

Processing Internal Payment Offsets Overview

The Agency may receive IRS levies, court ordered garnishments, etc. that require a portion or all of a Supplier's payments to be withheld. Typically, the order also identifies amounts, return dates, etc. Legal notices for levies, liens, and other court ordered offsets should be sent immediately to the Agency's central accounting or fiscal office, where information about the offset (amount, date of receipt, date of return, etc.) is recorded and tracked outside of Cardinal. In Cardinal these notices are documented using the term "LEVY".

Note: Internal Payment Offsets are not related to the Comptroller's Debt Setoff (CDS) or Treasury Offset Program (TOP).

The Supplier's record in Cardinal can be updated so that any existing or subsequent Vouchers for that Supplier are flagged for manual updates. Agencies work with the Commonwealth Vendor Group by completing the **Vendor Maintenance Request Form** to have a new location, "LEVY" added to the Supplier's record. The applicable amount is offset and paid to the 3rd party identified on the legal order before the Supplier's Vouchers are processed for payment.

Users must have the Special Voucher Processor role to process internal payment offsets in Cardinal.

Note: Agencies are not required to work with the Commonwealth Vendor Group (CVG) to set up a LEVY location on the Supplier Record. It can be managed outside of Cardinal following Agency policy.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the process within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.



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Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
3/1/2025	Baseline.



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Processing Payment Offsets

Agencies are not required to set up a "LEVY" location on the Supplier Record when managing payment offsets in Cardinal. They can elect to manage the process outside of Cardinal.

- If the Agency elects to set up a "LEVY" location, follow the steps outlined below in the [Requesting a LEVY Location on the Supplier Record](#) section of this Job Aid to have the "LEVY" location set up in Cardinal. Once the "LEVY" location has been set up, follow the steps in the [Updating the Cardinal Voucher](#) section of this Job Aid to process the Voucher.
- If the Agency elects to manage the payment offset outside of Cardinal, follow the steps in the [Updating the Cardinal Voucher](#) section of this Job Aid.



Requesting a LEVY Location on the Supplier Record

The Agency's designated responsible person completes a **Vendor Maintenance Request Form** to update the Supplier Record. This form can be found on the Department of Accounts website (<https://www.doa.virginia.gov/forms.shtml>) in the **Commonwealth Vendor Group** section under **Cardinal Vendor Forms and Job Aids**.

To facilitate the proper payment offset for subsequent payments, a new Location must be added to the Supplier Record. Complete the **Location** section of the form with the new location information. The **Location** field name should be specified as "LEVY XXX" (XXX = Agency Number); the new location is identified as the default location for the Supplier. A location "Description" is also provided to add meaningful additional information about the offset, such as Agency name, and aids users in understanding the purpose of the location.



Adding a LEVY Location to the Supplier Record

- The **Vendor Maintenance Request Form** is submitted to the Commonwealth Vendor Group (CVG), along with a copy of the offset documentation
- The CVG will run the **V_AP_VNDRS_ON_PYMNT_HOLD** query which provides a list of Suppliers on Payment Hold for review to determine if a Supplier's payment hold status requires update
- The new location for the Supplier is added
- CVG notifies the Agency resource that the Supplier update is complete

Removing the LEVY Location from the Supplier Record

- Once the offset requirement has been satisfied, the designated Agency resource will complete a **Vendor Maintenance Request Form** with a request to Update Existing Supplier, to remove the payment hold from the lien location and to reset the default Supplier location
- CVG receives the **Vendor Maintenance Request Form**, updates the Supplier location, and notifies the Agency resource that the supplier update is complete



