Address Incomplete Voucher   Responsible Org 10015   Q   Customer Account #
	ROW Acquisition ID         Save       Save For Later         Action       Run         Calculate       Print             Provice Lines @       Find View All         Find       Copy Down         SpeedChart       Q         One Asset         *Distribute by Amount       Ship To CNTRL OF1         Description       Calculate
4.	Quantity       Quantity       Packing Slip         Unit Price       Packing Slip         Click the Expand icon for the Copy From Source Document section.
	Copy From Source Document
The s	section expands.
Cop	y From Source Document       PO Unit     Q     PO Number     Q     Copy PO     Copy From None     Y     Go
5.	Enter or select the Business Unit in the <b>PO Unit</b> field.
6.	Click the <b>Copy From</b> dropdown button.
	Copy From None V Go

\_\_\_\_



Step	Action
7.	Click the <b>PO Receipt</b> list item.
	Non PO Receipt None PO Receipt Purchase Order Only Template Voucher
i	Select "Purchase Order Only" if the Invoice is for professional services or SiteManager.
8.	Click the <b>Go</b> link.
	Copy PO Copy From PO Receipt V Go
i	Do not click the <b>Copy PO</b> button.
The <b>C</b>	opy Worksheet page displays.
	Favorites ▼ Main Menu ▼ >> Accounts Payable ▼ >> Vouchers ▼ >> Add/Update ▼ >> Regular Entry
	Copy Worksheet
	Business Unit     50100     Voucher ID     NEXT     Back to Invoice       Receiver Lookup Criteria     Image: Contract State S
	PO Business Unit PO Number Q PO Date Option No Date PO Date PO Date
	Receipt Unit     Q       Receipt Number From     Q       rRecv Dt Opt     No Date       rRecvipt Line From     Receiver Line To       Pro Number     Q       Pro Number     Q
	Carrier ID Q Bill of Lading Q
	Additional Search Criteria
	Max Rows to Return Search Copy Selected Lines



Step	Action
9.	In the Receiver Lookup Criteria section, enter the PO Business Unit number.
	PO Business Unit
i	If copying from a Purchase Order only, this section displays as <b>PO Lookup Criteria</b> .
10.	Enter the PO Number (related to the Receipt) in the <b>PO Number field</b> .
	PO Number
G	If you do not know the PO Number, but have the Receipt Number(s):
J	<ul> <li>a. Enter the Business Unit in the Receipt Unit field</li> <li>b. Enter the applicable Receipt Number in the Receipt Number From field. Cardinal allows the entry of a range of Receipt Numbers if needed</li> </ul>
	Do not click the <b>Copy Entire Document</b> button.
11.	Click the <b>Search</b> button.
	Max Rows to Return Search



### AP312\_Entering a Purchase Order Voucher (VDOT Only)

Step | Action

The **Select Receiver Lines** (or **Select PO Lines** if copying from Purchase Order only) section displays at the bottom of the page.

Business Unit 50100		Voucher ID NEXT	Back to Invoice	
Receiver Lookup Criteria				
PO Business Unit 50100	٩	PO Number 000127	2844 Q	
*PO Date Option No Date	~	PO Date	31	
Ship To	Q			
Receipt Unit	Q			
Receipt Number From	Q	Receipt Number To		
*Recv Dt Opt No Date	~	Receipt Date	<u></u>	
Receiver Line From Pro Number	Q	Receiver Line To Packing Slip	Q	Reset
Carrier ID	Q	Bill of Lading	Q	Reset
Additional Search Criteria		Din of Lucing	^ ``	
Max Rows to Return Search	C	opy Selected Lines		
elect Receiver Lines		F	nd View All First 🕚 1 of	9 🕑 Last
PO Business Unit 50100	PO Number 0001272	2844	PO Date 08/09/2	
Receipt Unit 50100	Receipt Number 0002576	3504	Receipt Date 02/18/	2025
Ship To CNTRL OF2	Pro Number			
Carrier ID	Packing Slip			
Supplier ID 0000028758 Wetland Studies & Solutions Inc	Bill of Lading		Select All	select All
Select Receiver Lines		Personalize   Find   View All	🕗 🔜 First 🕢 1 of 1	€ Last
Main Information Contract Information UPN Inform	ation			
Select Receipt Seg Item ID Description		Unit Drice Merchandise	Currency Procurement C	Group Un
Select Line Seq Item ID Description	Quantity UOM	Unit Price Amount	Currency ID	Qtj
1 1 Contract Ba	se Pricing 6108.0000 HUR	1.00000 6108.0	USD	
•				Þ
Select All Deselect All				
In the upper right corner of				
of X). Click the View All	link and use the	scroll bar to vi	ew all of the Re	eceipts returned.
		-		
Find View All	First 🕢 1 of	F9 🕟 Last		
		-		
F	O Date 08/09/	2023		
	pt Date 02/18/	2025		
Recei				
Recei				



Ste	p Acti	on											
All ro	ws disp	lay.											
	Select Recei	ver Lines	5						Find	I View 1	First 🕚	) 1-9 of 9 🕑	Last
	Wetland Stu		Re	ness Unit 50 ceipt Unit 50 Ship To C Carrier ID upplier ID 00	0100 NTRL OF2	PO Number 0 Receipt Number 0 Pro Number Packing Slip Bill of Lading						<ul> <li>08/09/2023</li> <li>02/18/2025</li> <li>Deselect</li> </ul>	All
	Select Red							Personalize	Find View All		First 🕚		
	Main Inform	nation	<u>C</u> ontract	Information	UPN Information								
	Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Procu ID	urement Group	Un Qt
			1	1	Contract Base Prici	ng 6108.0000	HUR	1.00000	6108.00	USD			
	✓ Select All       Deselect All         PO Business Unit 50100       PO Number 0001272844         Receipt Unit 50100       Receipt Number 0002576656         Ship To CNTRL OF2       Pro Number												
	Wetland Stu	ıdies & So		upplier ID 0	000028758	Packing Slip Bill of Lading							
	Select Red				[]			Personalize	Find View All	2  🔣	First 🕚	1 of 1 🕟 La	ist
	Main Infor	nation	<u>C</u> ontract	Information	UPN Information								
	Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Proc ID	curement Group	Q
			1	1	Contract Base Pricin	ng 8090.0300	HUR	1.00000	8090.03	USD			
1	Select All       Deselect All         Image now shows two of the Receipts (scroll down to see additional Receipts) in this example. In the upper right corner of each Receipt, the number of Receipt Lines (or PO Lines) displays (1 of X).												
13.	Click	the V	View	<b>All</b> link	and use the	e scrollbar to	o vie	w all the	Receipts	returr	ned.		



