



## SWAP 312 Payment Cash Checking – Fund Level Processing Rules Updates

### About Payment Cash Checking

Cardinal's payment cash checking process ensures that all payments, including vouchers, employee expenses, and cash advance, are checked against available cash before being released for payment.

The payment cash checking process runs in the nightly batch schedule after the pay cycle selection process, but before the pay cycle creation process. The process ensures all payments have available cash in the respective Business Unit (agency) / Fund combinations being paid that night. Based on system priority, payments are deducted from the applicable actuals ledger cash account balances, until all payments are cleared or marked for insufficient funds.

The payment cash checking process provides some flexibility in how the payment requests are analyzed by the system.

See the **SW AP312 Payment Check Cashing – Overview** job aid for more information.

### About Fund Level Processing Rules

Fund Level Processing can be set to any one of three configuration rules: **Bypass**, **Override**, and **Apply FY** (Fiscal Year). The Processing Rules can be configured for a single Business Unit, a list of Business Units, or all Business Units.

The **Bypass** configuration allows ALL payments for the selected **Fund** (or Business Unit (agency) / Fund combination) to be completely ignored by the payment cash checking process. Associated payments will be released, regardless of the ledger cash balance. Running cash balances will NOT be maintained for the impacted combination.

This option might be used when there is a clear business process that warrants allowing the cash account for a particular Fund (or Business Unit/ Fund combination) to go negative. One example of this might be a fund that is supported by bonds where the cash is requisitioned after the expenses are incurred. The timing of the cash replenishment may cause the fund's cash to be negative at regular points in the process.

The **Override** configuration allows ALL payments in the selected Fund (or Business Unit (agency) / Fund combination) to be processed via the payment cash checking process. However, payments will be released regardless of the ledger cash balance. Unlike the fund level Bypass configuration, running cash balances **WILL** be maintained for the impacted combination.

No business scenarios requiring this configuration setting were identified at the initial onset of payment cash checking in Cardinal.

The **Apply FY** (Fiscal Year) configuration controls which fiscal year's cash balances are verified during the payment cash checking process, when multiple General Ledger fiscal years are concurrently open.

When the FY setting is NOT Enabled, the payment cash checking process will evaluate the new fiscal year payment transactions against a combined cash balance for both fiscal years (this simulates a cash roll forward that will not occur until the prior fiscal year is closed and balances are rolled forward, which typically occurs near the end of July). When DOA anticipates cash balances will be rolled forward for a



# Accounts Payable Job Aid

## SWAP 312 Payment Cash Checking – Fund Level Processing Rules Updates

particular Fund (or Business Unit / Fund combination), the configuration should be set as **FY Not Enabled**.

When the FY setting is Enabled, the payment cash checking process will evaluate the new fiscal year payment transactions against the independent cash balance for just the new FY (This simulates cash balances that will not roll forward; General Fund balances are a good example of this type). When DOA anticipates cash balances will NOT be rolled forward for a particular Fund (or Business Unit / Fund combination), the configuration should be set as **FY Enabled**.

This FY setting also controls beginning balances reported on the inquiries and reports related to the payment cash checking process.

The chart below illustrates the impact of the FY Enabled / FY Not Enabled configurations on the beginning balance of the Cash Checking Balance for the new FY when two General Ledger fiscal years are open concurrently:

