



### About Extract GL Journals

Cardinal interfaces transactions to the Commonwealth Accounting and Reporting System (CARS) for processing. The Extract GL Journals process runs nightly in the batch process. The transactions created are then transmitted to CARS for processing the next business day.

Transactions are eligible to be processed by the Extract GL Journals process once all approvals and posting to the GL module have taken place. Module transactions are sent to **CARS** using the following batch types:

Transaction Type	Batch Type
GL Journals	6
AP Vouchers – Voucher post	6
AP Vouchers – Payment post	3
Payment Cancel	7
EX Cash Advance/Expense Report – Liability post	6
EX Cash Advance/Expense Report – Payment post	2
AR Deposits	7

Cardinal uses **Account**, **Fund** and **Program** attributes to crosswalk Cardinal ChartField values to **CARS** Chart of Account (COA) values. The interface process sequentially numbers batches by agency beginning with 100 and going through 900.

**Agencies should reserve batch numbers 001-099 for transactions to be entered manually online in CARS.** This will assist with reconciliation.

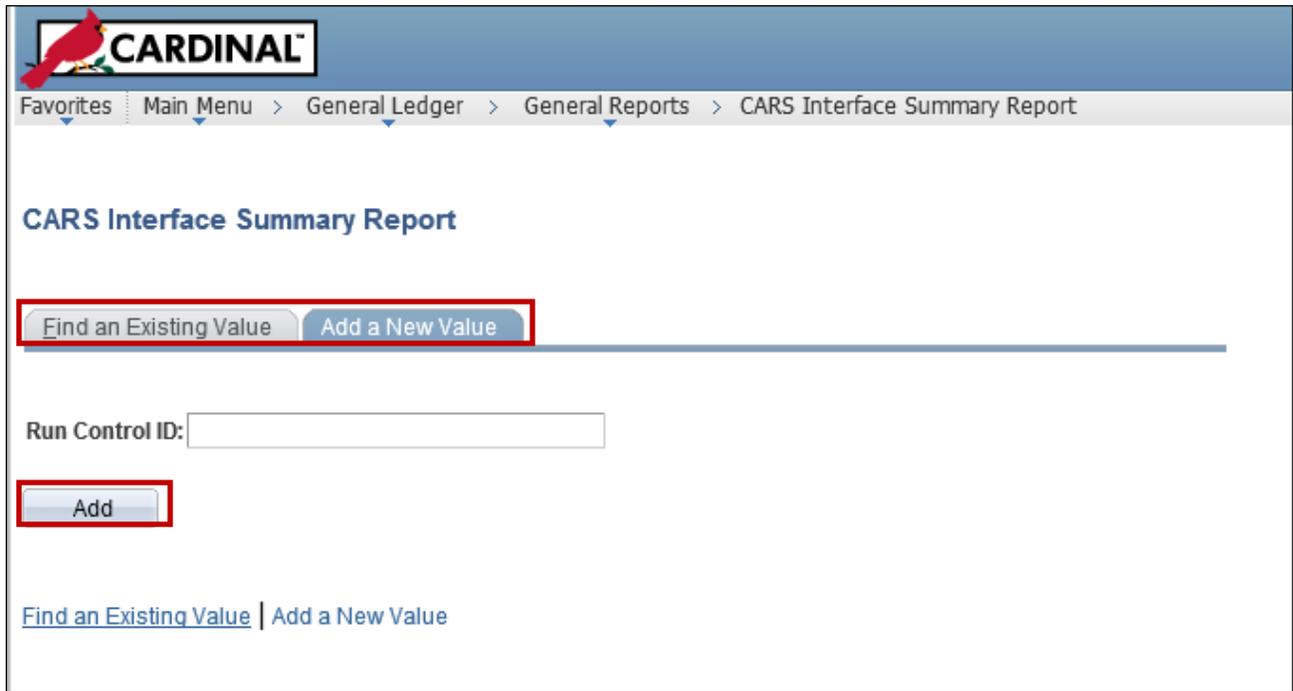
Some transactions may fail the interface process. DOA General Accounting monitors the Cardinal Interface process and will contact agencies if needed when a transaction fails to process to **CARS**.

Some examples of journal edits currently in place include those that verify:

- Certain transfer account values net to \$0 within a journal.
- Cash account (101010) entries net to \$0 within a journal.

The edits listed are not all inclusive and are only a sample of the edits that occur. Only designated DOA users can override these additional edits or make corrections as needed.

