Cardinal Reports Catalog

General Ledger

VIRGINIA DEPARTMENT OF ACCOUNTS

Revised 2/9/2023

Table of Contents

Training Materials and Resources

After reviewing this Reports Catalog, if any additional information or guidance is needed, please refer to the following:

- **Cardinal NAV220 Introduction to Cardinal Financial Reporting:** This Web-Based Training (WBT) course provides training, demonstrations, and exercises that cover the fundamentals of how to run or access financial reports and queries. Additionally, it covers how to perform inquiries on financial data. The course provides:

  - Key concepts in Cardinal reporting

  - Information and an interactive demonstration on how to run FIN reports using different Reporting Options

  - Information and an interactive demonstration on how to retrieve existing Batch Generated FIN Reports

  - Information on how to add FIN reports to your Favorites folder

  - Information on how to perform an inquiry on financial data

  - Information and an interactive demonstration on how to navigate to the Query Viewer, search for run a FIN query, and download the query results

  - Information on how to add HCM queries to your Favorites folder

  Note: This WBT Course is located on the Cardinal website and can be accessed by following this path:

  Learning > Web-Based Training (FIN) > NAV220: Introduction to Cardinal Financial Reporting

General Ledger

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General Ledger Inquiries

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ChartFields Values Inquiry - Account

REVISED: 03/09/2017

DESCRIPTION:
This inquiry is used to identify valid values for the Account ChartField.

NAVIGATION PATH:
Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values

INPUT / SEARCH CRITERIA:
SetID
Account
Description
Account Type

OUTPUT FORMAT:
Online

Screenshot of the ChartField Values page for Account

ChartFields Values Inquiry - Fund

REVISED: 03/09/2017

DESCRIPTION:
This inquiry is used to identify valid values for the Fund ChartField.

NAVIGATION PATH:
Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values

INPUT / SEARCH CRITERIA:	**OUTPUT FORMAT:**
SetID	Online
Fund	
Description	

Screenshot of the ChartField Values page for Fund

ChartFields Values Inquiry - Program

REVISED: 03/09/2017

DESCRIPTION:
This inquiry is used to identify valid values for the Program ChartField.

NAVIGATION PATH:
Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values

INPUT / SEARCH CRITERIA:	OUTPUT FORMAT:
SetID	Online
Program	
Description	

Screenshot of the ChartField Values page for Program

ChartFields Values Inquiry - Department

REVISED: 03/09/2017

DESCRIPTION:
This inquiry is used to identify valid values for the Department ChartField.

NAVIGATION PATH:
Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values

INPUT / SEARCH CRITERIA:
SetID
Department
Description

OUTPUT FORMAT:
Online

Screenshot of the ChartField Values page for Department

ChartFields Values Inquiry – Cost Center

REVISED: 03/09/2017

DESCRIPTION:
This inquiry is used to identify valid values for the Cost Center ChartField.

NAVIGATION PATH:
Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values

INPUT / SEARCH CRITERIA:	OUTPUT FORMAT:
SetID	Online
Cost Center	
Description	

Screenshot of the ChartField Values page for Cost Center

ChartFields Values Inquiry - Task

REVISED: 03/09/2017

DESCRIPTION:
This inquiry is used to identify valid values for the Task ChartField.

NAVIGATION PATH:
Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values

INPUT / SEARCH CRITERIA:
SetID
Account
Description
Account Type

OUTPUT FORMAT:
Online

Screenshot of the ChartField Values page for Task

ChartFields Values Inquiry - FIPS

REVISED: 03/09/2017

DESCRIPTION:
This inquiry is used to identify valid values for the Federal Information Processing Standards (FIPS) ChartField.

NAVIGATION PATH:
Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values

INPUT / SEARCH CRITERIA: **OUTPUT FORMAT:**
SetID   Online
FIPS
Description

Screenshot of the ChartField Values page for FIPS

Favorites ▾	Main Menu ▾	> Set Up Financials/Supply Chain ▾ > Common Definitions ▾ > Design ChartFields ▾ > Define Values ▾ > ChartField Values

FIPS

SetID STATE   FIPS 015

Effective Date   Personalize | Find | View All | 🗗 | 🖽   First ◀ 1 of 1 ▶ Last

Effective Date	Status	Description	Short Description	Budgetary Only	Attributes	Long Description
01/01/1901	Active	Augusta	Augusta	☐	Attributes	Long Description

🖫 Save   ⟳ Return to Search   🗏 Notify   🗐 Update/Display   🗐 Include History

ChartFields Values Inquiry - Asset

REVISED: 03/09/2017

DESCRIPTION:
This inquiry is used to identify valid values for the Asset ChartField.

NAVIGATION PATH:
Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values

INPUT / SEARCH CRITERIA:
SetID
Account
Description
Account Type

OUTPUT FORMAT:
Online

Screenshot of the ChartField Values page for Asset

Favorites ▾	Main Menu ▾	> Set Up Financials/Supply Chain ▾	> Common Definitions ▾	> Design ChartFields ▾	> Define Values ▾	> ChartField Values

Asset

SetID 50100   **Asset** 00001

Effective Date   Personalize | Find | View All | 🔲 | 🖩   First ① **1 of 1** ① Last

Effective Date	Status	Description	Short Description	Budgetary Only	Attributes	Long Description	
12/01/2011	Active	G. WASH. MEM. PKWY	G. WASH. M	☐	Attributes	Long Description	

🖫 Save   ⟳ Return to Search   ✉ Notify   🗐 Update/Display   🗐 Include History

ChartFields Values Inquiry – Agency Use 1

REVISED: 03/09/2017

DESCRIPTION:
This inquiry is used to identify valid values for the Agency Use 1 ChartField.

NAVIGATION PATH:
Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values

INPUT / SEARCH CRITERIA:	**OUTPUT FORMAT:**
SetID	Online
Agency Use 1	
Description	

Screenshot of the ChartField Values page for Agency Use 1

Favorites ▾	Main Menu ▾	> Set Up Financials/Supply Chain ▾	> Common Definitions ▾	> Design ChartFields ▾	> Define Values ▾	> ChartField Values

Agency Use 1

SetID STATE   **Agency Use 1** 616115618

Effective Date   Personalize | Find | View All | 🗗 | 🖩   First ◀ 1 of 1 ▶ Last

Effective Date	Status	Description	Short Description	Budgetary Only	Attributes	Long Description
01/01/1991	Active	UPPER YORK RIVER	UPPER YORK	☐	Attributes	Long Description

🖫 Save	🔍 Return to Search	🖹 Notify			🖺 Update/Display	🖺 Include History

ChartFields Values Inquiry – Agency Use 2

REVISED: 03/09/2017

DESCRIPTION:
This inquiry is used to identify valid values for the Agency Use 2 ChartField.

NAVIGATION PATH:
Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values

INPUT / SEARCH CRITERIA:
SetID
Agency Use 2
Description

OUTPUT FORMAT:
Online

Screenshot of the ChartField Values page for Agency Use 2

Favorites ▾	Main Menu ▾	> Set Up Financials/Supply Chain ▾	> Common Definitions ▾	> Design ChartFields ▾	> Define Values ▾	> ChartField Values

Agency Use 2

SetID 50100   Agency Use 2 00001

Effective Date   Personalize | Find | View All | 🔲 | 🏢   First ◀ 1 of 1 ▶ Last

Effective Date	Status	Description	Short Description	Budgetary Only	Attributes	Long Description	
01/01/1901	Active	00001	00001	☐	Attributes	Long Description	

🖫 Save   🔍 Return to Search   📧 Notify   📄 Update/Display   📄 Include History

ChartFields Values Inquiry - Project

REVISED: 03/09/2017

DESCRIPTION:
This inquiry is used to identify valid values for the Project ChartField.

NAVIGATION PATH:
Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values

INPUT / SEARCH CRITERIA:	OUTPUT FORMAT:
SetID	Online
Project	
Description	

Screenshot of the ChartField Values page for Project

Journal Inquiry - Basic

REVISED: 12/12/2019

DESCRIPTION:
This inquiry is used to monitor all journals associated with a particular Business Unit (agency) based on designated criteria. The basic inquiry allows users to view detailed journal information such as the Journal Header, Journal Lines, Journal Status, and Budget Status. The basic inquiry does not allow users to drill down for additional details, including to the source of the transaction (see Journal Inquiry – Advanced).

NAVIGATION PATH:
Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

INPUT / SEARCH CRITERIA: **OUTPUT FORMAT:**
Business Unit   Online
Journal ID
Journal Date
Document Sequence Number
Line Business Unit
Journal Header Status
Budget Checking Header Status
Source
User ID
Attachment Exist

ADDITIONAL INFORMATION:
The **Journal Header Status** and **Budget Checking Header Status** fields can be used to identify journals with journal errors or budget errors that have not been posted so that they can be corrected and resubmitted.

Screenshot of the Journal Entries Search Page

Screenshot of the Journal Header Page

| Favorites ▾ | Main Menu ▾ | > | General Ledger ▾ | > | Journals ▾ | > | Journal Entry ▾ | > | Create/Update Journal Entries |

Header | Lines | Totals | Errors | Approval

Unit 50100　　　　　　Journal ID 0001255361　　　　　　Date 07/01/2019

Long Description Move from UPC 78240 to CSC LAP Overhead

215 characters remaining

*Ledger Group ACTUALS　　　　　　Adjusting Entry Non-Adjusting Entry ▾

Ledger　　　　　　　　　　　Fiscal Year　2020

*Source ONL　　　　　　　　　Period　1

Reference Number　　　　　　ADB Date 07/01/2019

Journal Class

Transaction Code GENERAL　　　　　☐ Auto Generate Lines

☐ Save Journal Incomplete Status

SJE Type ▾　　　　　☐ Autobalance on 0 Amount Line

Currency Defaults: USD / CRRNT / 1

Attachments (0)　Commitment Control　　　☐ CTA

Reversal: Do Not Generate Reversal

PC Send Indicator　Send to PC ▾

PC Split Indicator　Split Project Lines ▾

Entered By

Entered On 07/01/2019 8:45:12AM

Last Updated On 07/12/2019 7:07:30PM

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

Header | Lines | Totals | Errors | Approval

Screenshot of the Journal Lines Page

| Favorites ▾ | Main Menu ▾ | > | General Ledger ▾ | > | Journals ▾ | > | Journal Entry ▾ | > | Create/Update Journal Entries |

Header | **Lines** | Totals | Errors | Approval

Unit 50100　　　　Journal ID 0001255361　　　　Date 07/01/2019　　　　☐ Errors Only

Template List　　　　　Search Criteria　　　　　View Audit Logs

*Process Edit Journal ▾　　　[Process]　　　Line 10

Lines　　　　　　　　　　　　　　　Personalize | Find | 🖾 | 🖩

Select	Line	Unit	Ledger	SpeedType	Account	Fund	Program	Department	Cost Center	Task	FIPS
☐	1	50100	ACTUALS		🔍 5012610	04720	603023	19007			
☐	2	50100	ACTUALS		🔍 5012610	04720	603015	19115	12130001		

Totals　　　　　　Personalize | Find | View All | 🖾 | 🖩　First ◁ 1 of 1 ▷ Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
50100	2	769.44	769.44	P	V

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

Header | Lines | Totals | Errors | Approval

Screenshot of the Journal Approval Page

Favorites ▾	Main Menu ▾	>	General Ledger ▾	>	Journals ▾	>	Journal Entry ▾	>	Create/Update Journal Entries

Header	Lines	Totals	Errors	**Approval**

    Unit 50100   **Journal ID** 0001255361   **Date** 07/01/2019 | Submit |

Approval Status

                Unit 50100

     Approval Check Active Y

        Approval Status None

        Approval Action | Approve ▾ |

         Deny Comments

                  254 characters remaining

Jrnl Approval

    ▼   **Unit 50100, ID 0001255361, Date 2019-07-01, Line Unit 50100:Approved**

    Jrnl Approval

    Approved

    ✔ Breen, Dana A. (VDOT)
        GL Journal Approver
        07/12/19 - 9:31 AM

▶ **Approval History**

Save	Return to Search	Previous in List	Next in List	Notify	Refresh

Header | Lines | Totals | Errors | Approval

Journal Inquiry - Advanced

REVISED: 12/12/2019

DESCRIPTION:
This inquiry is used to research journal detail information and display journal line details based on designated criteria. Users can drill down on the Journal ID for additional details, including to the source of the transaction from the Journal Line.

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

INPUT / SEARCH CRITERIA:
Unit
Ledger
Year
From Period
To Period
Suspense Status
Journal ID
(Journal) Date
Status
Source
Currency
Stat (Statistic Code)
Document Type
User
Document Sequence Number
Sort By (Journal ID, Journal Date)
Max Rows
Attachment Exist
Date Code Adj [checkbox]

OUTPUT FORMAT:
Online
CSV to Excel

ADDITIONAL INFORMATION: In the description you can only drill down to source from journals that come from other modules, e.g., AP, AR, etc.

Screenshot of the Journal Inquiry Search Results Page

Note: This inquiry identifies journals for September 2018 (Year 2019, From Period 3, To Period 3) for Virginia Department of Transportation (VDOT, Business Unit = 50100) and Accounts Payable as the **Source** of the transaction. Users can click on the **Journal ID** link to view more details (**Journal ID** = AP00995668).

Screenshot of the Journal Inquiry Details Page

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

Journal Inquiry
Journal Inquiry Details
▶ Ledger Criteria

Go To Journal Criteria

Journal Header

Journal ID AP00995668	Date 09/04/2018	Schedule
Ledger Group ACTUALS	Original Date 09/04/2018	Process No Request
Source AP	Date Posted 09/01/2018	Total Lines 4859
Journal Status Posted	Reversal Date	User ID AA_CARDINAL_BATCH_GL
Balanced DR=CR	Reversal None	InterUnit BU 50100
Doc Seq	Budget Status Valid	Date Code Adjustment N
Long Description AP Payments		

View Attachment (0)

● All Lines
○ From/To   From Line [   ]   To Line [   ]   [Query Journal Lines]

Totals by Currency   Find | View All   First ◀ 1 of 1 ▶ Last

Currency	USD	Debit Amount	8,655,859.66	Credit Amount	8,655,859.66	Net	0.00

Journal Line   Personalize | Find | View All | 🗗 | 📊   First ◀ 1-25 of 100 ▶ Last

Drill to Source	Line #	Line Descr	SpeedType	Amount (in Transaction Currency)	Currency	Account	Fund	Program	Department	Cost Center
📑	1	Cash With The Treasurer Of VA		-272.00	USD	101010	04100		99999	99999999
📑	2	Cash With The Treasurer Of VA		-300.00	USD	101010	04100		99999	99999999

Note: To modify the selection criteria, users can click on the **Journal Criteria** link to return to the **Journal Inquiry Search Results** page.

Screenshot of the Journal Inquiry Search Results Page

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

Journal Inquiry

Journal Criteria

Inquiry	*Unit	*Ledger	*Year	*From Period	*To Period	Suspense Status
ADV_JRNL	50100 🔍	ACTUALS 🔍	2019 🔍	3 🔍	3 🔍	🔍

Journal ID	Date	Status	Source	Currency	Stat	Document Type	
🔍	📅	P 🔍	AP 🔍	🔍	🔍	🔍	☐ Date Code Adj

User	Document Sequence	Sort By	Max Rows	Attachment Exist
🔍		Journal Id ▾	100	▾

[Search]   [Delete]   [Clear]

Journals

Journals

Personalize | Find | 🗗 | 📊   First ◀ 1-56 of 56 ▶ Last

Journal ID	Date	Unit IU	Status	Source	Suspense Status	User	Unpost Date	Descr
AP00994241	09/04/2018	50100	Posted	AP	No Susp	AA_CARDINAL_BATCH_GL	09/04/2018	AP Payments
AP00995668	09/04/2018	50100	Posted	AP	No Susp	AA_CARDINAL_BATCH_GL	09/04/2018	AP Payments
AP00996203	09/04/2018	50100	Posted	AP	No Susp	AA_CARDINAL_BATCH_GL	09/04/2018	Accounts Payab
AP00997092	09/05/2018	50100	Posted	AP	No Susp	AA_CARDINAL_BATCH_GL	09/05/2018	AP Payments
AP00997650	09/05/2018	50100	Posted	AP	No Susp	AA_CARDINAL_BATCH_GL	09/05/2018	Accounts Payab
AP00998547	09/06/2018	50100	Posted	AP	No Susp	AA_CARDINAL_BATCH_GL	09/06/2018	AP Payments
AP00999339	09/06/2018	50100	Posted	AP	No Susp	AA_CARDINAL_BATCH_GL	09/06/2018	Accounts Payab
AP01000100	09/07/2018	50100	Posted	AP	No Susp	AA_CARDINAL_BATCH_GL	09/07/2018	AP Payments
AP01000642	09/07/2018	50100	Posted	AP	No Susp	AA_CARDINAL_BATCH_GL	09/07/2018	Accounts Payab
AP01000643	09/07/2018	50100	Posted	AP	No Susp	AA_CARDINAL_BATCH_GL	09/07/2018	AP Cancelled P

Note: Users can then scroll down to view additional Journals listed in the search results. Users can click on the **Journal ID** link to view more details (Journal ID = AP01000642).

![Cardinal logo]

Screenshot of the Journal Inquiry Details Page

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

Journal Inquiry
Journal Inquiry Details
▶ Ledger Criteria

Go To Journal Criteria

Journal Header

Journal ID AP01000642	Date 09/07/2018	Schedule
Ledger Group ACTUALS	Original Date 09/07/2018	Process No Request
Source AP	Date Posted 09/07/2018	Total Lines 4952
Journal Status Posted	Reversal Date	User ID AA_CARDINAL_BATCH_GL
Balanced DR=CR	Reversal None	InterUnit BU 50100
Doc Seq	Budget Status Valid	Date Code Adjustment N
Long Description Accounts Payable		

View Attachment (0)

◉ All Lines
○ From/To   From Line [   ]   To Line [   ]   Query Journal Lines

Totals by Currency   Find | View All   First ◀ 1 of 1 ▶ Last

| Currency | USD | Debit Amount | 10,155,557.68 | Credit Amount | 10,155,557.68 | Net | 0.00 |

Journal Line   Personalize | Find | View All | 🔳 | 📊   First ◀ 1-25 of 100 ▶ Last

Drill to Source	Line #	Line Descr	SpeedType	Amount (In Transaction Currency)	Currency	Account	Fund	Program	Department	Cost Ce
📋	1	STONE NO. 21A, STONE		3,659.04	USD	153500	04100		10015	110
📋	2	PAINT, TRAFFIC, FAST DRY PAINT		8,157.60	USD	153500	04100		10015	110
📋	3	PAINT, TRAFFIC, FAST DRY PAINT		14,420.18	USD	153500	04100		10015	110
📋	4	POLYPROPLYLOENE PIPE, HDPP, TR		5,446.40	USD	153500	04100		10015	110
📋	5	POLYPROPLYLOENE PIPE, HDPP, TR		2,376.60	USD	153500	04100		10015	110

Note: Users can click on the **Drill to Source** icon to view the source document.

Screenshot of the Drill to Source Page

Note: Additional details are provided on the **ChartFields** and **Document Information** tabs. Users can click on the **Voucher ID** link to view more details about the voucher.

Screenshot of the Voucher Accounting Entries Page

Note: Users can click on the **ChartFields** and **Journal** tabs for additional information.

Screenshot of the Voucher Accounting Entries Page

| Favorites ▾ | Main Menu ▾ | > General Ledger ▾ | > Review Financial Information ▾ | > Journals | > Journal Drill Down | > Accounting Entries |

Voucher Accounting Entries

*Business Unit 50100	Voucher ID 00916277	Invoice Number 25114
*Accounting Line View Option Standard	Invoice Date 08/19/2018	☐ Show Foreign Currency
Supplier ID 0000028045		*Sort By Posting Process
Supplier Name Cedar Mountain Stone Corp		Search Reset

Accounting Information

Posting Process AP Accrual   GL Dist Status Distributed   Posting Date 09/07/2018

Description	Monetary Amount	Currency Code	Ledger	GL Unit	Accounting Date	Tax Authority	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset
Accounts Payable	-3,659.04	USD	ACTUALS	50100	09/06/2018		205025	04100		99999	99999999			
STONE NO. 21A, STONE	3,659.04	USD	ACTUALS	50100	09/06/2018		153500	04100		10015	11000230			

Ledger Inquiry

REVISED: 03/06/2017

DESCRIPTION:
This inquiry is used to view summary information for a designated ChartField value (e.g., Account, Department, etc.) in a ledger. Specifically, use this inquiry to view year-to-date balances for a specific ChartField value in a ledger, view detailed transactions for a ChartField value and related ChartField Value Set, and drill down on a transaction to the source document for additional details.

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

INPUT / SEARCH CRITERIA:	OUTPUT FORMAT:
Unit	Online
Ledger	CSV to Excel
Fiscal Year	
From Period	
To Period	
Currency	
Stat Code	
Date Code View	
Show YTD Balance [checkbox]	
Show Transaction Details [checkbox]	
Include Closing Adjustments [checkbox]	
Only in Base Currency [checkbox]	
Max Ledger Rows	
Select specific ChartFields and related values	
Include Adjustment Periods [checkbox]	

Screenshot of the Ledger Inquiry Search Criteria Page

Screenshot of the Ledger Inquiry Transaction Details Page

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

Ledger Inquiry
Transaction Details

▶ **Ledger Criteria**

Go To   Inquiry Criteria

Transaction Criteria

Transaction Details   Find | View All   First ◀ 1 of 2 ▶ Last

Ledger by Period and Chartfields   Personalize | Find | 🗗 | 🔣   1 of 1

Period	Account	Account Description	Stat
	3 111220	Parking Fee Suspense Account	

Amount (in Transaction Currency)   -25.00 USD   Amount (in Base Currency)   -25.00 USD

Journals   Personalize | Find | 🗗 | 🔣   First ◀ 1-11 of 11 ▶ Last

Journal ID	Line Descr	Date	Seq	Stat Amt	N/R	Amount (in Transaction Currency)	Currency	Amount (in Base Currency)	Base Currency
0001012951	Parking Fee Suspense Account	09/24/2018		0.00	N	8,182.50	USD	8,182.50	USD
AR00996513	18-09-04AR_DIRJRNL10691	09/04/2018		0.00	N	-49.00	USD	-49.00	USD
AR01000838	18-09-06AR_DIRJRNL10715	09/07/2018		0.00	N	-49.00	USD	-49.00	USD
AR01000838	18-09-06AR_DIRJRNL10715	09/07/2018		0.00	N	-49.00	USD	-49.00	USD
AR01000838	18-09-05AR_DIRJRNL10714	09/07/2018		0.00	N	-98.00	USD	-98.00	USD
AR01006619	18-09-12AR_DIRJRNL10755	09/14/2018		0.00	N	-49.00	USD	-49.00	USD
AR01010007	18-09-14AR_DIRJRNL10774	09/19/2018		0.00	N	-49.00	USD	-49.00	USD
CIP1002588	00000067 - -	09/10/2018		0.00	N	-3,797.50	USD	-3,797.50	USD

Ledger Group Inquiry

REVISED: 03/10/2017

DESCRIPTION:
This inquiry lists all ChartFields associated with a specific ledger group and identifies the associated edit tables, affiliated ChartFields, etc.

