VDOT Reports Catalog

Inquiries, Queries, and Other Reports

February 2015

Introduction

The VDOT Reports Catalogue lists some of the more frequently used Cardinal Inquiries, Queries and Reports. They are grouped by functional area (i.e., Accounts Payable, Accounts Receivable, General Ledger, General Ledger-System Setup, and Security, Project Accounting, Purchasing, and Time and Attendance). Each functional area contains Inquiries, Queries, and/or Reports specific to that area.

For each Inquiry, Query or Report, the catalogue lists:

- Name and/or number – Identifies the item in Cardinal
- Last revision date – Reflects the most recent update in the catalogue
- Loaded into Catalogue - Dates the item's initial entry into the catalogue
- Description – Provides a brief synopsis of the item's contents
- Purpose / Use – Lists ways you can use the data extracted
- Navigation Path – Identifies one way of accessing. There may be more.
- Parameters – Lists criteria that limit the data pulled
- Sample – Shows an example

If you are using an electronic version of the catalogue:

- The page number in the Table of Contents provides a link to each item. Click **Control + Click** on the page number to go to the item page.
- The Find feature (under Editing on the Home tab) can be used to find an item if you are not sure of the exact name or number.

Inquiries – Most inquiries access information on a Cardinal page or component, where you can view details about a specific item or transaction.

Queries – Queries access the database directly, and are best used for defined information requests. Custom designed queries for COVA users typically begin with **V**_, followed by the abbreviation for the functional area, (that is, **AP_, AR_, GL_, PA_, PO_, and TA_)** followed by descriptive name. For example, if you are searching for an AP query, you can use **V_AP**_ as your search criteria and select from the results that display.

Reports – Reports may be the best choice when you need higher volumes of data or data that is summarized across one or more functional areas. For example, if you need summary ledger or business unit information, a report may be your best resource.

There are two types of Cardinal reports: ad hoc and nVision. Ad hoc reports run real time run real time. You can run ad hoc reports from the Main Menu or from myCardinal

Financials. nVision reports are generated automatically during batch processing, either periodically or based on some predetermined criteria. You can access nVision reports via FIN Report Manager. In addition, you can run time and attendance ad hoc reports in HCM from that main menu or from myCardinal HCM

Refer to the **NAV220 – Introduction to Reporting in Cardinal** course materials on the Cardinal website for details on inquiries, queries, ad hoc reports and nVision reports.

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Accounts Payable

Inquiries

AP - Cash Advance Request View Inquiry

LAST REVISION: 10/18/12

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This inquiry displays detail information about Cash Advances including:

- Employee Name, the Advance ID, Status, Accounting Date, Post Date, approval information
- Various amounts including the Advance Amount, Payments Received, Amount Applied to Expense Reports, Report Balance, and Amount Due Company
- Pending Action data including the Employee Profile: Name, Action
- Date/time and Action History including the Employee Profile: Name, Action, and Date/Time

PURPOSE / USE:

- This inquiry provides detail information about employee cash advances.

NAVIGATION PATH:
Main Menu > Employee Self Service > Travel and Expense Center > Cash Advance > View

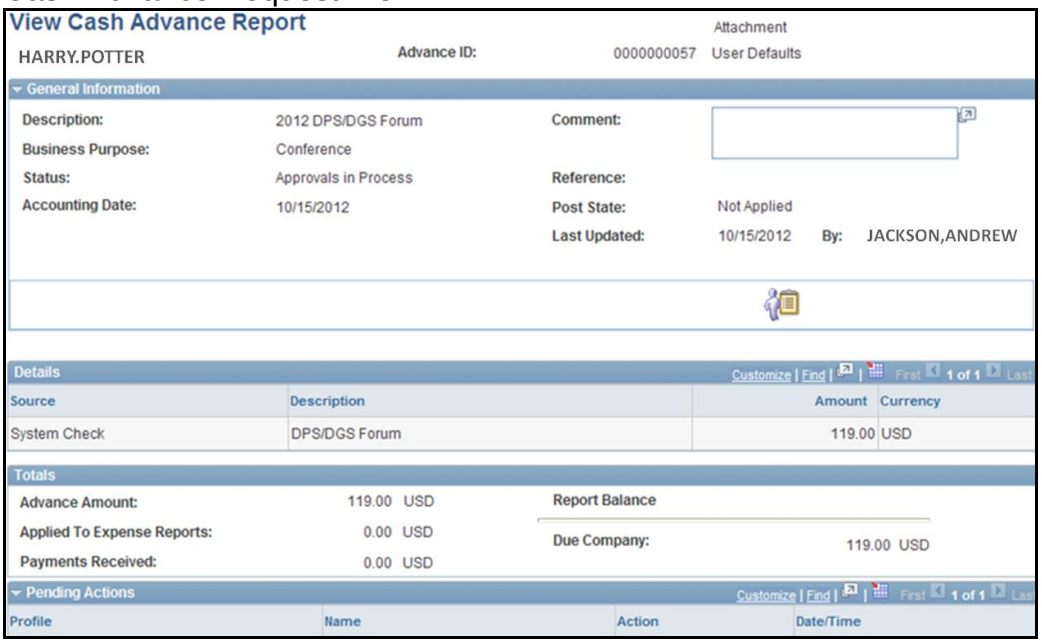
As an employee, you can only see your own cash advance data using this navigation path.

PARAMETERS:

- Advance ID
- Advance Description
- Name
- Empl ID
- Advance Status
- Creation Date

FORMAT:
Online

Cash Advance Request View



View Cash Advance Report

HARRY.POTTER | Advance ID: 0000000057 | Attachment | User Defaults

General Information

Description:	2012 DPS/DGS Forum	Comment:	
Business Purpose:	Conference		
Status:	Approvals in Process	Reference:	
Accounting Date:	10/15/2012	Post State:	Not Applied
		Last Updated:	10/15/2012 By: JACKSON,ANDREW

Details — Customize | Find | First 1 of 1 Last

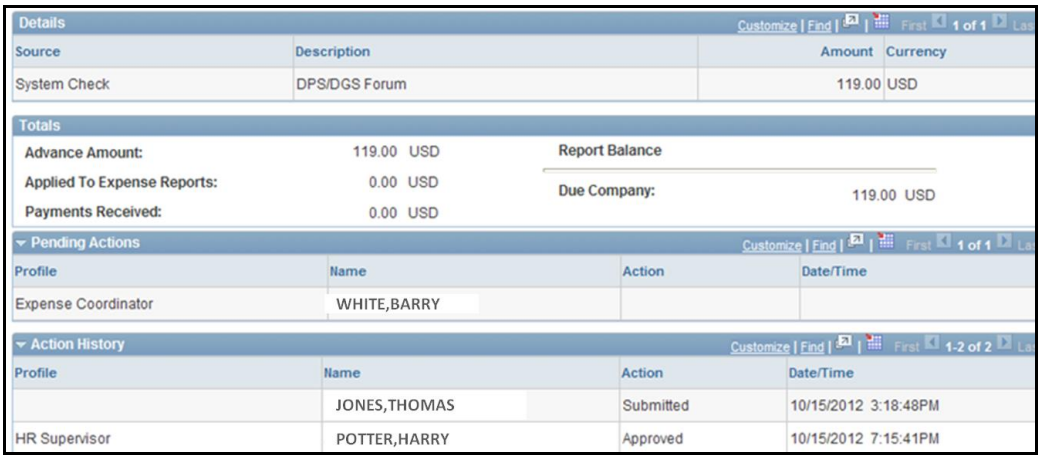
Source	Description	Amount	Currency
System Check	DPS/DGS Forum	119.00	USD

Totals

Advance Amount:	119.00 USD	Report Balance	
Applied To Expense Reports:	0.00 USD	Due Company:	119.00 USD
Payments Received:	0.00 USD		

Pending Actions — Customize | Find | First 1 of 1 Last

Profile	Name	Action	Date/Time



Details — Customize | Find | First 1 of 1 Last

Source	Description	Amount	Currency
System Check	DPS/DGS Forum	119.00	USD

Totals

Advance Amount:	119.00 USD	Report Balance	
Applied To Expense Reports:	0.00 USD	Due Company:	119.00 USD
Payments Received:	0.00 USD		

Pending Actions — Customize | Find | First 1 of 1 Last

Profile	Name	Action	Date/Time
Expense Coordinator	WHITE,BARRY		

Action History — Customize | Find | First 1-2 of 2 Last

Profile	Name	Action	Date/Time
	JONES,THOMAS	Submitted	10/15/2012 3:18:48PM
HR Supervisor	POTTER,HARRY	Approved	10/15/2012 7:15:41PM

AP - Employee Expense History Inquiry

LAST REVISION: 10/18/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This inquiry displays employee expense type transactions (either Cash Advances, Expense Reports, Travel Authorization or all) for a specified period of time. The Expense History reported includes the Expense Type, ID, Description, Status, From and Through Dates, and Submitted Amount. The selection criteria can be modified on the page and the Search re-executed. The inquiry includes a breakdown of Action History as well as a link to the Expense Report Project Summary. In addition, the Expense ID is hyperlinked. When clicked, the system displays the Expense Report Detail page which is expandable by Expense Detail Type.

PURPOSE / USE:

- This inquiry is used to research and review employee expense transactions.

NAVIGATION PATH:
Main Menu > Travel and Expenses > Process Expenses > Review Payments > Employee Expense History.

PARAMETERS:

- Employee ID or
- Employee Name

FORMAT:
Online

Employee Expense History Inquiry

Favorites | Main Menu > Travel and Expenses > Process Expenses > Review Payments > Employee Expense History

Totals

Employee Expenses:	331.57 USD	**Due Employee:**	331.57 USD
Non-Reimbursable Expenses:	0.00 USD	**Due Vendor:**	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

Definition of Totals

Expense Report Project Summary

Action History Customize | Find | First 1-4 of 4 Last

Profile	Name	Action	Date/Time
	STARKS,ARLETTE	Submitted	04/20/2012 2:45:43PM
HR Supervisor	WALTON JR,RICHARD L	Approved	04/20/2012 4:20:51PM
Expense Coordinator	GREEN,JOANNE H	Reassigned	04/24/2012 9:00:02AM
Expense Coordinator	O'MARY,ANGELA L	Approved	04/27/2012 9:30:22AM

Return to Review History

Favorites | Main Menu > Travel and Expenses > Process Expenses > Review Payments > Employee Expense History

View Expense Report

Expense Report Detail Attachment

User Defaults **Report ID:**

General Information

Description:	BUSINESS TRIP	**Comment:**	TO ATTEND THE VTCA CONFERENCE IN HAMPTON
Business Purpose:	Conference		
Status:	Paid	**Reference:**	
Default Location:	In State Standard	**Last Updated:**	04/27/2012 **By:** ANGELA OMARY
Post State:	Posted		

Accounting Defaults **More Options:** GO

Details Customize | Find | View All | First 1-11 of 11 Last

*Overview | *Detail | *Location | Merchant | *Air/Hotel | *Mileage | *Per Diem | *Currency

	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
Lodging	04/18/2012	77.00	USD	Check	Billable
Lodging Fees and Taxes	04/18/2012	10.01	USD	Check	Billable
Lodging	04/19/2012	77.00	USD	Check	Billable
Lodging Fees and Taxes	04/19/2012	10.01	USD	Check	Billable
All Meals - Travel Day	04/18/2012	27.00	USD	Check	Billable
Per Diem Incidentals	04/18/2012	5.00	USD	Check	Billable

AP - Expense Report Budget Exceptions Inquiry

LAST REVISION: 10/23/12

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This inquiry identifies employee Expense Report budget exceptions. You can view information at a summary or detailed level.

PURPOSE / USE:
The report is used to:

- Identify employee Expense Reports that have budget exceptions for a specific date
- Identify all budget exceptions with a specific Process Status (e.g., Warning or Error)
- Drill down to view the accounting distribution, Expense Report, etc.

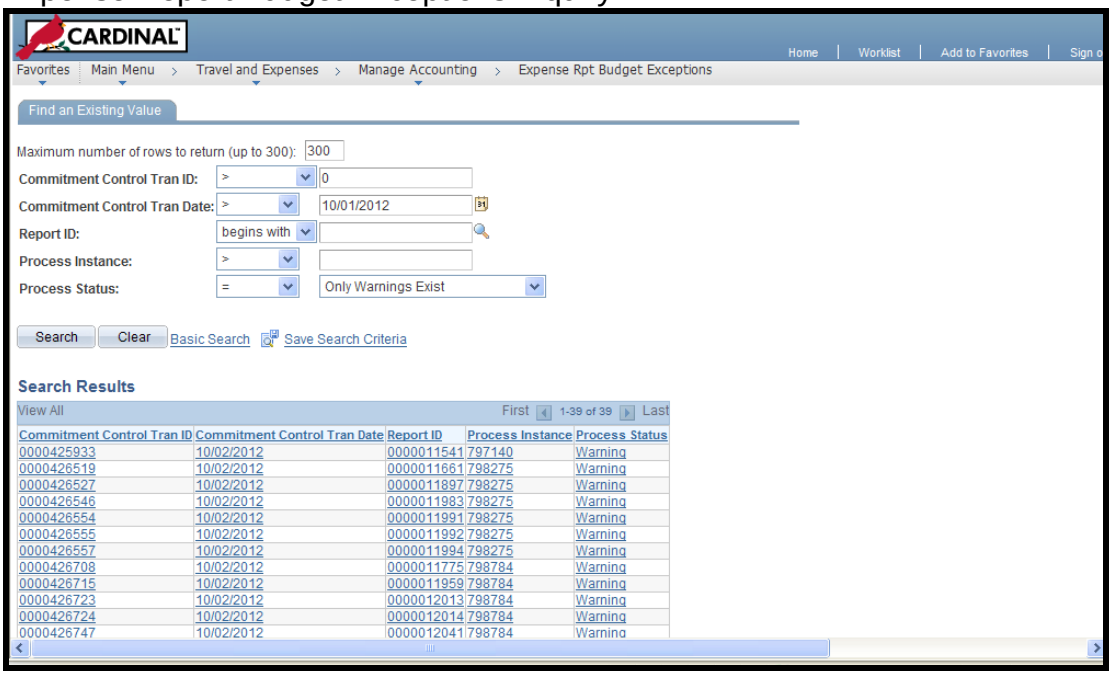
NAVIGATION PATH:
Main Menu > Travel and Expenses > Manage Accounting > Expense Rpt Budget Exceptions

PARAMETERS:

- Commitment Control Trans ID
- Commitment Control Trans Date
- Report ID
- Process Instance
- Process Status

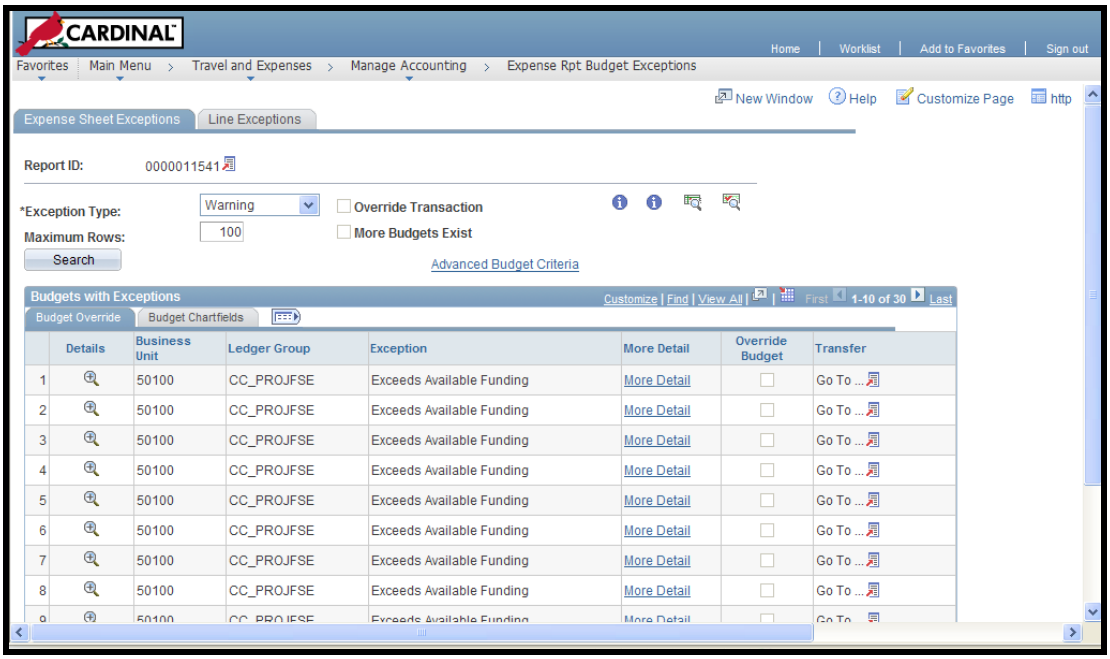
FORMAT:
Online / CSV

Expense Report Budget Exceptions Inquiry



This inquiry lists all items with a process status of Warning that were identified when the commitment control process ran on 10/01/12. Click on any of the items to see more detail.

On the Expense Sheet Exceptions tab below, click on the magnifying glass under the Details Column to see transaction line details. Click on the link beside the Report ID to review the actual Expense Report. Click on the Budget Check Details link to see an explanation.



AP - View Travel Authorization Status Inquiry

LAST REVISION: 10/19/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This inquiry displays information about Travel Authorizations including:

- general identifying information such as Employee Name, the Authorization ID, Description, Business Purpose, Status, Dates From and To, Last Updated and By Whom
- detail information such as Travel Expense Type and related Date, Amount, Payment Type, and Billing Type
- totals including Amount Due Employee calculated as Authorized Amount less Non-Approved
- Action History including the employee Profile (e.g., HR Supervisor), Name, Action (e.g., Submitted, Approved, etc.), and Date/Time

PURPOSE / USE:

- This inquiry is used to provide descriptive and status information.

NAVIGATION PATH:
Main Menu > Employee Self Service > Travel and Expense Center > Travel Authorizations > View

As an employee, you can only see your own cash advance data using this navigation path.

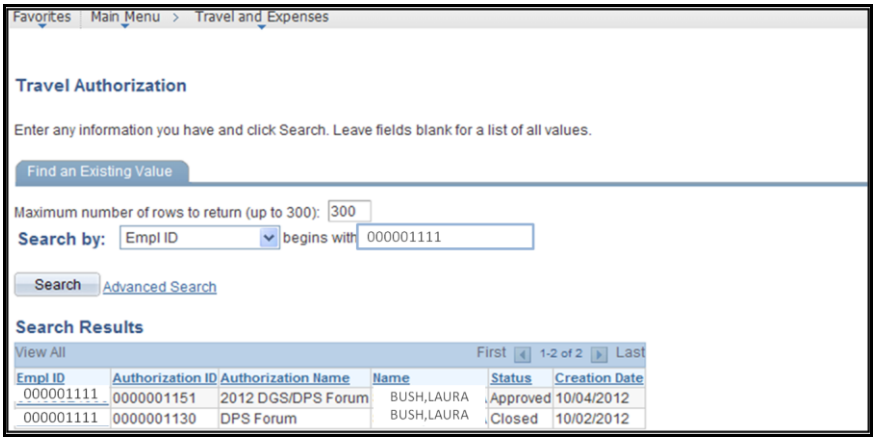
PARAMETERS:

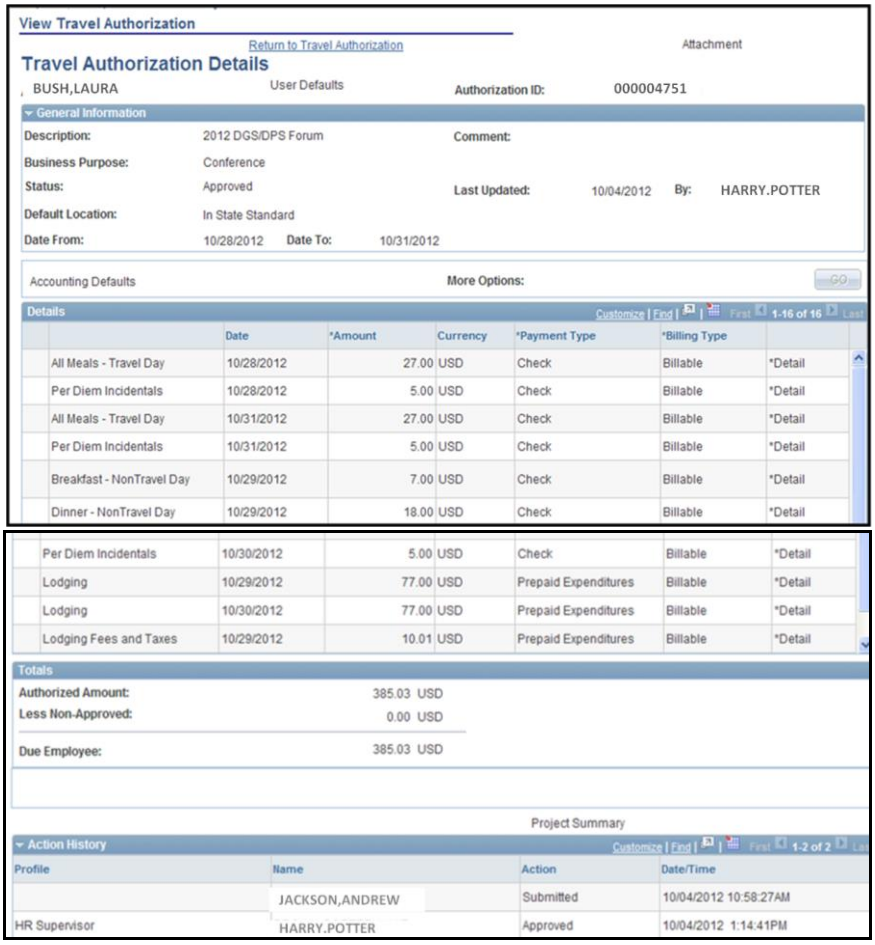
Any one of the following:

- Travel Authorization ID
- Name
- Creation Date
- Empl ID
- Status

FORMAT:
Online

View Travel Authorization Status





Queries

AP - Consultant Vchr Payment Status Query

LAST REVISION: 06/09/2014

LOADED INTO CATALOGUE: 06/18/2014

DESCRIPTION:
This query returns consultant contract related invoice / voucher / payment date status data. The ability to specify one or multiple contract categories as well as one or multiple Responsible Orgs for the query execution parameters provides significant query execution flexibility.

PURPOSE / USE:
The query is used to report consultant contract related payment data for specified contracts and contract categories. Consultant Committee members utilize various payment status date data to monitor consultant's payments to ensure critical consultants are paid on time. Over half of the fields returned by the query are date fields (13/23). This enables contract administrators to monitor the contract payment status process from award to final payment.

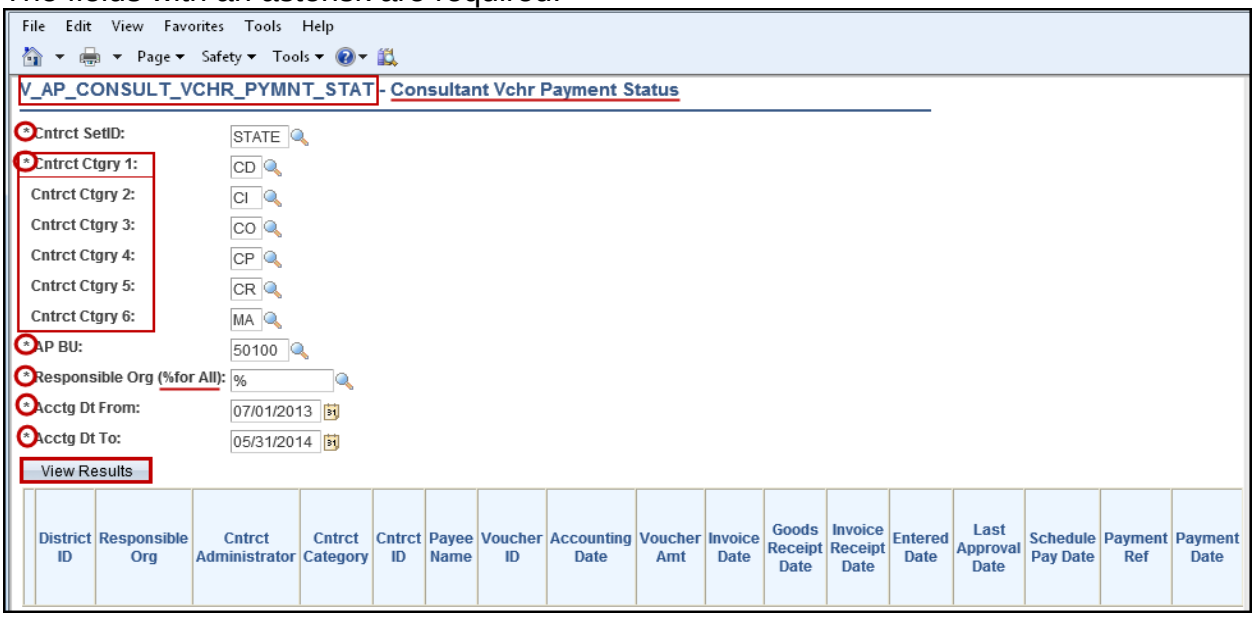
NAVIGATION PATH:
You can navigate to this online inquiry using the following path:
Main Menu > Reporting Tools > Query > Query Manager >
V_AP_CONSULT_VCHR_PYMNT_STAT

PARAMETERS:

- Cntrct SetID:
- Cntrct Ctgry 1:
- Cntrct Ctgry 2:
- Cntrct Ctgry 3:
- Cntrct Ctgry 4:
- Cntrct Ctgry 5:
- Cntrct Ctgry 6:
- AP BU:
- Responsible Org (or % for All):
- Acctg Dt From:
- Acctg Dt To:
- Activity Type (% for All):

FORMAT:
HTML / CSV > Excel

Query Selection Criteria:
The fields with an asterisk are required.



Query Output:
The query selection criteria entered above includes multiple Contract Categories and it returned 2047 rows of data. Below are just the first few rows.

	A	B	C	D	E
1	Consultant Vchr Payment Status	2047			
2	District ID	Responsible Org	Cntrct Administrator	Cntrct Category	Cntrct ID
3	10	10004	MARTIN, RUSSELL	CONSULTANT - PROF. DESIGN	0000000000000000000000040111
4	10	10004	MARTIN, RUSSELL	CONSULTANT - PROF. DESIGN	0000000000000000000000040111
5	10	10004	MARTIN, RUSSELL	CONSULTANT - PROF. DESIGN	0000000000000000000000040111
6	10	10004	MARTIN, RUSSELL	CONSULTANT - PROF. DESIGN	0000000000000000000000040111
7	10	10004	MARTIN, RUSSELL	CONSULTANT - PROF. DESIGN	0000000000000000000000040111
8	10	10004	MARTIN, RUSSELL	CONSULTANT - PROF. DESIGN	0000000000000000000000040111
9	10	10004	MARTIN, RUSSELL	CONSULTANT - PROF. DESIGN	0000000000000000000000040111
10	10	10004	MARTIN, RUSSELL	CONSULTANT - PROF. DESIGN	0000000000000000000000040111
11	10	10004	HEDGEPETH, LARRY	CONSULTANT - PROF. DESIGN	0000000000000000000000040144
12	10	10004	HEDGEPETH, LARRY	CONSULTANT - PROF. DESIGN	0000000000000000000000040144

Payee Name	Voucher ID	Accounting Date	Voucher Amt	Invoice Date	Goods Receipt Date	Invoice Receipt Date	Entered Date	Last Approval Date
Parsons Brinckerhoff Inc	00230535	08/22/2013	205700.00	08/01/2013	08/01/2013	08/05/2013	08/22/2013	08/23/2013
Parsons Brinckerhoff Inc	00244956	10/02/2013	120783.00	09/26/2013	09/26/2013	09/27/2013	10/02/2013	10/03/2013
Parsons Brinckerhoff Inc	00256351	11/05/2013	196364.00	10/30/2013	10/30/2013	10/31/2013	11/05/2013	11/07/2013
Parsons Brinckerhoff Inc	00270146	12/16/2013	81515.00	12/03/2013	12/03/2013	12/06/2013	12/16/2013	12/17/2013
Parsons Brinckerhoff Inc	00286626	01/29/2014	326673.00	01/23/2014	01/23/2014	01/24/2014	01/29/2014	02/05/2014
Parsons Brinckerhoff Inc	00303203	03/05/2014	88733.00	02/26/2014	02/14/2014	02/27/2014	03/05/2014	03/06/2014
Parsons Brinckerhoff Inc	00325347	04/21/2014	181034.00	04/16/2014	03/21/2014	04/17/2014	04/21/2014	04/23/2014
Parsons Brinckerhoff Inc	00338573	05/28/2014	123765.00	05/20/2014	05/02/2014	05/21/2014	05/28/2014	05/30/2014
Volkert Inc	00216942	07/15/2013	71844.00	06/02/2013	06/02/2013	06/02/2013	07/15/2013	07/17/2013
Volkert Inc	00221496	07/29/2013	24575.00	07/15/2013	07/15/2013	07/15/2013	07/29/2013	07/31/2013

Schedule Pay Date	Payment Ref	Payment Date	Inv Rcpt Dt to Entrd Dt	Entrd Dt to Last Apprvl Dt	Inv Rcpt Dt to Last Apprvl Dt	Last Apprvl Dt to Pymnt Dt	Inv Rcpt Dt to Pymnt Dt	Final (Y/N)
08/22/2013	90012488	08/27/2013	17	1	18	4	22	N
10/02/2013	90013270	10/07/2013	5	1	6	4	10	N
11/05/2013	90013961	11/12/2013	5	2	7	5	12	N
12/16/2013	90014676	12/19/2013	10	1	11	2	13	N
01/29/2014	90015573	02/07/2014	5	7	12	2	14	N
03/05/2014	90016171	03/10/2014	6	1	7	4	11	N
04/21/2014	90017200	04/25/2014	4	2	6	2	8	N
05/28/2014	90018058	06/03/2014	7	2	9	4	13	N
07/15/2013	80023975	07/19/2013	43	2	45	2	47	N
07/29/2013	80024556	08/02/2013	14	2	16	2	18	N

Second execution of the query with different selection criteria:
As indicated in the Description section above, the query can be run for a single Responsible Org and a single Contract Category. In the example following, the Responsible Org 19000 is the Northern Virginia District Office and the Contract Category CO is Construction – Site Manager. The total number of rows returned is 321. The following screen shot shows just the first few fields returned by the query.

Consultant Vchr Payment Status	321					
District ID	Responsible Org	Cntrct Administrator	Cntrct Category	Cntrct ID	Payee Name	Voucher ID
19	19000	LINDA PERRY	CONSTRUCTION - SITE MANAGER	A00016634C01	FORT MYER CONSTRUCTION CORPORATION	00268436
19	19000	PERRY,LINDA	CONSTRUCTION - SITE MANAGER	A00018136C01	CK Constructors a Joint Venture	00229377
19	19000	LINDA PERRY	CONSTRUCTION - SITE MANAGER	A00052327C01	FORT MYER CONSTRUCTION CORPORATION	00217252
19	19000	LINDA PERRY	CONSTRUCTION - SITE MANAGER	A00052327C01	FORT MYER CONSTRUCTION CORPORATION	00226283
19	19000	LINDA PERRY	CONSTRUCTION - SITE MANAGER	A00052327C01	FORT MYER CONSTRUCTION CORPORATION	00238842
19	19000	LINDA PERRY	CONSTRUCTION - SITE MANAGER	A00052327C01	FORT MYER CONSTRUCTION CORPORATION	00250226
19	19000	LINDA PERRY	CONSTRUCTION - SITE MANAGER	A00052327C01	FORT MYER CONSTRUCTION CORPORATION	00259626
19	19000	LINDA PERRY	CONSTRUCTION - SITE MANAGER	A00052327C01	FORT MYER CONSTRUCTION CORPORATION	00268897
19	19000	LINDA PERRY	CONSTRUCTION - SITE MANAGER	A00052327C01	FORT MYER CONSTRUCTION CORPORATION	00277547
19	19000	LINDA PERRY	CONSTRUCTION - SITE MANAGER	A00052327C01	FORT MYER CONSTRUCTION CORPORATION	00293259
19	19000	LINDA PERRY	CONSTRUCTION - SITE MANAGER	A00052327C01	FORT MYER CONSTRUCTION CORPORATION	00306411
19	19000	LINDA PERRY	CONSTRUCTION - SITE MANAGER	A00052327C01	FORT MYER CONSTRUCTION CORPORATION	00322561
19	19000	LINDA PERRY	CONSTRUCTION - SITE MANAGER	A00052327C01	FORT MYER CONSTRUCTION CORPORATION	00335210
19	19000	LINDA PERRY	CONSTRUCTION - SITE MANAGER	A00057416M01	A & M Concrete Corporation	00227863

Reports

AP - AP/GL Open Liability Account Reconciliation Report

Rpt Nbr: APY1400

LAST REVISION: 09/26/12

LOADED INTO CATALOGUE: 10/18/2012

DESCRIPTION:
This report can be run either for detail or summary information about vendor invoices, related vouchers, and journals.

PURPOSE / USE:

- This report is used for reconciliation purposes.

NAVIGATION PATH:
Main Menu > Accounts Payable > Reports > Voucher Reconciliation > Open Liability Reconciliation

PARAMETERS:

- Report ID
- As of Date
- Business Unit Option

FORMAT:
PDF

AP/GL Open Liability Account Reconciliation - Detail

ORACLE Report ID: APY1405

PeopleSoft Accounts Payable

DETAIL AP/GL OPEN LIABILITY ACCOUNT RECONCILIATION REPORT

As Of Date: 18.Oct.2012

Page No. 1
Run Date 10/18/2012
Run Time 11:07:33 AM

Currency	USD	US Dollar
GL Business Unit	50100	VA Dept of Transportation
Ledger Group	ACTUALS	
Ledger	ACTUALS	
Account	205025	

Vendor : STATE 0000000019 Ride-Away Handicap Equipment Corp

Business Unit	Voucher ID	Invoice Date	Journal Template	Unpost Seq	Payment Cnt	Accounting Date	Journal ID	Journal Date	Journal Line	Monetary Amount
501P0	00000004	22.Aug.2012	PAYMENT		1	23.Aug.2012	AP00006521	23.Aug.2012	9	-10.00
501P0	00000005	22.Aug.2012	PAYMENT		1	23.Aug.2012	AP00006521	23.Aug.2012	10	-15.00
						Total for Vendor	**Ride-Away Handicap Equipment Corp**			**-25.00**

Vendor : STATE 0000000145 Alert Visions of North America Inc

Business Unit	Voucher ID	Invoice Date	Journal Template	Unpost Seq	Payment Cnt	Accounting Date	Journal ID	Journal Date	Journal Line	Monetary Amount
50100	00065338	11.May.2012	ACCRUAL			24.May.2012	AP00005690	25.May.2012	162	323.00
			ACCRUAL			24.May.2012	AP00005690	25.May.2012	163	342.50
			ACCRUAL			24.May.2012	AP00005690	25.May.2012	164	353.00
									Voucher Subtotal	**1,018.50**
50100	00065339	11.May.2012	ACCRUAL			24.May.2012	AP00005690	25.May.2012	165	1,984.50
			ACCRUAL			24.May.2012	AP00005690	25.May.2012	166	323.00
									Voucher Subtotal	**2,307.50**
50100	00067658	06.Apr.2012	ACCRUAL			30.May.2012	AP00006497	22.Aug.2012	139	4,252.50
						Total for Vendor	**Alert Visions of North America Inc**			**7,578.50**

Vendor : STATE 0000000248 RS Melanson Excavating Co Inc

Business Unit	Voucher ID	Invoice Date	Journal Template	Unpost Seq	Payment Cnt	Accounting Date	Journal ID	Journal Date	Journal Line	Monetary Amount
50100	00064267	08.May.2012	ACCRUAL			22.May.2012	AP00005690	25.May.2012	611	2,070.00

AP/GL Open Liability Account Reconciliation - Summary

ORACLE Report ID: APY1400

PeopleSoft Accounts Payable

SUMMARY AP/GL OPEN LIABILITY ACCOUNT RECONCILIATION REPORT

As Of Date: 18.Oct.2012

Page No. 1
Run Date 10/18/2012
Run Time 11:07:33 AM

Currency	USD	US Dollar
GL Business Unit	50100	VA Dept of Transportation
Ledger Group	ACTUALS	
Ledger	ACTUALS	
Account	205025	

SetID	Vendor ID	Vendor Name		Business Unit	Voucher ID	Invoice Date	Invoice ID	Monetary Amount
STATE	0000039422	1ST CLASS CLEANERS LLC		50100	00067639	28.Mar.2012	1002A	660.00
			Total for Vendor	**1ST CLASS CLEANERS LLC**				**660.00**
STATE	0000014558	2 Procurement LLC		50100	00062800	11.May.2012	125	13,656.00
			Total for Vendor	**2 Procurement LLC**				**13,656.00**
STATE	0000057110	364 WINGO ROAD LLC		50100	00059730	09.May.2012	FY1213035PO1	150.00
			Total for Vendor	**364 WINGO ROAD LLC**				**150.00**
STATE	0000004598	3D Communication Inc		50100	00063916	08.May.2012	1495	642.00
				50100	00064588	16.May.2012	1499	600.00
				50100	00064590	16.May.2012	1497	1,700.00
			Total for Vendor	**3D Communication Inc**				**2,942.00**
STATE	0000006842	A & E Excavating		50100	00059202	02.May.2012	17026013112A	2,220.00
			Total for Vendor	**A & E Excavating**				**2,220.00**
STATE	0000024983	A & M Concrete Corp		50100	00067748	25.Apr.2012	S30-MAY-2012003229	103,930.91
				50100	00065592	12.Apr.2012	S25-MAY-2012001227	51,976.55
			Total for Vendor	**A & M Concrete Corp**				**155,907.46**

AP - Cash Advance Aging by Business Unit Report

Rpt Nbr: EXC5701

LAST REVISION: 10/04/12

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
The report provides aging information for outstanding cash advances. You can run this report by Business Unit.

PURPOSE / USE:
The report is used to:

- Identify all outstanding advances for the Business Unit ID.
- List the number of days each advance has been outstanding, so you can track compliance with State / Agency policy.

NAVIGATION PATH:
Main Menu > Travel and Expenses > Manage Accounting > Print Reports > Cash Advance Aging by Bus Unit

PARAMETERS:

- Business Unit

FORMAT:
PDF

Cash Advance Aging by Business Unit

Cash Advance Aging by Business Unit

PeopleSoft Expenses - EXC5701

ORACLE

Business Unit	Description	Report Print Date	Page Number
15100	VA Department of Accounts	9/25/2012	1 of 1

Employee ID / Name		Advance ID	Business Purpose	Department	Payment Dat	Advance Amount		Days Outstanding
EMPLID11	SUN,SUMMER	0000000052	Conference	95400	8/9/2012	300.00	USD	47

Employee ID / Name		Advance ID	Business Purpose	Department	Payment Dat	Advance Amount		Days Outstanding
EMPLID11	SUN,SUMMER	0000000051	Other	95400	8/8/2012	25.65	USD	48

Employee ID / Name		Advance ID	Business Purpose	Department	Payment Dat	Advance Amount		Days Outstanding
EMPLID11	SUN,SUMMER	0000000048	Conference	95400	8/7/2012	22.34	USD	49

Employee ID / Name		Advance ID	Business Purpose	Department	Payment Dat	Advance Amount		Days Outstanding
EMPLID14	MOUSE,MICKEY	0000000045	Other	92100	8/6/2012	190.99	USD	50

Employee ID / Name	Advance ID	Business Purpose	Department	Payment Dat	Advance Amount	Days Outstanding

AP - Cash Advance Worklist (Query) Report

Rpt Nbr: n/a

LAST REVISION: 09/26/12

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
For each cash advance worklist item meeting search criteria, the results identify:

- Employee name and ID, business unit, cash advance ID, origin, created by, workflow instance, and amount
- Dates including submit, accounting, approval, and current
- Approval type, comment, and status

PURPOSE / USE:
The report is used to:

- Track advances requiring approval
- Analyze the time required to obtain approval

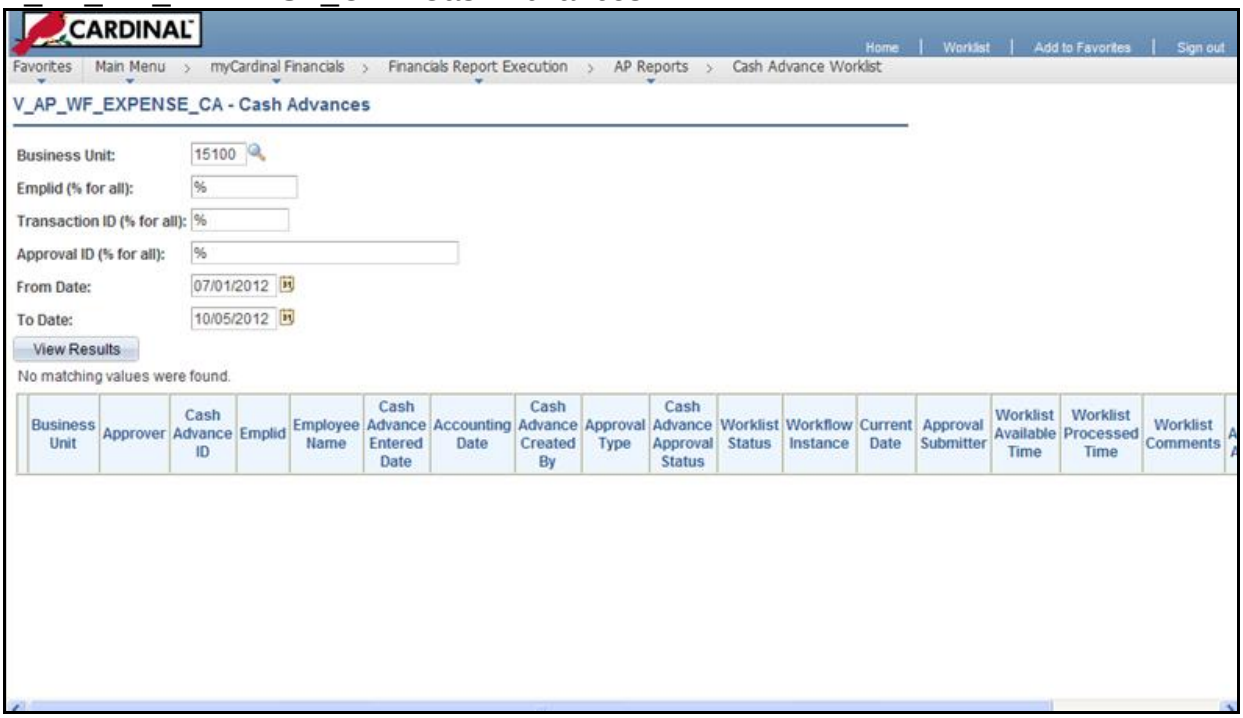
NAVIGATION PATH:
Main Menu > myCardinal Financials > Financials Report Execution > AP Reports > Cash Advance Worklist

PARAMETERS:

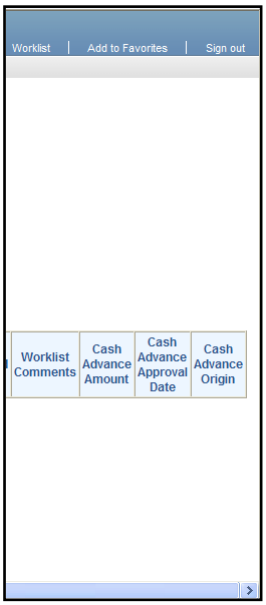
- Bus Unit
- EmplID (or %)
- Trans ID (or %)
- Approval ID (or %)
- From and To Dates

FORMAT:
CSV to Excel

Cash Advance Worklist
V_AP_WF_EXPENSE_CA – Cash Advances



Scroll right to review remaining columns:



AP - Due Date Monitoring Report

Rpt Nbr: VRAP0750

LAST REVISION: 10/04/12

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This report provides the number of payments made relative to their due date, by number, percent, and amount. Payments with no due date are listed separately. The report also calculates the average variance from due date and the percent of payments and dollars in compliance with prompt pay.

PURPOSE / USE:
The report is used to:

- Determine the business unit's compliance with prompt pay during a period
- Identify total number (dollars) paid during a period
- Identify trends in compliance rates and variances

NAVIGATION PATH:
Main Menu > Accounts Payable > Reports > Payments > Due Date Monitoring Report

PARAMETERS:

- Business Unit
- From Date
- To Date

FORMAT:
PDF

Due Date Monitoring Report

https://cardinalfin.cov.virginia.gov/psreports...

Page Safety Tools

CARDINAL

Report ID: VRAP0750

Commonwealth of Virginia
DUE DATE MONITORING REPORT

Business Unit: 50100
From Date: 10/01/2012
To Date: 10/31/2012

Range	# of payments	Percent	Amount
Paid 5 or more days before due	0	0.00%	$0.00
Paid on or less than 5 days before due	2176	97.10%	$32,673,905.25
Paid 1-5 days past due	32	1.43%	$2,113,078.36
Paid 6-10 days past due	29	1.29%	$878,708.62
Paid 11-20 days past due	3	0.13%	$11,907.89
Paid 21-30 days past due	1	0.04%	$3,512.97
Paid 31-60 days past due	0	0.00%	$0.00
Paid over 60 days past due	0	0.00%	$0.00
Total Payments With Due Dates	2241	100.00%	$35,681,113.09
Other Payments (No Prompt Pay Term)	2784		$87,880,080.90
Total Payments This Period	5025		$123,561,193.99
Total Dollars Paid Past Due			$3,007,207.84
Total Payments Paid Past Due	65		
Average Variance From Due Date (Days)	-0.35		
Percent of Payments in Compliance this Period	97.10%		
Percent of Dollars in Compliance this Period	91.57%		

18.70 x 10.67 in

AP - Expense Transaction by Dept Report

Rpt Nbr: EXC4600

LAST REVISION: 10/04/12

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This report lists all employees' expense transactions for a department during a specified period, in Account Number order.

PURPOSE / USE:
The report is used to:

- Track employees' expenses by account (e.g. mileage, food service) for a given period
- Monitor expenditures by account

NAVIGATION PATH:
Main Menu > Travel and Expenses > Manage Accounting > Print Reports > Expense Transaction by Dept

PARAMETERS:

- GL Unit
- Department
- Submission From Date
- Submission Through Date

FORMAT:
PDF

Expense Transaction by Department

Expense Transactions by Department

PeopleSoft Expenses - EXC4600

ORACLE

Department	Description	GL Business Unit	From Date	Through Date	Report Print Date	Page Number
					9/25/2012	1 of 1

Employee ID / Name	Sheet ID	Reference	Business Purpose	Account	Alt.Account	Project ID	Amount

- End of Report -

Total Transactions	Total Expenses
1	

AP - Payables Open Liability Report

Rpt Nbr: APY1406

LAST REVISION: 10/19/12

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This report lists open liabilities for specified Business Unit(s).

PURPOSE / USE:
The report is used to:

- Identify all outstanding liabilities for one vendor – either for a particular business unit or agency, or Statewide
- View all vendor liabilities for one or more business units

NAVIGATION PATH:
Main Menu > Accounts Payable > Reports > Voucher Reconciliation > Payables Open Liability

PARAMETERS:

- As of Date
- As of Date Type (i.e., Accounting Date or Invoice Date)
- You may elect to include Unrecorded Liabilities, Prepayments, Un-matured Drafts Paid and/or Available Discount
- Business Unit Option: You may select All or run for one Business Unit
- Vendor Select Option: For all or specified vendors
- Currency: Use Base Currency, USD, CRRNT and today's date
- Report Format Options: Allows different presentation, for Reporting by Invoice vs. Remit Vendor, Business Unit vs. Vendor order, and Detail vs. Summary

FORMAT:
PDF for both the Summary and Detail formats

Payables Open Liability – Summary

PeopleSoft Accounts Payable

ORACLE

Report ID: APY1406

PAYABLES OPEN LIABILITY REPORT
As of Accounting Date: 10/3/2012

Liability : All Liability
Prepayment : Included
Unmatured Draft Payment : Included
Available Discount : Included
Currency : Base Currency
Vendor : Invoice Vendor

Page No. 1
Run Date 10/3/2012
Run Time 11:31:28 AM

Group by : VENDOR STATE 0000022627 Computer Aid Inc
Base Currency : USD
Summary Report

Business Unit Option: Value
Vendor Option: Select All

				Unpaid Amount	Discount Available	Prepayment	Net
BUSINESS UNIT	15100		Department of Accounts				
Total for BUSINESS UNIT	15100		Department of Accounts	21,072.00	0.00	0.00	21,072.00
Total for VENDOR		STATE 0000022627	Computer Aid Inc	21,072.00	0.00	0.00	21,072.00

Payables Open Liability – Detail

PeopleSoft Accounts Payable

ORACLE

Report ID: APX1406

PAYABLES OPEN LIABILITY REPORT
As of Accounting Date: 09/25/2012

Liability : Only Recorded Liability
Prepayment : Not Included
Unmatured Draft Payment : Not Included
Available Discount : Not Included
Currency : Base Currency
Vendor : Invoice Vendor

Page No. 1
Run Date 9/25/2012
Run Time 20:07:54 PM

Group by: BUSINESS UNIT 151P0 DOA Petty Cash BU

Business Unit Option: All

Base Currency : USD

Vendor Option: Select All

Detail Report

Vendor STATE 0000000027 Tape Services Inc

Voucher Id	Invoice Id	Invoice Date	Schedule Date	Accounting Date	Document	Unpaid Amount	Net
00000013	SIR962	08/22/2012	08/22/2012	08/22/2012	Invoice	100.00	100.00
Total for Vendor	STATE 0000000027	Tape Services Inc				100.00	100.00

Vendor STATE 0000000120 Goochland Tees Inc

Voucher Id	Invoice Id	Invoice Date	Schedule Date	Accounting Date	Document	Unpaid Amount	Net
00000012	SIR961	08/22/2012	08/22/2012	08/22/2012	Invoice	50.00	50.00
Total for Vendor	STATE 0000000120	Goochland Tees Inc				50.00	50.00

Vendor STATE 0000004567 LAURA BUSH

Voucher Id	Invoice Id	Invoice Date	Schedule Date	Accounting Date	Document	Unpaid Amount	Net
00000005	DOAMAN	08/06/2012	08/06/2012	08/06/2012	Invoice	163.70	163.70
00000006	DOAPETTYCASH	08/06/2012	08/06/2012	08/06/2012	Invoice	163.70	163.70
Total for Vendor	STATE 0000004567	LAURA BUSH				327.40	327.40
Total for BUSINESS UNIT	151P0	DOA Petty Cash BU				477.40	477.40

AP – Payment History by Vendor Report

Rpt Nbr: APY2000

LAST REVISION: 01/04/2013

LOADED INTO CATALOGUE: 01/04/2013

DESCRIPTION:
This report can be run either in a detail or a summary format. In both formats the data is grouped by Payment Reference Number and Date for the Vendor specified on the report Run Control.

- The summary format is summarized at the Payment Reference Number level.
- The detail format provides additional detail lines within the Payment Reference number reporting line the Business Unit, Voucher ID, Invoice ID, Invoice Date, Discount Taken, and Paid Amount.
    - There will be at least one detail line within each Payment Reference Number row on the Detail format.
    - Typically, there are multiple detail lines within a single Payment Reference row.

If you run the report in both the detail and the summary format using the same date range on the Run Control for the same Remit Vendor, the totals at the end of the reports (i.e., Totals for Check Payments, Totals for Bank Account, and Totals for Currency) reconcile. This is demonstrated in examples below.

PURPOSE / USE:
The report is used to research vendor payment detail and summary information.

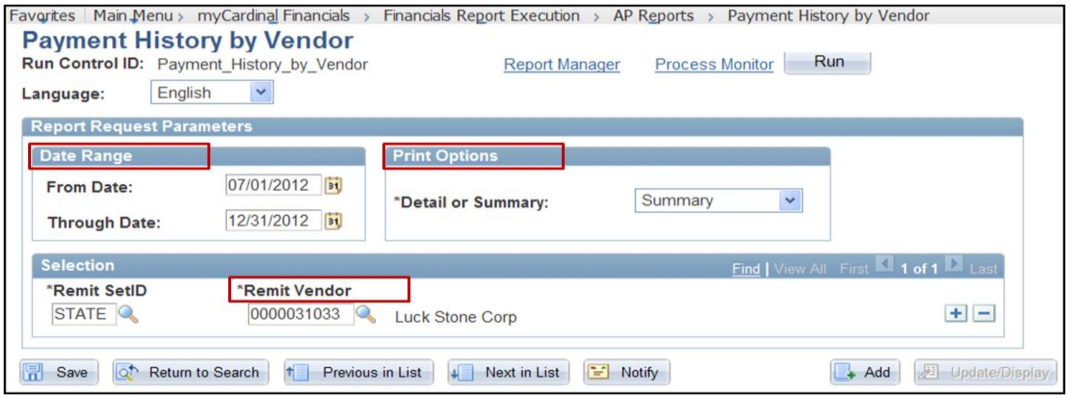
NAVIGATION PATH:
Main Menu > Accounts Payable > Reports > Vendor > Payment History by Vendor

PARAMETERS:

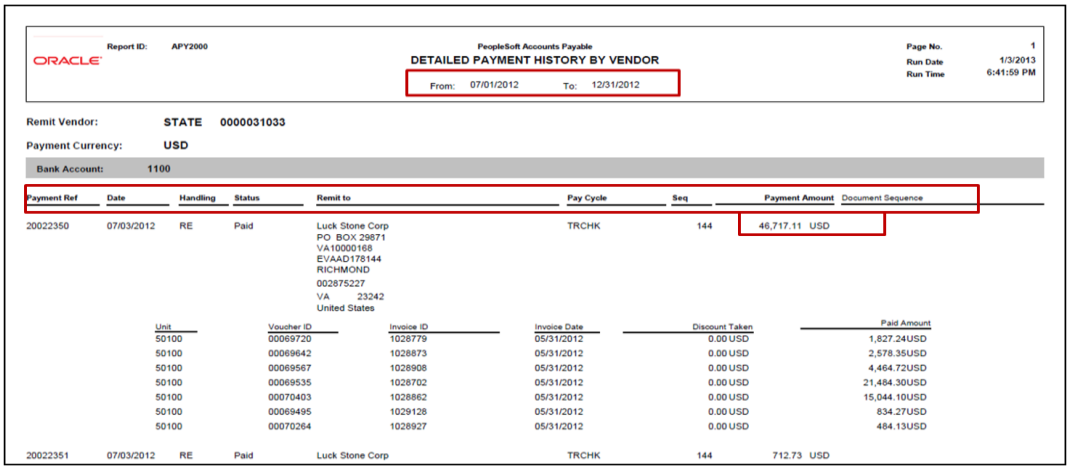
- From Date and Through Date
- Print Options: Detail or Summary
- Remit SetID: STATE
- Remit Vendor

FORMAT:
PDF for both the Summary and Detail formats
Run Control:

Under Print Options choose Detail or Summary



Detailed Payment History by Vendor:
Note total Payment Amount 46,717.11 (the sum of all detail lines) for Payment Reference 20022350.



Report ID: APY2000
PeopleSoft Accounts Payable
DETAILED PAYMENT HISTORY BY VENDOR
From: 07/01/2012 To: 12/31/2012
Page No. 1
Run Date 1/3/2013
Run Time 6:41:59 PM

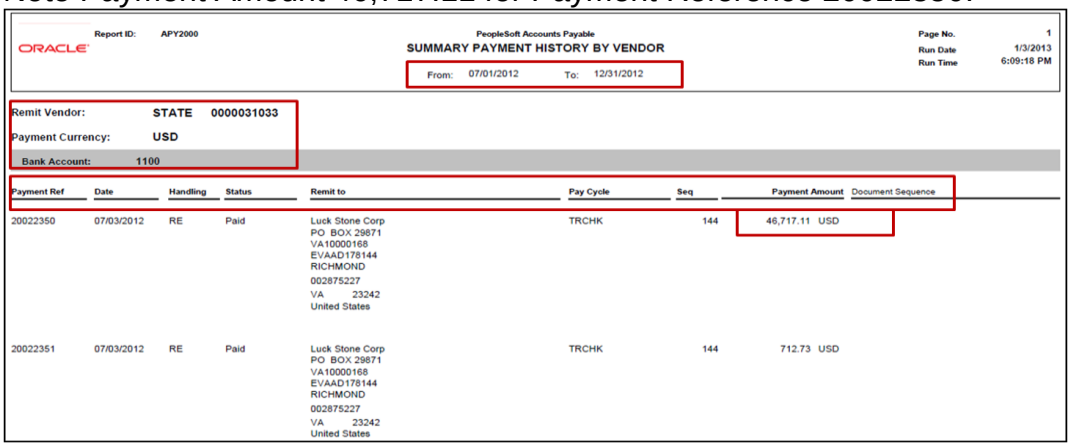
Remit Vendor: STATE 0000031033
Payment Currency: USD
Bank Account: 1100

Payment Ref	Date	Handling	Status	Remit to	Pay Cycle	Seq	Payment Amount	Document Sequence
20022350	07/03/2012	RE	Paid	Luck Stone Corp PO BOX 29871 VA10000168 EVAAD178144 RICHMOND 002875227 VA 23242 United States	TRCHK	144	46,717.11 USD	

Unit	Voucher ID	Invoice ID	Invoice Date	Discount Taken	Paid Amount
50100	00069720	1028779	05/31/2012	0.00 USD	1,827.24USD
50100	00069642	1028873	05/31/2012	0.00 USD	2,578.35USD
50100	00069567	1028908	05/31/2012	0.00 USD	4,464.72USD
50100	00069535	1028702	05/31/2012	0.00 USD	21,484.30USD
50100	00070403	1028862	05/31/2012	0.00 USD	15,044.10USD
50100	00069495	1029128	05/31/2012	0.00 USD	834.27USD
50100	00070264	1028927	05/31/2012	0.00 USD	484.13USD

20022351	07/03/2012	RE	Paid	Luck Stone Corp	TRCHK	144	712.73 USD

Summary Payment History by Vendor:
Note Payment Amount 46,717.11 for Payment Reference 20022350.



Report ID: APY2000
PeopleSoft Accounts Payable
SUMMARY PAYMENT HISTORY BY VENDOR
From: 07/01/2012 To: 12/31/2012
Page No. 1
Run Date 1/3/2013
Run Time 6:09:18 PM

Remit Vendor: STATE 0000031033
Payment Currency: USD
Bank Account: 1100

Payment Ref	Date	Handling	Status	Remit to	Pay Cycle	Seq	Payment Amount	Document Sequence
20022350	07/03/2012	RE	Paid	Luck Stone Corp PO BOX 29871 VA10000168 EVAAD178144 RICHMOND 002875227 VA 23242 United States	TRCHK	144	46,717.11 USD	
20022351	07/03/2012	RE	Paid	Luck Stone Corp PO BOX 29871 VA10000168 EVAAD178144 RICHMOND 002875227 VA 23242 United States	TRCHK	144	712.73 USD	

Payment Reference 20022350 on the Detail and the Summary Reports reconcile.
Report Totals:

Detailed Payment History by Vendor, last page

Payment Currency: USD

Bank Account: 1100

Payment Ref	Date	Handling	Status	Remit to	Pay Cycle	Seq	Payment Amount	Document Sequence
20037866	12/21/2012	RE	Paid	Luck Stone Corp PO BOX 29871 VA10000168 EVAAD178144 RICHMOND 002875227 VA 23242 United States	TRCHK	260	4,568.98 USD	

Unit	Voucher ID	Invoice ID	Invoice Date	Discount Taken	Paid Amount
50100	00129335	1051880	11/15/2012	0.00 USD	97.14USD
50100	00129408	1051353	11/15/2012	0.00 USD	1,260.07USD
50100	00131071	1051506	11/15/2012	0.00 USD	2,231.74USD
50100	00130732	1051588	11/15/2012	0.00 USD	980.03USD

Payment Ref	Date	Handling	Status	Remit to	Pay Cycle	Seq	Payment Amount	Document Sequence
20038053	12/27/2012	RE	Paid	Luck Stone Corp PO BOX 29871 VA10000168 EVAAD178144 RICHMOND 002875227 VA 23242 United States	TRCHK	261	470.58 USD	

Unit	Voucher ID	Invoice ID	Invoice Date	Discount Taken	Paid Amount
50100	00131041	1051367	11/15/2012	0.00 USD	470.58USD

Total for Check Payments	436,485.21 USD
Total for Bank Account:	436,485.21 USD
Total For Currency	436,485.21 USD

Summary Payment History by Vendor, last page

ORACLE

Report ID: APY2000

PeopleSoft Accounts Payable

SUMMARY PAYMENT HISTORY BY VENDOR

From: 07/01/2012 To: 12/31/2012

Page No. 15
Run Date 1/3/2013
Run Time 6:09:18 PM

Remit Vendor: STATE 0000031033

Payment Currency: USD

Bank Account: 1100

Payment Ref	Date	Handling	Status	Remit to	Pay Cycle	Seq	Payment Amount	Document Sequence
20038053	12/27/2012	RE	Paid	Luck Stone Corp PO BOX 29871 VA10000168 EVAAD178144 RICHMOND 002875227 VA 23242 United States	TRCHK	261	470.58 USD	

Total for Check Payments	436,485.21 USD
Total for Bank Account:	436,485.21 USD
Total For Currency	436,485.21 USD

AP - Payment Register Including Offsets Report

Rpt Nbr: RAP581

LAST REVISION: 10/10/12

LOADED INTO CATALOGUE: 10/10/2012

DESCRIPTION:
This report provides information from the payment register including any offset payments. Information included is the Voucher, Vendor, Payment Reference (check or EDI number) and payment date.

PURPOSE / USE:

- The report is used to review payments made, including offsets. This is helpful if you want to view payments made on a day for a range of dates.

NAVIGATION PATH:
Main Menu > Accounts Payable > Reports > Payments > Payment Register Incl Offsets

PARAMETERS:

- Report Request Parameters: From Date, To Date
- AP Business Unit Parameters: Business Unit (or %)

FORMAT:
PDF

Payments Register Including Offsets

CARDINAL
Report ID: RAP581

Commonwealth of Virginia
PAYMENT REGISTER INCLUDING OFFSETS

Run Date: 10/01/2012
Run Time: 09:56 00

Page No. 1 of 55

From Date: 07/01/2012
To Date: 08/31/2012
Run Option: All vouchers
Business Unit: 15100

BU	Voucher ID	Invoicing Vendor ID	VCHR Amount	Remit Vendor ID	Remit Vendor Name	PYMNT Ref	PYMNT Amount	CDS Vendor	CDS Ref	C
Payment Date - 07/02/2012										
15100	00000038	0000000023	2,222.32	0000000023	VXI Corporation	20020201	2,000.00			
15100	00000038	0000000023	2,222.32	0000053296	CITY OF SUFFOLK	20020202	222.32			
Total for - CHK			4,444.64				2,222.32			
15100	00000042	0000003662	47.51	0000003662	XEROX Corp	90003419	47.51			
Total for - EFT			47.51				47.51			
Total - 07/02/2012			4,492.15				2,269.83			

Page No. 55 of 55

Grand Summary for Payment Date range from - 07/01/2012 to 08/31/2012

Grand Total Vouchered Amount -	55,113.45	Voucher Count -	96
Grand Total CDS Amount -	5,119.00	CDS Voucher Count -	7
Percentage CDS Offset Amount -	9.288	Percentage CDS Offset Voucher Count -	7.292
Total Payment -	48,231.37	Total Payment Count -	77
Total EDI Payment -	21,617.75	Total EDI Count -	35
ACH Payment -	6,302.73	ACH Count -	15
EFT Payment -	15,315.02	EFT Count -	20
Total CHK Payment -	26,613.62	Total CHK Count -	42

AP - Vendor by Vendor Attribute Report

Rpt Nbr: VAPR094

LAST REVISION: 09/26/12

LOADED INTO CATALOGUE: 10/16/2012

DESCRIPTION:
This report provides information for vendors associated with certain vendor types and SWAM classification.

PURPOSE / USE:

- This report typically is used by buyers or voucher processors in order to inquire on certain vendors by vendor types.

NAVIGATION PATH:
Main Menu > Accounts Payable > Reports > Vendor > Vendors by Vendor Attribute

PARAMETERS:

- Vendor Set ID: use STATE
- Certification Source
- Government Classification
- Vendor Status

FORMAT:
PDF

Vendor by Vendor Attribute Report

Commonwealth of Virginia

VENDOR BY VENDOR ATTRIBUTE REPORT

Report ID : VAPR094

Run Date : 10/16/2012
Run Time : 3:15 PM

Vendor SetID: STATE
Certification Source: VDMBE
Government Classification: W
Vendor Status: A

Vendor ID Number	Vendor Name and Address	SWAM Certification Expiration Date	Vendor Type	Certification Source	Government Classification	Vendor Status
0000000155	Cavalier Window Cleaning Inc 465 Newtown Rd Greenwood VA 22943	2/13/2012	Corporation	Virginia Dept of Minority & Business Enterprise	Woman Business	Approved
000004751	Drew,Nancy 12345 Main St. Anywhere, ST 99999	1/28/2013	Properietorship	Virginia Dept of Minority & Business Enterprise	Woman Business	Approved

Vendor ID Number	Vendor Name and Address	SWAM Certification Expiration Date	Vendor Type	Certification Source	Government Classification	Vendor Status
0000001127	O R Colan Associates of Florida LLC 11111 Carmel Commons Blvd Ste 410 Charlotte NC 28226	6/18/2015	Reportable COrporation	Virginia Dept of Minority & Business Enterprise	Woman Business	Approved
0000001331	ON-LINE ComputerProducts Inc 672 Pleasant Street Norwood MA 02062	5/11/2013	Corporation	Virginia Dept of Minority & Business Enterprise	Woman Business	Approved
0000001394	The Training Associates Corp 287 Turnpike Road Westborough MA 01581	10/6/2014	Corporation	Virginia Dept of Minority & Business Enterprise	Woman Business	Approved
0000001805	Indrasoft Inc	7/13/2014	Corporation	Virginia Dept of Minority &	Woman Business	Approved

AP - Voucher Error Report

Rpt Nbr: RAP508

LAST REVISION: 10/22/12

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This query lists vouchers with errors and identifies:

- Business Unit
- Responsible Org
- Current Date
- Voucher ID
- Entry Status
- Budget Status

PURPOSE / USE:

- This query identifies vouchers with entry and budget status with errors. You can then use inquiry to look up a specific voucher and determine the nature of the error.

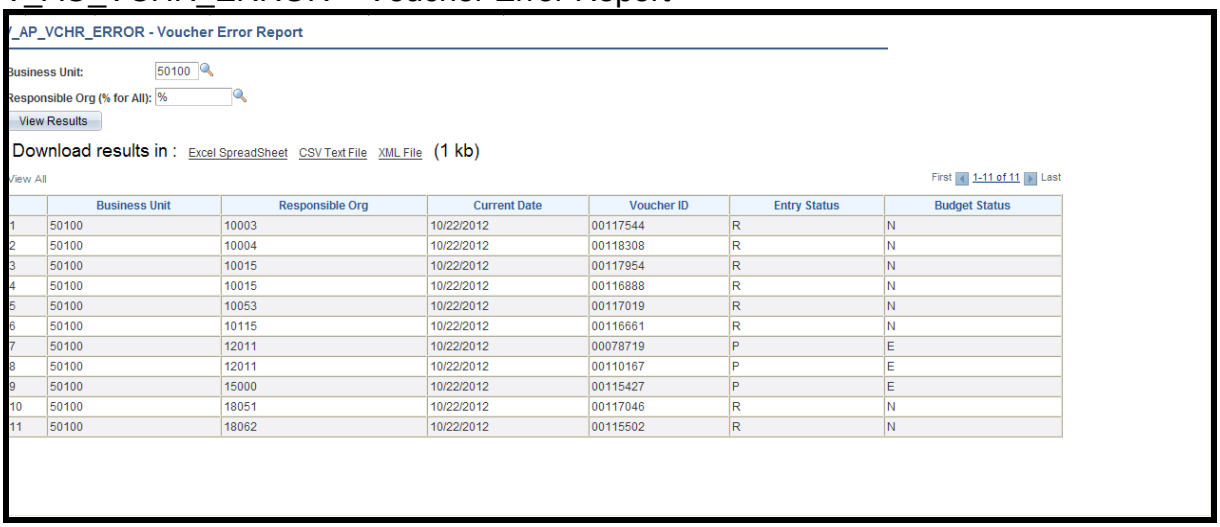
NAVIGATION PATH:
Main Menu > myCardinal Financials > Financials Report Execution > AP Reports > Voucher Error Report

PARAMETERS:

- Business Unit (You must select one Business Unit)
- Responsible Org (or % for all Responsible Orgs)

FORMAT:
CSV to Excel

V_AO_VCHR_ERROR – Voucher Error Report



_AP_VCHR_ERROR - Voucher Error Report

Business Unit: 50100

Responsible Org (% for All): %

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

View All

First 1-11 of 11 Last

	Business Unit	Responsible Org	Current Date	Voucher ID	Entry Status	Budget Status
1	50100	10003	10/22/2012	00117544	R	N
2	50100	10004	10/22/2012	00118308	R	N
3	50100	10015	10/22/2012	00117954	R	N
4	50100	10015	10/22/2012	00116888	R	N
5	50100	10053	10/22/2012	00117019	R	N
6	50100	10115	10/22/2012	00116661	R	N
7	50100	12011	10/22/2012	00078719	P	E
8	50100	12011	10/22/2012	00110167	P	E
9	50100	15000	10/22/2012	00115427	P	E
10	50100	18051	10/22/2012	00117046	R	N
11	50100	18062	10/22/2012	00115502	R	N

Entry Status:

- P - Pending
- R - Recycle

Budget Status:

- N – Not Checked
- E - Error

AP - Voucher Worklist (Query) Report

Rpt Nbr: n/a

LAST REVISION: 10/02/12

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This query lists vouchers with Approval Status of D (denied) or P (pending) and identifies:

- Business unit, voucher ID, created by, worklist available and processed time, worklist status, instance, dates including system, entered, and accounting
- Approval information including type, approver and approval submitter, status
- Voucher amount, voucher due date, and origin

Purpose / Use:
The query is used to:

- Identify outstanding vouchers requiring review for an approver who is unexpectedly out of the office
- Identify items that have been denied and need to be deleted
- Identify all items at the end of an accounting period that need to be worked

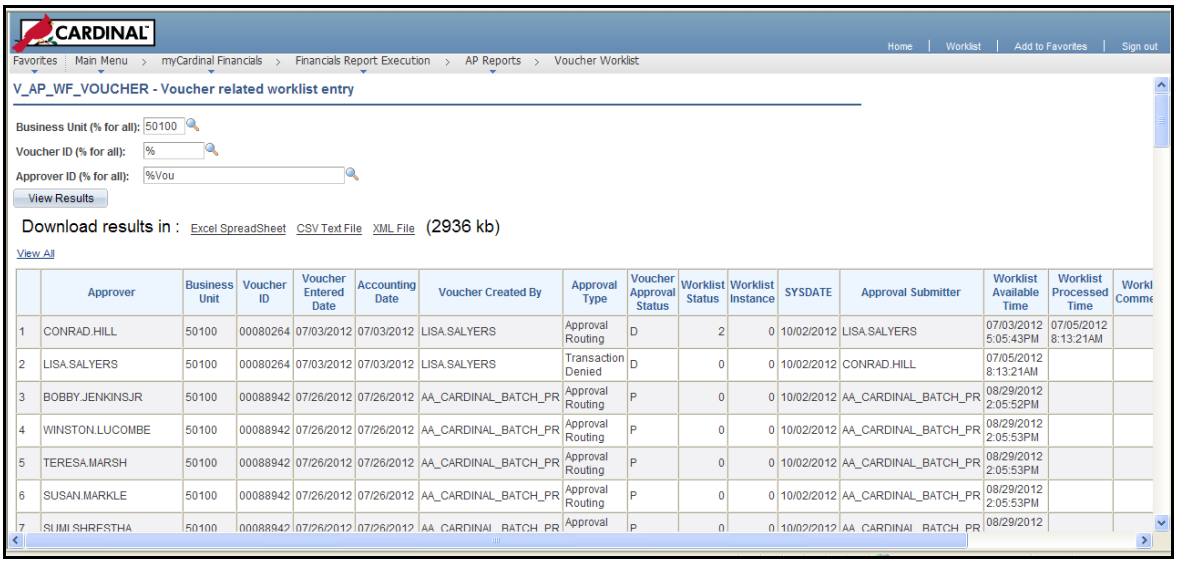
NAVIGATION PATH:
Main Menu > myCardinal Financials > Financials Report Execution > AP Reports > Voucher Worklist

PARAMETERS:

- Bus Unit (or %)
- Voucher ID (or %)
- Approver ID (or %)

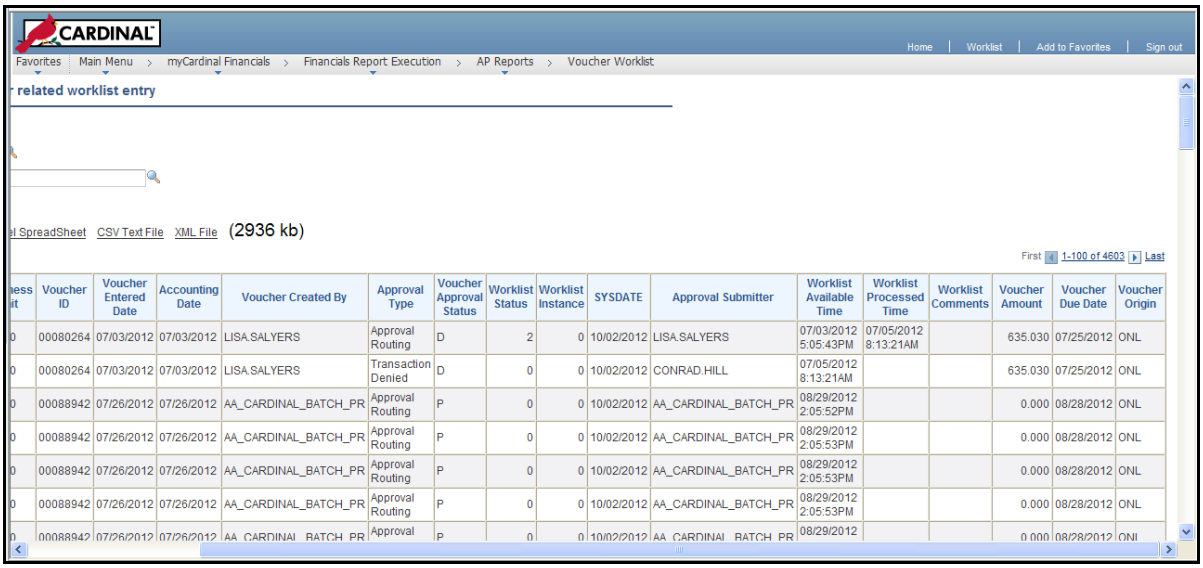
FORMAT:
CSV to Excel

Voucher Worklist Report



	Approver	Business Unit	Voucher ID	Voucher Entered Date	Accounting Date	Voucher Created By	Approval Type	Voucher Approval Status	Worklist Status	Worklist Instance	SYSDATE	Approval Submitter	Worklist Available Time	Worklist Processed Time	Workl Comme
1	CONRAD.HILL	50100	00080264	07/03/2012	07/03/2012	LISA.SALYERS	Approval Routing	D	2	0	10/02/2012	LISA.SALYERS	07/03/2012 5:05:43PM	07/05/2012 8:13:21AM	
2	LISA.SALYERS	50100	00080264	07/03/2012	07/03/2012	LISA.SALYERS	Transaction Denied	D	0	0	10/02/2012	CONRAD.HILL	07/05/2012 8:13:21AM		
3	BOBBY.JENKINSJR	50100	00088942	07/26/2012	07/26/2012	AA_CARDINAL_BATCH_PR	Approval Routing	P	0	0	10/02/2012	AA_CARDINAL_BATCH_PR	08/29/2012 2:05:52PM		
4	WINSTON.LUCOMBE	50100	00088942	07/26/2012	07/26/2012	AA_CARDINAL_BATCH_PR	Approval Routing	P	0	0	10/02/2012	AA_CARDINAL_BATCH_PR	08/29/2012 2:05:53PM		
5	TERESA.MARSH	50100	00088942	07/26/2012	07/26/2012	AA_CARDINAL_BATCH_PR	Approval Routing	P	0	0	10/02/2012	AA_CARDINAL_BATCH_PR	08/29/2012 2:05:53PM		
6	SUSAN.MARKLE	50100	00088942	07/26/2012	07/26/2012	AA_CARDINAL_BATCH_PR	Approval Routing	P	0	0	10/02/2012	AA_CARDINAL_BATCH_PR	08/29/2012 2:05:53PM		
7	SUMI.SHRESTHA	50100	00088942	07/26/2012	07/26/2012	AA_CARDINAL_BATCH_PR	Approval	P	0	0	10/02/2012	AA_CARDINAL_BATCH_PR	08/29/2012		

Scroll to the right to view the last 4 columns: Worklist Comments, Voucher Amount, Voucher Due Date, and Voucher Origin.



ess it	Voucher ID	Voucher Entered Date	Accounting Date	Voucher Created By	Approval Type	Voucher Approval Status	Worklist Status	Worklist Instance	SYSDATE	Approval Submitter	Worklist Available Time	Worklist Processed Time	Worklist Comments	Voucher Amount	Voucher Due Date	Voucher Origin
0	00080264	07/03/2012	07/03/2012	LISA.SALYERS	Approval Routing	D	2	0	10/02/2012	LISA.SALYERS	07/03/2012 5:05:43PM	07/05/2012 8:13:21AM		635.030	07/25/2012	ONL
0	00080264	07/03/2012	07/03/2012	LISA.SALYERS	Transaction Denied	D	0	0	10/02/2012	CONRAD.HILL	07/05/2012 8:13:21AM			635.030	07/25/2012	ONL
0	00088942	07/26/2012	07/26/2012	AA_CARDINAL_BATCH_PR	Approval Routing	P	0	0	10/02/2012	AA_CARDINAL_BATCH_PR	08/29/2012 2:05:52PM			0.000	08/28/2012	ONL
0	00088942	07/26/2012	07/26/2012	AA_CARDINAL_BATCH_PR	Approval Routing	P	0	0	10/02/2012	AA_CARDINAL_BATCH_PR	08/29/2012 2:05:53PM			0.000	08/28/2012	ONL
0	00088942	07/26/2012	07/26/2012	AA_CARDINAL_BATCH_PR	Approval Routing	P	0	0	10/02/2012	AA_CARDINAL_BATCH_PR	08/29/2012 2:05:53PM			0.000	08/28/2012	ONL
0	00088942	07/26/2012	07/26/2012	AA_CARDINAL_BATCH_PR	Approval Routing	P	0	0	10/02/2012	AA_CARDINAL_BATCH_PR	08/29/2012 2:05:53PM			0.000	08/28/2012	ONL
0	00088942	07/26/2012	07/26/2012	AA_CARDINAL_BATCH_PR	Approval	P	0	0	10/02/2012	AA_CARDINAL_BATCH_PR	08/29/2012			0.000	08/28/2012	ONL

Accounts Receivable

Inquiries

Queries

AR – Deposits Not Posted to GL Query

LAST REVISION: 10/25/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This query shows a listing of all item and direct journal deposits that were not posted to GL.

PURPOSE / USE:

- This query can be used to audit the DC custom process to ensure all deposits were posted to GL.

NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > _AR_DEP_NOT_POSTED_TO_GL

PARAMETERS:

- Deposit Business Unit
- Bank Code (or %)
- From and To Dates

FORMAT:
HTML or CSV to Excel

AR – Deposits Not Posted to GL

Parameters

V_AR_DEP_NOT_POSTED_TO_GL - Deposits Not Posted to GL

Deposit BU: 50100

Bank Code (% for all values): %

From Date: 07/01/2012

To Date: 10/25/2012

View Results

Bank Cd	Deposit Unit	Deposit ID	Deposit Type	Accounting Date	Payment Sequence	Payment Amount	GL Distrib Status	Journal Directly	User ID	Deposit Control Ticket Number

Output

1	Deposits Not Posted to GL										
2	Bank Cd	Deposit Unit	Deposit ID	Deposit Type	Accounting Date	Payment Sequence	Payment Amount	GL Distrib Status	Journal Directly	User ID	Deposit Control Ticket Number
3	1104	50100	52524	4	10/18/2012	1	221.320	N	N		T2360055
4	1104	50100	52544	4	10/19/2012	1	2755.350	N	N		T2361273
5	1105	50100	52459	1	10/12/2012	1	3.590	N	Y		55010657
6	1105	50100	52490	1	10/15/2012	1	600.000	N	Y		55010657
7	1105	50100	52490	1	10/15/2012	2	200.000	N	Y		55010657
8	1105	50100	52490	1	10/15/2012	3	100.000	N	Y		55010657
9	1105	50100	52490	1	10/15/2012	4	800.000	N	Y		55010657
10	1105	50100	52490	1	10/15/2012	5	100.000	N	Y		55010657
11	1105	50100	52490	1	10/15/2012	6	110.000	N	Y		55010657
12	1105	50100	52490	1	10/15/2012	7	100.000	N	Y		55010657

AR – Deposits Not Sent to CARS Query

LAST REVISION: 10/25/2012/12

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This query lists the deposit certificates that were marked Do Not Send to CARS

PURPOSE / USE:

- This query is used to identify deposits marked Do Not Send to CARS.

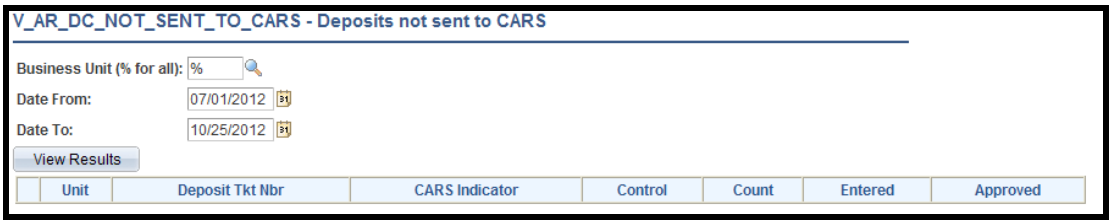
NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer >
V_AR_DC_NOT_SENT_TO_CARS

PARAMETERS:

- Business Unit
- Responsible Org (or %)

FORMAT:
HTML or CSV to Excel

AR – Deposits Not Sent to CARS Query
Parameters



Output

1	Deposits not sent to CARS	5					
2	Unit	Deposit Tkt Nbr	CARS Indicator	Control	Count	Entered	Approved
3	15100	51510109	N	50.000	1	10/10/2012	Y
4	50100	IAT0731	N	6743.080	1	07/31/2012	Y
5	50100	IAT0812	N	4171.450	1	08/31/2012	Y
6	50100	IAT0913	N	9198.840	1	09/28/2012	Y
7	50100	IAT0913A	N	75.750	1	09/28/2012	Y
8							

Reports

AR – Deposit Control by Entry Date Report

Rpt Nbr: AR20001

LAST REVISION: 10/26/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This report lists deposit information by entry date.

PURPOSE / USE:
- This report is used manage deposits.

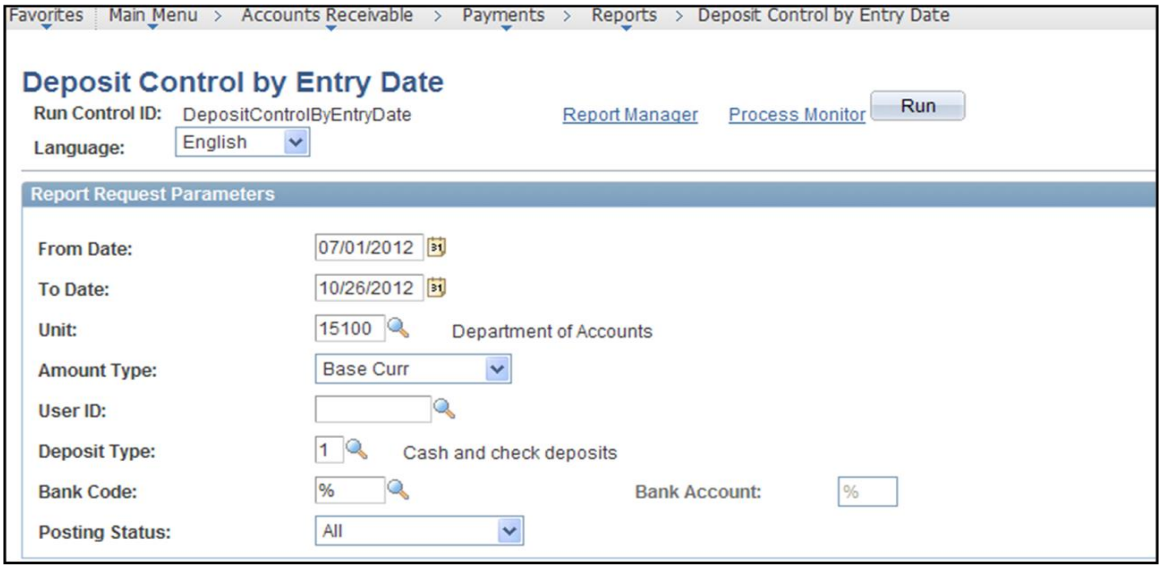
NAVIGATION PATH:
Main Menu > Accounts Receivable > Payments >Reports > Deposit Control by Entry Date

PARAMETERS:
- From and To Dates
- Business Unit
- Amount Type (Base or Entry Currency)
- User ID (or blank for all)
- Deposit Type (Cash and Checks, Lock Box Deposits, Wire-in Deposits, etc.)
- Bank Code (or %)
- Posting Status (All, Complete, Posted, Partial)
- Bank Account (or %)

FORMAT:
PDF

Deposit Control by Entry Date Report

Parameters



Output

```
Report ID:  AR20001                                                
```

General Ledger

Inquiries

GL – Account Chartfield Inquiry

LAST REVISION: 01/16/2013

LOADED INTO CATALOGUE: 02/13/2013

DESCRIPTION:
The Account Chartfield Inquiry displays the SetID, Account, Description, and Account Type.

PURPOSE / USE:
The Account Chartfield Inquiry is used to research and validate Account codes, Descriptions, and Types.

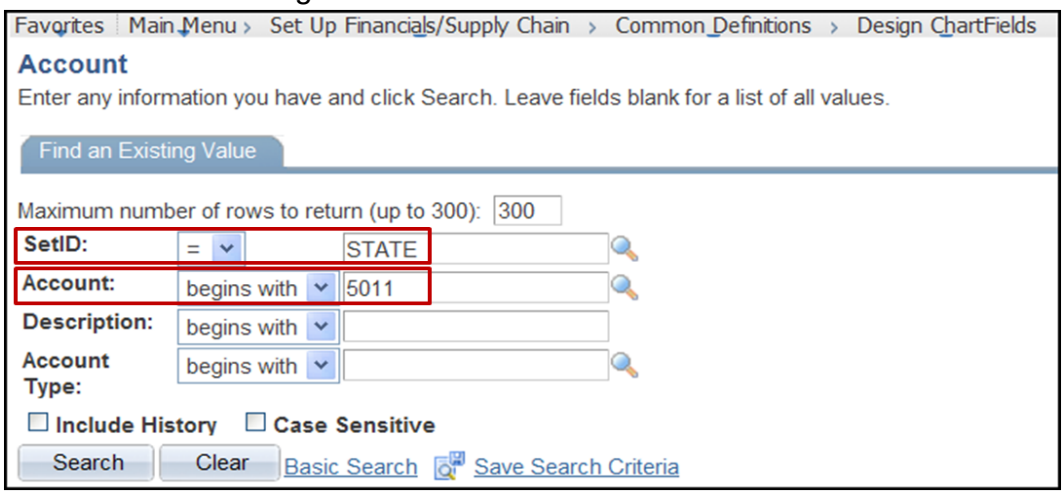
NAVIGATION PATH:
You can navigate to this online inquiry using the following path:
Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values > Chartfield Values

PARAMETERS:

- SetId (always use STATE as Set ID for Account)
- Account (e.g., 5011230)
- Description (Asset, Expense, Liability, Equity, Revenue, Transfers)
- Account Type (A, E, L, Q, R, T)

FORMAT:
Online

Selection Criteria Page:



Inquiry Results:
In the example below Accounts that start with 5011 are internal labor and are Account Type Expense.

Favorites | Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields

Search | Clear | Basic Search | Save Search Criteria

Search Results

View All — First 1-81 of 81 Last

SetID	Account	Description	Account Type	Control Flag	Book Code	Balance Sheet Indicator
STATE	5011000	Personal Services	E	N	(blank)	(blank)
STATE	5011100	Employee Benefits	E	N	(blank)	(blank)
STATE	5011110	Employer Retire Contrb-Def Ben	E	N	(blank)	(blank)
STATE	5011120	Salary Social Security&Medicare	E	N	(blank)	(blank)
STATE	5011130	Wage Social Security&Medicare	E	N	(blank)	(blank)
STATE	5011140	Group Life Insurance	E	N	(blank)	(blank)
STATE	5011150	Employer Health Ins Premium	E	N	(blank)	(blank)
STATE	5011160	Retiree Health Ins Cr Premium	E	N	(blank)	(blank)
STATE	5011170	VSDB & Longterm Disability Ins	E	N	(blank)	(blank)
STATE	5011180	Teachers Insurance And Annuity	E	N	(blank)	(blank)
STATE	5011190	Employer Retire-Defined Contrb	E	N	(blank)	(blank)
STATE	5011200	Salaries	E	N	(blank)	(blank)
STATE	5011210	Salaries, Admin Higher Educatn	E	N	(blank)	(blank)
STATE	5011220	Salaries, Appointed Officials	E	N	(blank)	(blank)
STATE	5011230	Salaries, Classified	E	N	(blank)	(blank)
STATE	50112301	Salaries, Non-Productive Time	E	N	(blank)	(blank)
STATE	5011240	Salaries, Other Officials	E	N	(blank)	(blank)
STATE	5011250	Salaries, Overtime	E	N	(blank)	(blank)

If you run the inquiry for all Expense type accounts your results will exceed the display limit (see the following example). The message following the Search Results heading indicates that only the first 300 results of a possible 525 results can be displayed. A couple options are offered but they are not practical in Cardinal if you want the entire set of Expense type accounts.

If you run into a limit with the Account Chartfield Inquiry, the best option is to run the query FIN0010_GL_ACCOUNTS which returns all Accounts for all Account Types.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

SetID: = STATE
Account: begins with
Description: begins with
Account Type: begins with E

☐ Include History ☐ Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Search Results

Only the first 300 results of a possible 525 can be displayed. Enter more search key information and search again to reduce the number of search results or adjust the maximum number of rows to return and search again to see more rows.

View All — First 1-100 of 300 Last

SetID	Account	Description	Account Type	Control Flag	Book Code	Balance Sheet Indicator
STATE	5011000	Personal Services	E	N	(blank)	(blank)
STATE	5011100	Employee Benefits	E	N	(blank)	(blank)
STATE	5011110	Employer Retire Contrb-Def Ben	E	N	(blank)	(blank)
STATE	5011120	Salary Social Security&Medicare	E	N	(blank)	(blank)
STATE	5011130	Wage Social Security&Medicare	E	N	(blank)	(blank)

You can navigate to this query using the following path:
Main Menu > Reporting Tools > Query > Query Viewer > FIN0010_GL_ACCOUNTS

GL – Budget Details Inquiry

LAST REVISION: 01/15/2013

LOADED INTO CATALOGUE: 02/13/2013

DESCRIPTION:
The Budget Details Inquiry page functions as a launch pad for multiple views of summary and detail budget data. Depending upon the ledger group and chartfield data specified on the run control, the Budget Details page displays 1) the Commitment Control Budget Details, 2) a summary of budget, expense, encumbrance, and pre-encumbrance data, and 3) Available Budget. In addition, there are multiple links and icons that enable further review and research of budget data.

PURPOSE / USE:
The Budget Details Page is used to research, monitor, and administer budgets.

NAVIGATION PATH:
You can navigate to this online inquiry using the following path:
Main Menu > Commitment Control > Review Budget Activities > Budget Details

PARAMETERS:

- Business Unit
- Ledger Group
- Account
- Department
- Asset
- Task
- Fund
- FIPS
- Agency Use 2
- Affiliate
- Fund Affiliate
- Cost Center
- Program
- Agency Use 1
- PC Business Unit
- Project
- Activity
- Source Type
- Budget Period
- Statistics Code

FORMAT:
Online, Export drills to Excel

Run Control Page:

Report Output: Then, from the Budget Details Page you have the following options:

- You can click Display a Chart to view activity as a percentage of budget and associated revenue.
- You can click any of the green folder icons to Drill to Ledger for the associated ledger amounts. From the Ledger you can do further drills.
- You can click the brown ledger icon to Drill to Activity Log for any of the associated ledger amounts. From the Activity Log you can do further drills.
- You can click the Attributes link to view the attributes of the ledger group.
- You can view Budget Exceptions.

This is a very flexible and powerful inquiry page. The following are some examples.

Budget Details Page:

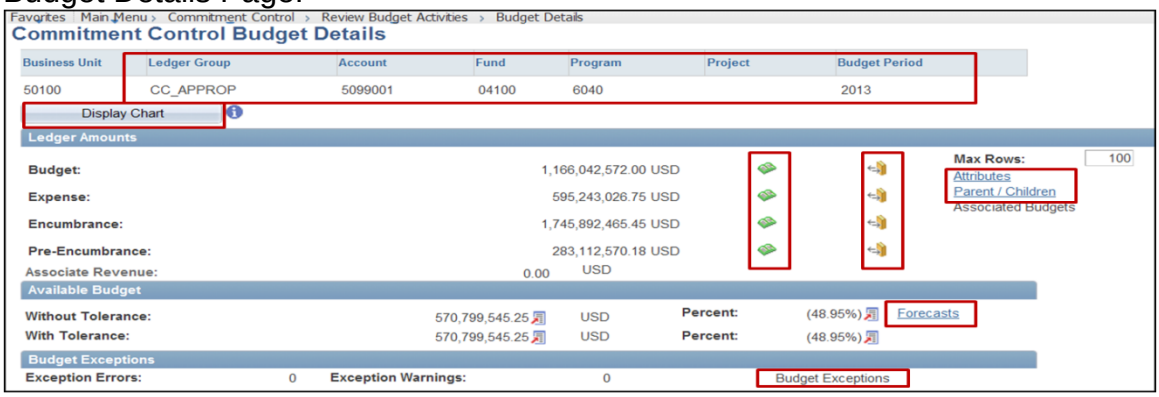
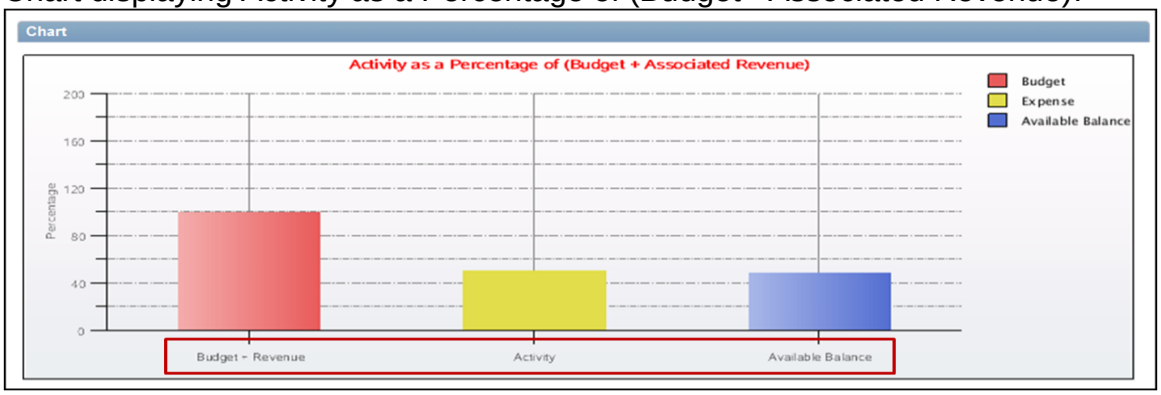
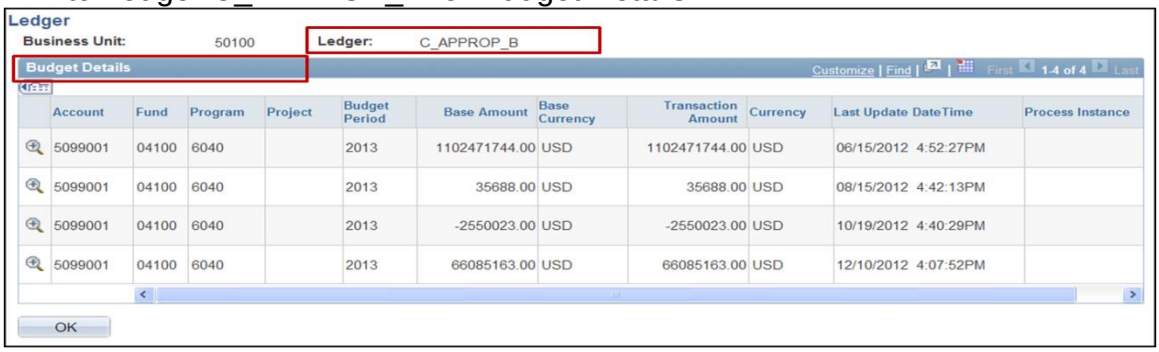


Chart displaying Activity as a Percentage of (Budget +Associated Revenue):

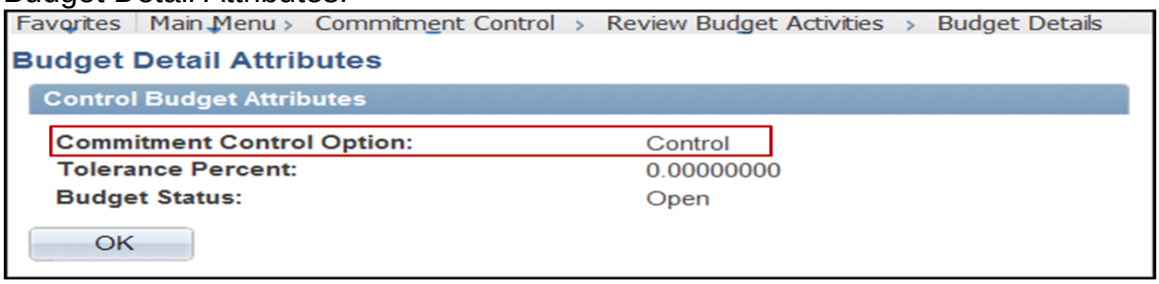


Drill to Ledger C_APPROP_B for Budget Details:



Account	Fund	Program	Project	Budget Period	Base Amount	Base Currency	Transaction Amount	Currency	Last Update DateTime	Process Instance
5099001	04100	6040		2013	1102471744.00	USD	1102471744.00	USD	06/15/2012 4:52:27PM	
5099001	04100	6040		2013	35688.00	USD	35688.00	USD	08/15/2012 4:42:13PM	
5099001	04100	6040		2013	-2550023.00	USD	-2550023.00	USD	10/19/2012 4:40:29PM	
5099001	04100	6040		2013	66085163.00	USD	66085163.00	USD	12/10/2012 4:07:52PM	

Budget Detail Attributes:



GL – Budgets Overview Inquiry

LAST REVISION: 01/17/2013

LOADED INTO CATALOGUE: 02/13/2013

DESCRIPTION:
The Budgets Overview Inquiry page provides a list of budget transactions for a specified ledger group meeting your additional inquiry chartfield and other budget selection criteria.

PURPOSE / USE:
This Budgets Overview Page is used to research, monitor, and administer budgets.

