Using Pay Terms Overview

Per Commonwealth Accounting Policies and Procedures (CAPP) Manual Topic 20315, the required payment due date is established by the terms of the contract; or if no contract exists, the required payment due date shall be thirty calendar days after receipt of a proper invoice, or thirty days after the receipt of goods or services, whichever is later.

When creating a Cardinal voucher, it is imperative the correct Pay Term is selected on a voucher to ensure:

- Disbursement of state funds are processed timely and in accordance with the requirements of the Prompt Pay Statutes
- Accurate prompt payment reporting out of Cardinal

This Job Aid provides information on using the correct Pay Term in Cardinal. It does not include the details steps for entering a Voucher in Cardinal.

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

Table of Contents

Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
3/1/2025	Updated the screenshots of the Search pages (Section 3, after Step 1; Section 4, after Step 1). Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid.

Cardinal Payment Due Date Processing

Every voucher in Cardinal requires a scheduled payment date which is populated based on the selected Pay Term. In Cardinal, there are three Pay Terms configured to facilitate processing vouchers with the correct Payment due date. Two are subject to prompt payment policy and one is not.

Subject to Prompt Payment Policy:

- **30**: Net 30 (Net 30). This term is used when there is no specified payment date in the contract and payment is due 30 days after the receipt of the invoice, or the goods or services, whichever is later.
- **00PP**: Due Immediately Prompt Payment (Due Now PP). This term is used when there is a specified payment date in the contract.

Not subject to Prompt Payment policy:

- **00**: Due Immediately (Due Now). This term is used when the voucher does not require a due date and is not subject to Prompt Payment statutes.

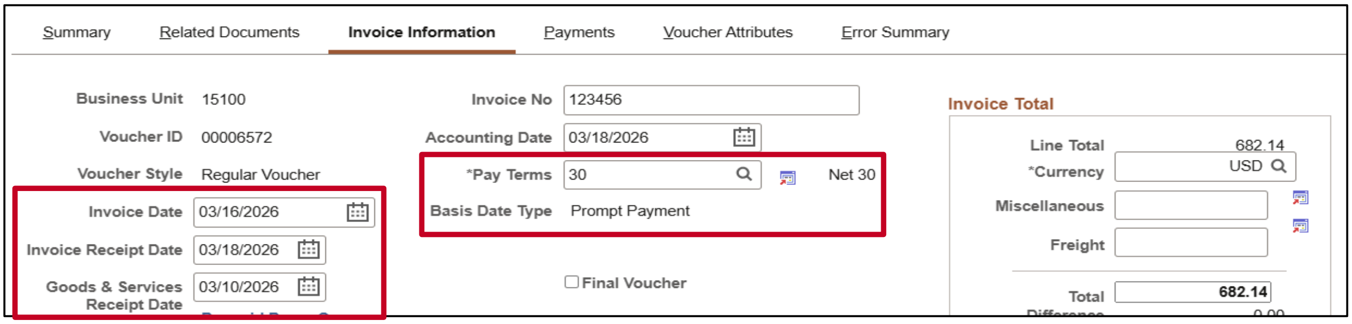
Cardinal Prompt Payment reports and the interface to send prompt payment statistics to Department of Accounts (DOA) include vouchers using Pay Terms 30 and 00PP. The reports and interface automatically omit payments to suppliers classified as State Agencies, Local Governments, or Federal Government.

Entering Pay Terms on a Voucher

Each **Pay Term** is slightly different. This section will review what you must do in Cardinal for each **Pay Term**. Note that **Pay Terms** are only changed on the **Invoice Information** page, not on the **Payments** page.

Using Pay Term 30 – Net 30

The **Net 30** Term defaults on all Cardinal Vouchers.

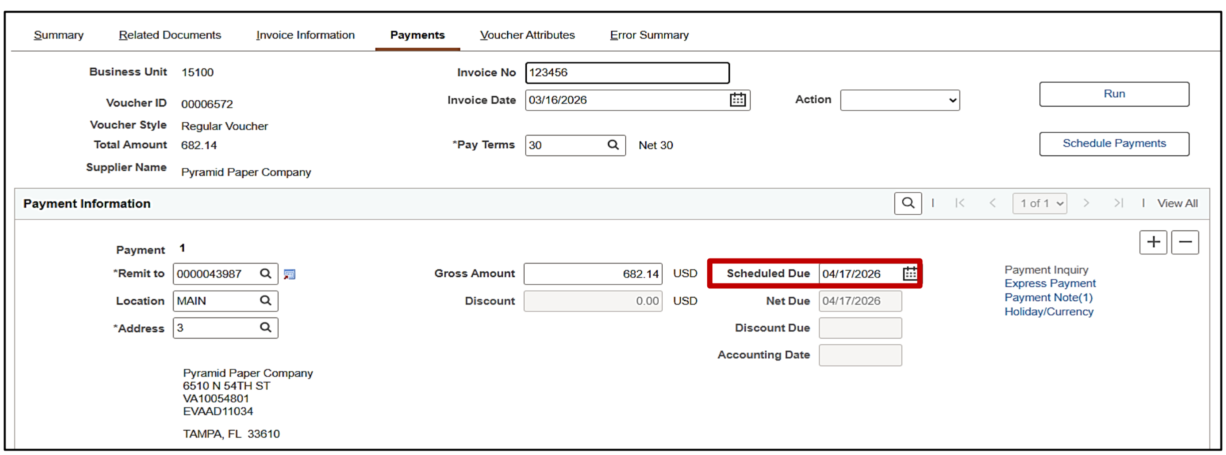


When using **Net 30**, the **Invoice Receipt Date** and/or the **Goods & Services Receipt Date** are used to calculate the payment due date. It is critical that these two date fields are entered accurately.

The latter of the two dates is used as the start date and 30 days from that date is calculated as the **Scheduled Due** date on the Voucher which displays on the **Payments** page.

The **Basis Date Type** field specifies the business rule for due date calculation. This field defaults to "Prompt Payment".

The calculated **Scheduled Due** date displays on the Voucher's **Payments** page.

