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 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.
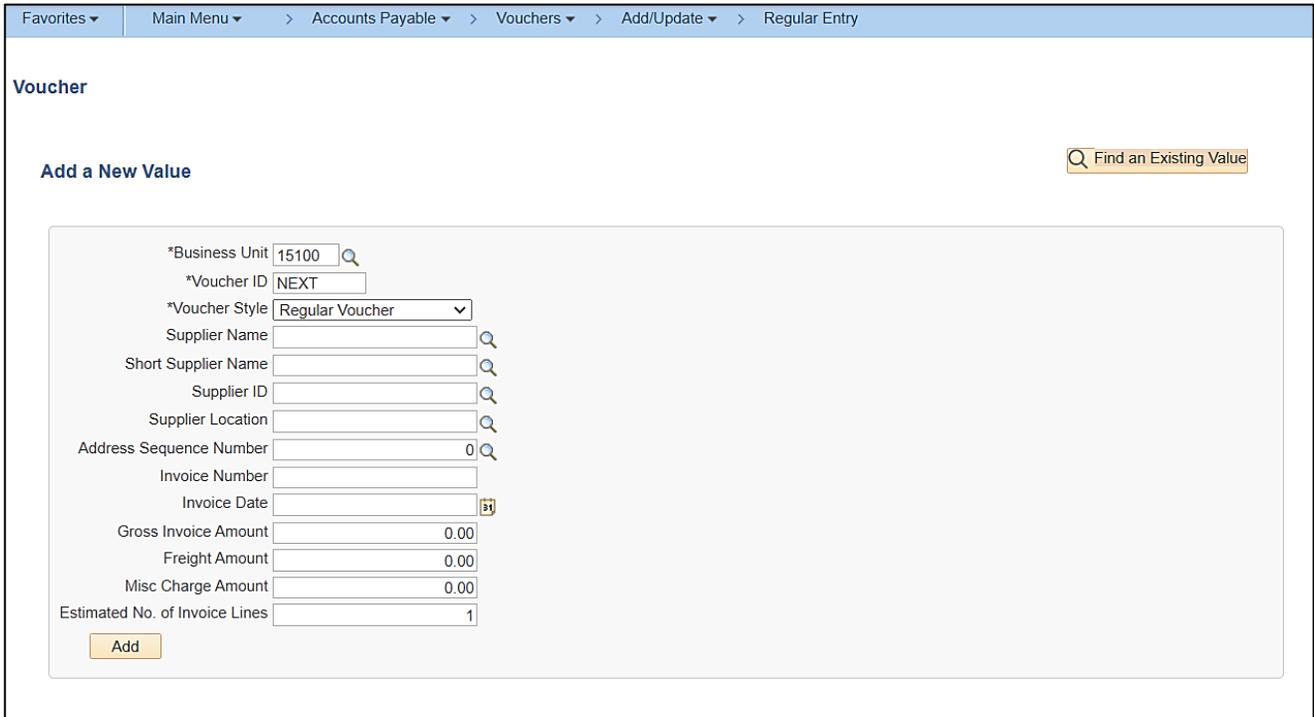
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Revision History

Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search page (Section 1, after Step 1). Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid.

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** page displayed by default.

Favorites ▾	Main Menu ▾	>	Accounts Payable ▾	>	Vouchers ▾	>	Add/Update ▾	>	Regular Entry

Voucher

Add a New Value

🔍 Find an Existing Value

*Business Unit	15100 🔍
*Voucher ID	NEXT
*Voucher Style	Regular Voucher ▾
Supplier Name	🔍
Short Supplier Name	🔍
Supplier ID	🔍
Supplier Location	🔍
Address Sequence Number	0 🔍
Invoice Number	
Invoice Date	📅
Gross Invoice Amount	0.00
Freight Amount	0.00
Misc Charge Amount	0.00
Estimated No. of Invoice Lines	1

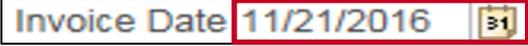[Add]

ℹ️	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.
ℹ️	The **Business Unit** field defaults based on the user's 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. Supplier ID 0000050730 🔍
3.	Enter the Invoice Number in the **Invoice Number** field. Invoice Number 11212016

Step	Action
4.	Enter or select the Invoice date in the **Invoice Date** field. Invoice Date 11/21/2016 [calendar icon]
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.

Step	Action
13.	Enter or select the applicable Invoice date in the **Invoice Date** field. Invoice Date 11/21/2016
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
(i)	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. Distribution Lines — Personalize | Find | View All | First 1 of 1 Last GL Chart / Exchange Rate / Statistics / Assets 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
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
(i)	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. Distribution Lines — Personalize | Find | View All | First 1 of 1 Last GL Chart / Exchange Rate / Statistics / Assets 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
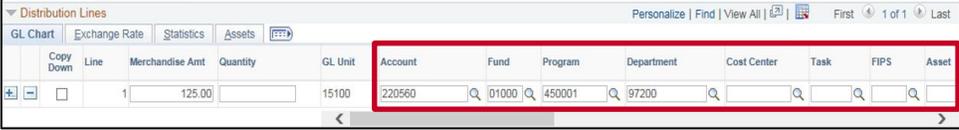
Step	Action
21.	Click the **Payments** tab.

The **Payments** tab displays.

Step	Action
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.

Step	Action
25.	Click the **Save** button. Save