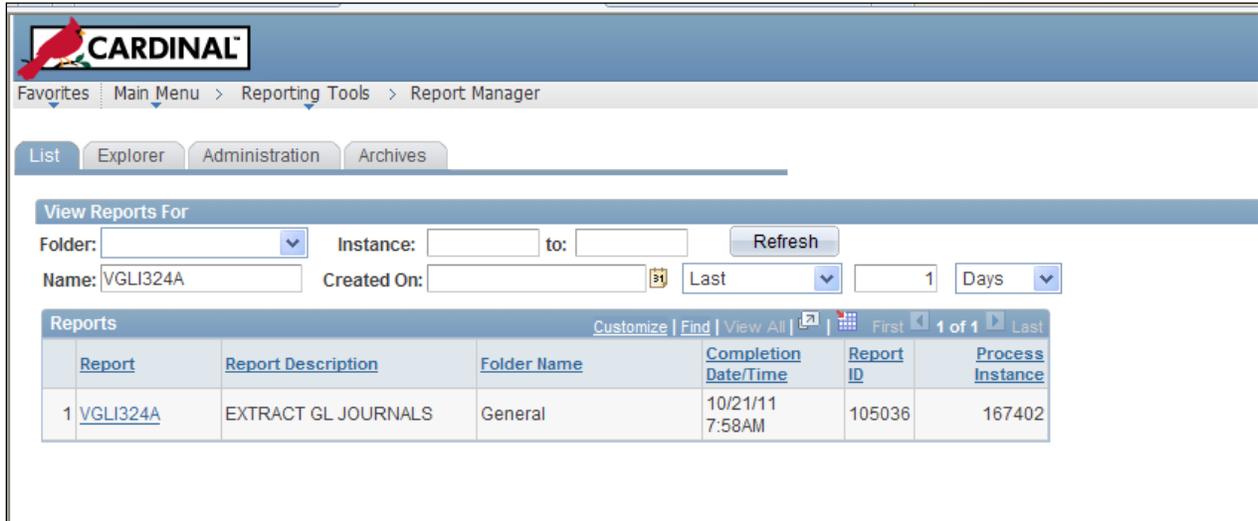


About Extract GL Journals

Cardinal interfaces transactions to the Commonwealth Accounting and Reporting System (CARS) for processing. The Extract GL Journals process will be run nightly in the batch process. The results of the interface will be reviewed the following morning and necessary manual processing will be completed.

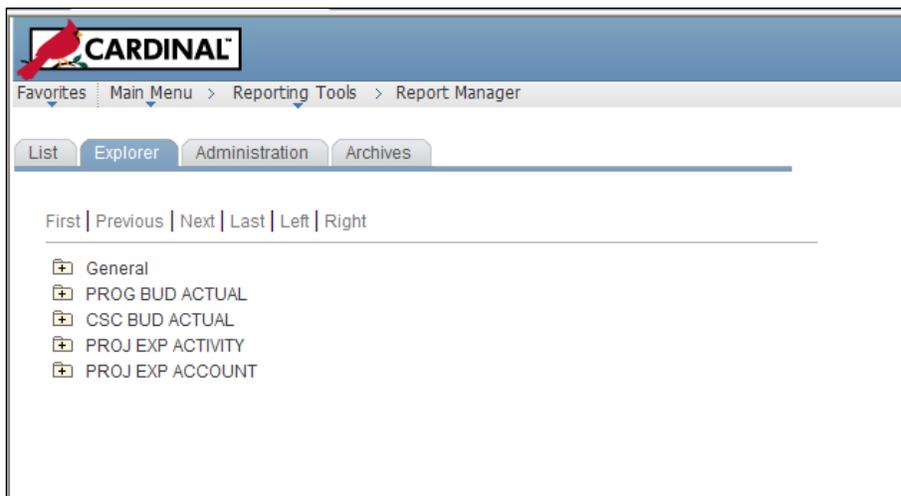


The screenshot shows the CARDINAL Report Manager interface. The breadcrumb navigation is "Favorites | Main Menu > Reporting Tools > Report Manager". There are four tabs: "List", "Explorer", "Administration", and "Archives". The "View Reports For" section includes a "Folder:" dropdown, an "Instance:" field, a "to:" field, and a "Refresh" button. Below this, there is a "Name:" field with the value "VGLI324A", a "Created On:" field, a "Last" dropdown, a "1" field, and a "Days" dropdown. The "Reports" table has columns for "Report", "Report Description", "Folder Name", "Completion Date/Time", "Report ID", and "Process Instance".

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 VGLI324A	EXTRACT GL JOURNALS	General	10/21/11 7:58AM	105036	167402

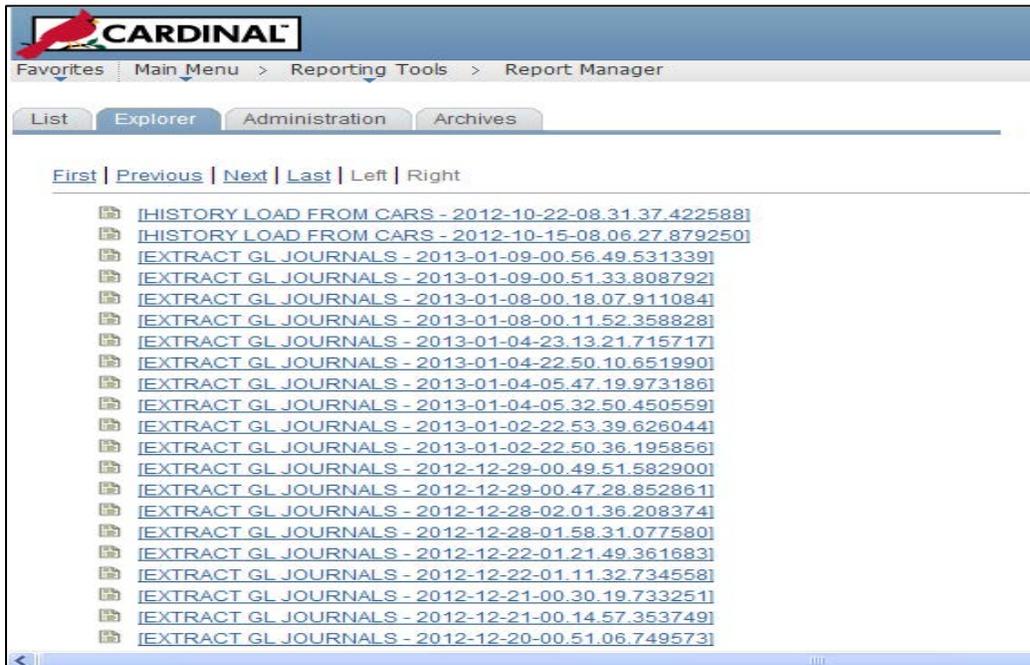
To Review Cardinal interface errors:

- 1 Navigate **Reporting Tools > Report Manager**.
*The **Report Manager** page appears.*
- 2 Click on the Explorer tab.