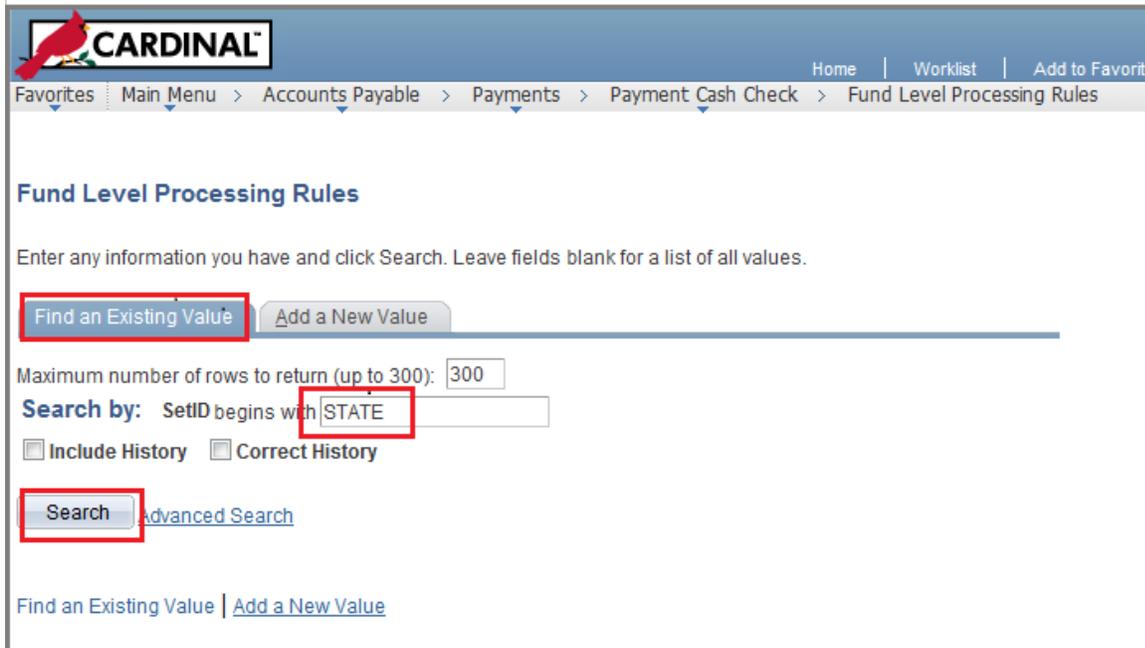
FY CONFIGURATION SETTING	PAYMENT PROCESSING TRANSACTIONS	FY14 CASH ACTUALS BALANCE	FY15 CASH ACTUALS BALANCE	FY14 CASH CHECKING BEGINNING BALANCE	FY15 CASH CHECKING BEGINNING BALANCE	EXPLANATION
<b>FY NOT ENABLED</b>		\$4,000	\$1,000	\$4,000	<b>\$5,000</b>	<b>PAYMENT CASH CHECKING BALANCE FOR THE CLOSING FY IS COMBINED WITH THE BALANCE OF THE NEW FISCAL YEAR - SIMULATING A CASH ROLL FORWARD</b>
	FY14	ACTUALS TRANSACTION APPLIED HERE		PAYMENT CASH CHECKING TRANSACTION APPLIED HERE		TRANSACTIONS FOR CLOSING FY ARE PAYMENT CASH CHECKED AGAINST THE FY14 CASH
	FY15		ACTUALS TRANSACTION APPLIED HERE		PAYMENT CASH CHECKING TRANSACTION APPLIED HERE	TRANSACTIONS FOR THE NEW FY ARE PAYMENT CASH CHECKED AGAINST THE COMBINED FY14 AND 15 CASH
<b>FY ENABLED</b>		\$4,000	\$1,000	\$4,000	<b>\$1,000</b>	<b>PAYMENT CASH CHECKING BALANCE FOR THE CLOSING FY IS NOT COMBINED WITH THE BALANCE OF THE NEW FISCAL YEAR - SIMULATING CASH BALANCE NOT ROLLING FORWARD</b>
	FY14	ACTUALS TRANSACTION APPLIED HERE		PAYMENT CASH CHECKING TRANSACTION APPLIED HERE		TRANSACTIONS FOR CLOSING FY ARE PAYMENT CASH CHECKED AGAINST THE FY14 CASH
	FY15		ACTUALS TRANSACTION APPLIED HERE		PAYMENT CASH CHECKING TRANSACTION APPLIED HERE	TRANSACTIONS FOR CLOSING FY ARE PAYMENT CASH CHECKED AGAINST THE FY15 CASH

Business Units (All BUs or Select BUs)

## SWAP 312 Payment Cash Checking – Fund Level Processing Rules Updates

- 1 To add or update Fund Level Processing Rules, begin by navigating to the **Fund Level Processing Rules** page using the following path:

**Main Menu > Accounts Payable > Payments > Payment Cash Check > Fund Level Processing Rules**



**Fund Level Processing Rules**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** | **Add a New Value**

Maximum number of rows to return (up to 300): 300

**Search by:** SetID begins with

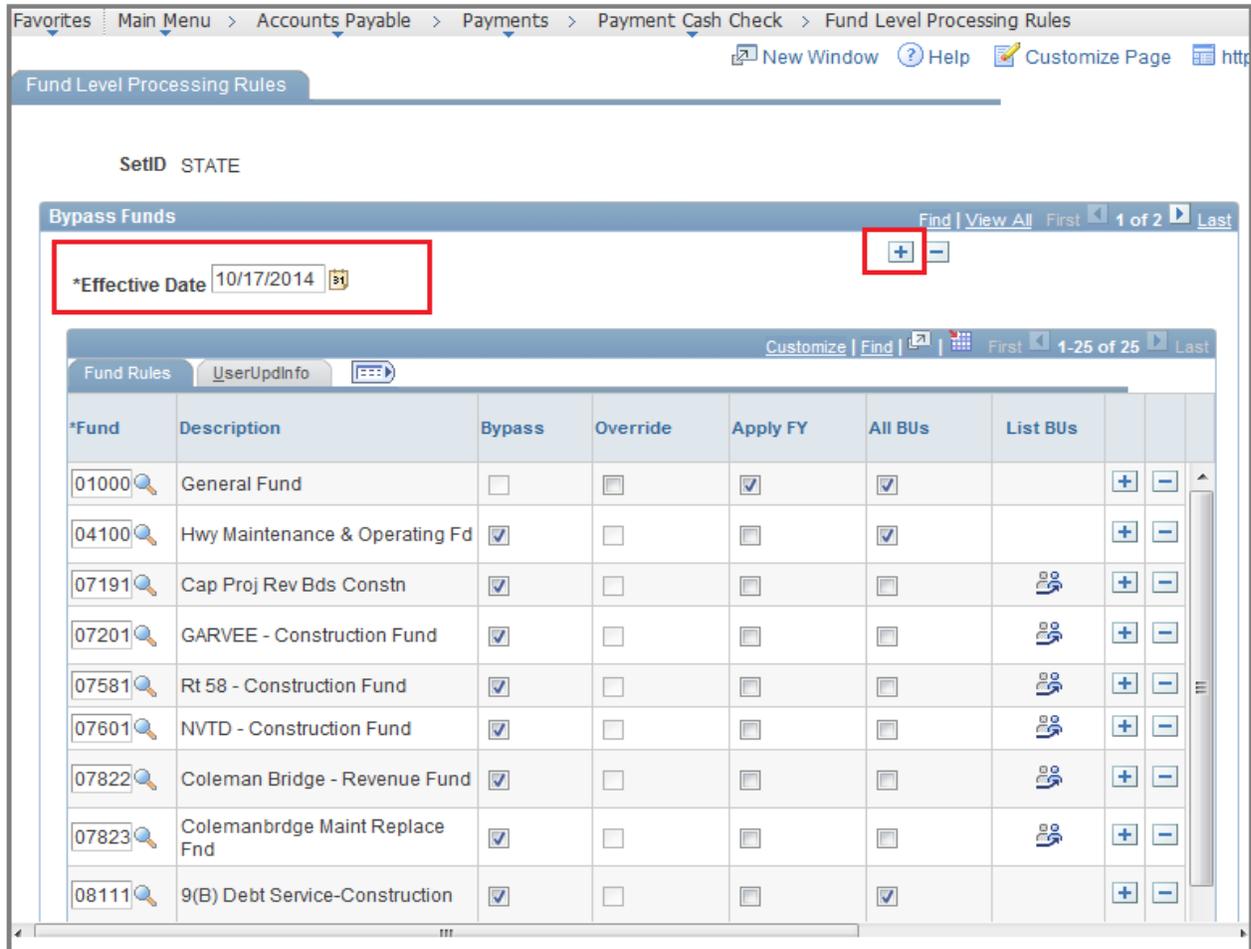
Include History  Correct History

**Search** | [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

- 2 Click the **Find an Existing Value** tab.
- 3 Enter the **SetID** which is always **STATE**.
- 4 Click the **Search** button to access the **Fund Level Processing Rules** page.

## SWAP 312 Payment Cash Checking – Fund Level Processing Rules Updates



SetID STATE

Bypass Funds Find | View All First 1 of 2 Last

\*Effective Date  + -

*Fund	Description	Bypass	Override	Apply FY	All BUs	List BUs		
01000	General Fund	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
04100	Hwy Maintenance & Operating Fd	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
07191	Cap Proj Rev Bds Constn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07201	GARVEE - Construction Fund	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07581	Rt 58 - Construction Fund	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07601	NVTD - Construction Fund	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07822	Coleman Bridge - Revenue Fund	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07823	Colemanbrdge Maint Replace Fnd	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08111	9(B) Debt Service-Construction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

- To make a change to the **Fund Level Processing Rules** configuration, insert a new effective dated row. All the data from the previous effective dated row is copied to the new effective date. You can then change, add or delete information to reflect the new configuration.

Enter an **Effective Date** to indicate the start date for these fund level processing rules.