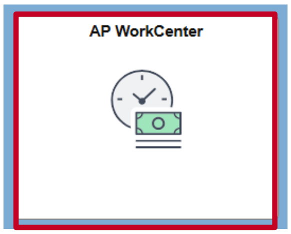
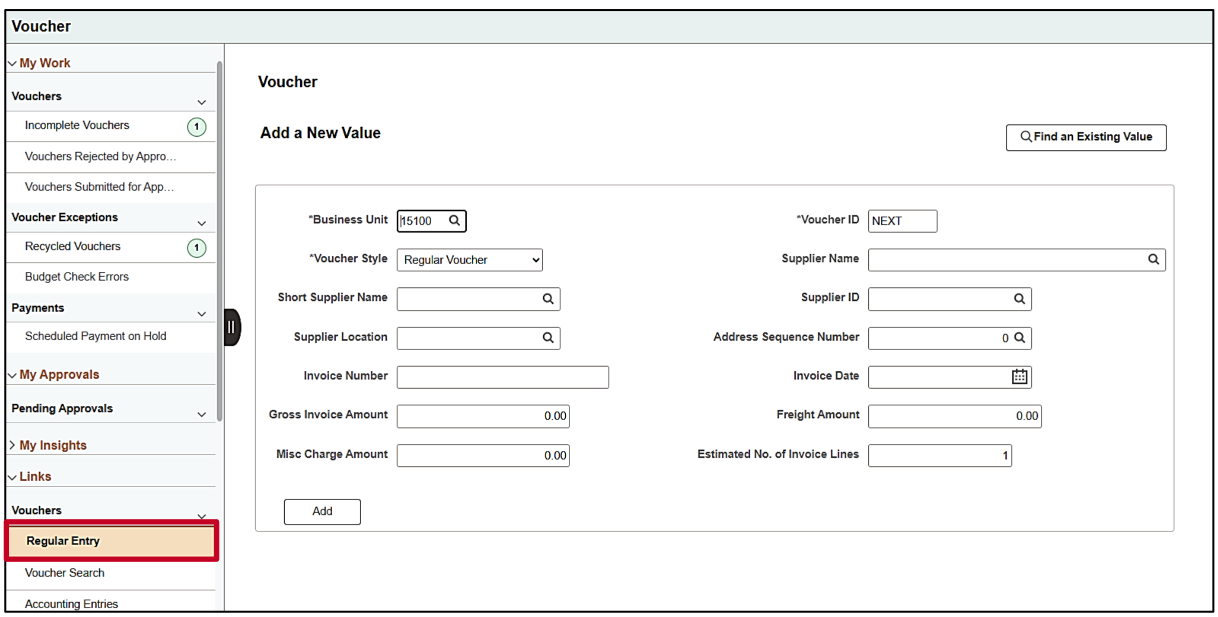


Note: The **Scheduled Due** field reflects the calculated due date even if that date is in the past. This ensures accurate prompt pay reporting.

Once the Voucher is approved, it will be selected for payment based on the scheduled due date. Payments are selected by the Cardinal Pay Cycle, two business days prior to the scheduled due date (as displayed on the **Payments** page) except for a Voucher that has a payment method of "EPAY", which is processed approximately 15 business days before the due date.

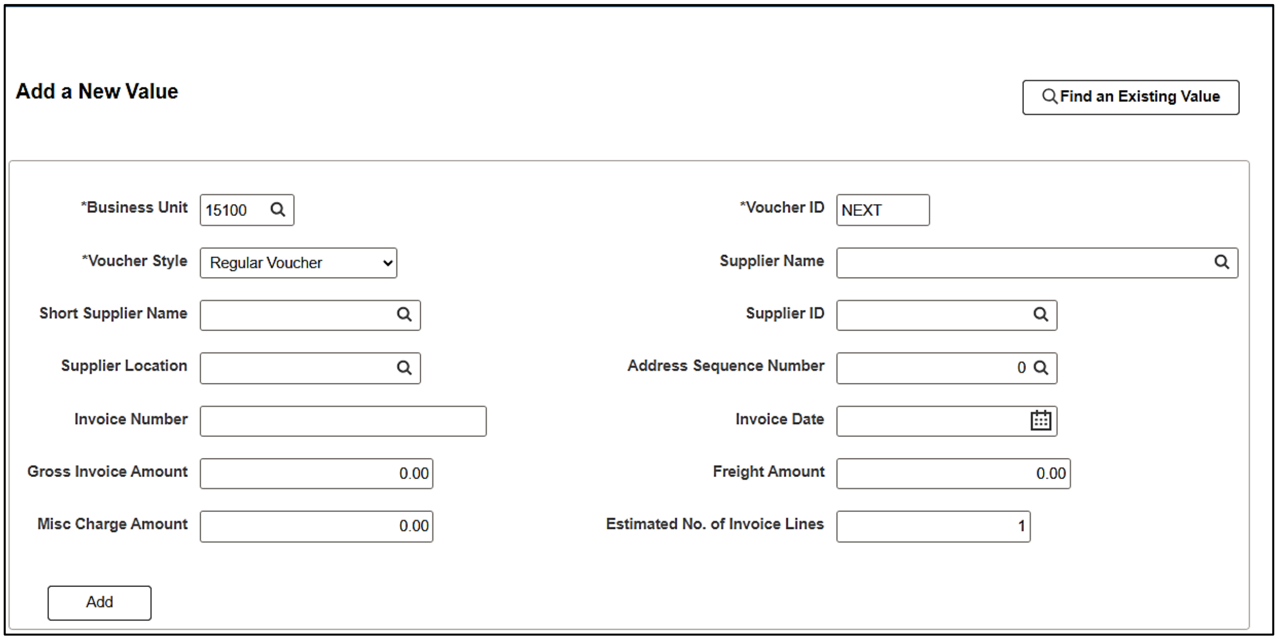
Using Pay Term 00PP – Due Immediately Prompt Pay

To use “00PP” as the Pay Term on the Voucher, follow the steps outlined below.

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**

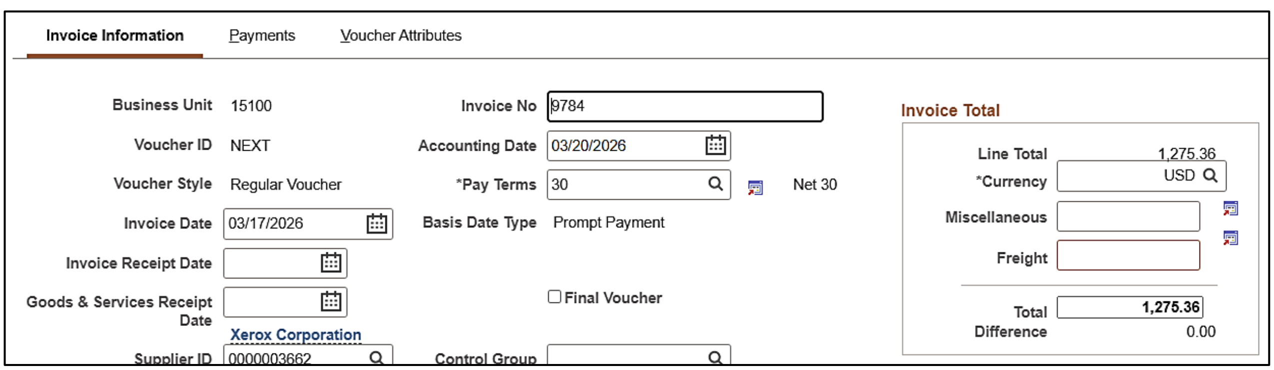
Step	Action

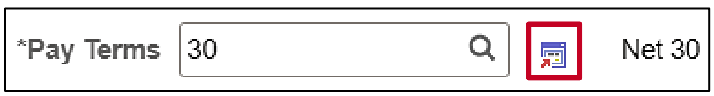
The **Voucher Add a New Value** page displays.