### To Run the CARS Interface Summary Report:



1 The **CARS Interface Summary Report** provides the Batch IDs of the transactions being interfaced for your agency to CARS. We recommend that you run this report and retain it to assist with reconciliation.

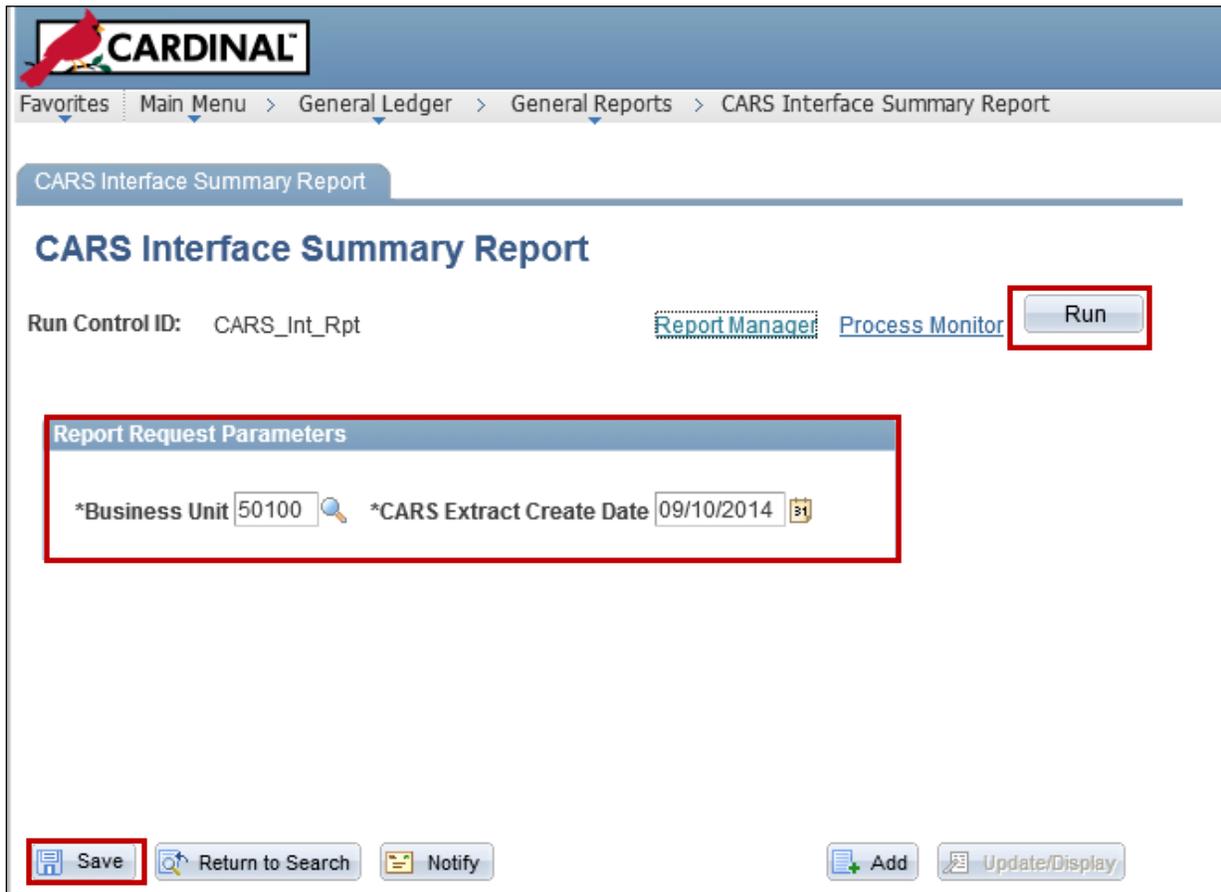
2 Navigate to the **CARS Interface Summary Report** page using the following path:

**General Ledger > General Reports > CARS Interface Summary Report**

3 The **CARS Interface Summary Report** page displays.

When running the report for the first time, click on the **Add a New Value** tab. Enter an appropriate **Run Control ID** and click the **Add** button.

Subsequently, click on **Find an Existing Value** and **Search** for the previous Run Control ID. Do **NOT Add a New Value** for a report more than one time. Run Control IDs are reused, and once you add one it can NEVER be deleted.