## SWAP 312 Payment Cash Checking – Fund Level Processing Rules Updates

Favorites | Main Menu > Accounts Payable > Payments > Payment Cash Check > Fund Level Processing Rules

New Window | Help | Customize Page | http

Fund Level Processing Rules

SetID STATE

Bypass Funds Find | View All First 1 of 2 Last

\*Effective Date 10/17/2014

Customize | Find | First 1-25 of 25 Last

*Fund	Description	Bypass	Override	Apply FY	All BUS	List BUS		
01000	General Fund	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		+	-
04100	Hwy Maintenance & Operating Fd	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		+	-
07191	Cap Proj Rev Bds Constn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		+	-
07201	GARVEE - Construction Fund	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		+	-
07581	Rt 58 - Construction Fund	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		+	-
07601	NVTD - Construction Fund	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		+	-
07822	Coleman Bridge - Revenue Fund	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		+	-
07823	Colemanbrdge Maint Replace Fnd	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		+	-

- 6 If a change is being made to an existing row, update accordingly.

## SWAP 312 Payment Cash Checking – Fund Level Processing Rules Updates

[Favorites](#) | [Main Menu](#) > [Accounts Payable](#) > [Payments](#) > [Payment Cash Check](#) > [Fund Level Processing Rules](#)

**Bypass Funds** Find | View All | First 1 of 2 Last

\*Effective Date: 10/17/2014

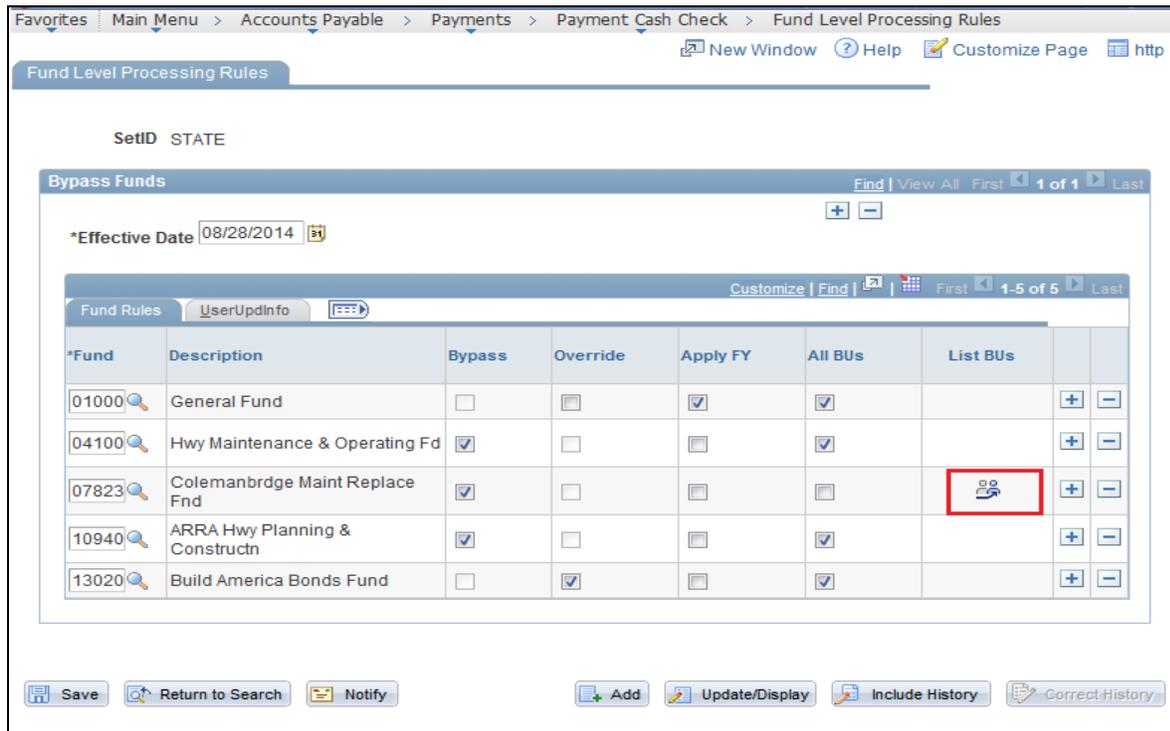
Customize | Find | First 1-25 of 25 Last