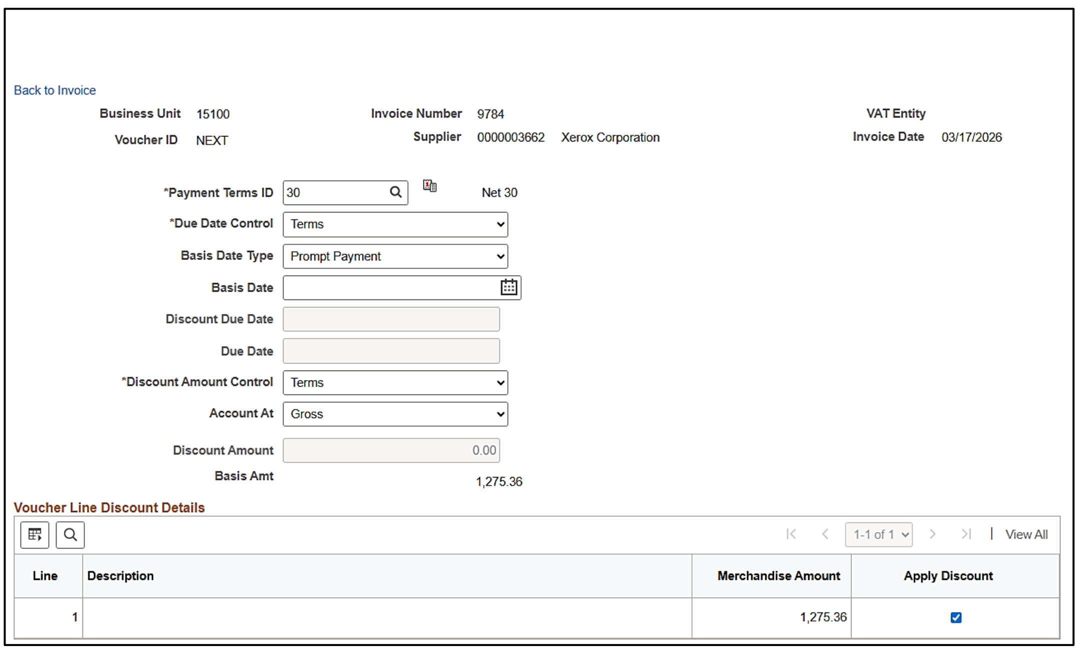
Step	Action
3.	Enter the data as applicable based on the Invoice received. **Note**: For details on entering a Voucher, see the Job Aid titled **AP312 Reviewing Supplier Information and Entering a Voucher**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.
4.	Click the **Add** button.

The **Invoice Information** page displays.



Step	Action
5.	Enter or select the date the Invoice was received in the **Invoice Receipt Date** field. 
6.	Enter or select the date that the goods or services were received in the **Goods & Services Receipt Date** field. 
	While these fields do not impact the payment due date on the Voucher, they are still required for accrual reporting.
7.	Click the **Transfer to Pay Terms Detail** icon to access the **Payment Terms** page. 

The **Payment Terms** page displays.



Back to Invoice

Business Unit 15100 | Invoice Number 9784 | VAT Entity

Voucher ID NEXT | Supplier 0000003662 Xerox Corporation | Invoice Date 03/17/2026

*Payment Terms ID 30 Net 30

*Due Date Control Terms

Basis Date Type Prompt Payment

Basis Date

Discount Due Date

Due Date

*Discount Amount Control Terms

Account At Gross

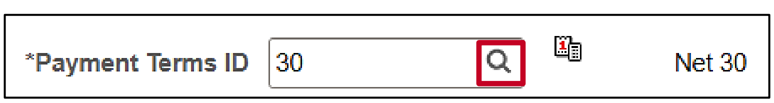
Discount Amount 0.00

Basis Amt 1,275.36

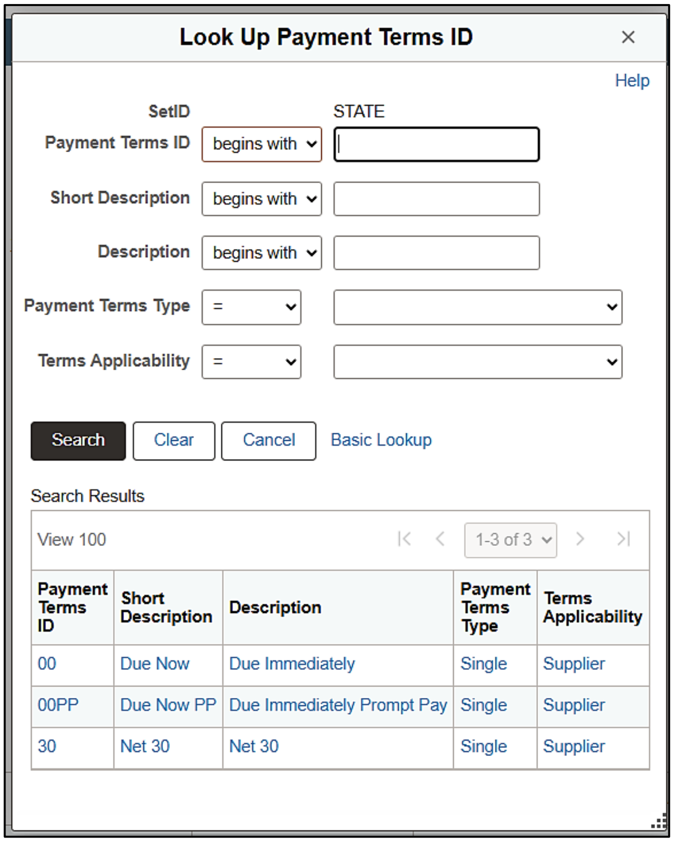
Voucher Line Discount Details

1-1 of 1 View All

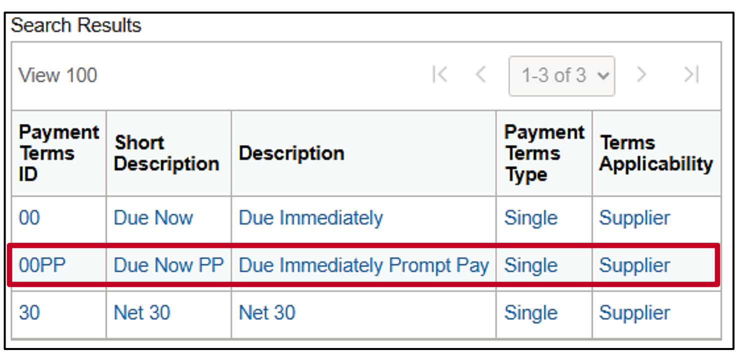
Line	Description	Merchandise Amount	Apply Discount
1		1,275.36	☑

