Payment Cash Checking – Fund Level Processing Rules Updates Overview

Cardinal's payment cash checking process ensures that all payments, including vouchers, employee expenses, and cash advance, are checked against available cash before being released for payment.

The payment cash checking process runs in the nightly batch schedule after the pay cycle selection process, but before the pay cycle creation process. The process ensures all payments have available cash in the respective Business Unit (agency)/Fund combinations being paid that night. Based on system priority, payments are deducted from the applicable ACTUALS ledger cash account balances, until all payments are cleared or marked for insufficient funds.

The payment cash checking process provides some flexibility in how the payment requests are analyzed by the system.

For more information on Payment Cash Checking, see the job aid entitled **SW AP312: Payment Cash Checking – Overview**, located on the Cardinal website in **Job Aids** under **Training**.

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Fund Level Processing Rules

Fund Level Processing can be set to any one of three configuration rules: **Bypass**, **Override**, and **Apply FY** (Fiscal Year). The Processing Rules can be configured for a single Business Unit, a list of Business Units, or all Business Units.

The **Bypass** configuration allows ALL payments for the selected **Fund** (or Business Unit (agency)/Fund combination) to be completely ignored by the payment cash checking process. Associated payments will be released, regardless of the ledger cash balance. Running cash balances will NOT be maintained for the impacted combination.

This option might be used when there is a clear business process that warrants allowing the cash account for a particular Fund (or Business Unit/Fund combination) to go negative. One example of this might be a fund that is supported by bonds where the cash is requisitioned after the expenses are incurred. The timing of the cash replenishment may cause the fund's cash to be negative at regular points in the process.

The **Override** configuration allows ALL payments in the selected **Fund** (or Business Unit (agency)/Fund combination) to be processed via the payment cash checking process. However, payments will be released regardless of the ledger cash balance. Unlike the fund level Bypass configuration, running cash balances **WILL** be maintained for the impacted combination.

No business scenarios requiring this configuration setting were identified at the initial onset of payment cash checking in Cardinal.

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The **Apply FY** (Fiscal Year) configuration controls which fiscal year's cash balances are verified during the payment cash checking process, when multiple General Ledger fiscal years are concurrently open.

When the FY setting is NOT Enabled, the payment cash checking process will evaluate the new fiscal year payment transactions against a combined cash balance for both fiscal years (this simulates a cash roll forward that will not occur until the prior fiscal year is closed and balances are rolled forward, which typically occurs near the end of July). When the Department of Accounts (DOA) anticipates cash balances will be rolled forward for a particular Fund (or Business Unit/Fund combination), the configuration should be set as **FY Not Enabled**.

When the FY setting is Enabled, the payment cash checking process will evaluate the new fiscal year payment transactions against the independent cash balance for just the new FY (This simulates cash balances that will not roll forward; General Fund balances are a good example of this type). When DOA anticipates cash balances will NOT be rolled forward for a particular Fund (or Business Unit/Fund combination), the configuration should be set as **FY Enabled**.

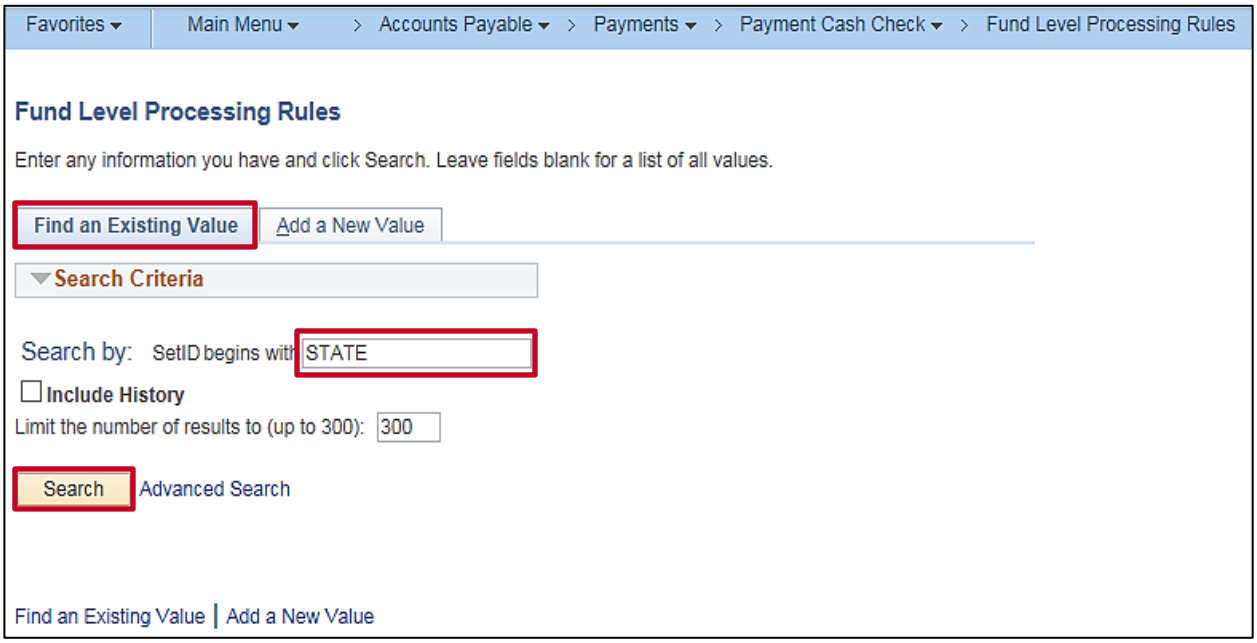
This FY setting also controls beginning balances reported on the inquiries and reports related to the payment cash checking process.

