



## Cardinal Statewide

Inquiries, Queries, and Reports Catalog

March, 2016

Introduction

[◀Table of Contents](#)

[Quick Links▶](#)

The Reports Catalog 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). Each functional area contains Inquiries, Queries, and/or Reports specific to that area.

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

- Name and/or number – Identifies the item in Cardinal
- Last revision date – Reflects the most recent update in the catalog
- Loaded into Catalog - Dates the item's initial entry into the catalog
- 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 catalog:

- 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, e.g. **AP\_**, **AR\_**, **GL\_**, etc, followed by a 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. 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.

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.

[Next Section](#) ➤

## Quick Links

[◀Introduction](#)

[Next Section▶](#)

## Navigation

---

[Table of Contents](#) | [Quick Links](#) |

## Accounts Payable

---

[Inquiries](#) | [Queries](#) | [Reports](#)

## Accounts Receivable

---

[Queries](#) | [Reports](#)

## General Ledger

---

[Inquiries](#) | [Queries](#) | [Reports](#) | [nVision Reports](#)

## Security

---

[Queries](#)

## Contents

[◀Introduction](#)

[Quick Links](#)

[Next Section▶](#)

Cardinal Statewide Home .....	1
<b>Quick Links</b> .....	3
Contents .....	4
<b>Accounts Payable</b> .....	11
<b>AP Inquiries</b> .....	12
AP - Cash Advance Request View Inquiry .....	13
AP - Employee Expense History Inquiry .....	15
AP - Expense Report Budget Exceptions Inquiry .....	17
AP – Review Vendor Inquiry .....	20
AP - View Travel Authorization Status Inquiry.....	23
<b>AP Queries</b> .....	25
AP – Expenses in Process Query .....	26
AP – Payment Cash Check Results Query .....	28
AP – Posted Cash Advance Extract Query.....	30
AP – Posted Expense Report Extract Query.....	32
AP – Posted Payments Query .....	34
AP – Posted Voucher Extract Query .....	36
AP – Potential Duplicate Expense Transactions Query.....	38
AP – Vendor Payment Hold Query.....	40
AP - Vendor Payment Hold with Unpaid Vouchers Query.....	41

AP – Voucher Worklist Query .....	43
AP - Voucher Error Query .....	44
AP - Voucher Payments Awaiting Due Dates Query .....	45
AP – Vouchers Denied Not Deleted Query .....	47
AP - Vouchers Not Paid – Vendor Location Address Query.....	48
AP – Vouchers Not Posted to AP Query.....	49
AP – Vouchers on Payment Hold Query .....	50
AP – Vouchers Posted to AP Not JGEN (GL) Query.....	51
<b>AP Reports</b> .....	52
AP – Agency to Agency Vouchers Report .....	54
AP - AP/GL Open Liability Account Reconciliation Report.....	56
AP – Budget Check Exceptions Report.....	58
AP - Cash Advance Aging by Business Unit Report .....	59
AP – Cash Advance Report.....	61
AP - Cash Advance Worklist Report .....	63
AP – Cash Advance Upload Error Report .....	65
AP - Due Date Monitoring Report.....	67
AP – Expense Report.....	69
AP – Expense Report Upload Error Report .....	70
AP - Expense Transaction by Dept Report .....	72
AP – Employee Profile Upload Error Report .....	74
AP - Payables Open Liability Report.....	77
AP – Payment History by Vendor Report.....	79
AP - Payment Register Including Offsets Report .....	83

AP – Posted Payments Extract Report .....	85
AP – Posted Voucher Listing Report .....	87
AP – Report of Federal Tax Payments Made Through EFTPS .....	89
AP – Schedule of Expenditures of Federal Awards (SEFA).....	91
AP – Travel Authorization Report .....	93
AP - Unreimbursed Petty Cash Voucher Report .....	95
AP – Voucher Register Report.....	97
AP – Voucher Listing by ChartField Report .....	98
AP – Voucher Payments Awaiting Due Dates Report .....	100
AP – Voucher Upload Error Report .....	102
AP - Voucher Worklist Report.....	105
<b>Accounts Receivable</b> .....	<b>107</b>
<b>AR Queries</b> .....	<b>108</b>
AR – ATA Receiving Agency Query.....	109
AR – COVA Cash Management Improvement Query .....	111
AR - Cash Receipts Deposits Query.....	113
AR – Deposit by Accounting Entries Query.....	115
AR – Deposit by Dollar Amount Query .....	117
AR - Deposit Reconciliation Query .....	119
AR - Deposits Not Approved Query .....	122
AR – Deposits Not Posted to GL Query.....	124
AR – Deposits Not Sent to CARS Query .....	126
AR – Journal Line Reference Query .....	128
AR – Posted Deposit Extract Query.....	130

<b>AR Reports</b> .....	132
AR - Deposit Control - Point in Time Report .....	133
AR – Deposit Control by Entry Date Report.....	135
AR – Funds Receipt Upload Error Report.....	137
AR - Payment Detail - Point in Time Report.....	139
AR - Payment Detail Report .....	141
AR - Payment Summary - Point in Time Report.....	143
AR - Payment Summary Report .....	145
<b>General Ledger</b> .....	147
<b>GL Inquiries</b> .....	148
GL – Journal Inquiry .....	149
GL - Ledger Inquiry.....	153
GL - Review Journal Status Inquiry .....	155
<b>GL Queries</b> .....	157
GL – Account Types Query .....	159
GL - Accounts Query .....	161
GL – Budget Reference Query.....	163
GL - CARS Do Not Send List Query .....	165
GL - CARS History Transactions Query .....	167
GL - CARS Interface Report – Detail Query .....	169
GL – Chartfield 2 – Program Codes Query .....	171
GL – Cross Business Unit Journal Query .....	173
GL – Department Codes Query .....	175
GL – FIN0012_VALID_PRODUCT_CODES (Task) Query.....	177

GL – FIN0032_OPERATING_UNITS (Asset) Query.....	179
GL – FIN0037_CHARTFIELD1 (Cost Center) Query.....	181
GL – FIN0039_CHARTFIELD3 (Agency Use 1) Query.....	183
GL - General Fund Cash Reversion Query.....	185
GL - GL CARS Recon for Acctg Period Query.....	187
GL - GL CARS Recon for Posted Date Query.....	189
GL - GL COA Journal Query.....	191
GL – Journal Not Posted Query.....	193
GL – Ledger Template Query.....	195
GL – Potential Fixed Asset Query.....	197
GL – Record Groups Query.....	199
GL – Speedchart Query.....	201
GL - SpeedTypes Query.....	203
GL – Valid Appropriations - Display FIPS Codes Query.....	205
GL – Valid Budget Periods Query.....	207
GL – Valid Funds Query.....	209
GL – Valid Project IDs Query.....	211
GL – Valid Set IDs Query.....	213
<b>GL Reports</b> .....	215
GL – AP-GL Reconciliation Report.....	217
GL - Appropriation, Allotment, and Expense Report.....	219
GL – AR/GL Module Reconciliation Report.....	221
GL - Cardinal Trial Balance Report.....	223
GL – CARS Interface Summary Report.....	225

GL - CARS-Cardinal Reconciliation Report .....	227
GL – Combination Rule Report .....	229
GL – Commitment Control Budget Control Report .....	230
GL - Control/Track Budget-Exp by CF Report.....	232
GL - COVA Analysis of Appropriations Report .....	234
GL – GL Transaction Report .....	236
GL - Journal Edit Errors Report.....	238
GL - Journal Entry Detail Report .....	240
GL - Journal Entry Detail with Attributes Report .....	243
GL – Journal Upload Error Report .....	245
GL – Ledger Activity Report .....	247
GL - Ledger Summary Report.....	249
GL - Ledger versus Journal Integrity Report.....	251
GL – LTD Capital Projects Report .....	253
GL - Other Agency Transactions Report.....	255
GL - Posted Journal Summary Report .....	258
GL – Project Status Report .....	260
GL – Revenue Status Report .....	262
GL - Statement of Cash Position of Funds Report .....	264
GL - Summary Fluctuation Analysis Report.....	266
GL - Summary Ledger Detail Report .....	268
GL - Track W/O Budget – Exp by CF Report .....	270
GL – Transactions in Pending Status Report .....	273
GL – Transactions Ready for Processing Report .....	277

General Ledger .....	280
<b>GL nVision Reports</b> .....	280
GL - nVision – Budget to Actual - Cost Center by Account Report .....	281
GL – nVision - Budget to Actual - Department by Account Report .....	283
GL - nVision – COVA Standard Budget to Actual – Fund, Program, Account Report .....	285
GL - nVision – COVA Standard Budget to Actual – Program, Fund Report.....	287
GL - nVision – Project Expenditures by Task Report.....	289
GL - nVision – Project Financial Summary Report .....	291
<b>Security</b> .....	294
<b>Security Queries</b> .....	294
V_ PT_SEC_ROLE_USERS – Users Assigned to Role Query .....	295
PT_SEC_USER_ROLES – Role Names Available to User .....	297

## **Accounts Payable**

[Quick Links](#)

[AP Inquiries](#)

[AP Queries](#)

[AP Reports](#)

## Accounts Payable

### **AP Inquiries**

#### [Quick Links](#)

[AP - Cash Advance Request View Inquiry](#)

[AP - Employee Expense History Inquiry](#)

[AP - Expense Report Budget Exceptions Inquiry](#)

[AP – Review Vendor Inquiry](#)

[AP - View Travel Authorization Status Inquiry](#)

#### [AP Queries](#)

#### [AP Reports](#)

## AP - Cash Advance Request View Inquiry

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

LAST REVISION: 10/18/12

LOADED INTO CATALOG: 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**

You must be set up as a proxy to view the cash advance data using this navigation path.

### PARAMETERS:

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

### FORMAT:

Online

# AP - Cash Advance Request View

Favorites | Main Menu > Employee Self-Service

---

## Travel & Expenses - Cash Advance Report

### View Cash Advance Report

KENT, CLARKE      Advance ID: 0000000378      [Attachment](#)      [User Defaults](#)

**General Information**

<b>Description:</b>	Business Writing Seminar	<b>Comment:</b>	<input type="text"/>
<b>Business Purpose:</b>	Training	<b>Reference:</b>	
<b>Status:</b>	Submitted for Approval	<b>Post State:</b>	Not Applied
<b>Accounting Date:</b>	01/27/2016	<b>Last Updated:</b>	01/27/2016    By: Cardinal, Carl




**Details**      [Customize](#) | [Find](#) | [First](#) | [1 of 1](#) | [Last](#)

*Source	Description	*Amount	Currency	Apply Tax
System Check	Seminar related expenses	350.00	USD	<input type="checkbox"/>

**Totals**

<b>Advance Amount:</b>	350.00 USD	<b>Report Balance</b>	
<b>Applied To Expense Reports:</b>	0.00 USD	<b>Due Company:</b>	350.00 USD
<b>Payments Received:</b>	0.00 USD		

**Pending Actions**      [Customize](#) | [Find](#) | [First](#) | [1 of 1](#) | [Last](#)

Profile	Name	Action	Date/Time
Supervisor	DOE, JOHN		

**Action History**      [Customize](#) | [Find](#) | [First](#) | [1 of 1](#) | [Last](#)

Profile	Name	Action	Date/Time
	KENT, CLARKE	Submitted	01/27/2016 7:35:50AM

[Return to Cash Advance](#)

[Return to Search](#)    [Notify](#)

## **AP - Employee Expense History Inquiry**

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

LAST REVISION: 10/18/2012

LOADED INTO CATALOG: 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

## AP - Employee Expense History Inquiry

Favorites Main Menu > Employee Self-Service > Travel and Expenses > Review Expense History

### Employee Expense History

Clark S Kent

**Expense Dates**

From Date:

Through Date:

Transaction Type:

**Expense History**

Type	ID	Description	Submitted Date	Status	From Date	Through Date	Submitted Amount	
Expense Report	<a href="#">0000055165</a>	meeting	03/18/2015	<a href="#">Paid</a>	03/11/2015	03/11/2015	9.78	USD
Expense Report	<a href="#">0000056145</a>	meeting	03/30/2015	<a href="#">Paid</a>	03/26/2015	03/26/2015	9.78	USD
Expense Report	<a href="#">0000059710</a>	meeting	05/07/2015	<a href="#">Paid</a>	04/13/2015	04/23/2015	29.34	USD
Expense Report	<a href="#">0000066089</a>	meeting	07/22/2015	<a href="#">Paid</a>	07/16/2015	07/16/2015	24.15	USD

You can click the hyperlinked number in the **ID** field to access the Expense Report.

## **AP - Expense Report Budget Exceptions Inquiry**

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

LAST REVISION: 10/23/12

LOADED INTO CATALOG: 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

## AP - Expense Report Budget Exceptions Inquiry

Favorites Main Menu > Travel and Expenses > Manage Accounting > Expense Rpt Budget Exceptions

### Expense Report Exceptions

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):

Commitment Control Tran ID:

Commitment Control Tran Date:

Report ID:

Process Instance:

Process Status:

[Basic Search](#)

### Search Results

View All First 1-5 of 5 Last

<a href="#">Commitment Control Tran ID</a>	<a href="#">Commitment Control Tran Date</a>	<a href="#">Report ID</a>	<a href="#">Process Instance</a>	<a href="#">Process Status</a>
<a href="#">0001973485</a>	<a href="#">01/21/2016</a>	<a href="#">VDH9011111</a>	<a href="#">3087723</a>	<a href="#">Error</a>
<a href="#">0001973487</a>	<a href="#">01/21/2016</a>	<a href="#">VDH9011234</a>	<a href="#">3087723</a>	<a href="#">Error</a>
<a href="#">0001973490</a>	<a href="#">01/21/2016</a>	<a href="#">VDH9016546</a>	<a href="#">3087723</a>	<a href="#">Error</a>
<a href="#">0001973491</a>	<a href="#">01/21/2016</a>	<a href="#">VDH9019999</a>	<a href="#">3087723</a>	<a href="#">Error</a>
<a href="#">0001973492</a>	<a href="#">01/21/2016</a>	<a href="#">VDH901E111</a>	<a href="#">3087723</a>	<a href="#">Error</a>

This inquiry lists all items with a process status of **Error** that were identified when the commitment control process ran on 1/21/2016. Click on any of the items to open the Expense Sheet Exceptions page to view details of the budget check error.

## AP - Expense Report Budget Exceptions Inquiry (continued)

Favorites | Main Menu > Travel and Expenses > Manage Accounting > Expense Rpt Budget Exceptions

Expense Sheet Exceptions | Line Exceptions

Report ID: [VDH9011111](#)

\*Exception Type:   Override Transaction  

Maximum Rows:   More Budgets Exist

[Advanced Budget Criteria](#)

Budgets with Exceptions Customize | Find | View All |  First 1-2 of 2 Last

Budget Override | Budget Chartfields 

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1		60100	CC_ALLOT	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ... 
2		60100	CC_APPROP	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ... 

Expense Sheet Exceptions | [Line Exceptions](#)

Once you access the **Expense Sheet Exceptions** tab, you can:

- 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 – Review Vendor Inquiry**

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

LAST REVISION: 01/09/2015

LOADED INTO CATALOG: 01/12/2015

### DESCRIPTION:

This online inquiry allows you to search for a vendor in Cardinal and view the vendor record.

### PURPOSE / USE:

The purpose of this online inquiry is to verify a vendor exists in Cardinal and review the vendor record.

### NAVIGATION PATH:

**Main Menu > Vendors > Vendor Information > Add/Update > Review Vendors**

### PARAMETERS:

Several parameters are available, including:

- Vendor Name
- Address
- Tin Type (EIN, SSN, or Other)
- Payment Alt Name (DBA Name)

### FORMAT:

Online

# AP - Review Vendor Using TIN

Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Review Vendors New Window

## Review Vendors

**Search Criteria**

\*SetID: STATE

Name: Equal to  Vendor ID:

Withholding Name: Equal to  ShortName: Equal to

Vendor Status:  Classification:

Sanctions Status:  Type:

Persistence:

Alternate Payee Name: Equal to  City:

Address: Equal to  Country:

Customer Number:  State:

ID Type: (Invalid Value)  Postal:

VAT Registration ID:  Bank Account #:

Withholding Tax ID:   
 Adoption Taxpayer ID   
 Employer ID Number   
 Individual Taxpayer ID   
 Other   
 Social Security Number   
 W8 Identification Number   
 (Invalid Value)

[Add Vendor](#)

Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Review Vendors New Window

## Review Vendors

**Search Criteria**

\*SetID: STATE

Name: Equal to  Vendor ID:

Withholding Name: Equal to  ShortName: Equal to

Vendor Status:  Classification:

Sanctions Status:  Type:

Persistence:

Alternate Payee Name: Equal to  City:

Address: Equal to  Country:

Customer Number:  State:

ID Type: Employer ID Number  108455540 Postal:

VAT Registration ID:  Bank Account #:

Withholding Tax ID:

[Add Vendor](#)

**Search Results** Customize | Find | View All | First 1-4 of 4 Last

SetID	Vendor ID	Name 1	ShortName	Alternate Payee Name	Address	City	State	Country	Effective Status
STATE	0000002114	Case Paper Co Inc	CASE PAPER-001	Case Paper Co.Inc.	3624 Century Place	Charlotte	NC	USA	Active
STATE	0000002114	Case Paper Co Inc	CASE PAPER-001	Case Paper Co.Inc.	3624 Century Place	Charlotte	NC	USA	Active
STATE	0000002114	Case Paper Co Inc	CASE PAPER-001		3624 Century Place	Charlotte	NC	USA	Active
STATE	0000002114	Case Paper Co Inc	CASE PAPER-001		3624 Century Place	Charlotte	NC	USA	Active

# AP - Review Vendor Using Name and Address

[Favorites](#) | [Main Menu](#) > [Vendors](#) > [Vendor Information](#) > [Add/Update](#) > [Review Vendors](#)
[New Window](#)

## Review Vendors

**Search Criteria**

*SetID:	<input type="text" value="STATE"/>	Vendor ID:	<input type="text"/>
Name:	Contains <input type="text" value="Parksley Town Treasurer"/>	ShortName:	Equal to <input type="text"/>
Withholding Name:	Equal to <input type="text"/>	Classification:	<input type="text"/>
Vendor Status:	<input type="text"/>	Type:	<input type="text"/>
Sanctions Status:	<input type="text"/>	Persistence:	<input type="text"/>
Alternate Payee Name:	Equal to <input type="text"/>	City:	<input type="text" value="Parksley"/>
Address:	Equal to <input type="text"/>	Country:	<input type="text" value="USA"/>
Customer Number:	<input type="text"/>	State:	<input type="text" value="VA"/>
ID Type:	(Invalid Value) <input type="text"/>	Postal:	<input type="text"/>
VAT Registration ID:	<input type="text"/>	Bank Account #:	<input type="text"/>
Withholding Tax ID:	<input type="text"/>		

[Add Vendor](#)

**Search Results** Customize | Find | View All | First 1 of 1 Last

SetID	Vendor ID	Name 1	ShortName	Alternate Payee Name	Address	City	State	Country	Effective Status
STATE	0000105728	PARKSLEY TOWN TREASURER	PARKSLEY T-001	PARKSLEY TOWN TREASURER	PO BOX 256	PARKSLEY	VA	USA	Active

## AP - View Travel Authorization Status Inquiry

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

LAST REVISION: 10/19/2012

LOADED INTO CATALOG: 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 provides descriptive and status information used to review travel authorizations.

### NAVIGATION PATH:

**Main Menu > Employee Self Service > Travel and Expense Center > Travel Authorizations > View**

You must be a proxy for an employee to view their cash advance data.

### PARAMETERS:

Any one of the following:

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

### FORMAT:

Online  
**AP - View Travel Authorization Status**

Favorites | Main Menu > Employee Self-Service

### Travel Authorization

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):

**Search by:**  begins with

[Advanced Search](#)

Favorites | Main Menu > Employee Self-Service

### View Travel Authorization

#### Travel Authorization Details [Attachment](#)

CLARK KENT [User Defaults](#) Authorization ID: 0000003609

**General Information**

Description: Business Writing Seminar Comment:

Business Purpose: Training

Status: Submitted for Approval Last Updated: 09/16/2015 By: BAPUSER04

Default Location: Virginia Beach

Date From: 09/23/2015 Date To: 09/24/2015

[Accounting Defaults](#) More Options:

Details <a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">Print</a>   <a href="#">Grid</a>   First 1 of 1 Last							
	Date	*Amount	Currency	*Payment Type	*Billing Type		
Lodging	09/23/2015	94.00	USD	Check	Billable	<a href="#">*Detail</a>	

**Totals**

Authorized Amount: 94.00 USD

[Project Summary](#) [Printable View](#)

**Pending Actions** [Customize](#) | [Find](#) | [Print](#) | [Grid](#) | First 1 of 1 Last

Profile	Name	Action	Date/Time
Supervisor	DOE, JOHN		

**Action History** [Customize](#) | [Find](#) | [Print](#) | [Grid](#) | First 1 of 1 Last

Profile	Name	Action	Date/Time
	Kent, Clark	Submitted	09/16/2015 3:05:35PM

## **AP Queries**

### [Quick Links](#)

[AP – Expenses in Process Query](#)

[AP – Payment Cash Check Results Query](#)

[AP – Posted Cash Advance Extract Query](#)

[AP – Posted Expense Report Extract Query](#)

[AP – Posted Payments Query](#)

[AP – Posted Voucher Extract Query](#)

[AP – Potential Duplicate Expense Transactions Query](#)

[AP – Vendor Payment Hold Query](#)

[AP - Vendor Payment Hold with Unpaid Vouchers Query](#)

[AP – Voucher Worklist Query](#)

[AP - Voucher Error Query](#)

[AP - Voucher Payments Awaiting Due Dates Query](#)

[AP – Vouchers Denied Not Deleted Query](#)

[AP - Vouchers Not Paid – Vendor Location Address Query](#)

[AP – Vouchers Not Posted to AP Query](#)

[AP – Vouchers on Payment Hold Query](#)

[AP – Vouchers Posted to AP Not JGEN \(GL\) Query](#)

### [AP Reports](#)

## **AP – Expenses in Process Query**

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

LAST REVISION: 08/25/2015

LOADED INTO CATALOG: 08/28/2015

### DESCRIPTION:

This query returns detail expense data for travel expenses, authorizations and advances that are NOT Paid, Approved, Closed or Reconciled.

### PURPOSE / USE:

- This query allows you to monitor and take action on travel expenses, authorizations and advances that are NOT Paid, Approved, Closed or Reconciled.

### NAVIGATION PATH:

**Main Menu > Reporting Tools > Query > Query Viewer >  
V\_AP\_EXPENSES\_IN\_PROCESS**

### PARAMETERS:

- Business Unit (% for ALL)
- Dept ID (% for ALL)

### FORMAT:

HTML, Excel

V\_AP\_EXPENSES\_IN\_PROCESS - Expenses In Process

Business Unit (% for all):

Dept ID (% for all):

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(2 kb\)](#)

[View All](#)

First [1](#) [2](#) [3](#) Last

	Report Type	Business Unit	Department ID	Current Approver User ID	Approver Type	Report ID	Report Status	Employee ID	Employee Name	Report Description	Total Amt	Amt Due Employee	Budget Status	Accounting Date	Submit Date	Entered By Userid	Out of Policy	Duplicates Exist	Associated Travel Auth ID	Associated Advance ID	Associated Advance Amt
1	Advance	15100	92100			000000112	PD	00252010200	Kent Clark	Meeting	202.00	202.00		09/13/2013	09/13/2013	VPH82737					0.00
2	Expense Report	15100	91100	VPH82737	REVIEWER	0000028959	SUB	00046915400	Kent Clark	Meeting in Boston MA	1297.93	1297.93	V	08/28/2013	08/28/2013	IBA39799	N	N			0.00
3	Expense Report	15100	95700	VPH82737	REVIEWER	0000029063	SUB	00570951900	Kent Clark	PeopleSoft Training in Orlando	776.38	776.38	V	11/08/2013	11/08/2013	PPS_ELIZABETH.LAKE	N	Y			0.00

## **AP – Payment Cash Check Results Query**

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

LAST REVISION: 08/25/2015

LOADED INTO CATALOG: 08/28/2015

### DESCRIPTION:

This query will give the ledger cash balance for a given date and also the vouchers/expenses that passed or failed the cash check.

### PURPOSE / USE:

- This query is used to monitor ledger cash balance as well as the pass / fail status of vouchers / expenses.

### NAVIGATION PATH:

**Main Menu > Reporting tools > Query > Query Viewer > V\_AP\_PYMNT\_CASH\_CHECK\_RESULT**

### PARAMETERS:

- Run Date
- GL Unit
- Fund (% for ALL)
- View By
- Dept ID (% for ALL)
- Report Option

### FORMAT:

HTML, Excel

## AP – Payment Cash Check Results Query

V_AP_PYMNT_CASH_CHECK_RESULT - Payment Cash Check Results																							
Run Date:		04/23/2015																					
GL Unit:		70100																					
Fund (Enter % for all values):		%																					
View By:		All Transactions																					
Report Option:		Summary																					
<input type="button" value="View Results"/>																							
Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File (7 kb)</a>																							
View All																					First	1-13 of 13	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	04/23/2015	70100	01000	101010	2015	N	N	Y	22313313.04	0.00	22313313.04	22309629.26	4570.29	0.00								
2	Summary	04/23/2015	70100	02320	101010	2015	N	N	N	2057807.48	0.00	2057807.48	2057807.48	0.00	0.00								
3	Summary	04/23/2015	70100	02550	101010	2015	N	N	N	376057.30	0.00	376057.30	376057.30	0.00	0.00								
4	Summary	04/23/2015	70100	02570	101010	2015	N	N	N	1386385.20	0.00	1386385.20	1386385.20	0.00	0.00								
5	Summary	04/23/2015	70100	02700	101010	2015	N	N	N	0.00	0.00	0.00	0.00	0.00	0.00								

## **AP – Posted Cash Advance Extract Query**

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

LAST REVISION: 07/02/2014

LOADED INTO CATALOG: 07/02/2014

### **DESCRIPTION:**

This query displays posted cash advances for a selected journal date range.

### **PURPOSE / USE:**

This query can be used to review posted cash advance data for a specific journal date range. The query returns Cash Advance transaction lines. The query does not include the accrual and cash lines of the transaction.

### **NAVIGATION PATH:**

**Main Menu > Reporting Tools > Query > Query Viewer > V\_AP\_POSTED\_ADV**

### **PARAMETERS:**

- Business Unit
- Journal From Date
- Journal To Date

### **FORMAT:**

HTML, Excel

## AP – Posted Cash Advance Extract Query

V\_AP\_POSTED\_ADV - Posted Cash Advance Extract

Business Unit:

Journal From Date:

Journal From To:

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (2 kb)

[View All](#)

	GL Business Unit	Advance ID	Employee ID	Employee Name	Advance Name	Business Purpose	Comments	Reference ID	Creation Date	Submit Date	Accounting Date	Advance Status	Posted Status	Associated Travel Auth ID	Balance	Total Amt	Line	Line Amt	Descr
1	17200	VAL0000005	00524071200	KENT, CLARKE	Government Video Expo	00011			01/14/2016	01/14/2016	01/14/2016	Paid	Posted		97.50	597.50	1	597.50	Government Video Expo
2	17200	VAL0000008	00524071200	KENT, CLARKE	government Video Expo	00011			01/19/2016	01/19/2016	01/19/2016	Paid	Posted		597.50	597.50	1	597.50	government Video Expo

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

First  Last

Distrib Line	Distrib Line Amt	Account	Fund Code	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Project	Affiliate	Fund Affiliate	Journal ID	Journal Date	Journal Post Date	Journal Line	Unpost Seq.
1	597.50	131050	05172	811006	80200										EX00150895	01/19/2016	01/19/2016	2	0
1	597.50	131050	05172	811006	80200										EX00151059	01/20/2016	01/20/2016	2	0

## **AP – Posted Expense Report Extract Query**

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

LAST REVISION: 07/02/2014

LOADED INTO CATALOGCATALOG: 07/02/2014

### **DESCRIPTION:**

This query displays posted expense reports for a selected journal date range.

### **PURPOSE / USE:**

This query can be used to review posted expense report data for a specific journal date range. Only the expenditure lines of the Expense Report will be returned in the query. The query does not return the accrual or cash lines of the transaction.

### **NAVIGATION PATH:**

**Main Menu > Reporting Tools > Query > Query Viewer > V\_AP\_POSTED\_EXPN**

### **PARAMETERS:**

- GL Business Unit
- Journal Date From
- Journal Date To

### **FORMAT:**

HTML, Excel

# AP – Posted Expense Report Extract Query

V\_AP\_POSTED\_EXPN - Posted Expense Report Extract

GL Business Unit: 17100

Journal Date From: 01/07/2016

Journal Date To: 01/21/2016

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (25 kb)

[View All](#)

	GL Business Unit	Expense Report Number	Employee ID	Employee Name	Sheet Name	Business Purpose	Comments	Creation Date	Submit Date	Entered by Userid	Approval Date	Accounting Date	Sheet Status	Associated Advance ID	Associated Advance Amt	Expense Line	Expense Type
1	17100	SCC0277263	00636956000	KENT, CLARKE		00011	WEB59595~127540	01/06/2016	01/07/2016	V_INTERFACE_TESTER	01/07/2016	01/07/2016	Paid			1	INTC
2	17100	SCC0277263	00636956000	KENT, CLARKE		00011	WEB59595~127540	01/06/2016	01/07/2016	V_INTERFACE_TESTER	01/07/2016	01/07/2016	Paid			1	INTC

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

Expense Type	Expense Date	Expense Line Amt	Expense Location	Expense Description	Distrib Line	Distrib Line Amt	Account	Fund Code	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project ID	Activity ID	Analysis Type	Project Resource Type	Category
INTC	12/18/2015	1049.97		Interfaced Expense Report	1	109.00	5012850	02205	599003	6000362												
INTC	12/18/2015	1049.97		Interfaced Expense Report	2	109.00	5012850	02205	599003	6000362												

First [1-15 of 15](#) Last

Subcategory	Affiliate	Fund Affiliate	Journal ID	Journal Date	Journal Post Date	Journal Line	Unpost Seq
			EX00150555	01/07/2016	01/07/2016	1	0
			EX00150555	01/07/2016	01/07/2016	3	0

## **AP – Posted Payments Query**

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

LAST REVISION: 08/25/2015

LOADED INTO CATALOGCATALOG: 08/28/2015

### DESCRIPTION:

This query provides users with posted Payments data for a specific journal date range.

### PURPOSE / USE:

- This query is used to monitor payments.

### NAVIGATION PATH:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_AP\_POSTED\_PYMNTS**

### PARAMETERS:

- Business Unit (% for ALL)
- Journal Date From
- Journal Date To

### FORMAT:

HTML, Excel

# AP – Posted Payments Query

V\_AP\_POSTED\_PYMNTS - Posted Payments Query with VW

Business Unit GL (% for All):

Journal Date From:

Journal Date To:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (11 kb)

[View All](#)

	AP/GL Business Unit	Payment ID Ref	Remit Vendor ID	Vendor Location	Employee ID	Vendor or Employee Name	Payee Address Line 1	Payee Address Line 2	Payee Address Line 3	City	State	Zip Code	Country	Payment Date	Payment Amount	Payment Method	Payment Status	Bank Code
6	17200	90036140	0000050494	MAIN		APPALACHIAN POWER CO	P.O. Box 24400			Canton	OH	44701	USA	01/25/2016	1000.00	EFT	P	1100
7	17200	20166662	0000166939	MAIN		JLK PRODUCTIONS INC	1620 E BAYVIEW BLVD			NORFOLK	VA	23503	USA	01/21/2016	52.28	CHK	P	1100

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

First  Last

Cancel Date	Cancel Action	Source Transaction	Document ID	Paid Amount	Payment Message	Invoice ID	Customer Acct Number	Journal ID	Journal Date	Unpost Sequence
	N	VCHR	VI000018	1000.00	Remittance	Power-1		AP00151329	01/21/2016	0
	N	VCHR	VI000023	52.28	Remittance	111615-1		AP00151020	01/19/2016	0

## **AP – Posted Voucher Extract Query**

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

LAST REVISION: 07/02/2014

LOADED INTO CATALOGCATALOG: 07/02/2014

### **DESCRIPTION:**

This query displays posted Vouchers for a selected journal date range.

### **PURPOSE / USE:**

This query can be used to review posted voucher data for a specific journal date range. The query returns the voucher distribution transaction lines. It does not return the accrual and cash lines of the transaction.

### **NAVIGATION PATH:**

**Main Menu > Reporting Tools > Query > Query Viewer > V\_AP\_POSTED\_VCHR**

### **PARAMETERS:**

- Business Unit
- Journal Date From
- Journal Date To

### **FORMAT:**

HTML, Excel

# AP – Posted Voucher Extract Query

**V\_AP\_POSTED\_VCHR - Posted Voucher Extract Query**

Business Unit:

Journal Date From:

Journal Date To:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (5120 kb)

[View All](#)

	AP Business Unit	Voucher ID	Invoice ID	Invoice Date	Vendor ID	Vendor Name	Vendor Address Sequence Number	Vendor Location	VLIN	Accounting Date	Voucher Close Status	Voucher Origin	Invoice Receipt Date	Goods & Services Receipt Date	Responsible Organization	Customer Account Number	Send to CARS
1	15400	40020163	16012 019	01/13/2016	0000050212	City of Virginia Beach		9 MAIN		01/14/2016	O	AGY		01/13/2016	15400		Y
2	15400	40020164	13-JAN-2016	01/13/2016	0000050813	City of Virginia Beach		21 MAIN		01/14/2016	O	AGY		01/13/2016	15400	810	Y

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

Gross Amt	Voucher Line Number	Unit Price	Quantity	Voucher Line Description	Description 254 Mixed - Item	Merchandise Amount	Distribution Line Number	GL Business Unit	Account	Fund Code	Program	Department ID	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Accounting Date	PC Business Unit	Project ID
19.50	1	0.00	0.0000	RETURN CHECKS		19.50	1	15400	4002620	02690		15400							01/14/2016		
758058.37	1	0.00	0.0000	LVR DEC 2015		758058.37	1	15400	4002122	07251		15400							01/14/2016		

First  Last

Project ID	Activity ID	Analysis Type	Source Type	Category	Subcategory	Affiliate	Future Use Field	Future Use Field	Dstb Merchandise Amount	Journal ID	Journal Date	Date Posted	Journal Line Number	Unpost Sequence
								0.00	19.50	AP00150807	01/14/2016	01/14/2016	169	0
								0.00	758058.37	AP00150807	01/14/2016	01/14/2016	115	0

## **AP – Potential Duplicate Expense Transactions Query**

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

LAST REVISION: 08/25/2015

LOADED INTO CATALOGCATALOG: 08/28/2015

### DESCRIPTION:

This query identifies potential duplicate expense transactions based on the Expense Line record. Results display based on the same expense type, same transaction date and same transaction amount within the same expense report or within another expense report for the same employee.

