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 an Agency-to-Agency transaction using a Voucher.

Navigation Note: Please note that you may see 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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Processing Child Support Payments

Step	Action
1.	Navigate to the **Voucher** page using the following path: **Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry**

The **Voucher** page displays with the **Add a New Value** tab displayed by default.

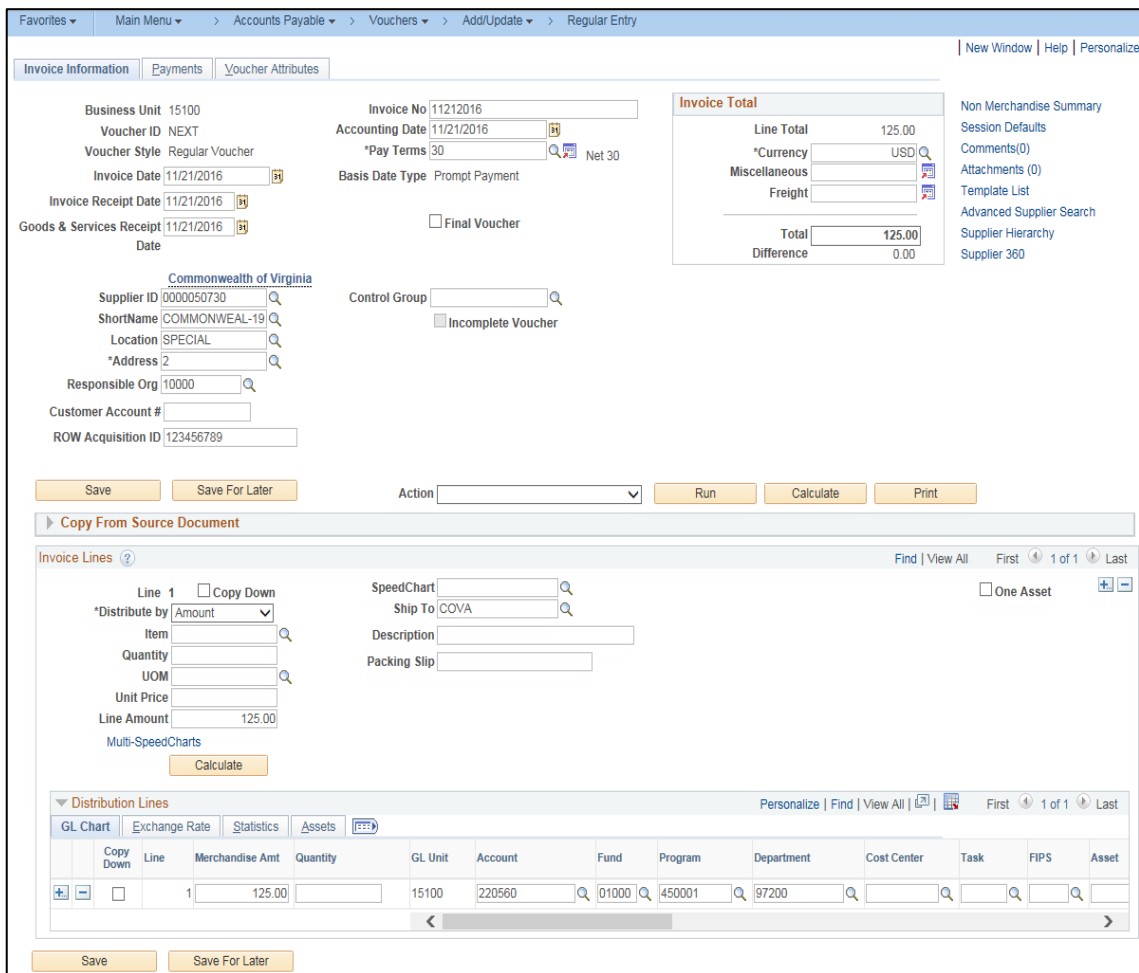|	
ℹ	The **Business Unit** field defaults to your Business Unit. If the Business Unit does not default, enter or select the applicable Business Unit. The **Voucher ID** field defaults to "NEXT". Do not change this value.
2.	Enter or select the Supplier ID for the Department of Social Services (DSS) in the **Supplier ID** field.
3.	Enter the Invoice Number in the **Invoice Number** field.
4.	Enter or select the Invoice date in the **Invoice Date** field.

Step	Action
10.	Enter the total amount of the Invoice in the **Gross Invoice Amount** field. Gross Invoice Amount _____ 125.00
12.	Click the **Add** button. [Add]
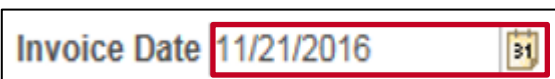
The **Invoice Information** tab displays.

![info icon]	All information for an Agency-to-Agency transaction must be entered.
13.	Enter or select the applicable Invoice date in the **Invoice Date** field. Invoice Date 11/21/2016
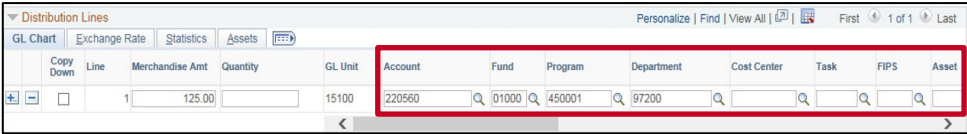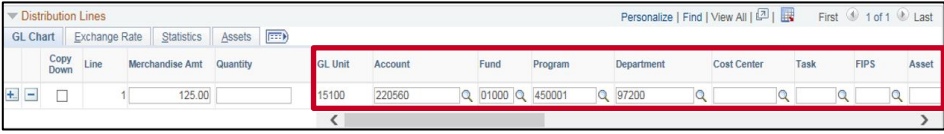
Step	Action
14.	Enter or select the applicable the goods or services Receipt date in the **Goods & Services Receipt Date** field. Goods & Services Receipt **11/21/2016** 📅 Date
ℹ️	The Pay Term defaults to "Net 30". If the Pay Term needs to be changed, see the Job Aid titled AP312_Using Pay Terms Overview for instructions regarding how to update Pay Terms. This Job Aid is on the Cardinal website in **Job Aids** under **Learning.**
16.	Enter or select the applicable Charge Distribution information in the **Distribution Lines** section.
17.	Click the **Location Lookup** icon and select "SPECIAL". Location **SPECIAL** 🔍
18.	Enter or select the applicable Address using the **Address Look Up** icon. *Address **2** 🔍
19.	Enter the TIN Number of the individual for whom the deduction is being made in the **ROW Acquisition ID** field. ROW Acquisition ID **123456789**
ℹ️	The TIN Number should be using the XXXXXXXXX format (no spaces or dashes) and must be populated to allow DSS to apply the payment correctly.
20.	Enter the appropriate Accounting Distribution information in the **Distribution Lines** section.
21.	Click the **Payments** tab. Invoice Information │ **Payments** │ Voucher Attributes

Step	Action
	The **Payments** tab displays.
22.	Check the Location on the **Payments** tab. If it is not "SPECIAL", update it to "SPECIAL".
23.	Verify the address is correct. If not, select the correct option using the **Address Lookup** icon.
ℹ	The **Method** field defaults to "ACH". Do not change this value.
24.	Enter comments in the **Message** field if applicable. DO NOT enter sensitive data (i.e., Name, SSN, etc.) in this field.
25.	Click the **Save** button.