SW INTRO110: Accounts Payable and Expenses Overview

Web Based Training

Rev 06/02/2014

Welcome

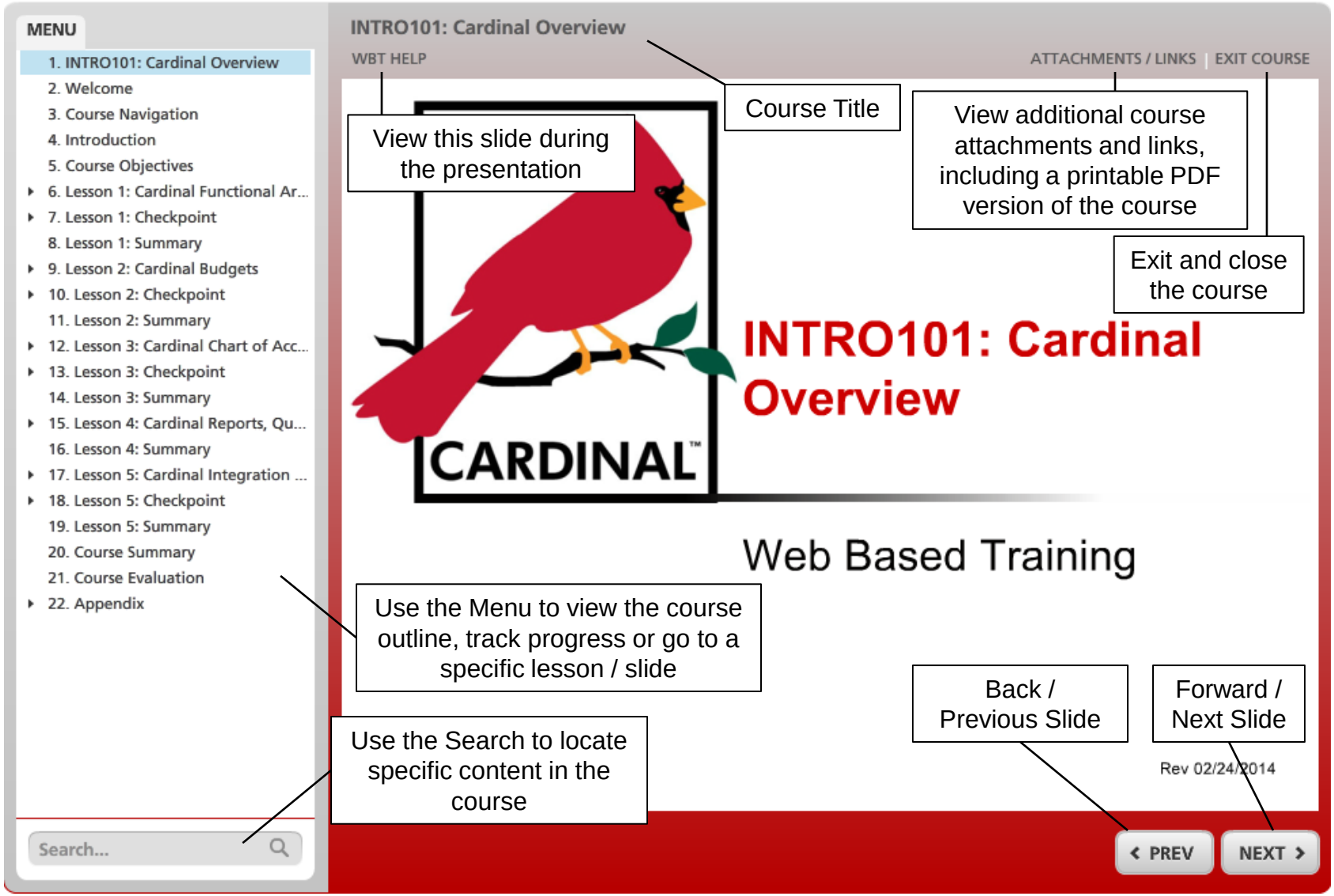
Welcome to Cardinal Training!

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

In this course, we will show you the Accounts Payable functional area and its modules.

These training materials include diagrams, charts, screenshots, etc., that clarify various Cardinal tasks and processes. The screenshots are taken from Cardinal and show pages that not all users can access. They are included here so you can see how your specific responsibilities relate to the overall transaction or process being discussed. See your Agency Security Handbook for a list of available roles and descriptions.

Course Navigation



Course Objectives

After completing this course, you will be able to:

- Define key Accounts Payable functional concepts and terms
- Understand key concepts and processes for the Accounts Payable and Expenses modules
- Describe how Accounts Payables integrates with other modules in Cardinal
- Describe how Accounts Payables interfaces with systems outside Cardinal

Assessment questions will check for your understanding.

Course Topics

In this course, we will cover the following topics:

- Lesson 1: Introduction to Accounts Payable
- Lesson 2: Accounts Payable and Expenses Processes
- Lesson 3: Integration and Interfaces

Lesson 1: Introduction to Accounts Payable

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

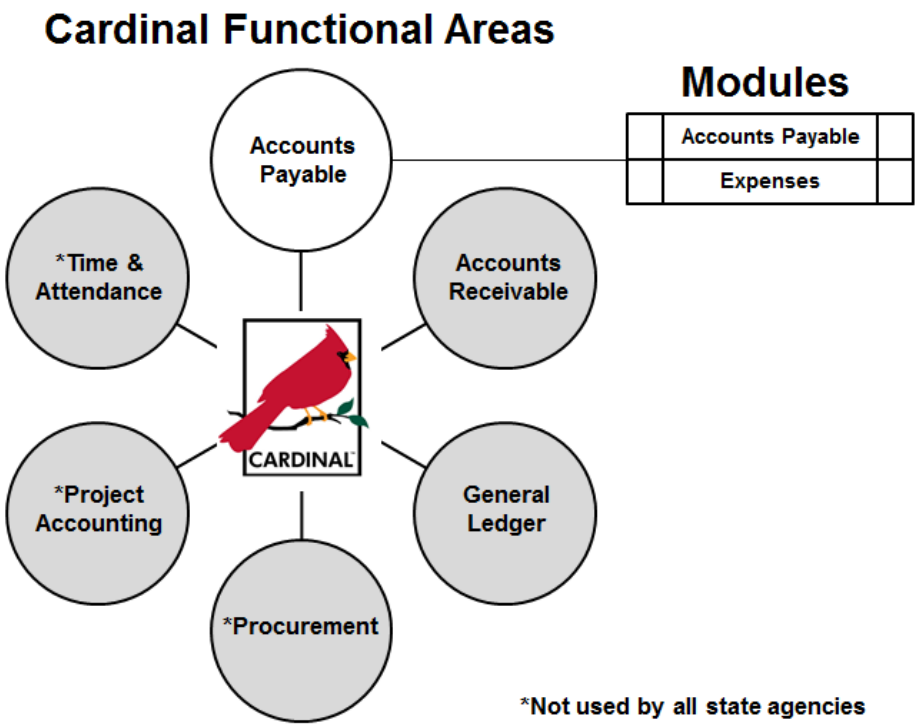
Accounts Payable

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

Expenses

The Expenses module processes payments to employees for non-salary related items (i.e., travel and business expense reimbursements).

In this lesson, you will learn about key concepts within the Accounts Payable functional area of Cardinal.



Key Concepts

Some key concepts in Accounts Payable and Expenses include:

- Cardinal operates on a modified accrual basis. Cash balances are not immediately affected when vouchers are entered. Instead, Cardinal generates an offsetting entry to a liability account. Later, when the voucher is paid, the posting process generates accounting entries (debit to liability and credit to cash).

- Cardinal uses one vendor table that is shared across all agencies using Cardinal and maintained centrally by the Commonwealth Vendor Group (CVG).

- Vendors may be procurement vendors (selling goods or services) or fiscal vendors (non-procurement vendors or payees (such as utilities, individuals or companies receiving refunds). Procurement vendor additions and updates are interfaced from eVA. Fiscal vendor additions and updates are entered directly into Cardinal by the CVG from Vendor Maintenance Requests submitted by the agencies.

Key Concepts (continued)

- Vouchers are entered in the Accounts Payable module to pay vendors.
- The Expenses module is configured to capture detailed employee expense information, by expense type and by day, so amounts exceeding the Commonwealth's allowable limits are automatically routed for necessary approvals.
- Employees submit travel authorizations, cash advances and expense reimbursements using the Expenses module. Agencies do not reimburse their employees using regular vouchers.
- Agencies recording Accounts Payable transactions in an external agency system can send voucher and expense report transactions to Cardinal from their agency system through an interface. The vouchers and expense reports are then created, processed for payment, and recorded in Cardinal. Travel authorizations and cash advances can only be entered online.
- Both vouchers (to pay vendors) and expense transactions (to reimburse employees) are paid through the Accounts Payable functional area.
- Cardinal automatically identifies 1099 reportable payments, and can generate Federal 1099 Reports at the end of the year.

Lesson 1: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question, select your answer and click **Submit** to see if you chose the correct response.

The Department of Accounts' Commonwealth Vendor Group is responsible for maintaining a statewide vendor database which is shared by all agencies using Cardinal.