NAVIGATION PATH:
Main Menu > General Ledger > Ledgers > Ledger Groups

INPUT / SEARCH CRITERIA:	**OUTPUT FORMAT:**
SetID	Online
Ledger Group	CSV to Excel

Screenshot of the Ledger Group Definition Page

Screenshot of the Ledger Group ChartField Page

Favorites ▾	Main Menu ▾	>	General Ledger ▾	>	Ledgers ▾	>	Ledger Groups

Definition | **Chartfield** | Balancing

SetID STATE
Ledger Group ACTUALS   Description Actuals   [Default]

Chartfields   Personalize | Find | 🗗 | 🔢   First ◀ 1-19 of 19 ▶ Last

ChartField	Edit Table	View - No Effective Date
Business Unit	SP_BU_GL_NONVW 🔍	SP_BU_GL_NONVW 🔍
Account	GL_ACCOUNT_TBL 🔍	GL_ACCT_ALL_VW 🔍
Department	DEPT_TBL 🔍	DEPT_ALL_VW 🔍
Asset	OPER_UNIT_TBL 🔍	OPERUNIT_ALL_VW 🔍
Task	PRODUCT_TBL 🔍	PROD_ALL_VW 🔍
Fund	FUND_TBL 🔍	FUND_ALL_VW 🔍
FIPS	CLASS_CF_TBL 🔍	CLASS_CF_ALL_VW 🔍
Agency Use 2	BUD_REF_TBL 🔍	BUDREF_ALL_VW 🔍
Affiliate	AFFILIATE_VW 🔍	AFFILIATE_VW 🔍
Fund Affiliate	AFFINTRA1_VW 🔍	AFFINTRA1_ALLVW 🔍
Cost Center	CHARTFIELD1_TBL 🔍	CF1_ALL_VW 🔍
Program	CHARTFIELD2_TBL 🔍	CF2_ALL_VW 🔍
Agency Use 1	CHARTFIELD3_TBL 🔍	CF3_ALL_VW 🔍
Project	PROJECT_ID_VW 🔍	PROJECT_ID_VW 🔍
Book Code	BOOK_CODE_TBL 🔍	BOOKCODE_ALL_VW 🔍

[🖫 Save] [🔍 Return to Search] [🔲 Notify]   [🖻 Add] [Update/Display]

Definition | Chartfield | Balancing

Screenshot of the Ledger Group Balancing Page

Favorites ▾	Main Menu ▾	>	General Ledger ▾	>	Ledgers ▾	>	Ledger Groups

Definition | Chartfield | **Balancing**

SetID STATE
Ledger Group ACTUALS   **Description** Actuals   [Default]
☑ **IntraUnit Balancing Entries**

Chartfields   Personalize | Find | 🔲 | 🖩   First ◀ 1-19 of 19 ▶ Last

ChartField	Balance	Use Affiliate	Affiliate ChartField
Business Unit	☑	☑	Affiliate
Account	☐	☐	
Department	☐	☐	
Asset	☐	☐	
Task	☐	☐	
Fund	☑	☑	Fund Affiliate
FIPS	☐	☐	
Agency Use 2	☐	☐	
Affiliate	☐	☐	
Fund Affiliate	☐	☐	
Cost Center	☐	☐	
Program	☐	☐	
Agency Use 1	☐	☐	
Project	☑	☐	
Book Code	☑	☐	

[🖫 Save] [↻ Return to Search] [🗐 Notify]   [➕ Add] [🗐 Update/Display]

Definition | Chartfield | Balancing

Review Journal Status Inquiry

REVISED: 03/06/2017

DESCRIPTION:
This inquiry is used to research the status of journals.

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

INPUT / SEARCH CRITERIA:	OUTPUT FORMAT:
Business Unit	Online
Journal ID	
Journal Date	
UnPost Sequence	
Document Sequence Number	
Journal Header Status	

ADDITIONAL INFORMATION:
The **Journal Header Status** field can be used to identify journals with journal errors or budget errors that have not been posted so that they can be corrected and resubmitted.

![Cardinal logo]

Screenshot of the Review Journal Status Page

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

Review Journal Status

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

Find an Existing Value

▼ **Search Criteria**

Business Unit [= ▾] [15100] 🔍
Journal ID [begins with ▾] [   ]
Journal Date [=   ▾] [   ] 📅
UnPost Sequence [=   ▾] [   ]
Document Sequence Number [begins with ▾] [   ]
Journal Header Status [=   ▾] [Posted to Ledger(s)   ▾]
Limit the number of results to (up to 300): [300]

[Search] [Clear] Basic Search 📇 Save Search Criteria

Search Results

300 of 5662 results are displayed.

View All						First ◀ 1-100 of 300 ▶ Last		
Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Journal Header Status	Budget Checking Header Status	Ledger Group
15100	0000009971	06/30/2012	0	(blank)	Posted	Valid	ACTUALS
15100	0000010638	10/01/2012	0	(blank)	Posted	Valid	ACTUALS
15100	0000010726	10/02/2012	0	(blank)	Posted	Valid	ACTUALS
15100	0000010727	10/02/2012	0	(blank)	Posted	Valid	ACTUALS
15100	0000010736	10/01/2012	0	(blank)	Posted	Valid	ACTUALS
15100	0000010984	10/05/2012	0	(blank)	Posted	Valid	ACTUALS
15100	0000011299	10/17/2012	0	(blank)	Posted	Valid	ACTUALS
15100	0000011301	10/17/2012	0	(blank)	Posted	Valid	ACTUALS
15100	0000011667	10/26/2012	0	(blank)	Posted	Valid	ACTUALS

Note: Users can click on the **Journal ID** link to view additional journal information (e.g., **Journal ID** = 0000010726).

Screenshot of the Review Journal Status - Journal Header Page

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

Journal Header | Journal Lines

Unit 15100   **Journal ID 0000010726**   Journal Date 10/02/2012

Fiscal Year 2013   Source ONL   Process Instance 820385

Accounting Period 4   Reference Number   **Status: Posted**

Ledger Group ACTUALS   Ledger   **Budget Status: Valid**

Long Description Post CARS Treasury Loan Activity

Journal Line Totals

Lines 4   Debits 320,000.00 USD   Credits 320,000.00 USD

▼ Commitment Control Amount Type

Amount Type Actuals, Recognize and Collect   Override N

User

[Save] [Return to Search] [Previous in List] [Next in List] [Notify]

Journal Header | Journal Lines

Screenshot of the Review Journal Status - Journal Lines Page

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

Journal Header | **Journal Lines**

Unit 15100   **Journal ID 0000010726**   Journal Date 10/02/2012

Template List   Line 100

Journal Line Data   Personalize | Find | View All | | First ◀ 1-4 of 4 ▶ Last

Line #	Ledger	Foreign Amount	Account	Fund	Program	Department	Cost Center	Task	FIPS	Ass
1	ACTUALS	300,000.00	206210	06080		97500				
2	ACTUALS	-300,000.00	101010	06080		97500				
3	ACTUALS	20,000.00	101010	06150		95800				
4	ACTUALS	-20,000.00	206240	06150		95800				

[Save] [Return to Search] [Previous in List] [Next in List] [Notify]

Journal Header | Journal Lines

Screenshot of the Review Journal Status Page with Journal Header Status – Journal Has Errors

Screenshot of the Review Journal Status Page with Journal Header Status – Journal Has Errors for specifc Journal ID

General Ledger Queries

<This page is intended to be blank>

Accounts Query (FIN0010_GL_ACCOUNTS)

REVISED: 02/22/2017

DESCRIPTION:
This query displays all available Accounts within General Ledger (GL) that are active in Cardinal as of the designated As of Date. The query provides information about the Account including Description, Type, and Balance Forward.

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

INPUT / SEARCH CRITERIA:	**OUTPUT FORMAT:**
SetID (enter STATE)	HTML
As of Date	Excel
	CSV

Screenshot of the FIN0010 GL Accounts Query Page

FIN0010_GL_ACCOUNTS - FIN0010-GL Accounts

SetID STATE
As Of Date 07/01/2019

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (6364 kb)

View All   First 1-100 of 12286 Last

Row	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				07/01/2019		Y	N			
2	STATE	101002	Cash Equiv Not W/Treasurer	Csh Eq Not	A	N		N				07/01/2019		Y	N			
3	STATE	101003	Cash Equiv With Treasurer-LGIP	Csh Eq Lgp	A	N		N				07/01/2019		Y	N			
4	STATE	101005	Cash Equiv With Treasurer	Csh Eq Trs	A	N		N				07/01/2019		Y	N			
5	STATE	101007	Cash And Cash Equivalents	Csh&Equiv	A	N		N				07/01/2019		Y	N			
6	STATE	101008	Cash&Equ-Collaterl Hld Securty	Collat Sec	A	N		N				07/01/2019		Y	N			
7	STATE	101010	Cash With The Treasurer Of VA	Cash Treas	A	N		N				07/01/2019		Y	N			
8	STATE	101010	Cash With The Treasurer Of VA	Cash Treas	A	N		N				07/01/2019		Y	N	DOA GLA	101	Cash With The Treasurer Of VA
9	STATE	101060	Cash Advances - Courts	Adv Court	A	N		N				07/01/2019		Y	N			
10	STATE	101060	Cash Advances - Courts	Adv Court	A	N		N				07/01/2019		Y	N	DOA GLA	106	Cash Advances - Courts
11	STATE	101070	Cash Of Lottery Revolving Acct	Cash Lttry	A	N		N				07/01/2019		Y	N			
12	STATE	101070	Cash Of Lottery Revolving Acct	Cash Lttry	A	N		N				07/01/2019		Y	N	DOA GLA	107	Cash Of Lottery Revolving Acct
13	STATE	101080	Cash With Paying Agent	Csh Py Agt	A	N		N				07/01/2019		Y	N			
14	STATE	101080	Cash With Paying Agent	Csh Py Agt	A	N		N				07/01/2019		Y	N	DOA GLA	108	Cash With Paying Agent

Account Types Query (FIN0004_ACCOUNT_TYPES)

REVISED: 02/22/2017

DESCRIPTION:
This query displays all available account types in Cardinal and whether the account type balance carries forward to the next Fiscal Year.

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

INPUT / SEARCH CRITERIA:	**OUTPUT FORMAT:**
SetID (enter STATE)	HTML
	Excel
	CSV

Screenshot of the FIN0004 Account Types Query Page

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

Row	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

Activity Not in Tree Query (V_GL_TREE_AUDIT_ACTIVITY)

REVISED: 02/23/2017

DESCRIPTION:

This query tracks established activity codes that are not in the ACTIVITY_BUDGET tree.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_GL_TREE_AUDIT_ACTIVITY

INPUT / SEARCH CRITERIA:	**OUTPUT FORMAT:**
None	HTML
	Excel
	CSV

Screenshot of the Activity Not in Tree Query Page

V_GL_TREE_AUDIT_ACTIVITY- Activity not in Tree

Download results in : Excel SpreadSheet   CSV Text File   XML File   (6 kb)

View All   First 1-66 of 66 Last

Row	SetID	Activity	Descr
1	50100	9119	ADM Budget
2	50100	9179	ADM Non Participating
3	50100	9169	ADM Participating
4	50100	9109	Administrative Phase
5	50100	9301	Administrative Project Budget
6	50100	9310	Budget Activities
7	50100	9320	Budget Activities
8	50100	9340	Budget Activities
9	50100	9350	Budget Activities
10	50100	9360	Budget Activities
11	50100	9114	CN Budget
12	50100	9194	CN Engineering Non Particip
13	50100	9184	CN Engineering Participating
14	50100	9174	CN Non Participating

Agency Use 1 Query (FIN0039_CHARTFIELD3)

REVISED: 02/22/2017

DESCRIPTION:
This query displays all the valid Agency Use 1 values that are active in Cardinal for a SetID as of the designated Effective Date. 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

INPUT / SEARCH CRITERIA:	OUTPUT FORMAT:
SetID	HTML
Effective Date	Excel
	CSV

Screenshot of the FIN0039 ChartField3 (Agency Use 1) Query Page

FIN0039_CHARTFIELD3 - Chartfield3

SetID 26200 🔍
Effective Date 07/01/2019 📅
[View Results]

Download results in : Excel SpreadSheet   CSV Text File   XML File   (18 kb)

View All   First 1-100 of 110 ▶ Last

Row	SetID	Agency Use 1	Eff Date	Status	Descr	:2	Short Desc	Budgetary Only
1	26200	6500	01/01/1901	A	Family Services Roanoke	07/01/2019	Roanoke	N
2	26200	6503	01/01/1901	A	SWVA Legal Aid Society	07/01/2019	Legal Aid	N
3	26200	6511	01/01/1901	A	Senior Navigator	07/01/2019	SR Nav	N
4	26200	6517	01/01/1901	A	VPI&SU	07/01/2019	VPI&SU	N
5	26200	6527	01/01/1901	A	Althimers Assoc	07/01/2019	Althimers	N
6	26200	6532	01/01/1901	A	Alleghany CSB	07/01/2019	Alleghany	N
7	26200	6539	01/01/1901	A	Adult Care CTR No Shenandoah	07/01/2019	Adult	N
8	26200	6540	01/01/1901	A	Chippenham-Johnston Willis	07/01/2019	CJW	N
9	26200	6542	01/01/1901	A	Jewish Family Serv Richmond	07/01/2019	JFS Rich	N
10	26200	6543	01/01/1901	A	Catholic Charities Eastern VA	07/01/2019	CC EVA	N
11	26200	6545	01/01/1901	A	Rockbridge AAA	07/01/2019	Rock AAA	N
12	26200	6546	01/01/1901	A	VA Poverty Las Center	07/01/2019	VPLC	N
13	26200	6547	06/01/2016	A	UVA Memory & Aging Care Clinic	07/01/2019	MACC	N
14	26200	6548	10/03/2016	A	Residential Svs Low Inc	07/01/2019	Birmingham	N
15	26200	6549	01/01/1901	A	Center of Excellance	07/01/2019	Excellance	N
16	26200	6550	01/01/1901	A	Autumn Valley Guardianship Inc	07/01/2019	Autumn	N
17	26200	6551	01/01/1901	A	Mountain Empire	07/01/2019	Mt Empire	N
18	26200	6552	01/01/1901	A	Appalachian Agency SR Citizens	07/01/2019	App SR	N
19	26200	6553	01/01/1901	A	District Three	07/01/2019	Dist 3	N
20	26200	6554	01/01/1901	A	New River Valley AAA	07/01/2019	NewRiv AAA	N

Agency Use 2 Query (FIN0024_BUD_REF)

REVISED: 02/22/2017

DESCRIPTION:
This query displays Budget Reference (Agency Use 2) information by SetID and Effective Date.

NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > FIN0024_BUD_REF

INPUT / SEARCH CRITERIA:
SetID
Effective Date

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the FIN0024 Budget Reference (Agency Use 2) Query Page

FIN0024_BUD_REF - FIN0024 - Budget Reference

SetID 50100
Effective Date 07/01/2019

View Results

Download results in :   Excel SpreadSheet   CSV Text File   XML File   (2866 kb)

View All   First 1-100 of 10537 Last

Row	SetID	Agency Use 2	Descr	Short Desc	Budgetary Only	:2	Field Name	Long Name	Short Name
1	50100	F0983	F0983	F0983	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2
2	50100	F0986	F0986	F0986	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2
3	50100	00351	00351	00351	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2
4	50100	00352	00352	00352	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2
5	50100	00353	00353	00353	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2
6	50100	00354	00354	00354	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2
7	50100	00356	00356	00356	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2
8	50100	00357	00357	00357	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2
9	50100	00154	00154	00154	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2
10	50100	00155	00155	00155	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2
11	50100	00156	00156	00156	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2
12	50100	00157	00157	00157	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2
13	50100	00159	00159	00159	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2
14	50100	00160	00160	00160	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2
15	50100	00161	00161	00161	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2
16	50100	00162	00162	00162	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2
17	50100	00165	00165	00165	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2
18	50100	08546	08546	08546	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2
19	50100	07868	07868	07868	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2
20	50100	07395	07395	07395	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2

Asset ChartField Query (FIN0032_OPERATING_UNITS)

REVISED: 02/22/2017

DESCRIPTION:
This query displays all the valid Asset values that are active in Cardinal for a SetID as of the designated As of Date. 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 ChartField 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

INPUT / SEARCH CRITERIA:
SetID
As Of Date

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the FIN0032 Operating Units (Asset) ChartField Query Page

FIN0032_OPERATING_UNITS - Operating Unit Chartfield

SetID 60100
As of Date 07/01/2019

View Results

Download results in : Excel SpreadSheet   CSV Text File   XML File   (252 kb)

View All   First 1-100 of 915 ▶ Last

Row	SetID	Asset	Descr	Budgetary Only	Status	Eff Date	As of Date	Field Name	Long Name	Short Name
1	60100	S9170	AMERICAN CLASSIC SELF STORAGE	N	A	01/01/1901	07/01/2019	OPERATING_UNIT	Asset	Asset
2	60100	S9173	AMERICAN CLASSIC SELF STORAGE	N	A	01/01/1901	07/01/2019	OPERATING_UNIT	Asset	Asset
3	60100	S9160	ASHLAND SIMPLY STORAGE	N	A	01/01/1901	07/01/2019	OPERATING_UNIT	Asset	Asset
4	60100	S9163	ASHLAND SIMPLY STORAGE #C033	N	A	01/01/1901	07/01/2019	OPERATING_UNIT	Asset	Asset
5	60100	S9186	American Classic Self Storage	N	A	08/12/2016	07/01/2019	OPERATING_UNIT	Asset	Asset
6	60100	S9190	American Classic Self Storage	N	A	05/31/2018	07/01/2019	OPERATING_UNIT	Asset	Asset
7	60100	S9192	American Classic Self Storage	N	A	08/29/2018	07/01/2019	OPERATING_UNIT	Asset	Asset
8	60100	S9122	BERMUDA MINI STORAGE UNIT A577	N	A	01/01/1901	07/01/2019	OPERATING_UNIT	Asset	Asset
9	60100	S9169	BERMUDA SELF STORAGE #B139	N	A	01/01/1901	07/01/2019	OPERATING_UNIT	Asset	Asset
10	60100	E5181	BIZHUB 364E COPIER	N	A	01/01/1901	07/01/2019	OPERATING_UNIT	Asset	Asset
11	60100	E5183	BIZHUB 364E COPIER	N	A	01/01/1901	07/01/2019	OPERATING_UNIT	Asset	Asset
12	60100	E5184	BIZHUB 364E COPIER	N	A	01/01/1901	07/01/2019	OPERATING_UNIT	Asset	Asset
13	60100	E5185	BIZHUB 364E COPIER	N	A	01/01/1901	07/01/2019	OPERATING_UNIT	Asset	Asset
14	60100	E5187	BIZHUB 364E COPIER	N	A	01/01/1901	07/01/2019	OPERATING_UNIT	Asset	Asset
15	60100	E2529	BIZHUB C364e COLOR COPIER	N	A	01/01/1901	07/01/2019	OPERATING_UNIT	Asset	Asset
16	60100	E2857	BIZHUB C7000 COLOR COPIER	N	A	01/01/1901	07/01/2019	OPERATING_UNIT	Asset	Asset
17	60100	E5186	BIZHUB COPIER	N	A	01/01/1901	07/01/2019	OPERATING_UNIT	Asset	Asset
18	60100	S9183	Bermuda Self Storage	N	A	06/22/2016	07/01/2019	OPERATING_UNIT	Asset	Asset
19	60100	S9184	Bermuda Self Storage	N	A	06/22/2016	07/01/2019	OPERATING_UNIT	Asset	Asset
20	60100	S9185	Bermuda Self Storage	N	A	06/22/2016	07/01/2019	OPERATING_UNIT	Asset	Asset

Budget Journals by Ledger Query (V_GL_BUDGET_JRNL)

REVISED: 02/22/2017

DESCRIPTION:
This query displays budget entry detail for any and all agencies within Cardinal.

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

INPUT / SEARCH CRITERIA:
Business Unit (% for all)
Ledger Group (% for all)
Journal ID (% for all)
Journal Date From
Journal Date To
Budget Hdr Status (% for all)
Fund (% for all)
Program (% for all)
Department (% for all)
Project (% for all)

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the Budget Journals by Ledger Query Page

V_GL_BUDGET_JRNL - Budget Journals by Ledger

Business Unit (% for all) 20800

Ledger Group (% for all) CC_APPROP

Journal ID (% for all) %

Journal Date From 07/01/2019

Journal Date To 07/31/2019

Budget Hdr Status (% for all) %

Fund (% for all) %

Program (% for all) %

Department (% for all) %

Project (% for all) %

[View Results]

Download results in :   Excel SpreadSheet   CSV Text File   XML File   (67 kb)

View All

Row	Business Unit	Ledger Group	Journal ID	Journal Date	Journal Line	Budget Period	Fiscal Year	Accounting Period	Description	Account	Fund	Program	Department
1	20800	CC_APPROP	0001239381	07/01/2019	1	2020	2020	1		5099001	08170	9980	
2	20800	CC_APPROP	0001239381	07/01/2019	2	2020	2020	1		5099001	08130	9980	
3	20800	CC_APPROP	0001239381	07/01/2019	3	2020	2020	1		5099001	08170	9980	
4	20800	CC_APPROP	0001239381	07/01/2019	4	2020	2020	1		5099001	08170	9980	
5	20800	CC_APPROP	0001239381	07/01/2019	5	2020	2020	1		5099001	03030	9980	

Screenshot of the Budget Journals by Ledger Query Page (scrolled right)

Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Project	Amount	Journal Line Reference	Journal Line Description	Journal Class	Budget Header Status	Creation Date
						C12707	4869424.15	75% CARFOR	Budget Roll up Account	REAPPROP	P	06/13/2019 8:38:35AM
						C17478	5631114.48	75% CARFOR	Budget Roll up Account	REAPPROP	P	06/13/2019 8:38:35AM
						C17995	0.14	75% CARFOR	Budget Roll up Account	REAPPROP	P	06/13/2019 8:38:35AM
						C18026	459909.86	75% CARFOR	Budget Roll up Account	REAPPROP	P	06/13/2019 8:38:35AM
						C18065	4373043.20	75% CARFOR	Budget Roll up Account	REAPPROP	P	06/13/2019 8:38:35AM

Budget Period Query (FIN0054_VALID_BUDGET_PERIODS)

REVISED: 02/22/2017

DESCRIPTION:
This query displays all budget periods by SetID that have been established in Cardinal. The query provides information for budget periods including Description, Begin Date, and End Date.