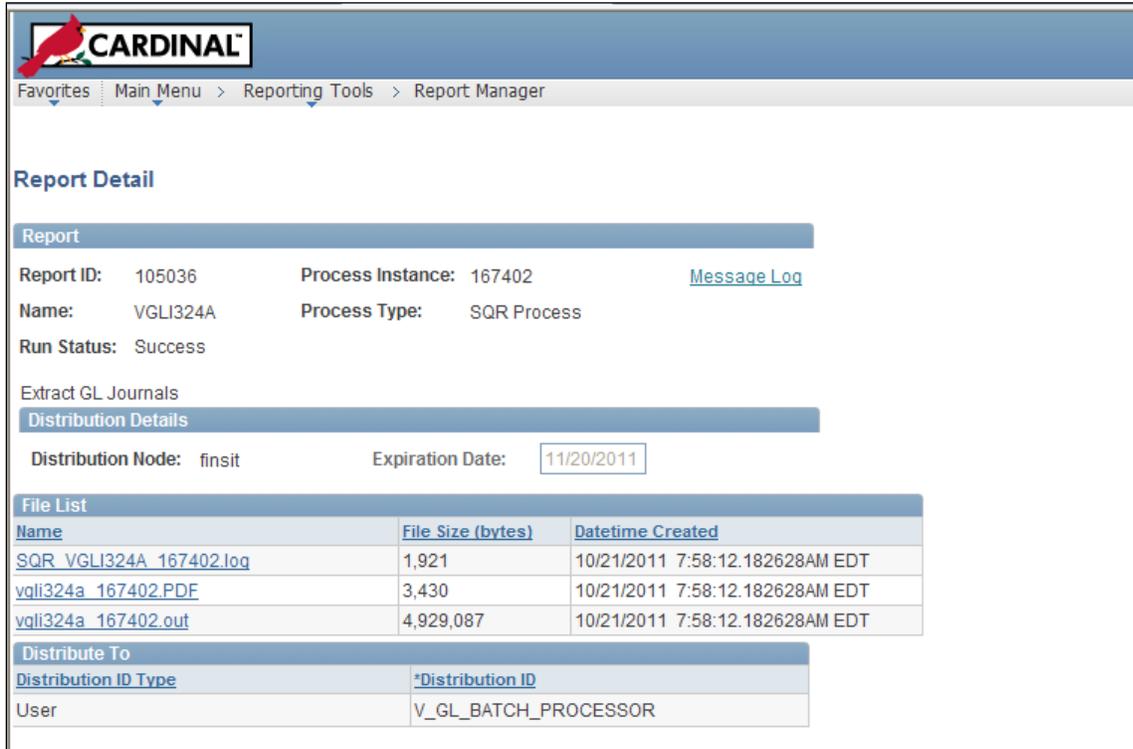
The screenshot shows the CARDINAL Report Manager Explorer view. The breadcrumb navigation is "Favorites | Main Menu > Reporting Tools > Report Manager". There are four tabs: "List", "Explorer", "Administration", and "Archives". The "Explorer" tab is selected. Below the tabs, there is a navigation bar with "First | Previous | Next | Last | Left | Right". The folder tree shows a "General" folder expanded, with sub-folders: "PROG BUD ACTUAL", "CSC BUD ACTUAL", "PROJ EXP ACTIVITY", and "PROJ EXP ACCOUNT".

- 3 Expand the General Folder.



- 4 Locate and click on the **Extract GL Journals** line for the date and process instance needed.

Note: A report is generated only when there are errors.



- 5 The Report Detail page will be displayed. Click on the [vqli324a_XXXXXX.PDF](#) link to access the report. (where XXXXXX = the process instance of the interface).