*Fund	Description	Bypass	Override	Apply FY	All BUs	List BUs		
08170	VCBA 21st Century	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
08171	VCBA 21st Century - Evms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
08200	VPBA Projects	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
08201	VPBA Projects - NonState	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
08210	VPBA Projects - Interest	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
10040	Broadband Data&Devel Gmt-ARRA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
10520	Title I - Grants to LEAS- ARRA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
10600	Statewide Data Systems - ARRA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
10940	ARRA Hwy Planning & Constructn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
12010	State Energy Program - ARRA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
12400	Formula Grants Nonurban - ARRA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
12840	High-Speed Rail - ARRA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
13020	Build America Bonds Fund	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
13021	Build America Bd Fd NVTD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
13022	Build America Bd FD CPR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Save Return to Search Notify Add Update/Display Include History Correct History

- 7** If a new **Fund Rule** is needed, click the **+** (plus) button to add another **Fund** to the page.
- 8** Enter or select the **Fund**.
- 9** Check the boxes for the desired fund processing rule: **Bypass, Override, Apply FY**.

## SWAP 312 Payment Cash Checking – Fund Level Processing Rules Updates



SetID STATE

Bypass Funds Find | View All First 1 of 1 Last

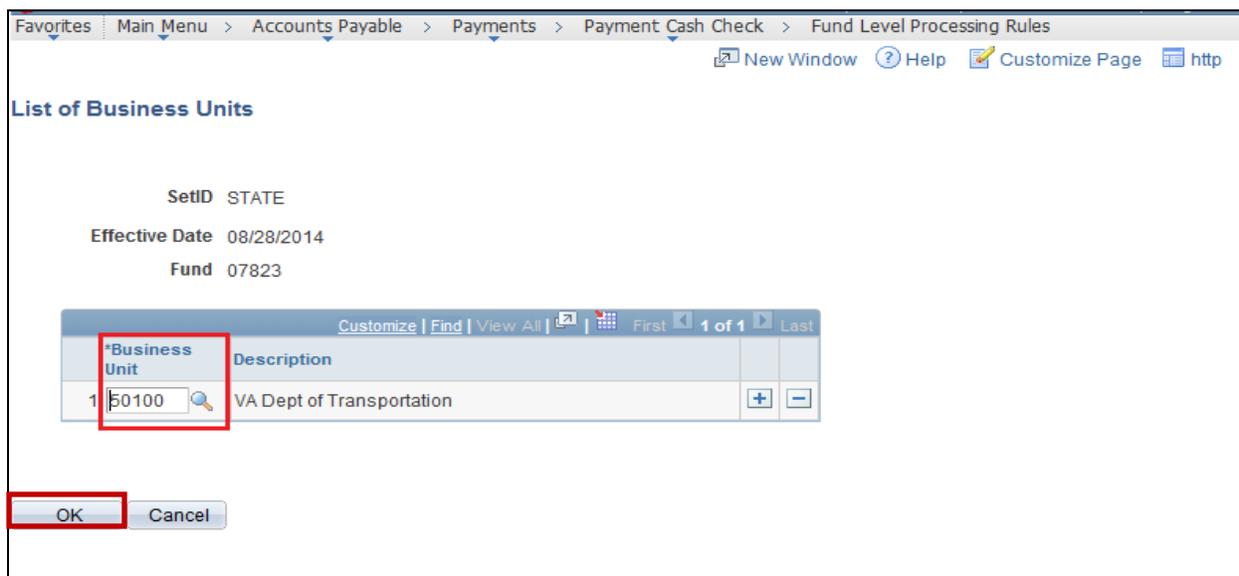
\*Effective Date 08/28/2014

*Fund	Description	Bypass	Override	Apply FY	All BUs	List BUs
01000	General Fund	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04100	Hwy Maintenance & Operating Fd	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
07823	Colemanbrdge Maint Replace Fnd	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10940	ARRA Hwy Planning & Constructn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13020	Build America Bonds Fund	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Save Return to Search Notify Add Update/Display Include History Correct History

10 Click the check box in the All **BU**s field if this rule applies to all Business Units.

11 To select specific BUs to apply to the rule, click the icon in the **List BUs** field.



SetID STATE

Effective Date 08/28/2014

Fund 07823

*Business Unit	Description
1 50100	VA Dept of Transportation

OK Cancel

12 Enter or select the specific **Business Unit(s)** that you want to apply to the rule.

13 Click the **OK** button when you have completed your entry / entries.

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[Favorites](#) | [Main Menu](#) > [Accounts Payable](#) > [Payments](#) > [Payment Cash Check](#) > [Fund Level Processing Rules](#)

