

### 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.

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## Accounts Payable Job Aid

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#### 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 ( <a href="#">Section 3</a> , after Step 1; <a href="#">Section 4</a> , 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.



# Accounts Payable Job Aid

## AP312 Using Pay Terms Overview

### 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.

Summary Related Documents **Invoice Information** Payments Voucher Attributes Error Summary

Business Unit 15100 Invoice No 123456

Voucher ID 00006572 Accounting Date 03/18/2026

Voucher Style Regular Voucher \*Pay Terms 30 Net 30

Invoice Date 03/16/2026 Basis Date Type Prompt Payment

Invoice Receipt Date 03/18/2026

Goods & Services Receipt Date 03/10/2026

Final Voucher

Invoice Total

Line Total 682.14

\*Currency USD

Miscellaneous

Freight

Total 682.14

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.

Summary Related Documents Invoice Information **Payments** Voucher Attributes Error Summary

Business Unit 15100 Invoice No 123456

Voucher ID 00006572 Invoice Date 03/16/2026

Voucher Style Regular Voucher \*Pay Terms 30 Net 30

Total Amount 682.14

Supplier Name Pyramid Paper Company

Payment Information

Payment 1

\*Remit to 0000043987

Location MAIN

\*Address 3

Gross Amount 682.14 USD

Discount 0.00 USD

Scheduled Due 04/17/2026

Net Due 04/17/2026

Discount Due

Accounting Date

Pyramid Paper Company

6510 N 54TH ST

VA10054801

EVAAD11034

TAMPA, FL 33610

Payment Inquiry

Express Payment

Payment Note(1)

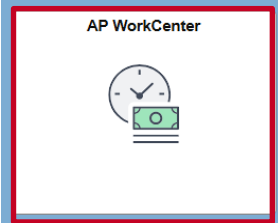
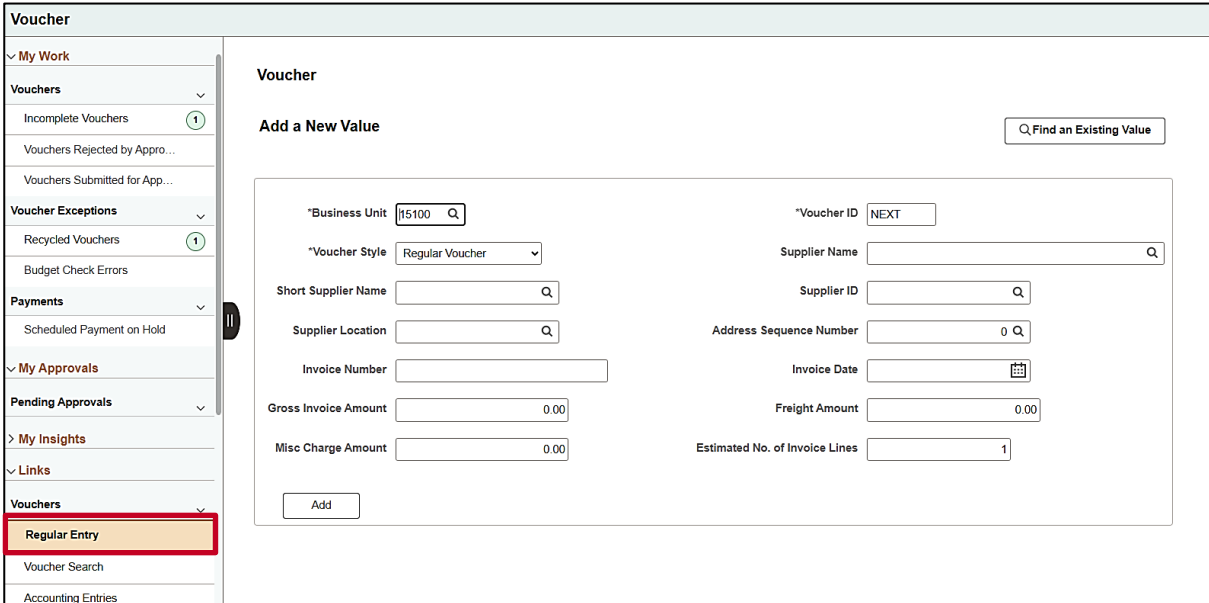
Holiday/Currency

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



## Accounts Payable Job Aid

### AP312 Using Pay Terms Overview

| Step | Action |
|------|--------|
|------|--------|

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

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

\*Business Unit15100

\*Voucher StyleRegular Voucher

Short Supplier Name

Supplier Location

Invoice Number

Gross Invoice Amount0.00

Misc Charge Amount0.00

Add

\*Voucher IDNEXT

Supplier Name

Supplier ID

Address Sequence Number0

Invoice Date

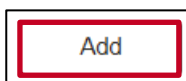
Freight Amount0.00

Estimated No. of Invoice Lines1

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.

