

SW AP312 Do Not Send to CARS Flag for Vouchers

About Do Not Send to CARS Vouchers

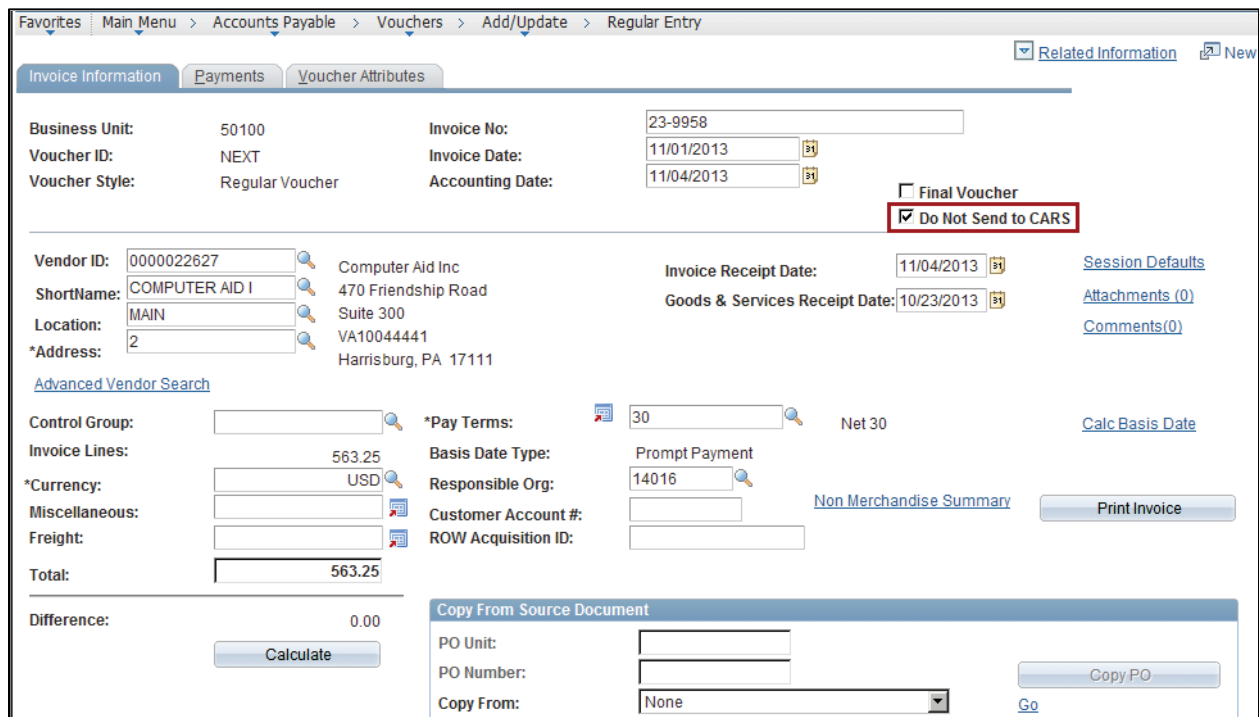
The **Do Not Send to CARS** checkbox is used when a payment to a vendor will be created directly in CARS. The voucher is first created in Cardinal, marked as **Do Not Send to CARS** and **Hold Payment**. The Cardinal voucher number is then used to key into CARS. The voucher is fully processed in Cardinal but the transaction information is not sent through the CARS Interface.

Agencies that process vouchers through the interface upload process must enter **Do Not Send to CARS** vouchers online. This flag is not available through the interface upload.

Selecting the Do Not Send to CARS checkbox on a Voucher

- 1 This voucher information was keyed directly into CARS so the voucher needs to be created in Cardinal to record the transaction. Navigate using the following path:

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



The screenshot shows the 'Voucher Attributes' tab in the 'Regular Entry' screen. The 'Do Not Send to CARS' checkbox is checked and highlighted with a red box. Other visible fields include Business Unit (50100), Invoice No (23-9958), Invoice Date (11/01/2013), Accounting Date (11/04/2013), Vendor ID (0000022627), Vendor Name (Computer Aid Inc), Invoice Receipt Date (11/04/2013), Goods & Services Receipt Date (10/23/2013), *Pay Terms (30 Net 30), Basis Date Type (Prompt Payment), Responsible Org (14016), and Total (563.25).