NAVIGATION PATH:
You can navigate to this online inquiry using the following path:
Main Menu > Commitment Control > Review Budget Activities > Budgets Overview

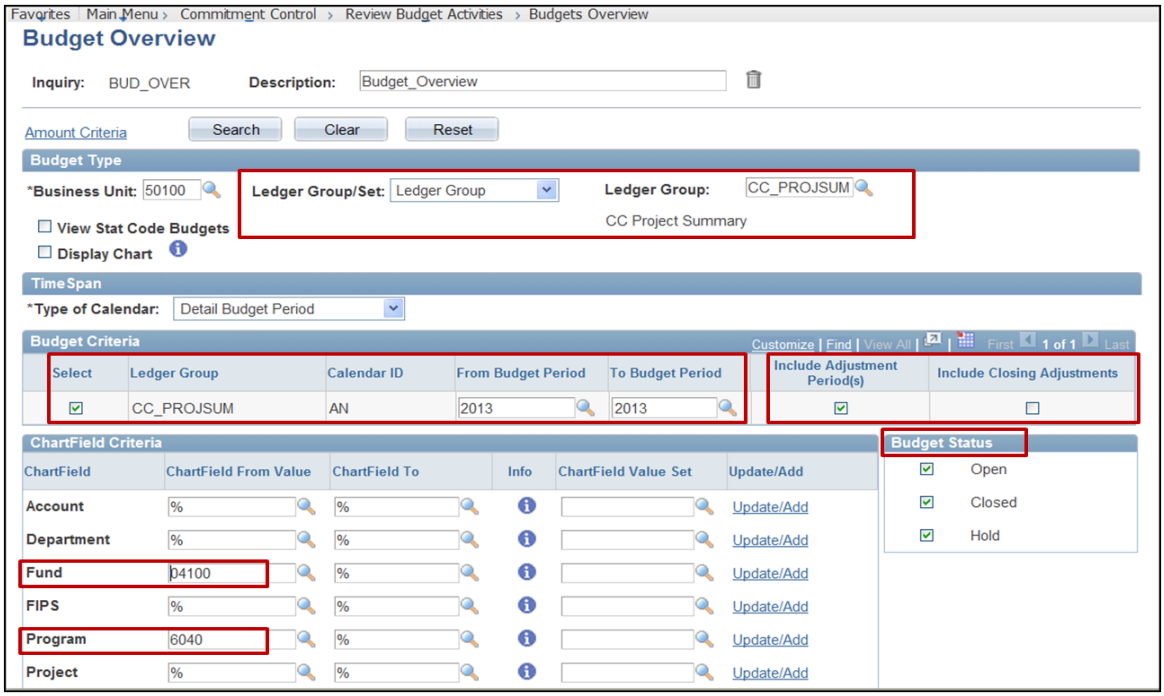
PARAMETERS:

- Budget Type
    - Business Unit
    - Ledger Group Set
    - Ledger Group
    - View Stat Code Budgets
    - Display Chart
- Time Span
    - Type of Calendar
- Budget Criteria
    - Ledger Group
    - Calendar ID
    - From Budget Period
    - To Budget Period
    - Include Adjustment Period(s)
    - Include Closing Adjustments
- Chartfield Criteria
    - For: Account, Department, Fund, FIPS, Program, Project
    - Chartfield From Value
    - Chartfield To value
    - Chartfield value Set
- Budget Status

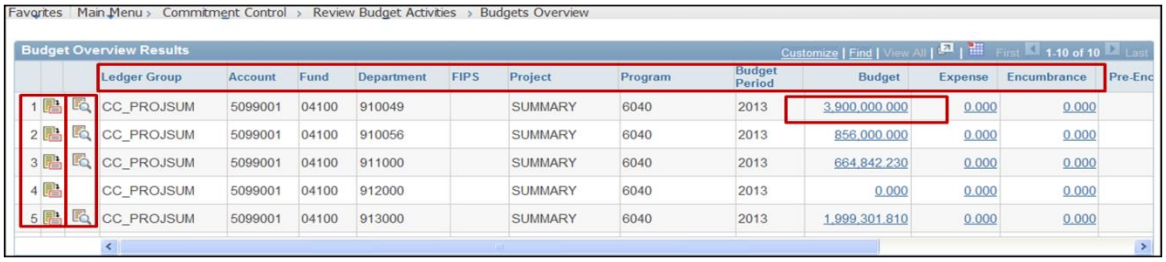
- Open opt
- Closed opt
- Hold opt

FORMAT:
Online, Export to Excel

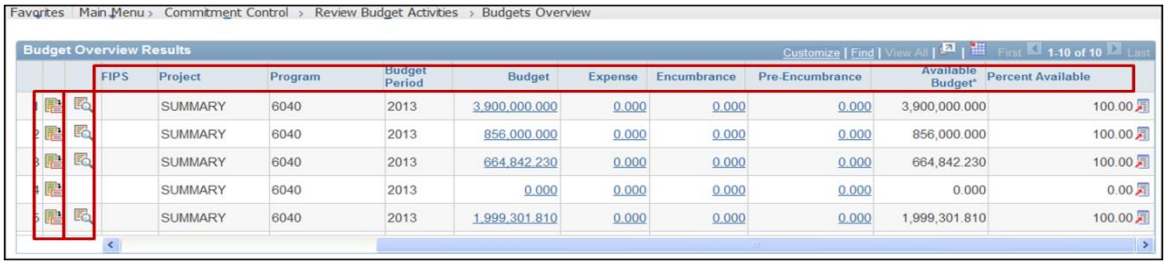
Budgets Overview Inquiry Selection Page:



Budgets Overview Report:

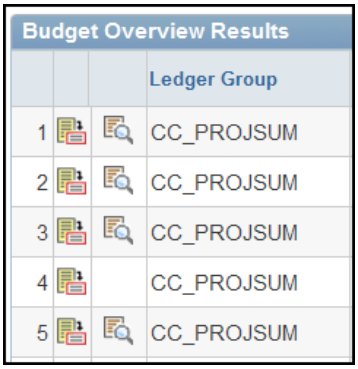


Budgets Overview Report Continuation:



	FIPS	Project	Program	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*	Percent Available
1		SUMMARY	6040	2013	3,900,000.000	0.000	0.000	0.000	3,900,000.000	100.00
2		SUMMARY	6040	2013	856,000.000	0.000	0.000	0.000	856,000.000	100.00
3		SUMMARY	6040	2013	664,842.230	0.000	0.000	0.000	664,842.230	100.00
4		SUMMARY	6040	2013	0.000	0.000	0.000	0.000	0.000	0.00
5		SUMMARY	6040	2013	1,999,301.810	0.000	0.000	0.000	1,999,301.810	100.00

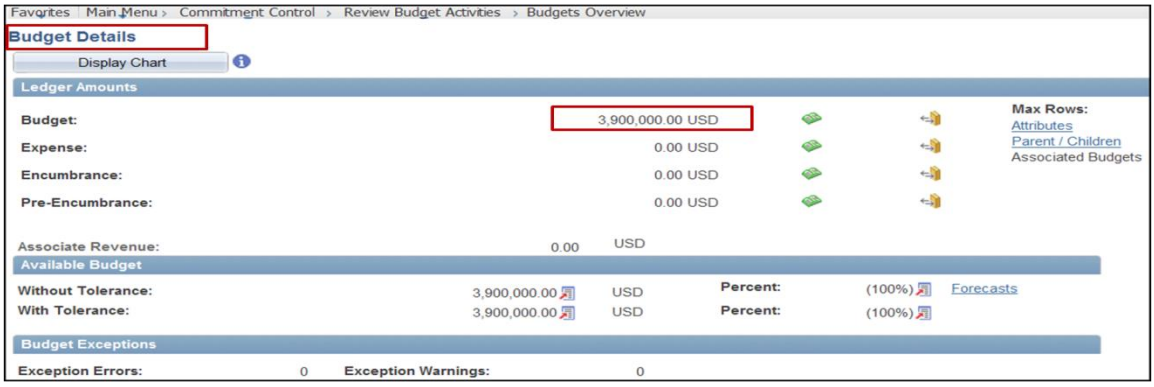
Additional Details:
The following screen shot is an extract from the Budget Overview Result page.
The first column of icons is the option to Show Budget Details.
The second column of icons is the option to Show Budget Transaction Types.
Examples of both follow.



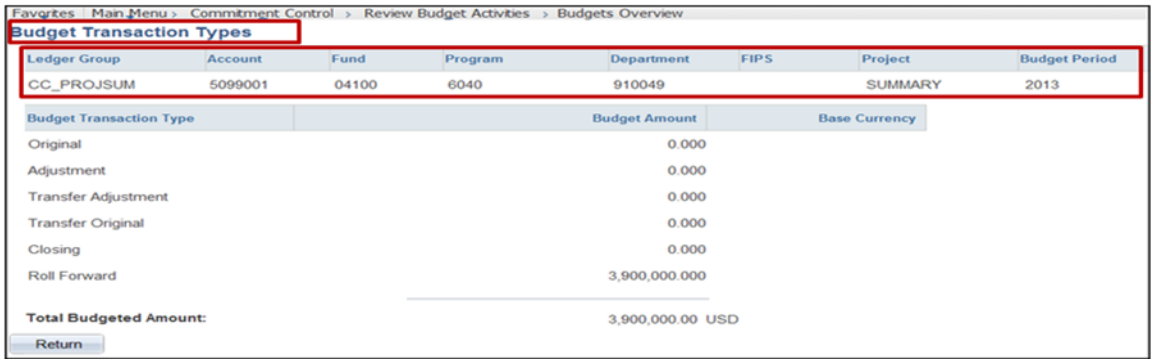
Budget Overview Results

			Ledger Group
1			CC_PROJSUM
2			CC_PROJSUM
3			CC_PROJSUM
4			CC_PROJSUM
5			CC_PROJSUM

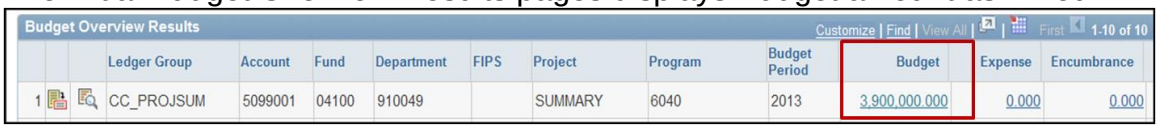
Show Budget Details:
This is the same as the Budget Details inquiry. This Budget Details inquiry documents the $3,900,000,000 on row 1 of the previous Budget Overview Report screen shot.



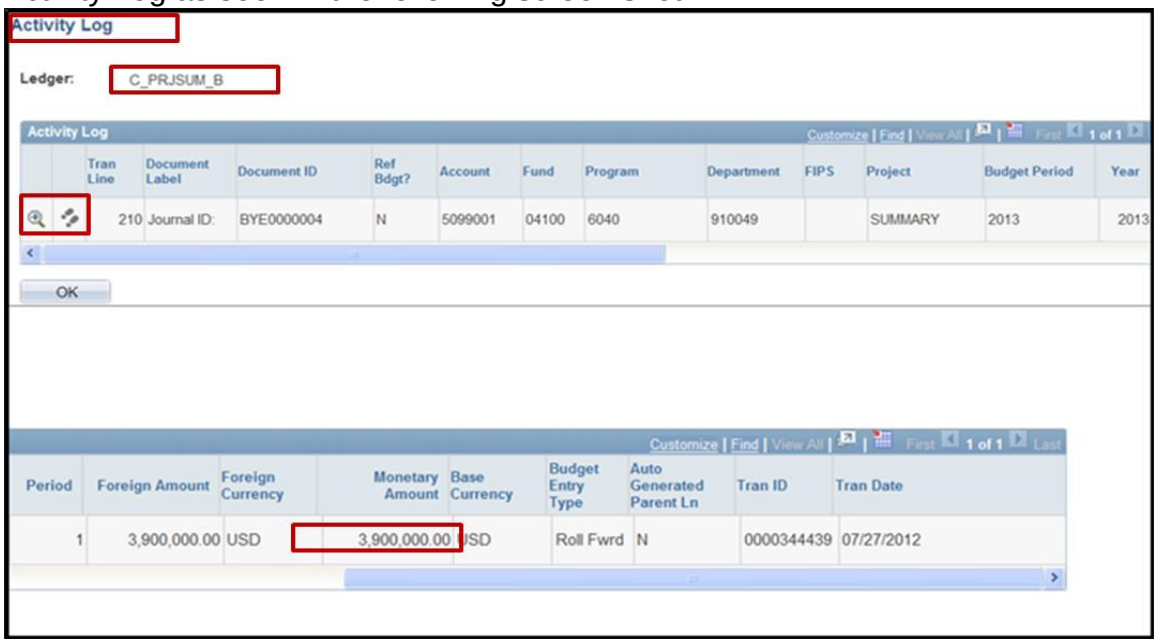
Show Budget Transaction types:



Linked Budget Amounts:
The initial Budget Overview Results pages displays Budget amount as linked.



When you click on the linked Budget (in this example $3,900,000,000), you go to the Activity Log as seen in the following screen shot.



GL – Cost Center Chartfield Inquiry

LAST REVISION: 01/17/2013

LOADED INTO CATALOGUE: 02/13/2013

DESCRIPTION:
The Cost Center Chartfield Inquiry displays the SetID, Cost Center, Description, and Short Description.

PURPOSE / USE:
The Cost Center Chartfield Inquiry is used to research and validate Cost Center codes and Descriptions.

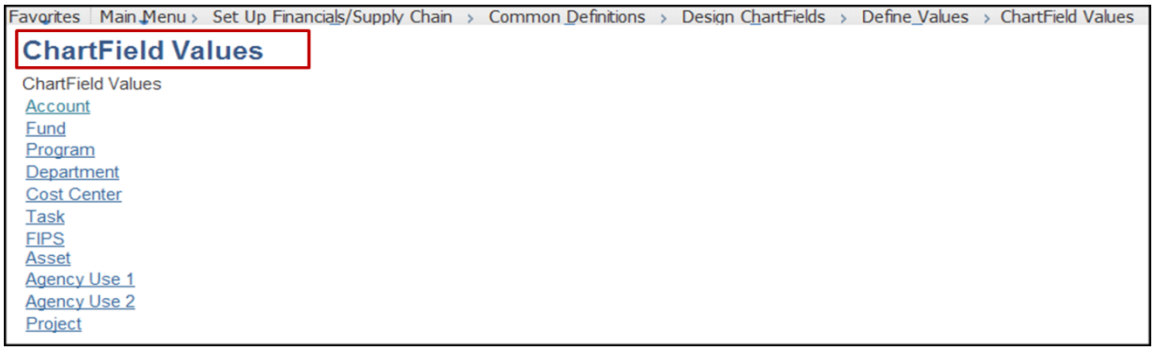
NAVIGATION PATH:
You can navigate to this online inquiry using the following path:
Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values > Chartfield Values

PARAMETERS:

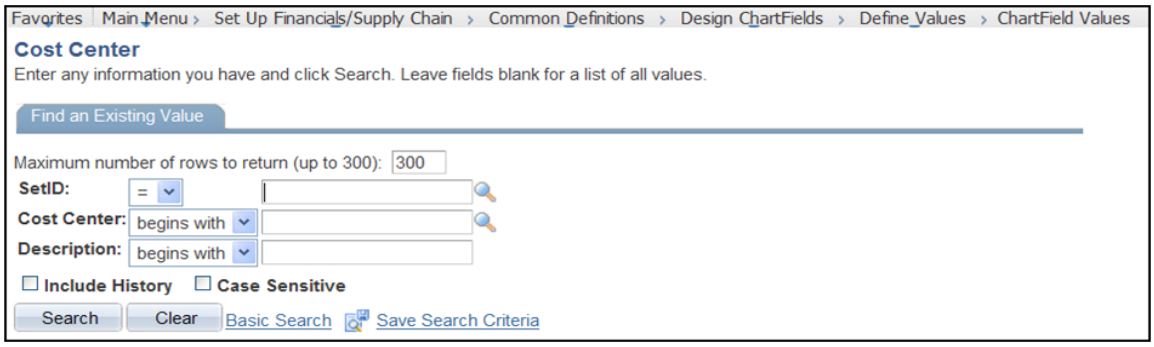
- SetId
- Cost Center
- Description

FORMAT:
Online

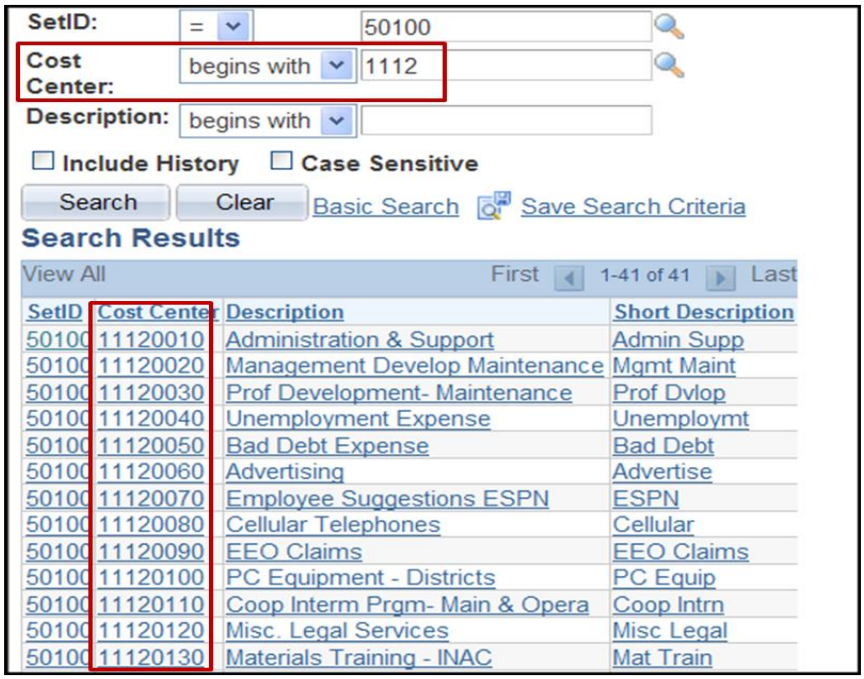
Chartfield Selection List:
Every Chartfield in the list is linked. Click on the desired linked Chartfield and the system then displays the Selection Criteria Page for that Chartfield Inquiry.



Chartfield Selection Criteria Page:



Inquiry Results:



If you run the inquiry for all Cost Centers your results will exceed the display limit. Narrowing your search criteria, as in the example above, may solve the issue. If you continue to run into a limit with the Cost Center Inquiry, the best option is to run the query FIN0037_CHARTFIELD1 which returns all Cost Centers.

You can navigate to this query using the following path:
Main Menu > Reporting Tools > Query > Query Viewer > FIN0037_CHARTFIELD1.

GL – Department Chartfield Inquiry

LAST REVISION: 01/17/2013

LOADED INTO CATALOGUE: 02/13/2013

DESCRIPTION:
The Department Chartfield Inquiry displays the SetID, Dept ID, and Description.

PURPOSE / USE:
The Department Chartfield Inquiry is used to research and validate Department ID codes and Descriptions.

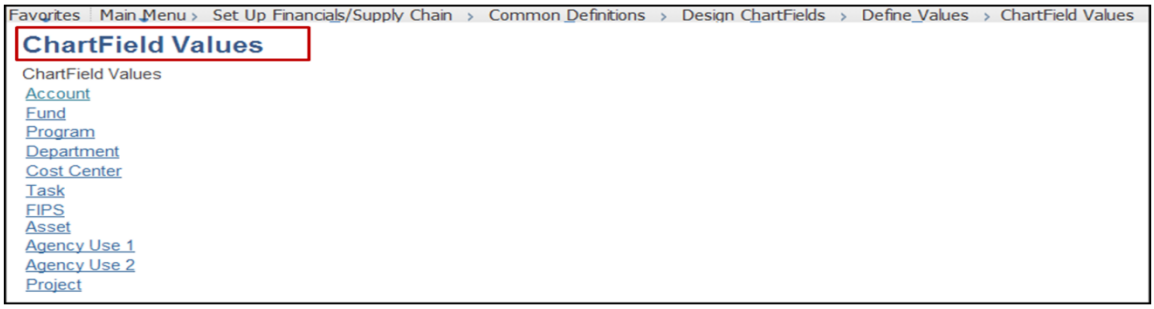
NAVIGATION PATH:
You can navigate to this online inquiry using the following path:
Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values > Chartfield Values

PARAMETERS:

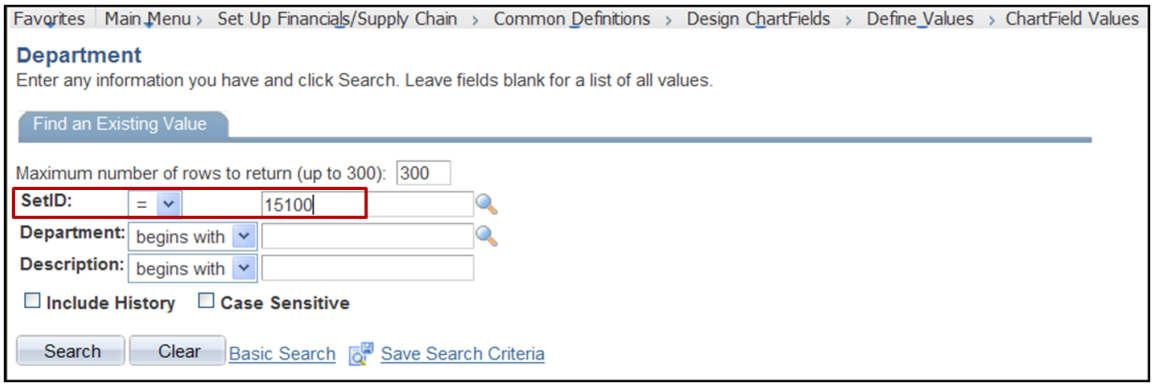
- SetId
- Department
- Description

FORMAT:
Online

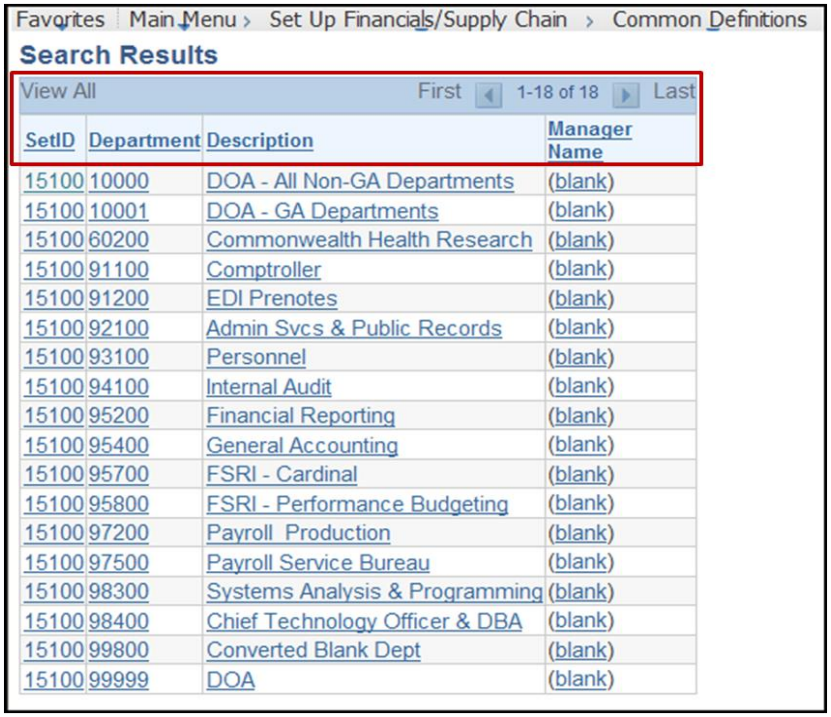
Chartfield Selection List:
Every Chartfield in the list is linked. Click on the desired linked Chartfield and the system then displays the Selection Criteria Page for that Chartfield Inquiry.



Chartfield Selection Criteria Page:



Inquiry Results:



SetID	Department	Description	Manager Name
15100	10000	DOA - All Non-GA Departments	(blank)
15100	10001	DOA - GA Departments	(blank)
15100	60200	Commonwealth Health Research	(blank)
15100	91100	Comptroller	(blank)
15100	91200	EDI Prenotes	(blank)
15100	92100	Admin Svcs & Public Records	(blank)
15100	93100	Personnel	(blank)
15100	94100	Internal Audit	(blank)
15100	95200	Financial Reporting	(blank)
15100	95400	General Accounting	(blank)
15100	95700	FSRI - Cardinal	(blank)
15100	95800	FSRI - Performance Budgeting	(blank)
15100	97200	Payroll Production	(blank)
15100	97500	Payroll Service Bureau	(blank)
15100	98300	Systems Analysis & Programming	(blank)
15100	98400	Chief Technology Officer & DBA	(blank)
15100	99800	Converted Blank Dept	(blank)
15100	99999	DOA	(blank)

Depending upon the Department used to run this inquiry, the inquiry results may exceed the display limit. Narrowing your search criteria may solve the issue. If you continue to run into a limit with the Department Chartfield Inquiry, the best option is to run the query FIN0011_DEPARTMENT_CODES which returns all Department codes.

You can navigate to this query using the following path:
Main Menu > Reporting Tools > Query > Query Viewer > FIN0011_DEPARTMENT_CODES.

GL – Fund Chartfield Inquiry

LAST REVISION: 01/17/2013

LOADED INTO CATALOGUE: 02/13/2013

DESCRIPTION:
The Fund Chartfield Inquiry displays the SetID, Fund, Description, and Short Description.

PURPOSE / USE:
The Fund Chartfield Inquiry is used to research and validate Fund codes and Descriptions.

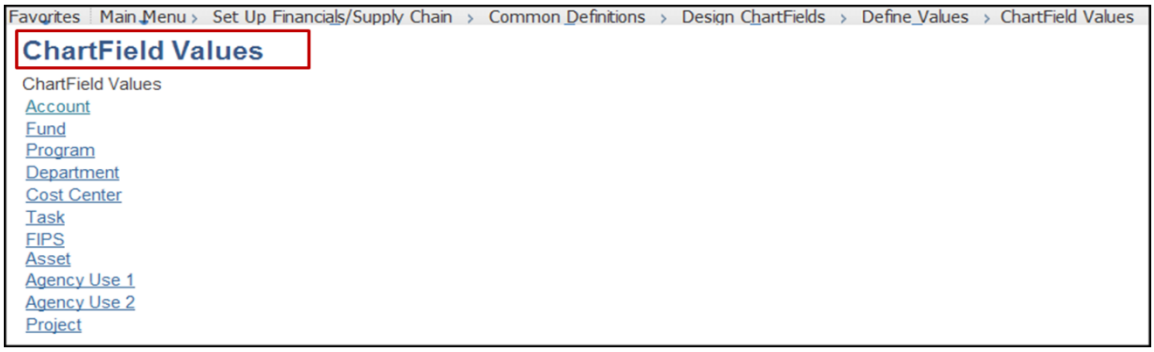
NAVIGATION PATH:
You can navigate to this online inquiry using the following path:
Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values > Chartfield Values

PARAMETERS:

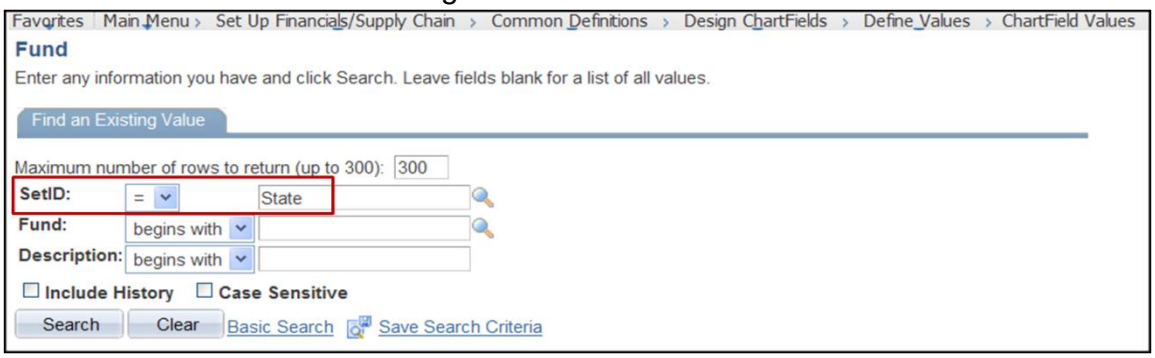
- SetId (always use STATE as the SetID for Fund)
- Fund (e.g., 01000, General Fund)
- Description

FORMAT:
Online

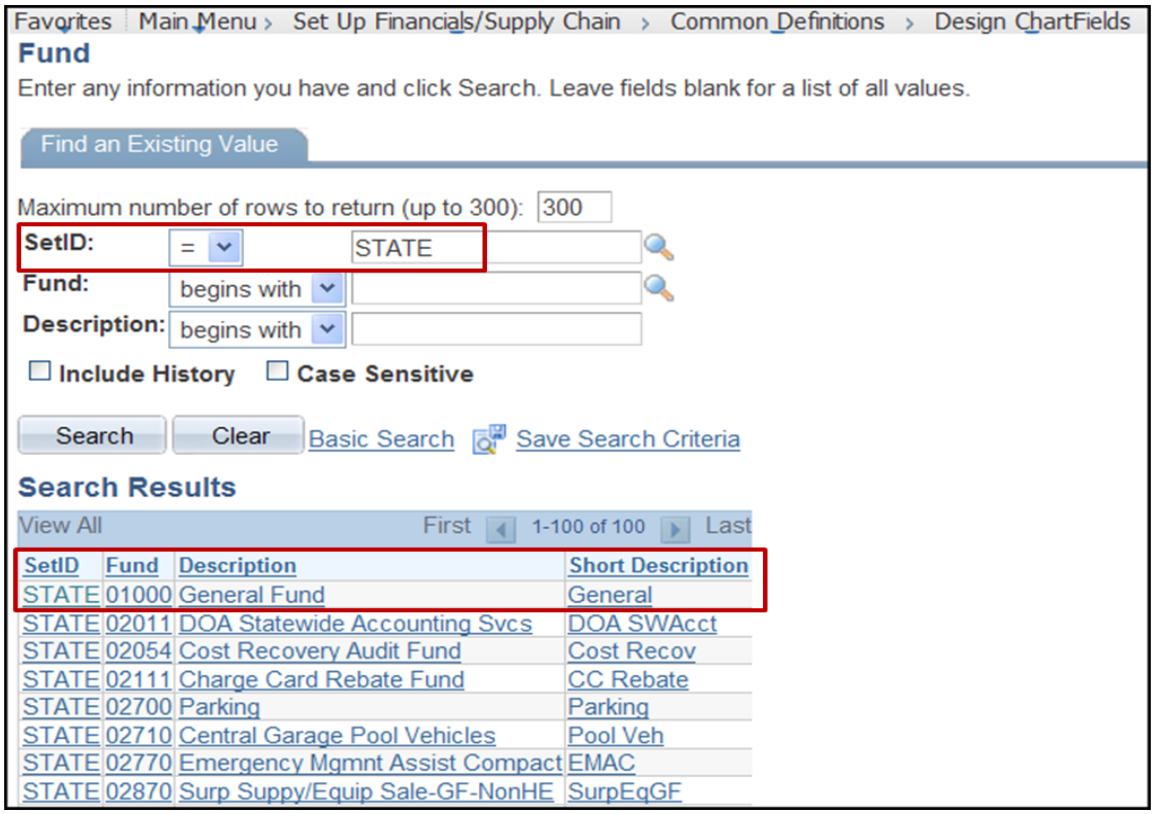
Chartfield Selection List:
Every Chartfield in the list is linked. Click on the desired linked Chartfield and the system then displays the Selection Criteria Page for that Chartfield Inquiry.



Chartfield Selection Criteria Page:



Inquiry
Results:



If you run the inquiry for all Funds your results will exceed the display limit. If you run into a limit with the Fund Chartfield Inquiry, the best option is to run the query FIN0050_VALID_FUNDS which returns all Funds.

You can navigate to this query using the following path:
Main Menu > Reporting Tools > Query > Query Viewer > FIN0050_VALID_FUNDS.

GL – Journal Inquiry

LAST REVISION: 10/23/12

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This inquiry displays journal line details based on user specified criteria. You can then drill down on the Journal ID for additional detail and back to the source from the Journal Line.

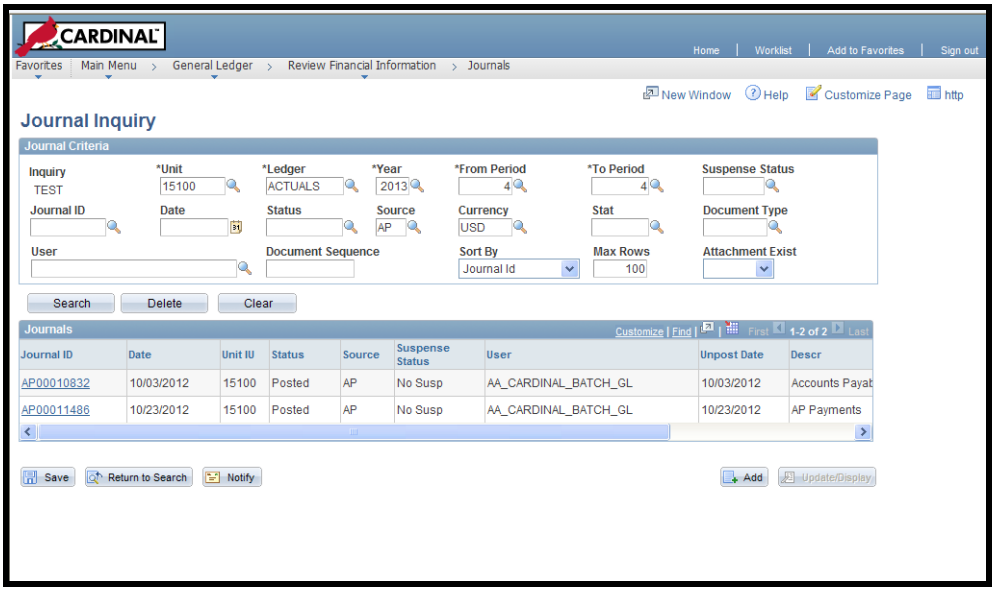
PURPOSE / USE:
- This inquiry is used to research journal detail information.

NAVIGATION PATH:
Main Menu > General Ledger > Review Financial Information > Journals

PARAMETERS:
- Unit
- Ledger
- Year
- From Period
- To Period
- Suspense Status
- Journal ID
- Status
- Source
- Currency
- Document Type
- User
- Document Sequence
- Sort By
- Max Rows
- Attachment Exist

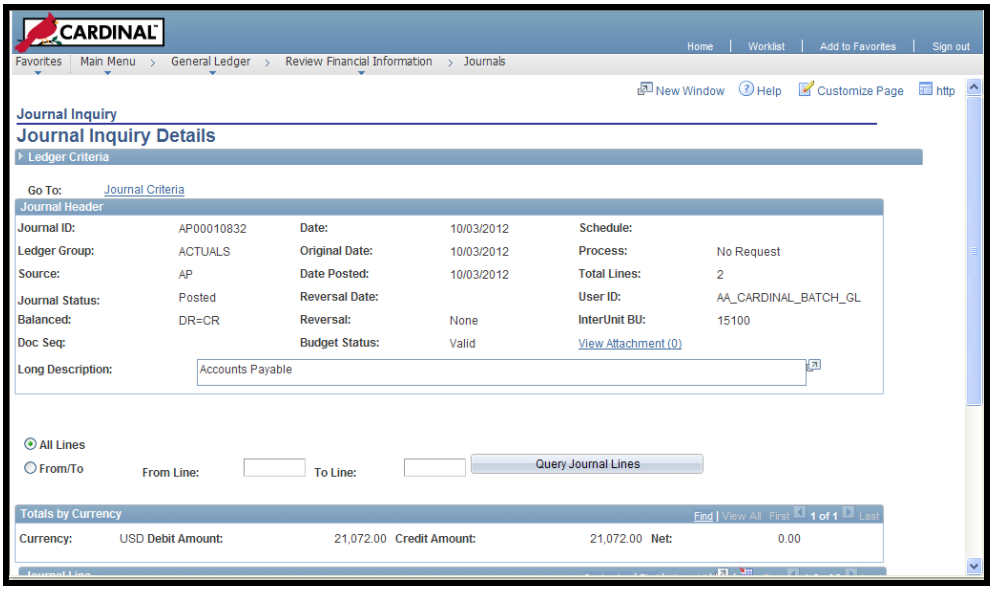
FORMAT:
Online
CSV to Excel

Journal Online Inquiry



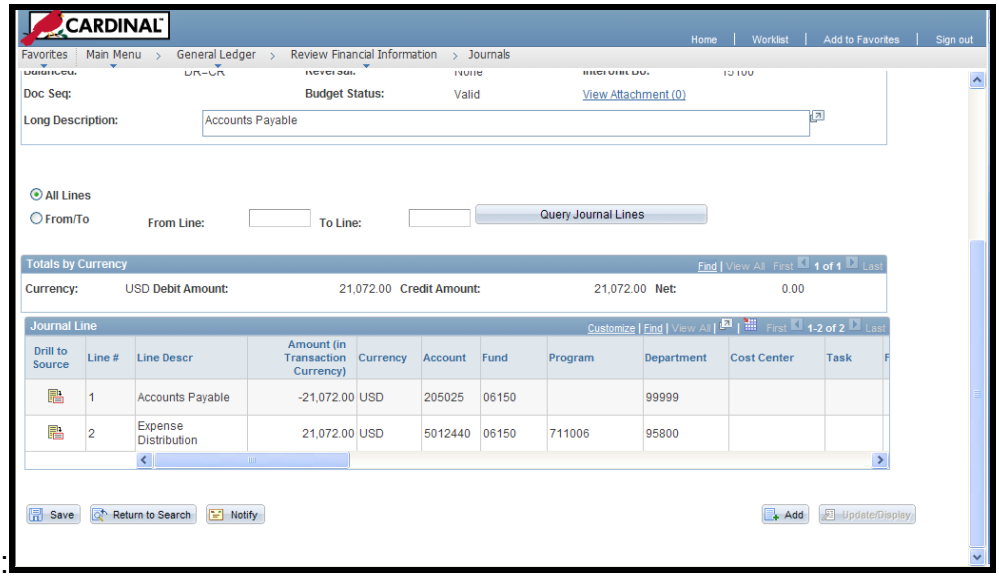
This inquiry identifies all AP (Source) journals for October 2012 (Year 2013, From Period 4, To Period 4) for DOA (Unit 15100), in Journal ID order (Sort By is Journal ID).

You can drill down on the Journal ID to view more details.

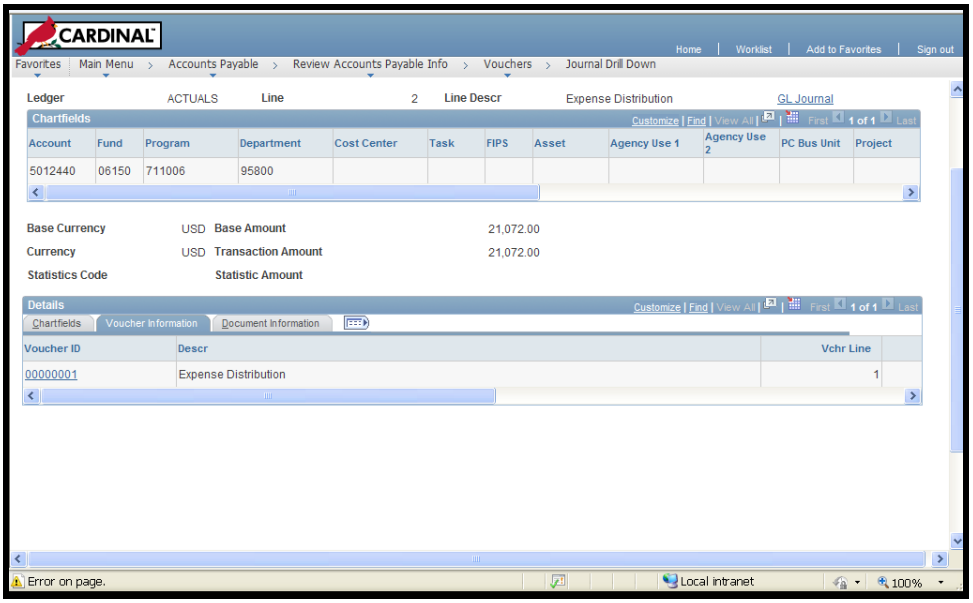


To modify your selection criteria, click Journal Criteria to return to the Journal Inquiry page.

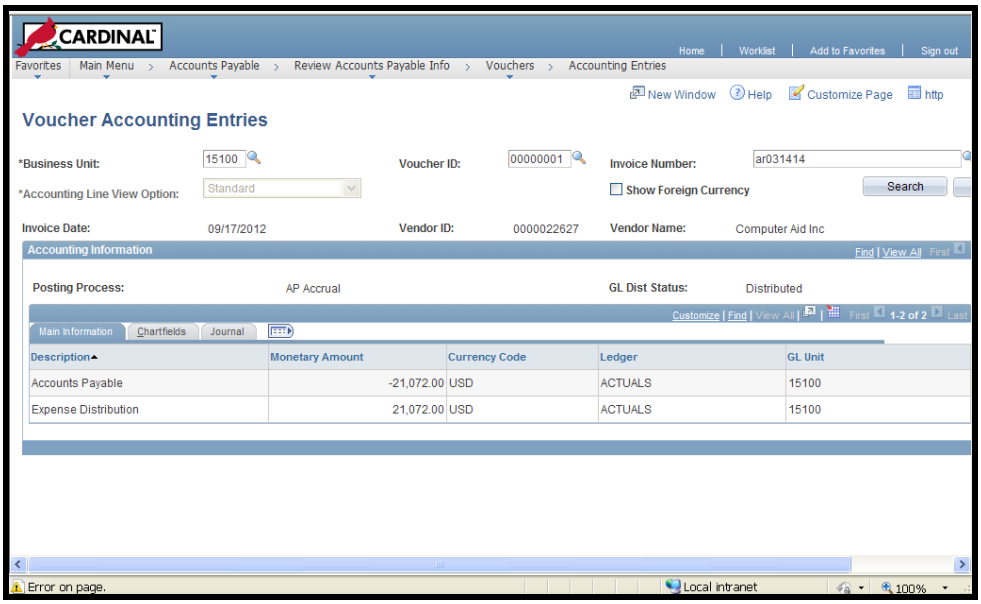
You can then scroll down to view the Journal Lines listed at the bottom of the page.



Click on the Drill to Source Icon to see the source document. Additional detail is provided on the ChartFields and Document Information tabs.



Click on the Voucher ID to view more details about the Voucher.



Click on the ChartFields or Journal tab for additional information.

GL - Ledger Inquiry

LAST REVISION: 10/23/12

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This inquiry provides detailed accounting information about selected ChartField values for a ledger based on the ChartField criteria selected and the time period specified.

PURPOSE / USE:
The inquiry is used to:

- View summary information for a specific ChartField value (e.g., account, department, etc.) and ledger
- View year to date balances a specific ChartField value in a ledger
- View detailed transactions for a ChartField value and related ChartField Value Set
- Drill down on a transaction to the source document for additional details

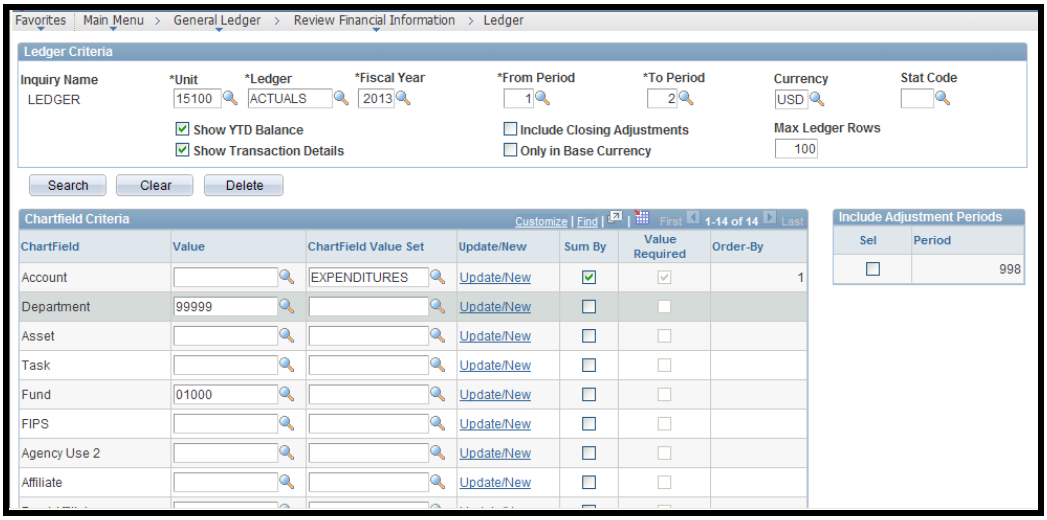
NAVIGATION PATH:
Main Menu > General Ledger > Review Financial Information > Ledger

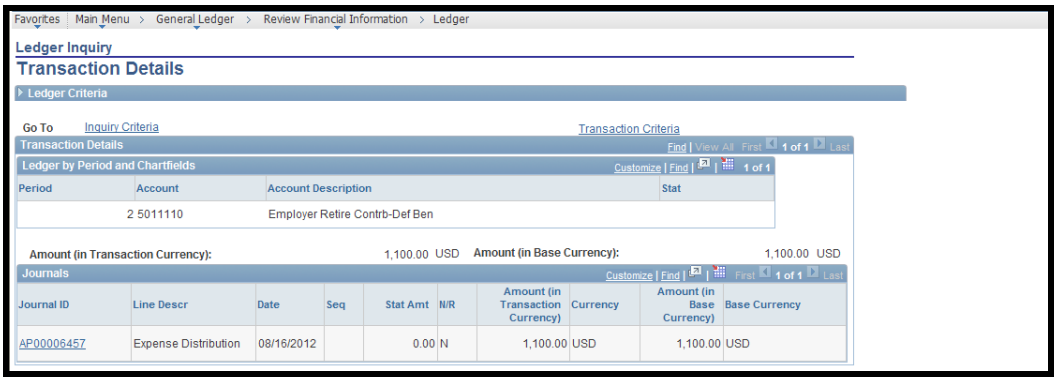
PARAMETERS:

- Business Unit, Ledger, Fiscal Year, From Period, To Period
- Options to: Show Year to Date Balance, Include Closing Adjustments, Transaction Details
- Select specific Chartfields and related Journals

FORMAT:
Online

Ledger Inquiry





GL – Program Chartfield Inquiry

LAST REVISION: 01/17/2013

LOADED INTO CATALOGUE: 02/13/2013

DESCRIPTION:
The Program Chartfield Inquiry displays the SetID, Program, Description, and Short Description.

PURPOSE / USE:
The Program Chartfield Inquiry is used to research and validate Program codes and Descriptions.

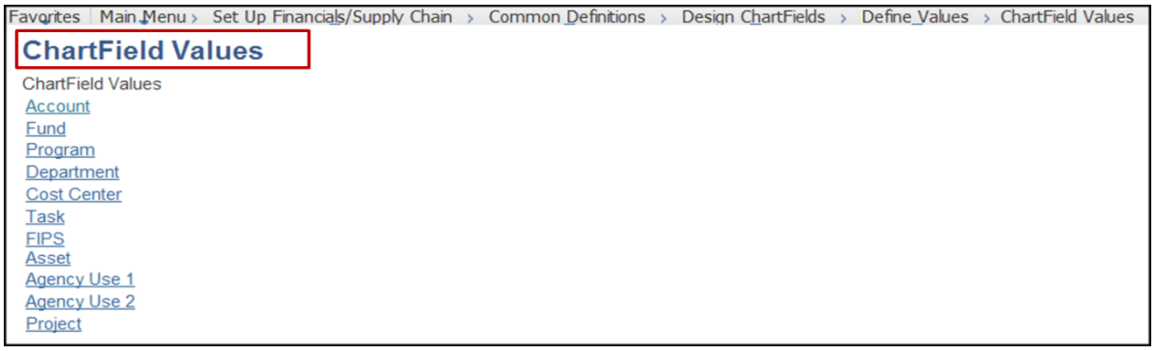
NAVIGATION PATH:
You can navigate to this online inquiry using the following path:
Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values > Chartfield Values

PARAMETERS:

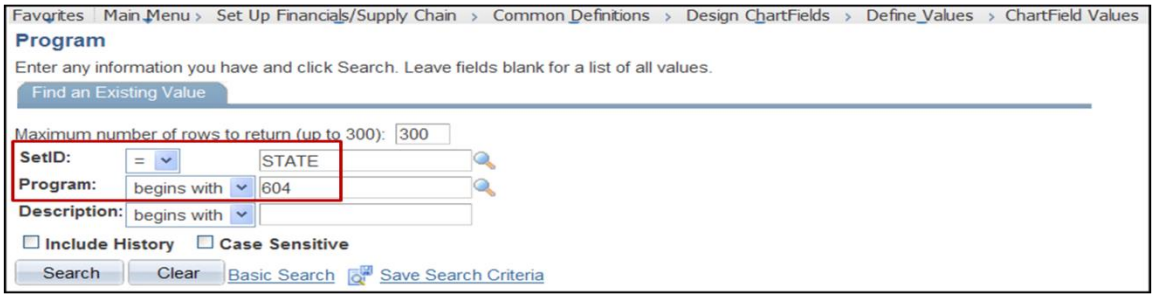
- SetId (use STATE as the SetID for Program)
- Program
- Description

FORMAT:
Online

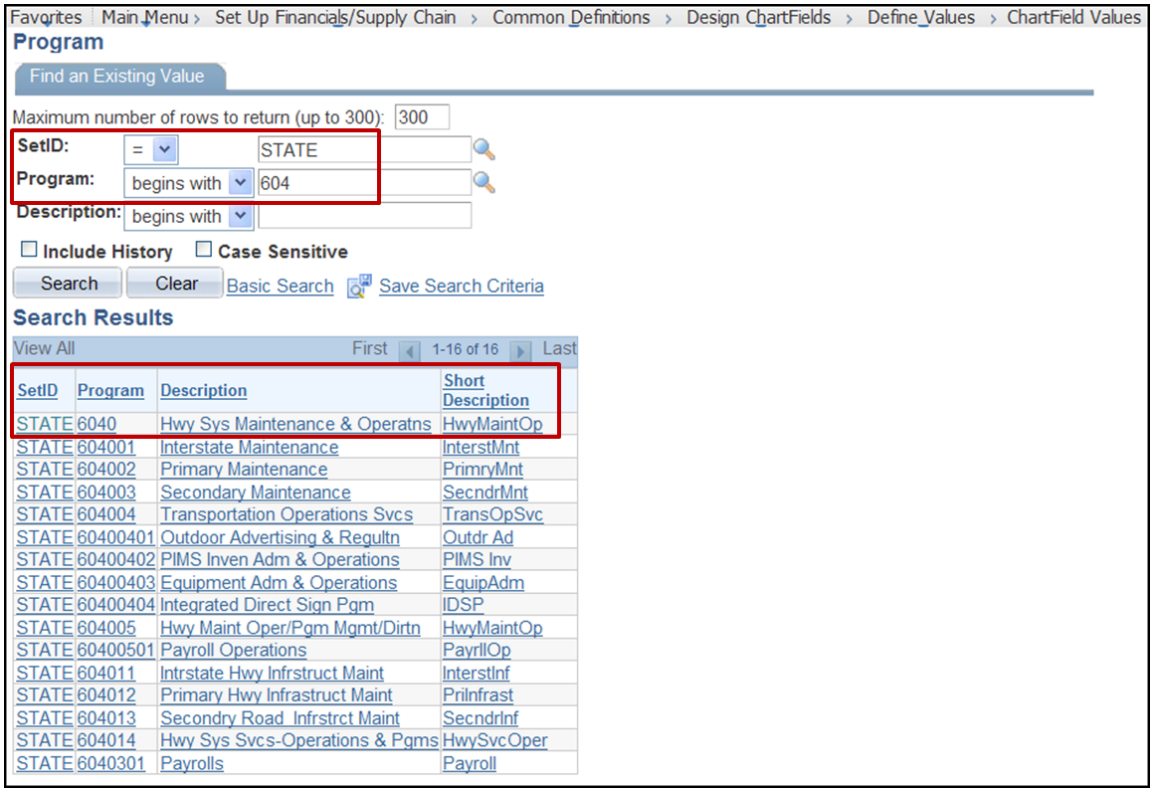
Chartfield Selection List:
Every Chartfield in the list is linked. Click on the desired linked Chartfield and the system then displays the Selection Criteria Page for that Chartfield Inquiry.



Chartfield Selection Criteria Page:



Inquiry Results:
Always use STATE as the SetID for Program.



SetID	Program	Description	Short Description
STATE	6040	Hwy Sys Maintenance & Operatns	HwyMaintOp
STATE	604001	Interstate Maintenance	InterstMnt
STATE	604002	Primary Maintenance	PrimryMnt
STATE	604003	Secondary Maintenance	SecndrMnt
STATE	604004	Transportation Operations Svcs	TransOpSvc
STATE	60400401	Outdoor Advertising & Regultn	Outdr Ad
STATE	60400402	PIMS Inven Adm & Operations	PIMS Inv
STATE	60400403	Equipment Adm & Operations	EquipAdm
STATE	60400404	Integrated Direct Sign Pgm	IDSP
STATE	604005	Hwy Maint Oper/Pgm Mgmt/Dirtn	HwyMaintOp
STATE	60400501	Payroll Operations	PayrllOp
STATE	604011	Intrstate Hwy Infrstruct Maint	InterstInf
STATE	604012	Primary Hwy Infrastruct Maint	PrimInfrast
STATE	604013	Secondry Road Infrstrct Maint	SecndrInf
STATE	604014	Hwy Sys Svcs-Operations & Pgms	HwySvcOper
STATE	6040301	Payrolls	Payroll

If you run the inquiry for all Programs your results will exceed the display limit. Narrowing your search criteria, as in the example above, may solve the issue. If you continue to run into a limit with the Program Chartfield Inquiry, the best option is to run the query FIN0038_CHARTFIELD2 which returns all Programs. (Do not use the query FIN0052_VALID_PROGRAMS. It does not return Cardinal Program Chartfield values).

You can navigate to this query using the following path:
Main Menu > Reporting Tools > Query > Query Viewer > FIN0038_CHARTFIELD2.

GL - Review Journal Status Inquiry

LAST REVISION: 10/22/12

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This inquiry provides the status of journals.

PURPOSE / USE:
- This inquiry is used to research the status of journals.

NAVIGATION PATH:
Main Menu > General Ledger > Journals > Process Journals > Review Journal Status

PARAMETERS:
- Business Unit
- Journal ID
- Journal Date
- Unpost Sequence
- Document Sequence Number
- Journal Header Status

FORMAT:
Online

Review Journal Status Online Inquiry

Search Results

Search Results

View All — First 1 of 1 Last

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Journal Header Status	Budget Checking Header Status	Ledger Group
15100	0000010638	10/01/2012	0	(blank)	Posted	Valid	ACTUALS

Journal Header

CARDINAL

Favorites | Main Menu > General Ledger > Journals > Process Journals > Review Journal Status

Journal Header | Journal Lines

Unit:	15100	Journal ID:	0000010638	Journal Date:	10/01/2012
Fiscal Year:	2013	Source:	ONL	Process Instance:	802411
Accounting Period:	4	Reference Number:		Status:	Posted
Ledger Group:	ACTUALS	Ledger:		Budget Status:	Valid
Long Description:	Bank of America Sept statement				

Journal Line Totals

Lines:	21	Debits:	6,687.00 USD	Credits:	6,687.00 USD

Commitment Control Amount Type

Amount Type:	Actuals, Recognize and Collect	Override:	N
User:			

Save | Return to Search | Notify

Journal Lines

Favorites | Main Menu > General Ledger > Journals > Process Journals > Review Journal Status

Journal Header | Journal Lines

Unit: 15100 Journal ID: 0000010638 Journal Date: 10/01/2012

Template List Line: 100

Journal Line Data — Customize | Find | View 10 | First 1-21 of 21 Last

Line #	Ledger	Foreign Amount	Account	Fund	Program	Department	Cost Center	Task	FIPS	Ass
1	ACTUALS	527.19	5013120	01000	799001	92100				
23	ACTUALS	860.94	5013330	01000	799001	92100				
24	ACTUALS	146.25	5012190	01000	799001	92100				
25	ACTUALS	482.09	5013120	01000	799001	92100				
26	ACTUALS	177.75	5012170	01000	799001	92100				
27	ACTUALS	1,239.08	5015340	01000	799001	92100				
28	ACTUALS	26.50	5013120	01000	799001	92100				
29	ACTUALS	7.96	5012190	01000	799001	92100				
30	ACTUALS	23.37	5012110	01000	799001	92100				
31	ACTUALS	33.85	5013120	01000	799001	92100				
32	ACTUALS	36.08	5012240	01000	737002	94100				
33	ACTUALS	3.99	5012190	01000	737002	94100				
34	ACTUALS	699.00	5022180	01000	737004	95200				
35	ACTUALS	40.00	5012240	01000	737004	95200				

Queries

GL - Accounts Query

LAST REVISION: 10/05/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This query lists all available Accounts that are active as of the user specified As of Date.

PURPOSE / USE:

- This query generates a listing of Accounts with As of Date, Descr, Type, etc. For each Account / Account Type, the corresponding Bal Fwd indicator is provided as either Y or N.

NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > FIN0010_GL_ACCOUNTS

PARAMETERS:

- SetID – STATE
- As of Date

FORMAT:
HTML, Excel

Accounts Query

FIN0010_GL_ACCOUNTS - FIN0010-GL Accounts

SetID: STATE

As Of Date: 10/05/2012

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (4006 kb)

View All

First 1-100 of 7735 Last

	SetID	Account	Descr	Short Desc	Type	Stat Acct	UOM	OpenItem	Descr	Edit Record	Edit Field	As Of Date	Acct Owner	Bal Fwd	VAT Account	Attribute	Attribute Value	Descript
1	STATE	101001	Cash Not With Treasurer	Cash Nt Tr	A	N		N				10/05/2012		Y	N			
2	STATE	101002	Cash Equiv Not W/Treasurer	Csh Eq Not	A	N		N				10/05/2012		Y	N			
3	STATE	101003	Cash Equiv With Treasurer-LGIP	Csh Eq Lgp	A	N		N				10/05/2012		Y	N			
4	STATE	101005	Cash Equiv With Treasurer	Csh Eq Trs	A	N		N				10/05/2012		Y	N			
5	STATE	101007	Cash And Cash Equivalents	Csh&Equiv	A	N		N				10/05/2012		Y	N			
6	STATE	101008	Cash&Equ-Collaterl Hld Securty	Collat Sec	A	N		N				10/05/2012		Y	N			
7	STATE	101010	Cash With The Treasurer Of	Cash Treas	A	N		N				10/05/2012		Y	N			

GL - CARS Do Not Send List Query

LAST REVISION: 10/05/12

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This query provides journal data on transactions that were marked Do not send to CARS.

PURPOSE / USE:

- This query is used during reconciliation to identify transactions in Cardinal that were not sent to CARS and make any necessary adjustments.

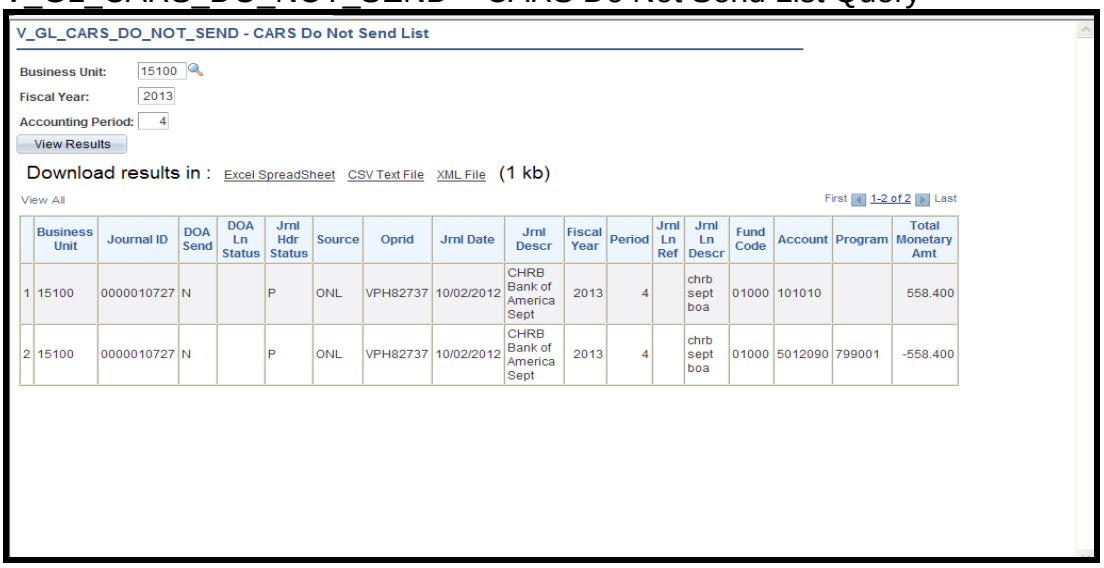
NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > V_GL_CARS_DO_NOT_SEND.

PARAMETERS:

- Business Unit:
- Fiscal Year
- Accounting Period:

FORMAT:
HTML, Excel

V_GL_CARS_DO_NOT_SEND – CARS Do Not Send List Query



V_GL_CARS_DO_NOT_SEND - CARS Do Not Send List

Business Unit: 15100
Fiscal Year: 2013
Accounting Period: 4
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

View All First 1-2 of 2 Last

	Business Unit	Journal ID	DOA Send	DOA Ln Status	Jrnl Hdr Status	Source	Oprid	Jrnl Date	Jrnl Descr	Fiscal Year	Period	Jrnl Ln Ref	Jrnl Ln Descr	Fund Code	Account	Program	Total Monetary Amt
1	15100	0000010727	N		P	ONL	VPH82737	10/02/2012	CHRB Bank of America Sept	2013	4		chrb sept boa	01000	101010		558.400
2	15100	0000010727	N		P	ONL	VPH82737	10/02/2012	CHRB Bank of America Sept	2013	4		chrb sept boa	01000	5012090	799001	-558.400

GL - CARS History Transactions Query

LAST REVISION: 10/05/12

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This query lists transactions keyed into CARS.

PURPOSE / USE:

- This query is used as a reconciliation resource to identify transactions in CARS that are not in Cardinal, which may require adjusting entries.

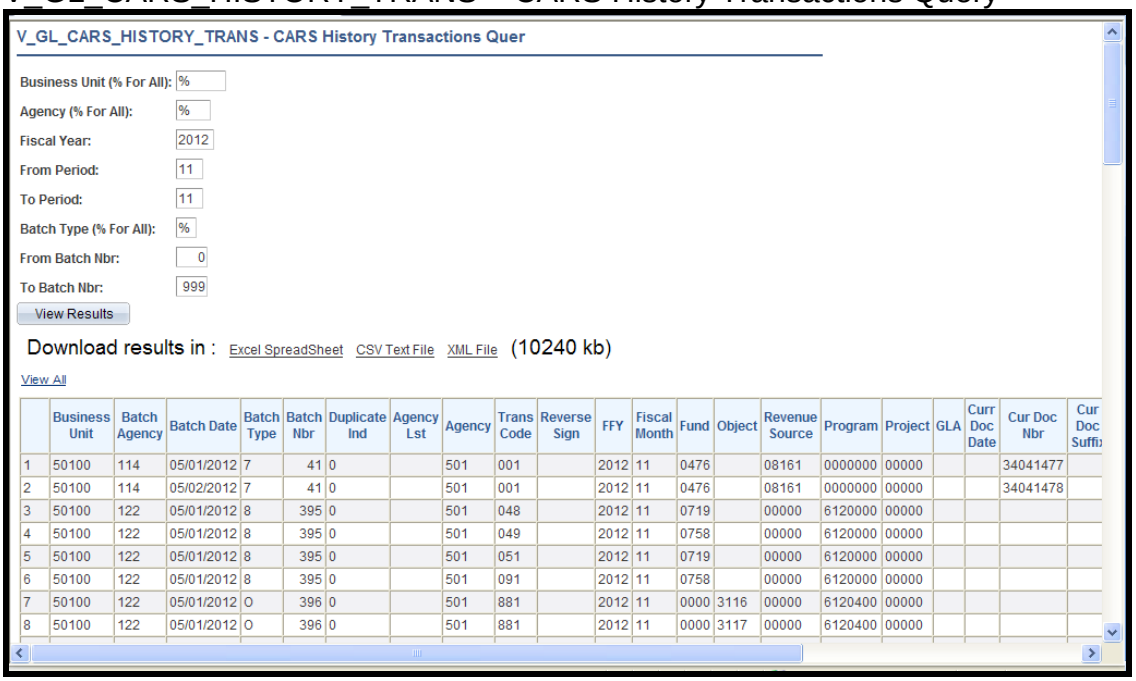
NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > V_GL_CARS_HISTORY_TRANS.

PARAMETERS:

- Business Unit:
- Agency
- Fiscal Year
- From and To Period
- Batch Type
- From Batch Nbr
- To Batch Nbr

FORMAT:
HTML, Excel

V_GL_CARS_HISTORY_TRANS – CARS History Transactions Query



V_GL_CARS_HISTORY_TRANS - CARS History Transactions Quer

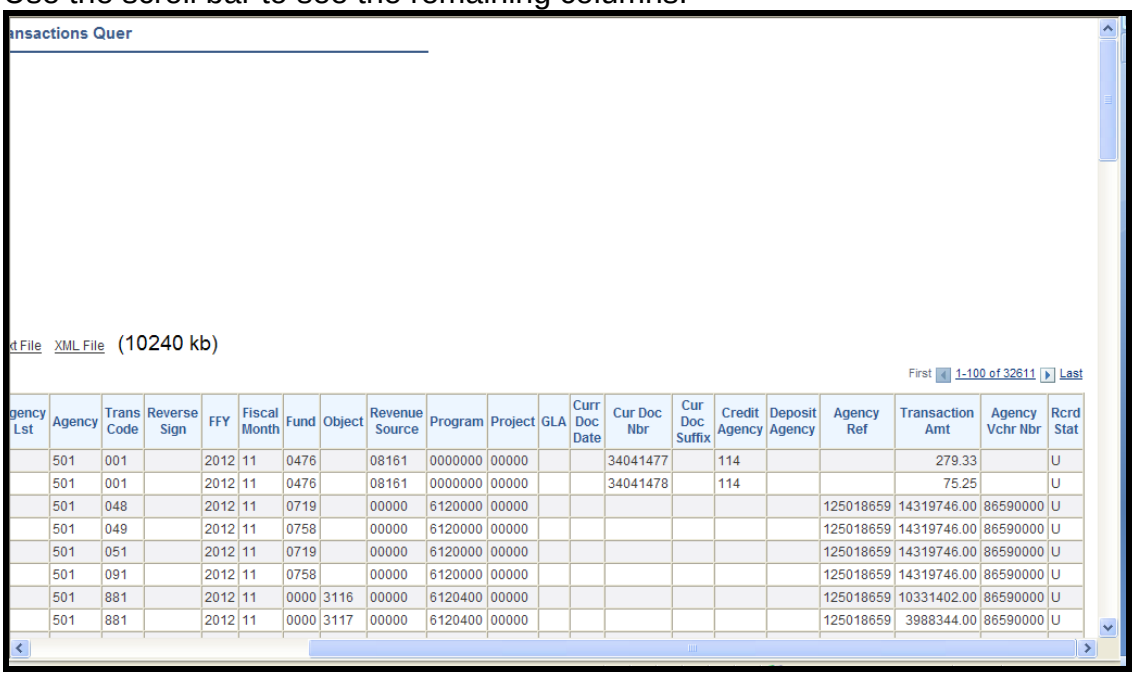
Business Unit (% For All): %
Agency (% For All): %
Fiscal Year: 2012
From Period: 11
To Period: 11
Batch Type (% For All): %
From Batch Nbr: 0
To Batch Nbr: 999
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (10240 kb)

View All

	Business Unit	Batch Agency	Batch Date	Batch Type	Batch Nbr	Duplicate Ind	Agency Lst	Agency	Trans Code	Reverse Sign	FFY	Fiscal Month	Fund	Object	Revenue Source	Program	Project	GLA	Curr Doc Date	Cur Doc Nbr	Cur Doc Suffi
1	50100	114	05/01/2012	7	41	0		501	001		2012	11	0476		08161	0000000	00000			34041477	
2	50100	114	05/02/2012	7	41	0		501	001		2012	11	0476		08161	0000000	00000			34041478	
3	50100	122	05/01/2012	8	395	0		501	048		2012	11	0719		00000	6120000	00000				
4	50100	122	05/01/2012	8	395	0		501	049		2012	11	0758		00000	6120000	00000				
5	50100	122	05/01/2012	8	395	0		501	051		2012	11	0719		00000	6120000	00000				
6	50100	122	05/01/2012	8	395	0		501	091		2012	11	0758		00000	6120000	00000				
7	50100	122	05/01/2012	O	396	0		501	881		2012	11	0000	3116	00000	6120400	00000				
8	50100	122	05/01/2012	O	396	0		501	881		2012	11	0000	3117	00000	6120400	00000				

Use the scroll bar to see the remaining columns.



ansactions Quer

xt File XML File (10240 kb)

First 1-100 of 32611 Last

gency Lst	Agency	Trans Code	Reverse Sign	FFY	Fiscal Month	Fund	Object	Revenue Source	Program	Project	GLA	Curr Doc Date	Cur Doc Nbr	Cur Doc Suffix	Credit Agency	Deposit Agency	Agency Ref	Transaction Amt	Agency Vchr Nbr	Rcrd Stat
	501	001		2012	11	0476		08161	0000000	00000			34041477		114			279.33		U
	501	001		2012	11	0476		08161	0000000	00000			34041478		114			75.25		U
	501	048		2012	11	0719		00000	6120000	00000							125018659	14319746.00	86590000	U
	501	049		2012	11	0758		00000	6120000	00000							125018659	14319746.00	86590000	U
	501	051		2012	11	0719		00000	6120000	00000							125018659	14319746.00	86590000	U
	501	091		2012	11	0758		00000	6120000	00000							125018659	14319746.00	86590000	U
	501	881		2012	11	0000	3116	00000	6120400	00000							125018659	10331402.00	86590000	U
	501	881		2012	11	0000	3117	00000	6120400	00000							125018659	3988344.00	86590000	U

GL - CARS Interface Report – Detail Query

LAST REVISION: 10/19/12

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This query identifies all transactions sent to CARS.

PURPOSE / USE:

- This query supports the monthly reconciliation between Cardinal and CARS.

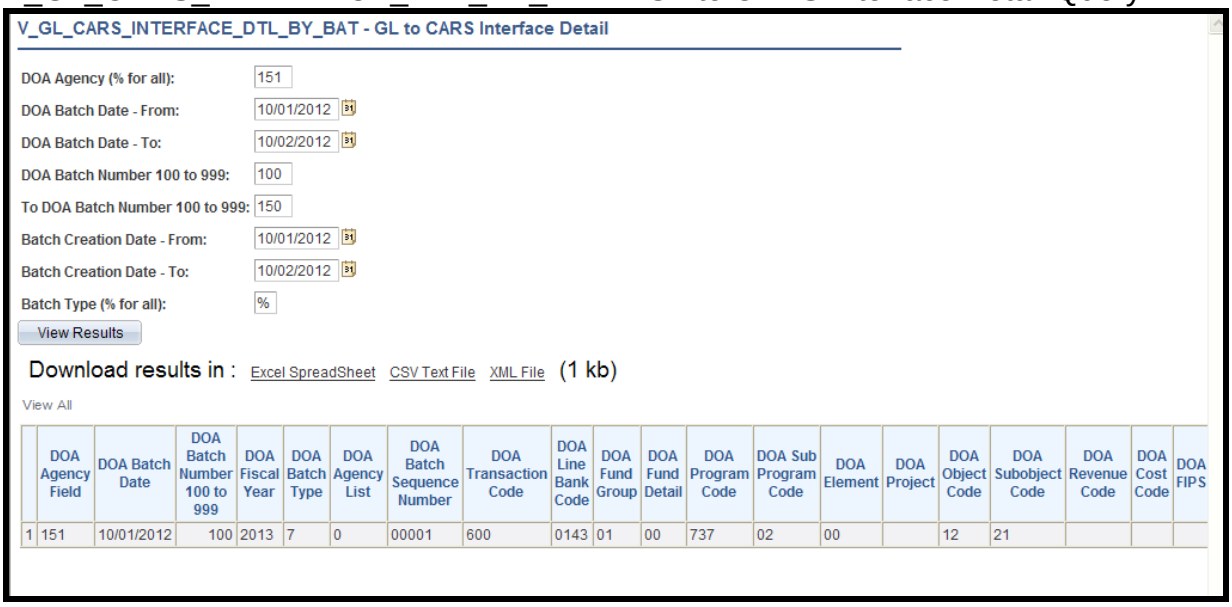
NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer >
V_GL_CARS_INTERFACE_DTL_BY_BAT

PARAMETERS:

- Agency
- DOA Batch Date – From
- DOA Batch Date – To:
- DOA Batch Number 100-999:
- To DOA Batch Number 100 to 999:
- Batch Creation Date - From:
- Batch Creation Date - To:
- Batch Type

FORMAT:
HTML, Excel

V_GL_CARS_INTERFACE_DTL_BY_BAT – GL to CARS Interface Detail Query



V_GL_CARS_INTERFACE_DTL_BY_BAT - GL to CARS Interface Detail

DOA Agency (% for all): 151
DOA Batch Date - From: 10/01/2012
DOA Batch Date - To: 10/02/2012
DOA Batch Number 100 to 999: 100
To DOA Batch Number 100 to 999: 150
Batch Creation Date - From: 10/01/2012
Batch Creation Date - To: 10/02/2012
Batch Type (% for all): %

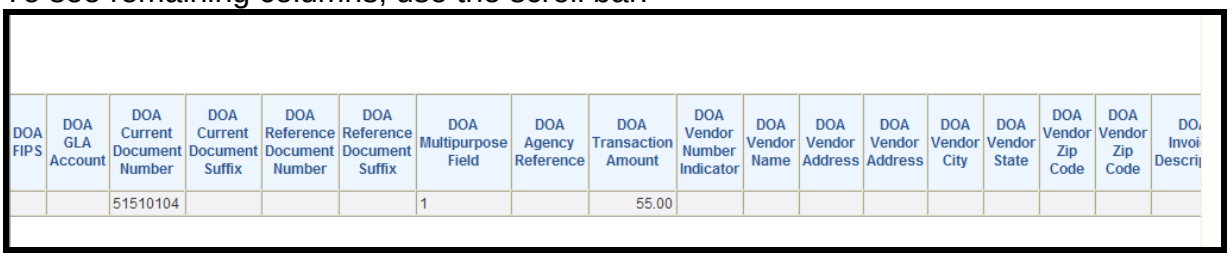
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

View All

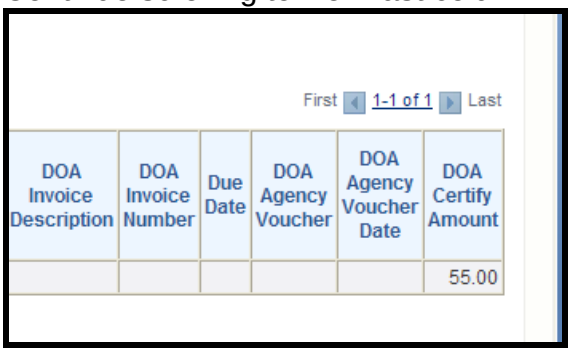
	DOA Agency Field	DOA Batch Date	DOA Batch Number 100 to 999	DOA Fiscal Year	DOA Batch Type	DOA Agency List	DOA Batch Sequence Number	DOA Transaction Code	DOA Line Bank Code	DOA Fund Group	DOA Fund Detail	DOA Program Code	DOA Sub Program Code	DOA Element	DOA Project	DOA Object Code	DOA Subobject Code	DOA Revenue Code	DOA Cost Code	DOA FIPS
1	151	10/01/2012	100	2013	7	0	00001	600	0143	01	00	737	02	00		12	21			

To see remaining columns, use the scroll bar.



DOA FIPS	DOA GLA Account	DOA Current Document Number	DOA Current Document Suffix	DOA Reference Document Number	DOA Reference Document Suffix	DOA Multipurpose Field	DOA Agency Reference	DOA Transaction Amount	DOA Vendor Number Indicator	DOA Vendor Name	DOA Vendor Address	DOA Vendor Address	DOA Vendor City	DOA Vendor State	DOA Vendor Zip Code	DOA Vendor Zip Code	DOA Invoi Descri
		51510104				1		55.00									

Continue scrolling to view last column.



First 1-1 of 1 Last

DOA Invoice Description	DOA Invoice Number	Due Date	DOA Agency Voucher	DOA Agency Voucher Date	DOA Certify Amount
					55.00

GL – Cross Business Unit Journal Query

LAST REVISION: 09/25/2014

LOADED INTO CATALOGUE: 09/25/2014

DESCRIPTION:
The query displays Business Unit to Business Unit (Agency to Agency) GL journals for a specified period of time.

PURPOSE / USE:
This query can be used to review GL journal transactions for a specified period of time in which the Journal Header Business Unit is different than one of the Business Units on the journal line. (Example: DOA enters a journal entry to record an Appropriation Act Transfer)

NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > V_GL_CROSS_BU_JOURNAL

PARAMETERS:
- Business Unit
- Fiscal Year
- Accounting Period From
- Accounting Period To

FORMAT:
HTML, Excel

GL – Cross Business Unit Journal Query

	Business Unit	Interunit Business Unit	Journal ID	Journal Date	Source	Fiscal Year	Period	Posted Date	Journal Line	Account	Fund	Program	Department
1	15100	15100	0000021544	07/01/2013	ONL	2014	1	06/27/2013	1	609560	01000		99999
2	15100	15100	0000021544	07/01/2013	ONL	2014	1	06/27/2013	2	101010	01000		99999
3	15100	15100	0000021544	07/01/2013	ONL	2014	1	06/27/2013	3	609560	01000		99999
4	15100	15100	0000021544	07/01/2013	ONL	2014	1	06/27/2013	4	101010	01000		99999
5	15100	15100	0000021544	07/01/2013	ONL	2014	1	06/27/2013	9	609560	01000		99999
6	15100	15100	0000021544	07/01/2013	ONL	2014	1	06/27/2013	10	101010	01000		99999
7	50100	15100	0000021544	07/01/2013	ONL	2014	1	06/27/2013	16	609560	01000		99999
8	50100	15100	0000021544	07/01/2013	ONL	2014	1	06/27/2013	17	101010	01000		99999

Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project	Affiliate	Monetary Amount	Journal Line Ref	Line Descr
									-3370456.00		Cash Trnsfr In - Load GF Cash
									3370456.00		Cash With The Treasurer Of VA
									-6550494.00		Cash Trnsfr In - Load GF Cash
									6550494.00		Cash With The Treasurer Of VA
									-926748.00		Cash Trnsfr In - Load GF Cash
									926748.00		Cash With The Treasurer Of VA
99999999									-40000000.00		Cash Trnsfr In - Load GF Cash
99999999									40000000.00		Cash With The Treasurer Of VA

GL – Department Codes Query

LAST REVISION: 10/05/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This query lists all available Departments for a SetID that are active as of the user specified As of Date.

PURPOSE / USE:

- This query generates a list of Departments and their Set ID, Description, Effective Date, Budgetary Only indicator, etc.

NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > FIN0011_DEPARTMENT_CODES

PARAMETERS:

- SetID
- As Of Date

FORMAT:
HTML, Excel

Department Codes Query

FIN0011_DEPARTMENT_CODES - FIN0011-Department Codes

SetID: 15100

As Of Date: 10/05/2012

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (3 kb)

View All

First 1-18 of 18 Last

	SetID	Department	Description	Manager Name	As Of Date	Short Desc	Budgetary Only
1	15100	10000	DOA - All Non-GA Departments		10/05/2012	All NonGA	Y
2	15100	10001	DOA - GA Departments		10/05/2012	All GA	Y
3	15100	60200	Commonwealth Health Research		10/05/2012	CHRB	N
4	15100	91100	Comptroller		10/05/2012	Comptrl	N
5	15100	91200	EDI Prenotes		10/05/2012	EDI	N
6	15100	92100	Admin Svcs & Public Records		10/05/2012	Admin	N
7	15100	93100	Personnel		10/05/2012	Personnel	N
8	15100	94100	Internal Audit		10/05/2012	Int Audit	N
9	15100	95200	Financial Reporting		10/05/2012	Fin Rpt	N
10	15100	95400	General Accounting		10/05/2012	Gen Acctg	N
11	15100	95700	FSRI - Cardinal		10/05/2012	Cardinal	N
12	15100	95800	FSRI - Performance Budgeting		10/05/2012	Perf Budg	N
13	15100	97200	Payroll Production		10/05/2012	PayProd	N
14	15100	97500	Payroll Service Bureau		10/05/2012	PSB	N
15	15100	98300	Systems Analysis & Programming		10/05/2012	S &P	N
16	15100	98400	Chief Technology Officer & DBA		10/05/2012	CTO&DBA	N
17	15100	99800	Converted Blank Dept		10/05/2012	CNV	N
18	15100	99999	DOA		10/05/2012	DOA All	N

GL – GL Expenditures by Phase Query

LAST REVISION: 04/29/2013

LOADED INTO CATALOGUE: 04/29/2013

DESCRIPTION:
The Expenditures by Phase query displays for the selected Business Unit and Ledger Cost Center and Project related Actual expenditure totals summarized by Business Unit, Phase, Fund, Program, and Accounting Period(s). Displayed results include Business Unit, Ledger, Fiscal Year, Fund, Program, SUM(B.MONETARY.AMOUNT)

PURPOSE / USE:
The Expenditures by Phase query is used by Fiscal Division in the preparation of financial statements.

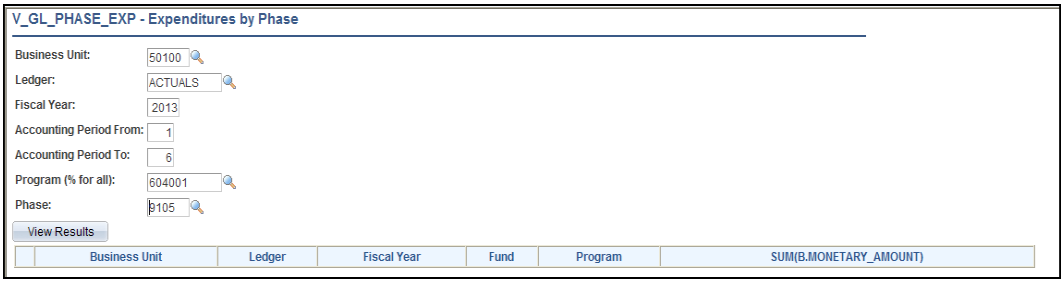
NAVIGATION PATH:
You can navigate to this online inquiry using the following path:
Main Menu > Reporting Tools > Query > Query Manager

PARAMETERS:

- Business Unit : 50100
- Ledger: ACTUALS
- Fiscal Year:
- Accounting Period From:
- Accounting Period To:
- Program (% for all):
- Phase:

FORMAT:
Excel, CSV, HTML

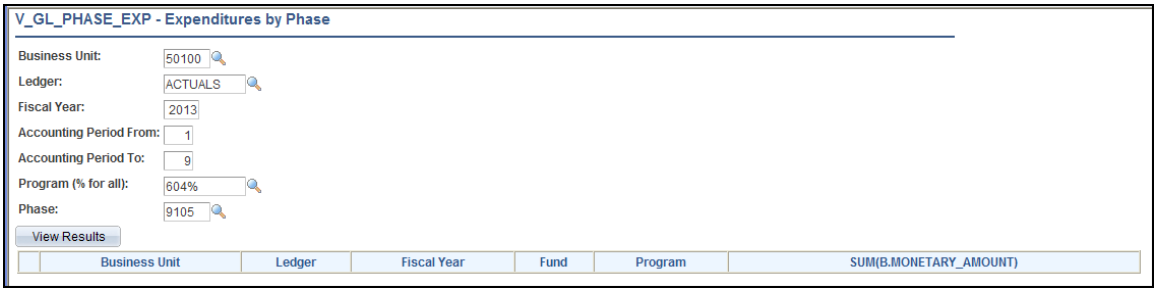
Query Search:



Query Output:

	A	B	C	D	E	F
1	Expenditures by Phase	1				
2	Business Unit	Ledger	Fiscal Year	Fund	Program	SUM(B.MONETARY_AMOUNT)
3	50100	ACTUALS	2013	04100	604001	30,684,720.10
4						
5						
6						

Query Search with wildcard:



Query Output with Wildcard:

	A	B	C	D	E	F
1	Expenditures by Phase	7				
2	Business Unit	Ledger	Fiscal Year	Fund	Program	SUM(B.MONETARY_AMOUNT)
3	50100	ACTUALS	2013	04100	604001	270,542.30
4	50100	ACTUALS	2013	04100	604002	147,806.23
5	50100	ACTUALS	2013	04100	604003	57,116.32
6	50100	ACTUALS	2013	04100	604004	7,449,679.81
7	50100	ACTUALS	2013	04100	60400403	22,371,967.15
8	50100	ACTUALS	2013	04100	604005	175.93
9	50100	ACTUALS	2013	04100	60400501	1,831,123.21

GL – FIN0010_GL_ACCOUNTS Query

LAST REVISION: 01/22/2013

LOADED INTO CATALOGUE: 02/13/2013

DESCRIPTION:
The FIN0010_GL_ACCOUNTS query displays fields that describe the Account chartfield. Key fields include SetID, Account, Description, Type, As of Date, and Balance Forward.

PURPOSE / USE:
The FIN0010_GL_ACCOUNTS query is used to research and validate Account codes, Descriptions, Type, and Balance Forward indicators. Account code Types include Asset, Expense, Liability, Equity, Revenue, and Transfers.

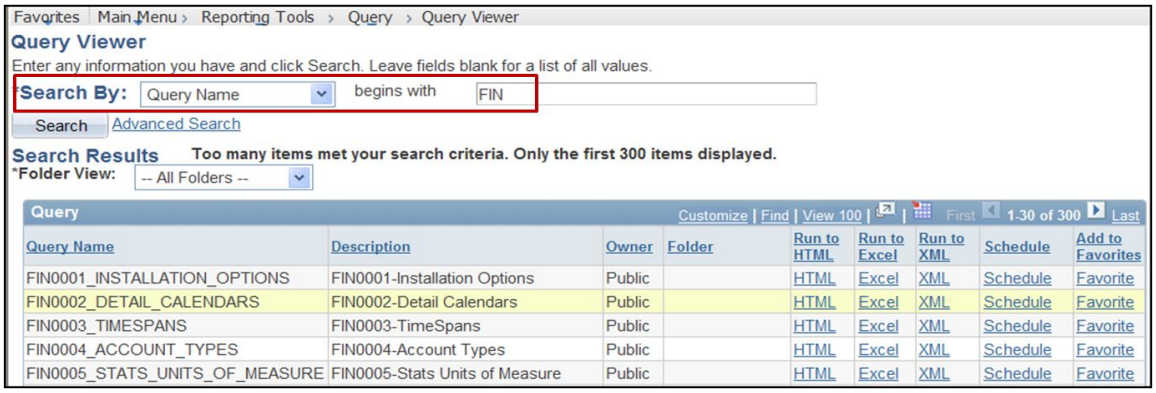
NAVIGATION PATH:
You can navigate to this online inquiry using the following path:
Main Menu > Reporting Tools > Query > Query Manager

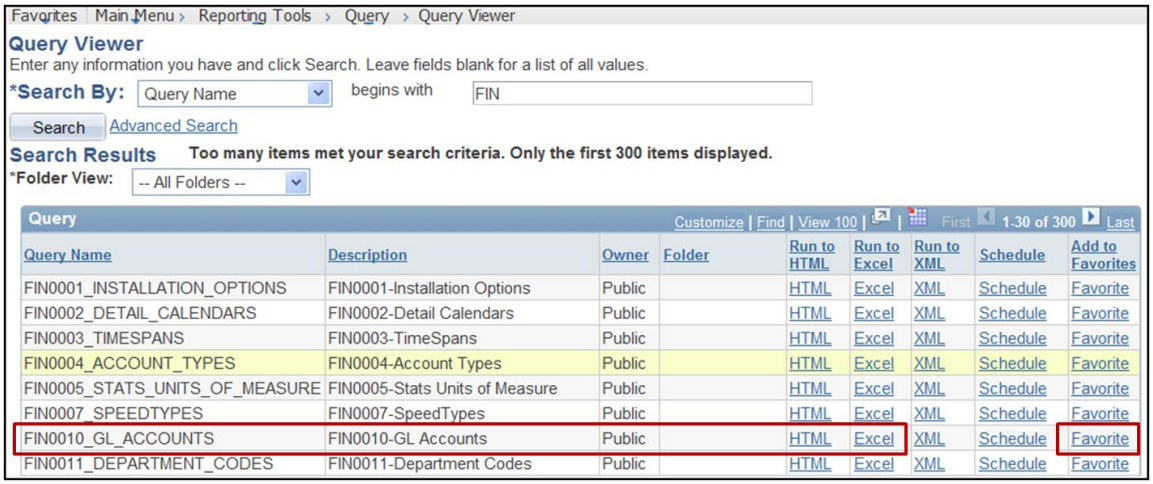
PARAMETERS:

- SetID (STATE is always the value of SetID for the FIN0010_GL_ACCOUNTS query)
- As Of Date

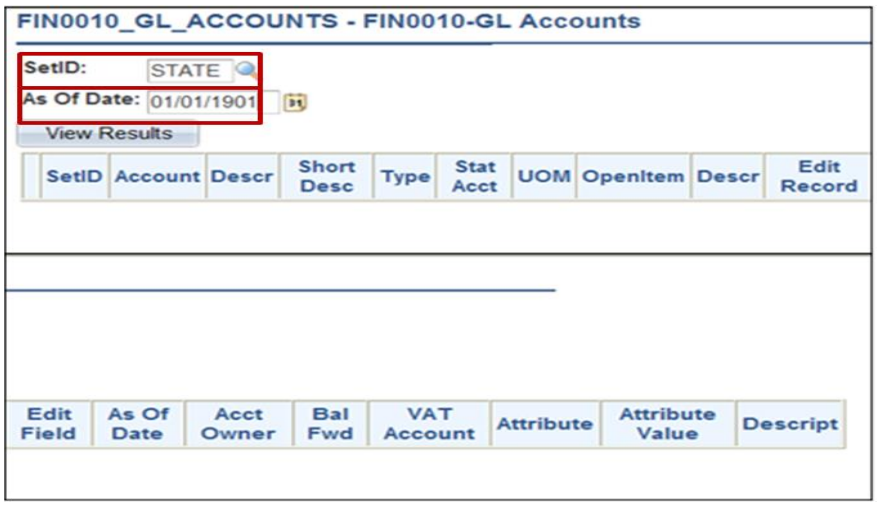
FORMAT:
Excel, CSV, HTML

Query Search:





Cardinal queries can be executed using either Excel or HTML. Choose the FIN0010_GL_ACCOUNTS Query and click Excel. The system displays the selection criteria page. Enter selection criteria. For FIN0010_GL_ACCOUNTS query always enter STATE as SetID and 01/01/1901 for As of Date. Click View Results to execute the query.



When the query executes the system displays the results in an Excel spreadsheet.

Query Output in Excel Spreadsheet:
The query displays the number of rows returned in the top row.

1	FIN0010-GL Accounts	7738								
2	SetID	Account	Descr	Short Desc	Type	As Of Date	Bal Fwd	Attribute	Attribute Value	Descript
3	STATE	101001	Cash Not With Treasurer	Cash Nt Tr	A	01/01/1901	Y			
4	STATE	101002	Cash Equiv Not W/Treasurer	Csh Eq Not	A	01/01/1901	Y			
5	STATE	101003	Cash Equiv With Treasurer-LGIP	Csh Eq Lgp	A	01/01/1901	Y			
6	STATE	101005	Cash Equiv With Treasurer	Csh Eq Trs	A	01/01/1901	Y			
7	STATE	101007	Cash And Cash Equivalents	Csh&Equiv	A	01/01/1901	Y			
8	STATE	101008	Cash&Equ-Collaterl Hld Securty	Collat Sec	A	01/01/1901	Y			
9	STATE	101010	Cash With The Treasurer Of VA	Cash Treas	A	01/01/1901	Y			
10	STATE	101010	Cash With The Treasurer Of VA	Cash Treas	A	01/01/1901	Y	DOA GLA	101	Cash With The Treasurer Of VA
11	STATE	101060	Cash Advances - Courts	Adv Court	A	01/01/1901	Y			
12	STATE	101060	Cash Advances - Courts	Adv Court	A	01/01/1901	Y	DOA GLA	106	Cash Advances - Courts
13	STATE	101070	Cash Of Lottery Revolving Acct	Cash Lttry	A	01/01/1901	Y			
14	STATE	101070	Cash Of Lottery Revolving Acct	Cash Lttry	A	01/01/1901	Y	DOA GLA	107	Cash Of Lottery Revolving Acct

Query Output in HTML:
When the query is executed in HTML the system first displays the query results in an HTML format with the options to download the results in:

- Excel Spreadsheet
- CSV Text File
- XML File (which is not supported in Cardinal)

In HTML format you have the option View All data.

FIN0010_GL_ACCOUNTS - FIN0010-GL Accounts

SetID: STATE
As Of Date: 01/01/1901
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (4008 kb)

View All

First 1-100 of 7738 Last

	SetID	Account	Descr	Short Desc	Type	Stat Acct	UOM	OpenItem	Descr	Edit Record	Edit Field	As Of Date	Acct Owner	Bal Fwd	VAT Account	Attribute	Attribute Value	Descript
1	STATE	101001	Cash Not With Treasurer	Cash Nt Tr	A	N		N				01/01/1901		Y	N			
2	STATE	101002	Cash Equiv Not W/Treasurer	Csh Eq Not	A	N		N				01/01/1901		Y	N			
3	STATE	101003	Cash Equiv With Treasurer-LGIP	Csh Eq Lgp	A	N		N				01/01/1901		Y	N			
4	STATE	101005	Cash Equiv With Treasurer	Csh Eq Trs	A	N		N				01/01/1901		Y	N			
5	STATE	101007	Cash And Cash Equivalents	Csh&Equiv	A	N		N				01/01/1901		Y	N			

GL – FIN0011_DEPARTMENT_CODES Query

LAST REVISION: 01/22/2013

LOADED INTO CATALOGUE: 02/13/2013

DESCRIPTION:
The FIN0011_DEPARTMENT_CODES query displays the fields that describe the Department chartfield. Key fields include SetID, Department, Description, As of Date, and Budgetary Only indicator.

PURPOSE / USE:
The FIN0011_DEPARTMENT_CODES query is used to research and validate Department Codes and related Descriptions.

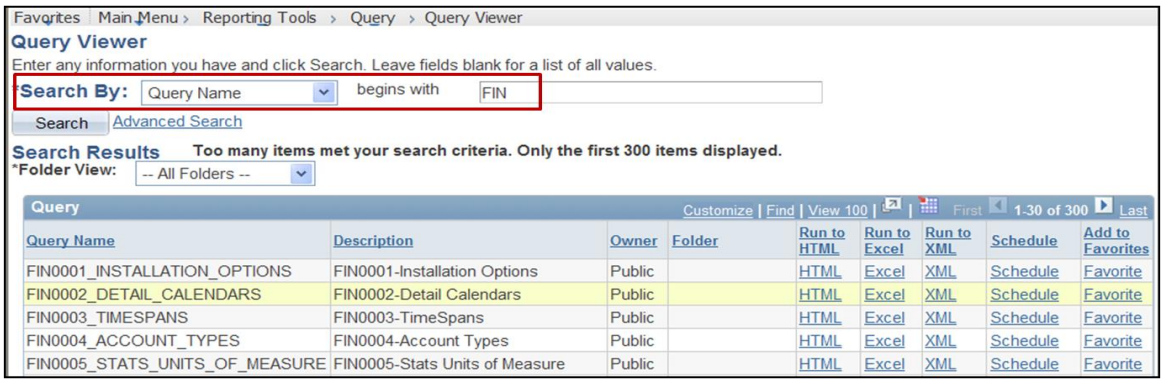
NAVIGATION PATH:
You can navigate to this online inquiry using the following path:
Main Menu > Reporting Tools > Query > Query Manager

PARAMETERS:

- SetID
- As Of Date

FORMAT:
Excel, CSV, HTML

Query Search:



Favorites | Main Menu › Reporting Tools › Query › Query Viewer

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 FIN

Search | Advanced Search

Search Results Too many items met your search criteria. Only the first 300 items displayed.

*Folder View: -- All Folders --

Query — Customize | Find | View 100 | First 1-30 of 300 Last

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
FIN0001_INSTALLATION_OPTIONS	FIN0001-Installation Options	Public		HTML	Excel	XML	Schedule	Favorite
FIN0002_DETAIL_CALENDARS	FIN0002-Detail Calendars	Public		HTML	Excel	XML	Schedule	Favorite
FIN0003_TIMESPANS	FIN0003-TimeSpans	Public		HTML	Excel	XML	Schedule	Favorite
FIN0004_ACCOUNT_TYPES	FIN0004-Account Types	Public		HTML	Excel	XML	Schedule	Favorite
FIN0005_STATS_UNITS_OF_MEASURE	FIN0005-Stats Units of Measure	Public		HTML	Excel	XML	Schedule	Favorite
FIN0007_SPEEDTYPES	FIN0007-SpeedTypes	Public		HTML	Excel	XML	Schedule	Favorite
FIN0010_GL_ACCOUNTS	FIN0010-GL Accounts	Public		HTML	Excel	XML	Schedule	Favorite
FIN0011_DEPARTMENT_CODES	FIN0011-Department Codes	Public		HTML	Excel	XML	Schedule	Favorite
FIN0012_VALID_PRODUCT_CODES	FIN0012-Valid Product Codes	Public		HTML	Excel	XML	Schedule	Favorite

Cardinal queries can be executed using either Excel or HTML. Choose the FIN0011_DEPARTMENT_CODES Query and click Excel. The system displays the selection criteria page. Enter selection criteria. Click View Results to execute the query.

FIN0011_DEPARTMENT_CODES - FIN0011-Department Codes

SetID: 50100

As Of Date: 01/01/1901

View Results

SetID	Department	Description	Manager Name	As Of Date	Short Desc	Budgetary Only

When the query executes the system displays the results in an Excel spreadsheet.

Query Output in Excel Spreadsheet:

The query displays the number of rows returned on the top row.

1	FIN0011-Department Codes	1216					
2	SetID	Department	Description	Manager Name	As Of Date	Short Desc	Budgetary Only
3	50100	10000	All Central Office Orgs		01/01/1901	All Centra	Y
4	50100	10001	Commissioner's Office		01/01/1901	Commission	N
5	50100	10002	Commnwlth Trans Board (CTB)		01/01/1901	Commnwlth	N
6	50100	10003	Administrative Services		01/01/1901	Administra	N
7	50100	10004	Structure & Bridges		01/01/1901	Structure	N
8	50100	10005	Workforce Safety & Health		01/01/1901	Workforce	N
9	50100	10007	Communications		01/01/1901	Public Aff	N
10	50100	10008	VDOT Enterprise Appl. Office		01/01/1901	VDOT Enter	N
11	50100	10011	Environmental		01/01/1901	Environmen	N
12	50100	10012	Civil Rights		01/01/1901	Civil Righ	N
13	50100	10014	Financial Planning		01/01/1901	Financial	N
14	50100	10015	Fiscal		01/01/1901	Fiscal	N
15	50100	10017	Human Resources		01/01/1901	Human Reso	N
16	50100	10018	H/R Severance - Central Office		01/01/1901	H/R Severa	N
17	50100	10020	Internal Audit		01/01/1901	Internal A	N
18	50100	10021	Location & Design		01/01/1901	Location &	N

Query Output in HTML:

When the query is executed in HTML the system first displays the query results in an HTML format with the options to download the results in:

- Excel Spreadsheet
- CSV Text File
- XML File (which is not supported in Cardinal)

In HTML format you have the option View All data.

FIN0011_DEPARTMENT_CODES - FIN0011-Department Codes

SetID: 50100

As Of Date: 01/01/1901

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (250 kb)

View All

First 1-100 of 1216 Last

	SetID	Department	Description	Manager Name	As Of Date	Short Desc	Budgetary Only
1	50100	10000	All Central Office Orgs		01/01/1901	All Centra	Y
2	50100	10001	Commissioner's Office		01/01/1901	Commission	N
3	50100	10002	Commnwlth Trans Board (CTB)		01/01/1901	Commnwlth	N
4	50100	10003	Administrative Services		01/01/1901	Administra	N
5	50100	10004	Structure & Bridges		01/01/1901	Structure	N
6	50100	10005	Workforce Safety & Health		01/01/1901	Workforce	N
7	50100	10007	Communications		01/01/1901	Public Aff	N
8	50100	10008	VDOT Enterprise Appl. Office		01/01/1901	VDOT Enter	N
9	50100	10011	Environmental		01/01/1901	Environmen	N
10	50100	10012	Civil Rights		01/01/1901	Civil Righ	N
11	50100	10014	Financial Planning		01/01/1901	Financial	N
12	50100	10015	Fiscal		01/01/1901	Fiscal	N
13	50100	10017	Human Resources		01/01/1901	Human Reso	N
14	50100	10018	H/R Severance - Central Office		01/01/1901	H/R Severa	N
15	50100	10020	Internal Audit		01/01/1901	Internal A	N

GL – FIN0037_CHARTFIELD1 Query

LAST REVISION: 01/22/2013

LOADED INTO CATALOGUE: 02/13/2013

DESCRIPTION:
Chartfield1 is mapped to VDOT's Cost Center Chart of Account code. The FIN0037_CHARTFIELD1 query displays the fields that describe Cost Center Code. Key fields include SetID, Cost Center Code, Effective Date, Status, Description, and Budgetary Use Only.

PURPOSE / USE:
The FIN0037_CHARTFIELD1 query is used to research and validate Cost Center Codes stored as Chartfield 1 and obtain Cost Center Descriptions.