Step	Action	1										
For this	scenari	io, the	re is	one R	eceipt Line f	or each R	ecei	pt.				
ſ	Select Recei	ver Lines							Fin	d View 1 F	irst 🕢 1-9 of 9 🕑 L	.ast
			Rec	ess Unit 50 eipt Unit 50 Ship To Cl arrier ID pplier ID 00	0100 F NTRL OF2	PO Number 0 Receipt Number 0 Pro Number Packing Slip Bill of Lading				Recei	O Date 08/09/2023 pt Date 02/18/2025	
	Wetland Stu							Personalize	Find View All		elect All 🔲 Deselect A	
	Main Inform			formation	UPN Information			1 ersonalize	I I IIId   Viciti al			
	Select	Receipt Line	Seq	Item ID	Description	Quantity	иом	Unit Price	Merchandise Amount	Currency	Procurement Group ID	Un Qt
			1	1	Contract Base Pricing	6108.0000	HUR	1.00000	6108.00	USD		Þ
	Select All	I 🗖 Des	elect All									
	Wetland Stu		Rec C Su	ess Unit 5 eipt Unit 5 Ship To C Carrier ID pplier ID 0	0100 NTRL OF2	PO Number Receipt Number Pro Number Packing Slip Bill of Lading					PO Date 08/09/2023 sipt Date 02/18/2025	
	Select Rec							Personalize	Find View All	🖉 🔜 🛛 Fi	rst 🕢 1 of 1 🕟 Las	t
	Main Inform	mation	Contract Ir	formation	UPN Information							
	Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Procurement Group ID	UQ
			1		Contract Base Pricing	8090.0300	HUR	1.0000	0 8090.0	3 USD		Þ
	Select All	I 🗖 Des	elect All									
i	If the PO is for Professional Services, the PO will be set to Amount Only and the <b>Merchandise</b> <b>Amount</b> field will be open for update on the <b>Copy Worksheet</b> page. Otherwise, the PO will be set to Quantity and the <b>Quantity</b> field will be open for updates on the <b>Copy Worksheet</b> page as shown. <b>VERY IMPORTANT</b> : If the Invoice received is to pay for a partial PO Quantity or Merchandise											O will be t page as
	Amoun	nt, the	Qua	ntity o	r Merchand Vorksheet p	ise Amou	<b>int</b> f	ield mu	st be adju	usted to r	natch the In	voiced
	If the Ir Purcha			narging	g for an item	that does	not	show u	p as beir	ig receive	ed here, cor	ntact the



	Action										
	Adjust	the Qu	antity	or Me	rchandise am	iounts if n	eces	sary.			
	Select Receiver Lines Personalize   Find   View All   🖉   📑 First										
	Main Info		<u>C</u> ontract li	nformation	UPN Information						
	Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	
			1	1	Contract Base Pricing	6108.0000	HUR	1.00000	6108.00	USD	
	•										
	Select A	II 🗖 Des	elect All								
Select All       PO Business Unit 50100       PO Number 0001272844       Pr         Receipt Unit 50100       Receipt Number 0002576656       Receipt         Ship To       CNTRL OF2       Pro Number         Carrier ID       Packing Slip         Supplier ID       000028758         Wetland Studies & Solutions Inc											
	Select Re	ceiver Lin	es					Personalize	Find View All	2   📑	Firs
	Main Info	rmation	<u>C</u> ontract li	nformation	UPN Information						
	Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	
			1	1	Contract Base Pricing	8090.030	HUR	1.00000	0 8090.0	3 USD	
	•							-			
	Vouche Select	er.			to the left of					be co	piec
	Repeat	this st	ep foi	r each	Receipt or PO	O to be co	pied	to the V	oucher.		
					ould be copie the <b>Deselec</b>					ch Rec	eip <sup>.</sup>



Step	Action				
16.	Selected Lines butt		the appropriate Lines selecte eceiver Lines (or Select PO s group fields.		
	Max Rows to Return	Search	Copy Selected Lines		
	Select Receiver Lines			Find View All	First 🤇

The Invoice Information page redisplays with the selected information copied.

Invoice Information Payments Voucher Attribute	ies		
Business Unit 50100	Invoice No	Invoice Total	Non Merchandise Summary
Voucher ID NEXT	Accounting Date 06/16/2025	Line Total 14,198.03	Session Defaults
Voucher Style Regular Voucher	*Pay Terms 30 Q 🕅 Net 30	*Currency USD	Comments(0) Attachments (0)
Invoice Date	Basis Date Type Prompt Payment	Miscellaneous 7	Template List
Invoice Receipt Date			Advanced Supplier Search
Goods & Services 02/18/2025	Final Voucher	Total 14,198.03	Supplier Hierarchy
Wetland Studies & Solution		Difference 0.00	Supplier 360
Supplier ID 0000028758	Control Group		
ShortName WETLAND ST-001			
Location MAIN			
*Address 2	Incomplete Voucher		
Responsible Org 12011			
Customer Account #			
ROW Acquisition ID			
Save Save For Later	Action 🗸 🗸	Run Calculate Print	
Copy From Source Document			
PO Unit	PO Number Copy	PO Copy From None V	Go
Invoice Lines 👔		Find View	All First 🕢 1 of 2 🕑 Last
Line 1 Copy Down	SpeedChart	Purchase Order	
*Diotribute Quantity	•	50100 0001272844 1 1	Cone Asset — —
by	hip To CNTRL OF2	Associate Receiver(s)	UPN
nom	ription Contract Base Pricing	Force Price     Adjust PO Percentage	Calculate
Quantity 6,108.0000 Packin UOM HUR Q Contract	tg Slip ct Info 000000000000000000005111	Allocate by Percentage	
Unit Price 1.00000	1 1 1 0 1		
Line 6,108.00			
Amount Multi-SpeedCharts			
multi opecionano			
Pay Torms are conied	over from the PO/Receipt	t and will be overwritten	if optored by the u
prior to copying the PC	D/Receipt. Be sure to che	ck the Pay Terms prior	to saving the vouc
	tion Oceale & Comisses	Deceivet Deter and the	
	tion, Goods & Services		Invoice Lines sect
are populated with the	Receipt data (or PO data	if the PO is copied).	
The Address field value	ue can be changed, but th	e Supplier ID field sho	uld not be changed
it matches the PO or R			5
	leceipt.		
	· · · · · ·		
	voice number in the Invoi	i <b>ce No</b> field.	



Step	Action
18.	In the Invoice Lines section to the right, the number of Invoice Lines display as 1 of x (in this scenario 1 of 2 since two Lines were selected to be copied). Click the View All link.          Find       View All       First       1 of 2       Last