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

INPUT / SEARCH CRITERIA:	**OUTPUT FORMAT:**
SetID (enter STATE)	HTML
	Excel
	CSV

Screenshot of the FIN0054 Valid Budget Period Query Page

FIN0054_VALID_BUDGET_PERIODS - Valid Budget Period

SetID STATE 🔍

View Results

Download results in : Excel SpreadSheet   CSV Text File   XML File   (38 kb)

View All   First 1-100 of 187 ▶ Last

Row	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	AN	Annual Budget Period	2017	07/01/2016	06/30/2017	Annual Bud Period - 2017
9	STATE	AN	Annual Budget Period	2018	07/01/2017	06/30/2018	Annual Bud Period - 2018
10	STATE	AN	Annual Budget Period	2019	07/01/2018	06/30/2019	Annual Bud Period - 2019
11	STATE	AN	Annual Budget Period	2020	07/01/2019	06/30/2020	Annual Bud Period - 2020
12	STATE	MN	Monthly Budget Period	2010M01	07/01/2009	07/31/2009	Monthly Bud Period 1 - 2010
13	STATE	MN	Monthly Budget Period	2010M02	08/01/2009	08/31/2009	Monthly Bud Period 2 - 2010
14	STATE	MN	Monthly Budget Period	2010M03	09/01/2009	09/30/2009	Monthly Bud Period 3 - 2010
15	STATE	MN	Monthly Budget Period	2010M04	10/01/2009	10/31/2009	Monthly Bud Period 4 - 2010
16	STATE	MN	Monthly Budget Period	2010M05	11/01/2009	11/30/2009	Monthly Bud Period 5 - 2010
17	STATE	MN	Monthly Budget Period	2010M06	12/01/2009	12/31/2009	Monthly Bud Period 6 - 2010
18	STATE	MN	Monthly Budget Period	2010M07	01/01/2010	01/31/2010	Monthly Bud Period 7 - 2010
19	STATE	MN	Monthly Budget Period	2010M08	02/01/2010	02/28/2010	Monthly Bud Period 8 - 2010
20	STATE	MN	Monthly Budget Period	2010M09	03/01/2010	03/31/2010	Monthly Bud Period 9 - 2010

CARS Do Not Send List Query (V_GL_CARS_DO_NOT_SEND)

REVISED: 02/22/2017

DESCRIPTION:
This query displays journal transactions that are marked Do Not Send to CARS (Commonwealth Accounting and Reporting System) and the query can be used during reconciliation to identify transactions in Cardinal that were not sent to CARS.

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

INPUT / SEARCH CRITERIA:	OUTPUT FORMAT:
Business Unit	HTML
Fiscal Year	Excel
Accounting Period	CSV

Screenshot of the CARS Do Not Send List Query Page

V_GL_CARS_DO_NOT_SEND - CARS Do Not Send List

Business Unit 15100
Fiscal Year 2019
Accounting Period 3
View Results

Download results in : Excel SpreadSheet   CSV Text File   XML File   (394 kb)

View All   First 1-100 of 930 ▶ Last

Row	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	CIP1000406	N	N	P	CIP	AA_CARDINAL_BATCH_GL	09/06/2018	CIPPS Journal Upload	2019	3			01000	101010		6.000
2	15100	CIP1000406	N	N	P	CIP	AA_CARDINAL_BATCH_GL	09/06/2018	CIPPS Journal Upload	2019	3	110070	00000171 - -	01000	4009060	799001	-0.150
3	15100	CIP1000406	N	N	P	CIP	AA_CARDINAL_BATCH_GL	09/06/2018	CIPPS Journal Upload	2019	3	215041	PY190035 - -	01000	4009060	799001	-0.150
4	15100	CIP1000406	N	N	P	CIP	AA_CARDINAL_BATCH_GL	09/06/2018	CIPPS Journal Upload	2019	3	279040	00000031 - -	01000	4009060	799001	-0.150
5	15100	CIP1000406	N	N	P	CIP	AA_CARDINAL_BATCH_GL	09/06/2018	CIPPS Journal Upload	2019	3	294070	00070006 - -	01000	4009060	799001	-3.900
6	15100	CIP1000406	N	N	P	CIP	AA_CARDINAL_BATCH_GL	09/06/2018	CIPPS Journal Upload	2019	3	294071	00071006 - -	01000	4009060	799001	-0.450
7	15100	CIP1000406	N	N	P	CIP	AA_CARDINAL_BATCH_GL	09/06/2018	CIPPS Journal Upload	2019	3	294077	00077006 - -	01000	4009060	799001	-1.200
8	15100	CIP1001502	N	N	P	CIP	AA_CARDINAL_BATCH_GL	09/07/2018	CIPPS Journal Upload	2019	3			01000	101010		-1991.530

CARS History Transactions Query (V_GL_CARS_HISTORY_TRANS)

REVISED: 02/22/2017

DESCRIPTION:
This query displays transactions from CARS and the Record Status in Cardinal (Matched/Unmatched). The query can be used as a reconciliation resource to identify transactions in CARS that are not in Cardinal and which may require adjusting entries.

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

INPUT / SEARCH CRITERIA: **OUTPUT FORMAT:**
Business Unit (% for All)   HTML
Agency (% for All)   Excel
Fiscal Year   CSV
From Period
To Period
Batch Type (% for All)
From Batch Nbr
To Batch Nbr

Screenshot of the CARS History Transactions Query Page

V_GL_CARS_HISTORY_TRANS - CARS History Transactions Quer

Business Unit (% For All) `15100`

Agency (% For All) `%`

Fiscal Year `2017`

From Period `01`

To Period `03`

Batch Type (% For All) `%`

From Batch Nbr `0`

To Batch Nbr `999`

View Results

Download results in : Excel SpreadSheet   CSV Text File   XML File   (392 kb)

View All

Row	Business Unit	Batch Agency	Batch Date	Batch Type	Batch Nbr	Duplicate Ind	Agency Lst	Agency	Trans Code	Reverse Sign	FFY	Fiscal Month	Fund
1	15100	122	06/07/2016	8	1	0		151	051		2017	01	0100
2	15100	122	06/07/2016	8	1	0		151	020		2017	01	0100
3	15100	122	06/07/2016	8	1	0		151	051		2017	01	0100
4	15100	122	06/07/2016	8	1	0		151	020		2017	01	0100
5	15100	122	06/07/2016	8	1	0		151	051		2017	01	0100
6	15100	122	06/07/2016	8	1	0		151	020		2017	01	0100
7	15100	122	06/07/2016	8	1	0		151	051		2017	01	0200

Screenshot of the CARS History Transaction Query Page (scrolled right)

First 1-100 of 1251 Last

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
	00000	7240000	00000								3376976.00		U
	00000	7240000	00000								3376976.00		U
	00000	7370000	00000								7788304.00		U
	00000	7370000	00000								7788304.00		U
	00000	7990000	00000								1437473.00		U
	00000	7990000	00000								1437473.00		U
	00000	7370000	00000								430424.00		U

CARS Reconciliation for Accounting Period Query (V_GL_CARS_RECON_ACCTG_PERIOD)

REVISED: 02/22/2017

DESCRIPTION:
This query displays detailed journal information, including whether the journal was sent to CARS. The query can be 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

INPUT / SEARCH CRITERIA:
Business Unit
Fiscal Year
Accounting Period From
Accounting Period To
Fund (% for all)
Account (% for all)

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the CARS Reconciliation for Accounting Period Query Page

CARS Reconciliation for Posted Date Query (V_GL_CARS_RECON_POSTED_DT)

REVISED: 02/22/2017

DESCRIPTION:
This query displays detailed journal information including the posted date. The query can be used to view journal details and identify timing differences.

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

INPUT / SEARCH CRITERIA:	**OUTPUT FORMAT:**
Business Unit	HTML
Date From	Excel
Date To	CSV
Fund (% for all)	
Account (% for all)	

Screenshot of the CARS Reconciliation for Posted Date Query Page

V_GL_CARS_RECON_POSTED_DT - CARS Reconciliation

Business Unit 15100
Date From 01/01/2019
Date To 02/23/2019
Fund (% for all) %
Account (% for all) %
View Results

Download results in :   Excel SpreadSheet   CSV Text File   XML File   (716 kb)

View All   First 1-100 of 809 Last

Row	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	DOA Fund Group	DOA Project	Jrnl Header Long Descr
1	15100	PK012019	01/07/2019	7	01/08/2019	01/08/2019 6:57:39PM	101010	101	01000		-6419.000	Y								DGS PARKING 012019
2	15100	PK012019	01/07/2019	7	01/08/2019	01/08/2019 6:57:39PM	5015450	901	01000	799001	6419.000	Y								DGS PARKING 012019
3	15100	PK022019	02/04/2019	8	02/06/2019	02/06/2019 7:04:54PM	101010	101	01000		-6419.000	Y								DGS PARKING 022019
4	15100	PK022019	02/04/2019	8	02/06/2019	02/06/2019 7:04:54PM	5015450	901	01000	799001	6419.000	Y								DGS PARKING 022019
5	15100	VRS201812	01/23/2019	7	01/23/2019	01/23/2019 7:29:21PM	101010	101	01000		2150.900	Y								AUTOMATED VRS RECON
6	15100	VRS201812	01/23/2019	7	01/23/2019	01/23/2019 7:29:21PM	5011110	901	01000	799001	-2076.320	Y								AUTOMATED VRS RECON
7	15100	VRS201812	01/23/2019	7	01/23/2019	01/23/2019 7:29:21PM	5011140	901	01000	799001	122.910	Y								AUTOMATED VRS RECON

Cost Center Not In Tree Query (V_GL_TREE_AUDIT_COSTCENTER)

REVISED: 02/27/2017

DESCRIPTION:
This query tracks established cost center codes that are not in the COST_CENTER_EDITS tree.

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

INPUT / SEARCH CRITERIA:	OUTPUT FORMAT:
None	HTML
	Excel
	CSV

Screenshot of the Cost Center Not In Tree Query Page

V_GL_TREE_AUDIT_COSTCENTER- Cost Center not in Tree

Download results in : Excel SpreadSheet CSV Text File XML File (438 kb)

View All   First 1-100 of 3482 ▶ Last

Row	SetID	Cost Center	Eff Date	Status	Descr	Bud. Only
1	50100	99999998	04/02/2012	I	Manual Conversion	N
2	50100	99999997	01/01/1901	A	Cash Receipts Payments	N
3	50100	011170141	01/01/1901	I	Snow Removal-ExpressLanes	N
4	50100	99999999	01/01/1901	A	VDOT Default Cost Center	N
5	23800	033	01/01/1901	A	Membership Revenue	N
6	23800	034	01/01/1901	A	Other Museum	N
7	23800	035	01/01/1901	A	Museum Grants-Federal	N
8	23800	036	01/01/1901	A	Local Fund Support	N
9	23800	038	01/01/1901	A	Sales of Photographs	N
10	23800	039	01/01/1901	A	Exhibition Admissions	N
11	23800	040	01/01/1901	A	Parking Lot Services	N
12	23800	041	01/01/1901	A	Audio Tours	N
13	23800	045	01/01/1901	A	Food Service Revenue	N
14	23800	046	01/01/1901	A	Museum Shop Revenue	N
15	23800	048	01/01/1901	A	Family Programs	N
16	23800	049	01/01/1901	A	Teen Programs	N
17	23800	050	01/01/1901	A	ERR and Preschool Programs	N
18	23800	051	01/01/1901	A	Library Revenue	N
19	23800	054	01/01/1901	A	Other Grants	N
20	23800	055	01/01/1901	A	Foundation Support-Capital	N

Cost Center Query (FIN0037_CHARTFIELD1)

REVISED: 02/22/2017

DESCRIPTION:
This query displays all the valid Cost Centers that are active in Cardinal for a SetID as of the designated Effective Date. 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

INPUT / SEARCH CRITERIA:
SetID
Effective Date

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the FIN0037 ChartField1 (Cost Center) Query Page

FIN0037_CHARTFIELD1 - Chartfield1

SetID 10000
Effective Date 07/01/2019

View Results

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

View All

First 1-10 of 10 Last

Row	SetID	Cost Center	Eff Date	Status	Descr	:2	Short Desc	Bud. Only	Long Name	Short Name	Field Name
1	10000	610010	01/01/1901	A	Page Program Costs	07/01/2019	PagePrg	N	Cost Center	Cost Center	CHARTFIELD1
2	10000	610020	01/01/1901	A	Session Costs	07/01/2019	Session	N	Cost Center	Cost Center	CHARTFIELD1
3	10000	610030	01/01/1901	A	Food Service Vendor Cost	07/01/2019	FoodVndr	N	Cost Center	Cost Center	CHARTFIELD1
4	10000	610040	01/01/1901	A	Chamber Cost	07/01/2019	Chamber	N	Cost Center	Cost Center	CHARTFIELD1
5	10000	610050	01/01/1901	A	Senate Room 3 Cost	07/01/2019	SR3	N	Cost Center	Cost Center	CHARTFIELD1
6	10000	610060	01/01/1901	A	Senate Room A Cost	07/01/2019	SRA	N	Cost Center	Cost Center	CHARTFIELD1
7	10000	610070	01/01/1901	A	Senate Room B Cost	07/01/2019	SRB	N	Cost Center	Cost Center	CHARTFIELD1
8	10000	610080	01/01/1901	A	Conference Room Cost	07/01/2019	ConfRoom	N	Cost Center	Cost Center	CHARTFIELD1
9	10000	611410	01/01/1901	A	Senate Finance Retreat Cost	07/01/2019	SFCRetreat	N	Cost Center	Cost Center	CHARTFIELD1
10	10000	611420	01/01/1901	A	Senate Finance Hearing Cost	07/01/2019	SFCHearing	N	Cost Center	Cost Center	CHARTFIELD1

CARDINAL

Cross Business Unit Journal Query (V_GL_CROSS_BU_JOURNALS)

REVISED: 02/22/2017

DESCRIPTION:
This query displays Business Unit to Business Unit (Agency to Agency) GL journals for a designated date range. The query can be used to review journal transactions in which the Journal Header Business Unit is different from the Journal Line IU Business Unit (e.g., Department of Accounts (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

INPUT / SEARCH CRITERIA:	OUTPUT FORMAT:
Business Unit (% for All)	HTML
Fiscal Year	Excel
Accounting Period From	CSV
Accounting Period To	

Screenshot of the Cross Business Unit Journals Query Page

V_GL_CROSS_BU_JOURNALS - Cross Business Unit Journals

Business Unit (% for All) 20100
Fiscal Year 2019
Accounting Period From 2
Accounting Period To 2

View Results

Download results in : Excel SpreadSheet CSV Text File XML File   (3159 kb)

View All   First 1-100 of 6052 Last

Row	Business Unit	Interunit Business Unit	Journal ID	Journal Date	Source	Fiscal Year	Period	Posted Date	Journal Line	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project	Affiliate	Monetary Amount	Journal Line Ref	Line Descr
1	14300	99700	0000979316	08/10/2018	ATA	2019	2	08/17/2018	1	255470	09041	740001	901										1056307.13		Susp Acct-Deposit Pend Distrib
2	11700	99700	0000979316	08/10/2018	ATA	2019	2	08/17/2018	2	4002433	09117		05	R2433	R189								-250.00		Clients Protection Fund Fee
3	12300	99700	0000979316	08/10/2018	ATA	2019	2	08/17/2018	3	4009084	01000		EDUCATION		66000					12300	DMA71999		-378.00		Refund-Exp/Misc Disburse Pr Yr
4	12700	99700	0000979316	08/10/2018	ATA	2019	2	08/17/2018	4	4008149	02240	776001	98211100										-17150.00		VA Disaster Respnse Fd Receipt
5	12800	99700	0000979316	08/10/2018	ATA	2019	2	08/17/2018	5	4006460	02128		00128	0190									-70.00		Mental Hosp Misc Revenue
6	15600	99700	0000979316	08/10/2018	ATA	2019	2	08/17/2018	6	4009998	02900		156										-280.00		Insurance Recoveries
7	18200	99700	0000979316	08/10/2018	ATA	2019	2	08/17/2018	7	255470	07182	470002	182										-1081.17		Susp Acct-Deposit Pend Distrib

Department Codes Query (FIN0011_DEPARTMENT_CODES)

REVISED: 02/22/2017

DESCRIPTION:
This query displays all available Departments that are active in Cardinal for a designated SetID and As of Date. The query provides information about the Department Code including Description.

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

INPUT / SEARCH CRITERIA:	**OUTPUT FORMAT:**
SetID	HTML
As Of Date	Excel
	CSV

Screenshot of the FIN0011 Department Codes Query Page

FIN0011_DEPARTMENT_CODES - FIN0011-Department Codes

SetID 26000 🔍
As Of Date 07/01/2019 📅
[View Results]

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

View All   First 1-3 of 3 Last

Row	SetID	Department	Description	Manager Name	As Of Date	Short Desc	Budgetary Only
1	26000	260999	Summary Department		07/01/2019	Sum Dept	N
2	26000	99998	Conversion-only Department		07/01/2019	CNV Dept	N
3	26000	99999	Agency Wide		07/01/2019	Agy Wide	N

Departments Not in Tree Query (V_GL_TREE_AUDIT_DEPTID)

REVISED: 02/27/2017

DESCRIPTION:
This query tracks established department IDs that are not in the DEPT_BUDGET tree.

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

INPUT / SEARCH CRITERIA:
None

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the Departments Not in Tree Query Page

V_GL_TREE_AUDIT_DEPTID- Departments not in Tree

Download results in : Excel SpreadSheet   CSV Text File   XML File   (997 kb)

View All   First 1-100 of 7917 ▶ Last

Row	SetID	Department	Eff Date	Status	Descr	Bud. Only
1	50100	911103	01/01/1901	A	Bristol Bridge District Wide	Y
2	50100	911105	01/01/1901	A	Bristol District NonROC Wide	Y
3	50100	918071	01/01/1901	A	Staunton District Non-Roc Wide	Y
4	50100	914085	01/01/1901	A	CRO - Richmond	Y
5	50100	914095	01/01/1901	A	Richmond District Non-ROC Wide	Y
6	50100	910001	01/01/1901	A	Commissioner's Operations	Y
7	50100	910005	01/01/1901	A	Safety & Performmance Mgmt Div	Y
8	15100	98400	01/01/1901	A	Chief Technology Officer & DBA	N
9	15100	99800	01/01/1901	A	Converted Blank Dept	N
10	50100	910136	01/01/1901	A	Equipment Operations Statewide	Y
11	50100	910137	01/01/1901	A	Eq Operations - All Districts	Y
12	50100	917060	01/01/1901	A	Culpeper District NonROC Wide	Y
13	50100	910061	01/01/1901	A	Chief Eng Program Devlp	Y
14	50100	910062	01/01/1901	A	Chief Financial Officer	Y
15	50100	910063	01/01/1901	A	Chief of Administration	Y
16	50100	910064	01/01/1901	A	Chief Tech, Rsrch & Innovation	Y
17	50100	910065	01/01/1901	A	District Operations	Y
18	50100	910066	01/01/1901	A	Chief Planning & Environment	Y
19	50100	910067	01/01/1901	A	Chief of Systems Operations	Y
20	50100	910068	01/01/1901	A	Chief Deputy Commissioner	Y

DOA Preaudit Query (V_GL_PREAUDIT_DETAILS)

REVISED: 02/27/2017

DESCRIPTION:
This query is used for DOA preadit to display Legal and Capital Outlay expenditures. This query returns Business Unit, Journal ID, Journal Date, Journal Header Status, Journal Line, Account, Fund, Program, Project, and Amount based on Business Unit, Journal ID, Journal Date range parameters.

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

INPUT / SEARCH CRITERIA:	OUTPUT FORMAT:
Business Unit (% for all)	HTML
Journal ID (% for all)	Excel
Journal Date From	CSV
Journal Date To	

Screenshot of the DOA PREAUDIT DETAIL Query Page

V_GL_PREAUDIT_DETAIL - Journal lines with CO/Legal

Business Unit (% for all) %
Journal ID (% for all) %
Journal Date From 12/01/2022
Journal Date To 12/15/2022

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (266 kb)

View All   First 1-100 of 850 Last

Row	Unit	Journal ID	Date	Status	Source	Line #	Ref	Account	Fund	Program	Project	Amount
1	12300	AP02242890	12/06/2022	Posted to Ledger(s)	AP	117	00044686	5012560	01000	998000	DMA10893	11450.000
2	12300	AP02242890	12/06/2022	Posted to Ledger(s)	AP	123	00044630	5012610	10000	998000	0000115739	2615.620
3	12300	AP02242890	12/06/2022	Posted to Ledger(s)	AP	124	00044630	5012610	09650	998000	0000115739	871.880
4	12300	AP02242890	12/06/2022	Posted to Ledger(s)	AP	125	00044631	5012610	10000	998000	0000115739	2525.000

Employee Name from PY Journal Query (V_GL_PY_JRNL_EMP_NAME)

REVISED: 10/22/2021

DESCRIPTION:
This query identifies the employee related to a particular Payroll (PY) journal line.

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

INPUT / SEARCH CRITERIA:	OUTPUT FORMAT:
Business Unit	HTML
Journal ID	Excel
Line (0 for all lines)	CSV
Show Line in Error Checkbox	

The **Line (0 for all lines)** input/search criteria is used to provide data for either one specific line number or for all lines within a journal; and, the **Show Line in Error** checkbox is used to limit those line(s) to those with error (see screenshot below).

To display all journal lines, enter '0' in the **Line** criteria and leave the **Show Line in Error** checkbox unselected. To display all journal lines that are in error, enter '0' in the **Line** criteria and select the **Show Line in Error** checkbox. Please be aware that if there are too many lines to display then an error message will appear that says: "Query Result Set too Large".

When running for a specific line number, it is advised to leave the **Show Line in Error** checkbox unselected because the checkbox, when selected, will only yield data for a line number if it is in error. Please also be aware that the offset lines will not retrieve any data as they do not directly relate to an employee.

Screenshot of the Employee Name from PY Journal Query Page

V_GL_PY_JRNL_EMP_NAME - Employee name from PY journal

Business Unit 50100
Journal ID TE01645988
Line (0 for all lines) 0
Show Line in Error ☐
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (2225 kb)

View All

Row	Unit	Year	Period	Journal ID	Date	Line #	Amount	ID	Name	Rpt Dt	TRC	Quantity	LbrDistAmt	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency
1	50100	2021	5	TE01645988	11/05/2020	1371	120.000			10/15/2020	RGH	8.000000	120.000000	5011410	04100	604002	15061	11150001	70006	183		FRKDR1
2	50100	2021	5	TE01645988	11/05/2020	1372	240.000			10/14/2020	RGH	8.000000	120.000000	5011410	04100	604003	15061	11160000	70104	183		
3	50100	2021	5	TE01645988	11/05/2020	1372	240.000			10/16/2020	RGH	8.000000	120.000000	5011410	04100	604003	15061	11160000	70104	183		
4	50100	2021	5	TE01645988	11/05/2020	1373	240.000			10/19/2020	RGH	8.000000	120.000000	5011410	04100	604003	15061	11160000	70156	183		
5	50100	2021	5	TE01645988	11/05/2020	1373	240.000			10/20/2020	RGH	8.000000	120.000000	5011410	04100	604003	15061	11160000	70156	183		
6	50100	2021	5	TE01645988	11/05/2020	1374	120.000			10/13/2020	RGH	8.000000	120.000000	5011410	04100	604003	15061	11160000	72206	183		
7	50100	2021	5	TE01645988	11/05/2020	1375	120.000			10/21/2020	RGH	8.000000	120.000000	5011410	04100	604003	15061	11160000	72228	183		
8	50100	2021	5	TE01645988	11/05/2020	270	635.040			10/16/2020	RGH	2.000000	52.920000	5011410	04100	604005	18004	11190010		015		
9	50100	2021	5	TE01645988	11/05/2020	270	635.040			10/19/2020	RGH	6.000000	158.760000	5011410	04100	604005	18004	11190010		015		
10	50100	2021	5	TE01645988	11/05/2020	270	635.040			10/21/2020	RGH	3.000000	79.380000	5011410	04100	604005	18004	11190010		015		
11	50100	2021	5	TE01645988	11/05/2020	270	635.040			10/23/2020	RGH	5.000000	132.300000	5011410	04100	604005	18004	11190010		015		
12	50100	2021	5	TE01645988	11/05/2020	270	635.040			10/13/2020	RGH	3.000000	79.380000	5011410	04100	604005	18004	11190010		015		
13	50100	2021	5	TE01645988	11/05/2020	270	635.040			10/15/2020	RGH	5.000000	132.300000	5011410	04100	604005	18004	11190010		015		
14	50100	2021	5	TE01645988	11/05/2020	63	822.500			10/19/2020	RGH	6.000000	105.000000	5011410	04100	604005	16070	11190010				
15	50100	2021	5	TE01645988	11/05/2020	63	822.500			10/20/2020	RGH	6.000000	105.000000	5011410	04100	604005	16070	11190010				
16	50100	2021	5	TE01645988	11/05/2020	63	822.500			10/21/2020	RGH	6.000000	105.000000	5011410	04100	604005	16070	11190010				
17	50100	2021	5	TE01645988	11/05/2020	63	822.500			10/22/2020	RGH	6.000000	105.000000	5011410	04100	604005	16070	11190010				
18	50100	2021	5	TE01645988	11/05/2020	63	822.500			10/23/2020	RGH	5.000000	87.500000	5011410	04100	604005	16070	11190010				
19	50100	2021	5	TE01645988	11/05/2020	63	822.500			10/13/2020	RGH	6.000000	105.000000	5011410	04100	604005	16070	11190010				
20	50100	2021	5	TE01645988	11/05/2020	63	822.500			10/14/2020	RGH	6.000000	105.000000	5011410	04100	604005	16070	11190010				

Expenditures by Phase Query (V_GL_PHASE_EXP)

REVISED: 02/23/2017

DESCRIPTION:
This query captures posted activity and task expenditures by phase for VDOT financial statements and FHWA (Federal Highway Administration) reports.