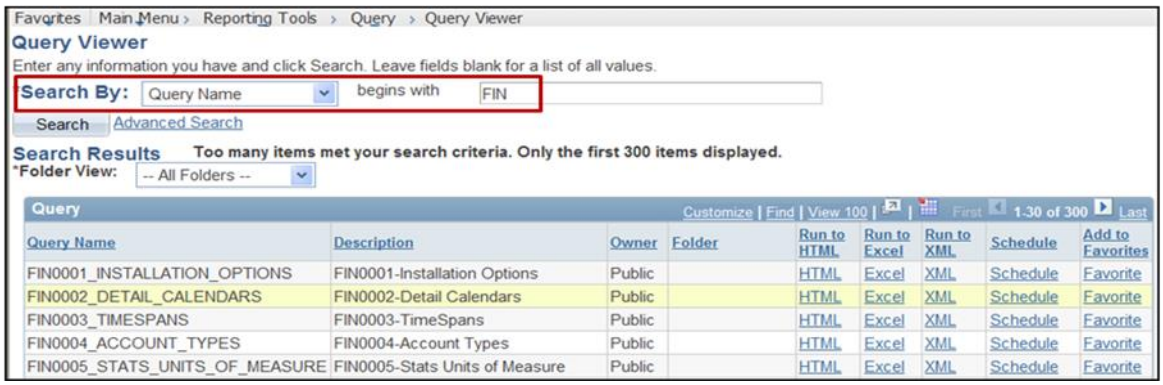
NAVIGATION PATH:
You can navigate to this online inquiry using the following path:
Main Menu > Reporting Tools > Query > Query Manager

PARAMETERS:

- SetID
- As Of Date

FORMAT:
Excel, CSV, HTML

Query Search:



Favorites | Main Menu › Reporting Tools › Query › Query Viewer

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 FIN003

Search | Advanced Search

Search Results

*Folder View: -- All Folders --

Query — Customize | Find | View All | First 1-8 of 8 Last

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
FIN0030_PS_NVISION_REPORTS	FIN0030-PS/nVision Reports	Public		HTML	Excel	XML	Schedule	Favorite
FIN0031_PS_NVISION_SCOPES	FIN0031-PS/nVision Scopes	Public		HTML	Excel	XML	Schedule	Favorite
FIN0032_OPERATING_UNITS	Operating Unit Chartfield	Public		HTML	Excel	XML	Schedule	Favorite
FIN0033_ALTERNATE_ACCOUNTS	FIN0033-Alternate-Accounts	Public		HTML	Excel	XML	Schedule	Favorite
FIN0035_CURRENCY_CODES	FIN0035-Currency Codes	Public		HTML	Excel	XML	Schedule	Favorite
FIN0037_CHARTFIELD1	Chartfield1	Public		HTML	Excel	XML	Schedule	Favorite
FIN0038_CHARTFIELD2	Chartfield2	Public		HTML	Excel	XML	Schedule	Favorite
FIN0039_CHARTFIELD3	Chartfield3	Public		HTML	Excel	XML	Schedule	Favorite

Cardinal queries can be executed using either Excel or HTML. Choose the FIN0037_CHARTFIELD1 Query and click Excel. The system displays the selection criteria page. Enter selection criteria. Click View Results to execute the query.

FIN0037_CHARTFIELD1 - Chartfield1

SetID: 50100

Effective Date: 01/01/1901

View Results

SetID	Cost Center	Eff Date	Status	Descr	:2	Short Desc	Bud. Only

When the query executes the system displays the results in an Excel spreadsheet.

Query Output in Excel Spreadsheet:

The query displays the number of rows returned on the top row.

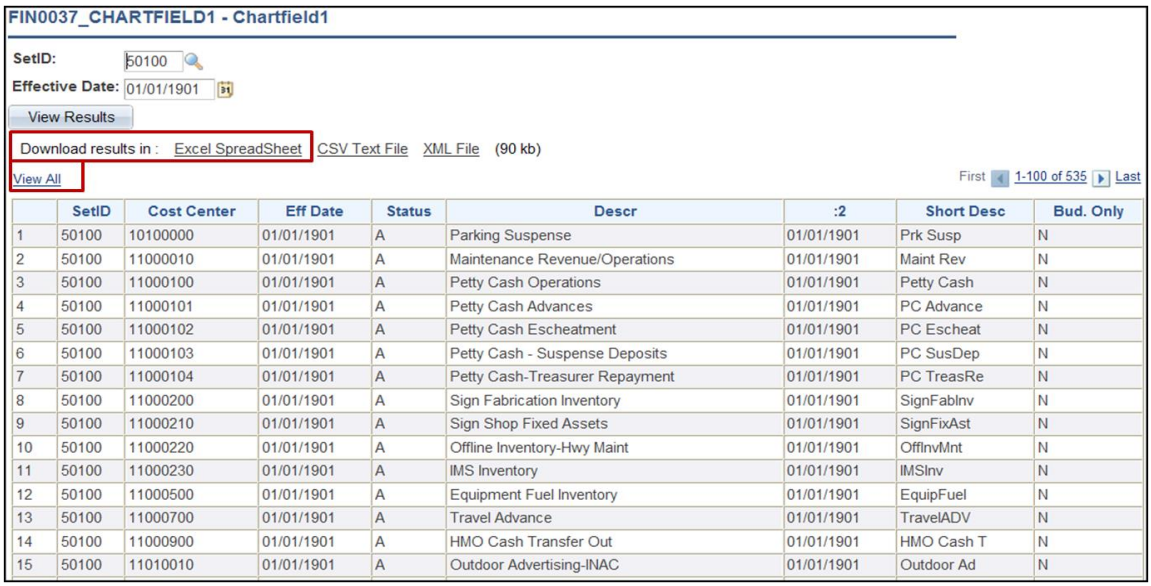
	A	B	C	D	E	F	G	H
1	Chartfield1	535						
2	SetID	Cost Center	Eff Date	Status	Descr	:2	Short Desc	Bud. Only
3	50100	10100000	01/01/1901	A	Parking Suspense	01/01/1901	Prk Susp	N
4	50100	11000010	01/01/1901	A	Maintenance Revenue/Operations	01/01/1901	Maint Rev	N
5	50100	11000100	01/01/1901	A	Petty Cash Operations	01/01/1901	Petty Cash	N
6	50100	11000101	01/01/1901	A	Petty Cash Advances	01/01/1901	PC Advance	N
7	50100	11000102	01/01/1901	A	Petty Cash Escheatment	01/01/1901	PC Escheat	N
8	50100	11000103	01/01/1901	A	Petty Cash - Suspense Deposits	01/01/1901	PC SusDep	N
9	50100	11000104	01/01/1901	A	Petty Cash-Treasurer Repayment	01/01/1901	PC TreasRe	N
10	50100	11000200	01/01/1901	A	Sign Fabrication Inventory	01/01/1901	SignFabInv	N
11	50100	11000210	01/01/1901	A	Sign Shop Fixed Assets	01/01/1901	SignFixAst	N
12	50100	11000220	01/01/1901	A	Offline Inventory-Hwy Maint	01/01/1901	OfflnvMnt	N
13	50100	11000230	01/01/1901	A	IMS Inventory	01/01/1901	IMSInv	N
14	50100	11000500	01/01/1901	A	Equipment Fuel Inventory	01/01/1901	EquipFuel	N

Query Output in HTML:

When the query is executed in HTML the system first displays the query results in an HTML format with the options to download the results in:

- Excel Spreadsheet
- CSV Text File
- XML File (which is not supported in Cardinal)

In HTML format you have the option View All data.



FIN0037_CHARTFIELD1 - Chartfield1

SetID: 50100

Effective Date: 01/01/1901

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (90 kb)

View All

First 1-100 of 535 Last

	SetID	Cost Center	Eff Date	Status	Descr	:2	Short Desc	Bud. Only
1	50100	10100000	01/01/1901	A	Parking Suspense	01/01/1901	Prk Susp	N
2	50100	11000010	01/01/1901	A	Maintenance Revenue/Operations	01/01/1901	Maint Rev	N
3	50100	11000100	01/01/1901	A	Petty Cash Operations	01/01/1901	Petty Cash	N
4	50100	11000101	01/01/1901	A	Petty Cash Advances	01/01/1901	PC Advance	N
5	50100	11000102	01/01/1901	A	Petty Cash Escheatment	01/01/1901	PC Escheat	N
6	50100	11000103	01/01/1901	A	Petty Cash - Suspense Deposits	01/01/1901	PC SusDep	N
7	50100	11000104	01/01/1901	A	Petty Cash-Treasurer Repayment	01/01/1901	PC TreasRe	N
8	50100	11000200	01/01/1901	A	Sign Fabrication Inventory	01/01/1901	SignFabInv	N
9	50100	11000210	01/01/1901	A	Sign Shop Fixed Assets	01/01/1901	SignFixAst	N
10	50100	11000220	01/01/1901	A	Offline Inventory-Hwy Maint	01/01/1901	OfflnvMnt	N
11	50100	11000230	01/01/1901	A	IMS Inventory	01/01/1901	IMSInv	N
12	50100	11000500	01/01/1901	A	Equipment Fuel Inventory	01/01/1901	EquipFuel	N
13	50100	11000700	01/01/1901	A	Travel Advance	01/01/1901	TravelADV	N
14	50100	11000900	01/01/1901	A	HMO Cash Transfer Out	01/01/1901	HMO Cash T	N
15	50100	11010010	01/01/1901	A	Outdoor Advertising-INAC	01/01/1901	Outdoor Ad	N

GL – FIN0038_CHARTFIELD2 Query

LAST REVISION: 01/22/2013

LOADED INTO CATALOGUE: 02/13/2013

DESCRIPTION:
In Cardinal Chartfield2 is mapped to the chartfield Program Code. The FIN0038_CHARTFIELD2 query displays the fields that describe Program Code. Key fields include Program Code, Description, and Budgetary Only indicator.

PURPOSE / USE:
The FIN0038_CHARTFIELD2 query is used to research and validate Program Codes, Descriptions, and Budget Use status.

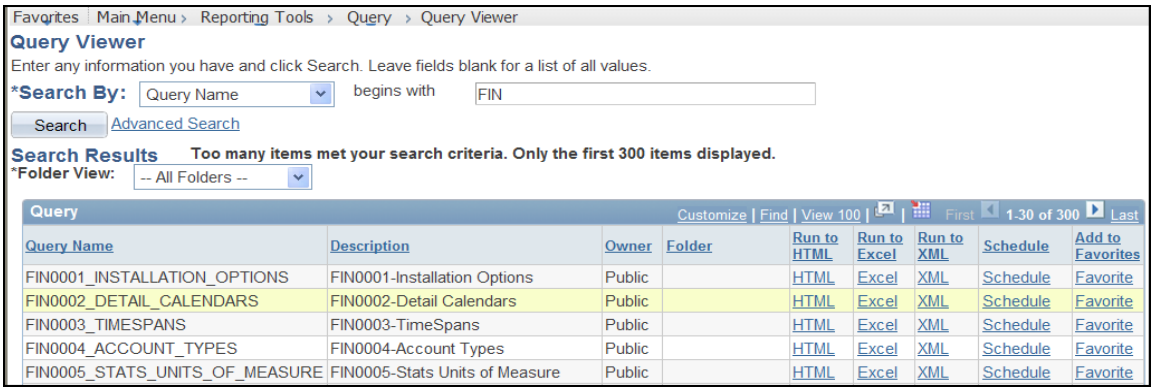
NAVIGATION PATH:
You can navigate to this online inquiry using the following path:
Main Menu > Reporting Tools > Query > Query Manager

PARAMETERS:

- SetID
- As Of Date

FORMAT:
Excel, CSV, HTML

Query Search:



Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
FIN0001_INSTALLATION_OPTIONS	FIN0001-Installation Options	Public		HTML	Excel	XML	Schedule	Favorite
FIN0002_DETAIL_CALENDARS	FIN0002-Detail Calendars	Public		HTML	Excel	XML	Schedule	Favorite
FIN0003_TIMESPANS	FIN0003-TimeSpans	Public		HTML	Excel	XML	Schedule	Favorite
FIN0004_ACCOUNT_TYPES	FIN0004-Account Types	Public		HTML	Excel	XML	Schedule	Favorite
FIN0005_STATS_UNITS_OF_MEASURE	FIN0005-Stats Units of Measure	Public		HTML	Excel	XML	Schedule	Favorite

Favorites | Main Menu › Reporting Tools › Query › Query Viewer

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 FIN003

Search | Advanced Search

Search Results

*Folder View: -- All Folders --

Query — Customize | Find | View All | First 1-8 of 8 Last

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
FIN0030_PS_NVISION_REPORTS	FIN0030-PS/nVision Reports	Public		HTML	Excel	XML	Schedule	Favorite
FIN0031_PS_NVISION_SCOPES	FIN0031-PS/nVision Scopes	Public		HTML	Excel	XML	Schedule	Favorite
FIN0032_OPERATING_UNITS	Operating Unit Chartfield	Public		HTML	Excel	XML	Schedule	Favorite
FIN0033_ALTERNATE_ACCOUNTS	FIN0033-Alternate-Accounts	Public		HTML	Excel	XML	Schedule	Favorite
FIN0035_CURRENCY_CODES	FIN0035-Currency Codes	Public		HTML	Excel	XML	Schedule	Favorite
FIN0037_CHARTFIELD1	Chartfield1	Public		HTML	Excel	XML	Schedule	Favorite
FIN0038_CHARTFIELD2	Chartfield2	Public		HTML	Excel	XML	Schedule	Favorite
FIN0039_CHARTFIELD3	Chartfield3	Public		HTML	Excel	XML	Schedule	Favorite

Cardinal queries can be executed using either Excel or HTML. Choose the FIN0038_CHARTFIELD2 Query and click Excel. The system displays the selection criteria page. Enter selection criteria. Click View Results to execute the query.

FIN0038_CHARTFIELD2 - Chartfield2

SetID: 50100

Effective Date: 01/01/1901

View Results

SetID	Program	Eff Date	Status	Descr	:2	Short Desc	Budgetary Only

When the query executes the system displays the results in an Excel spreadsheet.

Query Output in Excel Spreadsheet:

The query displays the number of rows returned on the top row.

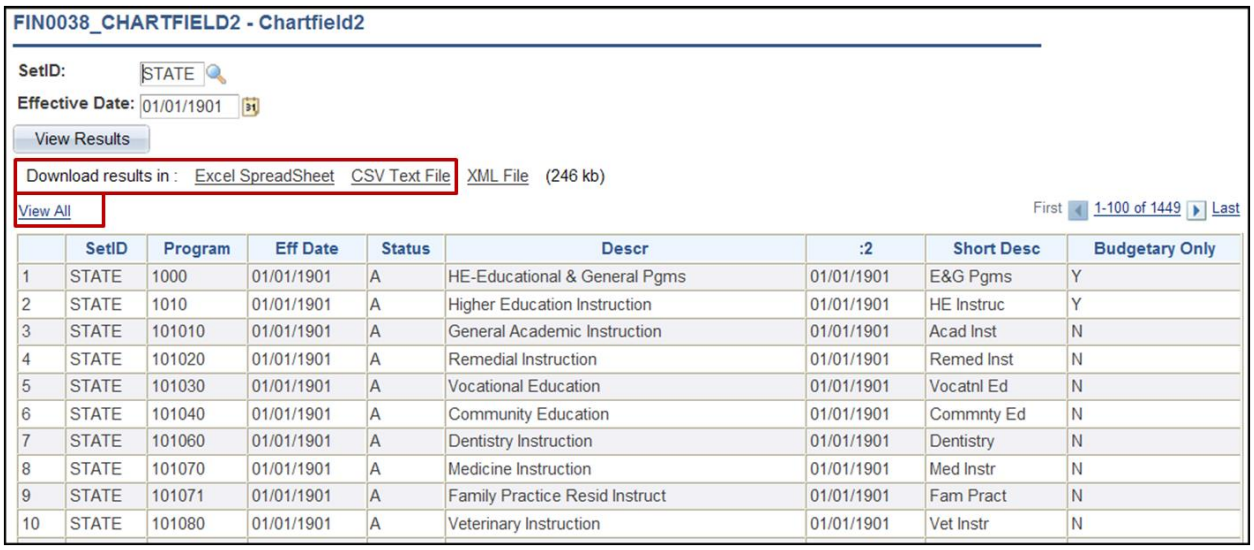
1	Chartfield2	1449						
2	SetID	Program	Eff Date	Status	Descr	:2	Short Desc	Budgetary Only
3	STATE	1000	01/01/1901	A	HE-Educational & General Pgms	01/01/1901	E&G Pgms	Y
4	STATE	1010	01/01/1901	A	Higher Education Instruction	01/01/1901	HE Instruc	Y
5	STATE	101010	01/01/1901	A	General Academic Instruction	01/01/1901	Acad Inst	N
6	STATE	101020	01/01/1901	A	Remedial Instruction	01/01/1901	Remed Inst	N
7	STATE	101030	01/01/1901	A	Vocational Education	01/01/1901	Vocatnl Ed	N
8	STATE	101040	01/01/1901	A	Community Education	01/01/1901	Commnty Ed	N
9	STATE	101060	01/01/1901	A	Dentistry Instruction	01/01/1901	Dentistry	N
10	STATE	101070	01/01/1901	A	Medicine Instruction	01/01/1901	Med Instr	N
11	STATE	101071	01/01/1901	A	Family Practice Resid Instruct	01/01/1901	Fam Pract	N
12	STATE	101080	01/01/1901	A	Veterinary Instruction	01/01/1901	Vet Instr	N
13	STATE	101091	01/01/1901	A	Unique Academic Pgm Activities	01/01/1901	Unique Pgm	N
14	STATE	1020	01/01/1901	A	Higher Education Research	01/01/1901	HE Resrch	Y
15	STATE	102010	01/01/1901	A	Institutes and Research Centrs	01/01/1901	Rsrch Ctr	N
16	STATE	102020	01/01/1901	A	Individual or Project Research	01/01/1901	Prj Rsrch	N
17	STATE	102030	01/01/1901	A	Agriculture& Forestry Research	01/01/1901	AgFrst Res	N
18	STATE	102040	01/01/1901	A	Coal and Energy Research	01/01/1901	EnergyRsrc	N

Query Output in HTML:

When the query is executed in HTML the system first displays the query results in an HTML format with the options to download the results in:

- Excel Spreadsheet
- CSV Text File
- XML File (which is not supported in Cardinal)

In HTML format you have the option View All data.



	SetID	Program	Eff Date	Status	Descr	:2	Short Desc	Budgetary Only
1	STATE	1000	01/01/1901	A	HE-Educational & General Pgms	01/01/1901	E&G Pgms	Y
2	STATE	1010	01/01/1901	A	Higher Education Instruction	01/01/1901	HE Instruc	Y
3	STATE	101010	01/01/1901	A	General Academic Instruction	01/01/1901	Acad Inst	N
4	STATE	101020	01/01/1901	A	Remedial Instruction	01/01/1901	Remed Inst	N
5	STATE	101030	01/01/1901	A	Vocational Education	01/01/1901	Vocatnl Ed	N
6	STATE	101040	01/01/1901	A	Community Education	01/01/1901	Commnty Ed	N
7	STATE	101060	01/01/1901	A	Dentistry Instruction	01/01/1901	Dentistry	N
8	STATE	101070	01/01/1901	A	Medicine Instruction	01/01/1901	Med Instr	N
9	STATE	101071	01/01/1901	A	Family Practice Resid Instruct	01/01/1901	Fam Pract	N
10	STATE	101080	01/01/1901	A	Veterinary Instruction	01/01/1901	Vet Instr	N

GL – FIN0050_VALID_FUNDS Query

LAST REVISION: 01/22/2013

LOADED INTO CATALOGUE: 02/13/2013

DESCRIPTION:
The FIN0050_VALID_FUNDS query displays the fields that describe the Fund Code. Key fields include SetID, Fund Code, Description, Budget Only indicator, Effective Date, Attribute, Attribute Value, and Attribute Description.

PURPOSE / USE:
The FIN0050_VALID_FUNDS query is used to research and validate Fund Codes, Description, and their related Budgetary and Attribute classification data.

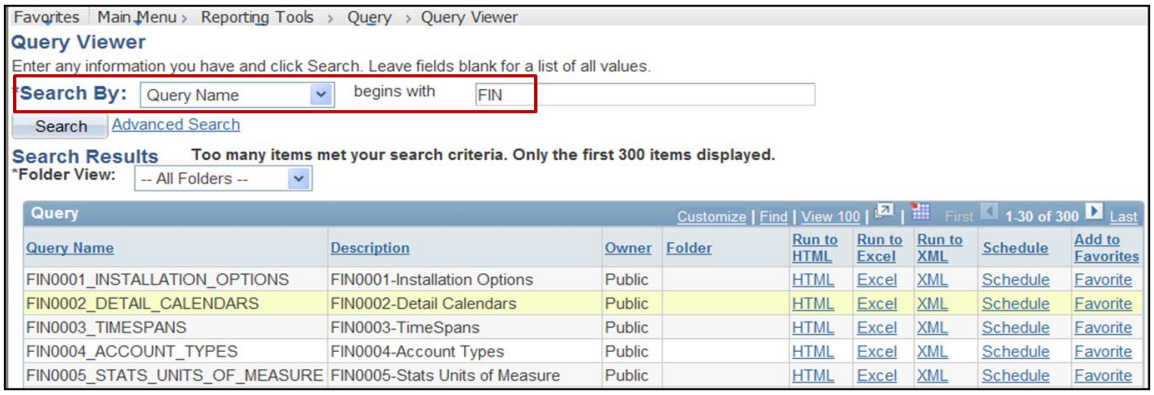
NAVIGATION PATH:
You can navigate to this online inquiry using the following path:
Main Menu > Reporting Tools > Query > Query Manager

PARAMETERS:

- SetID SetID (STATE is always the value of SetID for FIN0010_GL_ACCOUNTS query)
- As Of Date

FORMAT:
Excel, CSV, HTML

Query Search:



Favorites | Main Menu › Reporting Tools › Query › Query Viewer

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 FIN005

Search | Advanced Search

Search Results

*Folder View: -- All Folders --

Query — Customize | Find | View All | First 1-7 of 7 Last

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
FIN0050_VALID_FUNDS	FIN0050 - Valid Funds	Public		HTML	Excel	XML	Schedule	Favorite
FIN0052_VALID_PROGRAMS	FIN0052-Valid Programs	Public		HTML	Excel	XML	Schedule	Favorite
FIN0053_VALID_APPROPRIATIONS	FIN0053-Valid Appropriations	Public		HTML	Excel	XML	Schedule	Favorite
FIN0054_VALID_BUDGET_PERIODS	Valid Budget Period	Public		HTML	Excel	XML	Schedule	Favorite
FIN0057_JOURNAL_TYPES	FIN0057-Journal Types	Public		HTML	Excel	XML	Schedule	Favorite
FIN0058_JOURNAL_CODES	FIN0058-Journal Codes	Public		HTML	Excel	XML	Schedule	Favorite
FIN0059_DOCUMENT_TYPES	FIN0059-Document Types	Public		HTML	Excel	XML	Schedule	Favorite

Choose FIN0050_VALID_FUNDS and click Excel.
The system displays the selection criteria page. Enter selection criteria. Click View Results to execute the query.

FIN0050_VALID_FUNDS - FIN0050 - Valid Funds

SetID: STATE

As Of Date: 01/01/1901

View Results

SetID	Fund	Descr	Budgetary Only	:2	Attribute	Attribute Value	Descript

When the query executes the system displays the results in an Excel spreadsheet.

Query Output in Excel Spreadsheet:
The query displays the number of rows returned on the top row.

	A	B	C	D	E	F	G	H
1	FIN0050 - Valid Funds	573						
2	SetID	Fund	Descr	Budgetary Only	:2	Attribute	Attribute Value	Descript
3	STATE	01000	General Fund	N	01/01/1901	CAFR FD CLASS	100	General
4	STATE	01000	General Fund	N	01/01/1901	CAFR FUND GROUP	GENERAL	General
5	STATE	01000	General Fund	N	01/01/1901	CAFR FUND TYPE	GOVERNMENTAL	Governmental
6	STATE	01000	General Fund	N	01/01/1901	DOA FUND	0100	General Fund
7	STATE	01000	General Fund	N	01/01/1901	MCI CLASS	GENERAL	General
8	STATE	02011	DOA Statewide Accounting Svcs	N	01/01/1901	CAFR FD CLASS	100	General
9	STATE	02011	DOA Statewide Accounting Svcs	N	01/01/1901	CAFR FUND GROUP	GENERAL	General
10	STATE	02011	DOA Statewide Accounting Svcs	N	01/01/1901	CAFR FUND TYPE	GOVERNMENTAL	Governmental
11	STATE	02011	DOA Statewide Accounting Svcs	N	01/01/1901	DOA FUND	0200	CARS 0200
12	STATE	02011	DOA Statewide Accounting Svcs	N	01/01/1901	MCI CLASS	UNRESTRICTED	Unrestricted
13	STATE	02054	Cost Recovery Audit Fund	N	01/01/1901	CAFR FD CLASS	100	General
14	STATE	02054	Cost Recovery Audit Fund	N	01/01/1901	CAFR FUND GROUP	GENERAL	General
15	STATE	02054	Cost Recovery Audit Fund	N	01/01/1901	CAFR FUND TYPE	GOVERNMENTAL	Governmental
16	STATE	02054	Cost Recovery Audit Fund	N	01/01/1901	DOA FUND	0205	CARS 0205

Query Output in HTML:
When the query is executed in HTML the system first displays the query results in an HTML format with the options to download the results in:

- Excel Spreadsheet
- CSV Text File
- XML File (which is not supported in Cardinal)

In HTML format you have the option View All data.

FIN0050_VALID_FUNDS - FIN0050 - Valid Funds

SetID: STATE

As Of Date: 01/01/1901

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (176 kb)

View All

First 1-100 of 573 Last

	SetID	Fund	Descr	Budgetary Only	:2	Attribute	Attribute Value	Descript
1	STATE	01000	General Fund	N	01/01/1901	CAFR FD CLASS	100	General
2	STATE	01000	General Fund	N	01/01/1901	CAFR FUND GROUP	GENERAL	General
3	STATE	01000	General Fund	N	01/01/1901	CAFR FUND TYPE	GOVERNMENTAL	Governmental
4	STATE	01000	General Fund	N	01/01/1901	DOA FUND	0100	General Fund
5	STATE	01000	General Fund	N	01/01/1901	MCI CLASS	GENERAL	General
6	STATE	02011	DOA Statewide Accounting Svcs	N	01/01/1901	CAFR FD CLASS	100	General
7	STATE	02011	DOA Statewide Accounting Svcs	N	01/01/1901	CAFR FUND GROUP	GENERAL	General
8	STATE	02011	DOA Statewide Accounting Svcs	N	01/01/1901	CAFR FUND TYPE	GOVERNMENTAL	Governmental
9	STATE	02011	DOA Statewide Accounting Svcs	N	01/01/1901	DOA FUND	0200	CARS 0200
10	STATE	02011	DOA Statewide Accounting Svcs	N	01/01/1901	MCI CLASS	UNRESTRICTED	Unrestricted
11	STATE	02054	Cost Recovery Audit Fund	N	01/01/1901	CAFR FD CLASS	100	General
12	STATE	02054	Cost Recovery Audit Fund	N	01/01/1901	CAFR FUND GROUP	GENERAL	General
13	STATE	02054	Cost Recovery Audit Fund	N	01/01/1901	CAFR FUND TYPE	GOVERNMENTAL	Governmental

GL - General Fund Cash Reversion Query

LAST REVISION: 10/22/12

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This query provides calculated amounts which can be used to revert agency General Fund cash balances at year end.

PURPOSE / USE:

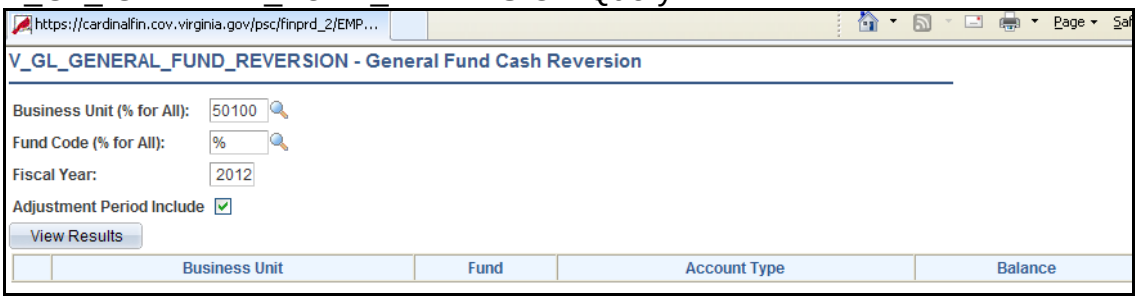
- This query supports the year-end closing process.

NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > V_GL_GENERAL_FUND_REVERSION

PARAMETERS:
Business Unit (or %)
Fund Code (or %)
Fiscal Year
Adjustment Period Include opt

FORMAT:
HTML, Excel

V_GL_ GENERAL_FUND_REVERSION Query



	A	B	C	D	E	F	G	H	I	J	K
1	General Fund Cas	234									
2	Business Unit	Fund	Account Type	Balance							
3	50100	01000	A	0.000							
4	50100	01000	T	0.000							
5	50100	02700	A	0.000							
6	50100	04010	A	802140.460							
7	50100	04010	E	958078713.290							
8	50100	04010	L	-9072370.240							
9	50100	04010	Q	-788692.120							
10	50100	04010	R	-951812753.530							
11	50100	04010	T	2792962.140							
12	50100	04100	A	273850548.721							
13	50100	04100	E	2103384781.669							
14	50100	04100	L	-68287737.970							
15	50100	04100	Q	-509661211.950							
16	50100	04100	R	-1395618442.760							
17	50100	04100	T	-403667937.710							
18	50100	04220	A	61295730.550							
19	50100	04220	E	37179184.880							
20	50100	04220	L	0.000							
21	50100	04220	Q	-19188885.860							
22	50100	04220	R	-962161.570							
23	50100	04220	T	-78323868.000							
24	50100	04310	A	422483.710							
25	50100	04310	Q	-191951.890							
26	50100	04310	R	-230531.820							
27	50100	04311	A	9421834.690							
28	50100	04311	E	18009728.610							
29	50100	04311	Q	-27222875.230							
30	50100	04311	R	-208688.070							
31	50100	04312	A	6266475.290							

GL - GL CARS Recon for Acctg Period Query

LAST REVISION: 10/05/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This query provides detailed journal information, including whether the journal was sent to CARS,

PURPOSE / USE:

- This query is used to view journal details and identify related CARS Batch information including the CARS indicator.

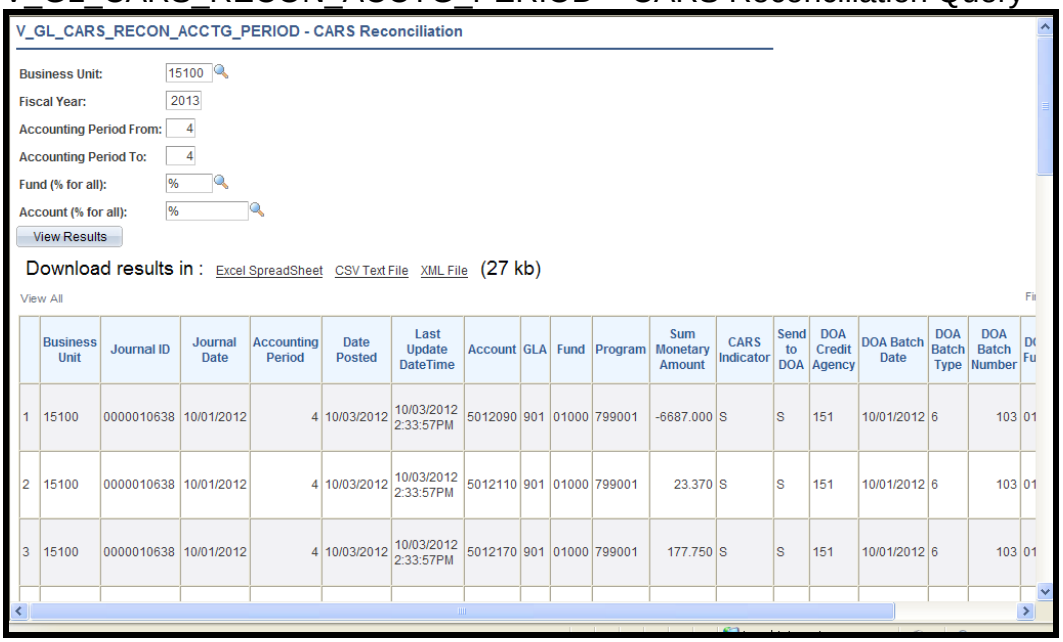
NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer >
V_GL_CARS_RECON_ACCTG_PERIOD – CARS Reconciliation.

PARAMETERS:

- Business Unit
- Fiscal Year
- Accounting Period From: and To
- Fund
- Account

FORMAT:
HTML, Excel

V_GL_CARS_RECON_ACCTG_PERIOD – CARS Reconciliation Query



V_GL_CARS_RECON_ACCTG_PERIOD - CARS Reconciliation

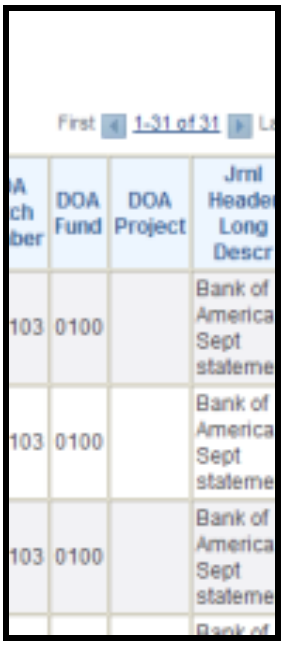
Business Unit: 15100
Fiscal Year: 2013
Accounting Period From: 4
Accounting Period To: 4
Fund (% for all): %
Account (% for all): %
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (27 kb)

View All

	Business Unit	Journal ID	Journal Date	Accounting Period	Date Posted	Last Update DateTime	Account	GLA	Fund	Program	Sum Monetary Amount	CARS Indicator	Send to DOA	DOA Credit Agency	DOA Batch Date	DOA Batch Type	DOA Batch Number	D Fu
1	15100	0000010638	10/01/2012	4	10/03/2012	10/03/2012 2:33:57PM	5012090	901	01000	799001	-6687.000	S	S	151	10/01/2012	6	103	01
2	15100	0000010638	10/01/2012	4	10/03/2012	10/03/2012 2:33:57PM	5012110	901	01000	799001	23.370	S	S	151	10/01/2012	6	103	01
3	15100	0000010638	10/01/2012	4	10/03/2012	10/03/2012 2:33:57PM	5012170	901	01000	799001	177.750	S	S	151	10/01/2012	6	103	01

Use the scrollbar to view remaining columns:



First 1-31 of 31

A ch ber	DOA Fund	DOA Project	Jrnl Heade Long Descr
103	0100		Bank of America Sept stateme
103	0100		Bank of America Sept stateme
103	0100		Bank of America Sept stateme

GL - GL CARS Recon for Posted Date Query

LAST REVISION: 10/22/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This query provides detailed journal information, including the posted date.

PURPOSE / USE:

- This query is used to view journal details and identify timing differences.

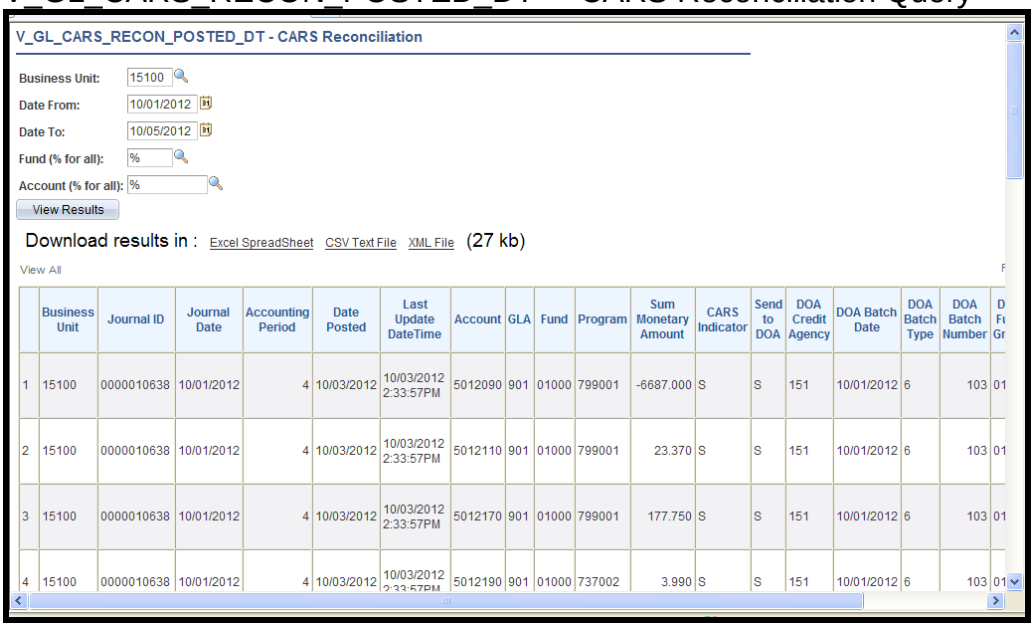
NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer >
V_GL_CARS_RECON_POSTED_DT – CARS Reconciliation

PARAMETERS:

- Business Unit
- Date From
- Date To
- Fund (or %)
- Account (or %)

FORMAT:
HTML, Excel

V_GL_CARS_RECON_POSTED_DT – CARS Reconciliation Query



V_GL_CARS_RECON_POSTED_DT - CARS Reconciliation

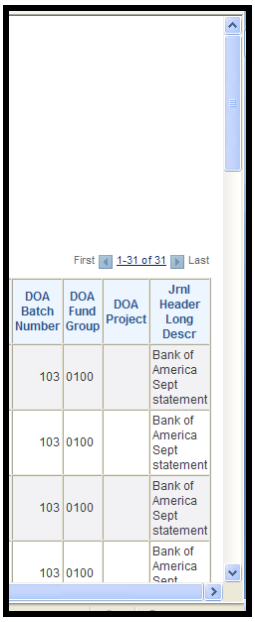
Business Unit: 15100
Date From: 10/01/2012
Date To: 10/05/2012
Fund (% for all): %
Account (% for all): %
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (27 kb)

View All

	Business Unit	Journal ID	Journal Date	Accounting Period	Date Posted	Last Update DateTime	Account	GLA	Fund	Program	Sum Monetary Amount	CARS Indicator	Send to DOA	DOA Credit Agency	DOA Batch Date	DOA Batch Type	DOA Batch Number	D Fu Gr
1	15100	0000010638	10/01/2012	4	10/03/2012	10/03/2012 2:33:57PM	5012090	901	01000	799001	-6687.000	S	S	151	10/01/2012	6	103	01
2	15100	0000010638	10/01/2012	4	10/03/2012	10/03/2012 2:33:57PM	5012110	901	01000	799001	23.370	S	S	151	10/01/2012	6	103	01
3	15100	0000010638	10/01/2012	4	10/03/2012	10/03/2012 2:33:57PM	5012170	901	01000	799001	177.750	S	S	151	10/01/2012	6	103	01
4	15100	0000010638	10/01/2012	4	10/03/2012	10/03/2012 2:33:57PM	5012190	901	01000	737002	3.990	S	S	151	10/01/2012	6	103	01

Use the scrollbar to view remaining columns:



First 1-31 of 31 Last

DOA Batch Number	DOA Fund Group	DOA Project	Jrnl Header Long Descr
103	0100		Bank of America Sept statement
103	0100		Bank of America Sept statement
103	0100		Bank of America Sept statement
103	0100		Bank of America Sept

GL - GL COA Journal Query

LAST REVISION: 10/22/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This query provides detailed accounting distribution information and description, by Fund, Program, Account, Department, Cost Center, and/or Project.

PURPOSE / USE:

- Use this query to view journal details and identify accounting information for journals.

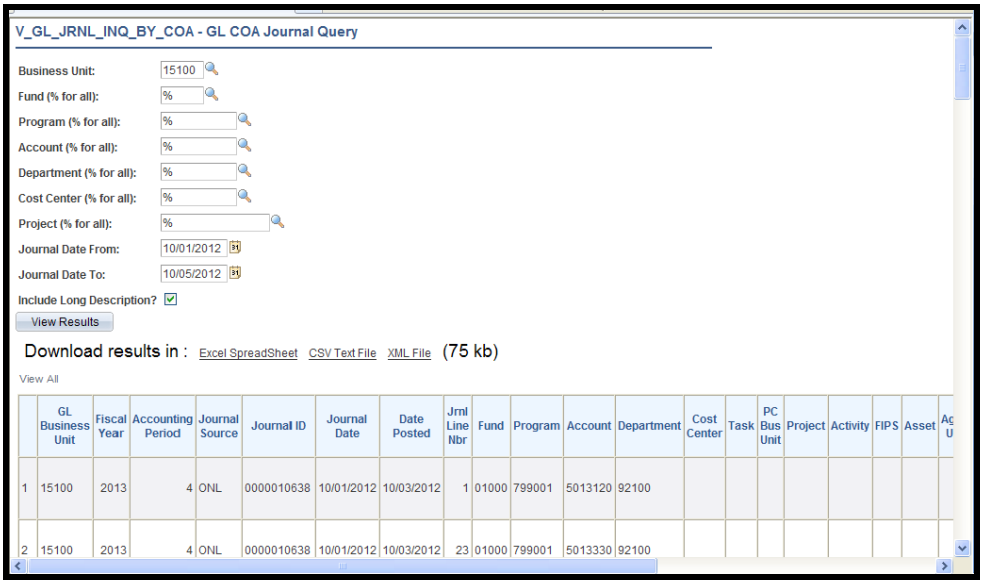
NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > V_GL_JRNL_INQ_BY_COA

PARAMETERS:

- Business Unit
- Fund
- Program
- Account
- Department
- Cost Center
- Project
- Journal Date From
- Journal Date To
- Include Long Description?

FORMAT: HTML, Excel

GL COA Journal Query



V_GL_JRNL_INQ_BY_COA - GL COA Journal Query

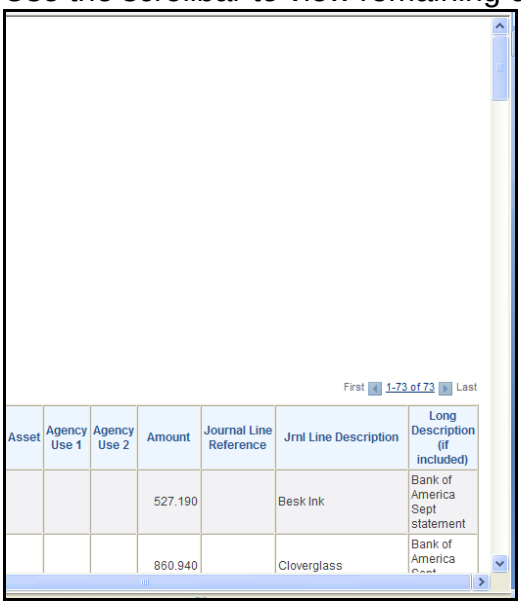
Business Unit: 15100
Fund (% for all): %
Program (% for all): %
Account (% for all): %
Department (% for all): %
Cost Center (% for all): %
Project (% for all): %
Journal Date From: 10/01/2012
Journal Date To: 10/05/2012
Include Long Description? ☑
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (75 kb)

View All

	GL Business Unit	Fiscal Year	Accounting Period	Journal Source	Journal ID	Journal Date	Date Posted	Jrnl Line Nbr	Fund	Program	Account	Department	Cost Center	Task	PC Bus Unit	Project	Activity	FIPS	Asset	Ag U
1	15100	2013	4	ONL	0000010638	10/01/2012	10/03/2012	1	01000	799001	5013120	92100								
2	15100	2013	4	ONL	0000010638	10/01/2012	10/03/2012	23	01000	799001	5013330	92100								

Use the scrollbar to view remaining columns:



First 1-73 of 73 Last

Asset	Agency Use 1	Agency Use 2	Amount	Journal Line Reference	Jrnl Line Description	Long Description (if included)
			527.190		Besk Ink	Bank of America Sept statement
			860.940		Cloverglass	Bank of America

GL – Potential Fixed Asset Query

LAST REVISION: 08/28/2014

LOADED INTO CATALOGUE: 08/28/2014

DESCRIPTION:
This query provides a list of transactions to select accounts that can potentially be capitalized based on a user specified amount threshold.

PURPOSE / USE:

- This query can be used to review asset expenditures greater than a given amount threshold and decide if those assets qualify for capitalization and should be recorded manually in the FAACS system.

NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > V_GL_POTENTIAL_FIXED_ASSETS

PARAMETERS:

- Business Unit:
- Journal Date From:
- Journal Date To:

FORMAT:
HTML, Excel

GL - Potential Fixed Asset Query

V_GL_POTENTIAL_FIXED_ASSETS - Potential Fixed Asset Report

Business Unit: 50100

Journal Date From: 07/01/2014

Journal Date To: 07/03/2014

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (742 kb)

View All

	Business Unit	Journal ID	Journal Date	Vendor ID	Vendor Name	Voucher	Voucher Line	Invoice	Account	Account Descr	Fund	Program	Department
1	50100	AP00037954	07/01/2014	0000101413	MERCEDES WHARTON	00349721	1	8300-128	5021120	Acquisition, Rights-Of-Way	04720	603006	15002
2	50100	AP00037954	07/01/2014	0000101413	MERCEDES WHARTON	00349721	1	8300-128	5021120	Acquisition, Rights-Of-Way	04720	603006	15002
3	50100	AP00037954	07/01/2014	0000101413	MERCEDES WHARTON	00349721	1	8300-128	5021120	Acquisition, Rights-Of-Way	04720	603006	15002
4	50100	AP00037954	07/01/2014	0000031604	Rummel Klepper and Kahl LLP	00349726	1	31 0001000012	5012610	Architecturl & Engineerng Srvc	04720	603007	12016
5	50100	AP00037954	07/01/2014	0000031604	Rummel Klepper and Kahl LLP	00349726	1	31 0001000012	5012610	Architecturl & Engineerng Srvc	04720	603002	12016
6	50100	AP00037816	07/01/2014	0000108112	NANNIE S BLOWE	00349729	1	100952 1	5021120	Acquisition, Rights-Of-Way	04720	603006	15006
7	50100	AP00037816	07/01/2014	0000108112	NANNIE S BLOWE	00349729	1	100952 1	5021120	Acquisition, Rights-Of-Way	04720	603006	15006
8	50100	AP00037816	07/01/2014	0000108112	NANNIE S BLOWE	00349729	1	100952 1	5021120	Acquisition, Rights-Of-Way	04720	603006	15006

Use the scroll bar to see the columns on the right.

First 1-100 of 1171 Last

Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Bus Unit	Project ID	Activity	Amount
		001				50100	0000008300	661	15115.00
		001				50100	0000008300	656	1045.00
		001				50100	0000008300	665	29775.00
		770				50100	0000011908	716	13628.00
		770				50100	0000000709	716	8806.00
		093				50100	0000100952	665	500.00
		093				50100	0000100952	661	4000.00
		093				50100	0000100952	656	700.00
		161				50100	0000015190	616	57659.11

GL - Speedtypes Query

LAST REVISION: 10/05/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This query lists all available SpeedTypes for a SetID.

PURPOSE / USE:

- This query generates a list of SpeedTypes with their associated ChartFields.

NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > FIN0007_SPEEDTYPES –

PARAMETERS:

- SetID

FORMAT:
HTML, Excel

Speedtypes Query

FIN0007_SPEEDTYPES - FIN0007-SpeedTypes

SetID: 15100

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (146 kb)

View All

First 1-10

	SetID	SpeedType	Operator	Class	Description	Type	Account	Asset	Department	Task	Fund	FIPS	Agency Use 2	Affiliate	Fund Affiliate	Cost Center	Program	Agency Use 1	Project
1	15100	2280270			CIPPS - 228 - 0270	Universal	111220		93100		02700								
2	15100	6021112			CIPPS - 602 - 1112	Universal	5011120		60200		09362						407001		
3	15100	6021123			CIPPS - 602 - 1123	Universal	5011230		60200		09362						407001		
4	15100	91100			Comptroller	Universal			91100		01000						799001		
5	15100	9111111			CIPPS - 911 - 1111	Universal	5011110		91100		01000						799001		
6	15100	9111112			CIPPS - 911 - 1112	Universal	5011120		91100		01000						799001		
7	15100	9111113			CIPPS - 911 - 1113	Universal	5011130		91100		01000						799001		
8	15100	9111114			CIPPS - 911 - 1114	Universal	5011140		91100		01000						799001		
9	15100	9111115			CIPPS - 911 - 1115	Universal	5011150		91100		01000						799001		
10	15100	9111116			CIPPS - 911 - 1116	Universal	5011160		91100		01000						799001		
11	15100	9111117			CIPPS - 911 - 1117	Universal	5011170		91100		01000						799001		

Use the scroll bar to view the remaining columns.

First 1-100 of 272 Last

Agency Use 1	Project	Currency	Stat
		USD	
		USD	
		USD	
		USD	
		USD	
		USD	
		USD	
		USD	
		USD	
		USD	
		USD	

GL – Valid Appropriations - Display FIPS Codes Query

LAST REVISION: 10/05/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This query lists all valid FIPS codes for the STATE Set ID that are active as of the user specified As of Date.

PURPOSE / USE:

- Use this query to view STATE Set ID FIPS codes.

NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > FIN0053_VALID_APPROPRIATIONS

PARAMETERS:

- SetID - STATE
- As of Date

FORMAT:
HTML, Excel

Valid Appropriations - Display FIPS Codes Query

FIN0053_VALID_APPROPRIATIONS - FIN0053-Valid Appropriations

SetID: STATE

As of Date: 10/05/2012

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (37 kb)

View All

First 1-100 of 339 Last

	SetID	FIPS	Description	Budgetary Only	:2
1	STATE	001	Accomack	N	10/05/2012
2	STATE	003	Albemarle	N	10/05/2012
3	STATE	005	Alleghany	N	10/05/2012
4	STATE	007	Amelia	N	10/05/2012
5	STATE	009	Amherst County	N	10/05/2012
6	STATE	011	Appomattox County	N	10/05/2012
7	STATE	013	Arlington	N	10/05/2012
8	STATE	015	Augusta	N	10/05/2012
9	STATE	017	Bath	N	10/05/2012
10	STATE	019	Bedford County	N	10/05/2012
11	STATE	021	Bland	N	10/05/2012
12	STATE	023	Botetourt	N	10/05/2012
13	STATE	025	Brunswick	N	10/05/2012
14	STATE	027	Buchanan County	N	10/05/2012
15	STATE	029	Buckingham	N	10/05/2012
16	STATE	031	Campbell	N	10/05/2012
17	STATE	033	Caroline	N	10/05/2012
18	STATE	035	Carroll	N	10/05/2012

GL – Valid Project IDs Query

LAST REVISION: 10/05/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This query lists all available project numbers for a SetID.

PURPOSE / USE:

- This query generates a list of project IDs with their associated type, description, etc.

NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer >
FIN0013_VALID_PROJECT_IDS

PARAMETERS:

- SetID

FORMAT:
HTML, Excel

Valid Project IDs Query

FIN0013_VALID_PROJECT_IDS - Valid Project Ids

SetID: 50100

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (2052 kb)

View All

First 1-100 of 16826 Last

	SetID	Project	Proj Type	Descr	Program
1	50100	0000000015	CONST	0095029F14	N
2	50100	0000000016	CONST	0095076F14	N
3	50100	0000000022	CONST	0028053104	N
4	50100	0000000029	CONST	0007100F03	N
5	50100	0000000033	CONST	0028029111	N
6	50100	0000000053	CONST	0608029265	N
7	50100	0000000054	CONST	0095029F20,P101,R202	N
8	50100	0000000084	CONST	0642076171,C501	N
9	50100	0000000099	CONST	0606053205,C501,B647	N
10	50100	0000000157	CONST	0784076P90	N
11	50100	0000000177	CONST	0610076182	N
12	50100	0000000190	CONST	0095029114	N
13	50100	0000000191	CONST	0095029114	N
14	50100	0000000192	CONST	0095076114	N
15	50100	0000000195	CONST	U000235V05,R201, C501	N
16	50100	0000000200	CONST	R000029249	N
17	50100	0000000204	CONST	R000029249	N
18	50100	0000000206	CONST	R000029F49	N
19	50100	0000000209	CONST	U000253V02	N
20	50100	0000000222	CONST	R000029249	N

Reports

GL – AP-GL Reconciliation Report

Rpt Nbr: RGL022

LAST REVISION: 10/02/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This report reconciles transactions/amounts between General Ledger and Accounts Payable/Expenses. The report provides detail data by journal and journal line.

PURPOSE / USE:

- The report is used by Fiscal / Accounting Offices to identify variances between the modules and supports the reconciliation process.

NAVIGATION PATH:
Main Menu > > General Ledger > General Reports > GL Subsystem Reconciliation > AP-GL Reconciliation

PARAMETERS:

- Business Unit,
- Fiscal Year,
- Accounting Period From
- Accounting Period To
- System Sources: Ex Source & AP Source (select at least 1 source)

FORMAT:
PDF

AP-GL Reconciliation Report

CARDINAL

Report ID: RGL022

Commonwealth of Virginia
AP-GL RECONCILIATION

Run Date: 10/03/2012
Run Time: 12:00 00

Page No. 1 of 144

Business Unit: 50100 VA Dept of Transportation
Fiscal Year: 2013
Accounting Period From: 1
Accounting Period To: 1
System Source: AP,EX

JOURNAL LINES WITH UNMATCHING CHART FIELDS COMBINATIONS OR DEBIT BETWEEN GL AND AP:

Journal ID	Source	Journal Date	GL total Debit	AP total Debit	Variance
AP00007577	AP	07/09/2012	0.00	0.00	0.00

Unmatching Lines:

Journal Line#	Voucher ID	Voucher Line
1072		
Unmatching chart fields:	GL Value	AP Value

JOURNAL LINES WITH UNMATCHING CHART FIELDS COMBINATIONS OR DEBIT BETWEEN GL AND AP:

Journal ID	Source	Journal Date	GL total Debit	AP total Debit	Variance
AP00007577	AP	07/09/2012	0.00	0.00	0.00

Unmatching Lines:

Journal Line#	Voucher ID	Voucher Line
1072		
Unmatching chart fields:	GL Value	AP Value

Fund	04100		
Account	205025		
Department	99999		
Cost Center	99999999		
Amount	(677.20)	0.00	(677.20)

Journal Line#	Voucher ID	Voucher Line
2473		
Unmatching chart fields:	GL Value	AP Value

Fund	04100		
Program	60400403		
Account	5012680		
Department	11017		
Cost Center	11165420		
Task	05100		
Amount	677.20	0.00	677.20

JOURNALS IN EX NOT IN GL:

Journal ID	Journal Date	EX total Debit

JOURNAL LINES IN EX NOT IN GL:

Journal ID	Journal Date	AP total Debit	Journal Line#	Expenses Doc ID	Line Nbr
EX00007441	07/06/12	99.73	97	0000004316	1
EX00007441	07/06/12	(99.73)	98	0000004316	1
EX00007589	07/10/12	26.00	47	0000003728	1
EX00007589	07/10/12	34.00	54	0000003728	2
EX00007589	07/10/12	34.00	61	0000003728	3
EX00007589	07/10/12	26.00	67	0000003728	4
EX00007589	07/10/12	(26.00)	87	0000003728	1
EX00007589	07/10/12	(34.00)	88	0000003728	2
EX00007589	07/10/12	(34.00)	89	0000003728	3
EX00007589	07/10/12	(26.00)	90	0000003728	4

GL - Appropriation, Allotment, and Expense Report

Rpt Nbr: RGL006

LAST REVISION: 10/03/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
By Business Unit, Fund, Program, and Project, the report summarizes Appropriations, Allotments, Unalloted, Expended MTD and YTD, and Available Appropriation

PURPOSE / USE:

- The report is used to monitor and administer the agency's Appropriation and Allotment budget at the Program level as well as for Capital Outlay projects.

NAVIGATION PATH:
Main Menu > General Ledger > General Reports > Appr,Allot & Expense Report

PARAMETERS:

- Business Unit
- Fiscal Year
- Period
- Run for Capital Outlay Only (opt)

FORMAT:
PDF

Appropriation, Allotment, and Expense Report

CARDINAL
Report ID: RGL006

Commonwealth of Virginia
STATEMENT OF APPROPRIATIONS, ALLOTMENTS AND EXPENDITURES REPORT

Run Date: 10/03/2012
Run Time: 12:40 00

Appr. Ledger : C_APPROP_B
Allt. Ledger : C_ALLOT_B
Fiscal Year : 2013 Period: 1

Business Unit	Program	Project	Fund	Appropriation	Allotment	Unalloted	Expended MTD	Expended YTD	Available Appropriation
50100	5140		04720	12,018,832.00	12,018,832.00	0.00	785,582.76	785,582.76	11,233,249.24
Program Total				12,018,832.00	12,018,832.00	0.00	785,582.76	785,582.76	11,233,249.24
	6020		04010	17,635,713.00	17,635,713.00	0.00	1,209,638.79	1,209,638.79	16,426,074.21
			04100	14,724,843.00	14,724,843.00	0.00	521,288.56	521,288.56	14,203,554.44
			04720	29,603,955.00	29,603,955.00	0.00	3,338,112.20	3,338,112.20	26,265,842.80
Program Total				61,964,511.00	61,964,511.00	0.00	5,069,039.55	5,069,039.55	56,895,471.45
	6030		04010	508,804,359.00	508,804,359.00	0.00	55,358,273.41	55,358,273.41	453,446,085.59
			04220	555,113.00	555,113.00	0.00	456,626.21	456,626.21	98,486.79
			04720	502,778,365.00	502,778,365.00	0.00	71,361,765.36	71,361,765.36	431,416,599.64

Business Unit	Program	Project	Fund	Appropriation	Allotment	Unalloted	Expended MTD	Expended YTD	Available Appropriation
Project Total				789,803.42	0.42	789,803.00	0.00	0.00	789,803.42
		C16983	04720	663,843.20	663,843.20	0.00	952.00	952.00	662,891.20
Project Total				663,843.20	663,843.20	0.00	952.00	952.00	662,891.20
		C17086	04720	521,500.15	521,500.15	0.00	28,661.23	28,661.23	492,838.92
Project Total				521,500.15	521,500.15	0.00	28,661.23	28,661.23	492,838.92
Program Total				45,817,106.31	27,032,968.31	18,784,138.00	1,488,807.91	1,488,807.91	44,328,298.40
Business Unit Total				45,817,106.31	27,032,968.31	18,784,138.00	1,488,807.91	1,488,807.91	44,328,298.40

End of Report

GL - Cardinal Trial Balance Report

Rpt Nbr: RGL001

LAST REVISION: 10/03/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This report provides the beginning and ending ledger balance and net activity. The report can be generated using the specified business units, ledger and chartfield elements. The amounts can be totaled and displayed as determined by the user.

PURPOSE / USE:

- The Cardinal Trial Balance Report allows multiple ledger amounts to be summarized to reflect different basis of accounting. The report is used to review balances for monthly and annual reconciliations.

NAVIGATION PATH:
Main Menu > General Ledger > General Reports > Cardinal Trial Balance

PARAMETERS:

- Parameters:
    - Business Unit
    - Fiscal Year
    - Accounting Period
- Chartfield Selection:
    - By BU/Fund
    - By BU/Fund/Project
    - by Fund Group
    - By All Accounts
- Ledger Selection:
    - Full Accrual
    - Modified Accrual
    - Cash Basis
    - Actuals
- Account Detail:
    - Summary or Detail (lists detail expenditure and revenue accounts)

FORMAT:

PDF

Cardinal Trial Balance Report

Business Unit : 50100 VA Dept of Transportation
Fiscal Year : 2012 Accounting Period : 12
Account Details : Summary Ledger Selection : ACTUALS
ChartField Selection : By BU,Fund Adj. Period :

Business Unit	Fund Code	Account	Description	Begining Balance	Net Activity	Ending Balance
50100	04710					
		101010	Cash With The Treasurer Of VA	0.00	1,062.81	1,062.81
Asset Total :				0.00	1,062.81	1,062.81
		205025	Accts Payable-AP/EX Accruals	0.00	(9,294.80)	(9,294.80)
Liability Total :				0.00	(9,294.80)	(9,294.80)
Revenue Total :		Revenue Accounts		(593,066,193.89)	(67,569,723.60)	(660,635,917.49)
Expense Total :		Expense Accounts		1,911,348.78	25,919.73	1,937,268.51
		609820	Cash Transfer In - Non-GF	0.00	(500.00)	(500.00)
		609830	Cash Transfer Out - Non-GF	611,580,433.76	64,896,559.46	676,476,993.22
		609831	Cash Transfer Out-NGF Othr Agy	5,528,145.35	268,134.40	5,796,279.75
		609840	Cash Transfer In - GF/Non-GF	(25,953,734.00)	0.00	(25,953,734.00)
		609860	Cash Transfer In-App Act Pt 3	0.00	(400,000.00)	(400,000.00)
		609870	Cash Transfer Out-App Act Pt 3	0.00	2,787,842.00	2,787,842.00
Transfers Total :				591,154,845.11	67,552,035.86	658,706,880.97
Total for Fund :	04710	Transportation Trust Fund		0.00	0.00	0.00

GL - CARS-Cardinal Reconciliation Report

Rpt Nbr: VGLR0025

LAST REVISION: 10/03/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This report summarizes both CARS and Cardinal vouchers by batch, transaction code, Fiscal Year and Accounting Period, distribution (i.e., Fund, Program, Object, Revenue Source Code, Project) and amount. Mismatches are identified as well as transactions with no matching CARS record.

PURPOSE / USE:

- The report supports the reconciliation process between CARS and Cardinal.

NAVIGATION PATH:
Main Menu > General Ledger > General Reports > CARS-Cardinal Reconciliation

PARAMETERS:

- Business Unit
- Fiscal Year
- Accounting Period

FORMAT:
PDF

CARS-Cardinal Reconciliation Report

Report ID: VGLR0025

Commonwealth of Virginia
CARS-CARDINAL RECONCILIATION

Run Date: 10/03/2012
Run Time: 10:48 00

Business Unit: 50100
Fiscal Year: 2013
Accounting Period: 01

Cardinal to Reconcile with CARS

Source	Batch Agency	Batch Date	Batch Type	Batch Number	Batch Sequence	Fiscal Year	Fiscal Month	Trans Code	Fund	Program	Object	Rev Source	Project	Voucher	Amount
CARDINAL	501	07/30/2012	6	220	00012	2013	01	180	0410	6040200	1355			L0000004	721.31
CARS	501	07/30/2012	6	220	00012	2013	02	180	0410	6040200	1355	00000	00000	L0000004	721.31

Source	Batch Agency	Batch Date	Batch Type	Batch Number	Batch Sequence	Fiscal Year	Fiscal Month	Trans Code	Fund	Program	Object	Rev Source	Project	Voucher	Amount
CARDINAL	501	07/30/2012	6	220	00013	2013	01	180	0410	6040300	1355			L0000004	88.44
CARS	501	07/30/2012	6	220	00013	2013	02	180	0410	6040300	1355	00000	00000	L0000004	88.44

Source	Batch Agency	Batch Date	Batch Type	Batch Number	Batch Sequence	Fiscal Year	Fiscal Month	Trans Code	Fund	Program	Object	Rev Source	Project	Voucher	Amount
CARDINAL	501	07/30/2012	6	220	00014	2013	01	180	0410	6040403	1355			L0000004	2,789,392.64
CARS	501	07/30/2012	6	220	00014	2013	02	180	0410	6040403	1355	00000	00000	L0000004	2,789,392.64

Source	Batch Agency	Batch Date	Batch Type	Batch Number	Batch Sequence	Fiscal Year	Fiscal Month	Trans Code	Fund	Program	Object	Rev Source	Project	Voucher	Amount

Business Unit: 50100
Fiscal Year: 2013
Accounting Period: 01

Cardinal to Reconcile with CARS

Source	Batch Agency	Batch Date	Batch Type	Batch Number	Batch Sequence	Fiscal Year	Fiscal Month	Trans Code	Fund	Program	Object	Rev Source	Project	Voucher	Amount
CARDINAL	501	07/31/2012	6	242	00654	2013	01	380	0410	6040501	1113			L0000033	7,353.26
CARS	501	07/31/2012	6	242	00654	2013	02	380	0410	6040501	1113	00000	00000	L0000033	7,353.26

Source	Batch Agency	Batch Date	Batch Type	Batch Number	Batch Sequence	Fiscal Year	Fiscal Month	Trans Code	Fund	Program	Object	Rev Source	Project	Voucher	Amount
CARDINAL	501	07/31/2012	6	242	00655	2013	01	380	0410	6040501	1114			L0000033	66,823.56
CARS	501	07/31/2012	6	242	00655	2013	02	380	0410	6040501	1114	00000	00000	L0000033	66,823.56

Source	Batch Agency	Batch Date	Batch Type	Batch Number	Batch Sequence	Fiscal Year	Fiscal Month	Trans Code	Fund	Program	Object	Rev Source	Project	Voucher	Amount
CARDINAL	501	07/31/2012	6	242	00656	2013	01	380	0410	6040501	1115			L0000033	1,007,946.09
CARS	501	07/31/2012	6	242	00656	2013	02	380	0410	6040501	1115	00000	00000	L0000033	1,007,946.09

Source	Batch Agency	Batch Date	Batch Type	Batch Number	Batch Sequence	Fiscal Year	Fiscal Month	Trans Code	Fund	Program	Object	Rev Source	Project	Voucher	Amount
CARDINAL	994	07/05/2102	7	856	00001	2013	01	002	0782				70381		500.00
	No CARS Record Found														

GL – Commitment Control Budget Status Report

Rpt Nbr: GLS8020

LAST REVISION: 01/13/2013

LOADED INTO CATALOGUE: 02/13/2013

DESCRIPTION:
The Commitment Control Budget Status Report displays all commitment control ledger amounts and the available balance for the budgets selected.

PURPOSE / USE:
The Commitment Control Budget Status Report is a very flexible report that provides all commitment control ledger amounts and the available balance for the selected ledger group. You have the option to select various chart of account fields in the report and the option to have the report generate subtotals for selected chartfields. The report is used to monitor the budget status of the ledger group specified on the report run control.

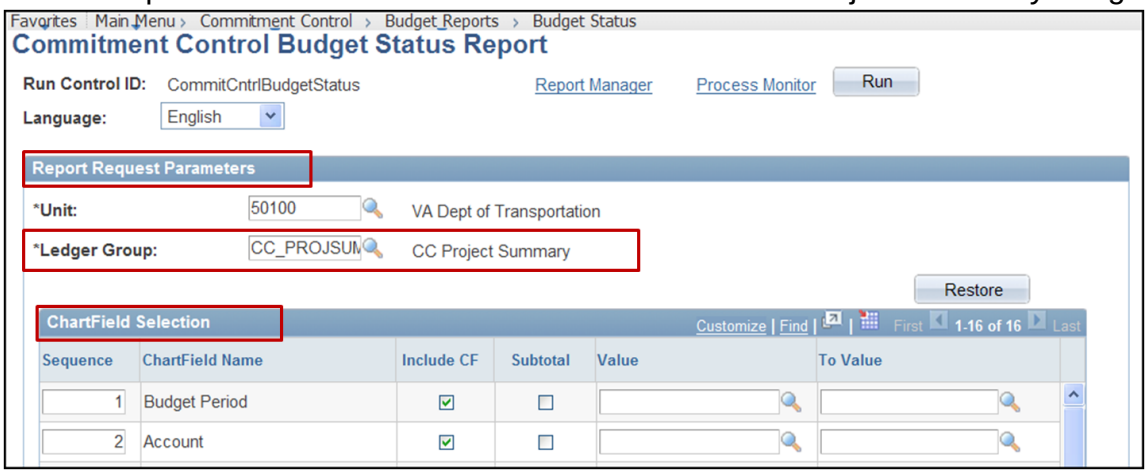
NAVIGATION PATH:
You can navigate to this report using the following path:
FIN Cardinal Cardinal > Main Menu > Commitment Control > Budget Reports > Budget Status

PARAMETERS:
- Unit
- Ledger Group
- Chartfields
    - Specify Chartfield Sequence
    - Include CF (Chartfield) option
    - Include Subtotal option
    - Specify Chartfield value Range

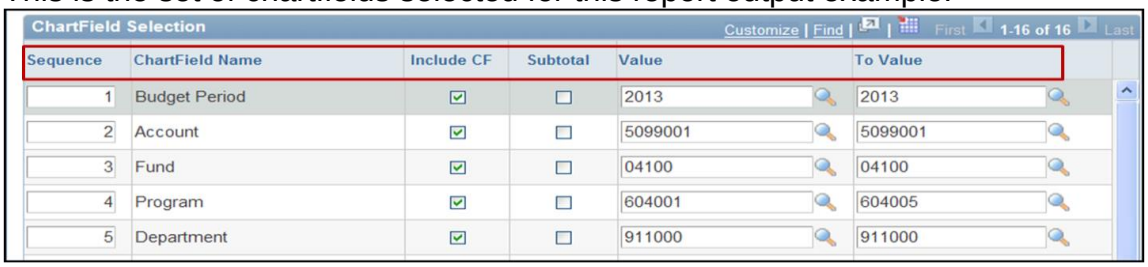
FORMAT:
PDF

Report Run Control:

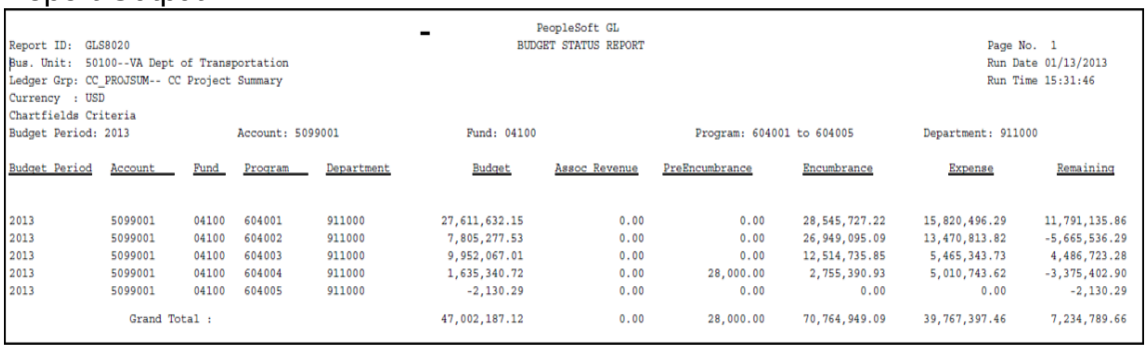
The example shown in the screen shots below is for the Project Summary Ledger.



This is the set of chartfields selected for this report output example.



Report Output:



PeopleSoft GL
BUDGET STATUS REPORT

Report ID: GLS8020
Bus. Unit: 50100--VA Dept of Transportation
Ledger Grp: CC_PROJSUM-- CC Project Summary
Currency : USD
Chartfields Criteria
Budget Period: 2013 Account: 5099001 Fund: 04100 Program: 604001 to 604005 Department: 911000

Page No. 1
Run Date 01/13/2013
Run Time 15:31:46

Budget Period	Account	Fund	Program	Department	Budget	Assoc Revenue	PreEncumbrance	Encumbrance	Expense	Remaining
2013	5099001	04100	604001	911000	27,611,632.15	0.00	0.00	28,545,727.22	15,820,496.29	11,791,135.86
2013	5099001	04100	604002	911000	7,805,277.53	0.00	0.00	26,949,095.09	13,470,813.82	-5,665,536.29
2013	5099001	04100	604003	911000	9,952,067.01	0.00	0.00	12,514,735.85	5,465,343.73	4,486,723.28
2013	5099001	04100	604004	911000	1,635,340.72	0.00	28,000.00	2,755,390.93	5,010,743.62	-3,375,402.90
2013	5099001	04100	604005	911000	-2,130.29	0.00	0.00	0.00	0.00	-2,130.29
	Grand Total :				47,002,187.12	0.00	28,000.00	70,764,949.09	39,767,397.46	7,234,789.66

GL - Control/Track Budget-Exp by CF Report

Rpt Nbr: VRGL007

LAST REVISION: 10/03/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
For any budget ledger set as control or track with budget, the report summarizes by related chartfields, budgeted amount, month expended amount, and year to date expended as well as unexpended amount.

PURPOSE / USE:

- The report is used to monitor and administer the Agency's selected budget.

NAVIGATION PATH:
Main Menu > General Ledger > General Reports > Control/Track Budget-Exp by CF

PARAMETERS:

- Request Parameters:
    - Business Unit
    - Budget Ledger
    - Fiscal Year
    - As of Period
- Values by Chartfields:
    - Field Name
    - How Specified

FORMAT:
PDF

Control/Track Budget-Exp by CF Report

CARDINAL

Report ID: VRGL007

Commonwealth of Virginia
CONTROL/TRACK BUDGET ¿ EXPENDITURES BY CHARTFIELD

Run Date: 10/03/2012
Run Time: 02:01 00

Page No. 1 of 1

Business Unit : 50100
Fiscal Year : 2013
As of Period : 1
Budget Ledger : C_APPROP_B

Business Unit	Fund Code	Project	Program	Dept	Account	Budgeted Amount	Month Expended	Year-to-Date Expended	Unexpended Amount
50100					5099001	4,426,114,072.31	400,337,420.46	400,337,420.46	4,025,776,651.85
	Total for Business Unit :			50100		4,426,114,072.31	400,337,420.46	400,337,420.46	4,025,776,651.85
	Total for the Report :					4,426,114,072.31	400,337,420.46	400,337,420.46	4,025,776,651.85

GL - COVA Analysis of Appropriations Report

Rpt Nbr: RGL006A

LAST REVISION: 10/02/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This report provides funding analysis of appropriations, allotments, and expenditures.

PURPOSE / USE:

- The detail budget and expenditures by Business Unit, Fund, Program, and Project for Appropriations by type, Allotments, Expenditures, Unexpended Appropriations, and Unexpended Allotments is used for reconciliation.

NAVIGATION PATH:
Main Menu > General Ledger > General Reports > COVA Analysis of Appropriations

PARAMETERS:

- Business Unit
- Fiscal Period
- Accounting Period
- Consolidated Summary Report opt

FORMAT:
PDF

Funding Analysis of Appropriations, Allotment, and Expenditures Report

CARDINAL
Report ID: RGL006A

Commonwealth of Virginia
FUNDING ANALYSIS OF APPROPRIATIONS, ALLOTMENTS AND EXPENDITURES

Run Date: 10/29/2012
Run Time: 01:22 00

Business Unit 15100
Fiscal Year 2013
Accounting Period 1
Consolidate Report Summary
As of Date 31-JUL-2012

BU	Fund	Program Code	Project	Appropriations	Allotments	Expenditures	Unexpended Appropriations	Unexpended Allotments
15100	01000	7240						
		ORIGINAL		3,370,456.00				
	Program Total			3,370,456.00	3,370,456.00	198,586.39	3,171,869.61	3,171,869.61
		7370						
		ORIGINAL		5,725,381.00				
	Program Total			5,725,381.00	5,725,381.00	654,024.02	5,071,356.98	5,071,356.98
		7990						
		ORIGINAL		923,256.00				
	Program Total			923,256.00	923,256.00	140,321.41	782,934.59	782,934.59
	Fund Total			10,019,093.00	10,019,093.00	992,931.82	9,026,161.18	9,026,161.18
	02011	7370						
		ORIGINAL		412,717.00				
	Program Total			412,717.00	412,717.00	0.00	412,717.00	412,717.00
	Fund Total			412,717.00	412,717.00	0.00	412,717.00	412,717.00
	02111	7370						
		ORIGINAL		409,239.00				
	Program Total			409,239.00	409,239.00	0.00	409,239.00	409,239.00
	Fund Total			409,239.00	409,239.00	0.00	409,239.00	409,239.00
	06080	8260						
		REAPPROP		0.00				

BU	Fund	Program Code	Project	Appropriations	Allotments	Expenditures	Unexpended Appropriations	Unexpended Allotments
	Program Total			0.00	0.00	0.00	0.00	0.00
	Fund Total			0.00	0.00	0.00	0.00	0.00
	Business Unit	15100	Total	13,336,197.00	13,336,197.00	1,187,654.02	12,148,542.98	12,148,542.98

GL - Expenditures by Agency Use 1 Report

Rpt Nbr: VGLR0580

LAST REVISION: 12/21/12

LOADED INTO CATALOGUE: 12/21/2012

DESCRIPTION:
The Agency Use 1 field is used as a tag in conjunction with other ChartFields such as Cost Center and Project to track miscellaneous work efforts or special initiatives.

PURPOSE / USE:
The Expenditures by Agency Use 1 Report assists users in tracking expenditures associated with the Agency Use 1 values, as well as attributes associated with the Agency Use 1.

NAVIGATION PATH:
You can navigate to this report using the following path:
FIN Cardinal Cardinal > Main Menu > General Ledger > General Reports > Expenditures by Agency Use 1

PARAMETERS:

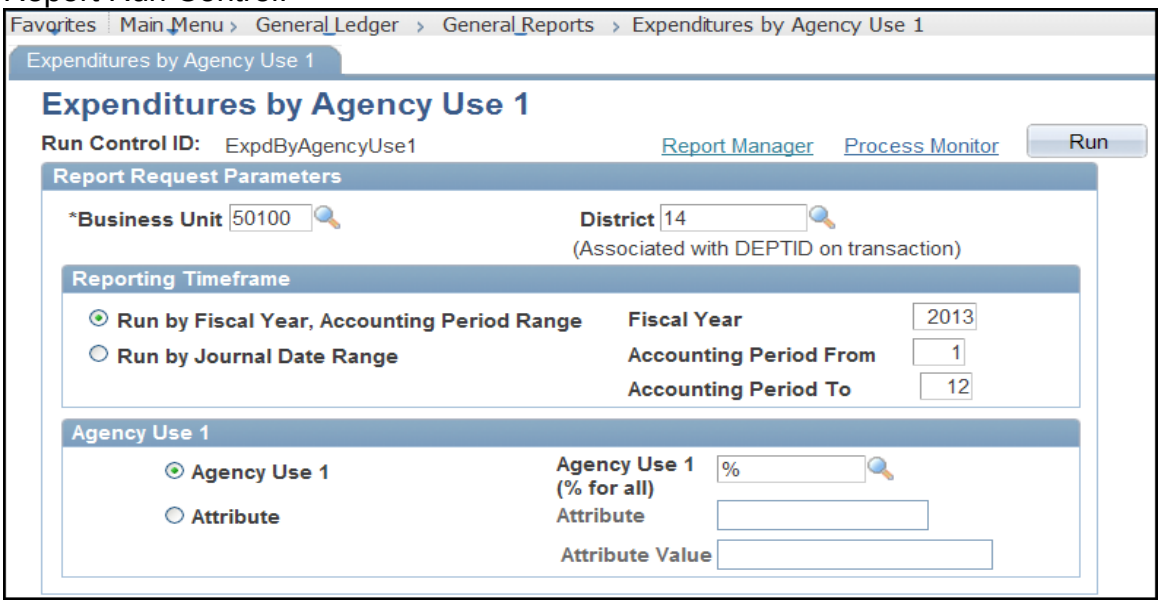
- Business Unit
- District
- Reporting Timeframe:
    - Run by Fiscal Year, Accounting Period Range, Fiscal Year, or
    - Run by Journal Date Range
        - Accounting Period From
        - Accounting Period To
- Agency Use 1
    - Agency Use 1
        - Agency Use 1
    - Attribute
        - Attribute
        - Attribute Value

Recommended source for more detailed information:

The General Ledger job aid Expenditures by Agency Use 1 Report provides an extensive description of the report, including the Agency Use 1 field and the related Attribute and Attribute Value run control selection criteria.

FORMAT:
CSV to Excel

Report Run Control:



Report Output:

	A	B	C	D	E	F
1	Commonwealth of Virginia					
2	EXPENDITURES BY AGENCY USE 1					
3	Run Date: 12/21/2012					
4	Report ID: RGL580	Run Time: 02:24 00				
5	Page No. 1	of	345			
6	Business Unit: 50100 : VA Dept of Transportation					
7	**District: 14 : Richmond**					
8	**Fiscal Year: 2013**					
9	**Accounting Period Between: 1 and 12**					
10	**Agency Use 1: All**					
11						
12	Agency Use 1	Agency Use 1 Description	Journal ID	Journal Date	Journal Line Ref	Account
13	00060225	EquipDiv Fuel Handling	AP00007501	06-Jul-12	79815	5015430
14	00060225	EquipDiv Fuel Handling	AP00007501	06-Jul-12	79812	5015430
15	00060225	EquipDiv Fuel Handling	TE00007597	06-Jul-12	07/06/2012	5011250
16	00060225	EquipDiv Fuel Handling	AP00007501	06-Jul-12	79798	5012530
17	00060225	EquipDiv Fuel Handling	AP00007501	06-Jul-12	79818	5015430
18	00060225	EquipDiv Fuel Handling	AP00007501	06-Jul-12	79821	5015430
19	00060225	EquipDiv Fuel Handling	AP00007501	06-Jul-12	79823	5015430
20	00060225	EquipDiv Fuel Handling	AP00007501	06-Jul-12	79834	5015430
21	00060225	EquipDiv Fuel Handling	AP00007501	06-Jul-12	79809	5015430
22	00081272	Petersburg Sign Budget	TE00007597	06-Jul-12	07/06/2012	5011230
23	00081272	Petersburg Sign Budget	TE00007597	06-Jul-12	07/06/2012	5011230
24	00081272	Petersburg Sign Budget	TE00007597	06-Jul-12	07/06/2012	5011230

Report continuation:

G	H	I	J	K	L	M	N	O	P	Q	R
Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 2	PC Busines	Project ID	Activity ID	Amount
04100	60400403	14011	11167020								122.84
04100	60400403	14093	11167020								122.84
04100	60400403	14032	11167020								83.4
04100	60400403	14000	11167020								668.5
04100	60400403	14078	11167020								61.42
04100	60400403	14041	11167020								122.84
04100	60400403	14026	11167020								122.84
04100	60400403	14032	11167020								929.03
04100	60400403	14012	11167020								122.84
04100	604002	14048	11153100	73500	149						262.32
04100	604003	14048	11163100	73500	135						180.95
04100	604003	14048	11163100	73500	053						87.43

GL – GL Transaction Report

RPT NBR: RGL010

LAST REVISION: 05/02/2013

LOADED INTO CATALOGUE: 05/02/2013

DESCRIPTION: The GL Transaction Report is a very powerful reporting tool that offers extensive flexibility in the specification of report parameters. Based upon the report run control parameters, the report processes all GL transactions for the specified ledger that meet the range of report parameters. You do have the option to specify subtotals as part of the report parameters. However, if subtotals are specified, then the output needs to be .pdf, it will not format properly when run to .cvs format. If subtotals are not specified, the output is comprised of rows of summarized GL data. It looks just like query output, it can be exported to Excel, and manipulated however you wish.

PURPOSE / USE:
Given the very flexible nature of the report run control parameters, there are many potential uses of this report. Reviewing GL transaction data summarized at either a high or low level, for one or multiple Chartfields, for an Account Type.

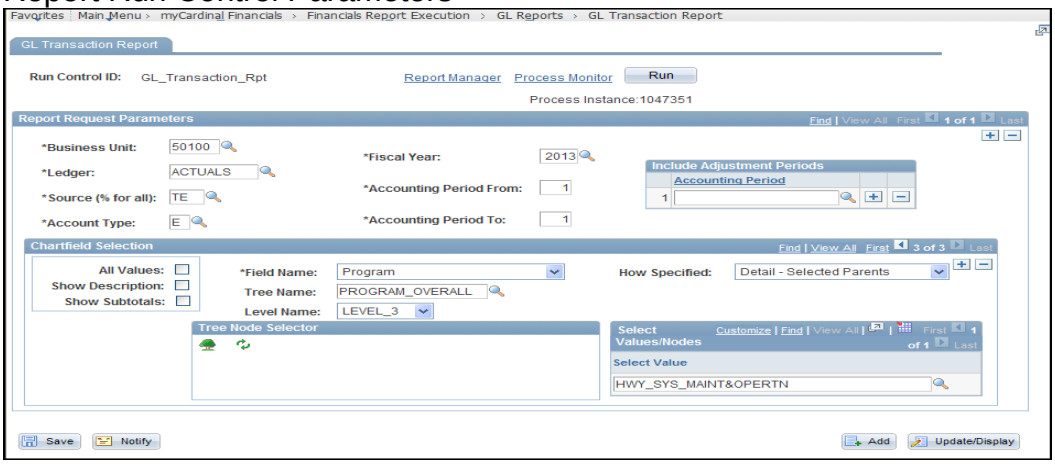
NAVIGATION PATH:
Main Menu > General Ledger > General Reports > GL Transaction Report

PARAMETERS:
In the first set of report parameters, you specify your Agency's Business Unit, select the Ledger Source for transactions (e.g., ACTUALS), Account Type (E for Expenditures), Fiscal Year, Accounting Period From and To (e.g., From 01 and To 06).

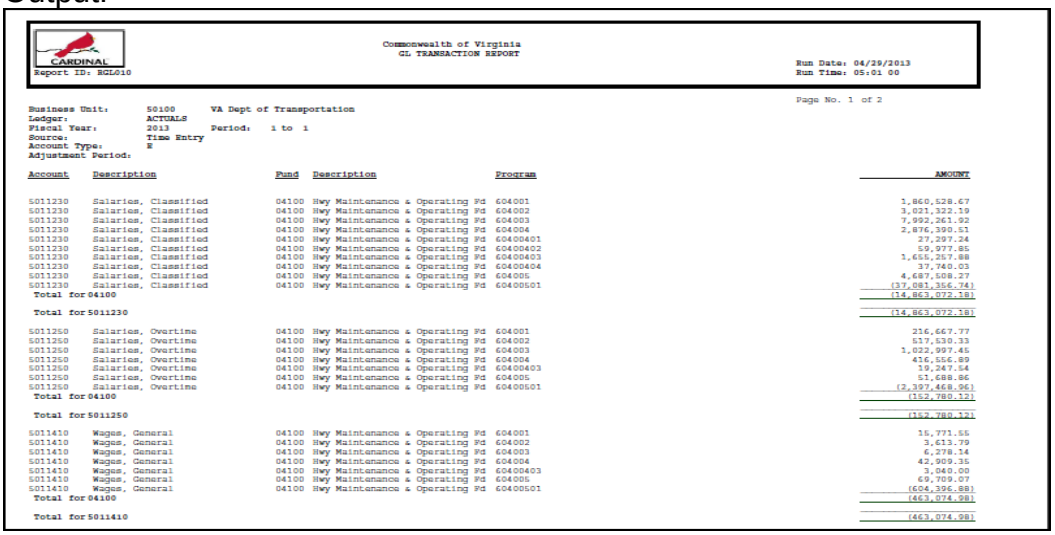
In the second set of report parameters you can specify any combination of Chartfields. For each Chartfield you can specify that all values for that Chartfield be included, or select only a subset either by use of a Chartfield tree or by entering a list of desired Chartfield values, or a range of values. Chartfield subtotals can be generated and Chartfield descriptions included. When using Chartfield descriptions, due to the length of those fields, it is best not to specify subtotals, so that you can run the output to .csv and export a manageable file to Excel. It is also recommended to keep description to a maximum of five Chartfields due to performance implications.

FORMAT:
pdf or csv to Excel

Report screen shot:
Report Run Control Parameters



Output:



CARDINAL
Report ID: RGL010

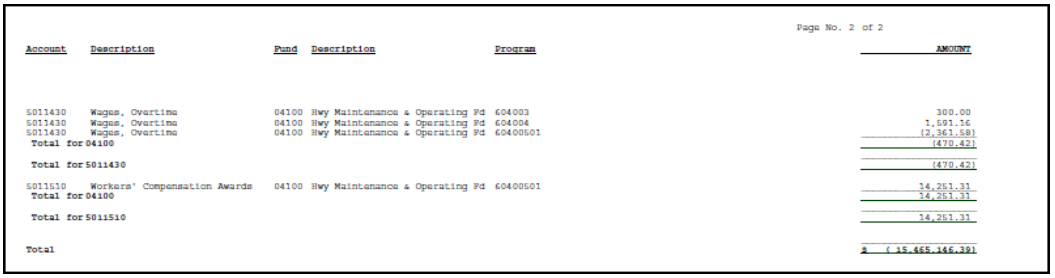
Commonwealth of Virginia
GL TRANSACTION REPORT

Run Date: 04/29/2013
Run Time: 05:01 00

Page No. 1 of 2

Business Unit: 50100 VA Dept of Transportation
Ledger: ACTUALS
Fiscal Year: 2013 Period: 1 to 1
Source: Time Entry
Account Type: E
Adjustment Period:

Account	Description	Fund	Description	Program	AMOUNT
5011230	Salaries, Classified	04100	Hwy Maintenance & Operating Fd	604001	1,860,528.67
5011230	Salaries, Classified	04100	Hwy Maintenance & Operating Fd	604002	3,021,322.19
5011230	Salaries, Classified	04100	Hwy Maintenance & Operating Fd	604003	7,992,261.92
5011230	Salaries, Classified	04100	Hwy Maintenance & Operating Fd	604004	2,876,390.51
5011230	Salaries, Classified	04100	Hwy Maintenance & Operating Fd	60400401	27,297.34
5011230	Salaries, Classified	04100	Hwy Maintenance & Operating Fd	60400402	59,977.85
5011230	Salaries, Classified	04100	Hwy Maintenance & Operating Fd	60400403	1,655,257.88
5011230	Salaries, Classified	04100	Hwy Maintenance & Operating Fd	60400404	37,740.03
5011230	Salaries, Classified	04100	Hwy Maintenance & Operating Fd	604005	4,687,508.27
5011230	Salaries, Classified	04100	Hwy Maintenance & Operating Fd	60400501	(37,081,356.74)
Total for 04100					(14,863,072.18)
Total for 5011230					(14,863,072.18)
5011250	Salaries, Overtime	04100	Hwy Maintenance & Operating Fd	604001	216,667.77
5011250	Salaries, Overtime	04100	Hwy Maintenance & Operating Fd	604002	517,530.33
5011250	Salaries, Overtime	04100	Hwy Maintenance & Operating Fd	604003	1,022,997.45
5011250	Salaries, Overtime	04100	Hwy Maintenance & Operating Fd	604004	416,556.89
5011250	Salaries, Overtime	04100	Hwy Maintenance & Operating Fd	60400403	19,247.54
5011250	Salaries, Overtime	04100	Hwy Maintenance & Operating Fd	604005	51,688.86
5011250	Salaries, Overtime	04100	Hwy Maintenance & Operating Fd	60400501	(2,397,468.96)
Total for 04100					(152,780.12)
Total for 5011250					(152,780.12)
5011410	Wages, General	04100	Hwy Maintenance & Operating Fd	604001	15,771.55
5011410	Wages, General	04100	Hwy Maintenance & Operating Fd	604002	3,613.79
5011410	Wages, General	04100	Hwy Maintenance & Operating Fd	604003	6,278.14
5011410	Wages, General	04100	Hwy Maintenance & Operating Fd	604004	42,909.35
5011410	Wages, General	04100	Hwy Maintenance & Operating Fd	60400403	3,040.00
5011410	Wages, General	04100	Hwy Maintenance & Operating Fd	604005	69,709.07
5011410	Wages, General	04100	Hwy Maintenance & Operating Fd	60400501	(604,396.88)
Total for 04100					(463,074.98)
Total for 5011410					(463,074.98)



Page No. 2 of 2

Account	Description	Fund	Description	Program	AMOUNT
5011430	Wages, Overtime	04100	Hwy Maintenance & Operating Fd	604003	300.00
5011430	Wages, Overtime	04100	Hwy Maintenance & Operating Fd	604004	1,591.16
5011430	Wages, Overtime	04100	Hwy Maintenance & Operating Fd	60400501	(2,361.58)
Total for 04100					(470.42)
Total for 5011430					(470.42)
5011510	Workers' Compensation Awards	04100	Hwy Maintenance & Operating Fd	60400501	14,251.31
Total for 04100					14,251.31
Total for 5011510					14,251.31
Total					$ (15,465,146.39)

GL - Journal Edit Errors Report

Rpt Nbr: GLS7011

LAST REVISION: 10/24/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This report provides detailed information about journal edit errors: period, journal ID, date, source, reference number, error type, line, line description, field name, and error message.

PURPOSE / USE:

- This report is used to identify and resolved journal edit errors

NAVIGATION PATH:
Main Menu > General Ledger > Journals > Process Journals > Journals Edit Errors Report

PARAMETERS:

- Business Unit
- Ledger Group
- Source
- Journal ID From and To
- Journal Date From and To

FORMAT:
PDF

Journal Edit Errors Report

PeopleSoft GL
JOURNAL EDIT ERRORS

Report ID: GLS7011
Bus. Unit: 50100--VA Dept of Transportation
Ledger Grp: ACTUALS -- Actuals
Fiscal Year:2013
Request 1--Descr1
Source:ALL Jounral ID:0000000001 through 0000999999 Journal Date:07/01/2012 through 07/31/2012
Business Unit IU: 15100

Page No. 1
Run Date 10/24/2012
Run Time 14:15:13

Pd	Journal ID	Jrnl Date	Src	Ref No.	Error Type	Line	Line Description	Field Name	Entry Event	Error message
1	0000005951	07/02/2012	ONL		HEADER			JRNL_HDR_STATUS		Journal line errors exist for this header. (5860/53)
					LINE	2	Employer Retire Contrb-Def Ben	FUND_CODE		Combo error for fields Fund/Project/Program/Account/Department/FIPS in group %2VCC_LOWLVL. (9600/31)

GL - Journal Entry Detail Report

Rpt Nbr: FIN2001

LAST REVISION: 10/03/12

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This report displays all, or a subset of, journal entries for a business unit and ledger within a specified date range. A number of selection criteria can be used to return either a broad range of journals or to specifically narrow down the results. Another option is to enter a specific Journal ID.

PURPOSE / USE:

- The report provides the ability to search and select a group of journals for detail review.

NAVIGATION PATH:
Main Menu > General Ledger > General Reports > Journal Entry Detail

PARAMETERS:

- Report Request Parameters:
    - Unit
    - Ledger Group:
        - Actuals
        - Cash
        - Modified Accrual
        - Commitment Cntrl Appropriation
    - Ledger:
        - Actuals
        - Cash
        - Com Cntl Appropriation Budget)
    - Source:
        - Accruals
        - Billings
        - Accounts Payables
        - Accounts Receivables
        - Project Costing
        - Purchasing
        - Time Entry

- Journal ID
- Date From and Date To
- Journal Status:
  - Posted by Journal Dates
  - Posted by Posting Dates
  - Journal has Errors
  - Unposted
  - Valid Journal – Edits Complete
  - No Status – Needs to be Edited
- Show Description on Report opt
- Show Statistics Amount opt
- Display Full Numeric Field opt

- Chartfield Selection:
  - Sequence
  - Chartfield Name
  - Include CF opt
  - Descr opt

FORMAT: PDF

Journal Entry Detail Report

```
                                                    PeopleSoft Financials
Report ID:  FIN2001                            JOURNAL ENTRY DETAIL REPORT                                  Page No.  1
Bus. Unit:  50100--VA Dept of Transportation                                                                Run Date 10/03/2012
Ledger Grp: ACTUALS   --Actuals                                                                             Run Time 10:18:55
Ledger:     ACTUALS   --Actuals
For the period 07/01/2012 through 07/15/2012
Source:  EX%  Journal ID:  ALL  Status:  P (posted journals by journal date range)

Line    Description                 Reference
                                                                                   Entry Event  Cur          Debit            Credit


Journal ID: EX00007437  Journal Date: 07/05/2012  Source: EX --Expenses                    Reversal: N--None
Status: P--Posted      Posted Date: 07/23/2012
Description Expense Accrual Journal

1       Expense Accruals            0000008667

                                                                                               USD           0.00             46.49
2       Expense Accruals            0000008669

                                                                                               USD           0.00             21.65
3       Expense Accruals            0000008687

                                                                                               USD           0.00            188.10
4       Expense Accruals            0000008690

                                                                                               USD           0.00              5.00
5       Expense Accruals            0000008694

                                                                                               USD           0.00            115.00
```

GL - Journal Entry Detail with Attributes Report

Rpt Nbr: FIN2005

LAST REVISION: 10/04/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This report displays the same detail as the Journal Entry Detail Report and also lists the ChartField attribute values.

PURPOSE / USE:
- The report provides the ability to search for and select a group of journals for detail review.

NAVIGATION PATH:
Main Menu > General Ledger > General Reports > Journal Entry with Attributes

PARAMETERS:
- Report Request Parameters:
    - Unit
    - Ledger Group
    - Ledger
    - Source
    - Journal ID
    - From Date and To Date
    - Journal Status
    - Show Description on Report opt
    - Show Statistics Amount opt
    - Display Full Numeric Field opt
- Chartfield Selection:
    - Sequence
    - Chartfield Name
    - Include CF opt
    - Descr opt

FORMAT:
PDF

Journal Entry Detail With Attributes Report

```
                                                    PeopleSoft Financials
Report ID:  FIN2005                                 JOURNAL ENTRY WITH CHARTFIELD ATTRIBUTES REPORT                    Page No.  1
Bus. Unit:  50100--VA Dept of Transportation                                                                           Run Date 10/04/2012
Ledger Grp: ACTUALS   --Actuals                                                                                        Run Time 17:10:19
Ledger:     ACTUALS   --Actuals
For the period 07/01/2012 through 07/31/2012
Source:  TE%  Journal ID:  ALL  Status:  P (posted journals by journal date range)

Line    Description


Account                          Fund
Program                                                                                  Cur          Debit            Credit


Journal ID: TE00007597  Journal Date: 07/06/2012  Source: TE --Time Entry          Reversal: N--None      Status: P--Posted      Posted Date: 07/23/2012
Description HR Payroll Journals

7       GL Interface                 2012-07-06
5011230     Salaries, Classified          04100  Hwy Maintenance & Operating Fd
604003      Secondary Maintenance                                                        USD          340.04            0.00
Attributes
ACCOUNT            DOA GLA            901
ACCOUNT            DOA OBJ_RS         1123
ACCOUNT            SWAM REPORTABLE    NON - SWAM REPORTABL
FUND_CODE          CAFR FD CLASS      110
FUND_CODE          CAFR FUND GROUP    SPECIAL REVENUE
FUND_CODE          CAFR FUND TYPE     GOVERNMENTAL
FUND_CODE          DOA FUND           0410
FUND_CODE          MCI CLASS          UNRESTRICTED
```

```
FUND_CODE          CAFR FUND GROUP    SPECIAL REVENUE
FUND_CODE          CAFR FUND TYPE     GOVERNMENTAL
FUND_CODE          DOA FUND           0410
FUND_CODE          MCI CLASS          UNRESTRICTED
CHARTFIELD2        DOA PROGRAM        60403

8       GL Interface                 2012-07-06

                                                                                         USD          170.02            0.00
Attributes
ACCOUNT            DOA GLA            901
ACCOUNT            DOA OBJ_RS         1123
ACCOUNT            SWAM REPORTABLE    NON - SWAM REPORTABL
FUND_CODE          CAFR FD CLASS      110
FUND_CODE          CAFR FUND GROUP    SPECIAL REVENUE
FUND_CODE          CAFR FUND TYPE     GOVERNMENTAL
FUND_CODE          DOA FUND           0410
FUND_CODE          MCI CLASS          UNRESTRICTED
CHARTFIELD2        DOA PROGRAM        60403

10      GL Interface                 2012-07-06

                                                                                         USD          170.02            0.00
Attributes
ACCOUNT            DOA GLA            901
```

GL - Journal Line / Accounting Entry Reconciliation Report

Rpt Nbr: GLS8012

LAST REVISION: 10/03/12

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This report matches and reconciles journal lines and accounting entries and documents the difference.

PURPOSE / USE:
- The report is used for reconciliation purposes.

NAVIGATION PATH:
Main Menu > General Ledger > General Reports > Journal Line/Acctg Reconcil

PARAMETERS:
Report Request Parameters:
- Unit, Ledger
- Accounting Definition
- Fiscal Year
- From Period and To Period
- Journal Status
- Journal ID
- Include Adjustment Period opt

Chartfield Selection:
- Sequence
- Chartfield Name
- Include CF opt
- Descr
- Value to Value

FORMAT:
PDF

Journal Line / Accounting Entry Reconciliation Report

PeopleSoft GL
JOURNAL LINE/ACCOUNTING ENTRY RECONCILIATION REPORT

Report ID: GLS8012
Bus. Unit: 50100--VA Dept of Transportation
Ledger: ACTUALS -- Actuals
Fiscal Year 2012 From Period 12 To 12

Page No.
Run Date
Run Time

Journal ID	Journal Date	AP	Acctg Defn	Jrnl Status	Journal Amt	Acctg Line Amt
Warning - No ChartFields selected.						
EX00005855	06/01/2012	12	EXDEFN	Posted	0.00	-4,607.06
EX00005933	06/02/2012	12	EXDEFN	Posted	0.00	-14,180.05
EX00006039	06/05/2012	12	EXDEFN	Posted	0.00	-22,466.01
EX00006112	06/06/2012	12	EXDEFN	Posted	0.00	-15,084.35
EX00006157	06/06/2012	12	EXDEFN	Posted	0.00	-9,190.68
EX00006207	06/08/2012	12	EXDEFN	Posted	0.00	-15,043.21
EX00006258	06/09/2012	12	EXDEFN	Posted	0.00	-13,459.04
EX00006319	06/12/2012	12	EXDEFN	Posted	0.00	-17,642.28
EX00006374	06/13/2012	12	EXDEFN	Posted	0.00	-28,915.70
EX00006446	06/14/2012	12	EXDEFN	Posted	0.00	-19,454.40
EX00006493	06/15/2012	12	EXDEFN	Posted	0.00	-6,950.19
EX00006565	06/16/2012	12	EXDEFN	Posted	0.00	-21,628.61
EX00006628	06/19/2012	12	EXDEFN	Posted	0.00	-17,155.68
EX00006709	06/20/2012	12	EXDEFN	Posted	0.00	-3,822.69

GL - Ledger Summary Report

Rpt Nbr: GLS7003

LAST REVISION: 10/04/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This report lists for a Business Unit by Account Journals by Journals ID, Journal Date, and Seq Line number, the debit / credit amount. For each Account the report summarizes Beginning Balance, Total Activity, and the resulting Ending Balance.

