

### 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 Check Cashing – Overview** job aid for more information.

### 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 job aid entitled **Reports Catalogue** for additional information on the **Transactions Ready for Processing** and the **Transactions in Pending Status** reports.



# Accounts Payable Job Aid

## SW AP312 Payment Cash Checking - Reports

### Notify Negative Cash Balances

This message was sent with High importance.

From: FINSIT@covtest.virginia.gov  
 To: Lake, Elizabeth (VDOT); xxx:Elizabeth.Lake@VDOT.Virginia.gov  
 Cc:  
 Subject: Negative Cash Balances

Message vap1014\_neg\_fund.csv (907 B)

Ledger Balance as of 2014-05-13

Business Unit	Curr FY	Fund Code	Account	BYPass	Override	Apply FY	Total Ledger Balance
50100	2014	04363	101010				-411,655.01
50100	2014	04710	101010				-25,703.16
50100	2014	04766	101010				-218,089.58
50100	2014	07581	101010				-919,503.89
50100	2014	07823	101010				-17,826.84

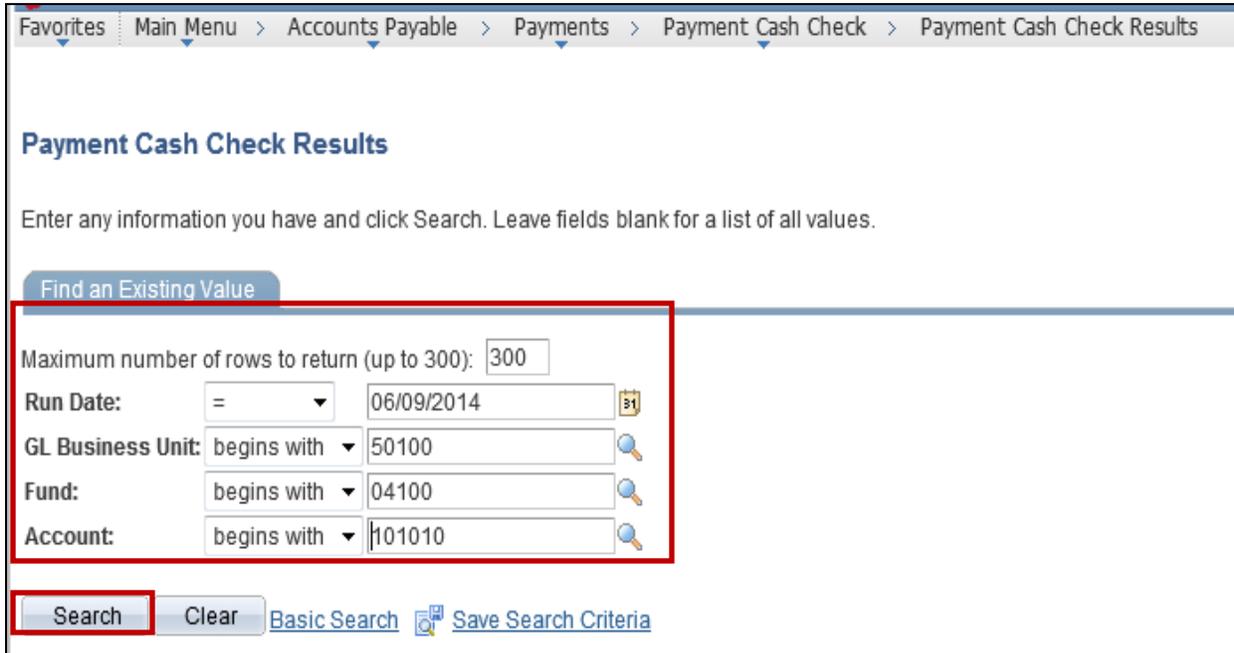
The **Negative Cash Balances** report is emailed to DOA at the end of batch processing each night.