- ○ True
- ○ False

Vouchers are created in Cardinal to record travel and business expenses transactions for employees.

- ○ True
- ○ False

Lesson 1: Summary

In this lesson, you learned:

- The Accounts Payable functional area of Cardinal is composed of two modules: Accounts Payable and Expenses.
- There is only one vendor table in Cardinal. It is maintained centrally by the Commonwealth Vendor Group (CVG).
- Vouchers are entered either online or through an interface in the Accounts Payable module to pay vendors. Agencies do not reimburse their employees through the regular voucher process.
- Reimbursements to employees for travel and other business expenses are entered either online or through an interface in the Expenses module. Travel authorizations and cash advances are always entered online.
- Vouchers and expense reimbursements are paid through the Accounts Payable module.

Lesson 2: Accounts Payable and Expenses Processes

In this lesson, we will describe the processes within the Accounts Payable functional area and you will learn about the following topics:

- The Accounts Payable Functional Area in Cardinal
- Accounts Payable Processes
- Expense Processes

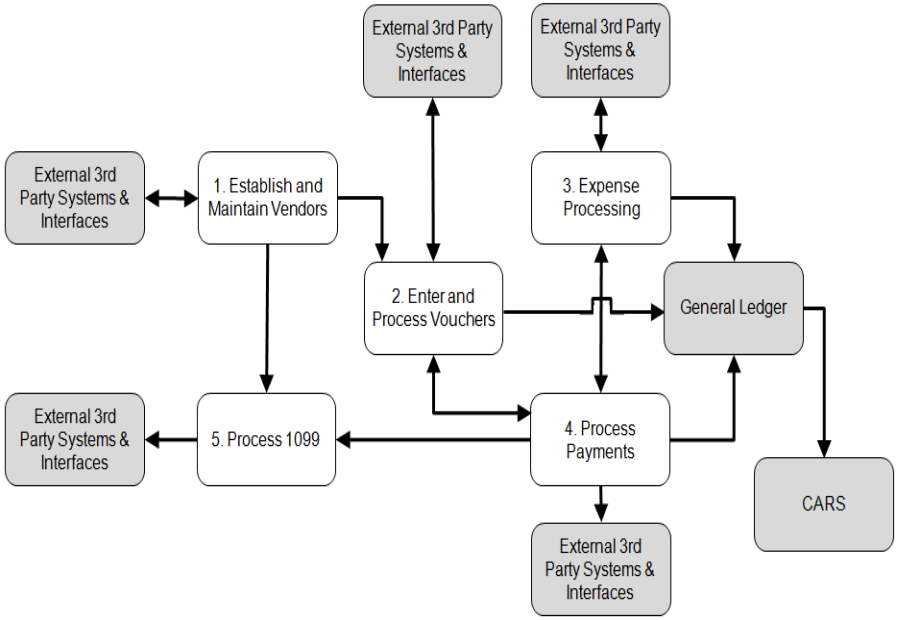
Accounts Payable Functional Area

The Accounts Payable functional area includes two modules: Accounts Payable and Expenses.

Key processes in the Accounts Payable functional area are:

- Establish and Maintain Vendors
- Enter and Process Vouchers
- Process Payments
- Process 1099
- Process Expenses (includes travel authorizations, cash advances and expense reports)

This diagram shows the Cardinal Accounts Payable processes and the business process relationships with each other, with other Cardinal functional areas, and with systems external to Cardinal.



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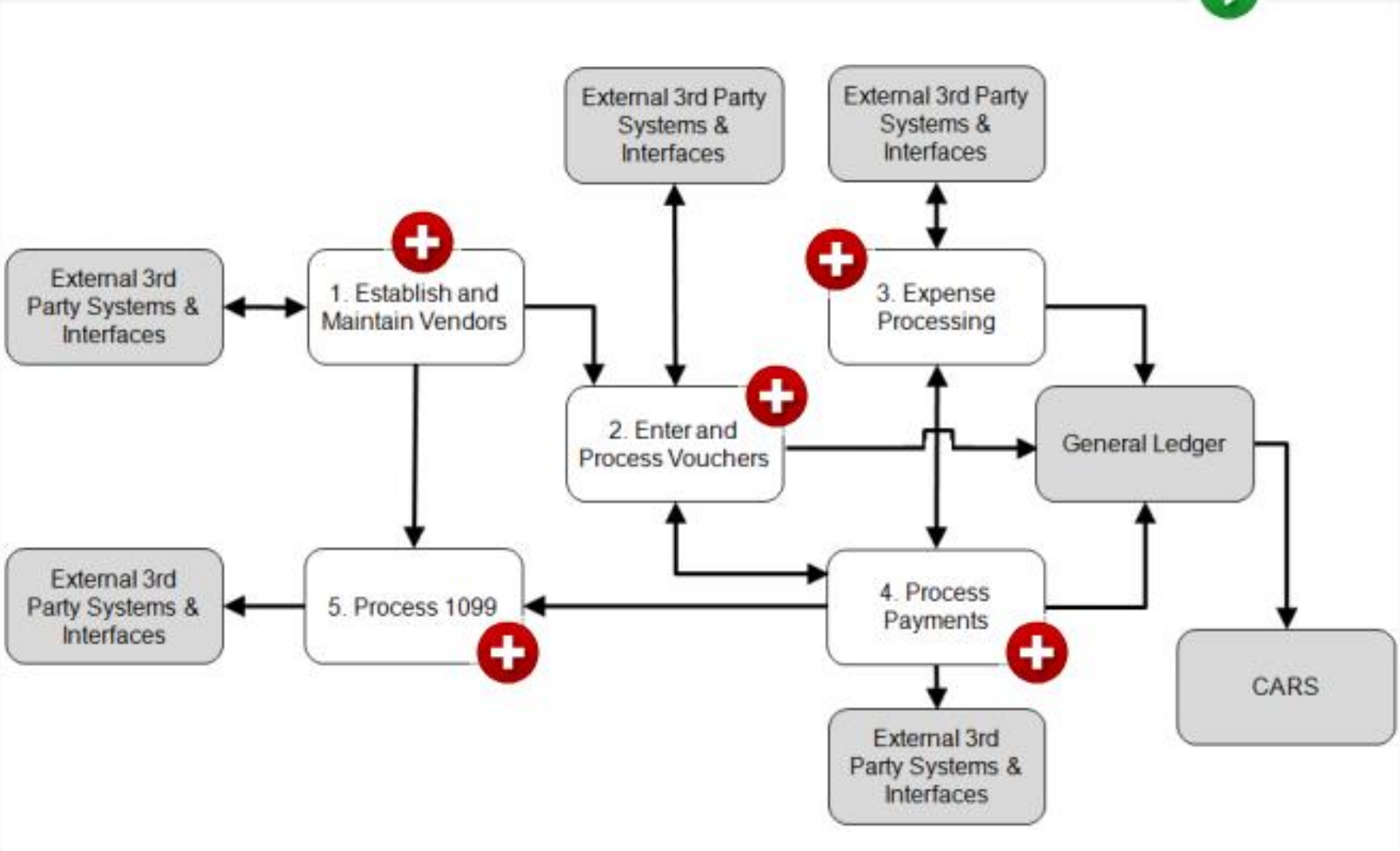
Accounts Payable Process



