



### 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

Creating a PO Voucher .....	2
Updating Distribution Lines .....	16
SpeedCharts vs. Multi-SpeedCharts .....	16
Appending (Add) Distribution Line(s) using Multi-SpeedCharts Functionality.....	18
Overwriting Distribution Lines.....	22
Inserting Distribution Lines.....	25
Deleting Distribution Lines .....	27
Changing the Distribution Line .....	29
PO Activity Summary Page.....	30



## Accounts Payable Job Aid

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

#### Creating a PO Voucher

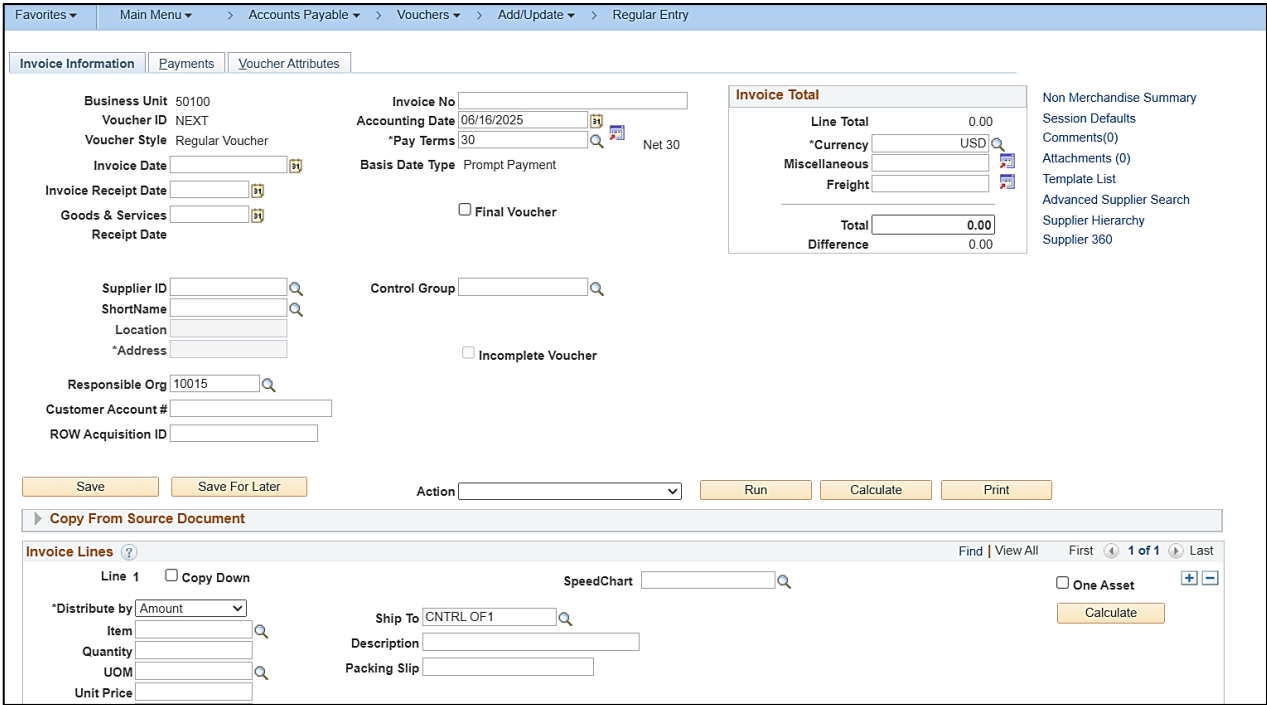

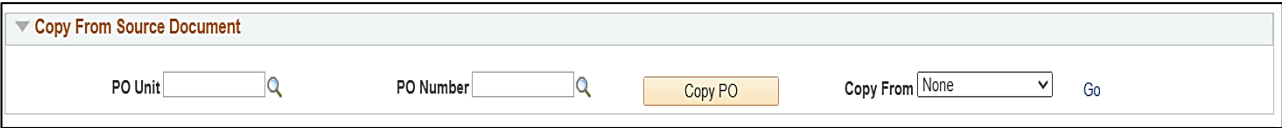


To create a PO Voucher, the associated Cardinal PO number or Receipt ID, or other information about the PO or Receipt in order to select the correct record, must be known. This may appear on the supplier's invoice.

Step	Action
1.	<p>Navigate to the <b>Regular Entry</b> page using the following path:</p> <p><b>Main Menu &gt; Accounts Payable &gt; Vouchers &gt; Add/Update &gt; Regular Entry</b></p>
<p>The <b>Voucher Add a New Value</b> page displays.</p> <div><div>Favorites &gt; Main Menu &gt; Accounts Payable &gt; Vouchers &gt; Add/Update &gt; Regular Entry</div><div><div>Voucher</div><div><div>Add a New Value</div><div>Find an Existing Value</div><div><div>*Business Unit50100</div><div>*Voucher IDNEXT</div><div>*Voucher StyleRegular Voucher</div><div>Supplier Name</div><div>Short Supplier Name</div><div>Supplier ID</div><div>Supplier Location</div><div>Address Sequence Number0</div><div>Invoice Number</div><div>Invoice Date</div><div>Gross Invoice Amount0.000</div><div>Freight Amount0.000</div><div>Sales Tax Amount0.000</div><div>Entered VAT Amount0.000</div><div>Misc Charge Amount0.000</div><div>Tax Exempt Flag</div><div>Estimated No. of Invoice Lines1</div><div>Add</div></div></div></div></div>	
2.	<p>The <b>Business Unit</b> field defaults for the Agency. The Voucher ID field defaults to "NEXT". The <b>Voucher Style</b> field defaults to "Regular Voucher". Do not change these values.</p>
3.	<p>Click the <b>Add</b> button.</p> <div><div>Add</div></div>



## Accounts Payable Job Aid

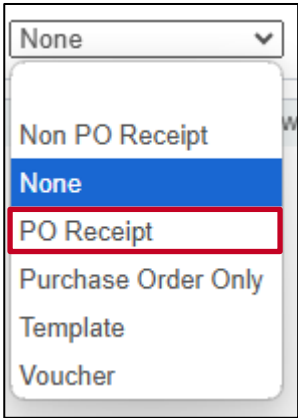



### AP312\_Entering a Purchase Order Voucher (VDOT Only)

Step	Action
	<p>The <b>Invoice Information</b> tab displays by default.</p> 
4.	<p>Click the <b>Expand</b> icon for the <b>Copy From Source Document</b> section.</p> 
	<p>The section expands.</p> 
5.	<p>Enter or select the Business Unit in the <b>PO Unit</b> field.</p> 
6.	<p>Click the <b>Copy From</b> dropdown button.</p> 

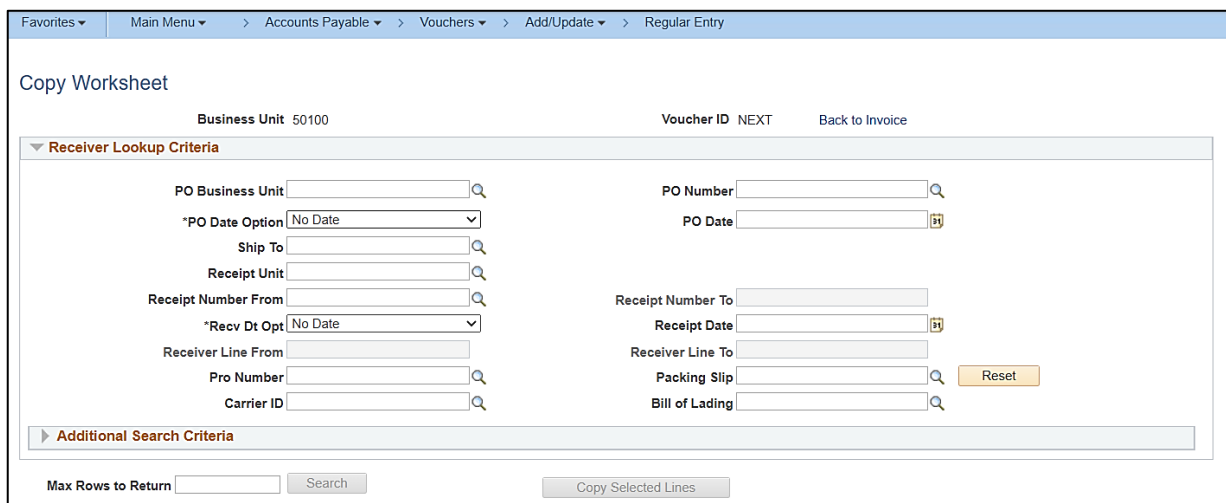


## Accounts Payable Job Aid

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

Step	Action
7.	<p>Click the <b>PO Receipt</b> list item.</p> 
	Select " <b>Purchase Order Only</b> " if the Invoice is for professional services or SiteManager.
8.	<p>Click the <b>Go</b> link.</p> 
	Do not click the <b>Copy PO</b> button.





The **Copy Worksheet** page displays.