- 2 Populate all necessary fields as you would with a regular voucher.
- 3 On the **Invoice Information** tab select the **Do Not Send to CARS** checkbox. Click the **Payments** tab to view.

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

Related Information | New W

Invoice Information | Payments | Voucher Attributes

Business Unit: 50100 Invoice No: 23-9958
 Voucher ID: NEXT Invoice Date: 11/01/2013
 Voucher Style: Regular Voucher
 Total Amount: 563.25
 Vendor Name: Computer Aid Inc *Pay Terms: 30 Net 30

Schedule Payments

Payment Information Find | View All First 1 of 1 Last

Payment: 1
 *Remit to: 0000022627 Gross Amount: 563.25 USD
 Location: MAIN Discount: 0.00 USD
 *Address: 3
 Computer Aid Inc
 1390 RIDGEVIEW DR
 VA10044441
 EVAAD83619
 ALLENTOWN, PA 18104
 Scheduled Due: Net Due: 12/04/2013
 Discount Due: Accounting Date:

Payment Inquiry
[Express Payment](#)
[Payment Comments\(0\)](#)
[Holiday/Currency](#)

Payment Options

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

Message will appear on remittance advice.

Schedule Payment

*Action: Schedule Payment Payment Date:
 Pay: Reference:

Save | Notify | Refresh | Add | Update/Display

- 4 The **Hold Payment** checkbox on the **Payment** tab is now checked and the **Hold Reason** is populated with **Other** as a result of checking the **Do Not Send to CARS** checkbox.
- 5 Click the **Save** button. After you save, the voucher will go through normal processing: budget checking, approval submission, approval and posting. The accrual accounting entry for this transaction will be recorded in Cardinal.

Updating the Payment Information on the Voucher

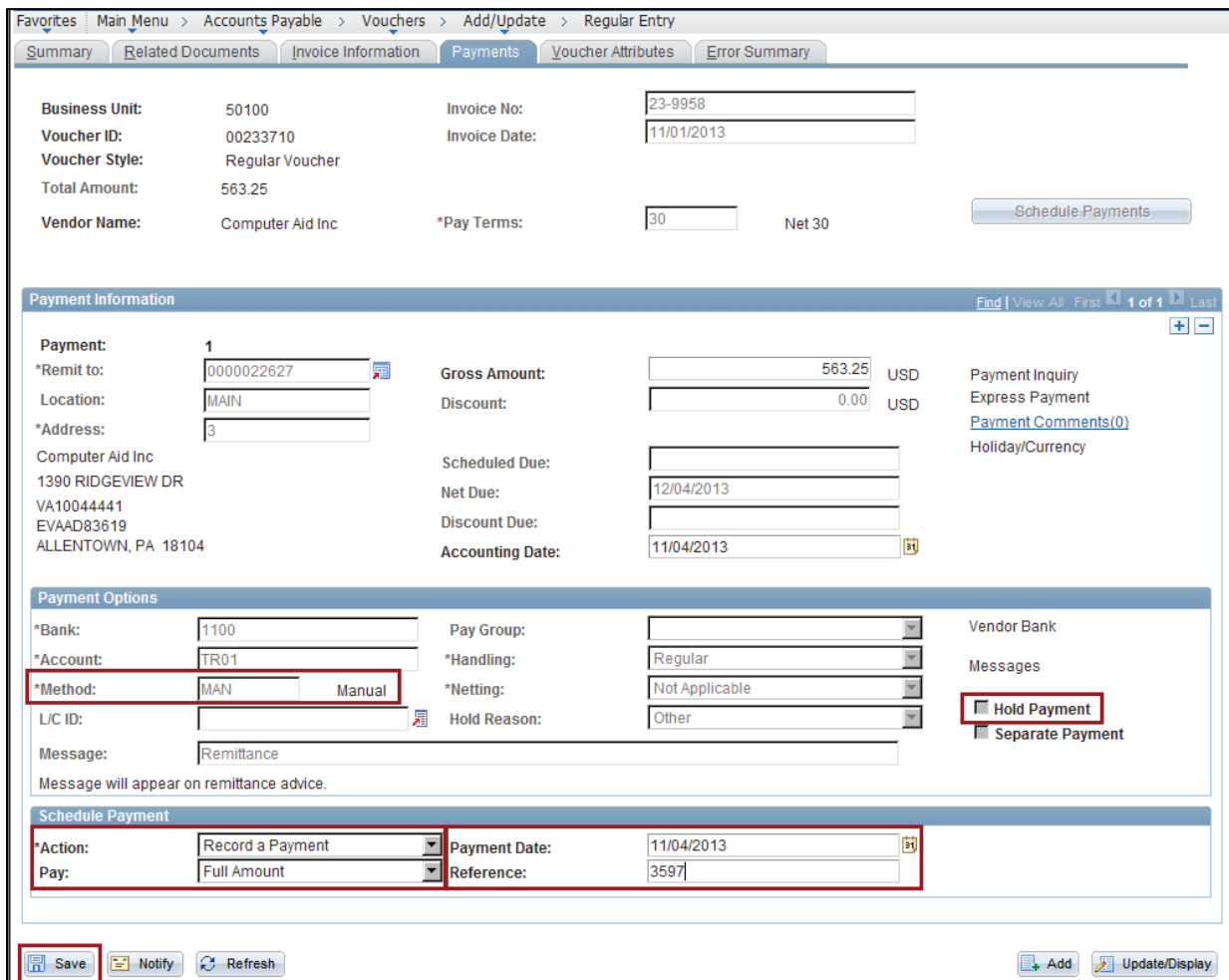
Once the voucher has been approved, another processor will update the payment information for the voucher. The vendor was paid from CARS, so the payment information needs to be added manually in Cardinal in order for Cardinal to create the proper accounting entries for the payment.