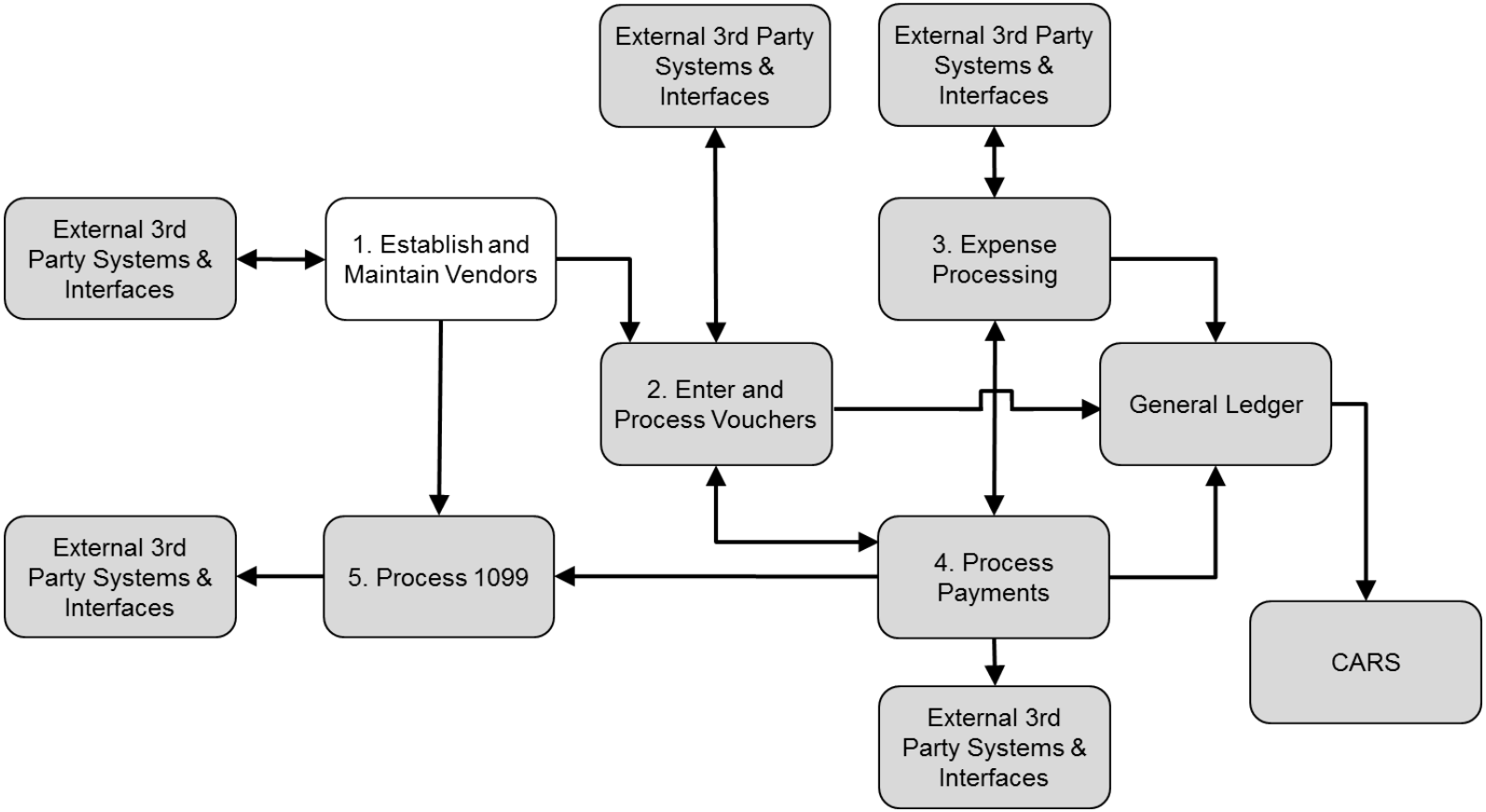
Accounts Payable Process

The Accounts Payable process includes the following functions required to record, process, and issue payments:

- Establish and maintain vendors
- Enter and process vouchers
- Process payments
- Process 1099 Reporting

Establish and Maintain Vendors Process

You cannot enter a voucher until the vendor is entered and active in Cardinal.



Vendor Processing Overview

Vendor Processing overview:

- All Cardinal users state-wide share the same vendor database.
  - Cardinal stores two types of vendors: procurement and fiscal.
  - Procurement vendors (those that sell goods and services) are entered and updated in eVA and interfaced nightly from eVA to Cardinal.
  - A fiscal vendor is any entity that an agency needs to pay specific to the nature of the agency's business (such as utilities, individuals or companies receiving refunds) that is not a procurement vendor. Fiscal vendors are created and updated directly in Cardinal by the CVG.
  - Agencies can request the addition of fiscal vendors in Cardinal by submitting a Vendor Maintenance Request to CVG. Prior to submitting the request, the agency should verify that the vendor being requested does not already exist in Cardinal.
  - Cardinal uses Vendor ID numbers to uniquely identify vendors. The vendor Taxpayer ID number (TIN) and Vendor Location Identification Number (VLIN) are stored in Cardinal and can also be used to identify a vendor.

Vendor Processing Overview (continued)

- Only one Cardinal vendor can be created for each unique TIN. Vendors may have multiple remit-to addresses, for multiple vendor physical locations. It is important to select the appropriate Remit To address while creating a voucher to ensure that the vendor check payment is sent to the correct address.

- Cardinal uses **Location** to store a vendor's payment information and also to identify a vendor subject to tax liens and garnishments. Location is not a physical address, but stores processing rules for payments to be made to vendors. It is important to select the appropriate vendor Location to ensure that if the vendor is paid by EDI, that the payment goes to the correct vendor bank account.

- You can request one-time vendor setup for one-time refunds to recipients who are not employees of your agency. (e.g., student education refund or DMV refund payments). One-time vendors are always paid via check and are inactivated automatically after one use.

- Vendor processing uses outbound and inbound interfaces with the Internal Revenue Service (IRS) to verify Taxpayer Identification Number (TIN) information.

- Cardinal interfaces with the Department of Minority Business Enterprise (DMBE) Certification System. DMBE provides single, women and minority (SWAM) owned business data for vendors in Cardinal through a weekly interface.

Vendor Processing Overview (continued)

- Vendors in Cardinal are validated against the Federal Government Financial Sanctions list and marked as such so that vouchers cannot be created for those vendors.

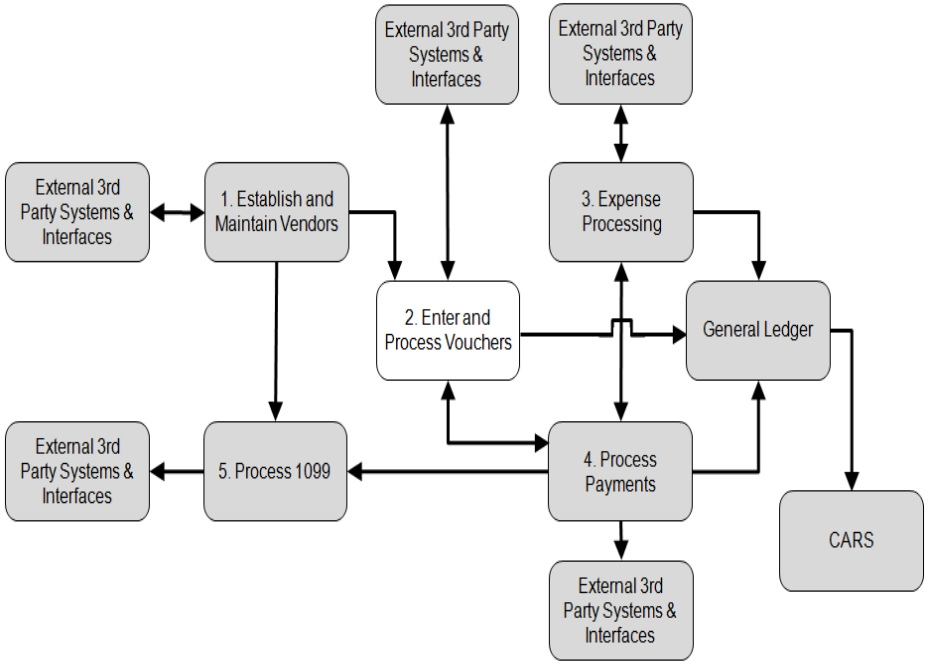
- Online inquiries enable Cardinal users to research vendors as needed.

Enter and Process Vouchers Process

Voucher processing includes the creation of vouchers (either online or via interface), and the subsequent error checking, budget checking, approval and posting of these vouchers. Successfully processed vouchers are eligible for payment.

Voucher processing may also include non-routine processes such as adjustments, payment offsets, petty cash vouchers, petty cash reimbursements, voucher unposting and voucher deletion.

Accounts Payable accounting entries are created during the Cardinal posting processes and are used by the General Ledger module to create journal entries.



Voucher Processing Overview

Voucher Processing overview:

- Vouchers are used to reimburse an agency's petty cash account.
- You can scan Documents related to a voucher, such as a vendor's invoice, and attach them to the voucher for viewing online.
- All Cardinal vouchers must be approved in order to be processed and paid. A voucher cannot enter the approval process until it passes all error and budget checking.
- Once a one-time vendor's voucher is entered and saved, the vendor becomes inactive.
- Payment offsets for items such as tax liens and garnishments are processed manually within Cardinal.
- A vendor payment may also be subject to payment offsets due to a Comptroller's Debt Setoff (CDS) The vendor's voucher and payment are adjusted in Cardinal for the offset.

Enter Voucher Process

Enter and process vouchers includes:

- Creating a voucher
- Attaching related documents
- Editing a voucher, if necessary
- Performing error and budget checking
- Approving a voucher
- Posting a voucher

Maintain Vouchers includes:

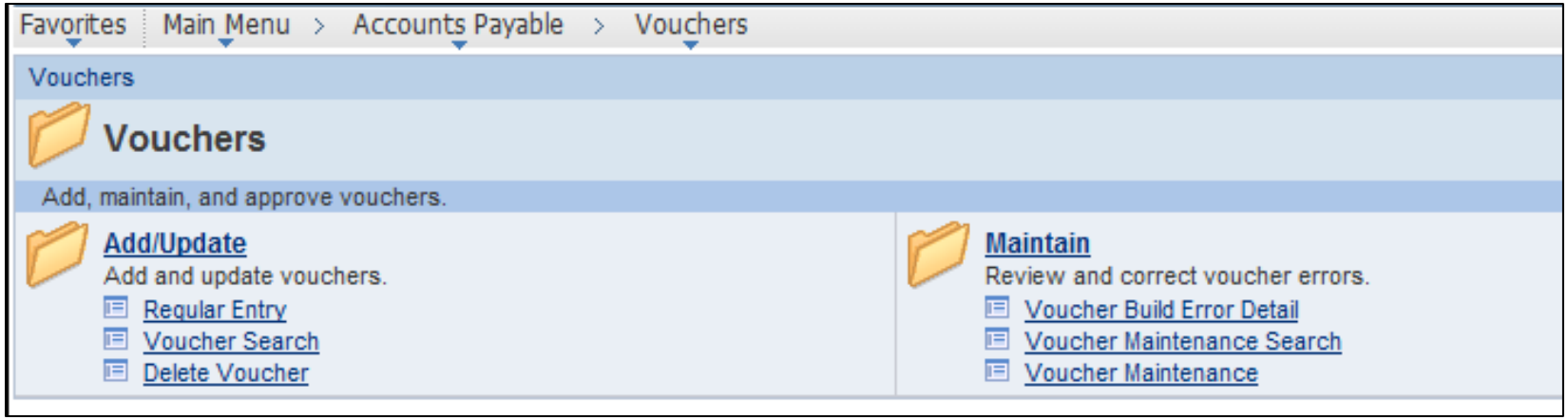
- Deleting a voucher
- Closing a voucher
- Unposting a voucher
- Adjusting Vouchers

The details of voucher processing are covered in the **AP312: Voucher Processing** course.

