



### About Payment Cash Checking

The payment cash checking process has been implemented in Cardinal to ensure all payments, including vouchers, employee expenses, and cash advances are checked against available cash before being released for payment each night.

The payment cash checking process runs in the nightly batch schedule after the pay cycle selection process, but before the pay cycle creation process. The process helps to make sure all payments have available cash in the respective Business Unit (agency) / Fund combinations to be paid for that night. Based on system priority, payments are bounced against the applicable ACTUALS ledger cash account balances, and a running total is kept until all payments are cleared or marked for insufficient funds.

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

See the **SW AP312 Payment Cash Checking– Overview** job aid for more information.

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### Payment Cash Checking Reports

Cardinal contains several tools to assist in the monitoring and management of the payment cash checking process, including:

- **Notify Negative Cash Balances:** This process sends emails to the Department of Accounts (DOA) when particular Business Unit (agency) / Fund combinations have negative cash balances on the ACTUALS ledger at the end of the nightly batch. The list will be a consolidated list of all Business Unit (agency) / Fund combinations that are negative. DOA will follow up with those agencies.
- **Payment Cash Checking Results Online Inquiry:** This online inquiry provides the payment cash checking result details for a Business Unit (agency) / Fund combination, by processing date.
- **Review Results by Transaction Inquiry:** This online inquiry provides the payment cash checking results for a particular transaction.
- **Payment Cash Checking Results Query:** This query returns payment cash checking processing results, in detail and/or summary format, by processing date, General Ledger (GL) Business Unit, and Fund.

Two additional General Ledger reports are also available to assist with the pre-process monitoring of Payment Cash Checking. See the **Cardinal Reports Catalog** for additional information on the **Transactions Ready for Processing** and the **Transactions in Pending Status** reports.

### Notify Negative Cash Balances

This message was sent with High importance.

From: FIN92SIT@covtest.virginia.gov  
 To: Smith, John(VDOT); xxJohn.Smith@VDOT.Virginia.gov  
 Cc:  
 Subject: FW: Negative Cash Balance

Message | vap1014\_neg\_fund.csv (4 KB)

Ledger Balance as of 2017-03-22							
Business Unit	Curr FY	Fund Code	Account	BYPass	Override	Apply FY	Total Ledger Balance
50100	2017	07581	101010	Y	N	N	-5,855.49
50100	2017	07601	101010	Y	N	N	-258.7

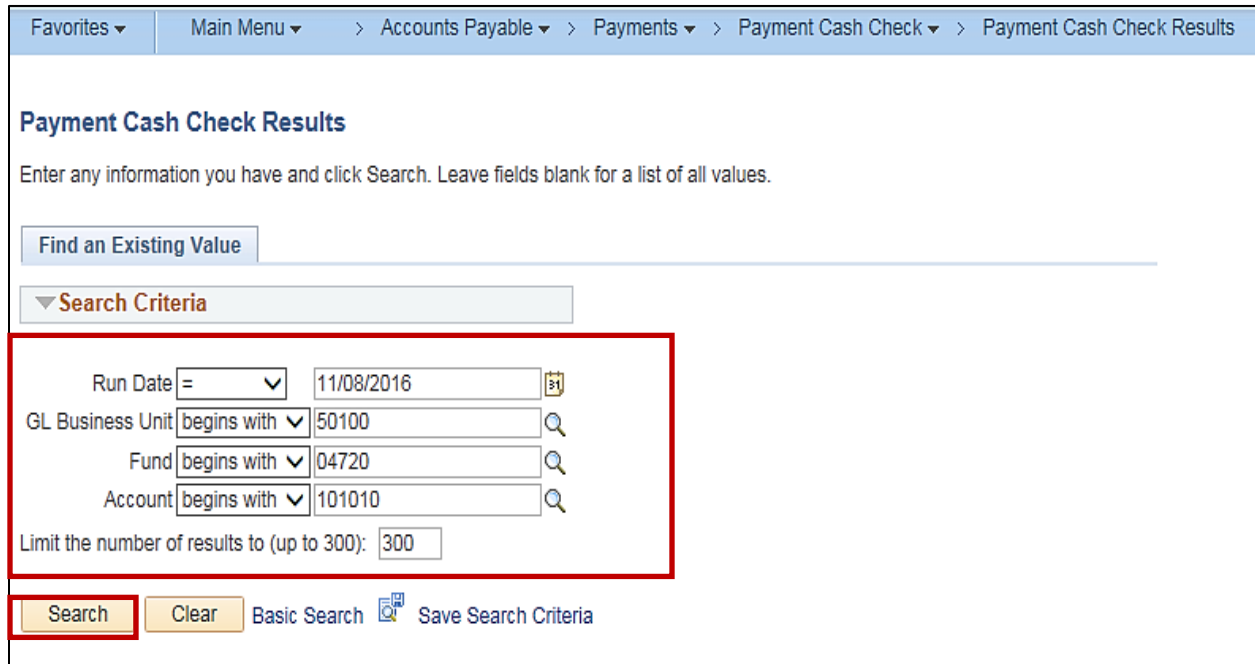
The **Negative Cash Balances** report is emailed to DOA at the end of batch processing each night.

