Cardinal Part 3

Inquiries, Queries, and Reports Catalogue

March, 2016

Introduction

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

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

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

If you are using an electronic version of the catalogue:

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

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

Queries – Queries access the database directly, and are best used for defined information requests. Custom designed queries for COVA users typically begin with **V**_, followed by the abbreviation for the functional area, 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.

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Accounts Payable

Quick Links

AP Inquiries

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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

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LAST REVISION: 10/18/12

LOADED INTO CATALOGUE: 09/27/2012

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

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

PURPOSE / USE:
This inquiry provides detail information about employee cash advances.

NAVIGATION PATH:

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

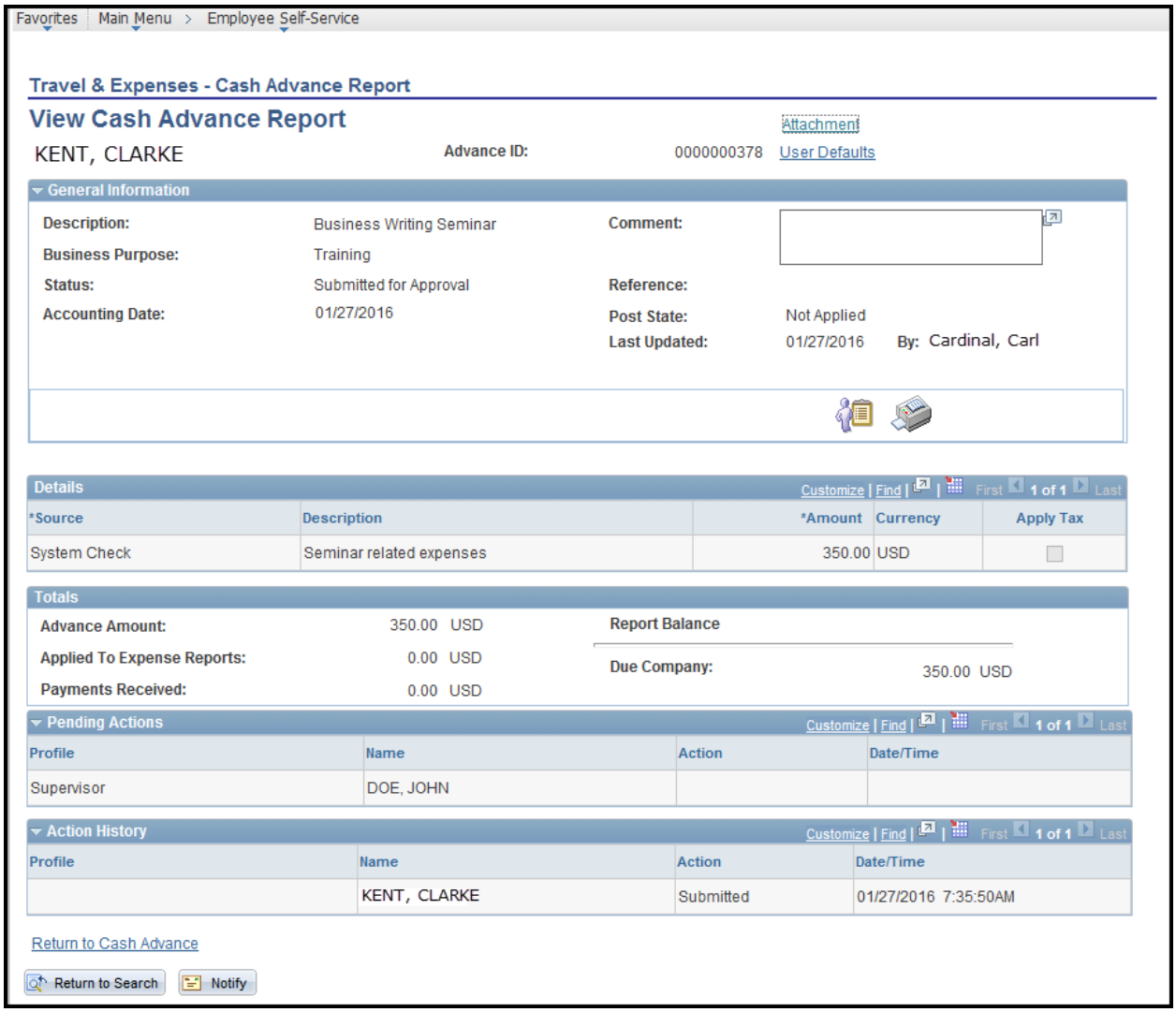
You must be set up as a proxy to view the cash advance data using this navigation path.

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

Attachment

KENT, CLARKE

Advance ID: 0000000378

User Defaults

General Information

Description:	Business Writing Seminar	Comment:	
Business Purpose:	Training		
Status:	Submitted for Approval	Reference:	
Accounting Date:	01/27/2016	Post State:	Not Applied
		Last Updated:	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	

Totals

Advance Amount:	350.00 USD	Report Balance	
Applied To Expense Reports:	0.00 USD	Due Company:	350.00 USD
Payments Received:	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 CATALOGUE: 09/27/2012

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

PURPOSE / USE:
This inquiry is used to research and review employee expense transactions.

NAVIGATION PATH:

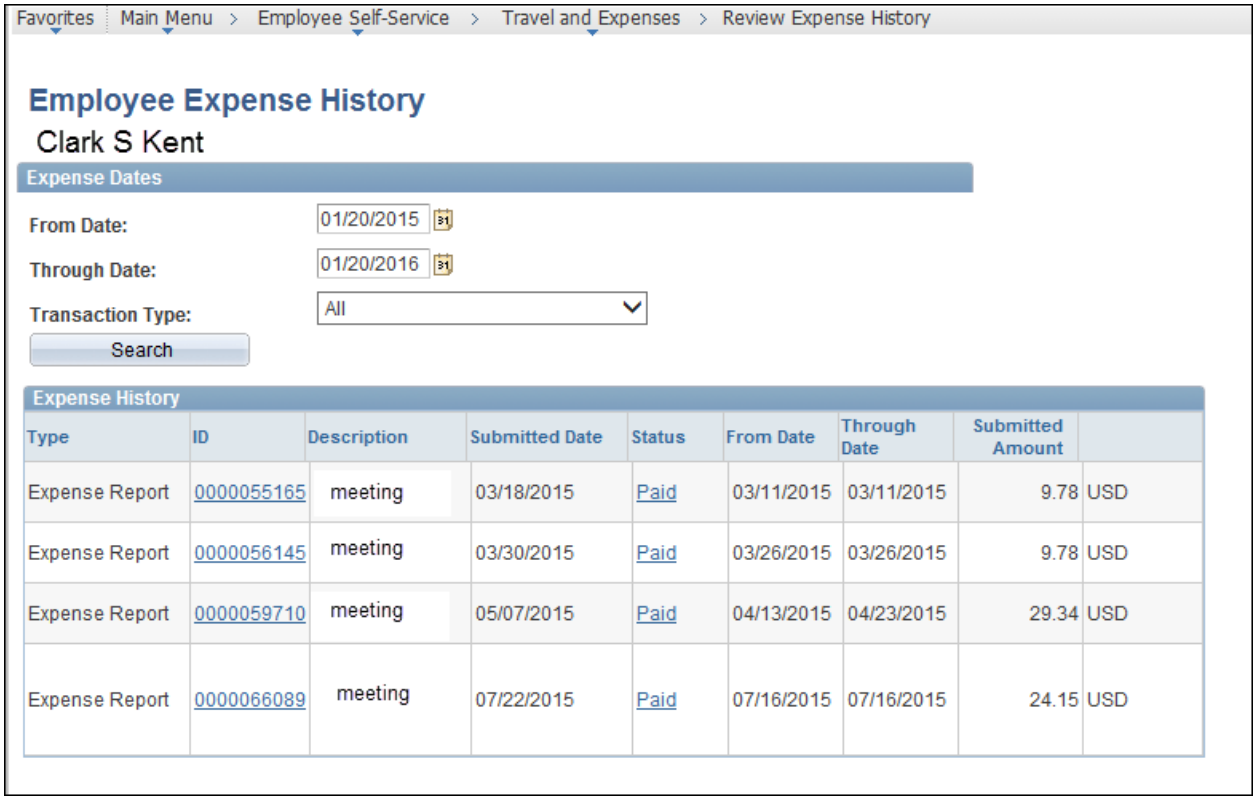
Main Menu > Travel and Expenses > Process Expenses > Review Payments > Employee Expense History

PARAMETERS:

- Employee ID or
- Employee Name

FORMAT:
Online

AP - Employee Expense History Inquiry



Type	ID	Description	Submitted Date	Status	From Date	Through Date	Submitted Amount	
Expense Report	0000055165	meeting	03/18/2015	Paid	03/11/2015	03/11/2015	9.78	USD
Expense Report	0000056145	meeting	03/30/2015	Paid	03/26/2015	03/26/2015	9.78	USD
Expense Report	0000059710	meeting	05/07/2015	Paid	04/13/2015	04/23/2015	29.34	USD
Expense Report	0000066089	meeting	07/22/2015	Paid	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 CATALOGUE: 09/27/2012

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

PURPOSE / USE:
The report is used to:

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

NAVIGATION PATH:

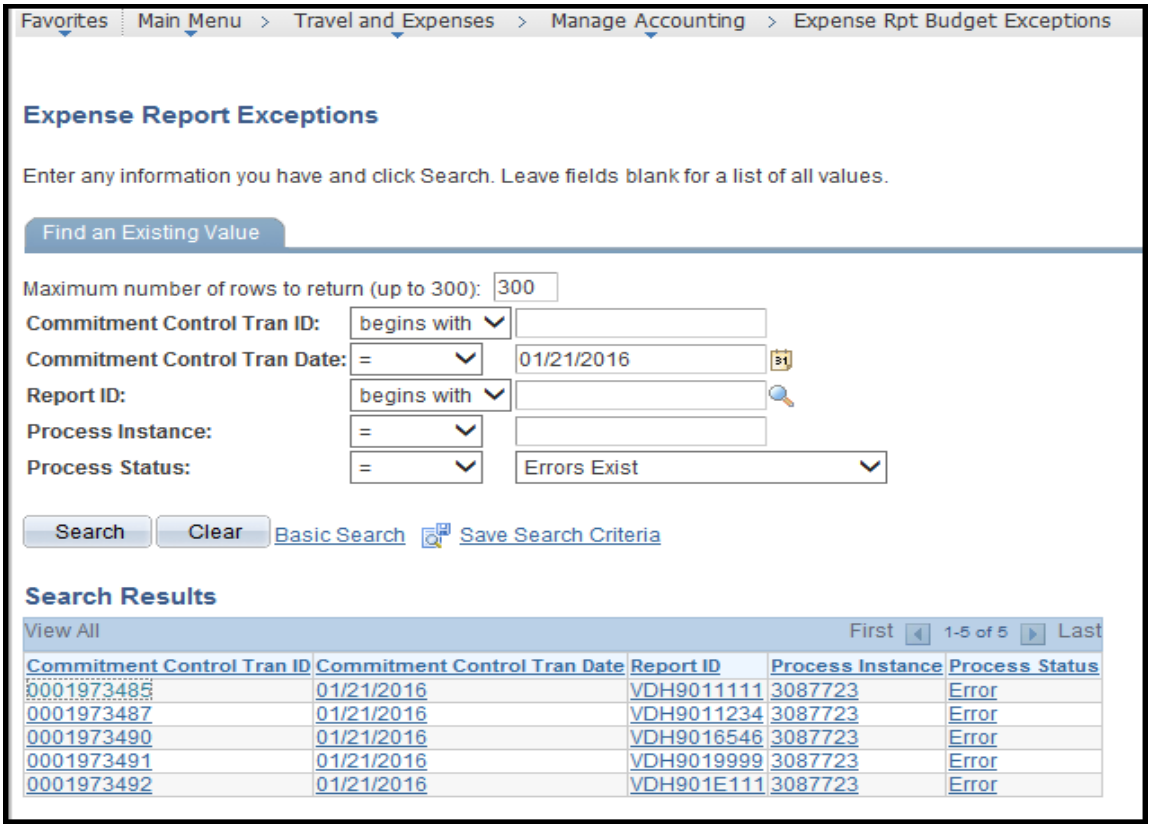
Main Menu > Travel and Expenses > Manage Accounting > Expense Rpt Budget Exceptions

PARAMETERS:

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

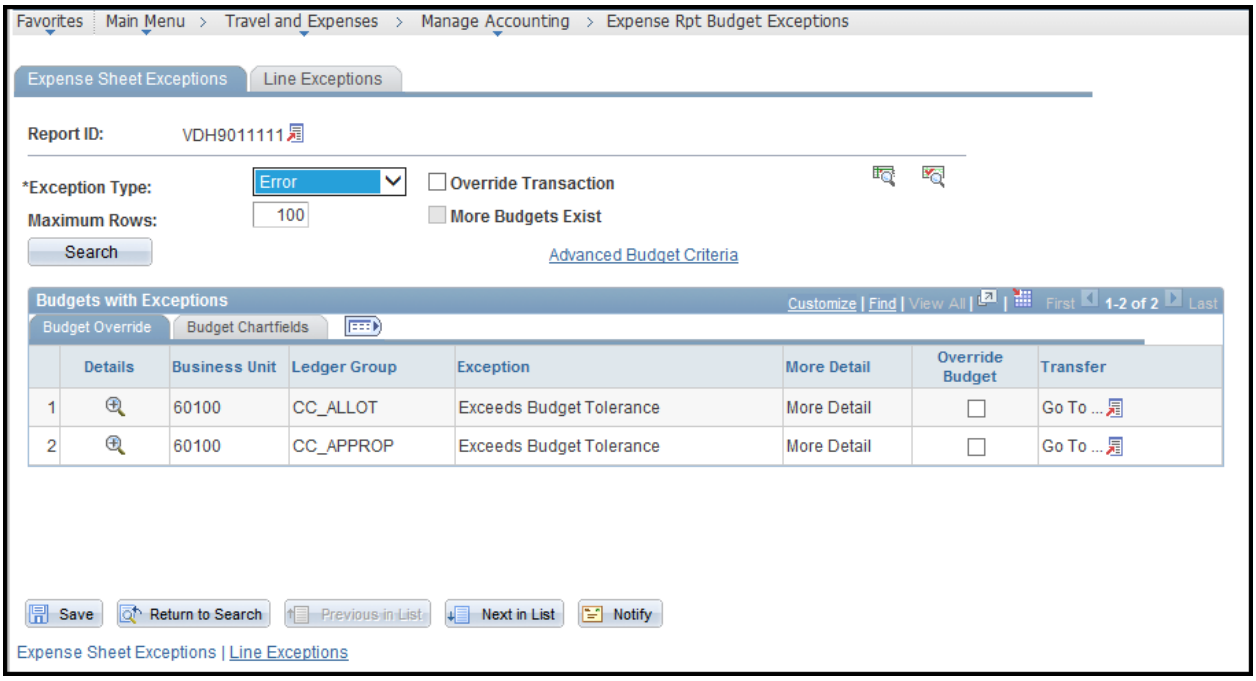
FORMAT:
Online / CSV

AP - Expense Report Budget Exceptions Inquiry



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)



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 CATALOGUE: 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:

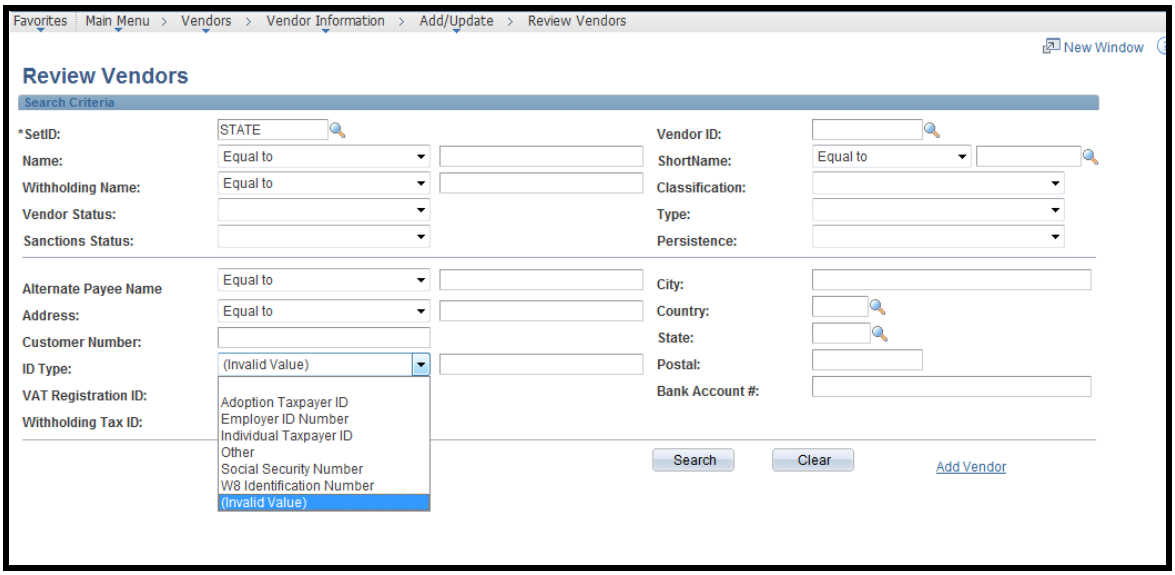
Main Menu > Vendors > Vendor Information > Add/Update > Review Vendors

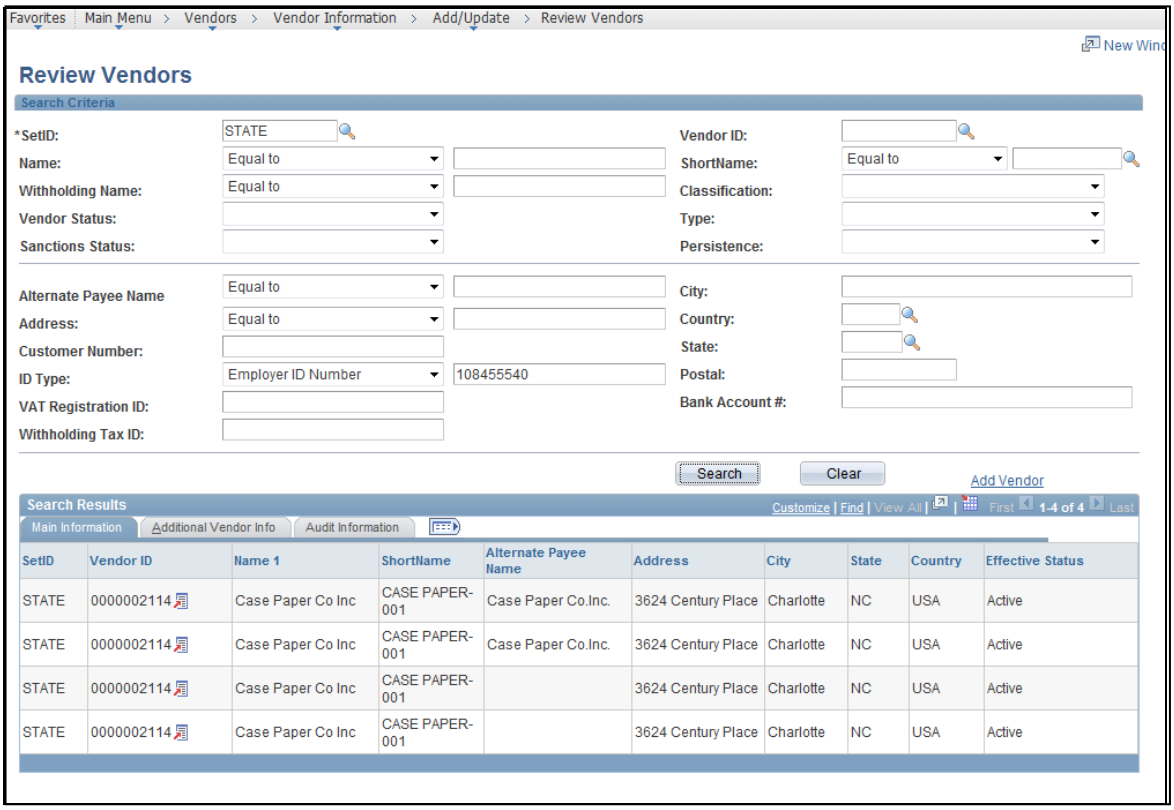
PARAMETERS:
Several parameters are available, including:

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

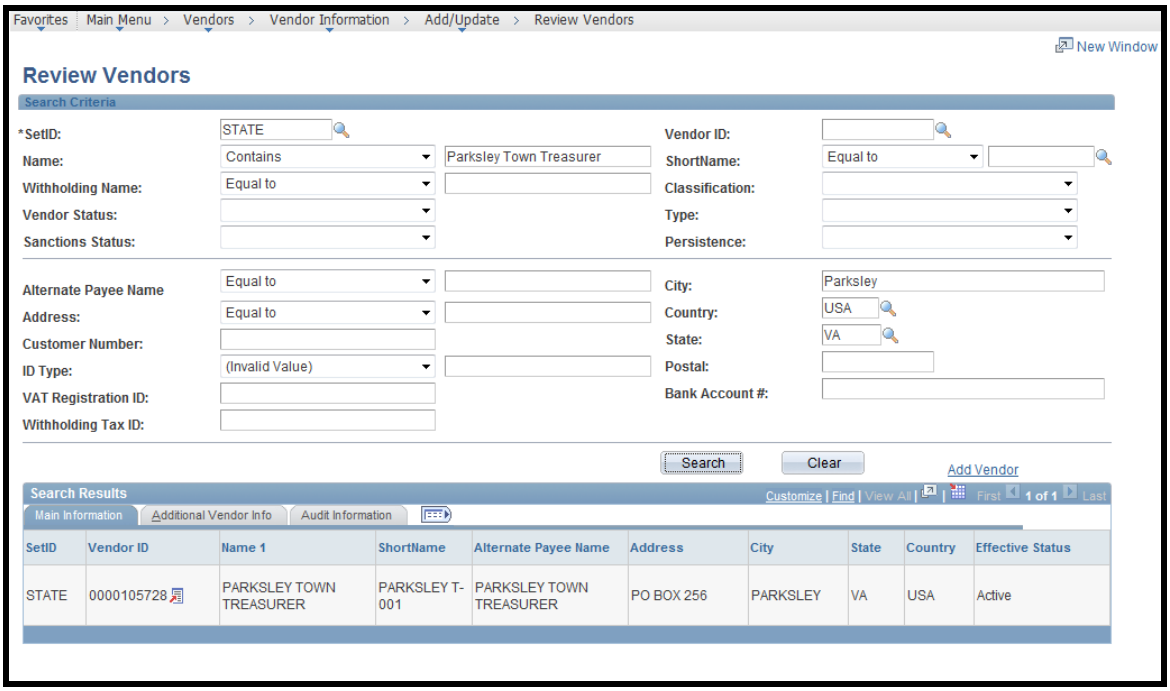
FORMAT:
Online

AP - Review Vendor Using TIN





AP - Review Vendor Using Name and Address



AP - View Travel Authorization Status Inquiry

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LAST REVISION: 10/19/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This inquiry displays information about Travel Authorizations including:

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

PURPOSE / USE:
This inquiry 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:

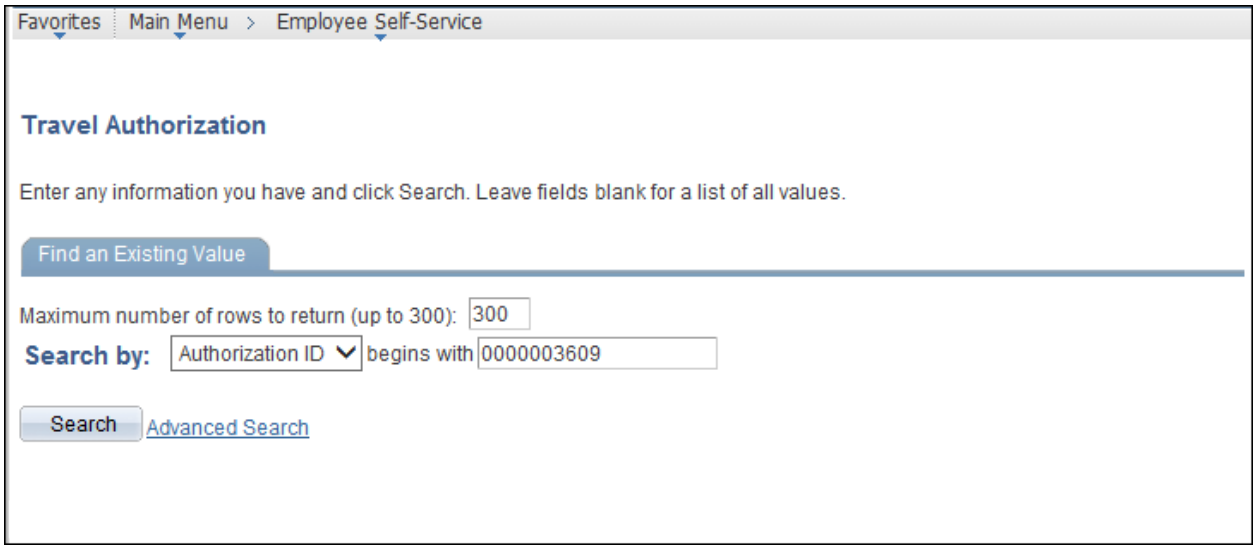
Any one of the following:

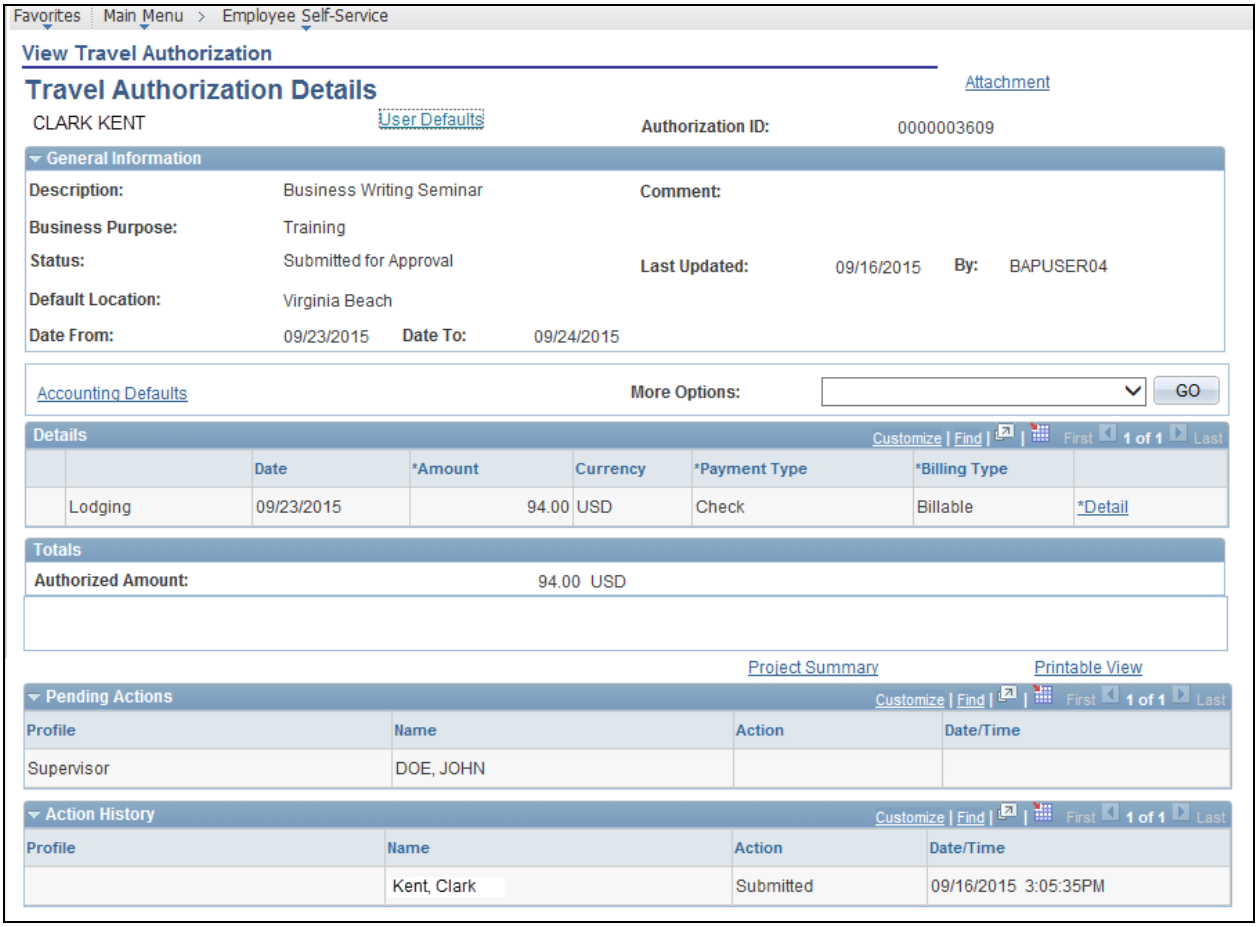
- Travel Authorization ID
- Name
- Creation Date
- Empl ID
- Status

FORMAT:

Online

AP - View Travel Authorization Status





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 CATALOGUE: 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): 15100

Dept ID (% for all): %

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (2 kb)

View All

First 1-3 of 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			0000000112	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 CATALOGUE: 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

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (7 kb)

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 CATALOGUE: 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:: 17200

Journal From Date:: 01/07/2016

Journal From To:: 01/21/2016

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 1-2 of 2 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 CATALOGUE: 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 CATALOGUE: 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): 17200

Journal Date From: 01/07/2016

Journal Date To: 01/21/2016

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (11 kb)

View All

	AP/GL BusinessUnit	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 1-10 of 10 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 CATALOGUE: 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: 15400

Journal Date From: 01/07/2016

Journal Date To: 01/21/2016

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 1-100 of 2761 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 CATALOGUE: 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): 16600

Department (% for ALL): %

Employee ID (% for ALL): %

Transaction Date From: 01/01/2015

Transaction Date To: 01/30/2015

View Results

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 CATALOGUE: 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.

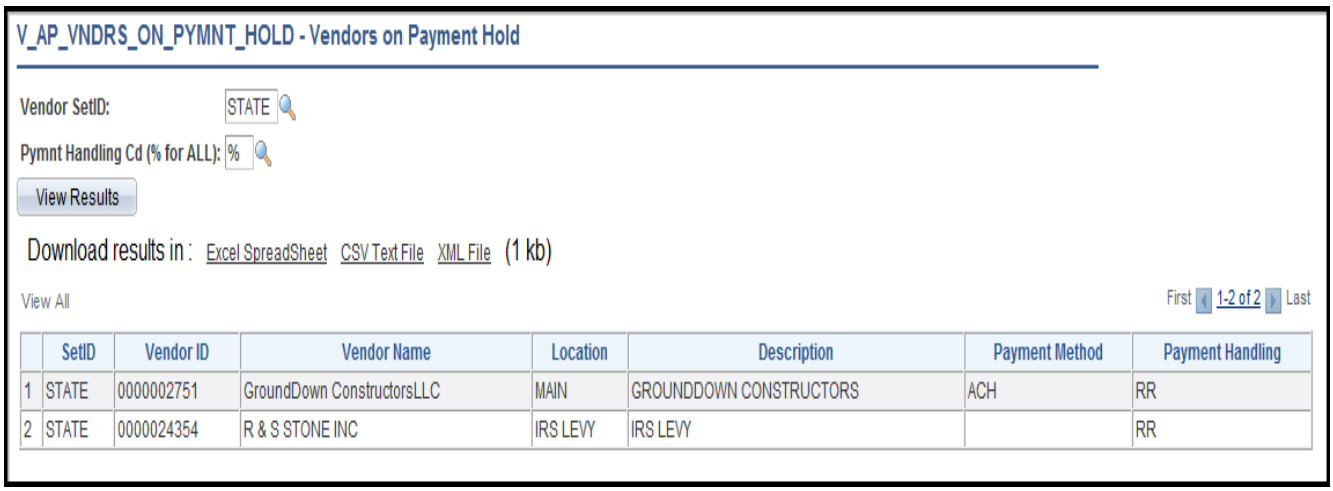
NAVIGATION PATH:

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: STATE

Pymnt Handling Cd (% for ALL): %

View Results

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

View All First 1-2 of 2 Last

	SetID	Vendor ID	Vendor Name	Location	Description	Payment Method	Payment Handling
1	STATE	0000002751	GroundDown ConstructorsLLC	MAIN	GROUNDDOWN 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 CATALOGUE: 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: STATE

AP Business Unit: 15100

Vendor ID (% for All): %

View Results

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

View All

First 1-1 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	ASC 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 CATALOGUE: 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.

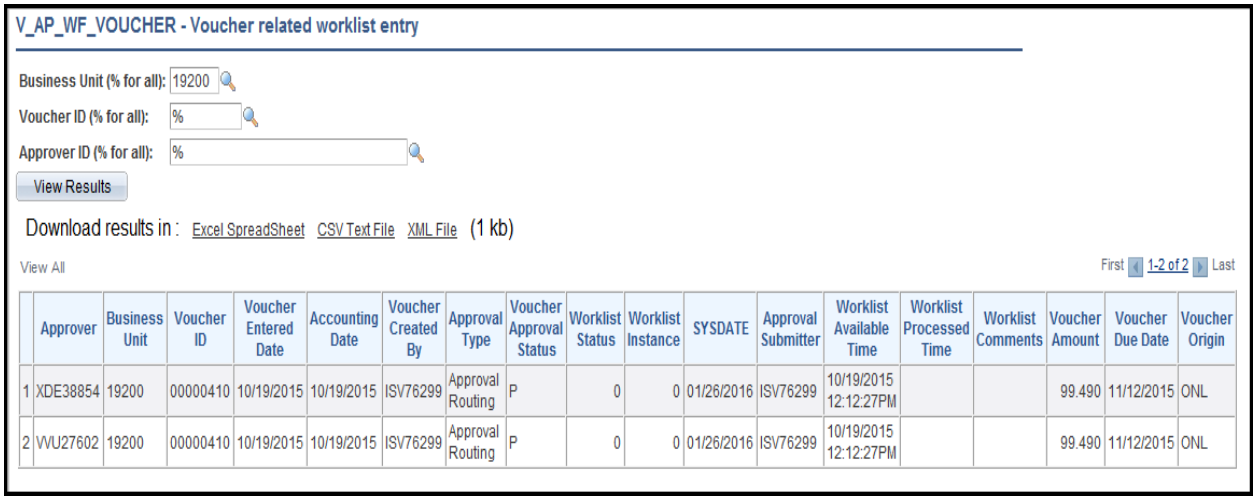
NAVIGATION PATH:

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): 19200
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 1-2 of 2 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	VVU27602	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 CATALOGUE: 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.

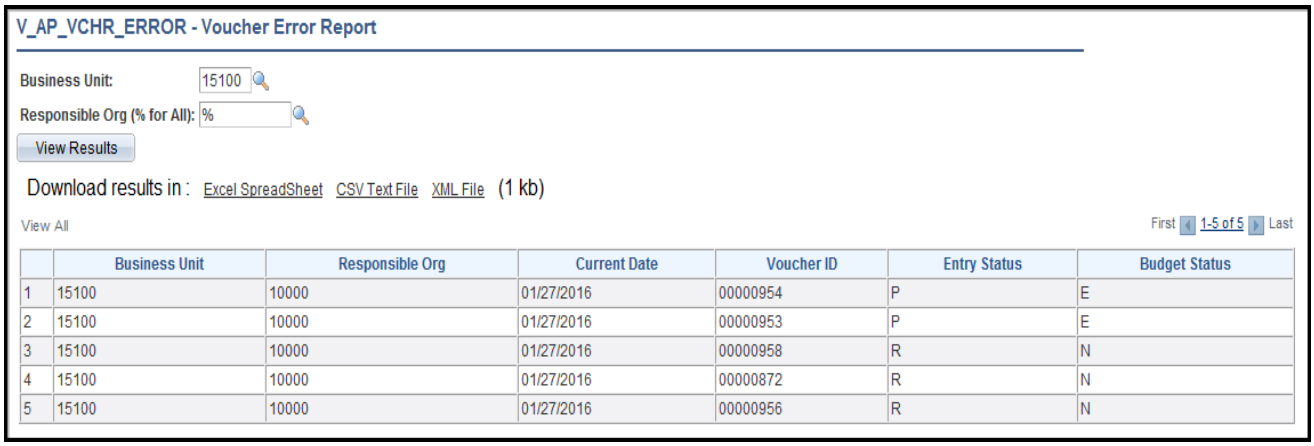
NAVIGATION PATH:

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: 15100

Responsible Org (% for All): %

View Results

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

View All First 1-5 of 5 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 CATALOGUE: 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: 15100

Fund Code (% for All): %

Scheduled Due Date From: 07/01/2015

Scheduled Due Date To: 08/31/2015

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 CATALOGUE: 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.

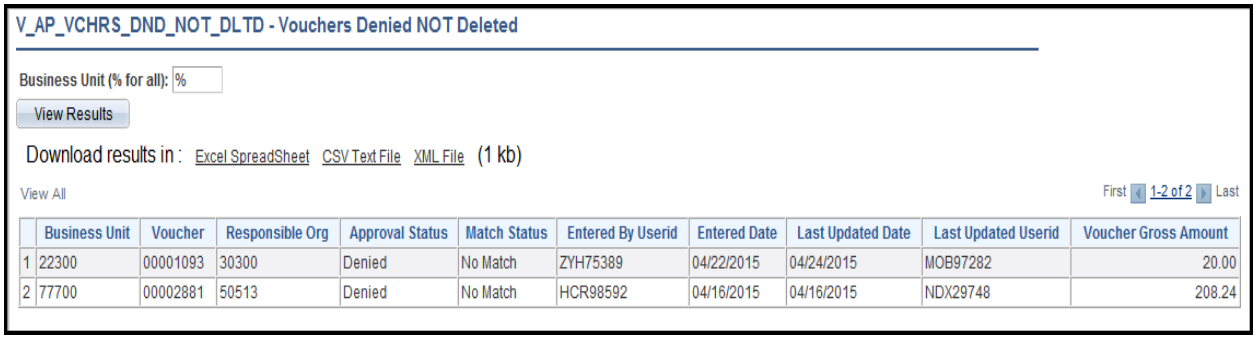
NAVIGATION PATH:

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): %

View Results

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

View All First 1-2 of 2 Last

	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 CATALOGUE: 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): %
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (12 kb)

View All First 1-20 of 20 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 CATALOGUE: 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
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1709 kb)

View All First 1-100 of 2714 Last

	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 CATALOGUE: 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.

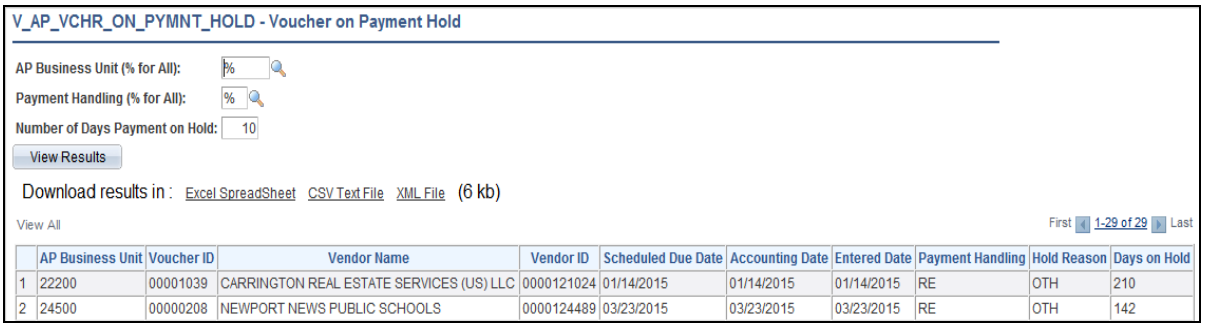
NAVIGATION PATH:

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



	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 CATALOGUE: 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.

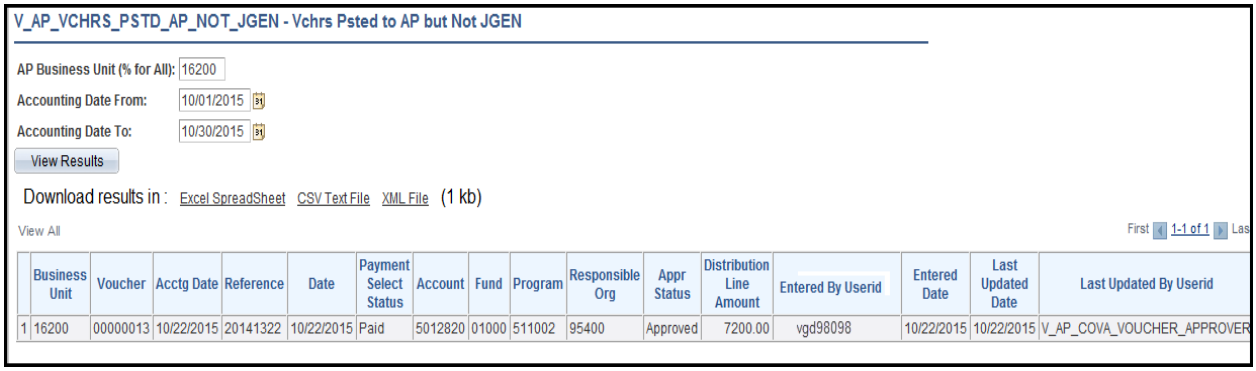
NAVIGATION PATH:

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



V_AP_VCHRS_PSTD_AP_NOT_JGEN - Vchrs Psted to AP but Not JGEN

AP Business Unit (% for All): 16200
Accounting Date From: 10/01/2015
Accounting Date To: 10/30/2015
View Results

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

View All First 1-1 of 1 Las

	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
1	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 CATALOGUE: 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 – Agency to Agency Vouchers Report

CARDINAL

Report ID: VAPR0994

Commonwealth of Virginia
AGENCY TO AGENCY VOUCHERS

Run Date: 01/26/2016
Run Time: 04:25 00

Page No. 1 of 68

AP Business Unit : ALL
From Journal Date (AP Accrual) : 01/01/2016
To Journal Date (AP Accrual) : 01/15/2016

BU	Vendor ID	Vendor Name	Account	Fund	Program	Voucher	Acctg Dt	Invoice ID	Invoice Dt	Journal ID	Journal Dt	Pymnt Ref	Pymnt Dt	Amount
11100		Supreme Court												
	0000031508	VIRGINIA INFORMATION TECHNOLOGIES A	5012160	01000	399001	4127370	01/11/2016	C045169	08/24/2015	AP00150573	01/11/2016			152.29
		Total for Agency: 136 VIRGINIA INFORMATION TECHNOLOGIES AGENCY												**$152.29**
	0000031103	Department of General Services	5015410	01000	32100101	4127377	01/11/2016	REDGS	05/01/2015	AP00150573	01/11/2016	80101524	01/13/2016	17.00
	0000031103	Department of General Services	5015450	01000	399001	4127380	01/11/2016	PARKINGA	08/24/2015	AP00150573	01/11/2016	80101524	01/13/2016	8,771.00
		Total for Agency: 194 Department of General Services											$	**8,788.00**
		Total for BU: 11100 Supreme Court											$	**8,940.29**
11300		Circuit Courts												
	0000046257	VIRGINIA CORRECTIONAL ENTERPRISES	5013130	01000	32100320	4127411	01/12/2016	9482956	01/08/2016	AP00150688	01/12/2016	80101545	01/14/2016	56.21
		Total for Agency: 711 VIRGINIA CORRECTIONAL ENTERPRISES											$	**56.21**
		Total for BU: 11300 Circuit Courts											$	**56.21**
15400		Department of Motor Vehicles												
	0000050212	DEPARTMENT OF MOTOR VEHICLES	4002620	02690		40020163	01/14/2016	16012 019	01/13/2016	AP00150807	01/14/2016			19.50
		Total for Agency: 154 DEPARTMENT OF MOTOR VEHICLES											$	**19.50**
		Total for BU: 15400 Department of Motor Vehicles											$	**19.50**
15600		Department of State Police												
	0000094468	DEPARTMENT OF ALCOHOLIC BEVERAGE CO	5013620	01000	310005	4005618	01/11/2016	50	10/01/2014	AP00150579	01/11/2016	80102161	01/21/2016	10.00
		Total for Agency: 999 DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL											$	**10.00**
		Total for BU: 15600 Department of State Police											$	**10.00**
156P0		SPHQ Petty Cash												

AP - AP/GL Open Liability Account Reconciliation Report

⮜Previous Quick Links Next⮞

Rpt Nbr: APY1400

LAST REVISION: 09/26/12

LOADED INTO CATALOGUE: 10/18/2012

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

PURPOSE / USE:
This report is used for reconciliation purposes.

NAVIGATION PATH:

Main Menu > Accounts Payable > Reports > Voucher Reconciliation > Open Liability Reconciliation

PARAMETERS:

- Report ID
- As of Date
- Business Unit Option

FORMAT:
PDF

AP/GL Open Liability Account Reconciliation – Detail

ORACLE Report ID: APY1405

PeopleSoft Accounts Payable

DETAIL AP/GL OPEN LIABILITY ACCOUNT RECONCILIATION REPORT

As Of Date: 18.Oct.2012

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

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

Vendor : STATE 0000000019 Ride-Away Handicap Equipment Corp

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

Vendor : STATE 0000000145 Alert Visions of North America Inc

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

Vendor : STATE 0000000248 RS Melanson Excavating Co Inc

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

AP/GL Open Liability Account Reconciliation – Summary

ORACLE Report ID: APY1400

PeopleSoft Accounts Payable

SUMMARY AP/GL OPEN LIABILITY ACCOUNT RECONCILIATION REPORT

As Of Date: 18.Oct.2012

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

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

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

AP – Budget Check Exceptions Report

⮜Previous Quick Links Next⮞

LAST REVISION: 08/25/2015

LOADED INTO CATALOGUE: 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.

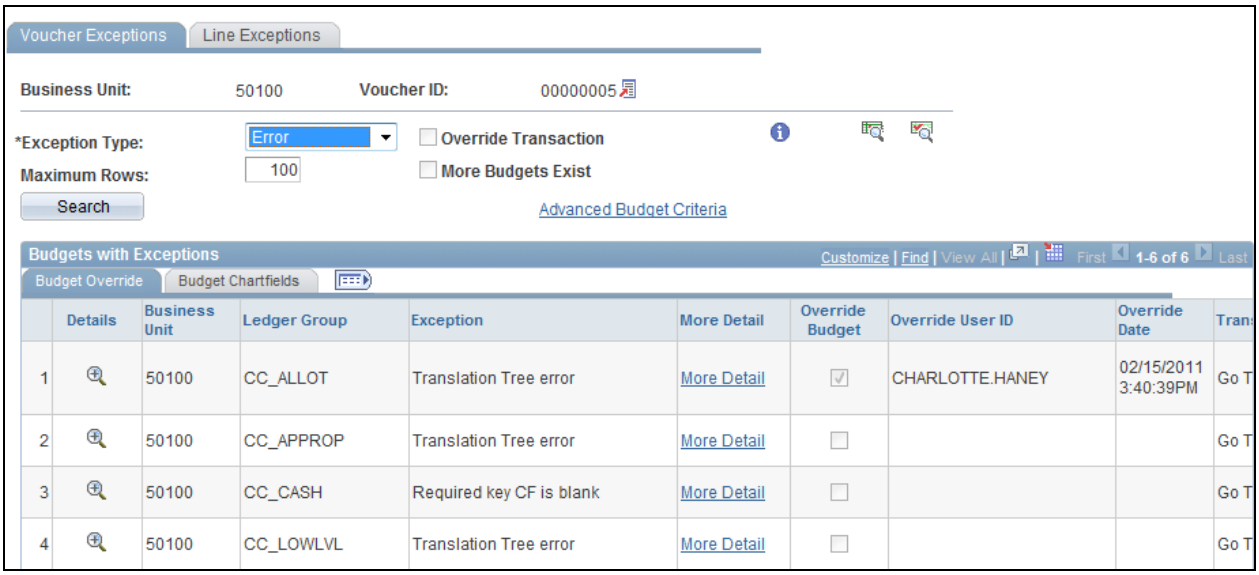
NAVIGATION PATH:

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

PARAMETERS:

- Business Unit
- Voucher ID (% for ALL)

FORMAT:
PDF



AP - Cash Advance Aging by Business Unit Report

⮜Previous Quick Links Next⮞

Rpt Nbr: EXC5701

LAST REVISION: 10/04/12

LOADED INTO CATALOGUE: 09/27/2012

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

PURPOSE / USE:
The report is used to:

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

NAVIGATION PATH:

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

PARAMETERS:

- Business Unit

FORMAT:
PDF

AP - Cash Advance Aging by Business Unit

Cash Advance Aging by Business Unit

PeopleSoft Expenses - EXC5701

ORACLE

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

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

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

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

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

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

AP – Cash Advance Report

⮜Previous Quick Links Next⮞

LAST REVISION: 08/25/2015

LOADED INTO CATALOGUE: 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

Favorites | Main Menu > Travel and Expenses

To print this report, please use your browser's print feature.