Vouchers Home Page

You can navigate to the **Vouchers** Home Page using the following path:

Main Menu > Accounts Payable > Vouchers

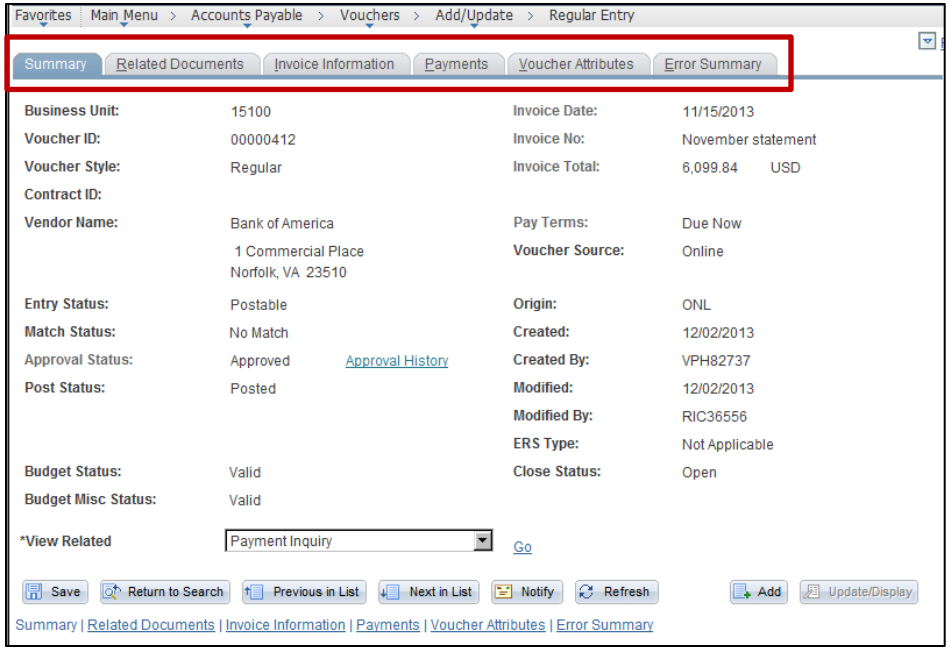


Voucher Summary Page

Navigate to the Voucher Entry page using the following path:

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

The **Summary** tab displays essential information about the voucher. The Voucher Entry page has five additional tabs (**Related Documents**, **Invoice Information**, **Payments**, **Voucher Attributes and Error Summary)** which provide additional information about the voucher.



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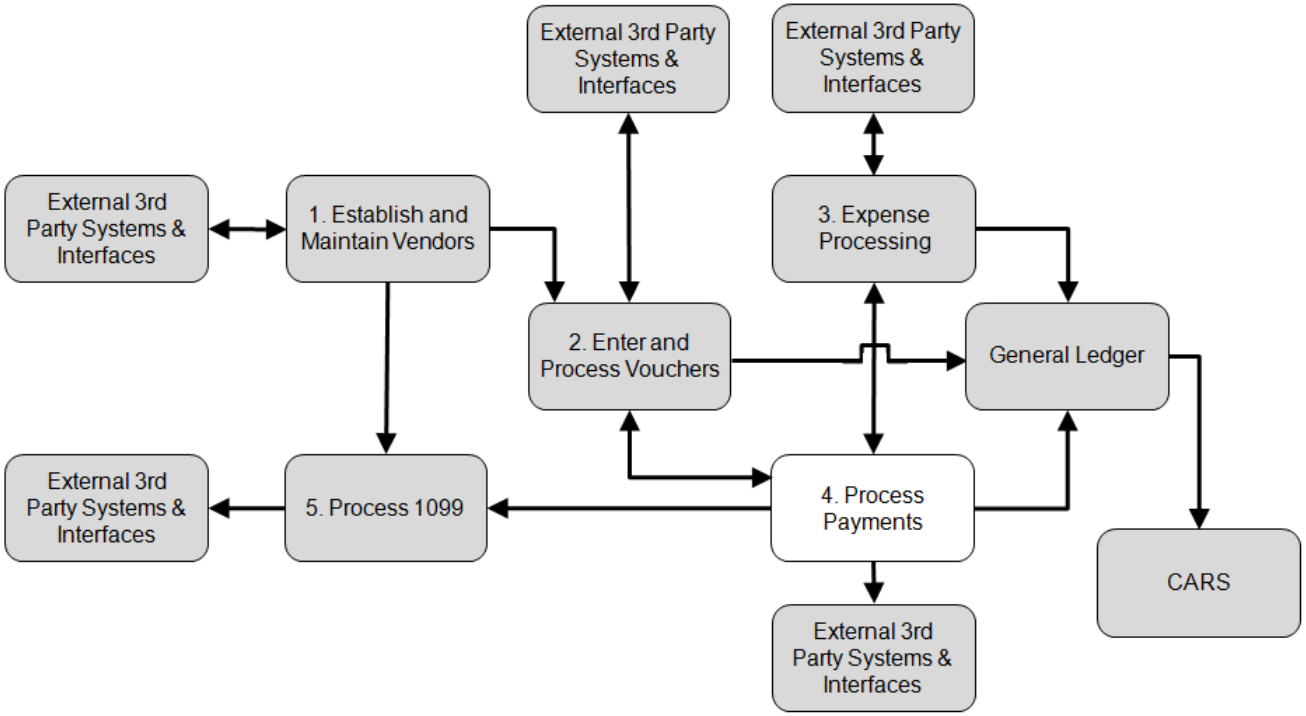
Process Payments

In Accounts Payable, payment processing begins when voucher processing ends. Payment processing occurs during nightly batch processes.

Accounting entries are created when payments are posted and are used by the General Ledger module to create journal entries.



Process Payments Overview

Process Payments overview:

- In Cardinal, Pay Cycles are used to select and create payments for scheduled vouchers and expense transactions. Payment files are created and transmitted to Treasury and to the banks for payment creation. Cardinal uses different pay cycles for the different payment methods: Check, EDI and ePayables.

- A vendor's payment may also be subject to the Comptroller's Debt Setoff (CDS) maintained by the Department of Taxation. This process is automated in Cardinal and is part of the nightly batch processing.

- Once a petty cash voucher is approved in Cardinal, a payment is generated or a manual payment is recorded to create the necessary accounting entries.

- Regular vouchers are created as needed to provide reimbursement for petty cash.

- Cardinal ensures all payments (both vouchers and expenses) are checked against available cash before being released for payment.

Process Payments Overview (continued)

- In Cardinal you can process special / emergency payments outside the regular pay cycle process.
- Cardinal's ePayables process enables the processing of vendor payments using a virtual charge card. The Cardinal ePayables pay cycle sends a payment file to Bank of America, for ePayable payment processing.
- Cardinal combines payments within the agency by vendor and vendor location for checks, EDI and ePayables.
- You can view Payment information on the payments tab of the voucher itself, or on the Payment Inquiry page in Cardinal.

Payment Processing

Pay cycle includes two major processes: Payment Selection and Payment Creation.

Payment Selection selects the vouchers or expense transactions that are eligible for payment, according to the selection criteria input into Cardinal for each pay cycle.

Payment Creation creates files that are transmitted to Treasury and to the bank which are used to generate vendor and employee payments.

Payment Selection and Payment Creation are run nightly as part of the Cardinal pay cycles. If errors occur in these processes, Cardinal generates exceptions. Any payment with an error must be reviewed and the exception must be resolved before it can be processed.