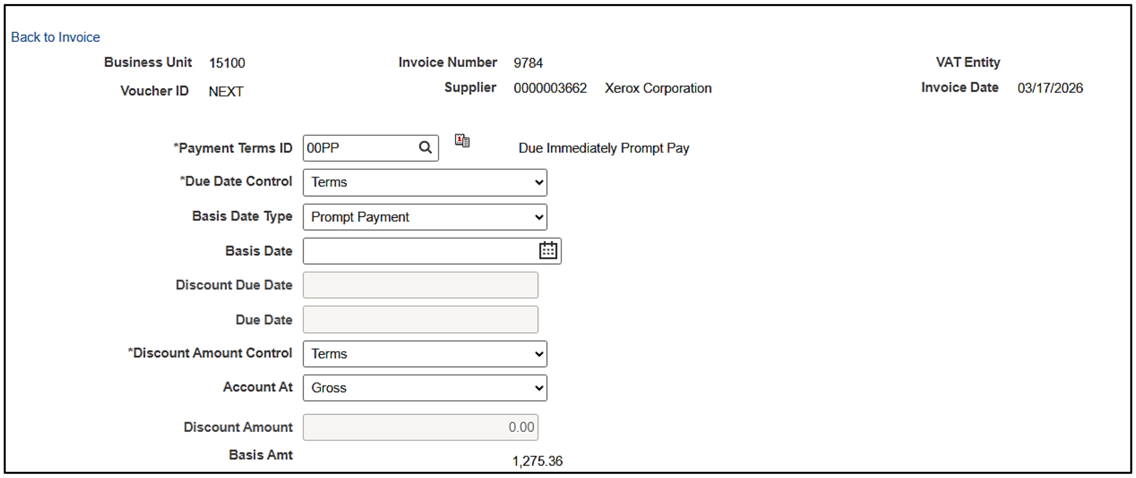
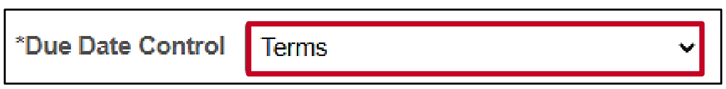
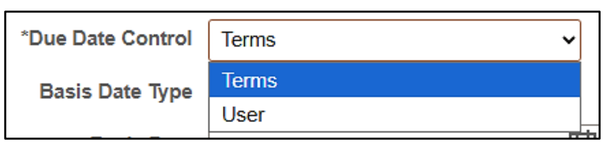
Step	Action
8.	Click the **Payment Terms ID Look up** icon. 

Step	Action
	The **Look Up Payment Terms ID** page displays in a pop-up window.



Step	Action
9.	Select the **00PP** (Due Immediately Prompt Pay) list item.



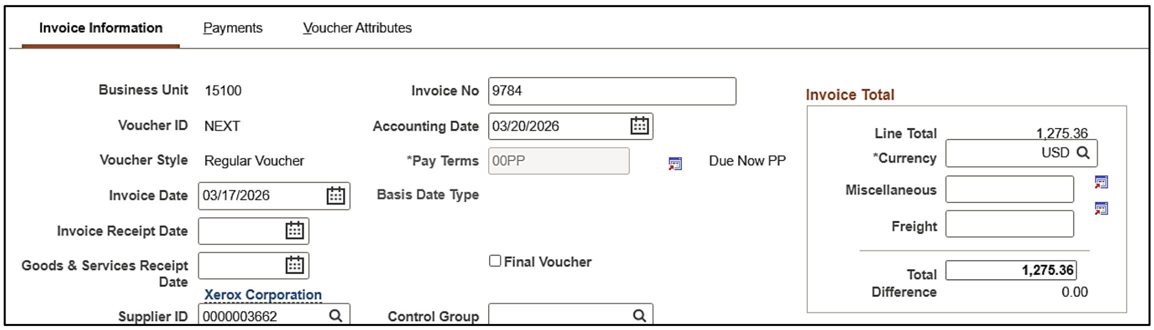
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The Payment Terms page redisplays with the selected payment term in the Payment Terms ID field.

</td></tr>
<tr><td>10.</td><td>Click the Due Date Control dropdown button.

</td></tr>
<tr><td colspan="2">The Due Date Control menu list items display.

</td></tr>
<tr><td>11.</td><td>Select the User list item.

</td></tr>
<tr><td></td><td>This value allows entry of a specific due date for the Voucher.</td></tr>
<tr><td>12.</td><td>Enter or select the applicable payment due date in the Due Date field.

</td></tr>
<tr><td></td><td>This field is only populated by the processor when Pay Term “00PP” is used. The date entered/selected will be set on the Voucher as the scheduled due date.</td></tr>
</table>

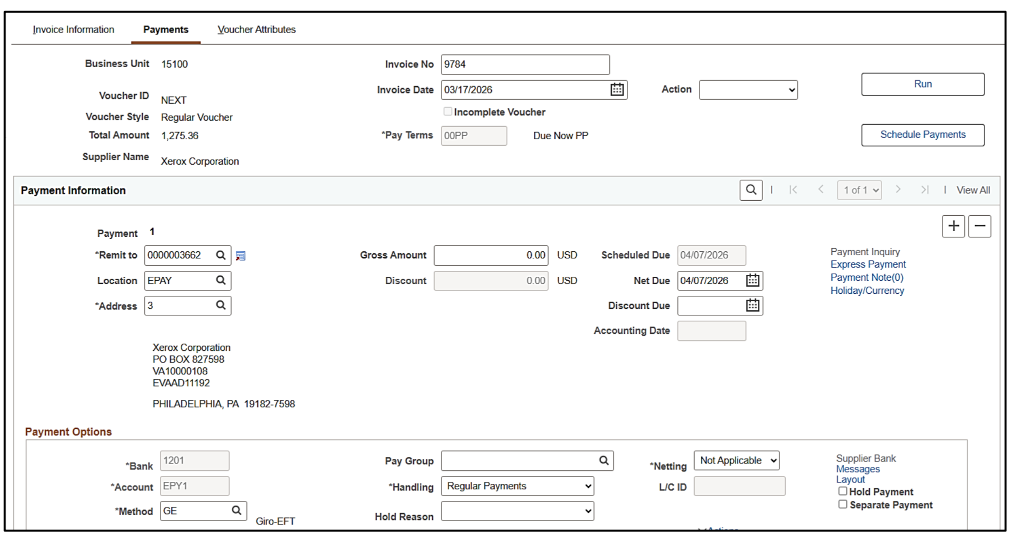
Step	Action
13.	Click the **Back to Invoice** link at the top of the page. 

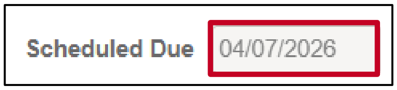
The **Invoice Information** page redisplays.



Step	Action
14.	Complete any other required fields on the **Invoice Information** page.
15.	Click the **Payments** tab. 