The chart below illustrates the impact of the FY Enabled/FY Not Enabled configurations on the beginning balance of the Cash Checking Balance for the new FY when two General Ledger fiscal years are open concurrently:

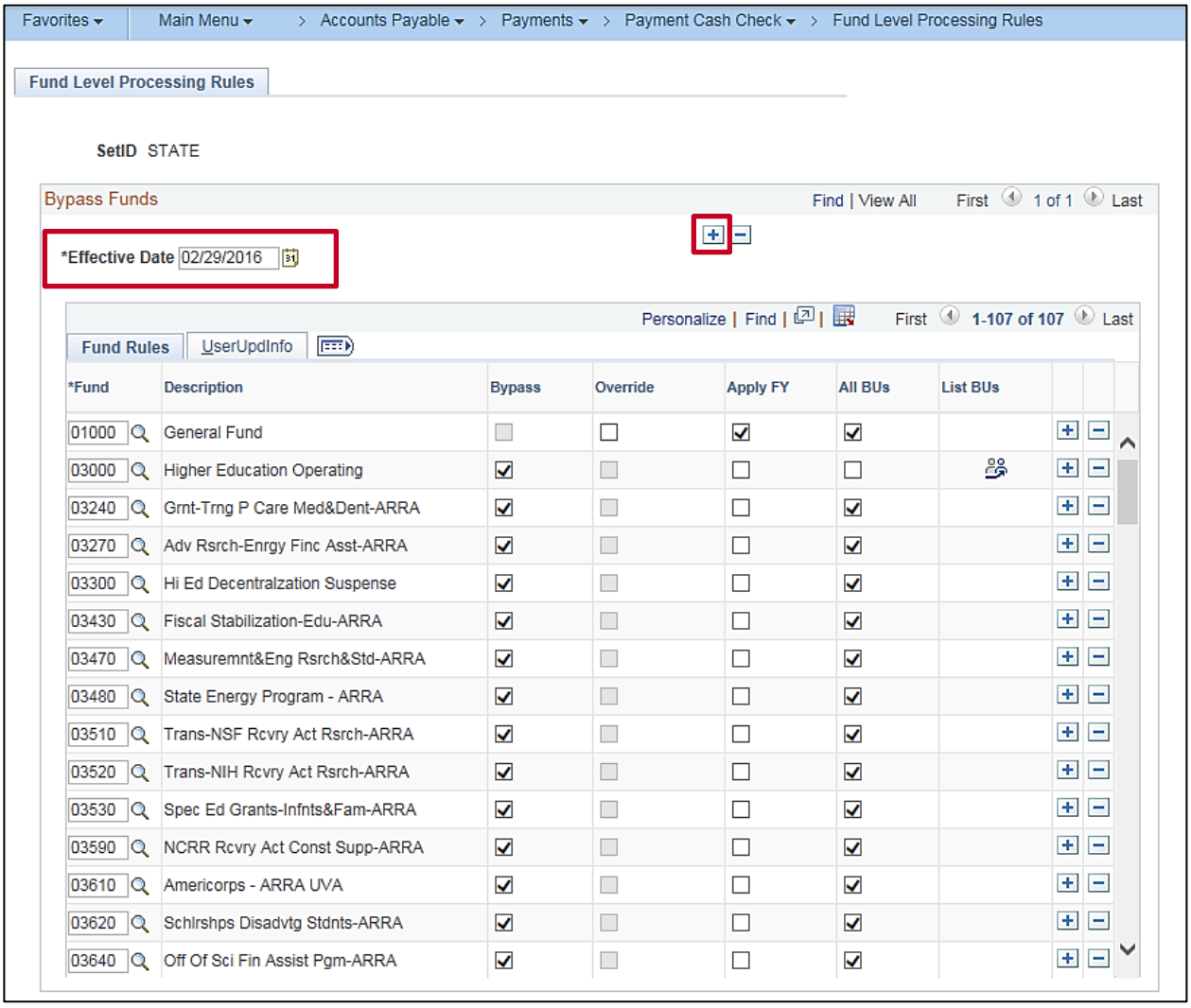
FY CONFIGURATION SETTING	PAYMENT PROCESSING TRANSACTIONS	FY14 CASH ACTUALS BALANCE	FY15 CASH ACTUALS BALANCE	FY14 CASH CHECKING BEGINNING BALANCE	FY15 CASH CHECKING BEGINNING BALANCE	EXPLANATION
FY NOT ENABLED		$4,000	$1,000	$4,000	**$5,000**	**PAYMENT CASH CHECKING BALANCE FOR THE CLOSING FY IS COMBINED WITH THE BALANCE OF THE NEW FISCAL YEAR - SIMULATING A CASH ROLL FORWARD**
	FY14	ACTUALS TRANSACTION APPLIED HERE		PAYMENT CASH CHECKING TRANSACTION APPLIED HERE		TRANSACTIONS FOR CLOSING FY ARE PAYMENT CASH CHECKED AGAINST THE FY14 CASH
	FY15		ACTUALS TRANSACTION APPLIED HERE		PAYMENT CASH CHECKING TRANSACTION APPLIED HERE	TRANSACTIONS FOR THE NEW FY ARE PAYMENT CASH CHECKED AGAINST THE COMBINED FY14 AND 15 CASH
FY ENABLED		$4,000	$1,000	$4,000	**$1,000**	**PAYMENT CASH CHECKING BALANCE FOR THE CLOSING FY IS NOT COMBINED WITH THE BALANCE OF THE NEW FISCAL YEAR - SIMULATING CASH BALANCE NOT ROLLING FORWARD**
	FY14	ACTUALS TRANSACTION APPLIED HERE		PAYMENT CASH CHECKING TRANSACTION APPLIED HERE		TRANSACTIONS FOR CLOSING FY ARE PAYMENT CASH CHECKED AGAINST THE FY14 CASH
	FY15		ACTUALS TRANSACTION APPLIED HERE		PAYMENT CASH CHECKING TRANSACTION APPLIED HERE	TRANSACTIONS FOR CLOSING FY ARE PAYMENT CASH CHECKED AGAINST THE FY15 CASH

1. To add or update Fund Level Processing Rules, begin by navigating to the **Fund Level Processing Rules** page using the following path:

   Main Menu > Accounts Payable > Payments > Payment Cash Check > Fund Level Processing Rules