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 **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

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

Run Date: = 06/09/2014

GL Business Unit: begins with 50100

Fund: begins with 04100

Account: begins with 101010

Search Clear 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**

<b>GL Business Unit</b>	50100	VA Dept of Transportation
<b>Fund</b>	04100	Hwy Maintenance & Operating Fd
<b>Account</b>	101010	Cash With The Treasurer Of VA
<b>Run Date</b>	06/09/2014	

**Filter Option**

All Transactions  
 Failed Transactions  
 Passed Transactions

**Filter**

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

<b>Fiscal Year</b>	2014		
<b>Cash Check Beg Balance</b>	171,920,744.17	06/09/2014 7:03:30PM	<input type="checkbox"/> Bypass Cash <input type="checkbox"/> Override Cash <input type="checkbox"/> Apply Fiscal Year
<b>Cash Passed Amt</b>	4,203,650.80		
<b>Cash Failed Amt</b>			
<b>Calculated End Balance</b>	167,717,093.37		
<b>Batch End Ledger Balance</b>	167,717,093.37	06/10/2014 12:01:50AM	
<b>Variance Amount</b>			
<b>Error Message</b>			

- 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 Check 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.
- 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.

## SW AP312 Payment Cash Checking - Reports

- 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.

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

**Transaction List**

Customize | Find | View 100 | First 1-5 of 345 Last

Voucher | Details | Amount Details | Error Message

Run Date	GL Unit	Fund	Account	Business Unit	Voucher	Document Details	Processing Rule
1 06/09/2014	50100	04100	101010	50100	00340233	<a href="#">Document Details</a>	Default
2 06/09/2014	50100	04100	101010	50100	00340257	<a href="#">Document Details</a>	Default
3 06/09/2014	50100	04100	101010	50100	00340294	<a href="#">Document Details</a>	Default
4 06/09/2014	50100	04100	101010	50100	00340298	<a href="#">Document Details</a>	Default
5 06/09/2014	50100	04100	101010	50100	00340304	<a href="#">Document Details</a>	Default

Customize | Find | View All | First 1-3 of 25 Last

Expn | Details | Amount Details | Error Message

Run Date	GL Unit	Fund	Account	SheetID	Document Details	Processing Rule
1 06/09/2014	50100	04100	101010	0000037030	<a href="#">Document Details</a>	Default
2 06/09/2014	50100	04100	101010	0000037382	<a href="#">Document Details</a>	Default
3 06/09/2014	50100	04100	101010	0000039560	<a href="#">Document Details</a>	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 **Vendor** or **Emplid**, Vendor 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



## Accounts Payable Job Aid

---

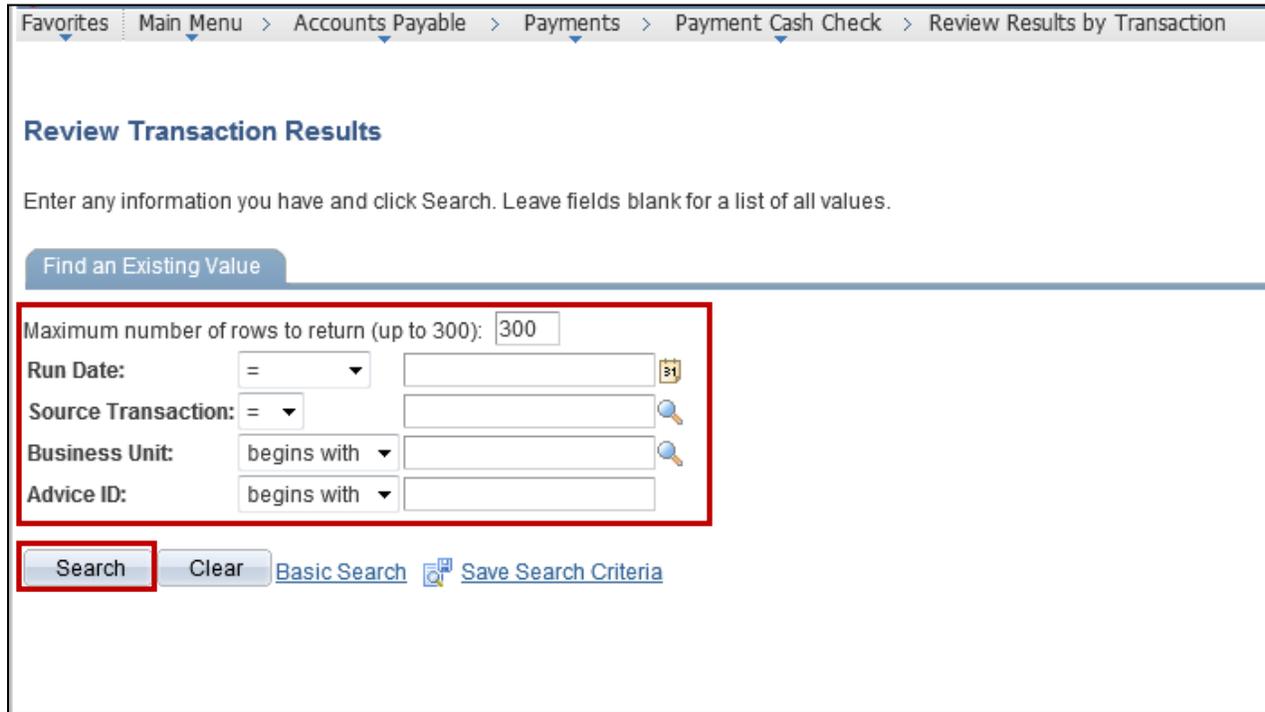
### SW AP312 Payment Cash Checking - Reports