### PURPOSE / USE:

- This query is used to monitor duplicate expense transactions.

### NAVIGATION PATH:

**Main Menu > Reporting Tools > Query > Query Viewer >  
V\_AP\_EXPENSES\_POTENTIAL\_DUPS**

### PARAMETERS:

- Business Unit (% for ALL)
- Department (% for ALL)
- Employee ID (% for ALL)
- Transaction From
- Transaction To

### FORMAT:

HTML, Excel

V\_AP\_EXPENSES\_POTENTIAL\_DUPS - Identify Duplicate Expenses

GL Business Unit (% for ALL):

Department (% for ALL):

Employee ID (% for ALL):

Transaction Date From:

Transaction Date To:

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

[View All](#)

First [1-1 of 1](#) Last

	GL Business Unit	Department ID	Employee ID	Employee Name	Transaction Date	Report ID	Report Description	Report Status	Entered By	Submission Date	Expense Type	Transaction Amt	Transaction Location	Transaction Description	Out Of Policy	Travel Authorization ID	Duplicate Comments
1	16600	10100	00290021000	CARDINAL, JANE	01/18/2015	0000051675	LEADERS BREAKFAST	Paid	ISV76299	01/27/2015	LODGING	87.00	NORPO		N		Expense line is a duplicate, Sheet Id 0000051543.

## AP – Vendor Payment Hold Query

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

LAST REVISION: 08/25/2015

LOADED INTO CATALOGCATALOG: 08/28/2015

### DESCRIPTION:

This query identifies vendors with a location on hold.

### PURPOSE / USE:

- This query is run by CVG to determine if a vendor's payment hold status requires update due to an internal payment offset request. See the job aid entitled Processing Internal Payment Offsets for more information.

### NAVIGATION PATH:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_AP\_VNDRS\_ON\_PYMNT\_HOLD**

### PARAMETERS:

- Vendor Set ID
- Payment Handling Cd (% for ALL)

### FORMAT:

HTML, Excel

**V\_AP\_VNDRS\_ON\_PYMNT\_HOLD - Vendors on Payment Hold**

Vendor SetID:

Pymnt Handling Cd (% for ALL):

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First  Last

	SetID	Vendor ID	Vendor Name	Location	Description	Payment Method	Payment Handling
1	STATE	0000002751	GroundDown ConstructorsLLC	MAIN	GROUNDNDOWN CONSTRUCTORS	ACH	RR
2	STATE	0000024354	R & S STONE INC	IRS LEVY	IRS LEVY		RR

## **AP - Vendor Payment Hold with Unpaid Vouchers Query**

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

LAST REVISION: 08/25/2015

LOADED INTO CATALOGCATALOG: 08/28/2015

### DESCRIPTION:

This query identifies vendors with a location on hold with unpaid vouchers.

### PURPOSE / USE:

- The agency Fiscal Officer should run this query daily to determine if unpaid internal offsets-related vouchers exist for their agency.

### NAVIGATION PATH:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_AP\_VNDR\_PYMNT\_HOLD**

### PARAMETERS:

- Vendor Set ID
- AP Business Unit
- Vendor ID (or % for ALL)

### FORMAT:

HTML, Excel

V\_AP\_VNDR\_PYMNT\_HOLD - Vndrs on Pymnt Hld w Unpd Vchr

Vendor SetID:

AP Business Unit:

Vendor ID (% for All):

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All

First 1 of 1 Last

	Vendor SetID	AP Business Unit	Vendor ID	Vendor Name	Vendor Location	Description	Payment Handling Code	Voucher ID	Scheduled Due Date	Entered Date	Days on Hold	Comments
1	STATE	15100	0000072037	ABC Company	LEVY		RR	00417550	02/07/2015	01/14/2015	19	

## AP – Voucher Worklist Query

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

LAST REVISION: 08/25/2015

LOADED INTO CATALOGCATALOG: 08/28/2015

### DESCRIPTION:

This query is used to report on vouchers pending approval.

### PURPOSE / USE:

- This query is used to research posted vouchers pending approval by Business Unit, Voucher ID, and Approver ID.

### NAVIGATION PATH:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_AP\_WF\_VOUCHER**

### PARAMETERS:

- Business Unit
- Voucher ID (% for ALL)
- Approver ID (% for ALL)

### FORMAT:

HTML, Excel

V\_AP\_WF\_VOUCHER - Voucher related worklist entry

Business Unit (% for all):

Voucher ID (% for all):

Approver ID (% for all):

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First  Last

	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	Worklist Comments	Voucher Amount	Voucher Due Date	Voucher Origin
1	XDE38854	19200	00000410	10/19/2015	10/19/2015	ISV76299	Approval Routing	P	0	0	01/26/2016	ISV76299	10/19/2015 12:12:27PM			99.490	11/12/2015	ONL
2	WUJ27602	19200	00000410	10/19/2015	10/19/2015	ISV76299	Approval Routing	P	0	0	01/26/2016	ISV76299	10/19/2015 12:12:27PM			99.490	11/12/2015	ONL

## AP - Voucher Error Query

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

LAST REVISION: 08/25/2015

LOADED INTO CATALOGCATALOG: 08/28/2015

### DESCRIPTION:

This query provides the ability to track vouchers containing errors and includes the type of error (i.e. budget errors and edit errors).

### PURPOSE / USE:

- This query is used to monitor the status of vouchers with errors.

### NAVIGATION PATH:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_AP\_VCHR\_ERROR**

### PARAMETERS:

- Business Unit
- Responsible Org (or % for ALL)

### FORMAT:

HTML, Excel

**V\_AP\_VCHR\_ERROR - Voucher Error Report**

Business Unit:

Responsible Org (% for All):

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First  Last

	Business Unit	Responsible Org	Current Date	Voucher ID	Entry Status	Budget Status
1	15100	10000	01/27/2016	00000954	P	E
2	15100	10000	01/27/2016	00000953	P	E
3	15100	10000	01/27/2016	00000958	R	N
4	15100	10000	01/27/2016	00000872	R	N
5	15100	10000	01/27/2016	00000956	R	N

## **AP - Voucher Payments Awaiting Due Dates Query**

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

LAST REVISION: 08/25/2015

LOADED INTO CATALOGCATALOG: 08/28/2015

### DESCRIPTION:

This query displays voucher data for a selected scheduled pay date range by a specified AP Business Unit, and fund. It also includes voucher detail, vendor ID, vendor name, Scheduled Pay Date, voucher amount, and total voucher amount by fund

### PURPOSE / USE:

- This query is used to track vouchers by due date range and fund code.

### NAVIGATION PATH:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_AP\_PYMNT\_DUE\_DATE**

### PARAMETERS:

- AP Business Unit
- Fund Code (% for ALL)
- Scheduled Due Date From
- Scheduled Due Date To

### FORMAT:

HTML, Excel

V\_AP\_PYMNT\_DUE\_DATE - Voucher Pymnts Awaiting Due Dt

AP Business Unit:

Fund Code (% for All):

Scheduled Due Date From:

Scheduled Due Date To:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (2 kb)

View All

First [1-10 of 10](#) Last

	AP Business Unit	Voucher ID	Scheduled Pay Date	GL Business Unit	Fund	Vendor ID	Vendor Name	Voucher Distrib Amt	Approval Status
1	15100	00001053	08/06/2015	15100	01000	0000031103	Department of General Services	0.42	Approved
2	15100	00001053	08/06/2015	15100	01000	0000031103	Department of General Services	0.72	Approved
3	15100	00001053	08/06/2015	15100	01000	0000031103	Department of General Services	29.51	Approved
4	15100	00001053	08/06/2015	15100	01000	0000031103	Department of General Services	2.53	Approved
5	15100	00001053	08/06/2015	15100	01000	0000031103	Department of General Services	0.81	Approved

## AP – Vouchers Denied Not Deleted Query

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

LAST REVISION: 08/25/2015

LOADED INTO CATALOGCATALOG: 08/28/2015

### DESCRIPTION:

This query displays vouchers that have been denied but have not been deleted.

### PURPOSE / USE:

- This query is used to monitor vouchers that have been denied but not yet deleted.

### NAVIGATION PATH:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_AP\_VCHRS\_DND\_NOT\_DLTD**

### PARAMETERS:

- Business Unit (% for ALL)

### FORMAT:

HTML, Excel

V_AP_VCHRS_DND_NOT_DLTD - Vouchers Denied NOT Deleted										
Business Unit (% for all): % <input type="text"/>										
<a href="#">View Results</a>										
Download results in: <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (1 kb)										
View All <span style="float: right;">First <input type="button" value="1-2 of 2"/> Last</span>										
	Business Unit	Voucher	Responsible Org	Approval Status	Match Status	Entered By Userid	Entered Date	Last Updated Date	Last Updated Userid	Voucher Gross Amount
1	22300	00001093	30300	Denied	No Match	ZYH75389	04/22/2015	04/24/2015	MOB97282	20.00
2	77700	00002881	50513	Denied	No Match	HCR98592	04/16/2015	04/16/2015	NDX29748	208.24

## AP - Vouchers Not Paid – Vendor Location Address Query

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

LAST REVISION: 08/25/2015

LOADED INTO CATALOGCATALOG: 08/28/2015

### DESCRIPTION:

This query is used to help agencies monitor vouchers pending payment and includes vendor information for the vouchers.

### PURPOSE / USE:

For the vouchers to be picked up by pay cycle, regular vendors must have **Vendor Status** of **Approved** and one-time vendors must have a vendor status of **Inactive**. The Vendor Address and Location statuses must also be **Active**.

### NAVIGATION PATH:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_AP\_VCHR\_NOTPAID\_VEN\_LOC**

### PARAMETERS:

- Business Unit (% for ALL)
- Vendor Set ID
- Voucher ID (% for ALL)

### FORMAT:

HTML, Excel

V_AP_VCHR_NOTPAID_VEND_LOC - Vchrs Not Paid - Vndr Loc/Addr														
Business Unit (% for ALL): 23300														
Vendor SetID: STATE														
Vendor ID (% for ALL): %														
<a href="#">View Results</a>														
Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (12 kb)														
View All													First <a href="#">1-20 of 20</a> Last	
	Business Unit	Voucher	Entry Status	Approval Status	Scheduled Due Date	Vendor ID	Vendor Name	Vendor Persistence	Vendor Status	Vendor Address Seq Nbr	Vendor Address Status	Vendor Remit Location	Vendor Location Status	Payment Method
1	23300	00000061	Postable	Denied	01/28/2015	0000002304	Pitney Bowes Inc	Regular	Approved	3	Active	MAIN	Active	CHK
2	23300	00000076	Postable	Approved	02/19/2015	0000113471	GLENN FELDMANN DARBY GOODLATTE	Regular	Approved	2	Active	MAIN	Active	CHK
3	23300	00000078	Postable	Approved	02/19/2015	0000050498	UNITED PARCEL SERVICE	Regular	Approved	2	Active	MAIN	Active	CHK
4	23300	00000079	Postable	Approved	02/19/2015	0000016083	Quill Corp	Regular	Approved	3	Active	MAIN	Active	EFT
5	23300	00000080	Postable	Approved	02/19/2015	0000016083	Quill Corp	Regular	Approved	3	Active	MAIN	Active	EFT
6	23300	00000081	Postable	Approved	02/19/2015	0000016083	Quill Corp	Regular	Approved	3	Active	MAIN	Active	EFT
7	23300	00000095	Postable	Pending	03/11/2015	0000003204	Canon Business Solutions Inc	Regular	Approved	3	Active	EPAY	Active	GE

## AP – Vouchers Not Posted to AP Query

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

LAST REVISION: 08/25/2015

LOADED INTO CATALOGCATALOG: 08/28/2015

### DESCRIPTION:

This query provides AP vouchers, by Business Unit, that have not posted to AP.

### PURPOSE / USE:

- This query is used to monitor AP Vouchers that have not posted to AP.

### NAVIGATION PATH:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_AP\_VCHRS\_NOT\_POSTED\_TO\_AP**

### PARAMETERS:

- Business Unit
- Accounting Date From
- Accounting Date To

### FORMAT:

HTML, Excel

V_AP_VCHRS_NOT_POSTED_TO_AP - Vouchers Not Posted To AP																	
Business Unit (% for all): %																	
Accounting Date From: 07/01/2015																	
Accounting Date To: 08/12/2015																	
<a href="#">View Results</a>																	
Download results in: <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (1709 kb)																	
<a href="#">View All</a> <span style="float: right;">First 1-100 of 2714 Last</span>																	
	Business Unit	Voucher ID	Acctg Date	Account	Fund	Cost Center	Program	Responsible Org	Approval Status	Entry Status	Budget Status	Match Status	Distribution Amount	Entered By Userid	Entered Date	Last Updated Date	Last Updated By Userid
1	10000	00000248	08/07/2015	5012430	01000		782004	1100	Pending	Postable	Provisionally Valid	No Match	88163.50	OFT54983	08/07/2015	08/07/2015	OFT54983
2	12100	00000265	08/07/2015	5012730	01000		799001	10100	Pending	Postable	Valid	No Match	450.00	AHT27897	08/07/2015	08/07/2015	AA_CARDINAL_BATCH_AP
3	13200	00000556	08/07/2015	5012440	01000	901	723012	132	Pending	Postable	Valid	No Match	6140.19	HFO47530	08/07/2015	08/07/2015	AA_CARDINAL_BATCH_AP

## AP – Vouchers on Payment Hold Query

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

LAST REVISION: 08/25/2015

LOADED INTO CATALOGCATALOG: 08/28/2015

### DESCRIPTION:

This query displays vouchers that have a hold on the payment.

### PURPOSE / USE:

- The query is used to monitor payments on hold. The query results include AP Business Unit, Voucher ID number, Vendor Name, Vendor ID, Scheduled Due Date, Date Entered, Hold Reason and the number of days it has been on hold.

### NAVIGATION PATH:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_AP\_VCHR\_ON\_PYMNT\_HOLD**

### PARAMETERS:

- AP Business Unit (or % for ALL)
- Payment Handling (% for ALL)
- Number of Days Payment on Hold

### FORMAT:

HTML, Excel

V_AP_VCHR_ON_PYMNT_HOLD - Voucher on Payment Hold										
AP Business Unit (% for All): <input style="width: 50px;" type="text" value="%"/>										
Payment Handling (% for All): <input style="width: 50px;" type="text" value="%"/>										
Number of Days Payment on Hold: <input style="width: 50px;" type="text" value="10"/>										
<input type="button" value="View Results"/>										
Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (6 kb)										
View All <span style="float: right;">First <input type="button" value="◀"/> 1-29 of 29 <input type="button" value="▶"/> Last</span>										
	AP Business Unit	Voucher ID	Vendor Name	Vendor ID	Scheduled Due Date	Accounting Date	Entered Date	Payment Handling	Hold Reason	Days on Hold
1	22200	00001039	CARRINGTON REAL ESTATE SERVICES (US) LLC	0000121024	01/14/2015	01/14/2015	01/14/2015	RE	OTH	210
2	24500	00000208	NEWPORT NEWS PUBLIC SCHOOLS	0000124489	03/23/2015	03/23/2015	03/23/2015	RE	OTH	142

## AP – Vouchers Posted to AP Not JGEN (GL) Query

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

LAST REVISION: 08/25/2015

LOADED INTO CATALOGCATALOG: 08/28/2015

### DESCRIPTION:

This query displays vouchers that posted to Accounts Payable but did not go to GL to generate a journal entry.

### PURPOSE / USE:

- This query identifies vouchers that have been posted to AP but not GL.

### NAVIGATION PATH:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_AP\_VCHRS\_PSTD\_AP\_NOT\_JGEN**

### PARAMETERS:

- Business Unit (or % for ALL)
- Accounting Date From
- Accounting Date To

### FORMAT:

HTML, Excel

Business Unit	Voucher	Acctg Date	Reference	Date	Payment Select Status	Account	Fund	Program	Responsible Org	Appr Status	Distribution Line Amount	Entered By Userid	Entered Date	Last Updated Date	Last Updated By Userid
16200	00000013	10/22/2015	20141322	10/22/2015	Paid	5012820	01000	511002	95400	Approved	7200.00	vgd98098	10/22/2015	10/22/2015	V_AP_COVA_VOUCHER_APPROVER

## **AP Reports**

### [Quick Links](#)

[AP – Agency to Agency Vouchers Report](#)

[AP - AP/GL Open Liability Account Reconciliation Report](#)

[AP – Budget Check Exceptions Report](#)

[AP - Cash Advance Aging by Business Unit Report](#)

[AP – Cash Advance Report](#)

[AP - Cash Advance Worklist Report](#)

[AP - Due Date Monitoring Report](#)

[AP – Expense Report](#)

[AP – Expense Report Upload Error Report](#)

[AP - Expense Transaction by Dept Report](#)

[AP - Payables Open Liability Report](#)

[AP – Payment History by Vendor Report](#)

[AP - Payment Register Including Offsets Report](#)

[AP – Posted Payments Extract Report](#)

[AP – Posted Voucher Listing Report](#)

[AP – Report of Federal Tax Payments Made Through EFTPS](#)

[AP – Schedule of Expenditures of Federal Awards \(SEFA\)](#)

[AP – Travel Authorization Report](#)

[AP - Unreimbursed Petty Cash Voucher Report](#)

[AP – Voucher Register Report](#)

[AP – Voucher Listing by ChartField Report](#)

[AP – Voucher Payments Awaiting Due Dates Report](#)

[AP – Voucher Upload Error Report](#)

[AP - Voucher Worklist Report](#)

## **AP – Agency to Agency Vouchers Report**

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

Rpt ID: VAPR0990

LAST REVISION: 08/25/2015

LOADED INTO CATALOGCATALOG: 08/28/2015

### **DESCRIPTION:**

This report provides details on agency to agency vouchers created during a specified time period with associated payments if the voucher has been paid.

### **PURPOSE / USE:**

- This report is used to monitor ATA transactions.

### **NAVIGATION PATH:**

**Main Menu > Accounts Payable > Reports > Vouchers > Agency to Agency Vouchers**

### **PARAMETERS:**

- AP Business Unit
- From Journal Date (AP Accrual)
- To Journal Date (AP Accrual)

### **FORMAT:**

PDF



## AP - AP/GL Open Liability Account Reconciliation Report

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

Rpt Nbr: APY1400

LAST REVISION: 09/26/12

LOADED INTO CATALOGCATALOG: 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		PeopleSoft Accounts Payable							Page No. 1	
Report ID: APY1405		DETAIL AP/GL OPEN LIABILITY ACCOUNT RECONCILIATION REPORT							Run Date 10/18/2012	
		As Of Date: 18.Oct.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									
<b>Vendor :</b>	<b>STATE</b>	<b>000000019</b>	<b>Ride-Away Handicap Equipment Corp</b>							
<u>Business Unit</u>	<u>Voucher ID</u>	<u>Invoice Date</u>	<u>Journal Template</u>	<u>Unpost Seq</u>	<u>Payment Cnt</u>	<u>Accounting Date</u>	<u>Journal ID</u>	<u>Journal Date</u>	<u>Journal Line</u>	<u>Monetary Amount</u>
501PO	00000004	22.Aug.2012	PAYMENT		1	23.Aug.2012	AP00006521	23.Aug.2012	9	-10.00
501PO	00000005	22.Aug.2012	PAYMENT		1	23.Aug.2012	AP00006521	23.Aug.2012	10	-15.00
<b>Total for Vendor Ride-Away Handicap Equipment Corp</b>										<b>-25.00</b>
<b>Vendor :</b>	<b>STATE</b>	<b>000000145</b>	<b>Alert Visions of North America Inc</b>							
<u>Business Unit</u>	<u>Voucher ID</u>	<u>Invoice Date</u>	<u>Journal Template</u>	<u>Unpost Seq</u>	<u>Payment Cnt</u>	<u>Accounting Date</u>	<u>Journal ID</u>	<u>Journal Date</u>	<u>Journal Line</u>	<u>Monetary Amount</u>
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
<b>Voucher Subtotal</b>										<b>1,018.50</b>
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
<b>Voucher Subtotal</b>										<b>2,307.50</b>
50100	00067658	06.Apr.2012	ACCRUAL			30.May.2012	AP00006497	22.Aug.2012	139	4,252.50
<b>Total for Vendor Alert Visions of North America Inc</b>										<b>7,578.50</b>
<b>Vendor :</b>	<b>STATE</b>	<b>0000000248</b>	<b>RS Melanson Excavating Co Inc</b>							
<u>Business Unit</u>	<u>Voucher ID</u>	<u>Invoice Date</u>	<u>Journal Template</u>	<u>Unpost Seq</u>	<u>Payment Cnt</u>	<u>Accounting Date</u>	<u>Journal ID</u>	<u>Journal Date</u>	<u>Journal Line</u>	<u>Monetary Amount</u>
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		PeopleSoft Accounts Payable							Page No. 1	
Report ID: APY1400		SUMMARY AP/GL OPEN LIABILITY ACCOUNT RECONCILIATION REPORT							Run Date 10/18/2012	
		As Of Date: 18.Oct.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									
<u>SetID</u>	<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Business Unit</u>	<u>Voucher ID</u>	<u>Invoice Date</u>	<u>Invoice ID</u>			<u>Monetary Amount</u>	
STATE	0000039422	1ST CLASS CLEANERS LLC	50100	00067639	28.Mar.2012	1002A			660.00	
<b>Total for Vendor 1ST CLASS CLEANERS LLC</b>										<b>660.00</b>
STATE	0000014558	2 Procurement LLC	50100	00062800	11.May.2012	125			13,656.00	
<b>Total for Vendor 2 Procurement LLC</b>										<b>13,656.00</b>
STATE	0000057110	364 WINGO ROAD LLC	50100	00059730	09.May.2012	FY1213035PO1			150.00	
<b>Total for Vendor 364 WINGO ROAD LLC</b>										<b>150.00</b>
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	
<b>Total for Vendor 3D Communication Inc</b>										<b>2,942.00</b>
STATE	0000006842	A & E Excavating	50100	00059202	02.May.2012	17026013112A			2,220.00	
<b>Total for Vendor A &amp; E Excavating</b>										<b>2,220.00</b>
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	
<b>Total for Vendor A &amp; M Concrete Corp</b>										<b>155,907.46</b>

## AP – Budget Check Exceptions Report

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

LAST REVISION: 08/25/2015

LOADED INTO CATALOGCATALOG: 08/28/2015

### DESCRIPTION:

This report lists all budget check exceptions on vouchers.

### PURPOSE / USE:

- This query is used to monitor budget check exceptions on vouchers.

### NAVIGATION PATH:

**Main Menu > Commitment Control > Review Budget Check Exceptions > Accounts Payable > Voucher**

### PARAMETERS:

- Business Unit
- Voucher ID (% for ALL)

### FORMAT:

PDF

Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Override User ID	Override Date	Transaction
1	50100	CC_ALLOT	Translation Tree error	<a href="#">More Detail</a>	<input checked="" type="checkbox"/>	CHARLOTTE.HANEY	02/15/2011 3:40:39PM	Go T
2	50100	CC_APPROP	Translation Tree error	<a href="#">More Detail</a>	<input type="checkbox"/>			Go T
3	50100	CC_CASH	Required key CF is blank	<a href="#">More Detail</a>	<input type="checkbox"/>			Go T
4	50100	CC_LOWLVL	Translation Tree error	<a href="#">More Detail</a>	<input type="checkbox"/>			Go T

## **AP - Cash Advance Aging by Business Unit Report**

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

Rpt Nbr: EXC5701

LAST REVISION: 10/04/12

LOADED INTO CATALOGCATALOG: 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



## **AP – Cash Advance Report**

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

LAST REVISION: 08/25/2015

LOADED INTO CATALOGCATALOG: 08/28/2015

### DESCRIPTION:

This is used to print the Cash Advance Report.

### PURPOSE / USE:

The Cash Advance Report is available in printable format.

### NAVIGATION PATH:

**Main Menu > Employee Self Service >Travel and Expense Center > Print Reports  
> Cash Advance**

### PARAMETERS:

- Advance ID
- Empl ID

### FORMAT:

PDF



## AP - Cash Advance Worklist Report

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

Rpt Nbr: n/a

LAST REVISION: 09/26/12

LOADED INTO CATALOGCATALOG: 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:

HTML

CSV to Excel

## AP - Cash Advance Worklist

V_AP_WF_EXPENSE_CA - Cash Advances															
Business Unit:	<input type="text" value="15100"/>														
Emplid (% for all):	<input style="width: 100px;" type="text" value="%"/>														
Transaction ID (% for all):	<input style="width: 100px;" type="text" value="%"/>														
Approval ID (% for all):	<input style="width: 100px;" type="text" value="%"/>														
From Date:	<input type="text" value="07/01/2015"/>														
To Date:	<input type="text" value="01/27/2016"/>														
<input type="button" value="View Results"/>															
Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (3 kb)															
View All												First <input type="button" value="1-5 of 5"/> Last			
Business Unit	Approver	Cash Advance ID	Emplid	Employee Name	Accounting Date	Submit Date	Cash Advance Created By	Approval Type	Cash Advance Approval Status	Workflow Instance	Current Date	Comment	Cash Advance Amount	Cash Advance Approval Date	Cash Advance Origin
2 15100	UHK37558	0000000373	00210543300	DOE, JOHN	08/24/2015	08/24/2015	VPH82737	Supervisor	Submitted for Approval	0	01/27/2016		350.000		W
3 15100	UHK37558	0000000374	00210543300	DOE, JOHN	08/24/2015	08/24/2015	VPH82737	Supervisor	Submitted for Approval	0	01/27/2016		150.000		W
4 15100	UHK37558	0000000375	00210543300	DOE, JOHN	08/24/2015	08/24/2015	VPH82737	Supervisor	Submitted for Approval	0	01/27/2016		450.000		W
5 15100	UHK37558	0000000377	00252010200	DOE, JOHN	10/31/2015	11/09/2015	VPH82737	Supervisor	Submitted for Approval	0	01/27/2016		150.000		W

## AP – Cash Advance Upload Error Report

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

LAST REVISION: 01/26/2016

LOADED INTO CATALOGCATALOG: 2/1/2016

### DESCRIPTION:

This report displays details about errors identified during the Cash Advance Upload process for interfacing agencies.

### PURPOSE / USE:

This report is used by interfacing agencies to view Cash Advance Upload errors created when loading data from agency systems into Cardinal. These errors will need to be corrected in the agency system and re-sent to Cardinal.

The Cash Advance Upload Error Report can be viewed after the nightly process has been run to post the report. The nightly batch process posts the report to the Report Manager within the agency specific folder and the file server for the agencies to retrieve automatically. The report can also be manually generated using the navigation path noted below.

### NAVIGATION PATH:

**Main Menu > Travel and Expenses > Manage Accounting > Print Reports > Cash Advance Upload Error Rpt**

### PARAMETERS:

- From Date
- To Date
- Sequence
- Tree Name – select BU\_TREE\_INTFC
- How Specified – select Selected Detail Values
- Business Unit – enter your Business Unit(s)

FORMAT: PDF

# AP – Cash Advance Upload Error Report



Commonwealth of Virginia  
CASH ADVANCE UPLOAD ERROR REPORT

Run Date: 01/30/2016  
Run Time: 12:16 00

Page No. 1 of 1

Transactional GL BU: 60100  
Upload Date Range: 01-JAN-2016 to 29-JAN-2016

File Name: 60100\_AP967\_IN\_01082016\_0900\_001.DAT  
Upload Date: 12-JAN-2016

GL Business Unit: 60100

Employee ID	Cash Advance ID	Cash Advance Line Number	Error Field Name	Field Value	Error Description
00049875000	VDH5023456	0	ADVANCE_ID	VDH5023456	Duplicate cash advance record found in cash advance file for Business Unit: 60100
00049875000	VDH5023456	0	ADVANCE_ID	VDH5023456	Duplicate cash advance record found in cash advance file for Business Unit: 60100
00049875000	VDH5023456	1	MONETARY_AMOUNT	0	No value provided for required field: MONETARY_AMOUNT (Cash advance line record)

Summary totals are only displayed when the report is run for a submitting Business Unit.

File Name: 60100\_AP967\_IN\_01132016\_0900\_001.DAT  
Upload Date: 14-JAN-2016

File Success: File processed successfully with no errors.

File Name: 60100\_AP967\_IN\_01202016\_0642\_001.DAT  
Upload Date: 21-JAN-2016

File Rejected: The cash advance file has one or more errors.

End of Report

## AP - Due Date Monitoring Report

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

Rpt Nbr: VRAP0750

LAST REVISION: 10/04/12

LOADED INTO CATALOGCATALOG: 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

# AP - Due Date Monitoring Report

https://cardinalfin.com.virginia.gov/psreports... Page Safety Tools



Commonwealth of Virginia  
DUE DATE MONITORING REPORT

Report ID: VRAP0750

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 Report

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

LAST REVISION: 08/25/2015

LOADED INTO CATALOGCATALOG: 08/28/2015

### DESCRIPTION:

The Expense Report is available in a printable format.

### PURPOSE / USE:

This is used to print the Expense report.

### NAVIGATION PATH:

**Main Menu > Employee Self Service > Travel and Expense Center > Print Reports > Expense Report**

### PARAMETERS:

- Business Unit
- Empl ID

### FORMAT:

PDF

The screenshot shows a PeopleSoft Expense Report printout. At the top, there are navigation links for 'Expense Report' and 'Expense Receipt'. Below this, a message states: 'To print this report, please use your browser's print feature.' The report header includes the PeopleSoft logo, the title 'Expense Report', and the employee ID '0000007388'. The report details include: 'SUMMER SUN' as the report date, 'Employee ID: EMPLID11', 'Report Date: 07/16/2012 11:49:16AM', and 'Status: Approved for Payment'. The description is 'Conference Travel' and the business purpose is 'Conference'. There is a comment field which is currently empty. Below the comment field is a table with the following columns: Date, Expense Type, Merchant, Location, and Amount. The table contains one entry: 07/02/2012, Personal Mileage Convenience, Charlottesville (Albemrl/Grn), 17.22 USD. At the bottom, there is a summary section titled 'Expense Report Totals' with the following items: Employee Expenses: 17.22 USD, Non-Reimbursable Expenses: 0.00 USD, Prepaid Expenses: 0.00 USD, Employee Credits: 0.00 USD, Vendor Credits: 0.00 USD, Cash Advances Applied: 0.00 USD, Total Due Employee: 17.22 USD, and Total Due Vendor: 0.00 USD.

Date	Expense Type	Merchant	Location	Amount
07/02/2012	Personal Mileage Convenience		Charlottesville (Albemrl/Grn)	17.22 USD

Expense Report Totals	
Employee Expenses:	17.22 USD
Non-Reimbursable Expenses:	0.00 USD
Prepaid Expenses:	0.00 USD
Employee Credits:	0.00 USD
Vendor Credits:	0.00 USD
Cash Advances Applied:	0.00 USD
Total Due Employee:	17.22 USD
Total Due Vendor:	0.00 USD

## **AP – Expense Report Upload Error Report**

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

LAST REVISION: 07/02/2014

LOADED INTO CATALOGCATALOG: 07/02/2014

### **DESCRIPTION:**

This report displays details about errors identified during the Expense Report Upload process for interfacing agencies.

### **PURPOSE / USE:**

This report is used by interfacing agencies to view Expense Report Upload errors created when loading data from agency systems into Cardinal. These errors will need to be corrected in the agency system and re-sent to Cardinal.

The Expense Report Upload Error Report can be viewed after the nightly process has been run to post the report. The nightly batch process posts the report to the Report Manager within the agency specific folder and to the file server for the agencies to retrieve automatically. The report can also be manually generated using the navigation path noted below.

### **NAVIGATION PATH:**

**Main Menu > Travel and Expenses > Manage Accounting > Print Reports > Expense Report Upload Err Rpt**

### **PARAMETERS:**

- From Date
- To Date
- Sequence
- Tree Name – select BU\_TREE\_INTFC
- How Specified – select Selected Detail Values
- Business Unit – enter your Business Unit(s)

### **FORMAT:**

PDF

# AP – Expense Report Upload Error Report



Commonwealth of Virginia  
EXPENSE REPORT UPLOAD ERROR REPORT

Run Date: 01/26/2016  
Run Time: 03:52 00

Page No. 1 of 1

Transactional GL BU: 15600  
Upload Date Range: 07-JAN-2016 to 21-JAN-2016

File Name: 15600\_AP968\_IN\_01072016\_1730\_001.DAT  
Upload Date: 11-JAN-2016

File Success: File processed successfully with no errors.

File Name: 15600\_AP968\_IN\_01082016\_1730\_001.DAT  
Upload Date: 12-JAN-2016

GL Expense BU: 15600

Employee ID	Expense ID	Sheet Name	Dist Line	Error Field Name	Field Value	Error Description
00163907900	DSP2022622	23		ADVANCE_ID	0000000300	The Cash Advance ID referenced on the expense report does not exist.
00163907900	DSP2022622	23		EMPLID	00163907900	Invalid Employee ID: 00163907900 for Business Unit: 15600 and Expense ID: DSP2022622

Summary totals are only displayed when the report is run for a submitting Business Unit.