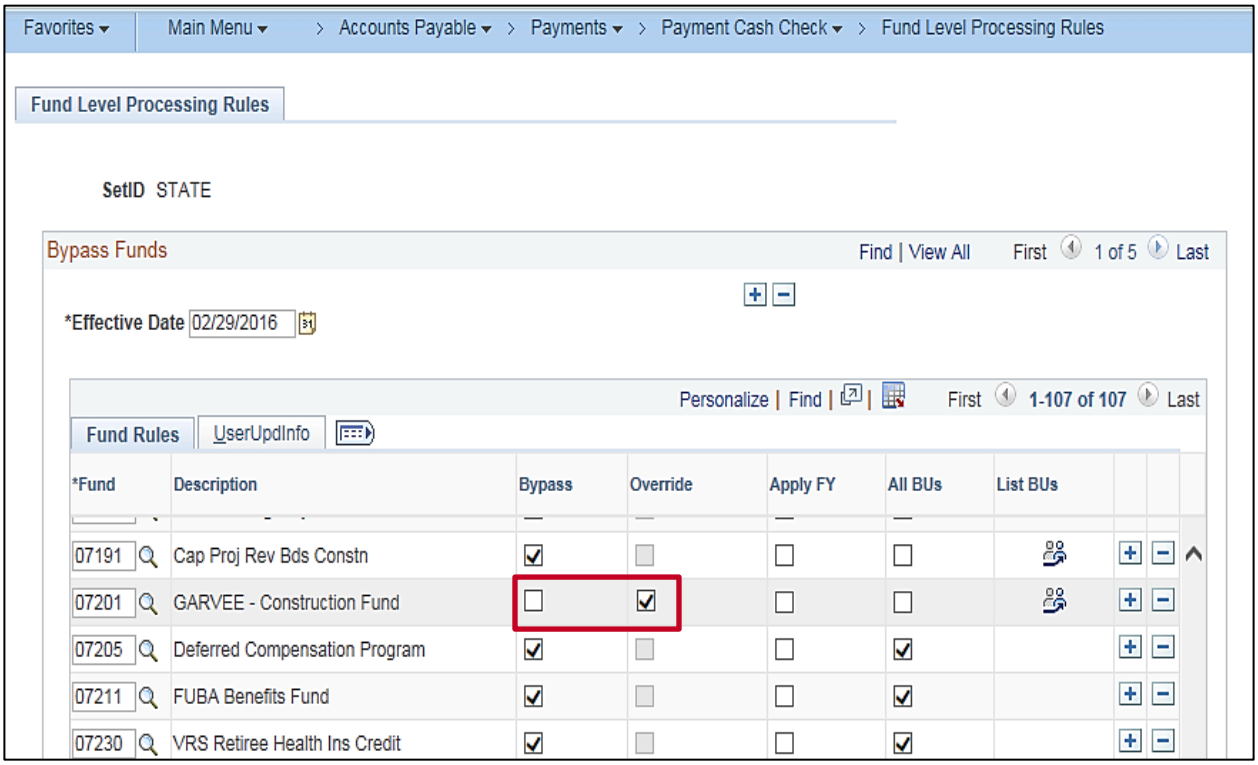


2. The **Fund Level Processing Rules** page displays.
3. Click the **Find an Existing Value** tab.
4. Enter the **SetID** which is always **STATE**.
5. Click the **Search** button to access the **Fund Level Processing Rules** page.