**Invoice Information**PaymentsVoucher Attributes

Business Unit15100

Voucher IDNEXT

Voucher StyleRegular Voucher

Invoice Date03/17/2026

Invoice Receipt Date

Goods & Services Receipt Date

Supplier ID0000003662

Invoice No9784

Accounting Date03/20/2026

\*Pay Terms30

Basis Date TypePrompt Payment

Net 30

Final Voucher

Control Group

Invoice Total

Line Total1,275.36

\*CurrencyUSD

Miscellaneous

Freight

Total1,275.36

Difference0.00

| Step                                                                              | Action                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.                                                                                | Enter or select the date the Invoice was received in the <b>Invoice Receipt Date</b> field.<br><div> Invoice Receipt Date <input type="text"/>  </div>                                                                                           |
| 6.                                                                                | Enter or select the date that the goods or services were received in the <b>Goods &amp; Services Receipt Date</b> field.<br><div> Goods &amp; Services Receipt Date <input type="text"/>  </div>                                                 |
|  | While these fields do not impact the payment due date on the Voucher, they are still required for accrual reporting.                                                                                                                                                                                                              |
| 7.                                                                                | Click the <b>Transfer to Pay Terms Detail</b> icon to access the <b>Payment Terms</b> page.<br><div> *Pay Terms <input type="text" value="30"/>   Net 30 </div> |

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   Net 30

\*Due Date Control

Basis Date Type

Basis Date  

Discount Due Date

Due Date

\*Discount Amount Control

Account At

Discount Amount

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            | <input checked="" type="checkbox"/> |

|    |                                                                                                                                                                                                                                                                                                  |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8. | Click the <b>Payment Terms ID Look up</b> icon.<br><div> *Payment Terms ID <input type="text" value="30"/>   Net 30 </div> |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| Step | Action |
|------|--------|
|------|--------|

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

Look Up Payment Terms ID

SetID

STATE

Payment Terms ID

begins with

Short Description

begins with

Description

begins with

Payment Terms Type

=

Terms Applicability

=

Search

Clear

Cancel

Basic Lookup

Search Results

View 100

1-3 of 3

| Payment Terms ID | Short Description | Description                | Payment Terms Type | Terms Applicability |
|------------------|-------------------|----------------------------|--------------------|---------------------|
| 00               | Due Now           | Due Immediately            | Single             | Supplier            |
| 00PP             | Due Now PP        | Due Immediately Prompt Pay | Single             | Supplier            |
| 30               | Net 30            | Net 30                     | Single             | Supplier            |

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

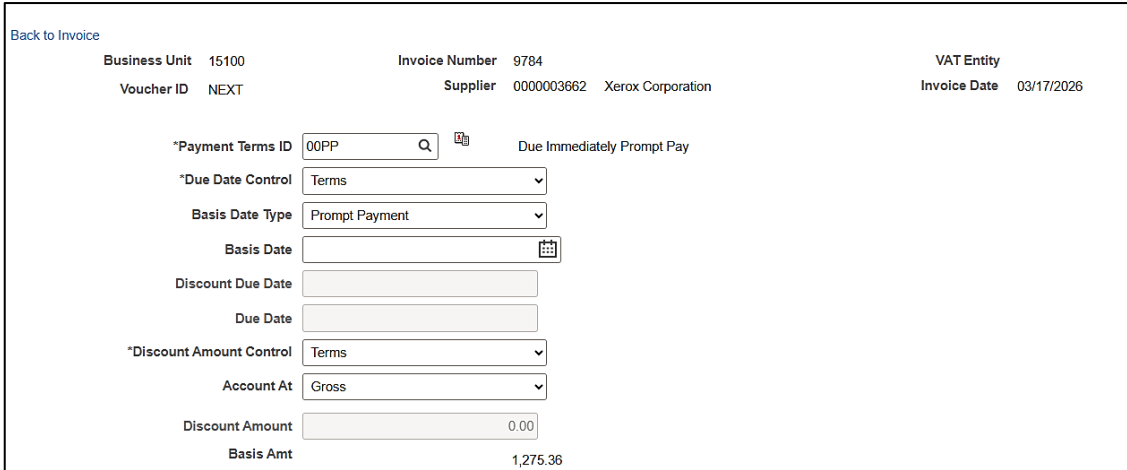
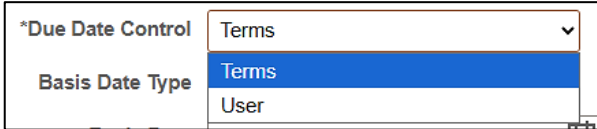
Search Results