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

INPUT / SEARCH CRITERIA:
Business Unit
Ledger
Fiscal Year
Accounting Period From
Accounting Period To
Program (% for all)
Phase

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the Expenditures by Phase Query Page

V_GL_PHASE_EXP - Expenditures by Phase						
Business Unit 50100						
Ledger ACTUALS						
Fiscal Year 2019						
Accounting Period From 2						
Accounting Period To 6						
Program (% for all) %						
Phase 9106						
View Results						
Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)						
View All						First 1-1 of 1 Last
Row	**Business Unit**	**Ledger**	**Fiscal Year**	**Fund**	**Program**	**SUM(B.MONETARY_AMOUNT)**
1	50100	ACTUALS	2019	04720	998000	13666184.70

FIPS Codes Query (FIN0053_VALID_APPROPRIATIONS)

REVISED: 02/22/2017

DESCRIPTION:
This query displays all valid Federal Information Processing Standards (FIPS) codes that are active in Cardinal as of the designated As of Date.

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

INPUT / SEARCH CRITERIA:
SetID (enter STATE)
As of Date

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the FIN0053 Valid Appropriations (FIPS Codes) Query Page

FIN0053_VALID_APPROPRIATIONS - FIN0053-Valid Appropriations

SetID STATE
As of Date 07/01/2019

View Results

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

View All   First 1-100 of 339 Last

Row	SetID	FIPS	Description	Budgetary Only	:2
1	STATE	001	Accomack	N	07/01/2019
2	STATE	003	Albemarle	N	07/01/2019
3	STATE	005	Alleghany	N	07/01/2019
4	STATE	007	Amelia	N	07/01/2019
5	STATE	009	Amherst County	N	07/01/2019
6	STATE	011	Appomattox County	N	07/01/2019
7	STATE	013	Arlington	N	07/01/2019
8	STATE	015	Augusta	N	07/01/2019
9	STATE	017	Bath	N	07/01/2019
10	STATE	019	Bedford County	N	07/01/2019
11	STATE	021	Bland	N	07/01/2019
12	STATE	023	Botetourt	N	07/01/2019
13	STATE	025	Brunswick	N	07/01/2019
14	STATE	027	Buchanan County	N	07/01/2019
15	STATE	029	Buckingham	N	07/01/2019
16	STATE	031	Campbell	N	07/01/2019
17	STATE	033	Caroline	N	07/01/2019
18	STATE	035	Carroll	N	07/01/2019
19	STATE	036	Charles City	N	07/01/2019
20	STATE	037	Charlotte	N	07/01/2019

![Cardinal logo]

Funds Not in Tree Query (V_GL_TREE_AUDIT_FUND)

REVISED: 02/9/2023

DESCRIPTION:
This query tracks established funds that are not in the FUND_ACFR tree.

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

INPUT / SEARCH CRITERIA: **OUTPUT FORMAT:**
None   HTML
                                      Excel
                                      CSV

Screenshot of Funds Not in Tree Query Page

V_GL_TREE_AUDIT_FUND- Funds not in Tree

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

View All   First 1-26 of 26 Last

Row	SetID	Fund	Eff Date	Status	Descr	Bud. Only
1	STATE	07950	07/01/2011	I	Norfolk-Va. Beach Expressway	N
2	STATE	07955	07/01/2011	I	Nrflk-Va Beach Improvement	N
3	STATE	07256	01/01/1901	A	Non-Drug Asset Forfeiture Fund	N
4	STATE	02070	01/02/1901	A	Distance Learning Reciprocity	N
5	STATE	07760	01/01/1901	A	9-C Higher Education Bonds	N
6	STATE	04890	06/16/2016	I	Proceed-Sale Surplus-Land&Bldg	N
7	STATE	04350	06/16/2016	I	Pocahontas Pkw Toll Facility	N
8	STATE	05178	06/16/2016	I	Virginia529 Collegewealth	N
9	STATE	02506	06/16/2016	I	MVDB Special Revenue Fund	N
10	STATE	02541	07/01/2014	I	Life to Date Capital Project	N
11	STATE	08220	07/01/2014	I	Life to Date Capital Project	N
12	STATE	07247	07/01/2014	I	Life to Date Capital Project	N
13	STATE	04080	04/01/2017	A	IFTA Other St Fuel Usage Taxes	N
14	STATE	02877	07/02/2016	A	VADC Special Revenue Fund	N
15	STATE	09102	04/01/2017	A	Second Injury Fund	N
16	STATE	04900	07/01/2016	I	Insurance Recovery	N
17	STATE	02998	01/02/1901	A	Special Rev - Budgetary Only	Y
18	STATE	03998	01/02/1901	A	Higher Educ - Budgetary Only	Y
19	STATE	04000	07/01/2017	A	Commonwealth Transportation	Y
20	STATE	08998	01/02/1901	A	Debt Serv - Budgetary Only	Y

Funds Query (FIN0050_VALID_FUNDS)

REVISED: 02/9/2023

DESCRIPTION:
This query displays all Fund values that are active in Cardinal as of the designated As of Date. The query provides information, including Description, Attributes, and Attribute Values.

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

INPUT / SEARCH CRITERIA:
SetID (enter STATE)
As of Date

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the FIN0050 Valid Funds Query Page

Favorites ▼		Main Menu ▼	>	Reporting Tools ▼	>	Query ▼	>	Query Manager					

Records	Query	Expressions	Prompts	Fields	Criteria	Having	View SQL	Run

SetID = STATE,As Of Date=2022-07-01

View All | Rerun Query | Download to Excel | Download to XML   First ◄ 1-100 of 5886 ► Last

Row	SetID	Fund	Descr	Budgetary Only	:2	Attribute	Attribute Value	Descript	Field Name	Long Name	Short Name
1	STATE	01000	General Fund	N	07/01/2022	ACFR FD CLASS	100	General	FUND_CODE	Fund	Fund
2	STATE	01000	General Fund	N	07/01/2022	ACFR FUND GROUP	GENERAL	General	FUND_CODE	Fund	Fund
3	STATE	01000	General Fund	N	07/01/2022	ACFR FUND TYPE	GOVERNMENTAL	Governmental	FUND_CODE	Fund	Fund
4	STATE	01000	General Fund	N	07/01/2022	DOA FUND	0100	General Fund	FUND_CODE	Fund	Fund
5	STATE	01000	General Fund	N	07/01/2022	MCI CLASS	GENERAL	General	FUND_CODE	Fund	Fund
6	STATE	02001	SUPCT Special Revenue Fund	N	07/01/2022	ACFR FD CLASS	105	Sp Revenue - Other	FUND_CODE	Fund	Fund
7	STATE	02001	SUPCT Special Revenue Fund	N	07/01/2022	ACFR FUND GROUP	SPECIAL REVENUE	Special Revenue	FUND_CODE	Fund	Fund
8	STATE	02001	SUPCT Special Revenue Fund	N	07/01/2022	ACFR FUND TYPE	GOVERNMENTAL	Governmental	FUND_CODE	Fund	Fund
9	STATE	02001	SUPCT Special Revenue Fund	N	07/01/2022	DOA FUND	0200	CARS 0200	FUND_CODE	Fund	Fund
10	STATE	02001	SUPCT Special Revenue Fund	N	07/01/2022	MCI CLASS	UNRESTRICTED	Unrestricted	FUND_CODE	Fund	Fund
11	STATE	02002	VCSC Special Revenue Fund	N	07/01/2022	ACFR FD CLASS	100	General	FUND_CODE	Fund	Fund

General Fund Cash Reversion Query
(V_GL_GENERAL_FUND_REVERSION)

REVISED: 02/22/2017

DESCRIPTION:
This query displays calculated amounts which can be used to reverse agency General Fund cash balances at year end. The query supports the year-end closing process.

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

INPUT / SEARCH CRITERIA:	OUTPUT FORMAT:
Business Unit (% for All)	HTML
Fund Code (% for All)	Excel
Fiscal Year	CSV
Adjustment Period Include [checkbox]	

Screenshot of the General Fund Cash Reversion Query Page

V_GL_GENERAL_FUND_REVERSION - General Fund Cash Reversion

Business Unit (% for All) 21200
Fund Code (% for All) %
Fiscal Year 2019
Adjustment Period Include ☐

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (21 kb)

View All   First 1-100 of 176 ⊙ Last

Row	Business Unit	Fund	Project	Account Type	Balance
1	21200			A	0.000
2	21200	01000		A	73347.650
3	21200	01000		E	8869927.120
4	21200	01000		L	-1033.770
5	21200	01000		T	-8942241.000
6	21200	01000	VSU12733	A	0.000
7	21200	01000	VSU12733	L	0.000
8	21200	03000		A	268476318.820
9	21200	03000		E	69092462.930
10	21200	03000		L	-268476318.820
11	21200	03000		R	-37672172.750
12	21200	03000		T	-31420290.180
13	21200	03010		A	4254873.340
14	21200	03010		E	26712058.000
15	21200	03010		L	-4142786.060
16	21200	03010		Q	-258268.280
17	21200	03010		R	-26608308.420
18	21200	03010		T	42431.420
19	21200	03010	VSU17871	A	-60760.360
20	21200	03010	VSU17871	E	81564.160

GL COA Journal Query (V_GL_JRNL_INQ_BY_COA)

REVISED: 02/22/2017

DESCRIPTION:
This query displays detailed journal accounting distribution information and description by Fund, Program, Account, Department, Cost Center and/or Project. The query provides journal information, including Journal ID, Journal Date, Posted Date, Journal Line Number, accounting distribution, and the associated cash lines of the transaction.

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

INPUT / SEARCH CRITERIA:
Business Unit
Fund (% for all)
Program (% for all)
Account (% for all)
Department (% for all)
Cost Center (% for all)
Project (% for all)
Journal Date From
Journal Date To
Include Long Description? [checkbox]

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the GL COA Journal Query Page

GL COA Journal Query (V_GL_POSTED_JRNL_DTL)

REVISED: 02/23/2017

DESCRIPTION:
This query is used to research and review journal detail. The query will display journal and Chart of Accounts (COA) information related to particular fund, program, department, and account criteria for the ACTUALS ledger.

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

INPUT / SEARCH CRITERIA:
Business Unit (% for all)
Fund (% for all)
Program (% for all)
Account (% for all)
Department (% for all)
Cost Center (% for all)
Project (% for all)
Journal Date From
Journal Date To

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the GL COA Journal Query Page

V_GL_POSTED_JRNL_DTL - GL COA Journal Query

Business Unit (% for all) 50100
Fund (% for all) %
Program (% for all) %
Account (% for all) %
Department (% for all) %
Cost Center (% for all) %
Project (% for all) %
Journal Date From 01/01/2019
Journal Date To 02/23/2019

[View Results]

Download results in : Excel SpreadSheet   CSV Text File   XML File   (15360 kb)

View All   First 1-100 of 32961   Last

Row	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	Agency Use 1	Agency Use 2	Amount	Journal Line Reference
1	50100	2019	7	EXA	00001313	01/01/2019	01/29/2019	7	07822		101420	10155	52060000									5698.68	
2	50100	2019	7	EXA	00001313	01/01/2019	01/29/2019	8	07822		4007116	10155	52060000									-5698.68	
3	50100	2019	7	EXA	00001313	01/01/2019	01/29/2019	9	07824		101420	10155	52080000									2168.84	
4	50100	2019	7	EXA	00001313	01/01/2019	01/29/2019	10	07824		4007116	10155	52080000									-2168.84	
5	50100	2019	7	EXA	00001313	01/01/2019	01/29/2019	11	07823		101420	10155	52070041									13693.41	
6	50100	2019	7	EXA	00001313	01/01/2019	01/29/2019	12	07823		4007116	10155	52070041									-13693.41	
7	50100	2019	7	SPJ	0001116850	01/01/2019	02/04/2019	188	04220		101010	10014	17000010									117752.56	QTR2AGY
8	50100	2019	7	SPJ	0001116850	01/01/2019	02/04/2019	189	04220		101010	10014	17000010									1110714.26	QTR2AGY
9	50100	2019	7	SPJ	0001116850	01/01/2019	02/04/2019	190	04310		101010	10014	31000010									3.73	QTR2AGY
10	50100	2019	7	SPJ	0001116850	01/01/2019	02/04/2019	191	04311		101010	10014	32000010									44444.85	QTR2AGY
11	50100	2019	7	SPJ	0001116850	01/01/2019	02/04/2019	192	04312		101010	10014	33000010									94.47	QTR2AGY

GL COA Journal Query by Ledger (V_GL_JRNL_INQ_BY_COA_LEDGER)

REVISED: 02/23/2017

DESCRIPTION:
This query is used to research and review employee expense transactions. The query displays journal and COA information related to particular Fund, Program, Department, and Account criteria for prompted ledger.

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

INPUT / SEARCH CRITERIA:	**OUTPUT FORMAT:**
Business Unit	HTML
Ledger	Excel
Fund (% for all)	CSV
Program (% for all)	
Department (% for all)	
Cost Center (% for all)	
Project (% for all)	
Journal Date From	
Journal Date To	

Screenshot of the GL COA Journal Query by Ledger Page

V_GL_JRNL_INQ_BY_COA_LEDGER - GL COA Journal Query by Ledger

Business Unit 50100
Ledger ACTUALS
Fund (% for all) %
Program (% for all) %
Account (% for all) %
Department (% for all) 10017
Cost Center (% for all) %
Project (% for all) %
Journal Date From 01/01/2019
Journal Date To 02/23/2019

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1748 kb)

View All

Row	GL Business Unit	Ledger	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
1	50100	ACTUALS	2019	7	CIP	CIP1094245	01/01/2019	01/03/2019	16	04100	60400501	5011410	10017	11070010				
2	50100	ACTUALS	2019	7	CIP	CIP1094245	01/01/2019	01/03/2019	17	04100	60400501	5011120	10017	11070040				
3	50100	ACTUALS	2019	7	AP	AP01094468	01/02/2019	01/02/2019	3461	04100	699001	5022180	10017	11120010				
4	50100	ACTUALS	2019	7	EX	EX01094418	01/02/2019	01/02/2019	1	04100	699001	5012880	10017			50100	0000114342	984
5	50100	ACTUALS	2019	7	EX	EX01094418	01/02/2019	01/02/2019	3	04100	699001	5012880	10017			50100	0000114342	984
6	50100	ACTUALS	2019	7	EX	EX01094418	01/02/2019	01/02/2019	5	04100	699001	5012880	10017			50100	0000114342	984

Screenshot of the GL COA Journal Query by Ledger Page (scrolled right)

Activity	FIPS	Asset	Agency Use 1	Agency Use 2	Amount	Journal Line Reference	Jrnl Line Description	Long Descr
					14300.650	510042	90000282 2019-01-04	CIPPS Journal Upload - DOA
					1090.260	510042	90000282 2019-01-04	CIPPS Journal Upload - DOA
					43.430	00955682	REQ #4444 CUTE PDF PROFESSIONA	Accounts Payable
984					9.750	0000217494	Governor's Transportation Conf	Expense Accrual Journal
984					3.750	0000217494	Governor's Transportation Conf	Expense Accrual Journal
984					23.000	0000217494	Governor's Transportation Conf	Expense Accrual Journal

GL to CARS Interface Detail Query
(V_GL_CARS_INTERFACE_DTL_BY_BAT)

REVISED: 02/22/2017

DESCRIPTION:
This query displays all transactions sent to CARS and can be used to assist with the monthly reconciliation between Cardinal and CARS.

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

INPUT / SEARCH CRITERIA:
DOA Agency (% for all)
DOA Batch Date – From
DOA Batch Date – To
DOA Batch Number 100 to 999
To DOA Batch Number 100 to 999
Batch Creation Date - From
Batch Creation Date - To
Batch Type (% for all)

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the GL to CARS Interface Detail Query Page

V_GL_CARS_INTERFACE_DTL_BY_BAT - GL to CARS Interface Detail

DOA Agency (% for all) 151
DOA Batch Date - From 01/01/2016
DOA Batch Date - To 03/02/2016
DOA Batch Number 100 to 999
To DOA Batch Number 100 to 999
Batch Creation Date - From 01/01/2016
Batch Creation Date - To 03/02/2016
Batch Type (% for all) %

[View Results]

Download results in : Excel SpreadSheet CSV Text File XML File (288 kb)

View All

Row	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	DOA GLA Account	DOA Current Document Number
1	151	01/04/2016	685	2016	6	0	00001	380		01	00	799	01	00		12	09					
2	151	01/04/2016	685	2016	6	0	00002	590		01	00											
3	151	01/04/2016	685	2016	6	0	00003	189		06	09	711	08	00								
4	151	01/04/2016	685	2016	6	0	00004	380		06	09	711	08	00		12	79					
5	151	01/04/2016	685	2016	6	0	00005	590		06	09											
6	151	01/04/2016	685	2016	6	0	00006	595		06	09											
7	151	01/04/2016	685	2016	6	0	00007	380		06	09	711	08	00		12	27					
8	151	01/04/2016	685	2016	6	0	00008	590		06	09											
9	151	01/04/2016	685	2016	6	0	00009	380		06	09	711	08	00		12	27					
10	151	01/04/2016	685	2016	6	0	00010	590		06	09											
11	151	01/04/2016	685	2016	6	0	00011	380		06	09	711	08	00		12	27					
12	151	01/04/2016	685	2016	6	0	00012	590		06	09											
13	151	01/04/2016	685	2016	6	0	00013	380		06	09	711	08	00		12	27					
14	151	01/04/2016	685	2016	6	0	00014	590		06	09											

Screenshot of the GL to CARS Interface Detail Query Page (scrolled right)

	DOA Current Document Suffix	DOA Reference Document Number	DOA Reference Document Suffix	DOA Multipurpose Field	DOA Agency Reference	DOA Transaction Amount	DOA Supplier Number Indicator	DOA Supplier Name	DOA Supplier Address	DOA Supplier Address	DOA Supplier City	DOA Supplier State	DOA Supplier Zip Code	DOA Supplier Zip Code	DOA Invoice Description	DOA Invoice Number	Due Date	DOA Agency Voucher	DOA Agency Voucher Date	DOA Certify Amount
						33186.87												00001361		33186.87
						33186.87												00001361		0.00
						9500.00												00001362		9500.00
						95000.00												00001362		85500.00
						95000.00												00001362		9500.00
						9500.00												00001362		0.00
						786.07												00001363		786.07
						786.07												00001363		0.00
						134.02												00001364		134.02
						134.02												00001364		0.00
						858.55												00001365		858.55
						858.55												00001365		0.00
						19.22												00001366		19.22
						19.22												00001366		0.00

Interest Calc – Cash Balances (V_GL_DAILY_CASH_BAL)

REVISED: 02/22/2017

DESCRIPTION:
This query will provide DOA with cash balances, for specific agency/fund combinations and accounts, to populate the Interest Calculation Database. This information will be used quarterly to calculate interest on agency cash balances.

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

INPUT / SEARCH CRITERIA:	**OUTPUT FORMAT:**
Business Unit (% for all)	HTML
Fund (% for all)	Excel
Date From	CSV
Date To	

Screenshot of the V_GL_DAILY_CASH_BAL Interest Calc - Cash Balances Query Page

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V_GL_DAILY_CASH_BAL - Interest Calc – Cash Balances

Business Unit (% for all) 50100 🔍
Fund (% for all) % 🔍
Date From 01/01/2019 📅
Date To 02/23/2019 📅

[View Results]

Download results in : Excel SpreadSheet CSV Text File XML File (233 kb)

View All   First 1-100 of 2014 ⊕ Last

Row	Business Unit	Fund	Amount	Date	Account
1	50100	02700	32952.5	01/01/2019	101010
2	50100	02700	33687.5	01/02/2019	101010
3	50100	02700	33687.5	01/03/2019	101010
4	50100	02700	33687.5	01/04/2019	101010
5	50100	02700	33687.5	01/05/2019	101010
6	50100	02700	33687.5	01/06/2019	101010
7	50100	02700	33687.5	01/07/2019	101010
8	50100	02700	735	01/08/2019	101010
9	50100	02700	16390.5	01/09/2019	101010
10	50100	02700	16390.5	01/10/2019	101010
11	50100	02700	16390.5	01/11/2019	101010
12	50100	02700	16390.5	01/12/2019	101010
13	50100	02700	16390.5	01/13/2019	101010
14	50100	02700	17395	01/14/2019	101010
15	50100	02700	17395	01/15/2019	101010
16	50100	02700	17395	01/16/2019	101010
17	50100	02700	17395	01/17/2019	101010
18	50100	02700	17395	01/18/2019	101010
19	50100	02700	17395	01/19/2019	101010
20	50100	02700	17395	01/21/2019	101010

Journal Not Posted Query (V_GL_JRNL_NOT_POSTED)

REVISED: 02/22/2017

DESCRIPTION:
This query displays journals, from the Journal Header table, which have not been posted in GL.