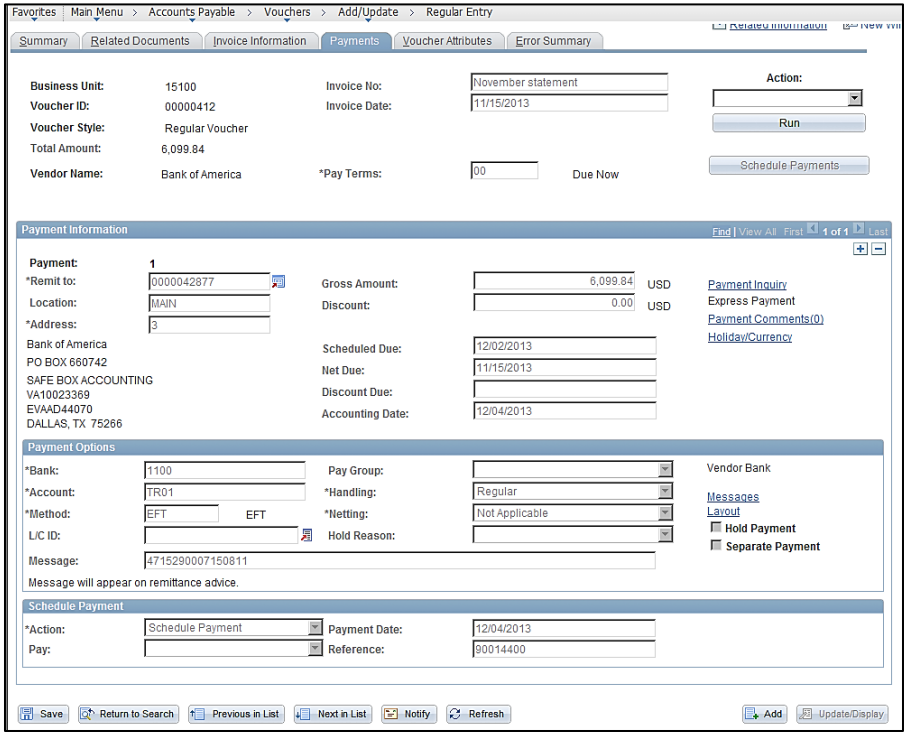
Payments Page

Payment processes run in batch each night.

The **Payments** page of the voucher provides details of the payment, including **Remit To** and **Pay Terms**, whether the payment is split among different payees, the scheduled payment date, Message on remittance, and the voucher payment method.

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

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



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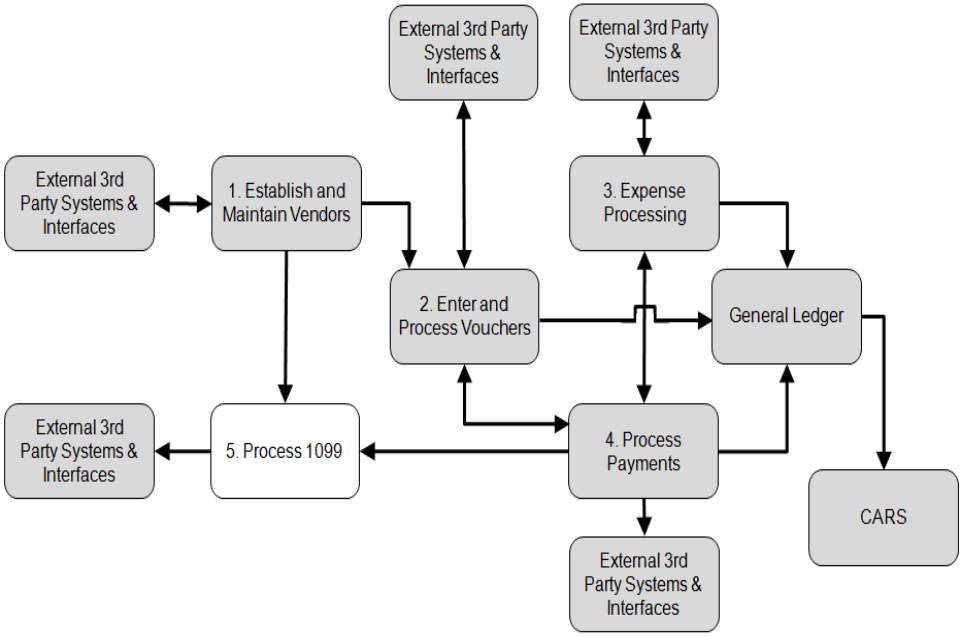
1099 Reporting Process

The 1099 process (also called the withholding process) is used to generate information for the IRS about 1099 reportable payments. 1099 reportable payments are tracked throughout the year and at year end, those payments are reported via 1099 forms to individual vendors and via 1099 file to the IRS.

Throughout the year, Cardinal Accounts Payable posts reportable transaction data for 1099 vendors to a withholding table. This nightly posting is automatic, based on the type of vendor configuration and payment details. You can review 1099 data at any time. You can also update 1099 data if necessary any time during the year.



1099 Overview

1099 Overview:

- Cardinal uses the term withholding to refer to 1099 reportable vendors.
- In Cardinal, a withholding (1099) Vendor is a vendor for which certain payments must be reported to the IRS on a 1099 form. Cardinal may also identify a vendor as withholding if they are subject to back up withholding. The withholding status of the vendor is displayed on the vendor summary page.
- The Cardinal withholding tables are only populated if the vendor is set up as withholding and the type of payment requires reporting.
- Cardinal can generate the 1099 forms that are sent to vendors and the electronic 1099 file that is sent to the IRS.
- Agencies may choose to generate an extract file out of Cardinal that contains all 1099 reportable data to assist agencies with their review and preparation of the 1099 forms and file.
- Few users have access to adjust the withholding amounts and process the forms and file in Cardinal.

Expenses Process

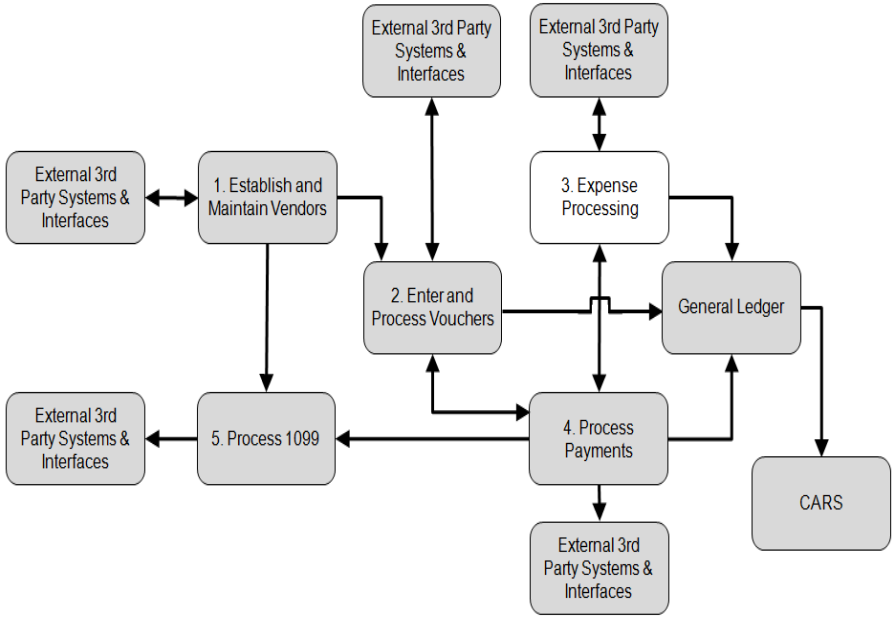
The Accounts Payable functional area includes two modules: the Accounts Payable module and the Expenses module.

The Expenses module processes non-payroll employee business expenses, including travel authorizations, cash advances, and expense reports for reimbursement to employees.

Every effort should be made to reimburse your agency's employees via the Expenses module.

The Expenses process involves several key steps:

- Process travel authorizations, if appropriate
- Process cash advances, when appropriate
- Process expense reports



Expenses Overview

Expenses overview:

- All reimbursement payments to your agency's employees, except Payroll, are processed in the Expenses module.
- Petty cash should not be used for any payments to your agency's employees.
- Proxies will be established for every employee setup in Cardinal. The proxy is needed for access to create expense transactions for an employee.
- Agency employees have expense profiles in Cardinal with important organizational data such as Business Unit, Department, and default accounting distributions. Profiles also contain EDI banking information if applicable.
- Employee EDI Information interfaces nightly from CIPPS.
- You can add attachments, such as scanned receipts and emails, to cash advance requests and expense report pages.
- You can apply any cash advances received when completing the expense report. Cardinal automatically calculates the amount owed by, or due to the employee.
- Agency policy determines whether an approved Cardinal travel authorization is required prior to travel. Cardinal allows a user to copy data from an approved travel authorization into a newly created expense report which can then be updated as needed.
- Expense reports can be uploaded into Cardinal from external agency systems through an interface but travel authorizations and cash advances can only be entered online at this time.

Travel Authorization Process

Travel authorization requests must be submitted and approved before the start date of the employee's travel. Steps include:

- Creating a travel authorization request
- Adding attachments if required
- Making updates if necessary
- Submitting the request for required approvals
- Deleting the request if necessary

The designated approver(s) review the authorization request and can then approve it, send it back to the employee for updates, or deny it.

If the authorization is denied, the process ends with no action taken and the travel authorization must be deleted. If it is approved, the process ends, and no accounting entries are created.

Cash Advance Process

State and Agency policy determine eligibility for a cash advance. Cash advances can be requested as part of a travel authorization or as a separate request. The cash advance process includes:

- Creating a request
- Adding attachments if applicable
- Updating the request
- Submitting the request for approval
- Deleting the request if appropriate

Like a travel authorization, the designated approver(s) review the cash advance request and can then approve it, send it back to the employee for updates, or deny it.