CARDINAL

Cash Advance

SUMMER SUN

Report Date: 08/17/2015
Report Time: 10:39:37AM

Advance ID: 0000000428
Description: Quarterly Team Meeting
Business Purpose: Meeting
Reference Number:
Comment:

Empl ID: 00446170800
Status: Paid

Advance Source	Description	Amount
System Check	Quarterly Team Meeting	175.00 USD

Cash Advance Total:	175.00 USD
Less Nonpayable Amount:	0.00 USD
Amount Due Employee:	175.00 USD

We certify that the advance requested is necessary to conduct business on behalf of the Commonwealth. We understand that the total amount of any advance received is subject to deduction from the traveler's salary if not repaid within 60 days of issuance, and that all payments are subject to debt setoff. We agree to the traveler's submission of a travel Reimbursement Request within 5 workdays of returning from the trip and the supervisor's prompt review of the submission requested.

Employee Signature Date

Approved By Date

Return to Travel and Expense Center

AP - Cash Advance Worklist Report

⮜Previous Quick Links Next⮞

Rpt Nbr: n/a

LAST REVISION: 09/26/12

LOADED INTO CATALOGUE: 09/27/2012

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

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

PURPOSE / USE:
The report is used to:

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

NAVIGATION PATH:

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

PARAMETERS:

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

FORMAT:
HTML
CSV to Excel

AP - Cash Advance Worklist

V_AP_WF_EXPENSE_CA - Cash Advances

Business Unit: 15100
Emplid (% for all): %
Transaction ID (% for all): %
Approval ID (% for all): %
From Date: 07/01/2015
To Date: 01/27/2016

View Results

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

View All

First 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 CATALOGUE: 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 pot 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

CARDINAL

Report ID: AP988

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 CATALOGUE: 09/27/2012

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

PURPOSE / USE:
The report is used to:

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

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

PARAMETERS:

- Business Unit
- From Date
- To Date

FORMAT:
PDF

AP - Due Date Monitoring Report

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

Page Safety Tools

CARDINAL

Report ID: VRAP0750

Commonwealth of Virginia
DUE DATE MONITORING REPORT

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

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

18.70 x 10.67 in

AP – Expense Report

⮜Previous Quick Links Next⮞

LAST REVISION: 08/25/2015

LOADED INTO CATALOGUE: 08/28/2015

DESCRIPTION:
The Expense Report is available in a printable format.

PURPOSE / USE:
This is used to print the Expense report.

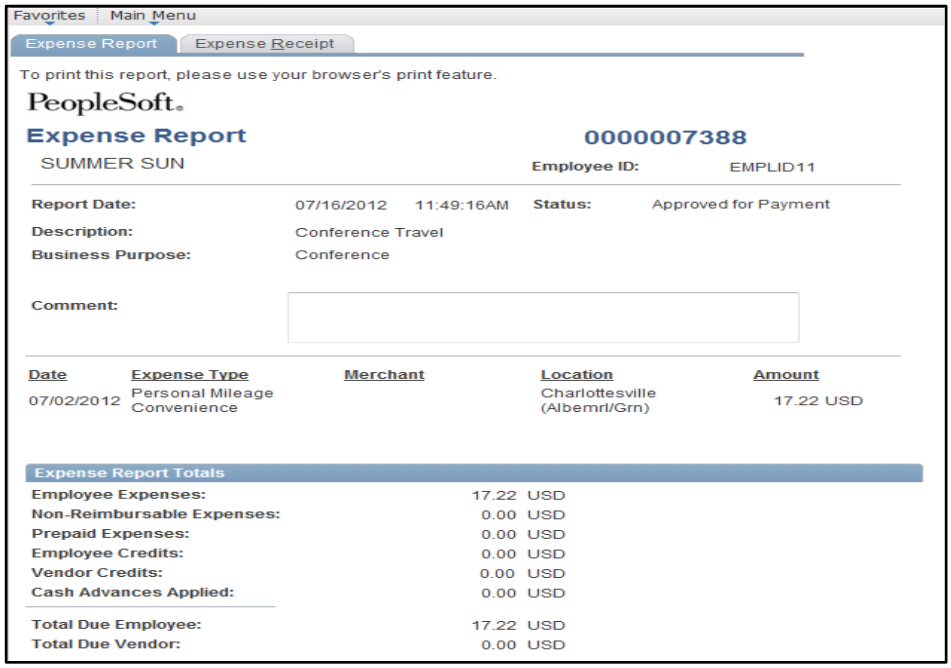
NAVIGATION PATH:

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

PARAMETERS:

- Business Unit
- Empl ID

FORMAT:
PDF



Favorites Main Menu

Expense Report | Expense Receipt

To print this report, please use your browser's print feature.

PeopleSoft.

Expense Report **0000007388**

SUMMER SUN

Employee ID: EMPLID11

Report Date: 07/16/2012 11:49:16AM **Status:** Approved for Payment

Description: Conference Travel

Business Purpose: Conference

Comment:

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 CATALOGUE: 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

Report ID: AP989

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 CATALOGUE: 09/27/2012

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

PURPOSE / USE:
The report is used to:

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

NAVIGATION PATH:

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

PARAMETERS:

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

FORMAT:
PDF

AP - Expense Transaction by Department

Expense Transactions by Department

PeopleSoft Expenses - EXC4600

ORACLE

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

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

- End of Report -

Total Transactions	Total Expenses
1	

AP – Employee Profile Upload Error Report

⮜Previous Quick Links Next⮞

LAST REVISION: 01/26/2016

LOADED INTO CATALOGUE: 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 pot 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

CARDINAL

Report ID: AP1051

Commonwealth of Virginia
EMPLOYEE PROFILE UPLOAD ERROR REPORT

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

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	LLLEWIS	GREGORY	SUPERVISOR_ID	00005325900	The Supervisor does not have access to employee profile in Cardinal.
15600	00000307400	LLLEWIS	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.

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 CATALOGUE: 09/27/2012

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

PURPOSE / USE:
The report is used to:

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

NAVIGATION PATH:

Main Menu > Accounts Payable > Reports > Voucher Reconciliation > Payables Open Liability

PARAMETERS:

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

FORMAT:
PDF for both the Summary and Detail formats

AP - Payables Open Liability – Summary

ORACLE

Report ID: APY1406

PeopleSoft Accounts Payable

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

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

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

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

Business Unit Option: Value
Vendor Option: Select All

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

AP- Payables Open Liability – Detail

ORACLE

Report ID: APX1406

PeopleSoft Accounts Payable

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

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

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

Group by: BUSINESS UNIT 151P0 DOA Petty Cash BU
Base Currency : USD
Detail Report

Business Unit Option: All
Vendor Option: Select All

Vendor STATE 0000000027 Tape Services Inc

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

Vendor STATE 0000000120 Goochland Tees Inc

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

Vendor STATE 0000004567 LAURA BUSH

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

AP – Payment History by Vendor Report

⮜Previous Quick Links Next⮞

Rpt Nbr: APY2000

LAST REVISION: 01/04/2013

LOADED INTO CATALOGUE: 01/04/2013

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

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

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

PURPOSE / USE:

- The report is used to research vendor payment detail and summary information.

NAVIGATION PATH:

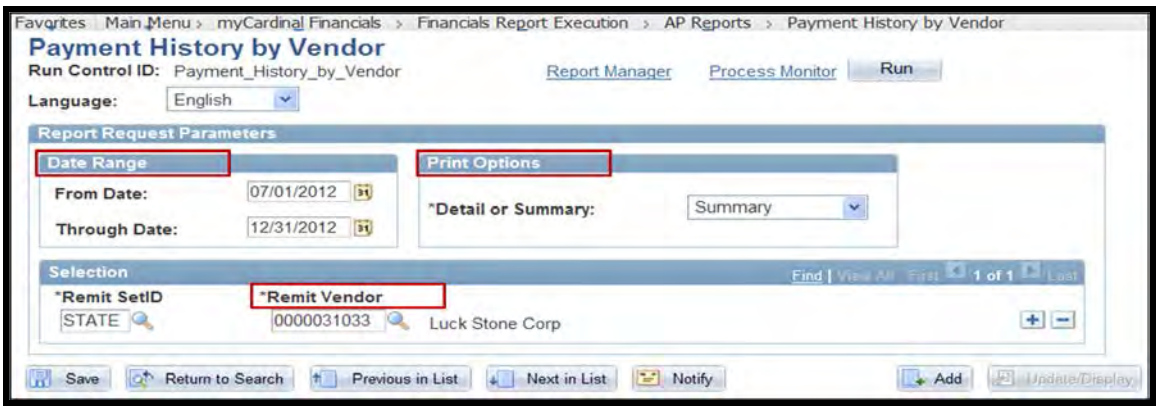
Main Menu > Accounts Payable > Reports > Vendor > Payment History by Vendor

PARAMETERS:

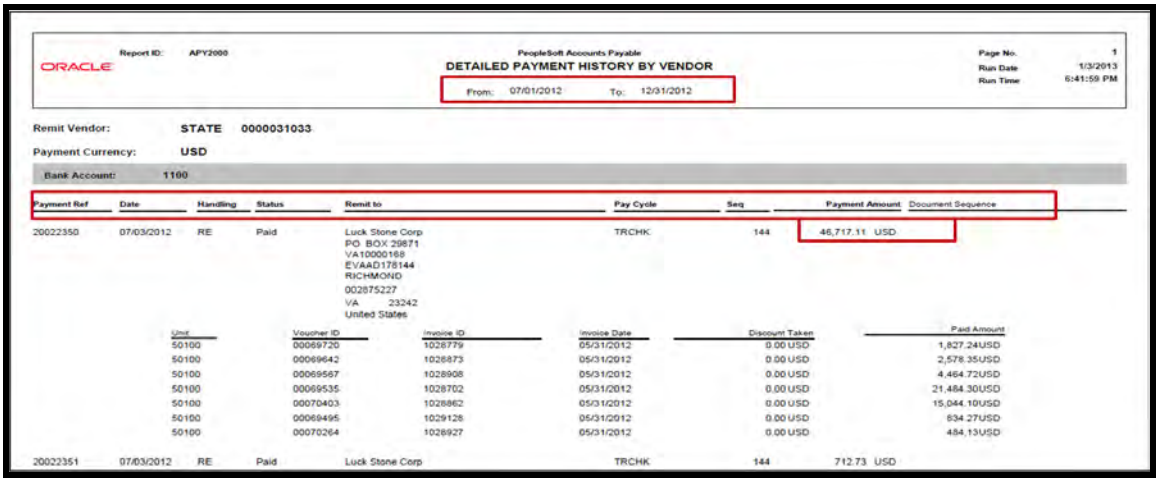
- From Date and Through Date
- Print Options: Detail or Summary
- Remit SetID: STATE
- Remit Vendor

FORMAT:
PDF for both the Summary and Detail formats

Run Control:
Under Print Options choose Detail or Summary



Detailed Payment History by Vendor:



ORACLE

Report ID: APY2000

PeopleSoft Accounts Payable
DETAILED PAYMENT HISTORY BY VENDOR
From: 07/01/2012 To: 12/31/2012

Page No. 1
Run Date 1/3/2013
Run Time 6:41:59 PM

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

Payment Ref	Date	Handling	Status	Remit to	Pay Cycle	Seq	Payment Amount	Document Sequence
20022350	07/03/2012	RE	Paid	Luck Stone Corp PO BOX 29871 VA10000188 EVAAD178144 RICHMOND 002875227 VA 23242 United States	TRCHK	144	46,717.11 USD	

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

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

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.

ORACLE

Report ID: APY2000

PeopleSoft Accounts Payable

SUMMARY PAYMENT HISTORY BY VENDOR

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

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

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

Payment Ref	Date	Handling	Status	Remit to	Pay Cycle	Seq	Payment Amount	Document Sequence
20022350	07/03/2012	RE	Paid	Luck Stone Corp PO BOX 29671 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 29671 VA10000168 EVAAD178144 RICHMOND 002875227 VA 23242 United States	TRCHK	144	712.73 USD	

Payment Reference 20022350 on the Detail and the Summary Reports reconcile.

Report Totals:
Detailed Payment History by Vendor, last page

Payment Currency: USD
Bank Account: 1100

Payment Ref	Date	Handling	Status	Remit to	Pay Cycle	Seq	Payment Amount	Document Sequence
20037066	12/21/2012	RE	Paid	Luck Stone Corp PO BOX 29671 VA10000168 EVAAD178144 RICHMOND 002875227 VA 23242 United States	TRCHK	260	4,568.90 USD	

Unit	Voucher ID	Invoice ID	Invoice Date	Discount Taken	Paid Amount
50100	00129335	1051860	11/15/2012	0.00 USD	97.14USD
50100	00129408	1051353	11/15/2012	0.00 USD	1,260.07USD
50100	00131071	1051506	11/15/2012	0.00 USD	2,231.74USD
50100	00130732	1051588	11/15/2012	0.00 USD	980.03USD

Payment Ref	Date	Handling	Status	Remit to	Pay Cycle	Seq	Payment Amount	Document Sequence
20038053	12/27/2012	RE	Paid	Luck Stone Corp PO BOX 29671 VA10000168 EVAAD178144 RICHMOND 002875227 VA 23242 United States	TRCHK	261	470.58 USD	

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

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

Summary Payment History by Vendor, last page

ORACLE

Report ID: APY2000

PeopleSoft Accounts Payable

SUMMARY PAYMENT HISTORY BY VENDOR

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

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

Remit Vendor: STATE 0000031033

Payment Currency: USD

Bank Account: 1100

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

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

AP - Payment Register Including Offsets Report

⮜Previous Quick Links Next⮞

Rpt Nbr: RAP581

LAST REVISION: 10/10/12

LOADED INTO CATALOGUE: 10/10/2012

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

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

NAVIGATION PATH:

Main Menu > Accounts Payable > Reports > Payments > Payment Register Incl Offsets

PARAMETERS:

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

FORMAT:
PDF

AP - Payments Register Including Offsets

CARDINAL
Report ID: RAP581

Commonwealth of Virginia
PAYMENT REGISTER INCLUDING OFFSETS

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

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

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

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 CATALOGUE: 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

V_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

	AP/GL 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 CATALOGUE: 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

ORACLE Report ID: APY1020

PeopleSoft Accounts Payable
POSTED VOUCHER LISTING

Page No. 1
Run Date 7/20/2012
Run Time 10:07:13 AM

Business Unit: 15100

For the period: 7/2/2012 through 7/20/2012

Vendor ID: 0000000001 Micro Audiometrics Corp

Voucher ID: 00000054 Invoice Date: 10.Jul.2012 Document Type: Document Date: Document Sequence:

Ledger / Operating Unit	Accounting Date / Fund Code	Application Journal / Dept	Journal ID	Dist Type / Class	Vchr Line	Dist Line / Budget Ref	GL Unit / Program	Account	Alt Account / Product	Debit Amount / Project	Credit Amount / Affiliate	Currency Code / Affiliate Intra 1	Unpost Seq. #
ACTUALS	10.Jul.2012	ACCRUAL	AP00006014	APA	1	1	15100	205025			133.99	USD	0
	01000	99999											
ACTUALS			AP00006014	DST		1	15100	5011110		133.99		USD	0
	01000	91100											
								Voucher 00000054 total : USD		133.99	133.99		

Voucher ID: 00000062 Invoice Date: 17.Jul.2012 Document Type: Document Date: Document Sequence:

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

Vendor ID: 0000000003 Aspect Software

Voucher ID: 00000055 Invoice Date: 12.Jul.2012 Document Type: Document Date: Document Sequence:

Ledger / Operating Unit	Accounting Date / Fund Code	Application Journal / Dept	Journal ID	Dist Type / Class	Vchr Line	Dist Line / Budget Ref	GL Unit / Program	Account	Alt Account / Product	Debit Amount / Project	Credit Amount / Affiliate	Currency Code / Affiliate Intra 1	Unpost Seq. #
ACTUALS	12.Jul.2012	ACCRUAL	AP00009057	APA	1	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 CATALOGUE: 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

CARDINAL
Report ID: RAP611

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 CATALOGUE: 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

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (7 kb)

View All

First 1-19 of 19 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 CATALOGUE: 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 – Travel Authorization Report

Favorites | Main Menu > Employee Self-Service

To print this report, please use your browser's print feature.

CARDINAL

Travel Authorization

Micah Bradley

Report Date: 01/26/2016
Report Time: 1:14:34PM

Authorization ID: 0000003606
Employee ID: 00987620161
Description: Business Writing Seminar
Status: Submitted for Approval
Business Purpose: Training
Date From: 01/28/2016 **To:** 01/29/2016
Comment:

Date	Expense Type	Merchant	Amount	Currency	Description
01/29/2016	Lodging		94.00	USD	Virginia Beach
01/29/2016	Lodging Fees and Taxes		13.28	USD	Virginia Beach
01/29/2016	All Meals - Travel Day		39.00	USD	Virginia Beach
01/28/2016	Per Diem Incidentls– Travel Day		3.75	USD	Virginia Beach

Total:	150.03	USD
Non-Reimbursable Expenses:	0.00	USD
Total Authorized:	150.03	USD

I certify that the expenses listed will be incurred by me on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of business.

Employee Signature Date

I certify that the travel or business expenses identified in this document have been reviewed and approved and will be necessary for conduct of business for the Commonwealth of Virginia.

Approved By Date

AP - Unreimbursed Petty Cash Voucher Report

⮜Previous Quick Links Next⮞

Rpt Nbr: RAP481

LAST REVISION: 09/26/12

LOADED INTO CATALOGUE: 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

CARDINAL
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

Page No. 1 of 1

Vouchers Begin Accounting Date: 10/01/2015
Vouchers End Accounting Date: 01/26/2016
PC Business Unit: 151P0

Check Date	Check Nbr	Payee	Amount	Voucher ID	Description	Payment Note
01/26/2016	036269	0000002368	123.68	00000009	ck987	

Total Unreimbursed Vouchers: 123.68

AP - Reimbursed Petty Cash Voucher Report

CARDINAL
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

Page No. 1 of 1

Vouchers Begin Accounting Date: 09/01/2015
Vouchers End Accounting Date: 01/26/2016
Reimbursement AP Business Unit: 15100
Reimbursement Voucher Id: 00000963

Check Date	Check Nbr	Payee	Amount	Voucher ID	Description	Payment Note
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 CATALOGUE: 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.

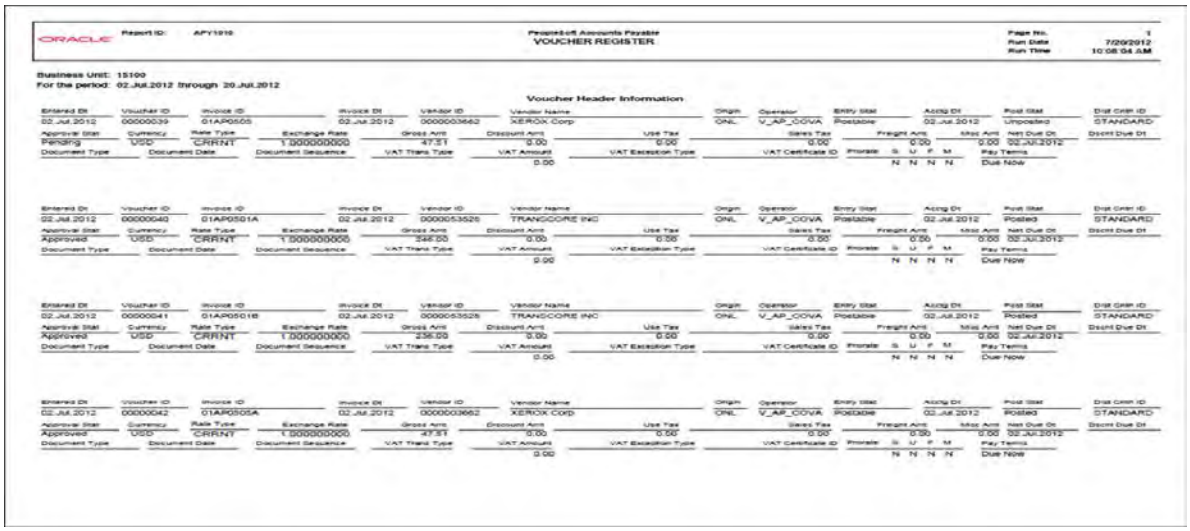
NAVIGATION PATH:

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

PARAMETERS:

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

FORMAT:
PDF



AP – Voucher Listing by ChartField Report

⮜Previous Quick Links Next⮞

Rpt Nbr: AP38003

LAST REVISION: 08/25/2015

LOADED INTO CATALOGUE: 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: AP15005

PeopleSoft Accounts Payable
VOUCHER LISTING BY CHARTFIELD

Page No. 1
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: 07/02/2014

LOADED INTO CATALOGUE: 07/02/2014

DESCRIPTION:
This query displays voucher data for a selected due date range by a specified Business Unit, and fund.

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.

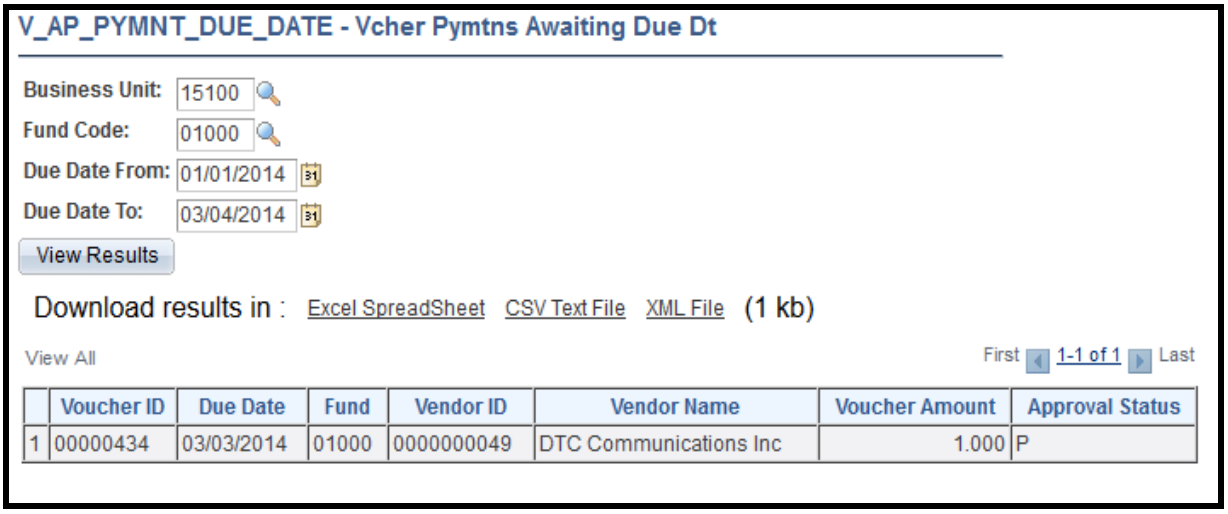
NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AP_PYMNT_DUE_DATE

PARAMETERS:

- Business Unit
- Fund Code
- Due Date From and To

FORMAT:
HTML, Excel



AP – Voucher Upload Error Report

⮜Previous Quick Links Next⮞

LAST REVISION: 07/02/2014

LOADED INTO CATALOGUE: 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.

CARDINAL

Report ID: AP966

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)

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 WIRED 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

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 CATALOGUE: 09/27/2012

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

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

Purpose / Use:
The query is used to:

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

NAVIGATION PATH:

Main Menu > 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): 15100

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 1-13 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 CATALOGUE: 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): 50100

Customer ID (% to run for all): %

Accounting Date From: 11/01/2013

Accounting Date To: 11/30/2013

View Results

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	Ag U
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 1-35 of 35 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 CATALOGUE: 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 Improvemt

Business Unit: 15100
Fiscal Year: 2015
Fund (% for all): 01000
Project (% for all): %

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (592 kb)

View All

First 1-100 of 1404 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 Trainng/Workshop/Conf	327	AR00054440	11/14/2014	2015	11/14/2014	100.00	001022	12/31/2014
4	15100			01000	General Fund	5012240	Employee Trainng/Workshop/Conf	329	AR00055491	11/19/2014	2015	11/19/2014	50.00	001025	12/31/2014
5	15100			01000	General Fund	5012240	Employee Trainng/Workshop/Conf	328	AR00054796	11/17/2014	2015	11/17/2014	100.00	001026	12/31/2014
6	15100			01000	General Fund	5012240	Employee Trainng/Workshop/Conf	331	AR00055894	11/20/2014	2015	11/19/2014	50.00	001027	12/31/2014
7	15100			01000	General Fund	5012240	Employee Trainng/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 CATALOGUE: 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.