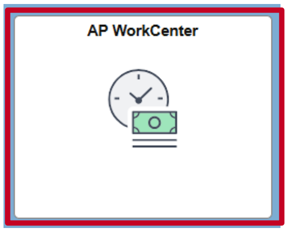
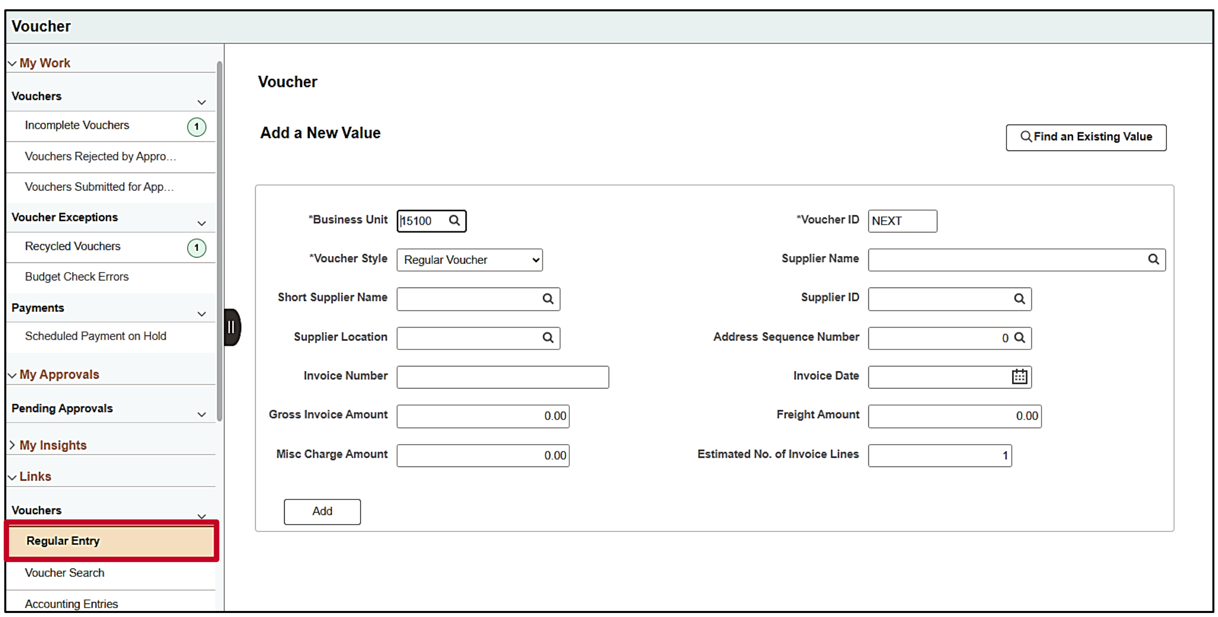
The **Payments** page displays.



Step	Action
	The selected date displays in the **Schedule Due** field in the **Payment Information** section.  The **Scheduled Due** field displays the date that was entered/selected on the **Payment Terms** page. Once the Voucher is approved, it will be selected for payment based on this date. Payments are selected by the Cardinal Pay Cycle, two business days prior to the scheduled due date (as displayed on the **Payments** page) **Note**: Vouchers that have a payment method of “EPAY” are processed approximately 15 business days before the due date.

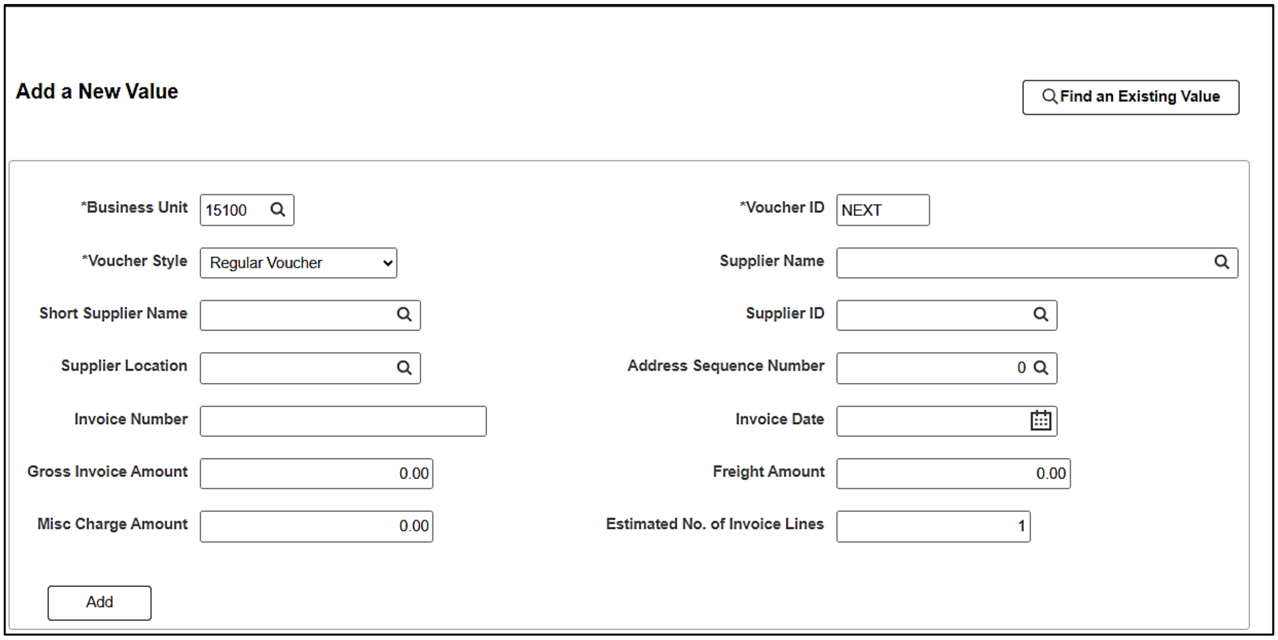
Using Pay Term OO – Due Immediately

To use "00 Due Immediately" as the Pay Term, follow the steps outlined below.

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**

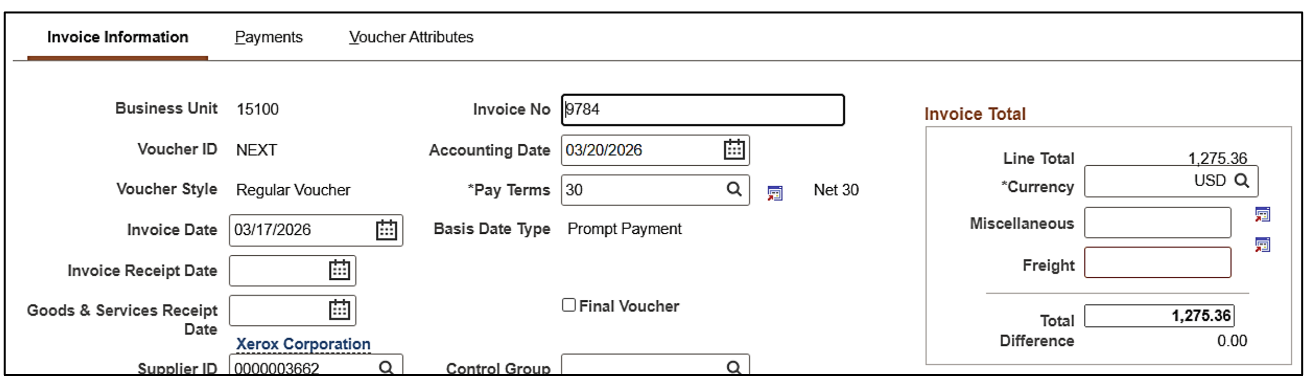
Step	Action

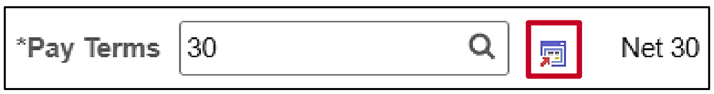
The **Voucher Add a New Value** page displays.