Extract GL Journals - CARS Interface

Job Aid

Report ID: VGLI324a

PeopleSoft
EXTRACT GL JOURNALS

Page No. 1
Run Date 10/21/2011
Run Time 07:57:58

Journal ID	Journal Date	Journal Line	Amount	Reason for Error
ALC0000017	05-SEP-2011	18	\$1,339.97	DOA Program code not found.
ALC0000017	05-SEP-2011	19	\$1,082.49	DOA Program code not found.
ALC0000017	05-SEP-2011	20	\$1,034.48	DOA Program code not found.
ALC0000017	05-SEP-2011	21	\$ 980.41	DOA Program code not found.
AR00002127	16-SEP-2011	2	\$ -100.44	The gla code is missing or invalid.
AR00002131	16-SEP-2011	1	\$ -100.00	No trans code returned.
TE00002076	05-SEP-2011	17	\$6,000.00	DOA Program code not found.
TE00002076	05-SEP-2011	18	\$ 136.46	DOA Program code not found.
TE00002076	05-SEP-2011	19	\$ 461.54	DOA Program code not found.
TE00002076	05-SEP-2011	24	\$7,100.00	DOA Program code not found.
TE00002076	05-SEP-2011	25	\$3,000.00	DOA Program code not found.
TE00002076	05-SEP-2011	26	\$3,000.00	DOA Program code not found.
TE00002076	05-SEP-2011	27	\$ 266.67	DOA Program code not found.
TE00002076	05-SEP-2011	28	\$ 133.33	DOA Program code not found.
TE00002076	05-SEP-2011	29	\$3,600.00	DOA Program code not found.
TE00002076	05-SEP-2011	31	\$ 360.00	DOA Program code not found.
TE00002076	05-SEP-2011	32	\$ 240.00	DOA Program code not found.
TE00002076	05-SEP-2011	33	\$5,600.00	DOA Program code not found.
TE00002076	05-SEP-2011	34	\$ 216.00	DOA Program code not found.
TE00002076	05-SEP-2011	35	\$ 144.00	DOA Program code not found.
TE00002076	05-SEP-2011	36	\$7,000.00	DOA Program code not found.
TE00002076	05-SEP-2011	44	\$4,400.00	DOA Program code not found.
TE00002076	05-SEP-2011	51	\$2,800.00	DOA Program code not found.
TE00002076	05-SEP-2011	52	\$2,800.00	DOA Program code not found.
TE00002076	05-SEP-2011	53	\$ 205.71	DOA Program code not found.
TE00002076	05-SEP-2011	54	\$ 154.29	DOA Program code not found.
TE00002076	05-SEP-2011	55	\$2,307.68	DOA Program code not found.
TE00002076	05-SEP-2011	56	\$3,076.94	DOA Program code not found.
TE00002076	05-SEP-2011	58	\$ 133.33	DOA Program code not found.
TE00002076	05-SEP-2011	59	\$ 266.67	DOA Program code not found.
TE00002076	05-SEP-2011	64	\$2,000.00	DOA Program code not found.
TE00002076	05-SEP-2011	65	\$2,000.00	DOA Program code not found.
TE00002076	05-SEP-2011	66	\$ 240.00	DOA Program code not found.
TE00002076	05-SEP-2011	67	\$ 360.00	DOA Program code not found.

The report will open in a new window as a PDF document. Print and or save the report and research the journals that went to error.

To Manage DOA Journals:

CARDINAL

Favorites | Main Menu > Cardinal Interfaces > GL Interfaces > Manage DOA Journals

Manage DOA Journals

Manage DOA Journals

Search Journals

*Business Unit Journal ID Header Send Status

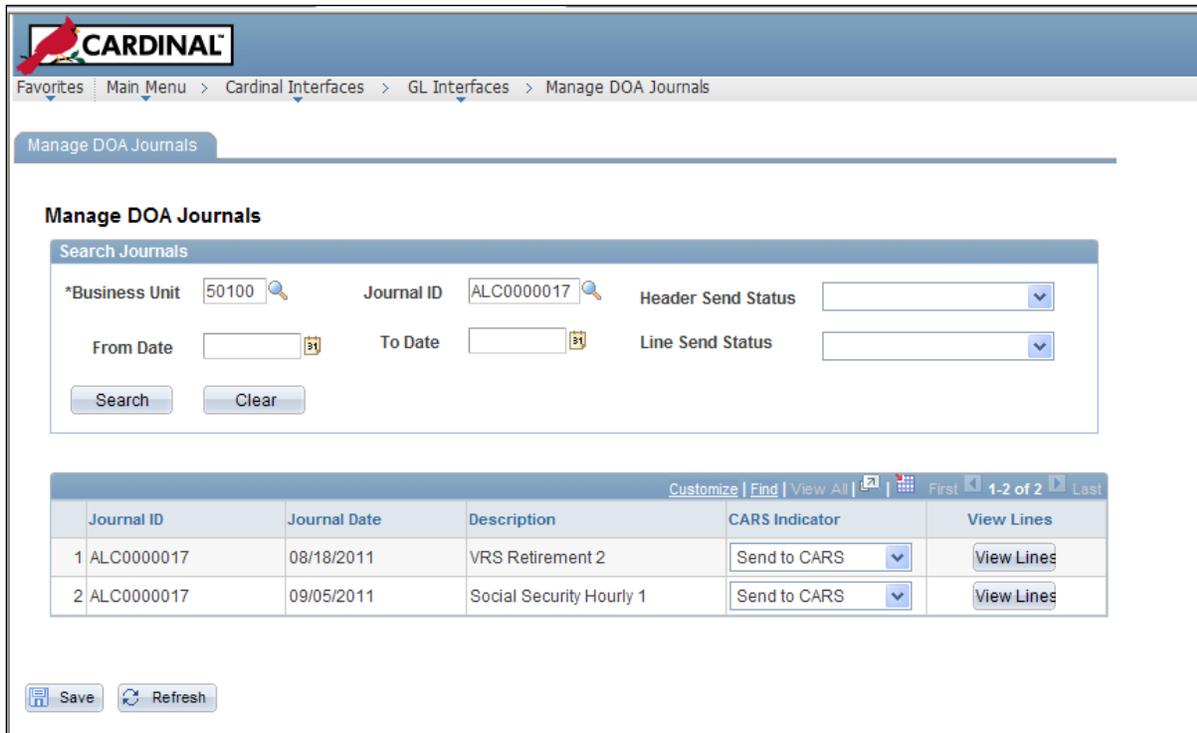
From Date To Date Line Send Status

Search Clear

Journal ID	Journal Date	Description	CARS Indicator	View Lines
1			<input type="text"/>	View Lines

Save Refresh

- 1 Navigate **Cardinal Interfaces > GL Interfaces > Manage DOA Journals**.
The **Manage DOA Journals** page appears. Cardinal includes a page to be used to manage transactions that error during interface processing. This page can be used to change the status of a journal or lines within a journal to “Do Not Send to CARS”.
- 2 Enter the Search criteria for the Journal or Journal Date Range that you need to access and click on the **Search** button.