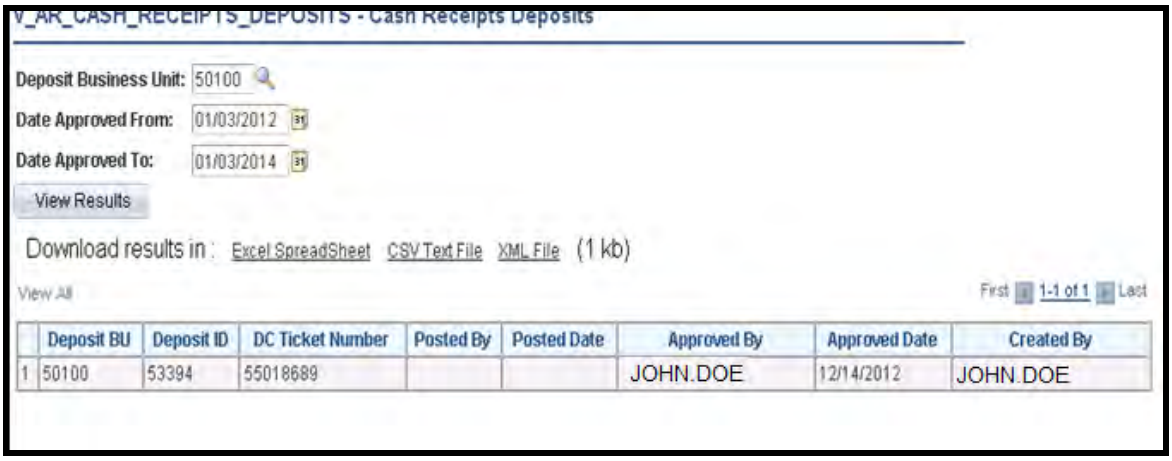
NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > V_AR_CASH_RECEIPTS_DEPOSITS

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: 50100

Date Approved From: 01/03/2012

Date Approved To: 01/03/2014

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 CATALOGUE: 07/02/2014

DESCRIPTION:
This query displays accounting distributions by Deposit ID.

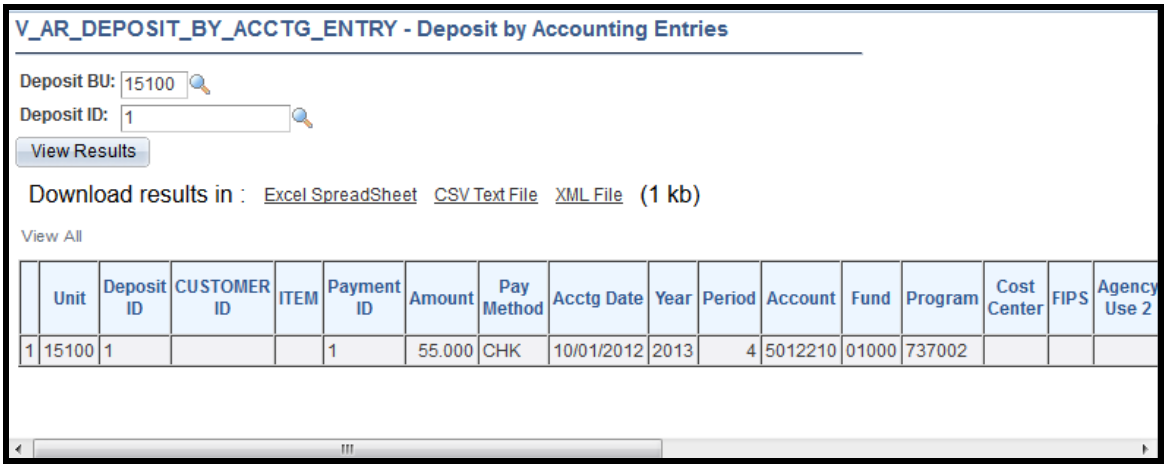
PURPOSE / USE:
This query is used to see accounting distributions for deposit submission or reconciliation.

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: 15100

Deposit ID: 1

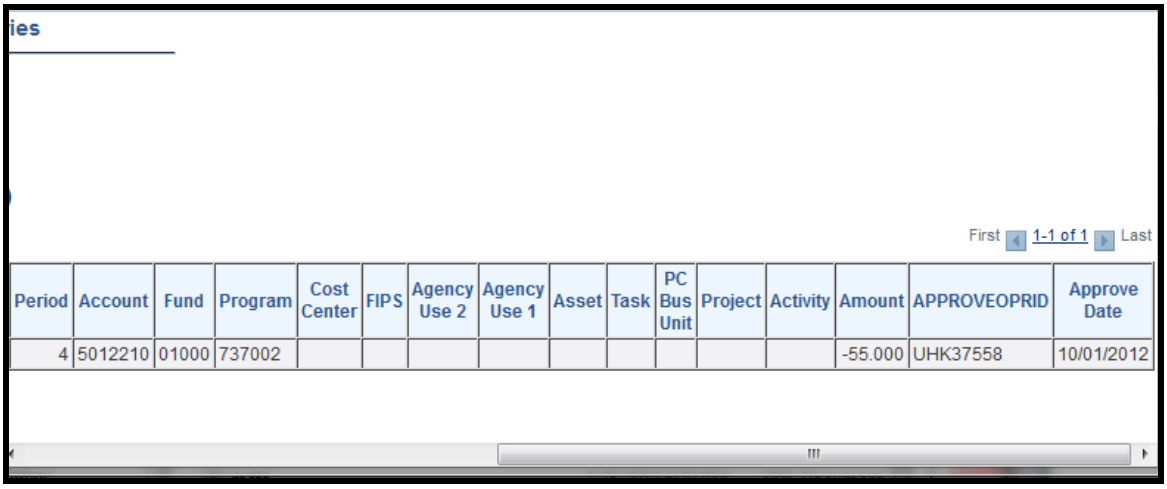
View Results

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 CATALOGUE: 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: 15100

Accounting Date From: 01/01/2012

Accounting Date To: 02/27/2014

Payment Amount: 55.000

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (2 kb)

View All

First 1-6 of 6 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 CATALOGUE: 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): 50100
Accounting Date From: 01/01/2013
Accounting Date To: 01/31/2013
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	Accou
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

ry nt	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 CATALOGUE: 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 CATALOGUE: 09/27/2012

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

PURPOSE / USE:
This query can be used to audit the DC custom process to ensure all deposits were posted to GL.

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

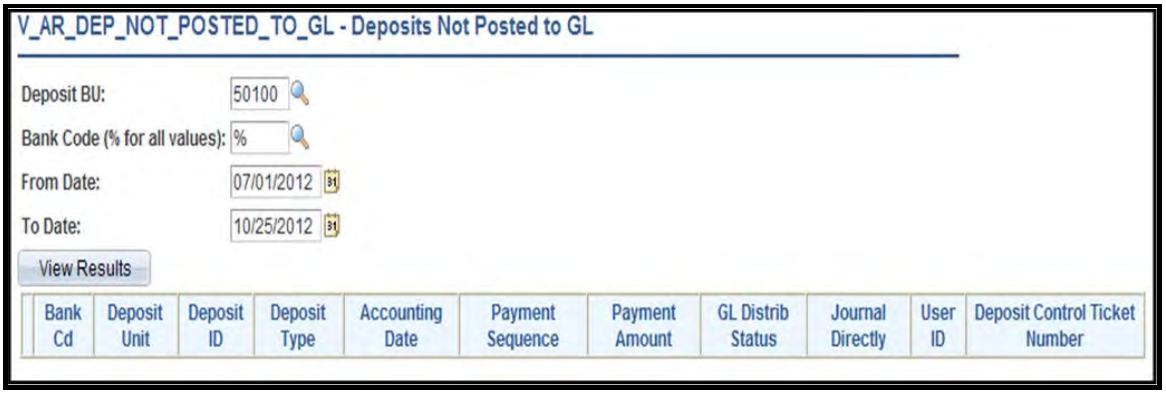
PARAMETERS:

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

FORMAT:
HTML or CSV to Excel

AR – Deposits Not Posted to GL

Parameters



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 CATALOGUE: 09/27/2012

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

PURPOSE / USE:
This query is used to identify deposits marked Do Not Send to CARS.

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

PARAMETERS:

- Business Unit
- 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: 01/01/2016

Date To: 01/27/2016

View Results

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

View All

First 1-1 of 1 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 CATALOGUE: 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 Qry

Business Unit: 50100
Fund (% for all): %
Program (% for all): %
Account (% for all): %
Department (% for all): %
Cost Center (% for all): %
Project (% for all): %
Journal Date From: 01/01/2016
Journal Date To: 01/27/2016
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 1-100 of 1888 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 CATALOGUE: 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): 15100

Posted From Date: 01/01/2015

Posted To Date: 01/31/2015

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 1-6 of 6 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 CATALOGUE: 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
Range from 01.Jan.2016 to 27.Jan.2016

Page No. 1
Run Date Jan/27/2016
Run Time 3:02:11 PM

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	Journaled 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	GLENDA.SP	GLENDA.SPAI	000001	1105	2001008053807	Yes	Complete	16,279.75	16,279.75	13,829.75	2,450.00USD
	Jan/04/2016	70681	GLENDA.SP	GLENDA.SPAI	000001	1105	2001008053807	Yes	Complete	5,490.53	5,490.53	5,490.53	0.00USD
	Jan/04/2016	70682	GLENDA.SP	GLENDA.SPAI	000001	REMIT	121212121	Yes	Complete	750.43	750.43	0.00	750.43USD
	Jan/04/2016	70683	IRVINA.WILL	IRVINA.WILLIA	000003	1106	201141795	Yes	Complete	118,192.08	118,192.08	118,192.08	0.00USD
	Jan/04/2016	70684	GLENDA.SP	GLENDA.SPAI	000004	1104	2001008053807	Yes	Complete	1,500.00	1,500.00	0.00	1,500.00USD
	Jan/04/2016	70685	GLENDA.SP	GLENDA.SPAI	000005	1103	2000010975505	Yes	Complete	1,000.00	1,000.00	0.00	1,000.00USD
	Jan/04/2016	70686	GLENDA.SP	GLENDA.SPAI	000003	1101	1000098	Yes	Complete	20,388.20	20,388.20	0.00	20,388.20USD
	Jan/04/2016	70687	GLENDA.SP	GLENDA.SPAI	000003	1101	1000098	Yes	Complete	30.39	30.39	0.00	30.39USD
	Jan/04/2016	70688	GLENDA.SP	GLENDA.SPAI	000003	1101	1000098	Yes	Complete	19,399.34	19,399.34	0.00	19,399.34USD
	Jan/04/2016	70689	GLENDA.SP	GLENDA.SPAI	000003	1101	1000098	Yes	Complete	7,296.60	7,296.60	0.00	7,296.60USD
	Jan/04/2016	70690	GLENDA.SP	GLENDA.SPAI	000003	1101	1000098	Yes	Complete	20,392.14	20,392.14	0.00	20,392.14USD
	Jan/04/2016	70691	GLENDA.SP	GLENDA.SPAI	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	GLENDA.SP	GLENDA.SPAI	000001	REMIT	121212121	Yes	Complete	18,167.95	18,167.95	0.00	18,167.95USD
	Jan/04/2016	70694	GLENDA.SP	GLENDA.SPAI	000001	REMIT	121212121	Yes	Complete	8,226.29	8,226.29	0.00	8,226.29USD
	Jan/04/2016	70695	GLENDA.SP	GLENDA.SPAI	000001	REMIT	121212121	Yes	Complete	17,754.54	17,754.54	0.00	17,754.54USD
	Jan/04/2016	70696	GLENDA.SP	GLENDA.SPAI	000001	REMIT	121212121	Yes	Complete	31,686.34	31,686.34	0.00	31,686.34USD
	Jan/04/2016	70697	GLENDA.SP	GLENDA.SPAI	000001	REMIT	121212121	Yes	Complete	165,092.67	165,092.67	0.00	165,092.67USD
	Jan/04/2016	70698	GLENDA.SP	GLENDA.SPAI	000001	REMIT	121212121	Yes	Complete	16,537.56	16,537.56	0.00	16,537.56USD
	Jan/04/2016	70699	GLENDA.SP	GLENDA.SPAI	000001	REMIT	121212121	Yes	Complete	10,041.66	10,041.66	0.00	10,041.66USD
	Jan/04/2016	70700	GLENDA.SP	GLENDA.SPAI	000001	REMIT	121212121	Yes	Complete	28,630.01	28,630.01	0.00	28,630.01USD
	Jan/04/2016	70701	GLENDA.SP	GLENDA.SPAI	000001	REMIT	121212121	Yes	Complete	49,370.09	49,370.09	0.00	49,370.09USD
	Jan/04/2016	70702	GLENDA.SP	GLENDA.SPAI	000001	REMIT	121212121	Yes	Complete	47,212.83	47,212.83	0.00	47,212.83USD
	Jan/04/2016	70703	GLENDA.SP	GLENDA.SPAI	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.WH	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 CATALOGUE: 09/27/2012

DESCRIPTION:
This report lists deposit information by entry date.

PURPOSE / USE:
This report is used manage deposits.

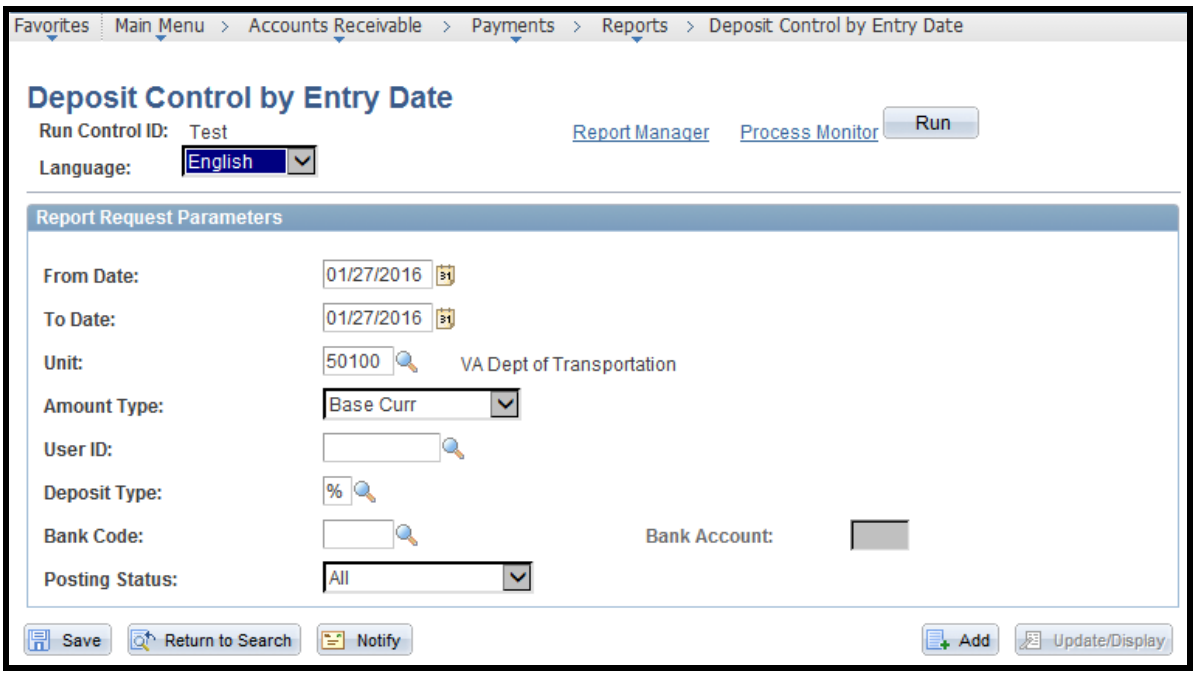
NAVIGATION PATH:
Main Menu > Accounts Receivable > Payments >Reports > Deposit Control by Entry Date

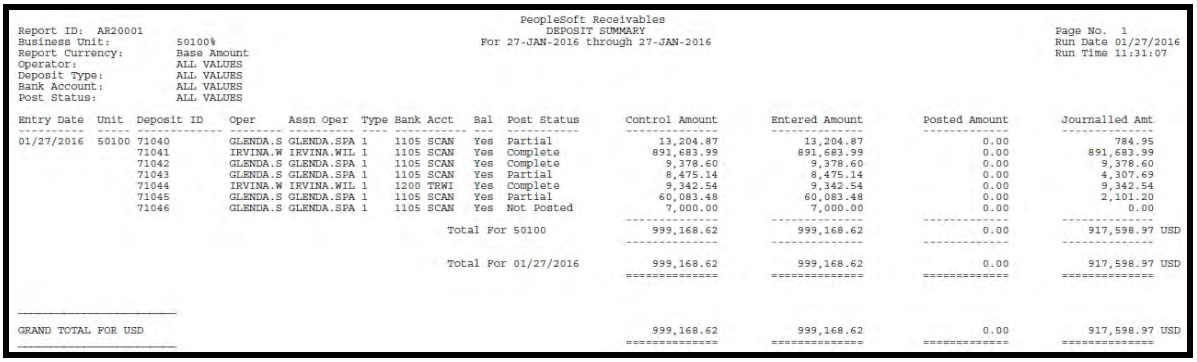
PARAMETERS:

- From 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





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

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

Entry Date	Unit	Deposit ID	Oper	Assn 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	1200 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 CATALOGUE: 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

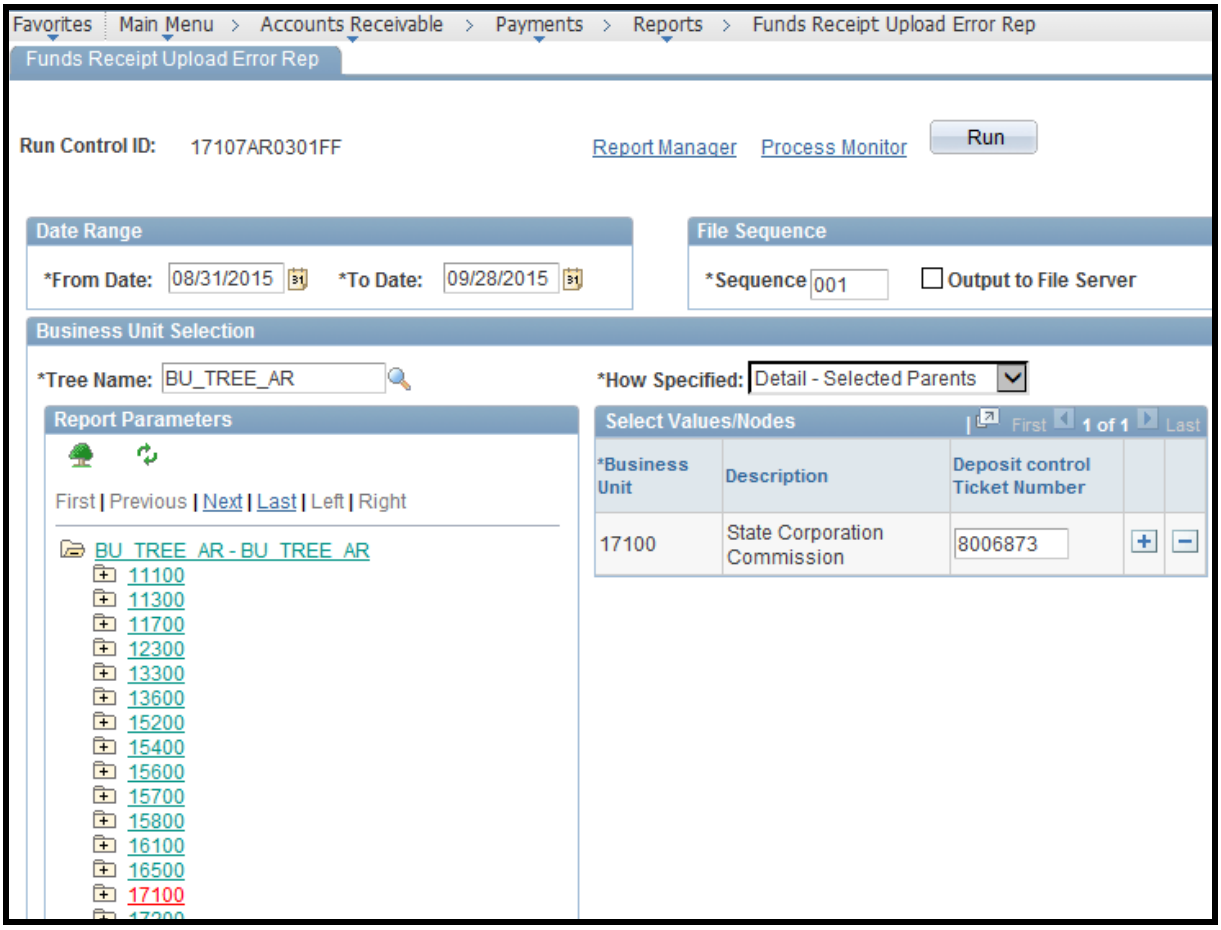
PARAMETERS:

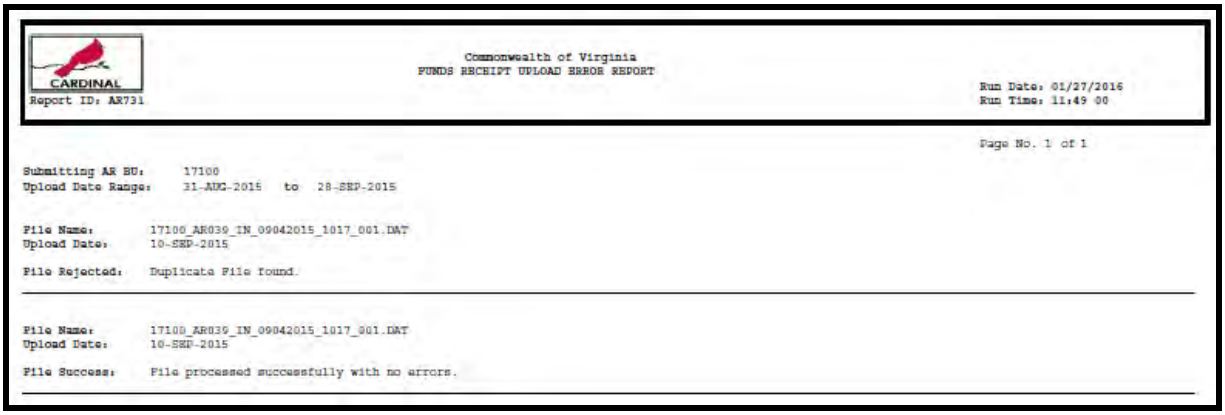
- o Date Range:From Date
- o To Date

- Business Unit Selectin:
  - o Tree Name: BU_TREE_AR
  - o How Specified: Detail – Selected Parents
  - o Reports Parameters:
    - ▪ Click the + to expand the selection > Click on Business Unit

FORMAT:
SQR Report

AR – Funds Receipt Upload Error Report





CARDINAL
Report ID: AR731

Commonwealth of Virginia
FUNDS RECEIPT UPLOAD ERROR REPORT

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

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 CATALOGUE: 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.

