

**Processing Child Support Payments to DSS Overview**

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.

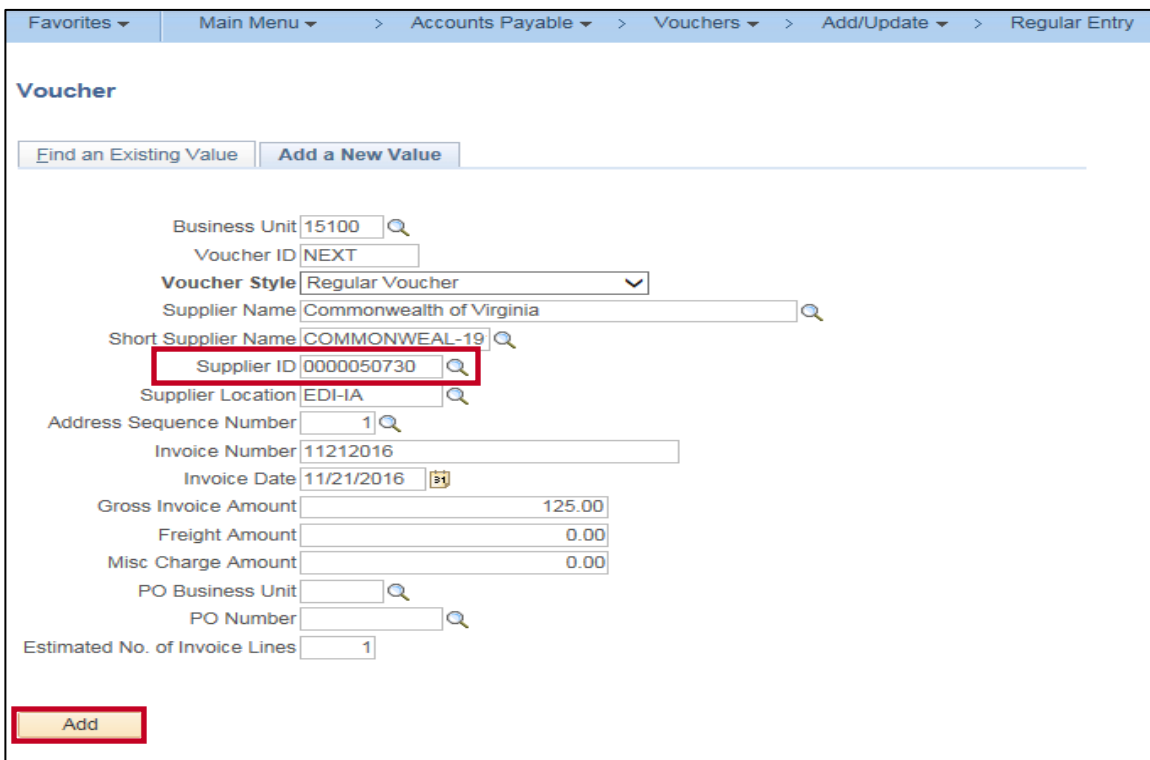