Purpose / Use:

- The report is used for monitoring and reconciliation purposes.

NAVIGATION PATH:
Main Menu > General Ledger > General Reports > Ledger Summary

PARAMETERS:

- Report Request Parameters:
    - Unit
    - Ledger
    - Currency Code
    - Fiscal Year
    - Accounting Period
- Chartfield Selection

FORMAT:
PDF

Ledger Summary

Report ID: GLS7003
Bus. Unit: 15100--VA Department of Accounts
Ledger: ACTUALS -- Actuals
For Fiscal Year 2013 Period 1 To 2
Currency Code USD

PeopleSoft GL
LEDGER SUMMARY

Page No. 1
Run Date 10/04/2012
Run Time 07:53:22

Account	Journal Date	Journal ID	Seq	Line		Debit	Credit	Balance	Currency
101010	Cash With The Treasurer Of VA			USD					
	07/06/2012	0000005997		3	USD	323.21	0.00		
	07/06/2012	0000005997		4	USD	0.00	323.21		
	07/13/2012	0000006062		3	USD	0.00	10,100.00		
	07/13/2012	0000006062		4	USD	10,100.00	0.00		
	07/13/2012	AR00006084		2	USD	0.00	99,999.00		
	07/19/2012	0000006116		2	USD	0.00	1,000.00		
	07/19/2012	0000006116		3	USD	1,198.47	0.00		
	07/19/2012	0000006116		5	USD	2,527.00	0.00		
	07/19/2012	0000006116		7	USD	238,344.67	0.00		
	07/19/2012	0000006116		9	USD	149,188.44	0.00		
	07/19/2012	AR00006472		2	USD	50.00	0.00		
	07/19/2012	AR00006472		4	USD	160,210.00	0.00		
	07/19/2012	AR00006472		6	USD	2,599.00	0.00		
	07/20/2012	AR00006473		2	USD	100.00	0.00		
	07/25/2012	AR00006474		2	USD	4.00	0.00		
	07/28/2012	AR00006235		2	USD	3,450.00	0.00		
	07/31/2012	AP00006318		1	USD	0.00	47.51		
	07/31/2012	CIPPS06419		25	USD	0.00	153,912.74		
	07/31/2012	CIPPS06419		26	USD	10,714.00	0.00		
	07/31/2012	CIPPS06419		27	USD	0.00	5,548.00		
	08/01/2012	CIPPS06436		112	USD	0.00	318,061.44		
	08/01/2012	CIPPS06436		113	USD	2,438.00	0.00		
	08/01/2012	CIPPS06436		114	USD	0.00	63,499.90		
	08/01/2012	CIPPS06436		115	USD	0.00	4,821.82		
	08/04/2012	0000006361		3	USD	0.00	2,000.00		
	08/04/2012	0000006361		4	USD	2,000.00	0.00		
	08/06/2012	AP00006353		1	USD	246.00	0.00		
	08/06/2012	AP00006353		2	USD	236.00	0.00		
	08/06/2012	AP00006365		1	USD	0.00	350.00		
	08/06/2012	AP00006365		2	USD	0.00	450.00		
	08/06/2012	AP00006365		3	USD	0.00	550.00		

Report ID: GLS7003
Bus. Unit: 15100--VA Department of Accounts
Ledger: ACTUALS -- Actuals
For Fiscal Year 2013 Period 1 To 2
Currency Code USD

PeopleSoft GL
LEDGER SUMMARY

Page No. 3
Run Date 10/04/2012
Run Time 07:53:22

Account	Journal Date	Journal ID	Seq	Line		Debit	Credit	Balance	Currency
	07/19/2012	0000006116		14	USD	0.00	2,527.00		
	07/31/2012	CIPPS06419		1	USD	0.00	10,714.00		
	08/01/2012	CIPPS06436		1	USD	0.00	2,438.00		
111220	Parking Fee Suspense Account			USD					
						Beginning Balance:		0.00	
						Total Activity:	<	15,679.00>	
						Ending Balance:	<	15,679.00>	
112054	A/R - Other			USD					
	07/27/2012	0000006233		1	USD	96.20	0.00		
	07/31/2012	0000006316		1	USD	96.20	0.00		
112054	A/R - Other			USD					
						Beginning Balance:		0.00	
						Total Activity:		192.40	
						Ending Balance:		192.40	
131030	Petty Cash Advances			USD					
	07/19/2012	0000006116		11	USD	1,000.00	0.00		
131030	Petty Cash Advances			USD					
						Beginning Balance:		0.00	
						Total Activity:		1,000.00	
						Ending Balance:		1,000.00	

GL - Ledger versus Journal Integrity Report

Rpt Nbr: GLS7010

LAST REVISION: 10/04/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This report list discrepancies between General Ledger and journal tables and is used for reconciliation purposes.

PURPOSE / USE:
- The report is used for reconciliation purposes.

NAVIGATION PATH:
Main Menu > General Ledger > General Reports > Ledger versus Journal Integrity

PARAMETERS:
- Unit
- Ledger
- Fiscal Year
- From Period
- To Period
- Compare Statistics Amount opt, Show Journals opt, Display Full Numeric Field opt
- Chartfield Selection: Sequence, Chartfield Name, Include CF Value to Value

FORMAT:
PDF

Ledger vs Journal Integrity Report

PeopleSoft GL
LEDGER VS. JOURNAL INTEGRITY REPORT

Report ID: GLS7010
Bus. Unit: 50100--VA Dept of Transportation
Ledger: ACTUALS -- Actuals
Fiscal Year:2013

Page No. 1
Run Date 10/04/2012
Run Time 10:28:54

Period	Account	Fund	Program	Department	Journal Amount	Ledger Amount	Difference

No discrepancy found for Periods 4 thru 4

GL - Other Agency Transactions Report

Rpt Nbr: VGLR011

LAST REVISION: 10/04/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This report provides detail or summary amounts for transactions processed in CARS by an agency other than the agency entered in the Business Unit prompt.

Purpose / Use:

- This report is used by Fiscal / Accounting Offices to reconcile between Cardinal and CARS. This report is used in conjunction with CARS – Cardinal Reconciliation Report (Rpt ID RGL025) which provides financial transaction variances between CARS and Cardinal run by fiscal year and accounting period.

NAVIGATION PATH:
Main Menu > General Ledger > General Reports > Other Agency Transactions

PARAMETERS:

- Business Unit
- Fiscal Year
- Accounting Period
- Summary or Detail

FORMAT:
PDF

Other Agency Transactions

Commonwealth of Virginia
CARS TO RECONCILE WITH CARDINAL

Report ID: VGLR011

Run Date: 10/04/2012
Run Time: 07:31 00

Business Unit : 15100 VA Department of Accounts
Fiscal Year : 2013
Accounting Period : 1

OTHER AGENCY TRANSACTIONS - DETAIL

Batch Type	Batch Agency	Batch Date	Batch Number	Batch Sequence	Trans Code	Fund	Program	Object	Rev Source	Project	Voucher	Amount
5	997	19-JUN-2012	305	00003	022	0608	8260000		00000	00000	21300018	0.00
5	997	19-JUN-2012	305	00004	022	0936	4070000		00000	00000	21300018	0.00
5	997	20-JUN-2012	375	00109	200	0100	0000000		00000	00000	00000001	3,370,456.00
5	997	20-JUN-2012	375	00111	200	0100	0000000		00000	00000	00000001	5,725,381.00
5	997	20-JUN-2012	375	00113	200	0100	0000000		00000	00000	00000001	923,256.00
7	997	02-JUL-2012	600	00001	003	0100	7990000	1217	00000	00000		0.01
8	122	19-JUN-2012	16	00280	020	0100	7240000		00000	00000		3,370,456.00
8	122	19-JUN-2012	16	00281	051	0100	7240000		00000	00000		3,370,456.00
8	122	19-JUN-2012	16	00282	051	0100	7370000		00000	00000		5,725,381.00
8	122	19-JUN-2012	16	00283	020	0100	7370000		00000	00000		5,725,381.00
8	122	19-JUN-2012	16	00284	020	0100	7990000		00000	00000		923,256.00
8	122	19-JUN-2012	16	00285	051	0100	7990000		00000	00000		923,256.00
8	122	19-JUN-2012	16	00286	051	0200	7370000		00000	00000		412,717.00

Batch Type	Batch Agency	Batch Date	Batch Number	Batch Sequence	Trans Code	Fund	Program	Object	Rev Source	Project	Voucher	Amount
O	122	19-JUN-2012	19	01406	880	0000	7990100	1595	00000	00000		55,250.00
O	122	19-JUN-2012	19	01407	880	0000	7990100	1395	00000	00000		5,497.00
O	122	19-JUN-2012	19	01408	880	0000	7990100	1295	00000	00000		35,000.00
O	122	19-JUN-2012	19	01409	880	0000	8260100	1295	00000	00000		12,394.00
O	122	19-JUN-2012	19	01410	880	0000	8260100	1595	00000	00000		30,187.00
O	122	19-JUN-2012	19	01411	880	0000	8260100	1395	00000	00000		15,000.00

GL - Posted Journal Summary Report

Rpt Nbr: GLS7009

LAST REVISION: 10/04/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This report provides a list of all posted journals.

PURPOSE / USE:
- The report identifies posted journals.

NAVIGATION PATH:
Main Menu > General Ledger > Journals > Process Journals > Posted Journal Summary Report

PARAMETERS:
- Report Request Parameters:
  - Begin Process
  - End Process
  - User
  - Unit
  - Ledger Group
  - Ledger
  - Begin Date
  - End Date
  - Summarize By

FORMAT:
PDF

Posted Journal Summary Report

PeopleSoft GL

Report ID: GLS7009
POSTED JOURNAL SUMMARY BY JOURNAL ID FOR PROCESS INSTANCE 558419
Page No. 1
Bus. Unit: 15100--VA Department of Accounts
Run Date 07/26/2012
Ledger Grp: ACTUALS -- Actuals
Run Time 16:10:00
Ledger: ACTUALS -- Actuals
Fiscal Year:2012

Period	Journal ID	Jrnl Date	Unpost	Src	Descr	Lines	Debit		Credit	Stat Amount
10	0000006136	04/30/2012	0		CNV 05.GL.02.01-Converted data, Do	1236	1,399,368.34	USD	1,399,368.34	0.00
Period 10 Total						1236	1,399,368.34	USD	1,399,368.34	

PeopleSoft GL

Report ID: GLS7009
POSTED JOURNAL SUMMARY BY JOURNAL ID FOR PROCESS INSTANCE 558419
Page No. 1
Bus. Unit: 15100--VA Department of Accounts
Run Date 07/26/2012
Ledger Grp: ACTUALS -- Actuals
Run Time 16:10:00
Ledger: ACTUALS -- Actuals
Fiscal Year:2012

Period	Journal ID	Jrnl Date	Unpost	Src	Descr	Lines	Debit		Credit	Stat Amount
10	0000006136	04/30/2012	0		CNV 05.GL.02.01-Converted data, Do	1236	1,399,368.34	USD	1,399,368.34	0.00
Period 10 Total						1236	1,399,368.34	USD	1,399,368.34	

GL - Statement of Cash Position of Funds Report

Rpt Nbr: RGL018

LAST REVISION: 10/04/12

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
The report summarizes for an Agency by Fund Detail the Variance of Budget Balance for the CC_CASH ledger ACTUALS versus Cash Balance. The cash balances are both budget checked and actuals.

PURPOSE / USE:

- The report is used by Fiscal / Accounting Offices to monitor the Agency's cash position as part of the reconciliation process.

NAVIGATION PATH:
Main Menu > General Ledger > General Reports > Stmt of Cash Position of Funds

PARAMETERS:

- Business Unit

FORMAT:
PDF

Statement of Cash Position of Funds Report

CARDINAL

Report ID: RGL018

Commonwealth of Virginia
STATEMENT OF CASH POSITION OF FUNDS

Run Date: 10/04/2012
Run Time: 07:27 00

Business Unit: 15100
As Of Date : 10/04/12

FUND DETAIL	TITLE	BUDGET BALANCE	CASH BALANCE	VARIANCE
Business Unit : 15100				
01000	General Fund	8,099,814.18	(432,435.50)	8,532,249.68
02011	DOA Statewide Accounting Svcs	2,102,060.22	146.79	2,101,913.43
02054	Cost Recovery Audit Fund	2,599.33	3,797.47	(1,198.14)
02111	Charge Card Rebate Fund	1,005,462.01	16,273.21	989,188.80
02700	Parking	47,793.50	15,679.00	32,114.50
02710	Central Garage Pool Vehicles	4,000,000.00	0.00	4,000,000.00
02770	Emergency Mgmnt Assist Compact	550,000.00	0.00	550,000.00
04100	Hwy Maintenance & Operating Fd	1,000,000.00	0.00	1,000,000.00
06080	Payroll Service Bureau Service	3,313,963.54	174,344.77	3,139,618.77
06090	Enterprise App - Cardinal	2,000,000.00	0.00	2,000,000.00
06150	Enterprise App-Perf Budgeting	(600.00)	0.00	(600.00)

Page No. 1 of 1

Business Unit: 15100
As Of Date : 10/04/12

FUND DETAIL	TITLE	BUDGET BALANCE	CASH BALANCE	VARIANCE
Business Unit : 15100				
01000	General Fund	8,099,814.18	(432,435.50)	8,532,249.68
02011	DOA Statewide Accounting Svcs	2,102,060.22	146.79	2,101,913.43
02054	Cost Recovery Audit Fund	2,599.33	3,797.47	(1,198.14)
02111	Charge Card Rebate Fund	1,005,462.01	16,273.21	989,188.80
02700	Parking	47,793.50	15,679.00	32,114.50
02710	Central Garage Pool Vehicles	4,000,000.00	0.00	4,000,000.00
02770	Emergency Mgmnt Assist Compact	550,000.00	0.00	550,000.00
04100	Hwy Maintenance & Operating Fd	1,000,000.00	0.00	1,000,000.00
06080	Payroll Service Bureau Service	3,313,963.54	174,344.77	3,139,618.77
06090	Enterprise App - Cardinal	2,000,000.00	0.00	2,000,000.00
06150	Enterprise App-Perf Budgeting	(600.00)	0.00	(600.00)
09362	Commonwealth Health Research	617,806.42	138,818.62	478,987.80
15000	General Fixed Asset Acct Group	0.00	0.00	0.00
	*** AGENCY 15100 TOTAL	22,738,899.20	(83,375.64)	22,822,274.84

GL - Summary Fluctuation Analysis Report

Rpt Nbr: RGL028

LAST REVISION: 10/24/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This report provides the variance in expenditures by Chart of Account (COA) elements between Fiscal Years.

PURPOSE / USE:

- This report typically will be used by Fiscal / Accounting Offices for trend analysis in comparing summarized Chart of Account data between two or three Fiscal Years.

NAVIGATION PATH:
Main Menu > General Ledger > General Reports > Summary Fluctuation Analysis

PARAMETERS:

- Report Request Parameters:
    - Business Unit
    - Ledger Selection:
        - Actuals
        - Cash
        - Modified Accrual
        - Full Accrual
        - Forecast
    - Fiscal Year Range
        - Base Fiscal Year
        - Accounting Period From and To
        - Fiscal Year To Be compared Against:
            - Fiscal Year 1
            - Fiscal Year 2
    - Chartfield Selection:
        - Field Name
        - Show Chartfield Description opt
        - Subtotal opt

FORMAT:

PDF

Summary Fluctuation Analysis Report

CARDINAL
Report ID: RGL028

Commonwealth of Virginia
SUMMARY FLUCTUATION ANALYSIS REPORT

Run Date: 10/23/2012
Run Time: 06:31 00

Business Unit: 50100
Base Fiscal Year: 2011
Ledger Group(s): Actuals
Accounting Periods: 1 - 1

	Base FY : 2011	FY1 : 2012	Change	% Change	FY2 : 2013	Change	% Char
01000 General Fund	0.00	1,131,880.12	1,131,880.12	100.00	992,931.82	992,931.82	10
SubTotal for 01000	$ 0.00	$ 1,131,880.12	$ 1,131,880.12	100.00	$992,931.82	$992,931.82	10
04010 Highway Federal	93,440,833.87	54,204,617.62	(39,236,216.25)	(41.99)	67,217,484.72	(26,223,349.15)	(2
SubTotal for 04010	$ 93,440,833.87	$ 54,204,617.62	$ (39,236,216.25)	(41.99)	$ 67,217,484.72	$ (26,223,349.15)	(2
04100 Hwy Maintenance & Operating Fd	93,504,692.79	153,793,384.97	60,288,692.18	64.48	170,648,691.25	77,143,998.46	8
SubTotal for 04100	$ 93,504,692.79	$153,793,384.97	$ 60,288,692.18	64.48	$170,648,691.25	$ 77,143,998.46	8
04220 Transportatn Partnrshp Opp Fd	180,919.59	13,358.91	(167,560.68)	(92.62)	456,626.21	275,706.62	15
SubTotal for 04220	$180,919.59	$ 13,358.91	($167,560.68)	(92.62)	$456,626.21	$275,706.62	15
04362 Powhite Revenue Fund	0.00	228,047.99	228,047.99	100.00	259,555.38	259,555.38	10
SubTotal for 04362	$ 0.00	$228,047.99	$228,047.99	100.00	$259,555.38	$259,555.38	10
04363 Powhite Maint Replacmnt Fund	0.00	0.00	0.00	0.00	12,926.45	12,926.45	10
SubTotal for 04363	$ 0.00	$ 0.00	$ 0.00	0.00	$ 12,926.45	$ 12,926.45	10
04710 Transportation Trust Fund	85,220.53	51,029.07	(34,191.46)	(40.12)	51,548.80	(33,671.73)	(3
SubTotal for 04710	$ 85,220.53	$ 51,029.07	$ (34,191.46)	(40.12)	$ 51,548.80	$ (33,671.73)	(3
04720 Highway Construction Fund	27,002,657.67	51,706,863.95	24,704,206.28	91.49	77,067,109.70	50,064,452.03	18
SubTotal for 04720	$ 27,002,657.67	$ 51,706,863.95	$ 24,704,206.28	91.49	$ 77,067,109.70	$ 50,064,452.03	18
04760 Toll Facilities Revolving Fund	0.00	191,865.37	191,865.37	100.00	334,585.41	334,585.41	10
SubTotal for 04760	$ 0.00	$191,865.37	$191,865.37	100.00	$334,585.41	$334,585.41	10
04766 Violation Enforcement Sys	(11,509.61)	(6,496.69)	5,012.92	43.55	(33,679.82)	(22,170.21)	(19
SubTotal for 04766	$ (11,509.61)	$ (6,496.69)	$ 5,012.92	43.55	$ (33,679.82)	$ (22,170.21)	(19
04769 Smart Tag	114,388.54	6,824.30	(107,564.24)	(94.03)	66,161.12	(48,227.42)	(4
SubTotal for 04769	$114,388.54	$ 6,824.30	($107,564.24)	(94.03)	$ 66,161.12	$ (48,227.42)	(4

	Base FY : 2011	FY1 : 2012	Change	% Change	FY2 : 2013	Change	% Char
SubTotal for 10940	$ 15,230,196.70	$ 21,998,090.16	$ 6,767,893.46	44.44	$ 10,460,114.63	$ (4,770,082.07)	(31
Total	242,881,151.49	$300,821,118.18	$ 57,939,966.69	23.86	$556,556,771.86	$313,675,620.37	129

GL - Track W/O Budget – Exp by CF Report

Rpt Nbr: RGL007B

LAST REVISION: 10/04/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This report summarizes expenditures only by selected chartfields, month to date and fiscal year to date. The report is run only for budget ledgers set to track without budget.

PURPOSE / USE:

- The report, which has very flexible chartfield selection parameters, is used to track expenditures.

NAVIGATION PATH:
Main Menu > General Ledger > General Reports > Track W/O Budget – Exp by CF

PARAMETERS:

- Request Parameters:
  - Business Unit
  - Budget Ledger
  - Fiscal Year
  - As of Period
- Values by Chartfield:
  - Field Name
  - Tree Name
  - Level Name
  - How Specified
- Subtotal opt
- Tree Node Selector, Select Values / Nodes

FORMAT:
PDF

Track W/O Budget – Exp by CF Report

Commonwealth of Virginia
TRACK WITHOUT BUDGET - EXPENDITURES BY CHARTFIELD

Report ID: RGL007B

Run Date: 10/04/2012
Run Time: 02:32 00

Business Unit : 50100
Fiscal Year : 2013
As of Period : 2
Budget Ledger : C_OPRSUM_B

Business Unit	Fund Code	Project	Program	Dept	Account	Budgeted Amount	Month Expended	Year-to-Date Expended	Unexpended Amount
50100			604001		5011110	0.00	85,116.81	323,607.89	(323,607.89)
					5011120	0.00	63,097.09	249,274.16	(249,274.16)
					5011130	0.00	288.70	1,495.22	(1,495.22)
					5011140	0.00	9,352.89	35,555.40	(35,555.40)
					5011150	0.00	141,074.64	536,080.18	(536,080.18)
					5011230	0.00	837,797.41	2,308,314.73	(2,308,314.73)
					50112301	0.00	180,803.68	693,347.54	(693,347.54)
					5011250	0.00	75,823.45	229,963.71	(229,963.71)
					5011410	0.00	6,478.05	14,943.93	(14,943.93)
					5011650	0.00	(1.84)	(1.84)	1.84
					5012120	0.00	24.54	49.39	(49.39)
					5012150	0.00	0.00	19.25	(19.25)
					5012160	0.00	38,944.07	39,110.59	(39,110.59)
					5012170	0.00	4,579.82	20,422.48	(20,422.48)
					5012190	0.00	153.41	322.01	(322.01)

Business Unit	Fund Code	Project	Program	Dept	Account	Budgeted Amount	Month Expended	Year-to-Date Expended	Unexpended Amount
					5022330	0.00	4,373.17	5,065.39	(5,065.39)
					5022380	0.00	285.50	285.50	(285.50)
					5022420	0.00	0.00	436.90	(436.90)
					5022430	0.00	4,216.71	5,123.19	(5,123.19)
					5022530	0.00	3,665.74	4,449.74	(4,449.74)
					5022540	0.00	0.00	937.14	(937.14)
					5022550	0.00	10,343.58	15,657.74	(15,657.74)
					5022580	0.00	2,533.70	2,533.70	(2,533.70)
					5022610	0.00	3,617.94	4,215.47	(4,215.47)
					5022620	0.00	10,442.00	36,557.15	(36,557.15)
					5022630	0.00	7,128.39	9,872.87	(9,872.87)
					5022640	0.00	1,109.33	3,263.30	(3,263.30)
					5022680	0.00	1,790.12	1,809.73	(1,809.73)
					5022710	0.00	7,830.80	9,606.70	(9,606.70)
					5022740	0.00	74,196.20	87,788.44	(87,788.44)
					5022750	0.00	644.69	957.44	(957.44)
					5022760	0.00	38,896.35	98,474.61	(98,474.61)
					5022780	0.00	234.54	234.54	(234.54)
					5022810	0.00	0.00	5,230.23	(5,230.23)
					5022830	0.00	3,953.70	4,479.70	(4,479.70)
					5022880	0.00	77.76	288.76	(288.76)
					5023220	0.00	0.00	156.00	(156.00)
					5023230	0.00	(1,630.00)	(1,630.00)	1,630.00
					5099001	86,232,000.00	0.00	0.00	86,232,000.00
	Program Total :			604005		86,232,000.00	7,208,134.72	16,982,434.33	69,249,565.67
	Total for Business Unit :					680,987,621.00	180,763,205.96	315,485,887.97	365,501,733.03
	Total for the Report :					680,987,621.00	180,763,205.96	315,485,887.97	365,501,733.03

General Ledger-System Setup

Inquiries

GL-SS - Ledger Group Inquiry

LAST REVISION: 10/23/12

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This inquiry lists all ChartFields associated with a specific ledger group and identifies their associated edit tables, affiliated ChartFields, etc.

PURPOSE / USE:

- This inquiry can be used to view some of the attributes for a specified ledger group.

NAVIGATION PATH:
Main Menu > General Ledger > Ledgers > Ledger Groups

PARAMETERS:

- SetID
- Ledger Group

FORMAT:
Online

Ledger Group Inquiry

Definition | Chartfield | Balancing

SetID: STATE

Ledger Group: ACTUALS *Description: ACTUALS

*Ledger Template: STANDARD Standard Detail Ledger

*Ledger Group Type: Standard Keep Ledgers in Sync

Detail Ledgers — Customize | Find | First 1 of 1 Last

*Ledger	Primary	Translation	OpenItem	VAT	Inherit Base Currency	Base Currency	Default Rate Type	Rate Type
ACTUALS	☑	☐	☐	☐	☑		CRRNT	CRRN

Save | Return to Search | Notify | Add | Update/Display

Definition | Chartfield | Balancing

Favorites | Main Menu > General Ledger > Ledgers > Ledger Groups

Definition | Chartfield | Balancing

SetID: STATE

Ledger Group: ACTUALS Description: ACTUALS Default

Chartfields — Customize | Find | First 1-18 of 18 Last

ChartField	Edit Table	View - No Effective Date
Business Unit	SP_BU_GL_NONVW	SP_BU_GL_NONVW
Account	GL_ACCOUNT_TBL	GL_ACCT_ALL_VW
Department	DEPT_TBL	DEPT_ALL_VW
Asset	OPER_UNIT_TBL	OPERUNIT_ALL_VW
Task	PRODUCT_TBL	PROD_ALL_VW
Fund	FUND_TBL	FUND_ALL_VW
FIPS	CLASS_CF_TBL	CLASS_CF_ALL_VW
Agency Use 2	BUD_REF_TBL	BUDREF_ALL_VW
Affiliate	AFFILIATE_VW	AFFILIATE_VW
Fund Affiliate	AFFINTRA1_VW	AFFINTRA1_ALLVW
Cost Center	CHARTFIELD1_TBL	CF1_ALL_VW
Program	CHARTFIELD2_TBL	CF2_ALL_VW
Agency Use 1	CHARTFIELD3_TBL	CF3_ALL_VW

Favorites | Main Menu > General Ledger > Ledgers > Ledger Groups

Definition | Chartfield | Balancing

SetID: STATE

Ledger Group: ACTUALS Description: ACTUALS Default

☑ IntraUnit Balancing Entries

Chartfields — Customize | Find | First 1-18 of 18 Last

ChartField	Balance	Use Affiliate	Affiliate ChartField
Business Unit	☑	☑	Affiliate
Account	☐	☐	
Department	☐	☐	
Asset	☐	☐	
Task	☐	☐	
Fund	☑	☑	Fund Affiliate
FIPS	☐	☐	
Agency Use 2	☐	☐	
Affiliate	☐	☐	
Fund Affiliate	☐	☐	
Cost Center	☐	☐	
Program	☐	☐	
Agency Use 1	☐	☐	

Queries

GL-SS – Account Types Query

LAST REVISION: 10/05/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This query lists all Cardinal account types available.

PURPOSE / USE:

- Use this query to identify account types and determine whether the balances in them carry forward at year end.

NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > FIN0004_ACCOUNT_TYPES

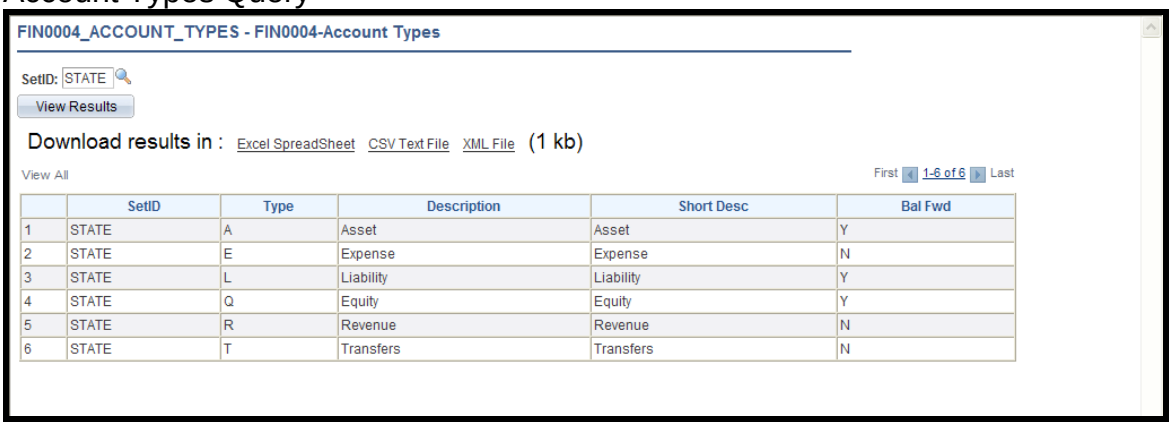
PARAMETERS:

- SetID – Enter STATE

FORMAT:

HTML, Excel

Account Types Query



FIN0004_ACCOUNT_TYPES - FIN0004-Account Types

SetID: STATE

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

View All

First 1-6 of 6 Last

	SetID	Type	Description	Short Desc	Bal Fwd
1	STATE	A	Asset	Asset	Y
2	STATE	E	Expense	Expense	N
3	STATE	L	Liability	Liability	Y
4	STATE	Q	Equity	Equity	Y
5	STATE	R	Revenue	Revenue	N
6	STATE	T	Transfers	Transfers	N

GL-SS – Budget Reference Query

LAST REVISION: 10/05/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This query provides budget reference Agency Use 2 information by SetID.

PURPOSE / USE:
Use this query to view all budget references Agency Use 2 for a SetID with descriptions active as of the effective date specified.

NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > FIN0024_BUD_REF

PARAMETERS:

- SetID
- Effective Date

FORMAT:
HTML, Excel

Budget Reference Query

FIN0024_BUD_REF - FIN0024 - Budget Reference

SetID: 50100

Effective Date: 10/01/2012

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1472 kb)

View All

First 1-100 of 10519 Last

	SetID	Agency Use 2	Descr	Short Desc	Budgetary Only	:2
1	50100	06518	06518	06518	N	10/01/2012
2	50100	06519	06519	06519	N	10/01/2012
3	50100	06520	06520	06520	N	10/01/2012
4	50100	06521	06521	06521	N	10/01/2012
5	50100	06522	06522	06522	N	10/01/2012
6	50100	06523	06523	06523	N	10/01/2012
7	50100	06524	06524	06524	N	10/01/2012
8	50100	06525	06525	06525	N	10/01/2012
9	50100	06614	06614	06614	N	10/01/2012
10	50100	00014	00014	00014	N	10/01/2012
11	50100	00016	00016	00016	N	10/01/2012
12	50100	00018	00018	00018	N	10/01/2012
13	50100	00020	00020	00020	N	10/01/2012
14	50100	00022	00022	00022	N	10/01/2012
15	50100	00024	00024	00024	N	10/01/2012
16	50100	00026	00026	00026	N	10/01/2012
17	50100	00027	00027	00027	N	10/01/2012
18	50100	00028	00028	00028	N	10/01/2012

GL-SS – Chartfield 2 – Program Codes Query

LAST REVISION: 10/22/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
In Cardinal Chartfield 2 contains the Program Codes used for all state agencies.

PURPOSE / USE:
This query generates a listing of all the valid Program Codes in Cardinal that are active as of the user specified . Like Account Codes, Program Codes are used statewide. The related SET ID is STATE.

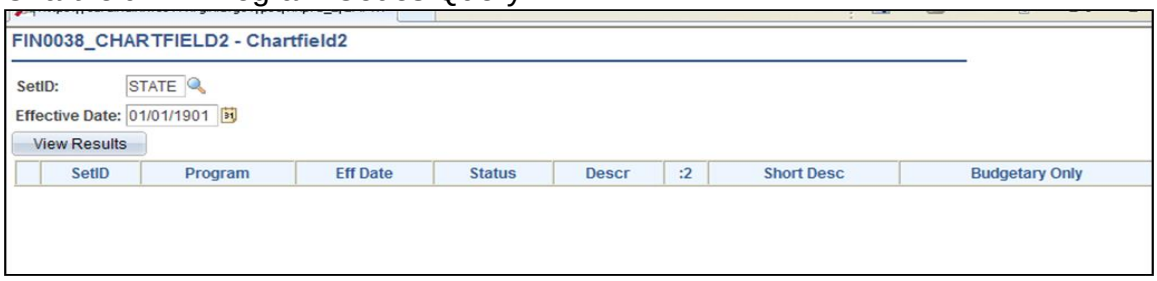
NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > FIN0038_CHARTFIELD2

PARAMETERS:

- SetID
- As of Date

FORMAT:
HTML, Excel

Chartfield 2 – Program Codes Query



	A	B	C	D	E	F	G	H
1	Chartfield2	1449						
2	SetID	Program	Eff Date	Status	Descr	:2	Short Desc	Budgetary Only
3	STATE	1000	01/01/1901	A	HE-Educational &	01/01/1901	E&G Pgms	Y
4	STATE	1010	01/01/1901	A	Higher Education	01/01/1901	HE Instruc	Y
5	STATE	101010	01/01/1901	A	General Academic	01/01/1901	Acad Inst	N
6	STATE	101020	01/01/1901	A	Remedial Instruction	01/01/1901	Remed Inst	N
7	STATE	101030	01/01/1901	A	Vocational	01/01/1901	Vocatnl Ed	N
8	STATE	101040	01/01/1901	A	Community	01/01/1901	Commnty Ed	N
9	STATE	101060	01/01/1901	A	Dentistry Instruction	01/01/1901	Dentistry	N
10	STATE	101070	01/01/1901	A	Medicine Instruction	01/01/1901	Med Instr	N
11	STATE	101071	01/01/1901	A	Family Practice	01/01/1901	Fam Pract	N
12	STATE	101080	01/01/1901	A	Veterinary	01/01/1901	Vet Instr	N
13	STATE	101091	01/01/1901	A	Unique Academic	01/01/1901	Unique Pgm	N
14	STATE	1020	01/01/1901	A	Higher Education	01/01/1901	HE Resrch	Y
15	STATE	102010	01/01/1901	A	Institutes and	01/01/1901	Rsrch Ctr	N
16	STATE	102020	01/01/1901	A	Individual or Project	01/01/1901	Prj Rsrch	N
17	STATE	102030	01/01/1901	A	Agriculture&	01/01/1901	AgFrst Res	N
18	STATE	102040	01/01/1901	A	Coal and Energy	01/01/1901	EnergyRsrc	N
19	STATE	102050	01/01/1901	A	Environmntl&Water	01/01/1901	Env Rsrch	N
20	STATE	102051	01/01/1901	A	Marine	01/01/1901	Marine Rsr	N
21	STATE	102060	01/01/1901	A	Industrial&Econ	01/01/1901	Econ Rsrch	N
22	STATE	102070	01/01/1901	A	Supporting Research	01/01/1901	Supp Rsrch	N
23	STATE	102080	01/01/1901	A	Veterinary Medical	01/01/1901	Vet Rsrch	N
24	STATE	1030	01/01/1901	A	Higher Education	01/01/1901	HE PubSve	Y
25	STATE	103010	01/01/1901	A	Community Services	01/01/1901	Cmmnty Svc	N
26	STATE	103030	01/01/1901	A	Public Broadcasting	01/01/1901	PubBroadct	N
27	STATE	103040	01/01/1901	A	Ag&Natural Res	01/01/1901	Ag CoopExt	N
28	STATE	103050	01/01/1901	A	Communty Res Dev	01/01/1901	Cm CoopExt	N
29	STATE	103060	01/01/1901	A	Family Res	01/01/1901	FamCoopExt	N

sheet1

Ready

GL-SS – Ledger Template Query

LAST REVISION: 10/05/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This report provides information about ledger templates.

PURPOSE / USE:
Use this query to see the layout of a ledger template.

NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer >
FIN0023_LDEGER_TEMPLATE

PARAMETERS:

- Ledger Template

FORMAT:
HTML, Excel

Ledger Template Query

FIN0023_LEDGER_TEMPLATE - FIN0023-Ledger Template

Ledger Template: STANDARD

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

View All

	Ledger Template		Ledger Type	Record (Table) Name				Journal Header Tmp		Journal Line Tmp		Account ChartField		
1	STANDARD	Standard Detail Ledger	Detail Ledger	LEDGER	LEDGER_TMP	LEDGER_TMP2	JRNL_HEADER	JRNL_HDR_TMP	JRNL_LN	JRNL_LN_TMP		GL_ACCOUNT_TBL	LEDGER_ADB	J

Use the scrollbar to view additional columns:

	Consolidations Log	MultiCurrency Log	MultiCurrency Tmp				Posted Total Amount	Posted Total Debits	Posted Total Credits	
JGEN_WRK_TMP	CONSOL_LOG	CURR_LOG_TBL	CURR_WRK_TBL	CLOSE_LEDG_LOG	CLO_LEDG_TMP	CLO_EARN_TMP	POSTED_TOTAL_AMT			MONETA

First 1-1 of 1 Last

ted al lits				Record Template	Combo Data	FB Operand	FB Result	BD Notes	BD Itemizations	BD Asset	BD Depr	BD Position
	MONETARY_AMOUNT	STATISTIC_AMOUNT	ACCOUNT	JOURNALS	COMBO_DATA_TBL	BD_OPERAND_TMP	BD_RESULT_TMP					

GL-SS – Record Groups Query

LAST REVISION: 10/05/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This query lists all available Record Groups.

PURPOSE / USE:
Use this query to see a list of Group IDs with their related descriptions and record names.

NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > FIN0016_RECORD_GROUPS

PARAMETERS:

- None

FORMAT:
HTML, Excel

Record Groups Query

FIN0016_RECORD_GROUPS- FIN0016-Record Groups

Download results in : Excel SpreadSheet CSV Text File XML File (636 kb)

View All

First 1-100 of 5483 Last

	Group ID	Description	Record
1	AM_01	Agencies	AGENCY_TBL
2	AM_02	Book Definition	BOOK_DEFN_TBL
3	AM_02	Book Definition	BOOK_DEFN_VW
4	AM_02	Book Definition	SP_BOOK_CLSVW
5	AM_02	Book Definition	SP_BOOK_NONVW
6	AM_02	Book Definition	SP_BOOK_OPRVW
7	AM_03	Asset Property	AM_PROP_SUBC
8	AM_04	C.A.P. Types	CAP_TYPE_TBL
9	AM_05	AM Indexes	AM_INDEX_DETAIL
10	AM_05	AM Indexes	AM_INDEX_TBL
11	AM_06	Units of Production Tables	UOP_DET_TBL
12	AM_06	Units of Production Tables	UOP_TBL
13	AM_09	Depreciation Tables	CONV_BOOK_VW
14	AM_09	Depreciation Tables	CONV_BU_BOOK_VW
15	AM_09	Depreciation Tables	CONV_BU_VW
16	AM_09	Depreciation Tables	CONV_DT_TBL
17	AM_09	Depreciation Tables	CONV_DT_TBL_VW
18	AM_09	Depreciation Tables	CONV_SETID_VW
19	AM_09	Depreciation Tables	CONV_TBL
20	AM_09	Depreciation Tables	DEPR_CAP_TBL
21	AM_09	Depreciation Tables	DEPR_CAP_YR_TBL

GL-SS – Valid Budget Periods Query

LAST REVISION: 10/05/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This query displays all STATE SetID budget periods that have been set up in Cardinal.

PURPOSE / USE:
Use this query for a list of STATE SetID budget periods with names, descriptions, beginning dates and end dates.

NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > FIN0054_VALID_BUDGET_PERIODS.

PARAMETERS:

- SetID - STATE

FORMAT:
HTML, Excel

Valid Budget Periods Query

FIN0054_VALID_BUDGET_PERIODS - Valid Budget Period

SetID: STATE

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (24 kb)

View All

First 1-100 of 119 Last

	SetID	Calendar	Descr	Budget Period	Begin Date	End Date	Per Name
1	STATE	AN	Annual Budget Period	2010	07/01/2009	06/30/2010	Annual Bud Period - 2010
2	STATE	AN	Annual Budget Period	2011	07/01/2010	06/30/2011	Annual Bud Period - 2011
3	STATE	AN	Annual Budget Period	2012	07/01/2011	06/30/2012	Annual Bud Period - 2012
4	STATE	AN	Annual Budget Period	2013	07/01/2012	06/30/2013	Annual Bud Period - 2013
5	STATE	AN	Annual Budget Period	2014	07/01/2013	06/30/2014	Annual Bud Period - 2014
6	STATE	AN	Annual Budget Period	2015	07/01/2014	06/30/2015	Annual Bud Period - 2015
7	STATE	AN	Annual Budget Period	2016	07/01/2015	06/30/2016	Annual Bud Period - 2016
8	STATE	MN	Monthly Budget Period	2010M01	07/01/2009	07/31/2009	Monthly Bud Period 1 - 2010
9	STATE	MN	Monthly Budget Period	2010M02	08/01/2009	08/31/2009	Monthly Bud Period 2 - 2010
10	STATE	MN	Monthly Budget Period	2010M03	09/01/2009	09/30/2009	Monthly Bud Period 3 - 2010
11	STATE	MN	Monthly Budget Period	2010M04	10/01/2009	10/31/2009	Monthly Bud Period 4 - 2010
12	STATE	MN	Monthly Budget Period	2010M05	11/01/2009	11/30/2009	Monthly Bud Period 5 - 2010
13	STATE	MN	Monthly Budget Period	2010M06	12/01/2009	12/31/2009	Monthly Bud Period 6 - 2010
14	STATE	MN	Monthly Budget Period	2010M07	01/01/2010	01/31/2010	Monthly Bud Period 7 - 2010
15	STATE	MN	Monthly Budget Period	2010M08	02/01/2010	02/28/2010	Monthly Bud Period 8 - 2010
16	STATE	MN	Monthly Budget Period	2010M09	03/01/2010	03/31/2010	Monthly Bud Period 9 - 2010
17	STATE	MN	Monthly Budget Period	2010M10	04/01/2010	04/30/2010	Monthly Bud Period 10 - 2010
18	STATE	MN	Monthly Budget Period	2010M11	05/01/2010	05/31/2010	Monthly Bud Period 11 - 2010
19	STATE	MN	Monthly Budget Period	2010M12	06/01/2010	06/30/2010	Monthly Bud Period 12 - 2010
20	STATE	MN	Monthly Budget Period	2011M01	07/01/2010	07/31/2010	Monthly Bud Period 1 - 2011

GL-SS – Valid Funds Query

LAST REVISION: 10/05/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This query lists Fund values for the STATE SetID.

PURPOSE / USE:
Use this query to view STATE fund descriptions, codes and attributes that are active as of the user specified Effective Date.

NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > FIN0050_VALID_FUNDS

PARAMETERS:

- SetID - STATE
- As of Date

FORMAT:
HTML, Excel

Valid Funds Query

FIN0050_VALID_FUNDS - FIN0050 - Valid Funds

SetID: STATE

As Of Date: 10/05/2012

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (174 kb)

View All

First 1-100 of 566 Last

	SetID	Fund	Descr	Budgetary Only	:2	Attribute	Attribute Value	Descript
1	STATE	01000	General Fund	N	10/05/2012	CAFR FD CLASS	100	General
2	STATE	01000	General Fund	N	10/05/2012	CAFR FUND GROUP	GENERAL	General
3	STATE	01000	General Fund	N	10/05/2012	CAFR FUND TYPE	GOVERNMENTAL	Governmental
4	STATE	01000	General Fund	N	10/05/2012	DOA FUND	0100	General Fund
5	STATE	01000	General Fund	N	10/05/2012	MCI CLASS	GENERAL	General
6	STATE	02011	DOA Statewide Accounting Svcs	N	10/05/2012	CAFR FD CLASS	100	General
7	STATE	02011	DOA Statewide Accounting Svcs	N	10/05/2012	CAFR FUND GROUP	GENERAL	General
8	STATE	02011	DOA Statewide Accounting Svcs	N	10/05/2012	CAFR FUND TYPE	GOVERNMENTAL	Governmental
9	STATE	02011	DOA Statewide Accounting Svcs	N	10/05/2012	DOA FUND	0200	CARS 0200
10	STATE	02011	DOA Statewide Accounting Svcs	N	10/05/2012	MCI CLASS	UNRESTRICTED	Unrestricted
11	STATE	02054	Cost Recovery Audit Fund	N	10/05/2012	CAFR FD CLASS	100	General
12	STATE	02054	Cost Recovery Audit Fund	N	10/05/2012	CAFR FUND GROUP	GENERAL	General
13	STATE	02054	Cost Recovery Audit Fund	N	10/05/2012	CAFR FUND TYPE	GOVERNMENTAL	Governmental
14	STATE	02054	Cost Recovery Audit Fund	N	10/05/2012	DOA FUND	0205	CARS 0205
15	STATE	02054	Cost Recovery Audit Fund	N	10/05/2012	MCI CLASS	UNRESTRICTED	Unrestricted

GL-SS – Valid Set IDs Query

LAST REVISION: 10/05/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This query lists all valid Set IDs in Cardinal.

PURPOSE / USE:
Use this query for a list of all valid Set IDs statewide.

NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > FIN0017_VALID_SET_IDS

PARAMETERS:

- None

FORMAT:
HTML, Excel

Valid Set IDs Query

FIN0017_VALID_SET_IDS- FIN0017-Valid Set IDs

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

View All

First 1-16 of 16 Last

	SetID	Description	Short Desc
1	15100	Department of Accounts	DOA
2	151P0	DOA Petty Cash BU	DOA PC
3	50100	VA Dept of Transportation	VDOT
4	501P0	VDOT Petty Cash BU	Petty Cash
5	501P1	VDOT Petty Cash BU	Petty Cash
6	501P2	VDOT Petty Cash BU	Petty Cash
7	501P3	VDOT Petty Cash BU	Petty Cash
8	501P4	VDOT Petty Cash BU	Petty Cash
9	501P5	VDOT Petty Cash BU	Petty Cash
10	501P6	VDOT Petty Cash BU	Petty Cash
11	501P7	VDOT Petty Cash BU	Petty Cash
12	501P8	VDOT Petty Cash BU	Petty Cash
13	501P9	VDOT Petty Cash BU	Petty Cash
14	99999	Non PC SetID	Non PC
15	STATE	Statewide SetID	Statewide
16	TREAS	Treasury Business Unit	Treasury B

Reports

GL-SS - Summary Ledger Detail Report

Rpt Nbr: GLS1001

LAST REVISION: 10/05/12

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
The report lists summary ledger balances.

PURPOSE / USE:

- The report is used for reconciliation purposes.

NAVIGATION PATH:
Main Menu > General Ledger > Summary Ledgers > Summary Ledger Detail Report

PARAMETERS:

- Unit, Ledger, Ledger Code, Fiscal Year, From Period and To Period, Display Full Numeric Field opt, Chartfield Selection

FORMAT:
PDF

Summary Ledger Detail Report

PeopleSoft GL
SUMMARY LEDGER - DETAIL

Report ID: GLS1001
Bus. Unit: 15100--
Ledger: SACTUALS -- Summary Actuals
Ledger Code:
As of Fiscal Year 2013 from Period 1 to Period 3 ()

Page No. 1
Run Date 10/05/2012
Run Time 07:42:20

Fund	Program	Account		Balance
01000		101010	<	274,985.73>
		131030		1,000.00
		131050		25.00
		154601		0.00
		205025	<	11,359.82>
		205450	<	45,999.00>
		220550	<	1,513.55>
		220552	<	14.76>
		308000		0.00
		4001018		1,400.00
		4009060	<	3,000.00>
	724001	5011110		5,044.16
		5011160		1,288.92
		5011230		5,564.00
		5012120		214.00
	724002	5011160		4,410.96
		5011170		25,069.21
	724004	5012190	<	700.00>
	737001	5011120		2,318.67
		5011130		6,000.00
		5011140		750.00
		5011380		1,416.63
		5012190	<	700.00>
		5013120		3,534.42
		5013130		2,013.55
	737002	5011120		121.72
		5011130		1,650.38
		5011530		5,893.33
		5012850		350.00
	737003	5011130		19,841.88
		5011140		2,732.63
	737004	5011250		9,390.88
		5011280		13,816.42
		5011430		39,776.46
		5011620		6,194.85
	799001	131050	<	654.01>
		255470	<	1,000.00>
		5011110		46,132.99
		5011140		6,544.00

PeopleSoft GL
SUMMARY LEDGER - DETAIL

Report ID: GLS1001
Bus. Unit: 15100--VA Department of Accounts
Ledger: SACTUALS -- Summary Actuals
Ledger Code:
As of Fiscal Year 2013 from Period 1 to Period 3 ()

Page No. 3
Run Date 10/05/2012
Run Time 07:42:20

Fund	Program	Account		Balance
		183700		34,823.00
		183730	<	26,983.21>
		257980	<	1,207,839.79>
		308000		0.00

Total for Ledger SACTUALS: 0.00

Security

Queries

PT_SEC_USER_ROLES Query

LAST REVISION: 11/29/12

LOADED INTO CATALOGUE: 11/29/12

DESCRIPTION:
This query shows all Role Names available to a User ID

PURPOSE / USE:
Use this query to identify all security roles held by a specific user. When you are adding a user's security, you can use this query to check the roles other users have. When you are updating a user's security, you can use this query to help ensure that you add and/or delete roles appropriately.

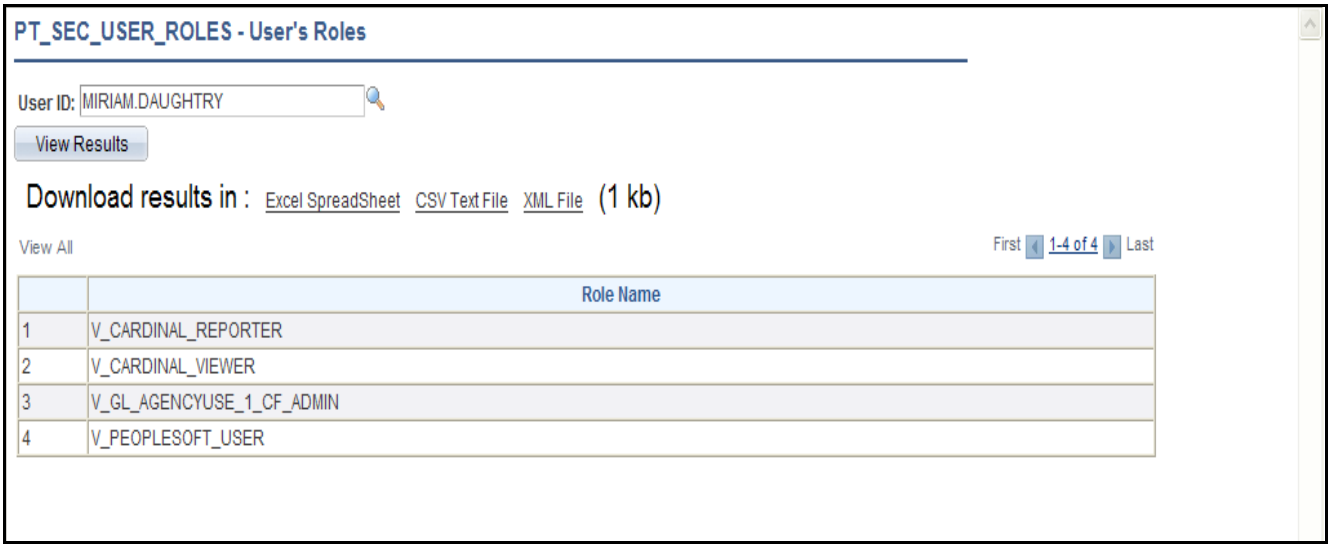
NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > PT_SEC_USER_ROLES – User's Roles

PARAMETERS:

- User ID

FORMAT:
HTML, CSV XML or Excel

PT_SEC_USER_ROLES – User's Roles



PT_SEC_USER_ROLES - User's Roles

User ID: MIRIAM.DAUGHTRY

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

View All

First 1-4 of 4 Last

	Role Name
1	V_CARDINAL_REPORTER
2	V_CARDINAL_VIEWER
3	V_GL_AGENCYUSE_1_CF_ADMIN
4	V_PEOPLESOFT_USER

V_ PT_SEC_ROLE_USERS – Users assigned to Role Query

LAST REVISION: 11/30/12

LOADED INTO CATALOGUE: 11/30/12

DESCRIPTION:
This query shows all User IDs that have a specific role.

PURPOSE / USE:
Use this query to:

- Determine whether there are enough users in a particular role at a location (Department ID) to provide a backup and/or perform the related tasks. For example, you can check the number of users with the voucher processor (**V_AP_VOUCHER_PROCESSOR**) role to see whether you have enough staff with that role to handle the volume of work.
- Locate the users who can perform certain tasks, particularly when access to sensitive data may be restricted to very few users. For example enter or select **V_AP_EDI_COORDINATOR** to identify user IDs who can enter and/or update your vendors' EDI information.

NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > V_PT_SEC_ ROLE_USERS – Users assigned to Role

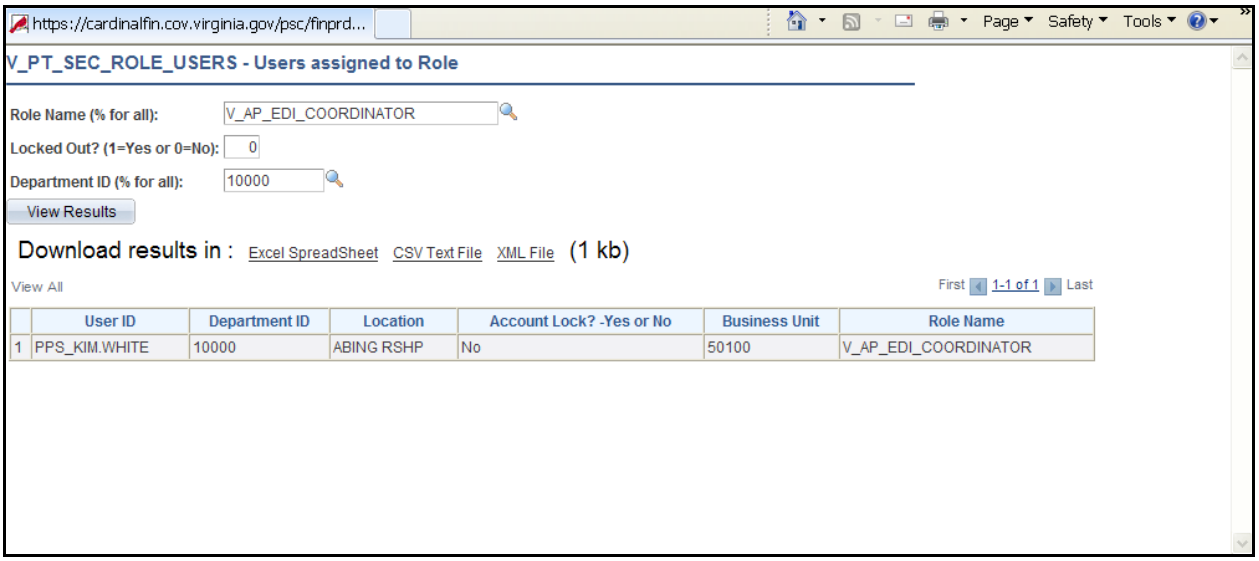
PARAMETERS:

- Role Name
- Locked Out – Enter **0** to view active users
- Department ID

Both the Role Name and Department ID parameters allow the use of the % wildcard. For example, you can use the % with the Department ID parameter to get a list of all users in a specific Division/District that shows all the roles a user in that Division/District has. You don't have to specify only one particular role.

FORMAT:
HTML, CSV, SML, or Excel

V_PT_SEC_ ROLE_USERS - Users assigned to Role



Project Accounting

Inquiries

Queries

PA - Allowable Unallowable Accounts Query

LAST REVISION: 12/27/12

LOADED INTO CATALOGUE: 12/27/12

DESCRIPTION:
This query displays detail project expenditures at the journal level classified as either allowable or unallowable.

PURPOSE / USE:
This query is used to track and monitor project expenditures classified as allowable and unallowable expenditures.

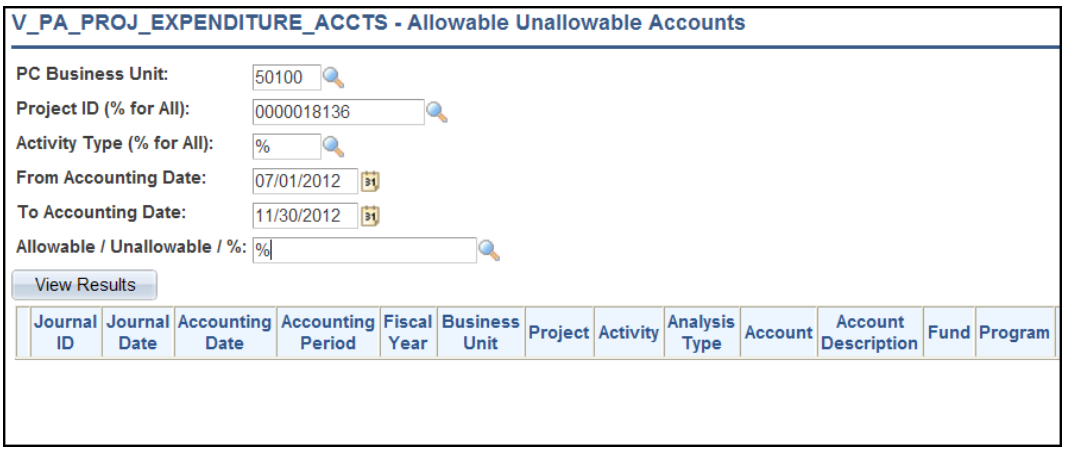
NAVIGATION PATH:
You can navigate to this online inquiry using the following path:
Main Menu > Reporting Tools > Query > Query Manager > V_PA_PROJ_EXPEND_ACCTS

PARAMETERS:

- Business Unit
- Project (% for All)
- Activity Type (% for All)
- From Accounting Date
- To Accounting Date
- Allowable \ Unallowable \ %

FORMAT:
HTML / CSV > Excel

Query Selection Criteria:



Query Output:
Allowable and Unallowable Accounts

Allowable Unallowable Accounts	1284									
Journal ID	Journal Date	Accounting Date	Accounting Period	Fiscal Year	Business Unit	Project	Activity	Analysis Type	Account	Account Description
ALC0000011	07/31/2012	07/31/2012	1	2013	50100	0000018136	64210	ATE	5011110	Employer Retire Contrb-Def Ben
ALC0000011	07/31/2012	07/31/2012	1	2013	50100	0000018136	64210	ATE	5011110	Employer Retire Contrb-Def Ben
ALC0000013	11/30/2012	11/30/2012	5	2013	50100	0000018136	64204	ATE	5011110	Employer Retire Contrb-Def Ben
ALC0000013	10/31/2012	10/31/2012	4	2013	50100	0000018136	64204	ATE	5011110	Employer Retire Contrb-Def Ben
ALC0000013	09/30/2012	09/30/2012	3	2013	50100	0000018136	64204	ATE	5011110	Employer Retire Contrb-Def Ben
ALC0000013	08/31/2012	08/31/2012	2	2013	50100	0000018136	64204	ATE	5011110	Employer Retire Contrb-Def Ben
ALC0000013	07/31/2012	07/31/2012	1	2013	50100	0000018136	64204	ATE	5011110	Employer Retire Contrb-Def Ben
ALC0000011	11/30/2012	11/30/2012	5	2013	50100	0000018136	64204	ATE	5011110	Employer Retire Contrb-Def Ben
ALC0000011	10/31/2012	10/31/2012	4	2013	50100	0000018136	64204	ATE	5011110	Employer Retire Contrb-Def Ben
ALC0000011	09/30/2012	09/30/2012	3	2013	50100	0000018136	64204	ATE	5011110	Employer Retire Contrb-Def Ben

Allowable Accounts

Allowable Accounts	1250									
Journal ID	Journal Date	Accounting Date	Accounting Period	Fiscal Year	Business Unit	Project	Activit	Analysis Type	Account	Account Description
ALC0000011	07/31/2012	07/31/2012	1	2013	50100	0000018136	64210	ATE	5011110	Employer Retire Contrb-Def Ben
ALC0000011	07/31/2012	07/31/2012	1	2013	50100	0000018136	64210	ATE	5011110	Employer Retire Contrb-Def Ben
ALC0000013	11/30/2012	11/30/2012	5	2013	50100	0000018136	64204	ATE	5011110	Employer Retire Contrb-Def Ben
ALC0000013	10/31/2012	10/31/2012	4	2013	50100	0000018136	64204	ATE	5011110	Employer Retire Contrb-Def Ben
ALC0000013	09/30/2012	09/30/2012	3	2013	50100	0000018136	64204	ATE	5011110	Employer Retire Contrb-Def Ben
ALC0000013	08/31/2012	08/31/2012	2	2013	50100	0000018136	64204	ATE	5011110	Employer Retire Contrb-Def Ben
ALC0000013	07/31/2012	07/31/2012	1	2013	50100	0000018136	64204	ATE	5011110	Employer Retire Contrb-Def Ben
ALC0000011	11/30/2012	11/30/2012	5	2013	50100	0000018136	64204	ATE	5011110	Employer Retire Contrb-Def Ben
ALC0000011	10/31/2012	10/31/2012	4	2013	50100	0000018136	64204	ATE	5011110	Employer Retire Contrb-Def Ben
ALC0000011	09/30/2012	09/30/2012	3	2013	50100	0000018136	64204	ATE	5011110	Employer Retire Contrb-Def Ben

Unallowable Accounts

Unallowable Accounts	34									
Journal ID	Journal Date	Accounting Date	Accounting Period	Fiscal Year	Business Unit	Project	Activit	Analysis Type	Account	Account Description
AP00008202	07/20/2012	07/10/2012	1	2013	50100	0000018136	74201	ACT	5013110	Apparel Supplies
EX00012532	11/19/2012	11/09/2012	5	2013	50100	0000018136	64210	ACT	5013110	Apparel Supplies
AP00011375	10/18/2012	10/17/2012	4	2013	50100	0000018136	64211	ACT	50154202	Electrical Svc Chrg-Roadways
AP00011375	10/18/2012	10/17/2012	4	2013	50100	0000018136	64211	ACT	50154202	Electrical Svc Chrg-Roadways
AP00010257	09/19/2012	09/18/2012	3	2013	50100	0000018136	64211	ACT	50154202	Electrical Svc Chrg-Roadways
AP00010257	09/19/2012	09/18/2012	3	2013	50100	0000018136	64211	ACT	50154202	Electrical Svc Chrg-Roadways
AP00009225	08/21/2012	08/20/2012	2	2013	50100	0000018136	64211	ACT	50154202	Electrical Svc Chrg-Roadways
AP00009181	08/20/2012	08/17/2012	2	2013	50100	0000018136	64211	ACT	50154202	Electrical Svc Chrg-Roadways
AP00008298	07/24/2012	07/20/2012	1	2013	50100	0000018136	64211	ACT	50154202	Electrical Svc Chrg-Roadways
AP00008241	07/23/2012	07/20/2012	1	2013	50100	0000018136	64211	ACT	50154202	Electrical Svc Chrg-Roadways

PA - Detail Project Expenditures Query

LAST REVISION: 12/26/12

LOADED INTO CATALOGUE: 12/26/12

DESCRIPTION:
This query displays detail project expenditures at the journal level.

PURPOSE / USE:
This query is used to track and monitor project expenditures including allowable and unallowable expenditures.

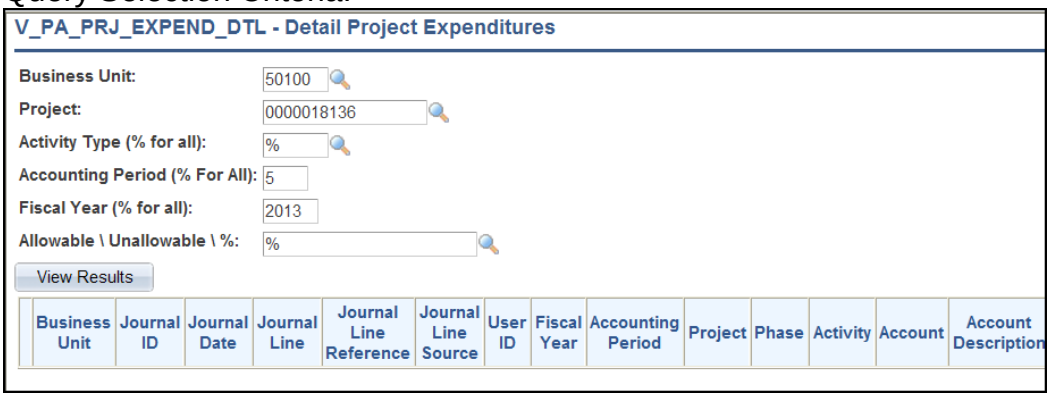
NAVIGATION PATH:
You can navigate to this online inquiry using the following path:
Main Menu > Reporting Tools > Query > Query Manager > V_PA_PRJ_EXPEND_DTL

PARAMETERS:

- Business Unit
- Project
- Activity Type (% for All)
- Accounting Period (% for All)
- Fiscal Year (% for All)
- Allowable \ Unallowable \ %

FORMAT:
HTML / CSV > Excel

Query Selection Criteria:



Query Output:

	A	B	C	D	E	F	G	H	I	J
1	Business Unit	Journal ID	Journal Date	Journal Line	Journal Line Reference	Journal Line Source	User ID	Fiscal Year	Accounting Period	Project
103	50100	AP00012183	11/08/2012	2718	00124290	GAP	AA_CARDINAL_BATCH_GI	2013	5	0000018136
104	50100	AP00011849	11/01/2012	3012	00121648	GAP	AA_CARDINAL_BATCH_GI	2013	5	0000018136
105	50100	AP00012436	11/15/2012	2528	00123564	GAP	AA_CARDINAL_BATCH_GI	2013	5	0000018136
106	50100	AP00012377	11/14/2012	3314	00124640	GAP	AA_CARDINAL_BATCH_GI	2013	5	0000018136
107	50100	AP00012377	11/14/2012	3408	00124615	GAP	AA_CARDINAL_BATCH_GI	2013	5	0000018136
108	50100	AP00012071	11/06/2012	2415	00121304	GAP	AA_CARDINAL_BATCH_GI	2013	5	0000018136
109	50100	AP00012377	11/14/2012	3426	00124621	GAP	AA_CARDINAL_BATCH_GI	2013	5	0000018136
110	50100	EX00012532	11/19/2012	432	0000013599	GEX	AA_CARDINAL_BATCH_GI	2013	5	0000018136
113	50100	AP00012377	11/14/2012	4349	00125471	GAP	AA_CARDINAL_BATCH_GI	2013	5	0000018136
114	50100	AP00012122	11/07/2012	3274	00123967	GAP	AA_CARDINAL_BATCH_GI	2013	5	0000018136

J	K	L	M	N	O	P	Q	R	S	T	U	V	W
Project	Phase	Activity	Account	Account Description	Fund	Program	Department	FIPS	Agency Use 1	Asset	Voucher	Vendor Name	Monetary Amount
0000018136	9104	643	5012610	Architecturl & Engineerng Srvc	04720	603003	19000				00124290	ATCS PLC	287.01
0000018136	9104	64215	5012610	Architecturl & Engineerng Srvc	04720	603003	19000				00121648	ATCS PLC	1,428.00
0000018136	9104	64210	5012660	Manual Labor Services	04720	603003	19000				00123564	WMATA	71,718.75
0000018136	9101	630	5012680	Skilled Services	04720	603003	19000			06409	00124640	HRV Conformance Verifica	49.20
0000018136	9101	630	5012680	Skilled Services	04720	603003	19000			06409	00124615	HRV Conformance Verifica	97.20
0000018136	9104	64212	5012680	Skilled Services	04720	603003	19000				00121304	Virginia State Police	11,016.19
0000018136	9101	630	5012680	Skilled Services	04720	603003	19000			06409	00124621	HRV Conformance Verifica	126.20
0000018136	9104	64210	5013110	Apparel Supplies	04720	603003	19000						100.00
0000018136	9104	64204	50154202	Electrical Svc Chrg-Roadways	04720	603003	19000				00125471	DOMINION VIRGINIA POW	445.70
0000018136	9104	64204	50154202	Electrical Svc Chrg-Roadways	04720	603003	19000				00123967	DOMINION VIRGINIA POW	562.92

Reports

PA – Disaster Report

RPT NBR: RPA109

LAST REVISION: 05/20/2013

LOADED INTO CATALOGUE: 05/24/2013

DESCRIPTION:
The Disaster Report provides disaster related expenditures fiscal year to date and life to date and can be run in summary or detail format, depending on the needs of the user.

When run in the Detail mode the report parameters include Business Unit, Disaster Number, and Date From. The Detail report returns all projects related to the specified Disaster Number. Each project will have one or more expenditures rows with detail charge distribution including Department ID, FIPS, Activity, Fiscal Year, and Accounting Date, followed by a total line for each project.

When run in Summary mode no Disaster Number is specified. The report parameters include only Business Unit and Date From. The report returns all Disasters and their related projects. For each Disaster all the related projects are returned, grouped by their related disaster number, identified by their District and FIPS, with Expenditures reported both Fiscal Year to Date and Life to Date.

The Summary version of the report returns those expenditures charged to projects that are identified as related to a Disaster but, when charged, the Disaster number was omitted from the charge distribution.

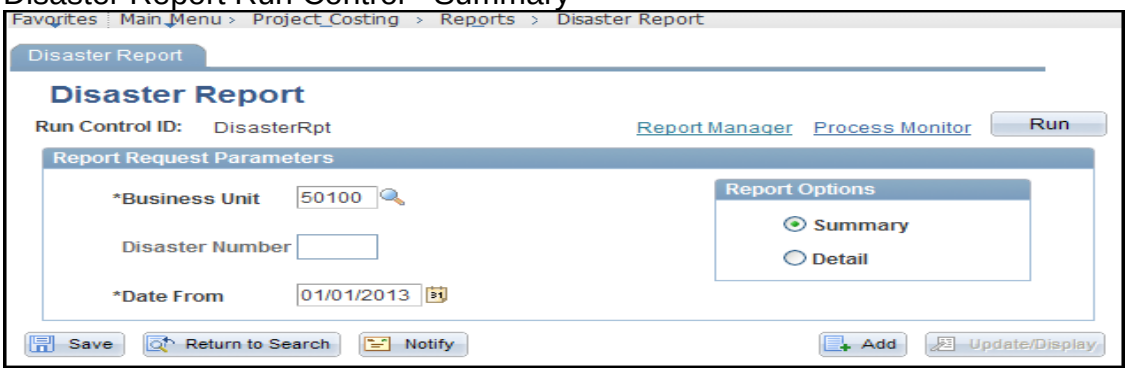
PURPOSE / USE:
This report is used to review disaster expenditures in summary or detail format and provides specific expenditure details for all projects denoted with a disaster number and disaster indicator on the project record.

NAVIGATION PATH:
Main Menu > Project Costing > Reports > Disaster Report

PARAMETERS:
- Business Unit
- Disaster Number
- Date From

FORMAT:
PDF

REPORT SCREEN SHOTS:
Disaster Report Run Control - Summary



Summary Report

Commonwealth of Virginia
DISASTER REPORT - SUMMARY

Report ID: RPA109

Run Date: 05/14/2013
Run Time: 06:37 00

Business Unit: 50100
Date From: 01/01/2013

Page No. 1 of 2

Disaster Number	Project ID	District	FIPS	Fiscal YTD Expenditures	LTD Expenditures
	0000098994	Richmond	041	$ 6,399.90	$ 6,399.90
Disaster Total				$ 6,399.90	$ 6,399.90
70606	0000018866	Salem	121	$ 192,528.36	$ 192,528.36
	0000050030	Salem	121	89,689.58	89,689.58
	0000050561	Salem	155	31,834.16	31,834.16
	0000079611	Fredericksburg		96,593.75	96,593.75
	0000086078	Hampton Roads		441,230.77	441,230.77
	0000088951	Bristol		13,516.00	13,516.00
	0000088951	Bristol	169	1,471.47	1,471.47
	0000088951	Bristol	191	124.80	124.80
	0000088951	Bristol	195	767.30	767.30
	0000088953	Lynchburg		(238.53)	(238.53)
79992	0000088478	Hampton Roads		$ 0.00	$ 0.00
	0000088945	Hampton Roads		119.00	119.00
	0000088945	Hampton Roads	650	90,673.00	90,673.00
	0000098048	Richmond		73,475.10	73,475.10
	0000099382	Fredericksburg		817.44	817.44
	0000099500	Richmond		0.00	0.00
	0000099508	Richmond		102,551.15	102,551.15
Disaster Total				$ 267,635.69	$ 267,635.69
79993	0000090492	Staunton	005	$ 150.00	$ 150.00
	0000093158	Bristol	197	124,172.42	124,172.42
	0000095225	Richmond		242,815.32	242,815.32
	0000096956	Fredericksburg		874.66	874.66
	0000096960	Fredericksburg		257.71	257.71
	0000097878	Richmond		73.74	73.74
	0000098663	Salem		4,821.62	4,821.62
	0000098737	Culpeper		0.00	0.00
	0000098999	Richmond		1,222.84	1,222.84
	0000099003	Richmond		208.80	208.80
	0000099437	Fredericksburg		13,507.58	13,507.58
	0000099437	Fredericksburg	540	3,080.86	3,080.86
	0000100577	Richmond		0.00	0.00
Disaster Total				$ 391,185.55	$ 391,185.55

End of Report

Disaster Report Run Control

Detail Report:

Commonwealth of Virginia
DISASTER REPORT - DETAIL

Report ID: RPA109

Run Date: 05/10/2013
Run Time: 08:07 00

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Business Unit: 50100
Disaster Number: 70707
Date From: 01/01/2012

Project ID	Dept ID	FIPS	Activity	Fiscal Year	Accounting Date		Expenditures
0000082221	12000		73310	2012	05/03/2012	$	(88.24)
	12000		62000	2012	05/03/2012		88.24
Project Total						$	0.00
0000082703	19020	059	66101	2013	11/16/2012	$	(2,000.00)
	19020	059	70000	2013	11/16/2012		2,000.00
Project Total						$	0.00
0000082710	19044	059	62222	2013	10/24/2012	$	(1,205.00)
	19044	059	72222	2013	10/24/2012		1,205.00
Project Total						$	0.00
	19086	059	72220	2012	06/21/2012		3.54
	19086	059	72220	2012	06/21/2012		10.88
	19086	059	72220	2012	06/21/2012		0.35
	19086	059	72220	2012	06/21/2012		20.54
	19086	059	72220	2012	06/21/2012		5.92
	19086	059	72220	2012	06/21/2012		32.05
	19086	059	72220	2012	06/21/2012		307.45
	19086	059	72220	2012	06/21/2012		14.43
	19086	059	72220	2012	06/21/2012		49.84
	19086	059	72220	2012	06/21/2012		1.85
	19086	059	72220	2012	06/21/2012		106.22
	19086	059	72220	2012	06/21/2012		30.30
Project Total						$	0.00
0000082728	19041	059	76101	2013	10/18/2012	$	490.00
	19041	059	66101	2013	10/18/2012		(490.00)
Project Total						$	0.00
0000082731	19027	059	66101	2013	10/24/2012	$	(150.00)
	19027	059	76101	2013	10/24/2012		23.40
	19027	059	76101	2013	10/24/2012		150.00
	19027	059	66101	2013	10/24/2012		(23.40)
Project Total						$	0.00

YTD Expenditures $ 0.00
LTD Expenditures $ 0.00

End of Report

PA – Expenditures Exceeds Allocations Report

RPT NBR: RPA091

LAST REVISION: 05/20/2013

LOADED INTO CATALOGUE: 05/24/2013

DESCRIPTION:
The Expenditures Exceed Allocations report provides a listing of all projects for which expenditures have exceeded a specified percentage of the project budget. The report also shows the variance between budgeted amounts and funded amounts as well as budgeted amounts and expended amounts. There are additional parameters that can be mixed into various combinations.

PURPOSE / USE:
The report can be used by project and program managers to identify projects that have exceeded budget in combination with a number of various parameters.

NAVIGATION PATH:
Main Menu > Project Costing > Reports > Expenditures Exceed Allocations

PARAMETERS:

- Business Unit
- Responsible Dept
- As of Date
- Project Category
- Project Status
- Details (checkbox)

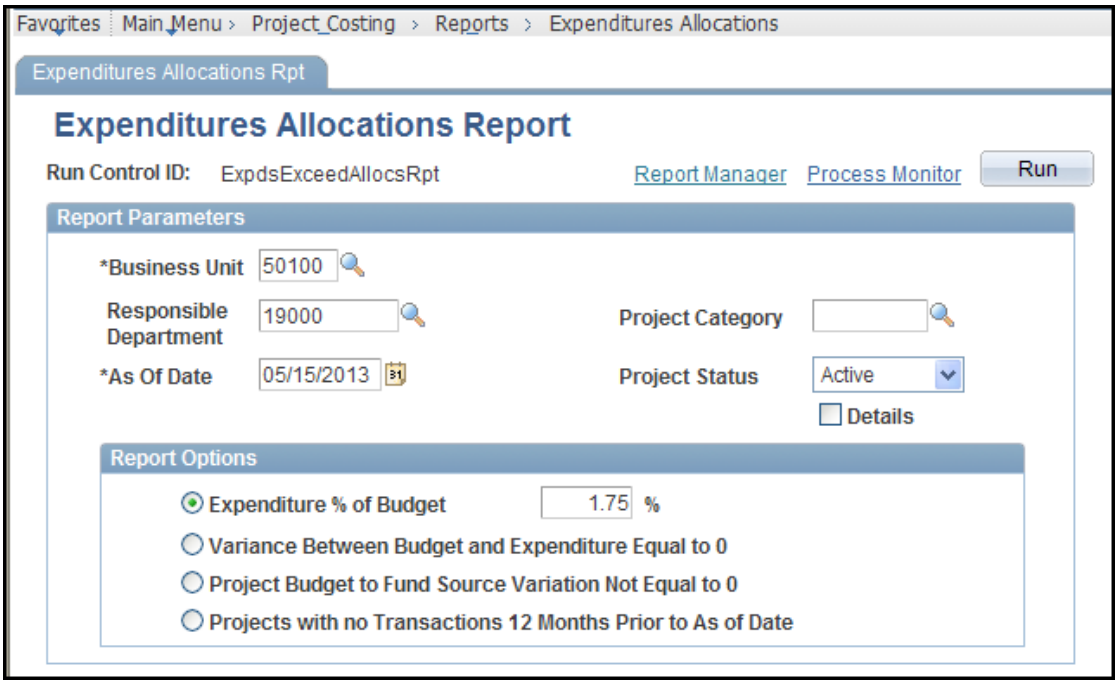
OPTIONS:

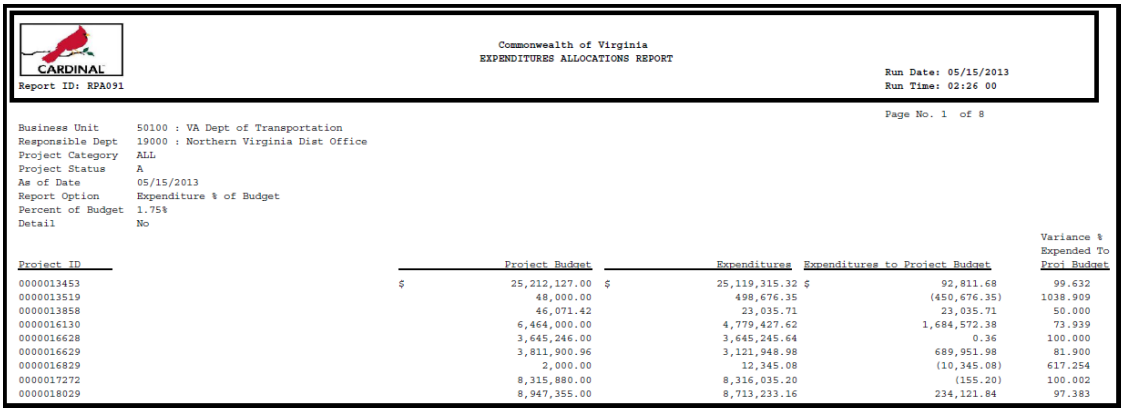
- Expenditure % of Budget
- Variance Between Budget and Expenditure Equal to 0
- Project Budget to Fund Source Variation Not Equal to 0
- Projects with no Transactions 12 Months Prior to As of Date

FORMAT:
PDF

REPORT SCREEN SHOTS:

Run Control





CARDINAL

Report ID: RPA091

Commonwealth of Virginia
EXPENDITURES ALLOCATIONS REPORT

Run Date: 05/15/2013
Run Time: 02:26 00

Page No. 1 of 8

Business Unit 50100 : VA Dept of Transportation
Responsible Dept 19000 : Northern Virginia Dist Office
Project Category ALL
Project Status A
As of Date 05/15/2013
Report Option Expenditure % of Budget
Percent of Budget 1.75%
Detail No

Project ID	Project Budget	Expenditures	Expenditures to Project Budget	Variance % Expended To Proj Budget
0000013453	$ 25,212,127.00	$ 25,119,315.32	$ 92,811.68	99.632
0000013519	48,000.00	498,676.35	(450,676.35)	1038.909
0000013858	46,071.42	23,035.71	23,035.71	50.000
0000016130	6,464,000.00	4,779,427.62	1,684,572.38	73.939
0000016628	3,645,246.00	3,645,245.64	0.36	100.000
0000016629	3,811,900.96	3,121,948.98	689,951.98	81.900
0000016829	2,000.00	12,345.08	(10,345.08)	617.254
0000017272	8,315,880.00	8,316,035.20	(155.20)	100.002
0000018029	8,947,355.00	8,713,233.16	234,121.84	97.383

Favorites | Main Menu > Project Costing > Reports > Expenditures Allocations

Expenditures Allocations Rpt

Expenditures Allocations Report

Run Control ID: ExpdsExceedAllocsRpt Report Manager Process Monitor Run

Report Parameters

*Business Unit: 50100

Responsible Department: 19000

Project Category:

*As Of Date: 05/15/2013

Project Status: Active

☑ Details

Report Options

- (●) Expenditure % of Budget 1.75 %
- ( ) Variance Between Budget and Expenditure Equal to 0
- ( ) Project Budget to Fund Source Variation Not Equal to 0
- ( ) Projects with no Transactions 12 Months Prior to As of Date

CARDINAL

Report ID: RPA091

Commonwealth of Virginia
EXPENDITURES ALLOCATIONS REPORT

Run Date: 05/15/2013
Run Time: 01:29 00

Page No. 1 of 55

Business Unit: 50100 : VA Dept of Transportation
Responsible Dept: 19000 : Northern Virginia Dist Office
Project Category: ALL
Project Status: A
As of Date: 05/15/2013
Report Option: Expenditure % of Budget
Percent of Budget: 1.75%
Detail: Yes

Project ID					Project Budget	Expenditures	Expenditures to Project Budget	Variance % Expended To Proj Budget
0000013453					$ 25,212,127.00	$ 25,119,315.32	$ 92,811.68	99.632
Project	Dept ID	Fund	Program	FIPS				
0000013453	19000	04720	603002		0.00	25,117,156.51	(25,117,156.51)	0.000
0000013453	19000	04720	603002	059	0.00	2,158.81	(2,158.81)	0.000
0000013453	919000	04720	603002		14,950,000.00	0.00	14,950,000.00	0.000
0000013453	919000	04720	603004		10,262,127.00	0.00	10,262,127.00	0.000
0000013519					48,000.00	498,676.35	(450,676.35)	1038.909
Project	Dept ID	Fund	Program	FIPS				
0000013519	19000	04720	603002		0.00	498,676.35	(498,676.35)	0.000
0000013519	919000	04720	603003		48,000.00	0.00	48,000.00	0.000
0000013858					46,071.42	23,035.71	23,035.71	50.000
Project	Dept ID	Fund	Program	FIPS				
0000013858	19000	04720	603002		0.00	23,035.71	(23,035.71)	0.000
0000013858	919000	04720	603002		46,071.42	0.00	46,071.42	0.000

PA – Federal Accrued Unbilled Cost by Type of Exception Report

RPT NBR: RPA113

LAST REVISION: 05/20/2013

LOADED INTO CATALOGUE: 05/24/2013

DESCRIPTION:
This report identifies contracts for which expenditures are accruing but not able to be billed to the Federal government.

PURPOSE / USE:
This report is used by the Programming Division to determine if authorizations for a Federal project should be increased.

NAVIGATION PATH:
Main Menu > Customer Contracts > Reports > Federal Acc Unbilled Cost Exception

PARAMETERS:

- Business Unit

FORMAT:
PDF

REPORT SCREEN SHOTS: Run Control

Commonwealth of Virginia
FEDERAL ACCRUED UNBILLED COST BY TYPE OF EXCEPTION REPORT

Report ID: VPAR113

Run Date: 01/14/2013
Run Time: 03:57 00

As of Date : 01/14/2013
Business Unit : 50100 VA Dept of Transportation
Federal Fiscal Year : 2013

SUMMARY SECTION:

Items for Projects with Advanced Construction:	4,502,050,706.84
Items for Projects with Exceeded Agreement:	264,351,949.27
Less: Items for Emergency Relief (ER) Project:	1,533,392.00
Net OLT Type Items:	262,818,557.27
Total Suspense Items:	262,818,557.27

Advanced Construction Detail :

SUSPENSE TYPE: **ADC**

Federal Project#	Description	Processed Amount	Obligated Amount
0001045	HSR0001045	75,825.53	264,843.00
000S166	STP000S166	19,188,686.73	5,350,390.00
000S199	MBE000S199	206,807.58	345,060.00
000S208	HSIP/STP000S208	0.00	224,999.00
000S218	NH000S218	0.00	2,627,842.00

Over the Limit (Exceeded Agreement) Detail :

SUSPENSE TYPE: **OLT**

Federal Project#	Description	Without ERP	With ERP
0001001	0579A004	11,137.48	32,861.24
0001002	HSR & VHOV 0010002	998.92	0.00
0001003	HSR00010003	1.47	0.00
000S006	VRC000S006	0.54	0.00
000S164	TEA000S164	0.62	0.00
000S178	NH000S178	1,794,431.00	0.00
000S188	BROS000S188	1.95	0.00
000S197	SPR-000S197	1,443.55	0.00
000S203	APD000S203	1.11	0.00
000S210	STP000S210	11,323.90	0.00
000S214	HPP-000S214	0.59	0.00
000S251	SRTS000S251	5,599.92	0.00
000S252	SRTS-000S252	28,418.09	0.00
000S253	APD-000S253	9,706.99	0.00
000S255	SRTS-000S255	3,484.96	0.00
0014001	05594054	3,870.64	0.00
0014101	DPISTP0014101	1,850,393.00	0.00
0015036	HSIP0015036	0.19	0.00
0027015	STP0027015	553.47	0.00
0027028	STP0027028	80,893.78	0.00
0027035	SRTS0027035	11,456.69	0.00
0029001	PRA-MANA-0029001	162,656.99	0.00
0036007	STP0036007	1.26	0.00
0038123	BH0038123	3,197.74	0.00
0041120	05551050	14,373.25	0.00
0044120	TEA0044120	14,629.71	0.00
0044135	BROS-0044135	38,883.16	0.00
0053109	BR-0053109	1,522.40	0.00
0054011	TEA0054011	296,882.84	0.00
0055002	SBVA0055002	388,133.33	0.00

PA – Federal Contract Status Report

RPT NBR: RPA119

LAST REVISION: 05/20/2013

LOADED INTO CATALOGUE: 05/24/2013

DESCRIPTION:
This detailed federal contract report provides total expenditures, participating and nonparticipating, the Federal share of expenditures and billed amount for a given Federal contract and related project.

PURPOSE / USE:
The report is used as a contract administration tool to track the status of expenditures billed and not billed, advance amounts and not billed amounts, adjustments, etc., by Project, by Phase and Activity related to a Federal contract.

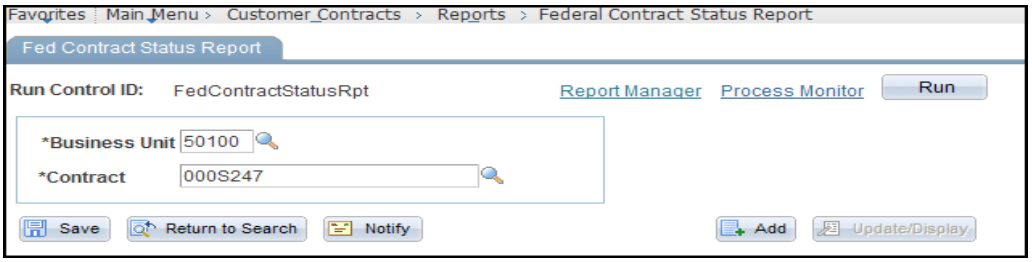
NAVIGATION PATH:
Main Menu > Customer Contracts > Reports > Federal Contract Status Report

PARAMETERS:

- Business Unit
- Contract

FORMAT:
PDF

REPORT SCREEN SHOTS:
Run Control



CARDINAL
Report ID: RPA119

Commonwealth of Virginia
FEDERAL CONTRACT STATUS REPORT

Run Date: 05/15/2013
Run Time: 03:06 00

Business Unit: 50100
Contract Number: 000S247

Contract Information

Contract Number: 000S247-IM-000S247 **Status:**ACTIVE **Proposal Id:**$2,000,400.00 **Hold St:** N **Hold Dt:**

Current Rate Details

Line#	Rate	Operating Unit	Billable Ind	Rate Amt
1	ADC_0AW0_80	%	BIL	0.800000

Transaction Limit Summary

Line#	Approp	Seq	Rate	Obligated Amount	Billed Amount	Not Billed Amount	Exceeded Amount
1	0AW0	1	0.80000	2,000,400.00	0.00	171,817.59	0.00

Manual Billing Adjustments

Line#	Approp	Adjusted Amount
1	0AW0	0.00

Participating Project Details

BusUnit	ProjectID	Phase	Total Expenditures	Total Part Expenditures
50100	0000095813	9104	214,771.96	214,771.96

Processed Activity Details

Phase	Project	OperUnit	Act	Total Expenditure	Billed Amount	Not Billed Amount	Exceeded Amount	Advance Amount
9104	0000095813	%	631	214,550.15	0.00	171,640.13	0.00	171,640.13
			64205	221.81	0.00	177.46	0.00	177.46
	Operating Unit (%) Total			214,771.96	0.00	171,817.59	0.00	171,817.59
	Project (0000095813) Total			214,771.96	0.00	171,817.59	0.00	171,817.59

Phase (9104) Total	214,771.96	0.00	171,817.59	0.00	171,817.59

Unprocessed/non-participating Activity Summary

Phase	Project	Operating Unit	Act	Total Expenses	Outof Auth Exp	Attached Contract	Line#	Rate Amount
9104	0000095813		731	461,956.96	0.00			
	Operating Unit ( ) Total			461,956.96	0.00			
	Project (0000095813) Total			461,956.96	0.00			
	Phase (9104) Total			461,956.96	0.00			

End of Report

PA – Financial Summary by Program Report

RPT NBR: RPA096

LAST REVISION: 05/20/2013

LOADED INTO CATALOGUE: 05/24/2013

DESCRIPTION:
This report provides budget expenditure data for projects and cost centers. The report displays data for each detail department value and can be run fiscal year-to-date and life-to-date.

PURPOSE / USE:
The report is used to monitor the status of budget to actual expenditures for a specified Department ID (including related lower level Department IDs) and a specified Program. A typical combination of Department ID and Program could be a Residency-wide Department ID and Program 6040, Highway Maintenance and Operations.

NAVIGATION PATH:
Main Menu > Project Costing > Reports > Financial Summary by Program

PARAMETERS:
- Business Unit
- Program
- Department ID
- Fiscal Year
- Period
- Project Budget and Expenditure by either Fiscal Year or Life to Date

FORMAT:
PDF or CSV/Excel

REPORT SCREEN SHOTS:
Run Control

Favorites | Main Menu > myCardinal Financials > Financials Report Execution > PA Reports > Financial Summary by Program

Financial Summary by Program

Financial Summary by Program

Run Control ID: FinSumByProgram Report Manager Process Monitor Run

Report Request Parameters

*SetID: 50100
*GL Business Unit: 50100
*Program: 6040
*Department: 914096
*Fiscal Year: 2013
*Period: 6

Project Budget and Expenditures

- (●) Fiscal Year
- ( ) Life to Date

CARDINAL
Report ID: RPA096

Commonwealth of Virginia
FINANCIAL SUMMARY BY PROGRAM

Run Date: 05/10/2013
Run Time: 05:00 00

Page No. 1 of 9

GL Business Unit: 50100
Program: 6040
Department: 914096
Fiscal Year: 2013
Period: 6
Project Exp/Budg: Fiscal Year

Dept ID	Description	Cost Cntr	Description	Operational/Project Budget	Expenditures	Variance
14004	Amelia Area Headquarters	11070020	Leave Taken	0.00	59,059.14	(59,059.14)
14004	Amelia Area Headquarters	11070030	Estimated Leave Expense	0.00	(48,625.53)	48,625.53
14004	Amelia Area Headquarters	11150140	Snow Removal - Primary System	100,000.00	20,875.98	79,124.02
14004	Amelia Area Headquarters	11150190	Deceased Animal Removal-Pri	15,000.00	14,064.04	935.96
14004	Amelia Area Headquarters	11151000	Pipes and Culverts-Pri	150,000.00	4,230.63	145,769.37
14004	Amelia Area Headquarters	11151400	Closed Systm StormDrainage-Pri	0.00	168.00	(168.00)
14004	Amelia Area Headquarters	11151700	Sidewalks and Trails-Pri	10,000.00	0.00	10,000.00
14004	Amelia Area Headquarters	11152000	Vegetation Management-Pri	175,000.00	63,694.78	111,305.22
14004	Amelia Area Headquarters	11153100	Signs-Pri	25,000.00	7,531.41	17,468.59
14004	Amelia Area Headquarters	11153450	Road Surface-Pri	100,000.00	25,457.14	74,542.86
14004	Amelia Area Headquarters	11160140	Snow Removal Secondary System	226,846.00	0.00	226,846.00
14004	Amelia Area Headquarters	11160190	Deceased Animal Removal	25,000.00	3,310.70	21,689.30
14004	Amelia Area Headquarters	11161000	Pipes and Culverts-Sec	300,000.00	207,876.51	92,123.49
14004	Amelia Area Headquarters	11161200	Ditches-Sec	25,000.00	13,483.66	11,516.34
14004	Amelia Area Headquarters	11161700	Sidewalks and Trails-Sec	10,000.00	0.00	10,000.00
14004	Amelia Area Headquarters	11162000	Vegetation Management-Sec	315,000.00	158,413.31	156,586.69
14004	Amelia Area Headquarters	11162700	DrainOthr,Slope,RetainWall-Sec	0.00	62.57	(62.57)
14004	Amelia Area Headquarters	11163100	Signs-Sec	75,000.00	32,729.27	42,270.73
14004	Amelia Area Headquarters	11163450	Road Surface-Sec	300,000.00	403,567.48	(103,567.48)
14004	Amelia Area Headquarters	11163460	Unpaved Road Surface-Sec	174,906.00	73,986.03	100,919.97
14004	Amelia Area Headquarters	11164520	PIMS Inv - Work in Process-Ops	0.00	4,218.00	(4,218.00)
14004	Amelia Area Headquarters	11180020	Disaster Support Operations	0.00	4,722.03	(4,722.03)
14004	Amelia Area Headquarters	11190010	Maintenance Mgt & Admin	84,197.00	55,341.30	28,855.70
14004	Amelia Area Headquarters	11190060	Maint/Ops Employee Training	10,000.00	10,802.21	(802.21)
			Cost Center Total	2,120,949.00	1,114,968.66	1,005,980.34
			Project Total	0.00	2,613.18	(2,613.18)
			Total	2,120,949.00	1,117,581.84	1,003,367.16
14006	Chesterfield Residency	11070030	Estimated Leave Expense	0.00	(254,812.67)	254,812.67
14006	Chesterfield Residency	11160290	Wildlife Management Contracts	0.00	2,180.33	(2,180.33)
14006	Chesterfield Residency	11163450	Road Surface-Sec	0.00	2,450.00	(2,450.00)
14006	Chesterfield Residency	11163800	Lights-Sec	0.00	2,124.78	(2,124.78)

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Dept ID	Description	Cost Cntr	Description	Operational/Project Budget	Expenditures	Variance
			Total	15,837,921.00	34,377,613.93	(18,539,692.93)

PA – Financial Summary—Project Expenditure by Account Report

RPT NBR: RPA106b

LAST REVISION: 05/20/2013

LOADED INTO CATALOGUE: 05/24/2013

DESCRIPTION:
This nVision report provides budget and actual expenditures year to date and project to date, by Account.

PURPOSE / USE:
This report is used by project managers to monitor project expenditures as related to the project budget and to research charges. The report is also used to determine whether project to date expenditures are over or under the budget amount as well as the current year percentage of project budget remaining. As an nVision report, features such as drilldown and nPlosion are supported.

NAVIGATION PATH:
Main Menu > Reporting Tools > Report Manager > List > View Reports For

PARAMETERS:
- Project Number
- Fiscal Year

FORMAT:
Excel

REPORT SCREEN SHOTS:

nVision report with no nPlosion

2			Commonwealth of Virginia				
3			Financial Summary - Project Expenditure by Account				
4	Report ID:	PA106BDD					
5	Layout ID:	VPAR106B				Run Date	May 4, 2013
6	Scope:	PA106BDLYD				Run Time	12:12:17 AM
7	Period Ending:	May 31, 2013					
8	Business Unit:	50100	VA Dept of Transportation				
9	Project:	0000084363	0081081708,P101,R201,C501,B601				
12	Account	Description	Project Budget	Current Year	Project to Date	Project to Date (Over) Under Project Budget	% of Project Budget Remaining
58		Total	$74,487,227.00	$12,358,699.97	$68,473,078.00	$6,014,149.00	8.07%
59							

Clicking on the + sign on the vertical bar nPlodes, or unhides the detail rows.
Clicking on the - sign on the horizontal bar hides the nPloded columns.

The 1 and 2 in the upper left corner also hide and unhide rows or columns.