**Bypass Funds** Find | View All First 1 of 2 Last

\*Effective Date: 10/17/2014

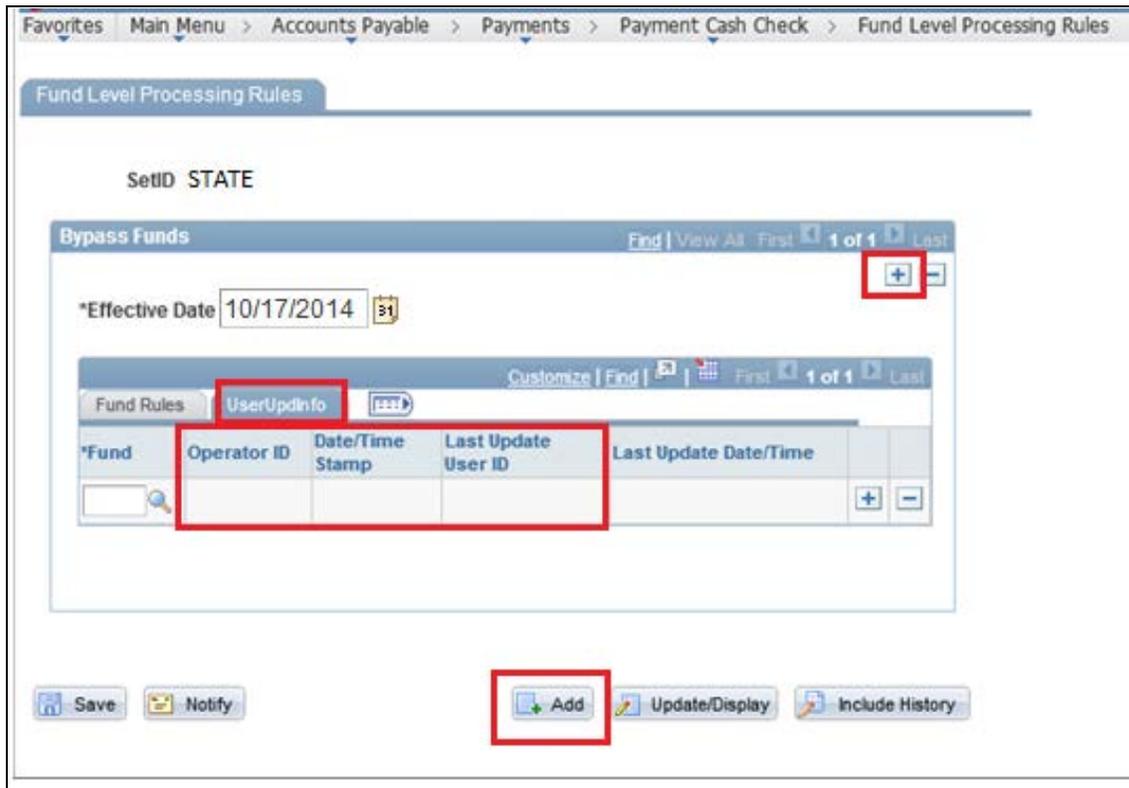
UserUpdInfo

*Fund	Description	Bypass	Override	Apply FY	All BUs	List BUs		
08170	VCEA 21st Century	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
08171	VCEA 21st Century - Evms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
08200	VPBA Projects	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
08201	VPBA Projects - NonState	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
08210	VPBA Projects Interest	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
10040	Broadband Data&Dcvl Cmt ARRA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
10520	Title I - Grants to LEAS- ARRA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
10600	Statewide Data Systems - ARRA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
10940	ARRA Hwy Planning & Constructn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
12010	State Energy Program - ARRA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
12400	Formula Grants Nonurban - ARRA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
12840	High-Speed Rail - ARRA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
13020	Build America Bonds Fund	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
13021	Build America Bd Fd NVTD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
13022	Build America Bd Fd CPR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input style="border: 1px solid red;" type="checkbox"/>

Save
Return to Search
Notify
Add
Update/Display
Include History
Correct History

- 14 Click the – (minus) button to delete a transaction from the page.
- 15 Once all entries are updated / added / deleted, click the **Save** button.
- 16 Click the **User Upd Info** tab.

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- 17 The **User Upd Info** tab is populated with:
- Operator ID** of the user who entered the transaction to the **Transaction Priority** page
  - Date/Time Stamp**
  - Last Update User ID**
- 18 Click the **Add** button at the bottom right hand corner to add transactions for other SetID's.