This report can be sent in the body of the email or as an attached report to the email, or both.

### Payment Cash Checking Results Online Inquiry

- 1 Navigate to the **Payment Cash Check Results** page using the following path:

**Main Menu > Accounts Payable > Payments > Payment Cash Check > Payment Cash Check Results**




Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Payments ▾ > Payment Cash Check ▾ > Payment Cash Check Results


### Payment Cash Check Results


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


Find an Existing Value

▼ Search Criteria


Run Date = ▾ 11/08/2016 

GL Business Unit begins with ▾ 50100 

Fund begins with ▾ 04720 

Account begins with ▾ 101010 

Limit the number of results to (up to 300):

[Basic Search](#)  [Save Search Criteria](#)

- 2 Enter a **Run Date** (the date that the Payment Cash Checking Process was run).
- 3 Enter the **GL Business Unit**.
- 4 Enter the **Fund**.
- 5 Enter the **Account** (101010).
- 6 Click the **Search** button.

[Favorites](#) > [Main Menu](#) > [Accounts Payable](#) > [Payments](#) > [Payment Cash Check](#) > [Payment Cash Check Results](#)

Payment Cash Check Results

GL Business Unit	50100	VA Dept of Transportation
Fund	04720	Highway Construction Fund
Account	101010	Cash With The Treasurer Of VA
Run Date	11/08/2016	

Filter Option

All Transactions  
 Failed Transactions  
 Passed Transactions

Filter

Payment Cash Check Results Find | View All First 1 of 1 Last

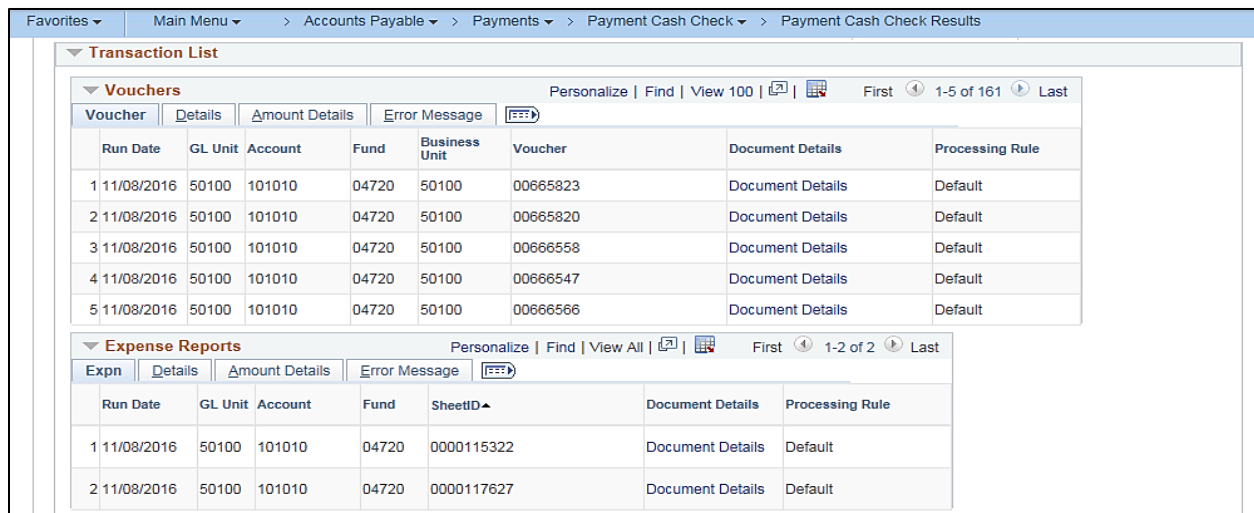
Fiscal Year	2017		
Cash Check Beg Balance	250,893,367.15	11/08/2016 9:28:27PM	
Cash Passed Amt	12,049,661.58		
Cash Failed Amt			
Calculated End Balance	238,843,705.57		
Batch End Ledger Balance	238,843,705.57	11/09/2016 2:41:15AM	
Variance Amount			
Error Message			