## Accounts Payable Job Aid

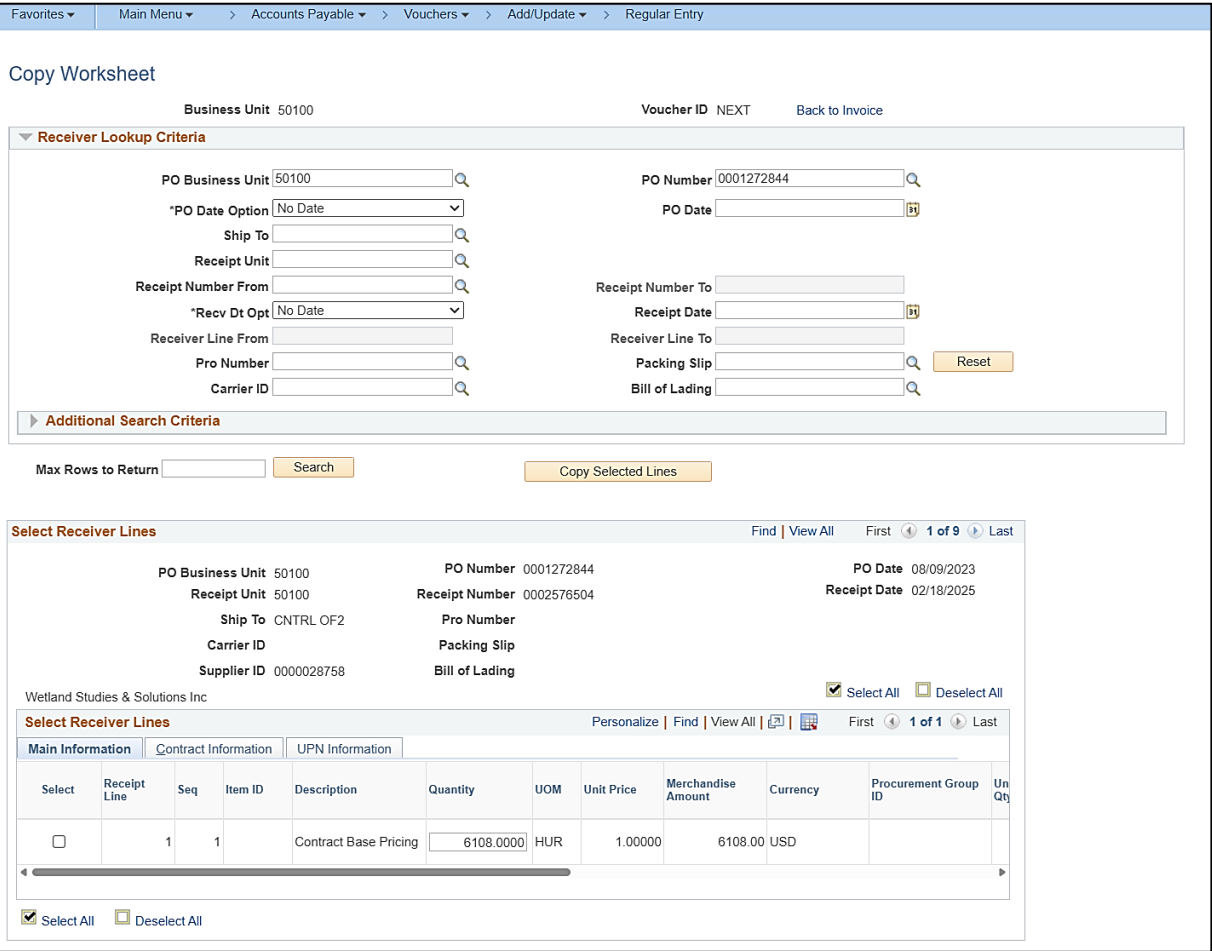
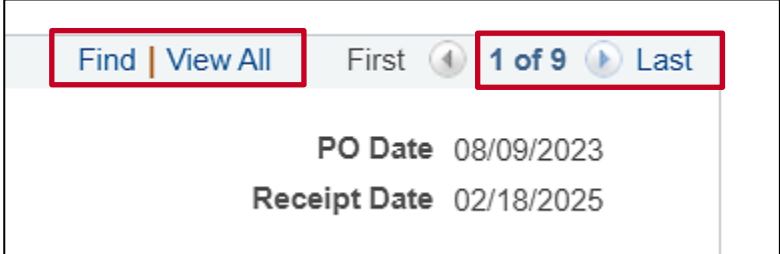

### AP312\_Entering a Purchase Order Voucher (VDOT Only)

Step	Action
9.	<p>In the <b>Receiver Lookup Criteria</b> section, enter the <b>PO Business Unit</b> number.</p> <p>PO Business Unit <input type="text"/> </p>
	<p>If copying from a Purchase Order only, this section displays as <b>PO Lookup Criteria</b>.</p>
10.	<p>Enter the PO Number (related to the Receipt) in the <b>PO Number</b> field.</p> <p>PO Number <input type="text"/> </p>
	<p>If you do not know the PO Number, but have the Receipt Number(s):</p> <ol style="list-style-type: none"><li>Enter the Business Unit in the <b>Receipt Unit</b> field</li><li>Enter the applicable Receipt Number in the <b>Receipt Number From</b> field. Cardinal allows the entry of a range of Receipt Numbers if needed</li></ol> <p>Do not click the <b>Copy Entire Document</b> button.</p>
11.	<p>Click the <b>Search</b> button.</p> <p>Max Rows to Return <input type="text"/> <input type="button" value="Search"/></p>



## Accounts Payable Job Aid

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

Step	Action
	<p>The <b>Select Receiver Lines</b> (or <b>Select PO Lines</b> if copying from Purchase Order only) section displays at the bottom of the page.</p>  <p>The screenshot shows the 'Copy Worksheet' section. At the top, there's a breadcrumb trail: Favorites &gt; Main Menu &gt; Accounts Payable &gt; Vouchers &gt; Add/Update &gt; Regular Entry. Below this, the 'Copy Worksheet' title is followed by 'Business Unit 50100', 'Voucher ID NEXT', and 'Back to Invoice'. The 'Receiver Lookup Criteria' section contains various search fields: PO Business Unit (50100), PO Number (0001272844), PO Date (08/09/2023), *PO Date Option (No Date), Ship To, Receipt Unit (50100), Receipt Number From, Receipt Number To, *Recv Dt Opt (No Date), Receipt Date (02/18/2025), Receiver Line From, Receiver Line To, Pro Number, Packing Slip, Carrier ID, and Bill of Lading. There are 'Search' and 'Copy Selected Lines' buttons. Below this is the 'Select Receiver Lines' section, which includes a 'Find   View All' link and a pagination indicator '1 of 9'. The 'Select Receiver Lines' section also has a 'Personalize' link and a 'Find   View All' link. The 'Main Information' tab is selected, showing a table with columns: Select, Receipt Line, Seq, Item ID, Description, Quantity, UOM, Unit Price, Merchandise Amount, Currency, Procurement Group ID, and Un Qn. The table contains one row: Contract Base Pricing, 6108.0000, HUR, 1.00000, 6108.00, USD. There are 'Select All' and 'Deselect All' checkboxes at the bottom of the table.</p> <p>12. In the upper right corner of that section, the number of Receipt Lines (or PO Lines) displays (1 of X). Click the <b>View All</b> link and use the scroll bar to view all of the Receipts returned.</p>  <p>The screenshot shows the 'Find   View All' link and the pagination indicator '1 of 9'. The 'Find   View All' link is highlighted with a red box. The pagination indicator shows '1 of 9' and 'Last'.</p> <p>PO Date 08/09/2023 Receipt Date 02/18/2025</p>
	For Purchase Orders with numerous Receipts, it is quicker to select <b>Find</b> and enter the <b>Receipt Number</b> .



# Accounts Payable Job Aid

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

Step

Action

All rows display.

Select Receiver Lines

Find | View 1First1-9 of 9Last

PO Business Unit 50100

Receipt Unit 50100

Ship To CNTRL OF2

Carrier ID

Supplier ID 0000028758

PO Number 0001272844

Receipt Number 0002576504

Pro Number

Packing Slip

Bill of Lading

PO Date 08/09/2023

Receipt Date 02/18/2025

Wetland Studies & Solutions Inc

Select Receiver Lines

Personalize | Find | View All |

First1 of 1Last

Main Information

Contract Information

UPN Information

Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Procurement Group ID	Un Q
<input type="checkbox"/>	1	1		Contract Base Pricing	6108.0000	HUR	1.00000	6108.00	USD		

☒ Select All☐ Deselect All

PO Business Unit 50100

Receipt Unit 50100

Ship To CNTRL OF2

Carrier ID

Supplier ID 0000028758

PO Number 0001272844

Receipt Number 0002576656

Pro Number

Packing Slip

Bill of Lading

PO Date 08/09/2023

Receipt Date 02/18/2025

Wetland Studies & Solutions Inc

Select Receiver Lines

Personalize | Find | View All |

First1 of 1Last

Main Information

Contract Information

UPN Information

Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Procurement Group ID	U Q
<input type="checkbox"/>	1	1		Contract Base Pricing	8090.0300	HUR	1.00000	8090.03	USD		

☒ Select All☐ Deselect All

The page 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 **View All** link and use the scrollbar to view all the Receipts returned.



## Accounts Payable Job Aid

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

Step	Action
------	--------

For this scenario, there is one Receipt Line for each Receipt.

**Select Receiver Lines** Find | View 1 First 1-9 of 9 Last

PO Business Unit 50100 PO Number 0001272844 PO Date 08/09/2023  
Receipt Unit 50100 Receipt Number 0002576504 Receipt Date 02/18/2025  
Ship To CNTRL OF2 Pro Number  
Carrier ID Packing Slip  
Supplier ID 0000028758 Bill of Lading

Wetland Studies & Solutions Inc ☒ Select All ☐ Deselect All

**Select Receiver Lines** Personalize | Find | View All | First 1 of 1 Last

Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Procurement Group ID	Un Q
<input type="checkbox"/>	1	1		Contract Base Pricing	6108.0000	HUR	1.00000	6108.00	USD		

☒ Select All ☐ Deselect All

PO Business Unit 50100 PO Number 0001272844 PO Date 08/09/2023  
Receipt Unit 50100 Receipt Number 0002576656 Receipt Date 02/18/2025  
Ship To CNTRL OF2 Pro Number  
Carrier ID Packing Slip  
Supplier ID 0000028758 Bill of Lading

Wetland Studies & Solutions Inc ☒ Select All ☐ Deselect All

**Select Receiver Lines** Personalize | Find | View All | First 1 of 1 Last

Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Procurement Group ID	U Q
<input type="checkbox"/>	1	1		Contract Base Pricing	8090.0300	HUR	1.00000	8090.03	USD		

☒ Select All ☐ Deselect All



If the PO is for Professional Services, the PO will be set to Amount Only and the **Merchandise Amount** field will be open for update on the **Copy Worksheet** page. Otherwise, the PO will be set to Quantity and the **Quantity** field will be open for updates on the **Copy Worksheet** page as shown.

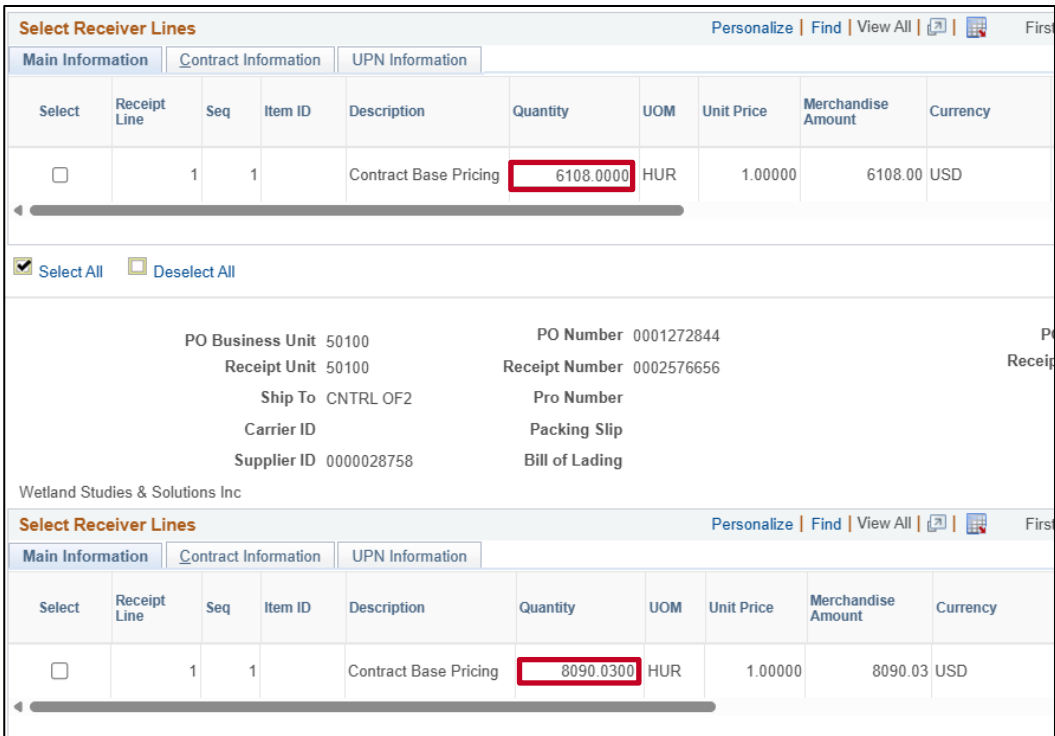
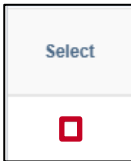



**VERY IMPORTANT:** If the Invoice received is to pay for a partial PO Quantity or Merchandise Amount, the **Quantity** or **Merchandise Amount** field must be adjusted to match the Invoiced amounts on the **Copy Worksheet** page before copying the Receipt or PO into the Voucher.