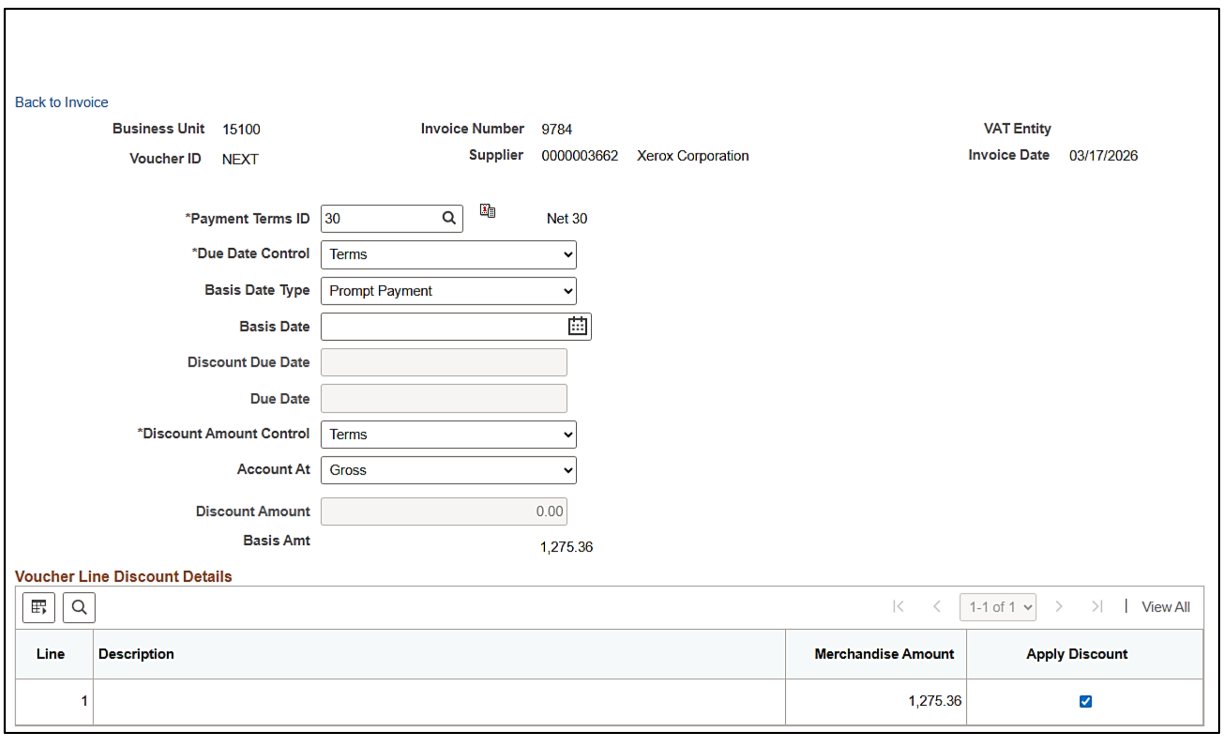
Step	Action
3.	Enter the data as applicable based on the Invoice received. **Note**: For details on entering a Voucher, see the Job Aid titled **AP312 Reviewing Supplier Information and Entering a Voucher**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.
4.	Click the **Add** button. 

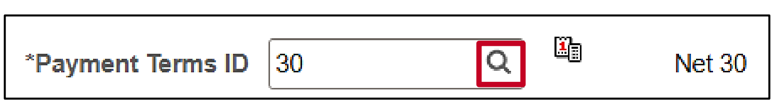
The **Invoice Information** page displays.



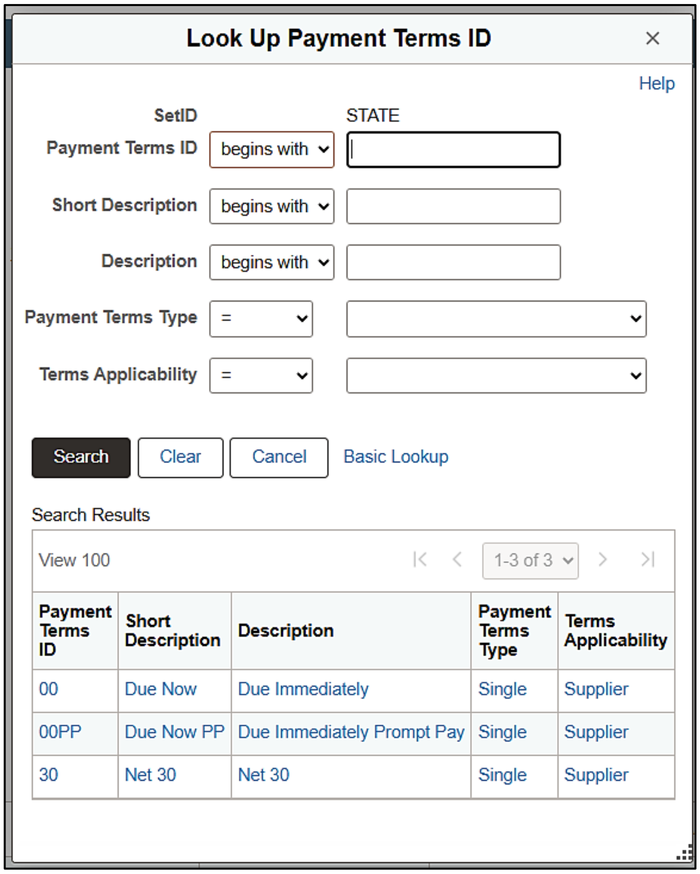
Step	Action
5.	Enter or select the date the Invoice was received in the **Invoice Receipt Date** field. 
6.	Enter or select the date that the goods or services were received in the **Goods & Services Receipt Date** field. 
	While these fields do not impact the payment due date on the Voucher, they are still required for accrual reporting.
7.	Click the **Transfer to Pay Terms Detail** icon to access the **Payment Terms** page. 

The **Payment Terms** page displays.