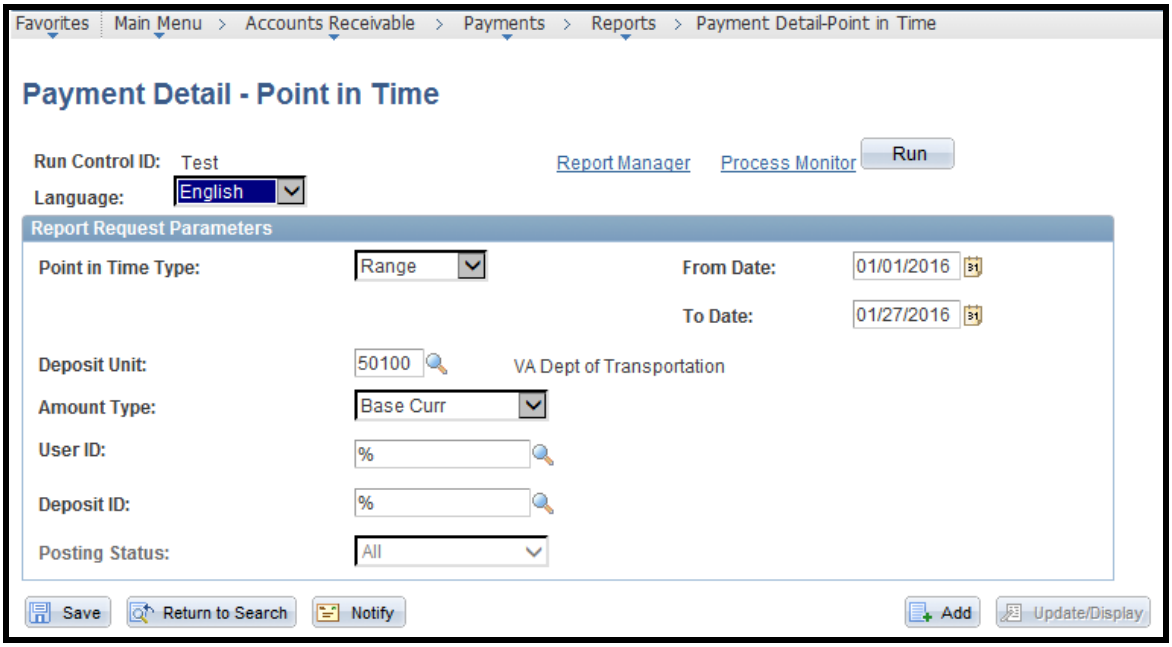
NAVIGATION PATH:
Accounts Receivable > Payments > Reports > Payment Detail – Point in Time

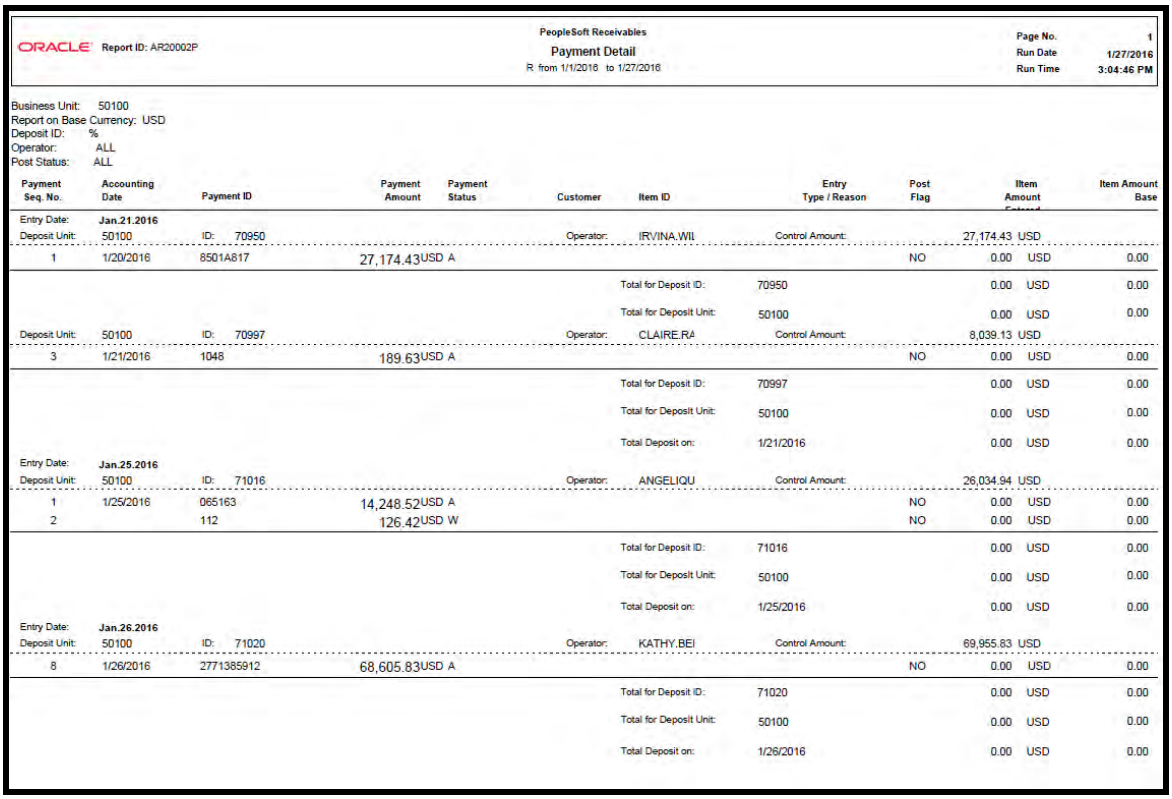
PARAMETERS:

- 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





ORACLE Report ID: AR20002P

PeopleSoft Receivables
Payment Detail
R from 1/1/2016 to 1/27/2016

Page No. 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 Entered		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	27,174.43	USD 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.RA	Control Amount:		8,039.13	USD	
3	1/21/2016	1048	189.63	USD 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	14,248.52	USD A				NO	0.00	USD	0.00
2		112	126.42	USD 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	68,605.83	USD 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 CATALOGUE: 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

```
                                                                    PeopleSoft Receivables
Report ID:  AR20002                                                      PAYMENT DETAIL                                                                  Page No.  1
Deposit BU:             15100%                                     For 03-JUN-2013 through 03-DEC-2013                                               Run Date 12/03/2013
Report Currency:        Base Amount                                                                                                                   Run Time 09:29:48
Deposit ID:             ALL VALUES
OPRID:                  ALL VALUES
Post Status:            ALL VALUES

  Seq  Acctg Dt    Payment ID              Payment Amount      Status  Customer                        Item ID              Entry Type/Reason Post         Pending Item Amount
  ---  --------    --------------- ----------------------      ------  ------------------------------- -------------------- ----------------- ---- --------------------------


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 CATALOGUE: 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: AR2000SP

PeopleSoft Receivables

Payment Summary

Range from 1/1/2013 to 1/31/2013

Page No. 1
Run Date 4/23/2014
Run Time 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
1/2/2013	15100	39	VPH82737	VPH82737	C	1	1/2/2013	1	Journalled	50.00USD
							Total for Deposit ID:		39	50.00 USD
1/3/2013	15100	40	VPH82737	VPH82737	C	1	1/4/2013	1	Journalled	960.00USD
							Total for Deposit ID:		40	960.00 USD
1/3/2013	15100	41	VPH82737	VPH82737	C	1	1/3/2013	1	Journalled	320.00USD
							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	320.00USD
							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	55.00USD
							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	1/16/2013	1	Journalled	20.00USD
							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	62,013.00USD
							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	32.50USD
							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:			63,770.50 USD

AR - Payment Summary Report

⮜Previous Quick Links Next⮞

Rpt Nbr: AR20003

LAST REVISION: 07/02/2014

LOADED INTO CATALOGUE: 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

```
Report ID:  AR20003                                   PeopleSoft Receivables                                                    Page No.  1
Deposit BU:                15100%                          PAYMENT SUMMARY                                                      Run Date 08/13/2012
Report Currency:           Base Amount                 For 24-JUL-2012 through 31-JUL-2012                                     Run Time 10:28:02
Deposit ID:                ALL VALUES
OPRID:                     ALL VALUES
Post Status:               Complete

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 CATALOGUE: 09/27/2012

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

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

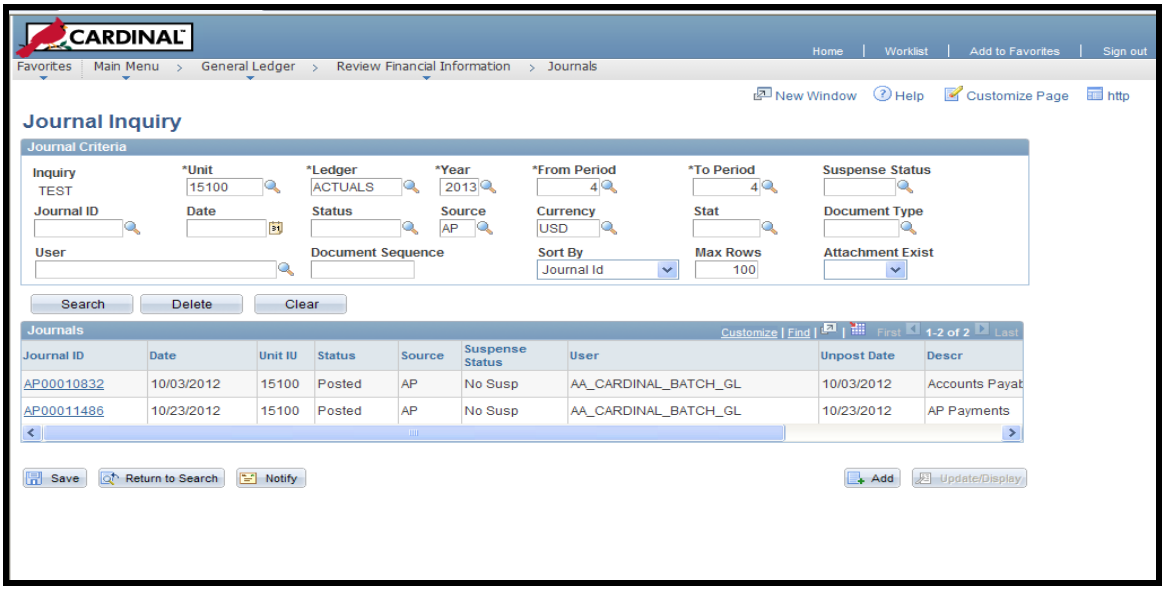
NAVIGATION PATH:
Main Menu > General Ledger > Review Financial Information > Journals

PARAMETERS:

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

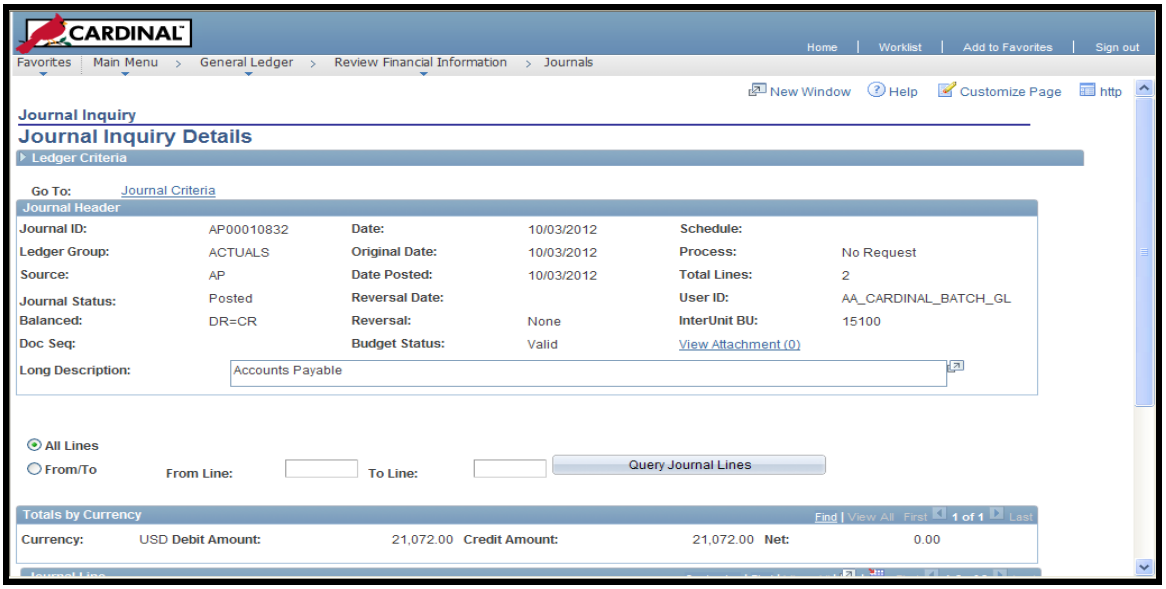
FORMAT:
Online
CSV to Excel

Journal Online Inquiry



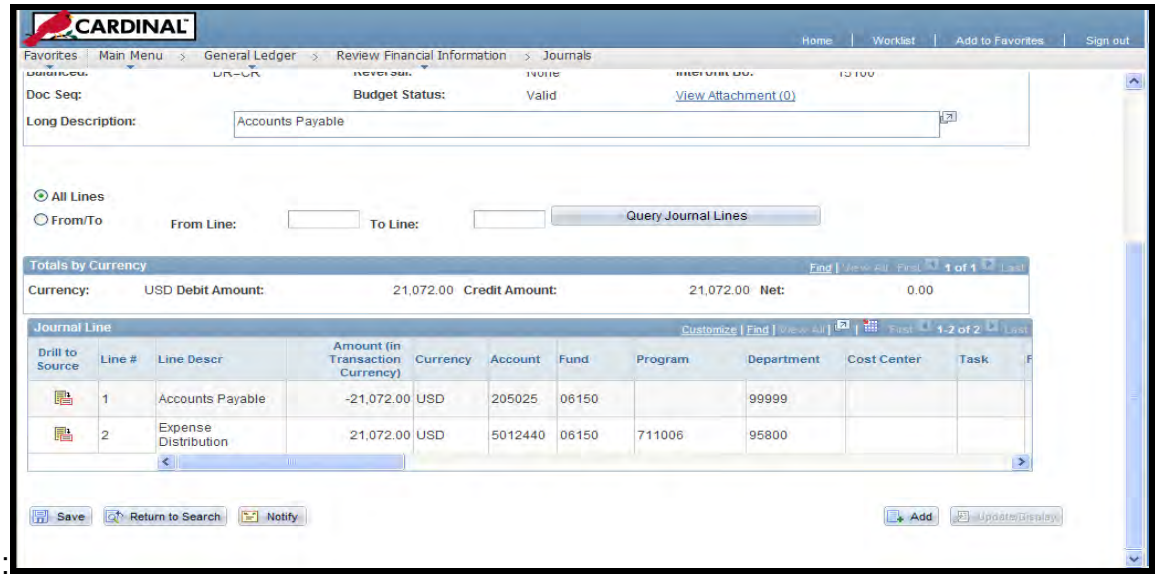
This inquiry identifies all AP (Source) journals for October 2012 (Year 2013, From Period 4, To Period 4) for DOA (Unit 15100), in Journal ID order (Sort By is Journal ID).

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

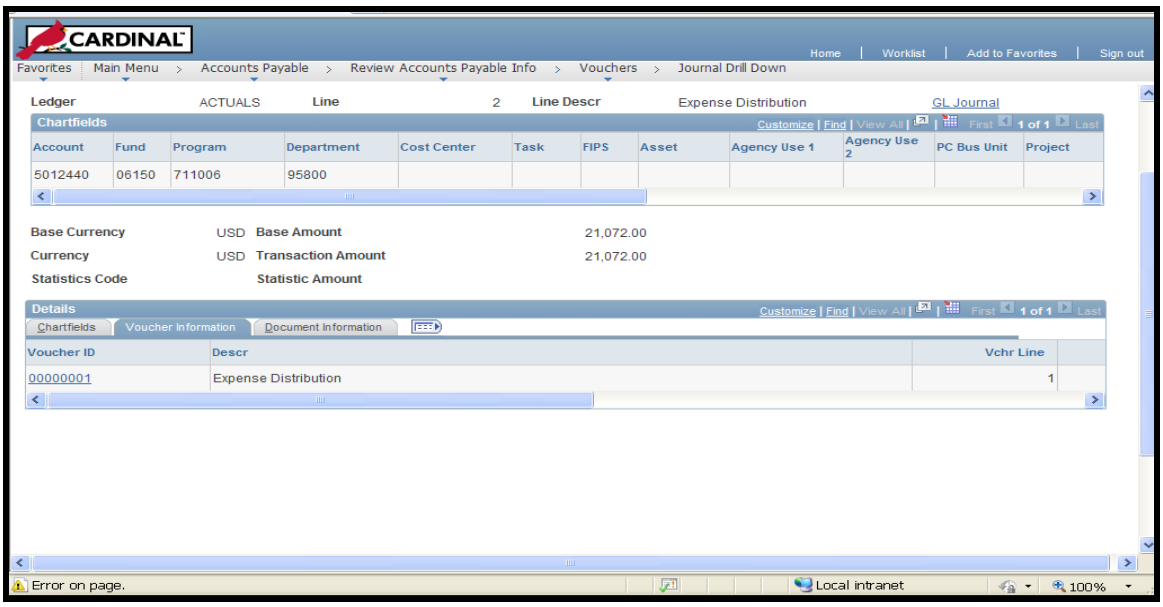


To modify your selection criteria, click Journal Criteria to return to the Journal Inquiry page.

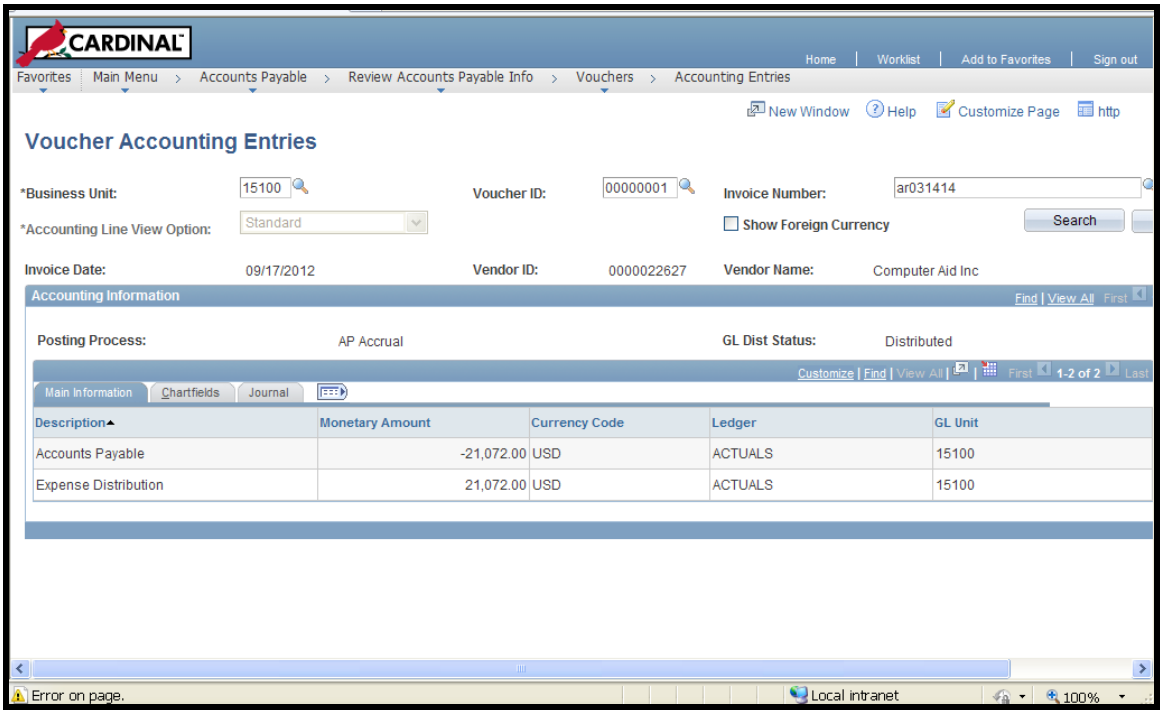
You can then scroll down to view the Journal Lines listed at the bottom of the page.



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



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



Click on the ChartFields or Journal tab for additional information.

GL - Ledger Inquiry

⮜Previous Quick Links Next⮞

LAST REVISION: 10/23/12

LOADED INTO CATALOGUE: 09/27/2012

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

PURPOSE / USE:
The inquiry is used to:

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

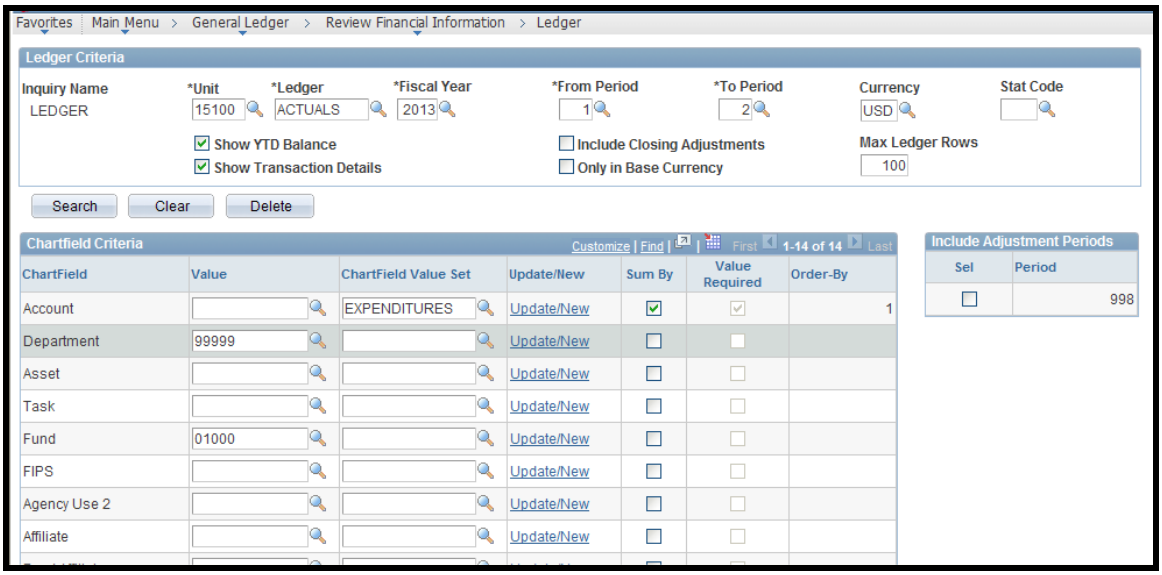
NAVIGATION PATH:
Main Menu > General Ledger > Review Financial Information > Ledger

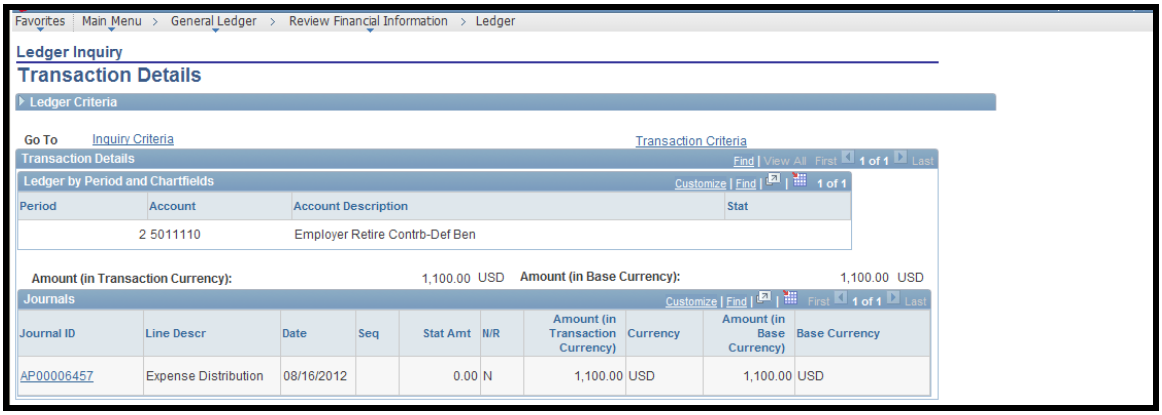
PARAMETERS:

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

FORMAT:
Online

Ledger Inquiry





GL - Review Journal Status Inquiry

⮜Previous Quick Links Next⮞

LAST REVISION: 10/22/12

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This inquiry provides the status of journals.