If the Invoice is charging for an item that does not show up as being received here, contact the Purchasing Staff.



## Accounts Payable Job Aid

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

Step	Action
14.	<p>Adjust the Quantity or Merchandise amounts if necessary.</p> <div></div>
15.	<p>Click the <b>Select</b> checkbox to the left of the Receipt Line (or PO Line) to be copied to the Voucher.</p> <div></div>
	<p>Repeat this step for each Receipt or PO to be copied to the Voucher.</p>
	<p>If all Receipt/PO Lines should be copied, click the <b>Select All</b> link for each Receipt/PO. To uncheck all rows, click the <b>Deselect All</b> link for each Receipt/PO. To uncheck a checked row, click the applicable checkbox again.</p> <div></div>



## Accounts Payable Job Aid

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

Step	Action
16.	<p>Once all adjustments have been made and the appropriate Lines selected, click the <b>Copy Selected Lines</b> button above the <b>Select Receiver Lines</b> (or <b>Select PO Lines</b>) section to copy the selected information to the Invoice Lines group fields.</p> <div><div>Max Rows to Return <input type="text"/> Search <input type="button" value="Copy Selected Lines"/></div><div>Select Receiver Lines <span>Find   View All First</span></div></div>

The **Invoice Information** page redisplay with the selected information copied.

Invoice Information | Payments | Voucher Attributes

Business Unit 50100 Invoice No Accounting Date 06/16/2025 Voucher ID NEXT Voucher Style Regular Voucher Invoice Date Invoice Receipt Date Goods & Services Receipt Date 02/18/2025

Supplier ID 0000028758 ShortName WETLAND ST-001 Location MAIN Address 2

Responsible Org 12011 Customer Account # ROW Acquisition ID

Invoice Total

Line Total	14,198.03
*Currency	USD
Miscellaneous	
Freight	
Total	14,198.03
Difference	0.00

Non Merchandise Summary

- Session Defaults
- Comments(0)
- Attachments(0)
- Template List
- Advanced Supplier Search
- Supplier Hierarchy
- Supplier 360

Save Save For Later Action Run Calculate Print

Copy From Source Document

PO Unit PO Number Copy PO Copy From None Go

Invoice Lines

Line 1 Copy Down

\*Distribute Quantity by Item

Quantity 6,108.0000 UOM HUR Unit Price 1.00000 Line 6,108.00 Amount Multi-SpeedCharts

Ship To CNTRL OF2 Description Contract Base Pricing Packing Slip Contract Info 0000000000000000000000005111 1|1|1|0|1

Purchase Order

50100|0001272844|1|1 Associate Receiver(s)

Force Price Adjust PO Percentage Allocate by Percentage

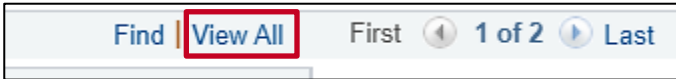
One Asset UPN Calculate

	<p>Pay Terms are copied over from the PO/Receipt and will be overwritten if entered by the user prior to copying the PO/Receipt. Be sure to check the Pay Terms prior to saving the Voucher.</p> <p>The <b>Supplier Information</b>, <b>Goods &amp; Services Receipt Date</b>, and the <b>Invoice Lines</b> sections are populated with the Receipt data (or PO data if the PO is copied).</p> <p>The <b>Address</b> field value can be changed, but the <b>Supplier ID</b> field should not be changed since it matches the PO or Receipt.</p>
17.	<p>Enter the applicable Invoice number in the <b>Invoice No</b> field.</p> <div>Invoice No <input type="text"/></div>

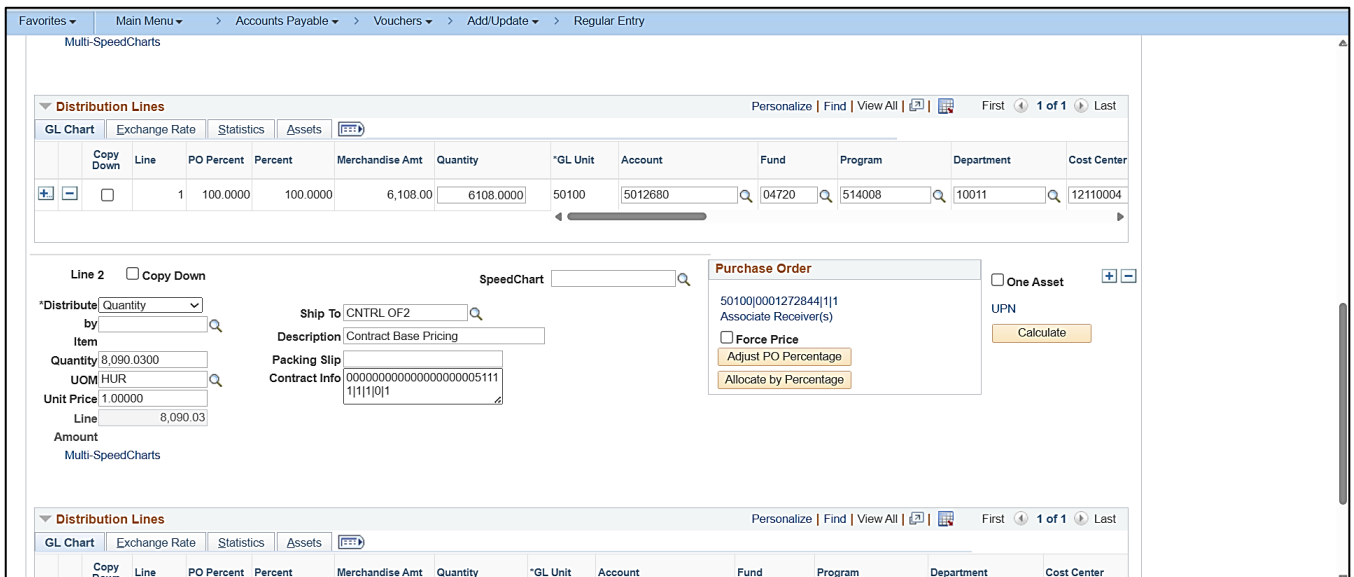




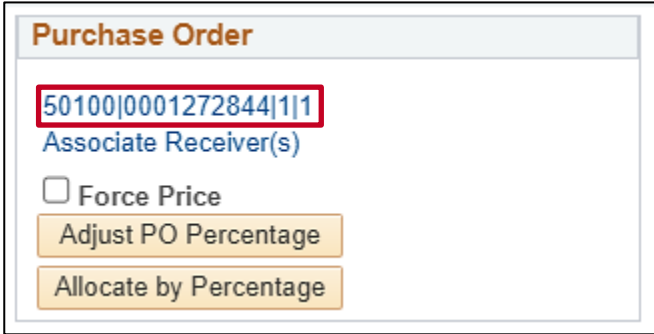
## Accounts Payable Job Aid

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

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

The **Invoice Lines** display.

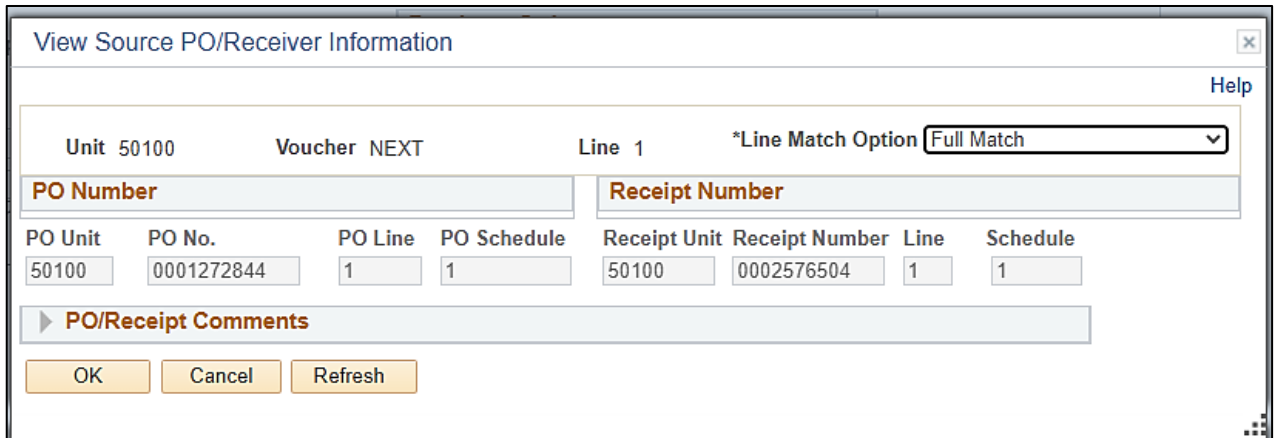

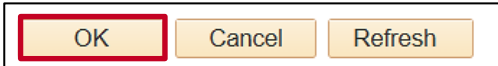

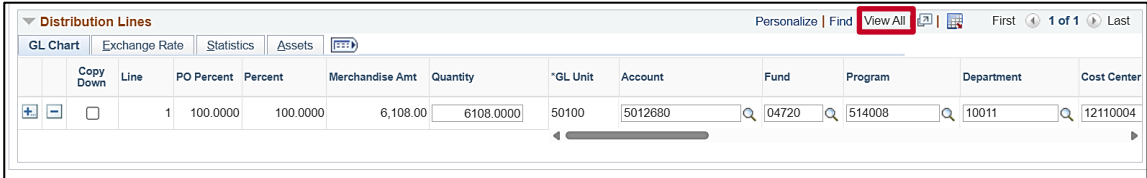



	Use the scrollbar to view all Lines as applicable.
	If PO/Receipt Lines were copied that should not be included, cancel the Voucher and reenter it making sure to only select the needed PO/Receipt Lines on the <b>Copy Worksheet</b> page. Once an Invoice line is copied into the Voucher from the PO/Receipt, it cannot be deleted.
20.	<p>Click the <b>View/Edit Source</b> link to verify the PO and Receipt Numbers for each Invoice Line copied.</p> 



## Accounts Payable Job Aid




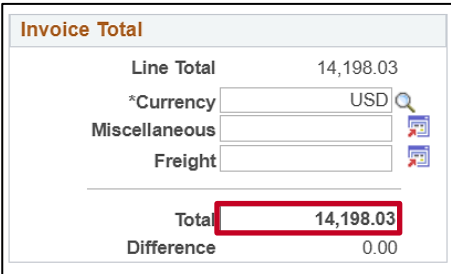




### AP312\_Entering a Purchase Order Voucher (VDOT Only)

Step	Action
	<p>The <b>View Source PO/Receiver Information</b> page displays in a pop-up window.</p> <div></div>
	<p>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.</p>
21.	<p>Click the <b>OK</b> button to return to the <b>Invoice Information</b> page.</p> <div></div>
	<p>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).</p>
22.	<p>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.</p> <div></div>
	<p>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.</p>
23.	<p>If you do not need to make any changes to Distributions Lines, proceed to Step 25.</p>
24.	<p>If changes are needed to the Distribution Lines, see the <a href="#">Updating Distribution Lines</a> section of this Job Aid for instructions.</p>



## Accounts Payable Job Aid


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

Step	Action
25.	Enter the Invoice Receipt Date in the <b>Invoice Receipt Date</b> field. 
26.	Review the <b>Responsible Org</b> field and verify and/or update this field as applicable. 
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. 
28.	Review the <b>Total</b> field and ensure accuracy. 
	The Total only requires an update when the <b>Copy Selected Lines</b> functionality is used multiple times.
	<p>More than one PO can be paid on a single Voucher as long as they are all for the same supplier. To copy receipts for additional PO's, go to the <b>Copy From Source Document</b> section as many times as needed.</p> <p><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.</p>
29.	Click the <b>Save</b> button. 
30.	Record the Voucher Number assigned by Cardinal in the <b>Voucher ID</b> field. 

