



Accounts Payable Job Aid

SW AP312 Processing Child Support Payments to DSS

About Processing Child Support Payments to DSS

Cardinal is used to process payments to the Department of Social Services (DSS) for child support enforcement. Deductions are processed from your agency to DSS as an agency to agency transaction using a voucher.

Some of the requirements differ from entering other vouchers. This job provides the steps you need to follow to process these types of vouchers.

1 Navigate to the **Invoice Information** page using the following path:

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

The screenshot shows the 'Voucher' form in the Cardinal software. The breadcrumb navigation at the top reads: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. Below the breadcrumb, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The form contains the following fields:

Business Unit:	15100
Voucher ID:	NEXT
Voucher Style:	Regular Voucher
Short Vendor Name:	COMMONWEAL-19
Vendor ID:	0000050730
Vendor Location:	EDI-IA
Address Sequence Number:	1
Invoice Number:	06012016
Invoice Date:	06/13/2016
Gross Invoice Amount:	150.00
Freight Amount:	0.00
Misc Charge Amount:	0.00
Estimated No. of Invoice Lines:	1

At the bottom of the form, there is an 'Add' button, which is highlighted with a red box. Below the form, there are two links: 'Find an Existing Value' and 'Add a New Value'.

2 Enter the information on the **Add a New Value** tab.

3 In the **Vendor ID** field, enter the Cardinal Vendor ID for Department of Social Services.

4 Enter all other required fields.

5 Click the **Add** button.



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

Related Information | New

Invoice Information | **Payments** | Voucher Attributes

Business Unit: 15100 Invoice No: 06012016 Action: [Dropdown]
Voucher ID: NEXT Invoice Date: 06/13/2016 [BT]
Voucher Style: Regular Voucher Accounting Date: 06/13/2016 [BT] Final Voucher
 Do Not Send to CARS [Run]

Vendor ID: 0000050730 Commonwealth of Virginia Invoice Receipt Date: 06/13/2016 [BT] [Session Defaults](#)
ShortName: COMMONWEAL-191 DIV OF CHILD SUPPORT ENFORCEMENT Goods & Services Receipt Date: 06/13/2016 [BT] [Attachments \(0\)](#)
Location: SPECIAL P O BOX 570 RICHMOND, VA 23218-0570 [Comments\(0\)](#)
*Address: 2 [Advanced Vendor Search](#)

Control Group: [Field] *Pay Terms: 30 Net 30 [Calc Basis Date](#)
Invoice Lines: 0.00 Basis Date Type: Prompt Payment
*Currency: USD Responsible Org: 10000 [Non Merchandise Summary](#) [Print Invoice](#)
Miscellaneous: [Field] Customer Account #: [Field]
Freight: [Field] ROW Acquisition ID: 123456789
Total: 150.00
Difference: 0.00 [Calculate](#)

Copy From Source Document
PO Unit: [Field] [Copy PO](#)
PO Number: [Field]
Copy From: None [Go](#)

Invoice Lines Find | View All First 1 of 1 Last
Line: 1 Item: [Field] UOM: [Field]
*Distribute by: Amount Unit Price: [Field] Quantity: [Field]
Ship To: COVA Line Amount: 150.00
SpeedChart: [Field] Description: [Field] One Asset

- 6 The **Invoice Information** page displays. Enter the regular information for an agency to agency transaction (**Invoice Receipt Date**, **Goods & Services Receipt Date**, **Pay Terms**, and charge distribution information).
- 7 Click the **Location** lookup icon.
- 8 Select **SPECIAL**.
- 9 Click the **Address** lookup icon.
- 10 Select the correct address. For this scenario it is **Address 2**.
- 11 In the **ROW Acquisition ID** field, enter the TIN number of the individual for whom the deduction is being made. The TIN number should be using the **XXXXXXXXXX** format (no spaces or dashes) and must be populated to allow DSS to apply the payment correctly.
- 12 Click the **Payments** tab.



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

Invoice Information | Payments | Voucher Attributes

Business Unit: 15100 Invoice No: 06012016 Action:
 Voucher ID: NEXT Invoice Date: 06/13/2016
 Voucher Style: Regular Voucher
 Total Amount: 150.00
 Vendor Name: Commonwealth of Virginia *Pay Terms: 30 Net 30

Payment Information

Payment: 1
 *Remit to: 0000050730
 Location: SPECIAL
 *Address: 2
 Commonwealth of Virginia
 DIV OF CHILD SUPPORT ENFORCEMENT
 P O BOX 570
 RICHMOND, VA 23218-0570

Gross Amount: 0.00 USD
 Discount: 0.00 USD
 Scheduled Due:
 Net Due:
 Discount Due:
 Accounting Date:

Payment Options

*Bank: 1100 Pay Group:
 *Account: TR01 *Handling: Regular
 *Method: ACH ACH *Netting: Not Applicable
 L/C ID: Hold Reason:
 Message:
 Message will appear on remittance advice.

Vendor Bank
 Messages
 Layout
 Hold Payment
 Separate Payment

Schedule Payment

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

Save Notify Refresh Add Update/Display

- 13 Check the **Location** on the **Payments** page. If it is not **SPECIAL**, change it to **SPECIAL**.
- 14 Verify the address is correct. If not, select the correct option.
- 15 The **Method** defaults to **ACH**. Do not change this value.
- 16 The **Message** field is not required. If you enter a message, **DO NOT** enter sensitive data such as Name or SSN in this field.
- 17 Click the **Save** button.