File Name: 15600\_AP968\_IN\_01112016\_1643\_001.DAT  
Upload Date: 12-JAN-2016

GL Expense BU: 15600

Employee ID	Expense ID	Sheet Name	Dist Line	Error Field Name	Field Value	Error Description
00163907900	DSP2022621	terv		EMPLID	00163907900	Invalid Employee ID: 00163907900 for Business Unit: 15600 and Expense ID: DSP2022621

Summary totals are only displayed when the report is run for a submitting Business Unit.

End of Report

## **AP - Expense Transaction by Dept Report**

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

Rpt Nbr: EXC4600

LAST REVISION: 10/04/12

LOADED INTO CATALOGCATALOG: 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

# AP - Expense Transaction by Department

Expense Transactions by Department							PeopleSoft Expenses - EXC4000
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

Total Transactions	Total Expenses
1	

- End of Report -

## AP – Employee Profile Upload Error Report

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

LAST REVISION: 01/26/2016

LOADED INTO CATALOGCATALOG: 2/1/2016

### DESCRIPTION:

This report displays details about errors identified during the Employee Profile Upload process for interfacing agencies.

### PURPOSE / USE:

This report is used by interfacing agencies to view Employee Profile Upload errors created when loading data from agency systems into Cardinal. These errors will need to be corrected in the agency system and re-sent to Cardinal.

The Employee Profile Upload Error Report can be viewed after the nightly process has been run to post the report. The nightly batch process posts the report to the Report Manager within the agency specific folder and the file server for the agencies to retrieve automatically. The report can also be manually generated using the navigation path noted below.

### NAVIGATION PATH:

**Main Menu > Travel and Expenses > Manage Accounting > Print Reports > Employee Profile Upld Err Rpt**

### PARAMETERS:

- From Date
- To Date
- Sequence
- Tree Name – select BU\_TREE\_INTFC
- How Specified – select Selected Detail Values
- Business Unit – enter your Business Unit(s)

FORMAT: PDF

# AP – Employee Profile Upload Error Report



Commonwealth of Virginia  
EMPLOYEE PROFILE UPLOAD ERROR REPORT

Run Date: 01/30/2016  
Run Time: 12:06 00

Page No. 1 of 3

Transactional GL BU : 15600  
Upload Date Range : 07-OCT-2015 to 07-OCT-2015

File Name : 15600\_AP1048\_IN\_10072015\_1024\_001.DAT  
Upload Date : 07-OCT-2015

GL Business Unit	Employee ID	Last Name	First Name	Error Field Name	Field Value	Error Description
15600	00000307400	LLEWIS	GREGORY	SUPERVISOR_ID	00005325900	The Supervisor does not have access to employee profile in Cardinal.
15600	00000307400	LLEWIS	GREGORY	SUPERVISOR_ID	00005325900	The Supervisor does not exist in Cardinal.
15600	00000523000	DDDUTY	WILBURN	SUPERVISOR_ID	00005325900	The Supervisor does not have access to employee profile in Cardinal.
15600	00000523000	DDDUTY	WILBURN	SUPERVISOR_ID	00005325900	The Supervisor does not exist in Cardinal.
15600	00000907600	AAADCOCK	LINDA	SUPERVISOR_ID	00005325900	The Supervisor does not exist in Cardinal.
15600	00000907600	AAADCOCK	LINDA	SUPERVISOR_ID	00005325900	The Supervisor does not have access to employee profile in Cardinal.
15600	00005325900	JONES	FLOYD	SUPERVISOR_ID	00189166200	The Supervisor does not exist in Cardinal.
15600	00005325900	JONES	FLOYD	SUPERVISOR_ID	00189166200	The Supervisor does not have access to employee profile in Cardinal.
15600	00009837100	BRICE	BERNADETTE	SUPERVISOR_ID	00005325900	The Supervisor does not exist in Cardinal.
15600	00009837100	BRICE	BERNADETTE	SUPERVISOR_ID	00005325900	The Supervisor does not have access to employee profile in Cardinal.
15600	00019420700	DOMINGOES	PAUL	SUPERVISOR_ID	00005325900	The Supervisor does not have access to employee profile in Cardinal.
15600	00019420700	DOMINGOES	PAUL	SUPERVISOR_ID	00005325900	The Supervisor does not exist in Cardinal.
15600	00022207000	DOE	JOHN	SUPERVISOR_ID	00005325900	The Supervisor does not have access to employee profile in Cardinal.
15600	00022207000	DOE	JOHN	V_EMPL_TYPE_FLG	N	The Employee Type Flag is invalid as employee profile exists in Cardinal.
15600	00022207000	DOE	JOHN	SUPERVISOR_ID	00005325900	The Supervisor does not exist in Cardinal.
15600	00067039000	PETERBARK	WADE	SUPERVISOR_ID	00005325900	The Supervisor does not have access to employee profile in Cardinal.

Page No. 2 of 3

GL Business Unit	Employee ID	Last Name	First Name	Error Field Name	Field Value	Error Description
15600	00067039000	PETERBARK	WADE	SUPERVISOR_ID	00005325900	The Supervisor does not exist in Cardinal.
15600	00163907900	RAMEY	DONALD	SUPERVISOR_ID	00005325900	The Supervisor does not exist in Cardinal.
15600	00163907900	RAMEY	DONALD	SUPERVISOR_ID	00005325900	The Supervisor does not have access to employee profile in Cardinal.
15600	00187672700	BUCHANAN	DOUGLAS	SUPERVISOR_ID	00005325900	The Supervisor does not exist in Cardinal.
15600	00187672700	BUCHANAN	DOUGLAS	SUPERVISOR_ID	00005325900	The Supervisor does not have access to employee profile in Cardinal.
15600	00188736100	MIERS	JOHNSON	SUPERVISOR_ID	00005325900	The Supervisor does not have access to employee profile in Cardinal.
15600	00188736100	MIERS	JOHNSON	SUPERVISOR_ID	00005325900	The Supervisor does not exist in Cardinal.
15600	00189166200	BROWNING	MICHAEL	SUPERVISOR_ID	00005325900	The Supervisor does not have access to employee profile in Cardinal.
15600	00189166200	BROWNING	MICHAEL	SUPERVISOR_ID	00005325900	The Supervisor does not exist in Cardinal.
15600	00201412900	CLINE	JAMES	SUPERVISOR_ID	00005325900	The Supervisor does not exist in Cardinal.
15600	00201412900	CLINE	JAMES	SUPERVISOR_ID	00005325900	The Supervisor does not have access to employee profile in Cardinal.
15600	00243771500	PRUITT	JAMES	SUPERVISOR_ID	00005325900	The Supervisor does not exist in Cardinal.
15600	00243771500	PRUITT	JAMES	SUPERVISOR_ID	00005325900	The Supervisor does not have access to employee profile in Cardinal.
15600	00285203200	HONEYCUTT	ROGER	SUPERVISOR_ID	00005325900	The Supervisor does not have access to employee profile in Cardinal.
15600	00285203200	HONEYCUTT	ROGER	SUPERVISOR_ID	00005325900	The Supervisor does not exist in Cardinal.
15600	00652009100	FUSSMAN	KAREN	SUPERVISOR_ID	00005325900	The Supervisor does not exist in Cardinal.
15600	00652009100	FUSSMAN	KAREN	SUPERVISOR_ID	00005325900	The Supervisor does not have access to employee profile in Cardinal.

Summary totals are only displayed when the report is run for a submitting Business Unit.

Employee ID	Error Field Name	Field Value	Error Description
00652009100	AUTHORIZED_OPRID	V_15600_NEW_PROXY2	The proxy user for employee does not exist in Cardinal.

# AP – Employee Profile Upload Error Report

Employee ID	Error Field Name	Field Value	Error Description
00285203200	AUTHORIZED_OPRID	V_15600_NEW_PROXY2	The proxy user for employee does not exist in Cardinal.
00243771500	AUTHORIZED_OPRID	V_15600_NEW_PROXY2	The proxy user for employee does not exist in Cardinal.
00201412900	AUTHORIZED_OPRID	V_15600_NEW_PROXY2	The proxy user for employee does not exist in Cardinal.
00189166200	AUTHORIZED_OPRID	V_15600_NEW_PROXY2	The proxy user for employee does not exist in Cardinal.
00188736100	AUTHORIZED_OPRID	V_15600_NEW_PROXY2	The proxy user for employee does not exist in Cardinal.
00000307400	AUTHORIZED_OPRID	V_15600_NEW_PROXY2	The proxy user for employee does not exist in Cardinal.
00163907900	AUTHORIZED_OPRID	V_15600_NEW_PROXY2	The proxy user for employee does not exist in Cardinal.
00022207000	AUTHORIZED_OPRID	V_15600_NEW_PROXY2	The proxy user for employee does not exist in Cardinal.
00005325900	AUTHORIZED_OPRID	V_15600_NEW_PROXY2	The proxy user for employee does not exist in Cardinal.
00000907600	AUTHORIZED_OPRID	V_15600_NEW_PROXY2	The proxy user for employee does not exist in Cardinal.
00000523000	AUTHORIZED_OPRID	V_15600_NEW_PROXY2	The proxy user for employee does not exist in Cardinal.
00187672700	AUTHORIZED_OPRID	V_15600_NEW_PROXY2	The proxy user for employee does not exist in Cardinal.
00243771500	AUTHORIZED_OPRID	V_AP_COVA_EX_EMPLOYEE_15600	The proxy flag is invalid as the proxy user does not exist for employee in Cardinal.
00189166200	AUTHORIZED_OPRID	V_AP_COVA_EX_EMPLOYEE_15600	The proxy flag is invalid as the proxy user does not exist for employee in Cardinal.
00188736100	AUTHORIZED_OPRID	V_AP_COVA_EX_EMPLOYEE_15600	The proxy flag is invalid as the proxy user does not exist for employee in Cardinal.
00000307400	AUTHORIZED_OPRID	V_AP_COVA_EX_EMPLOYEE_15600	The proxy flag is invalid as the proxy user does not exist for employee in Cardinal.
00005325900	AUTHORIZED_OPRID	V_AP_COVA_EX_EMPLOYEE_15600	The proxy flag is invalid as the proxy user does not exist for employee in Cardinal.
00000907600	AUTHORIZED_OPRID	V_AP_COVA_EX_EMPLOYEE_15600	The proxy flag is invalid as the proxy user does not exist for employee in Cardinal.
00000523000	AUTHORIZED_OPRID	V_AP_COVA_EX_EMPLOYEE_15600	The proxy flag is invalid as the proxy user does not exist for employee in Cardinal.
00187672700	AUTHORIZED_OPRID	V_AP_COVA_EX_EMPLOYEE_15600	The proxy flag is invalid as the proxy user does not exist for employee in Cardinal.

End of Report

## AP - Payables Open Liability Report

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

Rpt Nbr: APY1406

LAST REVISION: 10/19/12

LOADED INTO CATALOGCATALOG: 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

## AP - Payables Open Liability – Summary

PeopleSoft Accounts Payable				Page No.	1		
ORACLE Report ID: APY1406				Run Date	10/3/2012		
PAYABLES OPEN LIABILITY REPORT				Run Time	11:31:28 AM		
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							
Group by:	VENDOR	STATE 0000022627	Computer Aid Inc	Business Unit Option:	Value		
Base Currency :		USD		Vendor Option:	Select All		
Summary Report							
				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

## AP- Payables Open Liability – Detail

PeopleSoft Accounts Payable				Page No.	1		
ORACLE Report ID: APX1406				Run Date	9/25/2012		
PAYABLES OPEN LIABILITY REPORT				Run Time	20:07:54 PM		
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							
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	SIR902	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	SIR901	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

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

Rpt Nbr: APY2000

LAST REVISION: 01/04/2013

LOADED INTO CATALOGCATALOG: 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

Favorites > Main Menu > myCardinal Financials > Financials Report Execution > AP Reports > Payment History by Vendor

### Payment History by Vendor

Run Control ID: Payment\_History\_by\_Vendor    Report Manager    Process Monitor    Run

Language: English

**Report Request Parameters**

**Date Range**  
From Date: 07/01/2012  
Through Date: 12/31/2012

**Print Options**  
\*Detail or Summary: Summary

**Selection**  
\*Remit SetID: STATE  
\*Remit Vendor: 0000031033 Luck Stone Corp

Find | View All | First | 1 of 1 | Last

Save    Return to Search    Previous in List    Next in List    Notify    Add    Update/Display

### Detailed Payment History by Vendor:

Report ID: APY2000    PeopleSoft Accounts Payable    Page No. 1  
**DETAILED PAYMENT HISTORY BY VENDOR**    Run Date 1/3/2013  
From: 07/01/2012 To: 12/31/2012    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	4,464.73USD
		50100		00069535	1028702	05/31/2012	0.00 USD	21,484.30USD
		50100		00070403	1028662	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	

Note total Payment Amount 46,717.11 (the sum of all detail lines) for Payment Reference 20022350.

## AP - Summary Payment History by Vendor:

Note Payment Amount 46,717.11 for Payment Reference 20022350.

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 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	4,566.98 USD	
		Unit		Voucher ID	Invoice ID	Invoice Date	Discount Taken	Paid Amount
		50100		00129335	1051880	11/15/2012	0.00 USD	97.14 USD
		50100		00129408	1051353	11/15/2012	0.00 USD	1,260.07 USD
		50100		00131071	1051506	11/15/2012	0.00 USD	2,231.74 USD
		50100		00130732	1051588	11/15/2012	0.00 USD	980.03 USD
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	470.58 USD
							<b>Total for Check Payments</b>	<b>436,485.21 USD</b>
							<b>Total for Bank Account:</b>	<b>436,485.21 USD</b>
							<b>Total For Currency</b>	<b>436,485.21 USD</b>

# Summary Payment History by Vendor, last page

Report ID: APY2000		PeopleSoft Accounts Payable		Page No. 15				
ORACLE		SUMMARY PAYMENT HISTORY BY VENDOR		Run Date 1/3/2013				
From: 07/01/2012		To: 12/31/2012		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**

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

Rpt Nbr: RAP581

LAST REVISION: 10/10/12

LOADED INTO CATALOGCATALOG: 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

# AP - Payments Register Including Offsets

		Commonwealth of Virginia PAYMENT REGISTER INCLUDING OFFSETS				Run Date: 10/01/2012 Run Time: 09:56 00			
From Date: 07/01/2012 To Date: 08/31/2012 Run Option: All Vouchers Business Unit: 15100		Page No. 1 of 55							
BU	Youcher ID	Invoicing Vendor ID	VCHR Amount	Remit Vendor ID	Remit Vendor Name	PYMT Ref	PYMT Amount	CDS Vendor	CDS Ref
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 – Posted Payments Extract Report

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

LAST REVISION: 07/02/2014

LOADED INTO CATALOGCATALOG: 07/02/2014

### DESCRIPTION:

This query displays voucher, expense report, and cash advance payments in Cardinal.

### PURPOSE / USE:

- This query can be used to review payment information for a specified date range.
  - The query doesn't return any chartfields affected by payment post but it does include payee and payment reference identification (check, EDI, or ePayables numbers) information.

### NAVIGATION PATH:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_AP\_POSTED\_PYMNTS**

### PARAMETERS:

- Business Unit
- Date From
- Date To

### FORMAT:

HTML, Excel

# AP - Posted Payments Extract Report

**/\_AP\_POSTED\_PYMNTS - Posted Payments Query**

Business Unit: 13600

Date From: 03/01/2014

Date To: 03/31/2014

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(4 kb\)](#)

View All First 1-4 of 4 Last

APIGL Business Unit	Payment ID	Remit Vendor ID	Vendor Location	Employee ID	Vendor or Employee Name	Payee Address Line 1	Payee Address Line 2	Vendor Location Identification	City	State	Zip Code	Country	Payment Date	Payment Amount	Payment Method	Payment Status	Cancel Date	Cancel Action	Source Transaction	Document ID	Paid Amount	Invoice ID	Customer Acct Number	Journal ID	Journal Date	Unpost Sequence
1	13600	20079238		00859153957	Blue Bell	6800 Paragon Place			Richmond	VA	23060	USA	03/06/2014	600.000	CHK	P		N	EXAD	0000000128	100.000			EX00029396	04/21/2014	0
2	13600	20079238		00859153957	Blue Bell	6800 Paragon Place			Richmond	VA	23060	USA	03/06/2014	600.000	CHK	P		N	EXAD	0000000129	200.000			EX00029396	04/21/2014	0
3	13600	20079238		00859153957	Blue Bell	6800 Paragon Place			Richmond	VA	23060	USA	03/06/2014	600.000	CHK	P		N	EXAD	0000000130	300.000			EX00029396	04/21/2014	0
4	13600	20079239		00859153957	Blue Bell	6800 Paragon Place			Richmond	VA	23060	USA	03/07/2014	100.000	CHK	P		N	EXPN	0000031981	100.000			EX00029396	04/21/2014	0

## **AP – Posted Voucher Listing Report**

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

Rpt Nbr: APY1020

LAST REVISION: 08/25/2015

LOADED INTO CATALOGCATALOG: 08/28/2015

### DESCRIPTION:

This report lists posted vouchers for a specific date range and all or specific vendor(s).

### PURPOSE / USE:

- This report is used to monitor posted vouchers by date and vendor(s).

### NAVIGATION PATH:

**Main Menu > Accounts Payable > Reports > Vouchers > Posted Voucher**

### PARAMETERS:

- Business Unit
- For the period (i.e., From through To)

### FORMAT:

PDF

Business Unit: 15100  
For the period: 7/2/2012 through 7/20/2012

Vendor ID: 000000001 Micro Audiometrics Corp

Voucher ID: 00000054		Invoice Date: 10 Jul 2012		Document Type:			Document Date:			Document Sequence:		
Accounting Date	Application Journal	Journal ID	Dist Type	Vchr Line	Dist Line	GL Line	Account	Alt Account	Debit Amount	Credit Amount	Currency Code	Unpost Seq #
Operating Unit	Fund Code	Dist	Class	Budget Ref	Program	Product	Project	Project	Affiliate	Affiliate Intra 1		
ACTUALS	10 Jul 2012	ACCRUAL	99999	AP00005014	APA	1	15100	205025		133.99	USD	0
ACTUALS			01000	91100	DOT	1	15100	5011110	133.99		USD	0
Voucher 00000054 total : USD									133.99	133.99		

Voucher ID: 00000062		Invoice Date: 17 Jul 2012		Document Type:			Document Date:			Document Sequence:		
Accounting Date	Application Journal	Journal ID	Dist Type	Vchr Line	Dist Line	GL Line	Account	Alt Account	Debit Amount	Credit Amount	Currency Code	Unpost Seq #
Operating Unit	Fund Code	Dist	Class	Budget Ref	Program	Product	Project	Project	Affiliate	Affiliate Intra 1		
ACTUALS	17 Jul 2012	ACCRUAL	99999	AP00006100	APA	1	15100	205025		920.00	USD	0
ACTUALS			01000	91100	DOT	1	15100	5012120	920.00		USD	0
Voucher 00000062 total : USD									920.00	920.00		

Vendor ID: 000000003 Aspect Software

Voucher ID: 00000055		Invoice Date: 12 Jul 2012		Document Type:			Document Date:			Document Sequence:		
Accounting Date	Application Journal	Journal ID	Dist Type	Vchr Line	Dist Line	GL Line	Account	Alt Account	Debit Amount	Credit Amount	Currency Code	Unpost Seq #
Operating Unit	Fund Code	Dist	Class	Budget Ref	Program	Product	Project	Project	Affiliate	Affiliate Intra 1		
ACTUALS	12 Jul 2012	ACCRUAL	99999	AP00005057	APA	1	15100	205025		246.00	USD	0

## **AP – Report of Federal Tax Payments Made Through EFTPS**

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

Rpt Nbr: RAP611

LAST REVISION: 07/02/2014

LOADED INTO CATALOGCATALOG: 07/02/2014

### **DESCRIPTION:**

This report displays certain types of Federal tax payments such as payroll, backup withholding, Federal excise, interest payments, and tax penalties remitted to the IRS.

### **PURPOSE / USE:**

This report can be used to review payments made to the IRS that needed to be process using the EFTPS payment method.

### **NAVIGATION PATH:**

**Main Menu > Accounts Payable > Reports > Payments > EFTPS Payments**

### **PARAMETERS:**

- From Date and To Date
- Business Unit

### **FORMAT:**

SQR Report

# AP - Report of Federal Tax Payments Made Through EFTPS

		Commonwealth of Virginia REPORT OF FEDERAL TAX PAYMENTS MADE THROUGH EFTPS							Run Date: 11/13/2013 Run Time: 03:31 00	
From Date: 10/01/2013 TO Date: 11/05/2013 AP BU: 15100,50100									Page No. 1 of 2	
Business Unit : 15100 Reporting Entity: XXXXX1736										
Voucher Id	Remit Vendor ID	Tax Deposit Type	Tax Period	Social Security	Medical Amount	Withholding Amount	Tax Amount	Payment ID	Payment Date	
00000355	IRS	941	22-OCT-2013	121000.77	235	1000	0	0000334938	15-OCT-2013	
Total Voucher:				122,235.77						
00000415	IRS	09455	01-DEC-2013	0	0	3	0	0000335275	05-NOV-2013	
Total Voucher:				3.00						
Total Reporting Entity:				122,238.77						
Business Unit : 50100 Reporting Entity: XXXXX1730										
Voucher Id	Remit Vendor ID	Tax Deposit Type	Tax Period	Social Security	Medical Amount	Withholding Amount	Tax Amount	Payment ID	Payment Date	
00243442	IRS	229	04-OCT-2013	0	0	0	100	0000335271	05-NOV-2013	
Total Voucher:				100.00						
00243443	IRS	229	31-OCT-2013	0	0	0	100	0000335271	05-NOV-2013	
Total Voucher:				100.00						
Total Reporting Entity:				200.00						

## **AP – Schedule of Expenditures of Federal Awards (SEFA)**

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

LAST REVISION: 07/02/2014

LOADED INTO CATALOGCATALOG: 07/02/2014

### **DESCRIPTION:**

This query displays AP Business Unit, Voucher ID, Account, Project, Fund, Task, Voucher Description, Monetary Amount, Vendor ID, Vendor Class, Vendor, Payment Date and Federal Catalog Number.

### **PURPOSE / USE:**

This query is used to assist with the preparation and submission of the various spreadsheets that comprise the Schedule of Expenditures of Federal Awards (SEFA) schedule that is submitted to the Department of Accounts (DOA) for the Single Audit Report.

### **NAVIGATION PATH:**

**Main Menu > Reporting Tools > Query > Query Viewer > V\_AP\_SEFA**

### **PARAMETERS:**

- AP Business Unit
- Payment Date – From and To
- CFDA Number – From and To

### **FORMAT:**

HTML, Excel

## AP - Schedule of Expenditures of Federal Awards (SEFA)

V_AP_SEFA - SEFA expenditures													
AP Business Unit(% for all): 15100													
Payment From Date: 09/01/2013													
Payment To Date: 09/30/2013													
CFDA Number From: 0													
CFDA Number To: 150													
<a href="#">View Results</a>													
Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File (7 kb)</a>													
View All												First <a href="#">1-19 of 19</a> Last	
	AP Business Unit	Voucher Id	Account	Project	Fund	Task	Voucher Description	Monetary Amount	Vendor Id	Vendor Class	Vendor	Payment Date	Federal Catalog Number
1	15100	00000265	5012850	0000103772	06090		LODGING AND TAXES	126.000	0000001917	R	Forrester Research Inc	09/18/2013	123
2	15100	00000265	5012830	0000103772	06090		AIRFARE TAXI TOLLS PARKING	586.100	0000001917	R	Forrester Research Inc	09/18/2013	123
3	15100	00000265	5012880	0000103772	06090		CONSULTANT TRAVEL M & IE	102.000	0000001917	R	Forrester Research Inc	09/18/2013	123
4	15100	00000266	5012830	0000103772	06090		AIRLINE AND TAX	867.200	0000001917	R	Forrester Research Inc	09/18/2013	123
5	15100	00000266	5012850	0000103772	06090		LODGING & TRAVEL	126.000	0000001917	R	Forrester Research Inc	09/18/2013	123
6	15100	00000266	5012880	0000103772	06090		CONSULTING TRAVEL M&IE	57.850	0000001917	R	Forrester Research Inc	09/18/2013	123
7	15100	00000267	5012830	0000103772	06090		CONSULTANT TRVL AIRFARE & TAXI	1047.430	0000001917	R	Forrester Research Inc	09/27/2013	123
8	15100	00000267	5012880	0000103772	06090		CONSULTANT TARAVEL M&IE	51.000	0000001917	R	Forrester Research Inc	09/27/2013	123
9	15100	00000268	5012880	0000103772	06090		CONSULTANT TARAVEL M&IE	101.080	0000001917	R	Forrester Research Inc	09/17/2013	123
10	15100	00000268	5012830	0000103772	06090		CONSULTANT TRVL AIRFARE & TAXI	1617.160	0000001917	R	Forrester Research Inc	09/17/2013	123
11	15100	00000268	5012850	0000103772	06090		CONSULTANT TRVL LODGING & TAXS	252.000	0000001917	R	Forrester Research Inc	09/17/2013	123

## **AP – Travel Authorization Report**

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

LAST REVISION: 08/25/2015

LOADED INTO CATALOGCATALOG: 08/28/2015

### DESCRIPTION:

This is the Travel Authorization Report in printable format

### PURPOSE / USE:

- The Travel Authorization Report is available in printable format.

### NAVIGATION PATH:

**Main Menu > Employee Self Service > Travel and Expense Center > Print Reports  
> Travel Authorization**

### PARAMETERS:

- Business Unit (% for ALL)
- Empl ID (% for ALL)

### FORMAT:

PDF



## AP - Unreimbursed Petty Cash Voucher Report

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

Rpt Nbr: RAP481

LAST REVISION: 09/26/12

LOADED INTO CATALOGCATALOG: 10/16/2012

### DESCRIPTION:

This report provides a list of vouchers which have already been included for replenishment. This report is used by Voucher Processors who handle petty cash.

### PURPOSE / USE:

This report is used to identify vouchers that require petty cash replenishment.

### NAVIGATION PATH:

**Main Menu > Accounts Payables > Reports > Vouchers > Unreimb/Reimb Petty Cash Vchrs**

### PARAMETERS:

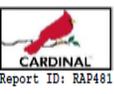
- Vouchers Begin Accounting Date,
- Vouchers End Accounting Date
- Unreimbursed Vouchers or Reimbursed Voucher
- Petty Cash Business Unit (Used for Unreimbursed Vouchers only)
- AP Business Unit (Used for Reimbursed Voucher only)

Note that when running the report for Reimbursement Voucher, you must enter a specific voucher ID number.

### FORMAT:

PDF

## AP- Unreimbursed Petty Cash Voucher Report

 Report ID: RAP481	Commonwealth of Virginia UNREIMBURSED PETTY CASH VOUCHER REPORT DOA Petty Cash BU - 151P0	Run Date: 01/26/2016 Run Time: 02:58 00																					
Vouchers Begin Accounting Date: 10/01/2015 Vouchers End Accounting Date: 01/26/2016 PC Business Unit: 151P0		Page No. 1 of 1																					
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Check Date</u></th> <th style="text-align: left;"><u>Check Nbr</u></th> <th style="text-align: left;"><u>Payee</u></th> <th style="text-align: left;"><u>Amount</u></th> <th style="text-align: left;"><u>Voucher ID</u></th> <th style="text-align: left;"><u>Description</u></th> <th style="text-align: left;"><u>Payment Note</u></th> </tr> </thead> <tbody> <tr> <td>01/26/2016</td> <td>036269</td> <td>0000002368</td> <td>123.68</td> <td>00000009</td> <td>ck987</td> <td></td> </tr> <tr> <td colspan="3" style="text-align: right;">Total Unreimbursed Vouchers:</td> <td>123.68</td> <td colspan="3"></td> </tr> </tbody> </table>			<u>Check Date</u>	<u>Check Nbr</u>	<u>Payee</u>	<u>Amount</u>	<u>Voucher ID</u>	<u>Description</u>	<u>Payment Note</u>	01/26/2016	036269	0000002368	123.68	00000009	ck987		Total Unreimbursed Vouchers:			123.68			
<u>Check Date</u>	<u>Check Nbr</u>	<u>Payee</u>	<u>Amount</u>	<u>Voucher ID</u>	<u>Description</u>	<u>Payment Note</u>																	
01/26/2016	036269	0000002368	123.68	00000009	ck987																		
Total Unreimbursed Vouchers:			123.68																				

## AP - Reimbursed Petty Cash Voucher Report

 Report ID: RAP481	Commonwealth of Virginia REIMBURSED PETTY CASH VOUCHER REPORT DOA Petty Cash BU - 151P0	Run Date: 01/26/2016 Run Time: 03:38 00																					
Vouchers Begin Accounting Date: 09/01/2015 Vouchers End Accounting Date: 01/26/2016 Reimbursement AP Business Unit: 15100 Reimbursement Voucher Id: 00000963		Page No. 1 of 1																					
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Check Date</u></th> <th style="text-align: left;"><u>Check Nbr</u></th> <th style="text-align: left;"><u>Payee</u></th> <th style="text-align: left;"><u>Amount</u></th> <th style="text-align: left;"><u>Voucher ID</u></th> <th style="text-align: left;"><u>Description</u></th> <th style="text-align: left;"><u>Payment Note</u></th> </tr> </thead> <tbody> <tr> <td>01/26/2016</td> <td>036269</td> <td>0000002368</td> <td>123.68</td> <td>00000009</td> <td>ck987</td> <td>REIMB00000963</td> </tr> <tr> <td colspan="3" style="text-align: right;">Total Reimbursed Vouchers:</td> <td>123.68</td> <td colspan="3"></td> </tr> </tbody> </table>			<u>Check Date</u>	<u>Check Nbr</u>	<u>Payee</u>	<u>Amount</u>	<u>Voucher ID</u>	<u>Description</u>	<u>Payment Note</u>	01/26/2016	036269	0000002368	123.68	00000009	ck987	REIMB00000963	Total Reimbursed Vouchers:			123.68			
<u>Check Date</u>	<u>Check Nbr</u>	<u>Payee</u>	<u>Amount</u>	<u>Voucher ID</u>	<u>Description</u>	<u>Payment Note</u>																	
01/26/2016	036269	0000002368	123.68	00000009	ck987	REIMB00000963																	
Total Reimbursed Vouchers:			123.68																				

# AP – Voucher Register Report

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

Rpt Nbr: APY1010

LAST REVISION: 08/25/2015

LOADED INTO CATALOGCATALOG: 08/28/2015

## DESCRIPTION:

This report lists vouchers for a selected data range with or without invoice line and distribution information.

## PURPOSE / USE:

- This report is used to monitor vouchers.

## NAVIGATION PATH:

**Main Menu > Accounts Payable > Reports > Vouchers > Voucher Register**

## PARAMETERS:

- Business Unit
- For the period (i.e., From Date through To Date)

## FORMAT:

PDF

ORACLE													Report ID:	APY1010	Proprietor Accounts Payable					VOUCHER REGISTER		Page No.	1
													Run Date	7/29/2012								Run Time	10:08:04 AM
Business Unit: 15100																							
For the period: 02-Jul-2012 through 20-Jul-2012																							
Voucher Header Information																							
Entered Dt	Voucher ID	Invoice ID	Invoice Dt	Vendor ID	Vendor Name	Origin	Operator	Entry Stat	Acctg Dt	Post Stat	Dist Cntr ID												
02-Jul-2012	00000039	01AP0505	02-Jul-2012	0000003662	XEROX Corp	ONL	V_AP_COVA	Posted	02-Jul-2012	Unposted	STANDARD												
Approval Stat	Currency	Rate Type	Exchange Rate	Gross Amt	Discount Amt	Use Tax	Sales Tax	Freight Amt	Misc Amt	Net Due Dt	Docmt Due Dt												
Pending	USD	CURRENT	1.000000000	2751	0.00	0.00	0.00	0.00	0.00	02-Jul-2012													
Document Type	Document Date	Document Sequence	VAT Trans Type	VAT Amount	VAT Exemption Type	VAT Certificate ID	Priority	S	U	F	M	Pay Terms											
				0.00				N	N	N	N	Due Now											
Entered Dt	Voucher ID	Invoice ID	Invoice Dt	Vendor ID	Vendor Name	Origin	Operator	Entry Stat	Acctg Dt	Post Stat	Dist Cntr ID												
02-Jul-2012	00000040	01AP0501A	02-Jul-2012	0000003528	TRANSOCORE INC	ONL	V_AP_COVA	Posted	02-Jul-2012	Posted	STANDARD												
Approval Stat	Currency	Rate Type	Exchange Rate	Gross Amt	Discount Amt	Use Tax	Sales Tax	Freight Amt	Misc Amt	Net Due Dt	Docmt Due Dt												
Approved	USD	CURRENT	1.000000000	248.00	0.00	0.00	0.00	0.00	0.00	02-Jul-2012													
Document Type	Document Date	Document Sequence	VAT Trans Type	VAT Amount	VAT Exemption Type	VAT Certificate ID	Priority	S	U	F	M	Pay Terms											
				0.00				N	N	N	N	Due Now											
Entered Dt	Voucher ID	Invoice ID	Invoice Dt	Vendor ID	Vendor Name	Origin	Operator	Entry Stat	Acctg Dt	Post Stat	Dist Cntr ID												
02-Jul-2012	00000041	01AP0501B	02-Jul-2012	0000003528	TRANSOCORE INC	ONL	V_AP_COVA	Posted	02-Jul-2012	Posted	STANDARD												
Approval Stat	Currency	Rate Type	Exchange Rate	Gross Amt	Discount Amt	Use Tax	Sales Tax	Freight Amt	Misc Amt	Net Due Dt	Docmt Due Dt												
Approved	USD	CURRENT	1.000000000	232.00	0.00	0.00	0.00	0.00	0.00	02-Jul-2012													
Document Type	Document Date	Document Sequence	VAT Trans Type	VAT Amount	VAT Exemption Type	VAT Certificate ID	Priority	S	U	F	M	Pay Terms											
				0.00				N	N	N	N	Due Now											
Entered Dt	Voucher ID	Invoice ID	Invoice Dt	Vendor ID	Vendor Name	Origin	Operator	Entry Stat	Acctg Dt	Post Stat	Dist Cntr ID												
02-Jul-2012	00000042	01AP0505A	02-Jul-2012	0000003662	XEROX CORP	ONL	V_AP_COVA	Posted	02-Jul-2012	Posted	STANDARD												
Approval Stat	Currency	Rate Type	Exchange Rate	Gross Amt	Discount Amt	Use Tax	Sales Tax	Freight Amt	Misc Amt	Net Due Dt	Docmt Due Dt												
Approved	USD	CURRENT	1.000000000	2751	0.00	0.00	0.00	0.00	0.00	02-Jul-2012													
Document Type	Document Date	Document Sequence	VAT Trans Type	VAT Amount	VAT Exemption Type	VAT Certificate ID	Priority	S	U	F	M	Pay Terms											
				0.00				N	N	N	N	Due Now											

## AP – Voucher Listing by ChartField Report

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

Rpt Nbr: AP38003

LAST REVISION: 08/25/2015

LOADED INTO CATALOGCATALOG: 08/28/2015

### DESCRIPTION:

This report lists vouchers that include specific ChartField(s) that are specified in the report request parameters. For this example, this report can be run for all vouchers posted to a specific account.