#### The Invoice Lines display.

	bution Lines t Exchange Rate	Statistics	Assots	b)				Personalize	Find View All	🖉   🔙	First 🧃	) 1 of 1	Last		
	Comu	O Percent Pe		Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program		Department	c	Cost Center		
• -		100.0000	100.0000	6,108.0			5012680	04720	Q 514008		10011		12110004		
		100.0000	100.0000	0,100.0	0100.0	• • • • • • • • • • • • • • • • • • •	0012000		Q 014000	Q	10011		•		
Line	2 Copy Dov	vn			Spee	dChart	Q	Purchase Order				e Asset	+ -	0	
	Quantity	-	Ship To	CNTRL OF2	م			50100 000127284 Associate Receive			UPN				
b <u>i</u> Iten	•	Q		Contract Base				Gerce Price			(	Calculate			
	y 8,090.0300 M HUR	Q	Packing Slip Contract Info	000000000000	000000005111			Adjust PO Perce Allocate by Perce							
Unit Price	e 1.00000	<u> </u>		1 1 1 0 1	6			7 NIOCULO DJ T CICK	Jindgo						
Line Amoun		03													
Multi-	-SpeedCharts														
									Find View All		First (				
	t Exchange Rate														
		Statistics	Assets	(4::::)				Personalize	Find View All		Filst @	9 1 of 1	Last		
	Copy Down Line F	O Percent Pe	rcent	Merchandise Amt			Account	Fund	Program		rtment		Last Center		
	Use the If PO/F making	e scrc	ollbar t ot Line to on	o view s were y selec	all Lin copie	es as a d that s needed	pplicabl hould n PO/Red	e. ot be inc ceipt Line	Program	canc he <b>C</b>	rtment	e Vo	center Duche <b>kshe</b>	er and ree eet page.	
<b>)</b> <b>)</b>	Line F Use the If PO/F making an Invo	e scrc e scrc geceip g sure bice lin	ot Line to on the is c	o view s were ly selec copied	all Lin copie ct the r into th	es as a d that s needed e Voucl	hould n PO/Rec	e. ot be inc ceipt Line the PO/	Program luded, es on tl Receip	canc he <b>C</b> ot, it o	cel the opy V canno	e Vo Nor ot be	ouche kshe e dele	et page.	Once
	Use the If PO/F making an Invo	e scrc e scrc geceip g sure bice lin	ot Line to on the is c	o view s were ly selec copied	all Lin copie ct the r into th	es as a d that s needed e Voucl	hould n PO/Rec	e. ot be inc ceipt Line the PO/	Program luded, es on tl Receip	canc he <b>C</b> ot, it o	cel the opy V canno	e Vo Nor ot be	ouche kshe e dele	et page. eted.	Once
	lf PO/F making an Invo	e scrc Receip y sure bice lin	ot Line to on the is c	o view s were ly selec copied it Sour	all Lin copie ct the r into th	es as a d that s needed e Voucl	hould n PO/Rec	e. ot be inc ceipt Line the PO/	Program luded, es on tl Receip	canc he <b>C</b> ot, it o	cel the opy V canno	e Vo Nor ot be	ouche kshe e dele	et page. eted.	Once
	lf PO/F making an Invo	e scrc Receip y sure bice lin	et Line to on he is c	o view s were ly selec copied it Sour	all Lin copie ct the r into th	es as a d that s needed e Voucl	hould n PO/Rec	e. ot be inc ceipt Line the PO/	Program luded, es on tl Receip	canc he <b>C</b> ot, it o	cel the opy V canno	e Vo Nor ot be	ouche kshe e dele	et page. eted.	Once
	Line F Use the If PO/F making an Invo Click th copied	e scro Receip sure bice lin he Vie	of Line to on the is o w/Ed	o view s were ly selec copied it Sour	all Lin copie ct the r into th	es as a d that s needed e Voucl	hould n PO/Rec	e. ot be inc ceipt Line the PO/	Program luded, es on tl Receip	canc he <b>C</b> ot, it o	cel the opy V canno	e Vo Nor ot be	ouche kshe e dele	et page. eted.	Once
	Line F Use the If PO/F making an Invo Click th copied	e scro Receip sure bice lin ne Vie hase	of Line to on the is o w/Ed	err werehandlise Amt o view s were ly select copied it Sour r 444[1]1	all Lin copie ct the r into th	es as a d that s needed e Voucl	hould n PO/Rec	e. ot be inc ceipt Line the PO/	Program luded, es on tl Receip	canc he <b>C</b> ot, it o	cel the opy V canno	e Vo Nor ot be	ouche kshe e dele	et page. eted.	Once
	Line F Use the If PO/F making an Invo Click th copied	e scro Receip sure bice lin he Vie chase	et Line to on he is c w/Ed Orde	err werehandlise Amt o view s were ly select copied it Sour r 444[1]1	all Lin copie ct the r into th	es as a d that s needed e Voucl	hould n PO/Rec	e. ot be inc ceipt Line the PO/	Program luded, es on tl Receip	canc he <b>C</b> ot, it o	cel the opy V canno	e Vo Nor ot be	ouche kshe e dele	et page. eted.	Once
	Line F	e scro Receip sure bice lin he Vie chase	of Line to on ne is c w/Ed Orde Recei Price	er view es were ly select copied it Sour er 444[1]1 ver(s)	all Lin e copie ct the r into the r <b>ce</b> lint	es as a d that s needed e Voucl	hould n PO/Rec	e. ot be inc ceipt Line the PO/	Program luded, es on tl Receip	canc he <b>C</b> ot, it o	cel the opy V canno	e Vo Nor ot be	ouche kshe e dele	et page. eted.	Once
	Line F	e scro Receip sure bice lin he Vie chase	of Line to on ne is c w/Ed Orde Recei Price	err werehandlise Amt o view s were ly select copied it Sour r 444[1]1	all Lin e copie ct the r into the r <b>ce</b> lint	es as a d that s needed e Voucl	hould n PO/Rec	e. ot be inc ceipt Line the PO/	Program luded, es on tl Receip	canc he <b>C</b> ot, it o	cel the opy V canno	e Vo Nor ot be	ouche kshe e dele	et page. eted.	Once
	Line F	e scro Receip sure bice lin he Vie chase	ot Line to on ne is c w/Ed Orde Recei Price D Perc	er view es were ly select copied it Sour er 444[1]1 ver(s)	all Lin e copie ct the r into the r <b>ce</b> linh	es as a d that s needed e Voucl	hould n PO/Rec	e. ot be inc ceipt Line the PO/	Program luded, es on tl Receip	canc he <b>C</b> ot, it o	cel the opy V canno	e Vo Nor ot be	ouche kshe e dele	et page. eted.	Once



Step	Action
The Vi	ew Source PO/Receiver Information page displays in a pop-up window.
V	/iew Source PO/Receiver Information
PC	Help         Unit 50100       Voucher NEXT       Line 1       *Line Match Option Full Match       Image: Colspan="2">Image: Colspan="2">Help         O Number       Receipt Number       Receipt Number         O Unit       PO No.       PO Schedule       Receipt Unit Receipt Number Line       Schedule         0001272844       1       1       50100       0002576504       1       1         PO/Receipt Comments       OK       Cancel       Refresh       Refresh       Refresh       Refresh
<b>i</b>	It is important to ensure that the PO Number./Receipt Number is attached to the Voucher to ensure the PO Activity Summary is correctly represented.
21.	Click the <b>OK</b> button to return to the <b>Invoice Information</b> page.
i	One Invoice Line on a Voucher may have one or more Distribution Lines as copied from the PO. On the <b>Distribution Lines</b> section to the right, the number of Lines displays as <b>1 of X</b> (1 of 2 in this scenario).
22.	Click the <b>View All</b> link and use the scrollbar to view all <b>Distribution Lines</b> populated. In this example, only one Distribution Line exists for each Invoice Line.
	Distribution Lines       Personalize   Find View All P   Finst I of 1 Lest         GL Chart       Exchange Rate       Statistics       Assets       Finst       I of 1 Lest         Copy Down       Line       PO Percent       Merchandise Amt       Quantity       'GL Unit       Account       Fund       Program       Department       Cost Center         Lest       Interview       Interview
i	The ChartField values on the Distribution Line(s) can be changed as needed. The PO/Receipt will remain attached to the Invoice Line for each Distribution Line.
23.	If you do not need to make any changes to Distributions Lines, proceed to Step 25.
24.	If changes are needed to the Distribution Lines, see the <u>Updating Distribution Lines</u> section of this Job Aid for instructions.