View 100

1-3 of 3

| Payment Terms ID | Short Description | Description                | Payment Terms Type | Terms Applicability |
|------------------|-------------------|----------------------------|--------------------|---------------------|
| 00               | Due Now           | Due Immediately            | Single             | Supplier            |
| 00PP             | Due Now PP        | Due Immediately Prompt Pay | Single             | Supplier            |
| 30               | Net 30            | Net 30                     | Single             | Supplier            |



| Step                                                                                | Action                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                     | <p>The <b>Payment Terms</b> page redisplay with the selected payment term in the <b>Payment Terms ID</b> field.</p>  |
| 10.                                                                                 | <p>Click the <b>Due Date Control</b> dropdown button.</p>                                                            |
|                                                                                     | <p>The <b>Due Date Control</b> menu list items display.</p>                                                        |
| 11.                                                                                 | <p>Select the <b>User</b> list item.</p>                                                                            |
|  | <p>This value allows entry of a specific due date for the Voucher.</p>                                                                                                                                 |
| 12.                                                                                 | <p>Enter or select the applicable payment due date in the <b>Due Date</b> field.</p>                                |
|  | <p>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.</p>                                     |

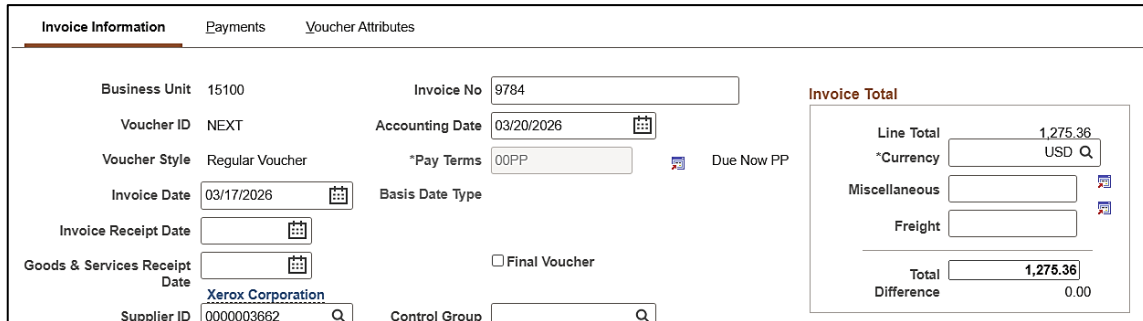


## Accounts Payable Job Aid

### AP312 Using Pay Terms Overview

| Step | Action                                                                                                                                             |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| 13.  | Click the <b>Back to Invoice</b> link at the top of the page.<br> |

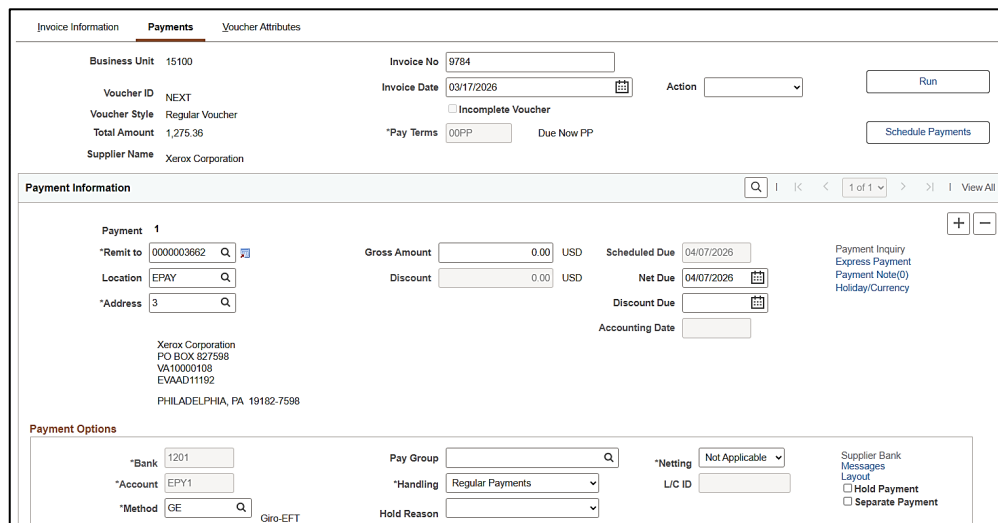
The **Invoice Information** page redisplay.