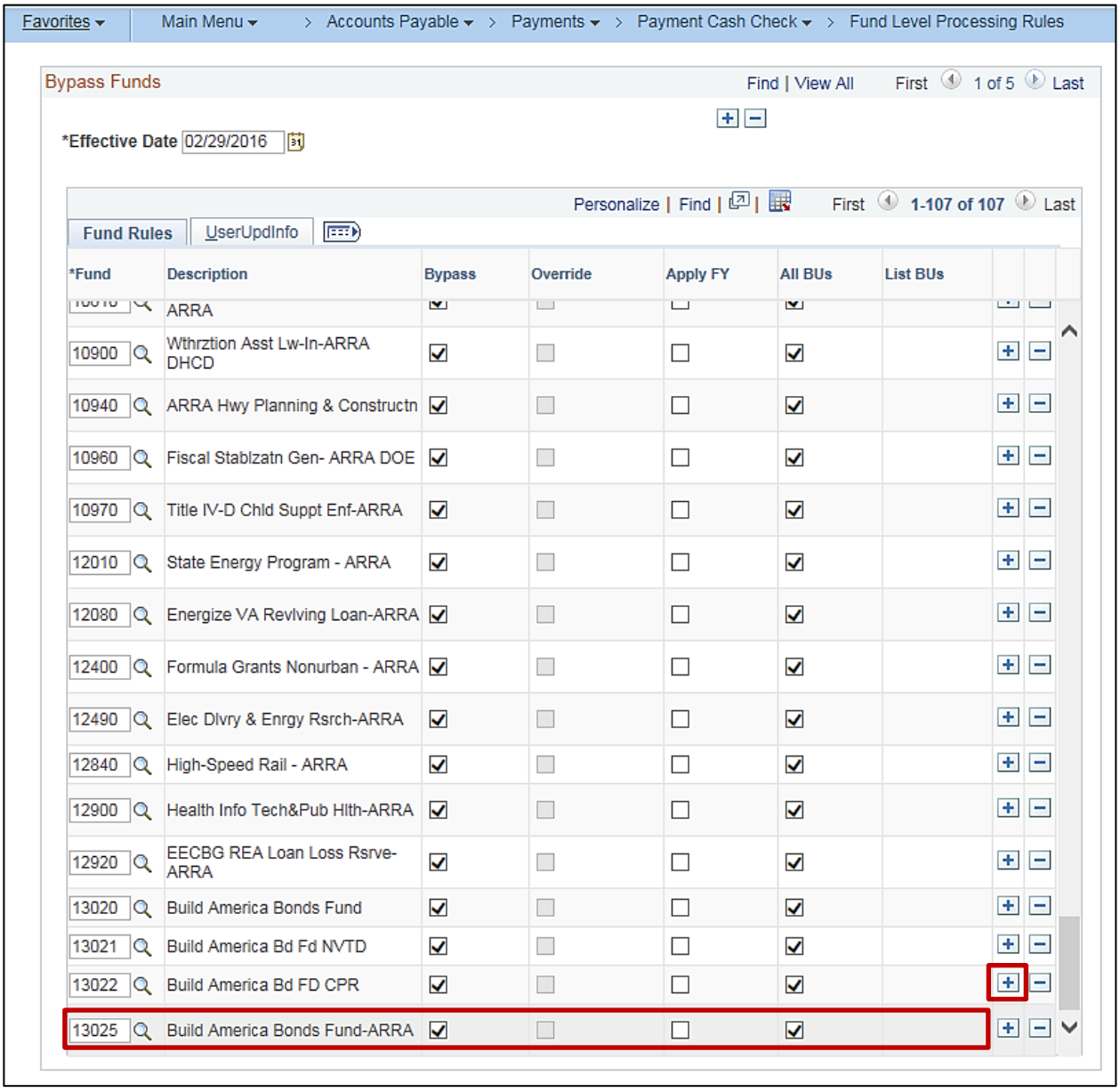


6. To make a change to the **Fund Level Processing Rules** configuration, insert a new effective dated row. All the data from the previous effective dated row is copied to the new effective date. You can then change, add, or