Step	Action
25.	Enter the Invoice Receipt Date in the Invoice Receipt Date field.
	Invoice Receipt Date
26.	Review the <b>Responsible Org</b> field and verify and/or update this field as applicable.
	Responsible Org 12011
27.	If the Customer Account number is listed on the Invoice, add it in the <b>Customer Account #</b> field. Otherwise, proceed to the next step.
	Customer Account #
28.	Review the <b>Total</b> field and ensure accuracy.
	Invoice Total Line Total 14,198.03
	*Currency USD Miscellaneous
	Freight 7
	Total14,198.03Difference0.00
j	The Total only requires an update when the <b>Copy Selected Lines</b> functionality is used multiple times.
	More than one PO can be paid on a single Voucher as long as they are all for the same supplier.
i	To copy receipts for additional PO's, go to the <b>Copy From Source Document</b> section as many times as needed.
	<b>Note</b> : The <b>PO Unit</b> field under the <b>Copy From Source Document</b> field is not open for entry when copying additional Receipts or POs into a Voucher. The <b>Copy From</b> field needs to be populated and then click the <b>Go</b> link to open the <b>Copy Worksheet</b> page. The PO Unit is then entered on the <b>Copy Worksheet</b> page.
29.	Click the <b>Save</b> button.
	Save Save For Later
30.	Record the Voucher Number assigned by Cardinal in the Voucher ID field.
	Voucher ID 01750291



Step	Action											
	The Voucher should be in balance, and the <b>Difference</b> field should display " <b>0.0</b> " in the <b>Invoice Total</b> section.											
1	There are some instances when the Invoice is not balanced. A difference of 1 or 2 cents usually indicates a rounding difference between the Invoice amount and PO/Receipt amount. The difference is displayed on the <b>Invoice Information</b> page.											
	Rounding differences are easily corrected by selecting the <b>Invoice Information</b> tab. On the <b>Invoice Lines</b> section, select the <b>Distribute by</b> dropdown and update the <b>Amount</b> field.											
31.	Click the <b>Related Documents</b> tab.											
	Summary         Related Documents         Invoice Information         Payments         Youcher Attributes         Error Summary											

#### The **Related Documents** tab displays.

Favorites 🕶	Main	Menu → Acco	ounts Payable <del>-</del>	> Vouchers	·▼ > Add/Up	date 🔻 >	Regular Entry						
Summary	Related [	Documents Invoic	e Information	Payments	Voucher Attribute	es <u>E</u> rror S	ummary						
	Vouche oucher S	Unit 50100 r ID 01750291 tyle Regular Voucher r ID 0000028758			Invoice No P Invoice Date 0	-	79	j.	Action		▼ [	Run	
<ul> <li>Payment</li> </ul>	t Details							Pers	sonalize   Find	View All   🔁	📑 🛛 First 🕚	1 of 1 🕟 Last	
Actions		Payment Status		Scheduled to Pay	Payment Reference	Remit SetID	Remit Supplier	Remitting Address	Payment Method	Gross Payment Amount	Paid Amount	Payment Currency	
→ Actions	P	Not Selected for Pay	ment	07/16/2025		STATE	0000028758		3 ACH	14,198.03	;	USD	
Save	e Search	eceiver Information	fresh	Voucher Attrib	outes   Error Sum	ımary					<b>•</b> /	Ndd 🖉 Updat	e/Display
		the Expa rmation so Voucher	ections.				e – PC	) Infor	matior	n and Vo	ucher Li	ne – Re	ceiv

Voucher Line - Receiver Information



Step	Action										
The pag	ge refreshe	es and the	selected I	ines exp	and.						
	Voucher Line	- PO Information					Personalize Find	d   View All   🗷	First 🕢	) 1-2 of 2 🕟 Last	7
	Invoice line		PO Business Unit	Purchase Order	Line Number	Schedule Number		Quantity Vouchered	Unit of Measure	Unit Price	
	1	Full Match	50100	0001272844	1	1		6108.00	000 HUR	1.00000	
	2	Full Match	50100	0001272844	1	1 1		8090.0300 HUR		1.00000	
	Voucher Line	- Receiver Information				Personalize Fi		d   View All   🔁	🔣 First 🤇	🚯 1-2 of 2 🕟 Last	
	Invoice line	Receiving Business Unit	Receipt Number	Receipt Line	Receiver Shipping Sequence	Quantity Enter	ed Unit of Measure	Applied Receiv			
	1	50100	0002576504	1		1 6108.	0000 HUR		6108.000	6108.000	
	<b>2</b>	50100	0002576656	1		1 8090.	0300 HUR		8090.030	8090.030	
	Save										
	Deturn to Search	Notify Of Dof	ach							Add El Undata/D	in
	Return to Search	Notify 2 Refr		har Attributas I Erra	r Summany				Ľ	Add 🖉 Update/D	.5
	Summary   Related Do	cuments   invoice informa	ion   Payments   vouc	ner Auributes   End	a Summary						
33.	Verify tha	t all POs a	nd Receip	ots relate	ed to the	Supplier	Invoice	are list	ed.		
	Cardinal	batch proce	esses run	periodic	ally duri	na the da	ailv batch	noroce	ssina. 1	The <b>Summ</b>	arv
		plays the sta		ponodic		ig the de	any battor	i piece	comg.		u y
	Favorites -	Main Menu 🗸 >	Accounts Payable 🔻	> Vouchers -	> Add/Update	✓ > Regular Er	ntry				
						5					
	Summary Re	elated Documents	roice Information	Payments Vo	ucher Attributes	Error Summary					
	Business I	Jnit 50100		Ir	voice Date 06/16	/2025					
		r ID 01750291			Invoice No PO_	0001300379					
	Voucher Style Regular Invoice Total 14,198.03 USD Supplier Name Wetland Studies & Solutions Inc										
	Supplier Na	time Wetland Studies & 5300 Wellington B									
		Suite 100									
		VA10047264									
		EVAAD35495	155								
	Entry Sta	Gainesville, VA 20 Itus Postable	155								
		itus Ready		Vou	Pay Terms Net icher Source Onli						
	Approval Sta				Origin ONI						
	Post Sta	tus Unposted			Created On 06/1	6/2025 2:36PM					
					Created By 002						
	Budgot Sta	tue Not Chkid			Last Update 06/1						
	Budget Sta	itus Not Chk'd			Modified By 002 ERS Type Not						
	Budget Misc Sta	itus Valid			Close Status Ope						
	*View Rela	ted Payment Inquiry		Ƴ G₀							
	The Return to Se	arch 🖃 Notify 📿	Pofroch			Add.	/归 Update/Di	ionlay			
	-							ispiay			
	Summary   Related	I Documents   Invoice Inf	ormation   Payments	Voucher Attribut	ies   Error Summar	1					
	<b>F</b> -		<i>c</i>								
	Below are	e some key	fields on	this tab							
	• M	atch Statu		rac tha	Vouchor	Invoico t	o tho Du	rchaso	Ordor a	and Pocoin	+
									Oluela	ind Kecelp	ι
		leady, Mato						., .			
		udget Stat							er and d	educts the	
	Vo	oucher amo	ount from	the budg	get (Not	Chk'd, V	alid, or E	Error)			
		pproval Sta			• •			,	ng, App	roved. or D	Denied)
						••		•	3, · • P	, <b></b>	
	These sta	atuses upda	ate on the	Vouche	er as it go	pes throu	igh proce	essing.			
					-						