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

INPUT / SEARCH CRITERIA:
Business Unit (% for all)
Journal Date From
Journal Date To

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the Journal Not Posted Query Page

V_GL_JRNL_NOT_POSTED - Journals that are not posted

Business Unit (% for all) %
Journal Date From 01/01/2019
Journal Date To 08/02/2019

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (4 kb)

View All   First 1-20 of 20 Last

Row	Business Unit	Business Unit IU	Journal ID	Journal Date	Fiscal Year	Accounting Period	Source	Journal Header Status	Budget Status	Journal Processing Request
1	14900	24100	0001279513	05/29/2019	2019	11	SPJ	Errors	Not Chk'd	None
2	21100	21100	J030076	07/11/2019	2020	1	EXA	Valid	Error	None
3	21400	21400	00AV004423	07/15/2019	2020	1	EX2	Errors	Not Chk'd	None
4	24100	24100	0001279513	05/29/2019	2019	11	SPJ	Errors	Not Chk'd	None
5	50100	50100	0001282176	08/01/2019	2020	2	ONL	Valid	Valid	Pending Approval
6	50100	50100	0001282188	08/01/2019	2020	2	ONL	Valid	Valid	Pending Approval
7	50100	50100	0001282201	08/01/2019	2020	2	ONL	Valid	Valid	Pending Approval
8	50100	50100	0001282240	08/01/2019	2020	2	ONL	Valid	Valid	Pending Approval
9	50100	50100	0001282256	08/01/2019	2020	2	ONL	Valid	Valid	Pending Approval
10	50100	50100	0001283560	08/02/2019	2020	2	SPJ	Valid	Valid	Pending Approval
11	50100	50100	0001283565	08/02/2019	2020	2	ONL	Valid	Valid	Pending Approval
12	50100	50100	0001283583	08/02/2019	2020	2	SPJ	Valid	Valid	Pending Approval
13	50100	50100	0001283604	08/02/2019	2020	2	ONL	Valid	Valid	Pending Approval
14	50100	50100	0001283620	08/02/2019	2020	2	ONL	Valid	Valid	Pending Approval
15	50100	50100	0001283672	08/02/2019	2020	2	ONL	Valid	Valid	Pending Approval
16	50100	50100	0001286349	07/31/2019	2020	1	SPJ	Valid	Valid	Pending Approval
17	70100	75600	0001282193	08/01/2019	2020	2	ONL	Valid	Valid	Approved to Post
18	75600	75600	0001282193	08/01/2019	2020	2	ONL	Valid	Valid	Pending Approval
19	75600	75700	0001282273	08/01/2019	2020	2	ONL	Valid	Valid	Approved to Post
20	75700	75700	0001282273	08/01/2019	2020	2	ONL	Valid	Valid	Pending Approval

Journal Same Requester and Approver Query (V_GL_JRNL_SAME_REQ_AND_APPR)

REVISED: 02/22/2017

DESCRIPTION:
This query displays online journal entries where the User (Requester) is the same as the Approver for the journal and can be used for reviewing online journal entries to ensure proper separation of duties.

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

INPUT / SEARCH CRITERIA:	OUTPUT FORMAT:
Business Unit	HTML
Journal Date From	Excel
Journal Date To	CSV

Screenshot of the Journal Same Requester and Approver Query Page

V_GL_JRNL_SAME_REQ_AND_APPR - Jrnl Same Requestr and Approvr

Business Unit [____] 🔍
Journal Date From 01/31/2016 📅
Journal Date To 02/22/2017 📅
[View Results]

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

View All   First 1-8 of 8 Last

	Business Unit	Journal ID	Source	Journal Date	Status	Fiscal Year	Accounting Period	Date Posted	Requester	Department	Approver	Level	Action
1		0000208283	Online Journal Entry	03/15/2016	P	2016	9	03/23/2016		10015		1st Level Approver	Approved
2		0000215010	Spreadsheet Journal Entry	03/17/2016	P	2016	9	03/17/2016		13008		1st Level Approver	Approved
3		0000237398	Online Journal Entry	04/12/2016	P	2016	10	04/21/2016		10015		1st Level Approver	Approved
4		0000281378	Online Journal Entry	05/31/2016	P	2016	11	05/31/2016		19047		1st Level Approver	Approved
5		0000291562	Online Journal Entry	06/08/2016	P	2016	12	06/20/2016		19047		1st Level Approver	Approved
6		0000291569	Online Journal Entry	06/08/2016	P	2016	12	06/20/2016		19047		1st Level Approver	Approved
7		0000427030	Online Journal Entry	11/21/2016	V	2017	5			10015		Marked to Post without Approver	MARKPOST
8		AR00427097	Accounts Receivable	01/16/2017	P	2017	7	01/16/2017		95400		Marked to Post without Approver	MARKPOST

Journal Source Audit Query (V_GL_JRNL_SOURCE_QRY)

REVISED: 02/23/2017

DESCRIPTION:
This query is used to verify that users are not selecting preapproved source values when creating journals. The query will display the user ID and name of the user who created an online or spreadsheet journal with a preapproved source.

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

INPUT / SEARCH CRITERIA:	OUTPUT FORMAT:
Business Unit	HTML
Journal Date From	Excel
Journal Date To	CSV

Screenshot of the Journal Source Audit Query Page

V_GL_JRNL_SOURCE_QRY - Journal Source Audit Query

Business Unit 15100

Journal Date From 06/01/2015

Journal Date To 10/06/2018

View Results

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

View All   First 1-3 of 3 Last

Row	Business Unit	Journal ID	Journal Date	Ledger	Source	System Source	OPRID	Name
1	15100	0000125668	06/30/2015		CLO	NVS		
2	15100	0000126192	06/30/2015		CLO	PNL	URW74386	
3	15100	0000330470	06/30/2016		CLO	NVS	NDK67578	

Ledger Template Query (FIN0023_LEDGER_TEMPLATE)

REVISED: 02/22/2017

DESCRIPTION:
This query displays information, including the layout, about ledger templates.

NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > FIN0023_LEDGER_TEMPLATE

INPUT / SEARCH CRITERIA:	OUTPUT FORMAT:
Ledger Template	HTML
	Excel
	CSV

Screenshot of the Ledger Template Query Page

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

Row	Ledger Template	Ledger Type	Record (Table) Name			Journal Header Tmp		Journal Line Tmp		Account ChartField		
1	STANDARD	Standard Detail Ledger	Detail Ledger	LEDGER	JP_PST_TAO	JP_PST2_TAO	JRNL_HEADER	JP_JHDR_TAO	JRNL_LN	JP_JLN_TAO	GL_ACCOUNT_TBL	LEDGER_ADB	JGEN_WRK_TMP

Screenshot of the Ledger Template Query Page (scrolled right)

Consolidations Log	MultiCurrency Log	MultiCurrency Tmp				Posted Total Amount	Posted Total Debits	Posted Total Credits
CONSOL_LOG	CURR_LOG_TBL	CURR_WRK_TBL	CLOSE_LEDG_LOG	CLO_LEDG_TMP	CLO_EARN_TMP	POSTED_TOTAL_AMT	POSTED_TOTAL_DR	POSTED_TOTAL_CR

Screenshot of the Ledger Template Query Page (continued scrolled right)

First 1-1 of 1 Last

			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					

Payroll Journals Query (V_GL_PAY_RECON)

REVISED: 10/4/2021

DESCRIPTION:

This query is used to retrieve journal information for a specified account and/or Cost Center. It can be used to assist with the payroll deferred reconciliation.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_GL_PAY_RECON

INPUT / SEARCH CRITERIA:	OUTPUT FORMAT:
Business Unit	HTML
Journal ID (% for all)	Excel
Account (% for all)	CSV
Cost Center (% for all)	
Journal Date From	
Journal Date To	

Screenshot of the Payroll Journals Query Page

V_GL_PAY_RECON - Query for Payroll Journals

Business Unit 15100
Journal ID (% for all) %
Account (% for all) %
Cost Center (% for all) %
Journal Date From 10/06/2018
Journal Date To 12/29/2018

[View Results]

Download results in : Excel SpreadSheet CSV Text File XML File (1606 kb)

View All   First 1-100 of 4295 Last

Row	GL Business Unit	Journal Source	Journal ID	Journal Date	Fund	Program	Account	Department	Cost Center	Amount	Jrnl Line Reference	Jrnl Line Description	Long Description
1	15100	ONL	0001035232	10/18/2018	06011	711008	101010	95100		60000.000	46061	Cash With The Treasurer Of VA	WCA Request for Agy 151- autho
2	15100	ONL	0001035277	10/18/2018	06011	711008	101010	95100		1000000.000	46062	Cash With The Treasurer Of VA	WCA Request for Agy 151- autho
3	15100	ONL	0001045929	11/01/2018	06011	711008	101010	95100		150000.000	46067	Cash With The Treasurer Of VA	WCA Request for Agy 151- autho
4	15100	ONL	0001045940	11/01/2018	06011	711008	101010	95100		50000.000	46068	Cash With The Treasurer Of VA	WCA Request for Agy 151- autho
5	15100	ONL	0001054956	11/08/2018	06011	711008	101010	95100		101000.000	46070	Cash With The Treasurer Of VA	WCA Request for Agy 151- autho
6	15100	ONL	0001076882	11/30/2018	06011	711008	101010	95100		-751294.960	46076	Cash With The Treasurer Of VA	WCA Repayment Request for Agy
7	15100	ONL	0001076884	11/30/2018	06011	711008	101010	95100		1100000.000	46077	Cash With The Treasurer Of VA	WCA Request for Agy 151- autho
8	15100	ONL	0001087299	12/19/2018	06011	711008	101010	95100		350000.000	46089	Cash With The Treasurer Of VA	WCA Request for Agy 151- autho
9	15100	ONL	0001031645	10/15/2018	06090		101010	95700		-3062.320	46055	Cash With The Treasurer Of VA	Quarterly Interest Charge on D
10	15100	ONL	0001035107	10/18/2018	06090		101010	95700		685000.000	46057	Cash With The Treasurer Of VA	DOA (15100) Drawdown Request o
11	15100	ONL	0001035238	10/18/2018	06090		101010	95700		750000.000	46060	Cash With The Treasurer Of VA	DOA (15100) Drawdown Request o

Potential Fixed Asset Query (V_GL_POTENTIAL_FIXED_ASSETS)

REVISED: 02/22/2017

DESCRIPTION:

This query displays transactions to select accounts for a designated date range that can potentially be capitalized based on an amount threshold. The query can be used to review asset expenditures greater than a given amount threshold, decide if those assets qualify for capitalization, and if they should be recorded manually in the Fixed Asset Accounting System (FAACS).

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_GL_POTENTIAL_FIXED_ASSETS

INPUT / SEARCH CRITERIA:	OUTPUT FORMAT:
Business Unit:	HTML
Journal Date From	Excel
Journal Date To	CSV

Screenshot of the Potential Fixed Asset Query Page

V_GL_POTENTIAL_FIXED_ASSETS - Potential Fixed Asset Report

Business Unit 12800
Journal Date From 10/01/2018
Journal Date To 02/23/2019

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (48 kb)

View All   First 1-77 of 77 Last

Row	Business Unit	Journal ID	Journal Date	Supplier ID	Supplier Name	Voucher	Voucher Line	Invoice	Account	Account Descr	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Bus Unit	Project ID	Activity	Amount
1	12800	AP01034474	10/17/2018	0000031103	Department of General Services	00002833	1	SB007331	5012610	Architecturl & Engineerng Srvc	02128	430013	00128	0260									1136.00
2	12800	AP01036753	10/19/2018	0000077510	Parking Marking Inc	00002852	1	30861	5013510	Building Repair & Maint Materl	02128	430013	00128	0155									2950.00
3	12800	0001047461	10/30/2018						5022710	Household Equipment	02128	430013	00128	0180									2048.00
4	12800	0001047461	10/30/2018						5013510	Building Repair & Maint Materl	02128	430013	00128	0053									791.00
5	12800	0001047461	10/30/2018						5022830	Mechanical Equipment	02128	430013	00128	0155									99.99
6	12800	0001047461	10/30/2018						5022420	Medical & Dental Equipment	02128	430013	00128	0020									120.00
7	12800	0001047461	10/30/2018						5022640	Office Machines	02128	430013	00128	0020									1682.67
8	12800	0001047461	10/30/2018						5013510	Building Repair & Maint Materl	02128	430013	00128	0155									216.59

Program Query (FIN0038_CHARTFIELD2)

REVISED: 02/22/2017

DESCRIPTION:
This query displays all valid ChartField 2 (Program) values that are active in Cardinal as of the designated As of Date. The query provides information about the Program codes that are used statewide in Cardinal, including Description.

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

INPUT / SEARCH CRITERIA:	**OUTPUT FORMAT:**
SetID (enter STATE)	HTML
Effective Date	Excel
	CSV

Screenshot of the FIN0038 ChartField2 (Program) Query Page

FIN0038_CHARTFIELD2 - Chartfield2

SetID STATE 🔍
Effective Date 12/29/2018 📅
[View Results]

Download results in :   Excel SpreadSheet   CSV Text File   XML File   (310 kb)

View All   First 1-100 of 1829 ▶ Last

Row	SetID	Program	Eff Date	Status	Descr	:2	Short Desc	Budgetary Only
1	STATE	1000	01/01/1901	A	HE-Educational & General Pgms	12/29/2018	E&G Pgms	Y
2	STATE	100000	01/01/1901	A	HE-Educational & General Pgms	12/29/2018	E&G Pgms	N
3	STATE	100001	01/01/1901	A	Higher Education Instruction	12/29/2018	HE Instrcn	N
4	STATE	100095	01/01/1901	A	Conv Svc Area Tier 3 Fnd Alloc	12/29/2018	CnvSvTier3	N
5	STATE	1000999	01/01/1901	A	Program 1000 FAACS Only	12/29/2018	FAACS Only	N
6	STATE	1010	01/01/1901	A	Higher Education Instruction	12/29/2018	HE Instruc	Y
7	STATE	101000	01/01/1901	A	Higher Education Instruction	12/29/2018	HE Instruc	N
8	STATE	101010	01/01/1901	A	General Academic Instruction	12/29/2018	Acad Inst	N
9	STATE	101020	01/01/1901	A	Remedial Instruction	12/29/2018	Remed Inst	N
10	STATE	101030	01/01/1901	A	Vocational Education	12/29/2018	Vocatnl Ed	N
11	STATE	101040	01/01/1901	A	Community Education	12/29/2018	Commnty Ed	N
12	STATE	101060	01/01/1901	A	Dentistry Instruction	12/29/2018	Dentistry	N
13	STATE	101070	01/01/1901	A	Medicine Instruction	12/29/2018	Med Instr	N
14	STATE	101071	01/01/1901	A	Family Practice Resid Instruct	12/29/2018	Fam Pract	N
15	STATE	101080	01/01/1901	A	Veterinary Instruction	12/29/2018	Vet Instr	N
16	STATE	101091	01/01/1901	A	Unique Academic Pgm Activities	12/29/2018	Unique Pgm	N
17	STATE	1010999	01/01/1901	A	Program 1010 FAACS Only	12/29/2018	FAACS Only	N
18	STATE	1020	01/01/1901	A	Higher Education Research	12/29/2018	HE Resrch	Y
19	STATE	102000	01/01/1901	A	Higher Education Research	12/29/2018	HE Resrch	N

Program Not in Tree Query (V_GL_TREE_AUDIT_PROGRAM)

REVISED: 02/27/2017

DESCRIPTION:
This query tracks established programs that are not in the ALL_PROGRAMS tree.

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

INPUT / SEARCH CRITERIA:	**OUTPUT FORMAT:**
None	HTML
	Excel
	CSV

Screenshot of the Program Not in Tree Query Page

V_GL_TREE_AUDIT_PROGRAM- Program not in Tree

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

View All   First 1-4 of 4 Last

Row	SetID	Program	Eff Date	Status	Descr	Bud. Only
1	STATE	9999999	01/01/1901	A	All Programs Roll Up	Y
2	STATE	31011	01/02/1901	I	Sex Offendr Registry Pgm Enfrc	N
3	STATE	728020	01/01/1901	A	Distrib HistTrianglSalesTaxCol	N
4	STATE	114001	01/01/1901	A	InState Undrgrd Tuition Mod	N

Project IDs Query (FIN0013_VALID_PROJECT_IDS)

REVISED: 02/22/2017

DESCRIPTION:
This query displays all available project numbers for a designated SetID. The query provides Project ID information including Description and Project Type.

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

INPUT / SEARCH CRITERIA:	**OUTPUT FORMAT:**
SetID	HTML
	Excel
	CSV

Screenshot of the FIN0013 Valid Project IDs Query Page

FIN0013_VALID_PROJECT_IDS - Valid Project Ids

SetID 19900

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (107 kb)

View All   First 1-100 of 424 ▶ Last

Row	SetID	Project	Proj Type	Descr	Program	Field Name	Long Name	Short Name
1	19900	0000108463	STATE	STATE GRANT OPERATIONS SUPPORT	N	PROJECT_ID	Project	Project
2	19900	0000108464	STATE	MAP MODERNIZATION MGT SUP	N	PROJECT_ID	Project	Project
3	19900	0000108465	STATE	VA NPS THE CEDARS	N	PROJECT_ID	Project	Project
4	19900	0000108481	STATE	Grant USDA	N	PROJECT_ID	Project	Project
5	19900	0000108482	STATE	Grant DEQ	N	PROJECT_ID	Project	Project
6	19900	0000108489	STATE	Equestrican Parking Lot	N	PROJECT_ID	Project	Project
7	19900	0000108528	STATE	Mason Neck Visitors Center	N	PROJECT_ID	Project	Project
8	19900	0000108786	STATE	DGIF JS in Rock Island Creek	N	PROJECT_ID	Project	Project
9	19900	0000108788	STATE	VDOT Data Collection Prepartio	N	PROJECT_ID	Project	Project
10	19900	0000108846	STATE	Belle Isle SP Access Enh	N	PROJECT_ID	Project	Project
11	19900	0000108847	STATE	VA CAJO Signage	N	PROJECT_ID	Project	Project
12	19900	0000108918	STATE	Equestrian Parking Lot	N	PROJECT_ID	Project	Project
13	19900	0000108922	STATE	Bull Run Mountain Survey	N	PROJECT_ID	Project	Project
14	19900	0000108986	STATE	DGIF/JS in Tye River	N	PROJECT_ID	Project	Project
15	19900	0000109063	STATE	Winter Storm Jonas	N	PROJECT_ID	Project	Project
16	19900	0000109088	STATE	Chippokes General	N	PROJECT_ID	Project	Project
17	19900	0000109333	STATE	Acquistn Land for State Parks	N	PROJECT_ID	Project	Project
18	19900	0000109334	STATE	Acquistn Land Ntrl Area Prsrv	N	PROJECT_ID	Project	Project
19	19900	0000109524	STATE	DEQ Natural Landscape Assessme	N	PROJECT_ID	Project	Project

Query of all Funds (V_GL_ALL_FUNDS)

REVISED: 02/15/2018

DESCRIPTION:
This query returns all funds as well as the related descriptions.

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

INPUT / SEARCH CRITERIA:
As of Date

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the V_GL_ALL_FUNDS query

V_GL_ALL_FUNDS - Query of All Funds

As Of Date 12/31/2018

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (132 kb)

View All   First 1-100 of 922 ▶ Last

Row	Fund	Effective Date	Status	Description	Short Description	Description	Budgetary Only
1	01000	01/01/1901	A	General Fund	General	General Fund	N
2	02001	01/01/1901	A	SUPCT Special Revenue Fund	SUPCT Sprv	Accounts for sales tax collected from the sale of Virginia Reports and Court of Appeals Reports for use by the Supreme Court.	N
3	02002	01/01/1901	A	VCSC Special Revenue Fund	VCSC Sprev	This fund accounts for sales tax collected from the sale of sentencing guidelines training manuals and funds used to fund commission activities.	N
4	02003	01/01/1901	A	DBHDS Special Revenue Fund	DBHDS Sprv	Per Code of VA § 37.2-716, this fund accounts for the fees associated with services provided by agency facilities (85% Medicaid reimbursement, 7% Medicare, and 8% other sources). These fees are appropriated to finance agency MH facilities and ID training centers. All revenues remain in the fund at FY end and only used for the operation of Department and state facilities for research and training.	N
5	02004	07/01/2018	A	Comm on Civics Education Fund	Civics Ed	Per Code of VA §30-351 this fund is a special nonreverting fund to be used for the purpose of educating students on the importance of citizen involvement, promoting the study of state and local government and enhancing communication and collaboration among organizations in the Commonwealth that conduct civics education.	N
6	02005	01/01/1901	A	Tax Special Revenue Fund	TAX Sprev	This fund accounts for Local Assessment Training.	N
7	02010	01/01/1901	A	Garnishment/Child Support Fees	Chld Spprt	Accounts for fee charged to do a payroll deduction for court ordered garnishment/child support. Funds are transferred to the general fund.	N
8	02011	01/01/1901	A	DOA Statewide Accounting Svcs	DOA SWAcct	This fund is used for recoveries from the Health Insurance Fund for services rendered and other miscellaneous statewide activities.	N
9	02012	01/01/1901	A	Firearms Transaction Program	Firearm Tr	Accounts for the background investigation fee on prospective gun buyers charged to gun dealers. All licensed dealers collect $2 for every trxn for which a criminal history check is required, except that a fee of $5 is collected for every out-of-state resident. Fee shall be transmitted to VSP by the last day of the month to offset the cost of conducting criminal history record information checks.	N
10	02013	01/01/1901	A	VA Farmland Preservation Fund	Va Frm Prs	§ 3.2-201 - Special nonreverting fund consisting of all moneys appropriated to it by the General Assembly and such moneys as may be made available from any other source, public or private for farmland preservation. interest-retaining. Solely used for the purposes of carrying out the duties of the Office of Farmland Preservation, including developing policies, creating educational programs, etc.	N

Query of all GL Business Units (V_GL_ALL_BUS_UNIT)

REVISED: 02/15/2018

DESCRIPTION:
This query returns all GL Business Units and the related descriptions.

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

INPUT / SEARCH CRITERIA:	OUTPUT FORMAT:
None	HTML
	Excel
	CSV

Screenshot of the V_GL_ALL_BUS_UNIT query

V_GL_ALL_BUS_UNIT- Query of GL Business Units

Download results in : Excel SpreadSheet   CSV Text File   XML File   (28 kb)

View All

First 1-100 of 295 Last

Row	Business Unit	Description	Short Description
1	10000	Senate	SOV
2	10100	House of Delegates	HDEL
3	10200	Legis Dep Reversion Clear Acct	LDRCA
4	10300	Magistrate System	MAG
5	10400	Jud Dept Reversion Clear Acct	JDRCA
6	10500	VA Commission on Intergov Coop	VCIC
7	10700	Div of Legislative Services	DLS
8	10800	Virginia Code Commission	VCC
9	10900	Div Legislative Automated Sys	DLAS
10	11000	Joint Legis Audit & Review Com	JLARC
11	11100	Supreme Court	SUPCT
12	11200	Jud Inquiry and Review Comm	JIRC
13	11300	Circuit Courts	CCV
14	11400	General District Courts	GDC
15	11500	Juv and Domestic Relations Crt	JDRC
16	11600	Combined District Courts	CDC
17	11700	Virginia State Bar	VSB
18	11800	VA Coal and Energy Commission	VCEC
19	11900	Lieutenant Governor	LTGOV
20	12100	Office of the Governor	GOV
21	12200	Dept of Planning and Budget	DPB
22	12300	Department of Military Affairs	DMA
23	12500	Court of Appeals of Virginia	CAV
24	12700	Dept of Emergency Management	DEM

Projects Not in Tree Query (V_GL_TREE_AUDIT_PROJECT)

REVISED: 02/27/2017

DESCRIPTION:
This query tracks established projects that are not in the ALL_PRJCTS tree.