Months 2013-1 thru 2013-9; by Accounting Period by Account

2			Commonwealth of Virginia									
3			Financial Summary - Project Expenditure by Account									
4	Report ID:	PA106BDD										
5	Layout ID:	VPAR106B										
6	Scope:	PA106BDLYD										
7	Period Ending:	May 31, 2013										
8	Business Unit:	50100	VA Dept of Transportation									
9	Project:	0000084363	0081081708,P101,R201,C501,B601									
12	Account	Description	Project Budget	2013-1	2013-2	2013-3	2013-4	2013-5	2013-6	2013-7	2013-8	2013-9
13	5011110	Employer Retire Contrb-Def Ben	0.00	3,781.95	3,424.88	2,282.85	2,121.79	1,843.22	1,469.60	1,652.10	2,500.35	2,865.97
14	5011120	Salary Social Security&Medicare	0.00	2,656.32	2,413.44	1,636.68	1,511.01	1,301.63	1,032.36	1,120.41	1,729.68	2,131.65
15	5011130	Wage Social Security&Medicare	0.00	3.56	25.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16	5011140	Group Life Insurance	0.00	415.57	376.34	250.85	233.15	202.56	161.49	181.53	274.74	314.93
17	5011150	Employer Health Ins Premium	0.00	6,268.31	5,676.48	3,783.67	3,516.72	3,055.04	2,435.78	2,738.19	4,144.18	4,750.18
18	5011230	Salaries, Classified	0.00	29,502.15	26,541.80	17,507.68	17,634.32	10,175.17	10,692.39	9,029.58	19,791.03	23,635.16
19	50112301	Salaries, Non-Productive Time	0.00	8,136.72	7,320.23	4,828.64	4,863.55	2,806.36	2,949.00	2,490.40	5,458.38	6,518.60
20	5011250	Salaries, Overtime	0.00	111.76	118.80	370.84	186.60	531.26	0.00	0.00	0.00	1,449.23
21	5011410	Wages, General	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
22	5011430	Wages, Overtime	0.00	46.50	337.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00
33	5012550	Highway Repair & Maint Service	0.00	0.00	0.00	0.00	0.00	0.00	9,960.00	0.00	0.00	0.00
34	5012610	Architectur & Engineerng Srvc	0.00	15,961.02	17,212.01	0.00	17,188.22	13,462.79	20,684.72	4,337.50	26,257.93	11,629.95
48	5013550	Vehicle Repair & Maint Materl	0.00	0.00	8,674.65	2,540.18	2,618.18	1,633.25	1,616.58	1,219.94	2,314.62	3,144.88
49	5013560	Highway Repair & Maint Materl	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
56	5023230	Construction, Highways	0.00	0.00	1,897,609.53	2,621,427.03	1,680,069.20	1,831,570.59	2,357,919.93	948,581.47	170,682.73	154,377.13
57	5099001	Budget Roll up Account	74,487,227.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
58		Total	$74,487,227.00	$66,883.86	$1,969,876.76	$2,655,835.65	$1,730,250.60	$1,866,837.10	$2,408,921.85	$971,424.02	$233,226.54	$210,974.07
59	*selected rows hidden to facilate screen shot*											

Continued with Months 9-11; Current Year and Project to Date Expds, Budget, Balance

	B	C	D	M	N	O	P	Q	R	S
2			Commonv							
3			Financial Sum							
4	Report ID:	PA106BDD								
5	Layout ID:	VPAR106B							Run Date	May 4, 2013
6	Scope:	PA106BDLYD							Run Time	12:12:17 AM
7	Period Ending:	May 31, 2013								
8	Business Unit:	50100	VA Dept of Trans							
9	Project:	0000084363	0081081708,P10							
12	Account	Description	Project Budget	2013-9	2013-10	2013-11	Current Year	Project to Date	Project to Date (Over) Under Project Budget	% of Project Budget Remaining
13	5011110	Employer Retire Contrb-Def Ber	0.00	2,865.97	2,777.28	0.00	24,719.99	117,942.49	(117,942.49)	0.00
14	5011120	Salary Social Securty&Medicare	0.00	2,131.65	1,952.40	0.00	17,485.58	84,554.23	(84,554.23)	0.00
15	5011130	Wage Social Security&Medicare	0.00	0.00	0.00	0.00	29.35	1,027.14	(1,027.14)	0.00
16	5011140	Group Life Insurance	0.00	314.93	305.17	0.00	2,716.33	8,965.40	(8,965.40)	0.00
17	5011150	Employer Health Ins Premium	0.00	4,750.18	4,603.12	0.00	40,971.67	189,780.41	(189,780.41)	0.00
18	5011230	Salaries, Classified	0.00	23,635.16	22,508.65	0.00	187,017.93	1,036,050.82	(1,036,050.82)	0.00
19	50112301	Salaries, Non-Productive Time	0.00	6,518.60	6,207.93	0.00	51,579.81	378,227.17	(378,227.17)	0.00
20	5011250	Salaries, Overtime	0.00	1,449.23	112.26	0.00	2,880.75	5,943.23	(5,943.23)	0.00
21	5011410	Wages, General	0.00	0.00	0.00	0.00	0.00	13,032.82	(13,032.82)	0.00
22	5011430	Wages, Overtime	0.00	0.00	0.00	0.00	383.63	383.63	(383.63)	0.00
33	5012550	Highway Repair & Maint Service	0.00	0.00	0.00	0.00	9,960.00	53,128.49	(53,128.49)	0.00
34	5012610	Architecturl & Engineerng Srvc	0.00	11,629.95	73,966.08	28,866.69	229,566.91	1,847,491.41	(1,847,491.41)	0.00
48	5013550	Vehicle Repair & Maint Materl	0.00	3,144.88	2,719.44	0.00	26,481.72	92,136.54	(92,136.54)	0.00
49	5013560	Highway Repair & Maint Materl	0.00	0.00	0.00	0.00	0.00	645.49	(645.49)	0.00
56	5023230	Construction, Highways	0.00	154,377.13	100,450.50	0.00	11,762,688.11	64,196,224.63	(64,196,224.63)	0.00
57	**5099001**	**Budget Roll up Account**	**74,487,227.00**	0.00	0.00	0.00	0.00	0.00	74,487,227.00	1.00
58		Total	**$74,487,227.00**	$210,974.07	$215,602.83	$28,866.69	$12,358,699.97	$68,473,078.00	$6,014,149.00	8.07%
59	*selected rows hidden to facilate screen shot*									

PA – Financial Summary—Project Expenditure by Activity Report

RPT NBR: RPA106a

LAST REVISION: 05/20/2013

LOADED INTO CATALOGUE: 05/24/2013

DESCRIPTION:
This nVision report provides actual expenditures year to date and project to date, by Phase and related Activity. The project budget is not reflected at the Activity or Phase level. The project budget is reported below all of the individual phase summaries and is also incorporated in the project total line.

PURPOSE / USE:
This report is used by project managers to monitor project expenditures as related to the total project budget and to research charges. The report is also used to determine whether total project to date expenditures are over or under the budget amount. As an nVision report, features such as drilldown and nPlosion are supported.

NAVIGATION PATH:
Main Menu > Reporting Tools > Report Manager > List > View Reports For

PARAMETERS:
- Project Number
- Fiscal Year

FORMAT:
Excel

REPORT SCREEN SHOTS

	B	C	D	P	Q	R	S
2			**Commonwealth of Virginia**				
3			**Financial Summary - Project Expenditure by Activity**				
5	**Report ID:**	**PA106AYD**				**Run Date:**	**May 4, 2013**
6	**Layout ID:**	**VPAR106A**				**Run Time:**	**1:00:38 AM**
7	**Scope :**	**PA106AYRD**					
8	**Period Ending:**	**June 30, 2013**					
9	**Business Unit:**	**50100**	**VA Dept of Transportation**				
10	**Project :**	**0000084363**	**0081081708,P101,R201,C501,B601**				
12				**Expenditures**		**(Over) Under**	**% of Project Budget**
13	**Activity**	**Description**	**Project Budget**	**Current Year**	**Project To Date**	**Project Budget**	**Remaining**
14							
35	9101	Preliminary Engineering	$0.00	$0.00	$2,212,948.51	($2,212,948.51)	0.00%
36							
57	9102	Right of Way Phase	$0.00	$0.00	$539,868.48	($539,868.48)	0.00%
58							
59	9103	Inc. Construction Phase				$0.00	0.00%
60							
86	9104	Construction Phase	$0.00	$12,358,699.97	$65,720,261.01	($65,720,261.01)	0.00%
87							
88	9105	Maintenance Phase				$0.00	0.00%
90	9106	Capital Outlay Phase				$0.00	0.00%
92	9107	Planning Phase				$0.00	0.00%
94	9108	Research Phase				$0.00	0.00%
96	9109	Administrative Phase				$0.00	0.00%
97							
98		Project Budget	$74,487,227.00			$74,487,227.00	100.00%
99							
100		**Total**	$74,487,227.00	$12,358,699.97	$68,473,078.00	$6,014,149.00	8.07%

Clicking on the + sign on the vertical bar nPlodes, or unhides the detail rows.

Clicking on the - sign on the horizontal bar hides the nPloded columns.

The 1 and 2 in the upper left corner also hide and unhide rows or columns.

Months 2013-1 thru 2013-10; by Accounting Period by Account

	B	C	D	E	F	G	H	I	J	K	L	M	N
13	Activity	Description	Project Budget	2013-1	2013-2	2013-3	2013-4	2013-5	2013-6	2013-7	2013-8	2013-9	2013-10
35	9101	Preliminary Engineering F	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
57	9102	Right of Way Phase	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
59	9103	Inc. Construction Phase											
60													
61	631	Contract Const Regular	0.00	0.00	1,897,609.53	2,621,427.03	1,680,069.20	1,831,570.59	2,290,331.96	820,257.98	170,682.73	135,924.88	84,813.00
62	632	Contract Const Extra	0.00	0.00	0.00	0.00	0.00	0.00	15,551.25	128,323.49	0.00	18,452.25	15,637.50
63	636	Constr/PE - PE on Constr J	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
64	642	Construction Engineering	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
65	64201	Construction Inspection F	0.00	18,518.14	18,232.39	11,245.33	21,345.72	11,211.16	15,792.14	5,139.02	29,165.45	9,334.90	70,658.13
66	64204	Construction Manager/A	0.00	27,826.11	19,085.88	10,568.18	6,874.40	7,467.39	8,872.84	5,936.35	9,641.50	13,328.93	11,295.34
67	64205	Environmental	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
68	64206	Location and Design	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
69	64207	Public Affairs	0.00	5,240.15	3,238.02	2,968.17	2,993.24	3,240.18	3,068.24	2,639.61	2,057.81	2,348.59	2,314.67
70	64208	Residency State Force	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
71	64210	Structure & Bridge	0.00	392.71	0.00	789.06	176.13	181.00	457.47	800.07	2,019.74	9,848.77	4,657.39
72	64211	Systems Operations	0.00	0.00	0.00	65.90	0.00	587.18	542.03	476.35	529.70	0.00	1,374.74
73	64213	Construction Program Ma	0.00	9,702.62	11,452.72	5,898.04	3,375.83	983.26	660.13	1,067.23	1,146.88	0.00	73.51
74	64214	Project Controls	0.00	0.00	15,379.35	0.00	10,286.87	9,037.12	9,293.75	5,065.68	15,227.14	15,165.20	18,256.06
75	64215	Contract Administration	0.00	0.00	360.71	180.85	0.00	0.00	0.00	0.00	0.00	390.56	0.00
76	643	Materials	0.00	4,499.07	3,063.80	2,399.36	4,922.05	2,559.22	2,355.32	1,718.24	2,659.23	6,124.50	5,958.61
77	648	Civil Rights	0.00	187.25	139.40	0.00	72.52	0.00	0.00	0.00	96.36	55.49	563.88
78	732	Contract Const Extra	0.00	0.00	0.00	0.00	0.00	0.00	61,996.72	0.00	0.00	0.00	0.00
79	733	State Forces Const	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
80	736	Constr/PE - PE on Constr J	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
81	74211	Systems Operations	0.00	517.81	1,314.96	274.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00
82	74213	Construction Program Ma	0.00	0.00	0.00	19.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00
83	74215	Contract Administration	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
84	743	Materials	0.00	0.00	0.00	0.00	134.64	0.00	0.00	0.00	0.00	0.00	0.00
85	748	Civil Rights	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
86	9104	Construction Phase	$0.00	$66,883.86	$1,969,876.76	$2,655,835.65	$1,730,250.60	$1,866,837.10	$2,408,921.85	$971,424.02	$233,226.54	$210,974.07	$215,602.83

Continued with Months 8-11; Current Year and Project to Date Expds, Project Budget
With the budget at the overall project level and not phase or activity specific, each row of activity and phase expenditures summarizes as a deficit value with no offsetting budget value at that detail level.

	B	C	D	L	M	N	O	P	Q	R	S
13	Activity	Description	Project Budget	2013-8	2013-9	2013-10	2013-11	Current Year	Project To Date	Project Budget	Remaining
35	9101	Preliminary Engineering F	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,212,948.51	($2,212,948.51)	0.00%
57	9102	Right of Way Phase	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$539,868.48	($539,868.48)	0.00%
59	9103	Inc. Construction Phase								$0.00	0.00%
60											
61	631	Contract Const Regular	0.00	170,682.73	135,924.88	84,813.00	0.00	11,532,686.90	63,987,439.77	(63,987,439.77)	0.00
62	632	Contract Const Extra	0.00	0.00	18,452.25	15,637.50	0.00	177,964.49	177,964.49	(177,964.49)	0.00
63	636	Constr/PE - PE on Constr J	0.00	0.00	0.00	0.00	0.00	0.00	12,247.18	(12,247.18)	0.00
64	642	Construction Engineering	0.00	0.00	0.00	0.00	0.00	0.00	69.17	(69.17)	0.00
65	64201	Construction Inspection F	0.00	29,165.45	9,334.90	70,658.13	28,866.69	239,509.07	431,138.12	(431,138.12)	0.00
66	64204	Construction Manager/A	0.00	9,641.50	13,328.93	11,295.34	0.00	120,896.92	400,929.66	(400,929.66)	0.00
67	64205	Environmental	0.00	0.00	0.00	0.00	0.00	0.00	1,273.00	(1,273.00)	0.00
68	64206	Location and Design	0.00	0.00	0.00	0.00	0.00	0.00	31,206.02	(31,206.02)	0.00
69	64207	Public Affairs	0.00	2,057.81	2,348.59	2,314.67	0.00	30,108.68	30,108.68	(30,108.68)	0.00
70	64208	Residency State Force	0.00	0.00	0.00	0.00	0.00	0.00	1,099.32	(1,099.32)	0.00
71	64210	Structure & Bridge	0.00	2,019.74	9,848.77	4,657.39	0.00	19,322.34	35,143.15	(35,143.15)	0.00
72	64211	Systems Operations	0.00	529.70	0.00	1,374.74	0.00	3,575.90	20,580.19	(20,580.19)	0.00
73	64213	Construction Program Ma	0.00	1,146.88	0.00	73.51	0.00	34,360.22	50,107.64	(50,107.64)	0.00
74	64214	Project Controls	0.00	15,227.14	15,165.20	18,256.06	0.00	97,711.17	348,081.70	(348,081.70)	0.00
75	64215	Contract Administration	0.00	0.00	390.56	0.00	0.00	932.12	3,591.64	(3,591.64)	0.00
76	643	Materials	0.00	2,659.23	6,124.50	5,958.61	0.00	36,259.40	117,508.88	(117,508.88)	0.00
77	648	Civil Rights	0.00	96.36	55.49	563.88	0.00	1,114.90	2,474.49	(2,474.49)	0.00
78	732	Contract Const Extra	0.00	0.00	0.00	0.00	0.00	61,996.72	61,996.72	(61,996.72)	0.00
79	733	State Forces Const	0.00	0.00	0.00	0.00	0.00	0.00	2,656.00	(2,656.00)	0.00
80	736	Constr/PE - PE on Constr J	0.00	0.00	0.00	0.00	0.00	0.00	1,536.22	(1,536.22)	0.00
81	74211	Systems Operations	0.00	0.00	0.00	0.00	0.00	2,106.83	2,106.83	(2,106.83)	0.00
82	74213	Construction Program Ma	0.00	0.00	0.00	0.00	0.00	19.67	19.67	(19.67)	0.00
83	74215	Contract Administration	0.00	0.00	0.00	0.00	0.00	0.00	38.60	(38.60)	0.00
84	743	Materials	0.00	0.00	0.00	0.00	0.00	134.64	882.75	(882.75)	0.00
85	748	Civil Rights	0.00	0.00	0.00	0.00	0.00	0.00	61.12	(61.12)	0.00
86	9104	Construction Phase	$0.00	$233,226.54	$210,974.07	$215,602.83	$28,866.69	$12,358,699.97	$65,720,261.01	($65,720,261.01)	0.00%

PA – Funding Source Report

RPT NBR: RPA150

LAST REVISION: 05/20/2013

LOADED INTO CATALOGUE: 05/24/2013

DESCRIPTION:
This report provides total allocation amounts applied to specific funding sources used and can be run in summary or detail format, depending on the needs of the user. The summary version of the report will show Funding Source, Amount Allocated, and Amount Remaining for all Funding Sources. The Detail version can be run in multiple parameter combinations. Any combination will always include either a Funding Source or a Reporting Category as well as possibly a Project Number.

PURPOSE / USE:
The report is used by Budget Analysts to review the status of allocation Funding Sources as related to projects by Reporting Category.

NAVIGATION PATH:
Main Menu > Project Costing > Reports > Funding Source

PARAMETERS:

- Business Unit
- Funding Source
- Reporting Category
- Project Number

FORMAT:
PDF

REPORT SCREEN SHOTS:

A Detail Version: all Fund Sources related to a single project

The sum of the amounts of all Fund Sources for a single specific project total the Project Budget as reflected on other reports such as the two nVision reports Financial Summary – Project Expenditure by Account and by Activity.

Commonwealth of Virginia
FUNDING SOURCE REPORT - DETAIL

Report ID: RPA150

Run Date: 05/14/2013
Run Time: 09:29 00

Page No. 1 of 1

Business Unit : 50100
Funding Source:
Project ID: 0000084363 0081081708,P101,R201,C501,B601
Reporting Category:

Fund Source	Description	Amount
CNB286	CPR Bond Match for Federal Earmarks	$3,635,299.00
CNF329	Interstate Maintenance (IM)	8,322,365.00
CNS333	Discretionary State Match - Interstate	938,957.00
CNS372	Residue Parcels - Interstate	901,739.00
CNF290	Transportation Improvement Projects	13,977,210.00
CNS243	State Match for Federal Earmarks	7,023,330.00
CNF331	National Highway System (NHS)	13,592,558.00
CNF336	Federal Earmarks	22,711,879.00
CNB044	Discretionary CPR Bond Match	2,760,486.00
CNF831	NHS Soft Match	623,404.00
Total		$ 74,487,227.00

Another Detail Version: specific Fund Source for a single project

Commonwealth of Virginia
FUNDING SOURCE REPORT - DETAIL

Report ID: RPA150

Run Date: 05/14/2013
Run Time: 09:39 00

Page No. 1 of 1

Business Unit : 50100
Funding Source: CNB286 CPR Bond Match for Federal Earmarks
Project ID: 0000084363 0081081708,P101,R201,C501,B601
Reporting Category:

Fund Source CNB286
Total Amount $36,928,384.00
Total Amount Remaining $1,997,597.00

Project ID	Description	Amount
0000084363	0081081708,P101,R201,C501,B601	$3,635,299.00
Total		$ 3,635,299.00

Another Detail Version: Specific Reporting Category for a single project

Commonwealth of Virginia
FUNDING SOURCE REPORT - DETAIL

Report ID: RPA150

Run Date: 05/14/2013
Run Time: 03:10 00

Page No. 1 of 1

Business Unit : 50100
Funding Source:
Project ID: 0000018138 009596A106
Reporting Category:WWBR

Fund Source	Description	Amount
MNS000	Incr Per BEA 12088 FY 2013	$ 1,800.00
CNS246	Priority Transportation Fund (PTF)	7,396,000.00
CNB044	Discretionary CPR Bond Match	3,455,348.00
CNB294	FRANs	11,136,048.00
CNF210	Incr FY13 Discretionary Grant	204,747,537.00
CNF331	National Highway System (NHS)	15,752,805.00
CNS301	Interstate Project Allocations	0.00
CNS311	Priority Transportation Fund (PTF)	27,135,727.00
CNS333	Discretionary State Match - Interstate	4,100,592.00
CND323	Donations - Interstate	8,844.00
CNL222	Incr for FY2012 Third Party	2,017,518.90
Total		$275,752,219.90

Summary version by Funding Source:
This Summary Version provides for each Funding Source the original Allocation Amount, the Amount Allocated to date and the Allocation Amount Remaining.

CARDINAL

Report ID: RPA150

Commonwealth of Virginia
FUNDING SOURCE REPORT - SUMMARY

Run Date: 05/14/2013
Run Time: 09:43 00

Page No. 1 of 7

Business Unit : 50100

Funding Source	Description	Original Amount	Amount Allocated	Amount Remaining
CNB266	Discretionary CPR Bond Match	$111,096,809.00	$111,005,980.00	$ 90,829.00
CNF707	BEA#7057 Incr TEA 21 funding	188,099,798.01	188,099,798.01	0.00
COS041	Trnsfr to COS043 BEA#8425	0.00	0.00	0.00
PRS201	Incr per Agreement,ResCouncil	10,939,805.00	10,900,056.74	39,748.26
ADF012	Portion of FMS AllocType for Cv1Rgt Proj	2,011,593.93	2,011,583.93	10.00
CNL222	Incr for FY2012 Third Party	215,765,594.56	215,765,594.56	0.00
CNF214	CMAQ 603021400	123,561,925.00	123,452,181.00	109,744.00
CNS492	Right-of-Way Lease Proceeds	4,563,586.00	4,563,586.00	0.00
CNS260	june year end	12,075,628.00	12,075,528.00	100.00
PRS206	FY2013 Budget Amount	20,300,000.00	18,081,900.00	2,218,100.00
CNF221	Incr FY12 OpenContainer 70701	88,171,087.07	88,097,832.07	73,255.00
CNF219	Incr FY13 Discretionary Grant	18,746,704.00	18,746,704.00	0.00
CNF211	Incr per BEA11887 Proj#81738	8,918,823.00	8,918,823.00	0.00
MNS000	Incr Per BEA 12088 FY 2013	2,246,278,063.42	2,245,070,395.00	1,207,668.42
COS037	Redc total, ProjClose Out 4/30	7,590,376.84	7,590,376.84	0.00
COS036	Redc total ProjCloseOut 5/2013	2,718,600.51	2,718,600.51	0.00
COS035	Redc total, ProjClose Out 5/2013	5,302,797.03	5,302,797.03	0.00
PRS138	FY2013 Budget Amount	61,711,231.55	61,619,343.27	91,888.28

Another Summary Version, by Reporting Category and Related Fund Source: all projects related to Reporting Category (e.g., MFED, Maintenance Federal) with the Fund Source and amount for each
Project.

CARDINAL

Report ID: RPA150

Commonwealth of Virginia
FUNDING SOURCE REPORT - DETAIL

Run Date: 05/14/2013
Run Time: 10:05 00

Page No. 1 of 69

Business Unit : 50100
Funding Source:
Project ID:
Reporting Category:MFED

Project ID	Fund Source	Description	Amount
0000052305	MNS000	Incr Per BEA 12088 FY 2013	$8,613,067.00
0000052305	CNS333	Discretionary State Match - Interstate	753,425.00
0000052305	CNF329	Interstate Maintenance (IM)	6,780,828.00
0000061732	CNS406	Primary Construction Program	500,000.00
0000061732	MNS000	Incr Per BEA 12088 FY 2013	1,239,976.18
0000061732	MNF002	Incr OPD ProjCleanup #79835	2,779,359.00
0000061732	MNF004	FY2013 to MAP21	16,510.00
0000051997	MNS000	Incr Per BEA 12088 FY 2013	427,019.00
0000051997	CNF206	STP Enhancement	1,135,981.00
0000069132	MNS000	Incr Per BEA 12088 FY 2013	36,144.85
0000069132	CNS234	Discretionary State Match - CMAQ Terms	321,704.00
0000069132	CNF234	Discretionary CMAQ TERMS	1,286,816.00
0000069132	MNF006	Congestion Mitigation &Air Quality (CMAQ	362,700.54
0000092274	MF2100	MAP 21 FY2013 Budget	1,259,250.00

PA – Limit Amount Report

Rpt Nbr: n/a

LAST REVISION: 05/20/2013

LOADED INTO CATALOGUE: 05/24/2013

DESCRIPTION:
This report displays the details of a contract's amounts including limit amounts, amount remaining for the limit, amounts in excess, as well as transaction and processing dates for the limits. The details of the report are determined by the criteria set on the Limit Amount report run control page.

PURPOSE / USE:
The report is used by contract administrators in managing contracts adjustments.

NAVIGATION PATH:
Main Menu > Customer Contracts > Reports > Limit Amount Report

PARAMETERS:

Contract Options:

- Business Unit
- Contract Type
- Contract Classification
- Sold To Customer
- Contract
- Contract Administrator

Limit Options:

- Limit Type
- Report By
- Max Remaining %

FORMAT:
Crystal or XML

REPORT SCREEN SHOT:

1/22/2013

Active Contracts Limit Amount Management Report

Business Unit:	50100	Contract Admin:	
Limit Type:	Fund/Bill	Contract Type:	%
Sold to Customer:	%	Contract Classification:	Standard
Report By:	Remaining	Contract:	%
Max Remaining Percent:	50.00 %		

Business Unit: 50100 VA Dept of Transportation

Contract Number	Line	Transaction Id	Funding Limits Limit	Remaining		Remaining %	Last Transaction Date	Last Processing Date
0000000106	1		7,881.00	3,657.92	USD	46.41	8/20/2011	1/11/2013
0000000111	1		1,500.00	478.12	USD	31.87	9/24/2011	1/11/2013
0000000112	1		1,500.00	406.12	USD	27.07	8/20/2011	1/11/2013
0000000113	1		1,500.00	166.00	USD	11.07	9/10/2011	1/11/2013
0000000199	1		35,110.48	404.41	USD	1.15	12/31/2012	1/11/2013
0000001079	1		100,000.00	5,626.18	USD	5.63	9/20/2011	1/11/2013
0001002	1	0440	817,534.00	3,787.31	USD	0.46	8/6/2009	1/11/2013
0001002	1	04M0	991,043.00	4,593.00	USD	0.46	8/6/2009	1/11/2013
0001002	1	5070	4,629,000.00	21,449.00	USD	0.46	8/6/2009	1/11/2013
0005001	1	1180	289,973.00	22.11	USD	0.01	11/11/2011	1/11/2013
0005001	1	3600	11,510,057.00	929.00	USD	0.01	11/11/2011	1/11/2013
0005001	1	5590	1,000,000.00	81.00	USD	0.01	11/11/2011	1/11/2013
000S075	1	QX20	1,054,239.00	739.84	USD	0.07	9/24/2011	1/11/2013
000S137	1	33A0	206,000.00	7,591.00	USD	3.68	11/6/2008	1/11/2013
000S147	1	Q770	1,104,800.00	269,270.61	USD	24.37	11/27/2012	1/11/2013
000S153	1	33B0	130,099.00	2,338.80	USD	1.80	11/29/2012	1/11/2013
000S153	1	H220	100,000.00	25,671.00	USD	25.67	11/29/2012	1/11/2013
000S153	1	L220	423,000.00	108,587.00	USD	25.67	11/29/2012	1/11/2013
000S153	1	L22R	180,000.00	46,208.00	USD	25.67	11/29/2012	1/11/2013
000S153	1	Q220	529,605.00	135,953.00	USD	25.67	11/29/2012	1/11/2013
000S169	1	Q210	100,000.00	47,399.13	USD	47.40	12/31/2012	1/11/2013
000S176	1	H220	228,073.00	10,796.00	USD	4.73	10/26/2011	1/11/2013
000S176	1	Q220	660,240.00	14,253.41	USD	2.16	10/26/2011	1/11/2013
000S186	1	04M0	221,301.00	34,530.14	USD	15.60	11/11/2011	1/11/2013
000S189	1	H050	1,280,000.00	28,281.00	USD	2.21	2/5/2011	1/11/2013

PA – Prepaid Management Report

RPT NBR: n/a

LAST REVISION: 05/20/2013

LOADED INTO CATALOGUE: 05/24/2013

DESCRIPTION:
This report displays the details on prepaid balances, including the status, the date the balances are expected to expire, and the amount remaining. The details of the report are determined by the criteria set on the Prepaid Balance report run control page.

PURPOSE / USE:
The report is used to monitor contract prepayments by customer, contract, source and type, in addition to the purchase, remaining, and committed amounts.

NAVIGATION PATH:
Main Menu > Customer Contracts > Reports > Prepaid Management Report

PARAMETERS:

Contract Options:

- Business Unit
- Contract Type
- Contract Classification
- Sold To Customer
- Processing Status
- Contract
- Contract Administrator

Prepaid Options:

- Prepaid Balance Status
- Hold %
- Prepaid Transaction Type
- #Days Prior to Expiration Date

FORMAT:
PDF

REPORT SCREEN SHOT:

1/22/2013

Contracts Prepaid Management Report

Business Unit: 50100 VA Dept of Transportation

Contract Currency: USD

Sold To Customer	Contract	Billing Utilization Description	Purchase Order	Expiry Date	Depletion Date	Purchase Amount	Remaining Amount	Committed Amount
0000003006 WISE COUNT	0000000061	PPD Bal#1 for 0000000061				870,000.00	870,000.00	0.00
0000003006 WISE COUNT	0000000001	PPD Bal#1 for 0000000001				1,606.89	0.00	0.00
0000003140 BERRYVILLE	0000000089	PPD Bal#1 for 0000000089				283.85	0.00	0.00
0000003383 RICHMOND C	0000000182	PPD Bal#2 of Contr# 0000000182		2/16/2013	6/1/2012	40.94	0.00	0.00
0000003383 RICHMOND C	0000000182	PPD Bal#1 of Contr# 0000000182		2/16/2013		0.00	0.00	0.00
0000003383 RICHMOND C	0000000184	PPD Bal#1 for 0000000184			3/1/2012	150.97	109.96	0.00
0000010013 AASHTO	0000000187	PPD Bal#1 of Contr# 0000000187		2/10/2013		40,500.00	13,743.58	0.00
0000010013 AASHTO	0000000087	PPD Bal#1 of Contr# 0000000087		2/10/2013		33,000.00	33,000.00	0.00
0000010014 AASHTO	0000000176	PPD Bal#1 of Contr# 0000000176		2/10/2013		47,250.00	6,721.60	0.00
0000010014 AASHTO	0000000199	PPD Bal#1 of Contr# 0000000199		2/10/2013		41,250.00	13,580.86	897.41
0000011943 PRTC	0000000093	PPD Bal#1 of Contr# 0000000093		2/10/2013		18,000.00	16,999.66	0.00
0000012474 VIRGINIA P	0000000086	PPD Bal#1 for 0000000086				1,408.50	0.00	0.00

PA – Prepaid Report

RPT NBR: RPA149

LAST REVISION: 05/20/2013

LOADED INTO CATALOGUE: 05/24/2013

DESCRIPTION:
This report identifies amounts received from customers in advance of project billing. The report identifies the initial prepayment amount and amounts drawn down over the life of the project. The report summarizes data by Fund and Account for each Project and customer contract combination.

PURPOSE / USE:
Fiscal Division uses this report to monitor funds received in advance as well as the remaining amount for an advance.

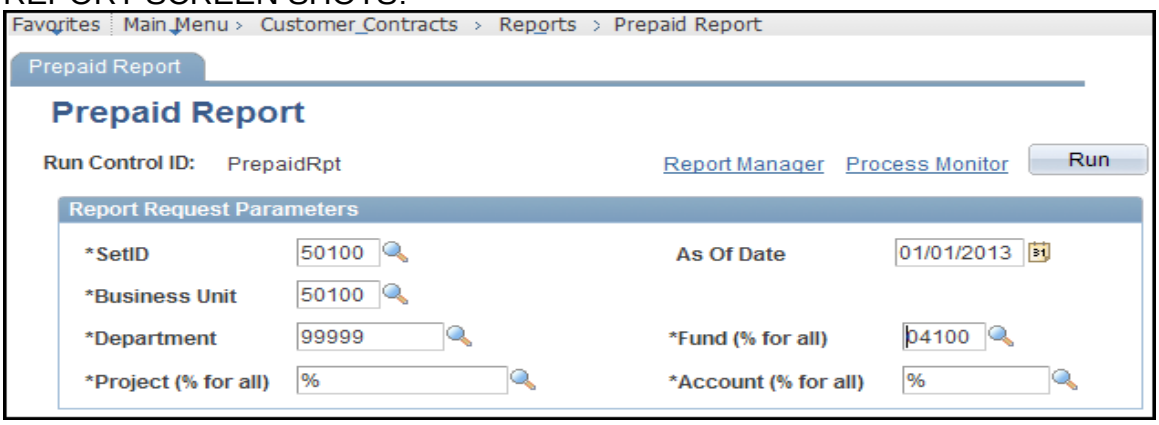
NAVIGATION PATH:
Main Menu > Customer Contracts > Reports > Prepaid Report

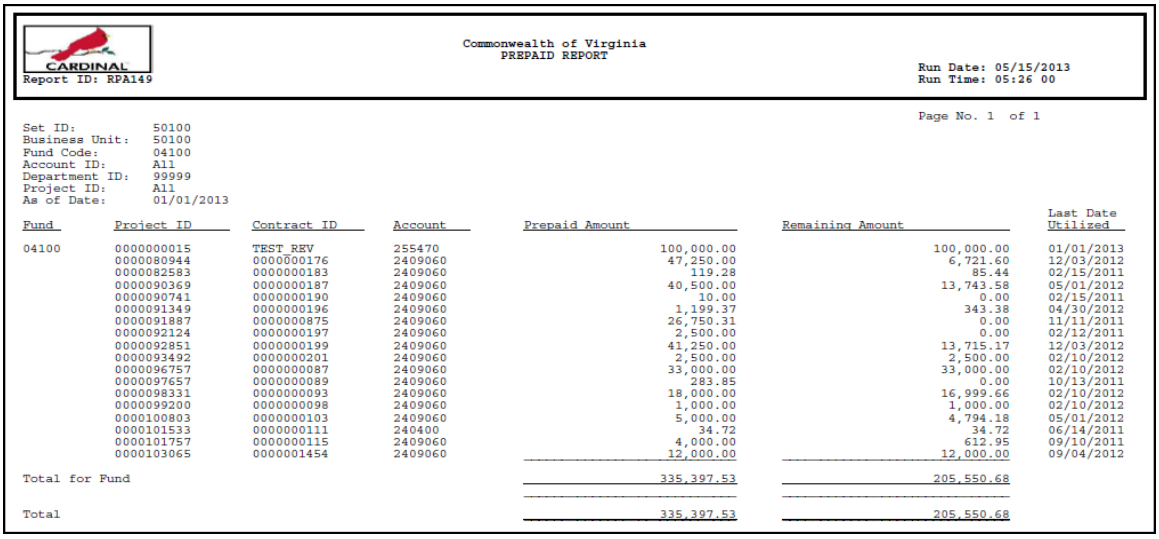
PARAMETERS:

- Set ID
- Business Unit
- Department
- Project
- As of Date
- Fund
- Account

FORMAT:
PDF

REPORT SCREEN SHOTS:





CARDINAL
Report ID: RPA149

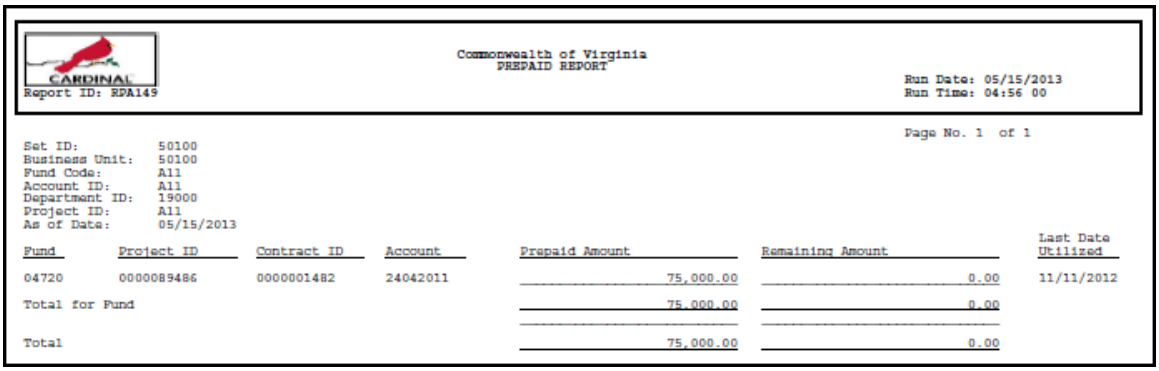
Commonwealth of Virginia
PREPAID REPORT

Run Date: 05/15/2013
Run Time: 05:26 00

Page No. 1 of 1

Set ID: 50100
Business Unit: 50100
Fund Code: 04100
Account ID: All
Department ID: 99999
Project ID: All
As of Date: 01/01/2013

Fund	Project ID	Contract ID	Account	Prepaid Amount	Remaining Amount	Last Date Utilized
04100	0000000015	TEST_REV	255470	100,000.00	100,000.00	01/01/2013
	0000080944	0000000176	2409060	47,250.00	6,721.60	12/03/2012
	0000082583	0000000183	2409060	119.28	85.44	02/15/2011
	0000090369	0000000187	2409060	40,500.00	13,743.58	05/01/2012
	0000090741	0000000190	2409060	10.00	0.00	02/15/2011
	0000091349	0000000196	2409060	1,199.37	343.38	04/30/2012
	0000091887	0000000875	2409060	26,750.31	0.00	11/11/2011
	0000092124	0000000197	2409060	2,500.00	0.00	02/12/2011
	0000092851	0000000199	2409060	41,250.00	13,715.17	12/03/2012
	0000093492	0000000201	2409060	2,500.00	2,500.00	02/10/2012
	0000096757	0000000087	2409060	33,000.00	33,000.00	02/10/2012
	0000097657	0000000089	2409060	283.85	0.00	10/13/2011
	0000098331	0000000093	2409060	18,000.00	16,999.66	02/10/2012
	0000099200	0000000098	2409060	1,000.00	1,000.00	02/10/2012
	0000100803	0000000103	2409060	5,000.00	4,794.18	05/01/2012
	0000101533	0000000111	240400	34.72	34.72	06/14/2011
	0000101757	0000000115	2409060	4,000.00	612.95	09/10/2011
	0000103065	0000001454	2409060	12,000.00	12,000.00	09/04/2012
Total for Fund				335,397.53	205,550.68	
Total				335,397.53	205,550.68	



CARDINAL
Report ID: RPA149

Commonwealth of Virginia
PREPAID REPORT

Run Date: 05/15/2013
Run Time: 04:56 00

Page No. 1 of 1

Set ID: 50100
Business Unit: 50100
Fund Code: All
Account ID: All
Department ID: 19000
Project ID: All
As of Date: 05/15/2013

Fund	Project ID	Contract ID	Account	Prepaid Amount	Remaining Amount	Last Date Utilized
04720	0000089486	0000001482	24042011	75,000.00	0.00	11/11/2012
Total for Fund				75,000.00	0.00	
Total				75,000.00	0.00	

PA – Project Expenditure by Activity Group Report

RPT NBR: RPA100

LAST REVISION: 05/20/2013

LOADED INTO CATALOGUE: 05/24/2013

DESCRIPTION:
This report provides project expenditures by activity group such as AS, RU, PE, CEC, ADM, etc. The report can be run for one or more projects and activity groups.

PURPOSE / USE:
The report is used to monitor project expenditures in different configurations.

NAVIGATION PATH:
Main Menu > Project Costing > Reports > Project Expenditure by Activity Group

PARAMETERS:

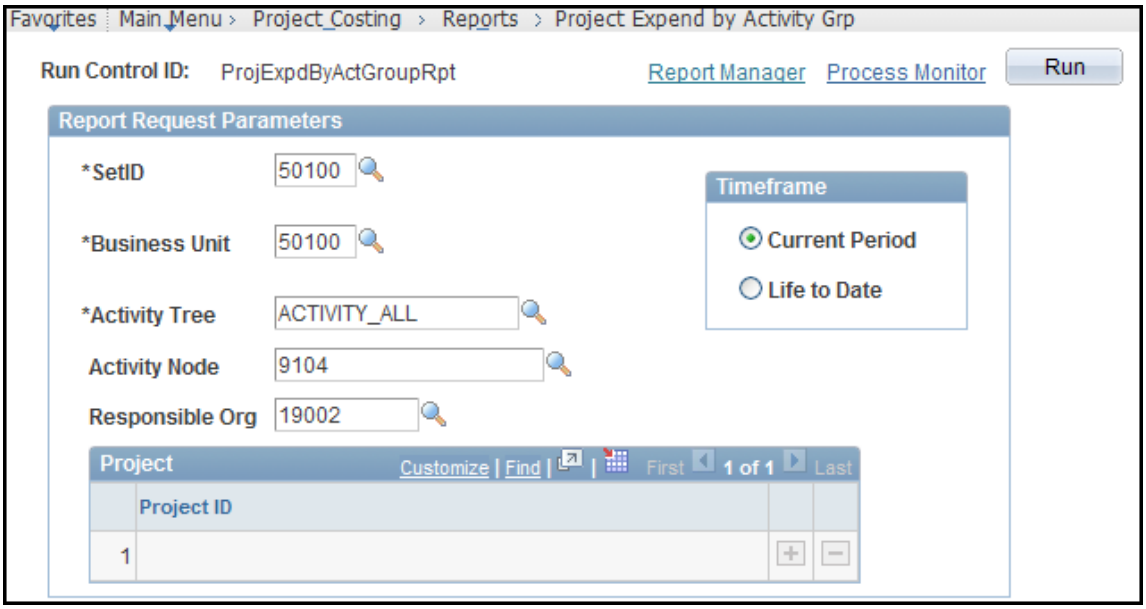
- Set ID
- Business Unit
- Activity Tree
- Activity Node
- Responsible Org

Timeframe:

- Current Period or
- Life to Date

FORMAT:
PDF

REPORT SCREEN SHOTS:
No Project ID specified on Run Control



CARDINAL

Report ID: RPA100

Commonwealth of Virginia
PROJECT EXPENDITURE BY ACTIVITY GROUP

Run Date: 05/16/2013
Run Time: 09:56 00

Page No. 1 of 2

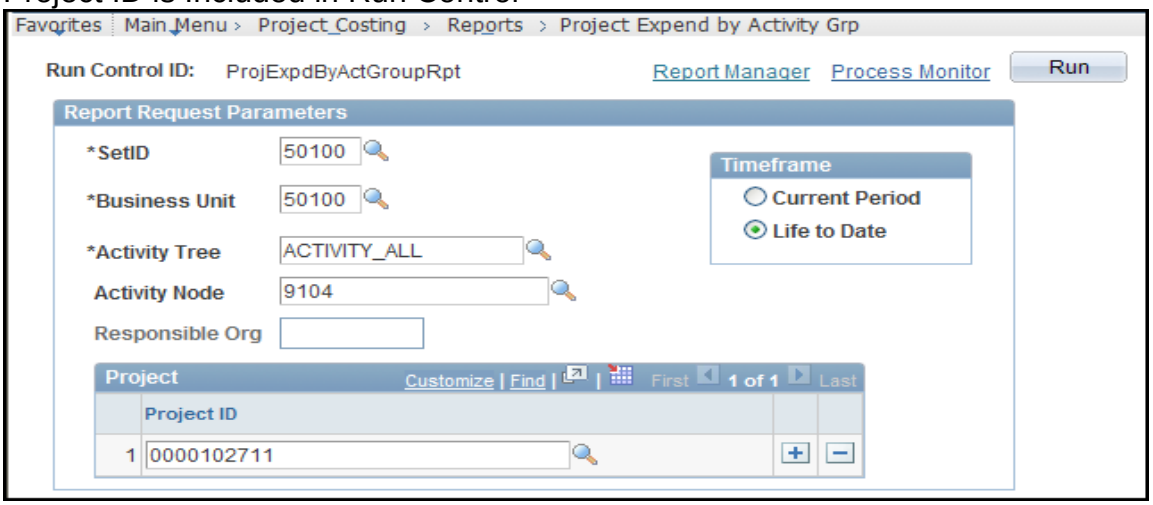
Set ID: 50100 : VA Dept of Transportation
Business Unit: 50100 : VA Dept of Transportation
Activity Tree: ACTIVITY_ALL
Activity Node: 9104
Responsible Org: 19002
Period: 11 2013
Projects:

Project ID	Activity	Activity Description	Expenditures
0000097607	643	Materials	243.00
0000097609	64201	Construction Inspection Field	0.00
0000097609	64204	Construction Manager/ACE	0.00
0000099159	731	Contract Const Regular	40,000.00
0000016634	64214	Project Controls	103.96
0000099541	643	Materials	729.00
0000101306	731	Contract Const Regular	239,779.55
0000101307	731	Contract Const Regular	159,853.04
0000101308	731	Contract Const Regular	70,642.62
0000095093	631	Contract Const Regular	40,210.81
0000100644	64206	Location and Design	3,202.00
0000100644	74204	Construction Manager/ACE	973.14
0000098899	631	Contract Const Regular	6,142,070.00
0000098899	731	Contract Const Regular	(36,841.40)
0000093621	631	Contract Const Regular	213.38

Page No. 2 of 2

Project ID	Activity	Activity Description	Expenditures
0000011395	74204	Construction Manager/ACE	279.78
0000011680	64201	Construction Inspection Field	407.55
0000011680	64206	Location and Design	8.06
0000011680	74201	Construction Inspection Field	(407.55)
0000011680	74206	Location & Design	(8.06)
0000060864	64201	Construction Inspection Field	347.12
0000060864	74204	Construction Manager/ACE	672.78
0000064614	64201	Construction Inspection Field	27,565.40
0000064614	64213	Construction Program Managemen	0.00
0000064614	74211	Systems Operations	14.50
0000086514	631	Contract Const Regular	(223.87)
0000082213	64204	Construction Manager/ACE	0.00
0000082213	64210	Structure & Bridge	0.00
0000091084	74212	Law Enforcement Support	0.30
0000091085	64211	Systems Operations	205,047.42
Total			$ 7,848,823.16

Project ID is Included in Run Control



CARDINAL

Report ID: RPA100

Commonwealth of Virginia
PROJECT EXPENDITURE BY ACTIVITY GROUP

Run Date: 05/16/2013
Run Time: 10:44 00

Page No. 1 of 1

Set ID: 50100 : VA Dept of Transportation
Business Unit: 50100 : VA Dept of Transportation
Activity Tree: ACTIVITY_ALL
Activity Node: 9104
Responsible Org:
Period: Life-to-Date
Projects: 0000102711

Project ID	Activity	Activity Description	Expenditures
0000102711	631	Contract Const Regular	356.34
0000102711	637	Constr/RW - RW on Constr Job	541.43
0000102711	64201	Construction Inspection Field	595,710.42
0000102711	64204	Construction Manager/ACE	523,930.10
0000102711	64205	Environmental	124,677.87
0000102711	64206	Location and Design	913,013.45
0000102711	64209	Right of Way	4,835.88
0000102711	64210	Structure & Bridge	423,248.18
0000102711	64211	Systems Operations	175,656.46
0000102711	64212	Law Enforcement Support	161,347.59
0000102711	64213	Construction Program Managemen	503,225.31
0000102711	64214	Project Controls	426,822.04
0000102711	643	Materials	55,901.30
0000102711	648	Civil Rights	144,650.72
0000102711	74201	Construction Inspection Field	84.76
0000102711	74207	Public Affairs	40,905.68
0000102711	74209	Right of Way	108.44
0000102711	74209	Right of Way	108.44
0000102711	74211	Systems Operations	1,832.30
0000102711	74214	Project Controls	38,693.54
0000102711	743	Materials	708.44
0000102711	749	Const Insp & Engin Ed Courses	11,378.18
Total		$	4,147,628.43

PA – Project Expenditure by Location Report

RPT NBR: RPA093

LAST REVISION: 05/20/2013

LOADED INTO CATALOGUE: 05/24/2013

DESCRIPTION:
The report provides fiscal year-to-date and life-to-date budget and expenditure data by Department and Program for Projects and Cost Centers. The report can be run in summary or detail format.

PURPOSE / USE:
The report is used to review Project budget and actual expenditures at a Location level. Project data, as well as Cost Center data, is reviewed by Location and Dept ID in either a detail or summary format.

NAVIGATION PATH:
Main Menu > Project Costing > Reports > Project Expenditure by Location

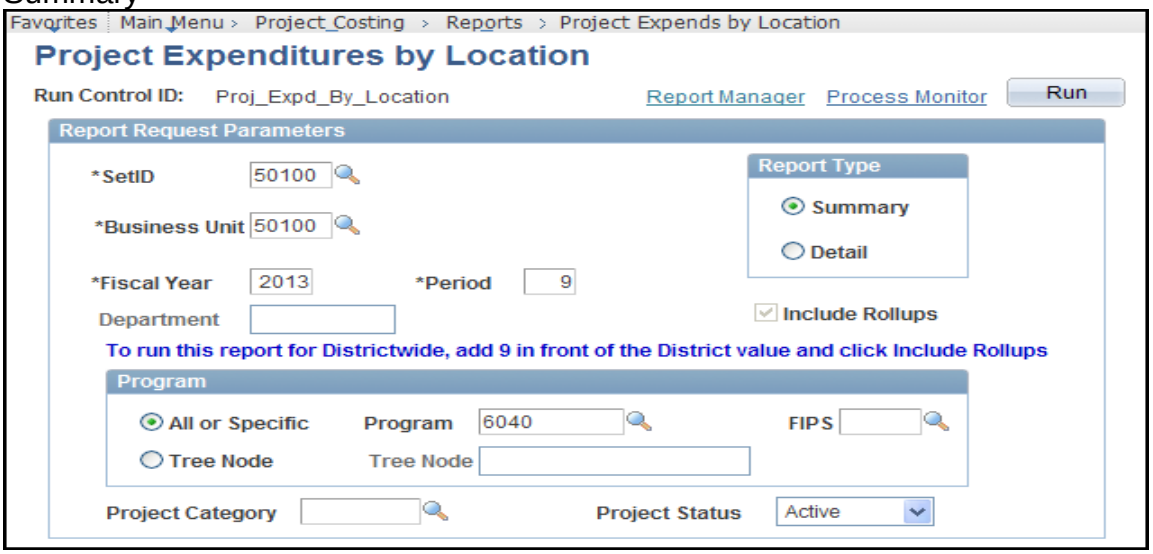
PARAMETERS:

- Set ID
- Business Unit
- Fiscal Year
- Period
- Department
    - Include Rollups
- Program Parameters
- All or Specific
    - Program
    - FIPS
- Tree Node
    - Tree Node Name
- Project Category
- Project Status

FORMAT:
PDF

REPORT SCREEN SHOTS:

Summary



CARDINAL
Report ID: RPA093

Commonwealth of Virginia
PROJECT EXPENDITURES BY LOCATION

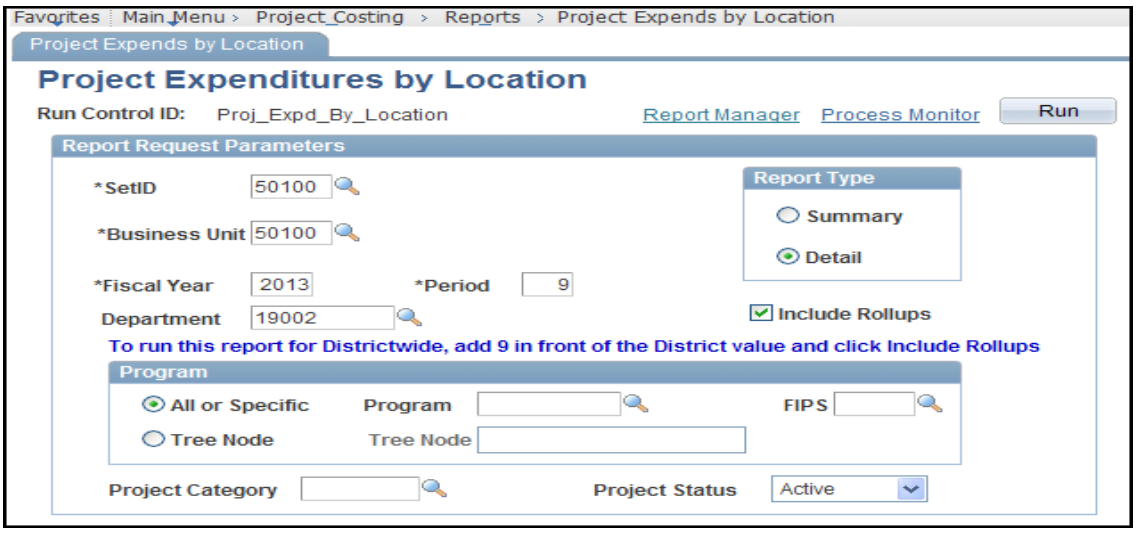
Run Date: 05/16/2013
Run Time: 01:57 00

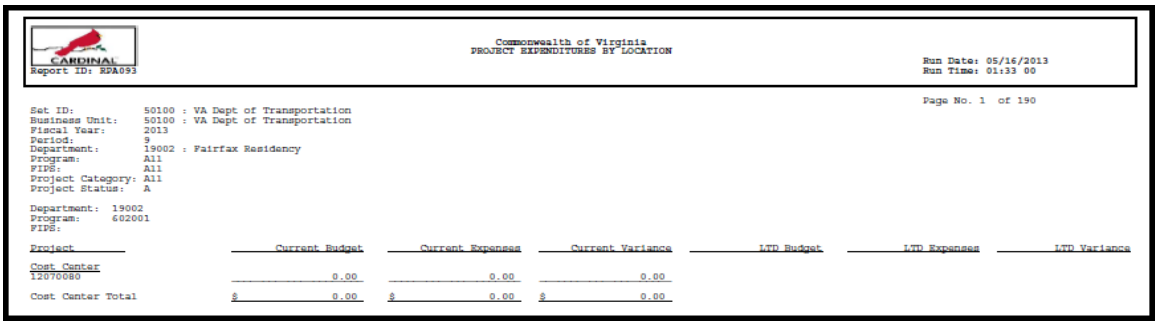
Page No. 1 of 1

Set ID: 50100 : VA Dept of Transportation
Business Unit: 50100 : VA Dept of Transportation
Fiscal Year: 2013
Period: 9
Project Status:
Program: 6040
FIPS: All
Project Category: All
Project Status: A

Distict	Current Budget	Current Expenses	Current Variance	LTD Budget	LTD Expenses	LTD Variance
10 DOA - All Non-GA Departments	$4,756,000.00	$ 0.00	$4,756,000.00	$4,756,000.00	$ 0.00	$4,756,000.00
10 All Central Office Orgs	$4,756,000.00	$ 0.00	$4,756,000.00	$4,756,000.00	$ 0.00	$4,756,000.00
11 Bristol District Wide	$ 664,842.23	$ 0.00	$ 664,842.23	$ 664,842.23	$ 0.00	$ 664,842.23
12 Salem District Wide	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
13 Lynchburg District Wide	$1,999,301.81	$ 0.00	$1,999,301.81	$1,999,301.81	$ 0.00	$1,999,301.81
14 Richmond District Wide	$1,283,851.66	$ 0.00	$1,283,851.66	$1,283,851.66	$ 0.00	$1,283,851.66
15 HamptonRds District Wide	$14,866,223.28	$ 0.00	$14,866,223.28	$14,866,223.28	$ 0.00	$14,866,223.28
16 Fredericksburg District Wide	$1,497,415.07	$ 0.00	$1,497,415.07	$1,497,415.07	$ 0.00	$1,497,415.07
17 Culpeper District Wide	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
18 Staunton District Wide	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
19 Northern Virginia Dist Wide	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

Detail:





CARDINAL
Report ID: RPA093

Commonwealth of Virginia
PROJECT EXPENDITURES BY LOCATION

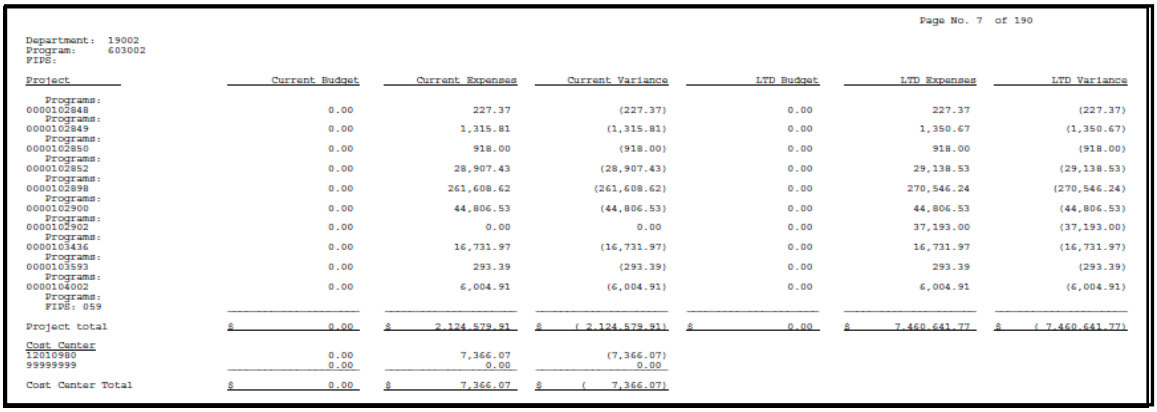
Run Date: 05/16/2013
Run Time: 01:33 00

Page No. 1 of 190

Set ID: 50100 : VA Dept of Transportation
Business Unit: 50100 : VA Dept of Transportation
Fiscal Year: 2013
Period: 9
Department: 19002 : Fairfax Residency
Program: All
FIPS: All
Project Category: All
Project Status: A

Department: 19002
Program: 602001
FIPS:

Project	Current Budget	Current Expenses	Current Variance	LTD Budget	LTD Expenses	LTD Variance
Cost Center						
12070080	0.00	0.00	0.00			
Cost Center Total	$ 0.00	$ 0.00	$ 0.00			



Page No. 7 of 190

Department: 19002
Program: 603002
FIPS:

Project	Current Budget	Current Expenses	Current Variance	LTD Budget	LTD Expenses	LTD Variance
Programs: 0000102848	0.00	227.37	(227.37)	0.00	227.37	(227.37)
Programs: 0000102849	0.00	1,315.81	(1,315.81)	0.00	1,350.67	(1,350.67)
Programs: 0000102850	0.00	918.00	(918.00)	0.00	918.00	(918.00)
Programs: 0000102852	0.00	28,907.43	(28,907.43)	0.00	29,138.53	(29,138.53)
Programs: 0000102898	0.00	261,608.62	(261,608.62)	0.00	270,546.24	(270,546.24)
Programs: 0000102900	0.00	44,806.53	(44,806.53)	0.00	44,806.53	(44,806.53)
Programs: 0000102902	0.00	0.00	0.00	0.00	37,193.00	(37,193.00)
Programs: 0000103436	0.00	16,731.97	(16,731.97)	0.00	16,731.97	(16,731.97)
Programs: 0000103593	0.00	293.39	(293.39)	0.00	293.39	(293.39)
Programs: 0000104002	0.00	6,004.91	(6,004.91)	0.00	6,004.91	(6,004.91)
Programs: FIPS: 059						
Project total	$ 0.00	$ 2,124,579.91	$ (2,124,579.91)	$ 0.00	$ 7,460,641.77	$ (7,460,641.77)
Cost Center						
12010980	0.00	7,366.07	(7,366.07)			
99999999	0.00	0.00	0.00			
Cost Center Total	$ 0.00	$ 7,366.07	$ (7,366.07)			

PA – Project Expenditure Report by Employee Report

RPT NBR RPA090

LAST REVISION: 05/20/2013

LOADED INTO CATALOGUE: 05/24/2013

DESCRIPTION:
For a specified Business Unit, Project ID, From Date and To Date, this report provides project expenditures and hours summarized by individual employee (including employee name, employee ID, and Department ID) for all employees that meet the selection criteria by day, by earn code, for each combination of project related phase, activity. Employees' project expenditures and hours charged are summarized both Project to Date and Project-wide level. The report displays the employee name, employee ID, employee department, and earnings code by project phase and activity.

PURPOSE / USE:
This report is used to monitor employee time and expenditures charged to a project life-to-date.

NAVIGATION PATH:
Main Menu > Project Costing > Reports > Project Expenditure by Employee

PARAMETERS:
- Business Unit
- Project ID
- From Date
- To Date

FORMAT:
PDF

REPORT SCREEN SHOTS:
Run Control

Favorites | Main Menu > Project Costing > Reports > Project Expenditure by Employe

Project Expend by Employee

Project Expenditure Report - by Employee

Run Control ID: ProjExpdByEmpRpt Report Manager Process Monitor Run

Report Run Parameters

*Business Unit 50100 *Project 0000102105

From Date 01/01/2013 To Date 01/04/2013

CARDINAL
Report ID: RPA090

Commonwealth of Virginia
PROJECT EXPENDITURE BY EMPLOYEE

Run Date: 05/16/2013
Run Time: 02:55 00

Page No. 1 of 4

Business Unit: 50100
Project ID: 0000102105
From Date: 01/01/2013
To Date: 01/04/2013

Project LTD Expenditures: $ 223,901.28

Emplid	Name	Employee Department	Accounting Date	Journal	Transaction Date	Phase	Activity	EarnCd	Invoice	Hours	Amount
00189286100	AZIMI-GHOMI,EDREECE A	19069	01/02/2013	TE00013977	12/19/2012	9101	616	RGS	FED000325	8.00	398.03
Total for Employee (00189286100)											$ 398.03
00235552800	IOSCO,ROBERT C	19039	01/02/2013	TE00013977	12/14/2012	9101	685	RGS	FED000325	1.00	41.15
			01/02/2013	TE00013977	12/20/2012	9101	685	RGS	FED000325	1.00	41.15
			01/02/2013	TE00013977	12/21/2012	9101	685	RGS	FED000325	2.00	82.29
Total for Employee (00235552800)											$ 164.59
00246735500	HALL II,CARLIN	19055	01/02/2013	TE00013977	12/14/2012	9101	614	RGS	FED000325	1.50	61.08
Total for Employee (00246735500)											$ 61.08
00272935000	DIMINO,MARY T	10116	01/02/2013	TE00013977	12/11/2012	9101	612	RGS	FED000325	2.00	67.20
Total for Employee (00272935000)											$ 67.20

Page No. 4 of 4

Emplid	Name	Employee Department	Accounting Date	Journal	Transaction Date	Phase	Activity	EarnCd	Invoice	Hours	Amount
00427207900	ADAMS,MELINDA K	19039	01/02/2013	TE00013977	12/11/2012	9101	687	RGS	FED000325	3.00	92.33
			01/02/2013	TE00013977	12/12/2012	9101	687	RGS	FED000325	3.00	92.33
Total for Employee (00427207900)											$ 184.66
00447617700	MUCHENJE,LOVEJOY	10011	01/02/2013	TE00013977	12/10/2012	9101	686	RGS	FED000325	3.00	84.46
			01/02/2013	TE00013977	12/14/2012	9101	686	RGS	FED000325	2.00	56.31
			01/02/2013	TE00013977	12/17/2012	9101	686	RGS	FED000325	2.00	56.31
			01/02/2013	TE00013977	12/18/2012	9101	686	RGS	FED000325	2.00	56.31
Total for Employee (00447617700)											$ 253.39
00565137200	LUE,SUSIE X	19052	01/02/2013	TE00013977	12/10/2012	9101	616	RGS	FED000325	8.00	359.09
			01/02/2013	TE00013977	12/11/2012	9101	616	RGS	FED000325	8.00	359.09
Total for Employee (00565137200)											$ 718.18
Total for the project											$ 4,629.14

End of Report

PA – Project Overview Report

RPT NBR: RPA094

LAST REVISION: 05/20/2013

LOADED INTO CATALOGUE: 05/24/2013

DESCRIPTION:
This report provides an overview of project data, such as project start date, project description, budget associations, related project categories, project phase data, project distribution, and project expenditures to date.

PURPOSE / USE:
The report is used by program managers and project managers to monitor and update project status.

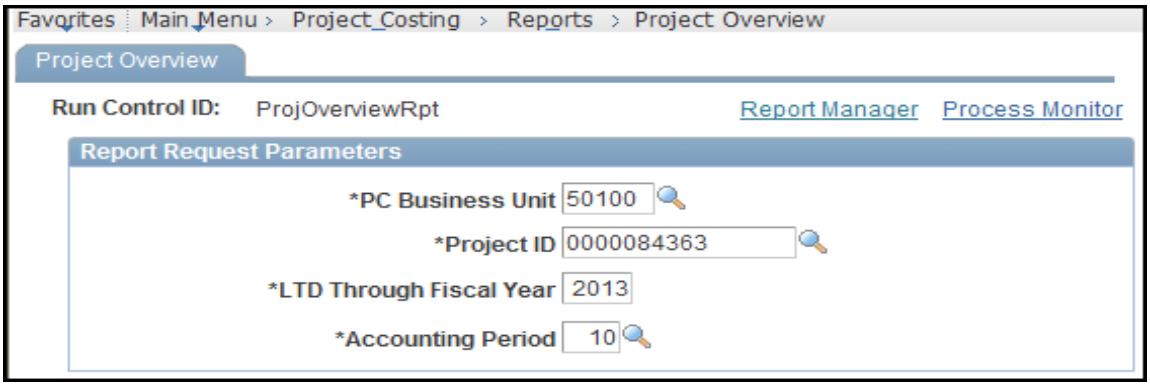
NAVIGATION PATH:
Main Menu > Project Costing > Reports > Project Overview Report

PARAMETERS:

- PC Business Unit
- Project ID
- LTD Through Fiscal Year
- Accounting Period

FORMAT:
PDF

REPORT SCREEN SHOTS:
Run Control



Commonwealth of Virginia
PROJECT OVERVIEW REPORT

Report ID: VPAR0094

Run Date: 05/16/2013
Run Time: 03:57 00

PC Business Unit:	50100
Project ID:	0000084363
Ltd Through Fiscal Year:	2013
Accounting Period:	10
Start Date:	02/07/2007
Project Manager:	MITCHELL,DIANE L
Description:	0081081708,P101,R201,C501,B601
Overall Project Budget:	$ 69,800,000.00
Project Allocations:	$ 74,487,227.00
Needed Allocations:	$ 4,687,227.00

	9101	9102	9103	9104	Total
Status	I	A	I	A	
Start Date	02/13/2007	04/16/2008	02/07/2007	05/03/2009	
Close Date	06/30/2009	07/01/2012	02/07/2007	10/31/2013	
Project Allocations					$ 74,487,227.00
Expenditure to Date	$ 2,212,948.51	$ 539,868.48	$ 0.00	$ 64,064,504.36	$ 66,817,321.35
Remaining Balance					$ 7,669,905.65

Project Category	
FDEL	Federal Eligible
INTC	Interstate Construction

Distribution Split Basis and Project to Date Expenditure Detail:

Fund	Program	Department	FIPS	Asset	Agency Use1	Agency Use2	Cost Center	Task	Account	Percentage
04720	603003	18005								100.00%

Fund	Program	FIPS	9101	9102	9103	9104
Hwy Maintenance & Operating Fd	Interstate Maintenance	Rockbridge				
04100	604001	163	$ 0.00			
Highway Construction Fund	Interstate Construction	Rockbridge				
04720	603003	163	$ 2,212,948.51	$ 539,868.48		
Highway Construction Fund	Interstate Construction					
04720	603003					$ 4,267,921.63
Highway Construction Fund	Interstate Construction	Rockbridge				

04720	603003	163	$ 59,796,582.73

Total Expenditures $ 66,817,321.35

The expenditures displayed on this report may have other chart of account values. A separate query would need to be run to determine the additional values, if needed.

PA – Summary of Financial Activity by Project or Contract

RPT NBR: RPA105

LAST REVISION: 05/20/2013

LOADED INTO CATALOGUE: 05/24/2013

DESCRIPTION:
This report provides the total amount billed and collected for a particular project or a customer contract. The report can be run using either the Project ID or the Contract Number, but not both. Results are similar in content.

PURPOSE / USE:
This report is used to review project contract data including the status of contract prepaid amounts and the project budget.

NAVIGATION PATH:
Main Menu > Customer Contracts > Reports > Financial Activity by Proj/Con

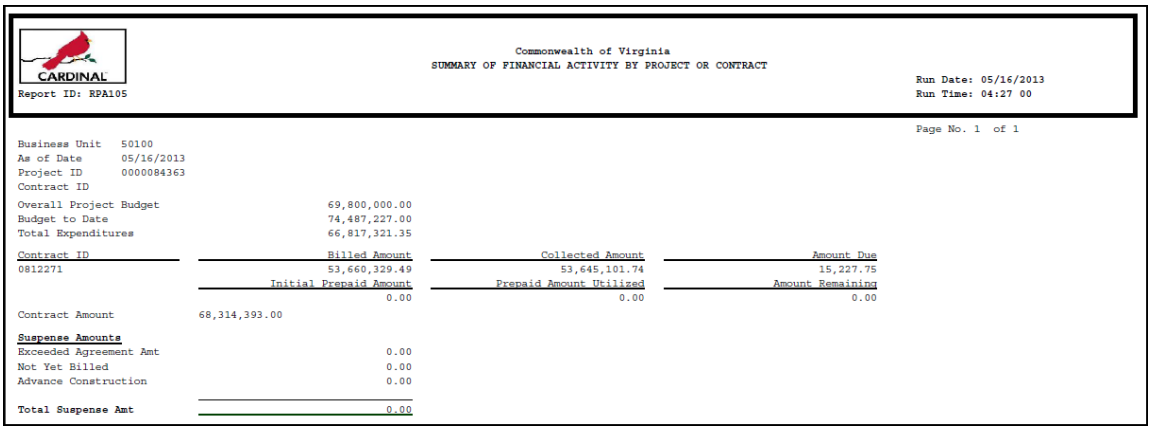
PARAMETERS:
- Business Unit
- As of Date
- Either:
    - Project ID or
    - Contract Number

FORMAT:
PDF

REPORT SCREEN SHOTS:

Run Control

Summary by Project



Commonwealth of Virginia
SUMMARY OF FINANCIAL ACTIVITY BY PROJECT OR CONTRACT

CARDINAL
Report ID: RPA105

Run Date: 05/16/2013
Run Time: 04:27 00

Page No. 1 of 1

Business Unit 50100
As of Date 05/16/2013
Project ID 0000084363
Contract ID

Overall Project Budget	69,800,000.00
Budget to Date	74,487,227.00
Total Expenditures	66,817,321.35

Contract ID	Billed Amount	Collected Amount	Amount Due
0812271	53,660,329.49	53,645,101.74	15,227.75
	Initial Prepaid Amount	Prepaid Amount Utilized	Amount Remaining
	0.00	0.00	0.00

Contract Amount 68,314,393.00

Suspense Amounts

Exceeded Agreement Amt	0.00
Not Yet Billed	0.00
Advance Construction	0.00
Total Suspense Amt	0.00

Summary by Contract

Commonwealth of Virginia
SUMMARY OF FINANCIAL ACTIVITY BY PROJECT OR CONTRACT

Report ID: RPA105

Run Date: 05/16/2013
Run Time: 04:41 00

Business Unit	50100	
As of Date	05/16/2013	
Project ID		
Contract ID	0812271	
Contract Type	F	
Customer	0000055002	FEDERAL HIGHWAY ADMINISTRATION

Total Expenditures 66,721,633.81

Contract ID	Billed Amount	Collected Amount	Amount Due
0812271	53,660,329.49	53,645,101.74	15,227.75
	Initial Prepaid Amount	Prepaid Amount Utilized	Amount Remaining
	0.00	0.00	0.00

Contract Amount 68,314,393.00

Suspense Amounts

Exceeded Agreement Amt	0.00
Not Yet Billed	0.00
Advance Construction	0.00
Total Suspense Amt	0.00

PA – Transaction Relationship Report

RPT NBR: RPA145

LAST REVISION: 05/20/2013

LOADED INTO CATALOGUE: 05/24/2013

DESCRIPTION:
This report traces billed amounts from invoice to the original transaction.

PURPOSE / USE:
Fiscal Division users that receive specific requests to provide backup documentation related to invoices use this report to trace back to the original transaction and ultimately to the related journal entry.

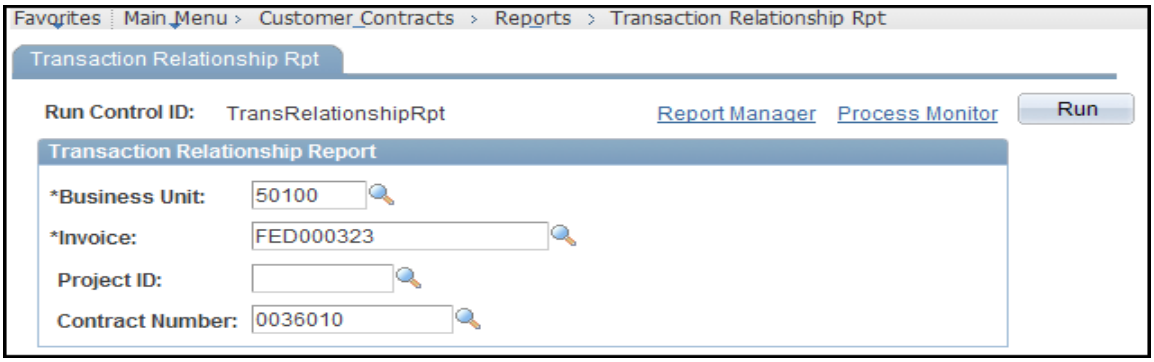
NAVIGATION PATH:
Main Menu > Customer Contracts > Reports > Transaction Relationship Report

PARAMETERS:

- Business Unit
- Invoice
- Project ID
- Contract Number

FORMAT:
PDF

REPORT SCREEN SHOTS:
Run Control



CARDINAL
Report ID: RPA145

Commonwealth of Virginia
TRANSACTION RELATIONSHIP REPORT

Run Date: 05/16/2013
Run Time: 05:23 00

Business Unit: 50100 : VA Dept of Transportation
Invoice: FED000323
Project ID:
Contract Number: 0036010

Contract	Approp	Project ID	Analysis Type	Voucher	EmplID	Expense	Journal	Accounting Date	Expenditure Amount	Billed Amount
0036010	**LZ20**									**($237,862.32**
										(53,021.49)
										(113,200.16)
										(9,409.87)
										(59,647.55)
										(2,583.25)
Total									$ 0.00	($237,862.32)
0036010	**Q200**									**$40,288.00**
										9,409.87
										28,294.88
										2,583.25
Total									$ 0.00	$40,288.00
0036010	**Q770**									**$197,574.32**
										113,200.16
										53,021.49
										31,352.67
Total									$ 0.00	$197,574.32
Total Amount Billed for FED000323									$ 0.00	$ 0.00

Purchasing

Inquiries

Queries

PR – All Vchr Lines on Vchr for PO Query

LAST REVISION: 1/27/15

LOADED INTO CATALOGUE: 1/27/15

DESCRIPTION:
The All Voucher Lines on Voucher for PO query displays all voucher and distribution related data by Contract/PO.

PURPOSE / USE:
This query can be executed by any user and is used by contract administrators to display all voucher information related to a Contract/PO.
For Account type 'DST' (Expense Distribution), Account 101010 is excluded.

NAVIGATION PATH:
You can navigate to this report through the following path:
Main Menu > Reporting Tools > Query > Query Viewer
V_PR_CNTRCT_PO_VCHR_ALL_DISTRI

PARAMETERS:

- SetID:
- Business Unit:
- PO Number:
- Contract ID:

FORMAT:
Excel
HTML

Screen Shots:

V_PR_CNTRCT_PO_VCHR_ALL_DISTRI - All Vchr Lines on Vchr for PO

SetID:

Business Unit:

PO Number:

Contract ID:

View Results

Business Unit	VCHR Responsible Org	CONTRCT Responsible Org	Contract Category	Contract ID	PO ID	PO Line Number	Jrnl ID	Jrnl Date	Jrnl Line	Voucher ID	Voucher Finalize Payment	Accounting Date	Voucher Line Number	Voucher Distribution Line	Account	Fund	Program	Department	Project ID	Activity	Cost Center	Task	FIPS	Ass

V_PR_CNTRCT_PO_VCHR_ALL_DISTRI - All Vchr Lines on Vchr for PO

SetID: STATE

Business Unit: 50100

PO Number:

Contract ID: 000000000000032787

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (70 kb)

View All

	Business Unit	VCHR Responsible Org	CONTRCT Responsible Org	Contract Category	Contract ID	PO ID	PO Line Number	Jrnl ID	Jrnl Date	Jrnl Line	Voucher ID	Voucher Finalize Payment	Accounting Date	Voucher Line Number	Voucher Distribution Line	Account	Fund	Program	Departm
1	50100	14044	14008	RC	000000000000032787	0001005365	1	AP00001610	02/13/2012	1522	00025646	N	02/08/2012	1	1	5012550	04100	604003	14040
2	50100	14040	14008	RC	000000000000032787	0001017861	1	AP00005026	05/08/2012	980	00057357	N	05/03/2012	1	1	5012550	04100	604003	14048
3	50100	14040	14008	RC	000000000000032787	0001017861	2	AP00005026	05/08/2012	981	00057357	N	05/03/2012	2	1	5012550	04100	604003	14048
4	50100	14040	14008	RC	000000000000032787	0001017861	1	AP00006485	06/14/2012	4820	00070361	N	06/06/2012	1	1	5012550	04100	604003	14048
5	50100	14040	14008	RC	000000000000032787	0001017861	2	AP00006485	06/14/2012	4821	00070361	N	06/06/2012	2	1	5012550	04100	604003	14048
6	50100	14040	14008	RC	000000000000032787	1031280	1	AP00008202	07/20/2012	6959	00085690	N	07/17/2012	1	1	5015340	04100	604003	14040
7	50100	14040	14008	RC	000000000000032787	1031280	8	AP00009459	08/29/2012	4769	00098427	N	08/23/2012	1	1	5012550	04100	604003	14048
8	50100	14044	14008	RC	000000000000032787	0001064071	1	AP00017458	03/28/2013	6436	00174227	N	03/21/2013	1	1	5012550	04100	604003	14064
9	50100	14044	14008	RC	000000000000032787	1031280	2	AP00018033	04/09/2013	4098	00180437	N	04/05/2013	1	1	5012550	04100	604002	14028
10	50100	14044	14008	RC	000000000000032787	0001069063	1	AP00018433	04/18/2013	2660	00182687	N	04/11/2013	1	1	5012550	04100	604003	14048
11	50100	14044	14008	RC	000000000000032787	0001069063	1	AP00018690	04/25/2013	1577	00185204	N	04/17/2013	1	1	5012550	04100	604003	14048
12	50100	14044	14008	RC	000000000000032787	0001069063	1	AP00018690	04/25/2013	1503	00185589	N	04/18/2013	8	1	5012550	04100	604002	14028
13	50100	14044	10003	RC	000000000000032246	0001051787	1	AP00018690	04/25/2013	1504	00185589	N	04/18/2013	9	1	5012550	04100	604002	14028
14	50100	14044	10003	RC	000000000000032246	0001051787	2	AP00018690	04/25/2013	1505	00185589	N	04/18/2013	10	1	5012550	04100	604002	14028
15	50100	14044	10003	RC	000000000000032246	0001051787	3	AP00018690	04/25/2013	1506	00185589	N	04/18/2013	11	1	5012550	04100	604002	14028
16	50100	14044	10003	RC	000000000000032246	0001051787	5	AP00018690	04/25/2013	1507	00185589	N	04/18/2013	12	1	5012550	04100	604002	14028
17	50100	14044	10003	RC	000000000000032246	0001051787	7	AP00018690	04/25/2013	1508	00185589	N	04/18/2013	13	1	5012550	04100	604002	14028
18	50100	14044	10003	RC	000000000000032246	0001051787	9	AP00018690	04/25/2013	1520	00185589	N	04/18/2013	14	1	5012550	04100	604002	14028
19	50100	14044	10003	RC	000000000000032246	0001051787	11	AP00018690	04/25/2013	1521	00185589	N	04/18/2013	15	1	5012550	04100	604002	14028
20	50100	14044	14008	RC	000000000000032787	0001069063	1	AP00018820	04/29/2013	3058	00186321	N	04/19/2013	1	1	5012550	04100	604003	14064
21	50100	14044	14008	RC	000000000000032787	0001069063	1	AP00019418	05/08/2013	1644	00190615	N	05/01/2013	1	1	5012550	04100	604003	14048
22	50100	14044	14008	RC	000000000000032787	0001069063	1	AP00019418	05/08/2013	1504	00190965	N	05/02/2013	1	1	5012550	04100	604003	14048

PR – COA Journal Query

LAST REVISION: 1/27/15

LOADED INTO CATALOGUE: 01/27/15

DESCRIPTION:
The COA Journal query provides the ability to view posted transactions based on Business Unit (BU), Fiscal Year, Accounting Period and selected COA parameters.

PURPOSE / USE:
This query can be executed by any user to view journal details and identify the distribution accounting information for journals. Excludes Account 101010.

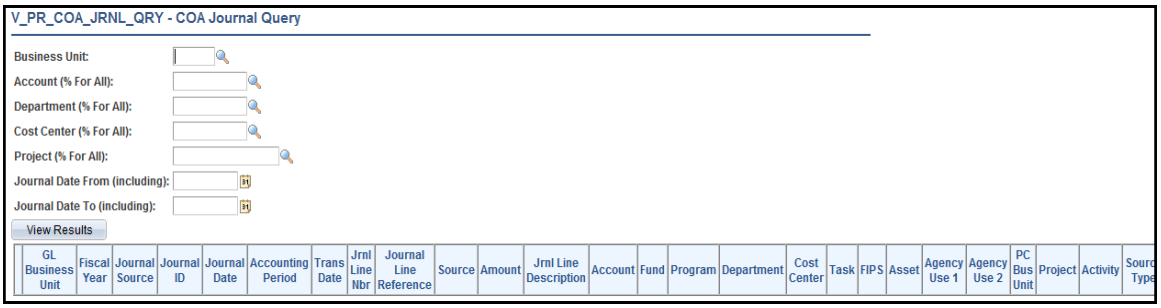
NAVIGATION PATH:
You can navigate to this report through the following path:
Main Menu > Reporting Tools > Query > Query Viewer
V_PR_COA_JRNL_QRY

PARAMETERS:

- Business Unit: Required
- Account:
- Department:
- Cost Center:
- Project:
- Journal Begin Date From: Required
- Journal Begin Date To: Required

FORMAT:
Excel
HTML

Screen Shots:



V_PR_COA_JRNL_QRY - COA Journal Query

Business Unit: 50100

Account (% For All): %

Department (% For All): %

Cost Center (% For All): %

Project (% For All): %

Journal Date From (including): 01/01/2014

Journal Date To (including): 01/10/2014

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (10240 kb)

View All

	GL Business Unit	Fiscal Year	Journal Source	Journal ID	Journal Date	Accounting Period	Trans Date	Jrnl Line Nbr	Journal Line Reference	Source	Amount	Jrnl Line Description	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asse
1	50100	2014	AP	AP00029272	01/03/2014	7	01/03/2014	2998	00275416	GAP	151.420	Rental Car Fuel	5013230	04100	699001	10001	11120010			
2	50100	2014	CIP	CIP0029561	01/09/2014	7	01/09/2014	11	510070	CIP	140.000	90000911 2014-01-16	5011380	04100	60400501	10001	11070040			
3	50100	2014	AP	AP00029210	01/02/2014	7	01/02/2014	3121	00274421	GAP	52.700	Rental Car Fuel	5013230	04100	699001	10001	11120010			
4	50100	2014	AP	AP00029476	01/08/2014	7	01/08/2014	2360	00276746	GAP	67.010	Rental Car Fuel	5013230	04100	699001	10001	11120010			
5	50100	2014	CIP	CIP0029561	01/09/2014	7	01/09/2014	10	510070	CIP	596.060	90000911 2014-01-16	5011190	04100	60400501	10001	11070040			
6	50100	2014	CIP	CIP0029561	01/09/2014	7	01/09/2014	9	510070	CIP	320.230	90000911 2014-01-16	5011170	04100	60400501	10001	11070040			
7	50100	2014	CIP	CIP0029561	01/09/2014	7	01/09/2014	8	510070	CIP	751.430	90000911 2014-01-16	5011160	04100	60400501	10001	11070040			
8	50100	2014	CIP	CIP0029561	01/09/2014	7	01/09/2014	7	510070	CIP	6329.000	90000911 2014-01-16	5011150	04100	60400501	10001	11070040			
9	50100	2014	CIP	CIP0029561	01/09/2014	7	01/09/2014	6	510070	CIP	894.190	90000911 2014-01-16	5011140	04100	60400501	10001	11070040			
10	50100	2014	CIP	CIP0029561	01/09/2014	7	01/09/2014	5	510070	CIP	5686.120	90000911 2014-01-16	5011120	04100	60400501	10001	11070040			
11	50100	2014	CIP	CIP0029561	01/09/2014	7	01/09/2014	4	510070	CIP	5968.310	90000911 2014-01-16	5011110	04100	60400501	10001	11070040			
12	50100	2014	CIP	CIP0029561	01/09/2014	7	01/09/2014	3	510070	CIP	22.500	90000911 2014-01-16	5012170	04100	60400501	10001	11070010			
13	50100	2014	CIP	CIP0029561	01/09/2014	7	01/09/2014	2	510070	CIP	75143.930	90000911 2014-01-16	5011230	04100	60400501	10001	11070010			
14	50100	2014	EX	EX00029229	01/02/2014	7	01/02/2014	113	0000030861	GEX	5.000	Expense Accruals	5012850	04100	699001	10001	11120010			
15	50100	2014	EX	EX00029229	01/02/2014	7	01/02/2014	112	0000030861	GEX	25.000	Expense Accruals	5012830	04100	699001	10001	11120010			
16	50100	2014	AP	AP00029342	01/06/2014	7	01/06/2014	3030	00272467	GAP	324.560	HOMEMADES BY SUZANNE	5012640	04100	699001	10001	11120010			
17	50100	2014	TE	TE00029474	01/08/2014	7	01/08/2014	484	2014-01-08	GHR	1545.840	GL Interface	5011410	04100	699001	10003	11120010			
18	50100	2014	TE	TE00029474	01/08/2014	7	01/08/2014	480	2014-01-08	GHR	-880.000	GL Interface	5011410	04100	60400501	10003	11070010			
19	50100	2014	CIP	CIP0029561	01/09/2014	7	01/09/2014	1	510070	CIP	-13965.000	90000911 - -	111220	02700		10003	10100000			
20	50100	2014	CIP	CIP0029561	01/09/2014	7	01/09/2014	21	510070	CIP	1150.000	90000911 2014-01-16	5011380	04100	60400501	10003	11070040			
21	50100	2014	CIP	CIP0029561	01/09/2014	7	01/09/2014	20	510070	CIP	941.620	90000911 2014-01-16	5011170	04100	60400501	10003	11070040			
22	50100	2014	CIP	CIP0029561	01/09/2014	7	01/09/2014	19	510070	CIP	2214.890	90000911 2014-01-16	5011160	04100	60400501	10003	11070040			
23	50100	2014	CIP	CIP0029561	01/09/2014	7	01/09/2014	18	510070	CIP	34914.000	90000911 2014-01-16	5011150	04100	60400501	10003	11070040			
24	50100	2014	CIP	CIP0029561	01/09/2014	7	01/09/2014	17	510070	CIP	2635.680	90000911 2014-01-16	5011140	04100	60400501	10003	11070040			

PR – Contract Line Detail Pricing Query

LAST REVISION: 1/27/15

LOADED INTO CATALOGUE: 01/27/2015

DESCRIPTION:
The Contract Line Detail Pricing query displays all contract lines and pricing data related to a specific Contract ID.

PURPOSE / USE:
This query can be executed by any user and is used by contract administrators in managing contracts and related activities. Closed contracts are excluded from the results.

NAVIGATION PATH:
You can navigate to this report through the following path:
Main Menu > Reporting Tools > Query > Query Viewer
V_PR_CNTRCT_DETAIL

PARAMETERS:

- Contract ID:
- Vendor ID:
- Item ID:
- District:

FORMAT:
Excel
HTML

Screen Shots:

V_PR_CNTRCT_DETAIL - Contract line Detail Pricing

Contract ID (% for all):

Vendor ID (% for all):

Item ID (% for all):

District (% for all):

View Results

Contract ID	Contract Status	Contract Version	Version Status	Vendor ID	Vendor Name	Contract Beginning Date	Contract Expiration Date	Contract Line Nbr	Item ID	Item Description	Vendor Item ID	Vendor's Catalog	Category	District (Mfg ID)	Mfg Itm ID	Contract Base Price	Eff Date of Price Change	Adjustment Method	Adjustment Amount	Adjust Percentage	Computed Adjusted Price	Lead Time Days

Download results in : Excel SpreadSheet CSV Text File XML File (17 kb)

View All

	Contract ID	Contract Status	Contract Version	Version Status	Vendor ID	Vendor Name	Contract Beginning Date	Contract Expiration Date	Contract Line Nbr	Item ID	Item Description	Vendor Item ID	Vendor's Catalog	Category	District (Mfg ID)	Mfg Itm ID	Contract Base Price
1	000000000000031402	Approved	3	Current	0000035273	GeoStabilization International LLC	10/16/2010	04/15/2014	1	9137199000	LAUNCHED SOIL NAILS UP 20FT	LOT 1 - LAUNCHED SOIL NAILS		9137199		LAUNCHED SOIL NAILS UP 20FT	525.00000
2	000000000000031402	Approved	3	Current	0000035273	GeoStabilization International LLC	10/16/2010	04/15/2014	2	9137199000	SHOTCRETE WET OR DRY MIX	LOT 1 - LAUNCHED SOIL NAILS		9137199		SHOTCRETE WET OR DRY MIX	16.00000
3	000000000000031402	Approved	3	Current	0000035273	GeoStabilization International LLC	10/16/2010	04/15/2014	3	2101161000	BLOCKS, CONCRETE, RETAINING WA	LOT 1 - LAUNCHED SOIL NAILS		2101161			2.50000
4	000000000000031402	Approved	3	Current	0000035273	GeoStabilization International LLC	10/16/2010	04/15/2014	4	0858542000	FABRIC, EROSION CONTROL	LOT 1 - LAUNCHED SOIL NAILS		0858542			0.75000
5	000000000000031402	Approved	3	Current	0000035273	GeoStabilization International LLC	10/16/2010	04/15/2014	5	9105171000	SHOTCRETE SERVICES, PER VDOT S	LOT 1 - LAUNCHED SOIL NAILS		9105171			200.00000
6	000000000000031402	Approved	3	Current	0000035273	GeoStabilization International LLC	10/16/2010	04/15/2014	6	9752465277	MOBILIZATION ADDER	LOT 1 - LESS THAN 100 MILES		9752465		BETWEEN WORKSITES	2000.00000
7	000000000000031402	Approved	3	Current	0000035273	GeoStabilization International LLC	10/16/2010	04/15/2014	7	9752465277	MOBILIZATION ADDER	LOT 1 - GREATER THAN		9752465		100 MILES BETWEEN WORKSITES	5000.00000
8	000000000000031402	Approved	3	Current	0000035273	GeoStabilization International LLC	10/16/2010	04/15/2014	8	3607048400	WIRE MESH	LOT 1 - WIRE MESH		3607048		WITH STEEL PLATES (INSTALLED)	13.00000
9	000000000000031402	Approved	3	Current	0000035273	GeoStabilization International LLC	10/16/2010	04/15/2014	9	6586018000	PIPE, POLYVINYL CHLORIDE, SCHE	LOT 1 - DRILLED HORIZONTAL		6586018		SCHEDULE 80 SLOTTED 20FT DRAIN	500.00000

PR – Contract Query for ASD-PRT/ACO Query

LAST REVISION: 1/27/15

LOADED INTO CATALOGUE: 1/27/15

DESCRIPTION:
The Contract Query for ASD-PRT/ACO query displays all contract lines related to a specific Contract ID.

PURPOSE / USE:
This query can be executed by any user and is used by contract administrators in managing contracts and related activities.

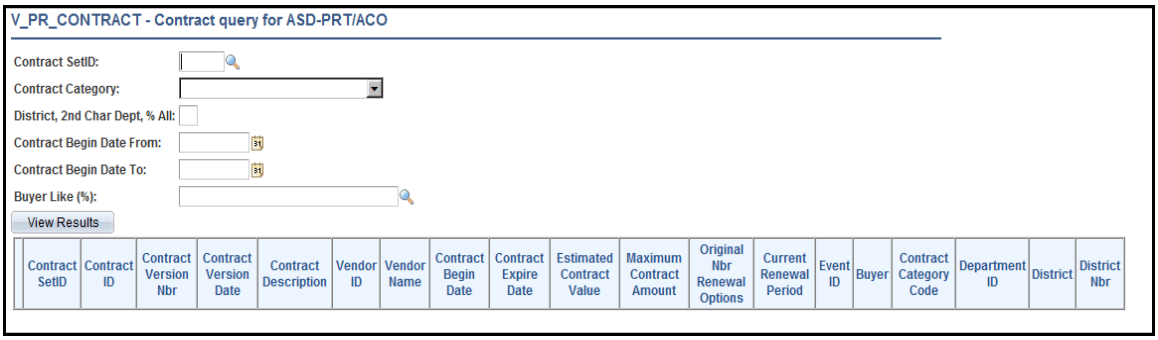
NAVIGATION PATH:
You can navigate to this report through the following path:
Main Menu > Reporting Tools > Query > Query Viewer
V_PR_CONTRACT

PARAMETERS:

- Contract SetID: Required
- Contract Category: Required
- District, 2nd Char Dept:
- Contract Begin Date From: Required
- Contract Begin Date To: Required
- Buyer Like:

FORMAT:
Excel
HTML

Screen shots:

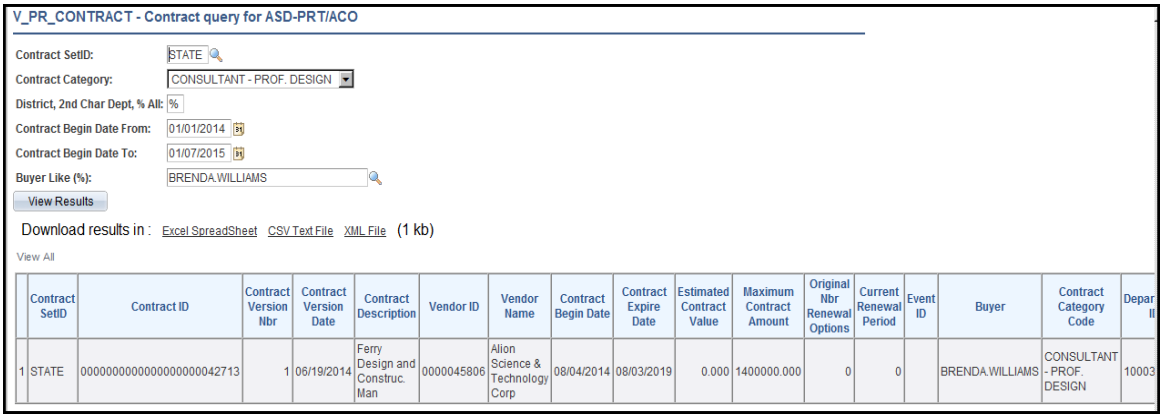


V_PR_CONTRACT - Contract query for ASD-PRT/ACO

Contract SetID:
Contract Category:
District, 2nd Char Dept, % All:
Contract Begin Date From:
Contract Begin Date To:
Buyer Like (%):

View Results

Contract SetID	Contract ID	Contract Version Nbr	Contract Version Date	Contract Description	Vendor ID	Vendor Name	Contract Begin Date	Contract Expire Date	Estimated Contract Value	Maximum Contract Amount	Original Nbr Renewal Options	Current Renewal Period	Event ID	Buyer	Contract Category Code	Department ID	District	District Nbr



V_PR_CONTRACT - Contract query for ASD-PRT/ACO

Contract SetID: STATE
Contract Category: CONSULTANT - PROF. DESIGN
District, 2nd Char Dept, % All: %
Contract Begin Date From: 01/01/2014
Contract Begin Date To: 01/07/2015
Buyer Like (%): BRENDA.WILLIAMS

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

View All

	Contract SetID	Contract ID	Contract Version Nbr	Contract Version Date	Contract Description	Vendor ID	Vendor Name	Contract Begin Date	Contract Expire Date	Estimated Contract Value	Maximum Contract Amount	Original Nbr Renewal Options	Current Renewal Period	Event ID	Buyer	Contract Category Code	Depar II
1	STATE	0000000000000000000042713	1	06/19/2014	Ferry Design and Construc. Man	0000045806	Alion Science & Technology Corp	08/04/2014	08/03/2019	0.000	1400000.000	0	0		BRENDA.WILLIAMS	CONSULTANT - PROF. DESIGN	10003

PR – Contracts Not Linked to POs Query

LAST REVISION: 1/27/15

LOADED INTO CATALOGUE: 1/27/15

DESCRIPTION:
The Contracts not linked to POs query displays contract information for contracts not linked to a purchase order defined by specific selection criteria.

PURPOSE / USE:
This query can be executed by any user and is used by contract administrators to identify contracts not linked to POs. Excludes SiteManager contracts and Closed/Cancelled contracts.

NAVIGATION PATH:
You can navigate to this report through the following path:
Main Menu > Reporting Tools > Query > Query Viewer
V_PR_CNTRCT_WO_PO

PARAMETERS:

- SetID: Required
- Contract Begin Date From: Required
- Contract Begin Date To: Required

FORMAT:
Excel
HTML

Screen Shots:

V_PR_CNTRCT_WO_PO - Contracts not linked to POs

SetID:

Contract Begin Date From:

Contract Begin Date To:

View Results

	SetID	Contract ID	Cntrct Version Nbr	Cntrct Status	Contract Description	Cntrct Begin Dt	Cntrct Expire Dt	Vndr SetID	Vendor ID	Vendor Name	Contract Buyer

V_PR_CNTRCT_WO_PO - Contracts not linked to POs

SetID: STATE

Contract Begin Date From: 01/01/2014

Contract Begin Date To: 01/30/2014

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (6 kb)

View All

First 1-18 of 18 Last

	SetID	Contract ID	Cntrct Version Nbr	Cntrct Status	Contract Description	Cntrct Begin Dt	Cntrct Expire Dt	Vndr SetID	Vendor ID	Vendor Name	Contract Buyer
1	STATE	0000000000000000000042154	12	A	FOB ASphalt Appomattox Templet	01/01/2014	12/31/2014	STATE	0000016711	Boxley Asphalt LLC	ROBERT.DOWDLE
2	STATE	0000000000000000000042183	1	A	Magnesium Chloride Flake	01/07/2014	01/06/2015	STATE	0000017471	Retaw Engineering LLC	MATTHEW.MANION
3	STATE	0000000000000000000042191	1	A	Delivered stone for Lexington	01/01/2014	12/31/2014	STATE	0000053054	VULCAN MATERIALS COMPANY	PAM.SPROUSE
4	STATE	0000000000000000000042212	1	A	Tailgate and Stockpile stone f	01/01/2014	12/31/2014	STATE	0000065624	E A Breeden Inc	PAM.SPROUSE
5	STATE	0000000000000000000042216	1	A	Delivered stone to zone map Io	01/01/2014	12/31/2014	STATE	0000030916	O-N Minerals Chemstone Operation dba C	PAM.SPROUSE
6	STATE	0000000000000000000042219	1	A	Delivered stone for Augusta Co	01/01/2014	12/31/2014	STATE	0000053054	VULCAN MATERIALS COMPANY	PAM.SPROUSE
7	STATE	0000000000000000000042221	12	A	FOB Asphalt Dillwyn Templeton	01/01/2014	12/31/2014	STATE	0000016711	Boxley Asphalt LLC	ROBERT.DOWDLE
8	STATE	0000000000000000000042222	12	A	FOB Asphalt Dillwyn Templeton	01/01/2014	12/31/2014	STATE	0000016711	Boxley Asphalt LLC	ROBERT.DOWDLE
9	STATE	0000000000000000000042238	1	A	FOB Shale - Aug,Rockingham,Pag	01/01/2014	12/31/2014	STATE	0000007618	Dinks Construction LLC	REBECCA.SMITH
10	STATE	0000000000000000000042303	1	A	Deliverd Stone in Warren and P	01/01/2014	12/31/2014	STATE	0000036924	Stuart M Perry Inc	PAM.SPROUSE
11	STATE	0000000000000000000042304	1	A	Deliverd Stone in Warren and P	01/01/2014	12/31/2014	STATE	0000032240	THE FRAZIER QUARRY INC	PAM.SPROUSE
12	STATE	0000000000000000000042306	1	A	Delivered stone to AHQ in Edin	01/01/2014	12/31/2014	STATE	0000036924	Stuart M Perry Inc	PAM.SPROUSE
13	STATE	0000000000000000000042307	1	A	Delivered stone to AHQ in Edin	01/01/2014	12/31/2014	STATE	0000032240	THE FRAZIER QUARRY INC	PAM.SPROUSE
14	STATE	0000000000000000000042328	2	A	PIT BURNING SVCS - HARRISONBURG	01/21/2014	12/06/2015	STATE	0000049384	YARD WORKS LLC	PAMELA.TURNER
15	STATE	0000000000000000000042329	1	A	Stone	01/21/2014	07/20/2014	STATE	0000009329	Vulcan Construction Materials	CAROLINE.HUDGINS
16	STATE	0000000000000000000042344	1	A	Delivered stone for Augusta Co	01/30/2014	12/31/2014	STATE	0000065157	Rockydale Mundy Quarries	PAM.SPROUSE
17	STATE	0000000000000000000042346	1	A	Delivered stone to Highland Co	01/01/2014	12/31/2014	STATE	0000030699	Rockbridge Stone Products Inc	PAM.SPROUSE
18	STATE	0000000000000000000042512	2	A	ROW Mowing & Litter Removal Se	01/03/2014	03/31/2016	STATE	0000004443	T E Moore Mowing Inc	CALISHA.WILLIAMS

PR – Duplicate PCard Transactions Query

LAST REVISION: 1/27/15

LOADED INTO CATALOGUE: 1/27/15

DESCRIPTION:
The Duplicate PCard Transaction query provides a list of duplicate Procurement Card transactions charged by a merchant.

PURPOSE / USE:
This query is used by PCard Administrators and PCard Holders to review transactions.

NAVIGATION PATH:
You can navigate to this report through the following path:
Main Menu > Reporting Tools > Query > Query Viewer
V_PR_PCARD_DUPLICATE_TRANS

PARAMETERS:

- Credit Card Vendor: Required
- Transaction Date From: Required
- Transaction Date To: Required

FORMAT:
EXCEL
HTML

Screen Shots:

V_PR_PCARD_DUPLICATE_TRANS - Duplicate PCard Transactions

Credit Card Vendor:

Transaction Date From:

Transaction Date To:

View Results

	Employee ID	Credit Card Vendor	Credit Card Number	Transaction Number	Sequence No	Transaction Date	Line Number	Merchant	Statement Status	Billing Amount	Last Modified By	Approved By

V_PR_PCARD_DUPLICATE_TRANS - Duplicate PCard Transactions

Credit Card Vendor: BAVI0

Transaction Date From: 12/01/2014

Transaction Date To: 01/07/2015

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (2 kb)

View All

First 1-6 of 6 Last

	Employee ID	Credit Card Vendor	Credit Card Number	Transaction Number	Sequence No	Transaction Date	Line Number	Merchant	Statement Status	Billing Amount	Last Modified By	Approved By
1	00362862000	BAVI0	**********6648	74500014365667449692132	7	12/30/2014	0	FORTRAN TRAFFIC SYSTEM	0	661.530		
2	00362862000	BAVI0	**********6648	74500014365667449692132	8	01/02/2015	0	INTERNATIONAL TRANSACTION	0	6.620		
3	00135139400	BAVI0	**********2057	74525514346495354014058	2	12/11/2014	0	AVENZA SOFTWARE	4	208.950	PENNY.JOHNSON	JUANITA.MACK
4	00135139400	BAVI0	**********2057	74525514346495354014058	3	12/15/2014	0	INTERNATIONAL TRANSACTION	4	1.670	PENNY.JOHNSON	JUANITA.MACK
5	00362862000	BAVI0	**********6648	74525515001570371114769	10	12/31/2014	0	FORTRAN TRAFFIC SYSTEM	0	795.000		
6	00362862000	BAVI0	**********6648	74525515001570371114769	11	01/02/2015	0	INTERNATIONAL TRANSACTION	0	6.360		

PR – Event Type Query

LAST REVISION: 1/27/15

LOADED INTO CATALOGUE: 1/27/15

DESCRIPTION:
The Event Type query displays a list of all Events by Solicitation type.