### AP312\_Entering a Purchase Order Voucher (VDOT Only)

#### **Updating Distribution Lines**

This section of the Job Aid will focus specifically on the **Invoice Lines** and/or **Distribution Lines** section of the **Invoice Information** page and will walk through the steps to make updates in this section of the page only.

#### SpeedCharts vs. Multi-SpeedCharts

#### Single ChartField

For a single SpeedChart, use the **SpeedChart** field on the Line to change the Distribution Line for a single Line Voucher.

Invoice Li	nes 🧿	)									Find View	v All 🛛 First 🕚	1 of 2 🕟 Last
Lin *Distribur E Iter Quanti	te Quar by m	· ·	own ✓ □Q	-	CNTRL OF2	SpeedChart Q icing	:	<u>a</u>	50100  Associ	ase Order 0001272844 1  ate Receiver(s) ce Price at PO Percentag		One Ass UPN Calcul	
UO Unit Pric Lin Amour	M HUR ce 1.000	6,10	8.00		00000000000000000000000000000000000000	0000005111			Alloca	te by Percenta	99		
🐨 Distri	bution	Lines							F	<sup>p</sup> ersonalize   Fi	nd   View All   🔁   📗	First 🕢 1 c	f 1 🕟 Last
GL Chai	nt E	change R	ate <u>S</u> tatis	tics <u>A</u> ssets									
	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account		Fund	Program	Department	Cost Center
+ -		1	1 100.0000	100.0000	6,108.00	6108.0000	50100	5012680	Q	04720	514008 Q	10011	12110004

Enter the applicable SpeedChart in the **SpeedChart** field and the applicable Distribution Lines fields will auto-populate.



# AP312\_Entering a Purchase Order Voucher (VDOT Only)

#### Multi-SpeedCharts

In	voic	e Li	ines 👔	)									Find Vie	w All First 🕚 2	of 2 🕟 Last
	Qu Uni A	tribu Ite Janti UC t Pri Li	te Quar by m ity 8,090 M HUR ce 1.000	0.0300 000 8,09	own	Description Packing Sli	o [CNTRL OF2   Contract Base Pr 			Q	50100 Associ	ase Order 0001272844[1] ate Receiver(s) ce Price t PO Percentag te by Percentag	e	One Asse UPN Calculat	
	- D	istr	ibution	Lines							F	Personalize   Fir	nd   View All   🔄   👖	First 🕚 1 of	1 🕟 Last
	GL	Cha	rt E	kchange Ra	ate <u>S</u> tatist	ics <u>A</u> ssets	)								
			Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account		Fund	Program	Department	Cost Center
[	ŧ.	-		1	100.0000	100.0000	8,090.03	8090.0300	50100	5012680		04720 Q	514008	10011	12110004

Use the **Multi-SpeedCharts** link to append additional Line(s) or overwrite the Distribution Line with multiple Distribution Lines on the Voucher Line.

The Multi-SpeedChart functionality is useful for keying AP Transmittal forms that have multiple accounting lines with different SpeedCharts (**Fund/Program** and **Department/FIPS** (if SpeedChart is a Project)).

ChartFields populate after the SpeedChart is entered, and ChartFields when entering multiple do not have to be rekeyed on the Distribution Lines.

The **Calculate** button on the Invoice Line may need to be clicked to balance the line after making updates to the Distribution Lines.



### Appending (Add) Distribution Line(s) using Multi-SpeedCharts Functionality

Step	Action
The Invoic	e Lines section.
*Distribute Quan by Item Quantity 6,108 UOM HUR Unit Price 1.000 Line Amount Multi-SpeedC	Associate Receiver(s) Description Contract Base Pricing Packing Slip Contract Info 000000000000000000000000000000000000
1.	1 100.0000 6,108.00 6108.0000 50100 5012680 Q 04720 G 514008 Q 10011 Q 12110044
i	This opens the <b>Merchandise Amt</b> field on the Distribution Line for data entry. AP Transmittal forms with multiple accounting lines distribute by Amount rather than Quantity.
2.	Click the Multi-SpeedCharts link. Multi-SpeedCharts



Step	Action
The Multip	le SpeedCharts page displays in a pop-up window.
	Multiple SpeedCharts         Business Unit: 50100         Voucher ID: 01750291         Line Number: 1         Distribute By:       Amount         Invoice Line Amount:       6,108.00       USD         Remaining Amount:       0.00         SpeedChart Selections       Personalize Find View All [2] [2] First 1 of 1 to Last         *SpeedChart Selections       Personalize Find View All [2] [2] First 1 of 1 to Last         OK       Cancel
3.	Verify that the <b>Distribute By</b> field displays "Amount".
i	In the <b>SpeedChart Process Options</b> section, the <b>Append</b> radio button is selected by default. Do not change it.
4.	In the <b>SpeedChart Key</b> field, enter or select the SpeedChart value applicable for the additional Distribution Line.
1	The Amount to Distribute field can be left blank and the amounts can be adjusted on the Invoice Information page.
5.	If needed, click the <b>Add a New Row (+)</b> icon to add additional Distribution Lines and repeat Step 4.