Manage DOA Journals

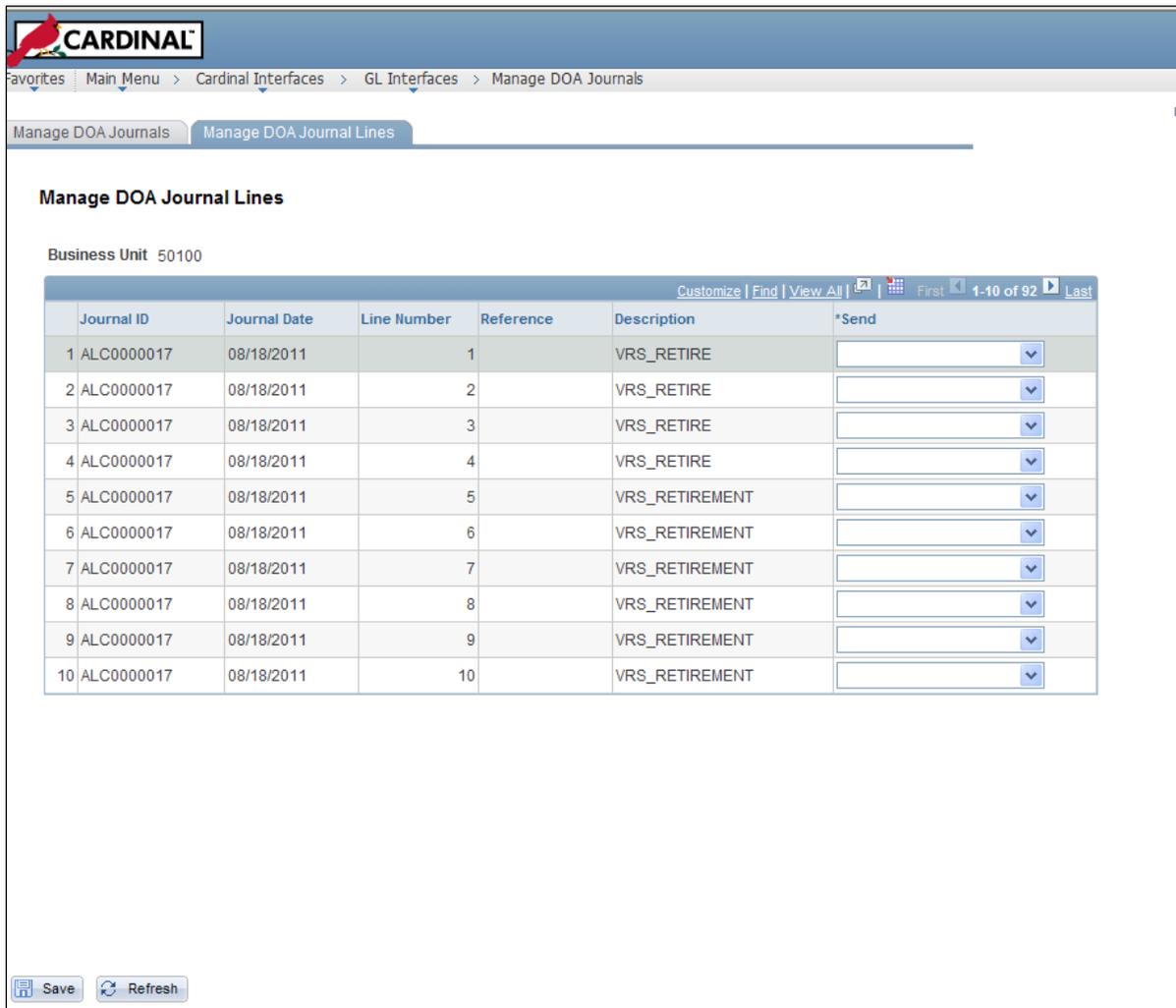
Search Journals

*Business Unit: 50100 Journal ID: ALC0000017 Header Send Status: Line Send Status:

From Date: To Date:

Journal ID	Journal Date	Description	CARS Indicator	View Lines
1 ALC0000017	08/18/2011	VRS Retirement 2	Send to CARS	<input type="button" value="View Lines"/>
2 ALC0000017	09/05/2011	Social Security Hourly 1	Send to CARS	<input type="button" value="View Lines"/>

- 3 Journals meeting the search criteria are returned in the grid. The current CARS Indicator is shown.
- 4 To mark an entire journal as “Do Not Send to CARS”, change the CARS Indicator to “Do Not Send to CARS” using the dropdown in the grid. Click on **Save**. The entire journal has now been saved with the updated CARS Indicator.
- 5 To mark specific lines within a journal as “Do Not Send to CARS”, click on the **View Lines** button on the row for the Journal ID.



Manage DOA Journal Lines

Business Unit 50100

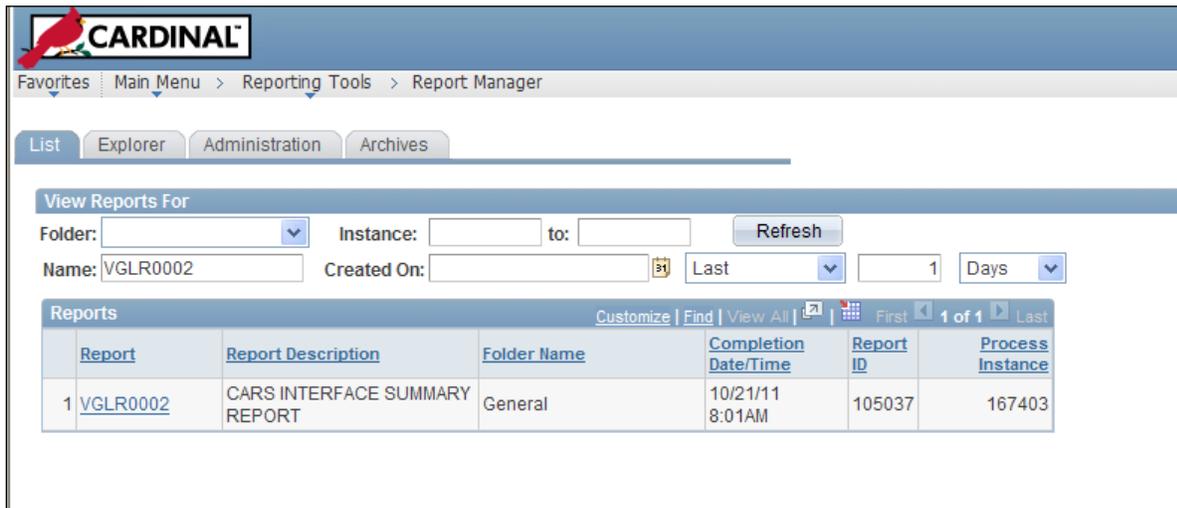
Journal ID	Journal Date	Line Number	Reference	Description	*Send
1 ALC0000017	08/18/2011	1		VRS_RETIRE	<input type="text"/>
2 ALC0000017	08/18/2011	2		VRS_RETIRE	<input type="text"/>
3 ALC0000017	08/18/2011	3		VRS_RETIRE	<input type="text"/>
4 ALC0000017	08/18/2011	4		VRS_RETIRE	<input type="text"/>
5 ALC0000017	08/18/2011	5		VRS_RETIREMENT	<input type="text"/>
6 ALC0000017	08/18/2011	6		VRS_RETIREMENT	<input type="text"/>
7 ALC0000017	08/18/2011	7		VRS_RETIREMENT	<input type="text"/>
8 ALC0000017	08/18/2011	8		VRS_RETIREMENT	<input type="text"/>
9 ALC0000017	08/18/2011	9		VRS_RETIREMENT	<input type="text"/>
10 ALC0000017	08/18/2011	10		VRS_RETIREMENT	<input type="text"/>