PURPOSE / USE:
This query can be executed by any user and is used by Buyers and Managers to view high level solicitation data by Event Type.

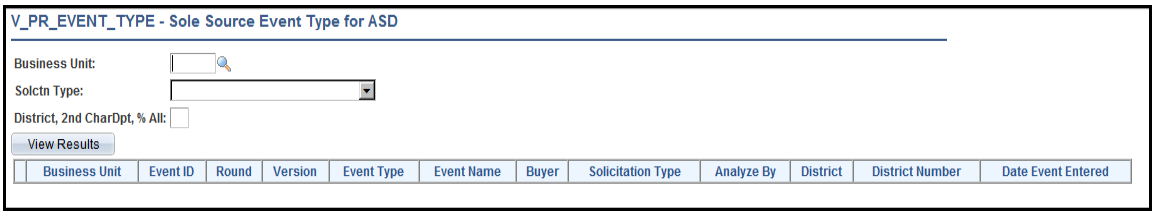
NAVIGATION PATH:
You can navigate to this report through the following path:
Main Menu > Reporting Tools > Query > Query Viewer
V_PR_EVENT_TYPE

PARAMETERS:

- Business Unit: Required
- Solctn Type: Required
- District, 2nd CharDpt, %All:

FORMAT:
Excel
HTML

Screen Shots:



V_PR_EVENT_TYPE - Sole Source Event Type for ASD

Business Unit: 50100

Solctn Type: Sole Source

District, 2nd CharDpt, % All: %

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (146 kb)

View All

First 101-200 of 439 Last

	Business Unit	Event ID	Round	Version	Event Type	Event Name	Buyer	Solicitation Type	Analyze By	District	District Number	Date Event Entered
101	50100	0000150650	1	2	S	FOB Asphalt Appomattox	ROBERT.DOWDLE	SSRC	TOT	Central Office	0	10/26/2012 2:24:39PM
102	50100	0000150694	1	1	S	Software Maintenance & Support	DAN.VASQUEZ	SSRC	LIN	Central Office	0	11/28/2012 11:20:30AM
103	50100	0000150651	1	1	S	Stream Credits for Rt. 0280	PAM.SPROUSE	SSRC	TOT	Central Office	0	10/25/2012 3:41:30PM
104	50100	0000150649	1	3	S	FOB Aspalt Appomattox	ROBERT.DOWDLE	SSRC	TOT	Central Office	0	10/26/2012 10:39:31AM
105	50100	0000150670	1	1	S	FOB STONE	BERY.VEST	SSRC	TOT	Central Office	0	11/06/2012 1:16:52PM
106	50100	0000150643	1	3	S	AASHTO Membership Dues	MARGARET.SUMIEL	SSRC	TOT	Central Office	0	10/22/2012 11:54:19AM
107	50100	0000150675	1	1	S	Wetland Stream Mitigation Credits	MARGARET.SUMIEL	SSRC	TOT	Central Office	0	11/08/2012 9:57:04AM
108	50100	0000150654	1	2	S	FOB Asphalt Appomattox	ROBERT.DOWDLE	SSRC	TOT	Central Office	0	10/30/2012 9:13:45AM
109	50100	0000150667	1	1	S	Repairs to two CS750 Scanstations	MARGARET.SUMIEL	SSRC	TOT	Central Office	0	11/05/2012 10:48:54AM
110	50100	0000150655	1	2	S	FOB Asphalt Appomattox	ROBERT.DOWDLE	SSRC	TOT	Central Office	0	10/30/2012 10:17:24AM
111	50100	0000150697	1	1	S	FOB Bituminous Concrete	PAMELA.TURNER	SSRC	LIN	Central Office	0	11/30/2012 1:06:18PM
112	50100	0000150707	1	1	S	FOB Bituminous Concrete	PAMELA.TURNER	SSRC	LIN	Central Office	0	12/06/2012 10:33:29AM
113	50100	0000150720	1	1	S	FOB - Alleghany,Bath,Highland,Rockbridge,Augusta	REBECCA.SMITH	SSRC	LIN	Central Office	0	12/10/2012 2:40:46PM
114	50100	0000150724	1	1	S	FOB Stone-Alleghany,Bath,Highland,Rockbridge	REBECCA.SMITH	SSRC	LIN	Central Office	0	12/11/2012 12:22:38PM
115	50100	0000150725	1	1	S	FOB Stone-Frederick,Shenandoah,Clarke,Warren	REBECCA.SMITH	SSRC	LIN	Central Office	0	12/11/2012 12:55:26PM

PR – IMS Journal Not Posted Query

LAST REVISION: 1/27/15

LOADED INTO CATALOGUE: 1/27/15

DESCRIPTION:
The IMS Journal Not Posted query provides a list of WebIMS related receipts that have not been journal posted.

PURPOSE / USE:
This query is used by StoreKeepers to assist with reconciliation of WebIMS.
Journal Source is 'INV' and journal Header is not Posted.

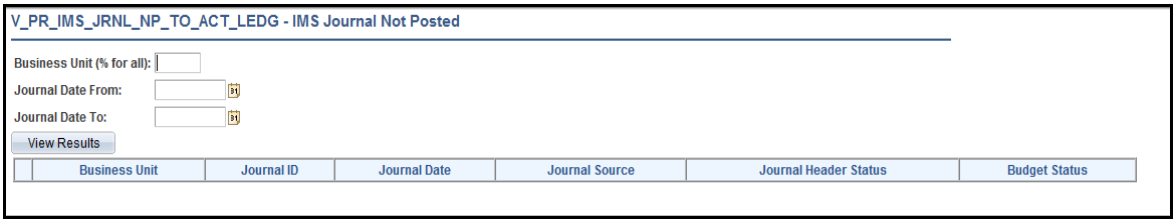
NAVIGATION PATH:
You can navigate to this report through the following path:
Main Menu > Reporting Tools > Query > Query Viewer
V-PR_IMS_JRNL_NP_TO_ACT_LEDG

PARAMETERS:

- Business Unit:
- Journal Begin Date From: Required
- Journal Begin Date To: Required

FORMAT:
Excel
HTML

Screen Shot:


V_PR_IMS_JRNL_NP_TO_ACT_LEDG - IMS Journal Not Posted
Business Unit (% for all):
Journal Date From:
Journal Date To:
View Results
Business Unit
Journal ID
Journal Date
Journal Source
Journal Header Status
Budget Status

PR – IMS Not Journal Generated Query

LAST REVISION: 1/27/15

LOADED INTO CATALOGUE: 1/27/15

DESCRIPTION:
The IMS Not Journal Generated query provides a list of IMS Issue Type requisitions that have not been journal generated.

PURPOSE / USE:
This query is used by Fiscal to assist with reconciliation of IMS Requisitions that are closed. Cancelled requisitions are excluded.

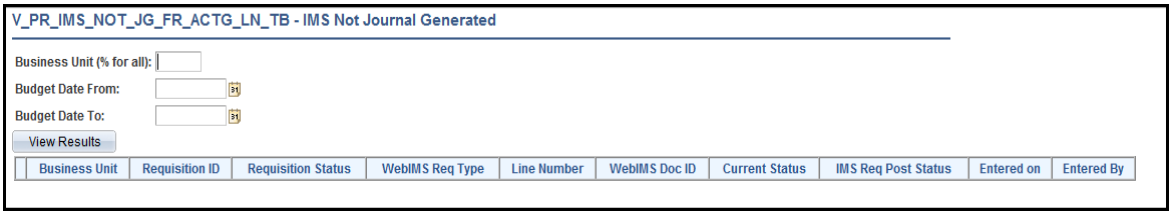
NAVIGATION PATH:
You can navigate to this report through the following path:
Main Menu > Reporting Tools > Query > Query Viewer
V_PR_IMS_NOT_JG_FR_ACTG_LN_TB

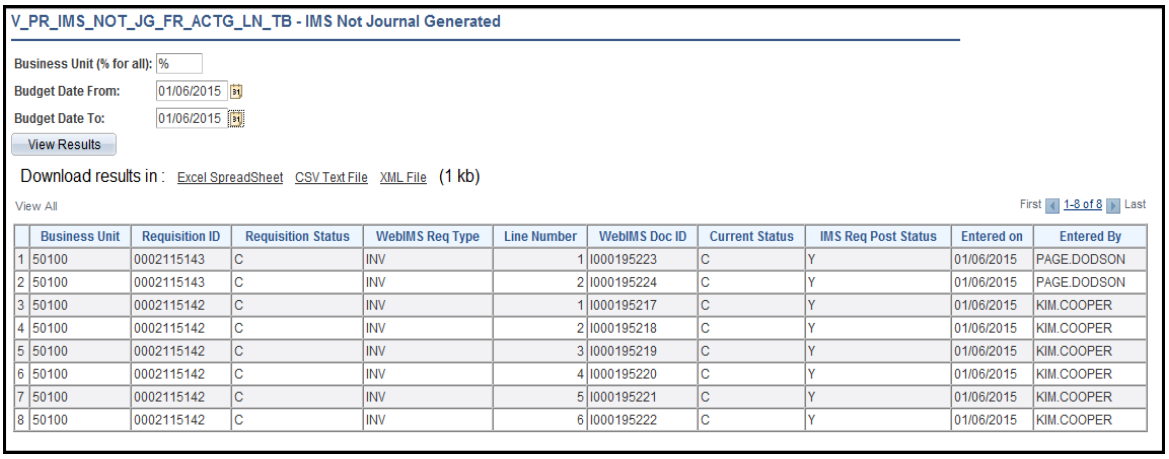
PARAMETERS:

- Business Unit:
- Budget Date From: Required
- Budget Date To: Required
-

FORMAT:
EXCEL
HTML

Screen Shots:





	Business Unit	Requisition ID	Requisition Status	WebIMS Req Type	Line Number	WebIMS Doc ID	Current Status	IMS Req Post Status	Entered on	Entered By
1	50100	0002115143	C	INV	1	I000195223	C	Y	01/06/2015	PAGE.DODSON
2	50100	0002115143	C	INV	2	I000195224	C	Y	01/06/2015	PAGE.DODSON
3	50100	0002115142	C	INV	1	I000195217	C	Y	01/06/2015	KIM.COOPER
4	50100	0002115142	C	INV	2	I000195218	C	Y	01/06/2015	KIM.COOPER
5	50100	0002115142	C	INV	3	I000195219	C	Y	01/06/2015	KIM.COOPER
6	50100	0002115142	C	INV	4	I000195220	C	Y	01/06/2015	KIM.COOPER
7	50100	0002115142	C	INV	5	I000195221	C	Y	01/06/2015	KIM.COOPER
8	50100	0002115142	C	INV	6	I000195222	C	Y	01/06/2015	KIM.COOPER

PR – IMS PO Recv Vchr Prepost GL Query

LAST REVISION: 1/27/15

LOADED INTO CATALOGUE: 1/27/15

DESCRIPTION:
The IMS PO Recv Vchr Prepost GL query displays Re-stock Purchase Order receipts to reconcile IMS Receipts reporting, prior to voucher approval.

PURPOSE / USE:
This query is used by Fiscal to assist with reconciliation of WebIMS to Cardinal GL Inventory. Includes WebIMS type PO's and Account Type of Expense Distribution (DST). Excludes cancelled Receivers or cancelled Received lines.

NAVIGATION PATH:
You can navigate to this report through the following path:
Main Menu > Reporting Tools > Query > Query Viewer
V_PR_WEBIMS_VCHR_PREPOST

PARAMETERS:

- Business Unit: Required
- District:

FORMAT:
HTML
Excel
HTML

Screen Shots:

V_PR_WEBIMS_VCHR_PREPOST - IMS PO Recv Vchr Prepost GL

Business Unit:

District (% for all):

View Results

	Business Unit	District	Ship To	Dept ID	Stock Loc	PO ID	PO Ln	Receiver ID	Recv Ln	IMS Rec Doc ID	Recv Line Status	Item ID	Receiver Oprid	Receipt Date	Recv Amt	Vchr ID	Vchr Ln	Vchr Amt	Vendor ID

V_PR_WEBIMS_VCHR_PREPOST - IMS PO Recv Vchr Prepost GL

Business Unit: 50100

District (% for all): RICH

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (23 kb)

View All

First 1-44 of 44 Last

	Business Unit	District	Ship To	Dept ID	Stock Loc	PO ID	PO Ln	Receiver ID	Recv Ln	IMS Rec Doc ID	Recv Line Status	Item ID	Receiver Oprid	Receipt Date	Recv Amt	Vchr ID	Vchr Ln	Vchr Amt	Vendor ID
1	50100	RICH	BETHIA AHQ	14093	2020	0001105460	1	0001740009	1	R000025761	Received	7754577327	CHARLES.SMITH	12/05/2014	17347.170				0000052644
2	50100	RICH	BETHIA AHQ	14093	2020	0001105460	1	0001740593	1	R000025849	Received	7754577327	CHARLES.SMITH	12/08/2014	27832.860				0000052644
3	50100	RICH	BETHIA AHQ	14093	2020	0001105460	1	0001741819	1	R000026029	Received	7754577327	CHARLES.SMITH	12/10/2014	4398.180				0000052644
4	50100	RICH	BONAIR AHQ	14011	2022	0001105611	1	0001737609	1	R000025526	Received	7754577327	CHARLES.SMITH	11/24/2014	23416.050				0000052644
5	50100	RICH	BONAIR AHQ	14011	2022	0001105611	1	0001739111	1	R000025680	Received	7754577327	CHARLES.SMITH	11/24/2014	1946.750				0000052644
6	50100	RICH	BONAIR AHQ	14011	2022	0001105611	1	0001739154	1	R000025683	Received	7754577327	CHARLES.SMITH	12/01/2014	2130.500				0000052644
7	50100	RICH	CARSON AHQ	14102	7421	0001105903	1	0001743388	1	R000026206	Received	7754577327	CAROLYN.HODGES	12/18/2014	6374.350				0000052644
8	50100	RICH	CARSON AHQ	14102	7421	0001105903	1	0001743389	1	R000026207	Received	7754577327	CAROLYN.HODGES	12/19/2014	6389.320				0000052644
9	50100	RICH	CARSON AHQ	14102	7421	0001105903	1	0001743532	1	R000026224	Received	7754577327	CAROLYN.HODGES	12/23/2014	4314.130				0000052644
10	50100	RICH	CARSON AHQ	14102	7421	0001105903	1	0001743557	1	R000026226	Received	7754577327	CAROLYN.HODGES	12/22/2014	2267.120				0000052644
11	50100	RICH	RICH SGNAL	14021	2006	0001106671	1	0001737523	1	R000025510	Received	5508126139	GAIL.ROLLINGS	11/24/2014	11295.000				0000052732
12	50100	RICH	VICTOR AHQ	14070	5520	0001107609	1	0001736667	1	R000025410	Received	7754577327	JOYCE.COX	11/18/2014	2329.250				0000052644
13	50100	RICH	BRKRD SAHQ	14078	4324	0001108103	1	0001745695	1	R000026421	Received	7754577327	LAURIE.MEADE	11/24/2014	1866.330	00416457	2	1866.330	0000052644
14	50100	RICH	BRKRD SAHQ	14078	4324	0001108103	1	0001745700	1	R000026423	Received	7754577327	LAURIE.MEADE	11/26/2014	5415.490	00416463	2	5415.490	0000052644
15	50100	RICH	BRKRD SAHQ	14078	4324	0001108103	1	0001745701	1	R000026424	Received	7754577327	LAURIE.MEADE	12/01/2014	5168.500	00416466	2	5168.500	0000052644
16	50100	RICH	BRKRD SAHQ	14078	4324	0001108103	1	0001745702	1	R000026425	Received	7754577327	LAURIE.MEADE	12/04/2014	12559.030	00416468	2	12559.030	0000052644
17	50100	RICH	BRKRD SAHQ	14078	4324	0001108103	1	0001745709	1	R000026430	Received	7754577327	LAURIE.MEADE	12/09/2014	1926.340	00416469	2	1926.340	0000052644

PR – IMS Reqs BC Not On ACTG_LN_TB Query

LAST REVISION: 1/27/15

LOADED INTO CATALOGUE: 1/27/15

DESCRIPTION:
The IMS Reqs BC Not On ACTG_LN_TB query provides a list of outstanding IMS requisitions by Business Unit for a specific timeframe.

PURPOSE / USE:
This query is used by Fiscal to assist with reconciliation of WebIMS by identifying WebIMS related requisition lines that have not been written to the Accounting Line table. The query excludes requisitions that are Complete and Cancelled requisition lines.

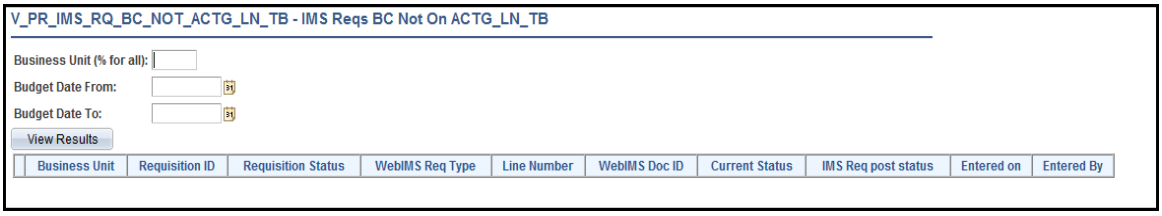
NAVIGATION PATH:
You can navigate to this report through the following path:
Main Menu > Reporting Tools > Query > Query Viewer
V_PR_IMS_RQ_BC_NOT_ACTG_LN_TB

PARAMETERS:

- Business Unit:
- Budget Date From: Required
- Budget Date To: Required

FORMAT:
HTML
EXCEL

Screen Shot:


V_PR_IMS_RQ_BC_NOT_ACTG_LN_TB - IMS Reqs BC Not On ACTG_LN_TB
Business Unit (% for all):
Budget Date From:
Budget Date To:
View Results
Business Unit
Requisition ID
Requisition Status
WebIMS Req Type
Line Number
WebIMS Doc ID
Current Status
IMS Req post status
Entered on
Entered By

PR – IMS Requisition Doc ID Xrefer Query

LAST REVISION: 1/27/15

LOADED INTO CATALOGUE: 1/27/15

DESCRIPTION:
The IMS Requisition Doc ID Xrefer query provides a cross reference from Cardinal Requisition ID's, to WebIMS Doc ID's.

PURPOSE / USE:
This query is used by StoreKeepers to find the corresponding WebIMS Doc ID to the related Cardinal Requisition. Fiscal Division uses this to reconcile IMS/Cardinal stock issuances.

NAVIGATION PATH:
You can navigate to this report through the following path:
Main Menu > Reporting Tools > Query > Query Viewer
V_PR_WEBIMS_IMS_DOCID_REQ_XREF

PARAMETERS:

- Unit: Required
- Req ID: Required
  or
- WebIMS Doc ID: Required

FORMAT:
Excel
XML

V_PR_WEBIMS_IMS_DOCID_REQ_XREF - IMS Requisition Doc ID Xrefer

Unit:

Req ID:

WebIMS Doc ID:

View Results

	Unit	Req ID	Line	Item	Item Descr	WebIMS Doc ID

V_PR_WEBIMS_IMS_DOCID_REQ_XREF - IMS Requisition Doc ID Xrefer

Unit: 50100

Req ID:

WebIMS Doc ID:

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (10240 kb)

View All

First 1-100 of 16623 Last

	Unit	Req ID	Line	Item	Item Descr	WebIMS Doc ID
1	50100	.	1	8018362556	SIGNS, REGULATORY, ALUMINUM, FEDERAL, R8-3A NO PARKING (SYM) WHITE/BLACK/RED ^12X12	
2	50100	.	2	8018340381	SIGNS, GUIDE, ALUMINUM, FEDERAL, USED BY M7-1 (MOD) HORIZONTAL ARROW WHITE/BLACK ^9X12	
3	50100	.	3	8018340386	SIGNS, GUIDE, ALUMINUM, FEDERAL, USED BY M7-5 (MOD)DOUBLE ARROW WHITE/BLACK ^9X12	
4	50100	.	4	8018363556	SIGNS, REGULATORY, ALUMINUM, COMMONWEALTH OF VIRGINIA DOT VR-13 THROUGH TRUCKS PROHIBITED, WHT/BLK, ^24X24	
5	50100	0	1	7503548485	STONE, CRUSHED GRADE 26	
6	50100	00	1	7456544125	PATCHING MATERIAL, 60 LB/BUCKET,COLD MIX ASPHALT PATCH	I000160258
7	50100	00	2	7503548485	STONE, CRUSHED GRADE 26	I000160260
8	50100	00	3	7503548485	STONE, CRUSHED GRADE 26	I000160261
9	50100	00	4	7456544125	PATCHING MATERIAL, 60 LB/BUCKET,COLD MIX ASPHALT PATCH	I000160263
10	50100	000	1	8013055099	POSTS, SIGN, STEEL 2 IN. X 2 IN. X 10 FT., 14 GAUGE GALV., SQ. TUBING SIGN POST	I000000069
11	50100	000	2	8013059050	PARTS AND ACCESSORIES, SIGN POST (MISC.) ANCHOR, OPEN HOLE, 12 GA., 2-1/4 IN. X 2-1/4 IN. X 30 IN.	I000000070
12	50100	000	3	8018362104	SIGNS, REGULATORY, ALUMINUM, FEDERAL, USED BY THE R1-1 STOP, HI, ^30X30	I000000071
13	50100	0000016098	1	7754528070	CALCIUM CHLORIDE, LIQUID CHLORIDE, CALCIUM, LIQUID, 32% SOLUTION F/SNOW	O000009186
14	50100	0001078014	1	7507766150	SAND SAND, GRADE B NATURAL	I000152824
15	50100	0001078014	2	7754577327	SALT, SODIUM CHLORIDE, FOR ROAD MAINTENANCE SALT, SODIUM CHLORIDE, BULK	I000152823
16	50100	000200	1	7503532030	STONE NO. 3, STONE	I000005282
17	50100	0002000001	1	7754577327	SALT, SODIUM CHLORIDE, FOR ROAD MAINTENANCE SALT, SODIUM CHLORIDE, BULK	
18	50100	0002000002	1	7754577327	SALT, SODIUM CHLORIDE, FOR ROAD MAINTENANCE SALT, SODIUM CHLORIDE, BULK	I000000001
19	50100	0002000003	1	0736010000	TRAILERS (MISC.) TRAILERS, MISCELLAEOUS	
20	50100	0002000004	1	9462001000	Audit Services Partner	
21	50100	0002000004	2		AUDITING AUDITING	
22	50100	0002000004	3		TRAVEL EXPENSES TRAVEL EXPENSES	
23	50100	0002000005	1	9268502000	SOIL SURVEYS AND FOUNDATION EXPLORATION SERVICES SOIL SURVEYS AND FOUNDATION EXPLORATION SERVICES	

PR – IMS Requisition Not Journal Generated Query

LAST REVISION: 1/27/15

LOADED INTO CATALOGUE: 1/27/15

DESCRIPTION:
The IMS Requisition Not Journal Generated query provides a listing of completed IMS related requisitions that have not yet been journal generated.

PURPOSE / USE:
This query is used by Fiscal to find the corresponding WebIMS Doc ID to the related Cardinal Requisition. Fiscal Division uses this to reconcile IMS/Cardinal stock issuances.

NAVIGATION PATH:
You can navigate to this report through the following path:
Main Menu > Reporting Tools > Query > Query Viewer
V_PR_WEBIMS_REQNOTJRNLGEN

PARAMETERS:

- Unit: Required

FORMAT:
Excel
XML

Screen Shots:

V_PR_WEBIMS_REQNOTJRNLGEN - IMS reqs not journal generated

Unit:

View Results

	Unit	Req ID	Requisition	Status	Req Date	Origin	Requester	WebIMS Req Type	Line	Sched Num	Distribution Li	Req Qty	Merchandise Amt	Item	WebIMS Doc ID	Condition Code	Location Dept ID	WebIMS Location ID

V_PR_WEBIMS_REQNOTJRNLGEN - IMS reqs not journal generated

Unit: 50100

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (197 kb)

View All

First 201-300 of 451 Last

	Unit	Req ID	Requisition	Status	Req Date	Origin	Requester	WebIMS Req Type	Line	Sched Num	Distribution Li	Req Qty	Merchandise Amt	Item	WebIMS Doc ID	Condition Code	Location Dept ID	WebIMS Location ID
201	50100	0002117417	0002117417	C	01/24/2015	ONL	DOUG.EMBREY	INV	2	1	1	30.0000	70.200	0551529875	I000199090	N	18022	9320
202	50100	0002117417	0002117417	C	01/24/2015	ONL	DOUG.EMBREY	INV	1	1	1	100.0000	8330.090	7754577327	I000199089	N	18022	9320
203	50100	0002117418	0002117418	C	01/24/2015	ONL	RANDOLPH.BURNER	INV	1	1	1	160.0000	126.400	7754528070	I000199091	N	18029	6924
204	50100	0002117396	0002117396	C	01/23/2015	ONL	RANDOLPH.BURNER	INV	2	1	1	80.0000	6567.050	7754577327	I000199040	N	18029	6924
205	50100	0002117396	0002117396	C	01/23/2015	ONL	RANDOLPH.BURNER	INV	1	1	1	80.0000	1324.480	7754536100	I000199039	N	18029	6924
206	50100	0002117414	0002117414	C	01/24/2015	ONL	RANDOLPH.BURNER	WIP	1	1	1	100.0000	1661.490	7503532045	I000199083	N	18029	6924
207	50100	0002117412	0002117412	C	01/24/2015	ONL	RANDOLPH.BURNER	INV	3	1	1	2.0000	140.340	0551507290	I000199081	N	18029	6924
208	50100	0002117412	0002117412	C	01/24/2015	ONL	RANDOLPH.BURNER	INV	2	1	1	4.0000	441.000	0551552010	I000199080	N	18029	6924
209	50100	0002117412	0002117412	C	01/24/2015	ONL	RANDOLPH.BURNER	INV	1	1	1	60.0000	783.860	7503548485	I000199079	N	18029	6924
210	50100	0002117396	0002117396	C	01/23/2015	ONL	RANDOLPH.BURNER	INV	4	1	1	20.0000	1637.760	7754577327	I000199042	N	18029	6921
211	50100	0002117396	0002117396	C	01/23/2015	ONL	RANDOLPH.BURNER	INV	3	1	1	15.0000	241.630	7754536100	I000199041	N	18029	6921
212	50100	0002117482	0002117482	C	01/26/2015	ONL	DUANE.SHIFFLETT	INV	1	1	1	1.0000	9.270	7456544125	I000199211	N	16047	8820
213	50100	0002117534	0002117534	C	01/26/2015	ONL	ANGELA.DEAL	INV	4	1	1	2.0000	134.300	0551552136	I000199296	N	17027	7821
214	50100	0002117534	0002117534	C	01/26/2015	ONL	ANGELA.DEAL	INV	3	1	1	320.0000	252.990	7754528070	I000199295	N	17027	7821
215	50100	0002117534	0002117534	C	01/26/2015	ONL	ANGELA.DEAL	INV	2	1	1	32.0000	707.420	7507766150	I000199294	N	17027	7821
216	50100	0002117534	0002117534	C	01/26/2015	ONL	ANGELA.DEAL	INV	1	1	1	69.0000	5606.150	7754577327	I000199293	N	17027	7821
217	50100	0002117539	0002117539	C	01/26/2015	ONL	ANGELA.DEAL	INV	1	1	1	320.0000	252.990	7754528070	I000199305	N	17027	7821
218	50100	0002117560	0002117560	C	01/26/2015	ONL	ANGELA.DEAL	INV	2	1	1	42.0000	928.490	7507766150	I000199340	N	17027	7821
219	50100	0002117560	0002117560	C	01/26/2015	ONL	ANGELA.DEAL	INV	1	1	1	62.0000	5037.410	7754577327	I000199339	N	17027	7821
220	50100	0002117501	0002117501	C	01/26/2015	ONL	CATHY.DEBOLT	INV	1	1	1	9.0000	810.000	8018393698	I000199245	N	11092	9725
221	50100	0002117461	0002117461	C	01/26/2015	ONL	KG.SALTS	INV	1	1	1	6.0000	375.000	8018362104	I000199171	N	11077	9824
222	50100	0002117606	0002117606	C	01/26/2015	ONL	GAIL.JARVIS	INV	1	1	1	2.0000	228.280	7456728560	I000199414	N	18034	0820

PR – IMS Requisitions Not Complete Query

LAST REVISION: 1/27/15

LOADED INTO CATALOGUE: 1/27/15

DESCRIPTION:
The IMS Requisition Not Complete query provides a list of outstanding IMS requisitions.

PURPOSE / USE:
This query is used by Fiscal to assist with reconciliation of WebIMS.
The query excludes Completed requisitions and Cancelled requisition lines.

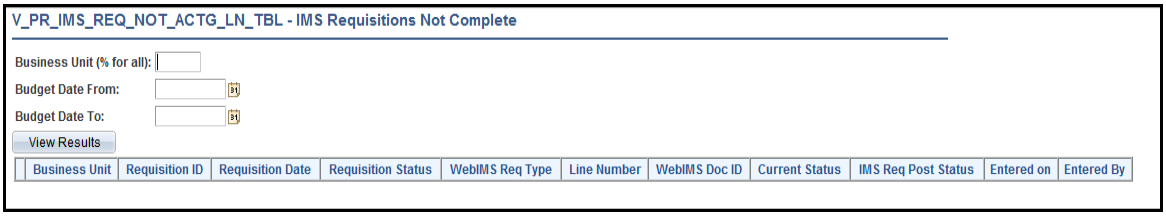
NAVIGATION PATH:
You can navigate to this report through the following path:
Main Menu > Reporting Tools > Query > Query Viewer
V_PR_IMS_REQ_NOT_ACTG_LN_TBL

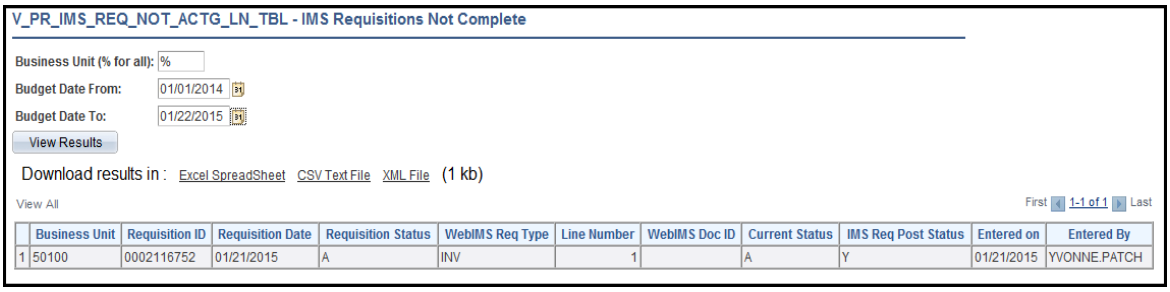
PARAMETERS:

- Business Unit:
- Budget Date From: Required
- Budget Date To: Required

FORMAT:
EXCEL
HTML

Screen Shots:





PR – IMS_Cardinal Receipts Recon Query

LAST REVISION: 1/27/15

LOADED INTO CATALOGUE: 1/27/15

DESCRIPTION:
The IMS/Cardinal Receipts Recon query provides lists of Receipts.

PURPOSE / USE:
This query is used to view Receipts by various selection criteria.

NAVIGATION PATH:
You can navigate to this report through the following path:
Main Menu > Reporting Tools > Query > Query Viewer
V_PR_RECEIPTS_LOCATION

PARAMETERS:

- Ship To ID:
- District:
- Cardinal Rec #:
- IMS Stk Loc:
- IMS Doc ID #:
- Receive Date From: Required
- Receive Date To: Required
- WebIMS:

FORMAT:
Excel
HTML

Screen Shots:

V_PR_RECEIPTS_LOCATION - IMS/Cardinal Receipts Recon

Ship To ID (% for all):
District (% for all):
Cardinal Rec # (% for all):
IMS Stk Loc (% for all):
IMS Doc ID # (% for all):
Receive Date From:
Receive Date To:
WebIMS ?

View Results

Dist	Ship To	Stk Loc	Dept	Recv Nbr	Recv Date	WebIMS RcvDocID	Std Accept Qty	Item ID	Description	PO ID	PO Price	Amount	Recv Status	Last Update	Last User ID	Voucher	Vchr Line #	Vchr Approval Dt

V_PR_RECEIPTS_LOCATION - IMS/Cardinal Receipts Recon

Ship To ID (% for all): %
District (% for all): %
Cardinal Rec # (% for all): %
IMS Stk Loc (% for all): %
IMS Doc ID # (% for all): %
Receive Date From: 12/01/2014
Receive Date To: 01/12/2015
WebIMS ? ☑

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (383 kb)

View All

First 1-100 of 766 Las

	Dist	Ship To	Stk Loc	Dept	Recv Nbr	Recv Date	WebIMS RcvDocID	Std Accept Qty	Item ID	Description	PO ID	PO Price	Amount	Recv Status	Last Update	Last User ID	Voucher	Vchr Line #	Vchr Approval Dt
1	BRIST	ABINGD AHQ	9520	11041	0001738790	12/02/2014	R000025641	47.4000	7754577327	SALT, SODIUM CHLORIDE, FO	0001108803	90.53000	4291.1220	R	12/03/2014	KATHY.THOMAS	00411907	1	12/29/2014
2	BRIST	BAYWOD AHQ	3823	11068	0001740037	12/08/2014	R000025768	24.5100	7754577327	SALT, SODIUM CHLORIDE, FO	0001109665	196.20000	4808.8620	R	12/09/2014	PANDORIA.HENRY	00411721	1	12/29/2014
3	BRIST	BAYWOD AHQ	3823	11068	0001740118	12/08/2014	R000025779	24.6500	7754577327	SALT, SODIUM CHLORIDE, FO	0001109665	196.20000	4836.3300	R	12/09/2014	PANDORIA.HENRY	00411721	2	12/29/2014
4	BRIST	BAYWOD AHQ	3823	11068	0001740120	12/08/2014	R000025780	24.7800	7754577327	SALT, SODIUM CHLORIDE, FO	0001109665	196.20000	4861.8360	R	12/09/2014	PANDORIA.HENRY	00411721	3	12/29/2014
5	BRIST	BAYWOD AHQ	3823	11068	0001740121	12/09/2014	R000025781	24.8400	7754577327	SALT, SODIUM CHLORIDE, FO	0001109665	196.20000	4873.6080	R	12/09/2014	PANDORIA.HENRY	00413739	1	01/08/2015
6	BRIST	BAYWOD AHQ	3823	11068	0001740132	12/09/2014	R000025784	24.7300	7754577327	SALT, SODIUM CHLORIDE, FO	0001109665	196.20000	4852.0260	R	12/09/2014	PANDORIA.HENRY	00413739	2	01/08/2015

PR – Inactive POs/Contracts by Date Query

LAST REVISION: 1/27/15

LOADED INTO CATALOGUE: 1/27/15

DESCRIPTION:
The Inactive POs/Contracts by Date query provides a list of POs/Contracts by the last activity Date. No activity represents no changes, receipts, vouchers or payments.

PURPOSE / USE:
This query can be executed by any user and is used by contract administrators to identify inactive POs/Contracts. The query excludes Completed and Cancelled PO's.

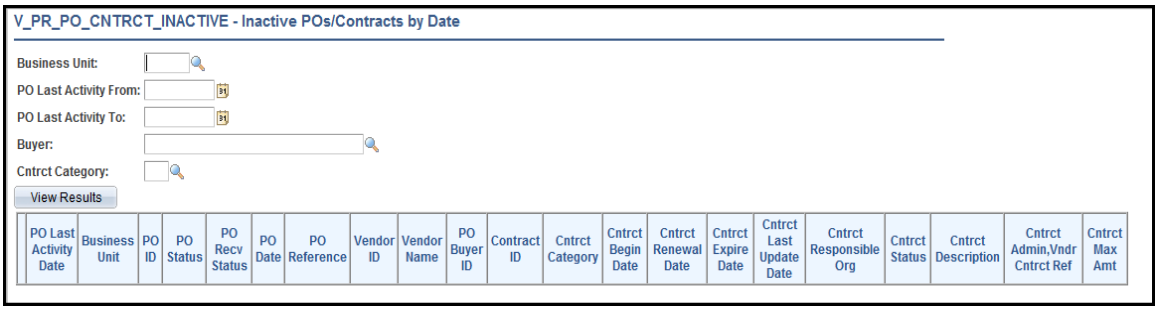
NAVIGATION PATH:
You can navigate to this report through the following path:
Main Menu > Reporting Tools > Query > Query Viewer
V_PR_PO_CNTRCT_INACTIVE

PARAMETERS:

- Business Unit:
- PO Last Activity From: Required
- PO Last Activity To: Required
- Buyer:
- Cntrct Category:

FORMAT:
EXCEL, HTML

Screen Shots:



Screen Shots:

V_PR_PO_CNTRCT_INACTIVE - Inactive POs/Contracts by Date

Business Unit: 50100
PO Last Activity From: 01/01/2014
PO Last Activity To: 01/31/2014
Buyer: %
Cntrct Category: %
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (161 kb)

View All

	PO Last Activity Date	Business Unit	PO ID	PO Status	PO Recv Status	PO Date	PO Reference	Vendor ID	Vendor Name	PO Buyer ID	Contract ID	Cntrct Category	Cntrct Begin Date	Cntrct Renewal Date
1	2014-01-02	50100	0001001225	Dispatched	Fully Received	12/27/2011	TrafficCountCollection-Nor Reg	0000034431	The Traffic Group Inc	CATHY.WARD	000000000000028671	CT	01/01/2009	
2	2014-01-02	50100	0001056270	Dispatched	Fully Received	01/10/2013	Delivered Stone to Map Areas t	0000018390	DW Thomas J Trucking Inc	TAMI.CAMDEN	00000000000000000000041217	RC	01/01/2013	
3	2014-01-02	50100	0001068605	Dispatched	Fully Received	03/29/2013	Stone	0000009329	Vulcan Construction Materials	DIANE.OVERBY	00000000000000000000041157	RC	01/01/2013	
4	2014-01-02	50100	0001080468	Dispatched	PO Partially Received	06/12/2013	FOB Toano Plant	0000031033	Luck Stone Corp	RODERICK1.BROWN	00000000000000000000041230	RC	01/01/2013	
5	2014-01-02	50100	0001081143	Dispatched	Fully Received	06/17/2013	FOB Stone - HIGHLAND, AUGUSTA	0000009329	Vulcan Construction Materials	TAMI.CAMDEN	00000000000000000000041189	FP	01/01/2013	
6	2014-01-02	50100	0001088080	Dispatched	Fully Received	10/09/2013	RFP-Short Term Eqt/Vhcle Rentl	0000037554	NEFF RENTAL	CATHY.BERRY	00000000000000000000041400	RC	04/16/2013	
7	2014-01-02	50100	0001089417	Dispatched	Fully Received	11/06/2013	FOB Stone - HIGHLAND, AUGUSTA	0000009329	Vulcan Construction Materials	TAMI.CAMDEN	00000000000000000000041189	FP	01/01/2013	
8	2014-01-02	50100	0001091194	Dispatched	Fully Received	12/17/2013	FOB Stone - HIGHLAND, AUGUSTA	0000009329	Vulcan Construction Materials	TAMI.CAMDEN	00000000000000000000041189	FP	01/01/2013	
9	2014-01-02	50100	0001091554	Dispatched	PO Not Received	01/02/2014	Stone for Williamsburg	0000031033	Luck Stone Corp	BECKY.SWOFFORD	00000000000000000000042290	RC	01/01/2014	12/31/2014
10	2014-01-03	50100	0001070146	Dispatched	PO Partially Received	04/10/2013	Jet Vac/ Pipe Cleaning - Fred	0000020315	Atlantic Heating & Cooling Service Inc	BONNIE.GRINDSTAFF	00000000000000000000041439	RC	04/01/2013	

Cntrct Expire Date	Cntrct Last Update Date	Cntrct Responsible Org	Cntrct Status	Cntrct Description	Cntrct Admin,Vndr Cntrct Ref	Cntrct Max Amt
12/31/2013	03/08/2013 11:42:28AM	10003	A	TrafficCountCollection-Nor Reg		0.000
12/31/2013	01/04/2013 12:59:19PM	10141	A	Delivered Stone to Map Areas t		0.000
12/31/2013	12/05/2012 11:36:20AM	10003	A	Stone		0.000
12/31/2013	06/13/2013 4:29:11PM	15017	A	FOB Toano Plant		0.000
12/31/2013	09/09/2014 3:26:03PM	10141	A	FOB Stone - HIGHLAND, AUGUSTA		0.000
04/15/2018	09/04/2014 1:09:38PM	10003	A	RFP-Short Term Eqt/Vhcle Rentl		0.000
12/31/2013	09/09/2014 3:26:03PM	10141	A	FOB Stone - HIGHLAND, AUGUSTA		0.000
12/31/2013	09/09/2014 3:26:03PM	10141	A	FOB Stone - HIGHLAND, AUGUSTA		0.000
12/31/2014	08/05/2014 4:15:51PM	15017	A	Stone for Williamsburg		0.000
03/31/2015	02/19/2014 7:54:56AM	16059	A	Jet Vac/ Pipe Cleaning - Fred		0.000

PR – New PCard Vendor Report Query

LAST REVISION: 1/27/15

LOADED INTO CATALOGUE: 1/27/15

DESCRIPTION:
The New PCard Vendor Report query provides a list of Merchants that have transaction charges on a Procurement Card and the Merchant is not associated to a Cardinal Vendor.

PURPOSE / USE:
This query is used by PCard Administrators to identify PCard Merchants not currently set up as Preferred Vendors in Cardinal.

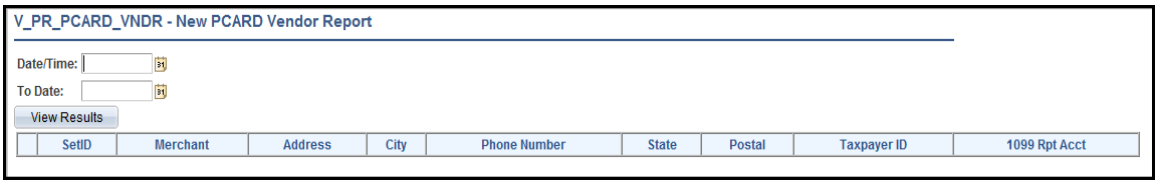
NAVIGATION PATH:
You can navigate to this report through the following path:
Main Menu > Reporting Tools > Query > Query Viewer
V_PR_PCARD_VNDR

PARAMETERS:

- Date/Time: Required
- To Date: Required

FORMAT:
EXCEL
HTML

Screen Shots:



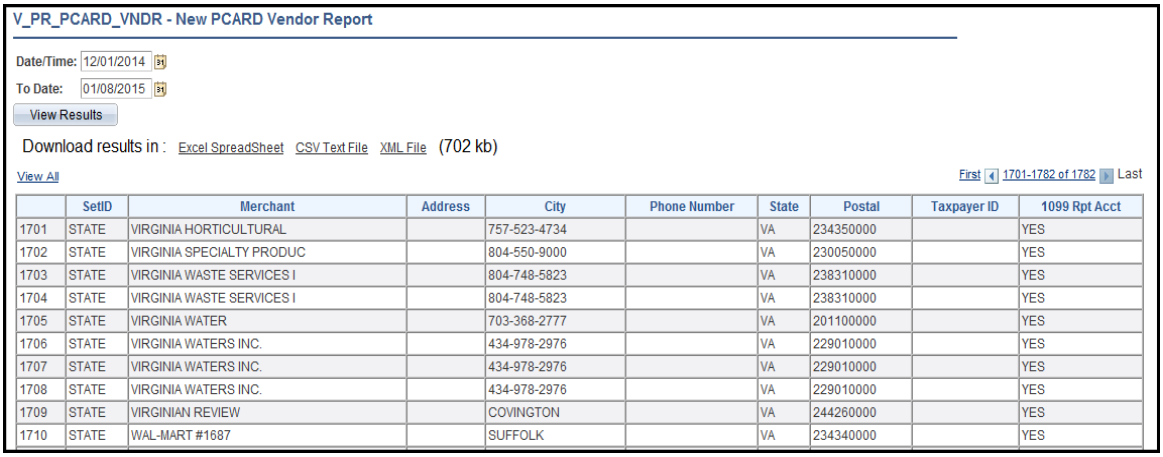
V_PR_PCARD_VNDR - New PCARD Vendor Report

Date/Time:

To Date:

View Results

	SetID	Merchant	Address	City	Phone Number	State	Postal	Taxpayer ID	1099 Rpt Acct



V_PR_PCARD_VNDR - New PCARD Vendor Report

Date/Time: 12/01/2014

To Date: 01/08/2015

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (702 kb)

View All

First 1701-1782 of 1782 Last

	SetID	Merchant	Address	City	Phone Number	State	Postal	Taxpayer ID	1099 Rpt Acct
1701	STATE	VIRGINIA HORTICULTURAL		757-523-4734		VA	234350000		YES
1702	STATE	VIRGINIA SPECIALTY PRODUC		804-550-9000		VA	230050000		YES
1703	STATE	VIRGINIA WASTE SERVICES I		804-748-5823		VA	238310000		YES
1704	STATE	VIRGINIA WASTE SERVICES I		804-748-5823		VA	238310000		YES
1705	STATE	VIRGINIA WATER		703-368-2777		VA	201100000		YES
1706	STATE	VIRGINIA WATERS INC.		434-978-2976		VA	229010000		YES
1707	STATE	VIRGINIA WATERS INC.		434-978-2976		VA	229010000		YES
1708	STATE	VIRGINIA WATERS INC.		434-978-2976		VA	229010000		YES
1709	STATE	VIRGINIAN REVIEW		COVINGTON		VA	244260000		YES
1710	STATE	WAL-MART #1687		SUFFOLK		VA	234340000		YES

PR – PCard Monthly Statement Query

LAST REVISION: 1/27/15

LOADED INTO CATALOGUE: 1/27/15

DESCRIPTION:
The PCard Monthly Statement query provides a list of PCard transactions between certain start and end dates, for one or all Card Holders, for one or all Card Issuers, and with one or all statuses.

PURPOSE / USE:
This query is primarily used by PCard Holders to verify and match the PCard monthly statement. PCard Administrators use this query to review Card Holder transactions.

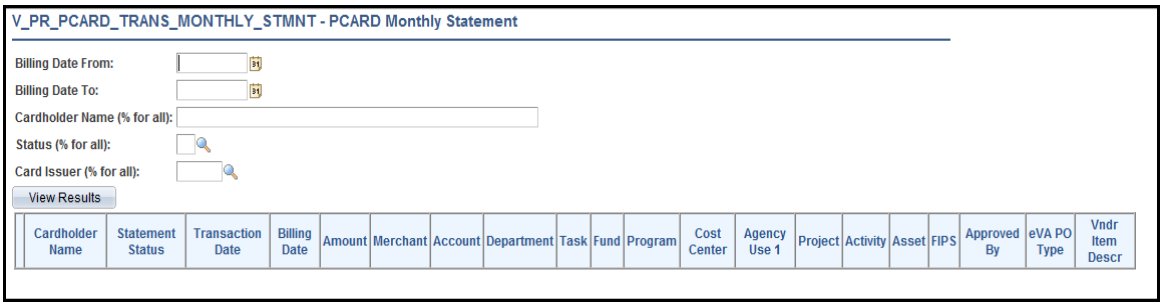
NAVIGATION PATH:
You can navigate to this report through the following path:
Main Menu > Reporting Tools > Query > Query Viewer
V_PR_PCARD_TRANS_MONTHLY_STMNT

PARAMETERS:

- Billing Date From: Required
- Billing Date To: Required
- Cardholder Name:
- Status:
- Card Issuer:

FORMAT:
EXCEL
HTML

Screen Shots:



V_PR_PCARD_TRANS_MONTHLY_STMNT - PCARD Monthly Statement

Billing Date From:

Billing Date To:

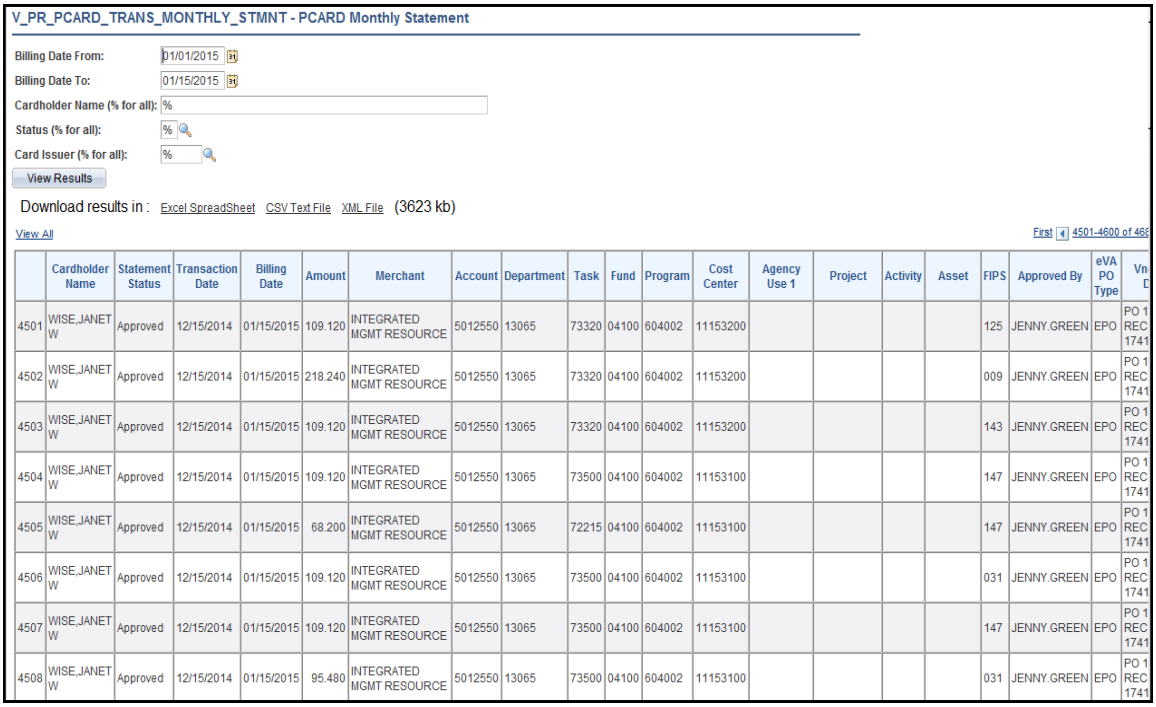
Cardholder Name (% for all):

Status (% for all):

Card Issuer (% for all):

View Results

Cardholder Name	Statement Status	Transaction Date	Billing Date	Amount	Merchant	Account	Department	Task	Fund	Program	Cost Center	Agency Use 1	Project	Activity	Asset	FIPS	Approved By	eVA PO Type	Vndr Item Descr



V_PR_PCARD_TRANS_MONTHLY_STMNT - PCARD Monthly Statement

Billing Date From: 01/01/2015

Billing Date To: 01/15/2015

Cardholder Name (% for all): %

Status (% for all): %

Card Issuer (% for all): %

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (3623 kb)

View All

First 4501-4600 of 46

	Cardholder Name	Statement Status	Transaction Date	Billing Date	Amount	Merchant	Account	Department	Task	Fund	Program	Cost Center	Agency Use 1	Project	Activity	Asset	FIPS	Approved By	eVA PO Type	Vn D
4501	WISE,JANET W	Approved	12/15/2014	01/15/2015	109.120	INTEGRATED MGMT RESOURCE	5012550	13065	73320	04100	604002	11153200					125	JENNY.GREEN	EPO	PO 1 REC 1741
4502	WISE,JANET W	Approved	12/15/2014	01/15/2015	218.240	INTEGRATED MGMT RESOURCE	5012550	13065	73320	04100	604002	11153200					009	JENNY.GREEN	EPO	PO 1 REC 1741
4503	WISE,JANET W	Approved	12/15/2014	01/15/2015	109.120	INTEGRATED MGMT RESOURCE	5012550	13065	73320	04100	604002	11153200					143	JENNY.GREEN	EPO	PO 1 REC 1741
4504	WISE,JANET W	Approved	12/15/2014	01/15/2015	109.120	INTEGRATED MGMT RESOURCE	5012550	13065	73500	04100	604002	11153100					147	JENNY.GREEN	EPO	PO 1 REC 1741
4505	WISE,JANET W	Approved	12/15/2014	01/15/2015	68.200	INTEGRATED MGMT RESOURCE	5012550	13065	72215	04100	604002	11153100					147	JENNY.GREEN	EPO	PO 1 REC 1741
4506	WISE,JANET W	Approved	12/15/2014	01/15/2015	109.120	INTEGRATED MGMT RESOURCE	5012550	13065	73500	04100	604002	11153100					031	JENNY.GREEN	EPO	PO 1 REC 1741
4507	WISE,JANET W	Approved	12/15/2014	01/15/2015	109.120	INTEGRATED MGMT RESOURCE	5012550	13065	73500	04100	604002	11153100					147	JENNY.GREEN	EPO	PO 1 REC 1741
4508	WISE,JANET W	Approved	12/15/2014	01/15/2015	95.480	INTEGRATED MGMT RESOURCE	5012550	13065	73500	04100	604002	11153100					031	JENNY.GREEN	EPO	PO 1 REC 1741

PR – PCard Transaction Approvals Query

LAST REVISION: 1/27/15

LOADED INTO CATALOGUE: 1/27/15

DESCRIPTION:
The PCard Transaction Approvals query provides a list of verified Procurement Card transactions ready for approval by the assigned Approver.

PURPOSE / USE:
This query is used by PCard Administrators, PCard Holders and PCard Approvers to review Card Holder transaction ready for approval. Select PCard transactions with "Verified" status.

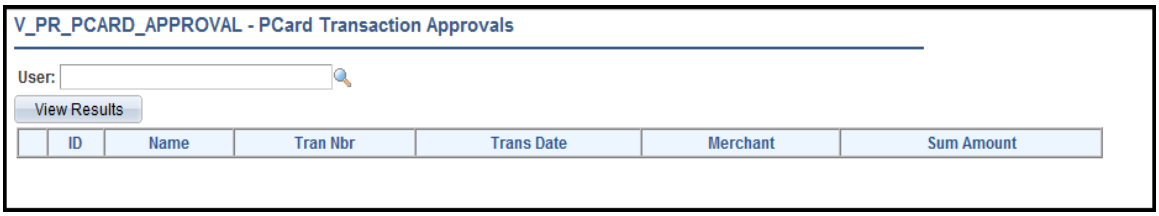
NAVIGATION PATH:
You can navigate to this report through the following path:
Main Menu > Reporting Tools > Query > Query Viewer
V_PR_PCARD_APPROVAL

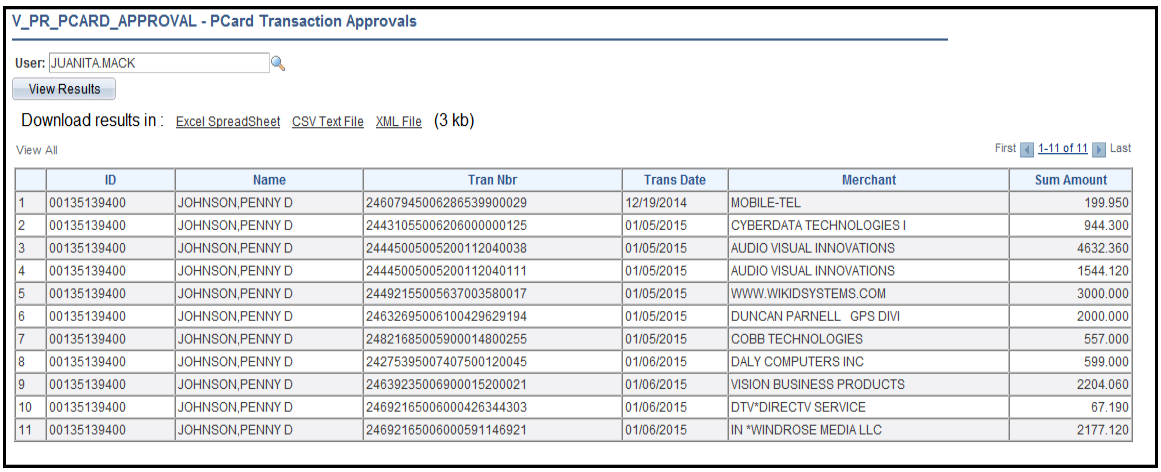
PARAMETERS:

- User: Required

FORMAT:
EXCEL
HTML

Screen Shots:





	ID	Name	Tran Nbr	Trans Date	Merchant	Sum Amount
1	00135139400	JOHNSON,PENNY D	24607945006286539900029	12/19/2014	MOBILE-TEL	199.950
2	00135139400	JOHNSON,PENNY D	24431055006206000000125	01/05/2015	CYBERDATA TECHNOLOGIES I	944.300
3	00135139400	JOHNSON,PENNY D	24445005005200112040038	01/05/2015	AUDIO VISUAL INNOVATIONS	4632.360
4	00135139400	JOHNSON,PENNY D	24445005005200112040111	01/05/2015	AUDIO VISUAL INNOVATIONS	1544.120
5	00135139400	JOHNSON,PENNY D	24492155005637003580017	01/05/2015	WWW.WIKIDSYSTEMS.COM	3000.000
6	00135139400	JOHNSON,PENNY D	24632695006100429629194	01/05/2015	DUNCAN PARNELL GPS DIVI	2000.000
7	00135139400	JOHNSON,PENNY D	24821685005900014800255	01/05/2015	COBB TECHNOLOGIES	557.000
8	00135139400	JOHNSON,PENNY D	24275395007407500120045	01/06/2015	DALY COMPUTERS INC	599.000
9	00135139400	JOHNSON,PENNY D	24639235006900015200021	01/06/2015	VISION BUSINESS PRODUCTS	2204.060
10	00135139400	JOHNSON,PENNY D	24692165006000426344303	01/06/2015	DTV*DIRECTV SERVICE	67.190
11	00135139400	JOHNSON,PENNY D	24692165006000591146921	01/06/2015	IN *WINDROSE MEDIA LLC	2177.120

PR – PCard Transactions by PO Query

LAST REVISION: 1/27/15

LOADED INTO CATALOGUE: 1/27/15

DESCRIPTION:
The PCard Transactions by PO query provides a list of PCard transactions by Business Unit and PO ID.

PURPOSE / USE:
This query is used by PCard Administrators and PCard Holders to review Card Holder transactions that are related to a specific Purchase Order.

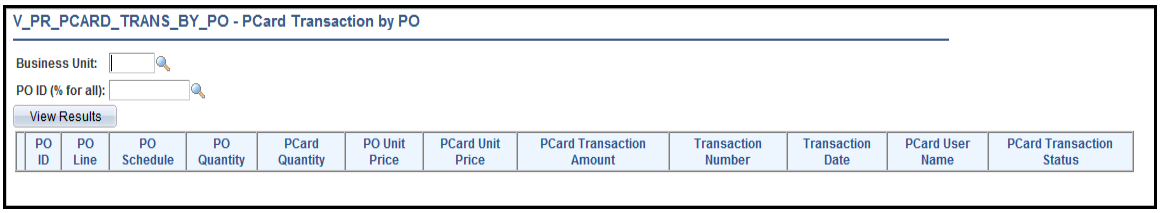
NAVIGATION PATH:
You can navigate to this report through the following path:
Main Menu > Reporting Tools > Query > Query Viewer
V_PR_PCARD_TRANS_BY_PO

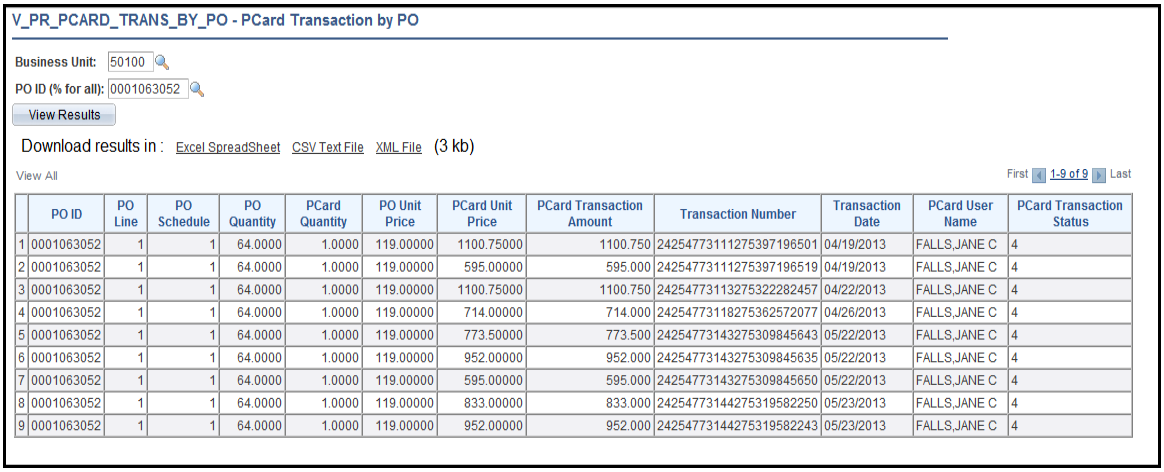
PARAMETERS:

- Business Unit: Required
- PO ID:

FORMAT:
EXCEL
HTML

Screen Shots:





	PO ID	PO Line	PO Schedule	PO Quantity	PCard Quantity	PO Unit Price	PCard Unit Price	PCard Transaction Amount	Transaction Number	Transaction Date	PCard User Name	PCard Transaction Status
1	0001063052	1	1	64.0000	1.0000	119.00000	1100.75000	1100.750	2425477311127539719650 1	04/19/2013	FALLS,JANE C	4
2	0001063052	1	1	64.0000	1.0000	119.00000	595.00000	595.000	2425477311127539719651 9	04/19/2013	FALLS,JANE C	4
3	0001063052	1	1	64.0000	1.0000	119.00000	1100.75000	1100.750	2425477311327532228245 7	04/22/2013	FALLS,JANE C	4
4	0001063052	1	1	64.0000	1.0000	119.00000	714.00000	714.000	2425477311827536257207 7	04/26/2013	FALLS,JANE C	4
5	0001063052	1	1	64.0000	1.0000	119.00000	773.50000	773.500	2425477314327530984564 3	05/22/2013	FALLS,JANE C	4
6	0001063052	1	1	64.0000	1.0000	119.00000	952.00000	952.000	2425477314327530984563 5	05/22/2013	FALLS,JANE C	4
7	0001063052	1	1	64.0000	1.0000	119.00000	595.00000	595.000	2425477314327530984565 0	05/22/2013	FALLS,JANE C	4
8	0001063052	1	1	64.0000	1.0000	119.00000	833.00000	833.000	2425477314427531958225 0	05/23/2013	FALLS,JANE C	4
9	0001063052	1	1	64.0000	1.0000	119.00000	952.00000	952.000	2425477314427531958224 3	05/23/2013	FALLS,JANE C	4

PR – PCard Transactions by Trans Dt Query

LAST REVISION: 1/27/15

LOADED INTO CATALOGUE: 1/27/15

DESCRIPTION:
The PCard Transactions by Trans Dt query provides a list of PCard transactions between certain start and end dates for one or all districts, one or all Card Holders, billing date, and one or all statuses.

PURPOSE / USE:
This query is used by PCard Administrators and PCard Holders to review Card Holder transaction details. The details include the specifics of the transaction, accounting distributions and related voucher information.

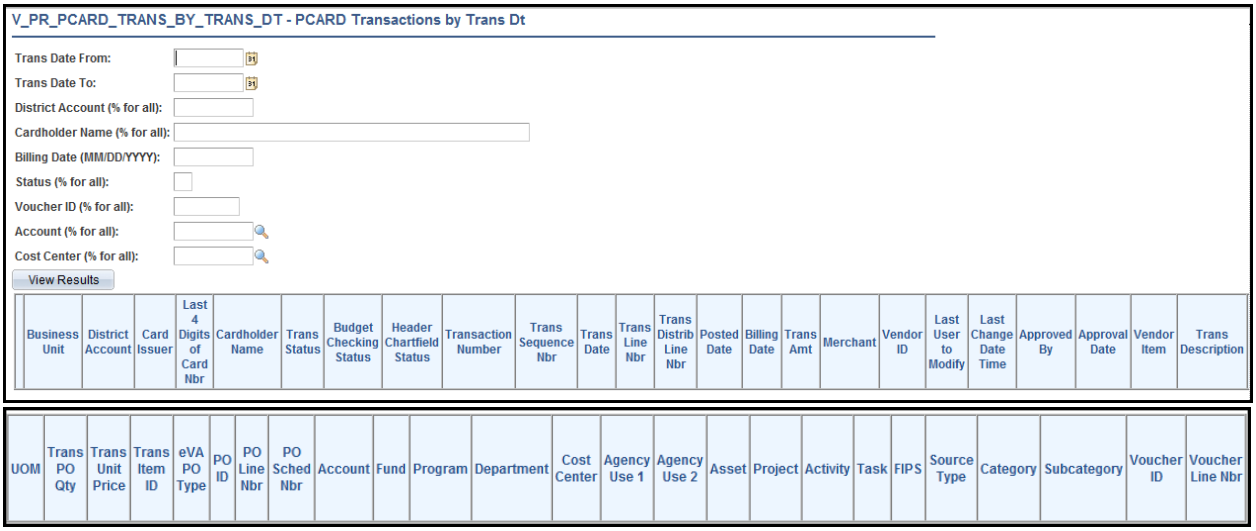
NAVIGATION PATH:
You can navigate to this report through the following path:
Main Menu > Reporting Tools > Query > Query Viewer
V_PR_PCARD_TRANS_BY_TRANS_DT

PARAMETERS:

- Trans Date From: Required
- Trans Date To: Required
- District Account: Required
- Cardholder Name: Required
- Billing Date: Required
- Status: Required
- Voucher ID: Required
- Account: Required
- Cost Center: Required

FORMAT:
EXCEL
XML

Screen Shot:



PR – PCard/ISSP Un Reconciled Trans Query

LAST REVISION: 1/27/15

LOADED INTO CATALOGUE: 1/27/15

DESCRIPTION:
The PCard/ISSP Un Reconciled query provides ISSP transaction ticket items that have not been reconciled by cardholder. Merchant provided description details are also shown when available.

PURPOSE / USE:
This query is used by ISSP and PCard Reconcilers to review unreconciled transactions and the related details.

NAVIGATION PATH:
You can navigate to this report through the following path:
Main Menu > Reporting Tools > Query > Query Viewer
V_PR_UNRECONCILED_TRNSCTNS

PARAMETERS:

- Card Issuer: Required
- Name:
- District:

FORMAT:
Excel
HTML

Screen Shots:

V_PR_UNRECONCILED_TRNSCTNS - PCARD/ISSP Un Reconciled Trans

Card Issuer:

Name (% For All):

District (% For All):

View Results

	Unit	Short Desc	Name	Issuer	Card Number	Transaction Number	Sequence Number	Transaction Date	Line Number	Merchant	Reference Number	Vendor Item ID	Description	Unit of Measure	Quantity	Unit Price	Transaction Amount	Credit Amount	Credit Collected	Invoice Number

User Data 1	User Data 1 Description	User Data 2	User Data 2 Description	User Data 3	User Data 3 Description	User Data 4	User Data 4 Description	User Data 5	User Data 5 Description

V_PR_UNRECONCILED_TRNSCTNS - PCARD/ISSP Un Reconciled Trans

Card Issuer: BAVI0

Name (% For All): %

District (% For All): %

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (184 kb)

View All

	Unit	Short Desc	Name	Issuer	Card Number	Transaction Number	Sequence Number	Transaction Date	Line Number	Merchant	Reference Number	Vendor Item ID	Description	Unit of Measure
1	50100	BoAVCOFF	BAILEY,NANCY C	BAVI0	**********3925	24639235006900012400046	27	01/06/2015	0	BALL OFFICE PRODUCTS LLC				EA
2	50100	BoAVCOFF	BAILEY,NANCY C	BAVI0	**********3925	24493985008200567500016	49	01/07/2015	0	THE CFS GROUP				EA
3	50100	BoAVCOFF	BLANKENSHIP,TERESA	BAVI0	**********9626	24639235008900011200056	19	01/07/2015	0	RICHMOND COMMERCIAL SERVI				EA
4	50100	BoAVCOFF	BLANKENSHIP,TERESA	BAVI0	**********9626	24639235008900011200049	18	01/07/2015	0	RICHMOND COMMERCIAL SERVI				EA
5	50100	BoAVCOFF	BLANKENSHIP,TERESA	BAVI0	**********9626	24755425008170084827418	20	01/08/2015	0	ECK SUPPLY CO 99				EA
6	50100	BoAVCOFF	BROWN,WILLIAM	BAVI0	**********8737	24639235008900015500014	21	01/07/2015	0	FIPLEX COMMUNICATION INC				EA
7	50100	BoAVCOFF	BROWN,WILLIAM	BAVI0	**********8737	24639235008900015500022	22	01/07/2015	0	FIPLEX COMMUNICATION INC				EA
8	50100	BoAVCOFF	BURNS,JAYNA	BAVI0	**********3187	24388945005670308567489	6	01/05/2015	0	VIB-PRODUCTS				EA
9	50100	BoAVCOFF	CARTER,AMY M	BAVI0	**********4609	24445744365100392775949	15	12/30/2014	0	OFFICE DEPOT #1214				EA
10	50100	BoAVCOFF	CARTER,MARLENE M	BAVI0	**********5922	24639235007900013901082	25	01/06/2015	0	THE SUPPLY ROOM AOPD				EA
11	50100	BoAVCOFF	CARTER,MARLENE M	BAVI0	**********5922	24639235007900013901108	26	01/06/2015	0	THE SUPPLY ROOM AOPD				EA
12	50100	BoAVCOFF	CHENAULT,JENNIFER M	BAVI0	**********7335	24736934358002394186204	13	12/24/2014	0	CALIPER INC				EA
13	50100	BoAVCOFF	COATES,TRACEY A	BAVI0	**********6565	24639235004900018000024	1	01/02/2015	0	FAYES OFFICE SUPPLY				EA

Reference Number	Vendor Item ID	Description	Unit of Measure	Quantity	Unit Price	Transaction Amount	Credit Amount	Credit Collected	Invoice Number	User Data 1	User Data 1 Description	User Data 2	User Data 2 Description	User Data 3	User Data 3 Description	User Data 4	User Data 4 Description	User Data 5	User Data 5 Description
			EA	1.0000	252.98000	252.980	0.000	N											
			EA	1.0000	90.00000	90.000	0.000	N											
			EA	1.0000	1200.59000	1200.590	0.000	N											
			EA	1.0000	1406.11000	1406.110	0.000	N											
			EA	1.0000	285.19000	285.190	0.000	N											
			EA	1.0000	3050.23000	3050.230	0.000	N											
			EA	1.0000	3050.23000	3050.230	0.000	N											
			EA	1.0000	129.20000	129.200	0.000	N											
			EA	1.0000	37.99000	37.990	0.000	N											
			EA	1.0000	146.35000	146.350	0.000	N											
			EA	1.0000	84.78000	84.780	0.000	N											
			EA	1.0000	986.00000	986.000	0.000	N											
			EA	1.0000	38.89000	38.890	0.000	N											

PR – POs Not Linked to Contracts/Evt Query

LAST REVISION: 1/27/15

LOADED INTO CATALOGUE: 1/27/15

DESCRIPTION:
The POs not linked to Contracts/Evt query displays PO information for purchase orders not linked to a contract defined by date selection and amount.

PURPOSE / USE:
This query can be executed by any user and is used by Auditors to identify POs not linked to existing contracts or a Sourcing Event. Excludes Completed and Cancelled Purchase Orders.

NAVIGATION PATH:
You can navigate to this report through the following path:
Main Menu > Reporting Tools > Query > Query Viewer
V_PR_POS_WO_CNTRCT_EVENT

PARAMETERS:

- Entered Date From: Required
- Entered Date To: Required
- PO Amount Greater Than:

FORMAT:
HTML
Excel
HTML

Screen Shots:

V_PR_POS_WO_CNTRCT_EVENT - POs not linked to Contract/Evt

Entered Date From:

Entered Date To:

PO Amount Greater Than: 0.000

View Results

	PO ID	PO Date	Status	District Nbr	District	Buyer	Vendor	Name	PO Ref	Sum Merchandise Amt

V_PR_POS_WO_CNTRCT_EVENT - POs not linked to Contract/Evt

Entered Date From: 11/01/2014

Entered Date To: 01/12/2015

PO Amount Greater Than: 500.000

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (194 kb)

View All

First 1-100 of 518 Last

	PO ID	PO Date	Status	District Nbr	District	Buyer	Vendor	Name	PO Ref	Sum Merchandise Amt
1	0001108796	11/13/2014	D	0	Central Office	ANGELA.RICHARDS	0000003662	XEROX Corporation	Req ID 0002111000	2945.320
2	0001109068	11/19/2014	D	0	Central Office	ANGELA.RICHARDS	0000003662	XEROX Corporation	Req ID 0002111003	3300.000
3	0001110906	01/06/2015	D	0	Central Office	ANGELA.RICHARDS	0000003662	XEROX Corporation	Req ID 0002115122	724.590
4	0001110945	01/07/2015	D	0	Central Office	ANGELA.RICHARDS	0000003662	XEROX Corporation	Req ID 0002115169	1780.000
5	0001110946	01/07/2015	D	0	Central Office	ANGELA.RICHARDS	0000003662	XEROX Corporation	Req ID 0002115181	4591.900
6	0001110435	12/19/2014	D	0	Central Office	BETH.WHITE	0000094989	forever green landscape	DO1665574 Renewal	15600.000
7	0001108853	11/14/2014	D	0	Central Office	BETTYJ.WHITE	0000000392	Atlantic Wiring Group Inc		759.610
8	0001109899	12/09/2014	D	0	Central Office	BETTYJ.WHITE	0000034719	Jones Mechanical H & C Inc	PO# 1100273 - Contract #42305	1723.820
9	0001110707	12/31/2014	D	0	Central Office	CALISHA.WILLIAMS	0000040224	E J Ward Inc		789.000
10	0001109396	12/01/2014	D	0	Central Office	CHERYL.CHANDLER	0000004253	PILLAR Inc	Task Order 1028Contract 42587	10000.000
11	0001110310	12/17/2014	D	0	Central Office	CHERYL.CHANDLER	0000046257	VIRGINIA CORRECTIONAL ENTERPRISES	Mandatory Source - Tee Shirts	125986.050
12	0001110399	12/18/2014	D	0	Central Office	CHERYL.CHANDLER	0000036441	LIGHTING MAINTENANCE INC	ELECTRICAL EMERGENCY REPAIR	3800.000
13	0001110400	12/18/2014	D	0	Central Office	CHERYL.CHANDLER	0000036441	LIGHTING MAINTENANCE INC	Electrical Emergency Repair	3800.000
14	0001110876	01/06/2015	D	0	Central Office	CHERYL.JAMES	0000049749	READS MOVING SYSTEMS OF RICHMOND INC	DGS #E194-7280 Expires 4-30-16	2721.930
15	0001110883	01/06/2015	D	0	Central Office	CHERYL.JAMES	0000053835	DUNMAR MOVING SYSTEMS	DGS #E194-72840 Exp 4-30-16	4482.310
16	0001108841	11/14/2014	D	0	Central Office	CJ.MAHONE	0000030554	Kloke Enterprises Inc	E194-7280)7-12-13 - 4-30-16)	4397.690

PR – Solicitation Type Report Query

LAST REVISION: 1/27/15

LOADED INTO CATALOGUE: 1/27/15

DESCRIPTION:
The Solicitation Type Report query provides a list of sourcing events by type for a specific time period. The query will show the resulting award type and purchase order number.

PURPOSE / USE:
This query is used by Buyers and Procurement Managers to review sourcing event results.

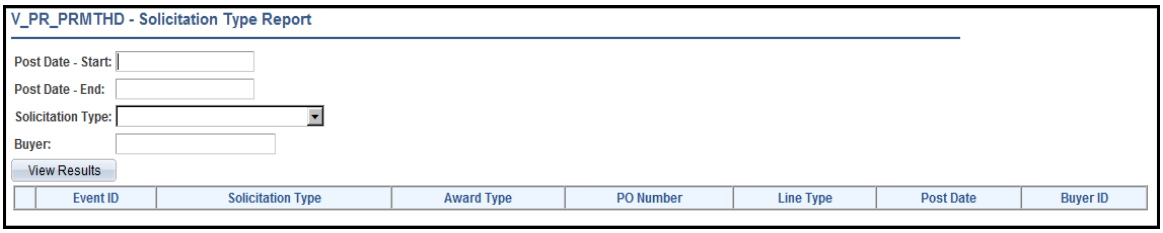
NAVIGATION PATH:
You can navigate to this report through the following path:
Main Menu > Reporting Tools > Query > Query Viewer
V_PR_PRMTHD

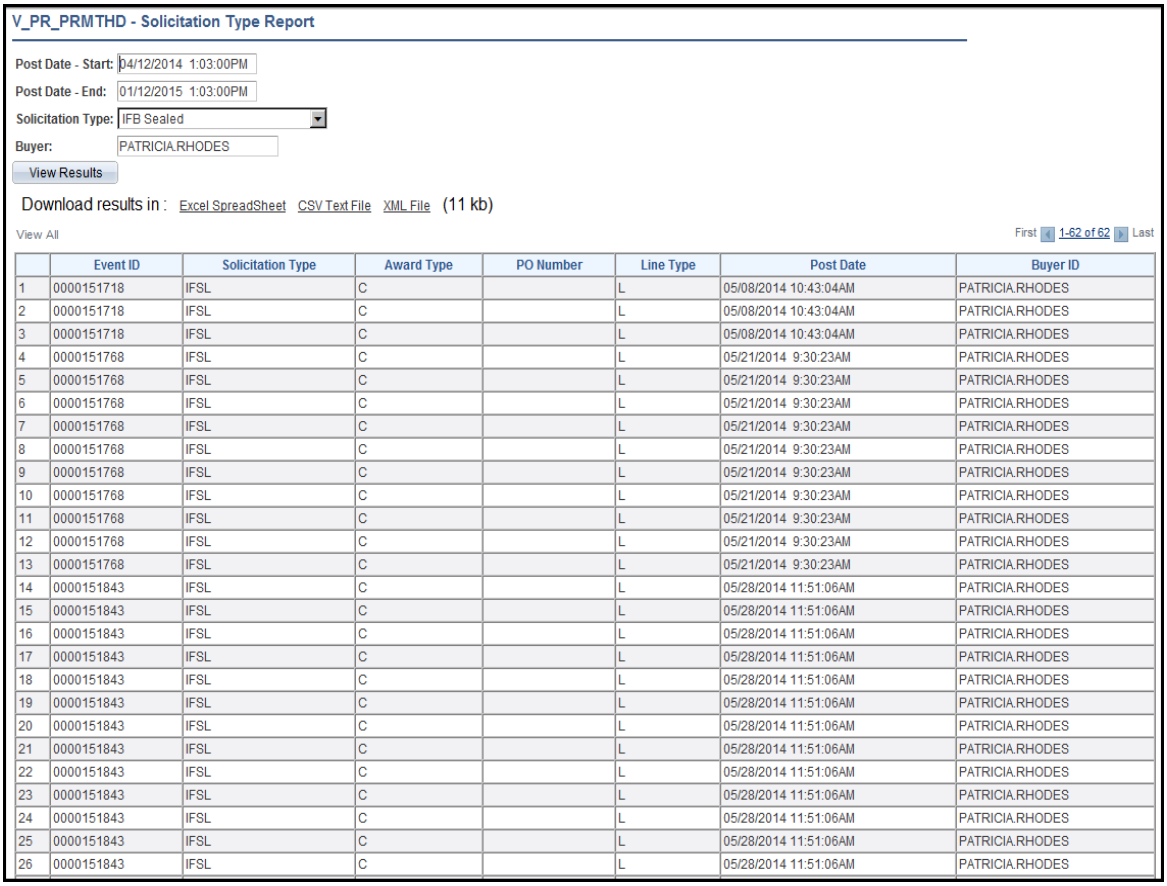
PARAMETERS:

- Post Date – Start: Required
- Post Date – End: Required
- Solicitation Type: Required
- Buyer:

FORMAT:
Excel
HTML

Screen Shots:





	Event ID	Solicitation Type	Award Type	PO Number	Line Type	Post Date	Buyer ID
1	0000151718	IFSL	C		L	05/08/2014 10:43:04AM	PATRICIA.RHODES
2	0000151718	IFSL	C		L	05/08/2014 10:43:04AM	PATRICIA.RHODES
3	0000151718	IFSL	C		L	05/08/2014 10:43:04AM	PATRICIA.RHODES
4	0000151768	IFSL	C		L	05/21/2014 9:30:23AM	PATRICIA.RHODES
5	0000151768	IFSL	C		L	05/21/2014 9:30:23AM	PATRICIA.RHODES
6	0000151768	IFSL	C		L	05/21/2014 9:30:23AM	PATRICIA.RHODES
7	0000151768	IFSL	C		L	05/21/2014 9:30:23AM	PATRICIA.RHODES
8	0000151768	IFSL	C		L	05/21/2014 9:30:23AM	PATRICIA.RHODES
9	0000151768	IFSL	C		L	05/21/2014 9:30:23AM	PATRICIA.RHODES
10	0000151768	IFSL	C		L	05/21/2014 9:30:23AM	PATRICIA.RHODES
11	0000151768	IFSL	C		L	05/21/2014 9:30:23AM	PATRICIA.RHODES
12	0000151768	IFSL	C		L	05/21/2014 9:30:23AM	PATRICIA.RHODES
13	0000151768	IFSL	C		L	05/21/2014 9:30:23AM	PATRICIA.RHODES
14	0000151843	IFSL	C		L	05/28/2014 11:51:06AM	PATRICIA.RHODES
15	0000151843	IFSL	C		L	05/28/2014 11:51:06AM	PATRICIA.RHODES
16	0000151843	IFSL	C		L	05/28/2014 11:51:06AM	PATRICIA.RHODES
17	0000151843	IFSL	C		L	05/28/2014 11:51:06AM	PATRICIA.RHODES
18	0000151843	IFSL	C		L	05/28/2014 11:51:06AM	PATRICIA.RHODES
19	0000151843	IFSL	C		L	05/28/2014 11:51:06AM	PATRICIA.RHODES
20	0000151843	IFSL	C		L	05/28/2014 11:51:06AM	PATRICIA.RHODES
21	0000151843	IFSL	C		L	05/28/2014 11:51:06AM	PATRICIA.RHODES
22	0000151843	IFSL	C		L	05/28/2014 11:51:06AM	PATRICIA.RHODES
23	0000151843	IFSL	C		L	05/28/2014 11:51:06AM	PATRICIA.RHODES
24	0000151843	IFSL	C		L	05/28/2014 11:51:06AM	PATRICIA.RHODES
25	0000151843	IFSL	C		L	05/28/2014 11:51:06AM	PATRICIA.RHODES
26	0000151843	IFSL	C		L	05/28/2014 11:51:06AM	PATRICIA.RHODES

PR – Voucher Distribs Contract/PO Query

LAST REVISION: 1/27/15

LOADED INTO CATALOGUE: 1/27/15

DESCRIPTION:
The Voucher Distribution Contract/PO query displays PCard accounting distribution data against transactions related to a specified Contract or PO, to include Voucher and Receiver information.

PURPOSE / USE:
This query can be executed by any user and is used by contract administrators in managing PCard payments related to contracts and purchase orders. Excludes deleted Vouchers.

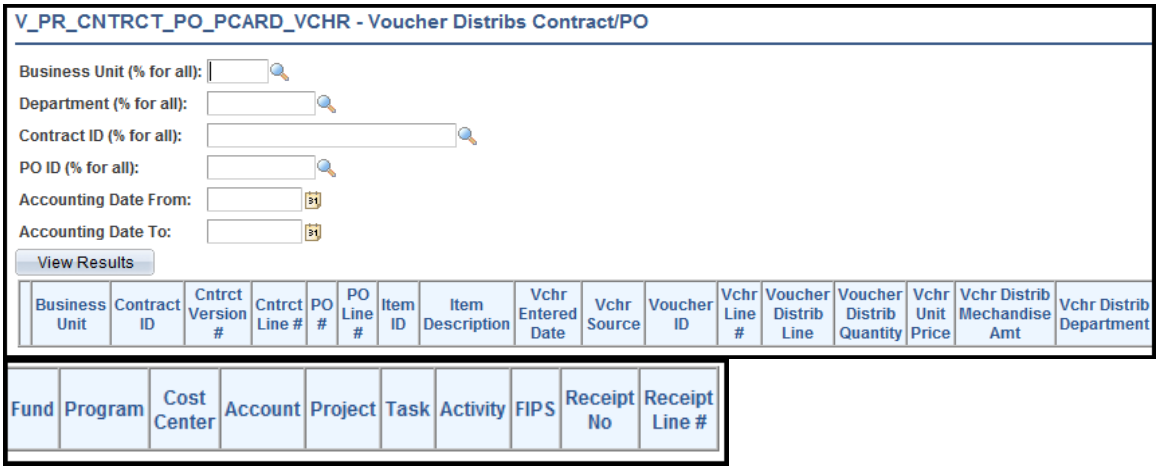
NAVIGATION PATH:
You can navigate to this report through the following path:
Main Menu > Reporting Tools > Query > Query Viewer
V_PR_CNTRCT_PO_PCARD_VCHR

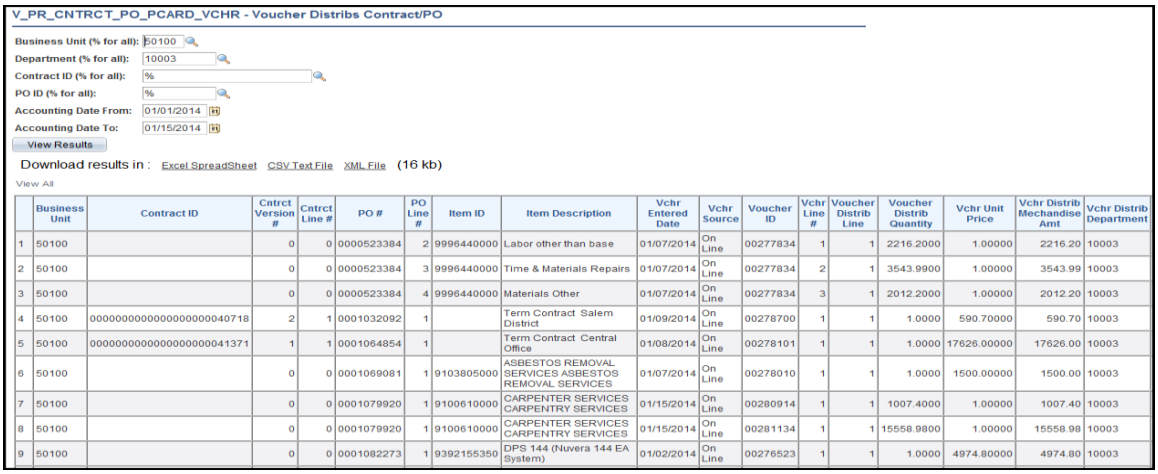
PARAMETERS:

- Business Unit:
- Department
- Contract ID:
- PO ID:
- Accounting Date From:
- Accounting Date To:

FORMAT:
Excel
HTML

Screen Shots:





	Business Unit	Contract ID	Cntrct Version #	Cntrct Line #	PO #	PO Line #	Item ID	Item Description	Vchr Entered Date	Vchr Source	Voucher ID	Vchr Line #	Voucher Distrib Line	Voucher Distrib Quantity	Vchr Unit Price	Vchr Distrib Mechandise Amt	Vchr Distrib Department
1	50100		0	0	0000523384	2	9996440000	Labor other than base	01/07/2014	On Line	00277834	1	1	2216.2000	1.00000	2216.20	10003
2	50100		0	0	0000523384	3	9996440000	Time & Materials Repairs	01/07/2014	On Line	00277834	2	1	3543.9900	1.00000	3543.99	10003
3	50100		0	0	0000523384	4	9996440000	Materials Other	01/07/2014	On Line	00277834	3	1	2012.2000	1.00000	2012.20	10003
4	50100	0000000000000000000040718	2	1	0001032092	1		Term Contract Salem District	01/09/2014	On Line	00278700	1	1	1.0000	590.70000	590.70	10003
5	50100	0000000000000000000041371	1	1	0001064854	1		Term Contract Central Office	01/08/2014	On Line	00278101	1	1	1.0000	17626.00000	17626.00	10003
6	50100		0	0	0001069081	1	9103805000	ASBESTOS REMOVAL SERVICES ASBESTOS REMOVAL SERVICES	01/07/2014	On Line	00278010	1	1	1.0000	1500.00000	1500.00	10003
7	50100		0	0	0001079920	1	9100610000	CARPENTER SERVICES CARPENTRY SERVICES	01/15/2014	On Line	00280914	1	1	1007.4000	1.00000	1007.40	10003
8	50100		0	0	0001079920	1	9100610000	CARPENTER SERVICES CARPENTRY SERVICES	01/15/2014	On Line	00281134	1	1	15558.9800	1.00000	15558.98	10003
9	50100		0	0	0001082273	1	9392155350	DPS 144 (Nuvera 144 EA System)	01/02/2014	On Line	00276523	1	1	1.0000	4974.80000	4974.80	10003

Fund	Program	Cost Center	Account	Project	Task	Activity	FIPS	Receipt No	Receipt Line #
04100	699015	11140010	5012680					0001663035	1
04100	699015	11140010	5012680					0001663035	2
04100	699015	11140010	5012680					0001663035	3
04720	998000		5012610	0000090949		040			0
04100	699015	11140010	5012610						0
04100	699015	11140020	5012680					0001661523	1
04100	699015	11140010	5012570					0001663357	1
04100	699015	11140010	5012570					0001662991	1
04100	699001	11120010	5015340					0001661215	1

PR – WEBIMS Item Cross Reference Query

LAST REVISION: 1/27/15

LOADED INTO CATALOGUE: 1/27/15

DESCRIPTION:
The WEBIMS Item Cross Reference query provides a cross reference from WebIMS Item ID to NIGP Item ID.

PURPOSE / USE:
This query is used by Requestors and StoreKeepers to find the corresponding WebIMS number to the NIGP Item ID.

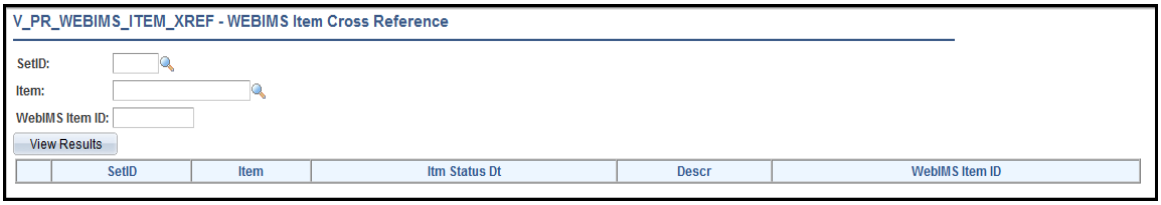
NAVIGATION PATH:
You can navigate to this report through the following path:
Main Menu > Reporting Tools > Query > Query Viewer
V_PR_WEBIMS_ITEM_XREF

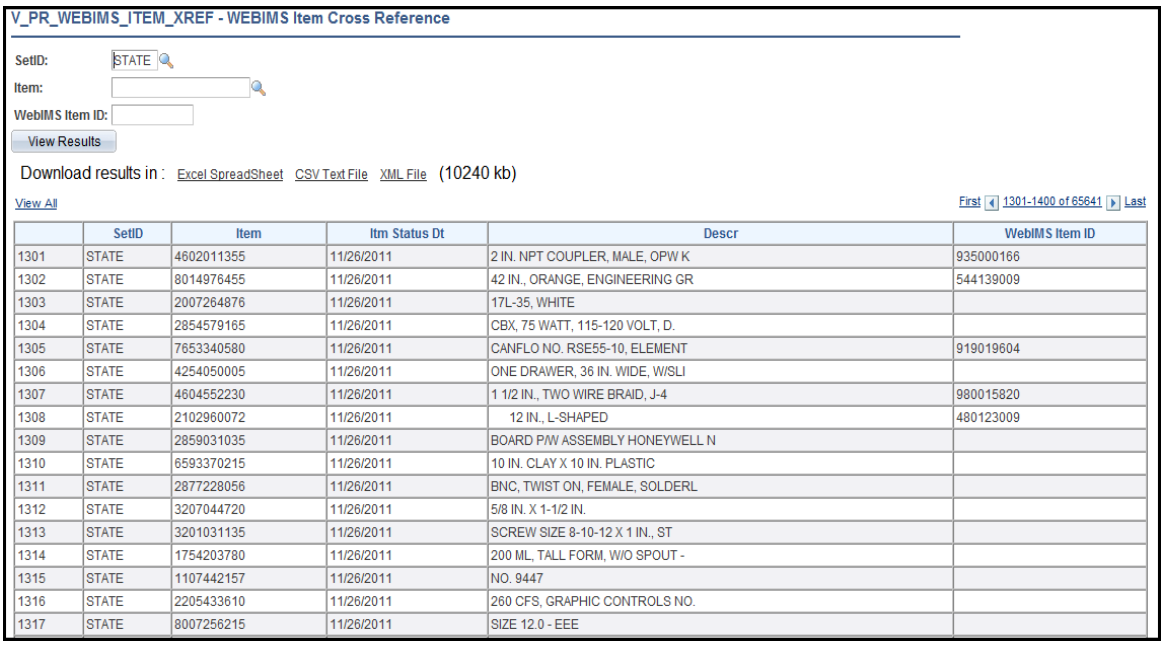
PARAMETERS:

- SetID: Required
- Item:
- WebIMS Item ID:

FORMAT:
Excel
HTML

Screen Shots:





	SetID	Item	Itm Status Dt	Descr	WebIMS Item ID
1301	STATE	4602011355	11/26/2011	2 IN. NPT COUPLER, MALE, OPW K	935000166
1302	STATE	8014976455	11/26/2011	42 IN., ORANGE, ENGINEERING GR	544139009
1303	STATE	2007264876	11/26/2011	17L-35, WHITE	
1304	STATE	2854579165	11/26/2011	CBX, 75 WATT, 115-120 VOLT, D.	
1305	STATE	7653340580	11/26/2011	CANFLO NO. RSE55-10, ELEMENT	919019604
1306	STATE	4254050005	11/26/2011	ONE DRAWER, 36 IN. WIDE, W/SLI	
1307	STATE	4604552230	11/26/2011	1 1/2 IN., TWO WIRE BRAID, J-4	980015820
1308	STATE	2102960072	11/26/2011	12 IN., L-SHAPED	480123009
1309	STATE	2859031035	11/26/2011	BOARD P/W ASSEMBLY HONEYWELL N	
1310	STATE	6593370215	11/26/2011	10 IN. CLAY X 10 IN. PLASTIC	
1311	STATE	2877228056	11/26/2011	BNC, TWIST ON, FEMALE, SOLDERL	
1312	STATE	3207044720	11/26/2011	5/8 IN. X 1-1/2 IN.	
1313	STATE	3201031135	11/26/2011	SCREW SIZE 8-10-12 X 1 IN., ST	
1314	STATE	1754203780	11/26/2011	200 ML, TALL FORM, W/O SPOUT -	
1315	STATE	1107442157	11/26/2011	NO. 9447	
1316	STATE	2205433610	11/26/2011	260 CFS, GRAPHIC CONTROLS NO.	
1317	STATE	8007256215	11/26/2011	SIZE 12.0 - EEE	

Reports

PR – Purchase Order Activity Report

LAST REVISION: 2/5/2015

LOADED INTO CATALOGUE: 2/5/2015

DESCRIPTION:
The Activity Report provides purchase order details for the purchasing business unit, GL business unit, department, and associated dates.

PURPOSE / USE:
This report can be executed by any user to perform comparisons and resolve discrepancies.

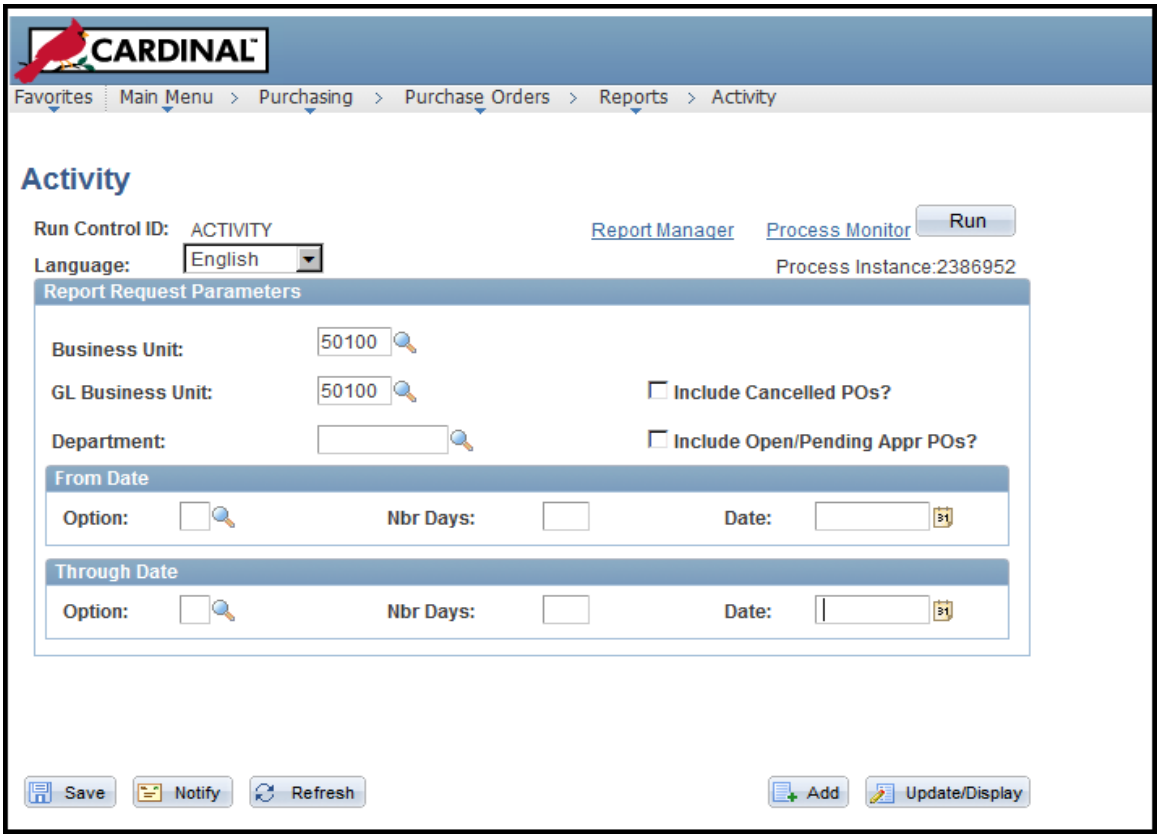
NAVIGATION PATH:
You can navigate to this report through the following path:
Main Menu > Purchasing > Purchase Orders > Reports > Activity

PARAMETERS:

- Business Unit:
- GL Business Unit:
- Department:
- Include Cancelled POs?
- Include Open/Pending App POs?
- From Date:
  Option: Nbr Days: Date
- Through Date
  Option: Nbr Days: Date

FORMAT:
PDF

Screen Shots:



PeopleSoft Financials
PURCHASE ORDER ACTIVITY REPORT

Report ID: POPO009

Page 1 of 1
Run Date 01/07/2015
Run Time 15:21:16

PO Business Unit : 50100--VA Dept of Transportation
GL Business Unit : 50100--VA Dept of Transportation
Department 10049--Maintenance Division

PO Create Dates Included : 07/01/2014 Thru 12/31/2014
Include Cancelled POs : N
Include Open/Pending Approval POs : N

Create Dt/ Status	Due Dt	Vendor/ Buyer	PO ID/ Line/Schd	Category/ Descr	Mfg Item Id/ Manufacturer	Item Id/ Descr	Order Qty	Price	UOM	Extended Price	Curr
09/04/2014 Dispatched	09/04/2014	Bizport Ltd CHERYL.CHANDLER	0001104935 1/1	3055309 BOARDS, POSTER, ASSORTED COLORS		3055309000 BOARDS, POSTER, ASSORTED COLORS BOARDS, POSTER, ASSORTED COLORS	1.00	92.40	EA	92.40	USD
07/29/2014 Dispatched	07/29/2014	MDSC SERVICES LLC JAN.POWERS	0001102687 1/1	6402020 BOXES, FAST FOOD		6402020000 BOXES, FAST FOOD BOXES, FAST FOOD	1.00	193.49	EA	193.49	USD
12/17/2014 Dispatched	04/15/2015	VIRGINIA CORRECTIONAL ENTERPRI CHERYL.CHANDLER	0001110310 1/1	2005661 SHIRTS, TEE, HI-VIZ		2005661000 SHIRTS, TEE, HI-VIZ SHIRTS, TEE, HI-VIZ	1,661.00	23.25	EA	38,618.25	USD
12/17/2014 Dispatched	04/15/2015	VIRGINIA CORRECTIONAL ENTERPRI CHERYL.CHANDLER	0001110310 2/1	2005661 SHIRTS, TEE, HI-VIZ		2005661000 SHIRTS, TEE, HI-VIZ SHIRTS, TEE, HI-VIZ	3,588.00	24.35	EA	87,367.80	USD

Total for Maintenance Division Department 126,271.94 USD

Total for GL Business Unit VA Dept of Transportation: 126,271.94 USD

Total for Business Unit VA Dept of Transportation: 126,271.94 USD

PR – Average Item Price Report

LAST REVISION: 2/02/15

LOADED INTO CATALOGUE: 2/02/15

DESCRIPTION:
The Average Item Price Report provides users with the ability to review the items purchased by item number or commodity code for a specific organizational unit or roll up. This report lists the quantity and price with the PO ID, with an overall average price.