Step	Actio	า													
6.	Click t	he <b>OK</b>	button	to returr	n to the <b>In</b>	voice	Informa	atior	n pag	ge.					
	(	OK	Ca	ancel	Refresh										
The Invoic	e Line	s sectio	on redi	splays.											
Invoice Lines	?)											Find	View All Fi	st 🕢 1	l of 2 🕟 Last
Line 1		ı			SpeedChart		Q	Purcl	hase Oro	der				One Asse	et + -
*Distribute Amo	ount 🗸	_	Ship To	CNTRL OF2	Q				0 000127: ciate Rec				UP	4	
by Item		Q		Contract Base Pric	-	]		F	orce Price	э				Calcula	te
Quantity 6,10			Packing Slip Contract Info	000000000000000000000000000000000000000	000005111				ust PO Pe cate by Pe		_				
Unit Price 1.00	000		ŀ	1 1 1 0 1	l.			7 410	Sato Dy F	broom	iligo				
Line Amount	6,108.00	4													
Multi-Speed	dCharts														
Distribution		Statistica	Acceta					F	Personaliz	e   F	ind   View A	AII   🔁	📑 First 🤇	) 1-2 of	2 🕟 Last
GL Chart E Copy Down	xchange Rate	Statistics Percent Per			Quantity	*GL Unit	Account		Fund		Program	m	Departmer	•	Cost Cente
	1	100.0000	100.0000	6,108.00	6108.0000	50100	5012680		04720	0	Q 51400	8	Q 10011		12110004
															· · · · ·
7.	Click t	he Vie	w All li	ink to see	e all of the	e Distr	ibution L	ines							
		1.0													
	Find	View A	All 🛛		First 🕚	1 of	2 💽 Las	st							
	-														
The page r	efreshe	s and	all Dist	ribution I	Lines disp	olay.									
Invoice Line	es 🕐										Fi	ind View	All First 🕚	1 of 2	€ Last
Line	1 🗆 Сору D	own			SpeedChart		٩	Purchas	se Order				One A:	set	+ -
*Distribute	<u></u>	~	Ship Te	CNTRL OF2	Q				00127284 te Receive				UPN		
by		Q	•	Contract Base Pri	cing			Forc	e Price PO Perce	ntago			Calc	ilate	
UOM	6,108.0000 HUR	Q	Packing Slip Contract Info	p 000000000000000000000000000000000000	0000005111				e by Perce		=				
Unit Price Line		8.00			li		L								
Amount															
Mulu-C	speedonants														
▼ Distrib	ution Lines							Pe	rsonalize	Find	View 1	2	First 🕢 1-2	of 2 🕟	Last
	Exchange R	ate <u>S</u> tatistic	cs <u>A</u> ssets												
	Copy Down Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account		Fund		Program		Department	Cos	t Cente
+ -		1 100.0000	100.0000	6,108.00	6108.0000	50100	5012680	Q	04720	Q	514008	Q	10011	Q 121	110004
+		2 100.0000		0.00		50100		Q	04720	Q	603024	٩	12090	٩	
						4									•



Step	Action		
8.	In the <b>Distribution Lines</b> section, update to distribute the amount for the additional <b>I</b> Merchandise Amt       Quantity         6,108.00       6108.0000         0.00       0.00		if open) field
9.	Click the Allocate by Percentage button is Lines section to allow the system to distrib Purchase Order 50100 0001272844 1 1 Associate Receiver(s) Force Price Adjust PO Percentage Allocate by Percentage		
The Distril	oution Lines update.		
Invoice Lines (?		Find View All	First 🕢 1 of 2 🕑 Last
	Copy Down SpeedChart		One Asset
*Distribute Amo	nt V Ship To CNTRL OF2	50100 0001272844 1 1 Associate Receiver(s)	UPN

	by				D CNTRL OF2	Q			Associa							
lto	m		Q	Description	n Contract Base Pri	cing	1			e Price	. /			C	alculate	
	ity 6,108	2 0000	_	Packing Sli			-	1	Adjust	PO Percer	ntage					
	-		_		P 000000000000000000000000000000000000	000005111					-	_				
	MHUR		_Q	Contract Inte	1 1 1 0 1	0000005111		l	Allocat	e by Percer	ntage	•				
Unit Pric			_			/										
Lir	ne	6,108	.00													
Amou	int															
Mult	ti-Speed	Charts														
- Diete		1 faces										1	_			
🔻 Distri	ibution															A 1
		Lines							Pe	rsonalize	Find	View 1 🛛 🔁		First 🕚	1-2 of 2	🕑 Last
GL Cha	rt E	xchange Rat	e <u>S</u> tatisti	ics <u>A</u> ssets					Pe	rsonalize	Find	View 1   凸		First 🕚	1-2 of 2	Last
GL Cha	Copy Down	xchange Rat	e <u>S</u> tatisti PO Percent		Merchandise Amt	Quantity	*GL Unit	Account	Pe	Fund	Find	View 1 [ 전 Program		First ④		
	Copy Down	xchange Rat	PO Percent	Percent	Merchandise Amt					Fund		Program		Department		Cost Cent
	Сору	xchange Rat			Merchandise Amt	Quantity 2999.9992	*GL Unit 50100	Account 5012680	Pe	Fund	Find					Cost Cen
± =	Copy Down	xchange Rat	PO Percent	Percent	Merchandise Amt				Q	Fund		Program 514008	Q	Department	Q	Cost Cent 1211000
+	Copy Down	tine	PO Percent	Percent 49.1159	Merchandise Amt	2999.9992	50100	5012680	Q	Fund 04720	٩	Program 514008	Q	Department 10011	Q	<ul> <li>Last</li> <li>Cost Cent</li> <li>12110004</li> <li>12110004</li> </ul>
+	Copy Down	tine	PO Percent	Percent 49.1159	Merchandise Amt	2999.9992	50100 50100	5012680	Q	Fund 04720	٩	Program 514008	Q	Department 10011	Q	Cost Cent
+	Copy Down	tine	PO Percent	Percent 49.1159	Merchandise Amt	2999.9992	50100 50100	5012680	Q	Fund 04720	٩	Program 514008	Q	Department 10011	Q	Cost Cent



# AP312\_Entering a Purchase Order Voucher (VDOT Only)

#### **Overwriting Distribution Lines**

Step		Action								
voice Information page.										
nvoice Li	nes 🕐	)						Find View	wAll First 🕢 1 o	of 2 🕟 Las
lte Quanti	te Quan by m ty 6,108 M HUR	.0000 Q	Description Packing Slip	SpeedChart COTTRL OF2 Contract Base Pricing Contract Base Pricing Co000000000000000000000000000000000000		Solution Sol	ase Order 10001272844 1  iate Receiver(s) rce Price st PO Percentag ate by Percentag	e	One Asset UPN Calculate	+.
Lir Amou Multi		6,108.00 Charts								
Amou	nt i-SpeedC ibution rt <u>E</u> x	Charts	ics Assets				Personalize   Fi	nd   View All   🖉   🚦	First 🚯 1 of 1	€ Last
Amou Multi	nt i-SpeedC ibution rt <u>E</u> x	Charts	-	(FTT) Merchandise Amt Quantity	*GL Unit Account		Personalize   Fi	nd   View All   🕢   🗄 Program	First 💽 1 of 1	Last Cost Center

1.

In the Invoice Lines section, click the Multi-SpeedCharts link.

Multi-SpeedCharts

The Multiple SpeedCharts page displays.