delete information to reflect the new configuration.

7. Enter an **Effective Date** to indicate the start date for these fund level processing rules.



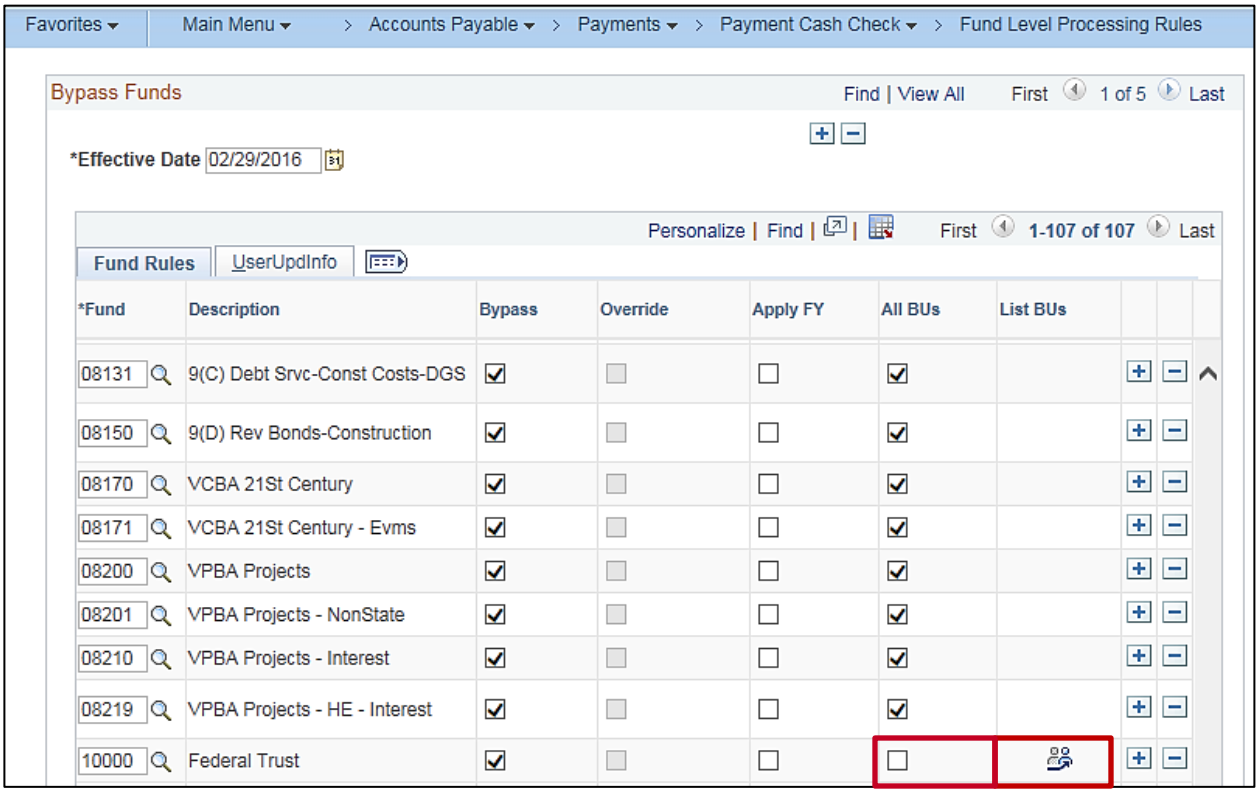
8. If a change is being made to an existing row, update accordingly.