Bypass Cash  
 Override Cash  
 Apply Fiscal Year

- 7 The selected **GL Business Unit**, **Fund**, **Account**, and **Run Date** display in the Summary section.
- 8 The inquiry can be run to show **All Transactions** that were processed for the **Run Date** specified, **Failed Transactions** only, or **Passed Transactions** only. Select the desired option, and click the **Filter** button. The inquiry defaults to display All Transactions. The selected transactions will appear in the Transaction List section of the page.
- 9 The **Payment Cash Check Results** section displays the **Fiscal Year** and the **Cash Check Beg** (beginning) **Balance**. The payment cash checking process first copies the ACTUALS cash balances from the ledger by Business Unit / Fund combination into the payment cash checking tables. The time the ACTUALS cash balances were copied is recorded on the page.
- 10 The payment cash checking process checks the vouchers and expenses selected by the pay cycle selection process against the cash balances by Business Unit / Fund combination. The process takes into account transactions that are configured on the **Transaction Level Overrides** page, and funds that are configured on the **Fund Level Processing Rules** page, Bypass, Fund Level Overrides, and the Fiscal Year Option if selected.
- 11 Transactions that reference a Business Unit / Fund combination that has sufficient cash will be part of the **Cash Passed Amount**.
- 12 Transactions that reference a Business Unit / Fund combination that has insufficient cash will be part of the **Cash Failed Amount**.
- 13 The **Calculated End Balance** displays the ending cash balance for the Business Unit / Fund combination.

## SW AP312 Payment Cash Checking - Reports

- 14 The payment cash checking process copies the ACTUALS ledger cash balances by Business Unit / Fund at the end of the nightly batch processing in Cardinal. The amount displays on the **Batch End Ledger Balance** row. The time the ACTUALS cash balances were copied is recorded on the page.
- 15 If the **Calculated End Balance** and the batch end balance do not match, the amount of the variance displays. If Bypass Cash is configured for this Business Unit / Fund, the variance will display. Running cash balances are not maintained in the payment cash checking process for Business Unit / Fund combinations set to Bypass.
- 16 The boxes for Bypass Cash, Override Cash, and/or Apply Fiscal Year will show checked if this configuration is set on the **Fund Level Processing Rules** configuration page for this Business Unit / Fund.