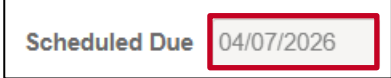
The screenshot shows the 'Invoice Information' tab selected. It displays fields for Business Unit (15100), Invoice No (9784), Voucher ID (NEXT), Accounting Date (03/20/2026), Voucher Style (Regular Voucher), \*Pay Terms (00PP), Due Now PP, Invoice Date (03/17/2026), Basis Date Type, Invoice Receipt Date, Goods & Services Receipt Date, Supplier ID (Xerox Corporation, 0000003662), and Control Group. An 'Invoice Total' box on the right shows Line Total (1,275.36), \*Currency (USD), Miscellaneous, Freight, Total (1,275.36), and Difference (0.00).

|     |                                                                                                                       |
|-----|-----------------------------------------------------------------------------------------------------------------------|
| 14. | Complete any other required fields on the <b>Invoice Information</b> page.                                            |
| 15. | Click the <b>Payments</b> tab.<br> |

The **Payments** page displays.

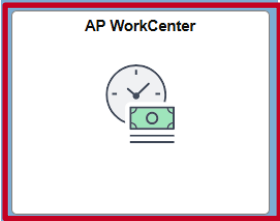
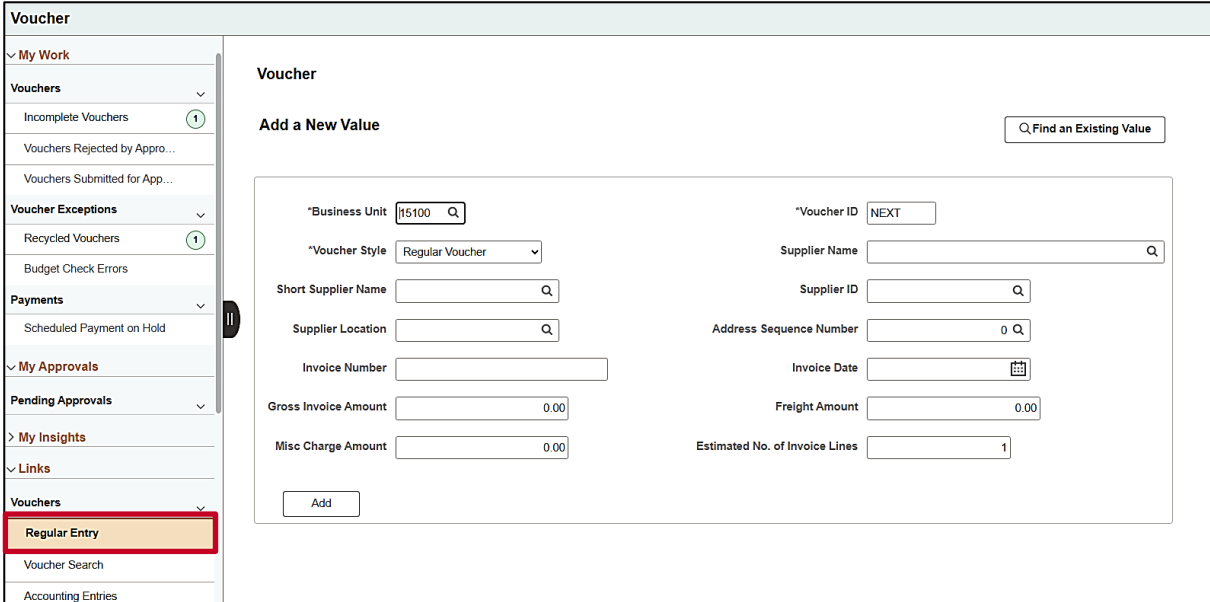