If the cash advance is denied, the process ends with no action taken and the cash advance must be deleted. If it is approved, the cash advance is submitted for payment and appropriate accounting entries are created to record the payment to the employee and the resulting employee receivable.

Expense Report – Online Process

Expense reports can be entered online or uploaded into Cardinal through the expense report interface process.

The process for expense reports created online includes:

- Creating the report
- Adding attachments if applicable
- Updating the report
- Submitting the report for approval
- Budget Checking the report
- Approving the report
- Staging the report for payment
- Posting the report to create accounting entries

Like the travel authorization and cash advance, the designated approver(s) review the expense report and can then approve it, send it back to the employee for updates, or deny it.

If the expense report is denied, the employee cannot resubmit it and it must be deleted.

Expense Report – Interface Process

The process for expense reports created through the interface includes:

- Uploading the expense report data file from the agency system into Cardinal
- Budget checking the report
- Reviewing expense reports budget status throughout the day
- Making any necessary corrective actions needed on the report
- Submitting expense reports for approval
- Approving expense reports
- Staging the report for payment
- Posting the expense report accounting entries
- Extracting and transmitting transaction data from Cardinal back to the agency
- Reviewing rejected transactions report records daily

Interfaced expense reports are approved within the agency prior to uploading into Cardinal. If adjustments are made online to uploaded expense reports, the updated expense report must then be approved online in Cardinal by the agency.

Travel and Expense Center Home Page

The **Travel and Expense Center** in Cardinal (selected from the **Employee Self Service** menu) provides access to travel authorization, cash advance, and expense report functions.

You can navigate to this page using the following path:

Main Menu > Employee Self Service > Travel and Expense Center

Lesson 2: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question, select your answer and click **Submit** to see if you chose the correct response.

An extract file can be generated in Cardinal that provides all 1099 reportable data that has been recorded in Cardinal for an agency's vendor payments.

- ○ True
- ○ False

Expense reports, travel authorizations and cash advances can all be uploaded into Cardinal from agency systems through an interface.

- ○ True
- ○ False

Interfaced Expense Reports that are modified online in Cardinal do not need agency approval.

- ○ True
- ○ False

Lesson 2: Summary

In this lesson, you learned:

- Establish and Maintain Vendors
  - Cardinal uses one vendor table that is shared across all agencies
  - Vendors are either Procurement vendors or Fiscal vendors
  - Fiscal Vendors are maintained in Cardinal centrally by the CVG
- Enter and Process Vouchers
  - Vouchers can be entered online or through an interface
- Process Payments
  - Accounts Payable processes payments, both to vendors (via vouchers) and agency employees (via cash advances and expense reports)
- Process 1099
  - Cardinal identifies where 1099 reporting may be required based on the withhold status and the types of vendor payments
- Enter and Maintain Expense Transactions
  - All expense reimbursements to agency employees are processed in the Expenses module
  - Expense reports can be entered online or through an interface

Lesson 3: Integration and Interfaces

In this lesson, you will learn about the following topics:

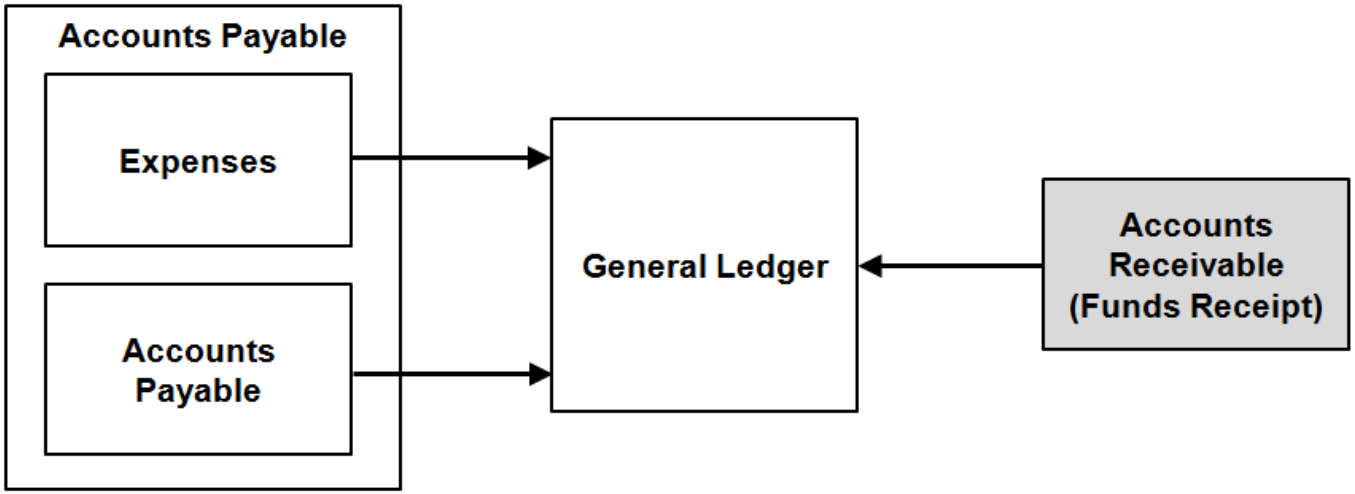
- Accounts Payable Integration with General Ledger
- Interfaces

Accounts Payable Integration with General Ledger

Accounts Payable integrates with General Ledger by creating the accounting entries that General Ledger uses to create journal lines.

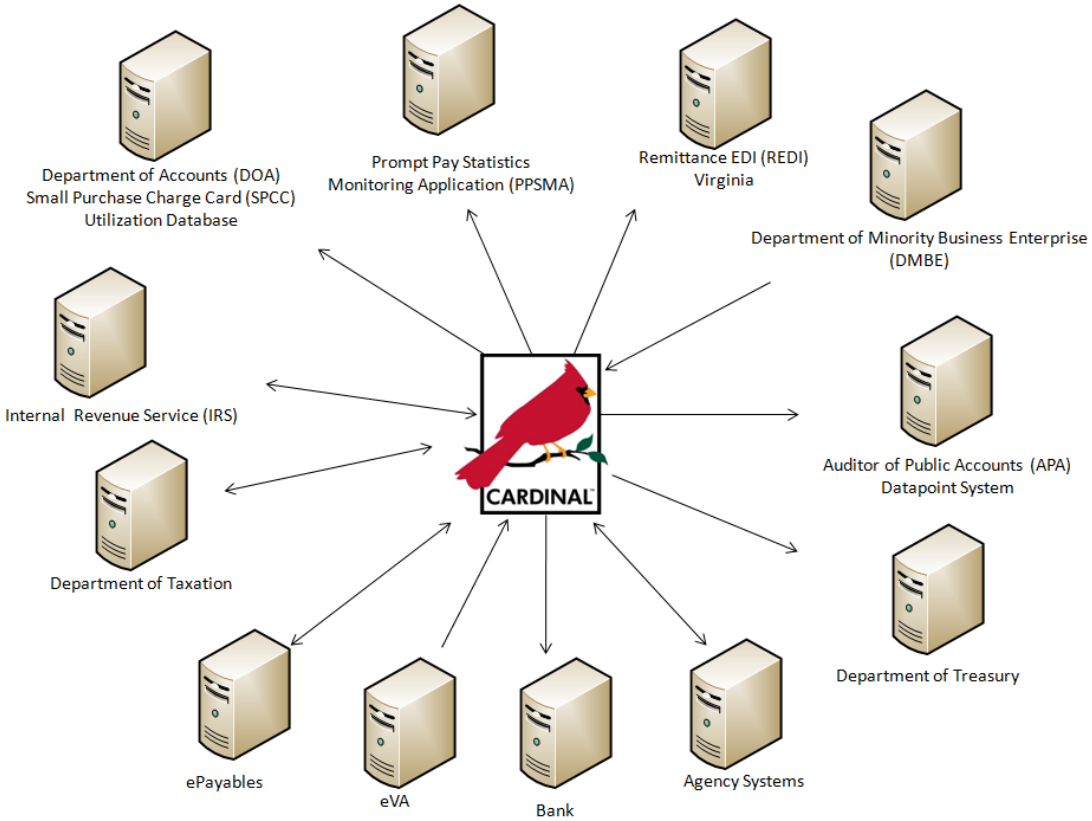
When you enter vouchers and expenses, combination edits ensure that the combinations of ChartField values are valid.

Once error check, budget check and approvals are complete, Cardinal posts voucher, cash advance and expense report entries to both Accounts Payable and General Ledger.



Interfaces

Accounts Payable also interfaces with other systems outside of Cardinal. This diagram shows systems that Accounts Payable sends information to and receives information from.