- 1 To update the payment information for the voucher, navigate using the following path:

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

- 2 Open the voucher.

- 3 Click on the **Payments** tab.



Payment Information

Business Unit:	50100	Invoice No:	23-9958
Voucher ID:	00233710	Invoice Date:	11/01/2013
Voucher Style:	Regular Voucher		
Total Amount:	563.25		
Vendor Name:	Computer Aid Inc	*Pay Terms:	30 Net 30

Payment Information

Payment:	1	Gross Amount:	563.25 USD	Payment Inquiry
*Remit to:	0000022627	Discount:	0.00 USD	Express Payment
Location:	MAIN	Scheduled Due:		Payment Comments(0)
*Address:	3	Net Due:	12/04/2013	Holiday/Currency
Computer Aid Inc		Discount Due:		
1390 RIDGEVIEW DR		Accounting Date:	11/04/2013	
VA10044441				
EVAAD83619				
ALLENTOWN, PA 18104				

Payment Options

*Bank:	1100	Pay Group:		Vendor Bank
*Account:	TR01	*Handling:	Regular	Messages
*Method:	MAN Manual	*Netting:	Not Applicable	<input type="checkbox"/> Hold Payment
L/C ID:		Hold Reason:	Other	<input type="checkbox"/> Separate Payment
Message:	Remittance			
Message will appear on remittance advice.				

Schedule Payment

*Action:	Record a Payment	Payment Date:	11/04/2013
Pay:	Full Amount	Reference:	3597

Buttons: Save, Notify, Refresh, Add, Update/Display

- 4 Uncheck the **Hold Payment** box. The **Hold Reason** of **Other** will clear from the page once the voucher is saved.

- 5 Under the **Payment Options** section, change the **Method** to **Manual (MAN)**.

- 6 Under the **Schedule Payment** section, set the **Action** to **Record a Payment**.



Accounts Payable Job Aid

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- 7 Enter the **Payment Date** and **Reference** (e.g., check number) from the transaction created in CARS. Recording the manual payment, including the CARS check date, and check number, ensure that it will not be paid again by the Cardinal pay cycle.
- 8 Click the **Save** button.
- 9 The Cardinal Payment Posting process will run in batch at night and create the payment accounting entries for this voucher in Cardinal.