Save Refresh

- To mark individual lines within a journal as “Do Not Send to CARS”, change the CARS Indicator to “Do Not Send to CARS” using the dropdown in the **Send** column in the grid. Click on **Save**. The lines in the journal have now been saved with the updated CARS Indicator. (Note: You may need to click on the View All link or use the forward arrow to get to the lines you need.)

To Prepare the CARS Interface Transmittal Listing:

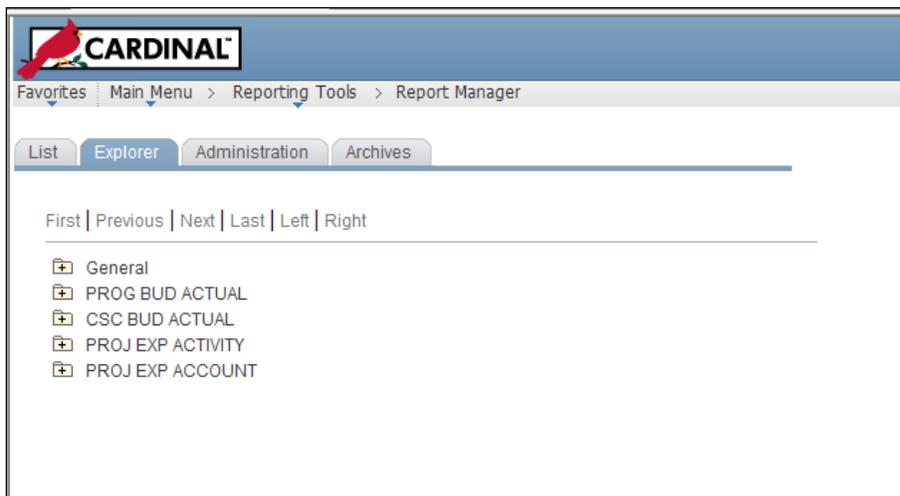
- Navigate **Reporting Tools > Report Manager**.
The *Report Manager* page appears.



The screenshot shows the CARDINAL Report Manager interface. The breadcrumb navigation is "Favorites | Main Menu > Reporting Tools > Report Manager". There are four tabs: "List", "Explorer", "Administration", and "Archives". The "List" tab is active. Below the tabs is a "View Reports For" section with the following fields: "Folder:" (dropdown), "Instance:" (text), "to:" (text), "Refresh" button, "Name:" (text) containing "VGLR0002", "Created On:" (calendar icon), "Last" (dropdown), "1" (text), and "Days" (dropdown). Below this is a "Reports" table with columns: "Report", "Report Description", "Folder Name", "Completion Date/Time", "Report ID", and "Process Instance". The table contains one row with the following data:

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 VGLR0002	CARS INTERFACE SUMMARY REPORT	General	10/21/11 8:01AM	105037	167403

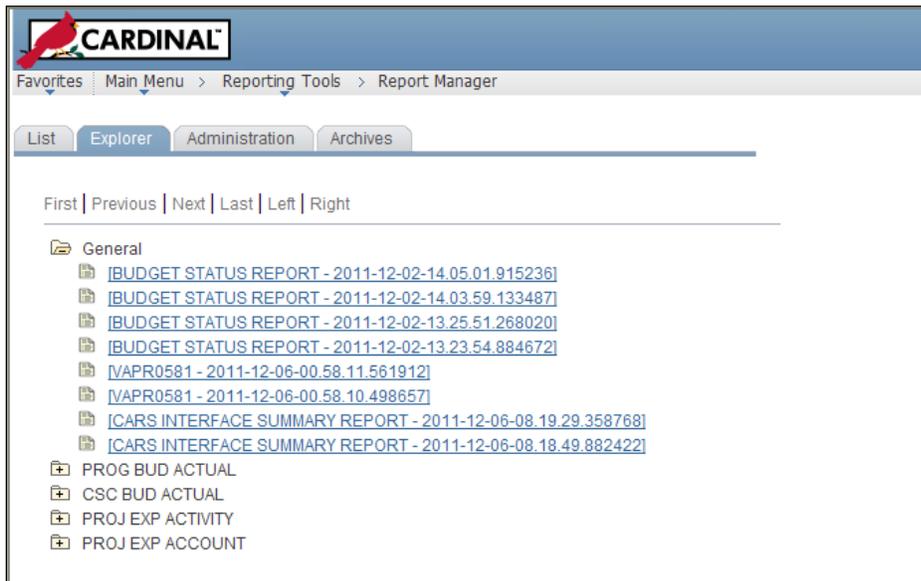
2 Click on the Explorer tab.