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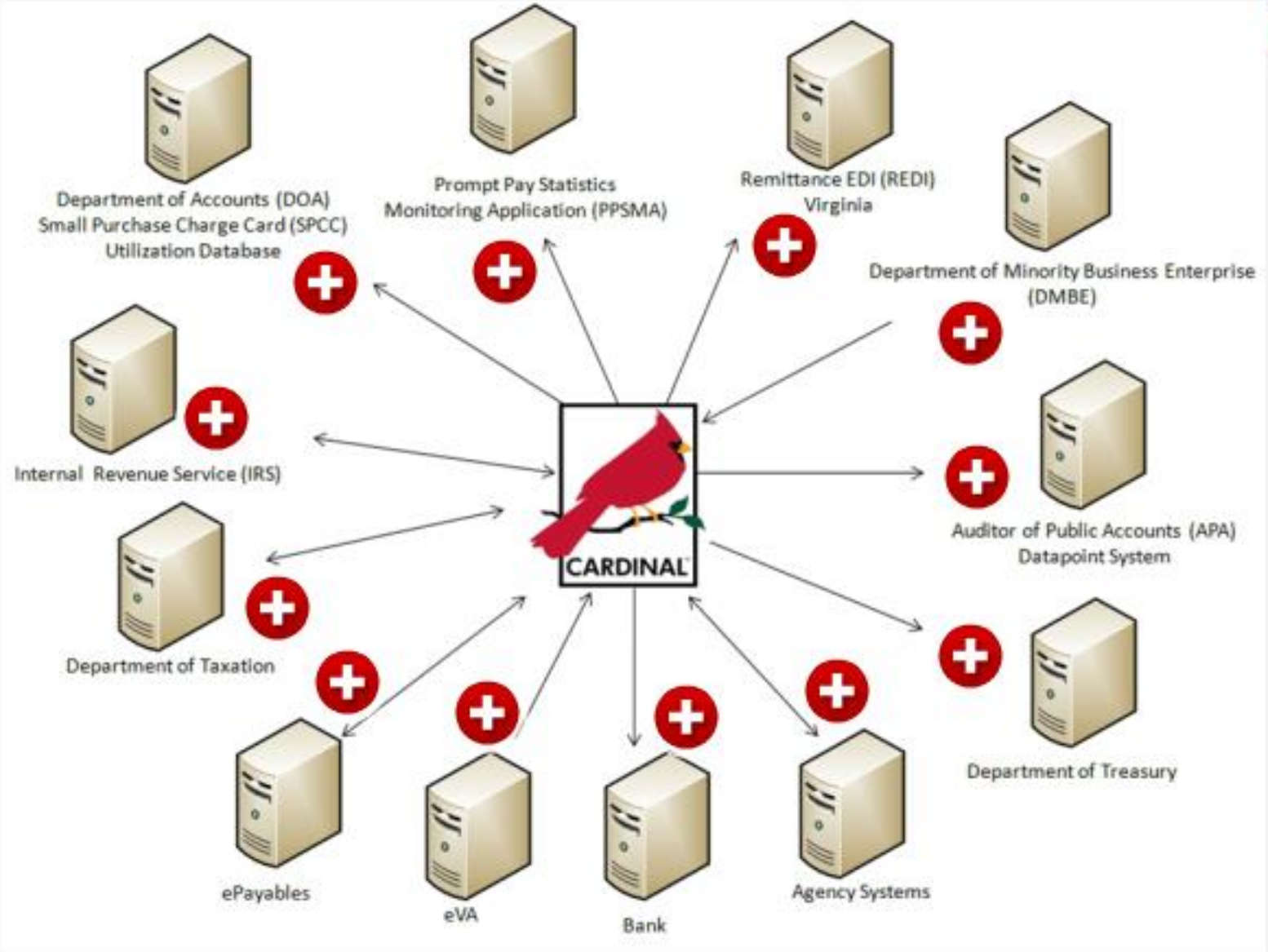
Cardinal System Interfaces



Lesson 3: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question, select your answer and click **Submit** to see if you chose the correct response

Accounts Payable creates accounting entries that General Ledger uses to create journal lines.

- ○ True
- ○ False

Lesson 3: Summary

In this lesson, you learned:

- The Accounts Payable functional area integrates with Cardinal General Ledger.
- The Accounts Payable functional area interfaces with numerous other major systems, including agency systems, eVA and Treasury.

Course Summary

In this course, you learned about:

- Key Accounts Payable functional area concepts and terms
- Key concepts and processes in the Accounts Payable and Expenses modules
- Accounts Payables integration with other modules in Cardinal
- Accounts Payables interfaces with systems outside of Cardinal

Congratulations! You successfully completed the **INTRO110: Accounts Payable and Expenses Overview** course.

Appendix

- Key Terms
- Diagrams and Screenshots
- Flow Chart Key

Key Terms

Accounts Payable – The functional area that handles all Commonwealth of Virginia (COVA) payments and consists of two modules, the Accounts Payable module and the Expenses module.

Cash Advance – A request made by an employee for an advance on an anticipated expense.

Commitment Control – Enables the tracking or controlling of expenses against budgets and revenues against estimates.

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

Electronic Payment – Payments from EDI transmissions and EFT payment files.

ePayables – Process used to make vendor payments via virtual charge card. Bank of America processes the payments and the Commonwealth receives a rebate for using the card system.

Key Terms (continued)

Expense Report – A report of expenses incurred by an employee. The report must include details of each expense. The details from the travel authorization (if applicable) can be copied into the expense report. If a cash advance was provided, the employee applies the amount of the cash advance to the expense report.

Expenses – Any costs incurred by employees related to business and reimbursed to employees. These reimbursements can be for travel or non-travel related expenses

Payments – In Accounts Payable, this term refers to a payment to a vendor. Payments are created by Accounts Payable vouchers that represent invoices submitted by vendors. Payments are also generated for employee Travel and Expense reimbursements or for revenue refunds. Payments may be generated in different forms, like checks or EDI.

Posting – Posting creates the accounting entries for vouchers, cash advances, expense reports and payments. When an entry is free of errors, it can be posted.

Proxy – A user set up to access an employee's expense report. Each employee must have one or more proxies.

Key Terms (continued)

Tax Identification Number (TIN) – A number issued by the Internal Revenue Service that identifies entities (both individuals and companies). Cardinal requires a TIN type (e.g., social security number, employer identification number, etc.) and number for every vendor entered.

Travel Authorization – A request made through Cardinal for permission to travel. An authorization must be approved prior to travel.

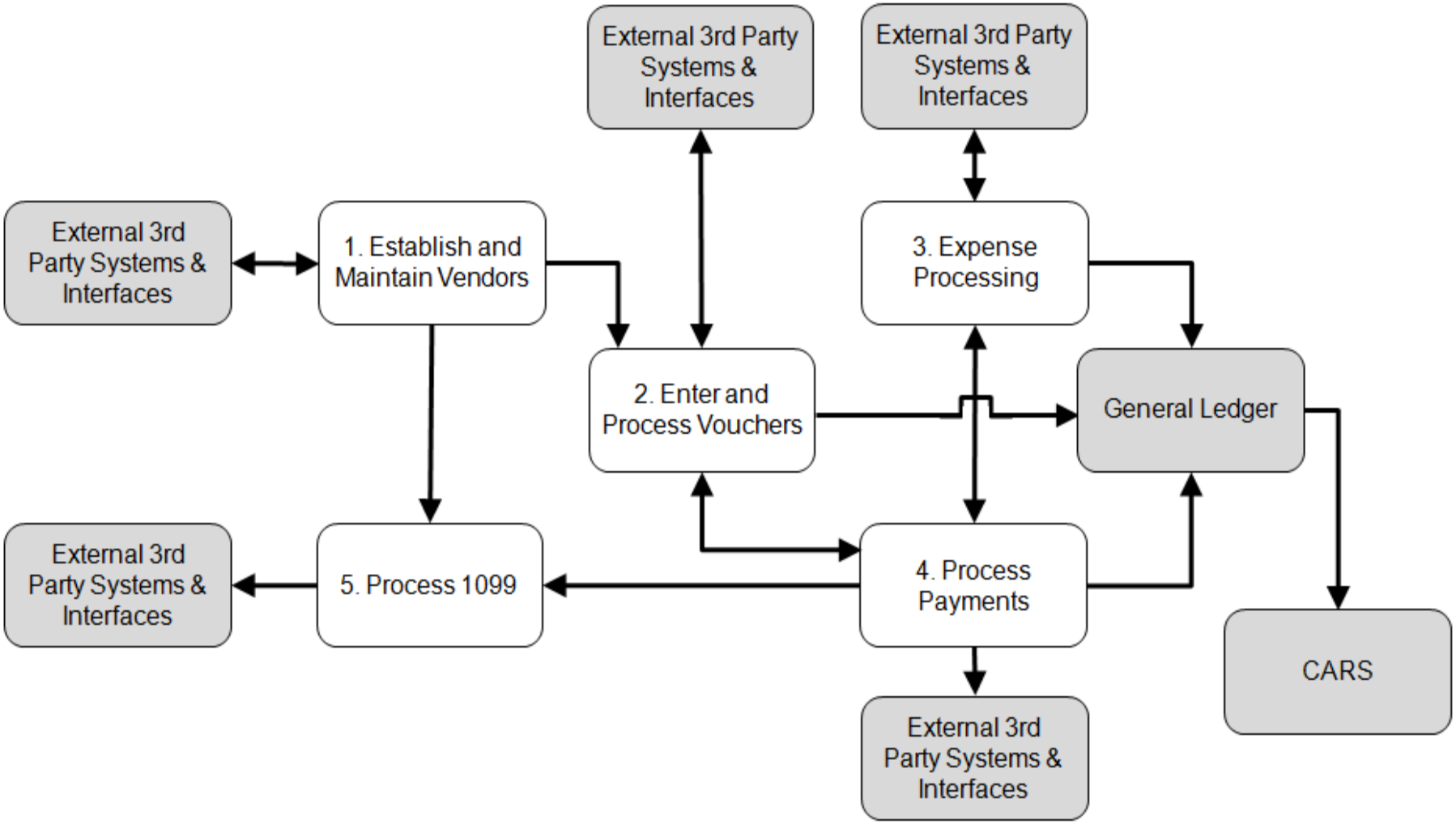
Vendor – Any person or other entity that provides goods or services or receives refunds, including suppliers, federal, state or local government entities and other fiscal payees. All procurement vendors are interfaced from eVA to Cardinal. Non-procurement vendors (also called Fiscal Payees) will be created directly in Cardinal. Employees are not vendors for their own agencies.