9. If a new **Fund Rule** is needed, click the (**+**) button to add another **Fund** to the page.

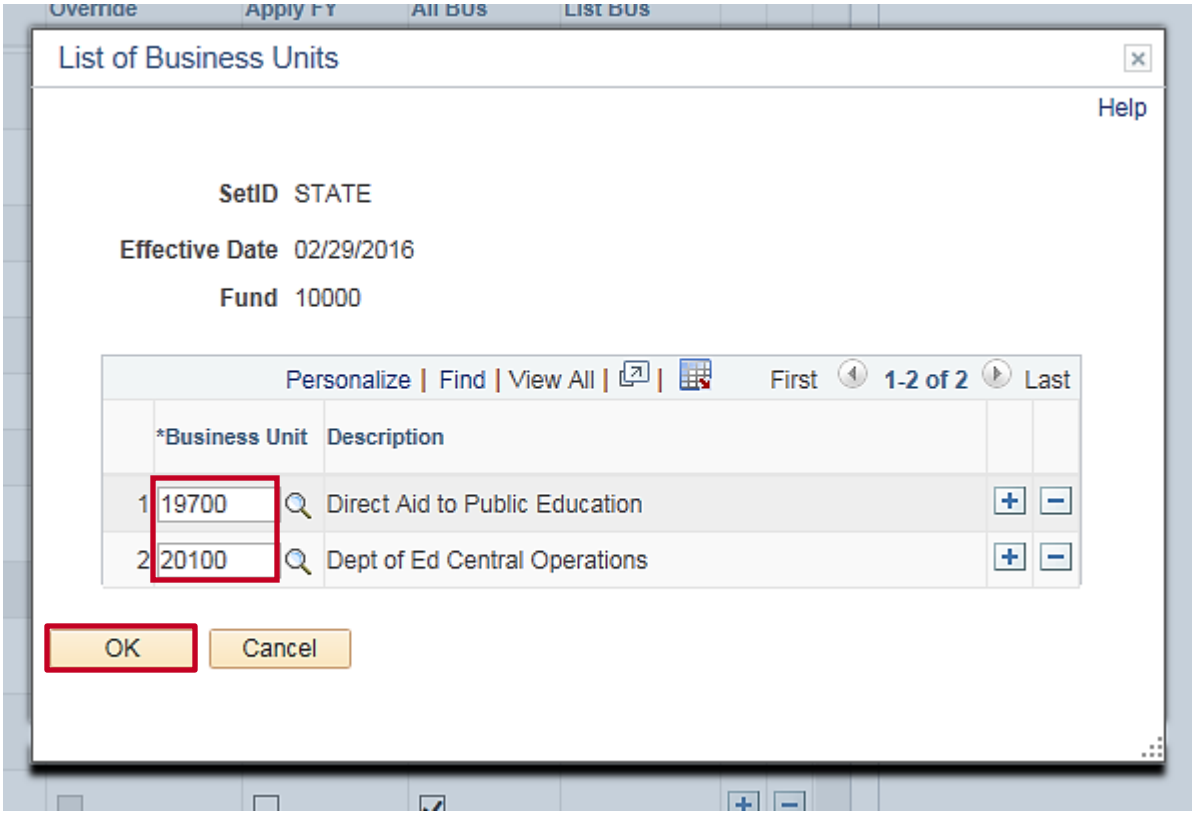
10. Enter or select the **Fund**.