Transaction List								
Vouchers								
Voucher	Details	Amount Details	Error Message	Personalize   Find   View 100   [Grid Icon]   First   1-5 of 161   Last				
Run Date	GL Unit	Account	Fund	Business Unit	Voucher	Document Details	Processing Rule	
1 11/08/2016	50100	101010	04720	50100	00665823	Document Details	Default	
2 11/08/2016	50100	101010	04720	50100	00665820	Document Details	Default	
3 11/08/2016	50100	101010	04720	50100	00666558	Document Details	Default	
4 11/08/2016	50100	101010	04720	50100	00666547	Document Details	Default	
5 11/08/2016	50100	101010	04720	50100	00666566	Document Details	Default	

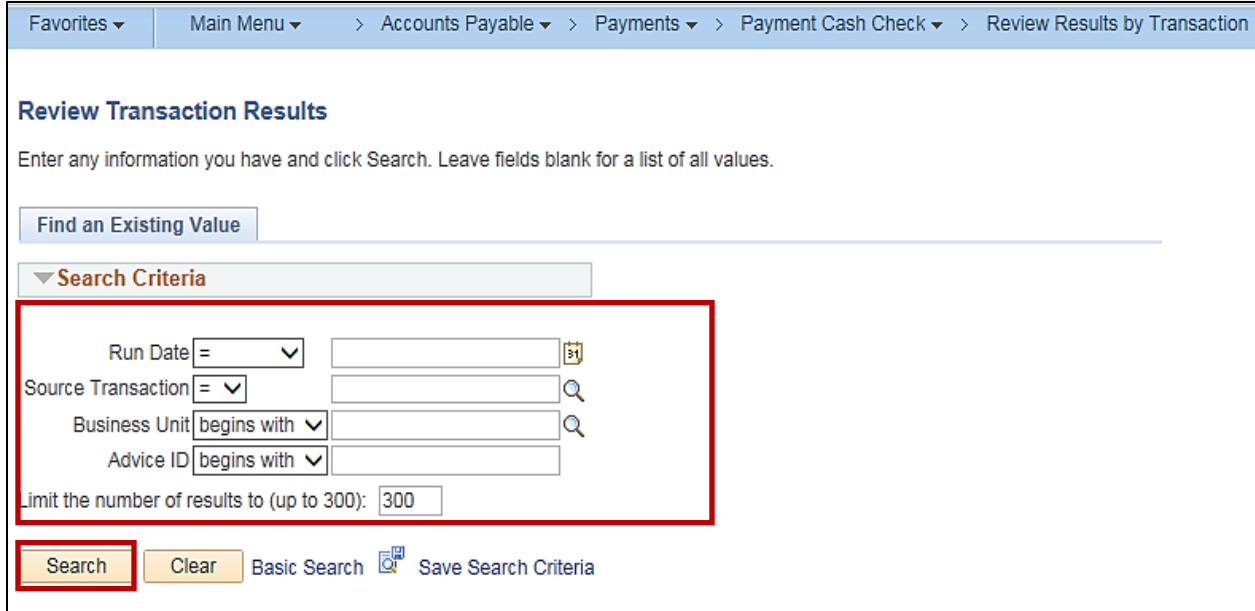
Expense Reports							
Expn	Details	Amount Details	Error Message	Personalize   Find   View All   [Grid Icon]   First   1-2 of 2   Last			
Run Date	GL Unit	Account	Fund	SheetID	Document Details	Processing Rule	
1 11/08/2016	50100	101010	04720	0000115322	Document Details	Default	
2 11/08/2016	50100	101010	04720	0000117627	Document Details	Default	

- 17 Click on the **Transaction List** to see details of the individual transactions that were processed by the payment cash checking process. **All**, **Failed**, or **Passed** transactions display depending on the filter option chosen. The different tabs in the **Transaction List** display the following:
  - **Vouchers - Expense Reports** and **Advance** sections under the **Transaction List** – display **GL Unit**, **Fund**, **Account**, **Voucher**, **SheetID** or **Advance Id** and a hyperlink to get to the document details on the **Review Results by Transaction** page.
  - **Details** – displays additional details for the transactions including **Supplier** or **Emplid**, **Supplier** or **Employee Name**, **Scheduled to Pay date**, **Due Date**, and **Payment Method**.
  - **Amount Details** - displays additional details including **Payment Amount**, **Fund Passed Amount**, and **Fund Failed Amount**.
  - **Error Message** – displays the Payment Cash Checking Error Message for Failed Transactions:
    - **No Cash row found in Ledger table** – Business Unit / Fund code / Account combination does not exist.
    - **No remaining Cash Fund** – Business Unit / Fund code combination has no remaining cash available.
    - **Other Fund / voucher exists with no remaining Cash for document** – another distribution line on the transaction with a different Business Unit / Fund code combination has no remaining cash available.