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

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

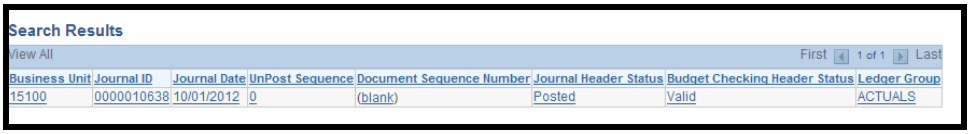
PARAMETERS:

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

FORMAT:
Online

Review Journal Status Online Inquiry

Search Results

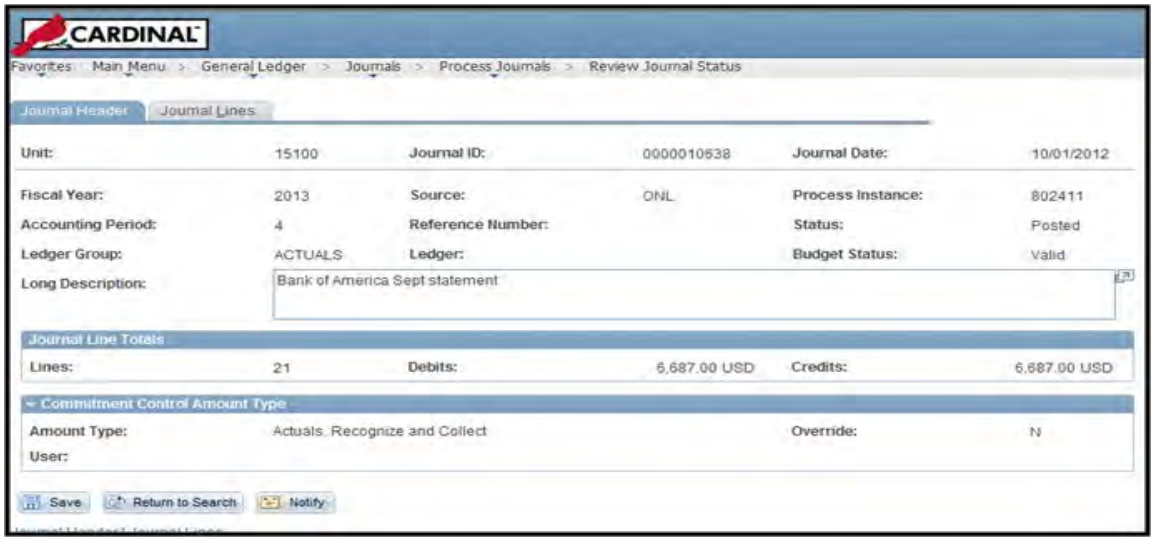


Search Results

View All — First 1 of 1 Last

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

Journal Header



CARDINAL

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

Journal Header | Journal Lines

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

Journal Line Totals

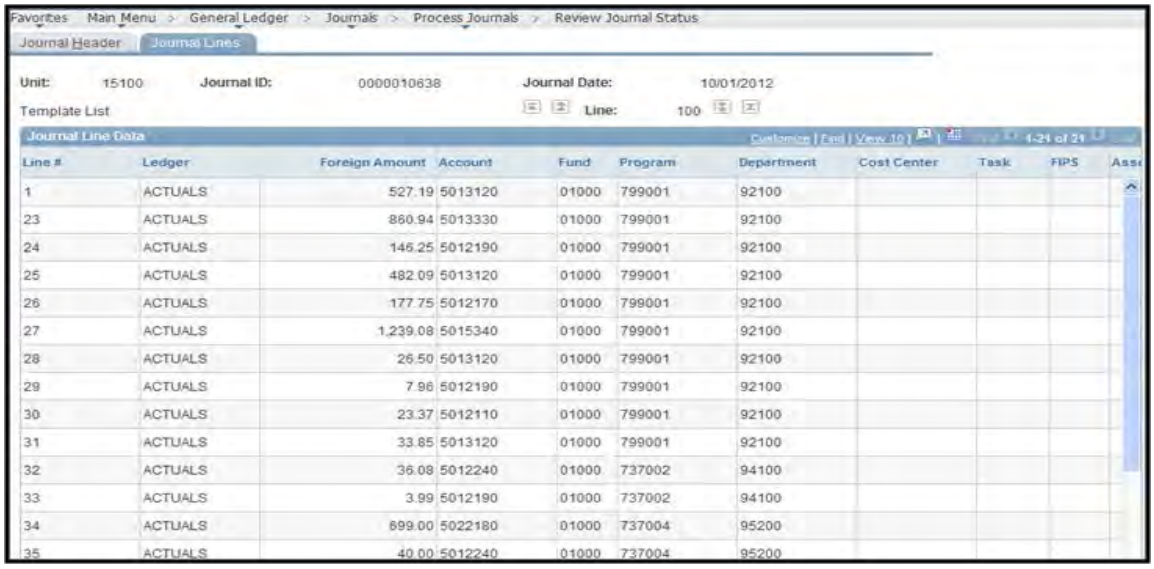
Lines:	21	Debits:	6,687.00 USD	Credits:	6,687.00 USD

Commitment Control Amount Type

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

Save | Return to Search | Notify

Journal Lines



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

Journal Header | Journal Lines

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

Template List Line: 100

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

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 CATALOGUE: 09/27/2012

DESCRIPTION:
This query lists all Cardinal account types available.

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

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

PARAMETERS:

- SetID – Enter STATE

FORMAT:

HTML, Excel

Account Types Query

FIN0004_ACCOUNT_TYPES - FIN0004-Account Types

SetID: STATE

View Results

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

View All

First 1-6 of 6 Last

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

GL - Accounts Query

⮜Previous Quick Links Next⮞

LAST REVISION: 10/05/2012

LOADED INTO CATALOGUE: 09/27/2012

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

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

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

PARAMETERS:

- SetID – STATE
- As of Date

FORMAT:
HTML, Excel

Accounts Query

FIN0010_GL_ACCOUNTS - FIN0010-GL Accounts

SetID: STATE

As Of Date: 10/05/2012

View Results

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

View All

First 1-100 of 7735 Last

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

GL – Budget Reference Query

⮜Previous Quick Links Next⮞

LAST REVISION: 10/05/2012

LOADED INTO CATALOGUE: 09/27/2012

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

PURPOSE / USE:
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: 50100

Effective Date: 10/01/2012

View Results

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

View All

First 1-100 of 10519 Last

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

GL - CARS Do Not Send List Query

⮜Previous Quick Links Next⮞

LAST REVISION: 10/05/12

LOADED INTO CATALOGUE: 09/27/2012

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

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

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

PARAMETERS:

- Business Unit:
- Fiscal Year
- Accounting Period:

FORMAT:
HTML, Excel

V_GL_CARS_DO_NOT_SEND – CARS Do Not Send List Query

V_GL_CARS_DO_NOT_SEND - CARS Do Not Send List

Business Unit: 15100

Fiscal Year: 2013

Accounting Period: 4

View Results

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

View All

First 1-2 of 2 Last

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

GL - CARS History Transactions Query

⮜Previous Quick Links Next⮞

LAST REVISION: 10/05/12

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This query lists transactions keyed into CARS.

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

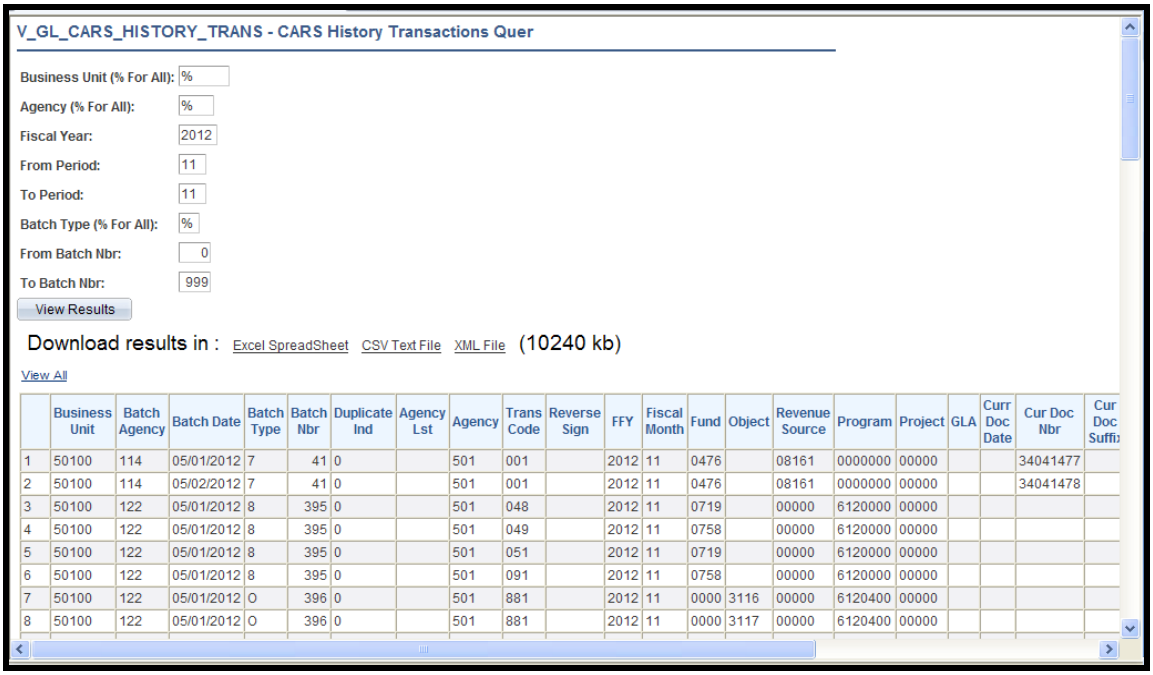
NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > V_GL_CARS_HISTORY_TRANS.

PARAMETERS:

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

FORMAT:
HTML, Excel

V_GL_CARS_HISTORY_TRANS – CARS History Transactions Query



V_GL_CARS_HISTORY_TRANS - CARS History Transactions Quer

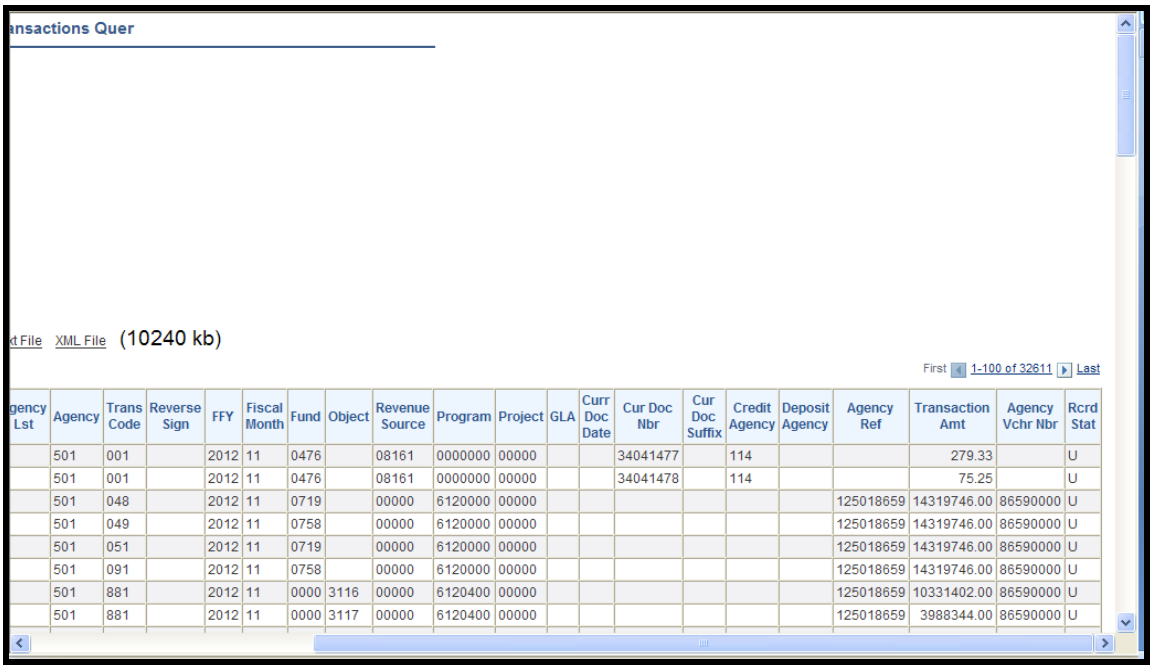
Business Unit (% For All): %
Agency (% For All): %
Fiscal Year: 2012
From Period: 11
To Period: 11
Batch Type (% For All): %
From Batch Nbr: 0
To Batch Nbr: 999
View Results

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

View All

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

Use the scroll bar to see the remaining columns.



nsactions Quer

xt File XML File (10240 kb)

First 1-100 of 32611 Last

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

GL - CARS Interface Report – Detail Query

⮜Previous Quick Links Next⮞

LAST REVISION: 10/19/12

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
This query identifies all transactions sent to CARS.

PURPOSE / USE:
This query supports the monthly reconciliation between Cardinal and CARS.

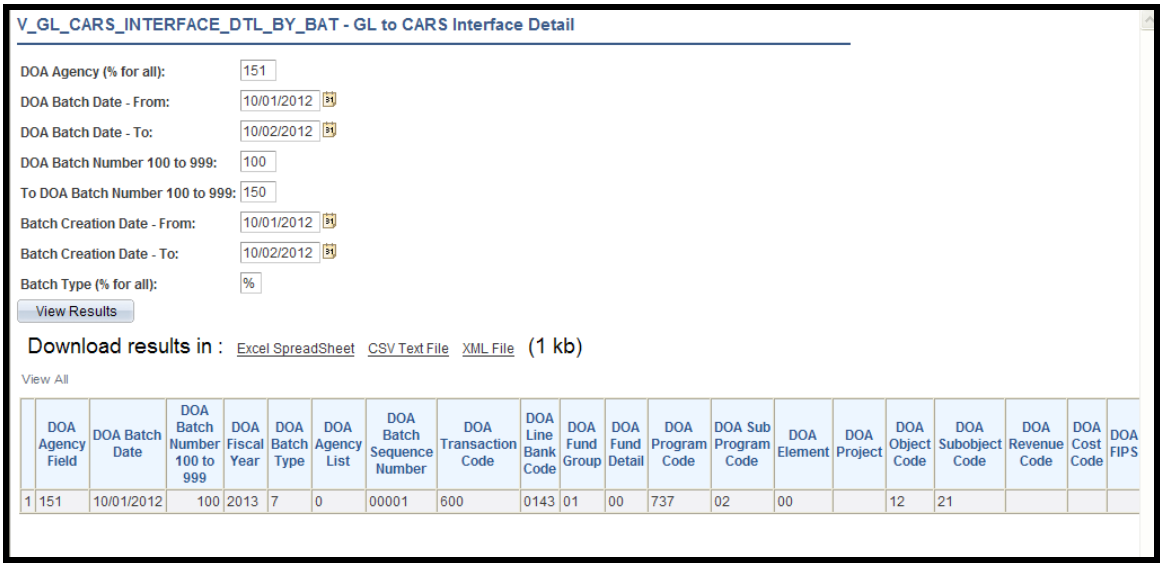
NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer >
V_GL_CARS_INTERFACE_DTL_BY_BAT

PARAMETERS:

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

FORMAT:
HTML, Excel

V_GL_CARS_INTERFACE_DTL_BY_BAT – GL to CARS Interface Detail Query



V_GL_CARS_INTERFACE_DTL_BY_BAT - GL to CARS Interface Detail

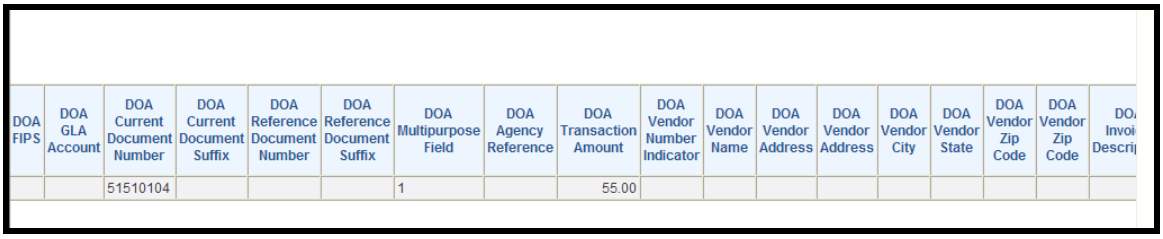
DOA Agency (% for all): 151
DOA Batch Date - From: 10/01/2012
DOA Batch Date - To: 10/02/2012
DOA Batch Number 100 to 999: 100
To DOA Batch Number 100 to 999: 150
Batch Creation Date - From: 10/01/2012
Batch Creation Date - To: 10/02/2012
Batch Type (% for all): %
View Results

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

View All

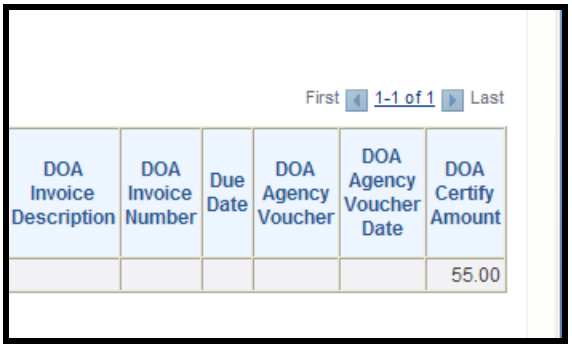
	DOA Agency Field	DOA Batch Date	DOA Batch Number 100 to 999	DOA Fiscal Year	DOA Batch Type	DOA Agency List	DOA Batch Sequence Number	DOA Transaction Code	DOA Line Bank Code	DOA Fund Group	DOA Fund Detail	DOA Program Code	DOA Sub Program Code	DOA Element	DOA Project	DOA Object Code	DOA Subobject Code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

To see remaining columns, use the scroll bar.



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

Continue scrolling to view last column.



First 1-1 of 1 Last

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

GL – Chartfield 2 – Program Codes Query

⮜Previous Quick Links Next⮞

LAST REVISION: 10/22/2012

LOADED INTO CATALOGUE: 09/27/2012

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

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

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

PARAMETERS:

- SetID
- As of Date

FORMAT:
HTML, Excel

Chartfield 2 – Program Codes Query

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

sheet1

Ready

GL – Cross Business Unit Journal Query

⮜Previous Quick Links Next⮞

LAST REVISION: 09/25/2014

LOADED INTO CATALOGUE: 09/25/2014

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

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

NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > V_GL_CROSS_BU_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 Contrb-Def Ben
									200.00		Employer Retire Contrb-Def Ben
									300.00		Employer Retire Contrb-Def Ben
									-600.00		Employer Retire Contrb-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 CATALOGUE: 09/27/2012

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

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

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

PARAMETERS:

- SetID
- As Of Date

FORMAT:
HTML, Excel

Department Codes Query

FIN0011_DEPARTMENT_CODES - FIN0011-Department Codes

SetID: 15100

As Of Date: 10/05/2012

View Results

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

View All

First 1-18 of 18 Last

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

GL – FIN0012_VALID_PRODUCT_CODES (Task) Query

⮜Previous Quick Links Next⮞

LAST REVISION: 01/09/2015

LOADED INTO CATALOGUE: 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: 79900

As Of Date: 01/12/2015

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 CATALOGUE: 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: 40200

As of Date: 01/12/2015

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	SEAAR	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 CATALOGUE: 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: 23800

Effective Date: 01/12/2015

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 CATALOGUE: 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: 50500

Effective Date: 01/12/2015

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (441 kb)

View All

First 1-100 of 2596 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 CATALOGUE: 09/27/2012

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

PURPOSE / USE:
This query supports the year-end closing process.

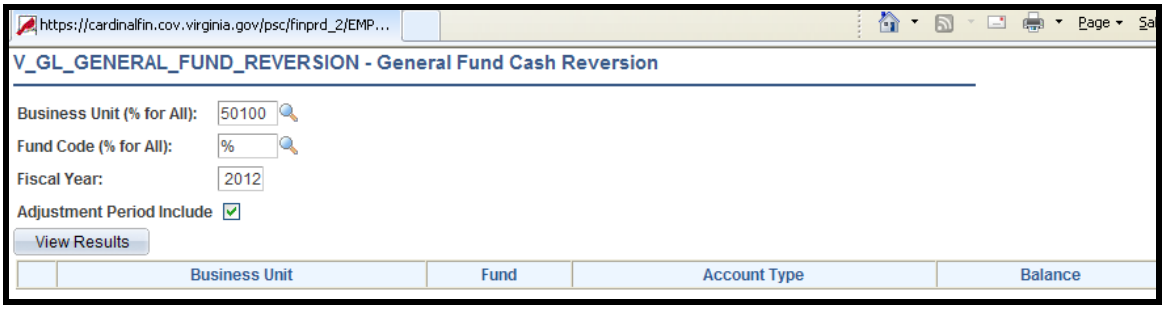
NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > V_GL_GENERAL_FUND_REVERSION

PARAMETERS:

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

FORMAT:
HTML, Excel

V_GL_ GENERAL_FUND_REVERSION Query



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

GL - GL CARS Recon for Acctg Period Query

⮜Previous Quick Links Next⮞

LAST REVISION: 10/05/2012

LOADED INTO CATALOGUE: 09/27/2012

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

PURPOSE / USE:
This query is used to view journal details and identify related CARS Batch information including the CARS indicator.

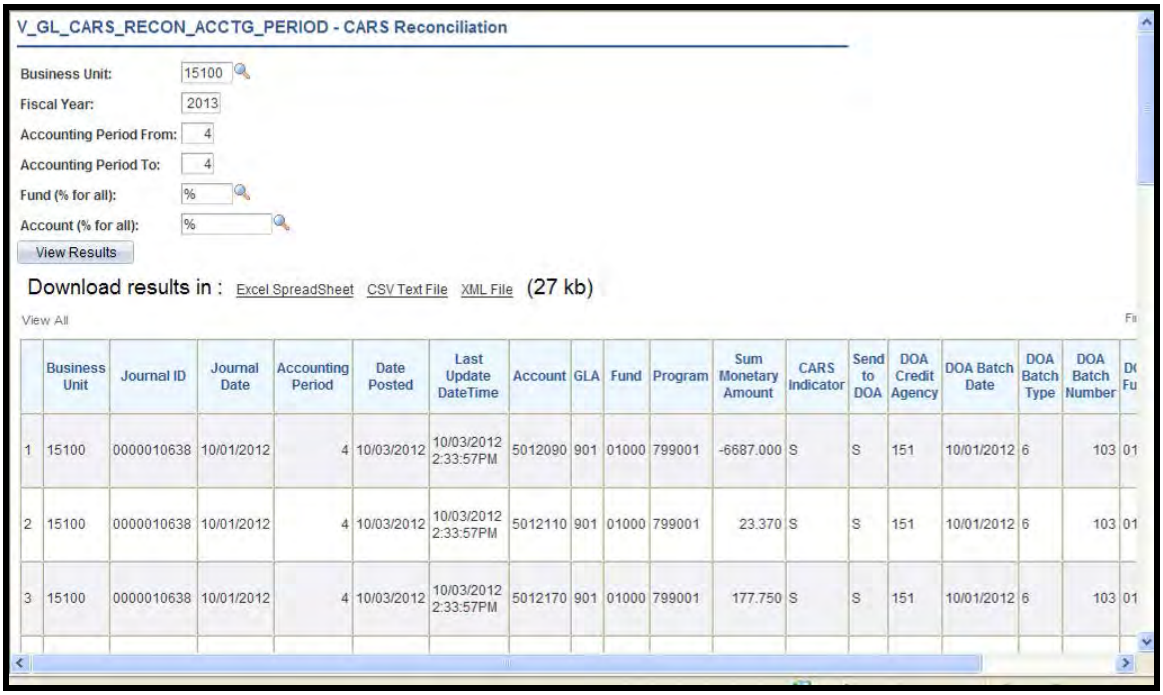
NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > V_GL_CARS_RECON_ACCTG_PERIOD – CARS Reconciliation.

PARAMETERS:

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

FORMAT:
HTML, Excel

V_GL_CARS_RECON_ACCTG_PERIOD – CARS Reconciliation Query



V_GL_CARS_RECON_ACCTG_PERIOD - CARS Reconciliation

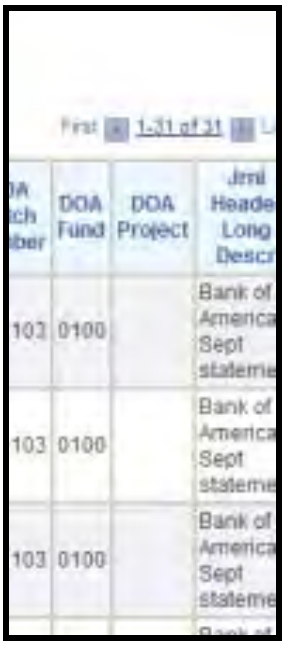
Business Unit: 15100
Fiscal Year: 2013
Accounting Period From: 4
Accounting Period To: 4
Fund (% for all): %
Account (% for all): %
View Results

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

View All

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

Use the scrollbar to view remaining columns:



First 1-31 of 31

DOA Fund	DOA Project	Jrnl Heade Long Descr
0100		Bank of America Sept stateme
0100		Bank of America Sept stateme
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 CATALOGUE: 09/27/2012

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

PURPOSE / USE:
This query is used to view journal details and identify timing differences.

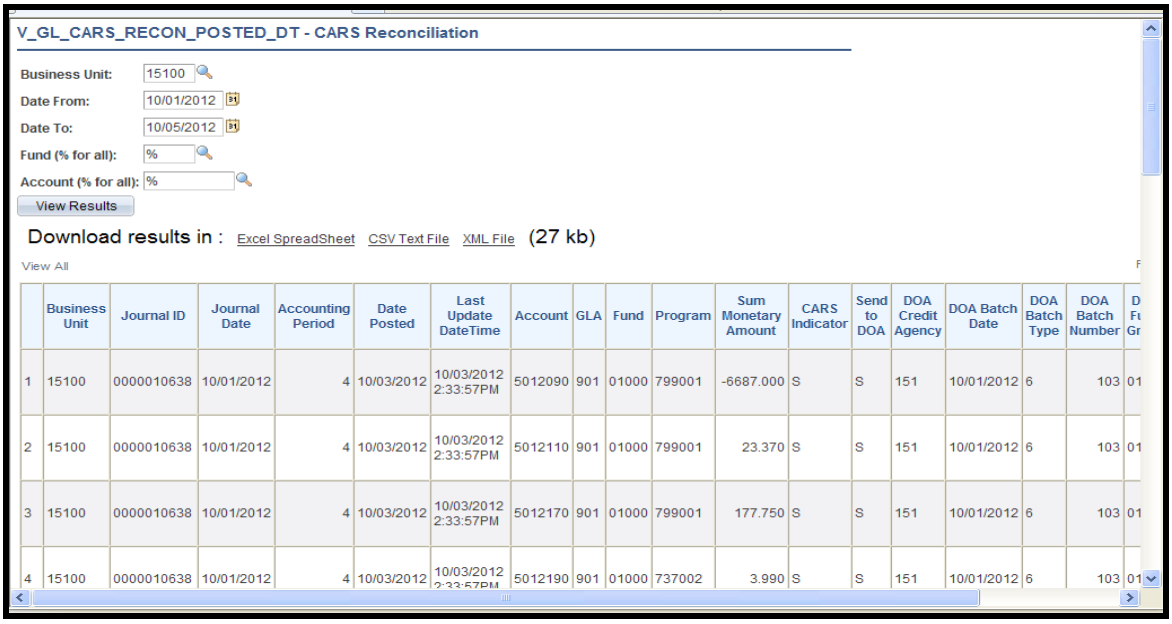
NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer >
V_GL_CARS_RECON_POSTED_DT – CARS Reconciliation

PARAMETERS:

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

FORMAT:
HTML, Excel

V_GL_CARS_RECON_POSTED_DT – CARS Reconciliation Query



V_GL_CARS_RECON_POSTED_DT - CARS Reconciliation

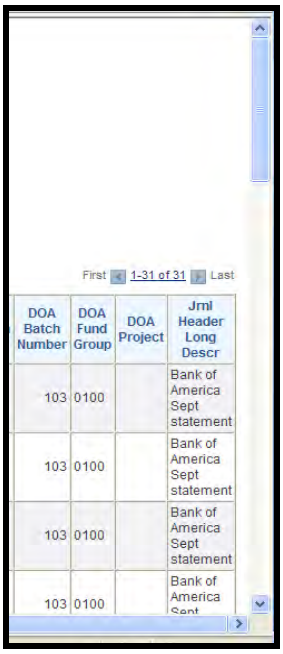
Business Unit: 15100
Date From: 10/01/2012
Date To: 10/05/2012
Fund (% for all): %
Account (% for all): %
View Results

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

View All

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

Use the scrollbar to view remaining columns:



First 1-31 of 31 Last

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

GL - GL COA Journal Query

⮜Previous Quick Links Next⮞

LAST REVISION: 10/22/2012

LOADED INTO CATALOGUE: 09/27/2012

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

PURPOSE / USE:
Use this query to view journal details and identify accounting information for journals.