### PURPOSE / USE:

- This report has flexible selection criteria used to return voucher data based on different combination of chartfields.

### NAVIGATION PATH:

**Main Menu > Accounts Payable > Reports > Vouchers > Voucher Listing by Chartfield**

### PARAMETERS:

- Business Unit
- Various chartfields

### FORMAT:

PDF

# AP – Voucher Listing by ChartField Report

ORACLE		Report ID:	PeopleSoft Accounts Payable VOUCHER LISTING BY CHARTFIELD				Page No. 1		
		AP88005					Run Date	7/20/2012	
							Run Time	10:15:58AM	
Business Unit:	15100	Account:	5031110	Department:	91100	Project:	ALL	GL Business Unit:	15100
Fund Code:	ALL	Class:	ALL	Budget Ref:	ALL	Operating Unit:	ALL	Program:	ALL
Product:	ALL	Affiliate:	ALL	Fund Affiliate:	ALL	Agency Location:	ALL		
						Accounting Date:	07/02/2012 through 07/20/2012		
Business Unit	Voucher	PO Business Unit	Purchase Order	Currency	Voucher Amount				
15100	00000040			USD	246.00				
15100	00000041			USD	236.00				
15100	00000043			USD	246.00				
15100	00000044			USD	246.00				
15100	00000045			USD	246.00				
15100	00000046			USD	333.00				
15100	00000058			USD	246.00				
15100	00000064			USD	246.00				
15100	00000065			USD	236.00				
15100	00000066			USD	246.00				
15100	00000067			USD	246.00				
15100	00000068			USD	246.00				
15100	00000069			USD	246.00				
15100	00000070			USD	333.00				
Totals for Business Unit 15100 Currency USD					3,598.00				
End of Report									

## **AP – Voucher Payments Awaiting Due Dates Report**

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

LAST REVISION: 03/25/2016

LOADED INTO CATALOG: 03/28/2016

CATALOG

DESCRIPTION:

This query displays voucher data for a selected due date range by a specified Business Unit, for a specified date range by Account, Fund, Program, Cost Center, Task or Project.

PURPOSE / USE:

This query can be used to review voucher data and invoice due dates for a specific date range, Business Unit, and Fund in order to assist with draw down.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V\_AP\_PYMNT\_DUE\_DATE

PARAMETERS:

- Business Unit
- Scheduled Date From
- Scheduled Date To
- Account
- Fund Code
- Program
- Cost Center
- Task
- Project

FORMAT:  
HTML, Excel

### Payments Awaiting Due Dates

V\_AP\_PYMNT\_DUE\_DATE - Voucher Pymnts Awaiting Due Dt

AP Business Unit:

Scheduled Due Date From:

Scheduled Due Date To:

Account (% for ALL):

Fund (% for ALL):

Program (% for ALL):

Cost Center (% for ALL):

Task (% for ALL):

Project (% for ALL):

AP Business Unit	Voucher ID	Scheduled Pay Date	GL Business Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS	Agency Use 1	Agency Use 2	Project	Vendor ID	Vendor Name	Voucher Distrib Amt	Approval Status
------------------	------------	--------------------	------------------	---------	------	---------	------------	-------------	------	------	--------------	--------------	---------	-----------	-------------	---------------------	-----------------

## AP – Voucher Upload Error Report

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

LAST REVISION: 07/02/2014

LOADED INTO CATALOG: 07/02/2014

### DESCRIPTION:

This report displays details about errors identified during the Voucher Upload process for interfacing agencies.

### PURPOSE / USE:

This report is used by interfacing agencies to view voucher upload and One Time vendor upload errors created when loading data from agency systems into Cardinal. These errors will need to be corrected in the agency system and re-sent to Cardinal.

The Voucher Upload Error Report can be viewed after the nightly process has been run to post the report. The nightly batch process posts the report to the Report Manager within the agency specific folder and to the file server for the agencies to retrieve automatically. The report can also be manually generated using the navigation path noted below.

### NAVIGATION PATH:

**Main Menu > Accounts Payable > Reports > Vouchers > Voucher Upload Error Report**

### PARAMETERS:

- From Date
- To Date
- Tree Name
- How Specified
- Business Unit

### FORMAT:

PDF

# AP - Voucher Upload Error Report

This sample report contains 3 pages.

		Commonwealth of Virginia VOUCHER UPLOAD ERROR REPORT				Run Date: 01/26/2016 Run Time: 04:07 00
Page No. 1 of 3						
Transactional GL BU: 17100 Upload Date Range: 07-JAN-2016 to 21-JAN-2016						
File Name: 17100_AP964_IN_01112016_1522_001.DAT Upload Date: 12-JAN-2016						
Vendor SetID:	STATE					
Vendor TIN	Vendor Name	Error Field Name	Field Value	Error Description		
473274849	EVER SO CLEAN CUSTODIAL COMPANY INC	VENDOR_ID	0000138290	Regular Vendor Is Inactive or UnApproved.		
473274849	EVER SO CLEAN CUSTODIAL COMPANY INC	VENDOR_ID	0000203167	The Vendor ID references an active One Time vendor in Cardinal. This vendor and all corresponding vouchers in the file will be set to a status of Error.		
Total Vendors Submitted: 64 Total Vendors with Errors: 1 Total Vendors loaded Successfully: 63						
Voucher BU: 17100 Agency Voucher ID      Voucher Line Num      Distrib Line Num      Error Field Name      Field Value      Error Description						
80301581	0	0	VENDOR_ID	473274849	This voucher is associated with a vendor that has one or more errors. Please check the report for vendor errors.	
Total Vouchers Submitted: 67 Total Vouchers with Errors: 1 Total Vouchers loaded Successfully: 66						
File Name: 17100_AP964_IN_01122016_1534_001.DAT Upload Date: 13-JAN-2016						
Vendor SetID:	STATE					
Vendor TIN	Vendor Name	Error Field Name	Field Value	Error Description		
203562982	NEWPORT NEWS LODGING ASSOCIATES LLC	VENDOR_ID	0000128774	Regular Vendor Is Inactive or UnApproved.		
203562982	NEWPORT NEWS LODGING ASSOCIATES LLC	VENDOR_ID	0000128774	Regular Vendor Is Inactive or UnApproved.		
752970389	PIERCE GROUP BENEFITS LLC	VENDOR_ID	0000129845	Regular Vendor Is Inactive or UnApproved.		
Total Vendors Submitted: 89 Total Vendors with Errors: 2						

## AP- Voucher Upload Error Report (continued)

Page No. 2 of 3

Total Vendors loaded Successfully: 87

Voucher BU: 17100

Agency Voucher ID	Voucher Line Num	Distrib Line Num	Error Field Name	Field Value	Error Description
80301691	0	0	VENDOR_ID	203562982	This voucher is associated with a vendor that has one or more errors. Please check the report for vendor errors.
80301691	0	0	VENDOR_ID	203562982	This voucher is associated with a vendor that has one or more errors. Please check the report for vendor errors.
80301692	0	0	VENDOR_ID	203562982	This voucher is associated with a vendor that has one or more errors. Please check the report for vendor errors.
80301692	0	0	VENDOR_ID	203562982	This voucher is associated with a vendor that has one or more errors. Please check the report for vendor errors.
80301698	0	0	VENDOR_ID	752970389	This voucher is associated with a vendor that has one or more errors. Please check the report for vendor errors.

Total Vouchers Submitted: 95  
 Total Vouchers with Errors: 3  
 Total Vouchers loaded Successfully: 92

File Name: 17100\_AP964\_IN\_01192016\_1419\_001.DAT  
 Upload Date: 20-JAN-2016

Vendor SetID: STATE

Vendor TIN	Vendor Name	Error Field Name	Field Value	Error Description
020632745	BLUE RIDGE CONCRETE CONTRACTIN	VENDOR_ID	0000000147	Regular Vendor Is Inactive or UnApproved.
020641599	HUDSON LLC	VENDOR_ID	0000000156	Regular Vendor Is Inactive or UnApproved.
020699014	ALL WIRRED UP LLC	VENDOR_ID	0000000206	Regular Vendor Is Inactive or UnApproved.

Total Vendors Submitted: 14  
 Total Vendors with Errors: 3  
 Total Vendors loaded Successfully: 11

Page No. 3 of 3

Voucher BU: 17100

Agency Voucher ID	Voucher Line Num	Distrib Line Num	Error Field Name	Field Value	Error Description
80301720	0	0	VENDOR_ID	020632745	This voucher is associated with a vendor that has one or more errors. Please check the report for vendor errors.
80301722	0	0	VENDOR_ID	020641599	This voucher is associated with a vendor that has one or more errors. Please check the report for vendor errors.
80301723	0	0	VENDOR_ID	020699014	This voucher is associated with a vendor that has one or more errors. Please check the report for vendor errors.

Total Vouchers Submitted: 14  
 Total Vouchers with Errors: 3  
 Total Vouchers loaded Successfully: 11

End of Report

## AP - Voucher Worklist Report

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

Rpt Nbr: n/a

LAST REVISION: 10/02/12

LOADED INTO CATALOG: 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 > myCardinalFinancials > Financials Report Execution > AP Reports > Voucher Worklist**

### PARAMETERS:

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

### FORMAT:

CSV to Excel

## AP - Voucher Worklist Report

V\_AP\_WF\_VOUCHER - Voucher related worklist entry

Business Unit (% for all):

Voucher ID (% for all):

Approver ID (% for all):

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (8 kb)

View All First  - 13 of 13  Last

	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	Worklist Comments	Voucher Amount	Voucher Due Date	Voucher Origin
1	RRS99601	15100	00000951	04/27/2015	04/27/2015	VPH82737	Approval Routing	P	0	0	01/20/2016	VPH82737	10/19/2015 7:48:20PM			2495.000	05/16/2015	ONL
2	STP88792	15100	00000951	04/27/2015	04/27/2015	VPH82737	Approval Routing	P	0	0	01/20/2016	VPH82737	10/19/2015 7:48:20PM			2495.000	05/16/2015	ONL
3	RIC36556	15100	00000951	04/27/2015	04/27/2015	VPH82737	Approval Routing	P	0	0	01/20/2016	VPH82737	10/19/2015 7:48:20PM			2495.000	05/16/2015	ONL
4	RWK45551	15100	00000951	04/27/2015	04/27/2015	VPH82737	Approval Routing	P	0	0	01/20/2016	VPH82737	10/19/2015 7:48:20PM			2495.000	05/16/2015	ONL
5	UHK37558	15100	00000951	04/27/2015	04/27/2015	VPH82737	Approval Routing	P	0	0	01/20/2016	VPH82737	10/19/2015 7:48:20PM			2495.000	05/16/2015	ONL

## **Accounts Receivable**

[Quick Links](#)

[AR Queries](#)

[AR Reports](#)

## Accounts Receivable

### **AR Queries**

[AR – ATA Receiving Agency Query](#)

[AR – COVA Cash Management Improvement Query](#)

[AR - Cash Receipts Deposits Query](#)

[AR – Deposit by Accounting Entries Query](#)

[AR – Deposit by Dollar Amount Query](#)

[AR - Deposit Reconciliation Query](#)

[AR - Deposits Not Approved Query](#)

[AR – Deposits Not Posted to GL Query](#)

[AR – Deposits Not Sent to CARS Query](#)

[AR – Journal Line Reference Query](#)

[AR – Posted Deposit Extract Query](#)

[AR Reports](#)

## AR – ATA Receiving Agency Query

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

LAST REVISION: 07/02/2014

LOADED INTO CATALOG: 07/02/2014

### DESCRIPTION:

This report provides payment information for Agency to Agency (ATA) transactions based on Customer ID and Business Unit. It also provides customer names, accounting distributions, accounting date, deposit ID, and deposit control ticket number.

### PURPOSE / USE:

This query can be used by COVA agencies to assist with ATA documentation.

### NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer >  
V\_AR\_ATA\_RECEIVING\_AGENCY

### PARAMETERS:

- Deposit BU
- Customer ID
- Accounting Date From
- Accounting Date To

### FORMAT:

HTML, Excel

## AR – ATA Receiving Agency Query

**V\_AR\_ATA\_RECEIVING\_AGENCY - ATA Receiving Agency Query**

Deposit BU (% to run for all):

Customer ID (% to run for all):

Accounting Date From:

Accounting Date To:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (20 kb)

View All

	Unit	Deposit ID	Customer ID	Cust Name	Payment ID	Payment Sequence	Acctg Date	Account	Dept	Fund	Program	Cost Center	FIPS	Agency Use 2	Agency Use 1
1	50100	58556			33013763	3	11/30/2013	4001014	10015	09800	607006	95000010	013		
2	50100	58556			33013764	6	11/30/2013	4001014	10015	09800	607006	95000010	013		
3	50100	58556			33013765	11	11/30/2013	4001014	10015	09800	607006	95000010	013		
4	50100	58556			33013766	13	11/30/2013	4001014	10015	09800	607006	95000010	013		
5	50100	58556			33013767	18	11/30/2013	4001014	10015	09800	607006	95000010	013		
6	50100	58556			33013768	20	11/30/2013	4001014	10015	09800	607006	95000010	013		
7	50100	58556			33013769	23	11/30/2013	4001014	10015	09800	607006	95000010	013		
8	50100	58556			33013770	27	11/30/2013	4001014	10015	09800	607006	95000010	013		
9	50100	58556			33013771	30	11/30/2013	4001014	10015	09800	607006	95000010	013		
10	50100	58556			89510081	10	11/30/2013	4001014	10015	09800	607006	95000010	510		
11	50100	58556			89510082	17	11/30/2013	4001014	10015	09800	607006	95000010	510		

Use the scroll bar to see the remaining columns.

First  Last

ccount	Dept	Fund	Program	Cost Center	FIPS	Agency Use 2	Agency Use 1	Asset	Task	PC Bus Unit	Project	DC Ticket Num	Line Amount	JRNL LN REF	Approve Date
001014	10015	09800	607006	95000010	013							RCRF1130	11426.400		12/05/2013
001014	10015	09800	607006	95000010	013							RCRF1130	32158.200		12/05/2013
001014	10015	09800	607006	95000010	013							RCRF1130	11248.800		12/05/2013
001014	10015	09800	607006	95000010	013							RCRF1130	8187.000		12/05/2013
001014	10015	09800	607006	95000010	013							RCRF1130	7008.150		12/05/2013
001014	10015	09800	607006	95000010	013							RCRF1130	219190.950		12/05/2013
001014	10015	09800	607006	95000010	013							RCRF1130	14935.050		12/05/2013
001014	10015	09800	607006	95000010	013							RCRF1130	219136.050		12/05/2013
001014	10015	09800	607006	95000010	013							RCRF1130	14038.950		12/05/2013
001014	10015	09800	607006	95000010	510							RCRF1130	35782.500		12/05/2013
001014	10015	09800	607006	95000010	510							RCRF1130	16021.500		12/05/2013

## **AR – COVA Cash Management Improvement Query**

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

LAST REVISION: 07/02/2014

LOADED INTO CATALOG: 07/02/2014

### **DESCRIPTION:**

This query provides CMIA information for a selected journal date range.

### **PURPOSE / USE:**

This query can be used to gather information for the CMIA schedule for quarterly and year end reporting.

### **NAVIGATION PATH:**

Main Menu > Reporting Tools > Query > Query Viewer > V\_AR\_COVA\_CMIA

### **PARAMETERS:**

- Business Unit
- Fiscal Year
- Fund
- Project

### **FORMAT:**

HTML, Excel

## AR – COVA Cash Management Improvement Query

**V\_AR\_COVA\_CMIA - COVA Cash Management Improvent**

Business Unit:

Fiscal Year:

Fund (% for all):

Project (% for all):

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (592 kb)

[View All](#) First  Last

	Business Unit	Project	Task	Fund	Fund Description	Account	Account Description	Deposit ID	Journal ID	Journal Date	Fiscal Year	Accounting Date	Amount	Deposit Certificate#	Approved Date
1	15100			01000	General Fund	154601	Petty Cash Operations	4	AR00074449	01/29/2015	2015	01/29/2015	168.78	000004A	06/29/2015
2	15100			01000	General Fund	154601	Petty Cash Operations	4	AR00074449	01/29/2015	2015	01/29/2015	-168.78	000004A	06/29/2015
3	15100			01000	General Fund	5012240	Employee Training/Workshop/Conf	327	AR00054440	11/14/2014	2015	11/14/2014	100.00	001022	12/31/2014
4	15100			01000	General Fund	5012240	Employee Training/Workshop/Conf	329	AR00055491	11/19/2014	2015	11/19/2014	50.00	001025	12/31/2014
5	15100			01000	General Fund	5012240	Employee Training/Workshop/Conf	328	AR00054796	11/17/2014	2015	11/17/2014	100.00	001026	12/31/2014
6	15100			01000	General Fund	5012240	Employee Training/Workshop/Conf	331	AR00055894	11/20/2014	2015	11/19/2014	50.00	001027	12/31/2014
7	15100			01000	General Fund	5012240	Employee Training/Workshop/Conf	332	AR00056263	11/21/2014	2015	11/18/2014	50.00	001028	12/31/2014
8	15100			01000	General Fund	255470	Susp Acct-Deposit Pend Distrib	403	AR00113461	06/11/2015	2015	06/10/2015	222.00	001042	01/15/2015
9	15100			01000	General Fund	5011220	Salaries, Appointed Officials	405	AR00116733	06/22/2015	2015	06/22/2015	10310.90	001044	01/15/2015
10	15100			01000	General Fund	5012160	Telecom Services (VITA)	405	AR00116733	06/22/2015	2015	06/22/2015	594.60	001044	01/15/2015
11	15100			01000	General Fund	5011410	Wages, General	405	AR00116733	06/22/2015	2015	06/22/2015	1500.00	001044	01/15/2015
12	15100			01000	General Fund	5011280	Salaries, Info Techn Employees	405	AR00116733	06/22/2015	2015	06/22/2015	759.70	001044	01/15/2015
13	15100			01000	General Fund	5011230	Salaries, Classified	405	AR00116733	06/22/2015	2015	06/22/2015	158789.42	001044	01/15/2015

## **AR - Cash Receipts Deposits Query**

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

LAST REVISION: 07/02/2014

LOADED INTO CATALOG: 07/02/2014

### **DESCRIPTION:**

The query is used to identify cash receipts deposits over a selected period of time where the data entry user ID and the Approver User ID are the same.

### **PURPOSE / USE:**

This query is used to identify potential segregation of duties issues with processing cash receipt transactions.

### **NAVIGATION PATH:**

Main Menu > Reporting Tools > Query > Query Viewer >  
V\_AR\_CASH\_RECEIPTS\_DEPOSITS

### **PARAMETERS:**

- Deposit Business Unit
- Date Approved From
- Date Approved To

### **FORMAT:**

HTML, Excel

## AR - Cash Receipts Deposits

V\_AR\_CASH\_RECEIPTS\_DEPOSITS - Cash Receipts Deposits

Deposit Business Unit:  

Date Approved From:  

Date Approved To:  

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

[View All](#) First [1-1 of 1](#) Last

	Deposit BU	Deposit ID	DC Ticket Number	Posted By	Posted Date	Approved By	Approved Date	Created By
1	50100	53394	55018689			JOHN.DOE	12/14/2012	JOHN.DOE

## AR – Deposit by Accounting Entries Query

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

LAST REVISION: 07/02/2014

LOADED INTO CATALOG: 07/02/2014

### DESCRIPTION:

This query displays accounting distributions by Deposit ID.

### PURPOSE / USE:

This query is used to see accounting distributions for deposit submission or reconciliation.

### NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer >  
V\_AR\_DEPOSIT\_BY\_ACCTG\_ENTRY

### PARAMETERS:

- Deposit BU
- Deposit ID

### FORMAT:

HTML, Excel

## AR – Deposit by Accounting Distributions

**V\_AR\_DEPOSIT\_BY\_ACCTG\_ENTRY - Deposit by Accounting Entries**

Deposit BU:

Deposit ID:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

[View All](#)

	Unit	Deposit ID	CUSTOMER ID	ITEM	Payment ID	Amount	Pay Method	Acctg Date	Year	Period	Account	Fund	Program	Cost Center	FIPS	Agency Use 2
1	15100	1			1	55.000	CHK	10/01/2012	2013	4	5012210	01000	737002			

Use the scroll bar to see the remaining columns.

ies

First 1-1 of 1 Last

Period	Account	Fund	Program	Cost Center	FIPS	Agency Use 2	Agency Use 1	Asset	Task	PC Bus Unit	Project	Activity	Amount	APPROVEOPRID	Approve Date
4	5012210	01000	737002										-55.000	UHK37558	10/01/2012

## **AR – Deposit by Dollar Amount Query**

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

LAST REVISION: 07/02/2014

LOADED INTO CATALOG: 07/02/2014

### **DESCRIPTION:**

This query displays deposit information by dollar amount.

### **PURPOSE / USE:**

The query is used to monitor the deposits received and recorded in Cardinal by dollar amount.

### **NAVIGATION PATH:**

Main Menu > Reporting Tools > Query > Query Viewer >  
V\_AR\_DEPOSIT\_BY\_DOLLAR\_AMOUNT

### **PARAMETERS:**

- Deposit Business Unit
- Accounting Date From
- Accounting Date To
- Payment Amount

### **FORMAT:**

HTML, Excel

AR – Deposit by Dollar Amount

**V\_AR\_DEPOSIT\_BY\_DOLLAR\_AMOUNT - Deposit by Dollar Amount**

Deposit Business Unit:

Accounting Date From:

Accounting Date To:

Payment Amount:

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File \(2 kb\)](#)

View All First  Last

	Customer	Item ID	Deposit BU	Deposit ID	Payment Seq #	Payment ID	Status	Payment Amount	Accounting Date	Posted Date	Posted Count	Posted Total	Operator ID
1			15100	1	1	1	Journalled	55.00	10/01/2012		0	0.00	VPH82737
2			15100	37	1	1	Journalled	55.00	12/27/2012		0	0.00	VPH82737
3			15100	43	1	1	Journalled	55.00	01/11/2013		0	0.00	VPH82737
4			15100	5	2	2	Journalled	55.00	10/12/2012		0	0.00	VPH82737
5			15100	56	2	2	Journalled	55.00	02/20/2013		0	0.00	VPH82737
6			15100	71	1	1	Journalled	55.00	03/13/2013		0	0.00	VPH82737

## AR - Deposit Reconciliation Query

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

LAST REVISION: 07/02/2014

LOADED INTO CATALOG: 07/02/2014

### DESCRIPTION:

This query pulls AR Deposits to be used for monthly account reconciliation between Cardinal and CARS. The query runs based on business unit, accounting date, and bank code. The query returns all posted and approved deposits in AR that have been sent to GL, along with GL item activity.

### PURPOSE / USE:

This query can be used:

- To review approved AR deposits between accounting dates that have been sent to GL.
- For monthly account reconciliation between Cardinal and CARS.

### NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V\_AR\_DEPOSIT\_TO\_GL

### PARAMETERS:

- Business Unit
- Accounting Date From
- Accounting Date To
- Bank Code

### FORMAT:

HTML, Excel

## AR - Deposit Reconciliation

**V\_AR\_DEPOSIT\_TO\_GL - Deposit Reconciliation**

Business Unit (% for all):

Accounting Date From:

Accounting Date To:

Bank Code (% for all):

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1523 kb)

[View All](#)

	Deposit Unit	Deposit ID	Deposit Type	Bank Code	Payment ID	Payment Sequence	Monetary Amount	Accounting Date	Distribution Status	Journal Directly	Deposit Ticket #	Fund Code	Account
1	50100	53556	5	1103	6501A268	1	-500.00	01/01/2013	D	Y	6501A268	04100	400213
2	50100	53556	5	1103	6501A268	1	500.00	01/01/2013	D	Y	6501A268	04100	101010
3	50100	53637	3	1101	8501P699	1	-7477.24	01/01/2013	D	Y	8501P699	04362	400250
4	50100	53637	3	1101	8501P699	1	7477.24	01/01/2013	D	Y	8501P699	04362	101010
5	50100	53542	1	1200	7501F682	1	-5813312.78	01/02/2013	N	N	7501F682	04010	112051
6	50100	53542	1	1200	7501F682	1	-264532.82	01/02/2013	N	N	7501F682	10940	112051
7	50100	53542	1	1200	7501F682	1	834.82	01/02/2013	N	N	7501F682	10940	112051
8	50100	53542	1	1200	7501F682	1	263698.00	01/02/2013	N	N	7501F682	10940	101010
9	50100	53542	1	1200	7501F682	1	5813312.78	01/02/2013	N	N	7501F682	04010	101010

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

File (1523 kb)

First 1-100 of 4562 Last

Amount	Accounting Date	Distribution Status	Journal Directly	Deposit Ticket #	Fund Code	Account	Program	Journal ID	Journal Date	Accounting Period	CARS Indicator	Journal Status
0.00	01/01/2013	D	Y	6501A268	04100	4002132	60400401	AR00014071	01/01/2013	7	Y	P
0.00	01/01/2013	D	Y	6501A268	04100	101010		AR00014071	01/01/2013	7	Y	P
7.24	01/01/2013	D	Y	8501P699	04362	40025071	606003	AR00014220	01/01/2013	7	Y	P
7.24	01/01/2013	D	Y	8501P699	04362	101010		AR00014220	01/01/2013	7	Y	P
2.78	01/02/2013	N	N	7501F682	04010	112051		AR00014164	01/02/2013	7	C	P
2.82	01/02/2013	N	N	7501F682	10940	112051		AR00014164	01/02/2013	7	C	P
4.82	01/02/2013	N	N	7501F682	10940	112051	603002	AR00014164	01/02/2013	7	C	P
8.00	01/02/2013	N	N	7501F682	10940	101010		AR00014164	01/02/2013	7	C	P
2.78	01/02/2013	N	N	7501F682	04010	101010		AR00014164	01/02/2013	7	C	P

## AR - Deposits Not Approved Query

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

LAST REVISION: 07/02/2014

LOADED INTO CATALOG: 07/02/2014

### DESCRIPTION:

This query displays deposits that have not yet been approved.

### PURPOSE / USE:

This query can be used to monitor deposits that need to be approved.

### NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Manager >  
V\_AR\_DEPOSITS\_NOT\_APPROVED

### PARAMETERS:

- Business Unit
- Accounting Date From
- Accounting Date To

### FORMAT:

HTML, Excel

## AR - Deposits Not Approved

V\_AR\_DEPOSITS\_NOT\_APPROVED - Deposits Not Approved

Business Unit (% for All): 15100

Accounting Date From: 07/01/2013

Accounting Date To: 12/03/2013

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First [1-3 of 3](#) Last

	Business Unit	Deposit Ticket Number	Deposit ID	Deposit Amount	Deposit Count	Date Entered	Accounting Date
1	15100		167	100.000	1	09/30/2013	2013-09-30
2	15100		170	500.000	1	09/20/2013	2013-09-20
3	15100		171	11730.000	1	11/18/2013	2013-09-18

## **AR – Deposits Not Posted to GL Query**

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

LAST REVISION: 10/25/2012

LOADED INTO CATALOG: 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 >  
V\_AR\_DEP\_NOT\_POSTED\_TO\_GL

### **PARAMETERS:**

- Deposit Business Unit
- Bank Code
- From Date
- To Date

### **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:

Bank Code (% for all values):

From Date:

To Date:

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**

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

LAST REVISION: 10/25/2012/12

LOADED INTO CATALOG: 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
- Date From
- Date To

### **FORMAT:**

HTML or CSV to Excel

## AR – Deposits Not Sent to CARS Query

V\_AR\_DC\_NOT\_SENT\_TO\_CARS - Deposits not sent to CARS

Business Unit (% for all):

Date From:

Date To:

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First  Last

	Unit	Deposit Tkt Nbr	CARS Indicator	Control	Count	Entered	Approved
1	71600	SPA1215	N	509.040	1	01/19/2016	Y

## AR – Journal Line Reference Query

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

LAST REVISION: 07/02/2014

LOADED INTO CATALOG: 07/02/2014

### DESCRIPTION:

This query displays information for deposits that have been posted to the General Ledger including the original Journal Line Reference value entered in the Accounts Receivable module.

### PURPOSE / USE:

- This query is used to view the Journal Line Reference value entered in the Accounts Receivable module
- Once the journal is generated, it gets overwritten in the General Ledger module with the deposit date and deposit ID.

### NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V\_AR\_JRNL\_LINE\_REF

### PARAMETERS:

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

### FORMAT:

HTML, Excel

## AR – Journal Line Reference Query

**V\_AR\_JRNL\_LINE\_REF - AR Journal Line Reference Query**

Business Unit:

Fund (% for all):

Program (% for all):

Account (% for all):

Department (% for all):

Cost Center (% for all):

Project (% for all):

Journal Date From:

Journal Date To:

Include Long Description?

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1997 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
1	50100	2016	7	AR	AR00171902	01/03/2016	01/07/2016	1	04362	606003	4002507	10154	53080010			
2	50100	2016	7	AR	AR00171902	01/03/2016	01/07/2016	2	04362		101010	99999	99999999			
3	50100	2016	7	AR	AR00171902	01/03/2016	01/07/2016	3	04362	606003	40025071	10154	53080010			

Use the scroll bar to see the remaining columns.

First  Last

Activity	FIPS	Asset	Agency Use 1	Agency Use 2	Amount	GL Journal Line Reference	Jrnl Line Description	Long Description (if included)	AR Journal Line Reference
					-18304.390	8501E889	16-01-03AR_DIRJRNL70746	AR Direct Cash Journal	POWHITE
					18304.390	8501E889	16-01-03AR_DIRJRNL70746	AR Direct Cash Journal	POWHITE
					-32440.830	8501E890	16-01-03AR_DIRJRNL70747	AR Direct Cash Journal	POWHITE

## **AR – Posted Deposit Extract Query**

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

LAST REVISION: 07/02/2014

LOADED INTO CATALOG: 07/02/2014

### **DESCRIPTION:**

This query provides information about deposits that have been directly journalled and posted to the General Ledger.

### **PURPOSE / USE:**

This query is used by agencies to review posted deposits.

### **NAVIGATION PATH:**

Main Menu > Reporting Tools > Query > Query Viewer > V\_AR\_POSTED\_DEPOSITS

### **PARAMETERS:**

- Deposit Business Unit
- GL Business Unit
- Posted Date From
- Posted Date To

### **FORMAT:**

HTML, Excel

## AR – Posted Deposit Extract Query

**V\_AR\_POSTED\_DEPOSITS - Posted Deposit Extract Query**

Deposit BU (% for all):  %

GL Business Unit (% for all):

Posted From Date:

Posted To Date:

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (6 kb)

[View All](#)

	Deposit Business Unit	Deposit Ticket Number	Deposit Ticket Amount	Deposit Ticket Count	Date Approved	Deposit Date	CARS Indicator	Approver's Oper ID	Deposit ID	Accounting Date	Deposit Amount	Deposit Count	Deposit Type	Bank Code	Payment Sequence Number	Payment ID	Payment Amount	Payment Method	Data Source
1	15100	90024171	50.00	1	01/07/2015	01/07/2015	Y	STP88792	356	01/07/2015	50.00	1	4	1104	1	1	50.00	EFT	ONL
2	15100	90024171	50.00	1	01/07/2015	01/07/2015	Y	STP88792	356	01/07/2015	50.00	1	4	1104	1	1	50.00	EFT	ONL
3	15100	T2892084	110.00	1	01/09/2015	01/09/2015	Y	STP88792	357	01/09/2015	110.00	1	4	1104	1	1	110.00	EFT	ONL
4	15100	T2892084	110.00	1	01/09/2015	01/09/2015	Y	STP88792	357	01/09/2015	110.00	1	4	1104	1	1	110.00	EFT	ONL
5	151P0	01292015	168.78	1	01/30/2015	01/29/2015	Y	UHK37558	4	01/29/2015	168.78	1	1	1800	1	1	168.78	CHK	ONL
6	151P0	01292015	168.78	1	01/30/2015	01/29/2015	Y	UHK37558	4	01/29/2015	168.78	1	1	1800	1	1	168.78	CHK	ONL

Use the scroll bar to see the remaining columns.