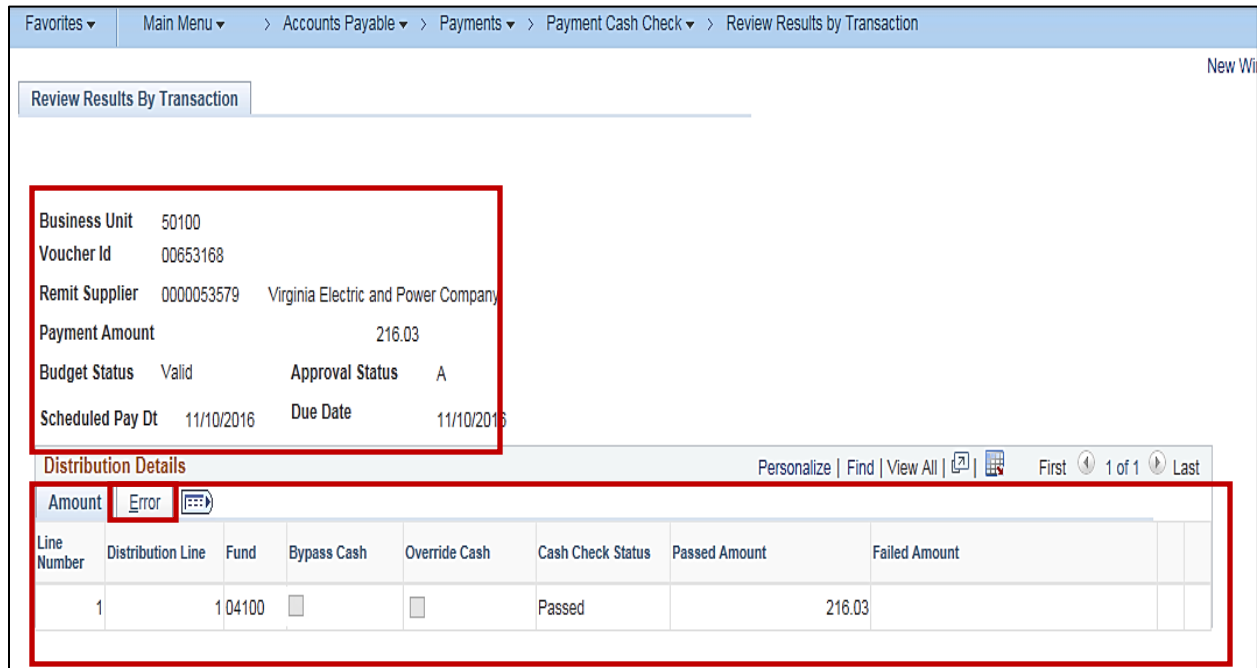
### Review Results by Transactions Online Inquiry

- 1 Navigate to the **Review Transaction Results** page using the following path:

**Main Menu > Accounts Payable > Payments > Payment Cash Check > Review Results by Transaction**



- 2 Enter a **Run Date** (the date that the payment cash checking process was run).
- 3 Enter the **Source Transaction** (**EXAD** Advances Definition, **EXPN** Expense Sheet Definition, **VCHR** Accounts Payable Vouchers).
- 4 Enter the **GL Business Unit**.
- 5 Enter the **Advice ID** (the **Advance ID**, **Expense Report ID**, **Voucher ID**).
- 6 Click the **Search** button.



