



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. These deductions are processed as Agency to Agency transaction using a voucher.

TABLE OF CONTENTS

Processing Child Support Payments 1

Processing Child Support Payments

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

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

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

Voucher

Find an Existing Value | Add a New Value

Business Unit: 15100

Voucher ID: NEXT

Voucher Style: Regular Voucher

Supplier Name: Commonwealth of Virginia

Short Supplier Name: COMMONWEAL-19

Supplier ID: 0000050730

Supplier Location: ED-HA

Address Sequence Number: 1

Invoice Number: 11212016

Invoice Date: 11/21/2016

Gross Invoice Amount: 125.00

Freight Amount: 0.00

Misc Charge Amount: 0.00

PO Business Unit:

PO Number:

Estimated No. of Invoice Lines: 1

Add



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- 2 Enter the information on the **Add a New Value** tab.
- 3 In the **Supplier ID** field, enter the Cardinal Supplier ID for Department of Social Services.
- 4 Enter all other required fields.
- 5 Click the **Add** button.

Invoice Information | **Payments** | Voucher Attributes

Business Unit 15100 Invoice No 11212016 Invoice Total
Voucher ID NEXT Accounting Date 11/21/2016 Line Total 125.00
Voucher Style Regular Voucher *Pay Terms 30 Net 30 *Currency USD
Invoice Date 11/21/2016 Basis Date Type Prompt Payment Miscellaneous
Invoice Receipt Date 11/21/2016 Final Voucher Freight
Goods & Services Receipt Date 11/21/2016 Incomplete Voucher Total 125.00
Date Difference 0.00

Supplier ID 0000050730 Commonwealth of Virginia
ShortName COMMONWEAL-19
Location SPECIAL
*Address 2
Responsible Org 10000
Customer Account #
ROW Acquisition ID 123456789

Save Save For Later Action Run Calculate Print

Copy From Source Document

Invoice Lines
Line 1 Copy Down SpeedChart
*Distribute by Amount Ship To COVA
Item Description
Quantity Packing Slip
UOM
Unit Price
Line Amount 125.00
Multi-SpeedCharts
Calculate

Distribution Lines
GL Chart Exchange Rate Statistics Assets
Copy Down Line Merchandise Amt Quantity GL Unit Account Fund Program Department Cost Center Task FIPS Asset
1 125.00 15100 220560 01000 450001 97200

Save Save For Later

- 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**.



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- 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 Enter the appropriate accounting distribution information.
- 13 Click the **Payments** tab.

The screenshot shows the 'Payments' tab in the Accounts Payable software. The 'Payment Information' section is active, displaying details for 'Payment 1'. The 'Location' field is highlighted with a red box and contains the value 'SPECIAL'. The 'Address' field contains the value '2'. The 'Save' button at the bottom left is also highlighted with a red box.

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