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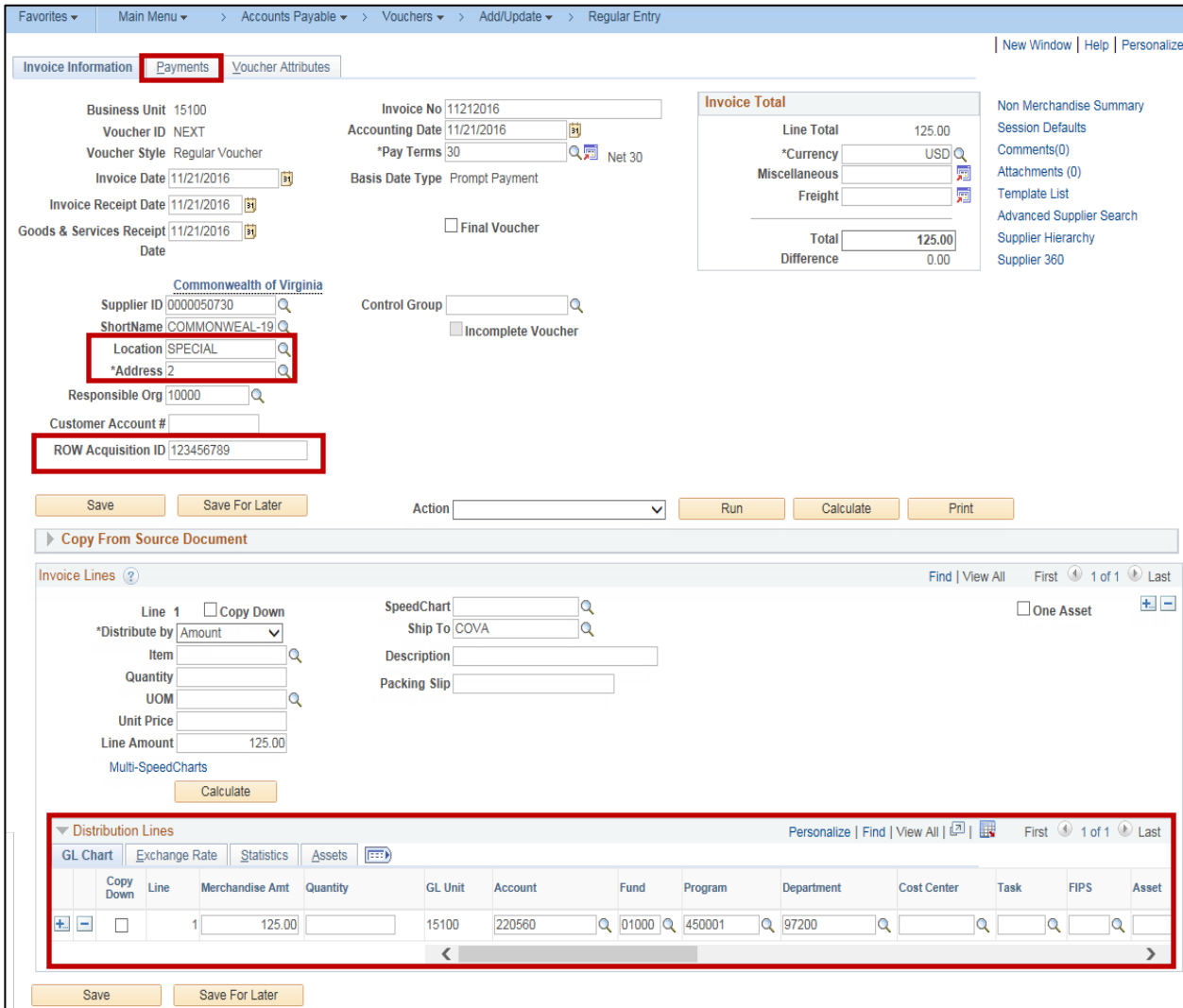
**Processing Child Support Payments**