PURPOSE / USE:
This report can be executed by any user and is used by Buyers and Requestors to determine price patterns, estimate future prices and determine procurement strategies.

NAVIGATION PATH:
You can navigate to this report through the following path:
Main Menu > Purchasing > Purchase Orders > Reports > Average Item Price

PARAMETERS:
Required

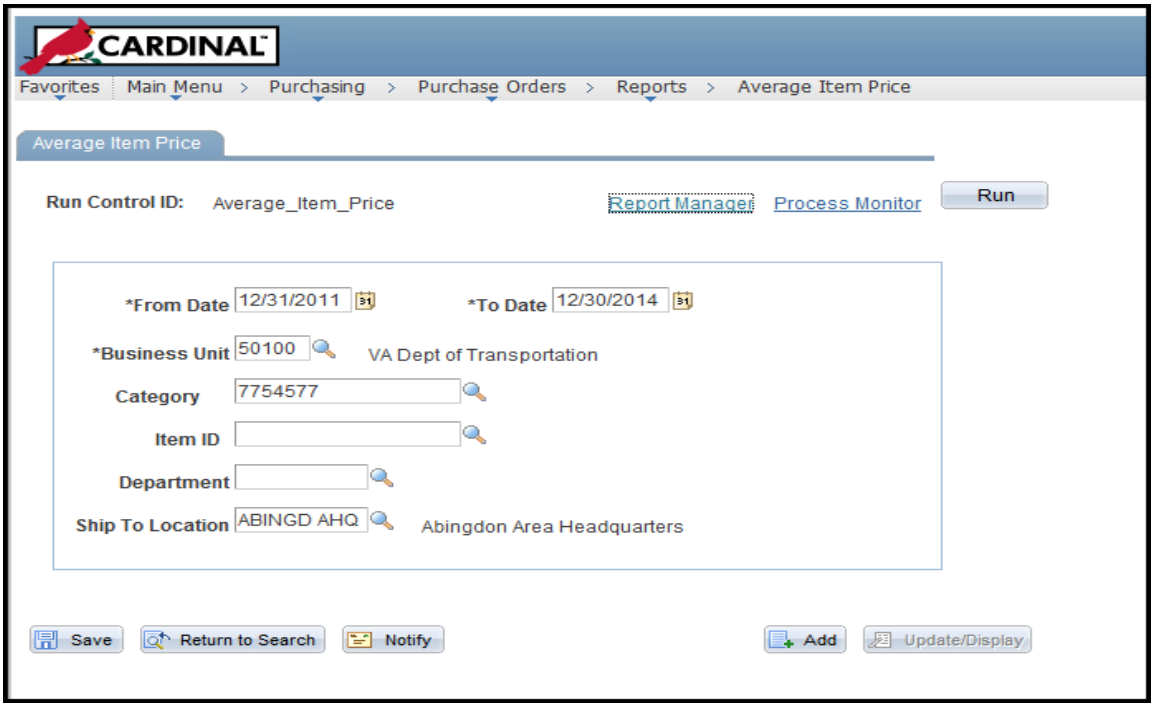
- From and To Date:
- Business Unit
- Category ID:
  OR
- Item ID:

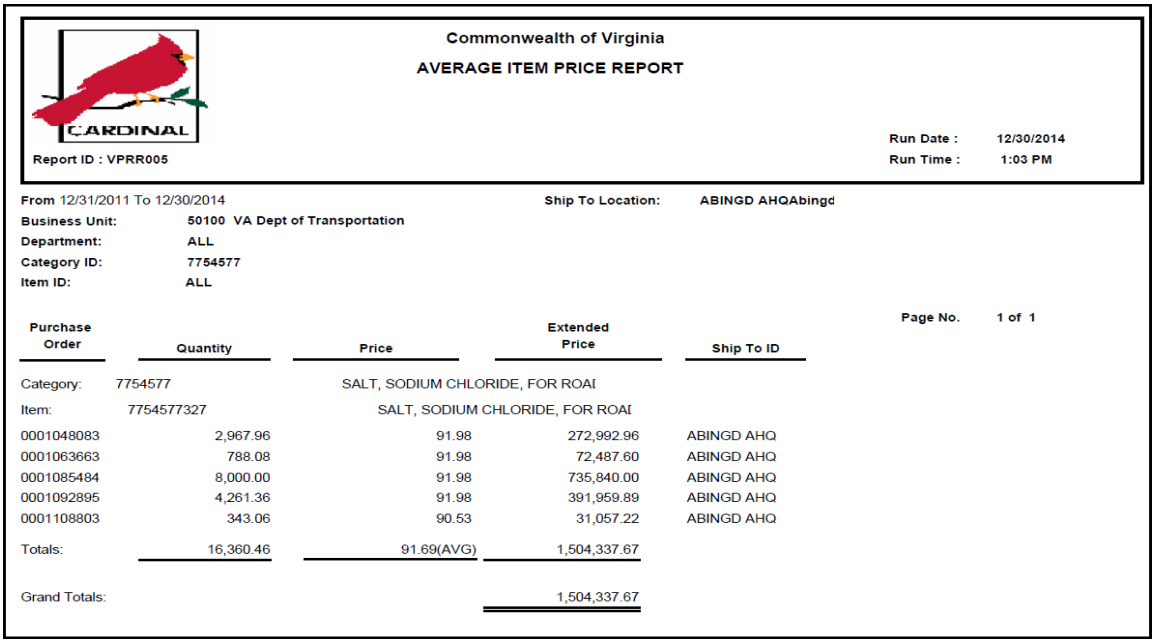
Optional

- Department:
- Ship To:

FORMAT:
PDF

Screen Shots:





Commonwealth of Virginia

AVERAGE ITEM PRICE REPORT

Report ID : VPRR005

Run Date : 12/30/2014
Run Time : 1:03 PM

From 12/31/2011 To 12/30/2014
Ship To Location: ABINGD AHQAbingd
Business Unit: 50100 VA Dept of Transportation
Department: ALL
Category ID: 7754577
Item ID: ALL

Page No. 1 of 1

Purchase Order	Quantity	Price	Extended Price	Ship To ID
Category: 7754577		SALT, SODIUM CHLORIDE, FOR ROAI		
Item: 7754577327		SALT, SODIUM CHLORIDE, FOR ROAI		
0001048083	2,967.96	91.98	272,992.96	ABINGD AHQ
0001063663	788.08	91.98	72,487.60	ABINGD AHQ
0001085484	8,000.00	91.98	735,840.00	ABINGD AHQ
0001092895	4,261.36	91.98	391,959.89	ABINGD AHQ
0001108803	343.06	90.53	31,057.22	ABINGD AHQ
Totals:	16,360.46	91.69(AVG)	1,504,337.67	
Grand Totals:			1,504,337.67	

PR – Buyers Report

LAST REVISION: 2/5/2015

LOADED INTO CATALOGUE: 2/5/2015

DESCRIPTION:
The Buyers Report provides information on requisitions, strategic sourcing events, and related purchase orders and contracts for a given period of time.

PURPOSE / USE:
This report is used by Buyers and Managers to review Buyer activities and accomplishments by timeline.

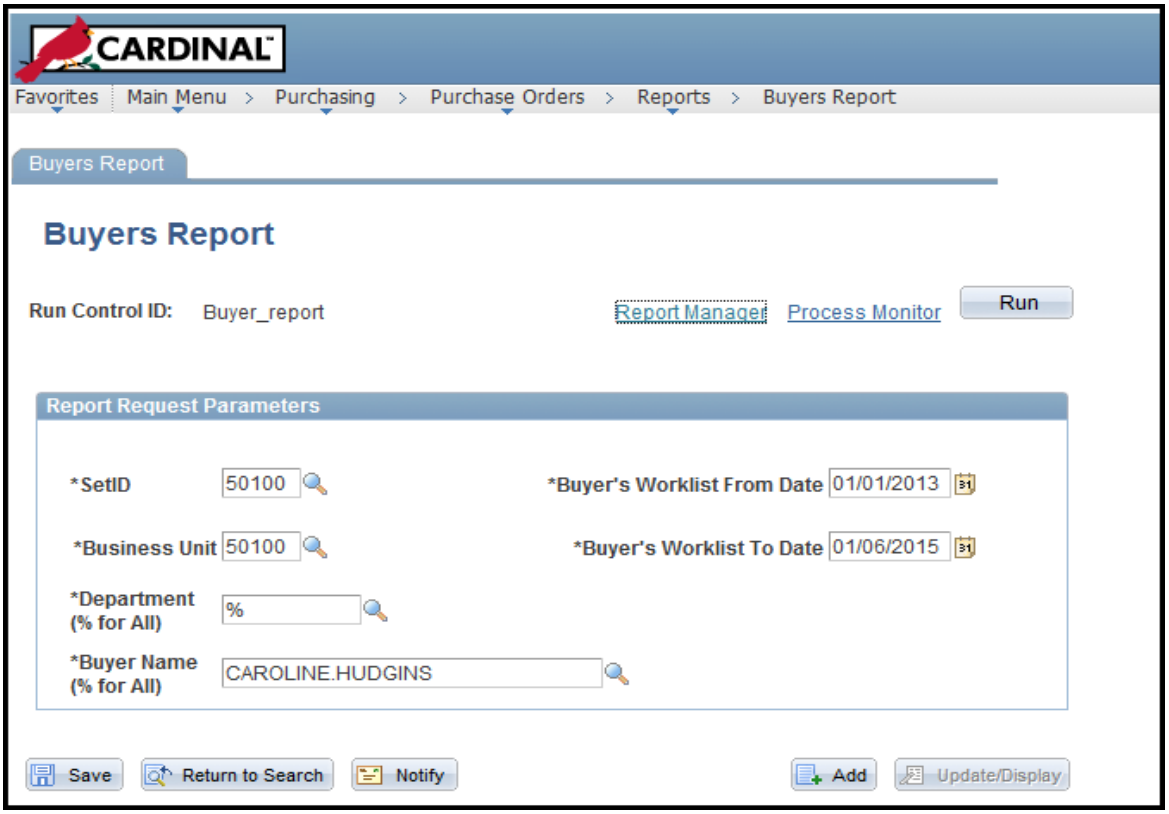
NAVIGATION PATH:
You can navigate to this report through the following path:
Main Menu > Purchasing > Purchase Orders > Reports > Buyers Report

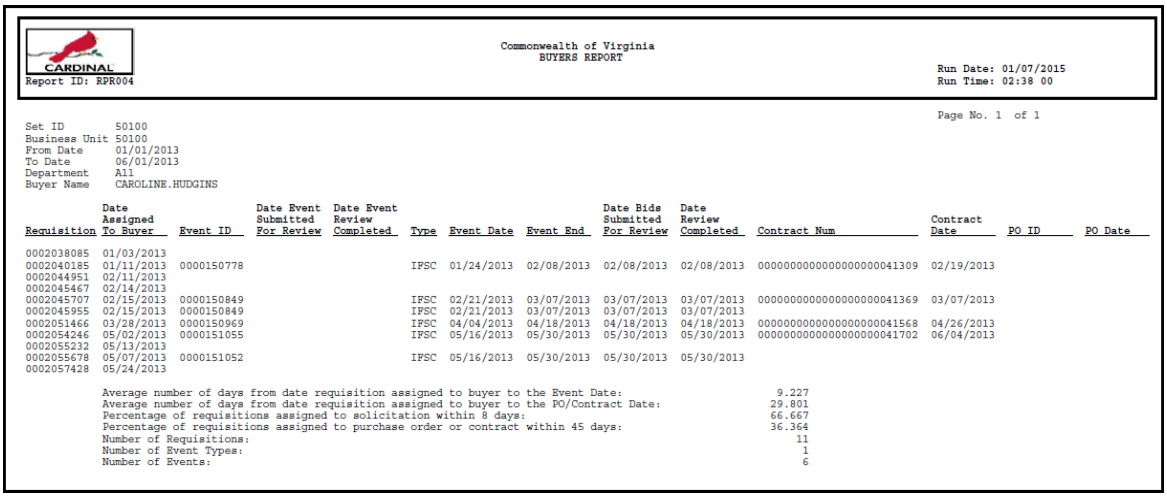
PARAMETERS:

- SetID:
- Business Unit:
- Buyer's Worklist From Date:
- Buyer's Worklist To Date:
- Department:
- Buyer Name:

FORMAT:
PDF

Screen Shots:





CARDINAL
Report ID: RPR004

Commonwealth of Virginia
BUYERS REPORT

Run Date: 01/07/2015
Run Time: 02:38 00

Page No. 1 of 1

Set ID 50100
Business Unit 50100
From Date 01/01/2013
To Date 06/01/2013
Department All
Buyer Name CAROLINE.HUDGINS

Requisition	Date Assigned To Buyer	Event ID	Date Event Submitted For Review	Date Event Review Completed	Type	Event Date	Event End	Date Bids Submitted For Review	Date Review Completed	Contract Num	Contract Date	PO ID	PO Date
0002038085	01/03/2013												
0002040185	01/11/2013	0000150778			IFSC	01/24/2013	02/08/2013	02/08/2013	02/08/2013	00000000000000000000041309	02/19/2013		
0002044951	02/11/2013												
0002045467	02/14/2013												
0002045707	02/15/2013	0000150849			IFSC	02/21/2013	03/07/2013	03/07/2013	03/07/2013	00000000000000000000041369	03/07/2013		
0002045955	02/15/2013	0000150849			IFSC	02/21/2013	03/07/2013	03/07/2013	03/07/2013				
0002051466	03/28/2013	0000150969			IFSC	04/04/2013	04/18/2013	04/18/2013	04/18/2013	00000000000000000000041568	04/26/2013		
0002054246	05/02/2013	0000151055			IFSC	05/16/2013	05/30/2013	05/30/2013	05/30/2013	00000000000000000000041702	06/04/2013		
0002055232	05/13/2013												
0002055678	05/07/2013	0000151052			IFSC	05/16/2013	05/30/2013	05/30/2013	05/30/2013				
0002057428	05/24/2013												

Average number of days from date requisition assigned to buyer to the Event Date:	9.227
Average number of days from date requisition assigned to buyer to the PO/Contract Date:	29.801
Percentage of requisitions assigned to solicitation within 8 days:	66.667
Percentage of requisitions assigned to purchase order or contract within 45 days:	36.364
Number of Requisitions:	11
Number of Event Types:	1
Number of Events:	6

PR – Detail Listings Report

LAST REVISION: 2/5/2015

LOADED INTO CATALOGUE: 2/5/2015

DESCRIPTION:
The Detail Listing Report provides a granular view of purchase orders defined by specific selection criteria. The report identifies each purchase order to include date, vendor, Item description, quantity, price and related contract ID (as applicable).

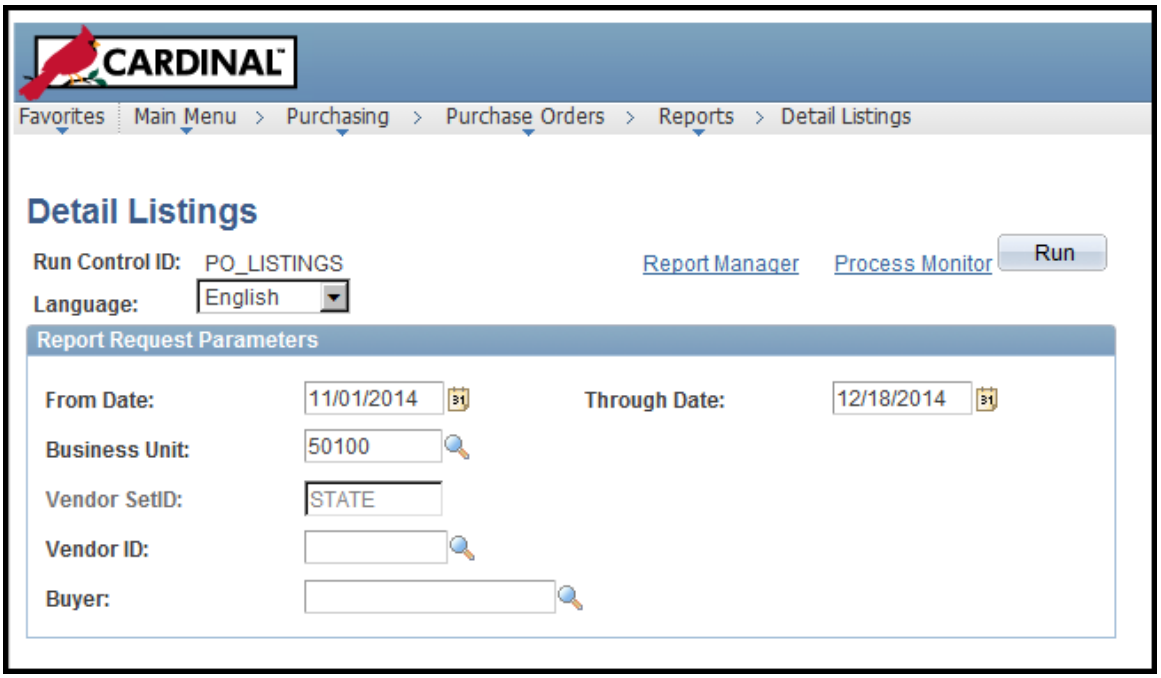
PURPOSE / USE:
This report can be executed by any user and is used by Buyers and Managers to display a specific selection of purchase orders. The report identifies those Purchase Orders by Buyer, Vendor or Date and displays line details and prices.

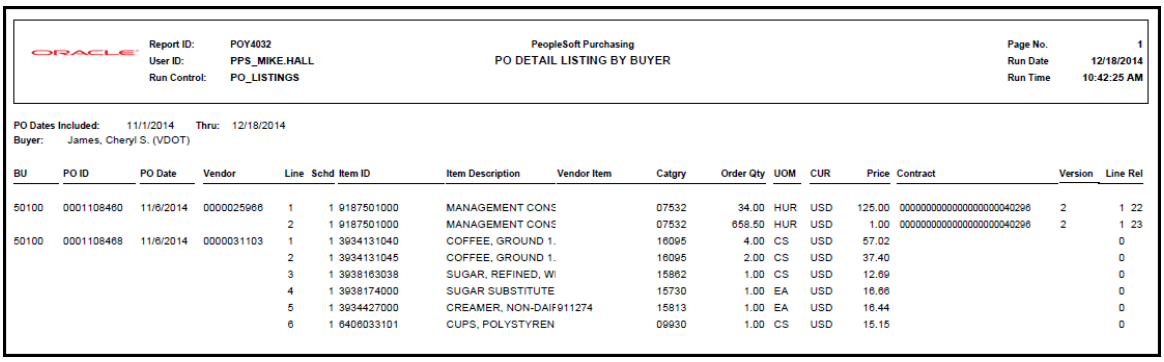
NAVIGATION PATH:
You can navigate to this report through the following path:
Main Menu > Purchasing > Purchase Orders > Reports > Detail Listings

PARAMETERS:
- Business Unit:
- From Date:
- Through Date:
- Vendor SetID:
- Vendor ID:
- Buyer:

FORMAT:
PDF

Screen Shots:





ORACLE

Report ID: POY4032
User ID: PPS_MIKE.HALL
Run Control: PO_LISTINGS

PeopleSoft Purchasing
PO DETAIL LISTING BY BUYER

Page No. 1
Run Date 12/18/2014
Run Time 10:42:25 AM

PO Dates Included: 11/1/2014 Thru: 12/18/2014
Buyer: James, Cheryl S. (VDOT)

BU	PO ID	PO Date	Vendor	Line	Schd	Item ID	Item Description	Vendor Item	Catgry	Order Qty	UOM	CUR	Price	Contract	Version	Line Rel
50100	0001108460	11/6/2014	0000025966	1	1	9187501000	MANAGEMENT CONS		07532	34.00	HUR	USD	125.00	00000000000000000040296	2	1 22
				2	1	9187501000	MANAGEMENT CONS		07532	658.50	HUR	USD	1.00	00000000000000000040296	2	1 23
50100	0001108468	11/6/2014	0000031103	1	1	3934131040	COFFEE, GROUND 1.		16095	4.00	CS	USD	57.02			0
				2	1	3934131045	COFFEE, GROUND 1.		16095	2.00	CS	USD	37.40			0
				3	1	3938163038	SUGAR, REFINED, WI		15862	1.00	CS	USD	12.69			0
				4	1	3938174000	SUGAR SUBSTITUTE		15730	1.00	EA	USD	16.66			0
				5	1	3934427000	CREAMER, NON-DAIF	911274	15813	1.00	EA	USD	16.44			0
				6	1	6406033101	CUPS, POLYSTYREN		09930	1.00	CS	USD	15.15			0

PR – Purchase Order Expediting Report

LAST REVISION: 2/05/2015

LOADED INTO CATALOGUE: 2/05/2015

DESCRIPTION:
The Expediting Report identifies and summarizes outstanding purchase orders by specific selection criteria. This report is similar to the Listing Report.

PURPOSE / USE:
Buyers and Managers can utilize this report to manage the delivery of goods and services in a timely manner. The report is run by Buyer, Vendor or Date(s).

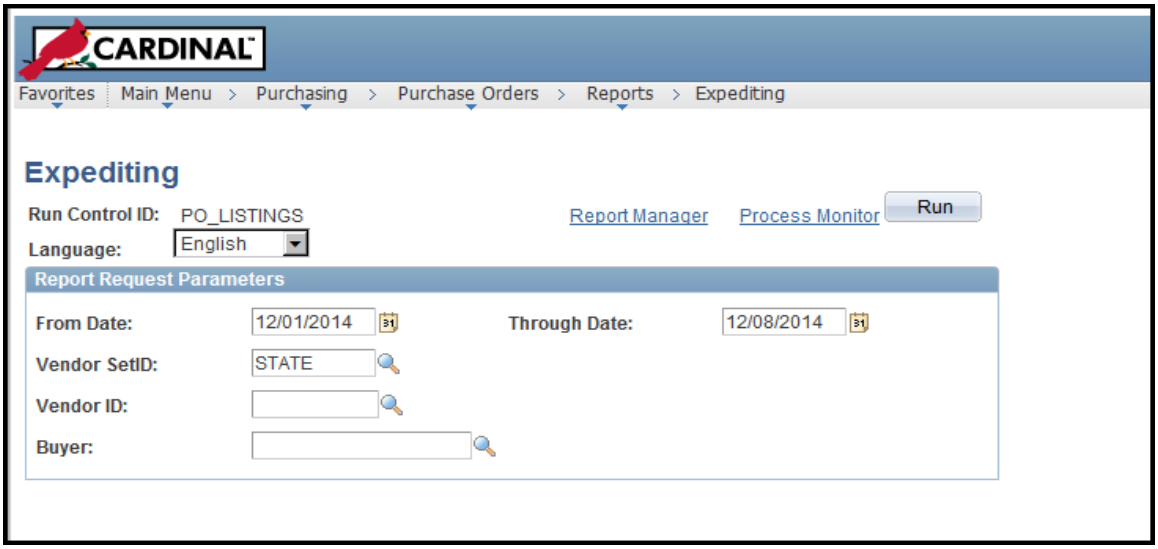
NAVIGATION PATH:
You can navigate to this report through the following path:
Main Menu > Purchasing > Purchase Orders > Reports > Expediting

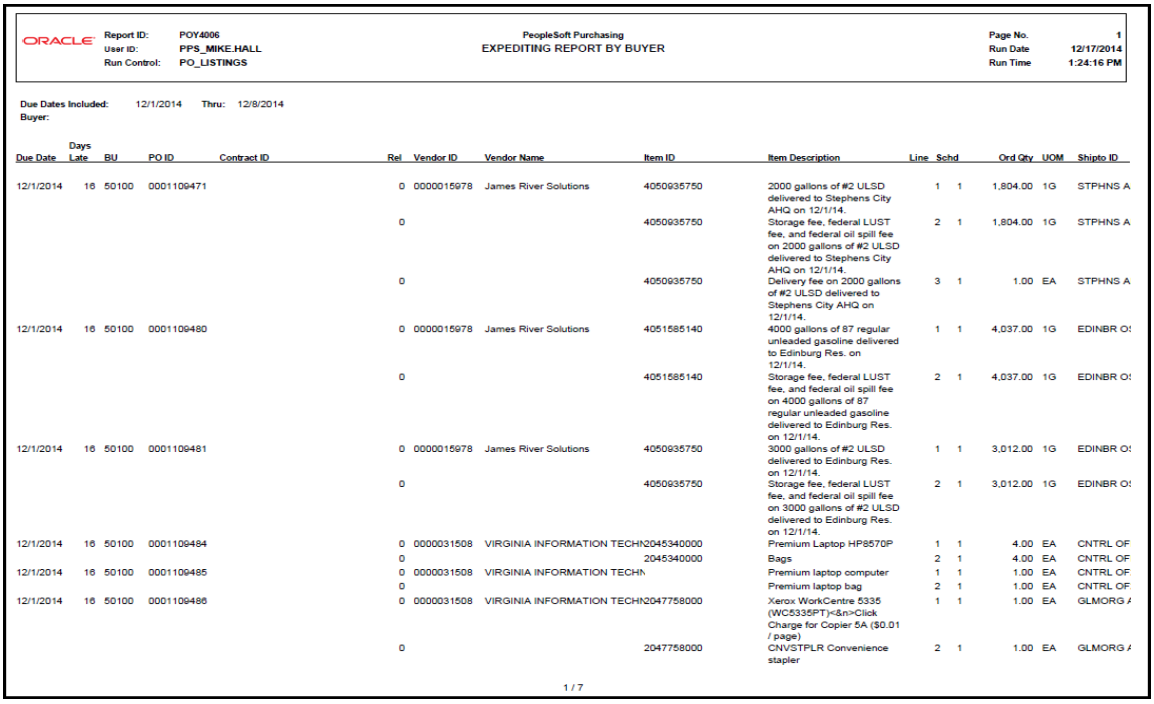
PARAMETERS:

- From Date:
- Through Date:
- Vendor SetID:
- Vendor ID:
- Buyer:

FORMAT:
PDF

Screen Shots:





ORACLE

Report ID: POY4006
User ID: PPS_MIKE.HALL
Run Control: PO_LISTINGS

PeopleSoft Purchasing
EXPEDITING REPORT BY BUYER

Page No. 1
Run Date 12/17/2014
Run Time 1:24:16 PM

Due Dates Included: 12/1/2014 Thru: 12/8/2014
Buyer:

Due Date	Days Late	BU	PO ID	Contract ID	Rel	Vendor ID	Vendor Name	Item ID	Item Description	Line	Schd	Ord Qty	UOM	Shipto ID
12/1/2014	16	50100	0001109471		0	0000015978	James River Solutions	4050935750	2000 gallons of #2 ULSD delivered to Stephens City AHQ on 12/1/14.	1	1	1,804.00	1G	STPHNS A
					0			4050935750	Storage fee, federal LUST fee, and federal oil spill fee on 2000 gallons of #2 ULSD delivered to Stephens City AHQ on 12/1/14.	2	1	1,804.00	1G	STPHNS A
					0			4050935750	Delivery fee on 2000 gallons of #2 ULSD delivered to Stephens City AHQ on 12/1/14.	3	1	1.00	EA	STPHNS A
12/1/2014	16	50100	0001109480		0	0000015978	James River Solutions	4051585140	4000 gallons of 87 regular unleaded gasoline delivered to Edinburg Res. on 12/1/14.	1	1	4,037.00	1G	EDINBR O:
					0			4051585140	Storage fee, federal LUST fee, and federal oil spill fee on 4000 gallons of 87 regular unleaded gasoline delivered to Edinburg Res. on 12/1/14.	2	1	4,037.00	1G	EDINBR O:
12/1/2014	16	50100	0001109481		0	0000015978	James River Solutions	4050935750	3000 gallons of #2 ULSD delivered to Edinburg Res. on 12/1/14.	1	1	3,012.00	1G	EDINBR O:
					0			4050935750	Storage fee, federal LUST fee, and federal oil spill fee on 3000 gallons of #2 ULSD delivered to Edinburg Res. on 12/1/14.	2	1	3,012.00	1G	EDINBR O:
12/1/2014	16	50100	0001109484		0	0000031508	VIRGINIA INFORMATION TECHN	2045340000	Premium Laptop HP8570P	1	1	4.00	EA	CNTRL OF
					0			2045340000	Bags	2	1	4.00	EA	CNTRL OF
12/1/2014	16	50100	0001109485		0	0000031508	VIRGINIA INFORMATION TECHN		Premium laptop computer	1	1	1.00	EA	CNTRL OF
					0				Premium laptop bag	2	1	1.00	EA	CNTRL OF
12/1/2014	16	50100	0001109486		0	0000031508	VIRGINIA INFORMATION TECHN	2047758000	Xerox WorkCentre 5335 (WC5335PT)<&n>Click Charge for Copier 5A ($0.01 / page)	1	1	1.00	EA	GLMORG /
					0			2047758000	CNVSTPLR Convenience stapler	2	1	1.00	EA	GLMORG /

1 / 7

PR – Purchase Order Listings Report

LAST REVISION: 2/05/2015

LOADED INTO CATALOGUE: 2/05/2015

DESCRIPTION:
The Listing Report provides a high level summarization of purchase orders by using specific selection criteria. This report is similar to the Expediting Report.

PURPOSE / USE:
Buyers and Managers can utilize this report to measure production and performance for specific purchase orders. The report is run by Buyer, Vendor, PO Date(s) and/or Status.

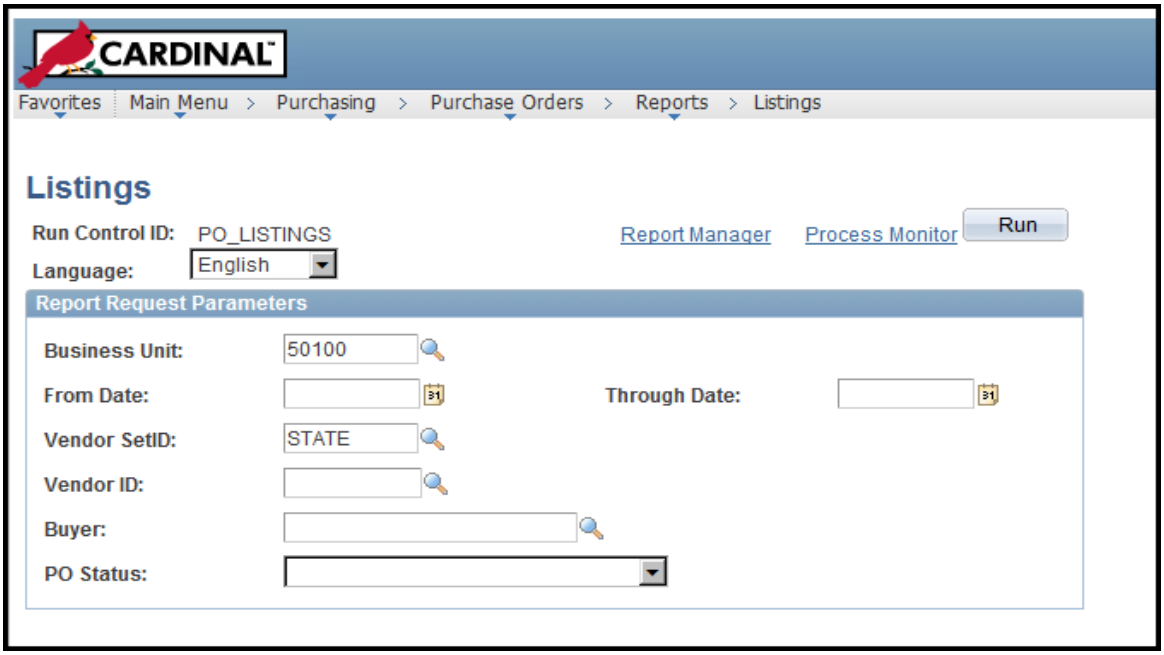
NAVIGATION PATH:
You can navigate to this report through the following path:
Main Menu > Purchasing > Purchase Orders > Reports > Listings

PARAMETERS:

- Business Unit:
- From Date:
- Through Date:
- Vendor SetID:
- Vendor ID:
- Buyer:
- PO Status:

FORMAT:
PDF

Screen Shots:



ORACLE

Report ID: POY4012
User ID: PPS_MIKE.HALL
Run Control: PO_LISTINGS

PeopleSoft Purchasing
PO LISTING BY BUYER

Page No. 1
Run Date 12/18/2014
Run Time 8:51:27 AM

PO Dates Included: 8/1/2014 Thru: 12/8/2014
Buyer: James, Cheryl S. (VDOT)

BU	PO ID	Contract ID	Rel	Change Order	PO Date	Vendor ID	Name	PO Status	Hold	Rcv	Curr	Amount
50100	0001103909	00000000000000000000042954		3	08/18/2014	0000037909	Korn Ferry International	Dispatched	N	P	USD	21,900.00
50100	0001103911			0	08/18/2014	0000046257	VIRGINIA CORRECTIONAL ENTERPRISES	Dispatched	N	N	USD	8,462.00
50100	0001104080			0	08/20/2014	0000046257	VIRGINIA CORRECTIONAL ENTERPRISES	Dispatched	N	R	USD	1,221.00
50100	0001104082			0	08/20/2014	0000046257	VIRGINIA CORRECTIONAL ENTERPRISES	Dispatched	N	R	USD	301.20
50100	0001104293	00000000000000000000042954		7	18/25/2014	0000037909	Korn Ferry International	Dispatched	N	R	USD	8,680.00
50100	0001107197			0	010/14/2014	0000046257	VIRGINIA CORRECTIONAL ENTERPRISES	Dispatched	N	N	USD	4,000.00
50100	0001107199	00000000000000000000040296		18	010/14/2014	0000025966	McDonough Bolyard Peck Inc	Dispatched	N	P	USD	4,713.50
50100	0001107213			0	010/14/2014	0000046257	VIRGINIA CORRECTIONAL ENTERPRISES	Dispatched	N	N	USD	5,110.00
50100	0001107216			0	010/14/2014	0000046257	VIRGINIA CORRECTIONAL ENTERPRISES	Dispatched	N	N	USD	11,880.00
50100	0001107219			0	010/14/2014	0000046257	VIRGINIA CORRECTIONAL ENTERPRISES	Dispatched	N	N	USD	6,320.00
50100	0001107220			0	010/14/2014	0000046257	VIRGINIA CORRECTIONAL ENTERPRISES	Dispatched	N	N	USD	27,220.00
50100	0001107221			0	010/14/2014	0000046257	VIRGINIA CORRECTIONAL ENTERPRISES	Dispatched	N	N	USD	32,098.00
50100	0001107222			0	010/14/2014	0000046257	VIRGINIA CORRECTIONAL ENTERPRISES	Dispatched	N	N	USD	15,670.75
50100	0001107223			0	010/14/2014	0000046257	VIRGINIA CORRECTIONAL ENTERPRISES	Dispatched	N	N	USD	15,405.75
50100	0001107225			0	010/14/2014	0000044157	SONU LLC	Dispatched	N	N	USD	4,300.00
50100	0001107295			0	010/15/2014	0000001980	Corporate Chefs Inc	Dispatched	N	N	USD	1,331.65
50100	0001107370			0	010/16/2014	0000050400	HOLIDAY INN - BRISTOL	Dispatched	N	N	USD	786.80
50100	0001107661	00000000000000000000040297		94	010/22/2014	0000063391	Charles H Glover Jr	Dispatched	N	P	USD	44,955.00
50100	0001107675	00000000000000000000040648		86	010/22/2014	0000067517	Henry Gobar	Dispatched	N	P	USD	120,494.00
50100	0001107689			0	010/22/2014	0000046257	VIRGINIA CORRECTIONAL	Dispatched	N	R	USD	453.60

PR – Non-Owned History Report

LAST REVISION: 2/5/2015

LOADED INTO CATALOGUE: 2/5/2015

DESCRIPTION:
The Non-Owned History Report provides summarized information for nonstock items for business units and departments.

PURPOSE / USE:
This report can be executed by any user to evaluate the purchase of non-stock items, consolidate purchasing transactions, establish and maintain budgets, and anticipate future supply and inventory needs.

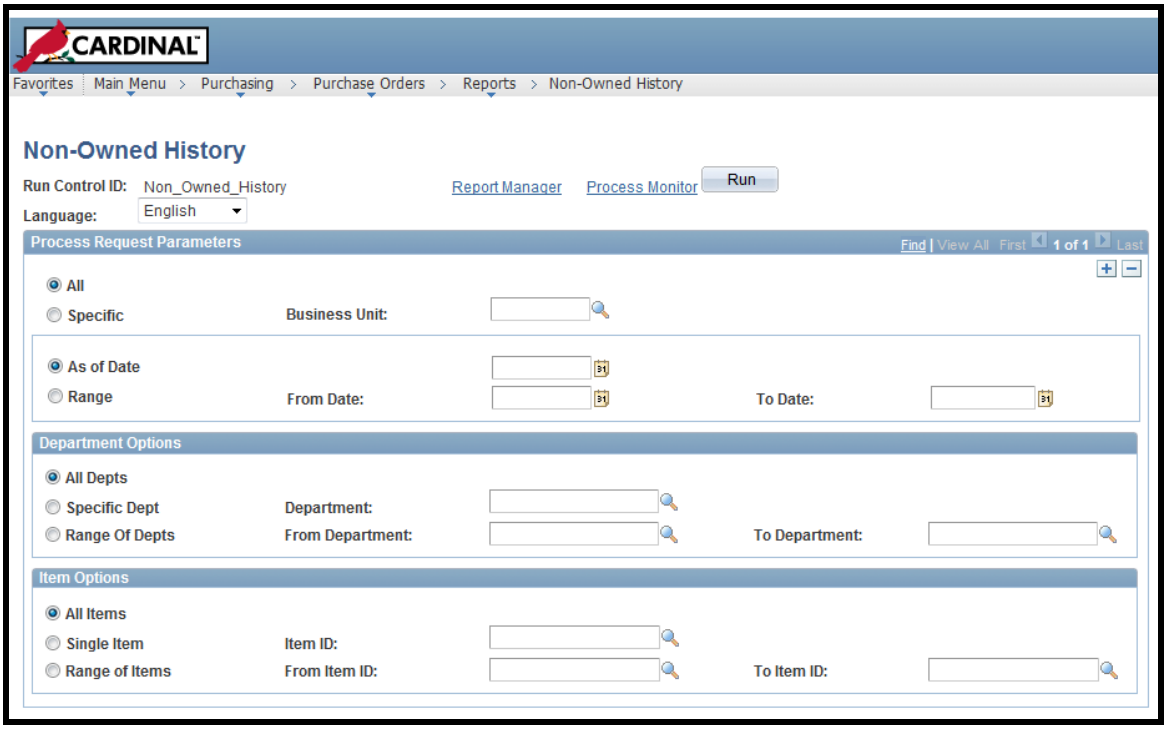
NAVIGATION PATH:
You can navigate to this report through the following path:
Main Menu > Purchasing > Purchase Orders > Reports > Non-Owned History

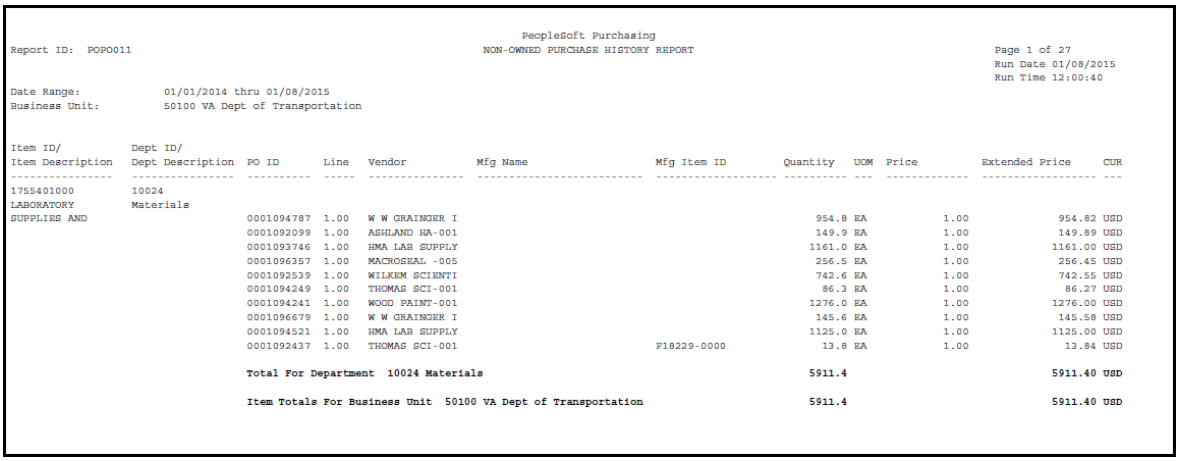
PARAMETERS:

- Business Unit:
- From Date:
- To Date:
- Department:
- From Department:
- To Department:
- Item ID:
- From Item ID:
- To Item ID:

FORMAT:
PDF

Screen Shots:





PeopleSoft Purchasing
NON-OWNED PURCHASE HISTORY REPORT

Report ID: POPO011

Page 1 of 27
Run Date 01/08/2015
Run Time 12:00:40

Date Range: 01/01/2014 thru 01/08/2015
Business Unit: 50100 VA Dept of Transportation

Item ID/ Item Description	Dept ID/ Dept Description	PO ID	Line	Vendor	Mfg Name	Mfg Item ID	Quantity	UOM	Price	Extended Price	CUR
1755401000 LABORATORY SUPPLIES AND	10024 Materials										
		0001094787	1.00	W W GRAINGER I			954.8	EA	1.00	954.82	USD
		0001092099	1.00	ASHLAND HA-001			149.9	EA	1.00	149.89	USD
		0001093746	1.00	HMA LAB SUPPLY			1161.0	EA	1.00	1161.00	USD
		0001096357	1.00	MACROSEAL -005			256.5	EA	1.00	256.45	USD
		0001092539	1.00	WILKEM SCIENTI			742.6	EA	1.00	742.55	USD
		0001094249	1.00	THOMAS SCI-001			86.3	EA	1.00	86.27	USD
		0001094241	1.00	WOOD PAINT-001			1276.0	EA	1.00	1276.00	USD
		0001096679	1.00	W W GRAINGER I			145.6	EA	1.00	145.58	USD
		0001094521	1.00	HMA LAB SUPPLY			1125.0	EA	1.00	1125.00	USD
		0001092437	1.00	THOMAS SCI-001		F18229-0000	13.8	EA	1.00	13.84	USD
		Total For Department 10024 Materials					**5911.4**			**5911.40**	**USD**
		Item Totals For Business Unit 50100 VA Dept of Transportation					**5911.4**			**5911.40**	**USD**

PR – PO Balance Detail Report

LAST REVISION: 2/5/2015

LOADED INTO CATALOGUE: 2/5/2015

DESCRIPTION:
The PO Balance Detail Report provides an overview of Purchase Order activities to include the related Contract, Receivers and Vouchers. Line quantities and amounts expended and remaining balances are also displayed.

PURPOSE / USE:
Contract Administrators, Buyers and Managers can utilize this report to monitor activities against a contact and to view outstanding balances, the received amount and voucher amounts against any related PO.

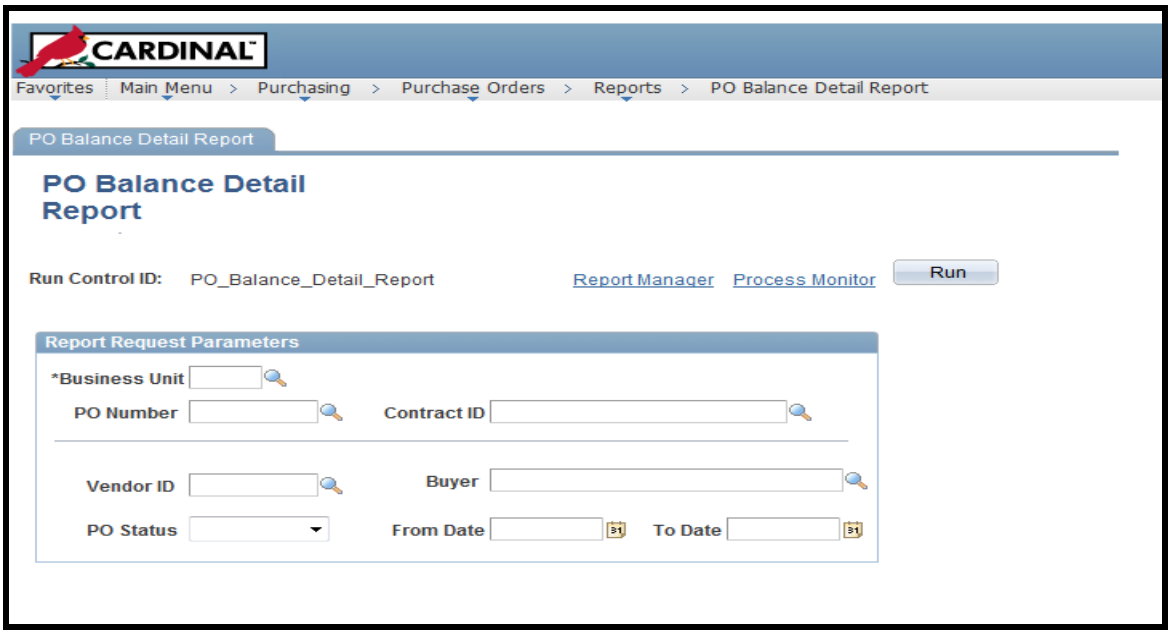
NAVIGATION PATH:
You can navigate to this report through the following path:
Main Menu > Purchasing > Purchase Orders > Reports > PO Balance Detail Report

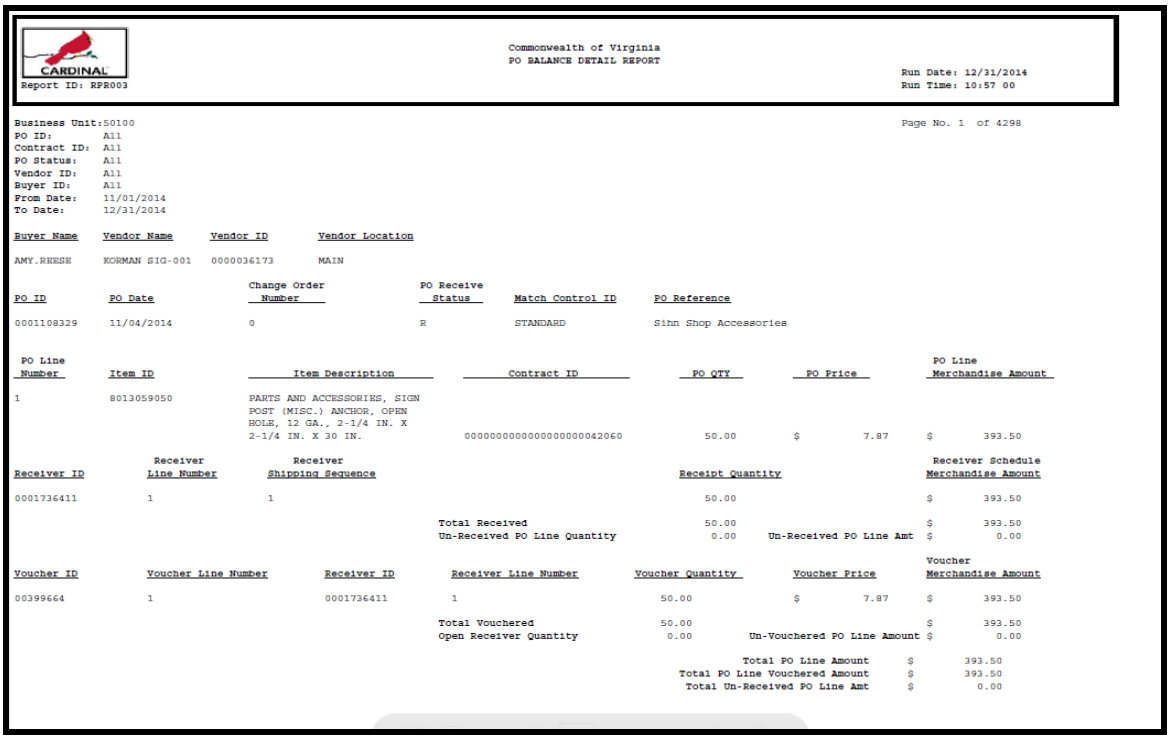
PARAMETERS:

- Business Unit:
- PO Number:
- Contract ID:
- Vendor ID:
- Buyer:
- PO Status:
- From Date:
- To Date:

FORMAT:
PDF

Screen Shots:





CARDINAL
Report ID: RPR003

Commonwealth of Virginia
PO BALANCE DETAIL REPORT

Run Date: 12/31/2014
Run Time: 10:57 00

Page No. 1 of 4298

Business Unit: 50100
PO ID: All
Contract ID: All
PO Status: All
Vendor ID: All
Buyer ID: All
From Date: 11/01/2014
To Date: 12/31/2014

Buyer Name	Vendor Name	Vendor ID	Vendor Location
AMY.REESE	KORMAN SIG-001	0000036173	MAIN

PO ID	PO Date	Change Order Number	PO Receive Status	Match Control ID	PO Reference
0001108329	11/04/2014	0	R	STANDARD	Sihn Shop Accessories

PO Line Number	Item ID	Item Description	Contract ID	PO QTY	PO Price	PO Line Merchandise Amount
1	8013059050	PARTS AND ACCESSORIES, SIGN POST (MISC.) ANCHOR, OPEN HOLE, 12 GA., 2-1/4 IN. X 2-1/4 IN. X 30 IN.	00000000000000000000042060	50.00	$ 7.87	$ 393.50

Receiver ID	Receiver Line Number	Receiver Shipping Sequence	Receipt Quantity	Receiver Schedule Merchandise Amount
0001736411	1	1	50.00	$ 393.50
		Total Received	50.00	$ 393.50
		Un-Received PO Line Quantity	0.00	Un-Received PO Line Amt $ 0.00

Voucher ID	Voucher Line Number	Receiver ID	Receiver Line Number	Voucher Quantity	Voucher Price	Voucher Merchandise Amount
00399664	1	0001736411	1	50.00	$ 7.87	$ 393.50
			Total Vouchered	50.00		$ 393.50
			Open Receiver Quantity	0.00	Un-Vouchered PO Line Amount	$ 0.00

Total PO Line Amount	$ 393.50
Total PO Line Vouchered Amount	$ 393.50
Total Un-Received PO Line Amt	$ 0.00

PR – Requisition/PO Xref Report

LAST REVISION: 2/5/2015

LOADED INTO CATALOGUE: 2/5/2015

DESCRIPTION:
The Requisition/PO Xref Report displays requisition details and corresponding information once transitioned into a purchase order.

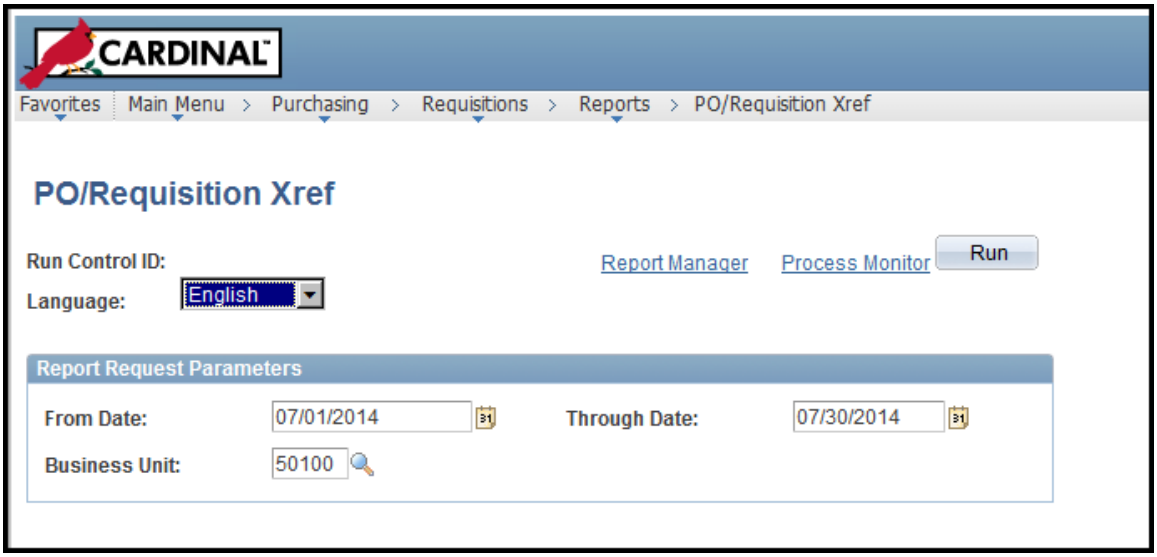
PURPOSE / USE:
This report can be executed by any user and is used to display a selected date range of requisitions that were copied into purchase orders. Requisitions that are not PO related are excluded from the report.

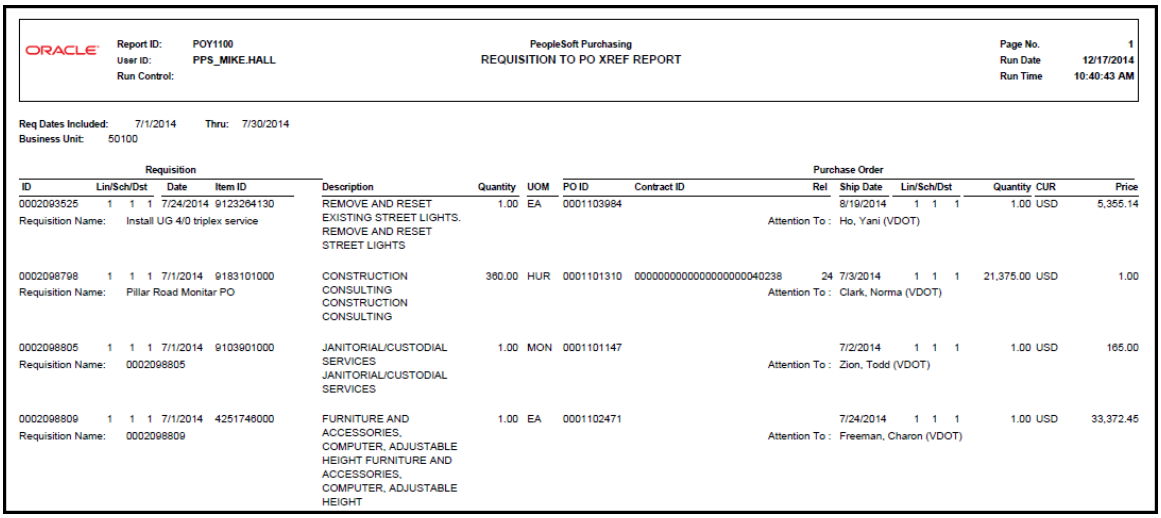
NAVIGATION PATH:
You can navigate to this report through the following path:
Main Menu > Purchasing > Requisitions > Reports > PO/Requisition Xref

PARAMETERS:
- From Date:
- Through Date:
- Business Unit:

FORMAT:
Online

Screen Shots:





ORACLE

Report ID: POY1100
User ID: PPS_MIKE.HALL
Run Control:

PeopleSoft Purchasing
REQUISITION TO PO XREF REPORT

Page No. 1
Run Date 12/17/2014
Run Time 10:40:43 AM

Req Dates Included: 7/1/2014 Thru: 7/30/2014
Business Unit: 50100

Requisition										Purchase Order									
ID	Lin/Sch/Dst			Date	Item ID	Description	Quantity	UOM	PO ID	Contract ID	Rel	Ship Date	Lin/Sch/Dst			Quantity	CUR	Price
0002093525	1	1	1	7/24/2014	9123264130	REMOVE AND RESET EXISTING STREET LIGHTS. REMOVE AND RESET STREET LIGHTS	1.00	EA	0001103984			8/19/2014	1	1	1	1.00	USD	5,355.14
Requisition Name:	Install UG 4/0 triplex service										Attention To :	Ho, Yani (VDOT)						
0002098798	1	1	1	7/1/2014	9183101000	CONSTRUCTION CONSULTING CONSTRUCTION CONSULTING	360.00	HUR	0001101310	0000000000000000000040238	24	7/3/2014	1	1	1	21,375.00	USD	1.00
Requisition Name:	Pillar Road Monitar PO										Attention To :	Clark, Norma (VDOT)						
0002098805	1	1	1	7/1/2014	9103901000	JANITORIAL/CUSTODIAL SERVICES JANITORIAL/CUSTODIAL SERVICES	1.00	MON	0001101147			7/2/2014	1	1	1	1.00	USD	165.00
Requisition Name:	0002098805										Attention To :	Zion, Todd (VDOT)						
0002098809	1	1	1	7/1/2014	4251746000	FURNITURE AND ACCESSORIES, COMPUTER, ADJUSTABLE HEIGHT FURNITURE AND ACCESSORIES, COMPUTER, ADJUSTABLE HEIGHT	1.00	EA	0001102471			7/24/2014	1	1	1	1.00	USD	33,372.45
Requisition Name:	0002098809										Attention To :	Freeman, Charon (VDOT)						

PR – Retainage Detail Report

LAST REVISION: 2/5/2015

LOADED INTO CATALOGUE: 2/5/2015

DESCRIPTION:
The Retainage Detail Report provides details for outstanding internal retainage associated to contracts.

PURPOSE / USE:
This report is used by Fiscal Division to report outstanding retainage balance.

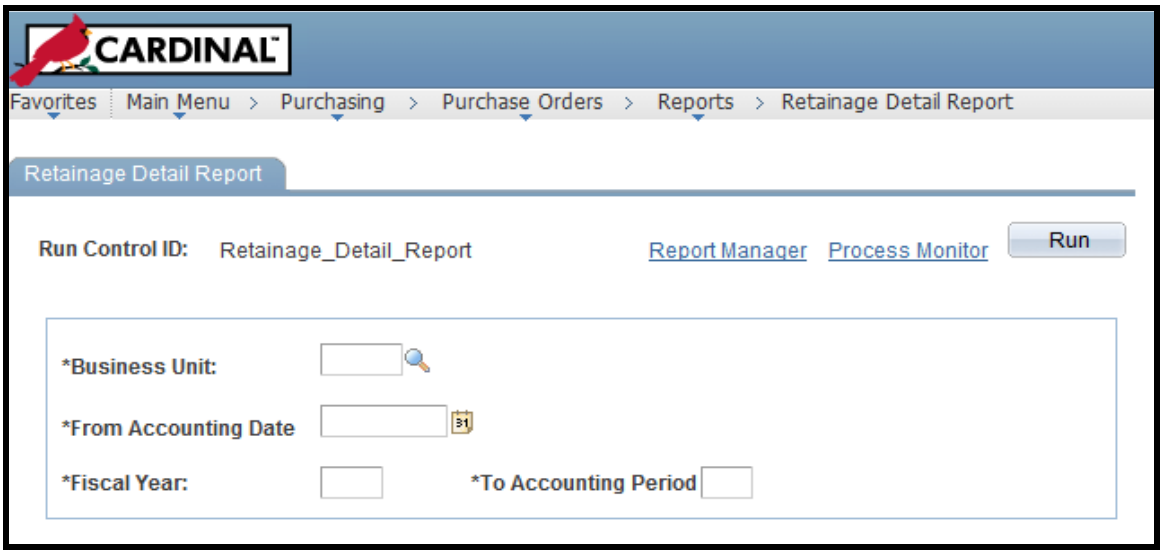
NAVIGATION PATH:
You can navigate to this report through the following path:
Main Menu > Purchasing > Purchase Orders > Reports > Retainage Detail Report

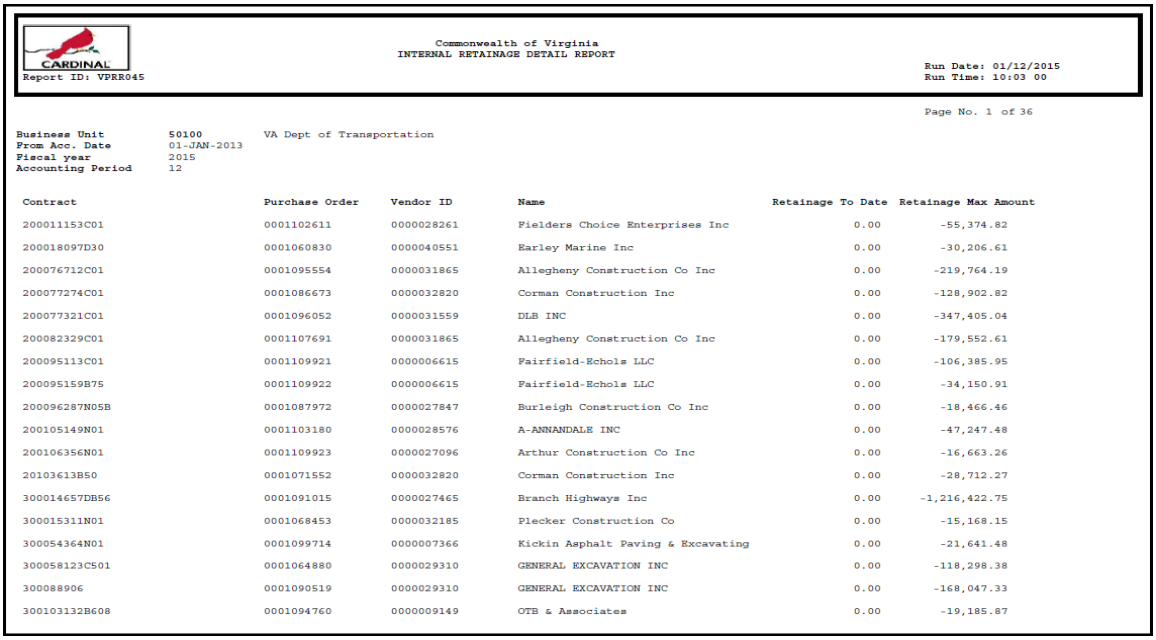
PARAMETERS:

- Business Unit:
- From Accounting Date:
- Fiscal Year:
- To Accounting Period:

FORMAT:
PDF

Screen Shots:





CARDINAL
Report ID: VPRR045

Commonwealth of Virginia
INTERNAL RETAINAGE DETAIL REPORT

Run Date: 01/12/2015
Run Time: 10:03 00

Page No. 1 of 36

Business Unit 50100 VA Dept of Transportation
From Acc. Date 01-JAN-2013
Fiscal year 2015
Accounting Period 12

Contract	Purchase Order	Vendor ID	Name	Retainage To Date	Retainage Max Amount
200011153C01	0001102611	0000028261	Fielders Choice Enterprises Inc	0.00	-55,374.82
200018097D30	0001060830	0000040551	Earley Marine Inc	0.00	-30,206.61
200076712C01	0001095554	0000031865	Allegheny Construction Co Inc	0.00	-219,764.19
200077274C01	0001086673	0000032820	Corman Construction Inc	0.00	-128,902.82
200077321C01	0001096052	0000031559	DLB INC	0.00	-347,405.04
200082329C01	0001107691	0000031865	Allegheny Construction Co Inc	0.00	-179,552.61
200095113C01	0001109921	0000006615	Fairfield-Echols LLC	0.00	-106,385.95
200095159B75	0001109922	0000006615	Fairfield-Echols LLC	0.00	-34,150.91
200096287N05B	0001087972	0000027847	Burleigh Construction Co Inc	0.00	-18,466.46
200105149N01	0001103180	0000028576	A-ANNANDALE INC	0.00	-47,247.48
200106356N01	0001109923	0000027096	Arthur Construction Co Inc	0.00	-16,663.26
20103613B50	0001071552	0000032820	Corman Construction Inc	0.00	-28,712.27
300014657DB56	0001091015	0000027465	Branch Highways Inc	0.00	-1,216,422.75
300015311N01	0001068453	0000032185	Plecker Construction Co	0.00	-15,168.15
300054364N01	0001099714	0000007366	Kickin Asphalt Paving & Excavating	0.00	-21,641.48
300058123C501	0001064880	0000029310	GENERAL EXCAVATION INC	0.00	-118,298.38
300088906	0001090519	0000029310	GENERAL EXCAVATION INC	0.00	-168,047.33
300103132B608	0001094760	0000009149	OTB & Associates	0.00	-19,185.87

PR – Schedule Listings Report

LAST REVISION: 2/02/15

LOADED INTO CATALOGUE: 2/02/15

DESCRIPTION:
The Schedule Listing Report displays Purchase Order Shipping details by selected criteria of Date, Vendor or Buyer. Using the selection criteria, the report identifies each purchase order to include vendor, Item description, and quantity, price, shipping location and due date.

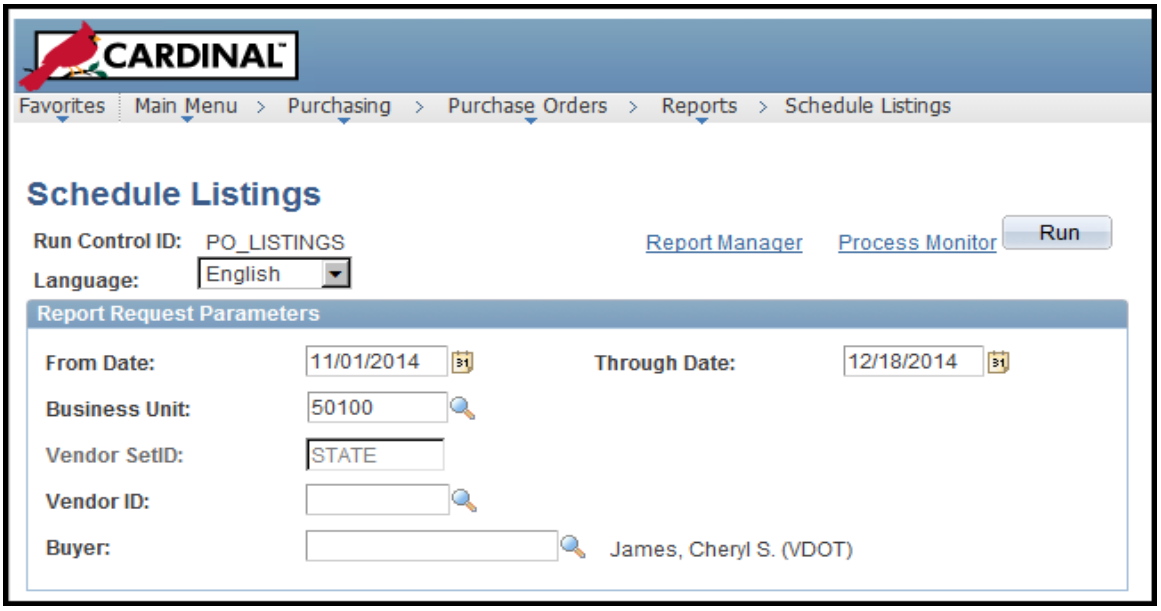
PURPOSE / USE:
This report can be executed by any user and is used by Buyers and Managers to display a specific selection of purchase orders. The report identifies those Purchase Orders by Buyer, Vendor or Date and displays line details and shipping data.

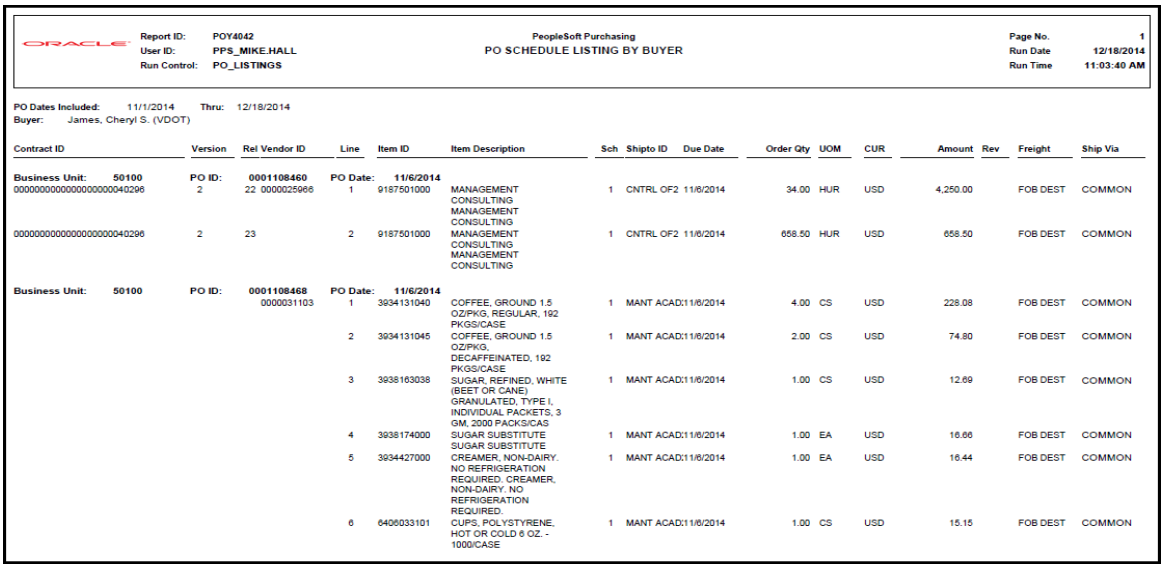
NAVIGATION PATH:
You can navigate to this report through the following path:
Main Menu > Purchasing > Purchase Orders > Reports > Schedule Listings

PARAMETERS:
- Business Unit:
- From Date:
- Through Date:
- Vendor SetID:
- Vendor ID:
- Buyer:

FORMAT:
PDF

Screen Shots:





ORACLE

Report ID: POY4042
User ID: PPS_MIKE.HALL
Run Control: PO_LISTINGS

PeopleSoft Purchasing
PO SCHEDULE LISTING BY BUYER

Page No. 1
Run Date 12/18/2014
Run Time 11:03:40 AM

PO Dates Included: 11/1/2014 Thru: 12/18/2014
Buyer: James, Cheryl S. (VDOT)

Contract ID	Version	Rel Vendor ID	Line	Item ID	Item Description	Sch	Shipto ID	Due Date	Order Qty	UOM	CUR	Amount	Rev	Freight	Ship Via
Business Unit: 50100	**PO ID:**	**0001108460**	**PO Date:**	**11/6/2014**											
00000000000000000000040296	2	22 0000025966	1	9187501000	MANAGEMENT CONSULTING MANAGEMENT CONSULTING	1	CNTRL OF2	11/6/2014	34.00	HUR	USD	4,250.00		FOB DEST	COMMON
00000000000000000000040296	2	23	2	9187501000	MANAGEMENT CONSULTING MANAGEMENT CONSULTING	1	CNTRL OF2	11/6/2014	658.50	HUR	USD	658.50		FOB DEST	COMMON
Business Unit: 50100	**PO ID:**	**0001108468**	**PO Date:**	**11/6/2014**											
		0000031103	1	3934131040	COFFEE, GROUND 1.5 OZ/PKG, REGULAR, 192 PKGS/CASE	1	MANT ACAD	11/6/2014	4.00	CS	USD	228.08		FOB DEST	COMMON
			2	3934131045	COFFEE, GROUND 1.5 OZ/PKG, DECAFFEINATED, 192 PKGS/CASE	1	MANT ACAD	11/6/2014	2.00	CS	USD	74.80		FOB DEST	COMMON
			3	3938163038	SUGAR, REFINED, WHITE (BEET OR CANE) GRANULATED, TYPE I, INDIVIDUAL PACKETS, 3 GM, 2000 PACKS/CAS	1	MANT ACAD	11/6/2014	1.00	CS	USD	12.69		FOB DEST	COMMON
			4	3938174000	SUGAR SUBSTITUTE SUGAR SUBSTITUTE	1	MANT ACAD	11/6/2014	1.00	EA	USD	16.66		FOB DEST	COMMON
			5	3934427000	CREAMER, NON-DAIRY. NO REFRIGERATION REQUIRED. CREAMER, NON-DAIRY. NO REFRIGERATION REQUIRED.	1	MANT ACAD	11/6/2014	1.00	EA	USD	16.44		FOB DEST	COMMON
			6	6406033101	CUPS, POLYSTYRENE, HOT OR COLD 6 OZ. - 1000/CASE	1	MANT ACAD	11/6/2014	1.00	CS	USD	15.15		FOB DEST	COMMON

PR – Status Listings Report

LAST REVISION: 2/02/15

LOADED INTO CATALOGUE: 2/02/15

DESCRIPTION:
This Status Listing Report displays Purchase Order Status by Vendor or Item ID. Using any date selection criteria, the report identifies all purchase orders by the specific item or vendor in ascending order.

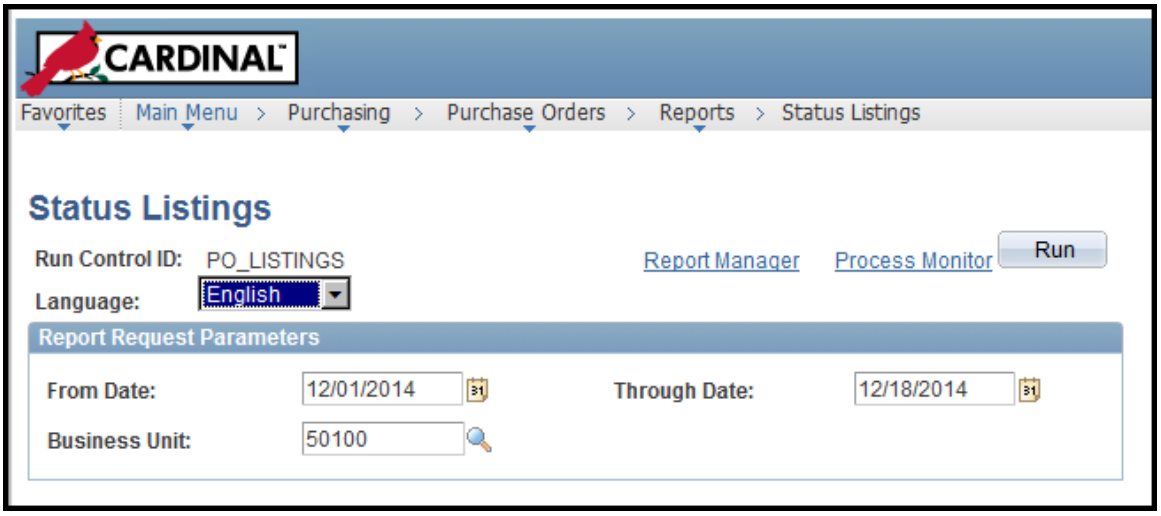
PURPOSE / USE:
This report can be executed by any user and is used by Buyers and Managers to identify all POs by Vendor or by Item to measure the quantity or amount over a period of time.

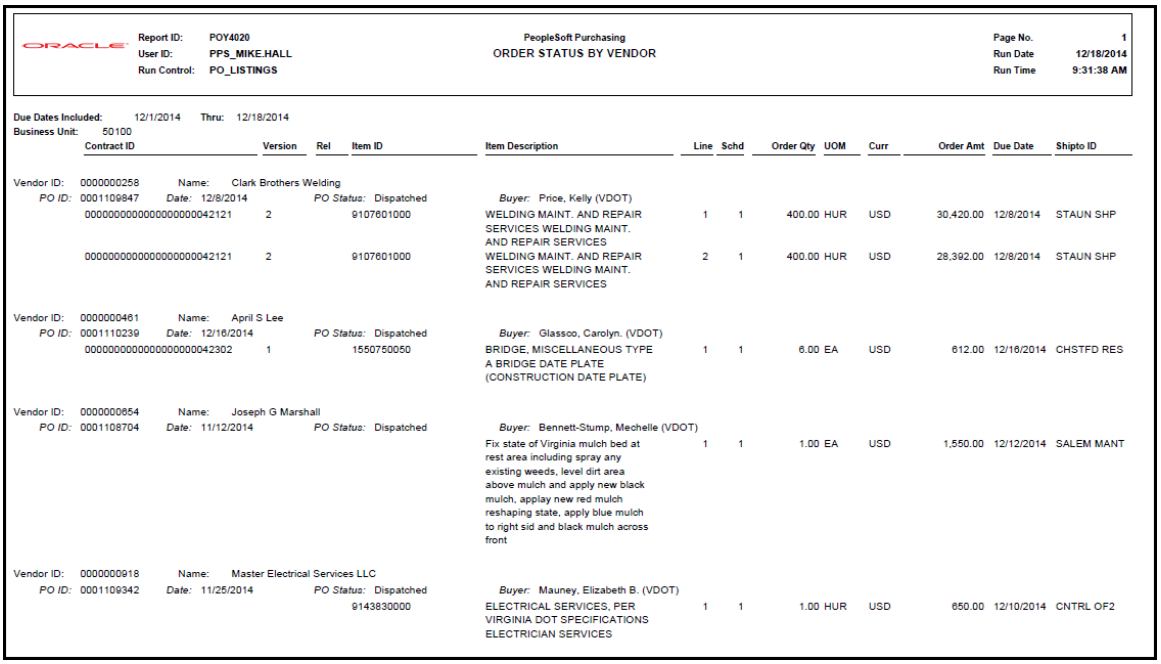
NAVIGATION PATH:
You can navigate to this report through the following path:
Main Menu > Purchasing > Purchase Orders > Reports > Status Listings

PARAMETERS:
- Business Unit:
- From Date:
- Through Date:

FORMAT:
PDF

Screen Shots:





ORACLE

Report ID: POY4020
User ID: PPS_MIKE.HALL
Run Control: PO_LISTINGS

PeopleSoft Purchasing
ORDER STATUS BY VENDOR

Page No. 1
Run Date 12/18/2014
Run Time 9:31:38 AM

Due Dates Included: 12/1/2014 Thru: 12/18/2014
Business Unit: 50100

Contract ID	Version	Rel	Item ID	Item Description	Line	Schd	Order Qty	UOM	Curr	Order Amt	Due Date	Shipto ID
Vendor ID: 0000000258 Name: Clark Brothers Welding												
PO ID: 0001109847 Date: 12/8/2014 PO Status: Dispatched				Buyer: Price, Kelly (VDOT)								
00000000000000000042121	2		9107601000	WELDING MAINT. AND REPAIR SERVICES WELDING MAINT. AND REPAIR SERVICES	1	1	400.00	HUR	USD	30,420.00	12/8/2014	STAUN SHP
00000000000000000042121	2		9107601000	WELDING MAINT. AND REPAIR SERVICES WELDING MAINT. AND REPAIR SERVICES	2	1	400.00	HUR	USD	28,392.00	12/8/2014	STAUN SHP
Vendor ID: 0000000461 Name: April S Lee												
PO ID: 0001110239 Date: 12/16/2014 PO Status: Dispatched				Buyer: Glassco, Carolyn. (VDOT)								
00000000000000000042302	1		1550750050	BRIDGE, MISCELLANEOUS TYPE A BRIDGE DATE PLATE (CONSTRUCTION DATE PLATE)	1	1	6.00	EA	USD	612.00	12/16/2014	CHSTFD RES
Vendor ID: 0000000654 Name: Joseph G Marshall												
PO ID: 0001108704 Date: 11/12/2014 PO Status: Dispatched				Buyer: Bennett-Stump, Mechelle (VDOT)								
				Fix state of Virginia mulch bed at rest area including spray any existing weeds, level dirt area above mulch and apply new black mulch, applay new red mulch reshaping state, apply blue mulch to right sid and black mulch across front	1	1	1.00	EA	USD	1,550.00	12/12/2014	SALEM MANT
Vendor ID: 0000000918 Name: Master Electrical Services LLC												
PO ID: 0001109342 Date: 11/25/2014 PO Status: Dispatched				Buyer: Mauney, Elizabeth B. (VDOT)								
			9143830000	ELECTRICAL SERVICES, PER VIRGINIA DOT SPECIFICATIONS ELECTRICIAN SERVICES	1	1	1.00	HUR	USD	650.00	12/10/2014	CNTRL OF2

Time and Attendance

Inquiries

TA - Approve Time and Exceptions – Exceptions Inquiry

LAST REVISION: 12/20/12

LOADED INTO CATALOGUE: 12/21/12

DESCRIPTION:
The Exceptions inquiry is part of a set of three inquiries grouped under Approve Time and Exceptions for Time and Attendance Manager Self Service. The three inquiries include:

- Reported Time
- Payable Time
- Exceptions

An Exception is an error or warning generated by the Time Administration process during the validation of Reported Time timesheet transactions, including both productive and non-productive time. There are two groups of Exceptions: 1) Low and Medium Exceptions and 2) High Exceptions. Low and Medium Exceptions can be allowed, disallowed, or ignored by a supervisor in reviewing the timesheet. A High Exception must be corrected and the timesheet resubmitted.

The most frequently used selection criteria for the Exceptions inquiry is the Reports To Position Number of the Manager. The inquiry displays all outstanding Exceptions that have not yet been allowed or disallowed. As opposed to approving or denying, Exceptions are allowed or disallowed.

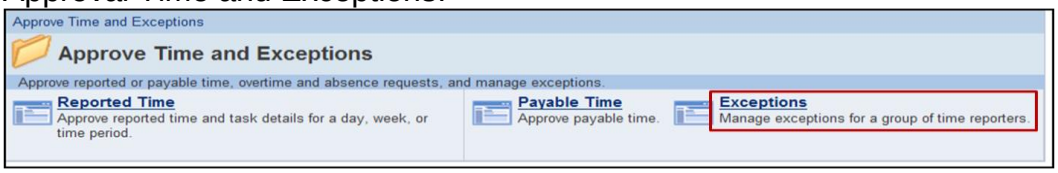
PURPOSE / USE:
The Exceptions inquiry is a tool that retrieves timesheet transactions with outstanding Exceptions and then enables managers to select those Exception transactions either individually or Select All to Allow or Disallow. The system lists all of the Exceptions for all of the employees together in one list. Exceptions can be selected, reviewed, allowed (or disallowed) and saved individually or you can choose Allow All (or Disallow All) and Save.

NAVIGATION PATH:
You can navigate to this inquiry using the following path:
Cardinal FIN > Cardinal HCM > Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Exceptions

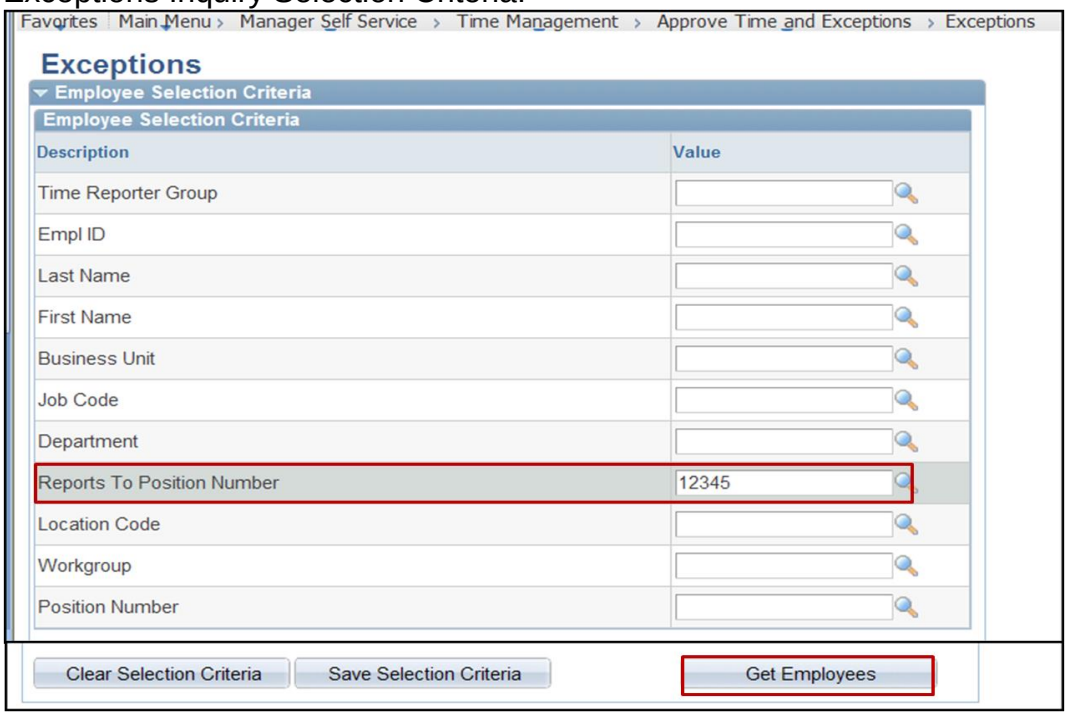
PARAMETERS:

- There are different combinations of Employee Selection Criteria. For the Manager using this Manager Self Service inquiry, the best selection criteria is using their own position number as the Reports To Position Number.
- There is no date selection criteria for Exceptions.

FORMAT:
Online
Approval Time and Exceptions:



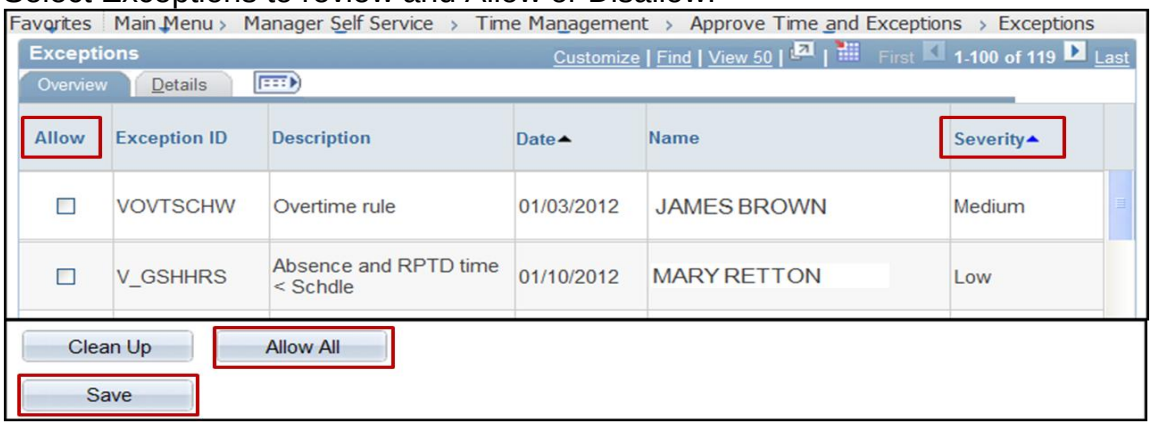
Exceptions Inquiry Selection Criteria:



Exception Instructions:

- Allowing a Low or Medium exception will enable the time to be processed and create payable time without having to resolve the exception.
- Once an exception has been allowed, it will no longer appear on this page.
- Time that has an exception with a Low or Medium severity level will still create payable time. Therefore, a Low or Medium exception can be ignored.
- Exceptions with a source of Time Administration can only be resolved by running the Time Administration process.
- Payable Time will not be created for time with a High severity exception. High exceptions must be corrected.

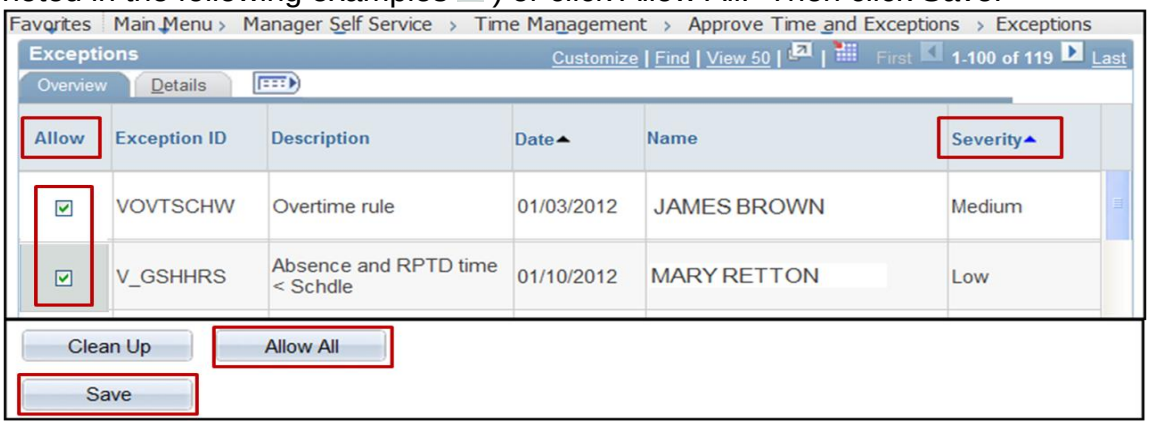
Select Exceptions to review and Allow or Disallow:



Review Overview and Details for Overtime Rule:

Review Overview and Details for Absence and RPTD Time < Schdle Rule:

To allow low and medium Exceptions, check specific Exceptions in the Allow column (as noted in the following examples ☑) or click Allow All. Then click Save.



Upon successful completion of the Save process, the checkbox in the Allowed rows disappears. All Exceptions Allowed and Saved successfully will not be included in the next execution of this query for the same selection criteria.

The Allow cell is cleared for those Exceptions successfully Allowed:

TA - Approve Time and Exceptions – Payable Time Inquiry

LAST REVISION: 12/20/12

LOADED INTO CATALOGUE: 12/21/12

DESCRIPTION:
The Payable Time inquiry is part of a set of three inquiries grouped under Approve Time and Exceptions for Time and Attendance Manager Self Service. The three inquiries include:

- Reported Time
- Payable Time
- Exceptions

The Payable Time inquiry displays all employees meeting the selection criteria (i.e., typically, the Reports To Position Number of the Manager, date range) having Payable Time that needs approval or denial.

PURPOSE / USE:
The inquiry is a tool that retrieves Payable Time transactions and then allows managers to select those transactions for review and approval or denial. Each employee name listed is linked. When you click on a linked employee's name the system then displays a list of Payable Time transactions for that employee which have not yet been approved. Those transactions can be selected, reviewed, and approved individually or you can choose Select All and Approve for the entire group.

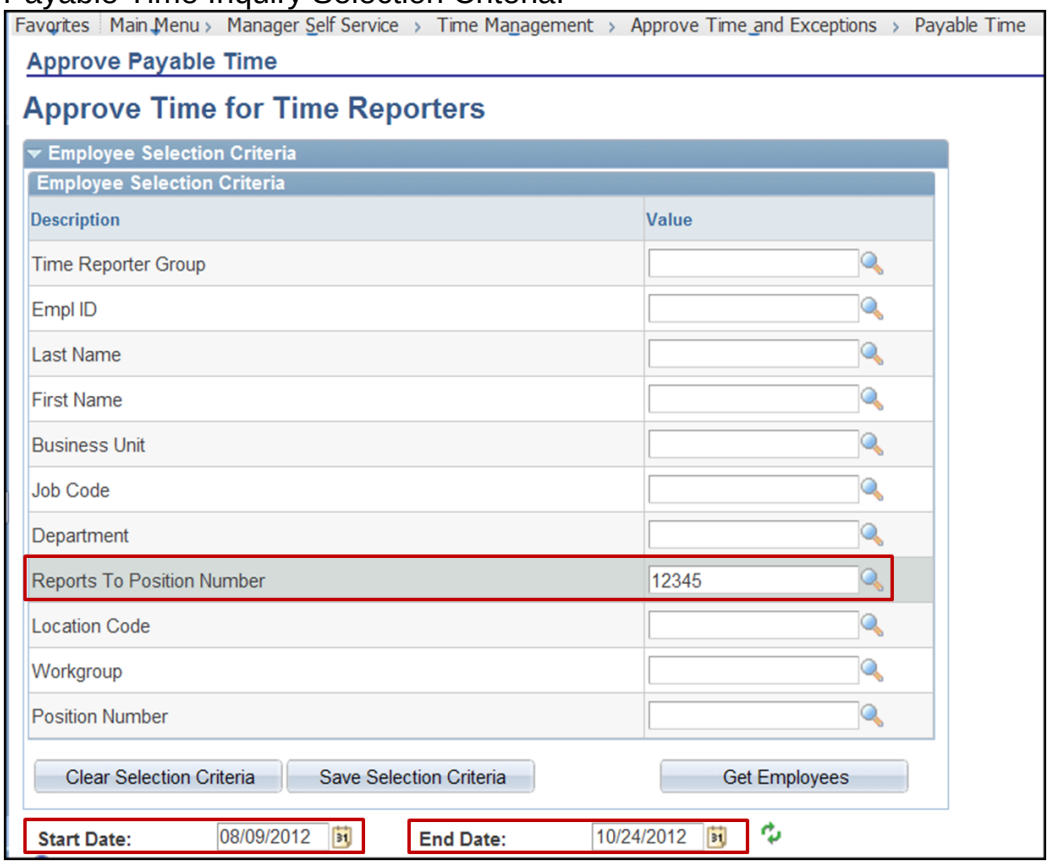
NAVIGATION PATH:
You can navigate to this online inquiry using the following path:
Cardinal FIN > Cardinal HCM > Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Payable Time

PARAMETERS:

- There are different combinations of Employee Selection Criteria. For the Manager using this Manager Self Service inquiry, the best selection criteria is using their own position number as the Reports To Position Number.
- Start Date and End Date

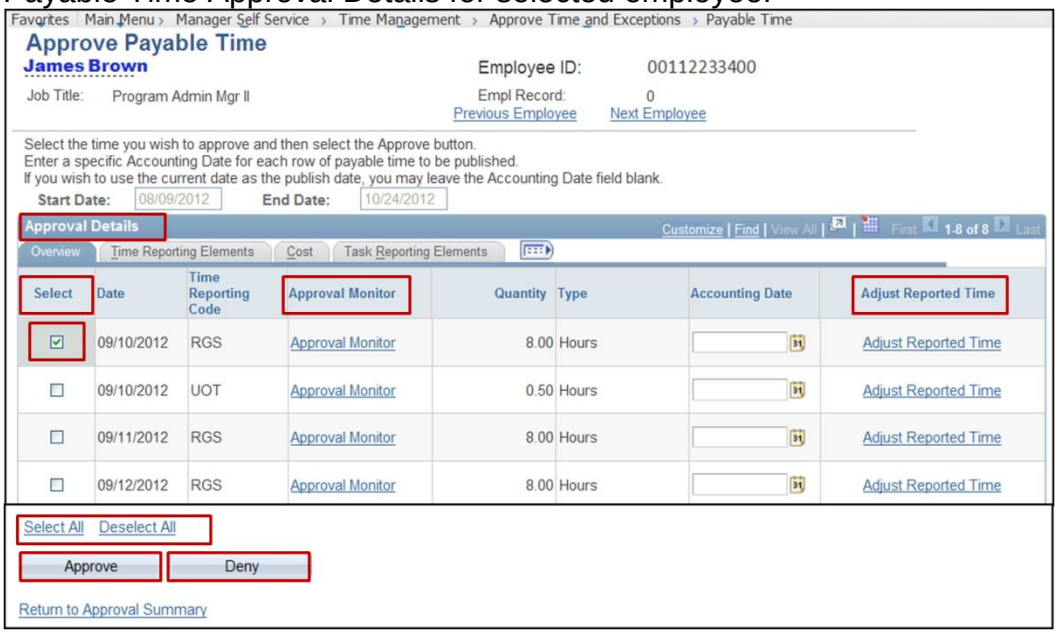
FORMAT:
Online
Approval Time and Exceptions:

Payable Time Inquiry Selection Criteria:

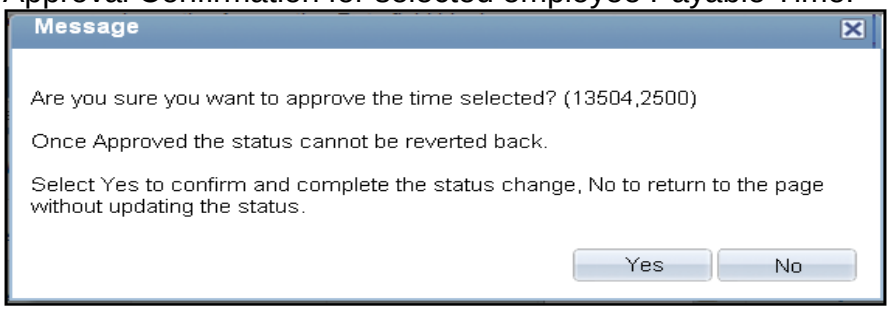


Employees who meet the selection criteria:

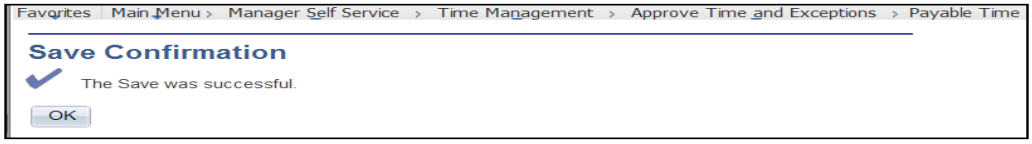
Payable Time Approval Details for selected employee:



Approval Confirmation for selected employee Payable Time:



Save Confirmation:



Return to Approval Summary:

TA - Approve Time and Exceptions – Reported Time Inquiry

LAST REVISION: 12/19/12

LOADED INTO CATALOGUE: 12/21/12

DESCRIPTION:
The Reported Time inquiry is part of a set of three inquiries grouped under Approve Time and Exceptions for Time and Attendance Manager Self Service. The three inquiries include:

- Reported Time
- Payable Time
- Exceptions

The Reported Time inquiry displays all employees meeting the selection criteria (i.e., typically, the Reports To Position Number of the Manager, date to view all time after) having Reported Time that needs approval or denial.

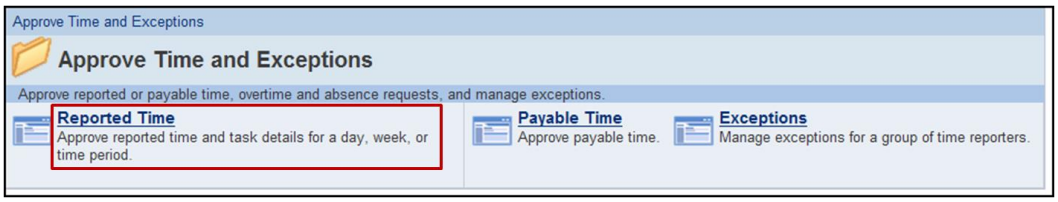
PURPOSE / USE:
This inquiry is used to identify those Reported Time transactions (Absences) that need review and approval (or denial).

NAVIGATION PATH:
You can navigate to this online inquiry using the following path:
Cardinal FIN > Cardinal HCM > Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Reported Time

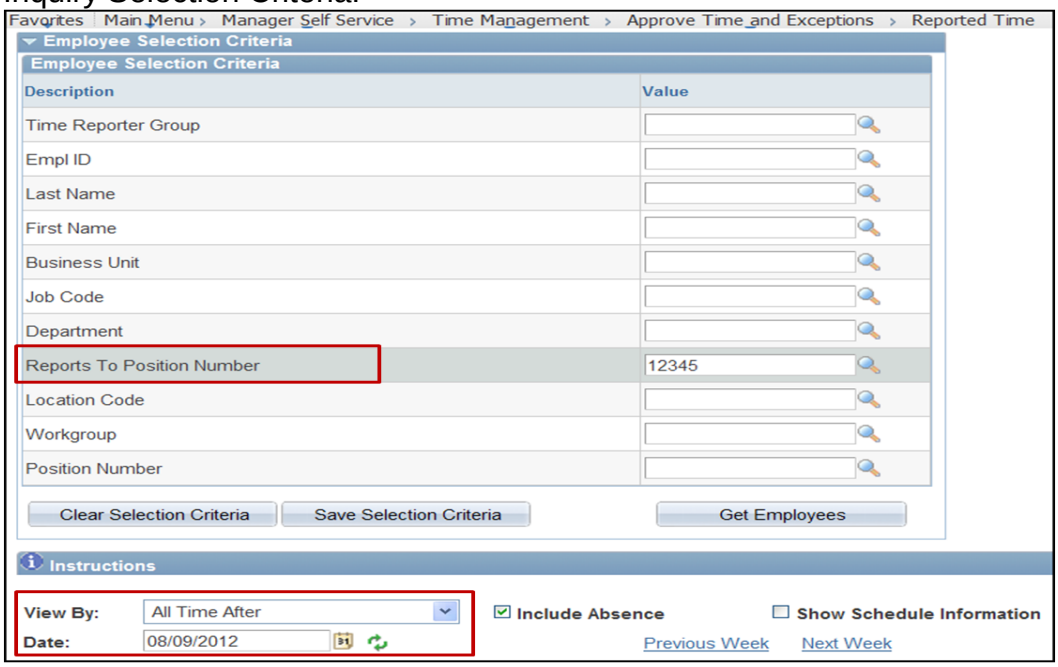
PARAMETERS:

- There are different combinations of Employee Selection Criteria. For the Manager using this Manager Self Service inquiry, the best selection criteria is using their own position number as the Reports To Position Number.