- **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.

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

Review Results By Transaction

**Business Unit** 50100  
**Voucher Id** 00330903  
**Remit Vendor** 0000012176 JAG Real Estate Investments  
**Payment Amount** 4,857.50  
**Budget Status** Valid **Approval Status** A  
**Scheduled Pay Dt** 05/25/2014 **Due Date** 05/25/2014

Distribution Details Customize | Find | View All | First 1-2 of 2 | Last

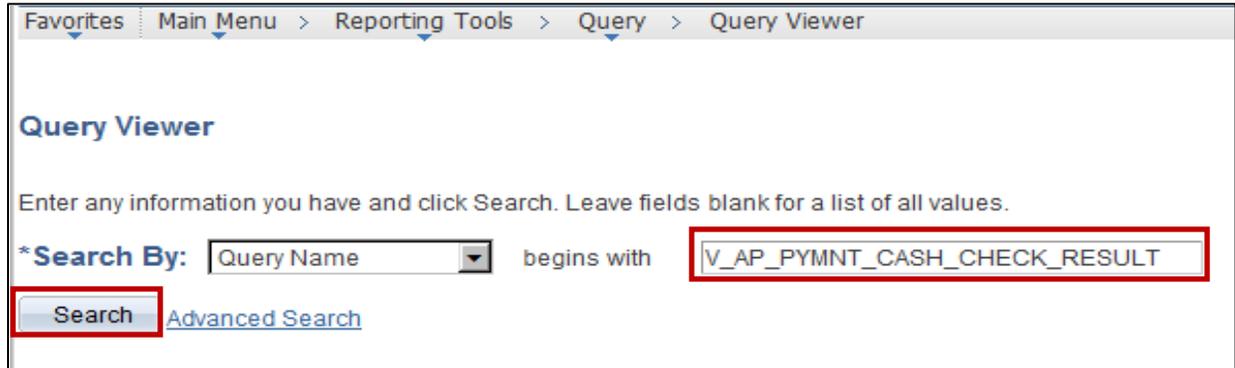
Line Number	Distribution Line	Fund	Bypass Cash	Override Cash	Cash Check Status	Passed Amount	Failed Amount
2	1 04100	1 04100	<input type="checkbox"/>	<input type="checkbox"/>	Passed	2,682.50	
1	1 04100	1 04100	<input type="checkbox"/>	<input type="checkbox"/>	Passed	2,175.00	

- 7 The **Review Results by Transaction** page displays. The **Business Unit**, Transaction ID, Vendor information, **Payment Amount**, **Budget Status**, **Approval Status**, **Scheduled Pay Dt** and **Due Date** of the transaction displays in the header.
- 8 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.
- 9 The **Error** tab displays the Payment Cash Checking Error Message for Failed Transactions.