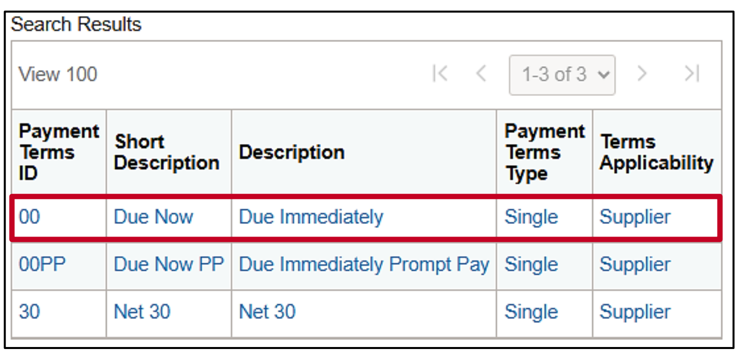


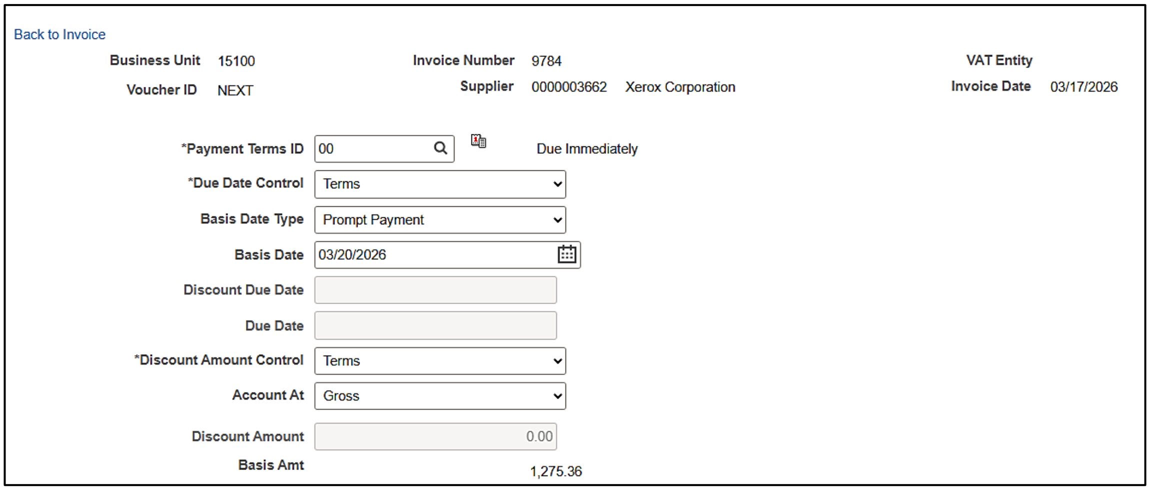
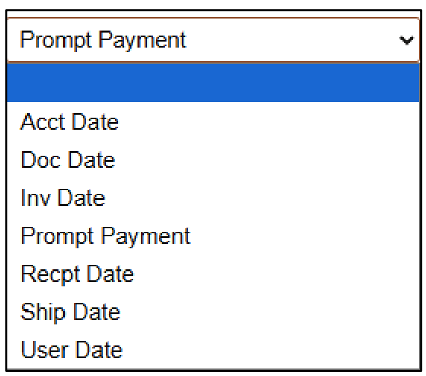
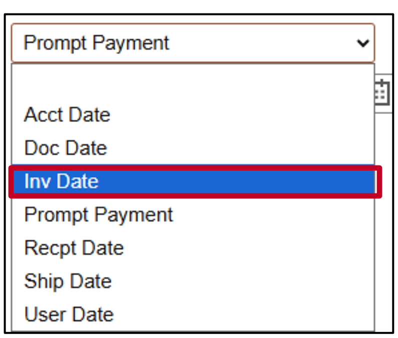
Step	Action
8.	Click the **Payment Terms ID Look up** icon. 

Step	Action
	The **Look Up Payment Terms ID** page displays in a pop-up window.

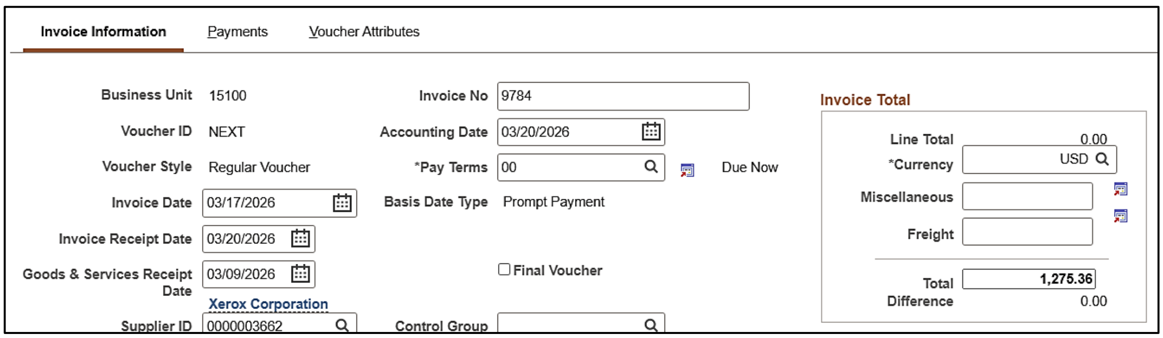


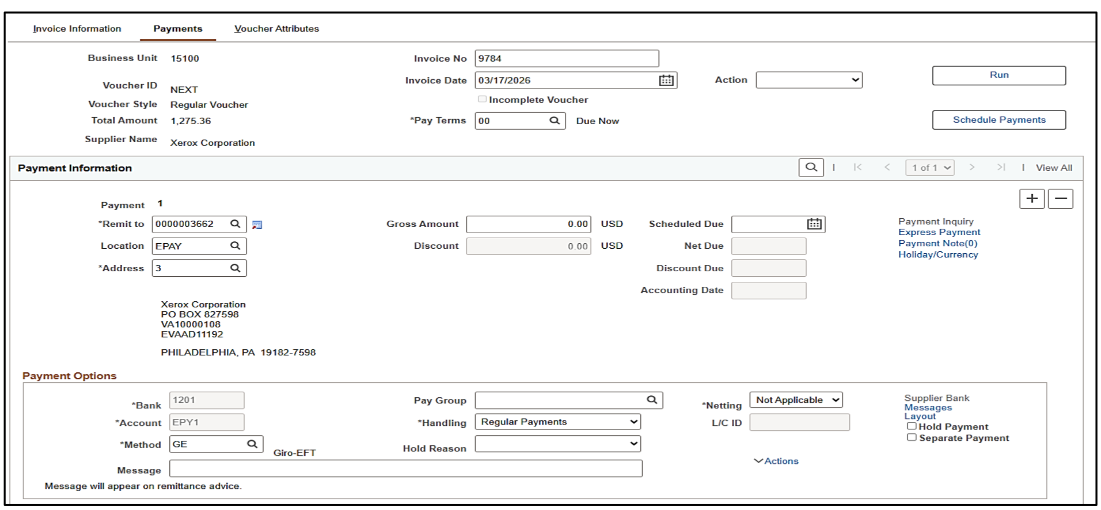
Step	Action
9.	Select the **00** (00 Due Immediately) list item.