1. Navigate to the **Voucher** page using the following path:

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



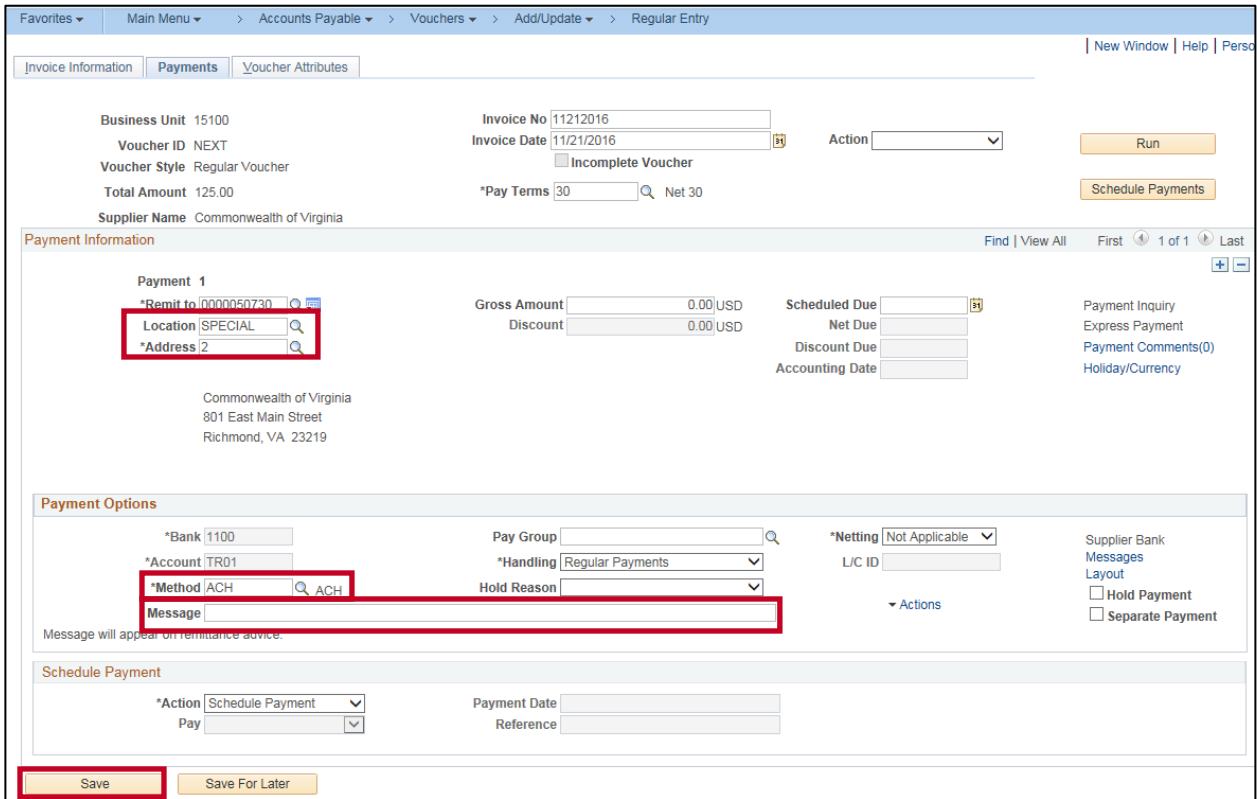
2. Enter the information on the **Add a New Value** tab.
3. In the **Supplier ID** field, enter the Cardinal Supplier ID for Department of Social Services.
4. Enter all other required fields.
5. Click the **Add** button.



The screenshot shows the 'Accounts Payable' software interface with the 'Payments' tab selected. The 'Invoice Information' section contains fields for Business Unit (15100), Invoice No (11212016), Accounting Date (11/21/2016), Invoice Date (11/21/2016), Invoice Receipt Date (11/21/2016), Goods & Services Receipt Date (11/21/2016), \*Pay Terms (30), Basis Date Type (Prompt Payment), Supplier ID (0000050730), ShortName (COMMONWEAL-19), Location (SPECIAL), \*Address 2, Responsible Org (10000), Customer Account #, and ROW Acquisition ID (123456789). The 'Invoice Total' section shows Line Total (125.00), \*Currency (USD), Miscellaneous, Freight, Total (125.00), and Difference (0.00). The 'Invoice Lines' section shows Line 1 with a Line Amount of 125.00. The 'Distribution Lines' table is also visible, showing a single line with a Merchandise Amt of 125.00 and a Line amount of 125.00.

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				

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



**Invoice Information**

Business Unit 15100 Invoice No 11212016  
 Voucher ID NEXT Invoice Date 11/21/2016  
 Voucher Style Regular Voucher  
 Total Amount 125.00 \*Pay Terms 30 Net 30  
 Supplier Name Commonwealth of Virginia

**Payment Information**

Payment 1  
 \*Remit to 0000050730  
 Location SPECIAL  
 \*Address 2  
 Commonwealth of Virginia  
 801 East Main Street  
 Richmond, VA 23219

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 Payments  
 \*Method ACH  
 Message  
 \*Netting Not Applicable  
 L/C ID  
 Supplier Bank Messages Layout  
 Hold Payment  
 Separate Payment

**Schedule Payment**

\*Action Schedule Payment  
 Pay  
 Payment Date  
 Reference

Save Save For Later

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.