## Payment Cash Checking Overview

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

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 helps to make sure all payments have available cash in the respective Business Unit (agency)/Fund combinations being paid that night. Based on system priority, payments are bounced against the applicable ACTUALS ledger cash account balances, and a running total is kept until all payments are cleared or marked for insufficient funds.

The payment cash checking process utilizes several system configuration settings to provide some flexibility in how the payment requests are analyzed by the system.

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

## Transaction Level Override Overview

Select users from the Department of Accounts will have security to specify Transaction Level Override configuration. This functionality allows for selected payment transactions to override the payment cash checking process when the cash balances are not adequate to cover the payment. This means that even if the cash goes negative, these transactions pass through the cash checking process and are paid. These transactions are deducted from the running cash balances.

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## Updating Transaction Level Overrides

1. Navigate to the **Transaction Override** page using the following path:

   **Main Menu > Accounts Payable > Payments > Payment Cash Check > Transaction Override**

   

2. Click the **Add a New Value** tab.

   

3. Enter a **Source Transaction**: **EXAD** (Cash Advances), **EXPN** (Expense Sheet), **VCHR** (Accounts Payable Vouchers).

4. Enter the **GL Business Unit**.

5. Click the **Add** button. The **Transaction Override** page displays based on the option selected.
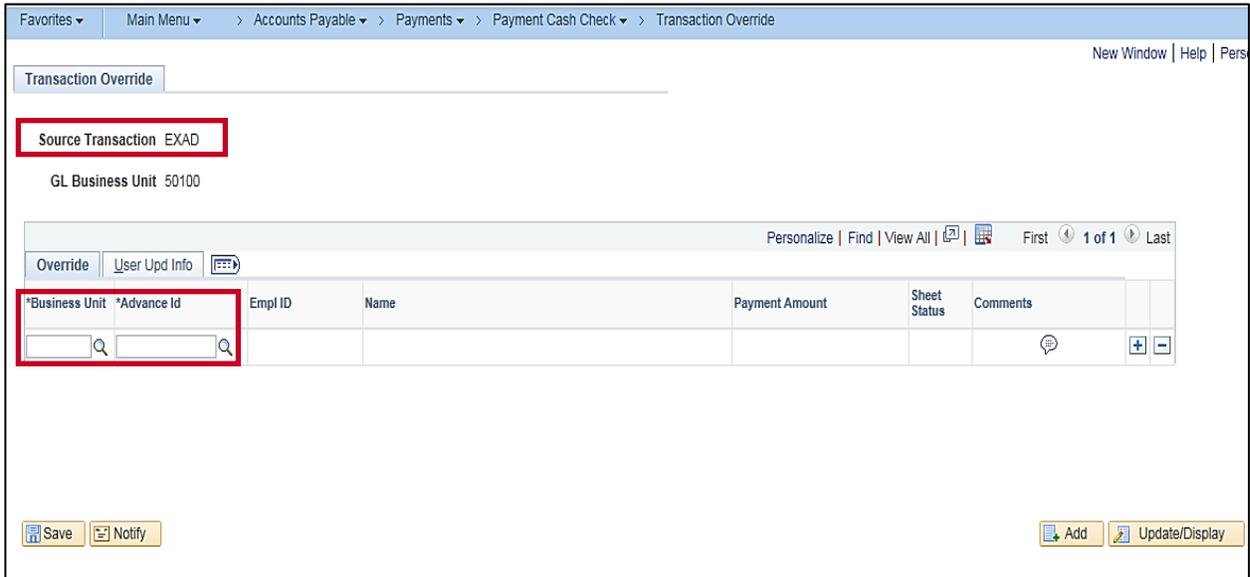
6. For **Source Transaction EXAD** Cash Advances:

   a. Enter the **Business Unit**.

   b. Enter the **Advance Id**.

