

Cardinal Monitoring Tips

Reference ID	Interfacing (I), Online (O), or Both (B)	Module	Related Item	Recommended Frequency	Duration	Task	Task Details	How to execute	Responsible Party	Notes
1	B	AP	Payments	Daily	Through Stabilization	If a voucher contains multiple remit vendors because of an internal offset, verify that both remit vendors are on the voucher and amount for each is correct in order to identify errors before payment is made.	Check online voucher 'Payments' tab to review remit vendor information	<u>Inquiry</u> - Navigation Path - Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry	Agency	
2	B	AP	Payments	Daily	On going	Check for vouchers that have not been paid; ensure that vendor, address & location statuses are active.	Review vouchers where scheduled due date has passed.	<u>Query</u> - V_AP_VCHR_NOTPAID_VEND_LOC	Agency	Will include vouchers unpaid due to vendor or vendor location status
3	B	AP	Payments	Daily	On going	Check for payments awaiting due date, to help monitor cash flow & ensure that payment due dates are correct.		<u>Query</u> - V_AP_PYMNT_DUE_DATE	Agency	
4	B	AP	Payments	Daily	On going	Check for vouchers that have been on payment hold for more than a specified # of days, to ensure related issues are resolved timely.		<u>Query</u> - V_AP_VCHR_ON_PYMNT_HOLD	Agency	
5	B	AP	Payments	Daily	On going	Review posted payment extract data for specified journal date range to ensure vouchers, expense reports, & cash advances are processed accurately & timely.		<u>Query</u> - V_AP_POSTED_PYMNTS Use query or applicable extract for interfacing agencies who receive the extract.	Agency	
6	B	AP	Payments	Daily	On going	Check for items that failed Payment Cash Checking, to ensure that issues are resolved timely.	Review for all transactions with "failed amount"	<u>Query</u> - V_AP_PYMNT_CASH_CHECK_RESULT	Agency	Displays transaction source (expenses, voucher) Note for Wave 2 agencies: Payment Cash Checking will not be invoked until 2/16/16.
7	B	AP	Vouchers	Weekly	On going	Identify vouchers that have been denied, but not yet deleted. The vouchers must be deleted in order to prevent additional processing and to replenish budgets.		<u>Query</u> - V_AP_VCHRS_DND_NOT_DLTD	Agency	

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8	I	AP	Vouchers	Daily	On going	Review posted voucher extract data for specified journal date range to ensure vouchers are processed accurately & timely.	For review of uploaded data and can be used for comparison to transactions submitted by agencies.	<u>Query</u> - V_AP_POSTED_VCHR Use query or applicable extract for interfacing agencies who receive the extract.	Agency	
9	I	AP	Vouchers	Daily	Through Stabilization	Review interfaced vouchers online and verify the following is correct: Voucher ID, Entry Status ('Postable'), Origin ('AGY'), Post Status ('Posted'), Invoice Vendor ID & Name, Invoice Total amount , Voucher Pay Terms, Accounting Date, ChartFields	Check online to review voucher information Agencies that use multiple business units, such as petty cash, should ensure the proper business unit is used on the vouchers. On Payments tab, make sure the following are verified: Remit Vendor ID, Remit Vendor Name, Remit Location & Address, payment Amount, payment Method, 'Scheduled Due' date	<u>Inquiry</u> - Navigation Path - Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry	Agency	
10	I	AP	Vouchers	Daily	On going	Check Interface Error Reports to ensure all transactions were transmitted between systems.	Review all vouchers & one-time vendors that did not get loaded in order to correct and resubmit to Cardinal.	Error reports should be retrieved from applicable business unit folders found under the Cardinal Report Manager. Error reports can also be accessed as follows: <u>Report</u> - Main Menu>Accounts Payable>Reports>Vouchers>Voucher Upload Error Report (AP966)	Agency	