First  Last

Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Bus Unit	Project	Activity	Analysis Type	Resource Type	Resource Category	Subcategory	Line Amount	Journal ID	Journal Date	Posted Date	Jrnl Line Nbr	Unpost Sequence	AR Journal Line Reference
5012240	01000	799001	93100														-50.00	AR00067770	01/07/2015	01/07/2015	1	0	
101010	01000		99999														50.00	AR00067770	01/07/2015	01/07/2015	2	0	
101010	06080		99999														110.00	AR00068552	01/09/2015	01/09/2015	2	0	
4002700	06080		97500														-110.00	AR00068552	01/09/2015	01/09/2015	1	0	
154601	01000	799001	92100														168.78	AR00074449	01/29/2015	01/30/2015	2	0	
154601	01000	799001	92100														-168.78	AR00074449	01/29/2015	01/30/2015	1	0	

## **Account Receivable**

### **AR Reports**

#### [Quick Links](#)

[AR - Deposit Control - Point in Time Report](#)

[AR – Deposit Control by Entry Date Report](#)

[AR – Funds Receipt Upload Error Report](#)

[AR - Payment Detail - Point in Time Report](#)

[AR - Payment Detail Report](#)

[AR - Payment Summary - Point in Time Report](#)

[AR - Payment Summary Report](#)

## AR - Deposit Control - Point in Time Report

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

Rpt Nbr: AR20001P

LAST REVISION: 07/02/2014

LOADED INTO CATALOG: 07/02/2014

### DESCRIPTION:

This report lists detailed information for deposits as of a specified date.

### PURPOSE / USE:

This report can be used to review deposit control information as of a specified date.

### NAVIGATION PATH:

Accounts Receivable > Payments > Reports > Deposit Control – Point in Time

### PARAMETERS:

- Point in Time Type
- From Date
- To Date
- As of Date
- Deposit Unit
- Amount Type
- User ID (% for all)
- Deposit Type (% for all)
- Bank Code (% for all)
- Bank Account (% for all)
- Posting Status

### FORMAT:

PDF

# AR - Deposit Control - Point in Time Report

ORACLE		Report ID: AR20001P		PeopleSoft Receivables Deposit Control					Page No. 1		Run Date Jan/27/2016		Run Time 3:02:11 PM	
Range from 01-Jan-2016 to 27-Jan-2016														
Business Unit: 50100														
Report on Base Currency: USD														
Operator: ALL														
Deposit Type: ALL														
Bank Account: ALL														
Post Status: All														
Deposit Unit	Entry Date	Deposit ID	Operator	Assigned Operator	Deposit Type	Bank Code	Bank Acct	Balance Status	Deposit Status	Control Amount	Entered Amount	Posted Total	Journalled Amount	
	Jan/04/2016	70672	IRVINA.WILL	IRVINA.WILLIA	000001	REMIT	121212121	Yes	Complete	63,559.80	63,559.80	0.00	63,559.80USD	
	Jan/04/2016	70673	IRVINA.WILL	IRVINA.WILLIA	000001	REMIT	121212121	Yes	Complete	66,735.90	66,735.90	0.00	66,735.90USD	
	Jan/04/2016	70674	IRVINA.WILL	IRVINA.WILLIA	000001	REMIT	121212121	Yes	Complete	577,233.15	577,233.15	0.00	577,233.15USD	
	Jan/04/2016	70675	IRVINA.WILL	IRVINA.WILLIA	000001	REMIT	121212121	Yes	Complete	119,132.10	119,132.10	0.00	119,132.10USD	
	Jan/04/2016	70676	IRVINA.WILL	IRVINA.WILLIA	000001	REMIT	121212121	Yes	Complete	64,660.20	64,660.20	0.00	64,660.20USD	
	Jan/04/2016	70677	IRVINA.WILL	IRVINA.WILLIA	000001	REMIT	121212121	Yes	Complete	719,158.35	719,158.35	0.00	719,158.35USD	
	Jan/04/2016	70678	IRVINA.WILL	IRVINA.WILLIA	000001	REMIT	121212121	Yes	Complete	84,637.95	84,637.95	0.00	84,637.95USD	
	Jan/04/2016	70679	IRVINA.WILL	IRVINA.WILLIA	000001	REMIT	121212121	Yes	Complete	33,831.90	33,831.90	0.00	33,831.90USD	
	Jan/04/2016	70680	GLEND.SP	GLEND.SP	000001	1105	2001008053807	Yes	Complete	16,279.75	16,279.75	13,829.75	2,450.00USD	
	Jan/04/2016	70681	GLEND.SP	GLEND.SP	000001	1105	2001008053807	Yes	Complete	5,490.53	5,490.53	5,490.53	0.00USD	
	Jan/04/2016	70682	GLEND.SP	GLEND.SP	000001	REMIT	121212121	Yes	Complete	750.43	750.43	0.00	750.43USD	
	Jan/04/2016	70683	IRVINA.WILL	IRVINA.WILLIA	000003	1105	201141795	Yes	Complete	118,192.08	118,192.08	118,192.08	0.00USD	
	Jan/04/2016	70684	GLEND.SP	GLEND.SP	000004	1104	2001008053807	Yes	Complete	1,500.00	1,500.00	0.00	1,500.00USD	
	Jan/04/2016	70685	GLEND.SP	GLEND.SP	000005	1103	2000010975505	Yes	Complete	1,000.00	1,000.00	0.00	1,000.00USD	
	Jan/04/2016	70686	GLEND.SP	GLEND.SP	000003	1101	1000098	Yes	Complete	20,388.20	20,388.20	0.00	20,388.20USD	
	Jan/04/2016	70687	GLEND.SP	GLEND.SP	000003	1101	1000098	Yes	Complete	30.39	30.39	0.00	30.39USD	
	Jan/04/2016	70688	GLEND.SP	GLEND.SP	000003	1101	1000098	Yes	Complete	19,399.34	19,399.34	0.00	19,399.34USD	
	Jan/04/2016	70689	GLEND.SP	GLEND.SP	000003	1101	1000098	Yes	Complete	7,296.60	7,296.60	0.00	7,296.60USD	
	Jan/04/2016	70690	GLEND.SP	GLEND.SP	000003	1101	1000098	Yes	Complete	20,392.14	20,392.14	0.00	20,392.14USD	
	Jan/04/2016	70691	GLEND.SP	GLEND.SP	000003	1101	1000098	Yes	Complete	7,500.89	7,500.89	0.00	7,500.89USD	
	Jan/04/2016	70692	SANDRA.JO	SANDRA.JOH	000001	1105	2001008053807	Yes	Complete	1,270.00	1,270.00	0.00	1,270.00USD	
	Jan/04/2016	70693	GLEND.SP	GLEND.SP	000001	REMIT	121212121	Yes	Complete	18,167.95	18,167.95	0.00	18,167.95USD	
	Jan/04/2016	70694	GLEND.SP	GLEND.SP	000001	REMIT	121212121	Yes	Complete	8,226.29	8,226.29	0.00	8,226.29USD	
	Jan/04/2016	70695	GLEND.SP	GLEND.SP	000001	REMIT	121212121	Yes	Complete	17,754.84	17,754.84	0.00	17,754.84USD	
	Jan/04/2016	70696	GLEND.SP	GLEND.SP	000001	REMIT	121212121	Yes	Complete	31,686.34	31,686.34	0.00	31,686.34USD	
	Jan/04/2016	70697	GLEND.SP	GLEND.SP	000001	REMIT	121212121	Yes	Complete	165,092.67	165,092.67	0.00	165,092.67USD	
	Jan/04/2016	70698	GLEND.SP	GLEND.SP	000001	REMIT	121212121	Yes	Complete	16,537.56	16,537.56	0.00	16,537.56USD	
	Jan/04/2016	70699	GLEND.SP	GLEND.SP	000001	REMIT	121212121	Yes	Complete	10,041.66	10,041.66	0.00	10,041.66USD	
	Jan/04/2016	70700	GLEND.SP	GLEND.SP	000001	REMIT	121212121	Yes	Complete	28,830.01	28,830.01	0.00	28,830.01USD	
	Jan/04/2016	70701	GLEND.SP	GLEND.SP	000001	REMIT	121212121	Yes	Complete	49,370.09	49,370.09	0.00	49,370.09USD	
	Jan/04/2016	70702	GLEND.SP	GLEND.SP	000001	REMIT	121212121	Yes	Complete	47,212.83	47,212.83	0.00	47,212.83USD	
	Jan/04/2016	70703	GLEND.SP	GLEND.SP	000001	1105	2001008053807	Yes	Complete	327,250.12	327,250.12	327,250.12	0.00USD	
	Jan/04/2016	70704	RICHARD.N	DANA.WEEKS	000001	1105	2001008053807	Yes	Complete	540,718.49	540,718.49	2,739.78	537,978.71USD	
	Jan/04/2016	70705	CHRIS.MOR	CHRIS.MORA	000001	1105	2001008053807	Yes	Complete	13,870.55	13,870.55	0.00	13,870.55USD	
	Jan/04/2016	70706	CARLITA.WI	CARLITA.WHI	000001	1105	2001008053807	Yes	Complete	1,307.66	1,307.66	0.00	1,307.66USD	

## AR – Deposit Control by Entry Date Report

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

Rpt Nbr: AR20001

LAST REVISION: 10/26/2012

LOADED INTO CATALOG: 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 Date
- To Date
- 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 blank for all)
- Posting Status (All, Complete, Posted, Partial)
- Bank Code (or blank for all)

### FORMAT:

PDF

# AR – Deposit Control by Entry Date Report

[Favorites](#) | [Main Menu](#) > [Accounts Receivable](#) > [Payments](#) > [Reports](#) > [Deposit Control by Entry Date](#)

## Deposit Control by Entry Date

Run Control ID:       [Report Manager](#)    [Process Monitor](#)   

Language:

---

**Report Request Parameters**

From Date:

To Date:

Unit:       VA Dept of Transportation

Amount Type:

User ID:

Deposit Type:

Bank Code:       Bank Account:

Posting Status:

PeopleSoft Receivables												
DEPOSIT SUMMARY												
For 27-JAN-2016 through 27-JAN-2016												
Page No. 1												
Run Date 01/27/2016												
Run Time 11:31:07												
Report ID: AR20001												
Business Unit: 50100%												
Report Currency: Base Amount												
Operator: ALL VALUES												
Deposit Type: ALL VALUES												
Bank Account: ALL VALUES												
Post Status: ALL VALUES												
Entry Date	Unit	Deposit ID	Oper	Asn Oper	Type	Bank Acct	Bal	Post Status	Control Amount	Entered Amount	Posted Amount	Journalled Amt
01/27/2016	50100											
		71040	GLENDA.S	GLENDA.SPA 1	1105	SCAN	Yes	Partial	13,204.87	13,204.87	0.00	784.95
		71041	IRVINA.W	IRVINA.WIL 1	1105	SCAN	Yes	Complete	891,683.99	891,683.99	0.00	891,683.99
		71042	GLENDA.S	GLENDA.SPA 1	1105	SCAN	Yes	Complete	9,378.60	9,378.60	0.00	9,378.60
		71043	GLENDA.S	GLENDA.SPA 1	1105	SCAN	Yes	Partial	8,475.14	8,475.14	0.00	4,307.69
		71044	IRVINA.W	IRVINA.WIL 1	1209	TRWI	Yes	Complete	9,342.54	9,342.54	0.00	9,342.54
		71045	GLENDA.S	GLENDA.SPA 1	1105	SCAN	Yes	Partial	60,083.48	60,083.48	0.00	2,101.20
		71046	GLENDA.S	GLENDA.SPA 1	1105	SCAN	Yes	Not Posted	7,000.00	7,000.00	0.00	0.00
Total For 50100									999,168.62	999,168.62	0.00	917,598.97 USD
Total For 01/27/2016									999,168.62	999,168.62	0.00	917,598.97 USD
GRAND TOTAL FOR USD									999,168.62	999,168.62	0.00	917,598.97 USD

## AR – Funds Receipt Upload Error Report

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

LAST REVISION: 07/02/2014

LOADED INTO CATALOG: 07/02/2014

### DESCRIPTION:

This report displays details about errors identified during the Funds Receipt Upload process for interfacing agencies.

### PURPOSE / USE:

This report is used:

- By interfacing agencies to view funds receipt upload errors encountered when loading data from agency systems into Cardinal.
- These errors will need to be corrected in the agency system and re-sent to Cardinal.

### NAVIGATION PATH:

Main Menu > Accounts Receivable > Payments > Reports > Funds Receipt Upload Error Rep

### PARAMETERS:

- Date Range:From Date
- To Date
- Business Unit Selectin:
  - Tree Name: BU\_TREE\_AR
  - How Specified: Detail – Selected Parents
  - Reports Parameters:
    - Click the + to expand the selection > Click on Business Unit

### FORMAT:

SQR Report

# AR – Funds Receipt Upload Error Report

[Favorites](#) | [Main Menu](#) > [Accounts Receivable](#) > [Payments](#) > [Reports](#) > [Funds Receipt Upload Error Rep](#)

**Funds Receipt Upload Error Rep**

**Run Control ID:** 17107AR0301FF      [Report Manager](#)   [Process Monitor](#)  

**Date Range**      **File Sequence**

**\*From Date:** 08/31/2015       **\*To Date:** 09/28/2015       **\*Sequence** 001       **Output to File Server**

**Business Unit Selection**

**\*Tree Name:** BU\_TREE\_AR       **\*How Specified:** Detail - Selected Parents

**Report Parameters**      **Select Values/Nodes**

First | Previous | [Next](#) | [Last](#) | Left | Right

BU\_TREE\_AR - BU\_TREE\_AR

- + 11100
- + 11300
- + 11700
- + 12300
- + 13300
- + 13600
- + 15200
- + 15400
- + 15600
- + 15700
- + 15800
- + 16100
- + 16500
- + 17100
- + 17200

*Business Unit	Description	Deposit control Ticket Number		
17100	State Corporation Commission	8006873	<input type="button" value="+"/>	<input type="button" value="-"/>



Commonwealth of Virginia  
FUNDS RECEIPT UPLOAD ERROR REPORT

Run Date: 01/27/2016  
Run Time: 11:49 00

Report ID: AR731 Page No. 1 of 1

---

**Submitting AR BU:** 17100  
**Upload Date Range:** 31-AUG-2015 to 28-SEP-2015

**File Name:** 17100\_AR039\_IN\_09042015\_1017\_001.DAT  
**Upload Date:** 10-SEP-2015

**File Rejected:** Duplicate File found.

---

**File Name:** 17100\_AR039\_IN\_09042015\_1017\_001.DAT  
**Upload Date:** 10-SEP-2015

**File Success:** File processed successfully with no errors.

## AR - Payment Detail - Point in Time Report

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

Rpt Nbr: AR20002P

LAST REVISION: 07/02/2014

LOADED INTO CATALOG: 07/02/2014

### DESCRIPTION:

This report provides detailed information for all payments within a deposit as of a specified date. This report is used mainly for agencies that apply deposits to customer receivables.

### PURPOSE / USE:

This report can be used to review detailed information for all payments within a deposit as of a specified date.

### NAVIGATION PATH:

Accounts Receivable > Payments > Reports > Payment Detail – Point in Time

### PARAMETERS:

- Point in Time Type
- From Date
- To Date
- As of Date
- Deposit Unit
- Amount Type
- User ID (% for all)
- Deposit ID (% for all)
- Posting Status

### FORMAT:

PDF

# AR - Payment Detail - Point in Time Report

[Favorites](#) | [Main Menu](#) > [Accounts Receivable](#) > [Payments](#) > [Reports](#) > [Payment Detail-Point in Time](#)

## Payment Detail - Point in Time

Run Control ID: Test [Report Manager](#) [Process Monitor](#)   
 Language: English

**Report Request Parameters**

Point in Time Type: Range   
 From Date: 01/01/2016   
 To Date: 01/27/2016

Deposit Unit: 50100  VA Dept of Transportation  
 Amount Type: Base Curr   
 User ID: %   
 Deposit ID: %   
 Posting Status: All

ORACLE Report ID: AR20002P											PeopleSoft Receivables		Page No.
Payment Detail											R from 1/1/2016 to 1/27/2016		1
											Run Date	1/27/2016	
											Run Time	3:04:46 PM	
Business Unit: 50100 Report on Base Currency: USD Deposit ID: % Operator: ALL Post Status: ALL													
Payment Seq. No.	Accounting Date	Payment ID	Payment Amount	Payment Status	Customer	Item ID	Entry Type / Reason	Post Flag	Item Amount	Item Amount Base			
Entry Date: Jan.21.2016 Deposit Unit: 50100 ID: 70950 Operator: IRVINA,WIL Control Amount: 27,174.43 USD													
1	1/20/2016	8501A817	27,174.43USD A					NO	0.00 USD	0.00			
										Total for Deposit ID:	70950	0.00 USD	0.00
										Total for Deposit Unit:	50100	0.00 USD	0.00
Deposit Unit: 50100 ID: 70997 Operator: CLAIRE,R# Control Amount: 8,039.13 USD													
3	1/21/2016	1048	189.63USD A					NO	0.00 USD	0.00			
										Total for Deposit ID:	70997	0.00 USD	0.00
										Total for Deposit Unit:	50100	0.00 USD	0.00
										Total Deposit on:	1/21/2016	0.00 USD	0.00
Entry Date: Jan.25.2016 Deposit Unit: 50100 ID: 71016 Operator: ANGELIQU Control Amount: 26,034.94 USD													
1	1/25/2016	065163	14,248.52USD A					NO	0.00 USD	0.00			
2		112	126.42USD W					NO	0.00 USD	0.00			
										Total for Deposit ID:	71016	0.00 USD	0.00
										Total for Deposit Unit:	50100	0.00 USD	0.00
										Total Deposit on:	1/25/2016	0.00 USD	0.00
Entry Date: Jan.26.2016 Deposit Unit: 50100 ID: 71020 Operator: KATHY,BEI Control Amount: 69,955.83 USD													
8	1/26/2016	2771385912	68,605.83USD A					NO	0.00 USD	0.00			
										Total for Deposit ID:	71020	0.00 USD	0.00
										Total for Deposit Unit:	50100	0.00 USD	0.00
										Total Deposit on:	1/26/2016	0.00 USD	0.00

## AR - Payment Detail Report

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

Rpt Nbr: AR20002

LAST REVISION: 07/02/2014

LOADED INTO CATALOG: 07/02/2014

### DESCRIPTION:

This report provides detailed information for all payments within a deposit, such as the payment status and entered amount. This report is used mainly for agencies that apply deposits to customer receivables.

### PURPOSE / USE:

This report can be used to review detailed information for payments within deposits.

### NAVIGATION PATH:

Accounts Receivable > Payments > Reports > Payment Detail

### PARAMETERS:

- From Date
- To Date
- Deposit Unit
- Amount Type
- User ID
- Deposit ID
- Posting Status

### FORMAT:

PDF

# AR - Payment Detail Report

Seq	Acctg Dt	Payment ID	Payment Amount	Status	Customer	Item ID	Entry Type/Reason Post	Pending Item Amount
Report ID: AR20002 Deposit BU: 15100* Report Currency: Base Amount Deposit ID: ALL VALUES OPRID: ALL VALUES Post Status: ALL VALUES								
PeopleSoft Receivables PAYMENT DETAIL For 03-JUN-2013 through 03-DEC-2013								
Page No. 1 Run Date 12/03/2013 Run Time 09:29:48								
Entry Date: 06/05/2013								
Deposit: 15100 139 Operator: VPH82737								
1	06/04/2013	1	640.00 USD	J			YES	
TOTALS FOR 139			640.00 USD					0.00
Deposit: 15100 140 Operator: VPH82737								
1	06/05/2013	1	800.00 USD	J			YES	
TOTALS FOR 140			800.00 USD					0.00
Deposit: 15100 141 Operator: VPH82737								
1	06/06/2013	1	50.00 USD	J			YES	
TOTALS FOR 141			50.00 USD					0.00
TOTALS FOR 15100			1,490.00 USD					0.00
TOTALS FOR 06/05/2013			1,490.00 USD					0.00
Entry Date: 06/11/2013								
Deposit: 15100 142 Operator: VPH82737								
1	06/07/2013	1	1,120.00 USD	J			YES	
TOTALS FOR 142			1,120.00 USD					0.00

## AR - Payment Summary - Point in Time Report

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

Rpt Nbr: AR20003P

LAST REVISION: 07/02/2014

LOADED INTO CATALOG: 07/02/2014

### DESCRIPTION:

This report lists status for all payments within a deposit as of a specified date.

### PURPOSE / USE:

This report can be used to review payment summary information as of a specified date.

### NAVIGATION PATH:

Accounts Receivable > Payments > Reports > Payment Summary – Point in Time

### PARAMETERS:

- Point in Time Type
- From Date
- To Date
- As of Date
- Deposit Unit
- Amount Type
- User ID
- Deposit ID
- Posting Status

### FORMAT:

PDF

# AR - Payment Summary - Point in Time Report

ORACLE Report ID: AR20003P										PeopleSoft Receivables		Page No.	
Payment Summary										Run Date		1	
Range from 1/1/2013 to 1/31/2013										Run Time		4/23/2014 4:23:27 PM	
Business Unit: 15100													
Report on Base Currency: USD													
Deposit ID: ALL													
Operator: ALL													
Post Status: ALL													
Entry Date	Deposit Unit	Deposit ID	Operator	Assigned Operator	Post Status	Payment Seq. No.	Accounting Date	Payment ID	Payment Status	Item	Amount	Entered	
1/3/2013	15100	39	VPH82737	VPH82737	C	1	1/2/2013	1	Journalled		50.00	USD	
										Total for Deposit ID: 39		50.00	USD
1/3/2013	15100	40	VPH82737	VPH82737	C	1	1/4/2013	1	Journalled		960.00	USD	
										Total for Deposit ID: 40		960.00	USD
1/3/2013	15100	41	VPH82737	VPH82737	C	1	1/3/2013	1	Journalled		320.00	USD	
										Total for Deposit ID: 41		320.00	USD
										Total for Unit: 15100		1,330.00	USD
										Total Deposit on: 1/3/2013		1,330.00	USD
1/7/2013	15100	42	VPH82737	VPH82737	C	1	1/4/2013	1	Journalled		320.00	USD	
										Total for Deposit ID: 42		320.00	USD
										Total for Unit: 15100		320.00	USD
										Total Deposit on: 1/7/2013		320.00	USD
1/14/2013	15100	43	VPH82737	VPH82737	C	1	1/11/2013	1	Journalled		55.00	USD	
										Total for Deposit ID: 43		55.00	USD
										Total for Unit: 15100		55.00	USD
										Total Deposit on: 1/14/2013		55.00	USD
1/17/2013	15100	44	VPH82737	VPH82737	C	1	1/15/2013	1	Journalled		20.00	USD	
										Total for Deposit ID: 44		20.00	USD
										Total for Unit: 15100		20.00	USD
										Total Deposit on: 1/17/2013		20.00	USD
1/22/2013	15100	45	VPH82737	VPH82737	C	1	1/17/2013	1	Journalled		62,013.00	USD	
										Total for Deposit ID: 45		62,013.00	USD
										Total for Unit: 15100		62,013.00	USD
										Total Deposit on: 1/22/2013		62,013.00	USD
1/24/2013	15100	46	VPH82737	VPH82737	C	1	1/18/2013	1	Journalled		32.50	USD	
										Total for Deposit ID: 46		32.50	USD
										Total for Unit: 15100		32.50	USD
										Total Deposit on: 1/24/2013		32.50	USD
										Grand Totals:		65,770.50	USD

## AR - Payment Summary Report

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

Rpt Nbr: AR20003

LAST REVISION: 07/02/2014

LOADED INTO CATALOG: 07/02/2014

### DESCRIPTION:

This report lists status for all payments within a deposit for a specific period of time.

### PURPOSE / USE:

This report can be used to review payment summary information for a specified period of time.

### NAVIGATION PATH:

Accounts Receivable > Payments > Reports > Payment Summary

### PARAMETERS:

- From Date
- To Date
- Deposit Unit
- Amount Type
- User ID
- Deposit ID
- Posting Status

### FORMAT:

PDF

# AR – Payment Summary Report

PeopleSoft Receivables										
PAYMENT SUMMARY										
For 24-JUL-2012 through 31-JUL-2012										
Page No. 1										
Run Date 08/13/2012										
Run Time 10:28:02										
Report ID:	AR20003	151004								
Deposit BU:		Base Amount								
Report Currency:		ALL VALUES								
Deposit ID:		ALL VALUES								
OPRID:		Complete								
Post Status:										
Entry Dt	Dep BU	Deposit ID	OPRID	Assn OPRID	Post Status	Seq	Acctg Dt	Payment ID	Pymt Status	Entered Amount
07/25/2012	15100	28	V_AR_COVA_FU	V_AR_COVA_FUND	Complete	1	07/25/2012	TESTABC	Journalled	4.00 USD
TOTAL FOR 28									4.00 USD	
TOTAL FOR 15100									4.00 USD	
TOTAL FOR 07/25/2012									4.00 USD	

## **General Ledger**

[Quick Links](#)

[GL Inquiries](#)

[GL Queries](#)

[GL Reports](#)

[GL nVision](#)

## **General Ledger**

### **GL Inquiries**

[Quick Links](#)

[GL – Journal Inquiry](#)

[GL - Ledger Inquiry](#)

[GL - Review Journal Status Inquiry](#)

[GL Queries](#)

[GL Reports](#)

[GL nVision](#)

## GL – Journal Inquiry

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

LAST REVISION: 10/23/12

LOADED INTO CATALOG: 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

**Journal Inquiry**

**Journal Criteria**

Inquiry: TEST	*Unit: 15100	*Ledger: ACTUALS	*Year: 2013	*From Period: 4	*To Period: 4	Suspense Status:
Journal ID:	Date:	Status:	Source: AP	Currency: USD	Stat:	Document Type:
User:	Document Sequence:	Sort By: Journal Id	Max Rows: 100	Attachment Exist:		

Search Delete Clear

Journal ID	Date	Unit IU	Status	Source	Suspense Status	User	Unpost Date	Descr
AP00010832	10/03/2012	15100	Posted	AP	No Susp	AA_CARDINAL_BATCH_GL	10/03/2012	Accounts Payab
AP00011486	10/23/2012	15100	Posted	AP	No Susp	AA_CARDINAL_BATCH_GL	10/23/2012	AP Payments

Save Return to Search Notify Add Update/Display

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.

**Journal Inquiry**

**Journal Inquiry Details**

**Ledger Criteria**

Go To: Journal Criteria

**Journal Header**

Journal ID:	AP00010832	Date:	10/03/2012	Schedule:	
Ledger Group:	ACTUALS	Original Date:	10/03/2012	Process:	No Request
Source:	AP	Date Posted:	10/03/2012	Total Lines:	2
Journal Status:	Posted	Reversal Date:		User ID:	AA_CARDINAL_BATCH_GL
Balanced:	DR=CR	Reversal:	None	InterUnit BU:	15100
Doc Seq:		Budget Status:	Valid	<a href="#">View Attachment (0)</a>	

Long Description: Accounts Payable

All Lines  
 From/To From Line: To Line: Query Journal Lines

**Totals by Currency**

Currency:	USD Debit Amount:	21,072.00	Credit Amount:	21,072.00	Net:	0.00
-----------	-------------------	-----------	----------------	-----------	------	------

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.

**CARDINAL**

Favorites | Main Menu > General Ledger > Review Financial Information > Journals

Doc Seq: [ ] Budget Status: Valid [View Attachment \(0\)](#)

Long Description: Accounts Payable

All Lines  From/To From Line: [ ] To Line: [ ] [Query Journal Lines](#)

**Totals by Currency** [Find](#) | [View All](#) | [First](#) | **1 of 1** | [Last](#)

Currency: USD Debit Amount: 21,072.00 Credit Amount: 21,072.00 Net: 0.00

**Journal Line** [Customize](#) | [Find](#) | [View All](#) | [First](#) | **1-2 of 2** | [Last](#)

Drill to Source	Line #	Line Descr	Amount (in Transaction Currency)	Currency	Account	Fund	Program	Department	Cost Center	Task
	1	Accounts Payable	-21,072.00	USD	205025	06150		99999		
	2	Expense Distribution	21,072.00	USD	5012440	06150	711006	95800		

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

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

**CARDINAL**

Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Journal Drill Down

Ledger ACTUALS Line 2 Line Descr Expense Distribution [GL Journal](#)

**Chartfields** [Customize](#) | [Find](#) | [View All](#) | [First](#) | **1 of 1** | [Last](#)

Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Bus Unit	Project
5012440	06150	711006	95800								

Base Currency USD Base Amount 21,072.00  
 Currency USD Transaction Amount 21,072.00  
 Statistics Code Statistic Amount

**Details** [Customize](#) | [Find](#) | [View All](#) | [First](#) | **1 of 1** | [Last](#)

[Chartfields](#) | [Voucher Information](#) | [Document Information](#) | [EFFD](#)

Voucher ID	Descr	Vchr Line
00000001	Expense Distribution	1

Error on page. Local intranet 100%

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

The screenshot shows the 'Voucher Accounting Entries' page in the CARDINAL system. The breadcrumb trail is: Favorites > Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Accounting Entries. The page title is 'Voucher Accounting Entries'. The search criteria include: Business Unit: 15100, Voucher ID: 00000001, Invoice Number: ar031414, Accounting Line View Option: Standard, Invoice Date: 09/17/2012, Vendor ID: 0000022627, and Vendor Name: Computer Aid Inc. The 'Accounting Information' section shows Posting Process: AP Accrual and GL Dist Status: Distributed. Below this is a table with columns: Description, Monetary Amount, Currency Code, Ledger, and GL Unit. The table contains two rows: 'Accounts Payable' with a monetary amount of -21,072.00 and 'Expense Distribution' with a monetary amount of 21,072.00. Both rows are in USD currency and have 'ACTUALS' in the ledger column. The interface also includes tabs for 'Main Information', 'Chartfields', and 'Journal', and a status bar at the bottom indicating 'Error on page.' and 'Local intranet'.

**Accounting Information**

Posting Process: AP Accrual      GL Dist Status: Distributed

Description	Monetary Amount	Currency Code	Ledger	GL Unit
Accounts Payable	-21,072.00	USD	ACTUALS	15100
Expense Distribution	21,072.00	USD	ACTUALS	15100

Click on the ChartFields or Journal tab for additional information.

## GL - Ledger Inquiry

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

LAST REVISION: 10/23/12

LOADED INTO CATALOG: 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

Favorites | Main Menu > General Ledger > Review Financial Information > Ledger

**Ledger Criteria**

Inquiry Name: LEDGER

\*Unit: 15100 | \*Ledger: ACTUALS | \*Fiscal Year: 2013

\*From Period: 1 | \*To Period: 2

Currency: USD | Stat Code:

Show YTD Balance |  Include Closing Adjustments

Show Transaction Details |  Only in Base Currency

Max Ledger Rows: 100

Search | Clear | Delete

---

**Chartfield Criteria** Customize | Find | 1-14 of 14 | First | Last

ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account		EXPENDITURES	Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
Department	99999		Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Asset			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Task			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund	01000		Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
FIPS			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Agency Use 2			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Affiliate			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	

**Include Adjustment Periods**

Sel	Period
<input type="checkbox"/>	998

Favorites | Main Menu > General Ledger > Review Financial Information > Ledger

**Ledger Inquiry**

**Transaction Details**

Go To: [Inquiry Criteria](#) | [Transaction Criteria](#)

**Transaction Details** Find | View All | First | 1 of 1 | Last

**Ledger by Period and Chartfields** Customize | Find | 1 of 1

Period	Account	Account Description	Stat
2	5011110	Employer Retire Contrib-Def Ben	

Amount (in Transaction Currency): 1,100.00 USD | Amount (in Base Currency): 1,100.00 USD

**Journals** Customize | Find | 1 of 1 | First | Last

Journal ID	Line Descr	Date	Seq	Stat Amt	N/R	Amount (in Transaction Currency)	Currency	Amount (in Base Currency)	Base Currency
AP00006457	Expense Distribution	08/16/2012		0.00	N	1,100.00	USD	1,100.00	USD

## **GL - Review Journal Status Inquiry**

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

LAST REVISION: 10/22/12

LOADED INTO CATALOG: 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	LnPost 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



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

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				

## **GL Queries**

### [Quick Links](#)

[GL – Account Types Query](#)

[GL - Accounts Query](#)

[GL – Budget Reference Query](#)

[GL - CARS Do Not Send List Query](#)

[GL - CARS History Transactions Query](#)

[GL - CARS Interface Report – Detail Query](#)

[GL – Chartfield 2 – Program Codes Query](#)

[GL – Cross Business Unit Journal Query](#)

[GL – Department Codes Query](#)

[GL – FIN0012\\_VALID\\_PRODUCT\\_CODES \(Task\) Query](#)

[GL – FIN0032\\_OPERATING\\_UNITS \(Asset\) Query](#)

[GL – FIN0037\\_CHARTFIELD1 \(Cost Center\) Query](#)

[GL – FIN0039\\_CHARTFIELD3 \(Agency Use 1\) Query](#)

[GL - General Fund Cash Reversion Query](#)

[GL - GL CARS Recon for Acctg Period Query](#)

[GL - GL CARS Recon for Posted Date Query](#)

[GL - GL COA Journal Query](#)

[GL –Journal Not Posted Query](#)

[GL – Ledger Template Query](#)

[GL – Potential Fixed Asset Query](#)

[GL – Record Groups Query](#)

[GL – Speedchart Query](#)

[GL - SpeedTypes Query](#)

[GL – Valid Appropriations - Display FIPS Codes Query](#)

[GL – Valid Budget Periods Query](#)

[GL – Valid Funds Query](#)

[GL – Valid Project IDs Query](#)

[GL – Valid Set IDs Query](#)

[\*\*GL Reports\*\*](#)

[\*\*GL nVision\*\*](#)

## **GL – Account Types Query**

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

LAST REVISION: 10/05/2012

LOADED INTO CATALOG: 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:  

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First  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 - Accounts Query**

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

LAST REVISION: 10/05/2012

LOADED INTO CATALOG: 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:

As Of Date:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (4006 kb)

[View All](#) First  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	Describe
1	STATE	101001	Cash Not With Treasurer	Cash Ni 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 – Budget Reference Query

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

LAST REVISION: 10/05/2012

LOADED INTO CATALOG: 09/27/2012

### DESCRIPTION:

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

### PURPOSE / USE:

This query is used 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:	<input type="text" value="50100"/>					
Effective Date:	<input type="text" value="10/01/2012"/>					
<input type="button" value="View Results"/>						
Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (1472 kb)						
<a href="#">View All</a>						First <input type="text" value="1-100 of 10519"/> <input type="button" value="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 - CARS Do Not Send List Query

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

LAST REVISION: 10/05/12

LOADED INTO CATALOG: 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:

Fiscal Year:

Accounting Period:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First  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**

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

LAST REVISION: 10/05/12

LOADED INTO CATALOG: 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	Cur Doc Date	Cur Doc Nbr	Cur Doc Suffix
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	0	396	0		501	881		2012	11	0000	3116	00000	6120400	00000				
8	50100	122	05/01/2012	0	396	0		501	881		2012	11	0000	3117	00000	6120400	00000				

Use the scroll bar to see the remaining columns.

nsactions Quer

[XML File](#) (10240 kb)

First 1-100 of 32611 Last

Agency Lst	Agency	Trans Code	Reverse Sign	FFY	Fiscal Month	Fund	Object	Revenue Source	Program	Project	GLA	Cur 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

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

LAST REVISION: 10/19/12

LOADED INTO CATALOG: 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):

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](#) (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	DO. Invoi Descrip
		51510104				1		55.00									

Continue scrolling to view last column.