### Payment Cash Checking Results Query

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

**Main Menu > Reporting Tools > Query > Query Viewer**



**Query Viewer**

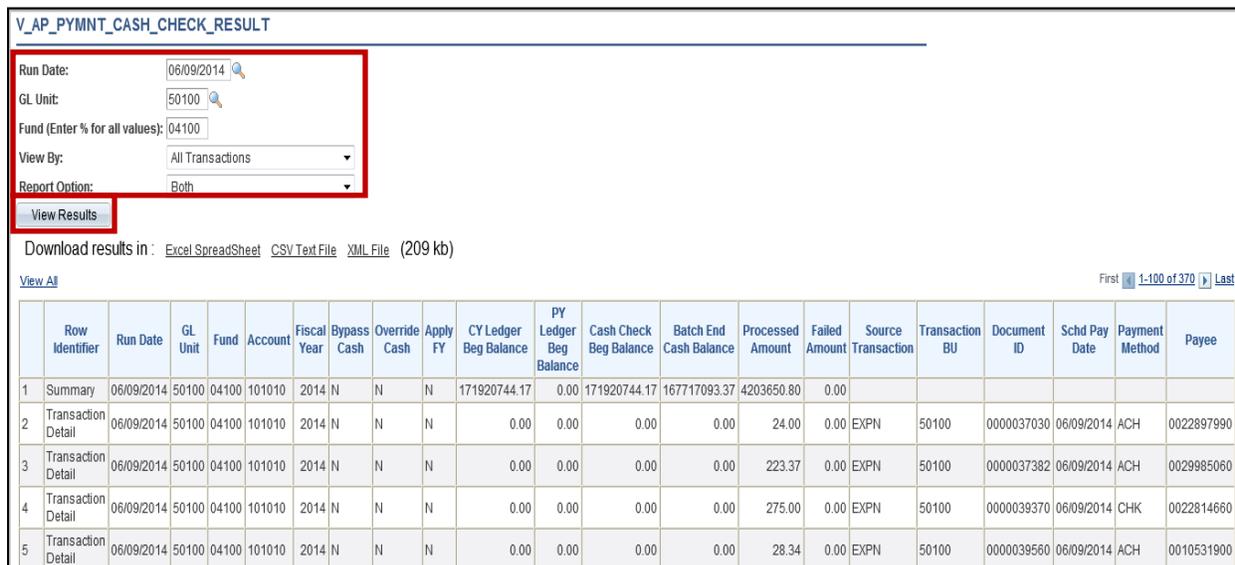
Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By:  begins with

[Advanced Search](#)

2 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.

3 Click the **Search** button.



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

Run Date:  GL Unit:  Fund (Enter % for all values):  View By:  Report Option:

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (209 kb)

[View All](#) First  Last

Row Identifier	Run Date	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	06/09/2014	50100	04100	101010	2014	N	N	N	171920744.17	0.00	171920744.17	167717093.37	4203650.80	0.00						
2 Transaction Detail	06/09/2014	50100	04100	101010	2014	N	N	N	0.00	0.00	0.00	0.00	24.00	0.00	EXPN	50100	0000037030	06/09/2014	ACH	0022897990
3 Transaction Detail	06/09/2014	50100	04100	101010	2014	N	N	N	0.00	0.00	0.00	0.00	223.37	0.00	EXPN	50100	0000037382	06/09/2014	ACH	0029985060
4 Transaction Detail	06/09/2014	50100	04100	101010	2014	N	N	N	0.00	0.00	0.00	0.00	275.00	0.00	EXPN	50100	0000039370	06/09/2014	CHK	0022814660
5 Transaction Detail	06/09/2014	50100	04100	101010	2014	N	N	N	0.00	0.00	0.00	0.00	28.34	0.00	EXPN	50100	0000039560	06/09/2014	ACH	0010531900

4 Enter or select the following:

- a. **Run Date**
- b. **GL Unit**
- c. **Fund**
- d. **View By: All Transaction, Failed Transactions, Passed Transactions**
- e. **Report Option: Summary, Detail (Transaction List) or Both.**

5 Click the **View Results** button.