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11	B	AP	Vouchers	Daily	On going	Check for vouchers that have not passed edits or have failed budget checking.	Review all vouchers with an Entry Status of "Recycle" or Budget Status of "Error".	<p><u>Query:</u> V_AP_VCHR_ERROR Main Menu > myCardinal Financials > Financials Report Execution > AP Reports > Voucher Error Report</p> <p><u>Report</u> - Navigation Path - Main Menu > General Ledger > General Reports > Payment Cash Reports > Transactions in Pending Status</p>	Agency	Interfacing agencies should be sure to look for vouchers that passed interface load edits, but did not pass additional voucher build validations once loaded in Cardinal (For example, combination edit errors).
12	B	AP	Vouchers	Daily	On going	Check for vouchers that have not been approved.	<p>Verify that voucher approval status is 'Pending' for vouchers that require approval; make sure that voucher is on approver's worklist.</p> <p>For interfacing agency, make sure items requiring Pre-Audit approval have been routed to appropriate worklist. For online agency, make sure items requiring agency & pre-audit approval have been routed to worklist(s).</p>	<p><u>Query:</u> V_AP_WF_VOUCHER Main Menu > myCardinal Financials > Financials Report Execution > AP Reports > Voucher Worklist</p> <p>Can also use query: V_AP_VCHRS_NOT_POSTED_TO_AP</p> <p><u>Report</u> - Navigation Path - Main Menu > General Ledger > General Reports > Payment Cash Reports > Transactions in Pending Status</p>	Agency	
13	B	AP	Vouchers	Daily	On going	Check for vouchers that have not been Posted.	<p>Verify that voucher approval status is 'Approved' for vouchers that do not require approval. Make sure error-free vouchers are posted to Cardinal AP.</p>	<p><u>Query:</u> V_AP_VCHRS_NOT_POSTED_TO_AP</p> <p><u>Report</u> - Navigation Path - Main Menu > General Ledger > General Reports > Payment Cash Reports > Transactions in Pending Status</p>	Agency	

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14	I	AR	Deposits	Daily	Through Stabilization	Check interfaced deposits to ensure they are recorded to the correct BU, deposit amount, deposit date, DC number and have a status of approved.		<u>Inquiry</u> - Navigation Path - Main Menu > Accounts Receivable > Payments > Apply Payments > Approve Deposit	Agency	
15	I	AR	Deposits	Daily	Through Stabilization	Check interfaced deposits to ensure they are recorded to the correct bank code/bank account, deposit type, check posting status by Deposit ID.		<u>Inquiry</u> - Navigation Path - Main Menu > Accounts Receivable > Payments > Review Payments > All Deposits	Agency	This page will also give you the Cardinal Deposit ID number for the DC.
16	B	AR	Deposits	Daily	On going	Check for deposits that have not been Marked Complete, have not passed edits, or have not passed budget checking.		<u>Inquiry</u> - Navigation Path - Main Menu > Accounts Receivables > Payments > Apply Payments > Approve Deposits <u>Report</u> - Navigation Path - Main Menu > General Ledger > General Reports > Payment Cash Reports > Transactions in Pending Status	Agency	
17	B	AR	Deposits	Daily	On going	Review posted deposits, to ensure deposits are processed accurately & timely.	For review of uploaded deposits and can be used for comparison to transactions submitted by agencies.	Query: V_AR_POSTED_DEPOSITS Use query or applicable extract for interfacing agencies who receive the extract.	Agency	
18	I	AR	Deposits	Daily	On going	Check Interface Error Reports to ensure all transactions were transmitted between systems.	Review all deposits that did not get loaded in order to correct and resubmit to Cardinal.	Error reports should be retrieved from applicable business unit folders found under the Cardinal Report Manager. Error reports can also be accessed as follows: <u>Report</u> - Navigation Path - Main Menu > Accounts Receivable > Payments > Reports > Funds Receipt Upload Error Report.	Agency	