Review Results By Transaction

Business Unit 50100  
 Voucher Id 00653168  
 Remit Supplier 0000053579 Virginia Electric and Power Company  
 Payment Amount 216.03  
 Budget Status Valid Approval Status A  
 Scheduled Pay Dt 11/10/2016 Due Date 11/10/2016

Distribution Details

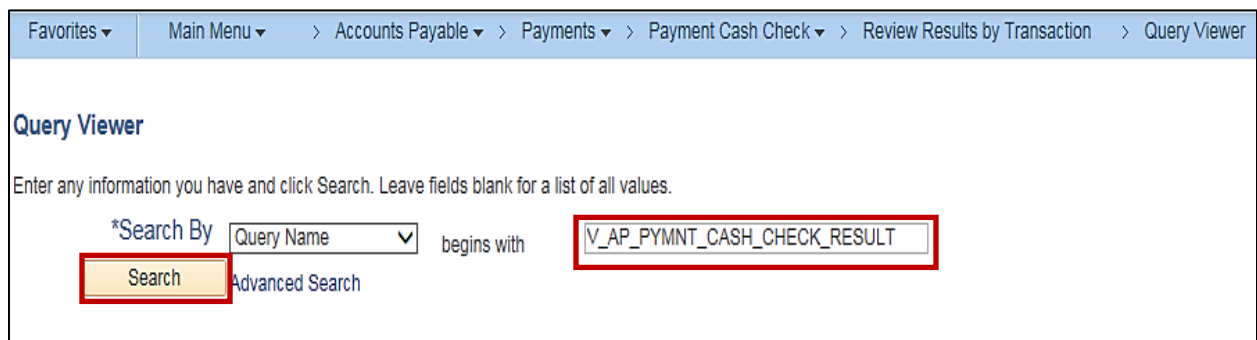
Line Number	Distribution Line	Fund	Bypass Cash	Override Cash	Cash Check Status	Passed Amount	Failed Amount
1	104100		<input type="checkbox"/>	<input type="checkbox"/>	Passed	216.03	

- The **Review Results by Transaction** page displays. The **Business Unit**, Transaction ID, Supplier information, **Payment Amount**, **Budget Status**, **Approval Status**, **Scheduled Pay Dt**, and **Due Date** of the transaction displays in the header.
- The **Distribution Details** section displays the details of the distribution line of the transaction, the **Fund**, if marked **Bypass Cash** or **Override Cash**, the Passed or Failed Status, and the **Passed** or **Failed** Amounts.
- The **Error** tab displays the Payment Cash Checking Error Message for Failed Transactions.

### Payment Cash Checking Results Query

- Navigate to the **Query Viewer** using the following path:

**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 V\_AP\_PYMNT\_CASH\_CHECK\_RESULT

Search Advanced Search

- Search for the **Query Name** using **V\_AP\_PYMNT\_CASH\_CHECK\_RESULT**. This query provides the same data as the Payment Cash Checking Results Online Inquiry, but in query format.
- Click the **Search** button.