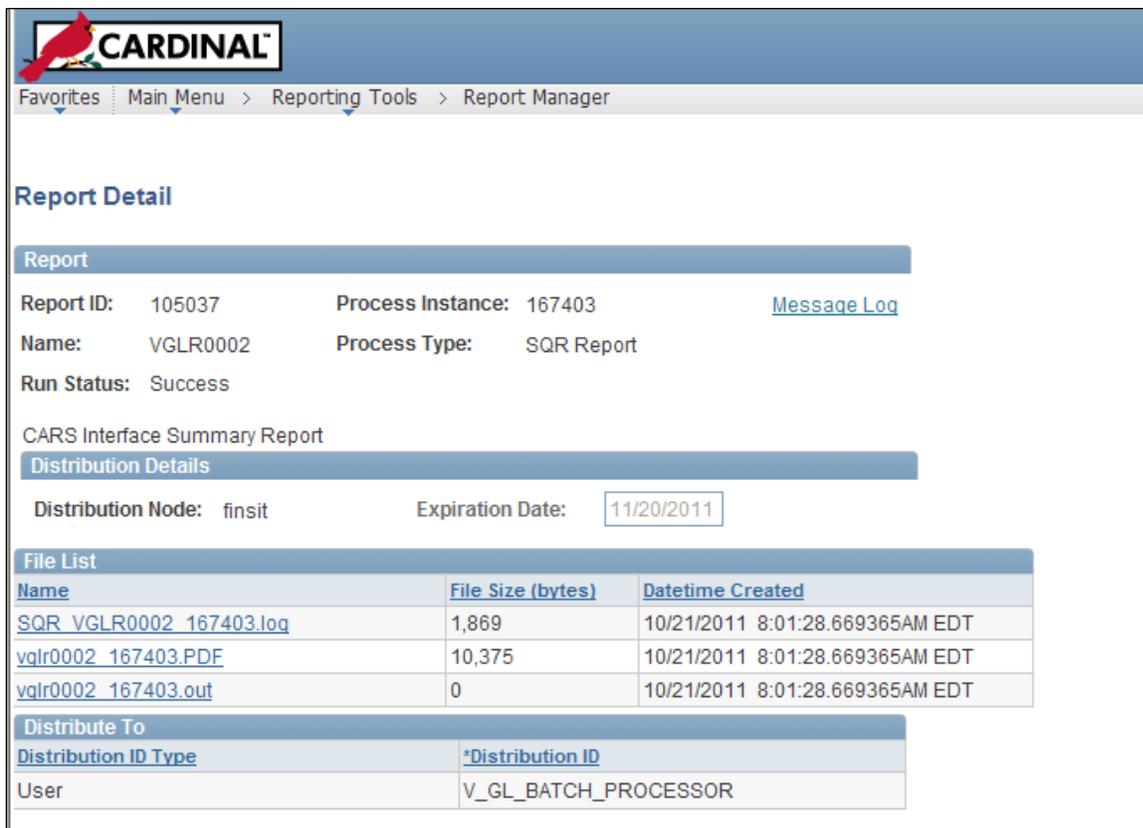
The screenshot shows the CARDINAL Report Manager interface with the "Explorer" tab selected. The breadcrumb navigation is "Favorites | Main Menu > Reporting Tools > Report Manager". The "Explorer" tab is active. Below the tabs is a navigation bar with "First | Previous | Next | Last | Left | Right". Below the navigation bar is a list of folders:

- General
- PROG BUD ACTUAL
- CSC BUD ACTUAL
- PROJ EXP ACTIVITY
- PROJ EXP ACCOUNT

3 Expand the General Folder.



- 4 Locate and click on the **CARS Interface Summary Report** line for the date and process instance needed.
- 5 The **Extract GL Journals Report** will be listed. This report lists by Batch ID the batches created for interface to CARS (MIFF Report). Click on the link for the Request Date/Time needed (batch processing time from the previous run).





Extract GL Journals - CARS Interface

Job Aid

- 6 The Report Detail page will be displayed. Click on the [vqIrr0002_XXXXXX.PDF](#) link to access the report. (where XXXXXX = the process instance of the interface).

Commonwealth of Virginia
CARS INTERFACE REPORT-SUMMARY

Report ID: RGL002

Run Date: 10/21/2011
Run Time: 08:01 00

Page No. 1 of 1

DA-03-265
REV 1/87

Department of Accounts
Identification Information

Agency Name: VA Dept of Transportation Agency Code: 50100
Volume/Serial Number: _____

***** Batches Included in Dataset *****

AGENCY BATCH ID					AGENCY BATCH ID				
Agency	Date	Type	No	BATCH AMOUNT	Agency	Date	Type	No	BATCH AMOUNT
501	09/05/11	6	100	476,601.92					
501	09/07/11	6	101	26,913.30					
501	09/19/11	6	102	1,293.74					
501	09/22/11	6	103	161,995.92					
501	09/26/11	6	104	200.00					
501	09/26/11	7	105	455.00					
501	09/28/11	6	106	2,500.40					

- 7 The report will open in a new window as a PDF document. Print the report for the CARS Interface Transmittal package.



Extract GL Journals - CARS Interface

Job Aid

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name begins with

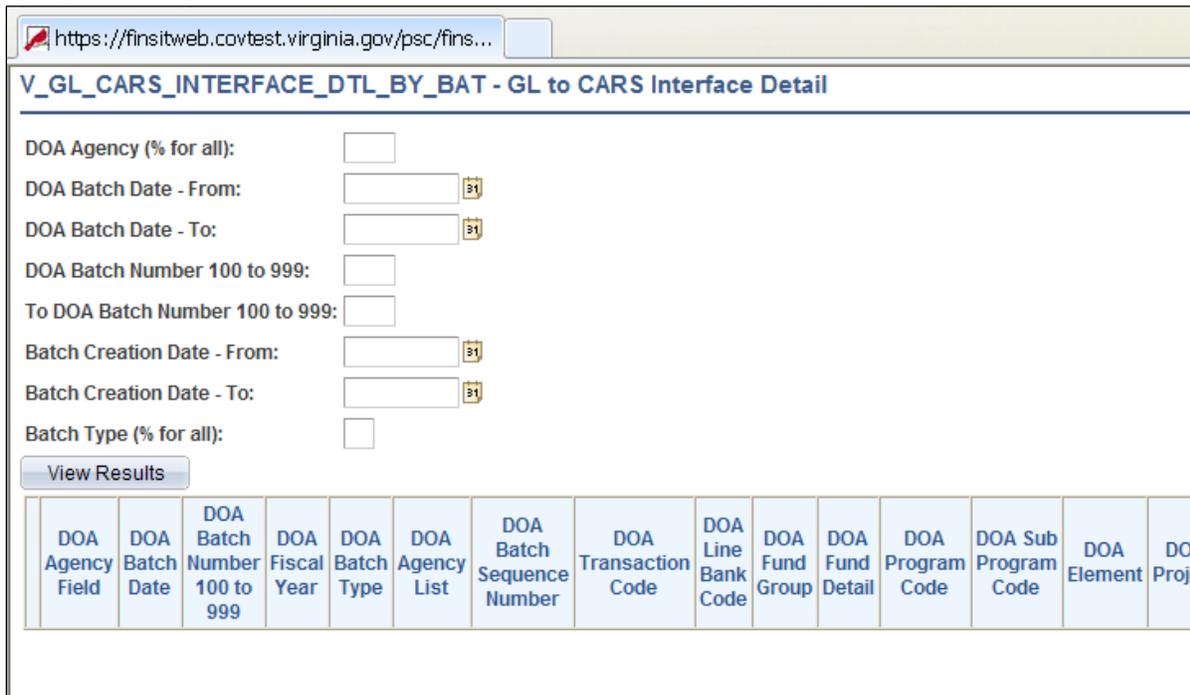
[Advanced Search](#)