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19	I	AR	Deposits	Daily	Through Stabilization	Check interfaced transactions in Cardinal to validate COAs.	Review chart of accounts values to ensure they loaded correctly in Cardinal.	<u>Inquiry</u> - Navigation Path - Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Modify Accounting Entries	Agency	
20	B	AR	Deposits	Daily	On going	Check for deposit certificates that have not been approved.		<u>Inquiry</u> - Navigation Path - Main Menu > Accounts Receivables > Payments > Apply Payments > Approve Deposits <u>Report</u> - Navigation Path - Main Menu > General Ledger > General Reports > Payment Cash Reports > Transactions in Pending Status <u>Query</u> - Navigation Path - Main Menu > Reporting Tools > Query > Query Viewer > V_AR_DEPOSITS_NOT_APPROVED	Agency	
21	B	AR	Deposits	Daily	On going	Check for deposits that have not been Posted.		<u>Inquiry</u> - Navigation Path - Main Menu > Accounts Receivables > Payments > Online Payments > Regular Deposit <u>Report</u> - Navigation Path - Main Menu > General Ledger > General Reports > Payment Cash Reports > Transactions in Pending Status	Agency	
22	B	EX	Cash Advance	Daily	On going	Review posted cash advance extract data for specified journal date range, to ensure cash advances are processed accurately & timely.	For review of uploaded data and can be used for comparison to transactions submitted by agencies.	<u>Query</u> : V_AP_POSTED_ADV Use query or applicable extract for interfacing agencies who receive the extract.	Agency	

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23	I	EX	Cash Advance	Daily	On going	Check Interface Error Reports to ensure all transactions were transmitted between systems.	Review all cash advances that did not get loaded in order to correct and resubmit to Cardinal.	Error reports should be retrieved from applicable business unit folders found under the Cardinal Report Manager. <u>Report</u> - Main Menu > Travel and Expenses > Manage Accounting > Print Reports > Cash Advance Upload Err Rpt	Agency	
24	B	EX	Cash Advance	Daily	On going	Check for cash advances that have not been approved.	For interfacing agency, make sure that cash advances have been routed to agency worklist.	<u>Query:</u> V_AP_WF_EXPENSE_CA Main Menu > myCardinal Financials > Financials Report Execution > AP Reports > Cash Advance Worklist <u>Report</u> - Navigation Path - Main Menu > General Ledger > General Reports > Payment Cash Reports > Transactions in Pending Status	Agency	Cash Advance Worklist report - query displays expense reports requiring approval
25	I	EX	Expense Report	Daily	Through Stabilization	Check interfaced expense reports in Cardinal to ensure they have correct employee name and payment amounts.		<u>Inquiry</u> - Navigation Path - Main Menu > Travel and Expenses > Process Expenses > Review Payments > Employee Expense History	Agency	Can also use query V_AP_EXPENSES_IN_PROCESS Make sure employee profile information is kept up to date in Cardinal.
26	B	EX	Expense Report	Daily	On going	Verify cash advance has been applied correctly on Expense Report, if applicable		<u>Inquiry</u> - Navigation Path - Main Menu > Travel and Expenses > Process Expenses > Review Payments > Employee Expense History Can also use query V_AP_EXPENSES_IN_PROCESS	Agency	

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27	B	EX	Expense Report	Daily	On going	Review posted expense report extract data for specified journal date range; to ensure expense reports are processed accurately & timely.	For review of uploaded data and can be used for comparison to transactions submitted by agencies.	<u>Query:</u> V_AP_POSTED_EXPN Use query or applicable extract for interfacing agencies who receive the extract.	Agency	
28	I	EX	Expense Report	Daily	On going	Check Interface Error Reports to ensure all transactions were transmitted between systems.	Review all expense reports that did not get loaded in order to correct and resubmit to Cardinal.	Error reports should be retrieved from applicable business unit folders found under the Cardinal Report Manager. Error reports can also be accessed as follows: <u>Report</u> - Navigation Path - Main Menu > Travel and Expenses > Manage Accounting > Print Reports > Expense Report Upload Err Rpt (AP989)	Agency	
29	B	EX	Expense Report	Daily	On going	Check for expense reports that have not passed budget checking.		<u>Inquiry</u> - Expense Report Budget Exceptions: Main Menu > Travel and Expenses > Manage Accounting > Expense Rpt Budget Exceptions <u>Report</u> - Navigation Path - Main Menu > General Ledger > General Reports > Payment Cash Reports > Transactions in Pending Status	Agency	