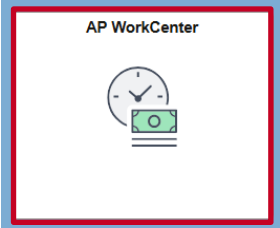
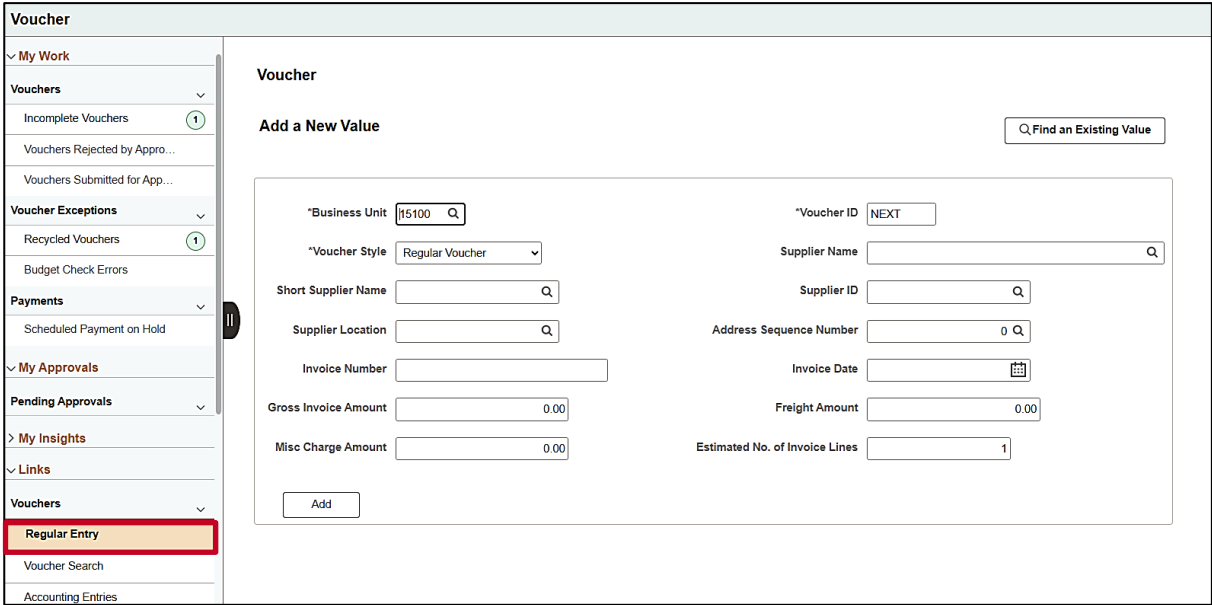
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Updating the Cardinal Voucher

This section of the Job Aid provides instructions for creating the Voucher for a payment offset, whether the Agency has elected to set up a LEVY location on the Supplier Record or not.

Users must have the Special Voucher Processor role to complete these steps.

Step	Action
1.	Navigate to the Regular Entry page by clicking the AP WorkCenter tile on the Cardinal Financials Homepage. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation path in the WorkCenter: Links > Vouchers > Regular Entry Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the Regular Entry page using the following navigation path: NavBar > Menu > Accounts Payable > Vouchers > Regular Entry



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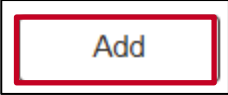
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Step	Action
The Voucher Add a New Value page displays.	
← Vendor Lookup Voucher Add a New Value Q Find an Existing Value *Business Unit15100Q *Voucher IDNEXT *Voucher StyleRegular Voucher Supplier Name Short Supplier Name Supplier ID Supplier Location Address Sequence Number0Q Invoice Number Invoice Date Gross Invoice Amount0.00 Freight Amount0.00 Misc Charge Amount0.00 Estimated No. of Invoice Lines1 Add	
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages . This Job Aid is located on the Cardinal website in Job Aids under Learning .
3.	Enter the Supplier ID number in the Supplier ID field. Supplier ID
4.	Enter the Invoice number in the Invoice Number field. Invoice Number
5.	Enter or select the Invoice Date in the Invoice Date field. Invoice Date
6.	Enter the total Invoice amount in the Gross Invoice Amount field. Gross Invoice Amount0.00



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Step	Action
7.	Click the Add button. 

The **Invoice Information** page displays.