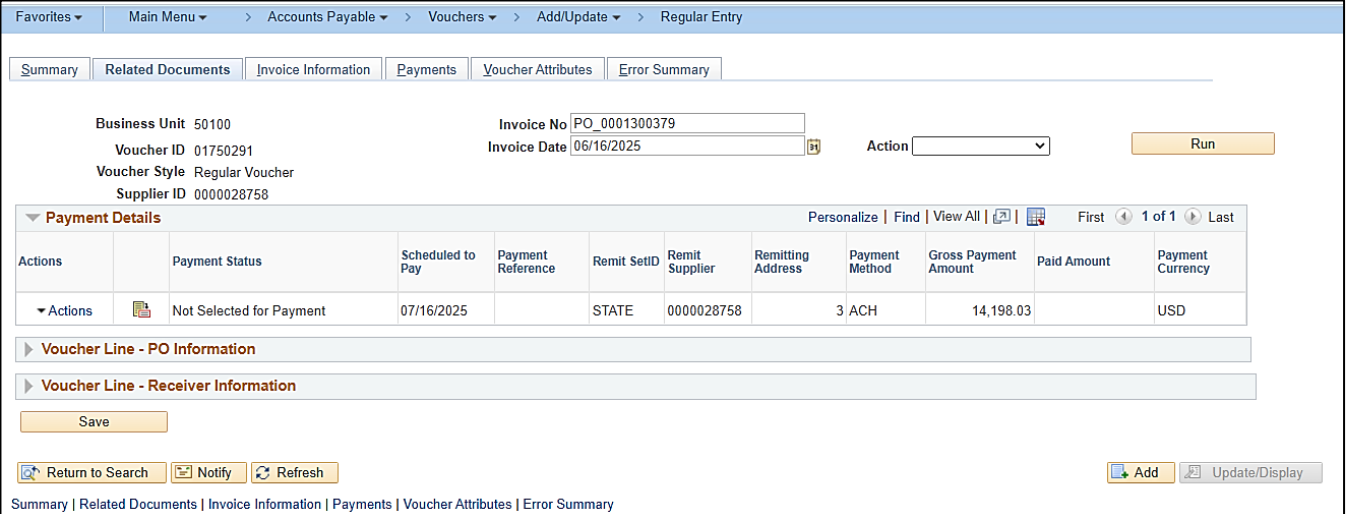




## Accounts Payable Job Aid

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

Step	Action
	<p>The Voucher should be in balance, and the <b>Difference</b> field should display “0.0” in the <b>Invoice Total</b> section.</p> <p>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.</p> <p>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.</p>
31.	<p>Click the <b>Related Documents</b> tab.</p> <div><a href="#">Summary</a> <a href="#">Related Documents</a> <a href="#">Invoice Information</a> <a href="#">Payments</a> <a href="#">Voucher Attributes</a> <a href="#">Error Summary</a></div>

The **Related Documents** tab displays.



32.	<p>Click the <b>Expand</b> icon for the <b>Voucher Line – PO Information</b> and <b>Voucher Line – Receiver Information</b> sections.</p> <div> <b>Voucher Line - PO Information</b></div> <div> <b>Voucher Line - Receiver Information</b></div>
-----	---



## Accounts Payable Job Aid

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

Step	Action
------	--------

The page refreshes and the selected lines expand.

Voucher Line - PO Information										Personalize	Find	View All	First	1-2 of 2	Last
Invoice line	Match Line Option	PO Business Unit	Purchase Order	Line Number	Schedule Number	Item ID	Quantity Vouchered	Unit of Measure	Unit Price						
1	Full Match	50100	0001272844	1	1		6108.0000	HUR	1.00000						
2	Full Match	50100	0001272844	1	1		8090.0300	HUR	1.00000						

Voucher Line - Receiver Information										Personalize	Find	View All	First	1-2 of 2	Last
Invoice line	Receiving Business Unit	Receipt Number	Receipt Line	Receiver Shipping Sequence	Quantity Entered	Unit of Measure	Applied Receiver Merch Amt	Merchandise Amount Received							
1	50100	0002576504	1	1	6108.0000	HUR	6108.000	6108.000							
2	50100	0002576656	1	1	8090.0300	HUR	8090.030	8090.030							

Save

Return to Search | Notify | Refresh

Add | Update/Display

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

33.	Verify that all POs and Receipts related to the Supplier Invoice are listed.
-----	--



Cardinal batch processes run periodically during the daily batch processing. The **Summary** page displays the statuses.

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> 06/16/2025			
<b>Voucher ID</b> 01750291		<b>Invoice No</b> PO_0001300379			
<b>Voucher Style</b> Regular		<b>Invoice Total</b> 14,198.03 USD			
<b>Supplier Name</b> Wetland Studies & Solutions Inc 5300 Wellington Branch Drive Suite 100 VA10047264 EVAAD35495 Gainesville, VA 20155					
<b>Entry Status</b> Postable		<b>Pay Terms</b> Net 30			
<b>Match Status</b> Ready		<b>Voucher Source</b> Online			
<b>Approval Status</b> Pending		<b>Origin</b> ONL			
<b>Post Status</b> Unposted		<b>Created On</b> 06/16/2025 2:36PM			
		<b>Created By</b> 00240785100			
		<b>Last Update</b> 06/19/2025 2:18PM			
		<b>Modified By</b> 00293170900			
		<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> Payment Inquiry Go					

Return to Search | Notify | Refresh

Add | Update/Display

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

Below are some key fields on this tab:

- **Match Status:** compares the Voucher/Invoice to the Purchase Order and Receipt (Ready, Matched and Not Matched)
- **Budget Status:** verifies that funds are available for the Voucher and deducts the Voucher amount from the budget (Not Chk'd, Valid, or Error)
- **Approval Status:** tracks the Vouchers approval status (Pending, Approved, or Denied)

These statuses update on the Voucher as it goes through processing.



## Accounts Payable Job Aid

### 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 Lines** ? Find | View All First 1 of 2 Last

Line 1 ☐ Copy Down

**SpeedChart**

**Purchase Order**

50100|0001272844|1|1  
Associate Receiver(s)  
☐ Force Price

☐ One Asset    
UPN

\*Distribute    
by   
Item  
Quantity 6,108.0000  
UOM HUR   
Unit Price 1.00000  
Line 6,108.00  
Amount  
Multi-SpeedCharts

Ship To CNTRL OF2   
Description Contract Base Pricing  
Packing Slip  
Contract Info 0000000000000000000000005111  
1|1|1|0|1

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

GL Chart	Exchange Rate	Statistics	Assets	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Center
<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="checkbox"/>			1	100.0000	100.0000	6,108.00	6108.0000	50100	5012680 <input type="button" value="Q"/>	04720 <input type="button" value="Q"/>	514008 <input type="button" value="Q"/>	10011 <input type="button" value="Q"/>	12110004

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



# Accounts Payable Job Aid

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

### Multi-SpeedCharts

The screenshot shows the 'Invoice Lines' interface. On the left, under 'Line 2', there is a 'Copy Down' checkbox and a 'SpeedChart' dropdown. Below this, there are fields for 'Distribute by', 'Quantity' (8,090.0300), 'UOM' (HUR), 'Unit Price' (1.00000), and 'Line' (8,090.03). A red box highlights the 'Multi-SpeedCharts' link. To the right, there is a 'Ship To' field (CNTRL OF2), a 'Description' field (Contract Base Pricing), and a 'Packing Slip' field. Below these is a 'Contract Info' field. On the far right, there is a 'Purchase Order' section with a 'UPN' field and a 'Calculate' button. Below the 'Invoice Lines' section is a 'Distribution Lines' table with columns: GL Chart, Exchange Rate, Statistics, Assets, FIPS, Copy Down, Line, PO Percent, Percent, Merchandise Amt, Quantity, \*GL Unit, Account, Fund, Program, Department, and Cost Center. The table contains one row with the following values: 1, 100.0000, 100.0000, 8,090.03, 8090.0300, 50100, 5012680, 04720, 514008, 10011, 12110004.

GL Chart	Exchange Rate	Statistics	Assets	FIPS	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Center
					<input type="checkbox"/>	1	100.0000	100.0000	8,090.03	8090.0300	50100	5012680	04720	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.

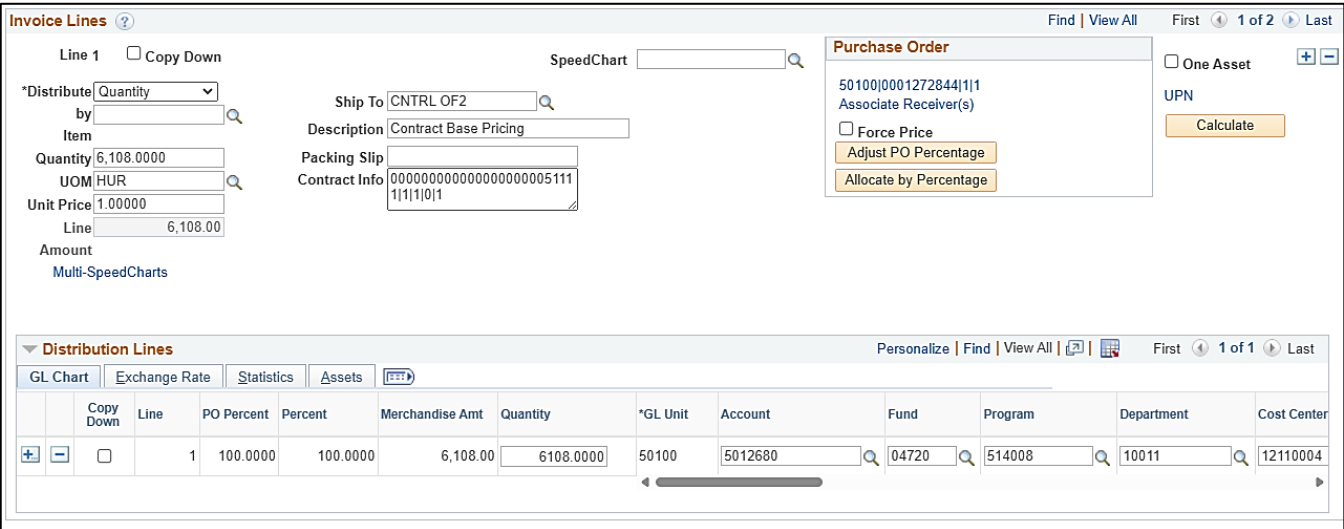
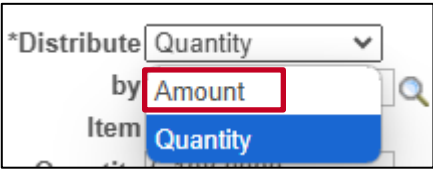

The **Calculate** button on the Invoice Line may need to be clicked to balance the line after making updates to the Distribution Lines.