Cardinal  
Favorites | Main Menu > General Ledger > General Reports > CARS Interface Summary Report

CARS Interface Summary Report

### CARS Interface Summary Report

Run Control ID: CARS\_Int\_Rpt    [Report Manager](#)    [Process Monitor](#)   

Report Request Parameters

\*Business Unit     \*CARS Extract Create Date

- 4 Enter / Update the **Report Request Parameters**. Use the current date as the **CARS Extract Create Date** if you want the information processed during the previous night's batch process. The CARS interface always runs after midnight.

In this example, we are running the report for the transactions created during the batch run for 09/09/2014. These transactions have a CARS entry date of 09/10/2014 and process through the CARS edit update on 09/10/2014.

- 5 Click the **Save** button.
- 6 Click the **Run** button. The **Process Scheduler Request** page displays.

**Process Scheduler Request**

User ID: PPS\_KIM.WHITE      Run Control ID: CARS\_Int\_Rpt

Server Name:       Run Date: 09/12/2014

Recurrence:       Run Time: 4:15:03PM     

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	CARS Interface Summary Report	VGLR0002	SQR Report	Web	PDF	<a href="#">Distribution</a>

7 Click the **OK** button.

**Process List**

View Process Request For

User ID: PPS\_KIM.WHI    Type:     Last:     Days: 2

Server:     Name:     Instance:  to

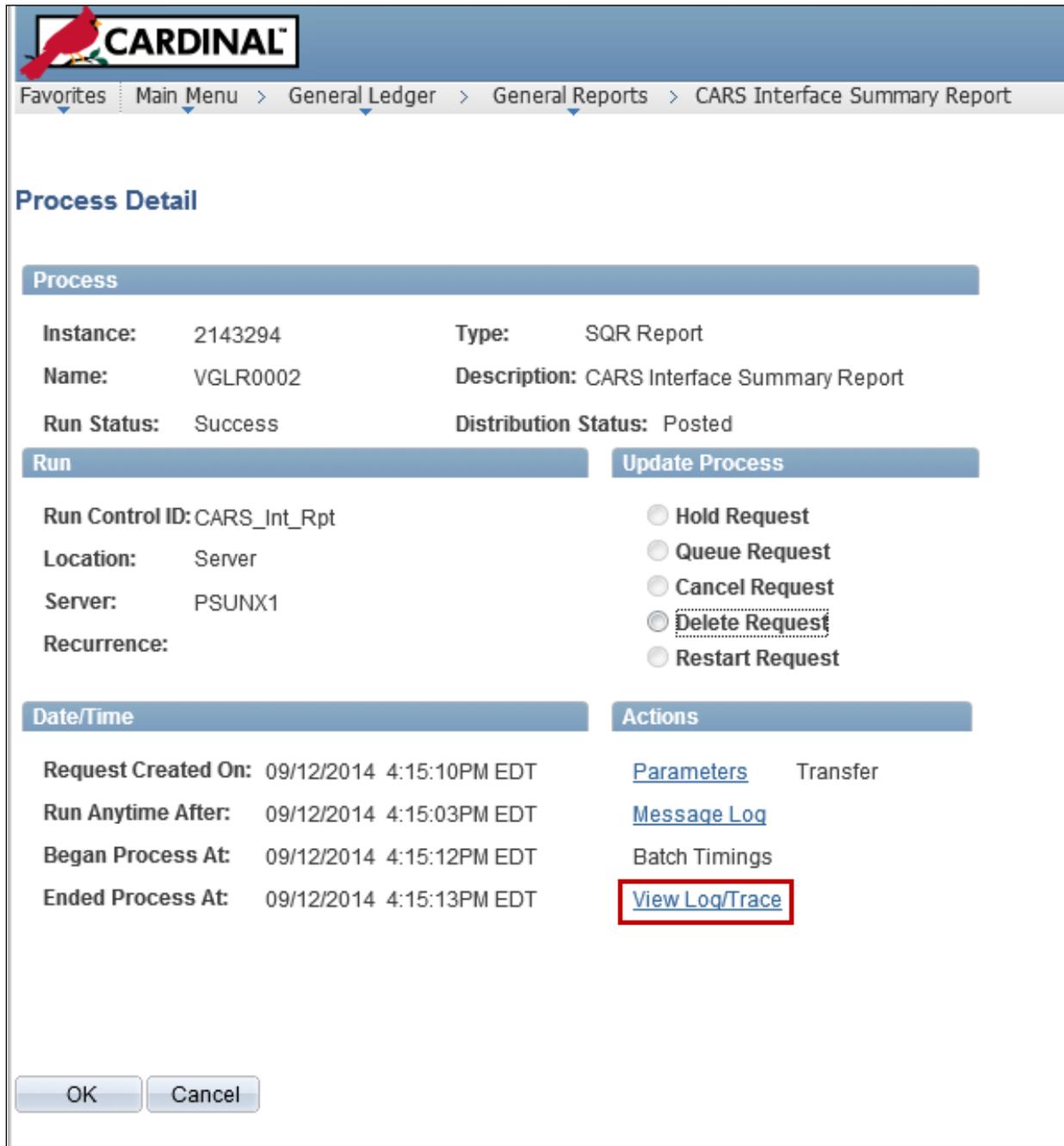
Run Status:     Distribution Status:      Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2143294		SQR Report	VGLR0002	PPS_KIM.WHITE	09/12/2014 4:15:03PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	2143291		SQR Report	VGLR0002	PPS_KIM.WHITE	09/12/2014 4:13:48PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	2143282		SQR Report	VGLR0002	PPS_KIM.WHITE	09/12/2014 4:12:56PM EDT	Success	Posted	<a href="#">Details</a>