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

INPUT / SEARCH CRITERIA:
None

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the Projects Not in Tree Query Page

V_GL_TREE_AUDIT_PROJECT- Projects not in Tree

Download results in :   Excel SpreadSheet   CSV Text File   XML File   (1089 kb)

View All   First 1-100 of 9901 ▶ Last

Row	Unit	Project	Status	Descr
1	18100	DLI68121	A	OSHA 23G GRANT-2021
2	18100	DLI68122	A	OSHA 23G GRANT-2022
3	20100	DOE95992	A	Doing What Works
4	20100	DOE95995	A	EPFC Funding VBAEF
5	19700	APE46099	A	Cardinal Proj 46099
6	19700	APE46101	A	Cardinal Proj 46101
7	19700	APE60541	A	CTE Equipment/State Payments
8	19700	APE60555	A	CTE Post Secondary Fed Payts
9	19700	APE60560	A	Vocational Student Org
10	19700	APE60561	A	Virginia STAR IT Initiative
11	19700	APE60565	A	Title IVB-21st Century
12	19700	APE60610	A	Integrated Mfg Special Grants
13	19700	APE60615	A	College Readiness Center Pilot
14	19700	APE60630	A	Industry Based Cert Sp Grants
15	19700	APE60648	A	TchRecruit PrepPilot Init STEM
16	19700	APE60665	A	VA Career Educ Foundation
17	19700	APE60666	A	Yr Round Sch Planning Grants
18	19700	APE60667	A	Start Up Grants
19	19700	APE46132	A	Cardinal Proj 46132
20	18100	DLI68516	A	OSHA DATA GRANT-2016
21	18100	DLI68517	A	OSHA DATA GRANT-2017
22	15600	DSP84032	A	Wythe County Manhunt - Jaccard
23	15600	DSP84033	A	Sale of Land

Record Groups Query (FIN0016_RECORD_GROUPS)

REVISED: 02/22/2017

DESCRIPTION:
This query displays all available Record Groups and can be used to view a list of Group IDs with related descriptions and record names.

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

INPUT / SEARCH CRITERIA:	**OUTPUT FORMAT:**
None	HTML
	Excel
	CSV

Screenshot of the FIN0016 Record Groups Query Page

FIN0016_RECORD_GROUPS- FIN0016-Record Groups

Download results in : Excel SpreadSheet CSV Text File XML File (721 kb)

View All   First 1-100 of 6216 ▶ Last

Row	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	AM_REVERSAL_RSN
14	AM_09	Depreciation Tables	CONV_BOOK_VW
15	AM_09	Depreciation Tables	CONV_BU_BOOK_VW
16	AM_09	Depreciation Tables	CONV_BU_VW
17	AM_09	Depreciation Tables	CONV_DT_TBL
18	AM_09	Depreciation Tables	CONV_DT_TBL_VW
19	AM_09	Depreciation Tables	CONV_SETID_VW
20	AM_09	Depreciation Tables	CONV_TBL
21	AM_09	Depreciation Tables	DEPR_CAP_TBL
22	AM_09	Depreciation Tables	DEPR_CAP_YR_TBL
23	AM_09	Depreciation Tables	DEPR_LIM_TBL

Restorative Maintenance Query (V_GL_RESTORATIVE_MAINTENANCE)

REVISED: 02/23/2017

DESCRIPTION:
This query is used to retrieve posted expenditures associated with a particular reporting category. Information returned includes Project ID, Program, Department, and Account.

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

INPUT / SEARCH CRITERIA:	**OUTPUT FORMAT:**
Business Unit	HTML
Fiscal Year	Excel
From Period	CSV
To Period	
Reporting Category	
Program	

Screenshot of the Restorative Maintenance Query Page

V_GL_RESTORATIVE_MAINTENANCE - Restorative Maintenance

Business Unit 50100
Fiscal Year 2019
From Period 1
To Period 3
Reporting Category CAPOUT
Program %

View Results

Download results in : Excel SpreadSheet   CSV Text File   XML File   (54 kb)

View All   First 1-100 of 316 Last

Row	Unit	Project	Year	Amount	Program	Reporting Category	Account	Fund
1	50100	0000020152	2019	142.00	998000	CAPOUT	5015410	04720
2	50100	0000020155	2019	1670.05	998000	CAPOUT	5012610	04720
3	50100	0000020155	2019	426.00	998000	CAPOUT	5015410	04720
4	50100	0000020161	2019	35.11	998000	CAPOUT	5011110	04720
5	50100	0000020161	2019	16.35	998000	CAPOUT	5011120	04720
6	50100	0000020161	2019	2.92	998000	CAPOUT	5011140	04720
7	50100	0000020161	2019	53.88	998000	CAPOUT	5011150	04720
8	50100	0000020161	2019	220.83	998000	CAPOUT	5011230	04720
9	50100	0000020161	2019	88.72	998000	CAPOUT	50112301	04720
10	50100	0000020164	2019	2493.74	998000	CAPOUT	5012610	04720
11	50100	0000020165	2019	8002.15	998000	CAPOUT	5012610	04720
12	50100	0000020165	2019	9750.56	998000	CAPOUT	5012680	04720
13	50100	0000020165	2019	84333.80	998000	CAPOUT	5023220	04720
14	50100	0000020165	2019	135826.24	998000	CAPOUT	5023280	04720

Right of Way Expenditures Query (V_GL_RIGHT_OF_WAY)

REVISED: 12/12/2019

DESCRIPTION:
This query retrieves posted expenditures associated with a particular program and fund.

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

INPUT / SEARCH CRITERIA:
Business Unit
Fiscal Year
Accounting Period From
Accounting Period To
Program (% for all)

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the Right of Way Expenditures Query Page

V_GL_RIGHT_OF_WAY - Right of Way Expenditures

Business Unit 50100
Fiscal Year 2019
Accounting Period From 1
Accounting Period To 3
Program (% for all) %

View Results

Download results in : Excel SpreadSheet   CSV Text File   XML File   (73 kb)

View All   First 1-100 of 443 Last

Row	Business Unit	Fiscal Year	Cost Center	Project	Fund	Program	SUM(B.MONETARY_AMOUNT)
1	50100	2019		0000094185	04100	604002	412.47
2	50100	2019		0000104504	04100	604002	0.00
3	50100	2019		0000107852	04100	604002	847.44
4	50100	2019		0000110706	04100	604003	420.19
5	50100	2019		0000105397	04314	603023	0.00
6	50100	2019		0000110088	04720	603020	2208.94
7	50100	2019		0000110901	04720	603020	6224.88
8	50100	2019		0000104185	04720	603020	97326.36
9	50100	2019		0000110112	04720	603020	3125.74
10	50100	2019		0000082510	04720	603020	22903.01
11	50100	2019		0000098813	04720	603020	3388.57
12	50100	2019		0000062650	04720	603020	857.24
13	50100	2019		0000109790	04720	603021	6634.20
14	50100	2019		0000107458	04720	603022	1680.73

SetIDs Query (FIN0017_VALID_SET_IDS)

REVISED: 02/22/2017

DESCRIPTION:
This query displays all valid SetIDs in Cardinal. The query can be used to identify all valid SetIDs statewide.

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

INPUT / SEARCH CRITERIA:	OUTPUT FORMAT:
None	HTML
	Excel
	CSV

Screenshot of the FIN0017 Valid SetIDs Query Page

FIN0017_VALID_SET_IDS- FIN0017-Valid Set IDs

Download results in : Excel SpreadSheet CSV Text File XML File (43 kb)

View All   First 1-100 of 452 ▶ Last

Row	SetID	Description	Short Desc
1	10000	Senate	SOV
2	10100	House of Delegates	HDEL
3	10200	Legis Dep Reversion Clear Acct	LDRCA
4	10300	Magistrate System	MAG
5	10400	Jud Dept Reversion Clear Acct	JDRCA
6	10500	VA Commission on Intergov Coop	VCIC
7	10700	Div of Legislative Services	DLS
8	10800	Virginia Code Commission	VCC
9	10900	Div Legislative Automated Sys	DLAS
10	11000	Joint Legis Audit & Review Com	JLARC
11	11100	Supreme Court	SUPCT
12	11200	Jud Inquiry and Review Comm	JIRC
13	11300	Circuit Courts	CCV
14	11400	General District Courts	GDC
15	11500	Juv and Domestic Relations Crt	JDRC
16	11600	Combined District Courts	CDC
17	11700	Virginia State Bar	VSB
18	11800	VA Coal and Energy Commission	VCEC
19	11900	Lieutenant Governor	LTGOV
20	12100	Office of the Governor	GOV
21	121P0	GOV Petty Cash	GOV PC
22	12200	Dept of Planning and Budget	DPB
23	12300	Department of Military Affairs	DMA

SpeedCharts Query (APY0005_SPEEDCHARTS)

REVISED: 02/22/2017

DESCRIPTION:
This query displays valid SpeedChart values for a designated SetID and Effective Date.

NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > APY0005_SPEEDCHARTS

INPUT / SEARCH CRITERIA:	OUTPUT FORMAT:
SetID	HTML
Effective Date	Excel
	CSV

Screenshot of the APY0005 SpeedCharts Query Page

APY0005_SPEEDCHARTS - SpeedCharts

SetID 15100
Effective Date 02/23/2019

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (18 kb)

View All   First 1-29 of 29 Last

Row	SetID	Setid_Descr	:2	SpeedChart	Description	Speedtype_short	Type	User	Prim Perm List	Eff Date	Account	Asset	Fund	Department	FIPS	Agency Use 2	Task	Project	Cost Center	Program	Agency Use 1	Affiliate	Fund Affiliate	Stat	Percent	GL Unit
1	15100	Department of Accounts	02/23/2019	1	Credit Card Rebate	U	Universal			01/01/1901	4009026		02111	95400											100.00	
2	15100	Department of Accounts	02/23/2019	91100	Comptroller	U	Universal			01/01/1901			01000	91100						799001					100.00	
3	15100	Department of Accounts	02/23/2019	91200	EDI Prenotes Administration	U	Universal			01/01/1901			01000	91200						799001					100.00	
4	15100	Department of Accounts	02/23/2019	92100	Administration	U	Universal			01/01/1901			01000	92100						799001					100.00	
5	15100	Department of Accounts	02/23/2019	93100	Human Resources	U	Universal			01/01/1901			01000	93100						799001					100.00	
6	15100	Department of Accounts	02/23/2019	94100	Internal Audit	U	Universal			01/01/1901			01000	94100						737002					100.00	
7	15100	Department of Accounts	02/23/2019	95100	CIPPS Replacement	U	Universal			01/01/1901			06011	95100						711008					100.00	
8	15100	Department of Accounts	02/23/2019	95200	Financial Reporting	U	Universal			01/01/1901			01000	95200						737004					100.00	
9	15100	Department of Accounts	02/23/2019	95400	General Accounting	U	Universal			01/01/1901			01000	95400						737001					100.00	
10	15100	Department of Accounts	02/23/2019	9540001	General Accounting	U	Universal			01/01/1901			01000	95400						737001					100.00	
11	15100	Department of Accounts	02/23/2019	9540002	General Accounting Disburs Rev	U	Universal			01/01/1901			01000	95400						737002					100.00	

SpeedTypes Query (FIN0007_SPEEDTYPES)

REVISED: 02/22/2017

DESCRIPTION:
This query displays all available SpeedTypes, along with the associated ChartFields, for a designated SetID.

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

INPUT / SEARCH CRITERIA:
SetID

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the FIN0007 SpeedTypes Query Page

FIN0007_SPEEDTYPES - FIN0007-SpeedTypes

SetID 15100

View Results

Download results in : Excel SpreadSheet   CSV Text File   XML File   (29 kb)

View All

First 1-57 of 57 Last

Row	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	Currency	Stat
1	15100	1			Credit Card Rebate	Universal	4009026		95400		02111						737001				
2	15100	2080100			CIPPS-208	Universal	4009060		99999		01000						799001				
3	15100	944			CIPPS-944	Universal			94400		01000						737002			USD	
4	15100	2280270			CIPPS - 228 - 0270	Universal	111220		93100		02700									USD	
5	15100	911			CIPPS-911	Universal			91100		01000						799001			USD	
6	15100	921			CIPPS-921	Universal			92100		01000						799001			USD	
7	15100	931			CIPPS-931	Universal			93100		01000						799001			USD	
8	15100	91100			Comptroller	Universal			91100		01000						799001			USD	
9	15100	92100			Administration	Universal			92100		01000						799001			USD	
10	15100	93100			Human Resources	Universal			93100		01000						799001			USD	
11	15100	952			CIPPS-952	Universal			95200		01000						737004			USD	
12	15100	95200			Financial Reporting	Universal			95200		01000						737004			USD	
13	15100	954			CIPPS-954	Universal			95400		01000						737001			USD	
14	15100	955			CIPPS-955	Universal			95500		01000						737001			USD	
15	15100	957			CIPPS-957	Universal			95700		06090						711008		0000103772	USD	

Task Codes Query (FIN0012_Valid_Product_Codes)

REVISED: 02/22/2017

DESCRIPTION:
This query displays all valid Task values that are active in Cardinal for a SetID as of the designated As of Date. 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

INPUT / SEARCH CRITERIA:	OUTPUT FORMAT:
SetID	HTML
As Of Date	Excel
	CSV

Screenshot of the FIN0012 Valid Product (Task) Codes Query Page

FIN0012_VALID_PRODUCT_CODES - FIN0012-Valid Product Codes

SetID 12300 🔍
As Of Date 02/23/2019 📅
[View Results]

Download results in : Excel SpreadSheet   CSV Text File   XML File   (19 kb)

View All   First 1-100 of 143 ▶ Last

Row	SetID	Task	Description	Short Desc	Budgetary Only	As of Date
1	12300	10200	Air Guard Red Horse	Red Horse	N	02/23/2019
2	12300	10300	Security AASF	Sec AASF	N	02/23/2019
3	12300	10400	J-SIIDS	J-SIIDS	N	02/23/2019
4	12300	20000	Richmond CSMS Buildings	CSMS	N	02/23/2019
5	12300	20100	Sandston FMS1	SandFMS1	N	02/23/2019
6	12300	20200	Sandston Beulah FMS2	SandFMS2	N	02/23/2019
7	12300	20300	Winchester FMS 3	WINFMS3	N	02/23/2019
8	12300	20500	Norfolk FMS 5	NorfFMS	N	02/23/2019
9	12300	20600	Portsmouth FMS 6	PortsFMS	N	02/23/2019
10	12300	20700	Fredericksburg FMS7 Bldg 2	FredFMS	N	02/23/2019
11	12300	20800	Danville FMS 8 Building 5	DanFMS	N	02/23/2019
12	12300	20900	Gate City FMS 9	GC FMS	N	02/23/2019
13	12300	21000	Rocky Mount FMS	RockyMT 10	N	02/23/2019
14	12300	21100	Lynchburg FMS 11	LynchFMS	N	02/23/2019
15	12300	21200	Staunton FMS 12	StaFMS12	N	02/23/2019
16	12300	21300	Belvoir FMS 13 1949	Bel FMS	N	02/23/2019
17	12300	21400	Richlands FMS 14	RichFMS	N	02/23/2019
18	12300	21500	Picket FMS 15	FMS 15	N	02/23/2019
19	12300	22100	Waller Depot	WallerDept	N	02/23/2019

Tasks Not in Tree Query (V_GL_TREE_AUDIT_TASK)

REVISED: 02/27/2017

DESCRIPTION:
This query tracks established tasks that are not in the ALL_TASKS tree.

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

INPUT / SEARCH CRITERIA:
None

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the Task Not in Tree Query Page

V_GL_TREE_AUDIT_TASK- Task not in Tree

Download results in :   Excel SpreadSheet   CSV Text File   XML File   (263 kb)

View All   First 1-100 of 2231 ▶ Last

Row	SetID	Task	Eff Date	Status	Descr	Bud. Only
1	95700	008	01/01/1901	A	Attendee Travel	N
2	79900	454	10/10/2014	A	Boiler Plant Rep GCC KMCC	N
3	79900	457	12/19/2014	A	REPLACE SANITARY SEWER/STATEWI	N
4	79900	462	02/09/2015	A	STRUC ASSESS&REMIDIAT/HAYNESVI	N
5	21800	0165	03/19/2015	A	Construction, Phase 65	N
6	21800	0166	01/01/1901	A	Construction, Phase 66	N
7	76600	21916	01/01/1901	A	VICTIM WITNESS 16-L4512VG15	N
8	21800	0469	10/20/2015	A	Equipment, Phase 69	N
9	79900	984	01/01/1901	A	Repr Elect Distrib Infr/KMCC	N
10	40900	991	01/01/1901	A	SEP Administration	N
11	40900	F18	01/01/1901	A	Roda Road Emergency	N
12	40900	K59	01/01/1901	A	Frying Pan Water Project	N
13	40900	K83	01/01/1901	A	Pounding Mill Brch II Emergcy	N
14	40900	P50	01/01/1901	A	AML 2015 Administration	N
15	60200	32	01/01/1901	A	Cardinal CIPPS Interface	N
16	20300	080	01/01/1901	A	Replace Kitchen Equipment	N
17	20300	081	01/01/1901	A	Gen Maint Rep Blgs 701 - 716	N
18	20300	082	01/01/1901	A	Gen Maint Rep Lake Trail Area	N
19	20300	083	01/01/1901	A	Gen Maint Rep Rds Wlkways Lots	N

General Ledger Reports

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AP-GL Reconciliation Report (RGL022)

REVISED: 03/07/2017

DESCRIPTION:
This report provides detail data by Journal and Journal Line information and can be used to identify variances and reconcile transactions/amounts between GL and Accounts Payable/Expenses (AP/EX).

NAVIGATION PATH:
Main Menu > General Ledger > GL Subsystem Reconciliation > AP-GL Reconciliation

RUN CONTROL PARAMETERS:
Business Unit (% for all)
Fiscal Year
Accounting Period From
Accounting Period To
System Source -EX Source [checkbox], AP
Source [checkbox]

OUTPUT FORMAT:
PDF
CSV

Screenshot of the RGL022 AP-GL Reconciliation Report Run Control Page

Screenshot of the RGL022 AP-GL Reconciliation Report

```
                                    Commonwealth of Virginia
                                    AP-GL RECONCILIATION
                                                              Run Date: 01/13/2017
Report ID: RGL022                                             Run Time: 10:54 00


                                                              Page No.  1  of 4
Business Unit:        15100
Fiscal Year:          2017
Accounting Period From: 7
Accounting Period To:   7
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
AP00348342      AP              01/13/2017                  600.00               100.00            500.00

        Unmatching Lines:

                Journal Line#   Voucher ID          Voucher Line
                27              00001645            1
                Unmatching chart fields:            GL Value             AP Value
                                Amount                 (100.00)              (50.00)           (50.00)

                Journal Line#   Voucher ID          Voucher Line
                30              00001645            1
                Unmatching chart fields:            GL Value             AP Value
                                Amount                  700.00               150.00            550.00
```

AR-GL Reconciliation Report (RGL631)

REVISED: 03/01/2017

DESCRIPTION:

This report provides variances in ChartField combination or amount between journal generated distributions from the Accounts Receivable (AR) module and GL journal line. The report provides the corresponding Journal ID, Journal Line, ChartField combination, and Amount and can be used to reconcile accounting between AR and GL. It is also used by the Department of Accounts to reconcile the Accounts Receivable module to the General Ledger.

NAVIGATION PATH:

Main Menu > General Ledger > GL Subsystem Reconciliation > AR-GL Reconciliation

RUN CONTROL PARAMETERS:

Business Unit (% for all)
Fiscal Year
From Period
To Period
Transaction Source – BI [checkbox], AR Items [checkbox], Direct Journals [checkbox]

OUTPUT FORMAT:

PDF
CSV

Screenshot of the RGL631 AR-GL Reconciliation Report Run Control Page

| Favorites ▾ | Main Menu ▾ | > General Ledger ▾ | > GL Subsystem Reconciliation ▾ | > AR-GL Reconciliation |

AR-GL Module Recon Rpt

Run Control ID AR_GL_Reconciliation_Rpt   Report Manager   Process Monitor   [Run]

*Business Unit (% for all) 50100 🔍

*Fiscal Year 2014

*From Period 1

*To Period 10

Transaction Source

☑ BI

☑ AR Items

☑ Direct Journals

[Save] [Notify]   [Add] [Update/Display]

Screenshot of the RGL631 AR-GL Reconciliation Report

```
                                          Commonwealth of Virginia
                                          AR-GL RECONCILIATION
  CARDINAL                                                        Run Date: 04/04/2014
  Report ID: RGL631                                              Run Time: 04:42 00


                                                        Page No.  1  of 10


Business Unit:          50100      VA Dept of Transportation
Fiscal Year:            2014
Accounting Period From: 1
Accounting Period To:   10
System Source:          BI,AR Items,Direct Journals

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 Lines    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
                       218         GENE001062                               74.00
```

Cardinal Trial Balance Report (VGLR001)

REVISED: 03/01/2017

DESCRIPTION:
This report provides the beginning and ending ledger balance and net activity. The report can be generated using designated Business Units, Ledger, and ChartField elements. The report allows multiple ledger amounts to be summarized to reflect different bases of accounting. The report can be used to review balances for monthly and annual reconciliations.