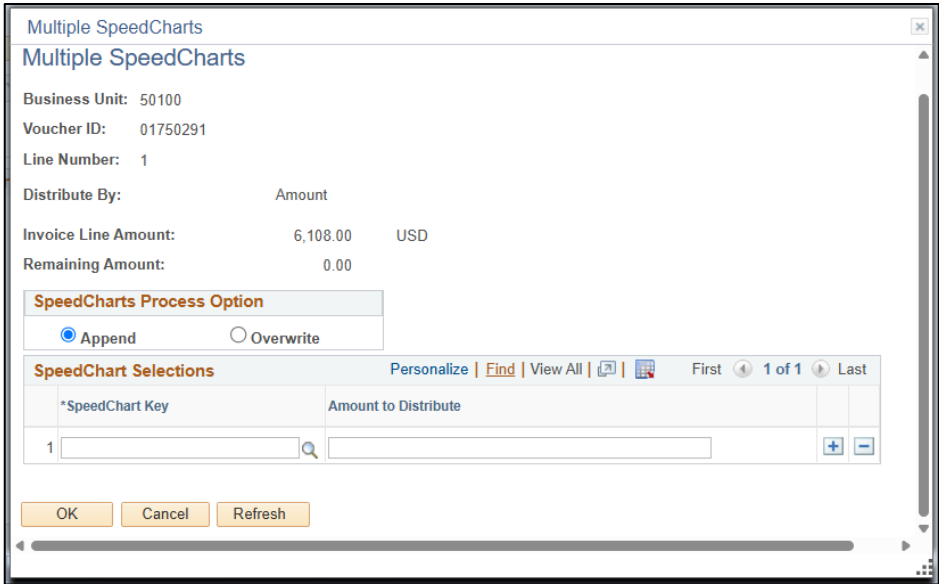

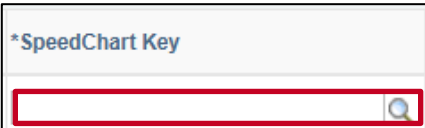





## Accounts Payable Job Aid

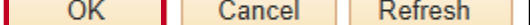
### AP312\_Entering a Purchase Order Voucher (VDOT Only)

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

Step	Action
	<p>The <b>Invoice Lines</b> section.</p>  <p>1. Click the <b>Distribute by</b> dropdown button and select <b>Amount</b>.</p>  <p><b>i</b> 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.</p> <p>2. Click the <b>Multi-SpeedCharts</b> link.</p> 

Step	Action
	<p>The <b>Multiple SpeedCharts</b> page displays in a pop-up window.</p> 
3.	Verify that the <b>Distribute By</b> field displays “Amount”.
	In the <b>SpeedChart Process Options</b> section, the <b>Append</b> radio button is selected by default. Do not change it.
4.	<p>In the <b>SpeedChart Key</b> field, enter or select the SpeedChart value applicable for the additional Distribution Line.</p> 
	<p>The <b>Amount to Distribute</b> field can be left blank and the amounts can be adjusted on the <b>Invoice Information</b> page.</p> 
5.	<p>If needed, click the <b>Add a New Row (+)</b> icon to add additional Distribution Lines and repeat Step 4.</p> 

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

Step	Action
6.	Click the <b>OK</b> button to return to the <b>Invoice Information</b> page. 

The **Invoice Lines** section redisplay.

Invoice Lines ?

Line 1

☐ Copy Down

\*Distribute

Amount

by

Item

Quantity

UOM

Unit Price

Line

Amount

6,108.0000

HUR

1.00000

6,108.00

Multi-SpeedCharts

SpeedChart

Ship To

CNTRL OF2

Description

Contract Base Pricing

Packing Slip

Contract Info

00000000000000000005111

1|1|1|0|1

Purchase Order

50100|0001272844|1|1

Associate Receiver(s)

☐ Force Price
 

Adjust PO Percentage

Allocate by Percentage

☐ One Asset
 

UPN

Calculate

▼ Distribution Lines

GL Chart

Exchange Rate

Statistics

Assets

FEET

Personalize

Find

View All

First

1 of 2

Last

	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Center
<div>+</div> <div>-</div> <div><input type="checkbox"/></div>		1	100.0000	100.0000	6,108.00	6108.0000	50100	5012680	04720	514008	10011	12110004

7. Click the **View All** link to see all of the Distribution Lines.

The page refreshes and all Distribution Lines display.

Invoice Lines ?

Line 1

☐ Copy Down

SpeedChart

\*Distribute

Amount

by

Item

Quantity

6,108.0000

UOM

HUR

Unit Price

1.00000

Line

6,108.00

Amount

Multi-SpeedCharts

Ship To

CNTRL OF2

Description

Contract Base Pricing

Packing Slip

Contract Info

000000000000000000000000051111111101

Purchase Order

50100|0001272844|11

Associate Receiver(s)

☐ Force Price

Adjust PO Percentage

Allocate by Percentage

☐ One Asset

UPN

Calculate

▼ Distribution Lines

Personalize | Find | View 1 | 6/21 | 1/1

First 1-2 of 2 Last

GL Chart

Exchange Rate

Statistics

Assets

	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Cente
<div>+ -</div>	<input type="checkbox"/>	1	100.0000	100.0000	6,108.00	6108.0000	50100	5012680	04720	514008	10011	12110004
<div>+ -</div>	<input type="checkbox"/>	2	100.0000		0.00		50100		04720	603024	12090	



## Accounts Payable Job Aid

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

Step	Action						
8.	<p>In the <b>Distribution Lines</b> section, update the <b>Merchandise Amt</b> (or <b>Quantity</b> if open) field to distribute the amount for the additional Distribution Line(s).</p> <table><tr><th>Merchandise Amt</th><th>Quantity</th></tr><tr><td>6,108.00</td><td>6108.0000</td></tr><tr><td>0.00</td><td></td></tr></table>	Merchandise Amt	Quantity	6,108.00	6108.0000	0.00	
Merchandise Amt	Quantity						
6,108.00	6108.0000						
0.00							
9.	<p>Click the <b>Allocate by Percentage</b> button in the <b>Purchase Order</b> section of the <b>Invoice Lines</b> section to allow the system to distribute the Quantity to each Distribution Line.</p> <table><tr><th>Purchase Order</th></tr><tr><td>50100 0001272844 1 1 Associate Receiver(s)</td></tr><tr><td><input type="checkbox"/> Force Price</td></tr><tr><td>Adjust PO Percentage</td></tr><tr><td>Allocate by Percentage</td></tr></table>	Purchase Order	50100 0001272844 1 1 Associate Receiver(s)	<input type="checkbox"/> Force Price	Adjust PO Percentage	Allocate by Percentage	
Purchase Order							
50100 0001272844 1 1 Associate Receiver(s)							
<input type="checkbox"/> Force Price							
Adjust PO Percentage							
Allocate by Percentage							

The **Distribution Lines** update.

Invoice Lines ?

Find | View All

First 1 of 2 Last

Line 1 ☐ Copy Down

SpeedChart

\*Distribute  by

Item

UOM

Unit Price

Line

Amount

Ship To

Description

Packing Slip

Contract Info

Purchase Order

50100|0001272844|1|1  
Associate Receiver(s)