8 The Run Control page returns. Click on the **Process Monitor** hyperlink.

9 The **Process List** page displays. Click the **Refresh** button until the **Run Status** is **Success** and the **Distribution Status** is **Posted**.

10 Click on the **Details** hyperlink.



The screenshot shows the CARDINAL software interface. At the top, there is a navigation bar with the following items: Favorites, Main Menu, General Ledger, General Reports, and CARS Interface Summary Report. Below the navigation bar, the page title is "Process Detail".

The main content area is divided into several sections:

- Process**: A blue header bar.
- Instance:** 2143294
- Type:** SQR Report
- Name:** VGLR0002
- Description:** CARS Interface Summary Report
- Run Status:** Success
- Distribution Status:** Posted

Below the process information, there are two columns of controls:

- Run**: A blue header bar.
- Run Control ID:** CARS\_Int\_Rpt
- Location:** Server
- Server:** PSUNX1
- Recurrence:**

- Update Process**: A blue header bar.
- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Restart Request

Below the controls, there are two columns of information:

- Date/Time**: A blue header bar.
- Request Created On:** 09/12/2014 4:15:10PM EDT
- Run Anytime After:** 09/12/2014 4:15:03PM EDT
- Began Process At:** 09/12/2014 4:15:12PM EDT
- Ended Process At:** 09/12/2014 4:15:13PM EDT

- Actions**: A blue header bar.
- [Parameters](#) Transfer
- [Message Log](#)
- Batch Timings
- [View Log/Trace](#) (highlighted with a red box)

At the bottom of the interface, there are two buttons: "OK" and "Cancel".

11 The **Process Detail** page displays. Click on the **View Log/Trace** hyperlink.





Favorites | Main Menu > General Ledger > General Reports > CARS Interface Summary Report

### View Log/Trace

**Report**

Report ID: 9528785      Process Instance: 2143294      [Message Log](#)  
Name: VGLR0002      Process Type: SQR Report  
Run Status: Success

CARS Interface Summary Report

**Distribution Details**

Distribution Node: finprd      Expiration Date: 10/12/2014

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_VGLR0002_2143294.log</a>	1,873	09/12/2014 4:15:13.766675PM EDT
<a href="#">vqlr0002_2143294.PDF</a>	10,668	09/12/2014 4:15:13.766675PM EDT
<a href="#">vqlr0002_2143294.out</a>	0	09/12/2014 4:15:13.766675PM EDT

**Distribute To**

Distribution ID	Type	*Distribution ID
User		PPS_KIM.WHITE

[Return](#)

- 12 Click on the [vqlr0002\\_2143294.PDF](#) hyperlink. The report opens in a new window as a PDF document. Print the report for your records or right click on the report link and save the report to your computer or server location.