The screenshot shows the 'Payments' tab selected. It displays fields for Business Unit (15100), Invoice No (9784), Invoice Date (03/17/2026), Action, Run button, Voucher ID (NEXT), Voucher Style (Regular Voucher), Total Amount (1,275.36), \*Pay Terms (00PP), Due Now PP, Schedule Payments button, Supplier Name (Xerox Corporation), and an 'Incomplete Voucher' checkbox. The 'Payment Information' section shows Payment 1, \*Remit to (0000003662), Location (EPAY), \*Address (3), Gross Amount (0.00 USD), Scheduled Due (04/07/2026), Net Due (04/07/2026), Discount (0.00 USD), Discount Due, Accounting Date, and a detailed address for Xerox Corporation. The 'Payment Options' section shows \*Bank (1201), \*Account (EPY1), \*Method (GE), Pay Group, \*Handling (Regular Payments), \*Netting (Not Applicable), L/C ID, and Supplier Bank options (Hold Payment, Separate Payment).

| Step                                                                              | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>The selected date displays in the <b>Schedule Due</b> field in the <b>Payment Information</b> section.</p> <div data-bbox="256 380 644 457">  </div> <p>The <b>Scheduled Due</b> field displays the date that was entered/selected on the <b>Payment Terms</b> page. Once the Voucher is approved, it will be selected for payment based on this date.</p> <p>Payments are selected by the Cardinal Pay Cycle, two business days prior to the scheduled due date (as displayed on the <b>Payments</b> page)</p> <p><b>Note:</b> Vouchers that have a payment method of “EPAY” are processed approximately 15 business days before the due date.</p> |

### Using Pay Term OO – Due Immediately

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

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



## Accounts Payable Job Aid

### AP312 Using Pay Terms Overview

| Step | Action |
|------|--------|
|------|--------|

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

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

\*Business Unit15100Q

\*Voucher IDNEXT

\*Voucher StyleRegular Voucher

Short Supplier NameQ

Supplier LocationQ

Invoice Number

Gross Invoice Amount0.00

Misc Charge Amount0.00

Add

Supplier NameQ

Supplier IDQ

Address Sequence Number0Q

Invoice Date

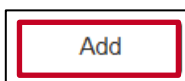
Freight Amount0.00

Estimated No. of Invoice Lines1

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.

**Invoice Information**PaymentsVoucher Attributes

Business Unit15100

Voucher IDNEXT

Voucher StyleRegular Voucher

Invoice Date03/17/2026

Invoice Receipt Date

Goods & Services Receipt Date

Supplier ID0000003662Q

Invoice No9784

Accounting Date03/20/2026

\*Pay Terms30Q

Basis Date TypePrompt Payment

Net 30

Final Voucher

Control GroupQ

**Invoice Total**

Line Total1,275.36

\*CurrencyUSDQ

Miscellaneous

Freight

Total1,275.36

Difference0.00

| Step                                                                              | Action                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.                                                                                | Enter or select the date the Invoice was received in the <b>Invoice Receipt Date</b> field.<br><div> Invoice Receipt Date <input type="text"/>  </div>                                                                                           |
| 6.                                                                                | Enter or select the date that the goods or services were received in the <b>Goods &amp; Services Receipt Date</b> field.<br><div> Goods &amp; Services Receipt Date <input type="text"/>  </div>                                                 |
|  | While these fields do not impact the payment due date on the Voucher, they are still required for accrual reporting.                                                                                                                                                                                                              |
| 7.                                                                                | Click the <b>Transfer to Pay Terms Detail</b> icon to access the <b>Payment Terms</b> page.<br><div> *Pay Terms <input type="text" value="30"/>   Net 30 </div> |

The **Payment Terms** page displays.