11. Check the boxes for the desired fund processing rule: **Bypass**, **Override**, **Apply FY**.



12. Click the check-box in the **All BUs** field if this rule applies to all Business Units.

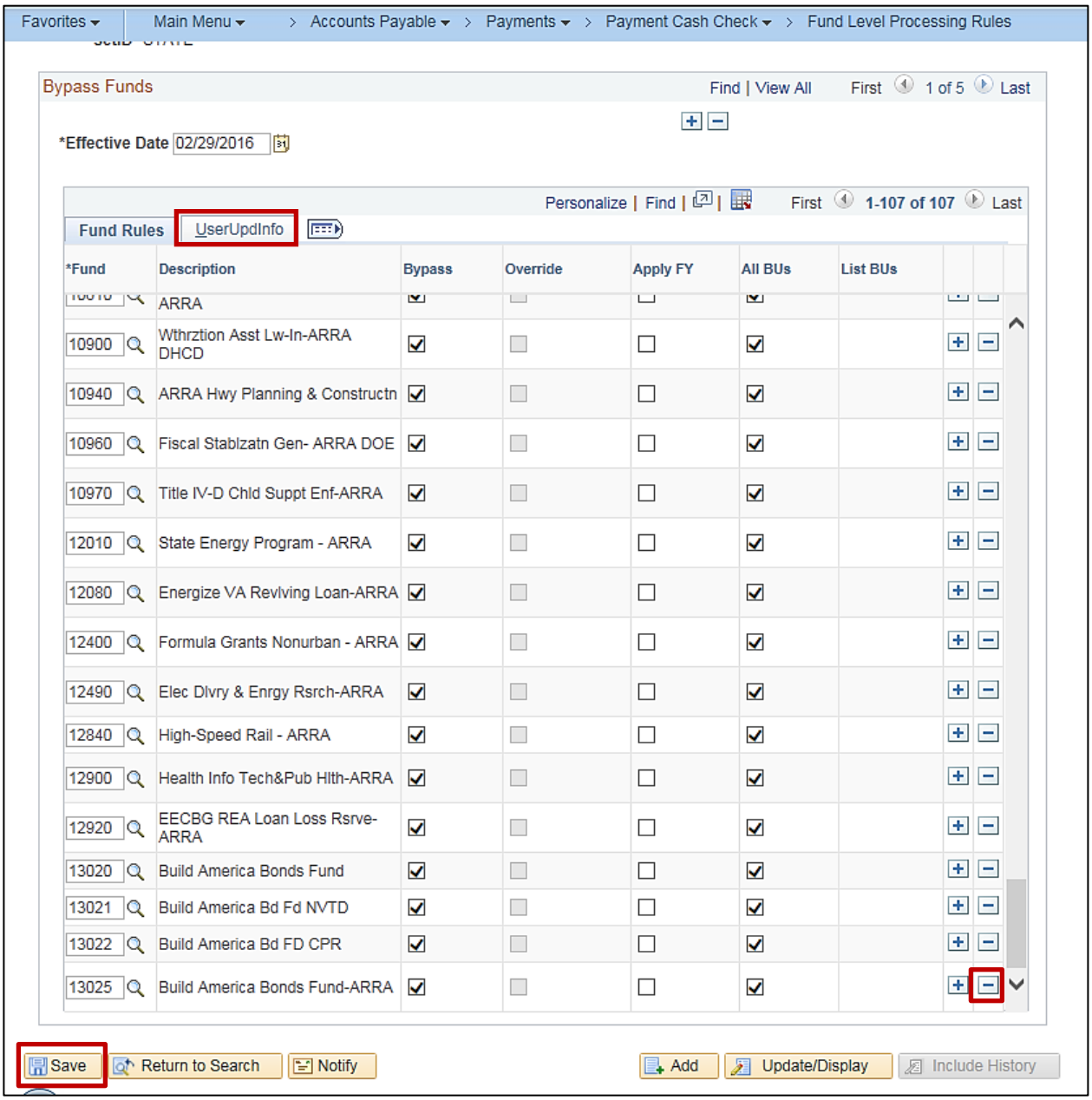
13. To select specific BUs to apply to the rule, click the icon in the **List BUs** field.