☐ Force Price

Adjust PO Percentage

Allocate by Percentage

☐ One Asset

UPN

Calculate

Distribution Lines

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

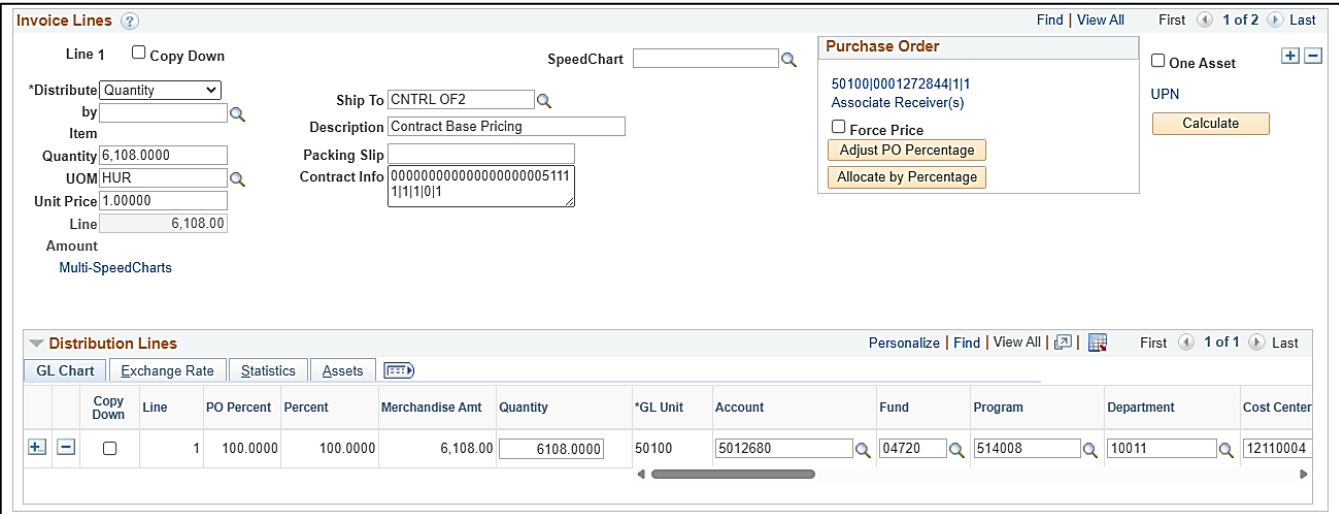

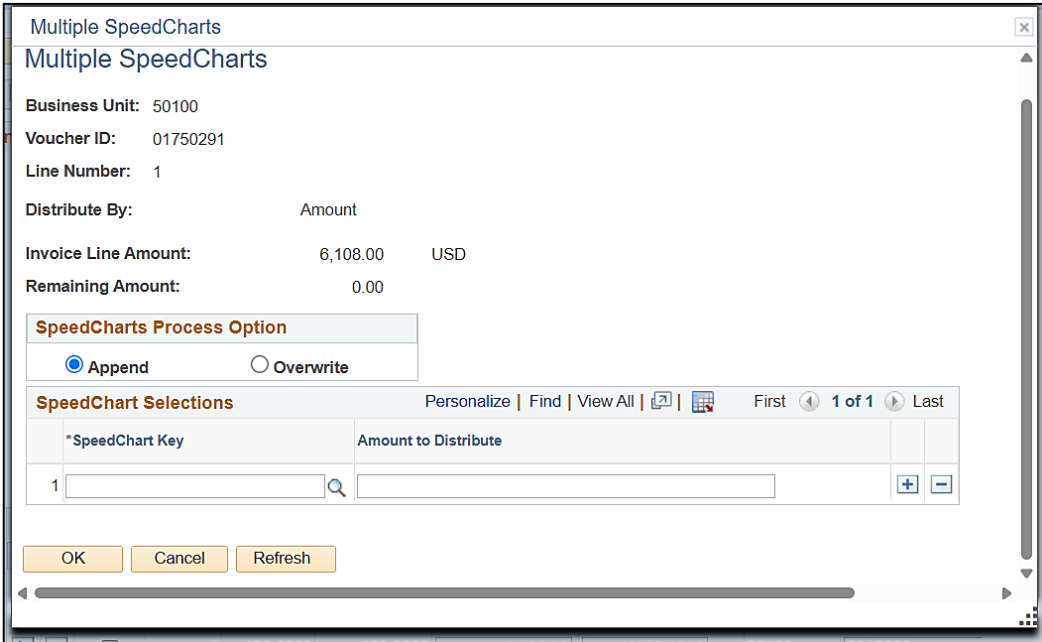
GL Chart	Exchange Rate	Statistics	Assets	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Cente
<input type="checkbox"/>				<input type="checkbox"/>	1	100.0000	49.1159	3,000.00	2999.9992	50100	5012680	04720	514008	10011	12110004
<input type="checkbox"/>				<input type="checkbox"/>	2	100.0000	50.8841	3,108.00	3108.0008	50100	5012680	04720	603024	12090	12110004



# Accounts Payable Job Aid

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

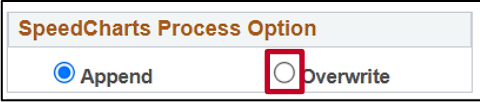
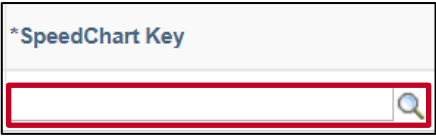

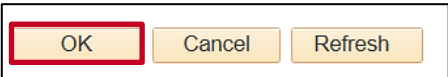
### Overwriting Distribution Lines

Step	Action
	<p><b>Invoice Information page.</b></p>  <p><b>1.</b> In the <b>Invoice Lines</b> section, click the <b>Multi-SpeedCharts</b> link.</p> 
	<p>The <b>Multiple SpeedCharts</b> page displays.</p> 

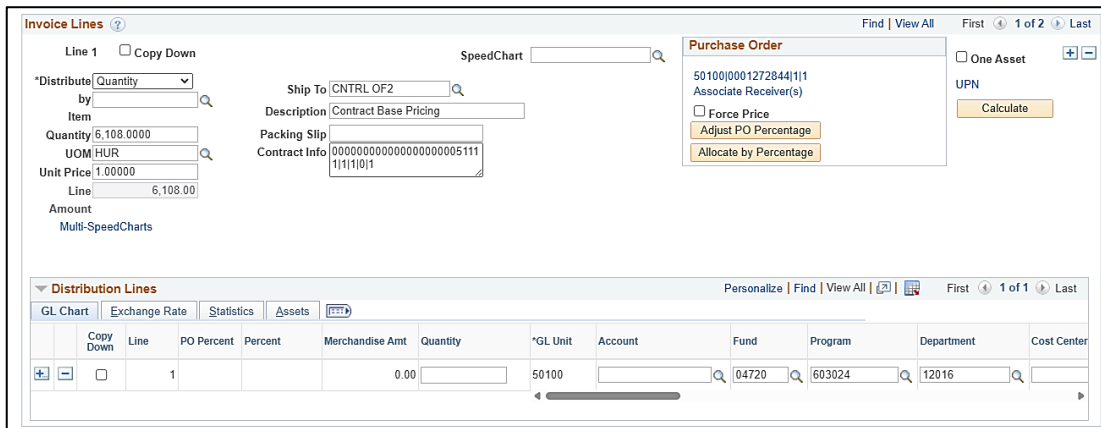



# Accounts Payable Job Aid

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

Step	Action
2.	Click the <b>Overwrite</b> radio button. 
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 **Invoice Information** page displays.

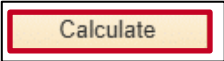


6.	Update any other required fields for the Distribution Lines as needed.
	The <b>Distribution Lines Quantity</b> (and/or <b>Amount</b> if the Voucher Line is distributed by Amount) is changed here to distribute the Invoice Line account as needed.



## Accounts Payable Job Aid

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

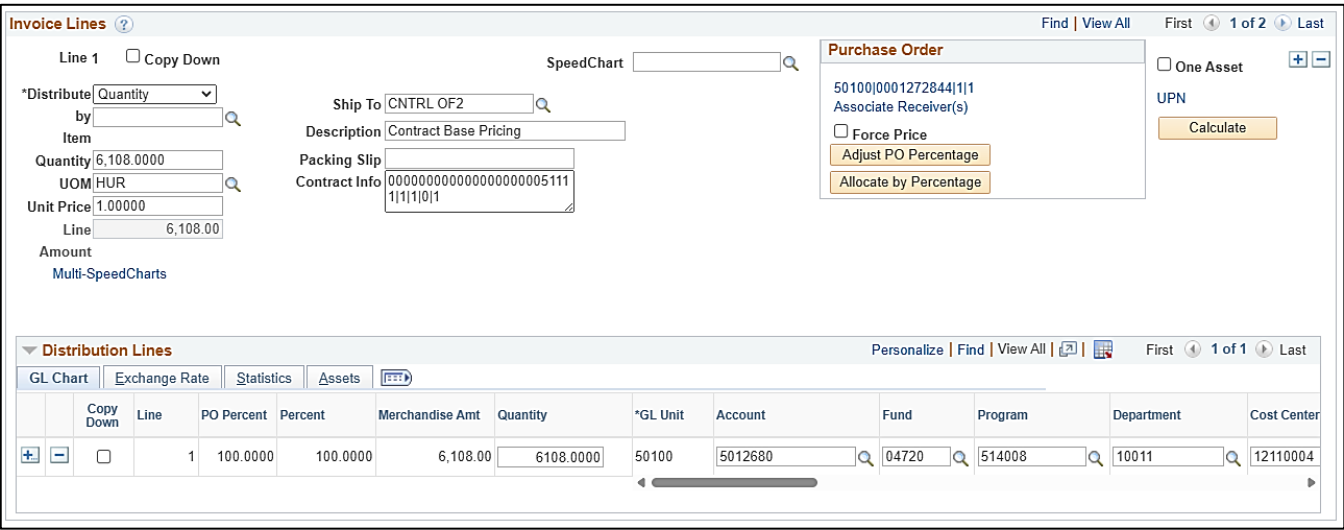

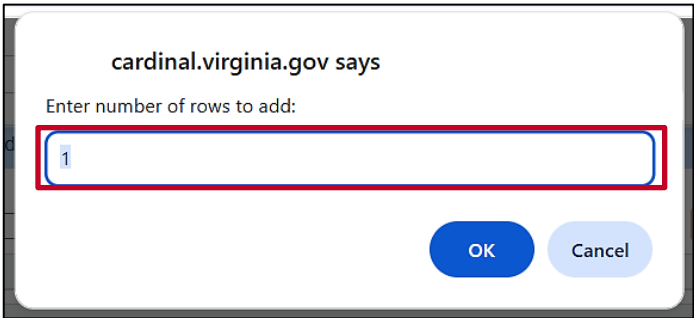

Step	Action
7.	<p>Click the <b>Calculate</b> button on the <b>Invoice Line</b> to balance the Line after making updates to the Distribution Lines.</p>  A rectangular button with a yellow background and a red border. The word "Calculate" is written in black text in the center of the button.



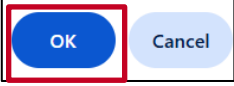
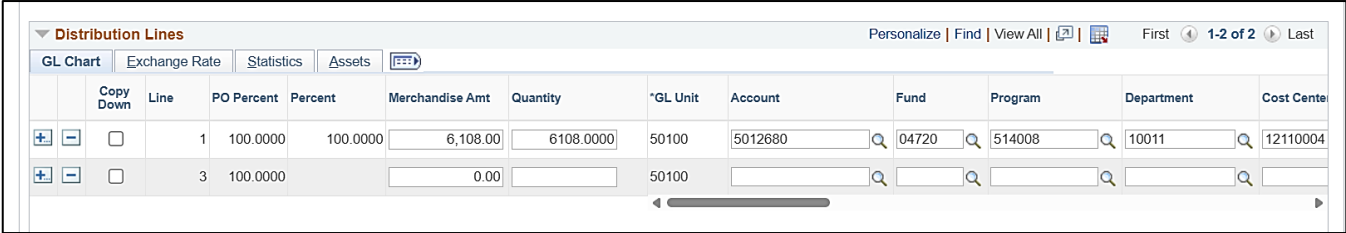

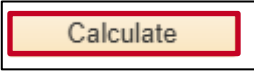
## Accounts Payable Job Aid

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

#### Inserting Distribution Lines

Step	Action
	<p>The <b>Invoice Lines</b> section.</p>  <p>1. Click the <b>Add a New Row (+)</b> icon in the <b>Distribution Lines</b> section where the Line needs to be inserted.</p> 
	<p>A pop-up window displays where the user will identify how many rows to add.</p> 
	<p>The number of row defaults to "1".</p>
2.	<p>Change the number to the applicable number of Lines (rows) that need to be added.</p>