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30	B	EX	Expense Report	Daily	On going	Check for expense reports that have not been approved.	For interfacing agency, make sure items requiring Pre-Audit approval have been routed to appropriate worklist. For online agency, make sure items requiring agency & pre-audit approval have been routed to worklist(s).	<p><u>Query:</u> V_AP_WF_EXPENSE_ER</p> <p><u>Report</u> - Navigation Path -Main Menu > myCardinal Financials > Financials Report Execution > AP Reports > Expense Report Worklist</p> <p><u>Report</u> - Navigation Path - Main Menu > General Ledger > General Reports > Payment Cash Reports > Transactions in Pending Status</p> <p><u>Query:</u> V_AP_EXPENSES_IN_PROCESS</p>	Agency	<p>Expense Report Worklist report - query displays expense reports requiring approval. Since interfaced expense reports are loaded & submitted as "Approved", the only ones "Pending" should be those requiring pre-audit or those that passed pre-edits but did not pass the business validations.</p> <p>Expenses in Process query displays all unpaid expense reports.</p> <p>Transactions in Pending Status displays all transactions pending in the general ledger, by ChartField</p>
31	B	EX	Expense Report	Daily	On going	Check for expense reports & cash advances that have not been Posted.	Make sure all approved & error-free cash advance & expense transactions are posted to EX	<p><u>Query:</u> V_AP_EXPN_NOT_POSTED_TO_EX</p> <p><u>Report</u> - Navigation Path - Main Menu > General Ledger > General Reports > Payment Cash Reports > Transactions in Pending Status</p>	Agency	

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32	I	GL	Journals	Daily	On going	Check Interface Error Reports to ensure all journal transactions were transmitted between systems.	Review all journals that did not get loaded in order to correct and resubmit to Cardinal.	<p>Error reports should be retrieved from applicable business unit folders found under the Cardinal Report Manager.</p> <p>Error reports can also be accessed as follows: <u>Report</u> - Navigation Path - Main Menu > General Ledger > General Reports > Journal Upload Error Report</p>	Agency	
33	B	GL	Journals	Daily	Through Stabilization	Check journal transactions in Cardinal to validate COA values, Business Unit, amounts, journal dates, etc. were properly recorded in Cardinal.		<p><u>Inquiry</u> - Navigation Path - Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries <u>Query</u> - Navigation Path - Main Menu > Reporting Tools > Query > Query Viewer > V_GL_JRNL_INQ_BY_COA</p>	Agency	
34	B	GL	Journals	Daily	On going	Check for journals that have not passed edits.		<p><u>Inquiry</u> - Navigation Path - Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries (also drop information into excel). <u>Report</u> - Navigation Path - Main Menu > General Ledger > General Reports > Payment Cash Reports > Transactions in Pending Status <u>Report</u> - Navigation Path - Main Menu > General Ledger > General Reports > Journal Entry Detail <u>Report</u> - Navigation Path - Main Menu > General Ledger > Journals > Process Journals > Journals Edit Errors Report</p>	Agency	Interfacing agencies should be sure to look for journals that passed interface load edits, but did not pass additional validations once loaded in Cardinal (For example, combination edit errors).