First  Last

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

## GL – Chartfield 2 – Program Codes Query

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

LAST REVISION: 10/22/2012

LOADED INTO CATALOG: 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

FIN0038\_CHARTFIELD2 - Chartfield2

SetID:

Effective Date:

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

	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 Rsrch	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	Community Res Dev	01/01/1901	Cm CoopExt	N
29	STATE	103060	01/01/1901	A	Family Res	01/01/1901	FamCoopExt	N

Ready

## **GL – Cross Business Unit Journal Query**

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

LAST REVISION: 09/25/2014

LOADED INTO CATALOG: 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\_JOURNALS

### **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	13600	13600	0000030053	07/28/2014	ONL	2015	1		1	5012120	02700	828002	721
2	13600	13600	0000030053	07/28/2014	ONL	2015	1		2	5012120	02700	828002	721
3	41100	13600	0000030053	07/28/2014	ONL	2015	1		3	5012120	02340	501002	1300
4	41100	13600	0000030053	07/28/2014	ONL	2015	1		4	5012120	02340	501002	1300
5	13600	15100	0000030079	07/31/2014	ATA	2015	1	07/31/2014	1	5011110	01000	829001	99999
6	41100	15100	0000030079	07/31/2014	ATA	2015	1	07/31/2014	2	5011110	01000	501002	99999
7	12900	15100	0000030079	07/31/2014	ATA	2015	1	07/31/2014	3	5011110	01000	704001	99999
8	70100	15100	0000030079	07/31/2014	ATA	2015	1	07/31/2014	4	5011110	01000	399001	99999
9	13600	15100	0000030079	07/31/2014	ATA	2015	1	07/31/2014	6	101010	01000		99999
10	15100	15100	0000030079	07/31/2014	ATA	2015	1	07/31/2014	7	101010			99999

Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project	Affiliate	Monetary Amount	Journal Line Ref	Line Descr
		111							100.00		Outbound Freight Servic
		111							-100.00		Outbound Freight Services
130		111							100.00		Outbound Freight Services
132		111							-100.00		Outbound Freight Services
									100.00		Employer Retire Contrib-Def Ben
									200.00		Employer Retire Contrib-Def Ben
									300.00		Employer Retire Contrib-Def Ben
									-600.00		Employer Retire Contrib-Def Ben
								15100	-100.00		Cash With The Treasurer Of VA
								13600	100.00		Cash With The Treasurer Of VA

## **GL – Department Codes Query**

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

LAST REVISION: 10/05/2012

LOADED INTO CATALOG: 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:

As Of Date:

[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 – FIN0012\_VALID\_PRODUCT\_CODES (Task) Query

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

LAST REVISION: 01/09/2015

LOADED INTO CATALOG: 01/12/2015

### DESCRIPTION:

This query generates a listing of all the valid Task values in Cardinal for the Set ID specified.

### PURPOSE / USE:

The Task Chartfield identifies the further breakdown of work or services performed against a Project or Cost Center.

### NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer >  
FIN0012\_Valid\_Product\_Codes

### PARAMETERS:

- Set ID
- As of Date

### FORMAT:

HTML, Excel

**FIN0012\_VALID\_PRODUCT\_CODES - FIN0012-Valid Product Codes**

SetID:  

As Of Date:  

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (23 kb)

[View All](#)

First  1-100 of 174  Last

	SetID	Task	Description	Short Desc	Budgetary Only	As of Date
1	79900	009	MEDIUM SEC CORR FAC RNCC	RNCC CONST	N	01/12/2015
2	79900	027	CONSTRUCT KITCHEN/DORM CWDDC	CWDDC EXPD	N	01/12/2015
3	79900	029	SECURITY FENCE GREEN ROCK CC	GRCC FENCE	N	01/12/2015
4	79900	041	PCC-UPGRADE FIRE SAFETY SYS	PCC FIRE	N	01/12/2015
5	79900	042	BUCC-UPGRADE FIRE SAFETY SYS	BUCC-FIRE	N	01/12/2015
6	79900	043	DMCC-UPGRADE FIRE SAFETY SYS	DMCC FIRE	N	01/12/2015
7	79900	044	STF DET-UPGRD FIRE SAFETY SYS	STF FIRE	N	01/12/2015
8	79900	045	UPGRD FIRE SAFETY SYS-UNIT #9	RTBRG FIRE	N	01/12/2015
9	79900	046	JRCC-UPGRADE FIRE SAFETY SYS	JRCC FIRE	N	01/12/2015

## GL – FIN0032\_OPERATING\_UNITS (Asset) Query

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

LAST REVISION: 01/09/2015

LOADED INTO CATALOG: 01/12/2015

### DESCRIPTION:

This query generates a listing of all the valid Asset values in Cardinal that are active for the Set ID specified.

### PURPOSE / USE:

The Asset Chartfield is used to capture financial transactions associated with various assets of an agency such as: buildings, lots, structures, facilities, or equipment.

In this context, the Asset element is used for the purpose of tracking expenditures, not for the purpose of tracking the value of the asset.

### NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > FIN0032\_Operating\_Units

### PARAMETERS:

- Set ID
- As of Date

### FORMAT:

HTML, Excel

**FIN0032\_OPERATING\_UNITS - Operating Unit Chartfield**

SetID:

As of Date:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

[View All](#)

First [1-8 of 8](#) Last

	SetID	Asset	Descr	Budgetary Only	Status	Eff Date	As of Date
1	40200	AOV	Agency Owned Vehicles	N	A	01/01/1901	01/12/2015
2	40200	CONTE	Contender Vessel 27' or Larger	N	A	01/01/1901	01/12/2015
3	40200	JBBAY	Oyster Vessel - JB Baylor	N	A	01/01/1901	01/12/2015
4	40200	PLANE	Airplane	N	A	01/01/1901	01/12/2015
5	40200	POOL	Pool Vehicles	N	A	01/01/1901	01/12/2015
6	40200	SBOAT	Small Boat - Under 27'	N	A	01/01/1901	01/12/2015
7	40200	SEAR	Seaark Vessel 27' or Larger	N	A	01/01/1901	01/12/2015
8	40200	TRAIL	Boat Trailer	N	A	01/01/1901	01/12/2015

## **GL – FIN0037\_CHARTFIELD1 (Cost Center) Query**

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

LAST REVISION: 01/09/2015

LOADED INTO CATALOG: 01/12/2015

### **DESCRIPTION:**

This query generates a listing of all the valid Cost Centers in Cardinal that are active for the Set ID specified.

### **PURPOSE / USE:**

The Cost Center ChartField is used to capture administrative or operational related financial costs (e.g., Administration and Support, Training, Employee Programs, Research and Development).

### **NAVIGATION PATH:**

Main Menu > Reporting Tools > Query > Query Viewer > FIN0037\_CHARTFIELD1

### **PARAMETERS:**

- Set ID
- Effective Date

### **FORMAT:**

HTML, Excel

FIN0037\_CHARTFIELD1 - Chartfield1

SetID:  

Effective Date:  

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(5 kb\)](#)

[View All](#)

First  [1-34 of 34](#)  Last

	SetID	Cost Center	Eff Date	Status	Descr	:2	Short Desc	Bud. Only
1	23800	030	01/01/1901	A	VMFA-Foundation	01/12/2015	Foundation	N
2	23800	031	01/01/1901	A	Museum Admissions	01/12/2015	Admissions	N
3	23800	033	01/01/1901	A	Membership Revenue	01/12/2015	Member Rev	N
4	23800	034	01/01/1901	A	Other Museum	01/12/2015	Other	N
5	23800	035	01/01/1901	A	Museum Grants-Federal	01/12/2015	Fed Grants	N
6	23800	036	01/01/1901	A	Local Fund Support	01/12/2015	LocalSupp	N
7	23800	038	01/01/1901	A	Sales of Photographs	01/12/2015	PhotoSales	N
8	23800	039	01/01/1901	A	Exhibition Admissions	01/12/2015	Exh Admiss	N
9	23800	040	01/01/1901	A	Parking Lot Services	01/12/2015	ParkingLot	N

## **GL – FIN0039\_CHARTFIELD3 (Agency Use 1) Query**

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

LAST REVISION: 01/08/2015

LOADED INTO CATALOG: 01/12/2015

### **DESCRIPTION:**

This query generates a listing of all the valid Agency Use 1 values in Cardinal that are active for the Set ID specified.

### **PURPOSE / USE:**

The Agency Use 1 ChartField is used for tracking either agency reporting fields or other agency specific information.

### **NAVIGATION PATH:**

Main Menu > Reporting Tools > Query > Query Viewer > FIN0039\_CHARTFIELD3

### **PARAMETERS:**

- Set ID
- Effective Date

### **FORMAT:**

HTML, Excel

.

**FIN0039\_CHARTFIELD3 - Chartfield3**

SetID:

Effective Date:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (441 kb)

[View All](#)

First  Last

	SetID	Agency Use 1	Eff Date	Status	Descr	:2	Short Desc	Budgetary Only
1	50500	4000000	10/07/2014	A	FED receipt	01/12/2015	receipt	N
2	50500	4000100	10/07/2014	A	Fed receipt	01/12/2015	receipt	N
3	50500	4000200	10/07/2014	A	Fed receipt	01/12/2015	receipt	N
4	50500	4000500	10/07/2014	A	Fed Receipt	01/12/2015	receipt	N
5	50500	4000600	01/01/1901	A	Unobligated - JARC Admin FY 20	01/12/2015	Unobligate	N
6	50500	4000699	01/01/1901	A	JARC Operating - DEobligated	01/12/2015	JARC Opera	N
7	50500	4000700	01/01/1901	A	Misc Revenue	01/12/2015	Revenue	N
8	50500	4000704	01/01/1901	A	Unobligated - JARC - Operating	01/12/2015	Unobligate	N
9	50500	4000709	01/01/1901	A	JARC - Operating - CHSM Plans	01/12/2015	JARC - Ope	N

## GL - General Fund Cash Reversion Query

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

LAST REVISION: 10/22/12

LOADED INTO CATALOG: 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

[https://cardinalfin.cov.virginia.gov/psc/finprd\\_2/EMP...](https://cardinalfin.cov.virginia.gov/psc/finprd_2/EMP...)

### V\_GL\_GENERAL\_FUND\_REVERSION - General Fund Cash Reversion

Business Unit (% for All):

Fund Code (% for All):

Fiscal Year:

Adjustment Period Include

Business Unit	Fund	Account Type	Balance
---------------	------	--------------	---------

	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	61295730.650							
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

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

LAST REVISION: 10/05/2012

LOADED INTO CATALOG: 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:

Fiscal Year:

Accounting Period From:

Accounting Period To:

Fund (% for all):

Account (% for all):

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	Dr 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

DOA Batch Number	DOA Fund	DOA Project	Jrnl Header 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

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

LAST REVISION: 10/22/2012

LOADED INTO CATALOG: 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 Ft 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

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

LAST REVISION: 10/22/2012

LOADED INTO CATALOG: 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	Ac 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 Sept

## **GL – Journal Not Posted Query**

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

LAST REVISION: 10/08/2015

LOADED INTO CATALOG: 10/08/2015

### DESCRIPTION:

This query provides a list, from the Journal Header table, of all journals for either a Business Unit or All Business Units which have not been posted in General Ledger.

### NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V\_GL\_JRNL\_NOT\_POSTED

### PARAMETERS:

- Business Unit
- Journal Date From
- Journal Date To

FORMAT: HTML, Excel

## GL Journals Not Posted Public Query

V\_GL\_JRNL\_NOT\_POSTED - Journals that are not posted

Business Unit (% for all):

Journal Date From:

Journal Date To:

Business Unit	Business Unit IU	Journal ID	Journal Date	Fiscal Year	Accounting Period	Source	Journal Header Status	Budget Status	Journal Processing Request
---------------	------------------	------------	--------------	-------------	-------------------	--------	-----------------------	---------------	----------------------------

Some key columns within the query results are as follows

- Business Unit IU is the Header Business Unit that identifies the submitting Business Unit.
- Fiscal Year is the year for which the transaction will process. It is determined based on the journal date.
- Accounting Period is the period for which the transaction will process. It is determined based on the journal date.
- Source provides the method of which the transaction was entered into the system. For example, SPJ (spreadsheet journal) or ONL (online journal).
- Journal Processing Request provides the status of the journal's approval request. We included this in order to help you identify the approval status (i.e., 'pending approval' which means that the transaction has been submitted for approval and should be currently on an approvers worklist).

## GL – Ledger Template Query

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

LAST REVISION: 10/05/2012

LOADED INTO CATALOG: 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

ed 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 – Potential Fixed Asset Query

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

LAST REVISION: 08/28/2014

LOADED INTO CATALOG: 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: 13600													
Journal Date From: 06/01/2014													
Journal Date To: 07/01/2014													
View Results													
Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (6 kb)													
View All													
	Business Unit	Journal ID	Journal Date	Vendor ID	Vendor Name	Voucher	Voucher Line	Invoice	Account	Account Descr	Fund	Program	Department
1	13600	0000029559	06/09/2014						5022170	Other Computer Equipment	06136	820006	797
2	13600	0000029559	06/09/2014						5022180	Computer Software Purchases	09320	828003	763
3	13600	0000029559	06/09/2014						5022180	Computer Software Purchases	06136	820003	768
4	13600	0000029559	06/09/2014						5022180	Computer Software Purchases	06136	820003	761
5	13600	0000029559	06/09/2014						5022180	Computer Software Purchases	06136	820003	745
6	13600	0000029559	06/09/2014						5022180	Computer Software Purchases	09104	828003	769
7	13600	0000029559	06/09/2014						5022180	Computer Software Purchases	02101	820003	793
8	13600	0000029559	06/09/2014						5022180	Computer Software Purchases	09051	711005	709
9	13600	AP00029866	06/27/2014	0000000181	Easter Design INC	0398845		CHECK-CUSTOMER ACCT	5022170	Other Computer Equipment	06136	820006	797
10	13600	AP00029866	06/27/2014	0000007170	CRA Inc	0398851		EDI-CUSTOMER NUMBER	5022170	Other Computer Equipment	06136	820006	797

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

Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Bus Unit	Project ID	Activity	Amount
									730.00
									361.33
									99.98
									174.97
									356.75
									29.99
									1197.00
									4500.00
									50.00
									220.00

## **GL – Record Groups Query**

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

LAST REVISION: 10/05/2012

LOADED INTO CATALOG: 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  [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_CLSWW
5	AM_02	Book Definition	SP_BOOK_NONVW
6	AM_02	Book Definition	SP_BOOK_OPRWW
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 – Speedchart Query

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

LAST REVISION: 08/25/2015

LOADED INTO CATALOG: 08/28/2015

### DESCRIPTION:

This query lists valid Speedchart values.

### PURPOSE / USE:

- This query lists valid Speedchart values.

### NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer  
APY0005\_SPEEDCHARTS

### PARAMETERS:

- Business Unit

### FORMAT:

HTML, Excel

	A	B	C	D	E	F	G	J	K
1	APY000	24							
2	SetID	Setid_Descr	:2	SpeedChart	Description	Speedtype_short	Type	Eff Date	Accoun
3	15100	Department of Accounts	10/4/2012	91100	Comptroller	U	Universal	1/1/1901	
4	15100	Department of Accounts	10/4/2012	91200	EDI Prenotes Administration	U	Universal	1/1/1901	
5	15100	Department of Accounts	10/4/2012	92100	Administration	U	Universal	1/1/1901	
6	15100	Department of Accounts	10/4/2012	93100	Human Resources	U	Universal	1/1/1901	
7	15100	Department of Accounts	10/4/2012	94100	Internal Audit	U	Universal	1/1/1901	
8	15100	Department of Accounts	10/4/2012	95200	Financial Reporting	U	Universal	1/1/1901	
9	15100	Department of Accounts	10/4/2012	9540001	General Accounting	U	Universal	1/1/1901	
10	15100	Department of Accounts	10/4/2012	9540002	General Accounting Disburs Rev	U	Universal	1/1/1901	
11	15100	Department of Accounts	10/4/2012	95700	FSRI - Cardinal	U	Universal	1/1/1901	
12	15100	Department of Accounts	10/4/2012	95800	FSRI - Perf Budgeting	U	Universal	1/1/1901	
13	15100	Department of Accounts	10/4/2012	97200	Payroll Operations	U	Universal	1/1/1901	
14	15100	Department of Accounts	10/4/2012	97500	Payroll Service Bureau	U	Universal	1/1/1901	
15	15100	Department of Accounts	10/4/2012	9830001	Financial Systems Development	U	Universal	1/1/1901	
16	15100	Department of Accounts	10/4/2012	9830002	Financial Systems Maintenance	U	Universal	1/1/1901	
17	15100	Department of Accounts	10/4/2012	9830004	Computer Services	U	Universal	1/1/1901	
18	15100	Department of Accounts	10/4/2012	9840001	CTO DBA FS Development	U	Universal	1/1/1901	
19	15100	Department of Accounts	10/4/2012	9840002	CTO DBA FS Maintenance	U	Universal	1/1/1901	
20	15100	Department of Accounts	10/4/2012	AdminPSB	Fees for Admin Services-PSB	U	Universal	1/1/1901	4002700
21	15100	Department of Accounts	10/4/2012	CCRebate	Charge Card Rebate Fees	U	Universal	1/1/1901	4009026
22	15100	Department of Accounts	10/4/2012	FAACSDep	FAACS Equip Dep	U	Universal	1/1/1901	183730
23	15100	Department of Accounts	10/4/2012	FAACSIInv	FAACS Offset	U	Universal	1/1/1901	257980
24	15100	Department of Accounts	10/4/2012	MiscRevGen	Miscellaneous Revenue-General	U	Universal	1/1/1901	4009060
25	15100	Department of Accounts	10/4/2012	MiscRevSW	Miscellaneous Revenue-DOA SW	U	Universal	1/1/1901	4009060
26	15100	Department of Accounts	10/4/2012	PrYearExp	Recovery Prior Yr Expenditures	U	Universal	1/1/1901	4009084

## **GL - SpeedTypes Query**

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

LAST REVISION: 10/05/2012

LOADED INTO CATALOG: 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	

## GL – Valid Appropriations - Display FIPS Codes Query

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

LAST REVISION: 10/05/2012

LOADED INTO CATALOG: 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				
<a href="#">View Results</a>					
Download results in : <a href="#">Excel SpreadSheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (37 kb)					
<a href="#">View All</a>					First <a href="#">1-100 of 339</a> <a href="#">Last</a>
	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 Budget Periods Query

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

LAST REVISION: 10/05/2012

LOADED INTO CATALOG: 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:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (24 kb)

[View All](#) First  [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 – Valid Funds Query

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

LAST REVISION: 10/05/2012

LOADED INTO CATALOG: 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: <input type="text" value="STATE"/>								
As Of Date: <input type="text" value="10/05/2012"/>								
<a href="#">View Results</a>								
Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (174 kb)								
<a href="#">View All</a> <span style="float: right;">First <input type="text" value="1-100 of 566"/> Last</span>								
	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
16	STATE	02444	Charge Card Rebate Fund	N	10/05/2012	CAFR FD CLASS	100	General

## **GL – Valid Project IDs Query**

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

LAST REVISION: 10/05/2012

LOADED INTO CATALOG: 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:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (2052 kb)

[View All](#) First  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

## GL – Valid Set IDs Query

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

LAST REVISION: 10/05/2012

LOADED INTO CATALOG: 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  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

## **GL Reports**

### [Quick Links](#)

[GL – AP-GL Reconciliation Report](#)

[GL - Appropriation, Allotment, and Expense Report](#)

[GL – AR/GL Module Reconciliation Report](#)

[GL - Cardinal Trial Balance Report](#)

[GL – CARS Interface Summary Report](#)

[GL - CARS-Cardinal Reconciliation Report](#)

[GL – Combination Rule Report](#)

[GL – Commitment Control Budget Control Report](#)

[GL - Control/Track Budget-Exp by CF Report](#)

[GL - COVA Analysis of Appropriations Report](#)

[GL – GL Transaction Report](#)

[GL - Journal Edit Errors Report](#)

[GL - Journal Entry Detail Report](#)

[GL - Journal Entry Detail with Attributes Report](#)

[GL – Journal Upload Error Report](#)

[GL – Ledger Activity Report](#)

[GL - Ledger Summary Report](#)

[GL - Ledger versus Journal Integrity Report](#)

[GL – LTD Capital Projects Report](#)

[GL - Other Agency Transactions Report](#)

[GL - Posted Journal Summary Report](#)

[GL – Project Status Report](#)

[GL – Revenue Status Report](#)

[GL - Statement of Cash Position of Funds Report](#)

[GL - Summary Fluctuation Analysis Report](#)

[GL - Summary Ledger Detail Report](#)

[GL - Track W/O Budget – Exp by CF Report](#)

[GL – Transactions in Pending Status Report](#)

[GL – Transactions Ready for Processing Report](#)

[\*\*GL nVision\*\*](#)

## GL – AP-GL Reconciliation Report

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

Rpt Nbr: RGL022

LAST REVISION: 07/08/2014

LOADED INTO CATALOG: 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.
- By DOA to reconcile the Accounts Receivable module to the General Ledger.

### 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

		Commonwealth of Virginia AP-GL RECONCILIATION		Run Date: 10/03/2012 Run Time: 12:00 00	
Report ID: RGL022				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:					
<u>Journal ID</u>	<u>Source</u>	<u>Journal Date</u>	<u>GL total Debit</u>	<u>AP total Debit</u>	<u>Variance</u>
AP00007577	AP	07/09/2012	0.00	0.00	0.00
Unmatching Lines:					
<u>Journal Line#</u>	<u>Voucher ID</u>	<u>Voucher Line</u>			
1072					
Unmatching chart fields:		GL Value	AP Value		

JOURNAL LINES WITH UNMATCHING CHART FIELDS COMBINATIONS OR DEBIT BETWEEN GL AND AP:					
<u>Journal ID</u>	<u>Source</u>	<u>Journal Date</u>	<u>GL total Debit</u>	<u>AP total Debit</u>	<u>Variance</u>
AP00007577	AP	07/09/2012	0.00	0.00	0.00
Unmatching Lines:					
<u>Journal Line#</u>	<u>Voucher ID</u>	<u>Voucher Line</u>			
1072					
Unmatching chart fields:		GL Value	AP Value		
	Fund	04100			
	Account	205025			
	Department	99999			
	Cost Center	99999999			
	Amount	(677.20)	0.00	(677.20)	
<u>Journal Line#</u>	<u>Voucher ID</u>	<u>Voucher Line</u>			
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:					
<u>Journal ID</u>	<u>Journal Date</u>				<u>EX total Debit</u>
JOURNAL LINES IN EX NOT IN GL:					
<u>Journal ID</u>	<u>Journal Date</u>	<u>AP total Debit</u>	<u>Journal Line#</u>	<u>Expenses Doc ID</u>	<u>Line Nbr</u>
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**

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

Rpt Nbr: RGL006

LAST REVISION: 10/03/2012

LOADED INTO CATALOG: 09/27/2012

### **DESCRIPTION:**

By Business Unit, Fund, Program, and Project, the report summarizes Appropriations, Allotments, Unallotted, 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 > App, Allot & Expense Report

### **PARAMETERS:**

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

### **FORMAT:**

PDF

# Appropriation, Allotment, and Expense Report

CARDINAL		Commonwealth of Virginia STATEMENT OF APPROPRIATIONS, ALLOTMENTS AND EXPENDITURES REPORT						Run Date: 10/03/2012 Run Time: 12:40 00	
Report ID: RGL006								Page No. 1 of 7	
Appr. Ledger :	C APPROP B	Period: 1							
Allt. Ledger :	C ALLOT B								
Fiscal Year :	2013								
Business Unit	Program	Project	Fund	Appropriation	Allotment	Unallotted	Expended MYD	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

								Page No. 7 of 7	
Business Unit	Program	Project	Fund	Appropriation	Allotment	Unallotted	Expended MYD	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 – AR/GL Module Reconciliation Report

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

Rpt Nbr: VGLR631

LAST REVISION: 07/08/2014

LOADED INTO CATALOG: 07/08/2014

### DESCRIPTION:

This report reports any variances in CF combination or amount between journal generated distributions from AR system and GL journal line. Report displays corresponding journal id, journal line, CF combination and the amount.

### PURPOSE / USE:

This report is used:

- To reconcile accounting between AR and GL.
- By DOA to reconcile the Accounts Receivable module to the General Ledger.

### NAVIGATION PATH:

General Ledger > General Reports > GL Subsystem Reconciliation > AR-GL Module Reconciliation Report

### PARAMETERS:

- Business Unit
- Fiscal Year
- Accounting Period From
- Accounting Period To
- Transaction Source

### FORMAT:

PDF

# GL – AR/GL Module Reconciliation Report

		Commonwealth of Virginia AR-GL RECONCILIATION		Run Date: 04/04/2014 Run Time: 04:42 00	
Report ID: RGL631					
Page No. 1 of 10					
Business Unit: 50100 VA Dept of Transportation Fiscal Year: 2014 Accounting Period From: 1 Accounting Period To: 10 System Source: BI,AR Items,Direct Journals					
<b>JOURNAL LINES WITH UNMATCHING CHART FIELDS COMBINATIONS OR AMOUNT FOR BI:</b>					
<u>Journal ID</u>	<u>Journal Date</u>	<u>GL total Amount</u>	<u>AR total Amount</u>	<u>Variance</u>	
BI00021984	07/03/2013	17.50	0.00	17.50	
<u>Unmatching Lines:</u>					
<u>Journal Line#</u>	<u>Invoice</u>		<u>AR Amount</u>		
218	GENE001046		222.00		
218	GENE001047		148.00		
218	GENE001048		111.00		
218	GENE001049		37.00		
218	GENE001050		74.00		
218	GENE001051		259.00		
218	GENE001052		111.00		
218	GENE001053		74.00		
218	GENE001054		333.00		
218	GENE001055		37.00		
218	GENE001056		111.00		
218	GENE001057		111.00		
218	GENE001058		37.00		
218	GENE001059		37.00		
218	GENE001060		222.00		
218	GENE001061		37.00		
218	GENE001062		74.00		

Page No. 2 of 10					
	Amount	8,436.00	8,436.00	0.00	
<u>Unmatching Lines:</u>					
<u>Journal Line#</u>	<u>Invoice</u>		<u>AR Amount</u>		
448	CALC001629		-2,663.50		
448	CALC001630		-1,990.50		
448	CALC001819		-2,663.50		
448	CALC001843		2,600.00		
<u>Unmatching chart fields:</u>					
	<u>Department</u>	<u>GL Value</u>	<u>AR Value</u>		
	10050		10049		
	Amount	-4,700.00	-4,717.50	17.50	
<u>Journal ID</u>	<u>Journal Date</u>	<u>GL total Amount</u>	<u>AR total Amount</u>	<u>Variance</u>	
BI00022043	07/05/2013	0.00	0.00	0.00	
<u>Unmatching Lines:</u>					
<u>Journal Line#</u>	<u>Invoice</u>		<u>AR Amount</u>		
90	CALC001821		1,477.00		
90	CALC001822		3,317.50		
90	CALC001823		713.50		
90	CALC001838		1,990.50		
90	CALC001841		663.50		
90	CALC001842		663.50		
90	CALC001844		-1,658.75		
<u>Unmatching chart fields:</u>					
	<u>Department</u>	<u>GL Value</u>	<u>AR Value</u>		
	10050		10049		
	Amount	7,166.75	7,166.75	0.00	

## GL - Cardinal Trial Balance Report

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

Rpt Nbr: RGL001

LAST REVISION: 10/03/2012

LOADED INTO CATALOG: 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		VA Dept of Transportation		Page No. 1 of 1		
Fiscal Year		Accounting Period				
Account Details		Ledger Selection				
ChartField Selection		Adj. Period				
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	:			
<u>Business Unit</u>	<u>Fund Code</u>	<u>Account</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Net Activity</u>	<u>Ending Balance</u>
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
Liability Total :				0.00	(9,294.80)	(9,294.80)
Revenue Total :				(593,066,193.89)	(67,569,723.60)	(660,635,917.49)
Expense Total :				1,911,348.78	25,919.73	1,937,268.51
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 Interface Summary Report**

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

RPT NBR: VGLR0002

LAST REVISION: 07/08/2014

LOADED INTO CATALOG: 07/08/2014

### **DESCRIPTION:**

This report provides the accounting transactions that are sent to CARS in a detailed summary report.

### **PURPOSE / USE:**

This report provides a Summary of the Transactions that have been sent from Cardinal to CARS each day by CARS batch type and batch date.

### **NAVIGATION PATH:**

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

### **PARAMETERS:**

- Business Unit
- CARS Extract Create Date

### **FORMAT:**

PDF

# GL – CARS Interface Summary Report

 Report ID: RGL002	Commonwealth of Virginia CARS INTERFACE REPORT-SUMMARY	Run Date: 08/30/2012 Run Time: 01:55 00																																																																																																																																																																		
Page No. 1 of 1																																																																																																																																																																				
DA-03-265 REV 1/87																																																																																																																																																																				
Department of Accounts <u>Identification Information</u>																																																																																																																																																																				
Agency Name: <u>Department of Accounts</u>	Agency Code: <u>15100</u>	Volume/Serial Number: _____																																																																																																																																																																		
***** ***** Batches Included in Dataset *****																																																																																																																																																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4">AGENCY BATCH ID</th> <th rowspan="2">BATCH AMOUNT</th> </tr> <tr> <th>Agency</th> <th>Date</th> <th>Type</th> <th>No</th> </tr> </thead> <tbody> <tr><td>151</td><td>08/01/12</td><td>6</td><td>100</td><td>150,000.00</td></tr> <tr><td>151</td><td>08/20/12</td><td>6</td><td>101</td><td>700.00</td></tr> <tr><td>151</td><td>08/23/12</td><td>2</td><td>102</td><td>2,555.00</td></tr> <tr><td>151</td><td>08/23/12</td><td>3</td><td>103</td><td>750.00</td></tr> <tr><td>151</td><td>08/23/12</td><td>6</td><td>104</td><td>206,610.00</td></tr> <tr><td>151</td><td>08/28/12</td><td>6</td><td>105</td><td>11,200.00</td></tr> <tr><td>151</td><td>08/28/12</td><td>7</td><td>106</td><td>6,900.00</td></tr> <tr><td>151</td><td>08/30/12</td><td>6</td><td>107</td><td>3,000.00</td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	AGENCY BATCH ID				BATCH AMOUNT	Agency	Date	Type	No	151	08/01/12	6	100	150,000.00	151	08/20/12	6	101	700.00	151	08/23/12	2	102	2,555.00	151	08/23/12	3	103	750.00	151	08/23/12	6	104	206,610.00	151	08/28/12	6	105	11,200.00	151	08/28/12	7	106	6,900.00	151	08/30/12	6	107	3,000.00																															<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4">AGENCY BATCH ID</th> <th rowspan="2">BATCH AMOUNT</th> </tr> <tr> <th>Agency</th> <th>Date</th> <th>Type</th> <th>No</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	AGENCY BATCH ID				BATCH AMOUNT	Agency	Date	Type	No																																																																											
AGENCY BATCH ID				BATCH AMOUNT																																																																																																																																																																
Agency	Date	Type	No																																																																																																																																																																	
151	08/01/12	6	100	150,000.00																																																																																																																																																																
151	08/20/12	6	101	700.00																																																																																																																																																																
151	08/23/12	2	102	2,555.00																																																																																																																																																																
151	08/23/12	3	103	750.00																																																																																																																																																																
151	08/23/12	6	104	206,610.00																																																																																																																																																																
151	08/28/12	6	105	11,200.00																																																																																																																																																																
151	08/28/12	7	106	6,900.00																																																																																																																																																																
151	08/30/12	6	107	3,000.00																																																																																																																																																																
AGENCY BATCH ID				BATCH AMOUNT																																																																																																																																																																
Agency	Date	Type	No																																																																																																																																																																	

## GL - CARS-Cardinal Reconciliation Report

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

Rpt Nbr: VGLR0025

LAST REVISION: 10/03/2012

LOADED INTO CATALOG: 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

CARDINAL		Commonwealth of Virginia CARS-CARDINAL RECONCILIATION										Run Date: 10/03/2012 Run Time: 10:48 00			
Report ID: VULR0025												Page No. 1 of 133			
Business Unit: 50100												Page No. 1 of 133			
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	00000	00000	L0000004	721.31
CARS	501	07/30/2012	6	220	00012	2013	02	180	0410	6040200	1355	00000	00000	L0000004	721.31
CARDINAL	501	07/30/2012	6	220	00013	2013	01	180	0410	6040300	1355	00000	00000	L0000004	88.44
CARS	501	07/30/2012	6	220	00013	2013	02	180	0410	6040300	1355	00000	00000	L0000004	88.44
CARDINAL	501	07/30/2012	6	220	00014	2013	01	180	0410	6040403	1355	00000	00000	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

Business Unit: 50100												Page No. 132 of 133			
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	00000	00000	L0000033	7,353.26
CARS	501	07/31/2012	6	242	00654	2013	02	380	0410	6040501	1113	00000	00000	L0000033	7,353.26
CARDINAL	501	07/31/2012	6	242	00655	2013	01	380	0410	6040501	1114	00000	00000	L0000033	66,823.56
CARS	501	07/31/2012	6	242	00655	2013	02	380	0410	6040501	1114	00000	00000	L0000033	66,823.56
CARDINAL	501	07/31/2012	6	242	00656	2013	01	380	0410	6040501	1115	00000	00000	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
CARDINAL	994	07/05/2102	7	856	00001	2013	01	002	0782				70381		500.00
No CARS Record Found															

## GL – Combination Rule Report

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

Rpt Nbr: GLS4002

LAST REVISION: 08/25/2015

LOADED INTO CATALOG: 08/28/2015

### DESCRIPTION:

The Combination Rule Report lists information on combination edit rules for a specific Business Unit (Set ID).