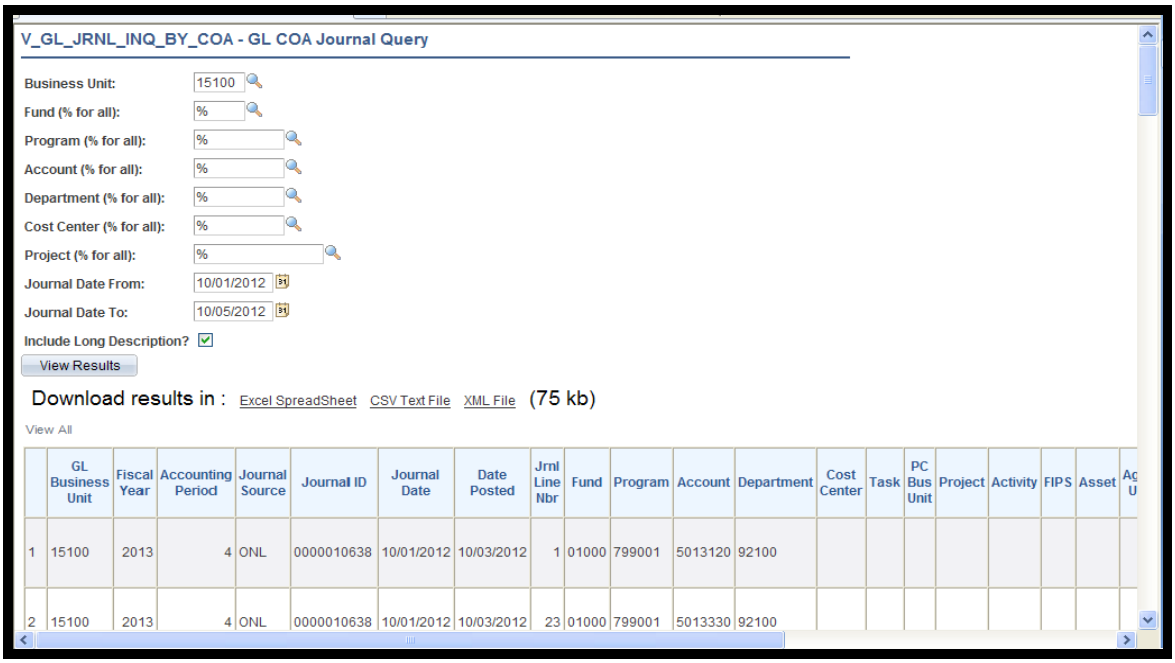
NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > V_GL_JRNL_INQ_BY_COA

PARAMETERS:

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

FORMAT: HTML, Excel

GL COA Journal Query



V_GL_JRNL_INQ_BY_COA - GL COA Journal Query

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

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

View All

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

Use the scrollbar to view remaining columns:

First 1-73 of 73 Last

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

GL – Journal Not Posted Query

⮜Previous Quick Links Next⮞

LAST REVISION: 10/08/2015

LOADED INTO CATALOGUE: 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.

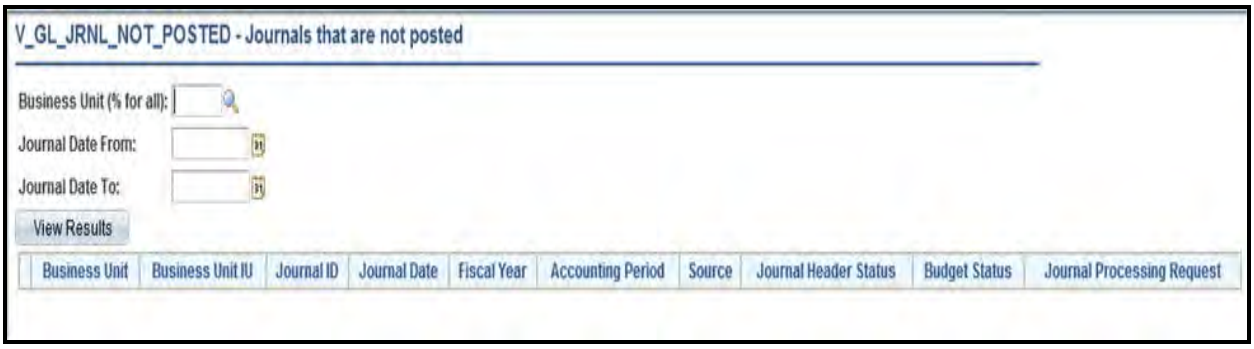
NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > V_GL_JRNL_NOT_POSTED

PARAMETERS:

- Business Unit
- Journal Date From
- Journal Date To

FORMAT: HTML, Excel

GL Journals Not Posted Public Query



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 CATALOGUE: 09/27/2012

DESCRIPTION:
This report provides information about ledger templates.

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

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

PARAMETERS:

- Ledger Template

FORMAT:
HTML, Excel

Ledger Template Query

FIN0023_LEDGER_TEMPLATE - FIN0023-Ledger Template

Ledger Template: STANDARD

View Results

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

View All

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

Use the scrollbar to view additional columns:

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

First 1-1 of 1 Last

ted al dits				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 CATALOGUE: 08/28/2014

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

PURPOSE / USE:
This query can be used to:

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

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

PARAMETERS:

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

FORMAT:
HTML, Excel

GL - Potential Fixed Asset Query

File Edit View Favorites Tools Help

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 : Excel SpreadSheet CSV Text File XML File (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	1	CHECK-CUSTOMER ACCT	5022170	Other Computer Equipment	06136	820006	797
10	13600	AP00029866	06/27/2014	0000007170	CRA Inc	0398851	1	EDI-CUSTOMER NUMBER	5022170	Other Computer Equipment	06136	820006	797

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

First 1-10 of 10 Last

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 CATALOGUE: 09/27/2012

DESCRIPTION:
This query lists all available Record Groups.

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

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

PARAMETERS:

- None

FORMAT:
HTML, Excel

Record Groups Query

FIN0016_RECORD_GROUPS- FIN0016-Record Groups

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

View All First 1-100 of 5483 Last

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

GL – Speedchart Query

⮜Previous Quick Links Next⮞

LAST REVISION: 08/25/2015

LOADED INTO CATALOGUE: 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	Accour
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	FAACSInv	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 CATALOGUE: 09/27/2012

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

PURPOSE / USE:
This query generates a list of SpeedTypes with their associated ChartFields.

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

PARAMETERS:

- SetID

FORMAT:
HTML, Excel

Speedtypes Query

FIN0007_SPEEDTYPES - FIN0007-SpeedTypes

SetID: 15100

View Results

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

View All

First 1-10

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

Use the scroll bar to view the remaining columns.

First 1-100 of 272 Last

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

GL – Valid Appropriations - Display FIPS Codes Query

⮜Previous Quick Links Next⮞

LAST REVISION: 10/05/2012

LOADED INTO CATALOGUE: 09/27/2012

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

PURPOSE / USE:
Use this query to view STATE Set ID FIPS codes.

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

PARAMETERS:

- SetID - STATE
- As of Date

FORMAT:
HTML, Excel

Valid Appropriations - Display FIPS Codes Query

FIN0053_VALID_APPROPRIATIONS - FIN0053-Valid Appropriations

SetID: STATE

As of Date: 10/05/2012

View Results

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

View All

First 1-100 of 339 Last

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

GL – Valid Budget Periods Query

⮜Previous Quick Links Next⮞

LAST REVISION: 10/05/2012

LOADED INTO CATALOGUE: 09/27/2012

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

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

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

PARAMETERS:

- SetID - STATE

FORMAT:
HTML, Excel

Valid Budget Periods Query

FIN0054_VALID_BUDGET_PERIODS - Valid Budget Period

SetID: STATE

View Results

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

View All

First 1-100 of 119 Last

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

GL – Valid Funds Query

⮜Previous Quick Links Next⮞

LAST REVISION: 10/05/2012

LOADED INTO CATALOGUE: 09/27/2012

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

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

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

PARAMETERS:

- SetID - STATE
- As of Date

FORMAT:
HTML, Excel

Valid Funds Query

FIN0050_VALID_FUNDS - FIN0050 - Valid Funds

SetID: STATE

As Of Date: 10/05/2012

View Results

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

View All

First 1-100 of 566 Last

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

GL – Valid Project IDs Query

⮜Previous Quick Links Next⮞

LAST REVISION: 10/05/2012

LOADED INTO CATALOGUE: 09/27/2012

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

PURPOSE / USE:
This query generates a list of project IDs with their associated type, description, etc.

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

PARAMETERS:

- SetID

FORMAT:
HTML, Excel

Valid Project IDs Query

FIN0013_VALID_PROJECT_IDS - Valid Project Ids

SetID: 50100

View Results

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

View All

First 1-100 of 16826 Last

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

GL – Valid Set IDs Query

⮜Previous Quick Links Next⮞

LAST REVISION: 10/05/2012

LOADED INTO CATALOGUE: 09/27/2012

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

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

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

PARAMETERS:

- None

FORMAT:
HTML, Excel

Valid Set IDs Query

FIN0017_VALID_SET_IDS- FIN0017-Valid Set IDs

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

View All

First 1-16 of 16 Last

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

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 CATALOGUE: 09/27/2012

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

PURPOSE / USE:
The report is used:

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

CARDINAL

Report ID: RGL022

Commonwealth of Virginia
AP-GL RECONCILIATION

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

Page No. 1 of 144

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

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

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

Unmatching Lines:

Journal Line#	Voucher ID	Voucher Line		
1072				
Unmatching chart fields:		GL Value	AP Value	
	Fund	04100		
	Account	205025		
	Department	99999		
	Cost Center	99999999		
	Amount	(677.20)	0.00	(677.20)
Journal Line#	Voucher ID	Voucher Line		
2473				
Unmatching chart fields:		GL Value	AP Value	
	Fund	04100		
	Program	60400403		
	Account	5012680		
	Department	11017		
	Cost Center	11165420		
	Task	05100		
	Amount	677.20	0.00	677.20

JOURNALS IN EX NOT IN GL:

Journal ID	Journal Date	EX total Debit

JOURNAL LINES IN EX NOT IN GL:

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

GL - Appropriation, Allotment, and Expense Report

⮜Previous Quick Links Next⮞

Rpt Nbr: RGL006

LAST REVISION: 10/03/2012

LOADED INTO CATALOGUE: 09/27/2012

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

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

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

PARAMETERS:

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

FORMAT:
PDF

Appropriation, Allotment, and Expense Report

CARDINAL
Report ID: RGL006

Commonwealth of Virginia
STATEMENT OF APPROPRIATIONS, ALLOTMENTS AND EXPENDITURES REPORT

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

Appr. Ledger : C APPROP B
Allt. Ledger : C ALLOT B
Fiscal Year : 2013 Period: 1

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

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

End of Report

GL – AR/GL Module Reconciliation Report

⮜Previous Quick Links Next⮞

Rpt Nbr: VGLR631

LAST REVISION: 07/08/2014

LOADED INTO CATALOGUE: 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

CARDINAL

Report ID: RGL631

Commonwealth of Virginia
AR-GL RECONCILIATION

Run Date: 04/04/2014
Run Time: 04:42 00

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

JOURNAL LINES WITH UNMATCHING CHART FIELDS COMBINATIONS OR AMOUNT FOR BI:

Journal ID	Journal Date	GL total Amount	AR total Amount	Variance
BI00021984	07/03/2013	17.50	0.00	17.50

Unmatching Lines:

Journal Line#	Invoice	AR Amount
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

	Amount	8,436.00	8,436.00	0.00

Unmatching Lines:

Journal Line#	Invoice	AR Amount
448	CALC001629	-2,663.50
448	CALC001630	-1,990.50
448	CALC001819	-2,663.50
448	CALC001843	2,600.00

Unmatching chart fields:	GL Value	AR Value	
Department	10050	10049	
Amount	-4,700.00	-4,717.50	17.50

Journal ID	Journal Date	GL total Amount	AR total Amount	Variance
BI00022043	07/05/2013	0.00	0.00	0.00

Unmatching Lines:

Journal Line#	Invoice	AR Amount
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

Unmatching chart fields:	GL Value	AR Value	
Department	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 CATALOGUE: 09/27/2012

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

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

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

PARAMETERS:

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

FORMAT:
PDF

Cardinal Trial Balance Report

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

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

GL – CARS Interface Summary Report

⮜Previous Quick Links Next⮞

RPT NBR: VGLR0002

LAST REVISION: 07/08/2014

LOADED INTO CATALOGUE: 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

CARDINAL
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
Identification Information

Agency Name: Department of Accounts

Agency Code: 15100

Volume/Serial Number: _____

****

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

AGENCY BATCH ID									
Agency	Date	Type	No	BATCH AMOUNT	Agency	Date	Type	No	BATCH AMOUNT
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					

GL - CARS-Cardinal Reconciliation Report

⮜Previous Quick Links Next⮞

Rpt Nbr: VGLR0025

LAST REVISION: 10/03/2012

LOADED INTO CATALOGUE: 09/27/2012

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

PURPOSE / USE:
The report supports the reconciliation process between CARS and Cardinal.

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

PARAMETERS:

- Business Unit
- Fiscal Year
- Accounting Period

FORMAT:
PDF

CARS-Cardinal Reconciliation Report

Commonwealth of Virginia
CARS-CARDINAL RECONCILIATION

Report ID: VGLR0025

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

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

Page No. 1 of 133

Cardinal to Reconcile with CARS

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

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

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

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

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

Page No. 132 of 133

Cardinal to Reconcile with CARS

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

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

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

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

GL – Combination Rule Report

⮜Previous Quick Links Next⮞

Rpt Nbr: GLS4002

LAST REVISION: 08/25/2015

LOADED INTO CATALOGUE: 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

```
                                                    PeopleSoft Financials
Report ID:  GLS4002                                 CHARTFIELD COMBINATION RULES                                    Page No.  1
Set ID:     STATE--Statewide SetID                                                                                  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

        Require Valid ChartField Value
           DEPTID
           FUND_CODE

        ChartField          How Specified                  SetID    Tree Name            Tree Level              Selected Value

        ACCOUNT             Selected Tree Nodes            STATE    ACCOUNT_OVERALL
                                                                                                                  ACCOUNTS_CAFR
           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 CATALOGUE: 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

ORACLE Report ID: GLC8051 | PeopleSoft General Ledger CONTROL BUDGET OPTION | Page No. 1 | Run Date 5/28/2014 | Run Time 1:34:25 PM

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 Statiscal 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 CATALOGUE: 09/27/2012

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

PURPOSE / USE:
The report is used to monitor and administer the Agency's selected budget.

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

PARAMETERS:

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

FORMAT:
PDF

Control/Track Budget-Exp by CF Report

CARDINAL

Report ID: VRGL007

Commonwealth of Virginia
CONTROL/TRACK BUDGET ¿ EXPENDITURES BY CHARTFIELD

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

Page No. 1 of 1

Business Unit : 50100
Fiscal Year : 2013
As of Period : 1
Budget Ledger : C APPROP B

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

GL - COVA Analysis of Appropriations Report

⮜Previous Quick Links Next⮞

Rpt Nbr: RGL006A

LAST REVISION: 10/02/2012

LOADED INTO CATALOGUE: 09/27/2012

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

PURPOSE / USE:

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

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

PARAMETERS:

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

FORMAT:
PDF

Funding Analysis of Appropriations, Allotment, and Expenditures Report

CARDINAL
Report ID: RGL006A

Commonwealth of Virginia
FUNDING ANALYSIS OF APPROPRIATIONS, ALLOTMENTS AND EXPENDITURES

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

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

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

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

GL – GL Transaction Report

⮜Previous Quick Links Next⮞

RPT NBR: VGLR0010

LAST REVISION: 07/08/2014

LOADED INTO CATALOGUE: 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

Report ID: RGL010

Commonwealth of Virginia
GL TRANSACTION REPORT

Run Date: 07/18/2011
Run Time: 11:55 00

Page No. 1 of 3

Business Unit: 50100
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					1,069.75
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 CATALOGUE: 09/27/2012

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

PURPOSE / USE:
This report is used to identify and resolved journal edit errors.

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

PARAMETERS:

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

FORMAT:
PDF

Journal Edit Errors Report

PeopleSoft GL
JOURNAL EDIT ERRORS

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

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

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

GL - Journal Entry Detail Report

⮜Previous Quick Links Next⮞

Rpt Nbr: FIN2001

LAST REVISION: 10/03/12

LOADED INTO CATALOGUE: 09/27/2012

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

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

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

PARAMETERS:

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

        - Purchasing
        - Time Entry
    - Journal ID

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

FORMAT: PDF

Journal Entry Detail Report

PeopleSoft Financials
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)

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

Line	Description	Reference	Entry Event	Cur	Debit	Credit
Journal ID: EX00007437 Journal Date: 07/05/2012 Source: EX --Expenses			Reversal: N--None			
Status: P--Posted Posted Date: 07/23/2012						
Description Expense Accrual Journal						
1	Expense Accruals	0000008667				
				USD	0.00	46.49
2	Expense Accruals	0000008669				
				USD	0.00	21.65
3	Expense Accruals	0000008687				
				USD	0.00	188.10
4	Expense Accruals	0000008690				
				USD	0.00	5.00
5	Expense Accruals	0000008694				
				USD	0.00	115.00

GL - Journal Entry Detail with Attributes Report

⮜Previous Quick Links Next⮞

Rpt Nbr: FIN2005

LAST REVISION: 10/04/2012

LOADED INTO CATALOGUE: 09/27/2012

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

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

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

PARAMETERS:

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

FORMAT:
PDF

Journal Entry Detail With Attributes Report

```
                                                    PeopleSoft Financials
Report ID:  FIN2005                                 JOURNAL ENTRY WITH CHARTFIELD ATTRIBUTES REPORT                    Page No.  1
Bus. Unit:  50100--VA Dept of Transportation                                                                           Run Date 10/04/2012
Ledger Grp: ACTUALS   --Actuals                                                                                        Run Time 17:16:19
Ledger:     ACTUALS   --Actuals
For the period 07/01/2012 through 07/31/2012
Source:  TE%  Journal ID:  ALL  Status:  P (posted journals by journal date range)

Line    Description


Account                          Fund
Program                                                                                  Cur          Debit                Credit

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

7       GL Interface                 2012-07-06
5011230     Salaries, Classified           04100  Hwy Maintenance & Operating PG
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 CATALOGUE: 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

CARDINAL

Report ID: GL593

Commonwealth of Virginia
JOURNAL UPLOAD ERROR REPORT

Run Date: 05/20/2014
Run Time: 02:24 00

Page No. 1 of 8

Submitting GL BU: 13600
Upload Date Range: 29-APR-2014 to 29-APR-2014

File Name: 13600_GL600_IN_04292014_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_TBL
02GL021101	1	CHARTFIELD2	512345	ChartField error for: 512345, Field Name: Program, Prompt Table: CHARTFIELD2_TBL
02GL021101	2	CHARTFIELD2	512345	ChartField error for: 512345, Field Name: Program, Prompt Table: CHARTFIELD2_TBL
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 CATALOGUE: 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

PeopleSoft GL
GENERAL LEDGER ACTIVITY

Report ID: GLS7002
Bus. Unit: 10700--Division of Legislative Svcs
Ledger: ACTUALS -- Actuals
For Fiscal Year 2013 Period 12 to 12
Currency Code: USD

Page No. 1
Run Date 09/09/2013
Run Time 09:40:03

Cur	Journal Date	Journal ID	Seq	Line	Account	Fund	Program	Department	Debit	Credit	Balance
USD	Beginning Balance:										0.00
	06/17/2013	0000019811	3		5011140	01000	704006	99999	500.00	0.00	
	06/17/2013	0000019811	7		101010	01000		99999	0.00	500.00	
	06/26/2013	0000019814	1		5011140	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 CATALOGUE: 09/27/2012

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

Purpose / Use:
The report is used for monitoring and reconciliation purposes.

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

PARAMETERS:

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

FORMAT:
PDF

Ledger Summary

PeopleSoft GL
LEDGER SUMMARY

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

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

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

PeopleSoft GL
LEDGER SUMMARY

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

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

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

GL - Ledger versus Journal Integrity Report

⮜Previous Quick Links Next⮞

Rpt Nbr: GLS7010

LAST REVISION: 10/04/2012

LOADED INTO CATALOGUE: 09/27/2012

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

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

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

PARAMETERS:

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

FORMAT:
PDF

Ledger vs Journal Integrity Report

PeopleSoft GL
LEDGER VS. JOURNAL INTEGRITY REPORT

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

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

Period	Account	Fund	Program	Department	Journal Amount	Ledger Amount	Difference

No discrepancy found for Periods 4 thru 4

GL – LTD Capital Projects Report

⮜Previous Quick Links Next⮞

RPT NBR: VGLR0597

LAST REVISION: 07/08/2014

LOADED INTO CATALOGUE: 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

CARDINAL
Report ID: RGL597

Commonwealth of Virginia
LTD CAPITAL PROJECTS REPORT

Run Date: 01/16/2014
Run Time: 11:08 00

Page No. 1 of 1

Business Unit: 50100
Fiscal Year: 2014
Accounting Period: 6

Business Unit	Projects	Fund	Current Year Administrative Appropriation	Current Year Legislative Appropriation	LTD Administrative Appropriation	LTD Legislative Appropriation	Expended MTD	Expended YTD	Expended LTD	Project to Date(Over)Under Appropriation
50100	C18041	04720	(1,230,000.00)	9,260,000.00	(1,230,000.00)	9,260,000.00	0.00	0.00	0.00	8,030,000.00
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	(3,862,000.00)	7,198,000.00	(3,862,000.00)	7,198,000.00	0.00	0.00	0.00	3,436,000.00
50100	C18038	04720	(355,000.00)	1,722,000.00	(355,000.00)	1,722,000.00	0.00	0.00	0.00	1,367,000.00
50100	C17796	04720	(355,000.00)	1,722,000.00	0.00	0.00	0.00	0.00	0.00	0.00
50100	C17106	04720	(355,000.00)	1,722,000.00	0.00	0.00	0.00	0.00	0.00	0.00
50100	C17086	04720	(355,000.00)	1,722,000.00	0.00	0.00	0.00	0.00	0.00	0.00
50100	C16988	04720	(355,000.00)	1,722,000.00	0.00	0.00	0.00	0.00	0.00	0.00
50100	C16985	04720	(355,000.00)	1,722,000.00	0.00	0.00	0.00	0.00	0.00	0.00
50100	C16984	04720	(355,000.00)	1,722,000.00	0.00	0.00	0.00	0.00	0.00	0.00
50100	C16983	04720	(355,000.00)	1,722,000.00	0.00	0.00	0.00	0.00	0.00	0.00
50100	C16982	04720	(355,000.00)	1,722,000.00	0.00	0.00	0.00	0.00	0.00	0.00
50100	C16981	04720	(355,000.00)	1,722,000.00	0.00	0.00	0.00	0.00	0.00	0.00
50100	C16980	04720	(355,000.00)	1,722,000.00	0.00	0.00	0.00	0.00	0.00	0.00
50100	C16960	04720	(355,000.00)	1,722,000.00	0.00	0.00	0.00	0.00	0.00	0.00
50100	C16678	04720	(355,000.00)	1,722,000.00	0.00	0.00	0.00	0.00	0.00	0.00
50100	C16676	04720	(355,000.00)	1,722,000.00	0.00	0.00	0.00	0.00	0.00	0.00
50100	C16675	04720	(355,000.00)	1,722,000.00	0.00	0.00	0.00	0.00	0.00	0.00
50100	C16674	04720	(355,000.00)	1,722,000.00	0.00	0.00	0.00	0.00	0.00	0.00
50100	C16673	04720	(355,000.00)	1,722,000.00	0.00	0.00	0.00	0.00	0.00	0.00
50100	C16672	04720	(355,000.00)	1,722,000.00	0.00	0.00	0.00	0.00	0.00	0.00
50100	C16369	04720	(355,000.00)	1,722,000.00	0.00	0.00	0.00	0.00	0.00	0.00
50100	C16235	04720	(355,000.00)	1,722,000.00	0.00	0.00	0.00	0.00	0.00	0.00
50100	C16211	04720	(355,000.00)	1,722,000.00	0.00	0.00	0.00	0.00	0.00	0.00
50100	C16145	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	C16732	04720	350,000.00	1,722,000.00	0.00	0.00	0.00	0.00	0.00	0.00
50100	C16663	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 CATALOGUE: 09/27/2012

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

Purpose / Use:
This report is used:

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

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

PARAMETERS:

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

FORMAT:
PDF

Other Agency Transactions

Commonwealth of Virginia
CARS TO RECONCILE WITH CARDINAL

Report ID: VGLR011

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

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

OTHER AGENCY TRANSACTIONS - DETAIL

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

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

GL - Posted Journal Summary Report

⮜Previous Quick Links Next⮞

Rpt Nbr: GLS7009

LAST REVISION: 10/04/2012

LOADED INTO CATALOGUE: 09/27/2012

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

PURPOSE / USE:

- The report identifies posted journals.