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35	B	GL	Journals	Daily	On going	Check for journals that have not passed budget checking.		<u>Inquiry</u> - Navigation Path - Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries <u>Report</u> - Navigation Path - Main Menu > General Ledger > General Reports > Payment Cash Reports > Transactions in Pending Status <u>Report</u> - Navigation Path - Main Menu > General Ledger > General Reports > Journal Entry Detail	Agency	
36	B	GL	Journals	Daily	On going	Check for journals that have not been approved.	For interfacing agency, make sure items requiring Pre-Audit approval have been routed to appropriate worklist. For online agency, make sure items requiring agency & pre-audit approval have been routed to worklist(s).	<u>Report</u> - Navigation Path - Main Menu > General Ledger > General Reports > Payment Cash Reports > Transactions in Pending Status	Agency	
37	B	GL	Journals	Daily	On going	Check for journals that have not been posted.		<u>Report</u> - Navigation Path - Main Menu > General Ledger > General Reports > Payment Cash Reports > Transactions in Pending Status <u>Report</u> - Navigation Path - Main Menu > General Ledger > General Reports > Journal Entry Detail <u>Query</u> - Navigation Path - Main Menu > Reporting Tools > Query > Query Viewer > V_GL_JRNL_NOT_POSTED	Agency	This includes journals for the submodules. GLO and Cardinal teams will closely monitor CIPPS journals the first month. Do not update a CIPPS journal until instructed to do so.
38	B	GL	Journals	Monthly	On going	Review general ledger account balances by business unit and fund for accuracy.		<u>Report</u> - Navigation Path - Main Menu > General Ledger > General Reports > Cardinal Trial Balance Report	Agency	

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39	B	GL	Journals	Daily	On going	Review posted journals for a specified date range to ensure they are accurate and timely.		<u>Query</u> - V_GL_JRNL_INQ_BY_COA Use query or applicable extract for interfacing agencies who receive the extract.	Agency	
40	B	GL	Journals	Monthly	On going	Check Appropriation, Allotments, and Expenditures	Review details on appropriations, allotments and expenditures by fund and program. This review should include capital outlay (as applicable).	<u>Report</u> - Navigation Path - Main Menu > General Ledger > General Reports > Appr, Allot & Expense Report <u>Report</u> - Navigation Path - Main Menu > General Ledger > General Reports > COVA Analysis of Appropriations <u>Report</u> - Navigation Path - Main Menu > General Ledger > General Reports > LTD Capital Projects Report	Agency	
41	B	GL	Journals	Monthly	On going	Check asset related expenditures for possible capitalization.	Review asset related expenditures greater than a given dollar threshold to help determine those assets qualify for capitalization and/or recordation in FAACS system.	<u>Query</u> - Navigation Path - Main Menu > Reporting Tools > Query > Query Viewer > V_GL_POTENTIAL_FIXED_ASSETS	Agency	
42	B	GL	Journals	Monthly	On going	Monitor agency level budgets to ensure accuracy.	Review details for agency level budgets compared to related expenses (by ChartField).	For Control/Track Budgets: <u>Report</u> - Navigation Path - Main Menu > General Ledger > General Reports > Control/Track Budget-Exp by CF For Track Without Budgets: <u>Report</u> - Navigation Path - Main Menu > General Ledger > General Reports > Track W/O Budget - Exp by CF	Agency	
43	B	GL	Journals	Monthly	On going	Check revenue estimates and actual revenues to ensure accuracy.		<u>Report</u> - Navigation Path - Main Menu > Commitment Control > Budget Reports > Revenue Status Report	Agency	

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44	B	GL	Journals	Monthly	On going	Check approved journals to ensure proper separation of duties.	Review the user/requester and approver for each online journal to ensure different users are listed for each journal.	<u>Inquiry</u> - Navigation Path - Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries <u>Query</u> - Navigation Path - Main Menu > Reporting Tools > Query > Query Viewer > V_GL_JRNL_SAME_REQ_AND_APPR	Agency	
45	B	GL	Journals	Monthly	Through FY16	Reconcile Cardinal to CARS (and agency system as applicable).		Read the job aid titled "SW332 Reconcile CARS to Cardinal" on the Cardinal website for more information.	Agency	