### PURPOSE / USE:

- The Combination Rule Report lists information on combination edit rules for a specific Business Unit (Set ID).

### NAVIGATION PATH:

Main Menu > Set Up Financials > Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Combination Rule Report

### PARAMETERS:

- Set ID
- As of Date

### FORMAT:

PDF

Report ID: GLS4002		PeopleSoft Financials		Page No. 1	
Set ID: STATE--Statewide SetID		CHARTFIELD COMBINATION RULES		Run Date 04/23/2014	
As Of Date: 04/23/2014				Run Time 17:31:32	
Combination Rule: ACCTFNDDPT					
Description: Account/Fund/Department Effective Date From: 01/01/1901 To: 01/01/2099 Combo CF Definition: ACCTFNDDPT					
<u>Require Valid ChartField Value</u>					
DEPTID					
FUND_CODE					
<u>ChartField</u>	<u>How Specified</u>	<u>SetID</u>	<u>Tree Name</u>	<u>Tree Level</u>	<u>Selected Value</u>
ACCOUNT	Selected Tree Nodes	STATE	ACCOUNT_OVERALL		ACCOUNTS_CAPR
DEPTID	Selected Detail Values				‡
FUND_CODE	Selected Detail Values				‡

## GL – Commitment Control Budget Control Report

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

Rpt Nbr: GLC8051

LAST REVISION: 08/25/2015

LOADED INTO CATALOG: 08/28/2015

### DESCRIPTION:

The Budget Control Report is used to display the commitment control ledger configuration.

### PURPOSE / USE:

- The Budget Control Report is used to display the commitment control ledger configuration.

### NAVIGATION PATH:

Main Menu > Commitment Control > Budget Reports > Budget Control Report

### PARAMETERS:

- Set ID
- As of Date
- Ledger Option

### FORMAT:

PDF

SetId: STATE  
As of Date: All 5/28/2014  
Ledger Option: All CC\_ALLOT

Ledger Group CC\_ALLOT

Effective Date: 1/1/1901      Effective Status: Active      Description: CC Allotment  
Budget Type: Expense      Associated Expenditure Budget:  
Tolerant Percent: 0.00      Parent Control Budget: CC\_APPROP

RuleSet and Control Chartfields

RuleSet ChartField: Program      Tree Name: PROGRAM\_BUDGET      Level Name: LEVEL\_1  
Control ChartField: Fund      Default Ruleset: DEFAULT

Commitment Control Options

Enable Statistical Budgeting: N      Control Option: Control      Enable Funding Source: N  
Entries Must Balance: N      Budget Status: Open      Revenue Track:  
Child Budgets Exceed Option: N

## GL - Control/Track Budget-Exp by CF Report

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

Rpt Nbr: VRGL007

LAST REVISION: 10/03/2012

LOADED INTO CATALOG: 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

		Commonwealth of Virginia CONTROL/TRACK BUDGET & EXPENDITURES BY CHARTFIELD			Run Date: 10/03/2012 Run Time: 02:01 00						
Report ID: VRGL007											
		Page No. 1 of 1									
Business Unit : 50100 Fiscal Year : 2013 As of Period : 1 Budget Ledger : C_APPROP_B											
Business Fund	Unit	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							<u>4,426,114,072.31</u>	<u>400,337,420.46</u>	<u>400,337,420.46</u>	<u>4,025,776,651.85</u>	
Total for the Report :							<u>4,426,114,072.31</u>	<u>400,337,420.46</u>	<u>400,337,420.46</u>	<u>4,025,776,651.85</u>	

## GL - COVA Analysis of Appropriations Report

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

Rpt Nbr: RGL006A

LAST REVISION: 10/02/2012

LOADED INTO CATALOG: 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		Commonwealth of Virginia FUNDING ANALYSIS OF APPROPRIATIONS, ALLOTMENTS AND EXPENDITURES					Run Date: 10/29/2012 Run Time: 01:22 00	
Report ID: RGL006A								
Business Unit 15100 Fiscal Year 2013 Accounting Period 1 Consolidate Report Summary As of Date 31-JUL-2012		Page No. 1 of 2						
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
		7390	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				
		Program Total		0.00	0.00	0.00	0.00	0.00
		Fund Total		0.00	0.00	0.00	0.00	0.00

							Page No. 2 of 2	
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 – GL Transaction Report

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

RPT NBR: VGLR0010

LAST REVISION: 07/08/2014

LOADED INTO CATALOG: 07/08/2014

### DESCRIPTION:

This report provides debit and credit amounts by selected ChartField combinations for a fiscal year and period. In addition, subtotals are provided at selected ChartField levels and the report prints Beginning Balance, Total Activity and Ending Balance by Account type.

### PURPOSE / USE:

This report reads all entries in the ledger and summarizes the entries by fund, account, department, project, cost center, asset type and activity into total debits and credits.

### NAVIGATION PATH:

Main Menu > General Ledger > General Reports > GL Transaction Report

### PARAMETERS:

- Business Unit
- Fiscal Year
- Accounting Period From and To
- Ledger
- Source (% for all)
- Account Type
- Field Name

### FORMAT:

PDF

# GL – GL Transaction Report

CARDINAL		Commonwealth of Virginia GL TRANSACTION REPORT						Run Date: 07/18/2011 Run Time: 11:55 00		
Report ID: RGL010										
Business Unit: 50100								Page No. 1 of 3		
LEDGER:	ACTUALS	Actuals								
FISCAL YEAR:	2011	PERIOD:		12						
FUND	PROGRAM	ACCOUNT	ACCT DESC	DEPTID	COST CENTER	PROJECT	ASSET	AGENCY USE1	DEBIT	CREDIT
04100	514008	112062	A/R Localities-Unbilled	11000		0000000077			72,000.00	
TOTAL FOR PROGRAM: 514008									72,000.00	0.00
By Account Type: Asset				BEGINING BALANCE						\$20,931,124,866.41
				TOTAL ACTIVITY						\$ 72,000.00
				ENDING BALANCE						\$20,931,196,866.41
04100	514009	5012120	Outbound Freight Services	10011	11050010				100.00	
TOTAL FOR PROGRAM: 514009									100.00	0.00
04100	514008	5012130	Messenger Services	10011	11040010				74.75	
TOTAL FOR PROGRAM: 514008									74.75	0.00
04100	514009	5012130	Messenger Services	10011	11050010					1,089.75
04100	514009	5012140	Postal Services	10011	11050010					205.00
04100	514009	5012150	Printing Services	10011	11050010					35.00

## GL - Journal Edit Errors Report

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

Rpt Nbr: GLS7011

LAST REVISION: 10/24/2012

LOADED INTO CATALOG: 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									Page No. 1	
Bus. Unit: 50100--VA Dept of Transportation									Run Date 10/24/2012	
Ledger Grp: ACTUALS -- Actuals									Run Time 14:15:13	
Fiscal Year:2013										
Request 1--Descr1										
Source:ALL Journal ID:0000000001 through 0000999999	Journal Date:07/01/2012 through 07/31/2012									
Business Unit IU: 15100										
<u>Ed</u>	<u>Journal ID</u>	<u>Jrnl Date</u>	<u>Src</u>	<u>Ref No.</u>	<u>Error Type</u>	<u>Line</u>	<u>Line Description</u>	<u>Field Name</u>	<u>Entry Event</u>	<u>Error message</u>
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

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

Rpt Nbr: FIN2001

LAST REVISION: 10/03/12

LOADED INTO CATALOG: 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

Report ID: FIN2001  
 Bus. Unit: 50100--VA Dept of Transportation  
 Ledger Grp: ACTUALS --Actuals  
 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)

PeopleSoft Financials  
 JOURNAL ENTRY DETAIL REPORT

Page No. 1  
 Run Date 10/03/2012  
 Run Time 10:18:55

<u>Line</u>	<u>Description</u>	<u>Reference</u>	<u>Entry</u>	<u>Event</u>	<u>Cur</u>	<u>Debit</u>	<u>Credit</u>
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

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

Rpt Nbr: FIN2005

LAST REVISION: 10/04/2012

LOADED INTO CATALOG: 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				
JOURNAL ENTRY WITH CHARTFIELD ATTRIBUTES REPORT			Page No. 1	Run Date 10/04/2012
Report ID: FIN2005			Run Time 17:10:19	
Bus. Unit: 50100--VA Dept of Transportation				
Ledger Grp: ACTUALS --Actuals				
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		Cur	Debit
Program				Credit
Journal ID: TE00007597 Journal Date: 07/06/2012 Source: TE --Time Entry				
Description HR Payroll Journals				
Reversal: N--None Status: P--Posted Posted Date: 07/23/2012				
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 Upload Error Report

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

RPT NBR: VGLR0593

LAST REVISION: 07/08/2014

LOADED INTO CATALOG: 07/08/2014

### DESCRIPTION:

This report displays details about errors identified during the Journal Upload process for interfacing agencies.

### PURPOSE / USE:

This report is used by interfacing agencies to view Journal Upload errors created when loading data from agency systems into Cardinal. These errors will need to be corrected in the agency system and re-sent to Cardinal.

### NAVIGATION PATH:

Main Menu > General Ledger > General Reports > Journal Upload Error Report

### PARAMETERS:

- Business Unit
- From Date
- To Date
- Tree Name
- How Specified

### FORMAT:

PDF

# GL Journal Upload Error Report

		Commonwealth of Virginia JOURNAL UPLOAD ERROR REPORT		Run Date: 05/20/2014 Run Time: 02:24 00
Report ID: GL593		Page No. 1 of 8		
Submitting GL BU:	13600			
Upload Date Range:	29-APR-2014 to 29-APR-2014			
File Name:	13600_GL600_IN_04282014_1200_029.dat			
Upload Date:	29-APR-2014			
GL Journal BU:	13600			
Journal ID	Journal Line	Error Field Name	Field Value	Error Description
02GL021101	1	DEPTID	XYZ	ChartField error for: XYZ, Field Name: Department, Prompt Table: DEPT_TEL
02GL021101	1	CHARTFIELD2	512345	ChartField error for: 512345, Field Name: Program, Prompt Table: CHARTFIELD2_TEL
02GL021101	2	CHARTFIELD2	512345	ChartField error for: 512345, Field Name: Program, Prompt Table: CHARTFIELD2_TEL
02GL021103	1	MONETARY_AMOUNT	-250.14	This Journal has not been balanced by Business Unit and Fund Code.
02GL021103	2	MONETARY_AMOUNT	250.14	This Journal has not been balanced by Business Unit and Fund Code.
02GL021104	1	MONETARY_AMOUNT	-700	This Journal does not balance by total debits and credits.
02GL021104	1	MONETARY_AMOUNT	-700	This Journal has not been balanced by Business Unit and Fund Code.
02GL021104	2	MONETARY_AMOUNT	700	This Journal does not balance by total debits and credits.
02GL021104	2	MONETARY_AMOUNT	700	This Journal has not been balanced by Business Unit and Fund Code.
02GL021104	3	MONETARY_AMOUNT	-250	This Journal does not balance by total debits and credits.
02GL021104	3	MONETARY_AMOUNT	-250	This Journal has not been balanced by Business Unit and Fund Code.
02GL021104	4	MONETARY_AMOUNT	250	This Journal does not balance by total debits and credits.
02GL021104	4	MONETARY_AMOUNT	250	This Journal has not been balanced by Business Unit and Fund Code.
02GL021110	1	MONETARY_AMOUNT	3000	This Journal has not been balanced by Business Unit and Fund Code.

## GL – Ledger Activity Report

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

RPT NBR: GLS7002

LAST REVISION: 07/08/2014

LOADED INTO CATALOG: 07/08/2014

### DESCRIPTION:

This report provides activity that is posted against the ledger for a specific period.

### PURPOSE / USE:

This report lists:

- The beginning and ending ledger balances by ChartField combination and account.
- The detailed journal line activity that is posted against the ledger for the accounting periods that are specified.

### NAVIGATION PATH:

Main Menu > General Ledger > General Reports > Ledger Activity

### PARAMETERS:

- Unit
- Ledger
- Fiscal Year
- Currency
- From and To Period

### FORMAT:

PDF

# GL – Ledger Activity Report

Report ID: GL57002		PeopleSoft GL GENERAL LEDGER ACTIVITY					Page No. 1			
Bus. Unit: 10700--Division of Legislative Svcs							Run Date 09/09/2013			
Ledger: ACTUALS -- Actuals							Run Time 09:48:03			
For Fiscal Year 2013 Period 12 to 12										
Currency Code: USD										
Cur	Journal Date	Journal ID	Seq Line	Account	Fund	Program	Department	Debit	Credit	Balance
USD	Beginning Balance:									0.00
	06/17/2013	0000019811	3	8011140	01000	704006	99999	500.00	0.00	
	06/17/2013	0000019811	7	101010	01000		99999	0.00	500.00	
	06/26/2013	0000019814	1	8011140	01000	799001	99999	1,000.00	0.00	
	06/26/2013	0000019814	4	101010	01000		99999	0.00	1,000.00	
									Period 12 Total:	0.00
USD	Total Activity:									0.00
	Ending Balance:									0.00

## GL - Ledger Summary Report

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

Rpt Nbr: GLS7003

LAST REVISION: 10/04/2012

LOADED INTO CATALOG: 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

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	0.00	2,527.00		
	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		

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

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

Rpt Nbr: GLS7010

LAST REVISION: 10/04/2012

LOADED INTO CATALOG: 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

Report ID: GLS7010					PeopleSoft GL			Page No. 1	
Bus. Unit: 50100--VA Dept of Transportation					LEDGER VS. JOURNAL INTEGRITY REPORT			Run Date 10/04/2012	
Ledger: ACTUALS -- Actuals								Run Time 10:28:54	
Fiscal Year:2013									
<u>Period</u>	<u>Account</u>	<u>Fund</u>	<u>Program</u>	<u>Department</u>	<u>Journal Amount</u>	<u>Ledger Amount</u>	<u>Difference</u>		
No discrepancy found for Periods 4 thru 4									

## GL – LTD Capital Projects Report

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

RPT NBR: VGLR0597

LAST REVISION: 07/08/2014

LOADED INTO CATALOG: 07/08/2014

### DESCRIPTION:

This report displays appropriation budgets and actual expenditures for Capital Projects on an MTD, YTD, and LTD basis.

### PURPOSE / USE:

This report can be used to monitor an agency's Appropriation budget for Capital Outlay Projects.

### NAVIGATION PATH:

Main Menu > General Ledger > General Reports > LTD Capital Projects Report

### PARAMETERS:

- Business Unit
- Fiscal Year
- Period

### FORMAT:

PDF

# GL - LTD Capital Projects Report

		Commonwealth of Virginia LTD CAPITAL PROJECTS REPORT				Run Date: 01/16/2014 Run Time: 11:08:00		Page No. 1 of 1		
Business Unit	Projects Fund	Current Year Administrative Appropriation	Current Year Legislative Appropriation	LTD Administrative Appropriation	LTD Legislative Appropriation	Expended YTD	Expended YTD	Expended LTD	Project to Date (Over) Under Appropriation	
50100	C18041 04720	1,230,000.00	9,250,000.00	(1,230,000.00)	9,250,000.00	0.00	0.00	0.00	8,020,000.00	
50100	C18040 04720	1,230,000.00	1,830,000.00	0.00	1,830,000.00	0.00	0.00	0.00	1,830,000.00	
50100	C18039 04720	13,562,000.00	7,198,000.00	(13,562,000.00)	7,198,000.00	0.00	0.00	0.00	3,636,000.00	
50100	C18038 04720	1389,000.00	1,722,000.00	(1388,000.00)	1,722,000.00	0.00	0.00	0.00	1,267,000.00	
50100	C17796 04720	1355,000.00	1,722,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
50100	C17165 04720	1355,000.00	1,722,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
50100	C17086 04720	1355,000.00	1,722,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
50100	C16988 04720	1355,000.00	1,722,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
50100	C16985 04720	1355,000.00	1,722,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
50100	C16984 04720	1355,000.00	1,722,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
50100	C16983 04720	1355,000.00	1,722,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
50100	C16982 04720	1355,000.00	1,722,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
50100	C16981 04720	1355,000.00	1,722,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
50100	C16980 04720	1355,000.00	1,722,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
50100	C16980 04720	1355,000.00	1,722,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
50100	C16678 04720	1355,000.00	1,722,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
50100	C16674 04720	1355,000.00	1,722,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
50100	C16674 04720	1355,000.00	1,722,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
50100	C16673 04720	1355,000.00	1,722,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
50100	C16672 04720	1355,000.00	1,722,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
50100	C16369 04720	1355,000.00	1,722,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
50100	C16235 04720	1355,000.00	1,722,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
50100	C16211 04720	1389,000.00	1,722,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
50100	C16140 04720	3,917,000.00	1,722,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
50100	C16130 04720	3,917,000.00	1,722,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
50100	C16129 04720	3,917,000.00	1,722,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
50100	C16127 04720	350,000.00	1,722,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
50100	C15732 04720	350,000.00	1,722,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
50100	C15662 04720	880,000.00	1,722,000.00	0.00	0.00	0.00	0.00	0.00	0.00	

End of Report

## GL - Other Agency Transactions Report

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

Rpt Nbr: VGLR011

LAST REVISION: 10/04/2012

LOADED INTO CATALOG: 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.
- 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											Page No. 1 of 8	
<u>OTHER AGENCY TRANSACTIONS - DETAIL</u>												
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

Page No. 8 of 8												
Batch Type	Batch Agency	Batch Date	Batch Number	Batch Sequence	Trans Code	Fund	Program	Object	Rev Source	Project	Voucher	Amount
0	122	19-JUN-2012	19	01406	880	0000	7990100	1595	00000	00000		55,250.00
0	122	19-JUN-2012	19	01407	880	0000	7990100	1395	00000	00000		5,497.00
0	122	19-JUN-2012	19	01408	880	0000	7990100	1295	00000	00000		35,000.00
0	122	19-JUN-2012	19	01409	880	0000	8260100	1295	00000	00000		12,394.00
0	122	19-JUN-2012	19	01410	880	0000	8260100	1595	00000	00000		30,187.00
0	122	19-JUN-2012	19	01411	880	0000	8260100	1395	00000	00000		15,000.00



## GL - Posted Journal Summary Report

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

Rpt Nbr: GLS7009

LAST REVISION: 10/04/2012

LOADED INTO CATALOG: 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 – Project Status Report

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

RPT NBR: VGLR0618

LAST REVISION: 07/08/2014

LOADED INTO CATALOG: 07/08/2014

### DESCRIPTION:

This report provides detail project revenue, transfers and expenditure information as well as summarizing each account for the specified ledger at the ChartField level. The ChartField details include Project, Program, Department, Cost Center, Task, Fund, Account, FIPS, Agency Use 1 and 2, and Asset. The project account actual amount is also displayed for each project detail account. The report utilizes a page break for each Project so that each page only displays accounts for one individual Project.

### PURPOSE / USE:

This report is used to research and review project detail information.

### NAVIGATION PATH:

Main Menu > General Ledger > General Reports > Project Status Report

### PARAMETERS:

- Business Unit
- Ledger
- Fiscal Year
- Accounting Period From and To
- Project Range From and To

### FORMAT:

PDF

# GL - Project Status Report

		Commonwealth of Virginia PROJECT STATUS REPORT										Run Date: 11/19/2014 Run Time: 08:47 00	
Report ID: GL618												Page No. 1 of 63	
Business Unit: 14600													
Ledger: ACTUALS													
Fiscal Year: 2015													
Accounting Period From: 1 To: 5													
Project Range From: To:													
Project Id: BW13634													
Account	Account Description	Actual Amount	Task	Fund	Department	Program	FYR	Agency Dept	Agency Dept	Cost Center	Asset		
5012520	Electrical Repair & Maint Srvc	\$ 8,775.00	80	08200	99800	998000							
5012520	Electrical Repair & Maint Srvc	\$ 930.00	99	08200	99800	998000							
5012560	Mechanical Repair & Maint Srvc	\$ 2,890.00		08200	99800	998000							
5012560	Mechanical Repair & Maint Srvc	\$ 5,377.00	76	08200	99800	998000							
5012560	Mechanical Repair & Maint Srvc	\$ 658.02	99	01000	54000	145007		DIRECTION SWH					
5012570	Plant Repair & Maint Services	\$ 3,181.36		08200	99800	998000							
5012570	Plant Repair & Maint Services	\$ 4,400.00	78	08200	99800	998000							
5012570	Plant Repair & Maint Services	\$ 888.00	81	08200	99800	998000							
5012570	Plant Repair & Maint Services	\$ 6,430.00	99	08200	99800	998000							
5012610	Architectural & Engineering Srvc	\$ 6,155.10		08200	99800	998000							
5012680	Skilled Services	\$ 10,352.00		08200	99800	998000							
5012680	Skilled Services	\$ 1,021.00	99	08200	99800	998000							
5013510	Building Repair & Maint Materl	\$ 10,377.50	69	08200	99800	998000							
5013510	Building Repair & Maint Materl	\$ 1,525.00	99	08200	99800	998000							
<b>Total Expenditure:</b>		\$ 63,459.98											
609560 Cash Trnsfr In - Load GP Cash		\$ -0.91		01000	99998	998000							
<b>Total Transfers:</b>		\$ -0.91											
<b>Total Net Activity:</b>		\$ 63,459.07											

## GL – Revenue Status Report

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

RPT NBR: VGLR0008

LAST REVISION: 07/08/2014

LOADED INTO CATALOG: 07/08/2014

### DESCRIPTION:

This report provides estimated revenue, year to date actual revenue, prior year end actual revenue, current month actual revenue, and prior year actual for the same month period.

### PURPOSE / USE:

This report is used to provide estimated revenue, actual and the prior year actual revenue at the fund and account level.

### NAVIGATION PATH:

Main Menu > Commitment Control > Budget Reports > Revenue Status Report

### PARAMETERS:

- Business Unit (% for all)
- Rev Ledger Group
- Fiscal Year
- To Period

### FORMAT:

PDF

# GL – Revenue Status Report

CARDINAL		Commonwealth of Virginia REVENUE STATUS REPORT				Run Date: 08/21/2012 Run Time: 01:20:00		
Report ID: RSLD08						Page No. 1 of 2		
Business Unit: 15100 : VA Department of Accounts								
Revenue Budget Ledger: CC_OPCREV								
Fiscal Year: 2012								
Accounting Period To: 2								
Bus Unit	Fund	Account	Description	Estimated Revenue	Year to Date Current Year	Year to Date Last Year	Month - 02 Current Year	Month - 02 Last Year
15100	01000	4009060	Miscellaneous Revenues	100.00	0.00	0.00	0.00	0.00
Total for Fund 01000				\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
02011	4009060	Miscellaneous Revenues	117,330.00	0.00	0.00	0.00	0.00	
Total for Fund 02011				\$ 117,330.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
02111	4009026	Charge Card Rebate Fees	721,956.00	7,246,063.57	0.00	7,246,063.57	0.00	
	4009084	Refund-Exp/Misc Disburse Pr Yr	1,000.00	0.00	0.00	0.00	0.00	
Total for Fund 02111				\$ 722,956.00	\$ 7,246,063.57	\$ 0.00	\$ 7,246,063.57	\$ 0.00
06080	4002700	Fees For Admin Services	20,000.00	517,742.50	0.00	517,742.50	0.00	
Total for Fund 06080				\$ 20,000.00	\$ 517,742.50	\$ 0.00	\$ 517,742.50	\$ 0.00
09362	4006162	Commonwealth Health Research	2,135,406.00	990,009.00	0.00	0.00	0.00	
Total for Fund 09362				\$ 2,135,406.00	\$ 990,009.00	\$ 0.00	\$ 0.00	\$ 0.00
Total for Business Unit 15100				\$ 2,995,792.00	\$ 8,753,815.07	\$ 0.00	\$ 7,763,806.07	\$ 0.00

## **GL - Statement of Cash Position of Funds Report**

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

Rpt Nbr: RGL018

LAST REVISION: 10/04/12

LOADED INTO CATALOG: 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

		Commonwealth of Virginia		Run Date: 10/04/2012
Report ID: RGL018		STATEMENT OF CASH POSITION OF FUNDS		Run Time: 07:27 00
Business Unit: 15100				Page No. 1 of 1
As Of Date : 10/04/12				
<u>FUND</u>	<u>TITLE</u>	<u>BUDGET</u>	<u>CASH</u>	<u>VARIANCE</u>
<u>DETAIL</u>		<u>BALANCE</u>	<u>BALANCE</u>	
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 Mgmt 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)

		Commonwealth of Virginia		Run Date: 10/04/2012
Report ID: RGL018		STATEMENT OF CASH POSITION OF FUNDS		Run Time: 07:27 00
Business Unit: 15100				Page No. 1 of 1
As Of Date : 10/04/12				
<u>FUND</u>	<u>TITLE</u>	<u>BUDGET</u>	<u>CASH</u>	<u>VARIANCE</u>
<u>DETAIL</u>		<u>BALANCE</u>	<u>BALANCE</u>	
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 Mgmt 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

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

Rpt Nbr: RGL028

LAST REVISION: 10/24/2012

LOADED INTO CATALOG: 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

		Commonwealth of Virginia SUMMARY FLUCTUATION ANALYSIS REPORT						Run Date: 10/23/2012 Run Time: 06:31 00	
Report ID: RGL028								Page No. 1 of 3	
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	% Chan		
01000 General Fund	0.00	1,131,880.12	1,131,880.12	100.00	992,931.82	992,931.82	100		
SubTotal for 01000	\$ 0.00	\$ 1,131,880.12	\$ 1,131,880.12	100.00	\$992,931.82	\$992,931.82	100		
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)	(28		
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)	(28		
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	82		
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	82		
04220 Transportatn Partnrshp Opp Pd	180,919.59	13,358.91	(167,560.68)	(92.62)	456,626.21	275,706.62	152		
Subtotal for 04220	\$180,919.59	\$ 13,358.91	\$ (167,560.68)	(92.62)	\$456,626.21	\$275,706.62	152		
04362 Powhite Revenue Fund	0.00	228,047.99	228,047.99	100.00	259,555.38	259,555.38	100		
SubTotal for 04362	\$ 0.00	\$228,047.99	\$228,047.99	100.00	\$259,555.38	\$259,555.38	100		
04363 Powhite Maint Replacmnt Fund	0.00	0.00	0.00	0.00	12,926.45	12,926.45	100		
Subtotal for 04363	\$ 0.00	\$ 0.00	\$ 0.00	0.00	\$ 12,926.45	\$ 12,926.45	100		
04710 Transportation Trust Fund	85,220.53	51,029.07	(34,191.46)	(40.12)	51,548.80	(33,671.73)	(33		
SubTotal for 04710	\$ 85,220.53	\$ 51,029.07	\$ (34,191.46)	(40.12)	\$ 51,548.80	\$ (33,671.73)	(33		
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	188		
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	188		
04760 Toll Facilities Revolving Fund	0.00	191,865.37	191,865.37	100.00	334,585.41	334,585.41	100		
SubTotal for 04760	\$ 0.00	\$191,865.37	\$191,865.37	100.00	\$334,585.41	\$334,585.41	100		
04766 Violation Enforcement Sys	(11,509.61)	(6,496.69)	5,012.92	43.55	(33,679.82)	(22,170.21)	(192		
SubTotal for 04766	\$ (11,509.61)	\$ (6,496.69)	\$ 5,012.92	43.55	\$ (33,679.82)	\$ (22,170.21)	(192		
04769 Smart Tag	114,388.54	6,824.30	(107,564.24)	(94.03)	66,161.12	(48,227.42)	(42		
SubTotal for 04769	\$114,388.54	\$ 6,824.30	\$ (107,564.24)	(94.03)	\$ 66,161.12	\$ (48,227.42)	(42		

		Page No. 3 of 3					
	Base FY : 2011	FY1 : 2012	Change	% Change	FY2 : 2013	Change	% Chan
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	128

## GL - Summary Ledger Detail Report

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

Rpt Nbr: GLS1001

LAST REVISION: 10/05/12

LOADED INTO CATALOG: 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		Page No. 1	
Bus. Unit: 15100--		Run Date 10/05/2012	
Ledger: SACTUALS -- Summary Actuals		Run Time 07:42:20	
Ledger Code:			
As of Fiscal Year 2013 from Period 1 to Period 3 ()			
<u>Fund</u>	<u>Program</u>	<u>Account</u>	<u>Balance</u>
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		Page No. 3	
Bus. Unit: 15100--VA Department of Accounts		Run Date 10/05/2012	
Ledger: SACTUALS -- Summary Actuals		Run Time 07:42:20	
Ledger Code:			
As of Fiscal Year 2013 from Period 1 to Period 3 ()			
<u>Fund</u>	<u>Program</u>	<u>Account</u>	<u>Balance</u>
		183700	34,823.00
		183730	< 26,983.21>
		257980	< 1,207,839.79>
		308000	0.00
Total for Ledger SACTUALS:			0.00

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

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

Rpt Nbr: RGL007B

LAST REVISION: 10/04/2012

LOADED INTO CATALOG: 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

CARDINAL		Commonwealth of Virginia TRACK WITHOUT BUDGET - EXPENDITURES BY CHARTFIELD				Run Date: 10/04/2012 Run Time: 02:32 00				
Report ID: RGL007B		Page No. 1 of 11								
Business Unit : 50100										
Fiscal Year : 2013										
Fiscal Period : 2										
Budget Ledger : C_OPRSUM_B										
Business Fund	Unit	Code	Project	Program	Dept	Account	Budgeted Amount	Month Expended	Year-to-Date Expended	Unexpended Amount
	50100			604001		5011110	0.00	85,116.81	223,607.89	(132,607.89)
						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)

CARDINAL		Commonwealth of Virginia TRACK WITHOUT BUDGET - EXPENDITURES BY CHARTFIELD				Run Date: 10/04/2012 Run Time: 02:32 00			
Report ID: RGL007B		Page No. 11 of 11							
Business Fund									
Unit	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				<u>86,232,000.00</u>	<u>7,208,134.72</u>	<u>16,982,434.33</u>	<u>69,249,565.67</u>
Total for Business Unit :						<u>680,987,621.00</u>	<u>180,763,205.96</u>	<u>315,485,887.97</u>	<u>365,501,733.03</u>
Total for the Report :						<u>680,987,621.00</u>	<u>180,763,205.96</u>	<u>315,485,887.97</u>	<u>365,501,733.03</u>

## GL – Transactions in Pending Status Report

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

Rpt Nbr: VGLR620B

LAST REVISION: 10/22/2014

LOADED INTO CATALOG: 10/22/2014

### DESCRIPTION:

This report captures transactions that are pending for processing in the General Ledger, Accounts Receivable, Purchasing\*, Expenses, Accounts Payable, and Project Costing\* modules.

Transactions that are pending for processing have not been successfully entered, combination edited, budget checked, and approved in the various modules. The transactions are waiting for a user to take action before being eligible to be processed further in Cardinal.

The report will return transactions that currently reside in the module sub-groupings below:

- General Ledger – Incomplete Journals
- General Ledger – Journals Not Edited
- General Ledger – Journals Not Budget Checked
- General Ledger – Journals Not Approved
- Accounts Receivable – Applied Payments Not Run Thru Revenue Estimate\*
- Accounts Receivable – Applied Payments Not Approved\*
- Accounts Receivable – Applied Payments Not Successfully Budget Checked\*
- Accounts Receivable – Incomplete AR Direct Journals
- Accounts Receivable – AR Direct Journals Not Budget Checked
- Accounts Receivable – AR Direct Journals Not Approved
- Accounts Receivable – Applied Payment Not Posted\*
- Purchasing – Requisition Accounting Entries Not Created\*
- Expenses – Expense Advances Not Submitted
- Expenses – Expense Advances Not Approved
- Expenses – Expense Reports Not Submitted
- Expenses – Expense Reports Not Approved
- Expenses – Expense Reports Not Budget Checked
- Accounts Payable – Vouchers Not Matched\*
- Accounts Payable – Vouchers Not Budget Checked
- Accounts Payable – Vouchers Not Approved

- Accounts Payable – Voucher Payments On Hold
- Project Costing – Project Accounting Splitter Error\*
- Project Costing - Project Accounting Splitter Cash Accounting not Created\*

#### PURPOSE / USE:

- Payment Cash Checking Use - The report can be run ad hoc by agency users to monitor and review the cash transactions that are pending for processing. By running the report for the cash account (101010) and specific fund value(s) an agency user can see the cash transactions that require a user to take action before being eligible for further batch processing downstream and eventually posted against the cash balance(s) on the ledger.
- General Use – The report can be run ad hoc by agency users to monitor and review all transactions that are pending for processing. Based on the chartfield selection criteria the report can be used to provide a very broad or narrow look at the transactions that are pending for processing in the various modules. This report can be very useful for users at month end and year end by identifying transactions that need to be cleared.