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

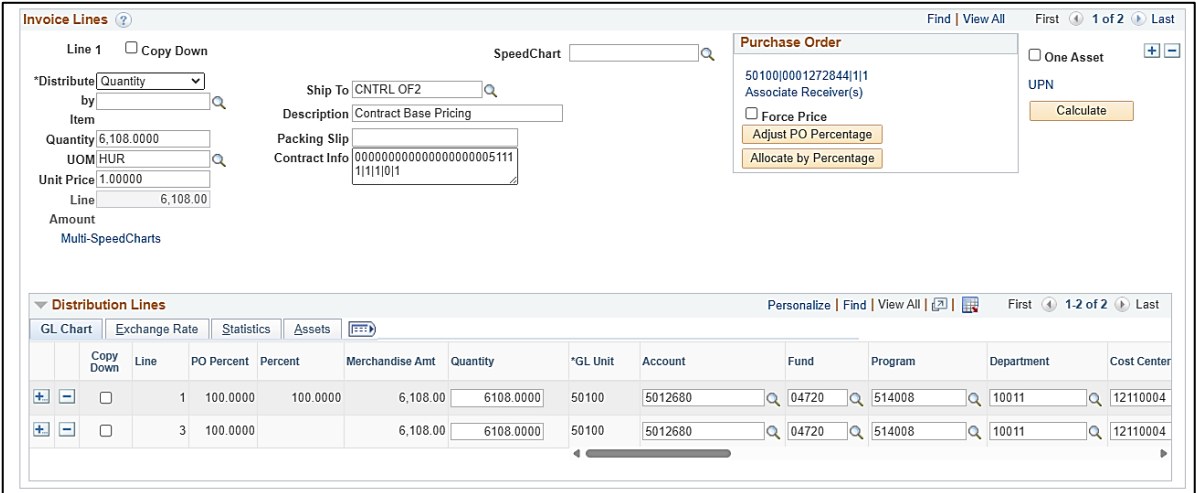
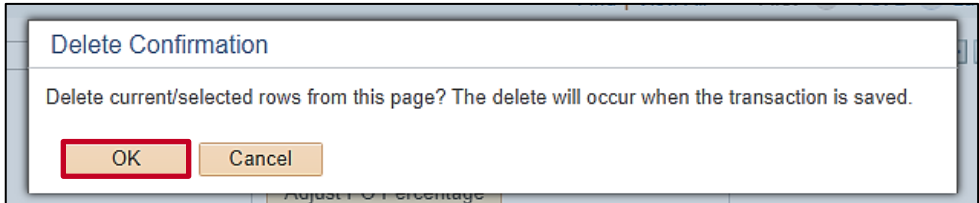

Step	Action
3.	<p>Click the <b>OK</b> button.</p> 
<p>The page refreshes with the added rows.</p> 	
	<p>A line can also be added by clicking the <b>Copy Down</b> checkbox to copy that line's ChartField values to a new Distribution Line(s).</p> <p>The <b>Copy Down</b> function is used only if the AP Transmittal has multiple accounting lines with the same SpeedChart, but different secondary charges (<b>Agency Use 1</b>, <b>FIPS</b>, <b>Activity</b>, and <b>Department</b>). All fields from the first Line are copied to the Line added.</p> <p>The <b>Copy Down</b> function <u>should not</u> be used if the <b>SpeedChart</b>, <b>Fund</b>, or <b>Program</b> ChartFields are changing.</p> <p>The <b>Distribution Lines Quantity</b> (or <b>Amount</b> 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.</p>
4.	<p>Click the <b>Calculate</b> button on the <b>Invoice Line</b> to balance the Line after making updates to the Distribution Lines.</p> 



## Accounts Payable Job Aid

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

#### Deleting Distribution Lines

Step	Action
	<p>The <b>Invoice Lines</b> section.</p> 
1.	<p>Click the <b>Remove a Row (-)</b> icon to the left of the Line that needs to be deleted.</p> <p>A message displays in a pop-up window to confirm the deletion of the Line.</p> 
2.	<p>Click the <b>OK</b> button.</p> 



## Accounts Payable Job Aid

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

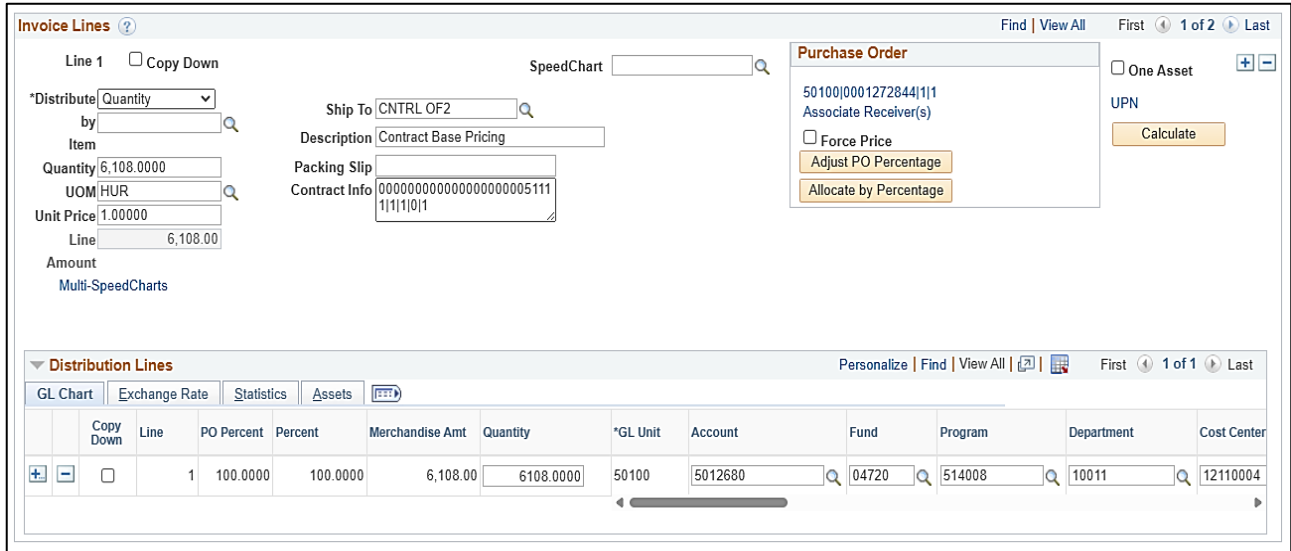
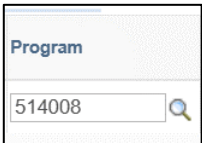
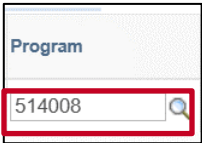
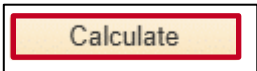
Step	Action																											
	<p>The page refreshes and the deleted Line no longer displays.</p> <div><div><div><div><div>Invoice Lines ?</div><div><div>Line 1 <input type="checkbox"/> Copy Down</div><div><div>*Distribute <input type="text" value="Quantity"/></div><div>by <input type="text"/></div><div>Item</div><div>Quantity <input type="text" value="6,108.0000"/></div><div>UOM <input type="text" value="HUR"/></div><div>Unit Price <input type="text" value="1.00000"/></div><div>Line <input type="text" value="6,108.00"/></div><div>Amount</div><div>Multi-SpeedCharts</div></div></div><div><div>Ship To <input type="text" value="CNTRL OF2"/></div><div>Description <input type="text" value="Contract Base Pricing"/></div><div>Packing Slip</div><div>Contract Info <input type="text" value="000000000000000000051111111101"/></div></div><div><div>SpeedChart <input type="text"/></div><div><div>Purchase Order</div><div>Find   View All</div><div>First 1 of 2 Last</div><div>50100 0001272844 111</div><div>Associate Receiver(s)</div><div><input type="checkbox"/> Force Price</div><div><input type="button" value="Adjust PO Percentage"/></div><div><input type="button" value="Allocate by Percentage"/></div></div><div><div><input type="checkbox"/> One Asset</div><div>UPN</div><div><input type="button" value="Calculate"/></div></div></div></div></div><div><div>Distribution Lines</div><div>Personalize   Find   View All   <input type="button" value="Print"/></div><div>First 1 of 1 Last</div><div><div>GL Chart</div><div>Exchange Rate</div><div>Statistics</div><div>Assets</div><div><input type="button" value="ITF"/></div></div><table><tr><th></th><th>Copy Down</th><th>Line</th><th>PO Percent</th><th>Percent</th><th>Merchandise Amt</th><th>Quantity</th><th>*GL Unit</th><th>Account</th><th>Fund</th><th>Program</th><th>Department</th><th>Cost Center</th></tr><tr><td><input type="button" value="+"/></td><td><input type="button" value="-"/></td><td><input type="checkbox"/></td><td>1</td><td>100.0000</td><td>100.0000</td><td>6,108.00</td><td>6108.0000</td><td>50100</td><td>5012680</td><td>04720</td><td>514008</td><td>10011</td><td>12110004</td></tr></table></div></div></div>		Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Center	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="checkbox"/>	1	100.0000	100.0000	6,108.00	6108.0000	50100	5012680	04720	514008	10011	12110004
	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Center																
<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="checkbox"/>	1	100.0000	100.0000	6,108.00	6108.0000	50100	5012680	04720	514008	10011	12110004															
3.	Make any necessary adjustments to the remaining Line(s) as applicable.																											
4.	<p>Click the <b>Calculate</b> button on the Invoice Lines to balance the Line after making updates to the Distribution Line.</p> <div><input type="button" value="Calculate"/></div>																											



## Accounts Payable Job Aid

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

#### Changing the Distribution Line

Step	Action
	<p>The <b>Invoice Lines</b> section.</p>  <p>The screenshot shows the 'Invoice Lines' section with a 'Distribution Lines' table. The table has columns: GL Chart, Exchange Rate, Statistics, Assets, Copy Down, Line, PO Percent, Percent, Merchandise Amt, Quantity, *GL Unit, Account, Fund, Program, Department, and Cost Center. The first line item is highlighted with a red box around the 'Program' field, which contains the value '514008'.</p>
1.	<p>Identify the applicable field(s) that needs to be updated.</p>  <p>The screenshot shows a close-up of the 'Program' field in the Distribution Lines table, which contains the value '514008'.</p>
2.	<p>Make the required updates.</p>  <p>The screenshot shows a close-up of the 'Program' field in the Distribution Lines table, which contains the value '514008'. A red box is drawn around the field.</p>
3.	<p>Click the <b>Calculate</b> button on the Invoice Lines to balance the Line after making updates to the Distribution Line(s).</p>  <p>The screenshot shows the 'Calculate' button, which is a yellow button with the text 'Calculate' in black.</p>



## Accounts Payable Job Aid

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

#### PO Activity Summary Page

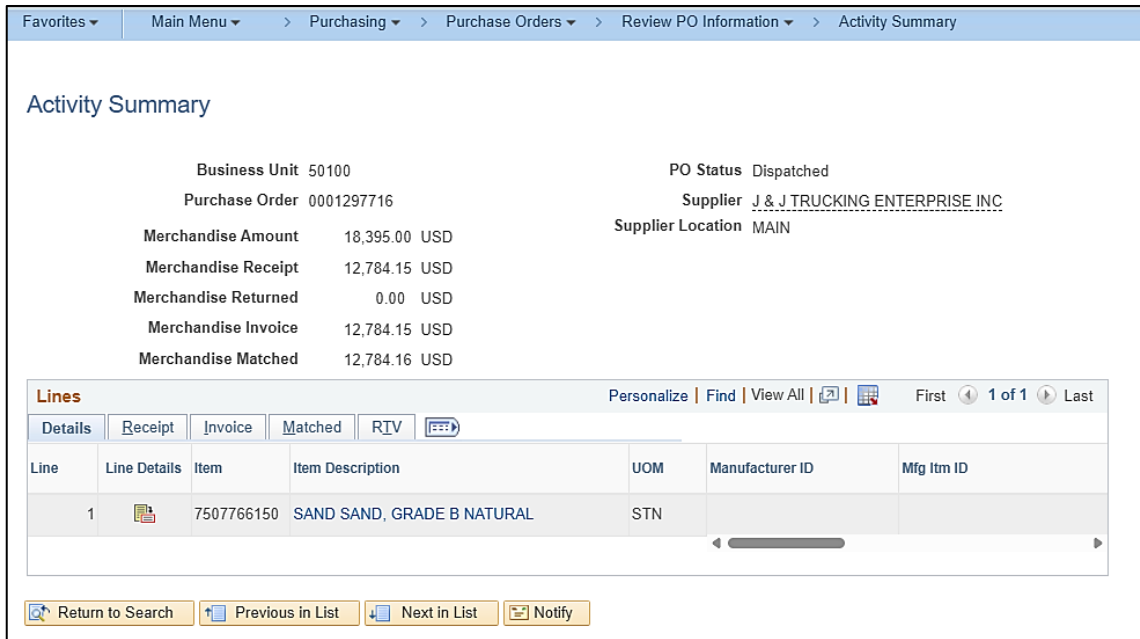
The **PO Activity Summary** page gives a visual representation of activity that has occurred against a Purchase Order. The activities that occur against a Purchase Order include receiving, invoicing (creating the Voucher), and matching (comparing Vouchers with the Purchase Order and Receipts).