   c. Go to step 9.
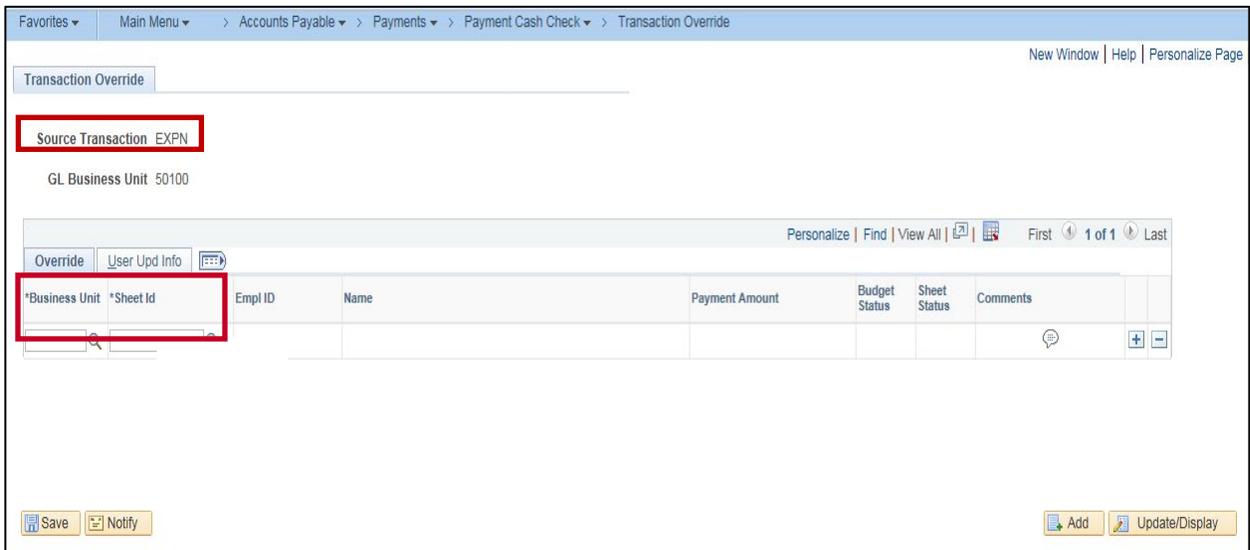


7. For **Source Transaction EXPN** Expense Sheet:

   a. Enter the **Business Unit**.

   b. Enter the **Sheet Id**.

   c. Go to step 9.

8. For Source Transaction **VCHR** Accounts Payable Voucher:

    a. Enter the **Business Unit**.

    b. Enter the **Voucher Id**.

9. Use the **Comments** field to enter information if needed.

10. The **Employee** or **Supplier ID**, Employee or Supplier **Name**, **Payment Amount**, **Due Date**, **Budget Status**, and **Approval Status** of the transaction populate once entered.

11. Transactions in process or transactions with errors may be entered to this page, but are not processed until the transaction is complete and ready to be paid.

12. Click the (**+**) button to add another transaction to this Source Transaction.

13. Click the (**–**) button to delete a transaction from the page.

14. Once all entries are added, click the **Save** button.

15. Click the **User Upd Info** tab.

16. The **User Upd Info** tab is populated with the **Created Opr** (ID) of the user who entered the transaction to the **Transaction Priority** page, the **Create Dttm**, **Upd User ID**, and **Update Dttm**.

17. Click the **Add** button at the bottom right hand corner to add transactions for other GL Business Units and Source Transactions as needed.

18. The transactions drop off the page when they have been processed by the payment cash checking process. Those in **Pending** or **Error** status stay on the page until ready for pay cycle and payment cash checking processing.
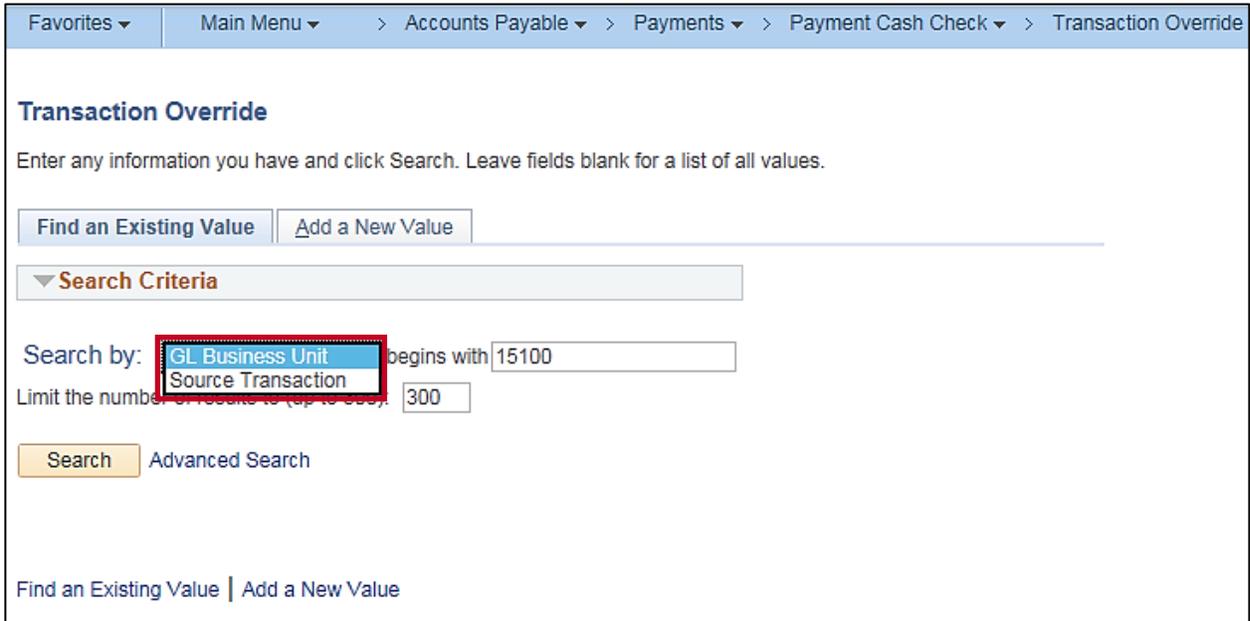
19. If you need to change a **Transaction Override**, select the **Find an Existing Value** tab.

20. You can **Search by** the **Source Transaction** or **Business Unit**.

21. Enter the **GL Business Unit** or click the **Search** button to select value from **Search Results**.



22. Click the (**+**) button to add another **Transaction ID t**o the page.

23. Click the (**–**) button to delete a transaction from the page.

24. Once all entries are updated, click the **Save** button.