[Back to Invoice](#)

Business Unit 15100  
Voucher ID NEXT

Invoice Number 9784  
Supplier 000003662 Xerox Corporation

VAT Entity  
Invoice Date 03/17/2026

\*Payment Terms ID    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   
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           | <input checked="" type="checkbox"/> |

|    |                                                                                                                                                                                                                                                                                                  |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8. | Click the <b>Payment Terms ID Look up</b> icon.<br><div> *Payment Terms ID <input type="text" value="30"/>   Net 30 </div> |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| Step | Action |
|------|--------|
|------|--------|

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

Look Up Payment Terms ID

SetID

STATE

Payment Terms ID

begins with

Short Description

begins with

Description

begins with

Payment Terms Type

=

Terms Applicability

=

Search

Clear

Cancel

Basic Lookup

Help

Search Results

View 100

1-3 of 3

| Payment Terms ID | Short Description | Description                | Payment Terms Type | Terms Applicability |
|------------------|-------------------|----------------------------|--------------------|---------------------|
| 00               | Due Now           | Due Immediately            | Single             | Supplier            |
| 00PP             | Due Now PP        | Due Immediately Prompt Pay | Single             | Supplier            |
| 30               | Net 30            | Net 30                     | Single             | Supplier            |

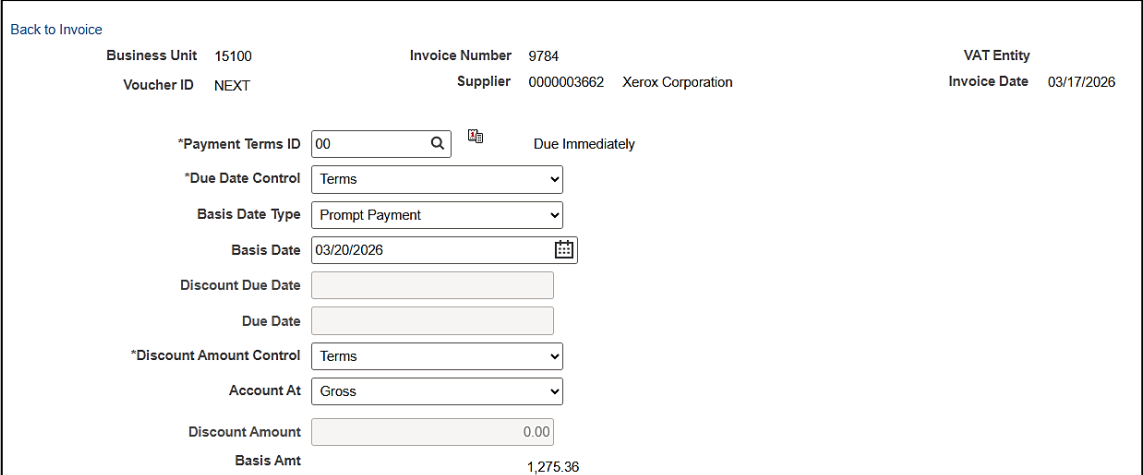
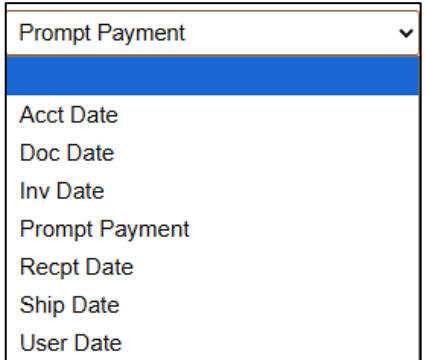
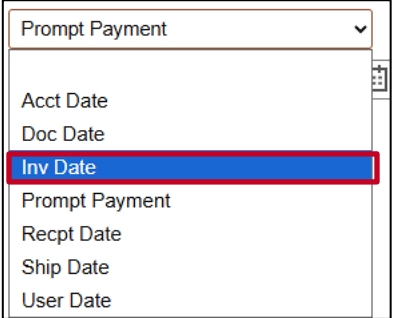
9. Select the **00** (00 Due Immediately) list item.

Search Results

View 100

1-3 of 3

| Payment Terms ID | Short Description | Description                | Payment Terms Type | Terms Applicability |
|------------------|-------------------|----------------------------|--------------------|---------------------|
| 00               | Due Now           | Due Immediately            | Single             | Supplier            |
| 00PP             | Due Now PP        | Due Immediately Prompt Pay | Single             | Supplier            |
| 30               | Net 30            | Net 30                     | Single             | Supplier            |

| Step | Action                                                                                                                                          |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------|
|      | <p>The <b>Payment Terms</b> page displays.</p>                |
| 10.  | <p>Click the <b>Basis Date Type</b> dropdown button.</p>       |
|      | <p>The <b>Basis Date Type</b> menu list items display.</p>  |
| 11.  | <p>Select the <b>Inv Date</b> list item.</p>                 |