Search Results

*Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
V_GL065_ACTUALS	Returns the negative SACTUALS	Public		HTML	Excel	XML	Schedule	Favorite
V_GL065_FINAL	RGL065 Final Budget Query	Public		HTML	Excel	XML	Schedule	Favorite
V_GL065_ORIG	Original Budget Amount	Public		HTML	Excel	XML	Schedule	Favorite
V_GL065_SUM_LED_ACF	Summary Query for RGL065	Public		HTML	Excel	XML	Schedule	Favorite
V_GL_CARS_DO_NOT_SEND	CARS Do Not Send List	Public		HTML	Excel	XML	Schedule	Favorite
V_GL_CARS_HISTORY_TRANS	CARS History Transactions Quer	Public		HTML	Excel	XML	Schedule	Favorite
V_GL_CARS_INTERFACE_DTL_BY_BAT	GL to CARS Interface Detail	Public		HTML	Excel	XML	Schedule	Favorite
V_GL_EMPL_DL_QRY	Employee Drilldown	Public		HTML	Excel	XML	Schedule	Favorite
V_GL_EX_SUM_ACT	286 Summar Actuals	Public		HTML	Excel	XML	Schedule	Favorite
V_GL_FR_LEDGER	Summary Ledger Query	Public		HTML	Excel	XML	Schedule	Favorite
V_GL_FR_LEDGER_FA	Full Accrual Summary ledger	Public		HTML	Excel	XML	Schedule	Favorite
V_GL_FR_LEDGER_MA	Modified Accrual Summary ledge	Public		HTML	Excel	XML	Schedule	Favorite
V_GL_FULL_ACCRL	Full accrual balance	Public		HTML	Excel	XML	Schedule	Favorite
V_GL_GENERAL_FUND_REVERSION	General Fund Cash Reversion	Public		HTML	Excel	XML	Schedule	Favorite
V_GL_LDG_ADD	Ledger Additions	Public		HTML	Excel	XML	Schedule	Favorite
V_GL_LDG_DEL	Ledger Deletions	Public		HTML	Excel	XML	Schedule	Favorite
V_GL_MOD_ACCRL_BAL	Modified Accrual Balance	Public		HTML	Excel	XML	Schedule	Favorite
V_GL_SUM_LED	RGL054 Summary Ledger query	Public		HTML	Excel	XML	Schedule	Favorite
V_GL_SUM_LEDGER	Summary ledger amount Query	Public		HTML	Excel	XML	Schedule	Favorite
V_GL_SUM_LEDGER_ACM	Summary ledger amount Query	Public		HTML	Excel	XML	Schedule	Favorite
V_GL_SUM_STMT_ACT	Sum. ledger amounts for rgl050	Public		HTML	Excel	XML	Schedule	Favorite

- 8 Navigate **Reporting Tools > Query > Query Viewer**.
The **Query Viewer** page appears.
- 9 Enter **V_GL_CARS** in the Search box and click on **Search**.
- 10 Queries meeting the search criteria are returned. Click on the **HTML** link for the **V_GL_CARS_INTERFACE_DTL_BY_BAT** query.



The screenshot shows a web browser window with the URL <https://finsitweb.covtest.virginia.gov/psc/fins...>. The page title is "V_GL_CARS_INTERFACE_DTL_BY_BAT - GL to CARS Interface Detail".

The form contains the following fields:

- DOA Agency (% for all):
- DOA Batch Date - From: 
- DOA Batch Date - To: 
- DOA Batch Number 100 to 999:
- To DOA Batch Number 100 to 999:
- Batch Creation Date - From: 
- Batch Creation Date - To: 
- Batch Type (% for all):

Below the form is a "View Results" button.

DOA Agency Field	DOA Batch Date	DOA Batch Number 100 to 999	DOA Fiscal Year	DOA Batch Type	DOA Agency List	DOA Batch Sequence Number	DOA Transaction Code	DOA Line Bank Code	DOA Fund Group	DOA Fund Detail	DOA Program Code	DOA Sub Program Code	DOA Element	DOA Project
------------------	----------------	-----------------------------	-----------------	----------------	-----------------	---------------------------	----------------------	--------------------	----------------	-----------------	------------------	----------------------	-------------	-------------

- The query will open in a new window. Enter the query prompt data to match the CARS Interface from the previous Extract GL Journals interface.

DOA Agency: %

DOA Batch Date - From: **MM/DD/YYYY** (earliest batch date on the VGLR0002 Report)

DOA Batch Date – To: **MM/DD/YYYY** (latest batch date on the VGLR0002 Report)

DOA Batch Number 100 to 999: **100**

To DOA Batch Number 100 to 999: **999**

Batch Creation Date – From: **MM/DD/YYYY** (run date from the VRGL002 Report)

Batch Creation Date – To: **MM/DD/YYYY** (run date from the VRGL002 Report)

Batch Type: %

Click on the **View Results** button.