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

PARAMETERS:

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

FORMAT:
PDF

Posted Journal Summary Report

PeopleSoft GL

Report ID: GLS7009 — POSTED JOURNAL SUMMARY BY JOURNAL ID FOR PROCESS INSTANCE 558419 — Page No. 1

Bus. Unit: 15100--VA Department of Accounts — Run Date 07/26/2012

Ledger Grp: ACTUALS -- Actuals — Run Time 16:10:00

Ledger: ACTUALS -- Actuals

Fiscal Year:2012

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

PeopleSoft GL

Report ID: GLS7009 — POSTED JOURNAL SUMMARY BY JOURNAL ID FOR PROCESS INSTANCE 558419 — Page No. 1

Bus. Unit: 15100--VA Department of Accounts — Run Date 07/26/2012

Ledger Grp: ACTUALS -- Actuals — Run Time 16:10:00

Ledger: ACTUALS -- Actuals

Fiscal Year:2012

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

GL – Project Status Report

⮜Previous Quick Links Next⮞

RPT NBR: VGLR0618

LAST REVISION: 07/08/2014

LOADED INTO CATALOGUE: 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

CARDINAL

Report ID: GL618

Commonwealth of Virginia
PROJECT STATUS REPORT

Run Date: 11/19/2014
Run Time: 08:47 00

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: SMV13634

Account	Account Description		Actual Amount	Task	Fund	Department	Program	FIPS	Agency Ded1	Agency Ded2	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	$	2,990.00		08200	99800	998000					
5012560	Mechanical Repair & Maint Srvc	$	5,277.00	76	08200	99800	998000					
5012560	Mechanical Repair & Maint Srvc	$	658.02	99	01000	54000	145007		DESIGN SER			
5012570	Plant Repair & Maint Services	$	3,181.36		08200	99800	998000					
5012570	Plant Repair & Maint Services	$	4,400.00	76	08200	99800	998000					
5012570	Plant Repair & Maint Services	$	880.00	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	$	10,952.00		08200	99800	998000					
5012680	Skilled Services	$	1,021.00	99	08200	99800	998000					
5013510	Building Repair & Maint Materl	$	10,277.50	69	08200	99800	998000					
5013510	Building Repair & Maint Materl	$	1,525.00	99	08200	99800	998000					
Total Expenditure:		$	63,459.98									
609560	Cash Trnsfr In - Load GF Cash	$	-0.91		01000	99998	998000					
Total Transfers:		$	-0.91									
Total Net Activity:		$	63,459.07									

GL – Revenue Status Report

⮜Previous Quick Links Next⮞

RPT NBR: VGLR0008

LAST REVISION: 07/08/2014

LOADED INTO CATALOGUE: 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
Report ID: RGL008

Commonwealth of Virginia
REVENUE STATUS REPORT

Run Date: 09/21/2012
Run Time: 01:20 00

Business Unit: 15100 : VA Department of Accounts
Revenue Budget Ledger: DC 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	4009036	Charge Card Rebate Fees	721,956.00	7,246,963.57	0.00	7,246,963.57	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	$ 7,246,963.57	$ 0.00	$ 7,246,963.57	$ 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
	08362	4006102	Commonwealth Health Research	2,135,406.00	990,008.00	0.00	0.00	0.00
			Total for Fund 08362	$ 2,135,406.00	$ 990,008.00	$ 0.00	$ 0.00	$ 0.00
			Total for Business Unit 15100	$ 2,995,792.00	$ 8,753,835.07	$ 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 CATALOGUE: 09/27/2012

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

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

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

PARAMETERS:

- Business Unit

FORMAT:
PDF

Statement of Cash Position of Funds Report

CARDINAL

Report ID: RGL018

Commonwealth of Virginia
STATEMENT OF CASH POSITION OF FUNDS

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

Page No. 1 of 1

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

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

Page No. 1 of 1

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

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

GL - Summary Fluctuation Analysis Report

⮜Previous Quick Links Next⮞

Rpt Nbr: RGL028

LAST REVISION: 10/24/2012

LOADED INTO CATALOGUE: 09/27/2012

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

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

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

PARAMETERS:

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

FORMAT:
PDF

Summary Fluctuation Analysis Report

CARDINAL
Report ID: RGL028

Commonwealth of Virginia
SUMMARY FLUCTUATION ANALYSIS REPORT

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

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	% Char
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 Fd	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	185
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	185
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	% Char
SubTotal for 10940	$ 15,230,196.70	$ 21,998,090.16	$ 6,767,893.46	44.44	$ 10,460,114.63	$ (4,770,082.07)	(31
Total	242,881,151.49	$300,821,118.18	$ 57,939,966.69	23.86	$556,556,771.86	$313,675,620.37	129

GL - Summary Ledger Detail Report

⮜Previous Quick Links Next⮞

Rpt Nbr: GLS1001

LAST REVISION: 10/05/12

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:
The report lists summary ledger balances.

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

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

PARAMETERS:

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

FORMAT:
PDF

Summary Ledger Detail Report

PeopleSoft GL
SUMMARY LEDGER - DETAIL

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

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

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

PeopleSoft GL
SUMMARY LEDGER - DETAIL

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

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

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

Total for Ledger SACTUALS: 0.00

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

⮜Previous Quick Links Next⮞

Rpt Nbr: RGL007B

LAST REVISION: 10/04/2012

LOADED INTO CATALOGUE: 09/27/2012

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

PURPOSE / USE:
The report, which has very flexible chartfield selection parameters, is used to track expenditures.

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

PARAMETERS:

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

FORMAT:
PDF

Track W/O Budget – Exp by CF Report

CARDINAL

Report ID: RGL007B

Commonwealth of Virginia
TRACK WITHOUT BUDGET - EXPENDITURES BY CHARTFIELD

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

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

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

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

GL – Transactions in Pending Status Report

⮜Previous Quick Links Next⮞

Rpt Nbr: VGLR620B

LAST REVISION: 10/22/2014

LOADED INTO CATALOGUE: 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
Report ID: VGLR620B

Commonwealth of Virginia
TRANSACTIONS IN PENDING STATUS

Run Date: 10/21/2014
Run Time: 05.31 00

Page No. 1 of 67

Business Unit: 50100 VDOT
From Date: 07/01/2014
To Date: 10/21/2014
Ledger: ACTUALS
Module: GL,AR,PR,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

AP BU	Voucher	Line#	Dist#	Acctg Date	Entry Status	Match Action	Match Stat Voucher	Budget Hdr Stat	APPR Status	Schedule Pay Date	Account	Fund	Monetary Amount
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 CATALOGUE: 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

Report ID: VGLR620A

Commonwealth of Virginia
TRANSACTIONS READY FOR PROCESSING

Run Date: 10/21/2014
Run Time: 05:23 00

Business Unit: 50100 VDOT
From Date: 07/01/2014
To Date: 10/21/2014
Ledger: ACTUALS
Module: GL,AR,PR,EX,AP,PA

Account From: 101010 To: 101010
Fund From: 04720 To: 04720

Module: **General Ledger**
Journals Not Posted

GL BU	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 BU	Voucher	Line#	Dist#	Acctg 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 CATALOGUE: 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

CARDINAL

Commonwealth of Virginia

Budget to Actual-Cost Center by Account

Report ID: T_GL614
Layout ID: VGLR0614
Scope ID: 98GL0201D
Period Ending: 2014-05-31

Run Date: 30-Jun-2014
Run Time: 9:22:34 AM

Business Unit: 41100 Department of Forestry

Cost Center: 151 New Kent Forestry/Conf 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	489.09	430.18	405.19	594.40	394.46	440.89	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	8,920.00	89.20
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	98.00	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 Srvc	0.00	0.00	0.00	0.00	0.00	0.00	0.00	187.50	0.00	85.00	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	1,802.00	(1,802.00)	0.00
5012880	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
5013120	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.49	0.00	0.00	0.00	9.49	(9.49)	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
	Expenditures	15,000.00	4,418.28	8,533.62	3,896.44	4,412.97	559.21	3,629.24	6,116.91	3,834.90	5,554.09	880.00	41,635.66	(26,635.66)	-177.57

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

⮜Previous Quick Links Next⮞

RPT NBR: VGLR0615

LAST REVISION: 07/08/2014

LOADED INTO CATALOGUE: 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

CARDINAL

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
	Expenditures	**5,249,245.00**	**0.00**	**5,249,245.00**	**100.00**

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 CATALOGUE: 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.

COVA Standard Budget to Actual - Fund, Program, Account

Report ID:	**RGL004A**
Layout ID:	**VGLR004A**
Scope:	**VGLR004A**
Period Ending:	**June 30, 2014**
Business Unit:	41100 Department of Forestry
Fund:	01000 General Fund
Program:	501003 Forst ConsrvWldfreWtrshd Svc

Account	Description	Operational Budget	2014-1	2014-2	2014-3	2014-4	2014-5	2014-6
5011110	Employer Retire Contrb-Def Ben	0.00	90,883.74	60,691.57	103,209.79	81,412.62	49,220.13	64,440.42
5011120	Salary Social Securty&Medicare	0.00	77,426.42	51,507.98	25,680.60	69,454.37	40,665.02	54,602.57
5011130	Wage Social Security&Medicare	0.00	447.91	513.59	358.56	474.88	375.04	399.57
5011140	Group Life Insurance	0.00	12,346.13	8,244.72	4,306.29	11,059.48	6,686.30	8,753.90
5011150	Employer Health Ins Premium	0.00	239,426.38	163,138.96	94,623.43	210,949.96	135,531.33	171,750.42
5011160	Retiree Health Ins Cr Premium	0.00	10,375.24	6,928.32	3,618.71	9,293.67	5,618.73	7,356.22
5011170	VSDB & Longterm Disability Ins	0.00	3,436.19	2,217.67	659.71	3,340.00	1,612.78	2,453.56
5011220	Salaries, Appointed Officials	0.00	11,291.10	7,726.16	7,726.16	7,726.16	7,726.16	7,726.16
5011230	Salaries, Classified	0.00	978,508.31	642,797.65	672,613.09	697,724.13	340,374.93	689,742.02
5011250	Salaries, Overtime	0.00	0.00	0.00	0.00	0.00	0.00	273.30
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
5011310	Bonuses & Incentives	0.00	0.00	1,780.00	1,780.00	0.00	0.00	0.00
5011380	Deferred Comp Match Payments	0.00	7,782.35	4,896.35	2,431.29	6,553.68	3,978.08	5,139.28
5011410	Wages, General	0.00	5,855.18	6,713.68	4,686.61	6,207.81	4,902.32	5,223.16
5011440	Wages, Student	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00
5011460	Wages, Fed Work Study Student	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00
5011510	Workers' Compensation Awards	0.00	3,249.21	2,073.63	2,142.64	843.26	0.00	0.00
5011530	Short-Term Disability Benefits	0.00	1,839.78	312.77	1,395.38	0.00	0.00	0.00
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 CATALOGUE: 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

Commonwealth of Virginia

COVA Standard Budget to Actual - Program, Fund

Report ID:	RGL003A
Layout ID:	VGLR003A
Scope:	FNDS_12900
Period Ending:	June 30, 2014
Business Unit:	12900 — Dept of Human Resource Mgt
Fund:	07129 — DHRM TRUST AND AGENCY FUND

Program	Description	Appropriation	2014-1	2014-2	2014-3	2014-4	2014-5	2014-6
	All Programs							
	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
	All Programs	$26,358,969.00	$68,080.43	$54,703.20	$52,634.77	$59,704.05	$66,640.20	$247,773.17

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

Commonwealth of Virginia

COVA Standard Budget to Actual - Program, Fund

Report ID:	RGL003A
Layout ID:	VGLR003A
Scope:	FNDS_12900
Period Ending:	June 30, 2014
Business Unit:	12900 — Dept of Human Resource Mgt
Fund:	07129 — DHRM TRUST AND AGENCY FUND

Program	Description	Appropriation	2014-1	2014-2	2014-3	2014-4	2014-5	2014-6
	All Programs							
7040	Personnel Management Services	26,358,969.00	0.00	0.00	0.00	0.00	0.00	0.00
704016	Empl Dispute Resolution Svcs	0.00	0.00	0.00	0.00	102.94	(102.94)	0.00
704017	State Employee Program Svcs	0.00	1,037.70	0.00	0.00	375.01	0.00	79.68
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
704019	Administrative & Support Svcs	0.00	814.08	559.50	559.51	279.86	0.00	128.00
	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
	All Programs	$26,358,969.00	$68,080.43	$54,703.20	$52,634.77	$59,704.05	$66,640.20	$247,773.17

GL - nVision – Project Expenditures by Task Report

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RPT NBR: VPAR106C

LAST REVISION: 07/08/2014

LOADED INTO CATALOGUE: 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

Commonwealth of Virginia

Financial Summary - Project Expenditure by Task

Report ID:	VPAR106C		
Layout ID:	VPAR106C	Run Date	June 26, 2014
Scope:	VPAR106C	Run Time	3:22:23 PM
Period Ending:	June 30, 2014		
Business Unit:	13200	Department of Elections	
Project:	SBE75500	ELECTION	

				Expenditures						
Task	Description	Project Budget	2014.2	2014.3	2014.4	Current Year	Project to Date	Project to Date (Over) Under Project Budget	% of Project Budget Remaining
900000	GENERAL ELECTION	0.00	61,806.95	10,273.34	13,785.68	136,453.69	136,453.69	(136,453.69)	0.00
910000	SPECIAL ELECTION	0.00	0.00	0.00	0.00	63.32	63.32	(63.32)	0.00
920000	PRIMARY ELECTION	0.00	0.00	0.00	0.00	4,866.06	4,866.06	(4,866.06)	0.00
	Total	$0.00	$61,806.95	$10,273.34	$13,785.68	$141,383.07	$141,383.07	($141,383.07)	0.00%

GL - nVision – Project Financial Summary Report

⮜Previous Quick Links Next⮞

RPT NBR: VPAR0567

LAST REVISION: 07/08/2014

LOADED INTO CATALOGUE: 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

Commonwealth of Virginia

Project Financial Summary Report

Report ID	VPAR567B
Layout ID	VPAR0567
Scope	VPAR0567B
Period Ending	June 30, 2014
Business Unit	14600
Run Date	June 19, 2014
Run Time	12:39:41 PM

	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	14,080,645.53	$3,152,171.45	18.29%	($14,080,645.53)	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.

Commonwealth of Virginia

Project Financial Summary Report

Report ID	VPAR567B
Layout ID	VPAR0567
Scope	VPAR0567B
Period Ending	June 30, 2014
Business Unit	14600
Run Date	June 19, 2014
Run Time	12:39:41 PM

	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	456.06	0.00	0.00	456.06	(0.00)	0.00%	(456.06)	0.00%
24	C17585	RESTORE THE EXTERIOR STUCCCO	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 EVNT BLDG	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	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	3,062,285.09	14,080,645.53	$3,152,171.45	18.29%	($14,080,645.53)	0.00%

GL - nVision – Project Financial Summary Report

Commonwealth of Virginia

Project Financial Summary Report

Report ID VPAR567B
Layout ID VPAR0567
Scope VPAR0567B
Period Ending June 30, 2014
Business Unit 14600

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
C13634	MAINTENANCE	9,961,091.98	0.00	30,466.89	40,219.32	28,153.91	313,065.93	8,608,338.37	1,352,753.61
C16537	BELMONT BAY LIFE SCIENCE CTR	456.06	0.00	0.00	0.00	0.00	0.00	456.06	(0.00)
C17585	RESTORE THE EXTERIOR STUCCCO	1,100,000.00	0.00	14,711.56	0.00	0.00	14,711.56	915,379.46	184,620.54
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
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
C18585	RENOVATE EXTERIOR STUCCO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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

Commonwealth of Virginia

Project Financial Summary Report

Report ID VPAR567B
Layout ID VPAR0567
Scope VPAR0567B
Period Ending June 30, 2014
Business Unit 14600

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
C13634	MAINTENANCE	9,961,091.98	0.00	30,466.89	40,219.32	28,153.91	313,065.93	8,608,338.37	1,352,753.61
C16537	BELMONT BAY LIFE SCIENCE CTR	456.06	0.00	0.00	0.00	0.00	0.00	456.06	(0.00)
C17585	RESTORE THE EXTERIOR STUCCCO	1,100,000.00	0.00	14,711.56	0.00	0.00	14,711.56	915,379.46	184,620.54
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
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
C18585	RENOVATE EXTERIOR STUCCO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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

SMV8840903	Summer STEM Pburg-TCI	0.00	0.00	1,595.07	3,379.00	0.00	600.48	9,449.67	9,449.67
SMV8850100	OST-Hopewell-John Rnc	0.00	0.00	0.00	0.00	0.00	0.00	1,410.56	1,410.56
SMV8850201	STEM (Richmond) -Altria	0.00	0.00	250.00	2,014.11	0.00	10,448.27	38,258.18	38,258.18
SMV8850202	OST STEM Rchmd-Altria	0.00	0.00	0.00	0.00	0.00	0.00	5,772.44	5,772.44
SMV8850203	OST STEM Expansion Ric	0.00	0.00	0.00	0.00	0.00	1,907.84	15,913.12	15,913.12
SMV8860000	Assess Metric Eval- TCF	0.00	0.00	0.00	0.00	0.00	0.00	26,722.48	26,722.48
SMV8870000	Mentor Mentee -Altria AC	0.00	0.00	0.00	0.00	0.00	5,833.82	8,883.46	8,883.46
SMV8880000	Statewide STEM-Healy	0.00	0.00	0.00	0.00	75.00	0.00	55,475.95	55,475.95
Operating		0.00	0.00	$32,021.90	$65,013.98	$40,952.06	$35,717.94	613,307.02	613,307.02
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 CATALOGUE: 11/30/12

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

PURPOSE / USE:
Use this query to:

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

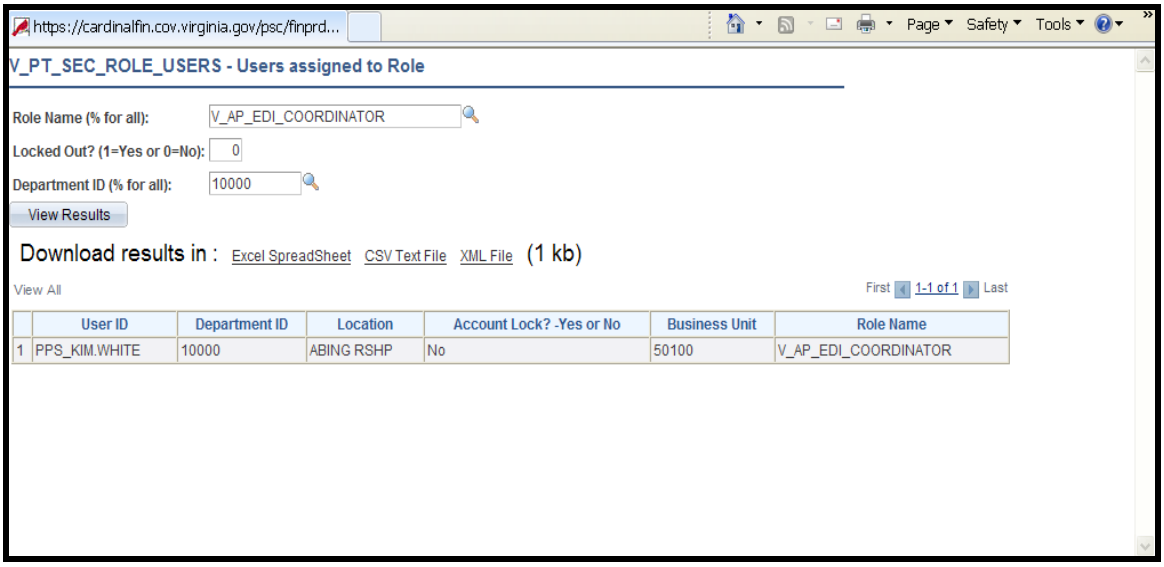
NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > V_PT_SEC_ ROLE_USERS – Users assigned to Role

PARAMETERS:

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

FORMAT:
HTML, CSV, SML, or Excel

V_PT_SEC_ ROLE_USERS - Users assigned to Role Query



	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_EDI_COORDINATOR

PT_SEC_USER_ROLES – Role Names Available to User

⮜Previous Quick Links

LAST REVISION: 11/29/12

LOADED INTO CATALOGUE: 11/29/12

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

PURPOSE / USE:

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

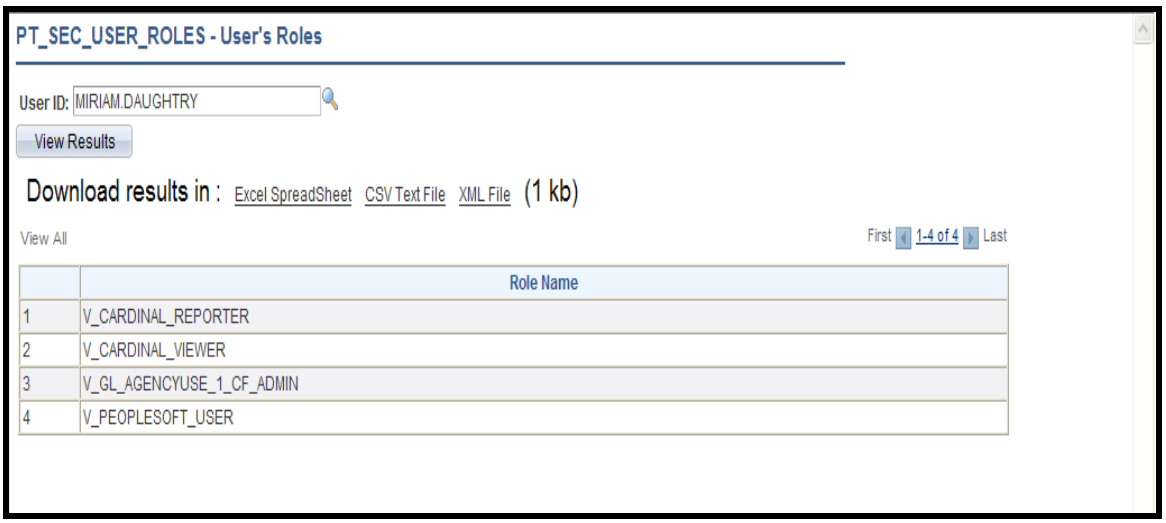
NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > PT_SEC_USER_ROLES – User's Roles

PARAMETERS:

- User ID

FORMAT:
HTML, CSV XML or Excel

PT_SEC_USER_ROLES – User's Roles



PT_SEC_USER_ROLES - User's Roles

User ID: MIRIAM.DAUGHTRY

View Results

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

View All

First 1-4 of 4 Last

	Role Name
1	V_CARDINAL_REPORTER
2	V_CARDINAL_VIEWER
3	V_GL_AGENCYUSE_1_CF_ADMIN
4	V_PEOPLESOFT_USER