Regular Entry

Invoice Information Payments Voucher Attributes

Business Unit 15100 Invoice No 11234

Voucher ID NEXT Accounting Date 04/02/2026

Voucher Style Regular Voucher *Pay Terms 30 Net 30

Invoice Date 04/01/2026 Basis Date Type Prompt Payment

Invoice Receipt Date

Goods & Services Receipt Date

Supplier ID Aspect Software 0000000003 Control Group

ShortName ASPECT SOF-001

Location MAIN

*Address 2

Responsible Org 10001

Customer Account #

ROW Acquisition ID

Invoice Total

Line Total 2,560.30

*Currency USD

Miscellaneous

Freight

Total 2,560.30

Difference 0.00

Non Merchandise Summary

Session Defaults

Comments(0)

Attachments(0)

Template List

Advanced Supplier Search

Supplier Hierarchy

Supplier 360

Save Save For Later Action Run Calculate Print

> Copy From Source Document

Invoice Lines

Line 1 Copy Down

*Distribute by Amount

Item

Quantity

UOM

Unit Price

Line Amount 2,560.30

SpeedChart

Ship To COVA

Description

Packing Slip

One Asset

Calculate

Distribution Lines

GL Chart Exchange Rate Statistics Assets ID

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Center	Task
☐	1	2,560.30		15100						

Save Save For Later

Notify Refresh

Add Update/Display

8.	Enter or select the Invoice Receipt Date in the Invoice Receipt Date field. 
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Step	Action																								
9.	Enter or select the Goods & Services Receipt Date in the Goods & Services Receipt Date field. Goods & Services Receipt Date																								
10.	Complete any additional fields as applicable in the Header section for the Voucher.																								
11.	Enter the charge distribution information in the Invoice Lines section using SpeedCharts and/or the Distribution Lines section as applicable. Invoice Lines Line 1 ☐ Copy Down *Distribute by Amount Item Quantity UOM Unit Price Line Amount 2,560.30 Multi-SpeedCharts SpeedChart Ship To COVA Description Packing Slip ☐ One Asset Calculate Distribution Lines GL Chart Exchange Rate Statistics Assets IP <table><tr><th>GL Chart</th><th>Copy Down</th><th>Line</th><th>Merchandise Amt</th><th>Quantity</th><th>*GL Unit</th><th>Account</th><th>Fund</th><th>Program</th><th>Department</th><th>Cost Center</th><th>Task</th></tr><tr><td></td><td>☐</td><td>1</td><td>2,560.30</td><td></td><td>15100</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> Save Save For Later	GL Chart	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Center	Task		☐	1	2,560.30		15100						
GL Chart	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Center	Task														
	☐	1	2,560.30		15100																				
12.	Click the Payments tab. Invoice Information Payments Voucher Attributes																								



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Step	Action
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The **Payments** page displays.

Invoice Information **Payments** Voucher Attributes

Business Unit 15100 Invoice No 1234 Invoice Date 04/01/2026 Action

Voucher ID NEXT ☐ Incomplete Voucher

Voucher Style Regular Voucher *Pay Terms 30 Net 30

Total Amount 2,560.30

Supplier Name Aspect Software

Payment Information 1 of 1 View All

Payment 1

*Remit to 0000000003 Gross Amount 0.00 USD Scheduled Due [Payment Inquiry](#)

Location LEVY-151 Discount 0.00 USD Net Due [Express Payment](#)

*Address 1 Discount Due [Payment Note\(0\)](#)

Accounting Date [Holiday/Currency](#)

Aspect Software
300 Apollo Drive
Chelmsford, MA 01824

Payment Options

*Bank 1100 Pay Group *Netting Not Applicable [Supplier Bank Messages](#)

*Account TR01 *Handling Regular Payments L/C ID ☐ Hold Payment

*Method CHK Check Hold Reason ☐ Separate Payment

Message [Actions](#)

Message will appear on remittance advice.

Schedule Payment

*Action Schedule Payment Payment Date

Pay Reference

Invoice Information | Payments | Voucher Attributes

13. Select the applicable location by clicking the **Location Look up** icon.

Location LEVY-151



If the Agency did not work with CVG to set up a “LEVY” location, the default location for the Supplier displays in this field.

- If the location is correct, go to **Step 15**
- If not continue to the next step



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Step	Action
	The Look Up Location page displays in a pop-up window.
14.	Select the applicable non-payment hold location for the Supplier by clicking the corresponding link.
15.	Update the amount of total payment that will be paid to the Supplier in the Gross Amount field. Note: This field defaults with the Total amount of the Voucher.
16.	Update any additional payment information in the Payment Options section as applicable.