Multiple SpeedCharts Multiple SpeedCharts		×
Multiple Speed Charts		_
Business Unit: 50100		
Voucher ID: 01750291		- 11
Line Number: 1		- 11
Distribute By: Amou	nt	- 11
Invoice Line Amount: 6,10	08.00 USD	- 11
Remaining Amount:	0.00	- 11
SpeedCharts Process Option		- 11
Append     Overwrite	•	- 11
SpeedChart Selections	Personalize   Find   View All   🖉   拱 First 🕢 1 of 1 🕟 Last	- 11
*SpeedChart Key	Amount to Distribute	- 11
1		- 11
OK Cancel Refresh		



Step	Action
2.	Click the <b>Overwrite</b> radio button.          SpeedCharts Process Option <ul> <li>Append</li> <li>Dverwrite</li> </ul>
3.	Enter or select the <b>SpeedChart Key</b> for the Distribution Line.
4.	If needed, click the <b>Add a New Row (+)</b> icon to add a new Distribution Line.
5.	Click the <b>OK</b> button to return to the <b>Invoice Information</b> page.
The <b>Invoic</b>	e Information page displays.
	Invoice Lines       Find   View All       First       1 of 2       Last         Line 1       Copy Down       SpeedChart       One Asset       Image: Copy Down         *Distribute       Ship To       CNTRL OF2       Description       Ontract Base Pricing       Packing Slip         Uomitry       Description       Contract Base Pricing       Porce Price       One Asset       Image: Contract Info         Unit Price       1000000       Contract Info       000000000000000000000000000000000000
	Copy Line       PO Percent       Percent       Merchandise Amt       Quantity       'GL Unit       Account       Fund       Program       Department       Cost Center         +       -       1       -       0.00       50100       0.4720       603024       12016       -       -
6.	Update any other required fields for the Distribution Lines as needed.
i	The <b>Distribution Lines Quantity</b> (and/or <b>Amount</b> if the Voucher Line is distributed by Amount) is changed here to distribute the Invoice Line account as needed.



Step	Action
7.	Click the <b>Calculate</b> button on the <b>Invoice Line</b> to balance the Line after making updates to the Distribution Lines.



# AP312\_Entering a Purchase Order Voucher (VDOT Only)

#### **Inserting Distribution Lines**

Step	Action
The Invoic	e Lines section.
Invoice Lines @ Line 1 ( *Distribute Quan by Item Quantity 6,108 UOM HUR Unit Price 1,000 Line Amount Multi-Speed(	Ship to WTRL 072     Associate Receiver(s)     Associate Receiver(s)       Description Contract Base Pricing     Groce Price     Calculate       0000     Packing Slip     Adjust PO Percentage       00     Allocate by Percentage       6,108.00     Allocate by Percentage
<ul> <li>Distribution</li> </ul>	
GL Chart Ex Copy Down	Change Rate         Statistics         Assets         Immediate         Merchandise Amt         Quantity         GL Unit         Account         Fund         Program         Department         Cost Center           1         100.000         100.0000         6,108.00         6108.0000         50100         5012680         04720         514008         10011         12110004
1.	Click the Add a New Row (+) icon in the Distribution Lines section where the Line needs to be inserted.
A pop-up v	vindow displays where the user will identify how many rows to add. cardinal.virginia.gov says Enter number of rows to add: Coc Cancel
i	The number of row defaults to "1".
2.	Change the number to the applicable number of Lines (rows) that need to be added.



### AP312\_Entering a Purchase Order Voucher (VDOT Only)

Step	Action
3.	Click the <b>OK</b> button.
	OK Cancel

The page refreshes with the added rows.

GL Ch	art <u>E</u> x	change Ra	ate <u>S</u> tatist	tics <u>A</u> ssets									
	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account		Fund	Program	Department	Cost Cen
H =		1	100.0000	100.0000	6,108.00	6108.0000	50100	5012680	Q	04720 🔍	514008	2 10011	Q 1211000
E =		3	100.0000	1	0.00		50100		Q	Q		2	Q

A line can also be added by clicking the **Copy Down** checkbox to copy that line's ChartField values to a new Distribution Line(s).

The **Copy Down** function is used only if the AP Transmittal has multiple accounting lines with the same SpeedChart, but different secondary charges (**Agency Use 1**, **FIPS**, **Activity**, and **Department**). All fields from the first Line are copied to the Line added.

The **Copy Down** function <u>should not</u> be used if the **SpeedChart**, **Fund**, or **Program** ChartFields are changing.

The **Distribution Lines Quantity** (or **Amount** if open) is changed here only if Distribution Lines are added and there is a need to distribute the amount for the additional Distribution Lines.

4. Click the **Calculate** button on the **Invoice Line** to balance the Line after making updates to the Distribution Lines.



1



# AP312\_Entering a Purchase Order Voucher (VDOT Only)

#### **Deleting Distribution Lines**

Step	Action
The Invoid	ce Lines section.
"Dir C Un	SpeedCharts       Find       View All       First       1 of 2 () Last         Line 1       Copy Down       SpeedChart       One Asset       Image: Contract Info         by       Ship To       CNTRL OF2       One Asset       Image: Contract Info       UPN         by       Description       Contract Base Pricing       Force Price       Adjust PO Percentage       Calculate         unnutt       Frice 1.00000       Contract Info       D000000000000000000000000000000000000
GI +	Operational Lines       Personalize   Find   View All   [2]   R First @ 1.2 of 2 . Last         Contr       Exchange Rate       Statistics       Assets       Immodel Program       Porgram       Department       Cost Center         Copy Down       Line       PO Percent       Percent       Merchandise Amt       Quantity       *GL Unit       Account       Fund       Program       Department       Cost Center         Image: Copy Down       1       100.0000       6,108.000       6108.0000       50100       5012680       04720       514008       10011       12110004         Image: Copy Down       3       100.0000       6,108.00       60108.0000       50100       5012680       04720       514008       10011       12110004         Image: Copy Down       Image: Co
1. A message	Click the Remove a Row (-) icon to the left of the Line that needs to be deleted. e displays in a pop-up window to confirm the deletion of the Line. Delete Confirmation Delete current/selected rows from this page? The delete will occur when the transaction is saved.
2.	Click the <b>OK</b> button.



Step	Action
The pag	e refreshes and the deleted Line no longer displays.
	Invoice Lines ?       Find   View All       First @ 1 of 2 & Last         Line 1       Copy Down       SpeedChart       Purchase Order       One Asset         'Distribute       Description Contract Base Pricing       Description Contract Base Pricing       One Asset       UPN         Rem       Description Contract Base Pricing       Packing Slip       Calculate       Calculate         UMM HUR       Contract Info       000000000000000000000000000000000000
	Obstribution Lines       Personalize   Find   View All   [2] ] First (1 of 1 () Last         GL Chart       Exchange Rate       Statistics       Assets       Time         Copy Down       Line       PO Percent       Percent       Merchandise Amt       Quantity       GL Unit       Account       Fund       Program       Department       Cost Center         Image: Copy Down       1       100.0000       6,108.000       60100       5012680       04720       514008       01011       12110004
3.	Make any necessary adjustments to the remaining Line(s) as applicable.
4.	Click the <b>Calculate</b> button on the Invoice Lines to balance the Line after making updates to the Distribution Line.



# AP312\_Entering a Purchase Order Voucher (VDOT Only)

#### **Changing the Distribution Line**

Step	Action
The Invoic	e Lines section.
Invoice Lines Line 1 *Distribute Q by Item Quantity 6, UOM H Unit Price 1. Line Amount Multi-Spe	Copy Down     SpeedChart     Purchase Order       uantity     Ship To [CNTRL OF2 ] Q     50100/0001272844/111     UPN
Distributi GL Chart + - C	Exchange Rate Statistics Assets (FTT) VM Line PO Percent Percent Merchandise Amt Quantity "GL Unit Account Fund Program Department Cost Center
2.	Make the required updates.  Program  514008
3.	Click the <b>Calculate</b> button on the Invoice Lines to balance the Line after making updates to the Distribution Line(s).