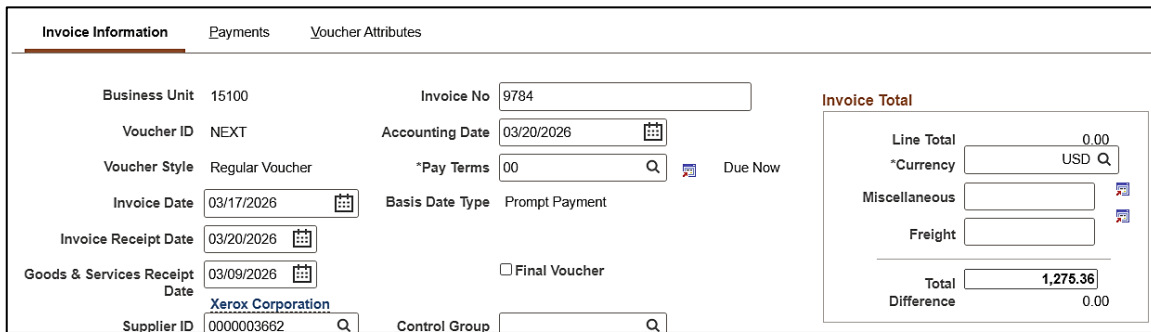


# Accounts Payable Job Aid

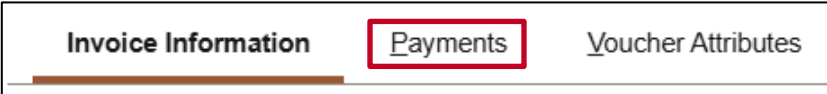
## AP312 Using Pay Terms Overview

| Step                                                                              | Action                                                                                                                                                                                                              |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | 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.   |
| 12.                                                                               | Click the <b>Back to Invoice</b> link at the top of the page to return to the <b>Invoice Information</b> page for the Voucher.<br> |

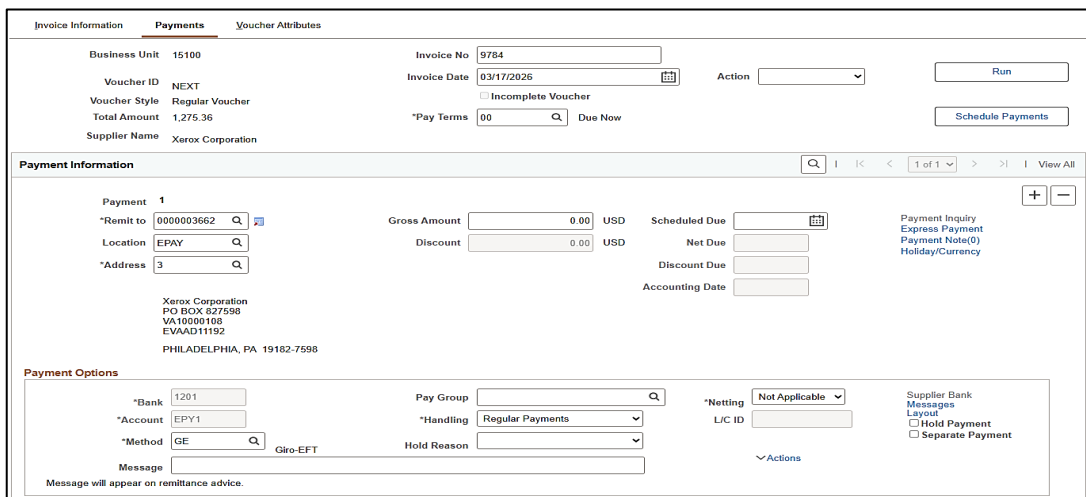
The **Invoice Information** page redisplay.



The screenshot shows the 'Invoice Information' tab selected. It displays fields for Business Unit (15100), Invoice No (9784), Voucher ID (NEXT), Accounting Date (03/20/2026), Voucher Style (Regular Voucher), \*Pay Terms (00), Invoice Date (03/17/2026), Basis Date Type (Prompt Payment), Invoice Receipt Date (03/20/2026), Goods & Services Receipt Date (03/09/2026), Supplier ID (000003662), and Control Group. An 'Invoice Total' section shows Line Total (0.00), \*Currency (USD), Miscellaneous, Freight, Total (1,275.36), and Difference (0.00). A 'Final Voucher' checkbox is also present.

|     |                                                                                                                        |
|-----|------------------------------------------------------------------------------------------------------------------------|
| 13. | Click the <b>Payments</b> tab.<br> |
|-----|------------------------------------------------------------------------------------------------------------------------|

The **Payments** page displays.