Extract GL Journals - CARS Interface

Job Aid

https://finsitweb.covtest.virginia.gov/psc/fins...

V_GL_CARS_INTERFACE_DTL_BY_BAT - GL to CARS Interface Detail

DOA Agency (% for all):

DOA Batch Date - From:

DOA Batch Date - To:

DOA Batch Number 100 to 999:

To DOA Batch Number 100 to 999:

Batch Creation Date - From:

Batch Creation Date - To:

Batch Type (% for all):

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (50 kb)

[View All](#)

	DOA Agency Field	DOA Batch Date	DOA Batch Number 100 to 999	DOA Fiscal Year	DOA Batch Type	DOA Agency List	DOA Batch Sequence Number	DOA Transaction Code	DOA Line Bank Code	DOA Fund Group	DOA Fund Detail	DOA Program Code	DOA Sub Program Code	DOA Element	DOA Project
1	501	09/05/2011	100	2012	6	0	00001	180		04	10	604	05	01	
2	501	09/05/2011	100	2012	6	0	00002	180		04	10	604	05	01	
3	501	09/05/2011	100	2012	6	0	00003	380		04	10	604	05	01	
4	501	09/05/2011	100	2012	6	0	00004	380		04	72	603	03	00	
5	501	09/05/2011	100	2012	6	0	00005	380		04	72	603	04	00	
6	501	09/05/2011	100	2012	6	0	00006	180		04	10	604	05	01	
7	501	09/05/2011	100	2012	6	0	00007	180		04	10	604	05	01	
8	501	09/05/2011	100	2012	6	0	00008	380		04	10	604	05	01	
9	501	09/05/2011	100	2012	6	0	00009	380		04	10	699	01	00	
10	501	09/05/2011	100	2012	6	0	00010	380		04	10	604	05	01	

- 12 The Interface transactions from the date entered are returned. Click on the [Excel SpreadSheet](#) link, click **Open** when prompted with "Do you want to open or save this file?"



Extract GL Journals - CARS Interface

Job Aid

1	GL to CARS Interface	40					
2	DOA Agency Field	DOA Batch Date	DOA Batch Number 100 to 999	DOA Fiscal Year	DOA Batch Type	DOA Agency List	DOA Batch Sequen
3	501	9/5/2011	100 2012	6	0		00001
4	501	9/5/2011	100 2012	6	0		00002
5	501	9/5/2011	100 2012	6	0		00003
6	501	9/5/2011	100 2012	6	0		00004
7	501	9/5/2011	100 2012	6	0		00005
8	501	9/5/2011	100 2012	6	0		00006
9	501	9/5/2011	100 2012	6	0		00007
10	501	9/5/2011	100 2012	6	0		00008
11	501	9/5/2011	100 2012	6	0		00009
12	501	9/5/2011	100 2012	6	0		00010
13	501	9/5/2011	100 2012	6	0		00011
14	501	9/5/2011	100 2012	6	0		00012
15	501	9/5/2011	100 2012	6	0		00013
16	501	9/5/2011	100 2012	6	0		00014
17	501	9/5/2011	100 2012	6	0		00015
18	501	9/5/2011	100 2012	6	0		00016
19	501	9/5/2011	100 2012	6	0		00017
20	501	9/5/2011	100 2012	6	0		00018
21	501	9/5/2011	100 2012	6	0		00019
22	501	9/5/2011	100 2012	6	0		00020
23	501	9/5/2011	100 2012	6	0		00021
24	501	9/5/2011	100 2012	6	0		00022
25	501	9/5/2011	100 2012	6	0		00023
26	501	9/5/2011	100 2012	6	0		00024
27	501	9/5/2011	100 2012	6	0		00025

13 The Interface transactions are exported to Excel format.

14 Open the **Cardinal CARS Interface Transmittal Form**. This is a preset template to be used to “dump” the query results and print the necessary fields for the CARS Interface Transmittal Listing.

Department of Transportation Interface Transmittal Listing														
Interface Creation Date:														
BATCH														
AGY DATE	NO	TY	SEQ	TC	FD	PGM	PRJ	OBJ	RS	DC	AMT	NAME	DESCR	VOUCHER



Extract GL Journals - CARS Interface

Job Aid

- 15 Copy the data rows (not the column headings in rows 1 and 2) and paste into the **Cardinal CARS Interface Transmittal Form** (Listing tab). The Form will have the columns hidden that are not needed and have print ranges set for printing of the Transmittal Listing.
- 16 Print the Interface Transmittal Listing and note the Interface Creation Date on the printed copy.

The screenshot shows an Excel spreadsheet titled "Cardinal CARS Interface Transmittal Listing.xlsx [Read-Only] - Mic". The ribbon includes Home, Insert, Page Layout, Formulas, Data, Review, View, and Add-Ins. The "Page Layout" ribbon is active, showing options for Themes, Margins, Orientation, Size, Print Area, Breaks, Background, Print Titles, Width, Height, Scale, Gridlines, and Headings. Below the ribbon, there is a "Server Workbook" section with an "Edit Workbook" button. The spreadsheet grid shows columns A through L and rows 1 through 23. Row 1 contains the "CARDINAL" logo. Row 2 contains the text "Department of Transportation Interface Transmittal Listing". Row 5 contains the text "Interface Creation Date: _____". Row 8 contains a certification statement: "To the Comptroller: It is hereby certified that the request for disbursements of State funds specified herein has been reviewed by me and is accurate to the best of my knowledge and belief. The amounts itemized are considered to be legitimate and proper charges to the appropriations indicated herein, and are hereby approved for payment. These payments have not been previously authorized. This certification applies to goods or services received or performed, refunds, petty cash reimbursements and travel expenses." Rows 16 and 17 contain a signature line with a "Signature" label and a "Name:" label next to a text box. Rows 18 and 19 contain a title line with a "Title:" label next to a text box.

- 17 Click on the **Certification** tab within the **Cardinal CARS Interface Transmittal Form** to access the needed certification. Print the Certification Statement.
- 18 Continue with other manual validation and preparation steps for the interface and complete the Certification statement when the interface file has been approved for transmission to CARS.