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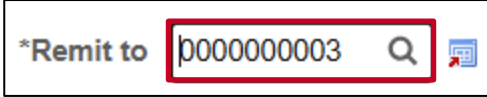
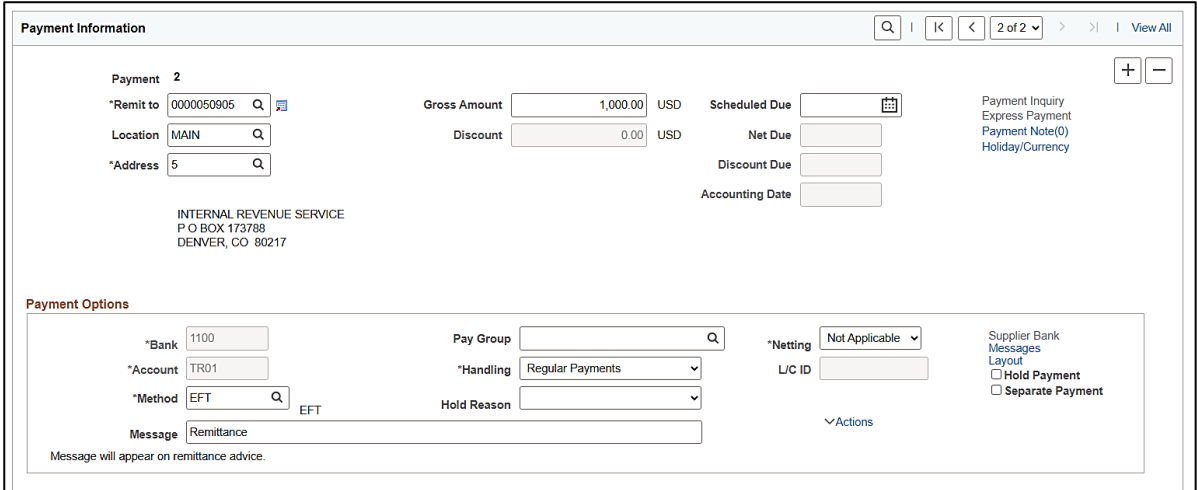
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Step	Action
17.	Click the Add a New Row (+) icon in the Payment Information section of the page to add a new payment row. Payment Information Payment 1 *Remit to 000000003 Location MAIN *Address 3 Gross Amount 1560.30 USD Discount 0.00 USD Scheduled Due Net Due Discount Due Accounting Date Payment Inquiry Express Payment Payment Note(0) Holiday/Currency + -
	The Payment Information section for the second payment displays. Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary Business Unit 15100 Invoice No 1234 Voucher ID 00006580 Invoice Date 04/01/2026 Voucher Style Regular Voucher Total Amount 2,560.30 Supplier Name Aspect Software *Pay Terms 30 Net 30 Run Schedule Payments Payment Information Payment 2 *Remit to 000000003 Location MAIN *Address 3 Gross Amount 1,000.00 USD Discount 0.00 USD Scheduled Due Net Due Discount Due Accounting Date Aspect Software 300 Apollo Drive VA10036551 EVAAD68206 Chelmsford, MA 01824 Payment Options *Bank 1100 *Account TR01 *Method CHK Message Remittance Message will appear on remittance advice. Pay Group *Handling Regular Payments Hold Reason *Netting Not Applicable L/C ID Supplier Bank Messages Hold Payment Separate Payment Schedule Payment *Action Schedule Payment Payment Date Pay Reference Save Save For Later Return to Search Notify Refresh Add Update/Display
18.	Verify the Gross Amount is correct for the offset payment. If not, make any applicable updates to the Supplier payment (Payment 1). Note: The amount that displays is the remaining amount of the total Invoice minus the amount entered in the Supplier Gross Amount field on Payment 1. Gross Amount 1,000.00



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Step	Action
19.	Enter or select the Supplier ID for the third party in the Remit to field. 
20.	Review the Location field and update if applicable. 
21.	Review the Address field and update if applicable. 
22.	Update any additional payment information in the Payment Options section as applicable. 
23.	Click the Save button. 
	Provide the payment offset information (i.e., offset amount, payment date, etc.) to the appropriate resource at the Agency for tracking Supplier offsets so that the offset record can be updated. If a “LEVY” location was set up, follow the instructions in the Removing the LEVY Location from the Supplier Record section of this Job Aid when the payment offset has been satisfied.