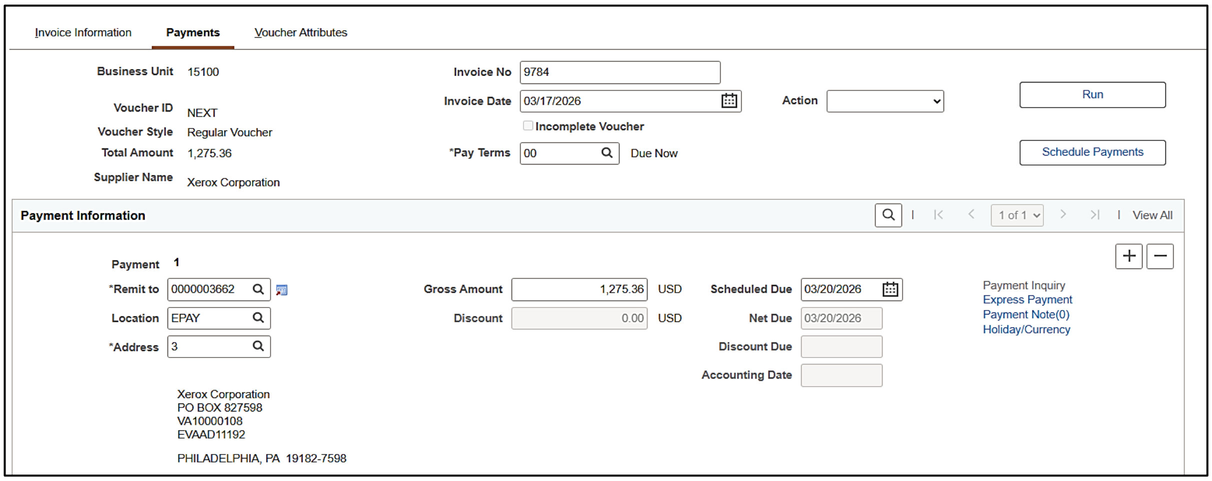
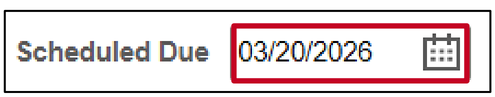
Step	Action
	The **Payment Terms** page displays. 
10.	Click the **Basis Date Type** dropdown button. 
	The **Basis Date Type** menu list items display. 
11.	Select the **Inv Date** list item. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>(i)</td><td>The “Inv Date” (Invoice Date) option is used in conjunction with “00 Pay Terms” only. The Invoice date entered on the Voucher header page is the basis for the due date, even if the Invoice date is in the past.</td></tr>
<tr><td>12.</td><td>Click the Back to Invoice link at the top of the page to return to the Invoice Information page for the Voucher.

</td></tr>
<tr><td colspan="2">The Invoice Information page redisplays.

</td></tr>
<tr><td>13.</td><td>Click the Payments tab.

</td></tr>
<tr><td colspan="2">The Payments page displays.

</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>14.</td><td>Click the Schedule Payments button to view the due date for the Voucher.

</td></tr>
<tr><td colspan="2">The Payments page refreshes.

</td></tr>
<tr><td></td><td>The Scheduled Due field displays the value that was entered/selected on the Payment Terms page.


Once the Voucher is approved, it will be selected for payment based on this date.

Payments are selected by the Cardinal Pay Cycle, two business days prior to the scheduled due date (as displayed on the Payments page).

Note: Vouchers that has a payment method of “EPAY”, are processed approximately 15 business days before the due date.

Payments with “00 Pay Terms” are not included in the Prompt Payment reports or calculations, so they will not be reported as late, even if the payment date is after the scheduled due date.</td></tr>
</table>

Pay Term Summary

The following Chart summarizes the options for each Pay Term as outlined in the previous section:

PAY TERM	DUE DATE CONTROL	BASIS DATE TYPE	DUE DATE
30	Terms	Prompt Payment	BLANK
00	Terms	Inv Date	BLANK
00PP	User	BLANK	Actual Due Date

EXAMPLES:

Utility Bill
Due date of "03/05/2026"
Due date determined by the terms of the contract.

PAY TERM	DUE DATE CONTROL	BASIS DATE TYPE	DUE DATE
00PP	User	BLANK	3/05/2026

Regular Voucher
Due date is not specified in related contract terms.

PAY TERM	DUE DATE CONTROL	BASIS DATE TYPE	DUE DATE
30	Terms	Prompt Payment	*BLANK

Board Member Reimbursement
Paid upon receipt of acceptable reimbursement request.

PAY TERM	DUE DATE CONTROL	BASIS DATE TYPE	DUE DATE
00	Terms	Inv Date	*BLANK

* The **Due Date** field is blank. The **Scheduled Due Date** field (on the **Payments** page) populates when the Voucher is saved or when the **Scheduled Due** button is clicked.

Interfacing Agencies:

Interfacing Agencies use the same three payment terms:

- **00**: Due now
- **00PP**: Due now (Prompt Pay eligible)
- **30**: NET30 (Prompt Pay eligible)

Payment for goods and services and contractual agreements with nongovernmental and privately-owned businesses are subject to prompt pay reporting.

The table below includes the date fields used in conjunction with the payment terms in Cardinal. It provides a description of the field and whether it is required as part of the Voucher upload.

DATE FIELD	DESCRIPTION	REQUIRED IN UPLOAD?
Invoice Date	The date the Invoice is issued for the goods or services.	Yes
Invoice Receipt Date	The date the Invoice is received by the Agency.	Yes
Goods & Services Receipt Date	The date the goods or services are received.	Yes
Scheduled Due Date	The date the payment is due to the supplier.	Yes (Except when using NET30)

Important Note: Vouchers will fail the upload if a required field is not populated.

Due Date Calculation

Payment Term of “NET30”: 30 days after the Goods & Services receipt date or Invoice receipt date, whichever is later.

Payment Terms of “00” or “00PP”: Scheduled due date is required in the interface with these Pay Terms:

- When due date cannot use the NET30 calculation
- Payments with Payment Term “00” will NOT be included in prompt pay
- Payments with Payment Term “00PP” will be included in prompt pay

Other Pay Term Clarifications

Payments to Bank of America for SPCC or ATC should use the “00PP” Pay Term with a scheduled due date of the 7th of the month. Ensure the Voucher is entered in time to go through edit, budget check, approvals, and payment processing in time to meet this date.

Payments are dated two business days in the future once they are pulled for payment in Cardinal, so the related Voucher must be fully validated and approved in Cardinal before 6:30 p.m. at least two business days prior to the 7th of the month.

When using the “00PP” Pay Term:

- Be sure to enter the correct due date on the **Payments Terms** page
- Do not let the date default to the current date
- Do not add extra days to the actual due date to allow for processing time

Remember, the Voucher must be fully validated and approved in Cardinal before 6:30 p.m. at least two business days prior to the scheduled payment due date.

- Once the Voucher is saved, go to the **Payments** page and verify the date in the **Scheduled Due** field is correct. The scheduled due date populates when the Voucher is saved. To view it prior to saving the Voucher, click the **Scheduled Payments** button.
- While only the Pay Term “30” (Net 30) utilizes the Goods & Services receipt date and Invoice receipt date to calculate the scheduled payment date, these fields should be entered accurately for all Vouchers in Cardinal to facilitate accurate accrual reporting for the Department of Accounts.
- Currently, payments to state Agencies are not included in prompt payment reports. If your payment to another Agency has a specified due date, use “00PP” and the required payment date; otherwise, use “00” as the Pay Term and pay immediately.
- **CAPP Manual Topic 20315** (Prompt Payment) covers the process for Agencies to request adjustments to late payments where processing errors occurred.

CARS to Cardinal Pay Terms Crosswalk

Cardinal Voucher Processes and/or Transaction Codes to Pay Term in Cardinal:

CARS Voucher Processes and/or CARS Transaction Code	Pay Term in Cardinal
CARS Transaction Code 334	00
CARS Transaction Code 324 – no date specified by contract	30
CARS Transaction Code 324 – date specified by contract	00PP
CARS Batch Type 2's (example: board member reimbursement)	00
Vouchers with contract terms of monthly due date 16th of every month	00PP
Utility Vouchers	00PP
Payments to Localities with set disbursement schedule (e.g., 16th and end of month)	00PP
Refunds	00
Vouchers subject to Prompt Payment policy 30 days after receipt of goods/services or invoice date	30