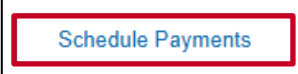


The screenshot shows the 'Payments' tab selected. It displays fields for Business Unit (15100), Invoice No (9784), Invoice Date (03/17/2026), Voucher ID (NEXT), Voucher Style (Regular Voucher), Total Amount (1,275.36), Supplier Name (Xerox Corporation), \*Pay Terms (00), and Due Now. A 'Payment Information' section shows Payment 1, \*Remit to (000003662), Location (EPAY), \*Address (3), Gross Amount (0.00), Discount (0.00), Scheduled Due, Net Due, Discount Due, Accounting Date, and Payment Inquiry options. A 'Payment Options' section shows \*Bank (1201), \*Account (EPY1), \*Method (GE), Pay Group, \*Handling (Regular Payments), Hold Reason, \*Netting (Not Applicable), L/C ID, and Supplier Bank options.

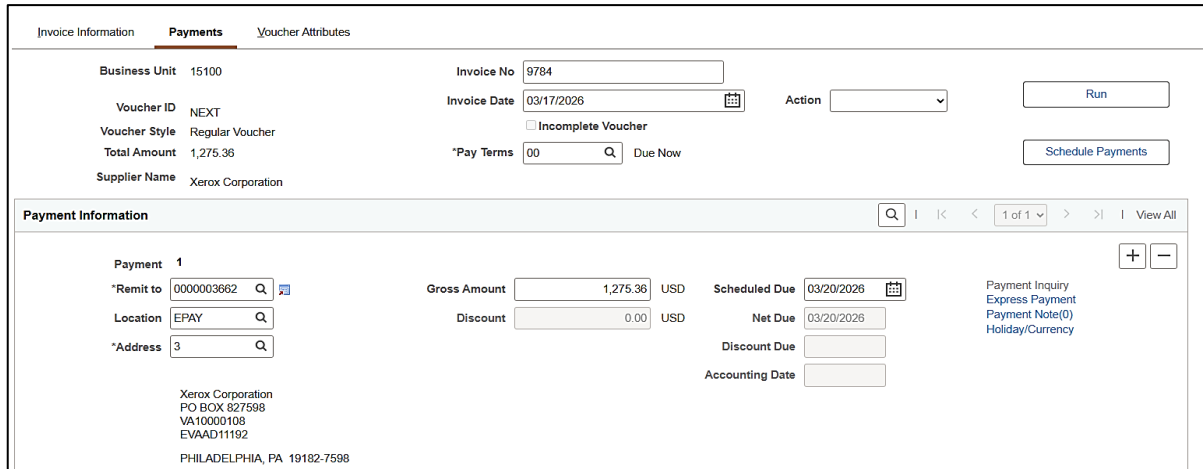


## Accounts Payable Job Aid

### AP312 Using Pay Terms Overview

| Step | Action                                                                                                                                                               |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 14.  | Click the <b>Schedule Payments</b> button to view the due date for the Voucher.<br> |

The **Payments** page refreshes.



The **Scheduled Due** field displays the value that was entered/selected on the **Payment Terms** page.

**Scheduled Due** 

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.



## Accounts Payable Job Aid

### AP312 Using Pay Terms Overview

#### 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?              |
|------------------------------------------|-----------------------------------------------------------|----------------------------------|
| <b>Invoice Date</b>                      | The date the Invoice is issued for the goods or services. | Yes                              |
| <b>Invoice Receipt Date</b>              | The date the Invoice is received by the Agency.           | Yes                              |
| <b>Goods &amp; Services Receipt Date</b> | The date the goods or services are received.              | Yes                              |
| <b>Scheduled Due Date</b>                | The date the payment is due to the supplier.              | Yes<br>(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 7<sup>th</sup> 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 7<sup>th</sup> 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 16 <sup>th</sup> of every month                  | 00PP                 |
| Utility Vouchers                                                                                  | 00PP                 |
| Payments to Localities with set disbursement schedule (e.g., 16 <sup>th</sup> and end of month)   | 00PP                 |
| Refunds                                                                                           | 00                   |
| Vouchers subject to Prompt Payment policy 30 days after receipt of goods/services or invoice date | 30                   |