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

RUN CONTROL PARAMETERS:
Business Unit (% for All Bus)
Fiscal Year
Accounting Period
Include Adjustment Periods / Adjustment Period
By BU / Fund [checkbox], then Fund (enter a value)
By BU / Fund / Project [checkbox]
By FundGroup [checkbox]
By All Accounts [checkbox]
By Fund [checkbox]
Full Accrual [checkbox]
Modified Accrual [checkbox]
Cash Basis [checkbox]
Actuals [checkbox]
Summary [checkbox]
Detail [checkbox]

OUTPUT FORMAT:
PDF

Screenshot of the Cardinal Trial Balance Report Run Control Page

Screenshot of the VGLR001 Cardinal Trial Balance Report - Summary View

Screenshot of the VGLR001 Cardinal Trial Balance Report - Summary View (continued)

Business Unit	Account	Description	Beginning Balance	Net Activity	Ending Balance
Liability Total :			(33,034,488,033.24)	1,783,641.92	(33,032,704,391.32)
	308000	Fund Balance	(2,303,921,080.98)	0.00	(2,303,921,080.98)
Equity Total :			(2,303,921,080.98)	0.00	(2,303,921,080.98)
Revenue Total :		Revenue Accounts	0.00	(437,543,139.61)	(437,543,139.61)
Expense Total :		Expense Accounts	0.00	499,311,623.94	499,311,623.94
	609560	Cash Trnsfr In - Load GF Cash	0.00	(40,000,000.00)	(40,000,000.00)
	609660	Cash Tran Out-FedPass Cardinal	0.00	1,840.24	1,840.24
	609820	Cash Transfer In - Non-GF	0.00	(46,665,141.72)	(46,665,141.72)
	609821	Cash Transfer In-NGF Othr Agy	0.00	(382,136.03)	(382,136.03)
	609830	Cash Transfer Out - Non-GF	0.00	46,665,141.72	46,665,141.72
	609831	Cash Transfer Out-NGF Othr Agy	0.00	42,191,700.53	42,191,700.53
Transfers Total :			0.00	1,811,404.74	1,811,404.74

Screenshot of the VGLR001 Cardinal Trial Balance Report - Detail View

Page No. 1 of 9

Business Unit	: 50100	VA Dept of Transportation	
Fiscal Year	: 2019	Accounting Period : 1	
Account Details	: Detail	Ledger Selection : ACTUALS	
ChartField Selection : By All Accounts	Adj. Period	:	

Business Unit	Account	Description	Beginning Balance	Net Activity	Ending Balance
50100	101010	Cash With The Treasurer Of VA	2,032,676,072.20	(59,483,456.98)	1,973,192,615.22
	101090	Cash With Fiscal Agent	39,363,731.57	0.00	39,363,731.57
	101420	Amt Held By Trustee-Treasury	10,735,681.18	443,598.45	11,179,279.63
	101430	Amt Held By Outside Trustee	511,199,916.43	(19,296,966.97)	491,902,949.46
	103480	Investments - Other	41,327,274.96	0.00	41,327,274.96
	111220	Parking Fee Suspense Account	0.00	0.00	0.00
	112051	A/R - Federal Government	26,815.30	27,921,503.55	27,948,318.85
	112052	A/R-Cities, Counties and Towns	1,971,061.65	(927,133.84)	1,043,927.81
	112053	A/R - State Agencies	4,067,826.30	(801,330.58)	3,266,495.72
	112054	A/R - Other	65,014,568.22	(18,489,031.42)	46,525,536.80
	112061	A/R Federal-Unbilled	0.00	0.00	0.00
	112062	A/R Localities-Unbilled	0.00	136,585.82	136,585.82
	112063	A/R State Agy-Unbilled	0.00	0.00	0.00
	112064	A/R Other-Unbilled	0.00	(1,517,710.47)	(1,517,710.47)
	112070	Allowance For Doubtful Accts	0.00	0.00	0.00
	112140	Receivable-Overpayment	0.00	0.00	0.00
	112500	AR Maintenance Control	0.00	0.00	0.00
	123380	Due From Other Funds	309,175,160.48	9,304,210.55	318,479,371.03
	131030	Petty Cash Advances	120,550.00	0.00	120,550.00
	131050	Employee Travel Advance	13.89	(13.89)	0.00
	153500	Inventory-Materials & Supplies	87,028,030.10	455,895.61	87,483,925.71
	154005	Prepaid Expenses	0.00	0.00	0.00
	154600	Deferred Charges	0.00	0.00	0.00
	154601	Petty Cash Operations	0.00	0.00	0.00
	154602	Petty Cash-Travel Advances	0.00	0.00	0.00
	154604	Site Manager A/R Deferred	2,535,746.00	(111,260.64)	2,424,485.36
	155150	Amt To Be Raised - Redeem Bond	3,590,351,896.98	232,609.46	3,590,584,506.44
	155200	Amt Prvide-Bond Anticiptn Note	0.00	0.00	0.00
	162060	Loans Receivable	183,336,767.67	(1,073,671.13)	182,263,096.54
	182650	Land	33,756,218.66	0.00	33,756,218.66
	182651	Land Hwy Right of Way	2,700,967,269.14	0.00	2,700,967,269.14
	182720	Construction In Progress	72,696,624.06	0.00	72,696,624.06
	182721	Hwy Construction in Progress	3,238,230,934.23	0.00	3,238,230,934.23
	183660	Buildings	418,534,334.73	0.00	418,534,334.73
	183670	Accm Dep-Infrastructure	(134,700,883.12)	(1,294,416.69)	(135,995,299.81)

Screenshot of the VGLR001 Cardinal Trial Balance Report - Detail View (continued)

Business Unit	Account	Description	Beginning Balance	Net Activity	Ending Balance
	183671	Accm Dep-Hwy Infrastructure	(16,427,087,411.41)	0.00	(16,427,087,411.41)
	183680	Infrastructure	294,849,007.33	0.00	294,849,007.33
	183681	Hwy Infrastructure	38,209,567,364.76	0.00	38,209,567,364.76
	183690	Accm Depreciation - Bldgs	(181,588,903.86)	(862,941.82)	(182,451,845.68)
	183700	Equipment	0.00	0.00	0.00
	183702	Expendable Equipment	145,913,618.90	0.00	145,913,618.90
	183703	Other Equipment - ASD	67,105,479.45	0.00	67,105,479.45
	183704	Rental Equipment	510,045,045.92	0.00	510,045,045.92
	183706	Expendable Equip-Controlled	0.00	0.00	0.00
	183707	Rental Equip - Controlled	0.00	0.00	0.00
	183708	Mobile Radios - Controlled	0.00	0.00	0.00
	183730	Accm Depreciation - Equipment	0.00	0.00	0.00
	183734	Accum Depr-Rental Equip	(335,785,711.79)	0.00	(335,785,711.79)
	183736	Accum Depreciation-ASD Other	(47,112,882.53)	0.00	(47,112,882.53)
	183737	Accum Deprec Expendable Equip	(105,912,103.18)	0.00	(105,912,103.18)
Asset Total :			35,338,409,114.22	(65,363,530.99)	35,273,045,583.23
	205020	Accounts Payable	(14,528,744.94)	1,777,495.30	(12,751,249.64)
	205023	Accounts Payable-Retainage	(2,656,940.04)	(151,156.42)	(2,808,096.46)
	2050239	AP-Converted Retainage	0.00	0.00	0.00
	205025	Accts Payable-AP/EX Accruals	(42,634,738.06)	(12,496,152.97)	(55,130,891.03)
	205028	AR Refund Control	(804.12)	(36,121.15)	(36,925.27)
	206240	Temporary Loans Payable	(3,400,000.00)	0.00	(3,400,000.00)
	213080	Due To Other Funds	(309,175,160.48)	(9,304,210.55)	(318,479,371.03)
	220540	Susp Acct-Guarantee Deposits	(16,513,148.40)	709,725.80	(15,803,422.60)
	220558	Susp Acct-Payroll Tax Pay94105	0.00	0.00	0.00
	2402507	Def Rev-Hghwy Toll Rev-Patron	(62,629,002.60)	99,264.00	(62,529,738.60)
	24025071	Def Rev-Hghwy Toll Rev-Retail	(923,965.00)	0.00	(923,965.00)
	2403007	Def Rev-Sale Goods/Svc St Ent	(2,856,189.96)	0.00	(2,856,189.96)
	2404000	Def Rev-Priv Donatn/Gift/Grant	(4,346,262.81)	0.00	(4,346,262.81)
	24042011	De Rev-Loc Prj Participation	(6,064,471.19)	0.00	(6,064,471.19)
	24042012	Def Rev-Coal Severance Tax	(1,515,250.42)	0.00	(1,515,250.42)
	2407301	Def Rev-Rent Lnd/Bldg-Op Lease	(13,000.00)	1,000.00	(12,000.00)
	2409060	Def Rev-Miscellaneous Revenues	(1,985,455.26)	0.00	(1,985,455.26)
	255040	Matured Debt Payable	0.00	0.00	0.00
	255470	Susp Acct-Deposit Pend Distrib	(3,326,804.52)	(37,295.17)	(3,364,099.69)
	255471	Susp Acct-Sales Tax Liability	(2,638.97)	212.06	(2,426.91)
	255630	Stop Pay Clearing-Payroll	0.00	(835.00)	(835.00)
	256430	Outside Trustee Fund Balance	(511,199,916.43)	19,296,966.97	(491,902,949.46)
	257980	Investment General Fixed Asset	(28,459,478,001.29)	2,157,358.51	(28,457,320,642.78)
	257990	Res For Adj To Accrual Basis	(885,641.77)	0.00	(885,641.77)
	290603	Bond Anticipation Note Payable	0.00	0.00	0.00
	292604	Public Debt 9-C Bonds	(8,060,000.00)	0.00	(8,060,000.00)
	292612	Public Transportation Bonds	(3,582,291,896.98)	(232,609.46)	(3,582,524,506.44)

Screenshot of the VGLR001 Cardinal Trial Balance Report - Detail View (continued)

Business Unit	Account	Description	Beginning Balance	Net Activity	Ending Balance
	5023210	Construction, Bridges	0.00	16,524,123.63	16,524,123.63
	5023220	Construction, Buildings	0.00	1,806,001.02	1,806,001.02
	5023230	Construction, Highways	0.00	209,551,923.58	209,551,923.58
	50232301	Constructn,Hwy-Wetland Mitgtn	0.00	0.00	0.00
	50232302	Construct, Hwy-InKind Contrbtn	0.00	1,300.82	1,300.82
	5023270	Construct, Bridge&Hwy Imprvmnt	0.00	459,820.96	459,820.96
	5023280	Construct, Buildings Imprvmnt	0.00	409,299.24	409,299.24
	519540	Payments To Trustees	0.00	10,254,371.23	10,254,371.23
Expense Total :			0.00	499,311,623.94	499,311,623.94
	609560	Cash Trnsfr In - Load GF Cash	0.00	(40,000,000.00)	(40,000,000.00)
	609660	Cash Tran Out-FedPass Cardinal	0.00	1,840.24	1,840.24
	609820	Cash Transfer In - Non-GF	0.00	(46,665,141.72)	(46,665,141.72)
	609821	Cash Transfer In-NGF Othr Agy	0.00	(382,136.03)	(382,136.03)
	609830	Cash Transfer Out - Non-GF	0.00	46,665,141.72	46,665,141.72
	609831	Cash Transfer Out-NGF Othr Agy	0.00	42,191,700.53	42,191,700.53
Transfers Total :			0.00	1,811,404.74	1,811,404.74

CARS Interface Summary Report (RGL002)

REVISED: 03/01/2017

DESCRIPTION:
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

RUN CONTROL PARAMETERS:	OUTPUT FORMAT:
Business Unit	PDF
CARS Extract Create Date	CSV

Screenshot of the RGL002 CARS Interface Report Run Control Page

Screenshot of the RGL002 CARS Interface Report

```
┌──────────────────────────────────────────────────────────────────────────────────────────────┐
│ ┌─────────────┐                    Commonwealth of Virginia                                    │
│ │   CARDINAL  │                   CARS INTERFACE REPORT-SUMMARY                                 │
│ │             │                                                   Run Date: 03/01/2017         │
│ │  CARDINAL   │                                                   Run Time: 03:28 00           │
│ │Report ID: RGL002                                                                             │
└──────────────────────────────────────────────────────────────────────────────────────────────┘

                                                                  Page No.  1  of 1

CARS Extract Create Date: 03/30/2016

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 BATCH ID			
Agency	Date	Type	No	BATCH AMOUNT	Agency	Date	Type	No	BATCH AMOUNT
151	03/29/16	6	807	2,098,862.00					
151	03/30/16	3	808	543,130.00					

CARS-Cardinal Reconciliation Report (VGLR0025)

REVISED: 03/01/2017

DESCRIPTION:
This report provides a summary of both CARS and Cardinal transactions by batch, transaction code, Fiscal Year and Accounting Period, Distribution (i.e., Fund, Program, Object, Revenue Source Code, and Project), and Amount. Mismatches are identified as well as transactions with no matching CARS record. The report can be used to support the reconciliation process between CARS and Cardinal.

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

RUN CONTROL PARAMETERS:	**OUTPUT FORMAT:**
Business Unit	PDF
Fiscal Year	CSV
Accounting Period	
Summary By Object [checkbox]	

Screenshot of the VGLR0025 CARS-Cardinal Reconciliation Report Run Control Page

Screenshot of the VGLR0025 CARS-Cardinal Reconciliation Report

Business Unit: 50100
Fiscal Year: 2017
Accounting Period: 01
Summary by Object   N

Page No. 1 of 1340

Cardinal to Reconcile with CARS

Source	Batch Agency	Batch Date	Batch Type	Batch Number	Batch Sequence	Fiscal Year	Fiscal Month	Trans Code	Pund	Program	Object	Rev Source	Project	Voucher	Amount
CARDINAL	501	07/26/2016	2	188	00024	2017	01	598	0100					0104001N	228.43
	No CARS Record Found														
CARDINAL	501	07/26/2016	2	188	00025	2017	01	598	0100					0104003N	122.01
	No CARS Record Found														

Source	Batch Agency	Batch Date	Batch Type	Batch Number	Batch Sequence	Fiscal Year	Fiscal Month	Trans Code	Pund	Program	Object	Rev Source	Project	Voucher	Amount
NO MATCH FOUND															350.44

Source	Batch Agency	Batch Date	Batch Type	Batch Number	Batch Sequence	Fiscal Year	Fiscal Month	Trans Code	Pund	Program	Object	Rev Source	Project	Voucher	Amount
CARDINAL	501	07/26/2016	2	177	00001	2017	01	598	0410					0101218N	63.35
	No CARS Record Found														
CARDINAL	501	07/26/2016	2	177	00002	2017	01	598	0410					0101470N	152.00
	No CARS Record Found														
CARDINAL	501	07/26/2016	2	177	00003	2017	01	598	0410					0101645N	152.00
	No CARS Record Found														
CARDINAL	501	07/26/2016	2	177	00004	2017	01	598	0410					0101745N	1,500.00
	No CARS Record Found														
CARDINAL	501	07/26/2016	2	177	00005	2017	01	598	0410					0101939N	148.25
	No CARS Record Found														
CARDINAL	501	07/26/2016	2	177	00006	2017	01	598	0410					0101954N	310.60
	No CARS Record Found														
CARDINAL	501	07/26/2016	2	177	00007	2017	01	598	0410					0101977N	78.75

Combination Rules Report (GLS4002)

REVISED: 03/06/2020

DESCRIPTION:
This report provides information on combination edit rules for a designated Business Unit (SetID).

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

RUN CONTROL PARAMETERS:	**OUTPUT FORMAT:**
SetID	PDF
Combination Rule (or blank for all)	
As of Date	

Screenshot of the GLS4002 Combination Rules Report Run Control Page

Screenshot of the GLS4002 Combination Rules Report

Screenshot of the GLS4002 Combination Rules Report (continued)

```
                                              PeopleSoft Financials
Report ID:  GLS4002                          CHARTFIELD COMBINATION RULES                              Page No.  23
Set ID:     STATE--Statewide SetID                                                                    Run Date 12/19/2019
As Of Date: 12/19/2019                                                                                Run Time 10:00:56

Combination Rule:  INVDEPTFD


Description:  Invalid Fund for Dept    Effective Date From: 01/01/1901   To: 01/01/2099         Combo CF Definition: FUND_DEPT

     Require Valid ChartField Value

     ChartField       How Specified          SetID    Tree Name       Tree Level        Selected Value

     FUND_CODE        Selected Detail Values
                                                                                        01000
        DEPTID        Selected Tree Nodes     15100    DEPT_15100
                                                                                        FUND 01000

     FUND_CODE        Selected Detail Values
                                                                                        02011
        DEPTID        Selected Tree Nodes     15100    DEPT_15100
                                                                                        FUND 02011

     FUND_CODE        Selected Detail Values
                                                                                        02054
        DEPTID        Selected Tree Nodes     15100    DEPT_15100
                                                                                        FUND 02054

     FUND_CODE        Selected Detail Values
                                                                                        02111
        DEPTID        Selected Tree Nodes     15100    DEPT_15100
                                                                                        FUND 02111

     FUND_CODE        Selected Detail Values
                                                                                        02700
        DEPTID        Selected Tree Nodes     15100    DEPT_15100
                                                                                        FUND 02700

     FUND_CODE        Selected Detail Values
                                                                                        06080
        DEPTID        Selected Tree Nodes     15100    DEPT_15100
                                                                                        FUND 06080
```

Commitment Control Budget Control Report (GLC8051)

REVISED: 03/01/2017

DESCRIPTION:
This report provides information regarding the commitment control ledger configuration.

NAVIGATION PATH:
Main Menu > Commitment Control > Budget Reports > Budget Control Report

RUN CONTROL PARAMETERS:
SetID
Ledger Group Option – All
Ledger Group Option – Specify, then Ledger Group
Commit Control Date Option – All
Commit Control Date Option – Specify, then As of Date

OUTPUT FORMAT:
PDF
XLS
TXT

Screenshot of the GLC8051 Commitment Control Budget Control Report Run Control Page

Screenshot of the GLC8051 Commitment Control Budget Control Report

ORACLE	Report ID: GLX8051	Oracle PeopleSoft General Ledger **CONTROL BUDGET OPTION**	Page Run Date Time	1 of 10 12/19/19 10:08:21 AM

SETID: STATE
As of Date: Specify
Ledger Option: All

Ledger Group: CC_ALLOT

Effective Date:	1901-01-01	**Effective Status:**	Active	**Description:**	CC Allotment
Budget Type:	Expense			**Associated Expenditure Budget:**	
Tolerance Percent:	0			**Parent Control Budget:**	CC_APPROP

Ruleset and Control Chartfields

Ruleset Chartfield:	Program	**Tree Name:**	PROGRAM_BUDGET	**Level Name:**	LEVEL_1
Control Chartfield:	Fund	**Default Ruleset:**	DEFAULT		

Commitment Control Options

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

Control/Track Budget – Expenditures by ChartField Report (VRGL007)

REVISED: 03/01/2017

DESCRIPTION:
This report provides a summary, by related ChartFields, of budgeted amount, month expended amount, and year to date expended, as well as unexpended amount for any budget ledger set as Control or Track With Budget. The report can be used to monitor and administer an agency's selected budget.

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

RUN CONTROL PARAMETERS:	**OUTPUT FORMAT:**
SetID	PDF
Business Unit	CSV
Budget Ledger	
Fiscal Year	
As of Period	
Show Account Description [checkbox]	
Field Name	
Tree Name (if applicable)	
Level Name (if applicable)	
How Specified (Detail – Selected Parents, Range of Values, Selected Detail Values)	
Sub-Total [checkbox]	

Screenshot of the Control / Track Budget Expenditure by ChartField Run Control Page

Screenshot of the VRGL007 Control / Track Budget Expenditures by ChartField Report

Funding Analysis of Appropriations, Allotments and Expenditures Report (RGL006A)

REVISED: 03/01/2017

DESCRIPTION:
This report provides detailed information by Business Unit, Program, Project and Fund for Appropriations, Allotments, Expenditures, Unexpended Appropriations, and Unexpended Allotments. The report can be used for reconciliation purposes.

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

RUN CONTROL PARAMETERS:
Business Unit (% for All)
Fiscal Period
Accounting Period
Consolidated Summary Report [checkbox]

OUTPUT FORMAT:
PDF
CSV

Screenshot of the RGL006A Funding Analysis of Appropriations, Allotments and Expenditures Report Run Control Page

Screenshot of the RGL006A Funding Analysis of Appropriations, Allotments and Expenditures Report

Report ID: RGL006A

Commonwealth of Virginia
FUNDING ANALYSIS OF APPROPRIATIONS, ALLOTMENTS AND EXPENDITURES

Run Date: 12/19/2019
Run Time: 10:20 00

Page No. 1 of 203

Business Unit   %
Fiscal Year   2019
Accounting Period   1
Consolidate Report Summary   Y
As of Date   31-JUL-2018

Business Unit	Program	Project	Fund	Approp Type	Appropriation	Allotment	Expenditures YTD	Unexpended Appropriations	Unexpended Allotments
	1000		01000	ORIGINAL	1,598,627,012.00				
				REAPPROP	0.00				
				SUBEXEC	2,000,000.00				
				SUBLEG	0.00				
				TRANSFER	(1,597,627,012.00)				
		Program Total			3,000,000.00	3,000,000.00	0.00	3,000,000.00	3,000,000.00
	1080			ORIGINAL	310,996,700.00				
				REAPPROP	0.00				
				SUBEXEC	0.00				
				TRANSFER	6,688.00				
		Program Total			311,003,388.00	311,003,388.00	1,159,731.41	309,843,656.59	309,843,656.59
	1100			ORIGINAL	72,347,911.00				
				REAPPROP	0.00				
				SUBEXEC	0.00				
				TRANSFER	195,860.00				
		Program Total			72,543,771.00	64,543,771.00	5,824,431.79	66,719,339.21	58,719,339.21
	1110			ORIGINAL	22,003,124.00				
				SUBLEG	0.00				
				TRANSFER	(6,762,890.00)				
		Program Total			15,240,234.00	8,696,818.00	770,121.32	14,470,112.68	7,926,696.68
	1130			ORIGINAL	6,494,408.00				
				TRANSFER	(6,494,408.00)				
		Program Total			0.00	0.00	0.00	0.00	0.00
	1370			ORIGINAL	2,250,046.00				
		Program Total			2,250,046.00	2,250,046.00	232,275.07	2,017,770.93	2,017,770.93

GL Transaction Report (RGL010)

REVISED: 03/01/2017

DESCRIPTION:

This report provides a summary (net of debits and credits) of posted journal amounts by a selected ChartField string. Options are available for each ChartField to show both the description and the subtotal amounts. The report run control allows for multiple ChartFields to be selected.

NAVIGATION PATH:

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

RUN CONTROL PARAMETERS:

SetID
Business Unit
Ledger
Source (% for all)
Account Type
Fiscal Year
Accounting Period From
Accounting Period To
Include Adjustment Periods / Accounting Period
ChartField Selection (various fields)

OUTPUT FORMAT:

PDF
CSV

ADDITIONAL INFORMATION:

The subtotal amount option is not available in CSV format.

Screenshot of the GL Transaction Report Run Control Page

Screenshot of the RGL010 GL Transaction Report without Subtotals

```
                                        Commonwealth of Virginia
                                         GL TRANSACTION REPORT
Report ID: RGL010                                                      Run Date: 12/18/2019
                                                                       Run Time: 04:43 00

                                                                     Page No. 1 of 1
Business Unit:      15100      Department of Accounts
Ledger:             ACTUALS
Fiscal Year:        2019      Period:   1 to 2
Source:             All
Account Type:       L
Adjustment Period:

Fund  Description                                                                   AMOUNT


01000 General Fund                                                              80,060.00
06011 Enterprise App - HCM                                                    (819,044.12)
06080 Payroll Service Bureau Service                                            (2,032.18)
06090 Enterprise App - Cardinal                                              1,023,931.23
06150 Enterprise App-Perf Budgeting                                            217,536.85
15000 General Fixed Asset Acct Group                                            11,111.18

Total                                                                  $        511,562.96
```

Screenshot of the RGL010 GL Transaction Report with Subtotals (continued)

```
                                        Commonwealth of Virginia
                                         GL TRANSACTION REPORT
Report ID: RGL010                                                      Run Date: 12/18/2019
                                                                       Run Time: 04:46 00

                                                                     Page No. 1 of 1
Business Unit:      15100      Department of Accounts
Ledger:             ACTUALS
Fiscal Year:        2019      Period:   1 to 2
Source:             All
Account Type:       L
Adjustment Period:

Fund  Description                                                                   AMOUNT

01000 General Fund                                                              80,060.00
 Total for 01000                                                                80,060.00

06011 Enterprise App - HCM                                                    (819,044.12)
 Total for 06011                                                              (819,044.12)

06080 Payroll Service Bureau Service                                            (2,032.18)
 Total for 06080                                                                (2,032.18)

06090 Enterprise App - Cardinal                                              1,023,931.23
 Total for 06090                                                             1,023,931.23

06150 Enterprise App-Perf Budgeting                                            217,536.85
 Total for 06150                                                               217,536.85

15000 General Fixed Asset Acct Group                                            11,111.18
 Total for 15000                                                                11,111.18


Total                                                                  $        511,562.96
```

Journal Edit Errors Report (GLS7011)

REVISED: 03/01/2017

DESCRIPTION:
This report provides detailed information about journal edit errors for a designated Journal Date range. The report includes Journal ID, Journal Date, Source, Reference Number, Error Type, Field Name, and Error Message. The report can be used to identify and resolve journal edit errors.

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

RUN CONTROL PARAMETERS:
Description
Unit
Ledger Group (select value)
Source (or blank for all)
Journal ID From
Journal ID To
Journal Date From
Journal Date To

OUTPUT FORMAT:
PDF
CSV

Screenshot of the Journal Edit Errors Report Run Control Page

| Favorites ▾ | Main Menu ▾ | > General Ledger ▾ > Journals ▾ > Process Journals ▾ > Journal Edit Errors Report |

Journal Edit Errors Report

Run Control ID JRNL_EDIT_ERR   Report Manager Process Monitor   **Run**
Language [English ▾]

Report Request Parameters   Find | View All   First ◀ **1 of 1** ▶ Last

Request Number 1

*Description [ReportsCatalog]

Unit [15100] 🔍

Ledger Group [ACTUALS] 🔍

Source [ ] 🔍

Journal ID From [ ] 🔍   Journal ID To [ ] 🔍

Journal Date From [02/01/2017] 📅   Journal Date To [03/01/2017] 📅

Leave a field blank to select all its values.

🖫 Save   🔍 Return to Search   🗐 Notify   🗋 Add   🗐 Update/Display

Screenshot of the GLS7011 Journal Edit Errors Report