### **PO Activity Summary Page**

The **PO Activity Summary** page gives a visual representation of activity that has occurred against a Purchase Order. The activities that occur against a Purchase Order include receiving, invoicing (creating the Voucher), and matching (comparing Vouchers with the Purchase Order and Receipts).

Step	Action								
1.	Navigate to the <b>PO Activity Summary</b> page using the following path:								
	Main Menu > Purchasing > Purchase Orders > Review PO Information > Activity Summary								
The <b>PO A</b>	Activity Summary page displays.								
Favorites 🕶	Main Menu								
_	Criteria information you have and click Search. Leave fields blank for a list of all values. cent Searches Choose from recent searches								
2.	Enter the applicable PO Number in the <b>PO Number</b> field.								
3.	Click the <b>Search</b> button.								



Step	Action										
The Activity Summary page displays for the applicable Purchase Order.											
	Favorites - Main Menu - > Purchasing - > Purchase Orders - > Review PO Information - > Activity Summary										
	Activity Summary										
	Business Unit     50100     PO Status     Dispatched       Purchase Order     0001297716     Supplier     J&J TRUCKING ENTERPRISE INC       Merchandise Amount     18,395.00     USD     MAIN       Merchandise Receipt     12,784.15     USD     MAIN       Merchandise Returned     0.00     USD     VSD       Merchandise Invoice     12,784.15     USD       Merchandise Matched     12,784.16     USD										
	Lines Personalize   Find   View All [ 2]   First ( 1 of 1 ) Last Details Receipt Invoice Matched RIV										
	Line Line Details Item Item Description UOM Manufacturer ID Mfg Itm ID										
	1 7507766150 SAND SAND, GRADE B NATURAL STN										
	🔯 Return to Search 👖 Previous in List 🖬 Next in List 🔄 Notify										
<ul> <li>The following are the key summary items that show at the top of the page:</li> <li>Merchandise Amount: the amount of the Purchase Order</li> <li>Merchandise Receipt: the amount of the Purchase Order that has been received</li> <li>Merchandise Invoice: the amount of the Purchase Order that has been vouchered</li> <li>Merchandise Matched: the amount of the Purchase Order that has been matched against the Voucher</li> </ul>											
3.	The <b>Details Tab</b> under the <b>Lines</b> section displays the Purchase Order details.										
	Lines       Personalize   Find   View All [2]   First (1 of 1 ) Last         Details       Receipt       Invoice       Matched       RIV       First       1 of 1 ) Last         Line       Line Details       Item       Item Description       UOM       Manufacturer ID       Mfg Itm ID         1       1       7507766150       SAND SAND, GRADE B NATURAL       STN       Image: Color of the state of th										
4.	Use the scrollbar or click the Show All Columns icon to view all of the fields.										
5.	Click the <b>Receipt</b> tab to view the Receipt details.										
	Details Receipt Invoice Matched RIV										



Step	Action										
The <b>Receipt</b> tab displays.											
Lines Details											
Line L	Line Details Item	Item Description	UOM	Qty Received	Qty Accepted Q	Open Open Amount					
1	7507766150	SAND SAND, GRADE B NATURAL	STN	347.4900	347.4900 15	2.5100 5,610.843					
						4					
<ul> <li>This tab displays the "Qty" or "Amount" received and any remaining amount if the Purchase Order is partially received.</li> <li>In this scenario, the Purchase Order is partially received.</li> </ul>											
6.	Click the Invoice tab to view Voucher Details										
	Details R	eceipt Invoice Matched	R <u>T</u> V								
The <b>Invoice</b> tab displays.											
Lines Personalize Find View All 2 First 1 of 1 Last											
Line Li	Line Line Details Item Item Description UOM Quantity Invoiced Amount Only Amt Invoiced										
1	7507766150	SAND SAND, GRADE B NATURAL	STN	347.49	900	12,784.150 USD					
						P					
7.	7. Use the scrollbar or click the <b>Show All Columns</b> icon to view all of the fields.										
View scrolled right.											
Lines Personalize Find View All 2 First 4 1 of 1 E Last											
	Receipt Invoice ine Details Item	Matched RTV TTT	UOM	Un-invoiced Amount	Currency	Invoice					
1	7507766150	SAND SAND, GRADE B NATURAL	STN	5,610.850		100					
				4							



Step	Action									
8.	Click the <b>Invoice</b> icon to view the Voucher ID(s).									
	Invoice									
The Invoice page displays.										
	Favorites -	Main	Menu 🗸 💦 🔿	Purchasing 🔻	> Purchase Orders •	> R	eview PO Information 🔻 🚿	Activity Summary		
	Invoice									
	Unit	50100	PO No. 00012	97716	Line 1 Item	1D 75	507766150			
	Invoice			Persona	Ilize   Find   View All   🔄	🔣	First 🕚 1-3 of 3 🕑	Last		
	Sched Num	AP Unit	Voucher	Line	Quantity Invoiced		Amount Invoiced			
	1	50100	01731279	1	137.0300		5041.330 🛨			
	1	50100	01749587	2	96.9000		3564.950 +			
	1	50100	01749587	1	113.5600		4177.870 +			
	Activity Su		Ter Notify							
i	This page al invoiced as a			eview th	e Voucher(s)	Nu	mbers, Lines,	Quantity, and Amount		
9.			Summai	r <b>y</b> link to	return to the	Act	tivity Summa	<b>ry</b> page.		
	Activity Sun	nmary	J							



Step	Actio	n									
The Activity Summary page redisplays.											
		Favorites •         Main Menu •         > Purchasing •         > Purchase Orders •	> Review PO Information -	> Activity Summary							
		Activity Summary									
		Business Unit 50100 Purchase Order 0001297716 Merchandise Amount 18,395.00 USD Merchandise Receipt 12,784.15 USD Merchandise Returned 0.00 USD Merchandise Invoice 12,784.15 USD Merchandise Matched 12,784.16 USD	PO Status Dispatched Supplier J.a. J TRUCKING ENTERPRISE INC Supplier Location MAIN								
		Lines	Personalize   Find   View	w All 🛛 🖉 🛛 🔣 🛛 First	I of 1 last						
		Details         Receipt         Invoice         Matched         RIV         ITTE           Line         Line Details         Item         Item Description         Item Description         Item Description	UOM Qu Inv	antity Amount Only	Amt Invoiced Current						
		1 🚯 7507766150 SAND SAND, GRADE B NATURAL	STN 347	7.4900	12,784.150 USD						
10.	10. Click the <b>Matched</b> tab to view the matching details.										
The Matched tab displays.											
Details F	Receipt	Invoice Matched RIV									
Line Lin	ne Details	Item Description	UOM	Qty Matched	Amt Matched	Currency					
1		7507766150 SAND SAND, GRADE B NATURAL	STN	347.4900	12,784.157	7 USD					
				4			Þ				
11.	For th	is scenario, the Voucher created has	s been match	ned against	the Purcha	ase Order.					
i	The <b>F</b>	<b>RTV</b> tab is not used in Cardinal.									