Step	Action
1.	<p>Navigate to the <b>PO Activity Summary</b> page using the following path:</p> <p><b>Main Menu &gt; Purchasing &gt; Purchase Orders &gt; Review PO Information &gt; Activity Summary</b></p>
<p>The <b>PO Activity Summary</b> page displays.</p> <div><div><div>Favorites ▾</div><div>Main Menu ▾ &gt; Purchasing ▾ &gt; Purchase Orders ▾ &gt; Review PO Information ▾ &gt; Activity Summary</div></div><div><div>PO Activity Summary</div><div><div>Find an Existing Value</div><div>▼ Search Criteria</div><div>Enter any information you have and click Search. Leave fields blank for a list of all values.</div><div><div>Recent Searches Choose from recent searches ▾ ✎</div><div>Saved Searches Choose from saved searches ▾ ✎</div></div><div><div>*Business Unit ▾ 50100 🔍</div><div>PO Number begins with ▾ 🔍</div><div>Purchase Order Date = ▾ 🔍</div><div>Purchase Order Reference begins with ▾ 🔍</div><div>Supplier ID begins with ▾ 🔍</div><div>^ Show fewer options</div><div><input type="checkbox"/> Case Sensitive</div><div><div>Search</div><div>Clear</div></div></div></div></div></div>	
2.	<p>Enter the applicable PO Number in the <b>PO Number</b> field.</p> <div>PO Number begins with ▾ <input type="text"/></div>
3.	<p>Click the <b>Search</b> button.</p> <div><div>Search</div><div>Clear</div></div>

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

Step	Action
------	--------

The **Activity Summary** page displays for the applicable Purchase Order.

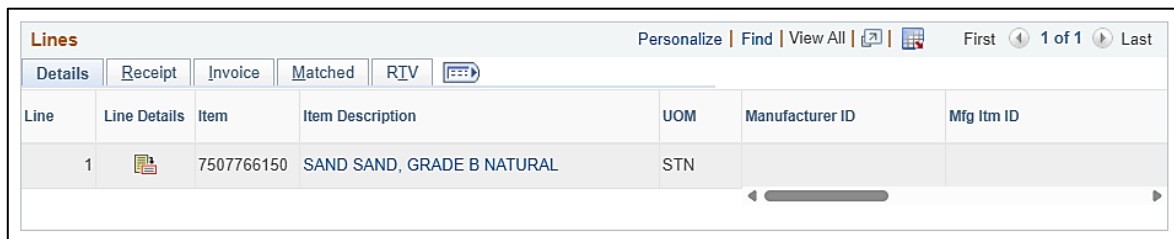



The following are the key summary items that show at the top of the page:

- **Merchandise Amount:** the amount of the Purchase Order
- **Merchandise Receipt:** the amount of the Purchase Order that has been received
- **Merchandise Invoice:** the amount of the Purchase Order that has been vouchered
- **Merchandise Matched:** the amount of the Purchase Order that has been matched against the Voucher

3.

The **Details Tab** under the **Lines** section displays the Purchase Order details.

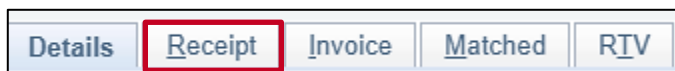


4.

Use the scrollbar or click the **Show All Columns** icon to view all of the fields.

5.

Click the **Receipt** tab to view the Receipt details.





## Accounts Payable Job Aid

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

Step	Action
------	--------

The **Receipt** tab displays.

Lines								
Personalize   Find   View All     First 1 of 1 Last								
Details	Receipt	Invoice	Matched	RIV				
Line	Line Details	Item	Item Description	UOM	Qty Received	Qty Accepted	Open Quantity	Open Amount
1		7507766150	SAND SAND, GRADE B NATURAL	STN	347.4900	347.4900	152.5100	5,610.843



This tab displays the “Qty” or “Amount” received and any remaining amount if the Purchase Order is partially received.

In this scenario, the Purchase Order is partially received.

6.

Click the **Invoice** tab to view Voucher Details

Details	Receipt	Invoice	Matched	RIV
---------	---------	---------	---------	-----

The **Invoice** tab displays.

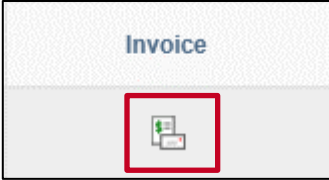
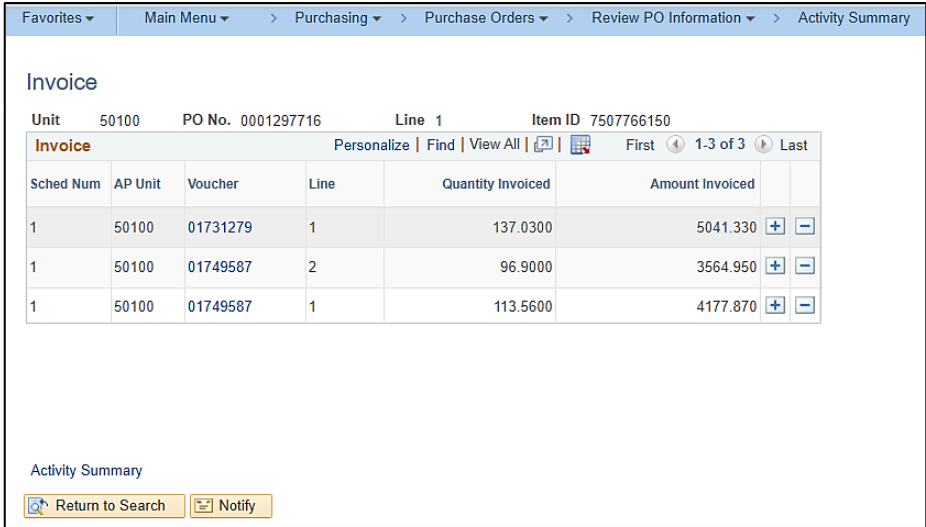


Lines								
Personalize   Find   View All     First 1 of 1 Last								
Details	Receipt	Invoice	Matched	RIV				
Line	Line Details	Item	Item Description	UOM	Quantity Invoiced	Amount Only	Amt Invoiced	Currency
1		7507766150	SAND SAND, GRADE B NATURAL	STN	347.4900	<input type="checkbox"/>	12,784.150	USD

7.

Use the scrollbar or click the **Show All Columns** icon to view all of the fields.

View scrolled right.

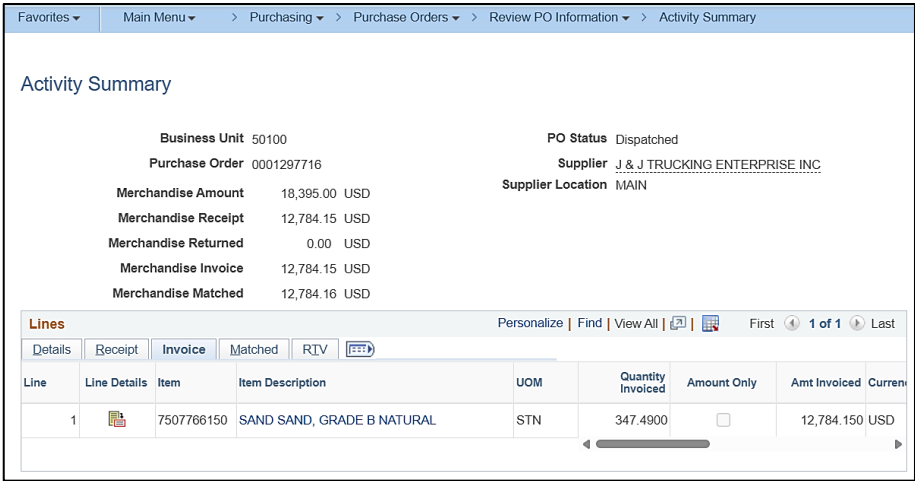

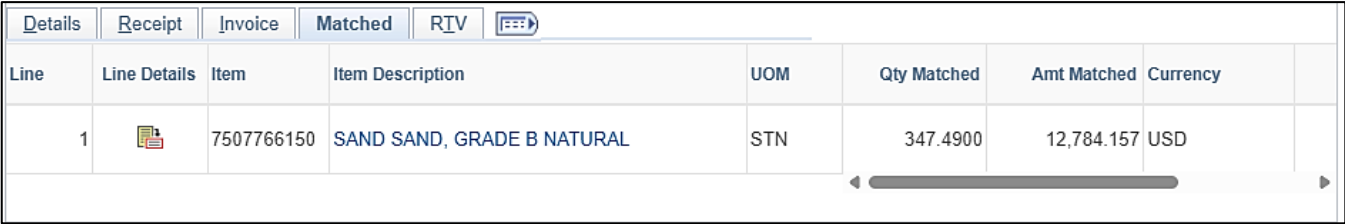

Lines								
Personalize   Find   View All     First 1 of 1 Last								
Details	Receipt	Invoice	Matched	RIV				
Line	Line Details	Item	Item Description	UOM	Un-invoiced Amount	Currency	Invoice	
1		7507766150	SAND SAND, GRADE B NATURAL	STN	5,610.850	USD		

Step	Action
8.	<p>Click the <b>Invoice</b> icon to view the Voucher ID(s).</p> 
<p>The <b>Invoice</b> page displays.</p> 	
	<p>This page allows users to review the Voucher(s) Numbers, Lines, Quantity, and Amount invoiced as applicable.</p>
9.	<p>Click the <b>Activity Summary</b> link to return to the <b>Activity Summary</b> page.</p> 



## Accounts Payable Job Aid

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

Step	Action
	<p>The <b>Activity Summary</b> page redisplay.</p> <div></div>
10.	<p>Click the <b>Matched</b> tab to view the matching details.</p> <div></div>
	<p>The <b>Matched</b> tab displays.</p> <div></div>
11.	<p>For this scenario, the Voucher created has been matched against the Purchase Order.</p>
	<p>The <b>RTV</b> tab is not used in Cardinal.</p>