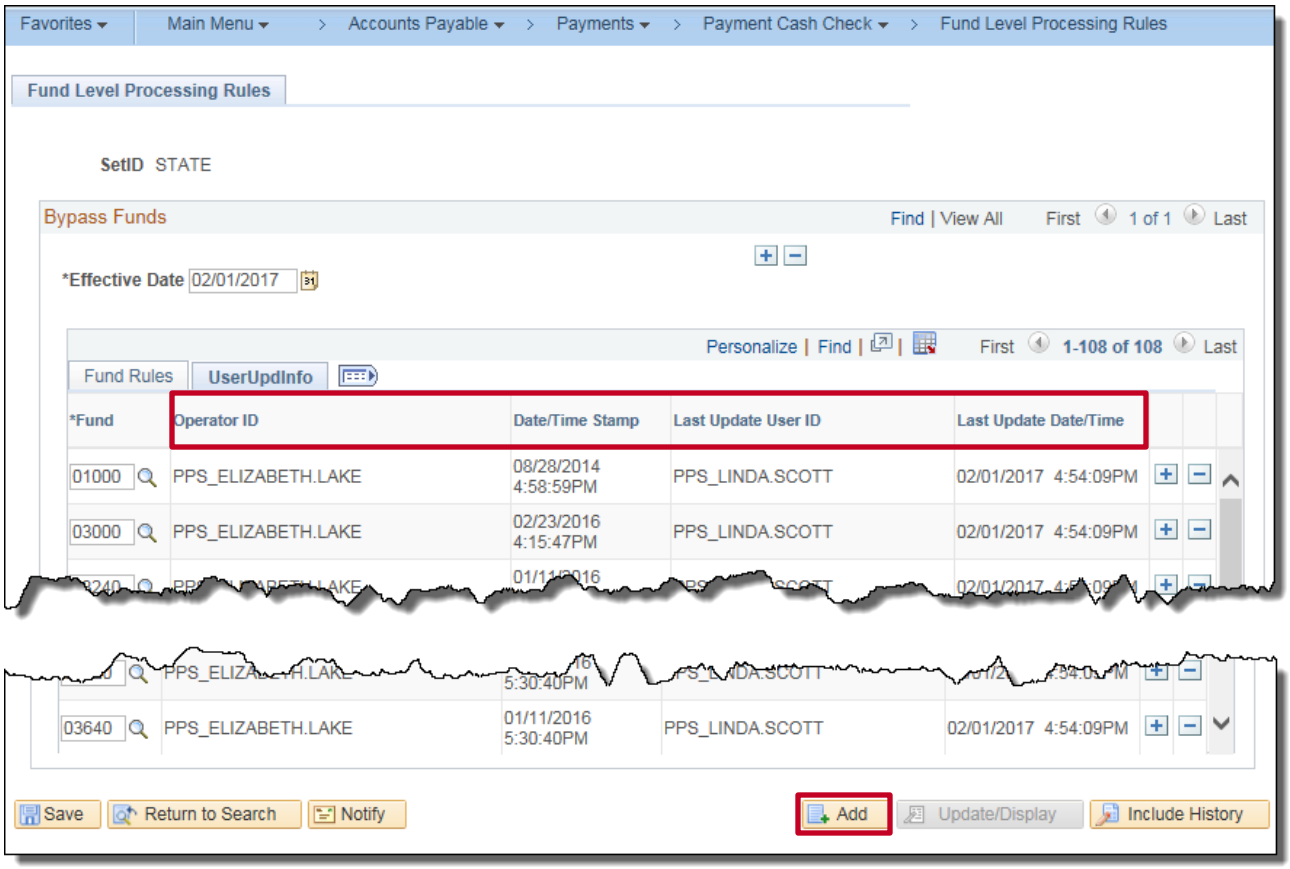
14. The **List of Business Units** pop-up window displays.

15. Enter or select the specific **Business Unit**(s) that you want to apply to the rule.

16. Click the **OK** button when you have completed your entry/entries.



17. Click the (**–**) button to delete an entry from the page.
18. Once all entries are updated/added/deleted, click the **Save** button.
19. Click the **User Upd Info** tab.



20. The **User Upd Info** tab is populated with:

a. **Operator ID** of the user who entered the transaction to the **Transaction Priority** page

b. **Date/Time Stamp**

c. **Last Update User ID**

d. **Last Update Date/Time**

21. Click the **Add** button at the bottom right hand corner to add transactions for other SetID's.