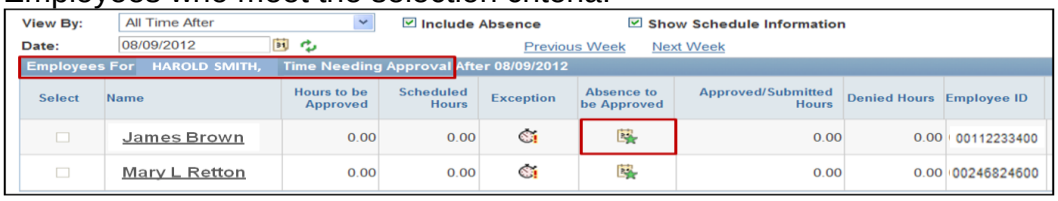
FORMAT:
Online



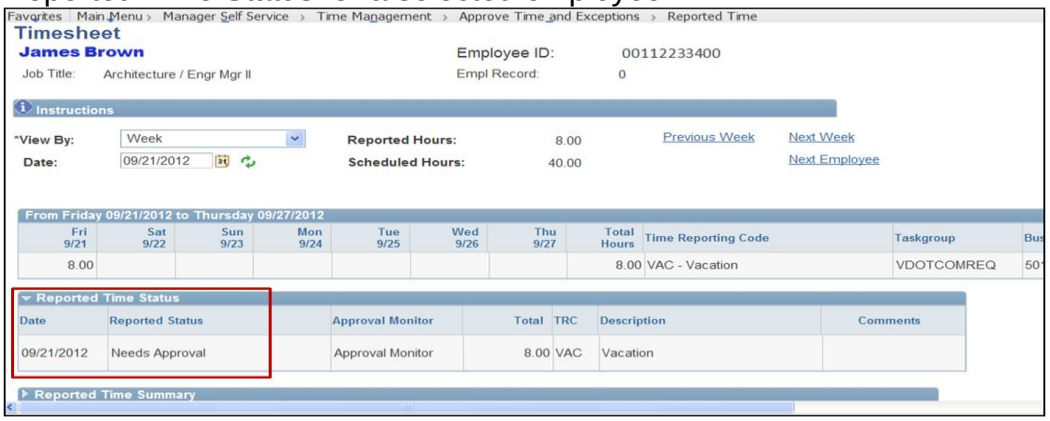
Inquiry Selection Criteria:



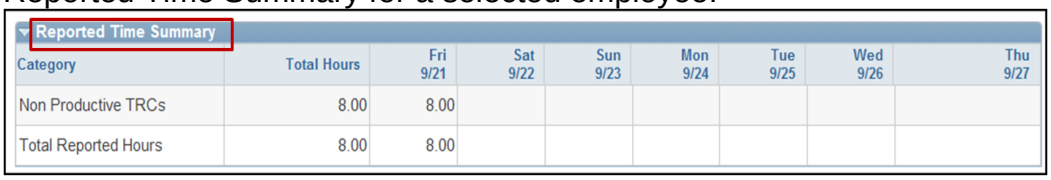
Employees who meet the selection criteria:



Reported Time Status for a selected employee:



Reported Time Summary for a selected employee:



TA – Self Service Absence Balances – Forecast Balances Inquiry

LAST REVISION: 12/28/12

LOADED INTO CATALOGUE: 12/28/12

DESCRIPTION:
The Absence Balances inquiry is part of a set of inquiries grouped under Time Reporting, View Time for Time and Attendance Self Service. The six inquiries include:

- Payable Time Summary
- Payable Time Detail
- Exceptions
- Absence Balances
- Absence Request History
- Compensatory Time

This inquiry displays current absence entitlement balances for the Self Service user.

PURPOSE / USE:
For inquiries the concept of Self Service means the user is the employee for which Self Service inquiries display data. From the View Time Menu when you click on Absence Balances the system displays the View Absence Balances page with each of your possible absence entitlements and related balance information. In addition, there is a link to Forecast Balance at the bottom of the page.

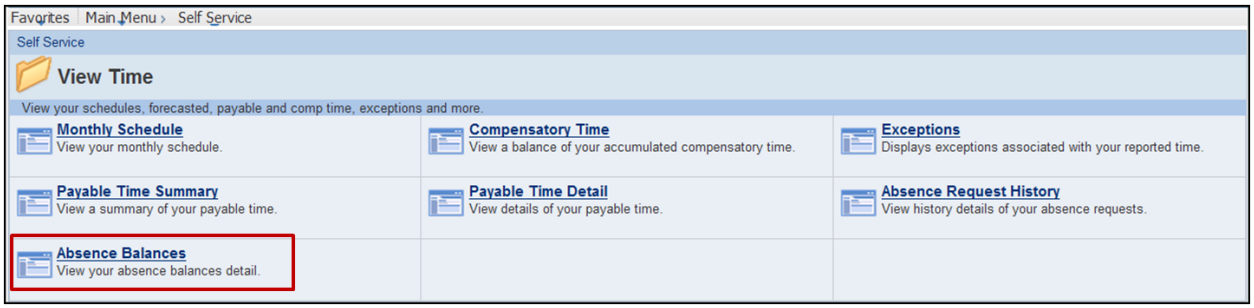
NAVIGATION PATH:
You can navigate to this online inquiry using the following path:
Main Menu > Self Service > Time Reporting > View Time > Absence Balances

PARAMETERS:

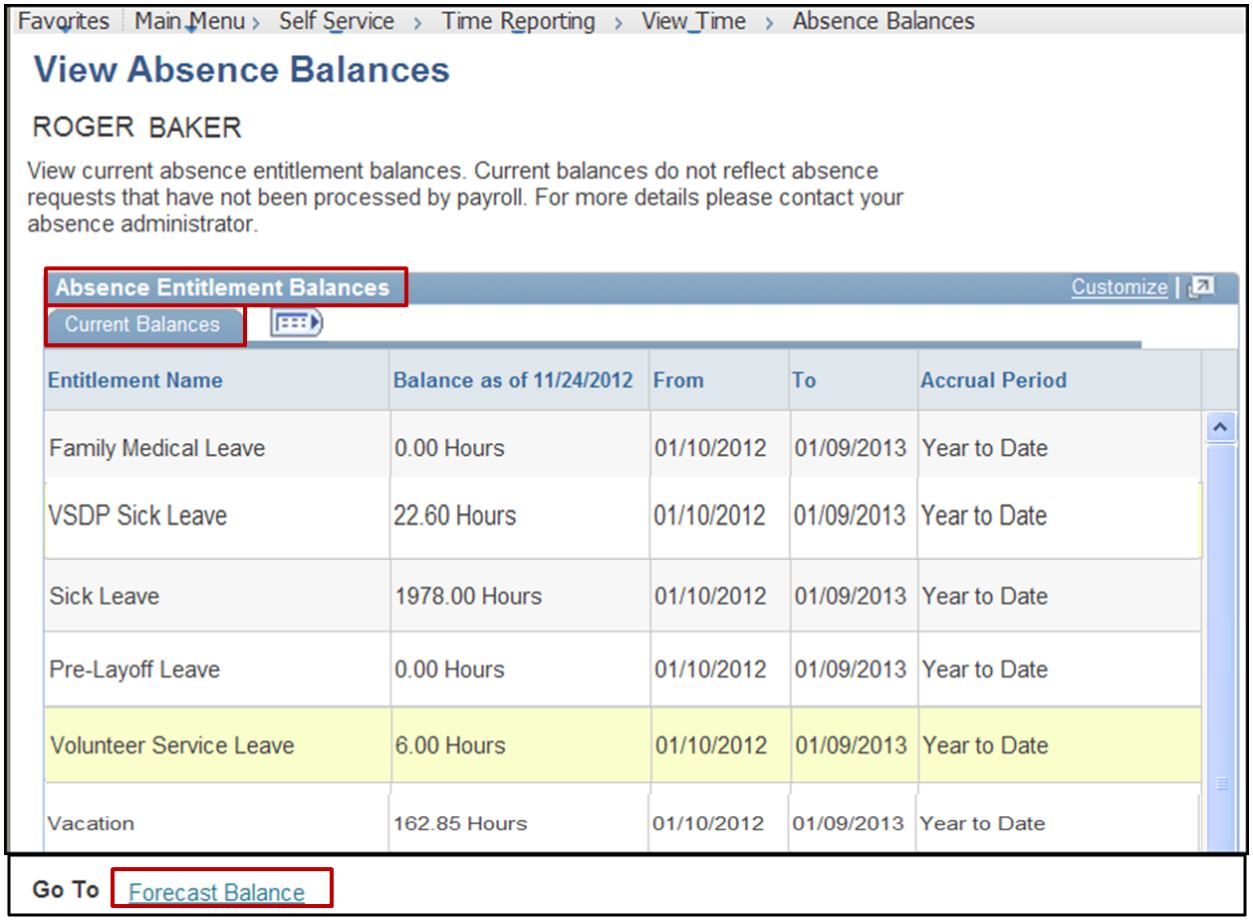
- There are no selection criteria required to enter the Absence Balances page

FORMAT:
Online

Self Service View Time:



Absence Balances Overview:

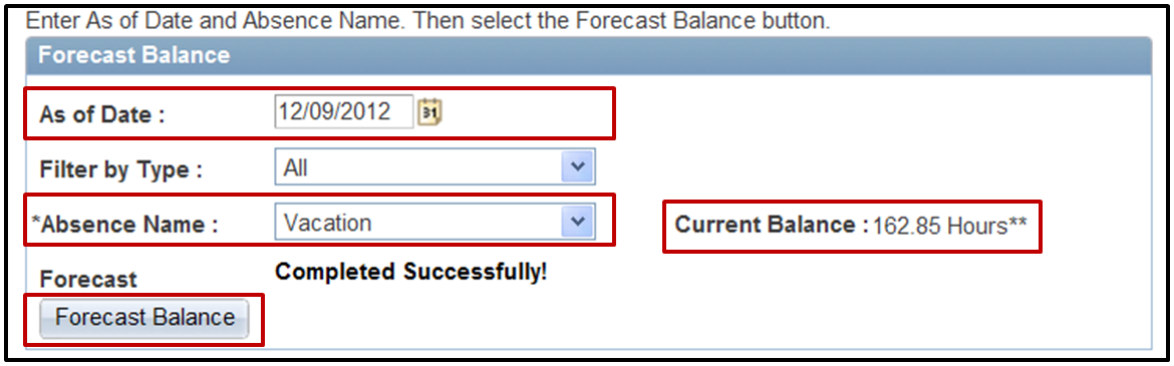


:

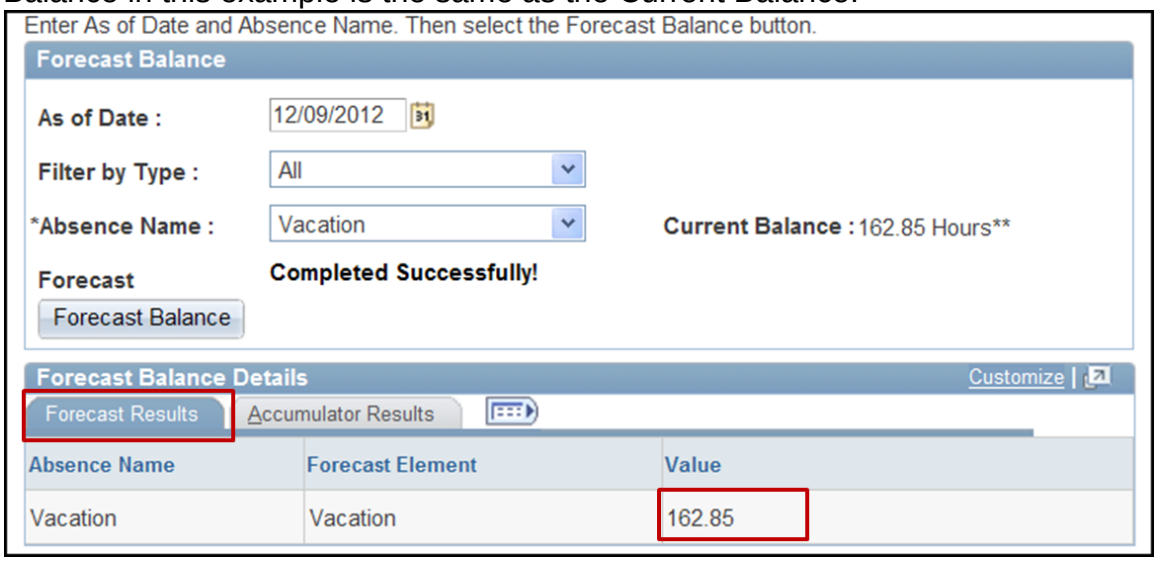
Forecast Balance –

Forecast Balance is part of the overall Absences Balances functionality. To initiate the Forecast Balance calculation you specify an As of Date, select the Filter by Type related to the Absence Name (or select All), select an Absence Name (leave type) that you want to forecast, and then click the Forecast Balance button.

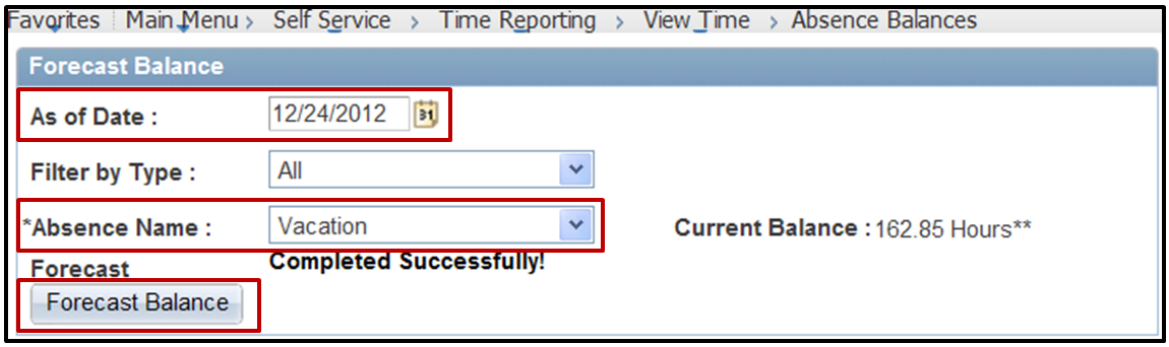
In the following example the As of Date is the most current date. The Current Balance as reported on the Current Balance Page is also displayed on the Forecast Balance page.



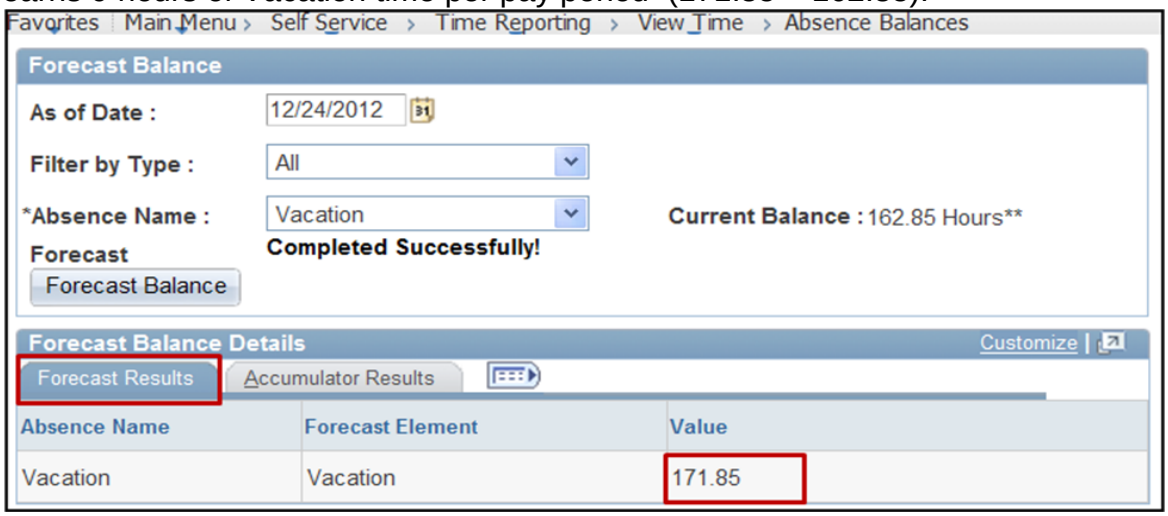
When you click the Forecast Balance button, the Forecast Results are displayed. Having used the most current period end date as the As of Date, the Forecasted Balance in this example is the same as the Current Balance.



The next example increments the As of Date for Vacation to the next Pay Period End Date. With no other Vacation activity the difference between the forecasted results of these two periods should be the employee's accrued Vacation hours.



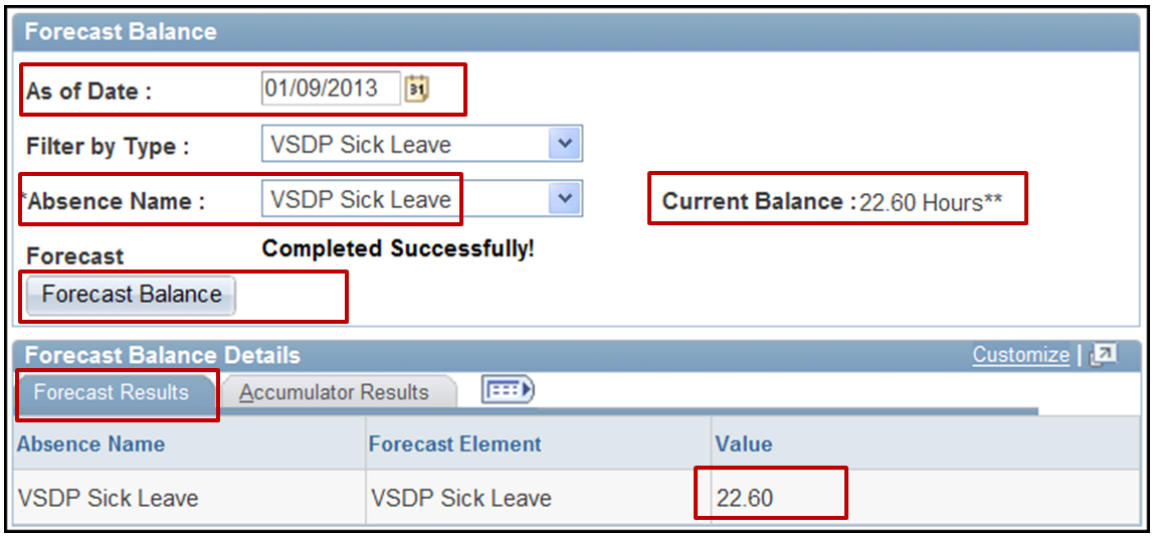
The Forecast Balance Details reports a value of 171.85 hours thru 12/24/2012. With no other Vacation activity in this period, you can calculate that this employee currently earns 9 hours of Vacation time per pay period (171.85 – 162.85).



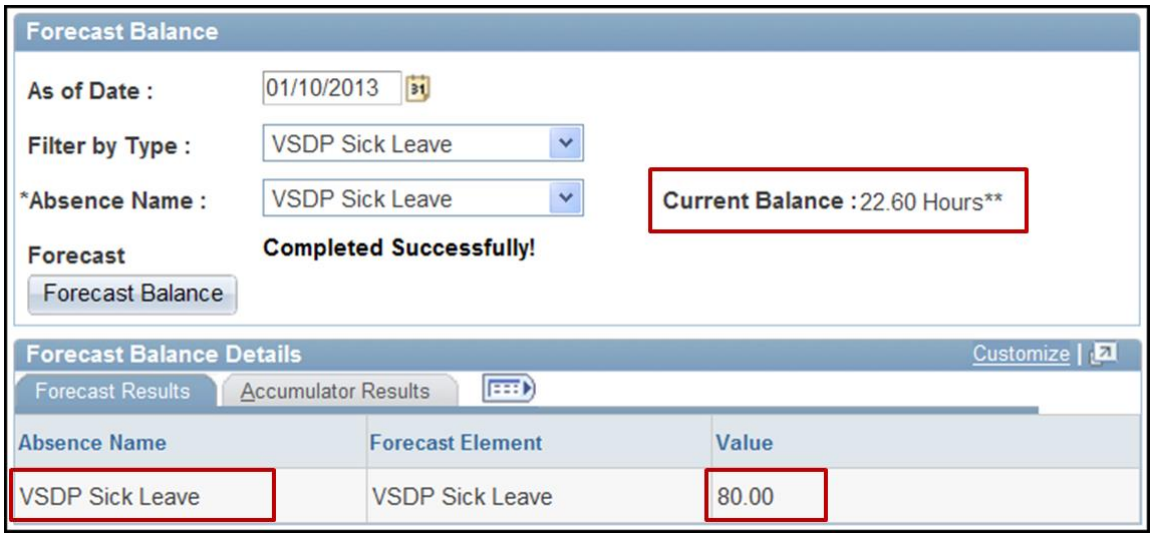
In an example for another leave type, the Current Balance Page reports 22.60 hours of VSDP Sick Leave as of the current date through the end of the leave year.

VSDP Sick Leave	22.60 Hours	01/10/2012	01/09/2013	Year to Date

Forecasting VSDP Sick Leave through the last day in the current leave year (01/09/2013) yields the following results.



Forecasting VSDP Sick Leave with an As of Date 01/10/2013, the first day of the new leave year, results in the VSDP Sick Leave Forecast Balance being reset to the annual VSDP Sick Leave amount. The Current Balance remains the same.



The Forecast Balance function is a powerful and very easy tool to use. Probably the most common use of the Forecast Balance function is when you want to find out how many hours of Vacation you will have five or six months from now given your outstanding leave requests between now and then.

To continue reviewing current leave type balances click the Return to View Absence Balances link.

TA – Self Service Absence Request History Inquiry

LAST REVISION: 12/28/12

LOADED INTO CATALOGUE: 12/28/12

DESCRIPTION:
This Absence Request History inquiry is part of a set of inquiries grouped under Time Reporting, View Time for Time and Attendance Self Service. The six inquiries include:

- Payable Time Summary
- Payable Time Detail
- Exceptions
- Absence Balances
- Absence Request History
- Compensatory Time

This inquiry displays Absence Request History for the Self Service user.

PURPOSE / USE:
For inquiries the concept of Self Service means the user is the employee for which Self Service inquiries display data. From the View Time Menu when you click on Absence Balances the system defaults a current period date range. To retrieve a complete history, leave From and Through dates blank and select the Refresh button. Select the absence name link to view request details. Select edit button to modify or delete the request.

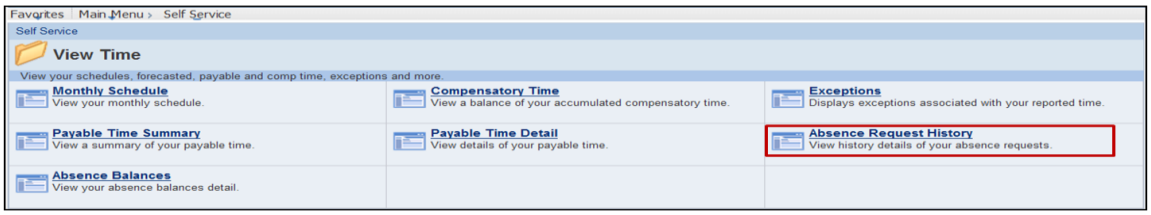
NAVIGATION PATH:
You can navigate to this online inquiry using the following path:
Main Menu > Self Service > Time Reporting > View Time > Absence Request History

PARAMETERS:

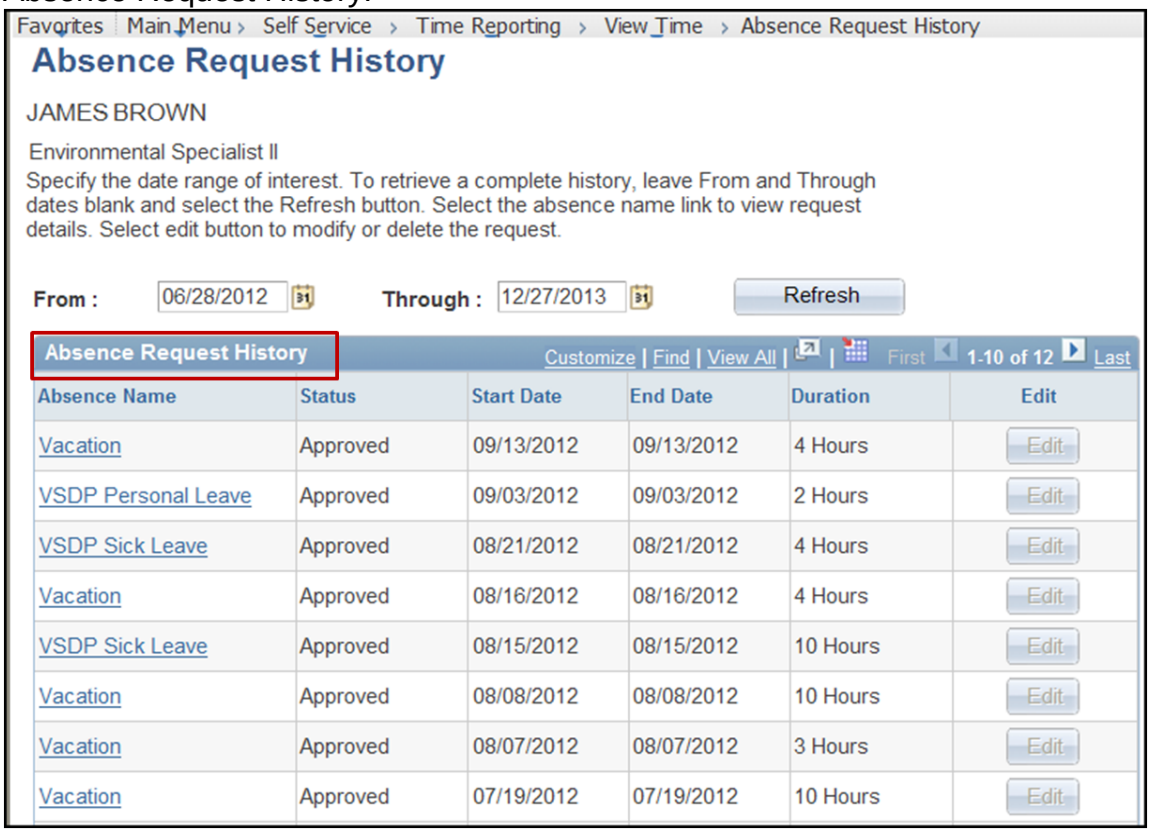
- There are no selection criteria required to enter the Absence Balances page

FORMAT:
Online

Self Service View Time:

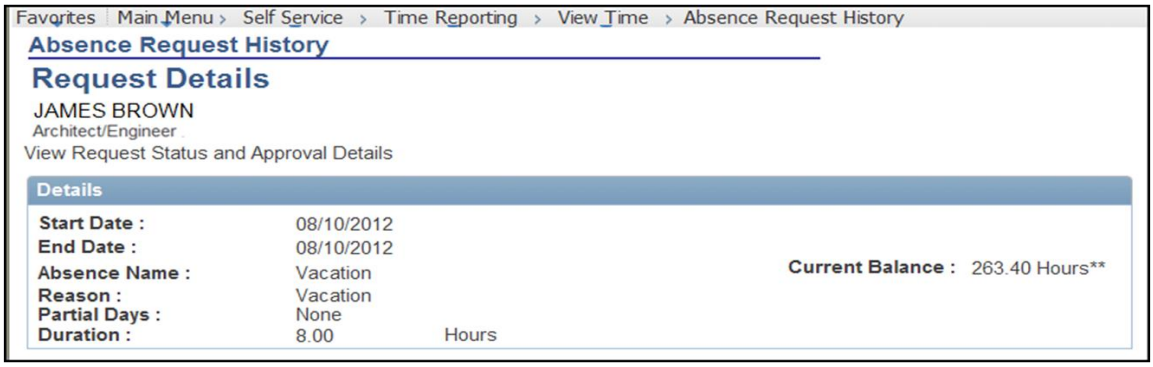


Absence Request History:

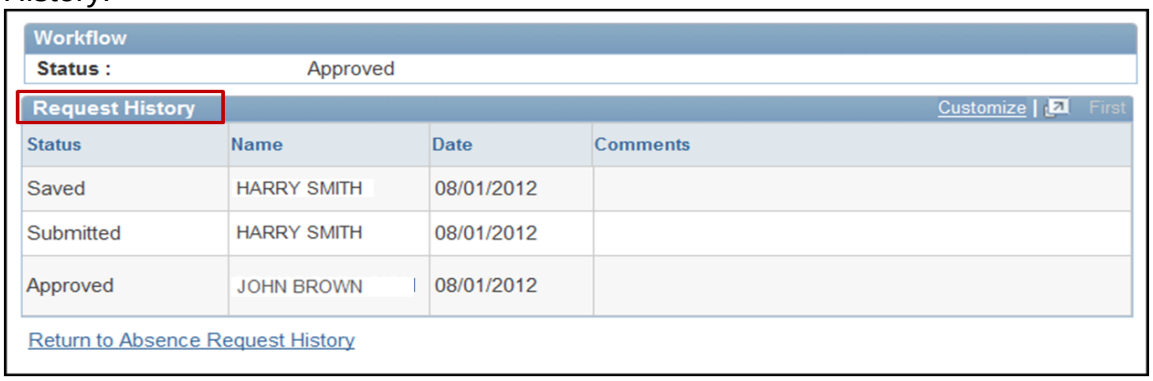


:

Select absence and edit button:



Request History Detail and then Return to Absence Request History:



Workflow

Status : Approved

Request History

Customize | First

Status	Name	Date	Comments
Saved	HARRY SMITH	08/01/2012	
Submitted	HARRY SMITH	08/01/2012	
Approved	JOHN BROWN	08/01/2012	

Return to Absence Request History

TA – Self Service Compensatory Time Inquiry

LAST REVISION: 12/28/12

LOADED INTO CATALOGUE: 12/28/12

DESCRIPTION:
The Compensatory Time inquiry is part of a set of inquiries grouped under Time Reporting, View Time for Time and Attendance Self Service. The six inquiries include:

- Payable Time Summary
- Payable Time Detail
- Exceptions
- Absence Balances
- Absence Request History
- Compensatory Time

This inquiry displays Compensatory Time for the Self Service user.

PURPOSE / USE:
For inquiries the concept of Self Service means the user is the employee for which Self Service inquiries display data. From the View Time Menu when you click on Compensatory Time the system defaults the current date and display the Compensatory Time page. Compensatory Time ages out at 365 days. In addition to displaying the balance of Compensatory Time available at the start of the current day, the page has the ability to “Show Time Expiring in the Next 30 Days, Next 90 Days, One Year, or Show All”.

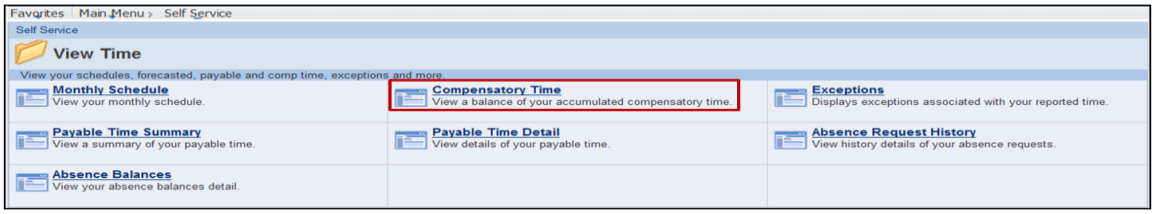
NAVIGATION PATH:
You can navigate to this online inquiry using the following path:
Main Menu > Self Service > Time Reporting > View Time > Compensatory Time

PARAMETERS:

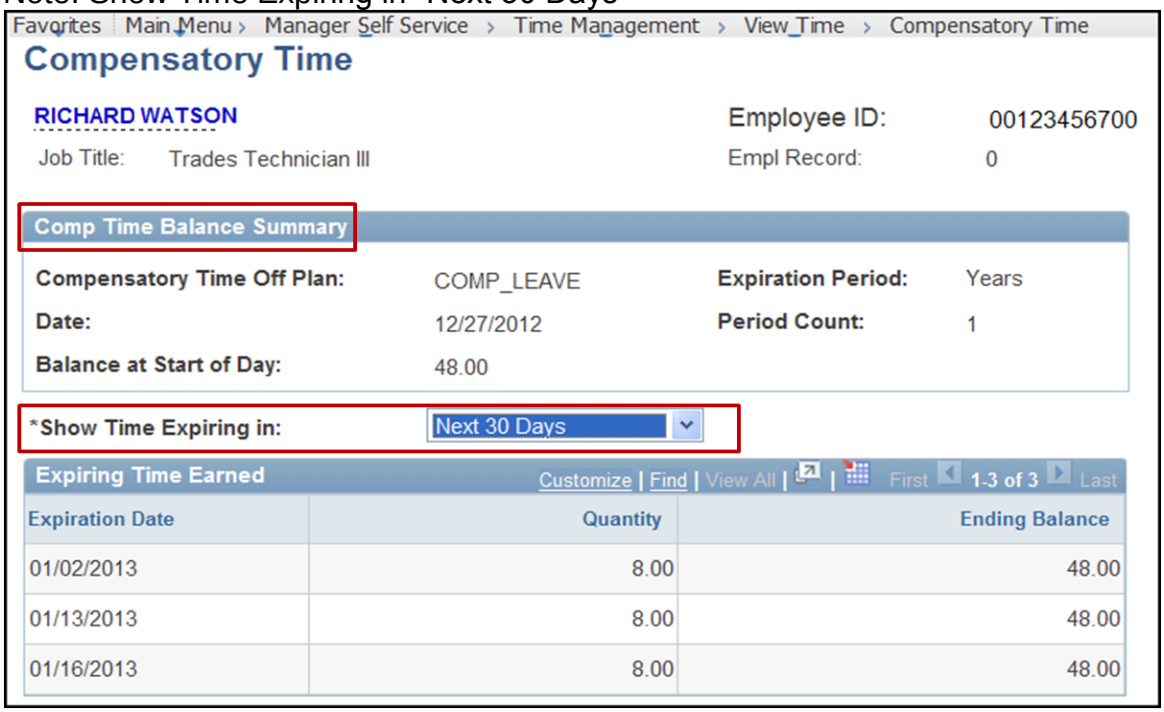
- There are no selection criteria required to enter the Compensatory Time page.

FORMAT:
Online

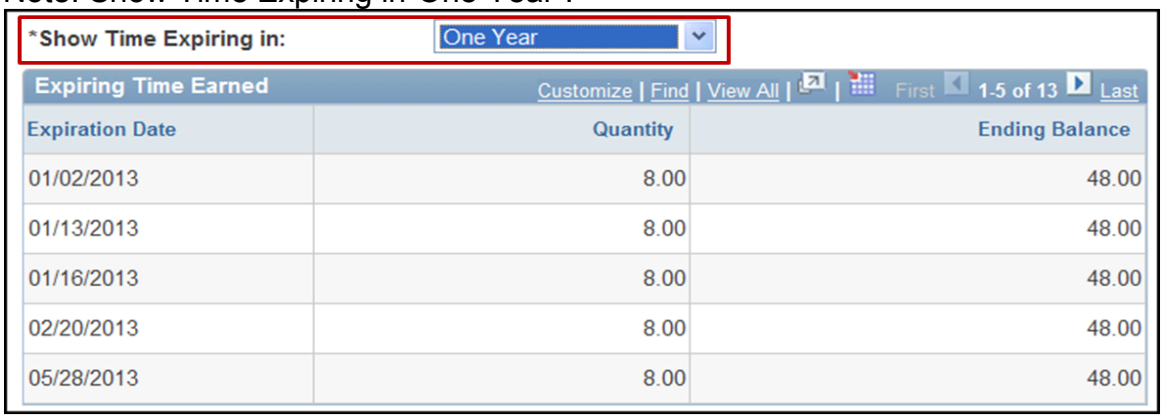
Self Service View Time:



Compensatory Time:
Note: Show Time Expiring in “Next 30 Days”



:
Note: Show Time Expiring in”One Year”:



TA – Self Service Exceptions Inquiry

LAST REVISION: 12/28/12

LOADED INTO CATALOGUE: 12/28/12

DESCRIPTION:
The Exceptions inquiry is part of a set of inquiries grouped under Time Reporting, View Time for Time and Attendance Self Service. The six inquiries include:

- Payable Time Summary
- Payable Time Detail
- Exceptions
- Absence Balances
- Absence Request History
- Compensatory Time

The Exceptions inquiry displays the status of Exceptions for the Self Service user.

An Exception is an error or warning generated by the Time Administration process during the validation of Reported Time timesheet transactions, including both productive and non-productive time. The Exceptions inquiry displays all outstanding exceptions that have not yet been allowed or disallowed by a manager. There are two groups of Exceptions: 1) Low and Medium Exceptions and 2) High Exceptions. Low and Medium Exceptions can be allowed, disallowed, or ignored by a supervisor in reviewing the timesheet. A High Exception must be corrected and the timesheet resubmitted.

PURPOSE / USE:
For inquiries the concept of Self Service means the user is the employee for which Self Service inquiries display data. From the View Time Menu when you click on Exceptions the system displays all outstanding Exceptions. The initial page displayed is an overview of your outstanding exceptions. You can click on the Details tab to expand the display to view more detailed explanations of the exceptions. Any High exceptions must be corrected in order to be approved.

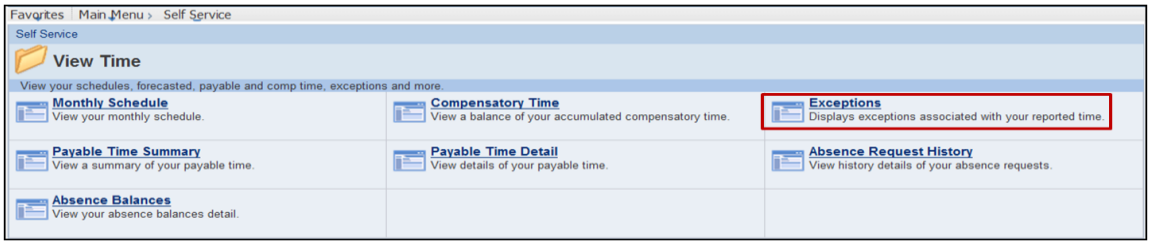
NAVIGATION PATH:
You can navigate to this online inquiry using the following path:
Main Menu > Self Service > Time Reporting > View Time > Exceptions

PARAMETERS:

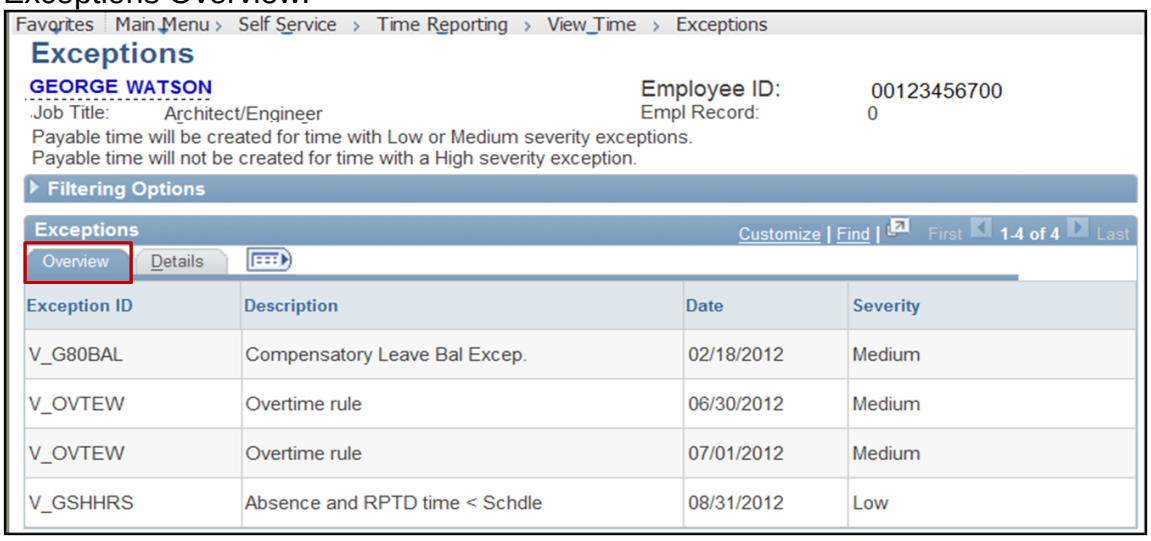
- There is no selection criteria required to enter the Exceptions page

FORMAT:
Online

Self Service View Time:



Exceptions Overview:



Exception ID	Description	Date	Severity
V_G80BAL	Compensatory Leave Bal Excep.	02/18/2012	Medium
V_OVTEW	Overtime rule	06/30/2012	Medium
V_OVTEW	Overtime rule	07/01/2012	Medium
V_GSHHRS	Absence and RPTD time < Schdle	08/31/2012	Low

Exceptions Details:

Exception ID	Description	Last Updated	Exception Data
V_G80BAL	Compensatory Leave Bal Excep.	03/14/2012 12:16:00PM	Greater than 80 hours in compensatory leave balance .
V_OVTEW	Overtime rule	07/26/2012 8:11:38AM	Employee has reported less than the minimum required for TRC UOT
V_OVTEW	Overtime rule	07/26/2012 8:11:38AM	Employee has reported less than the minimum required for TRC UOT
V_GSHHRS	Absence and RPTD time < Schdle	09/07/2012 8:08:34AM	Employee absence plus reported time is less than their scheduled hours for the da

TA – Self Service Payable Time Detail Inquiry

LAST REVISION: 12/28/12

LOADED INTO CATALOGUE: 12/28/12

DESCRIPTION:
This Payable Time Detail inquiry is part of a set of inquiries grouped under Time Reporting, View Time for Time and Attendance Self Service. The six inquiries include:

- Payable Time Summary
- Payable Time Detail
- Exceptions
- Absence Balances
- Absence Request History
- Compensatory Time

The Payable Time Detail inquiry displays the status of detail Payable Time for the Self Service user.

PURPOSE / USE:
For inquiries the concept of Self Service means the user is the employee for which Self Service inquiries display data. From the View Time Menu when you click on Payable Time Detail the system displays your detail Payable Time data for the most current Start and End Date Range. You can change the Start and End Dates on the Payable Time Detail Page. The page displays the Payable Time status of your timesheet transactions for the selected date range. For example, the Payable Status of Needs Approval indicates that your supervisor has not yet approved (or denied) that particular timesheet transaction.

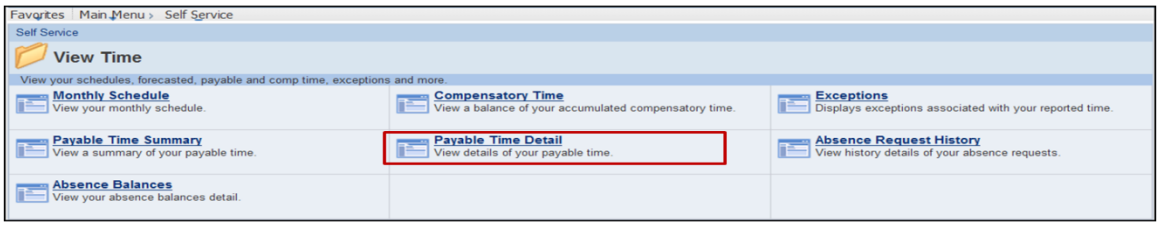
NAVIGATION PATH:
You can navigate to this online inquiry using the following path:
Main Menu > Self Service > Time Reporting > View Time > Payable Time Detail

PARAMETERS:

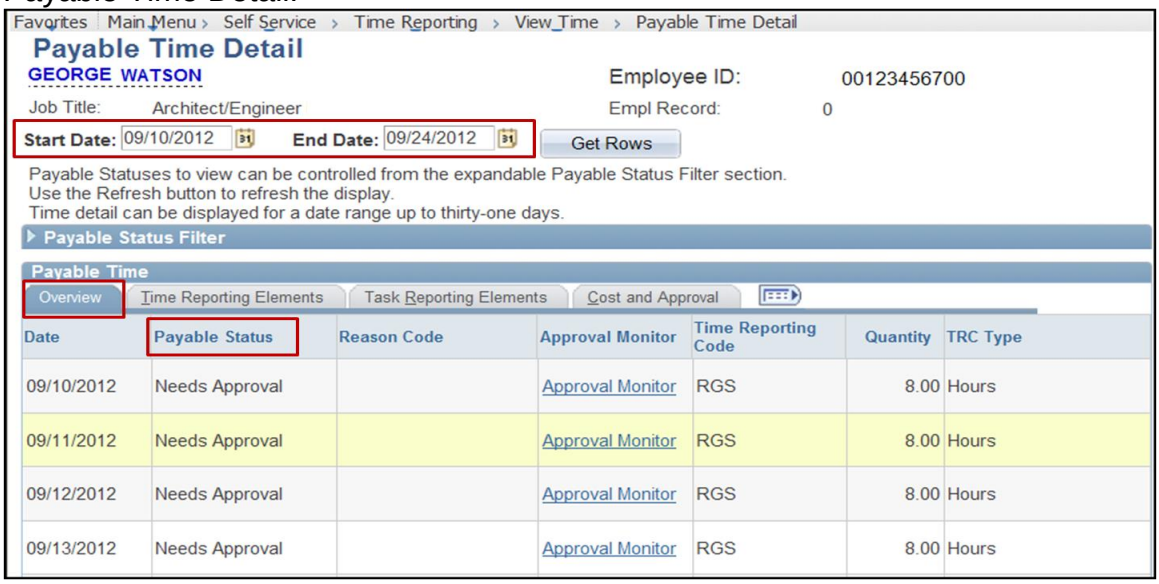
- There are no selection criteria required to enter the Payable Time Detail page
- Start Date and End Date can be changed

FORMAT:
Online

Self Service View Time:



Payable Time Detail:



TA – Self Service Payable Time Summary Inquiry

LAST REVISION: 12/28/12

LOADED INTO CATALOGUE: 12/28/12

DESCRIPTION:
This Payable Time Summary inquiry is part of a set of inquiries grouped under Time Reporting, View Time for Time and Attendance Self Service. The six inquiries include:

- Payable Time Summary
- Payable Time Detail
- Exceptions
- Absence Balances
- Absence Request History
- Compensatory Time

The Payable Time Summary inquiry displays summarized Payable Time for the Self Service user.

PURPOSE / USE:
For inquiries the concept of Self Service means the user is the employee for which Self Service inquiries display data. From the View Time Menu when you click on Payable Time Summary the system displays your summarized Payable Time data for the most current Start and End Date Range. You can change the Start and End Dates. You can change the weeks displayed by clicking Next Week and Previous Week. From the Summary Page you can navigate directly to the Payable Time Detail Page by clicking the Detail Page link at the bottom of the page.

NAVIGATION PATH:
You can navigate to this online inquiry using the following path:
Main Menu > Self Service > Time Reporting > View Time > Payable Time Summary

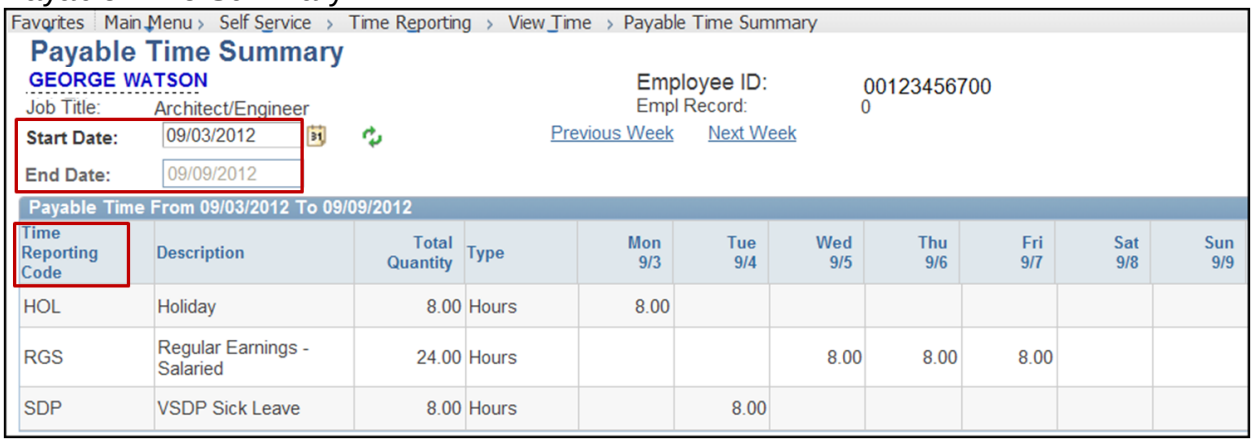
PARAMETERS:

- There are no selection criteria required to enter the Payable Time Summary page
- Start Date and End Date
- Next Week and Previous Week

FORMAT:
Online

Self Service View Time:

Payable Time Summary:



Time Reporting Code	Description	Total Quantity	Type	Mon 9/3	Tue 9/4	Wed 9/5	Thu 9/6	Fri 9/7	Sat 9/8	Sun 9/9
HOL	Holiday	8.00	Hours	8.00						
RGS	Regular Earnings - Salaried	24.00	Hours			8.00	8.00	8.00		
SDP	VSDP Sick Leave	8.00	Hours		8.00					

TA - View Exceptions Employee Self Service Inquiry

LAST REVISION: 12/27/12

LOADED INTO CATALOGUE: 12/27/12

DESCRIPTION:
The Time Administration batch process validates Reported Time submitted on timesheets against Time Reporting Rules and generates Payable Time. As part of that process, it also creates exceptions (warnings or errors). The View Exceptions online inquiry is part of the overall Timesheet Page. To access exceptions data on the Timesheet Page, expand the Reported Time Status line located below the Timesheet Grid.

There are two groups of Exceptions: 1) Low and Medium Exceptions and 2) High Exceptions. Low and Medium Exceptions can be allowed, disallowed, or ignored by a supervisor in reviewing the timesheet. A High Exception must be corrected and the timesheet resubmitted.

PURPOSE / USE:
This online inquiry is used to provide self service employees the status of the Reported Time recorded on their timesheet.

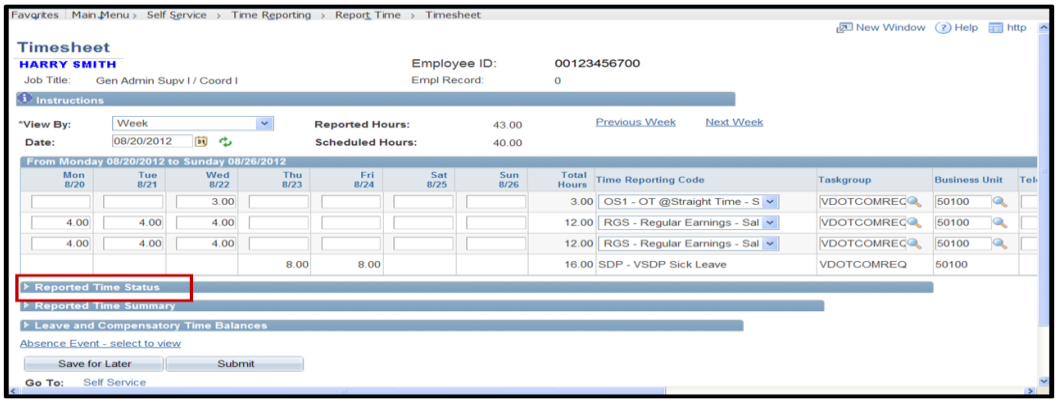
NAVIGATION PATH:
You can navigate to this online inquiry using the following path:
Main Menu > Self Service > Time Reporting > Timesheet

PARAMETERS:

- Signed into Cardinal as a Self Service employee, the navigation takes you to your Timesheet Page. Enter the desired date, which normally is a Monday date.

FORMAT:
Online

Self Service Timesheet Page



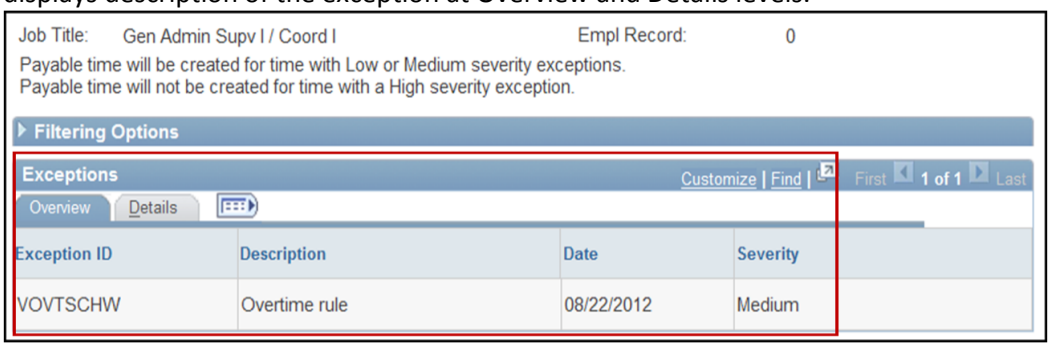
Expand Reported Time Status

In addition to Reported Status of Saved, Submitted, Needs Approval, Approved, and Denied, the last column identifies timesheet transactions that have an exception.

Reported Time Status

Date	Reported Status	Approval Monitor	Total	TRC	Description	Comments	Exception
08/20/2012	Submitted	Approval Monitor	8.00	RGS	Regular Earnings - Salaried		
08/21/2012	Submitted	Approval Monitor	8.00	RGS	Regular Earnings - Salaried		
08/22/2012	Submitted	Approval Monitor	3.00	OS1	OT @Straight Time - Sal		
08/22/2012	Submitted	Approval Monitor	8.00	RGS	Regular Earnings - Salaried		
08/23/2012	Approved	Approval Monitor	8.00	SDP	VSDP Sick Leave		
08/24/2012	Approved	Approval Monitor	8.00	SDP	VSDP Sick Leave		

As a Self Service Timesheet, the employee can double click on the exception icon and the system displays description of the exception at Overview and Details levels.



Job Title: Gen Admin Supv I / Coord I Empl Record: 0

Payable time will be created for time with Low or Medium severity exceptions.
Payable time will not be created for time with a High severity exception.

Filtering Options

Exceptions Customize | Find | First 1 of 1 Last

Overview Details

Exception ID	Description	Date	Severity
VOVTSCHW	Overtime rule	08/22/2012	Medium

Queries

TA - Absence Balance Adjustments Query

LAST REVISION: 12/14/12

LOADED INTO CATALOGUE: 12/14/2012

DESCRIPTION:
This query lists absence balance adjustment transaction data including employee identification information, absence calendar information, absence adjustment type and amount, and date and time update information.

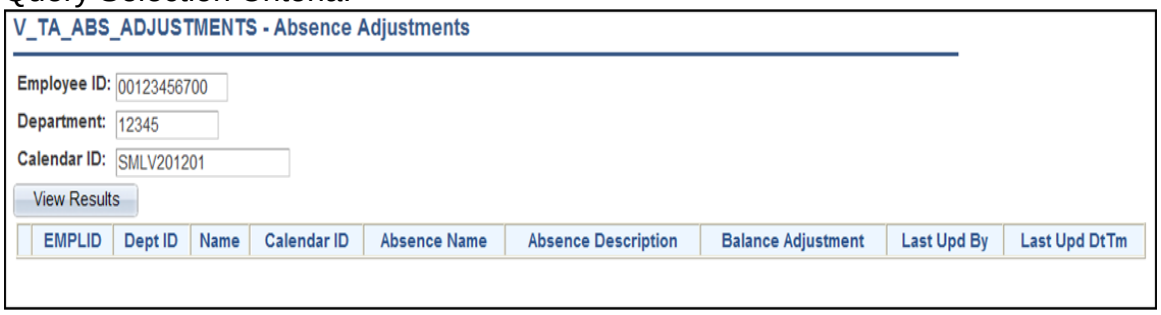
PURPOSE / USE:
Given the balance adjustment transaction identifying information, you can search for balance adjustment s for an individual employee, review adjustments byDepartment or by absence type and Calendar ID. You can easily further research related absence adjustment information via online inquiry as demonstrated in the example below.

NAVIGATION PATH:
You can navigate to this query using the following path:
Cardinal FIN > Cardinal HCM > Main Menu > Reporting Tools > Query > Query Manager > V_TA_ABS_ADJUSTMENTS

PARAMETERS:
- Employee ID
- Department
- Calendar ID

FORMAT:
HTML or CSV to Excel

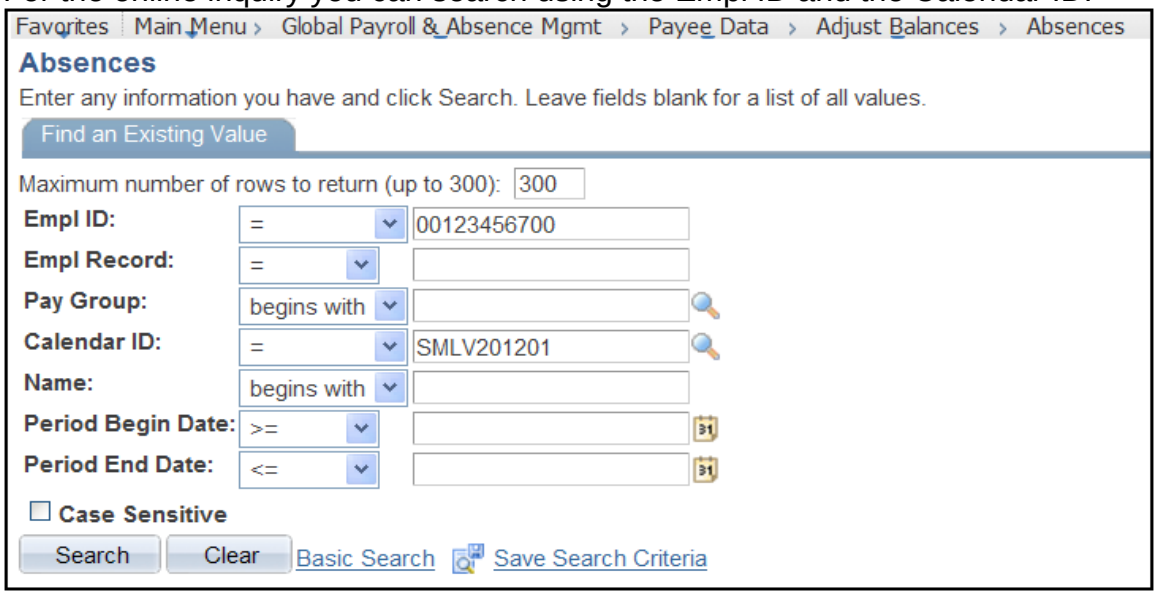
Query Selection Criteria:



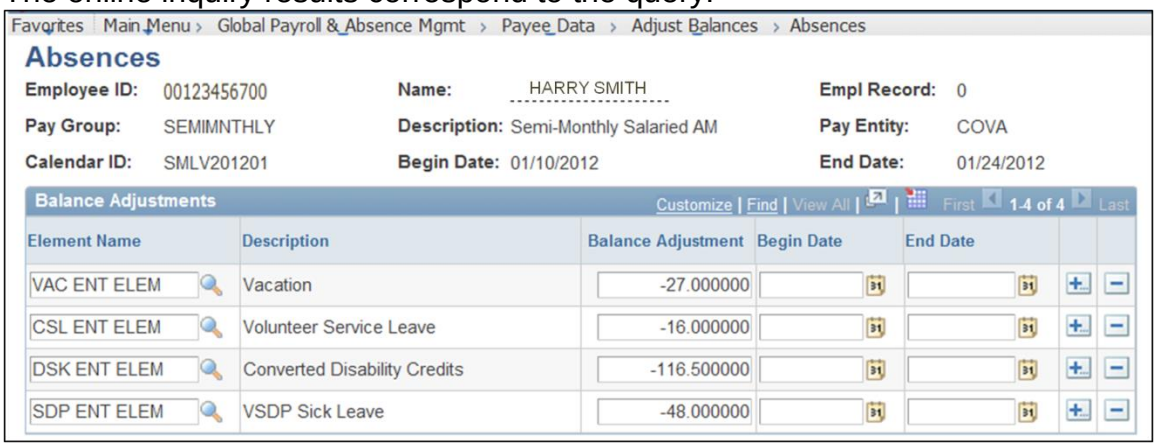
Query Results:

	A	B	C	D	E	F	G	H	I
1	Absence Adjustments	4							
2	EMPLID	Dept ID	Name	Calendar ID	Absence Name	Absence Description	Balance Adjustm	Last Upd By	Last Upd DtTm
3	00123456700	12345	SMITH,HARRY	SMLV201201	SDP ENT ELEM	VSDP Sick Leave	-48.000000	JONES,TOM	03/06/2012 11:01
4	00123456700	12345	SMITH,HARRY	SMLV201201	DSK ENT ELEM	Converted Disability Credits	-116.500000	JONES,TOM	03/06/2012 11:01
5	00123456700	12345	SMITH,HARRY	SMLV201201	CSL ENT ELEM	Volunteer Service Leave	-16.000000	JONES,TOM	03/06/2012 11:01
6	00123456700	12345	SMITH,HARRY	SMLV201201	VAC ENT ELEM	Vacation	-27.000000	JONES,TOM	03/07/2012 11:44
7									
8									

Using query results to further research adjustments online:
For the online inquiry you can search using the Empl ID and the Calendar ID.



The online inquiry results correspond to the query:



TA - Employee Reporting to Vacant Position Query

LAST REVISION: 12/14/12

LOADED INTO CATALOGUE: 12/14/2012

DESCRIPTION:
An employee's related Reports To position can be an active position but be vacant at the same time. The Reports To position is a key role in Cardinal approvals. This query identifies employees whose Reports To position is vacant.

PURPOSE / USE:
This query is used to identify employees with no approver for their Timesheets and Absence Requests that require manual intervention to process their Timesheets. The query should be run at the district and Central Office level on at least a monthly basis.

NAVIGATION PATH:
You can navigate to this query using the following path:
Cardinal FIN > Cardinal HCM > Main Menu > Reporting Tools > Query > Query Viewer > V_TA_EMPL_REPORT_TO_VACANT_POS

PARAMETERS:
There are no query selection criteria. When the query is selected to run either to HTML or Excel, the query executes and returns all active Reports To positions which are vacant.

FORMAT:
HTML or CSV to Excel

Query output:

EMPLOYEE ID	NAME	Eff Date	Dept ID	POSITION	REPORTS TO
00123456700	WHITE,SAMUEL	10/10/2012	18032	12180	03820
00234567100	GREENE,STEVEN	10/10/2012	12056	04507	08430
00345671200	BLACK,JOHN	07/25/2012	11029	07351	19040
00456712300	WASHINGTON,MARY	12/10/2012	15043	14311	09450
00567123400	CARVER,TILLER	09/17/2012	11088	08443	02360
00671234500	BROWN,JAMES	11/19/2012	17029	16938	19070
00712345600	SMITH,HARRY	09/10/2012	17029	16981	19070

Reports

TA - Employee Leave Report

Rpt Nbr: VTAR0010

LAST REVISION: 12/07/12

LOADED INTO CATALOGUE: 12/07/2012

DESCRIPTION:
The Employee Leave Detail Report provides leave balances and related detail transactions (if selected) for:

- an individual employee
- a specified organization
- a specified group of organizations such as a district-wide or residency-wide as reflected on the organization tree

The leave types included in the summary section include all leave types that have had any activity from the beginning of the Leave Year through the Pay Period End Date as specified in the run control parameters. At a minimum this includes leave types that accrue (e.g., vacation and sick).

PURPOSE / USE:
This report is used by employees to monitor leave balances as well as supervisors in managing employee leave activity.

NAVIGATION PATH:
You can navigate to this report using the following path:
Cardinal FIN > Cardinal HCM > Main Menu > myCardinal HCM > HCM Report Execution > TA Reports > Employee Leave Report

PARAMETERS:

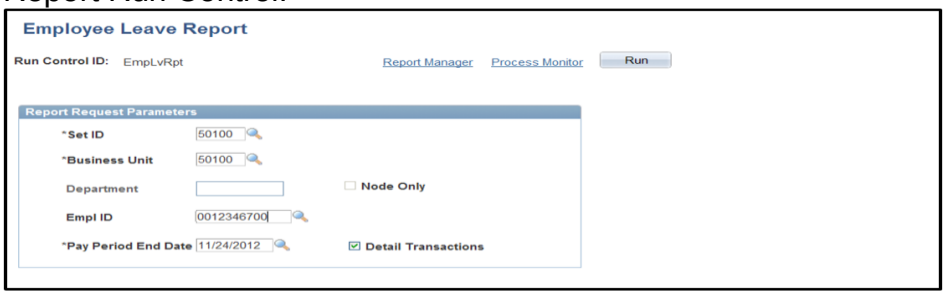
- Set Id
- Business Unit
- Empl ID

or

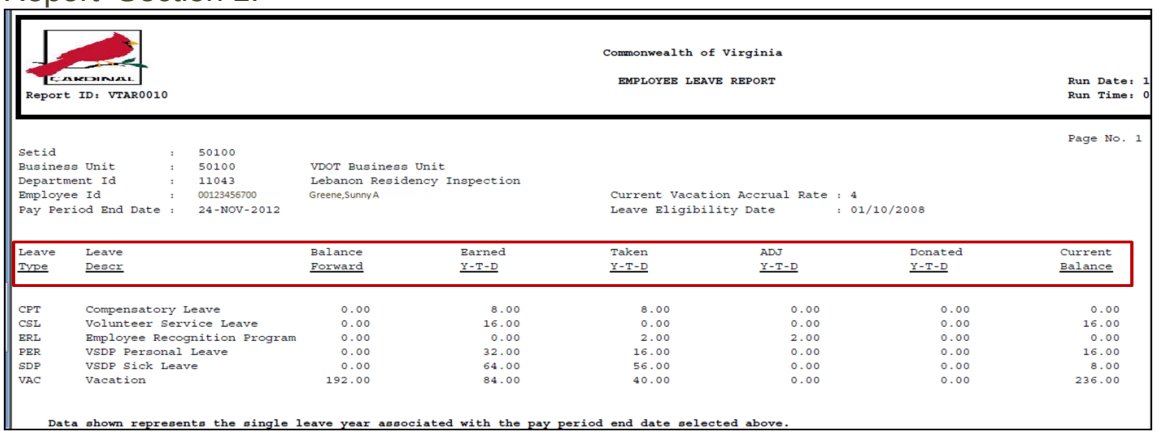
- Department
    - Node Only
- Pay Period End Date (always use the most recent Finalized Pay Period End Date)
- Detail Transactions (optional)

FORMAT:
PDF

Report Run Control:



Report Section 1:



Commonwealth of Virginia

EMPLOYEE LEAVE REPORT

Report ID: VTAR0010

Run Date: 1
Run Time: 0

Page No. 1

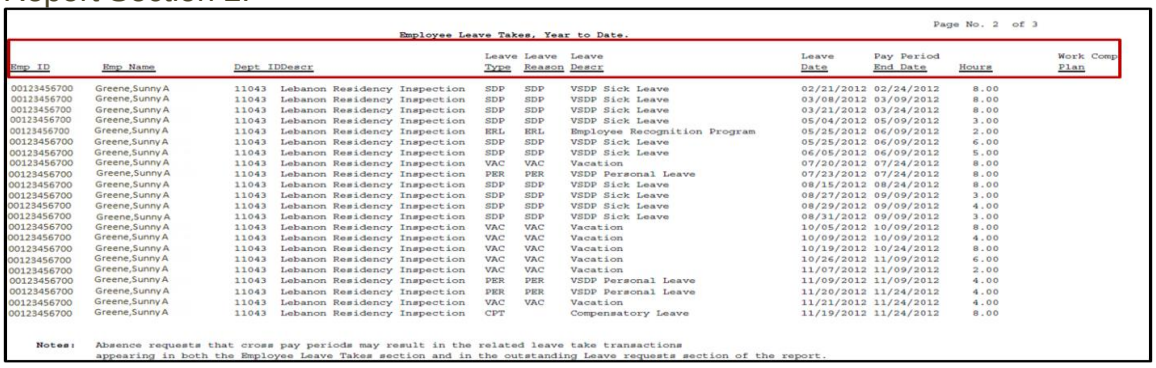
Setid : 50100
Business Unit : 50100 VDOT Business Unit
Department Id : 11043 Lebanon Residency Inspection
Employee Id : 00123456700 Greene,Sunny A
Pay Period End Date : 24-NOV-2012

Current Vacation Accrual Rate : 4
Leave Eligibility Date : 01/10/2008

Leave Type	Leave Descr	Balance Forward	Earned Y-T-D	Taken Y-T-D	ADJ Y-T-D	Donated Y-T-D	Current Balance
CPT	Compensatory Leave	0.00	8.00	8.00	0.00	0.00	0.00
CSL	Volunteer Service Leave	0.00	16.00	0.00	0.00	0.00	16.00
ERL	Employee Recognition Program	0.00	0.00	2.00	2.00	0.00	0.00
PER	VSDP Personal Leave	0.00	32.00	16.00	0.00	0.00	16.00
SDP	VSDP Sick Leave	0.00	64.00	56.00	0.00	0.00	8.00
VAC	Vacation	192.00	84.00	40.00	0.00	0.00	236.00

Data shown represents the single leave year associated with the pay period end date selected above.

Report Section 2:



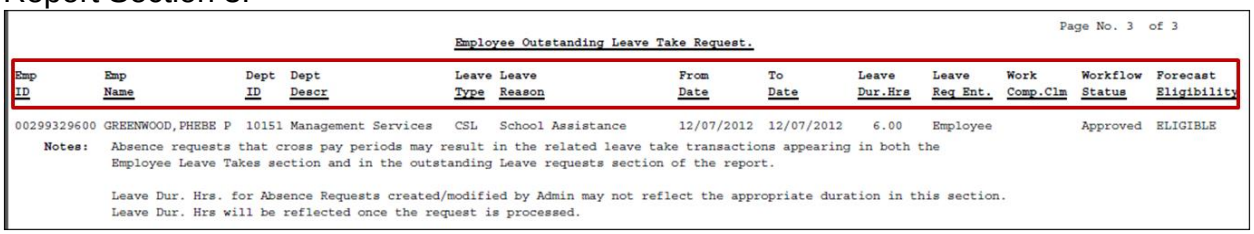
Page No. 2 of 3

Employee Leave Takes, Year to Date.

Emp ID	Emp Name	Dept ID	Descr	Leave Type	Leave Reason	Leave Descr	Leave Date	Pay Period End Date	Hours	Work Comp Plan
00123456700	Greene,Sunny A	11043	Lebanon Residency Inspection	SDP	SDP	VSDP Sick Leave	02/21/2012	02/24/2012	8.00	
00123456700	Greene,Sunny A	11043	Lebanon Residency Inspection	SDP	SDP	VSDP Sick Leave	03/08/2012	03/09/2012	8.00	
00123456700	Greene,Sunny A	11043	Lebanon Residency Inspection	SDP	SDP	VSDP Sick Leave	03/21/2012	03/24/2012	8.00	
00123456700	Greene,Sunny A	11043	Lebanon Residency Inspection	SDP	SDP	VSDP Sick Leave	05/04/2012	05/09/2012	3.00	
00123456700	Greene,Sunny A	11043	Lebanon Residency Inspection	ERL	ERL	Employee Recognition Program	05/25/2012	06/09/2012	2.00	
00123456700	Greene,Sunny A	11043	Lebanon Residency Inspection	SDP	SDP	VSDP Sick Leave	05/25/2012	06/09/2012	6.00	
00123456700	Greene,Sunny A	11043	Lebanon Residency Inspection	SDP	SDP	VSDP Sick Leave	06/05/2012	06/09/2012	5.00	
00123456700	Greene,Sunny A	11043	Lebanon Residency Inspection	VAC	VAC	Vacation	07/20/2012	07/24/2012	8.00	
00123456700	Greene,Sunny A	11043	Lebanon Residency Inspection	PER	PER	VSDP Personal Leave	07/23/2012	07/24/2012	8.00	
00123456700	Greene,Sunny A	11043	Lebanon Residency Inspection	SDP	SDP	VSDP Sick Leave	08/15/2012	08/24/2012	8.00	
00123456700	Greene,Sunny A	11043	Lebanon Residency Inspection	SDP	SDP	VSDP Sick Leave	08/27/2012	09/09/2012	3.00	
00123456700	Greene,Sunny A	11043	Lebanon Residency Inspection	SDP	SDP	VSDP Sick Leave	08/29/2012	09/09/2012	4.00	
00123456700	Greene,Sunny A	11043	Lebanon Residency Inspection	SDP	SDP	VSDP Sick Leave	08/31/2012	09/09/2012	3.00	
00123456700	Greene,Sunny A	11043	Lebanon Residency Inspection	VAC	VAC	Vacation	10/05/2012	10/09/2012	8.00	
00123456700	Greene,Sunny A	11043	Lebanon Residency Inspection	VAC	VAC	Vacation	10/09/2012	10/09/2012	4.00	
00123456700	Greene,Sunny A	11043	Lebanon Residency Inspection	VAC	VAC	Vacation	10/19/2012	10/24/2012	8.00	
00123456700	Greene,Sunny A	11043	Lebanon Residency Inspection	VAC	VAC	Vacation	10/26/2012	11/09/2012	6.00	
00123456700	Greene,Sunny A	11043	Lebanon Residency Inspection	VAC	VAC	Vacation	11/07/2012	11/09/2012	2.00	
00123456700	Greene,Sunny A	11043	Lebanon Residency Inspection	PER	PER	VSDP Personal Leave	11/09/2012	11/09/2012	4.00	
00123456700	Greene,Sunny A	11043	Lebanon Residency Inspection	PER	PER	VSDP Personal Leave	11/20/2012	11/24/2012	4.00	
00123456700	Greene,Sunny A	11043	Lebanon Residency Inspection	VAC	VAC	Vacation	11/21/2012	11/24/2012	4.00	
00123456700	Greene,Sunny A	11043	Lebanon Residency Inspection	CPT		Compensatory Leave	11/19/2012	11/24/2012	8.00	

Notes: Absence requests that cross pay periods may result in the related leave take transactions appearing in both the Employee Leave Takes section and in the outstanding Leave requests section of the report.

Report Section 3:



Page No. 3 of 3

Employee Outstanding Leave Take Request.

Emp ID	Emp Name	Dept ID	Dept Descr	Leave Type	Leave Reason	From Date	To Date	Leave Dur.Hrs	Leave Req Ent.	Work Comp.Clm	Workflow Status	Forecast Eligibility
00299329600	GREENWOOD,PHEBE P	10151	Management Services	CSL	School Assistance	12/07/2012	12/07/2012	6.00	Employee		Approved	ELIGIBLE

Notes: Absence requests that cross pay periods may result in the related leave take transactions appearing in both the Employee Leave Takes section and in the outstanding Leave requests section of the report.

Leave Dur. Hrs. for Absence Requests created/modified by Admin may not reflect the appropriate duration in this section. Leave Dur. Hrs will be reflected once the request is processed.

TA - Potential Vacation Leave Forfeiture Report

Rpt Nbr: RTA012

LAST REVISION: 12/17/12

LOADED INTO CATALOGUE: 12/17/2012

DESCRIPTION:
The report provides projected vacation leave information within a predefined timeframe, including projected accruals and potential loss. The report can be requested for an employee or for a specified organization or specified group of organizations such as district-wide or residence-wide. The report must be run for a future pay period end date to project the vacation balance. Typically, this is the leave year end date and should not be a date beyond the current leave year end date.

PURPOSE / USE:
The report is used to help determine if employees might forfeit hours at leave year end if the projected balances are in excess of the carryover maximum. This report notifies supervisors, employees, and timekeepers about employee's losing leave within a predefined timeframe. The report is used by self-service employees, supervisors, managers, and HR personnel as the leave year end approaches as a tool to assist in the leave year end carryover and closeout process.

As an example of one of the key uses of this report, the following extract from the VDOT Employee News, Weekly Report specifically addresses the use of both the Potential Vacation Leave Forfeiture Report and the Timesheet Report.

> Leave Year End
>
> ***Contact Your Local Payroll Office For Details***
>
> As we are approaching the end of this leave year on Jan. 9, 2013, there are a couple items you should be aware of.
>
> Submit all carryover approvals to your local payroll office by Jan 4, 2013, to ensure the approved hours are entered during the completion of the leave year end processes. There is still a lot of leave in "saved" or "needs approval" status that goes back to the beginning of the leave year, which results in inaccurate balances. The leave schedule for 2013 has not been established in Cardinal yet, so any leave you attempt to enter will not forecast successfully. If you have attempted to enter any leave past Jan. 9, 2013, work with your local payroll office to have it deleted. Contact your local payroll office for more information.

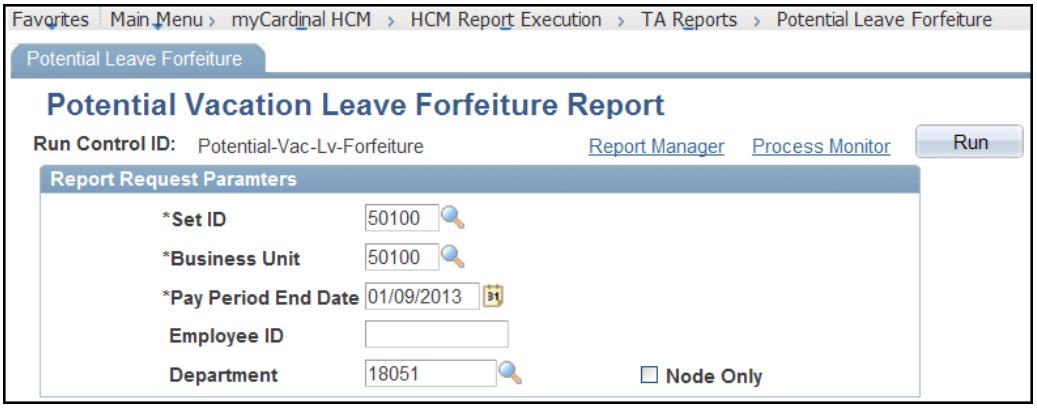
NAVIGATION PATH:
You can navigate to this report using the following path:
Cardinal FIN > Cardinal HCM > Main Menu > myCardinal HCM > HCM Report Execution > TA Reports > Potential Leave Forfeiture

PARAMETERS:

- Set ID
- Business Unit
- **Pay Period End Date**
  This date must be a future pay period end date (typically the current leave year end date) and should not be a date beyond the current leave year end date. The data shown on the report uses the vacation balance and accrual rate from the last finalized pay period and projects accruals through the selected Pay Period End Date.
- Employee ID
- Department

FORMAT:
PDF or CSV to Excel

Run Control Screen Shot:



Report Output:

Report ID: RTA012

Commonwealth of Virginia

POTENTIAL VACATION LEAVE FORFEITURE REPORT

Run Date: 12/17/2012
Run Time: 10:31 00

Set ID: 50100 : VDOT SetID
Business Unit: 50100 : VDOT Business Unit
Department ID: 18051 : District Section
Employee ID:
Pay Period End Date: 01/09/2013
Node only: N

Department	Employee Name	Current Balance	Future Accruals	Future Accrual Balance	Maximum Carry Forward	Hrs in Excess of Maximum Allowable
18051	ALLEN,GEORGE	8.00	0.00	8.00	192.00	0.00
18051	BARNETTE,MARY	412.50	0.00	412.50	432.00	0.00
18051	BENTON,LOU	5.00	0.00	5.00	192.00	0.00
18051	BLEVINS,CHARLES	114.90	0.00	114.90	384.00	0.00
18051	BOGGESS,MICHAEL	198.75	0.00	198.75	240.00	0.00
18051	CARTER,GEORGE	313.00	0.00	313.00	432.00	0.00
18051	CHAMBERS,MARGARET	103.00	0.00	103.00	192.00	0.00
18051	CHATTERLY,JANICE	13.80	0.00	13.80	192.00	0.00
18051	COLLIER,CATHY	61.00	0.00	61.00	240.00	0.00
18051	COLLINS,BILL	12.00	0.00	12.00	336.00	0.00
18051	COLLINSVORTH,ANNE	136.30	0.00	136.30	288.00	0.00
18051	CUMMINGS,KATHERINE	41.60	0.00	41.60	432.00	0.00
18051	DEEKS,SUSAN	113.50	0.00	113.50	240.00	0.00
18051	DOCKERS,FRAN	343.00	0.00	343.00	288.00	55.00
18051	MATHEWS,JOHN	164.80	0.00	164.80	288.00	0.00
18051	MILLER,HENRY	205.50	0.00	205.50	240.00	0.00
18051	OTTER,GEORGE	324.80	0.00	324.80	336.00	0.00
18051	PARKER,SAMUEL	298.50	0.00	298.50	384.00	0.00
18051	REITTER,HANS	102.00	0.00	102.00	192.00	0.00
18051	SMITH,HARRY	183.50	0.00	183.50	240.00	0.00
18051	WATKINS,GLEN	314.40	0.00	314.40	336.00	0.00

TA - Timesheet Report

Rpt Nbr: VTAR0026

LAST REVISION: 12/06/2012

LOADED INTO CATALOGUE: 12/07/2012

DESCRIPTION:
This detailed spreadsheet report is run by Employee ID, Reports to Position Number, or Department ID. Based upon the run control selection criteria the report identifies employees, TRCs, hours, approvers, timesheet submission status, timesheet approved status, accounting distributions and Time Administration generated exceptions.

PURPOSE / USE:
This report is used to:

- Review Timesheet submissions / approvals
- Determine whether there are errors on any Timesheets
- Review employees' daily accounting distributions
- Identify employees whose time needs to be submitted or approved

NAVIGATION PATH:
You can navigate to this report using the following path:
Cardinal FIN > Cardinal HCM > Main Menu > myCardinal HCM > HCM Report Execution > TA Reports > Timesheet Report

FORMAT:
CSV to Excel

Run Control:
PARAMETERS:

- Business Unit
- Set ID

Select Pay Period End Date

- Pay Period End Date

or From/To Date:

- From Pay Period End Date
- To Pay Period End Date

Employees to Process:

- Reports To Position
- Empl ID

- Department
  - Node Only

Employee Type:

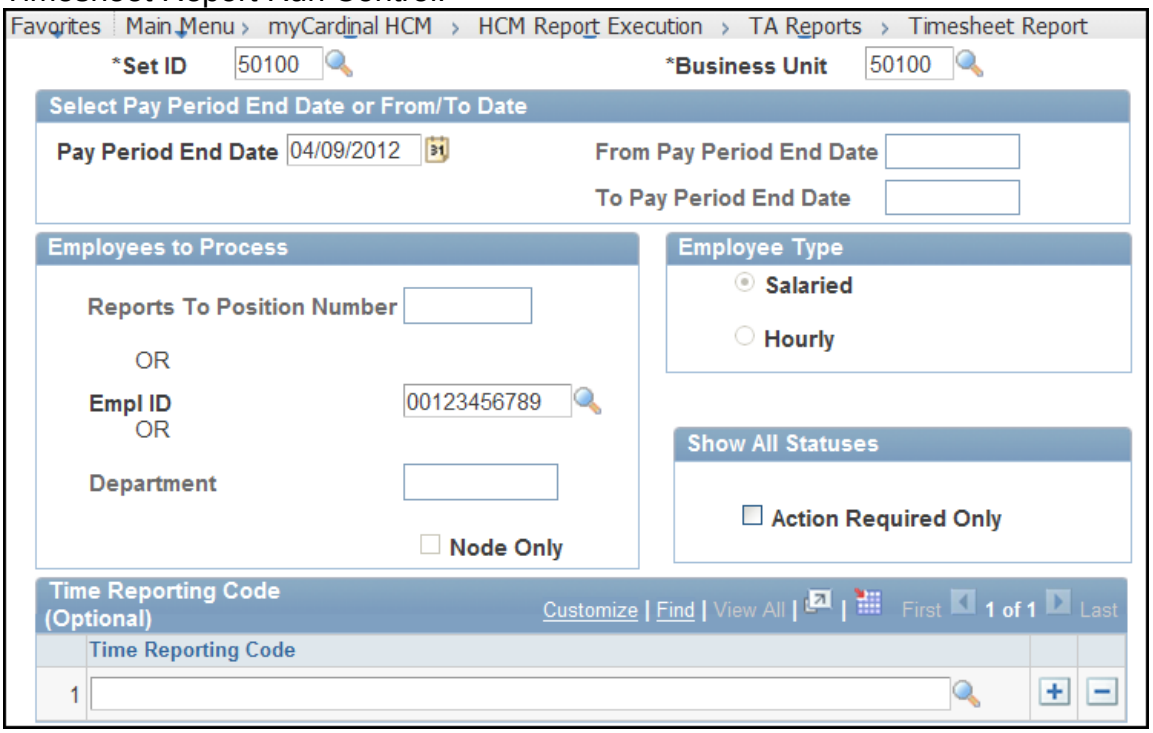
- Salaried
- Hourly

Show All Statuses

- Action Required Only

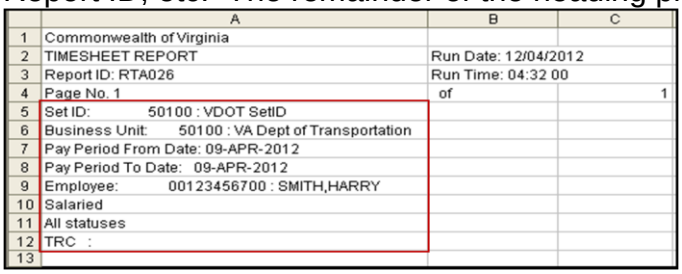
Time Reporting Codes (Optional)

Timesheet Report Run Control:



Report Output:

The first part of the Timesheet Report heading is comprised of the Run Date, Run Time, Report ID, etc. The remainder of the heading provides the report run control criteria.



	A	B	C
1	Commonwealth of Virginia		
2	TIMESHEET REPORT	Run Date: 12/04/2012	
3	Report ID: RTA026	Run Time: 04:32 00	
4	Page No. 1	of	1
5	Set ID: 50100 : VDOT SetID		
6	Business Unit: 50100 : VA Dept of Transportation		
7	Pay Period From Date: 09-APR-2012		
8	Pay Period To Date: 09-APR-2012		
9	Employee: 00123456700 : SMITH,HARRY		
10	Salaried		
11	All statuses		
12	TRC :		
13			

The main body of the Timesheet Report contains daily timesheet transaction data documenting:

- Period and daily dates, employee and their reports data
- Type of time and hours reported, approver, exceptions, timesheet submitted, and approval status generated by the Time Administration process
- Detailed accounting charge distribution

On the Timesheet Report, from left to right, there are 33 columns. Examples follow:

Col 1-9; dates, employee and reports to data:

Pay Period End Date	Daily Date	Department	Description	Reports To Position #	Reports To Emplid	Reports to Name	Emplid	Employee Name
09-Apr-12	26-Mar-12	12008	Big Island Area Headquarters	01004	00123456000	DOOLITTLE,STANLEY	00123456700	SMITH,HARRY S
09-Apr-12	26-Mar-12	12008	Big Island Area Headquarters	01004	00123456000	DOOLITTLE,STANLEY	00123456700	SMITH,HARRY S
09-Apr-12	27-Mar-12	12008	Big Island Area Headquarters	01004	00123456000	DOOLITTLE,STANLEY	00123456700	SMITH,HARRY S
09-Apr-12	04-Apr-12	12008	Big Island Area Headquarters	01004	00123456000	DOOLITTLE,STANLEY	00123456700	SMITH,HARRY S
09-Apr-12	04-Apr-12	12008	Big Island Area Headquarters	01004	00123456000	DOOLITTLE,STANLEY	00123456700	SMITH,HARRY S
09-Apr-12	05-Apr-12	12008	Big Island Area Headquarters	01004	00123456000	DOOLITTLE,STANLEY	00123456700	SMITH,HARRY S
09-Apr-12	06-Apr-12	12008	Big Island Area Headquarters	01004	00123456000	DOOLITTLE,STANLEY	00123456700	SMITH,HARRY S
09-Apr-12	06-Apr-12	12008	Big Island Area Headquarters	01004	00123456000	DOOLITTLE,STANLEY	00123456700	SMITH,HARRY S
09-Apr-12	06-Apr-12	12008	Big Island Area Headquarters	01004	00123456000	DOOLITTLE,STANLEY	00123456700	SMITH,HARRY S
09-Apr-12	09-Apr-12	12008	Big Island Area Headquarters	01004	00123456000	DOOLITTLE,STANLEY	00123456700	SMITH,HARRY S

Col 10-18; type of charge, hours, approver, timesheet and approval status, and exceptions:

Productive/Nonproductive	TRC Category	TRC	Description	Hours	Approver	Timesheet Submitted Status	Timesheet Approved Status	Excep
Productive Time	REGULR	RGS	Regular Earnings - Salaried	4	STAN.DOLITTLE	SB	PD	
Productive Time	REGULR	RGS	Regular Earnings - Salaried	4	STAN.DOLITTLE	SB	PD	
Productive Time	REGULR	RGS	Regular Earnings - Salaried	8	STAN.DOLITTLE	SB	PD	
Productive Time	REGULR	RGS	Regular Earnings - Salaried	4	STAN.DOLITTLE	SB	PD	
Productive Time	REGULR	RGS	Regular Earnings - Salaried	4	STAN.DOLITTLE	SB	PD	
Nonproductive Time	NONPRD	SDP	VSDP Sick Leave	8		SB	PD	
Productive Time	OVERTM	EO1	Emerg OT @ Time 1/2 - Sal	3.5	STAN.DOLITTLE	SB	PD	
Productive Time	REGULR	RGS	Regular Earnings - Salaried	4	STAN.DOLITTLE	SB	PD	
Productive Time	REGULR	RGS	Regular Earnings - Salaried	4	STAN.DOLITTLE	SB	PD	
Productive Time	REGULR	RGS	Regular Earnings - Salaried	8	STAN.DOLITTLE	SB	PD	

Col 19-33; daily accounting charge distribution:

Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project ID	Activity ID	Telecommunte	Equipment
599999	04100	604002	12008	11150190		019								
599999	04100	602002	10147							50100	000010267	6940		
599999	04100	604003	12008	11163450	72228	019								
599999	04100	604002	12008	11150190		019								
599999	04100	602002	10147			019				50100	000010267	6940		
501123(	04100	604005011	12008	11070020	914									
599999	04100	604004	12008	11180030		019								
599999	04100	604005	12008	11190060		019								
599999	04100	604004	12008	11180030		019								
599999	04100	604003	12008	11163450	72228	019								

TA - Timesheet Schedule Exception and Overtime Review Report

Rpt Nbr: RTA024

LAST REVISION: 12/06/12

LOADED INTO CATALOGUE: 12/07/2012

DESCRIPTION:
This report has two sections. The first section provides a breakdown of overtime transactions recorded by employee, by date, TRC, and hours. The second section reports if an employee has not worked their scheduled hours for a pay period. Reported hours (including the sum of the total regular productive and non-productive hours) are compared to the Scheduled hours. Any variance calculated in Reported hours to Scheduled hours is reported. In the context of this report a variance of those hours denotes an exception.

PURPOSE / USE:
This report is used to monitor overtime and to identify those employees whose recorded time is not the same as their scheduled time for the specific pay period. The report can be used by managers and supervisors in monitoring the status of timesheets as the period ending timesheet review and approval process begins. At a higher level the FAMS office can monitor the status of timesheets (e.g., hours recorded versus expected hours for the pay period). The recording of overtime can be reviewed at multiple levels.

NAVIGATION PATH:
You can navigate to this report using the following path:
Cardinal FIN > Cardinal HCM > Main Menu > myCardinal HCM > HCM Report Execution > TA Reports > Timesheet Exception Report

FORMAT:
CSV to Excel

Run Control:
Date Parameters:

- Pay Period End Date

Or

- From Pay Period End Date
- To Pay Period End Date

Report Parameters:

- Reports to Position Number

- Empl ID
- Department
    - Node Only

Show All Employees:

- Variance Only

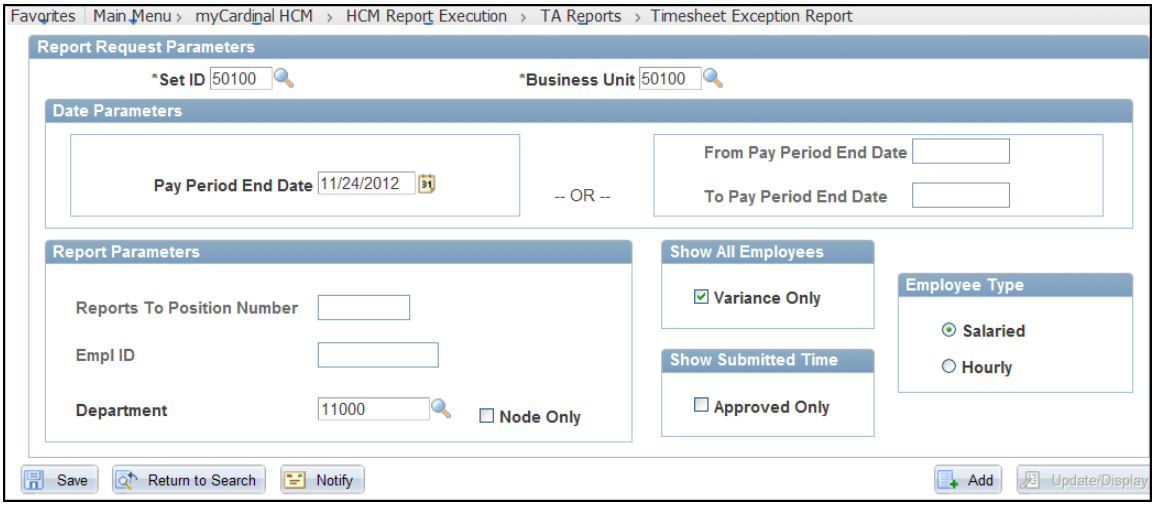
Show Submitted Time

- Approved Only

Employee Type

- Salaried
- Hourly

Run Control:



Report Output:

Report Heading with Run Control Parameters:

	A	B	C
1	Commonwealth of Virginia		
2	TIMESHEET SCHEDULE EXCEPTION AND OVERTIME REVIEW		
3	Report ID: RTA024	Run Date: 12/06/2012	Run Time: 03:27 00
4	Page No. 1	of	5
5	Setid: 50100		
6	Business Unit: 50100		
7	Pay Period End Date: 11/24/2012		
8	Department: 11000 : Bristol District Office		
9	Node Only: N		
10	Empl Type: S		
11	Employees with variance only		
12	Submitted Time		
13			

Report output:
The first and normally larger portion of the report provides overtime transactions:

	A	B	C	D	E	F	G	H	I	J	K
1	Commonwealth of Virginia										
2	TIMESHEET SCHEDULE EXCEPTION AND OVERTIME REVIEW										
3	Report ID: RTA024	Run Date: 12/06/2012	Run Time: 03:27 00								
4	Page No. 1	of	5								
5	Setid: 50100										
6	Business Unit: 50100										
7	Pay Period End Date: 11/24/2012										
8	Department: 11000 : Bristol District Office										
9	Node Only: N										
10	Empl Type: S										
11	Employees with variance only										
12	Submitted Time										
13											
14	**Date**	**Department**	**Description**	**Emplid**	**Name**	**Reports to Position**	**Name**	**TRC**	**TRC Description**	**Hours**	
15	11/14/2012	11001	Bristol Administration	00142025500	HARMAN,CHAS B	21463	SATTERFIELD,CHARLES C	UOT	Uncompensated Overtime		3
16	**Subtotal**									3	
17	11/15/2012	11031	Bristol Environmental	00097201500	PICKLER,HAROLD D	00765	COOPER,JAMES F	UOT	Uncompensated Overtime		1.5
18	**Subtotal**									1.5	
19	11/12/2012	11033	Abingdon Resid Cons Ir	00013009600	APPLE,ROBERT C	21492	BROWN,EDWARD A	OS1	OT @Straight Time - Sal	8	
20	**Subtotal**									8	
21	11/11/2012	11042	Bristol Location & Desig	00138242500	DAVIDSON,CHARLOTTE B	05945	HILLARD,TILLER A	OS1	OT @Straight Time - Sal	3	
22	**Subtotal**									3	
23	11/10/2012	11043	Lebanon Residency Ins	00074531200	DEMA,HARRY E	03734	GREENE,SUNNY A	OT1	OT @Time 1/2 - Sal	2	
24	11/13/2012	11043	Lebanon Residency Ins	00074531200	DEMA,HARRY E	03734	GREENE,SUNNY A	OS1	OT @Straight Time - Sal	2	
25	11/14/2012	11043	Lebanon Residency Ins	00074531200	DEMA,HARRY E	03734	GREENE,SUNNY A	OS1	OT @Straight Time - Sal	2	
26	11/16/2012	11043	Lebanon Residency Ins	00074531200	DEMA,HARRY E	03734	GREENE,SUNNY A	OS1	OT @Straight Time - Sal	1	
27	11/17/2012	11043	Lebanon Residency Ins	00074531200	DEMA,HARRY E	03734	GREENE,SUNNY A	OS1	OT @Straight Time - Sal	2	
28	11/19/2012	11043	Lebanon Residency Ins	00074531200	DEMA,HARRY E	03734	GREENE,SUNNY A	OS1	OT @Straight Time - Sal	2	
29	11/20/2012	11043	Lebanon Residency Ins	00074531200	DEMA,HARRY E	03734	GREENE,SUNNY A	OS1	OT @Straight Time - Sal	2	
30	11/21/2012	11043	Lebanon Residency Ins	00074531200	DEMA,HARRY E	03734	GREENE,SUNNY A	OS1	OT @Straight Time - Sal	1.5	
31	11/24/2012	11043	Lebanon Residency Ins	00074531200	DEMA,HARRY E	03734	GREENE,SUNNY A	OS1	OT @Straight Time - Sal		2
32	**Subtotal**									16.5	
33	11/12/2012	11043	Lebanon Residency Ins	00080124500	RAY,NORMA A	03734	GREENE,SUNNY A	OS1	OT @Straight Time - Sal	8	
34	11/12/2012	11043	Lebanon Residency Ins	00080124500	RAY,NORMA A	03734	GREENE,SUNNY A	OT1	OT @Time 1/2 - Sal	5	
35	11/14/2012	11043	Lebanon Residency Ins	00080124500	RAY,NORMA A	03734	GREENE,SUNNY A	OS1	OT @Straight Time - Sal	2.5	
36	11/14/2012	11043	Lebanon Residency Ins	00080124500	RAY,NORMA A	03734	GREENE,SUNNY A	OT1	OT @Time 1/2 - Sal	1	
37	11/15/2012	11043	Lebanon Residency Ins	00080124500	RAY,NORMA A	03734	GREENE,SUNNY A	OT1	OT @Time 1/2 - Sal	3.5	
38	11/16/2012	11043	Lebanon Residency Ins	00080124500	RAY,NORMA A	03734	GREENE,SUNNY A	OT1	OT @Time 1/2 - Sal	2	
39	11/19/2012	11043	Lebanon Residency Ins	00080124500	RAY,NORMA A	03734	GREENE,SUNNY A	OS1	OT @Straight Time - Sal	3.5	
40	11/23/2012	11043	Lebanon Residency Ins	00080124500	RAY,NORMA A	03734	GREENE,SUNNY A	EO1	Emerg OT @ Time 1/2 - Sa	1.5	
41	11/24/2012	11043	Lebanon Residency Ins	00080124500	RAY,NORMA A	03734	GREENE,SUNNY A	EO1	Emerg OT @ Time 1/2 - Sa	6	

The second section of the report, at the end of the report, identifies timesheets with variances from scheduled hours for the specified pay period:

	A	B	C	D	E	F	G	H	I	J	K
1	Commonwealth of Virginia										
2	TIMESHEET SCHEDULE EXCEPTION AND OVERTIME REVIEW										
3	Report ID: RTA024	Run Date: 12/06/2012	Run Time: 03:27 00								
4	Page No. 1	of	5								
5	Setid: 50100										
6	Business Unit: 50100										
7	Pay Period End Date: 11/24/2012										
8	Department: 11000 : Bristol District Office										
9	Node Only: N										
10	Empl Type: S										
11	Employees with variance only										
12	Submitted Time										
13											
14	**Date**	**Department**	**Description**	**Emplid**	**Name**	**Reports to Position**	**Name**	**TRC**	**TRC Description**	**Hours**	
103	11/22/2012	11105	Lee/Scott Bridge	00239240900	GIBSON, RONNIE E	03792	AMBLER,BENJAMIN M	EO1	Emerg OT @ Time 1/2 - Sa	8	
104	11/24/2012	11105	Lee/Scott Bridge	00239240900	GIBSON,RONNIE,E	03792	AMBLER,BENJAMIN M	EO1	Emerg OT @ Time 1/2 - Sa		6
105	Subtotal									84.5	
106	11/12/2012	11105	Lee/Scott Bridge	01913202100	CLARK,DAVID O	03792	AMBLER,BENJAMIN M	EO1	Emerg OT @ Time 1/2 - Sa	14	
107	Subtotal									14	
108											
109	Total										329.5
110											
111											
112	**Department**	**Description**	**Emplid**		**Reports to Position**		**Total Reg Prod & Non-Prod Reported Hours**	**Scheduled Hours**	**Variance**	**Prod OT Hours**	**Total Hours Reported**
113	11031	Bristol Environmental	96955200		19984		100	80	-20	0	100
114	Total for	11031					100	80	-20	0	100