# General Ledger Job Aid

## SW GL332 Extract GL Journals – CARS Interface

  
 Report ID: RGL002

Commonwealth of Virginia  
 CARS INTERFACE REPORT-SUMMARY

Run Date: 09/12/2014  
 Run Time: 04:15 00

Page No. 1 of 1

CARS Extract Create Date: 09/10/2014

DA-03-265  
REV 1/87

Department of Accounts  
Identification Information

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

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

AGENCY BATCH ID				BATCH AMOUNT	AGENCY BATCH ID				BATCH AMOUNT
Agency	Date	Type	No		Agency	Date	Type	No	
501	09/03/14	6	570	417.16					
501	09/04/14	6	571	225,924.96					
501	09/05/14	6	572	5,463,318.94					
501	09/05/14	7	573	4,412,087.93					
501	09/09/14	6	574	178,721,991.42					
501	09/10/14	2	575	9,263.62					
501	09/10/14	3	576	4,021,425.89					
501	09/10/14	3	577	8,523,290.54					
501	09/10/14	6	578	200.00					

- 13 You may review the detail transactions using a query. This may be helpful for research purposes.
- 14 Navigate to the **Query Viewer** using the following path:  
     **Reporting Tools > Query > Query Viewer.**
- 15 The **Query Viewer** page displays. Enter **V\_GL\_CARS** in the **Search** box and click on **Search**.
- 16 Queries meeting the search criteria are returned. Click on the **HTML** link for the **V\_GL\_CARS\_INTERFACE\_DTL\_BY\_BAT** query.



# General Ledger Job Aid

## SW GL332 Extract GL Journals – CARS Interface

V\_GL\_CARS\_INTERFACE\_DTL\_BY\_BAT - GL to CARS Interface Detail

DOA Agency (% for all):	<input type="text" value="501"/>
DOA Batch Date - From:	<input type="text" value="09/01/2014"/>
DOA Batch Date - To:	<input type="text" value="09/12/2014"/>
DOA Batch Number 100 to 999:	<input type="text" value="100"/>
To DOA Batch Number 100 to 999:	<input type="text" value="999"/>
Batch Creation Date - From:	<input type="text" value="09/10/2014"/>
Batch Creation Date - To:	<input type="text" value="09/10/2014"/>
Batch Type (% for all):	<input type="text" value="%"/>

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
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17 The query opens in a new window. Enter the query prompt data to match the CARS Interface from the previous Extract GL Journals interface:

- a. **DOA Agency: CARS Agency number**
- b. **DOA Batch Date - From: MM/DD/YYYY** (earliest batch date on the VGLR0002 Report)
- c. **DOA Batch Date – To: MM/DD/YYYY** (latest batch date on the VGLR0002 Report)
- d. **DOA Batch Number 100 to 999: 100**
- e. **To DOA Batch Number 100 to 999: 999**
- f. **Batch Creation Date – From: MM/DD/YYYY** (creation date from the VRGL002 Report)
- g. **Batch Creation Date – To: MM/DD/YYYY** (creation date from the VRGL002 Report)
- h. **Batch Type: %**

18 Click on the **View Results** button.



# General Ledger Job Aid

## SW GL332 Extract GL Journals – CARS Interface

V\_GL\_CARS\_INTERFACE\_DTL\_BY\_BAT - GL to CARS Interface Detail

DOA Agency (% for all):

DOA Batch Date - From:

DOA Batch Date - To:

DOA Batch Number 100 to 999:

To DOA Batch Number 100 to 999:

Batch Creation Date - From:

Batch Creation Date - To:

Batch Type (% for all):

Download results in [Excel SpreadSheet](#) [CSV Text File](#) [XML File \(1382 kb\)](#)

[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	501	09/03/2014	570	2015	6	0	00001	180		04	72	603	06	00		11	11			
2	501	09/03/2014	570	2015	6	0	00002	180		04	72	603	06	00		11	12			
3	501	09/03/2014	570	2015	6	0	00003	180		04	72	603	06	00		11	14			
4	501	09/03/2014	570	2015	6	0	00004	180		04	72	603	06	00		11	15			
5	501	09/03/2014	570	2015	6	0	00005	180		04	72	603	06	00		11	23			
6	501	09/03/2014	570	2015	6	0	00006	380		04	72	603	06	00		11	11			
7	501	09/03/2014	570	2015	6	0	00007	380		04	72	603	06	00		11	12			
8	501	09/03/2014	570	2015	6	0	00008	380		04	72	603	06	00		11	14			
9	501	09/03/2014	570	2015	6	0	00009	380		04	72	603	06	00		11	15			
10	501	09/03/2014	570	2015	6	0	00010	380		04	72	603	06	00		11	23			
11	501	09/03/2014	570	2015	6	0	00011	376		04	10									
12	501	09/03/2014	570	2015	6	0	00012	377		04	10									
13	501	09/04/2014	571	2015	6	0	00001	180		04	10	604	03	00		11	12			

19 The results display. Click on the **Excel SpreadSheet** hyperlink to download the results to Excel.