# Accounts Payable Job Aid

## SW AP312 Payment Cash Checking - Reports

V\_AP\_PYMNT\_CASH\_CHECK\_RESULT - Payment Cash Check Results

Run Date 12/13/2017

Seq Num (1-9 or % for All) %

GL Unit 60200

Fund (Enter % for all values) %

View By All Transactions

Report Option Both

View Results

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

View All First 1-48 of 48 Last

Row Identifier	Run Date	Sequence number	GL Unit	Fund	Account	Fiscal Year	Bypass Cash	Override Cash	Apply FY	CY Ledger Beg Balance	PY Ledger Beg Balance	Cash Check Beg Balance	Batch End Cash Balance	Processed Amount	Failed Amount	Source Transaction	Transaction BU	Document ID	Schd Pay Date	Payment Method	Payee
1 Summary	12/13/2017	1	60200	01000	101010	2018	N	N	Y	2821151460.31	0.00	2821151460.31	0.00	0.00	0.00						
2 Summary	12/13/2017	1	60200	02044	101010	2018	N	N	N	995.10	0.00	995.10	0.00	0.00	0.00						
3 Summary	12/13/2017	1	60200	02104	101010	2018	N	N	N	8123620.67	0.00	8123620.67	0.00	0.00	0.00						
4 Summary	12/13/2017	1	60200	02207	101010	2018	N	N	N	7752172.92	0.00	7752172.92	0.00	0.00	0.00						
5 Summary	12/13/2017	1	60200	02235	101010	2018	N	N	N	3510.47	0.00	3510.47	0.00	0.00	0.00						
6 Summary	12/13/2017	1	60200	02420	101010	2018	N	N	N	0.00	0.00	0.00	0.00	0.00	0.00						
7 Summary	12/13/2017	1	60200	02602	101010	2018	N	N	N	14999125.48	0.00	14999125.48	0.00	0.00	0.00						
8 Summary	12/13/2017	1	60200	02700	101010	2018	N	N	N	0.00	0.00	0.00	0.00	0.00	0.00						
9 Summary	12/13/2017	1	60200	07113	101010	2018	N	N	N	0.00	0.00	0.00	0.00	0.00	0.00						
10 Summary	12/13/2017	1	60200	07720	101010	2018	N	N	N	486346855.24	0.00	486346855.24	0.00	0.00	0.00						
11 Summary	12/13/2017	1	60200	09033	101010	2018	N	N	N	7659064.30	0.00	7659064.30	0.00	0.00	0.00						
12 Summary	12/13/2017	1	60200	09105	101010	2018	N	N	N	944562.03	0.00	944562.03	0.00	0.00	0.00						
13 Summary	12/13/2017	1	60200	09470	101010	2018	N	N	N	0.00	0.00	0.00	0.00	0.00	0.00						
14 Summary	12/13/2017	1	60200	09490	101010	2018	N	N	N	91690144.44	0.00	91690144.44	0.00	0.00	0.00						
15 Summary	12/13/2017	1	60200	10000	101010	2018	N	N	N	3641071.55	0.00	3641071.55	0.00	0.00	0.00						
16 Summary	12/13/2017	1	60200	10010	101010	2018	Y	N	N	0.00	0.00	0.00	0.00	0.00	0.00						
17 Summary	12/13/2017	2	60200	01000	101010	2018	N	N	Y	2821151460.31	0.00	2821151460.31	0.00	0.00	0.00						
18 Summary	12/13/2017	2	60200	02044	101010	2018	N	N	N	995.10	0.00	995.10	0.00	0.00	0.00						
19 Summary	12/13/2017	2	60200	02104	101010	2018	N	N	N	8123620.67	0.00	8123620.67	0.00	0.00	0.00						
20 Summary	12/13/2017	2	60200	02207	101010	2018	N	N	N	7752172.92	0.00	7752172.92	0.00	0.00	0.00						
21 Summary	12/13/2017	2	60200	02235	101010	2018	N	N	N	3510.47	0.00	3510.47	0.00	0.00	0.00						
22 Summary	12/13/2017	2	60200	02420	101010	2018	N	N	N	0.00	0.00	0.00	0.00	0.00	0.00						
23 Summary	12/13/2017	2	60200	02602	101010	2018	N	N	N	14999125.48	0.00	14999125.48	0.00	0.00	0.00						
24 Summary	12/13/2017	2	60200	02700	101010	2018	N	N	N	0.00	0.00	0.00	0.00	0.00	0.00						
25 Summary	12/13/2017	2	60200	07113	101010	2018	N	N	N	0.00	0.00	0.00	0.00	0.00	0.00						
26 Summary	12/13/2017	2	60200	07720	101010	2018	N	N	N	486346855.24	0.00	486346855.24	0.00	0.00	0.00						
27 Summary	12/13/2017	2	60200	09033	101010	2018	N	N	N	7659064.30	0.00	7659064.30	0.00	0.00	0.00						

- 4 Enter or select the following:
  - a. Run Date
  - b. Seq Num (1-9 or % for All)
  - c. GL Unit
  - d. Fund
  - e. View By: All Transaction, Failed Transactions, Passed Transactions
  - f. Report Option: Summary, Detail (Transaction List) or Both
- 5 Click the View Results button.