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

Withholding (1099) Vendor – A vendor for which amounts paid must be reported to the IRS on a 1099 form and/or amounts withheld for taxes.

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

Accounts Payable and Expenses Process



Click on image to return

Accounts Payable and Expenses Process Descriptions

Establish and Maintain Vendors: Accounts Payable maintains vendor records in Cardinal. All procurement vendors in Cardinal are interfaced from eVA. Non procurement vendors are entered directly in Cardinal.

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

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

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

Process 1099: Accounts Payable maintains records for 1099 and withholding reporting and processes reports for vendors and the IRS at the end of the year.

Voucher Summary Page

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

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

Business Unit:	15100	**Invoice Date:**	11/15/2013
Voucher ID:	00000412	**Invoice No:**	November statement
Voucher Style:	Regular	**Invoice Total:**	6,099.84 USD
Contract ID:			
Vendor Name:	Bank of America 1 Commercial Place Norfolk, VA 23510	**Pay Terms:**	Due Now
		Voucher Source:	Online
Entry Status:	Postable	**Origin:**	ONL
Match Status:	No Match	**Created:**	12/02/2013
Approval Status:	Approved Approval History	**Created By:**	VPH82737
Post Status:	Posted	**Modified:**	12/02/2013
		Modified By:	RIC36556
		ERS Type:	Not Applicable
Budget Status:	Valid	**Close Status:**	Open
Budget Misc Status:	Valid		

*View Related: Payment Inquiry Go

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display

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

Click on image to return

Payments Page

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

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

Business Unit:	15100	Invoice No:	November statement	Action:
Voucher ID:	00000412	Invoice Date:	11/15/2013	Run
Voucher Style:	Regular Voucher			
Total Amount:	6,099.84			Schedule Payments
Vendor Name:	Bank of America	*Pay Terms:	00 Due Now	

Payment Information — Find | View All First 1 of 1 Last

Payment:	1				
*Remit to:	0000042877	Gross Amount:	6,099.84	USD	Payment Inquiry
Location:	MAIN	Discount:	0.00	USD	Express Payment
*Address:	3				Payment Comments(0)
Bank of America		Scheduled Due:	12/02/2013		Holiday/Currency
PO BOX 660742		Net Due:	11/15/2013		
SAFE BOX ACCOUNTING		Discount Due:			
VA10023369		Accounting Date:	12/04/2013		
EVAAD44070					
DALLAS, TX 75266					

Payment Options

*Bank:	1100	Pay Group:		Vendor Bank
*Account:	TR01	*Handling:	Regular	Messages
*Method:	EFT EFT	*Netting:	Not Applicable	Layout
L/C ID:		Hold Reason:		Hold Payment
Message:	4715290007150811			Separate Payment

Message will appear on remittance advice.

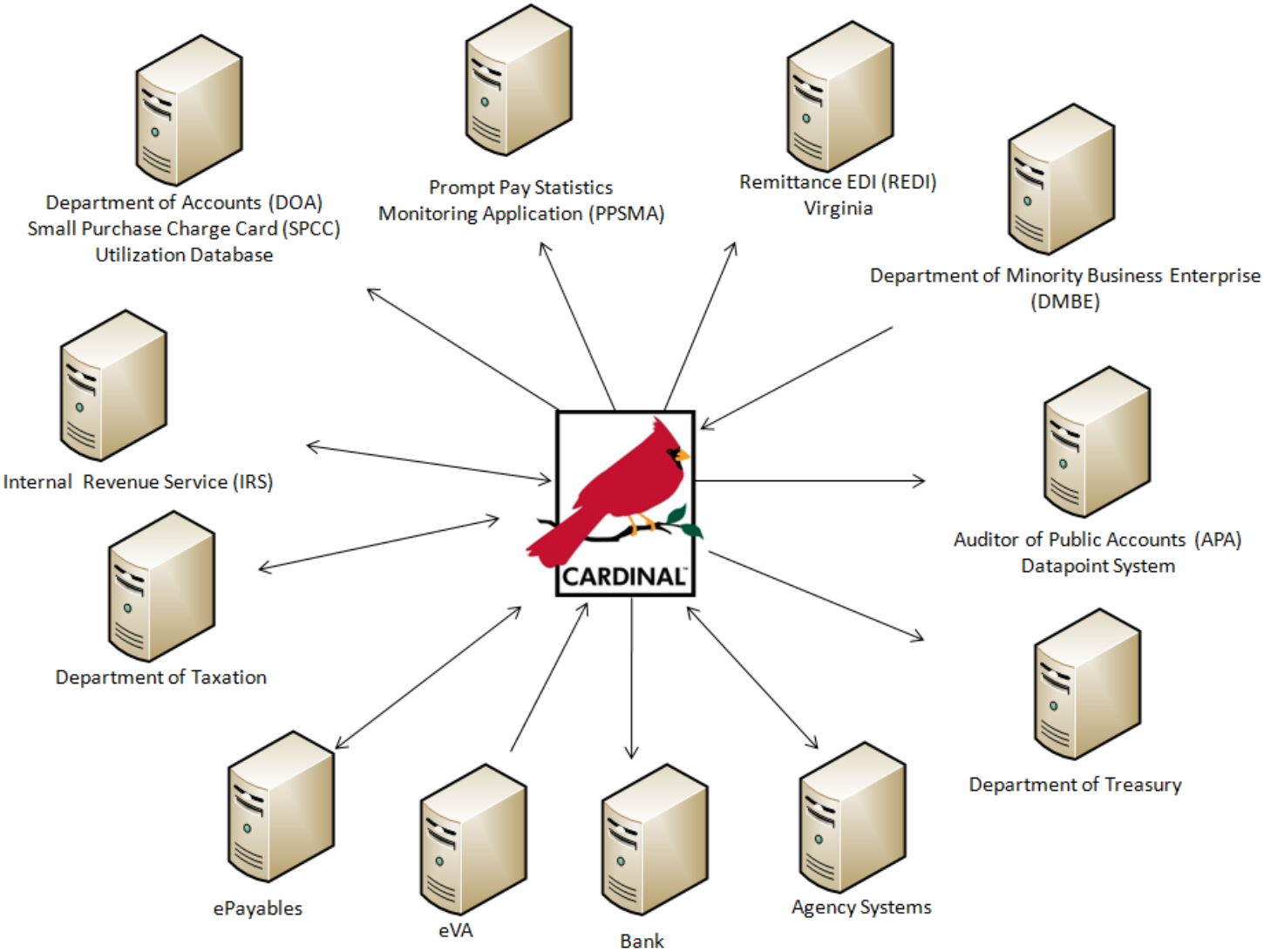
Schedule Payment

*Action:	Schedule Payment	Payment Date:	12/04/2013
Pay:		Reference:	90014400

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display

Click on image to return

Interfaces



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Interface Descriptions

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

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

Remittance EDI (REDI) Virginia: Remittance Information

Department of Minority Business Enterprise (DBME) – The Agency:

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

Auditor of Public Accounts (APA) Datapoint System: Payment information

Department of Treasury: Information on checks that require printing, disbursement files for reconciliation and due diligence

Agency Systems: Vouchers and expense reports

Bank: Positive pay files and Electronic Data Interchange (EDI) Information

Interface Descriptions (continued)

eVA: Procurement vendor information

ePayables: Process enables the processing of vendor payments using a virtual charge card. The Cardinal ePayables pay cycle sends a payment file to Bank of America, for ePayable payment processing.

Department of Taxation – The Agency:

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

IRS Systems – The Agency:

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

Flow Chart Key

FLOW CHART KEY

Step Description	Depicts a process step or interface.	Start	Indicates point at which the process begins. Does not represent any activity.
Batch Process	Specifies a batch process.	End	Indicates point at which the process ends. Does not represent any activity.
Manual Operation	Depicts a process or step that is performed manually.	Document	Depicts a document of any kind, either electronic or hard copy
Decision Outcome	Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.	X	Indicates an On-Page or Intra Process Connector which is used to avoid complex overlapping connector lines or to continue a process on another page.
Entity Name	Specifies an entity (person, organization, etc.).	Budget YE Close GL	Connects steps between business processes.
Process	Depicts a process.		