#### NAVIGATION PATH:

Main Menu > General Ledger > General Reports > Payment Cash Reports > Transactions in Pending Status

#### PARAMETERS:

- Report Request Parameters
  - Business Unit
  - Ledger
    - Actuals
  - From Date
  - To Date
  - Modules
    - GL (General Ledger)
    - AR (Accounts Receivable)
    - PR (Purchasing)\*
    - EX (Expenses)
    - AP (Accounts Payable)
    - PC (Project Costing)\*
- Chartfield Selection

- Sequence
- ChartField name
- Include CF
- Value

To Value *\*Only applicable to Business Unit 50100*

FORMAT:

PDF

### TRANSACTIONS IN PENDING STATUS

CARDINAL		Commonwealth of Virginia TRANSACTIONS IN PENDING STATUS						Run Date: 10/21/2014 Run Time: 05:31 00	
Report ID: VGLR620B								Page No. 1 of 67	
Business Unit: 50100 - VDOT									
From Date: 07/01/2014									
To Date: 10/21/2014									
Ledger: ACTUALS									
Module: CH,AR,FR,EX,AP,PA									
Account From: 101010 To: 101010									
Fund From: 04720 To: 04720									
Module: General Ledger									
Journals Not Edited									
GL BU	JOURNAL ID	JOURNAL DATE	JOURNAL Hdr Status	Budget Hdr Status	JOURNAL Process Request	Account	Fund	Monetary Amount	
50100	0000043860	10/06/2014	Errors	Not Chk'd	No Request	101010	04720	(49,547.95)	
Transaction Grouping Total:			(Total Journals: 1)				(49,547.95)		

Module: Accounts Payable  
 Voucher Payments On Hold

<u>AP BU</u>	<u>Voucher</u>	<u>Line#</u>	<u>Dist#</u>	<u>Acctg Date</u>	<u>Entry Status</u>	<u>Match Action</u>	<u>Match Stat</u> <u>Voucher</u>	<u>Budget</u> <u>Hdr Stat</u>	<u>APPR Status</u>	<u>Schedule</u> <u>Pay Date</u>	<u>Account</u>	<u>Fund</u>	<u>Monetary Amount</u>
50100	00356049	1	1	07/15/2014	Postable	Standard	Matched	Valid	Approved	07/15/2014	101010	04720	(1,047,984.00)
50100	00356049	2	1	07/15/2014	Postable	Standard	Matched	Valid	Approved	07/15/2014	101010	04720	1,047,984.00
50100	00356297	1	1	07/15/2014	Postable	Standard	Matched	Valid	Approved	07/15/2014	101010	04720	(32,063.14)
50100	00356297	2	1	07/15/2014	Postable	Standard	Matched	Valid	Approved	07/15/2014	101010	04720	32,063.14
Transaction Grouping Total: (Voucher Count: 2)												0.00	
Report Total:												(8,133,902.24)	

End of Report

## GL – Transactions Ready for Processing Report

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

Rpt Nbr: VGLR620A

LAST REVISION: 10/22/2014

LOADED INTO CATALOG: 10/28/2014

### DESCRIPTION:

This report captures transactions that are ready for processing in the General Ledger, Accounts Receivable, Purchasing\*, Expenses, Accounts Payable, and Project Costing\* modules.

Transactions that are ready for processing have been successfully entered, combination edited, budget checked, and approved in the various modules. The transactions are waiting for the nightly Cardinal batch processing to begin so the transactions can be further processed to the point of being posted to the Ledger in General Ledger.

The report will return transactions that currently reside in the module sub-groupings below:

- General Ledger – Journals Not Posted
- Accounts Receivable – AR Direct Journals Not Journal Generated
- Accounts Receivable – Applied Payment Not Journal Generated\*
- Purchasing – Requisitions Not Journal Generated\*
- Expenses - Expense Payments Not Journal Generated
- Expenses – Expense Reports Ready to be Paid
- Expenses – Expense Advances Ready to be Paid
- Accounts Payable – Voucher Payments Not Journal Generated
- Accounts Payable – Vouchers Ready to be Paid
- Project Costing – Project Accounting Splitter Cash Not Journal Generated\*

### PURPOSE / USE:

- Payment Cash Checking Use - The report can be run ad hoc by agency users to monitor and review the cash transactions that are ready for processing. By running the report for the cash account (101010) and specific fund value(s) an agency user can foresee the potential impact to the beginning cash balance(s) on the ledger before pay cycle and payment cash checking processing begins.

- General Use – The report can be run ad hoc by agency users to monitor and review all transactions that are ready for processing. Based on the chartfield selection criteria the report can be used to provide a very broad or narrow look at the transactions that are ready for processing in the various modules before the nightly batch processing begins.

#### NAVIGATION PATH:

Main Menu > General Ledger > General Reports > Payment Cash Reports > Transactions Ready for Process

#### PARAMETERS:

- Report Request Parameters
  - Business Unit
  - Ledger
    - Actuals
  - From Date
  - To Date
  - Modules
    - GL (General Ledger)
    - AR (Accounts Receivable)
    - PR (Purchasing)\*
    - EX (Expenses)
    - AP (Accounts Payable)
    - PC (Project Costing)\*
- Chartfield Selection
  - Sequence
  - ChartField Name
  - Include CF
  - Value
  - To Value

*\*Only applicable to Business Unit 50100*

#### FORMAT:

PDF

# Transactions Ready for Processing Report

CARDINAL		Commonwealth of Virginia TRANSACTIONS READY FOR PROCESSING						Run Date: 10/21/2014 Run Time: 05:23 00	
Report ID: VGLR620A								Page No. 1 of 12	
Business Unit: 50100 VDOT									
From Date: 07/01/2014									
To Date: 10/21/2014									
Ledger: ACTUALS									
Module: GL, AP, FR, EX, AP, PA									
Account From: 101010 To: 101010									
Fund From: 04720 To: 04720									
Module: General Ledger									
Journals Not Posted									
GL HU	Journal ID	Journal Date	Journal Hdr Status	Budget Hdr Status	JOURNAL Process Request	Account	Fund	Monetary Amount	
50100	0000045320	10/14/2014	Valid	Valid	Post	101010	04720	(525.00)	
50100	0000046709	10/20/2014	Valid	Valid	Post	101010	04720	(6,514.27)	
Transaction Grouping Total: (Total Journals: 2)								(7,039.27)	

Module: Accounts Payable												
Vouchers Ready to be Paid												
AP HU	Voucher	Lines	Date	Acctd Date	Entry Status	Match Action	Match Stat Voucher	Budget Hdr Stat	Schd Pay Date	Account	Fund	Monetary Amount
50100	00389240	1	1	10/20/2014	Postable	Standard	Matched	Valid	10/20/2014	101010	04720	8,564.80
50100	00389240	1	2	10/20/2014	Postable	Standard	Matched	Valid	10/20/2014	101010	04720	(382,118.04)
50100	00389240	2	1	10/20/2014	Postable	Standard	Matched	Valid	10/20/2014	101010	04720	(12,445.50)
50100	00389240	2	2	10/20/2014	Postable	Standard	Matched	Valid	10/20/2014	101010	04720	5,156.01
50100	00389250	1	1	10/20/2014	Postable	Standard	Matched	Valid	10/20/2014	101010	04720	(83,751.56)
50100	00389250	2	1	10/20/2014	Postable	Standard	Matched	Valid	10/20/2014	101010	04720	(6,381.78)
Transaction Grouping Total: (Voucher Count: 59)											(2,823,532.55)	
Report Total:											(2,836,722.99)	

End of Report

## **General Ledger**

[Quick Links](#)

### **GL nVision Reports**

[GL - nVision – Budget to Actual - Cost Center by Account Report](#)

[GL – nVision - Budget to Actual - Department by Account Report](#)

[GL - nVision – COVA Standard Budget to Actual – Fund, Program, Account Report](#)

[GL - nVision – COVA Standard Budget to Actual – Program, Fund Report](#)

[GL - nVision – Project Expenditures by Task Report](#)

[GL - nVision – Project Financial Summary Report](#)

## **GL - nVision – Budget to Actual - Cost Center by Account Report**

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

RPT NBR: VGLR0614

LAST REVISION: 07/08/2014

LOADED INTO CATALOG: 07/08/2014

### **DESCRIPTION:**

This nVision report provides Operational Budget and Actual Expenditure amounts for a Business Unit by Account and Cost Center for the current period and year to date.

### **PURPOSE / USE:**

This report is used to monitor Operational Budget and Actual Expenditure totals and variance of budget remaining for a Business Unit and Cost Center by Account.

### **NAVIGATION PATH:**

Main Menu > myCardinal Financials > Financials Report Retrieval > FIN Report Manager

### **PARAMETERS:**

- Business Unit - This nVision report scope includes Business Unit. The nVision report layout returns Budget and Actual data by Account for each Cost Center related to the specified Business Unit. The nVision report is retrieved by Business Unit and Cost Center Code.

### **FORMAT:**

Excel version 2007 or higher, nVision Report

# GL - nVision - Budget to Actual - Cost Center by Account Report

 Commonwealth of Virginia Budget to Actual-Cost Center by Account															
Report ID: T_GL614 Layout ID: VGLR0614 Scope ID: 08GL0201D Period Ending: 2014-05-31											Run Date: 30-Jun-2014 Run Time: 9:22:34 AM				
Business Unit: 01100 Department of Forestry Cost Center: 151 New Kent Forestry/Cont Center															
Account	Description	Operational Budget	2014-1	2014-2	2014-3	2014-4	2014-5	2014-6	2014-7	2014-8	2014-9	2014-11	Current Year Expenditures	(Over) Under Budget	% of Budget Remaining
5011130	Wage Social Security/Medicare	0.00	43.24	31.22	32.91	37.41	32.91	31.00	45.47	30.17	33.72	0.00	318.05	(318.05)	0.00
5011410	Wages, General	0.00	565.25	408.13	430.18	409.09	430.18	405.19	594.40	394.40	440.59	0.00	4,157.79	(4,157.79)	0.00
5011440	Wages, Student	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	880.00	1,080.00	8,820.00	88.20
5011460	Wages, Fed Work Study Student	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(200.00)	0.00	0.00	(200.00)	5,200.00	104.00
5012190	Inbound Freight Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15.00	0.00	0.00	15.00	(15.00)	0.00
5012510	Custodial Services	0.00	283.00	453.00	96.00	0.00	0.00	600.00	883.00	345.00	481.00	0.00	3,143.00	(3,143.00)	0.00
5012560	Mechanical Repair & Maint Svc	0.00	0.00	0.00	0.00	0.00	0.00	0.00	167.50	0.00	65.00	0.00	272.50	(272.50)	0.00
5012650	Laundry & Linen Services	0.00	0.00	420.00	352.00	0.00	0.00	0.00	760.00	0.00	270.00	0.00	1,002.00	(1,002.00)	0.00
5012680	Skilled Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	480.00	0.00	0.00	0.00	480.00	(480.00)	0.00
5013100	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.48	0.00	0.00	0.00	9.48	(9.48)	0.00
5013220	Gas	0.00	0.00	114.72	0.00	52.20	0.00	0.00	0.00	0.00	645.02	0.00	811.94	(811.94)	0.00
5013230	Gasoline	0.00	0.00	77.16	75.11	337.66	60.72	81.04	0.00	0.00	0.00	0.00	631.71	(631.71)	0.00
<b>Expenditures</b>		<b>15,000.00</b>	<b>4,418.28</b>	<b>8,533.62</b>	<b>3,696.44</b>	<b>4,412.97</b>	<b>559.21</b>	<b>3,629.24</b>	<b>8,116.91</b>	<b>3,834.90</b>	<b>5,554.09</b>	<b>880.00</b>	<b>41,635.66</b>	<b>(26,635.66)</b>	<b>-177.57</b>

## **GL – nVision - Budget to Actual - Department by Account Report**

[◀Previous](#)

[Quick Links](#)

[Next▶](#)

RPT NBR: VGLR0615

LAST REVISION: 07/08/2014

LOADED INTO CATALOG: 07/08/2014

### **DESCRIPTION:**

This nVision report provides Operational Budget and Actual Expenditure amounts for a Business Unit by Account and Department for the current period and year to date.

### **PURPOSE / USE:**

This report is used to monitor Operational Budget and Actual expenditure totals and variance of budget remaining for a Business Unit and Department by Account.

### **NAVIGATION PATH:**

Main Menu > myCardinal Financials > Financials Report Retrieval > FIN Report Manager

### **PARAMETERS:**

- Business Unit - This nVision report scope includes Business Unit. The nVision report layout returns Budget and Actual data by Account for each specific Department ID related to the specified Business Unit. The nVision report is retrieved by Business Unit and Department ID.

### **FORMAT:**

Excel version 2007 or higher, nVision Report

GL – nVision - Budget to Actual - Department by Account Report

					
Commonwealth of Virginia					
Budget to Actual-Department by Account					
Report ID:	T_GL615			Run Date:	1-May-2014
Layout ID:	VGLR0615			Run Time:	10:21:32 AM
Scope ID:	08GL0201G				
Period Ending:	2014-03-31				
Business Unit:	41100	Department of Forestry			
Department:	1300				
Account	Description	Operational Budget	Current Year Expenditures	(Over) Under Budget	% of Budget Remaining
5011440	Wages, Student	1,750,000.00	0.00	1,750,000.00	100.00
5012120	Outbound Freight Services	1,750,000.00	0.00	1,750,000.00	100.00
5012430	Attorney Services	1,750,000.00	0.00	1,750,000.00	100.00
5099001	Budget Roll up Account	(755.00)	0.00	(755.00)	100.00
	<b>Expenditures</b>	<b>5,249,245.00</b>	<b>0.00</b>	<b>5,249,245.00</b>	<b>100.00</b>

## GL - nVision – COVA Standard Budget to Actual – Fund, Program, Account Report

[<Previous](#)

[Quick Links](#)

[Next>](#)

Rpt Nbr: RGL004A

LAST REVISION: 07/08/2014

LOADED INTO CATALOG: 07/08/2014

### DESCRIPTION:

This nVision report provides Operational Budget and Actual Expenditures for a specified Business Unit and related Fund and Program, summarized by Account Code for both Accounting Period and Fiscal Year to Date.

### PURPOSE / USE:

The report is used to monitor Operational Budget and Actual for a Business Unit by Fund and Program by Account Code.

### NAVIGATION PATH:

Main Menu > myCardinal Financials > Financials Report Retrieval > FIN Report Manager

### PARAMETERS:

- Business Unit – This nVision report scope includes Business Unit. The Vision report layout returns Operational Budget and Actual expenditure data by Fund and Program specified in the scope for the Business Unit. The nVision report is retrieved by Business Unit, Fund Code, and Program Code.

### FORMAT:

Excel version 2007 or higher, nVision Report

GL - nVision – COVA Standard Budget to Actual – Fund, Program, Account Report

nVision report as it appears when first opened

In this example, an operational budget exists for Accounts 5011440 and 5011460. The other accounts do not have a budget, but have expenditures.

1	2	3	4	5	6	7	8	9	10	11	12
12	B	C	D	E	F	G	H	I	J		
4	<b>COVA Standard Budget to Actual - Fund, Program, Account</b>										
6	<b>Report ID:</b>	RGL004A									
7	<b>Layout ID:</b>	VGLR004A									
8	<b>Scope:</b>	VGLR004A									
9	<b>Period Ending:</b>	June 30, 2014									
10	<b>Business Unit:</b>	41100	Department of Forestry								
11	<b>Fund:</b>	01000	General Fund								
12	<b>Program:</b>	501003	Forst Consvr/Wldfire/Wtrshd Svc								
13											
16	<b>Account</b>	<b>Description</b>	<b>Operational Budget</b>	<b>2014-1</b>	<b>2014-2</b>	<b>2014-3</b>	<b>2014-4</b>	<b>2014-5</b>	<b>2014-6</b>		
17											
18	5011110	Employer Retire Contrib-Def Ben	0.00	90,883.74	60,691.57	103,209.79	81,412.62	49,220.13		64,440.42	
19	5011120	Salary Social Security&Medicare	0.00	77,426.42	51,507.98	25,680.60	69,454.37	40,665.02		54,602.57	
20	5011130	Wage Social Security&Medicare	0.00	447.91	513.59	358.56	474.88	375.04		399.57	
21	5011140	Group Life Insurance	0.00	12,346.13	8,244.72	4,306.29	11,059.48	6,686.30		8,753.90	
22	5011150	Employer Health Ins Premium	0.00	239,426.38	163,136.96	94,623.43	210,949.96	135,531.33		171,750.42	
23	5011160	Retiree Health Ins Cr Premium	0.00	10,375.24	6,926.32	3,618.71	9,293.67	5,618.73		7,356.22	
24	5011170	VSDB & Longterm Disability Ins	0.00	3,436.19	2,217.67	659.71	3,340.00	1,612.78		2,453.56	
25	5011220	Salaries, Appointed Officials	0.00	11,291.10	7,726.16	7,726.16	7,726.16	7,726.16		7,726.16	
26	5011230	Salaries, Classified	0.00	978,508.31	642,797.65	672,613.09	697,724.13	340,374.93		689,742.02	
27	5011250	Salaries, Overtime	0.00	0.00	0.00	0.00	0.00	0.00		273.30	
28	5011280	Salaries, Info Techn Employees	0.00	47,548.17	41,050.82	38,378.08	38,378.08	38,378.08		38,378.08	
29	5011310	Bonuses & Incentives	0.00	0.00	1,780.00	1,780.00	0.00	0.00		0.00	
30	5011390	Deferred Comp Match Payments	0.00	7,782.35	4,896.35	2,431.29	6,553.68	3,978.08		5,139.28	
31	5011410	Wages, General	0.00	5,855.18	6,713.68	4,686.61	6,207.81	4,902.32		5,223.16	
32	5011440	Wages, Student	10,000.00	0.00	0.00	0.00	0.00	0.00		0.00	
33	5011460	Wages, Fed Work Study Student	5,000.00	0.00	0.00	0.00	0.00	0.00		0.00	
34	5011510	Workers' Compensation Awards	0.00	3,249.21	2,073.63	2,142.64	843.26	0.00		0.00	
35	5011530	Short-Term Disability Benefits	0.00	1,839.78	312.77	1,395.38	0.00	0.00		0.00	
36	5011540	Supplementl Disability Benefit	0.00	66.78	0.00	0.00	0.00	0.00		0.00	

## GL - nVision – COVA Standard Budget to Actual – Program, Fund Report

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

Rpt Nbr: RGL003A

LAST REVISION: 07/08/2014

LOADED INTO CATALOG: 07/08/2014

### DESCRIPTION:

This nVision report provides Appropriations and Expenditures for a Business Unit by Fund and Program for all Programs within the Fund specified in the report scope.

### PURPOSE / USE:

The report is used to monitor Budget and Actual by Fund and Program at the Business Unit level.

### NAVIGATION PATH:

Main Menu > myCardinal Financials > Financials Report Retrieval > FIN Report Manager

### PARAMETERS:

- Business Unit – This nVision report scope includes Business Unit. The nVision report layout returns Budget and Actual data by Program and Sub-program for all Programs related to the Fund specified in the scope for the Business Unit. The nVision report is retrieved by Business Unit and Fund Code.

### FORMAT:

Excel version 2007 or higher, nVision Report

GL - nVision – COVA Standard Budget to Actual – Program, Fund Report

nVision report as it appears when first opened

1	2	B	C	D	E	F	G	H	I	J
2										
3			<b>Commonwealth of Virginia</b>							
4		<b>COVA Standard Budget to Actual - Program, Fund</b>								
5										
6		<b>Report ID:</b>	RGL003A							
7		<b>Layout ID:</b>	VGLR003A							
8		<b>Scope:</b>	FNDS_12900							
9		<b>Period Ending:</b>	June 30, 2014							
10		<b>Business Unit:</b>	12900	Dept of Human Resource Mgt						
11		<b>Fund:</b>	07129	DHRM TRUST AND AGENCY FUND						
12										
13										
14		<b>Program</b>	<b>Description</b>	<b>Appropriation</b>	<b>2014-1</b>	<b>2014-2</b>	<b>2014-3</b>	<b>2014-4</b>	<b>2014-5</b>	<b>2014-6</b>
15										
16			All Programs							
22			Personnel Mgmt Svcs	26,358,969.00	68,080.43	54,703.20	52,634.77	59,704.05	66,640.20	247,773.17
23			<b>All Programs</b>	<b>\$26,358,969.00</b>	<b>\$68,080.43</b>	<b>\$54,703.20</b>	<b>\$52,634.77</b>	<b>\$59,704.05</b>	<b>\$66,640.20</b>	<b>\$247,773.17</b>

nVision report with the Programs nPloded (i.e., rows unhidden)

1	2	B	C	D	E	F	G	H	I	J
2										
3			<b>Commonwealth of Virginia</b>							
4		<b>COVA Standard Budget to Actual - Program, Fund</b>								
5										
6		<b>Report ID:</b>	RGL003A							
7		<b>Layout ID:</b>	VGLR003A							
8		<b>Scope:</b>	FNDS_12900							
9		<b>Period Ending:</b>	June 30, 2014							
10		<b>Business Unit:</b>	12900	Dept of Human Resource Mgt						
11		<b>Fund:</b>	07129	DHRM TRUST AND AGENCY FUND						
12										
13										
14		<b>Program</b>	<b>Description</b>	<b>Appropriation</b>	<b>2014-1</b>	<b>2014-2</b>	<b>2014-3</b>	<b>2014-4</b>	<b>2014-5</b>	<b>2014-6</b>
15										
16			All Programs							
17		7040	Personnel Management Services	26,358,969.00	0.00	0.00	0.00	0.00	0.00	0.00
18		704016	Empl Dispute Resolution Svcs	0.00	0.00	0.00	0.00	102.94	(102.94)	0.00
19		704017	State Employee Program Svcs	0.00	1,037.70	0.00	0.00	375.01	0.00	79.68
20		704018	St Employee Workers' Comp Svc	0.00	66,228.65	54,143.70	52,075.26	58,946.24	66,743.14	247,565.49
21		704019	Administrative & Support Svcs	0.00	814.08	559.50	559.51	279.86	0.00	128.00
22			Personnel Mgmt Svcs	26,358,969.00	68,080.43	54,703.20	52,634.77	59,704.05	66,640.20	247,773.17
23			<b>All Programs</b>	<b>\$26,358,969.00</b>	<b>\$68,080.43</b>	<b>\$54,703.20</b>	<b>\$52,634.77</b>	<b>\$59,704.05</b>	<b>\$66,640.20</b>	<b>\$247,773.17</b>

## GL - nVision – Project Expenditures by Task Report

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

RPT NBR: VPAR106C

LAST REVISION: 07/08/2014

LOADED INTO CATALOG: 07/08/2014

### DESCRIPTION:

This nVision report breaks out the total posted amounts by all tasks under a Project and Business Unit from Project Budget ledger, Journal Header and Journal line tables for project life to date and year to date time spans.

### PURPOSE / USE:

This report is used to review Project Budget versus Actual expenditures by Account for a specified Project for both Fiscal YTD and Project to Date (Project Life to Date) time spans.

### NAVIGATION PATH:

Main Menu > myCardinal Financials > Financials Report Retrieval > FIN Report Manager

### PARAMETERS:

- Business Unit – This nVision report scope includes Business Unit. Reports are generated for all Projects related to the Business Unit. The report is retrieved by Project Number.

### FORMAT:

Excel version 2007 or higher, nVision Report

# GL - nVision - Project Expenditures by Task Report

1	2	B	C	D	E	F	G	M	N	O	P
2				<b>Commonwealth of Virginia</b>							
3				<b>Financial Summary - Project Expenditure by Task</b>							
4	Report ID:	VPAR106C								Run Date	June 26, 2014
5	Layout ID:	VPAR106C								Run Time	3:22:23 PM
6	Scope:	VPAR106C									
7	Period Ending:	June 30, 2014									
8	Business Unit:	13200	Department of Elections								
9	Project:	SBE75500	ELECTION								
10											
11											
12	<b>Task</b>	<b>Description</b>	<b>Project Budget</b>	<b>2014.2</b>	<b>2014.3</b>	<b>2014.4</b>	<b>Current Year</b>	<b>Project to Date</b>	<b>Project to Date (Over)</b>	<b>Under Project Budget</b>	<b>% of Project Budget Remaining</b>
13	500000	GENERAL ELECTION	0.00	61,806.95	10,273.34	13,785.68	136,453.69	136,453.69	(136,453.69)		0.00
14	910000	SPECIAL ELECTION	0.00	0.00	0.00	0.00	63.32	63.32	(63.32)		0.00
15	520000	PRIMARY ELECTION	0.00	0.00	0.00	0.00	4,866.06	4,866.06	(4,866.06)		0.00
16		<b>Total</b>	<b>\$0.00</b>	<b>\$61,806.95</b>	<b>\$10,273.34</b>	<b>\$13,785.68</b>	<b>\$141,383.07</b>	<b>\$141,383.07</b>	<b>(\$141,383.07)</b>		<b>0.00%</b>
17											

## GL - nVision – Project Financial Summary Report

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

RPT NBR: VPAR0567

LAST REVISION: 07/08/2014

LOADED INTO CATALOG: 07/08/2014

### DESCRIPTION:

This nVision report is run is all projects related to a specified Business Unit by Summary Project and provides the Project Budget for both the summary project and the operating projects. It also provides the expenditure actuals for YTD and Project LTD. In addition, the Project to Date (Over) Under Project Budget also displays the variance between Project Budget and Project LTD spending amount and percent of Project Budget Remaining is displayed at the end, which tells the remaining budget for that Project.

### PURPOSE / USE:

This nVision report is used to research and review project financial information.

### NAVIGATION PATH:

Main Menu > myCardinal Financials > Financials Report Retrieval > FIN Report Manager

### PARAMETERS:

- Business Unit - This nVision report layout uses a PROJECT\_REPORTING tree for each Business Unit (BU) which has nodes for CAPITAL and OPERATING Projects. The nVision scope only includes BU, since it gets the associated projects for each BU from that BU's PROJECT REPORTING tree. The report is retrieved by Business Unit.

### FORMAT:

Excel version 2007 or higher, nVision Report

## GL - nVision – Project Financial Summary Report

Project ID	Description	Appropriations	Project Budget	Current Year Expenditures	Project to Date Expenditures	Project to Date (Over) under Appropriations	% of Appropriations Budget Remaining	Project to Date (Over) under Proj Budget	% of Project Budget Remaining
32	Capital	17,232,817.04	0.00	3,062,285.09	14,080,645.59	\$3,152,171.45	18.29%	(\$14,080,645.59)	0.00%
83	Operating	0.00	0.00	613,307.02	613,307.02		0.00%	(\$613,307.02)	0.00%
84	Overall Total Amounts	\$17,232,817.04	\$0.00	\$3,675,592.11	\$14,693,952.61	\$3,152,171.45	18.29%	(\$14,693,952.61)	0.00%

You can scroll, implode, and expand the report to view the various details provided.

Project ID	Description	Appropriations	Project Budget	Current Year Expenditures	Project to Date Expenditures	Project to Date (Over) under Appropriations	% of Appropriations Budget Remaining	Project to Date (Over) under Proj Budget	% of Project Budget Remaining
18	C13634 MAINTENANCE	9,961,091.98	0.00	313,065.93	8,608,338.37	1,352,753.61	13.58%	(8,608,338.37)	0.00%
21	C16537 BELMONT BAY LIFE SCIENCE CTR RESTORE THE	456.06	0.00	0.00	456.06	(0.00)	0.00%	(456.06)	0.00%
24	C17585 EXTERIOR STUCCO	1,100,000.00	0.00	14,711.56	915,379.46	184,620.54	16.78%	(915,379.46)	0.00%
27	C17646 DANVILLE ADDITION	3,494,997.00	0.00	2,144,452.85	3,363,005.28	131,991.72	3.78%	(3,363,005.28)	0.00%
30	C17974 UPGRD EXHS NEW SPEC EVMT BLDG RENOVATE EXTERIOR STUCCO	2,676,272.00	0.00	590,054.75	1,193,466.42	1,482,805.58	55.41%	(1,193,466.42)	0.00%
31	C18585	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00%
32	Capital	17,232,817.04	0.00	3,062,285.09	14,080,645.59	\$3,152,171.45	18.29%	(\$14,080,645.59)	0.00%

# GL - nVision – Project Financial Summary Report

1	2	B	C	D	E	F	G	H	O	P	Q
3			Commonwealth of Virginia								
4		Project Financial Summary Report									
6	Report ID	VPAR567B									
7	Layout ID	VPAR0567									
8	Scope	VPAR0567B									
9	Period Ending	June 30, 2014									
10	Business Unit	14600									
13	Project ID	Description	Appropriations	Project Budget	2014-1	2014-2	2014-3	Current Year Expenditures	Project to Date Expenditures	Project to Date (Over) under Appropriations	
18	C13634	MAINTENANCE	3,961,031.98	0.00	30,466.89	40,219.32	28,159.91	313,065.93	8,608,338.37	1,352,753.61	
21	C16537	BELMONT BAY LIFE SCIENCE CTR	456.06	0.00	0.00	0.00	0.00	0.00	456.06	(0.00)	
24	C17585	RESTORE THE EXTERIOR STUCCO	1,100,000.00	0.00	14,711.56	0.00	0.00	14,711.56	915,379.46	184,620.54	
27	C17646	DANVILLE ADDITION	3,494,997.00	0.00	151,048.05	230,594.41	469,644.98	2,144,452.85	3,363,005.28	131,991.72	
30	C17974	UPGRD EXHS NEW SPEC EVNT BLDG	2,676,272.00	0.00	14,078.84	0.00	57,855.25	590,054.75	1,193,466.42	1,482,805.58	
31	C18585	RENOVATE EXTERIOR STUCCO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
32	Capital		17,232,817.04	0.00	\$210,305.34	\$270,813.73	\$555,660.14	3,062,285.09	14,080,645.59	\$3,152,171.45	

1	2	B	C	D	E	F	G	H	O	P	Q
3			Commonwealth of Virginia								
4		Project Financial Summary Report									
6	Report ID	VPAR567B									
7	Layout ID	VPAR0567									
8	Scope	VPAR0567B									
9	Period Ending	June 30, 2014									
10	Business Unit	14600									
13	Project ID	Description	Appropriations	Project Budget	2014-1	2014-2	2014-3	Current Year Expenditures	Project to Date Expenditures	Project to Date (Over) under Appropriations	
18	C13634	MAINTENANCE	3,961,031.98	0.00	30,466.89	40,219.32	28,159.91	313,065.93	8,608,338.37	1,352,753.61	
21	C16537	BELMONT BAY LIFE SCIENCE CTR	456.06	0.00	0.00	0.00	0.00	0.00	456.06	(0.00)	
24	C17585	RESTORE THE EXTERIOR STUCCO	1,100,000.00	0.00	14,711.56	0.00	0.00	14,711.56	915,379.46	184,620.54	
27	C17646	DANVILLE ADDITION	3,494,997.00	0.00	151,048.05	230,594.41	469,644.98	2,144,452.85	3,363,005.28	131,991.72	
30	C17974	UPGRD EXHS NEW SPEC EVNT BLDG	2,676,272.00	0.00	14,078.84	0.00	57,855.25	590,054.75	1,193,466.42	1,482,805.58	
31	C18585	RENOVATE EXTERIOR STUCCO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
32	Capital		17,232,817.04	0.00	\$210,305.34	\$270,813.73	\$555,660.14	3,062,285.09	14,080,645.59	\$3,152,171.45	
75	SMV8840903	Summer STEM Pburg-TCI	0.00	0.00	1,595.07	3,379.00	0.00	600.48	9,443.67	9,443.67	
76	SMV8850100	DST -Hopewell -John Pnc	0.00	0.00	0.00	0.00	0.00	0.00	1,410.56	1,410.56	
77	SMV8850201	STEM (Richmond) -Altria	0.00	0.00	250.00	2,014.11	0.00	10,448.27	38,258.18	38,258.18	
78	SMV8850202	DST STEM Richmd-Altria	0.00	0.00	0.00	0.00	0.00	0.00	5,772.44	5,772.44	
79	SMV8850203	DST STEM Expansion Pnc	0.00	0.00	0.00	0.00	0.00	1,907.84	15,913.12	15,913.12	
80	SMV8860000	Assess Metric Eval- TCF	0.00	0.00	0.00	0.00	0.00	0.00	26,722.48	26,722.48	
81	SMV8870000	Mentor Mentee -Altria AC	0.00	0.00	0.00	0.00	0.00	5,839.82	8,883.46	8,883.46	
82	SMV8880000	Statewide STEM-Healy	0.00	0.00	0.00	0.00	75.00	0.00	55,475.95	55,475.95	
83	Operating		0.00	0.00	\$32,021.90	\$65,013.98	\$40,952.06	\$35,717.94	613,307.02	613,307.02	
84	Overall Total Amounts		\$17,232,817.04	\$0.00	\$242,327.24	\$335,827.71	\$596,612.20	\$306,536.61	\$3,675,592.11	\$14,693,952.61	

## **Security**

[Quick Links](#)

### **Security Queries**

[V\\_PT\\_SEC\\_ROLE\\_USERS – Users Assigned to Role Query](#)

[PT\\_SEC\\_USER\\_ROLES – Role Names Available to User](#)

## V\_PT\_SEC\_ROLE\_USERS – Users Assigned to Role Query

[◀ Previous](#)

[Quick Links](#)

[Next ▶](#)

LAST REVISION: 11/30/12

LOADED INTO CATALOG: 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

### FORMAT:

HTML, CSV, SML, or Excel

## V\_PT\_SEC\_ROLE\_USERS - Users assigned to Role Query

The screenshot shows a web browser window with the URL <https://cardinalfin.cov.virginia.gov/psc/finprd...>. The page title is "V\_PT\_SEC\_ROLE\_USERS - Users assigned to Role".

Search filters include:

- Role Name (% for all):
- Locked Out? (1=Yes or 0=No):
- Department ID (% for all):

A "View Results" button is located below the filters.

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

Navigation: View All First  Last

	User ID	Department ID	Location	Account Lock? -Yes or No	Business Unit	Role Name
1	PPS_KIM.WHITE	10000	ABING RSHP	No	50100	V_AP_EDL_COORDINATOR

## **PT\_SEC\_USER\_ROLES – Role Names Available to User**

[<Previous](#)

[Quick Links](#)

LAST REVISION: 11/29/12

LOADED INTO CATALOG: 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:  

[View Results](#)

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

View All First  Last

	Role Name
1	V_CARDINAL_REPORTER
2	V_CARDINAL_VIEWER
3	V_GL_AGENCYUSE_1_CF_ADMIN
4	V_PEOPLESOFT_USER