```
                                              PeopleSoft GL
                                           JOURNAL EDIT ERRORS
Report ID:  GLS7011                                                              Page No.  1
Bus. Unit:  15100--Department of Accounts                                        Run Date 03/01/2017
Ledger Grp: ACTUALS   -- Actuals                                                 Run Time 18:14:02
Fiscal Year:2017
Request    1--ReportsCatalog
Source:ALL  Journal ID:ALL  Journal Date:01/02/2017 through 03/01/2017
Business Unit IU: 15100

Pd  Journal ID   Jrnl  Date Src  Ref No.   Error Type  Line   Line Description      Field Name      Entry Event  Error message


7   0000427071  01/06/2017  ONL          HEADER                                     JRNL_HDR_STATUS              Journal line errors exist for this header. (5860/53)

                                         LINE       2     Cash Transfer In - Non-GF  FUND_CODE                  Combo error for fields Fund/Account in group
                                                                                                                %2INVFD15100. (9600/31)
```

Journal Entry Detail Report (FIN2001)

REVISED: 03/01/2017

DESCRIPTION:
This report provides a subset of or all journal entries for a business unit and ledger within a designated date range. A number of selection criteria can be used to return either a broad range of journals or a narrowed down results, including to a single Journal ID. The report provides the ability to search and select a group of journals for review.

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

RUN CONTROL PARAMETERS:
Unit
Ledger Group (select value)
Ledger (select value)
Source (or blank for all)
Journal ID (or blank for all)
From Date
To Date
Journal Status (select value or blank for all)
Show Description on Report [checkbox]
Show Statistics Amount [checkbox]
Display Full Numeric Field [checkbox]
Click on Refresh
Sequence (enter sequence number)
Include CF [checkbox]
Descr [checkbox]

OUTPUT FORMAT:
PDF
CSV

Screenshot of the Journal Entry Detail Report Run Control Page

| Favorites ▾ | Main Menu ▾ | > | General Ledger ▾ | > | General Reports ▾ | > | Journal Entry Detail |

Journal Entry Detail Report

Run Control ID JRNLENTRYDETAIL   Report Manager   Process Monitor   [Run]

Language English ⌄

Report Request Parameters

Unit 15100 🔍

Ledger Group ACTUALS 🔍   Ledger ACTUALS 🔍

Source 🔍   Journal ID

From Date 02/01/2019 📅   To Date 03/01/2019 📅

Journal Status Posted (by posting dates) ⌄   Date Code All ⌄

☑ Show Description on Report   ☐ Show Statistics Amount   ☐ Display Full Numeric Field

[Refresh]

ChartField Selection

Personalize | Find | 🔁 | 🔢   First ◀ 1-25 of 25 ▶ Last

Sequence		ChartField Name	Include CF	Descr
	1	Account	☑	☑
	2	Fund	☑	☑
	3	Program	☑	☐
	4	Department	☑	☑
	5	Cost Center	☐	☐
	6	Task	☐	☐
	7	FIPS	☑	☑
	8	Asset	☐	☐
	9	Agency Use 1	☐	☐
	10	Agency Use 2	☐	☐
	11	PC Business Unit	☑	☑
	12	Project	☑	☑

Screenshot of the FIN2001 Journal Entry Detail Report

```
                                        PeopleSoft Financials
Report ID:  FIN2001                    JOURNAL ENTRY DETAIL REPORT                        Page No.  1
Bus. Unit:  15100--Department of Accounts                                                 Run Date 03/25/2020
Ledger Grp: ACTUALS   --Actuals                                                           Run Time 16:39:24
Ledger:     ACTUALS   --Actuals
For the period 02/01/2019 through 03/01/2019
Source:  ALL  Journal ID:  ALL  Status:  P (posted journals by posted date range)  Date Code  ALL


Line   Description              Reference
Account                           Fund               Program     Entry Event   Currency      Debit          Credit
Department                        FIPS
PC Bus Unit                       Project


Journal ID: 0001118243  Journal Date: 01/31/2019  Source: ONL--Online Journal Entry        Reversal:
Status: P--Posted      Posted Date: 02/01/2019
Description To charge agency 151 for 941 EFTPS deposit dated 01/31/2019 (FICA adjustment -

1      Salary Social Securty&Medicare
5011120    Salary Social Securty&Medicare  01000  General Fund        799001
92100      Admin Svcs & Public Records

                                                                       USD          7.50          0.00

3      Cash With The Treasurer Of VA
101010     Cash With The Treasurer Of VA   01000  General Fund
99999      DOA

                                                                       USD          0.00          7.50

                                                            Total USD              7.50          7.50
```

Journal Entry Detail with ChartField Attributes Report (FIN2005)

REVISED: 2/9/2023

DESCRIPTION:
This report provides the same detail as the FIN2001 Journal Entry Detail Report and also lists the ChartField attribute values. The report provides the ability to search for and select a group of journals for review.

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

RUN CONTROL PARAMETERS:	OUTPUT FORMAT:
Unit	PDF
Ledger Group (select value)	CSV
Ledger (select value)	
Source (or blank for all)	
Journal ID (or blank for all)	
From Date	
To Date	
Journal Status (select value or blank for all)	
Show Description on Report [checkbox]	
Show Statistics Amount [checkbox]	
Display Full Numeric Field [checkbox]	
Click on Refresh	
Sequence (enter sequence number)	
Include CF [checkbox]	
Value (enter or select a designated value)	

Screenshot of the Journal Entry with ChartField Attributes Report Run Control Page

Screenshot of the FIN2005 Journal Entry with ChartField Attributes Report

Journal Upload Error Report (GL593)

REVISED: 03/01/2017

DESCRIPTION:
This report provides details about file level and transaction level errors identified during the Journal Upload process for interfacing agencies for a designated date range. **Errors identified in the Journal Upload Error Report will need to be corrected in the agency system and re-submitted to Cardinal.** The report can be run manually for a designated date range using the following navigation path.

NAVIGATION PATH:
Main Menu > General Ledger > General Reports > Journal Upload Error Report

RUN CONTROL PARAMETERS: **OUTPUT FORMAT:**
From Date   PDF
To Date
Tree Name (select BU_TREE_INTFC_GL)
How Specified (select Detail – Selected Parents)
Tree Node Selector (select the Tree View icon)
Click + to expand the BU_TREE_INTFC_GL link
and then click on the desired Business Unit

ADDITIONAL INFORMATION:
A copy of the Journal Upload Error Report is generated after the nightly process has been run and posted to the file server (agency Outbound folder) for agencies to retrieve automatically and also to Report Manager within the agency specific folder.

![Cardinal logo]

Screenshot of the Journal Upload Error Report Run Control Page

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

Journal Upload Error Report

Run Control ID JRNL_UPL_ERR   Report Manager   Process Monitor   [Run]

Date Range   **File Parameters**

*From Date: 02/01/2016   *To Date: 02/29/2016   *Sequence: 001   ☐ Output to File Server

Business Unit Selection

*Tree Name: BU_TREE_INTFC_GL 🔍   *How Specified: Detail - Selected Parents ▾

Tree Node Selector   Select Values/Nodes   First ◄ 1 of 1 ► Last

🌳 ↻

First | Previous | Next | Last | Left | Right   *Business Unit   Description

📁 BU_TREE_INTFC_GL - BU_TREE_INTFC_GL   15100   Department of Accounts   [+] [-]
  ⊞ 11100
  ⊞ 11700
  ⊞ 12300
  ⊞ 13300
  ⊞ 13600
  ⊞ 14000
  ⊞ **15100**
  ⊞ 15200
  ⊞ 15400
  ⊞ 15600
  ⊞ 15700
  ⊞ 15800
  ⊞ 16100
  ⊞ 16500
  ⊞ 17100
  ⊞ 17200
  ⊞ 17400
  ⊞ 18100
  ⊞ 18200

🖫 Save   ✉ Notify   ➕ Add   📝 Update/Display

Screenshot of the GL593 Journal Upload Error Report

```
                              Commonwealth of Virginia
                            JOURNAL UPLOAD ERROR REPORT
CARDINAL                                                      Run Date: 03/23/2016
Report ID: GL593                                             Run Time: 11:07 00

                                                             Page No. 1 of 1

Submitting GL BU:     13600
Upload Date Range:    01-FEB-2016   to   29-FEB-2016

File Name:     13600_GL600_IN_02042016_1442_001.DAT
Upload Date:   04-FEB-2016

File Success:     File is processed successfully with no errors.


File Name:     13600_GL600_IN_02092016_1257_001A.DA
Upload Date:   09-FEB-2016

File Success:     File is processed successfully with no errors.
```

Journal Line / Accounting Entry Reconciliation Report (GLS8012)

REVISED: 03/10/2017

DESCRIPTION:
This report matches and reconciles journal lines and accounting entries and lists the differences.

NAVIGATION PATH:
Main Menu > General Ledger > General Reports > Journal Line/Acctg Reconcil

RUN CONTROL PARAMETERS:	OUTPUT FORMAT:
Unit	PDF
Ledger	
Journal Status	
Accounting Definition	
Journal ID	
Fiscal year	
From Period	
To Period	
Include Adjustment Period [checkbox]	

Screenshot of the Journal Line/Accounting Entry Reconciliation Report Run Control Page

Screenshot of the Journal Line/Accounting Entry Reconciliation Report

```
                                            PeopleSoft GL
Report ID:  GLS8012             JOURNAL LINE/ACCOUNTING ENTRY RECONCILIATION REPORT              Page No.
Bus. Unit:  50100--VA Dept of Transportation                                                    Run Date
Ledger:     ACTUALS   -- Actuals                                                                Run Time
Fiscal Year 2012  From Period 12  To 12


Journal ID  Journal Date                                AP  Acctg Defn  Jrnl Status  Journal Amt    Acctg Line Amt


Warning - No ChartFields selected.
EX00005855  06/01/2012                                  12  EXDEFN      Posted           0.00         -4,607.06
EX00005933  06/02/2012                                  12  EXDEFN      Posted           0.00        -14,180.05
EX00006039  06/05/2012                                  12  EXDEFN      Posted           0.00        -22,466.01
EX00006112  06/06/2012                                  12  EXDEFN      Posted           0.00        -15,084.35
EX00006157  06/06/2012                                  12  EXDEFN      Posted           0.00         -9,190.68
EX00006207  06/08/2012                                  12  EXDEFN      Posted           0.00        -15,043.21
EX00006258  06/09/2012                                  12  EXDEFN      Posted           0.00        -13,459.04
EX00006319  06/12/2012                                  12  EXDEFN      Posted           0.00        -17,642.28
EX00006374  06/13/2012                                  12  EXDEFN      Posted           0.00        -28,915.70
EX00006446  06/14/2012                                  12  EXDEFN      Posted           0.00        -19,454.40
EX00006493  06/15/2012                                  12  EXDEFN      Posted           0.00         -6,950.19
EX00006565  06/16/2012                                  12  EXDEFN      Posted           0.00        -21,628.61
EX00006628  06/19/2012                                  12  EXDEFN      Posted           0.00        -17,155.68
EX00006709  06/20/2012                                  12  EXDEFN      Posted           0.00         -3,822.69
```

Ledger Activity Report (GLS7002)

REVISED: 12/12/2019

DESCRIPTION:
This report provides activity that is posted against the ledger for a designated period. The report provides the beginning and ending ledger balances by ChartField combination and Account. It also provides the detailed journal line activity that is posted against the ledger for the designated Accounting Periods.

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

RUN CONTROL PARAMETERS:
Unit
Ledger
Fiscal Year
Currency (USD)
From Period
To Period
Include Adjustment Periods / Adjustment Period
Show Discrepancies Only [checkbox]
Show Journal Detail [checkbox]
Display Full Numeric Field [checkbox]
Click on Refresh
Sequence (enter sequence number)
Include CF [checkbox]
Summarize [checkbox]
Detail [checkbox]
All Values [checkbox]
Value / To Value

OUTPUT FORMAT:
PDF
CSV

Screenshot of the Ledger Activity Report Run Control Page

Screenshot of the GLS7002 Ledger Activity Report

```
                                                         PeopleSoft GL
Report ID:  GLS7002                                      GENERAL LEDGER ACTIVITY                              Page No.  1
Bus. Unit:  15100--Department of Accounts                                                                    Run Date 12/20/2019
Ledger:     ACTUALS   -- Actuals                                                                             Run Time 10:46:43
Ledger Code.  --
For Fiscal Year 2020  Period  1 to  1
 Currency Code: USD  Date Code  0

Cur  Journal Date Journal ID Seq Line Account    Fund                                 Debit              Credit              Balance



USD  Beginning Balance:                                                                                                         0.00

     07/01/2019  0001242354   55  101010    01000                              3,921,555.00             0.00
     07/01/2019  0001242354   56  101010    01000                              8,080,478.00             0.00
     07/01/2019  0001242354   57  101010    01000                              1,491,063.00             0.00
     07/01/2019  0001242354  507  609560    01000                                      0.00     3,921,555.00
     07/01/2019  0001242354  508  609560    01000                                      0.00     8,080,478.00
     07/01/2019  0001242354  509  609560    01000                                      0.00     1,491,063.00
     07/01/2019  0001251117    1  4009060    01000                                     0.00             0.15
     07/01/2019  0001251117    2  101010    01000                                     0.15             0.00
     07/01/2019  AP01255597    1  205025    06150                                     0.00        13,090.00
     07/01/2019  AP01255597    2  5012740    06150                               13,090.00             0.00
     07/01/2019  AP01257052    1  205025    06090                                     0.00         1,257.00
     07/01/2019  AP01257052    2  5012660    06090                                1,257.00             0.00
     07/01/2019  AR01255730    1  5011230    01000                                     0.00           118.59
     07/01/2019  AR01255730    2  101010    01000                                   118.59             0.00
     07/01/2019  AR01255730    3  5015450    01000                                     0.00            98.00
     07/01/2019  AR01255730    4  101010    01000                                    98.00             0.00
     07/01/2019  CIP1249618    1  4009060    01000                                     0.00             0.15
     07/01/2019  CIP1249618    2  4009060    01000                                     0.00             4.05
     07/01/2019  CIP1249618    3  4009060    01000                                     0.00             1.50
     07/01/2019  CIP1249618    4  4009060    01000                                     0.00             2.25
     07/01/2019  CIP1249618    5  4009060    01000                                     0.00             0.15
     07/01/2019  CIP1249618    6  4009060    01000                                     0.00             0.60
     07/01/2019  CIP1249618    7  4009060    01000                                     0.00             3.90
     07/01/2019  CIP1249618    8  4009060    01000                                     0.00             0.60
     07/01/2019  CIP1249618    9  4009060    01000                                     0.00             0.60
     07/01/2019  CIP1249618   10  4009060    01000                                     0.00             2.25
     07/01/2019  CIP1249618   11  101010    01000                                    16.05             0.00
     07/01/2019  CIP1250900    1  4009060    01000                                     0.00             6.00
     07/01/2019  CIP1250900    2  4009060    01000                                     0.00             7.65
     07/01/2019  CIP1250900    3  4009060    01000                                     0.00             0.60
     07/01/2019  CIP1250900    4  4009060    01000                                     0.00             6.00
     07/01/2019  CIP1250900    5  4009060    01000                                     0.00             1.50
     07/01/2019  CIP1250900    6  4009060    01000                                     0.00             2.40
     07/01/2019  CIP1250900    7  4009060    01000                                     0.00             0.45
     07/01/2019  CIP1250900    8  4009060    01000                                     0.00             0.75
     07/01/2019  CIP1250900    9  4009060    01000                                     0.00             1.05
```

Ledger Summary Report (GLS7003)

REVISED: 03/02/2017

DESCRIPTION:
This report provides journals for a Business Unit by selected ChartField for a designated Fiscal Year and To Period. The report provides Journals ID, Journal Date, Journal Line Number, Debit/Credit amounts, Beginning Balance, Total Activity, and Ending Balance for each Account. The report can be used for monitoring and reconciliation purposes.

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

RUN CONTROL PARAMETERS:	**OUTPUT FORMAT:**
Unit	PDF
Ledger	CSV
Currency Code (USD)	
Fiscal Year	
To Period	
Click on Refresh	
Sequence (enter sequence number)	
Include CF [checkbox]	
Value	

Screenshot of the Ledger Summary Report Run Control Page

Screenshot of the GLS7003 Ledger Summary Report

```
Report ID:  GLS7003                                          PeopleSoft GL
                                                             LEDGER SUMMARY                                    Page No.  1
Bus. Unit:  50100--VA Dept of Transportation                                                                  Run Date 12/19/2019
Ledger:     ACTUALS   -- Actuals                                                                              Run Time 12:06:54
For Fiscal Year 2019  Period   1 To  1
Currency Code  USD  Date Code  0
```

Account	Journal Date	Journal ID	Seq	Line	Account Cost Center	Fund FIPS	Program Currency	Department	Debit	Credit	Balance
101010	Cash With The Treasurer Of VA				USD						
	07/01/2018	0000933044	336		101010 10000001	01000	USD	99999	40,000,000.00	0.00	
	07/01/2018	0000940106	2		11070040	04100	60400501 USD	12000	0.00	4.54	
	07/01/2018	0000940925	2		12000990	04720	USD	10014	0.00	7,900,000.00	
	07/01/2018	0000951909	5		99999999		USD	99999	0.00	9,358,790.11	
	07/01/2018	0000951909	6			07204	USD		9,358,790.11	0.00	
	07/01/2018	AP00943163	1			04100	USD		1,758.17	0.00	
	07/01/2018	AP00946157	1				USD		2,887.50	0.00	
	07/01/2018	AP00948136	1				USD		75.45	0.00	
	07/01/2018	CIP0938555	523			02700	USD		15,312.50	0.00	
	07/01/2018	CIP0938555	524			04100					

Screenshot of the GLS7003 Ledger Summary Report (continued)

```
Report ID:  GLS7003                                          PeopleSoft GL
                                                             LEDGER SUMMARY                                    Page No.  32587
Bus. Unit:  50100--VA Dept of Transportation                                                                  Run Date 12/19/2019
Ledger:     ACTUALS   -- Actuals                                                                              Run Time 12:06:54
For Fiscal Year 2019  Period   1 To  1
Currency Code  USD  Date Code  0
```

Account	Journal Date	Journal ID	Seq	Line	Account Cost Center	Fund FIPS	Program Currency	Department	Debit	Credit	Balance
	07/01/2018	0000951909	3		609830 40000990	04010	USD	10014	9,358,790.11	0.00	
	07/31/2018	0000967622	1		42006010	04472	USD	10198	100,000.00	0.00	
	07/31/2018	0000971784	1		52060990	07822	USD	10155	246,888.03	0.00	
	07/31/2018	0000971785	1				USD		67,699.42	0.00	
	07/31/2018	0000973198	1		14000990	04710	USD	10015	36,891,764.16	0.00	
609830	Cash Transfer Out - Non-GF				USD						
								Beginning Balance:		0.00	
								Total Activity:		46,665,141.72	
								Ending Balance:		46,665,141.72	
609831	Cash Transfer Out-NGF Othr Agy				USD						
	07/01/2018	0000940925	1		609831 12000990	04720	USD	10014	7,900,000.00	0.00	
	07/24/2018	0000970219	4				USD		450,000.00	0.00	
	07/26/2018	0000964655	4		44000010	07191	USD	10015	29,407,372.53	0.00	
	07/31/2018	0000971712	1		12000990	04720	USD		333,337.00	0.00	
	07/31/2018	0000974651	1		11000900	04100	USD		4,100,991.00	0.00	
609831	Cash Transfer Out-NGF Othr Agy				USD						
								Beginning Balance:		0.00	
								Total Activity:		42,191,700.53	
								Ending Balance:		42,191,700.53	
609840	Cash Transfer In - GF/Non-GF				USD						
								Beginning Balance:		0.00	
								Total Activity:		0.00	

Ledger vs Journal Integrity Report (GLS7010)

REVISED: 03/02/2017

DESCRIPTION:
This report provides a list of discrepancies between GL and Journal tables. The report can be used for reconciliation purposes.

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

RUN CONTROL PARAMETERS:	OUTPUT FORMAT:
Unit	PDF
Ledger	CSV
Fiscal Year	
From Period	
To Period	
Compare Foreign Currency Amt [checkbox]	
Compare Statistics Amount [checkbox]	
Show Journals [checkbox]	
Display Full Numeric Field [checkbox]	
Click on Refresh	
Sequence (enter sequence number)	
Include CF [checkbox]	
Value / To Value	

Screenshot of the Ledger vs Journal Integrity Run Control Page

Screenshot of the GLS7010 Ledger vs Journal Integrity Report

```
                                          PeopleSoft GL
Report ID:  GLS7010                 LEDGER VS. JOURNAL INTEGRITY REPORT                      Page No.  1
Bus. Unit:  15100--Department of Accounts                                                   Run Date 12/19/2019
Ledger:     ACTUALS   -- Actuals                                                            Run Time 13:08:37
Fiscal Year:2019  Date Code  0

Period Account     Fund   Program     Department  FIPS               Journal Amount       Ledger Amount       Difference    Stat



          No discrepancy found for Periods   1 thru   1
```

LTD Capital Projects Report (RGL597)

REVISED: 03/02/2017

DESCRIPTION:
This report provides appropriation budgets and actual expenditures for Capital Projects on a Month-to-Date (MTD), Year-to-Date (YTD) and Lifetime-to-Date (LTD) basis. The 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

RUN CONTROL PARAMETERS:	OUTPUT FORMAT:
Business Unit (% for All)	PDF
Fiscal Year	CSV
Accounting Period	

Screenshot of the RGL597 LTD Capital Projects Report Run Control Page

Screenshot of the RGL597 LTD Capital Projects Report

Report ID: RGL597

Commonwealth of Virginia
LTD CAPITAL PROJECTS REPORT

Run Date: 12/19/2019
Run Time: 01:15 00

Page No. 1 of 1

Business Unit: 50100
Fiscal Year: 2019
Accounting Period: 1

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	C15663	04720	0.00	0.00	258,250.00	0.00	0.00	0.00	407,250.08	(149,000.08)
50100	C15732	04720	1,500,000.00	0.00	1,500,000.00	21,494,000.00	871,249.24	871,249.24	71,822,207.94	(48,828,207.94)
50100	C16127	04720	(0.44)	0.00	481,896.97	0.00	0.00	0.00	823,838.25	(341,941.28)
50100	C16129	04720	0.00	0.00	(7,201.97)	0.00	0.00	0.00	5,302,797.03	(5,309,999.00)
50100	C16130	04720	0.00	0.00	416,531.00	0.00	434.16	434.16	3,136,527.33	(2,719,996.33)
50100	C16140	04720	0.00	0.00	4,404,469.00	0.00	131.26	131.26	13,381,188.57	(8,976,719.57)
50100	C16369	04720	0.00	0.00	(840,104.00)	0.00	0.00	0.00	21,472,687.85	(22,312,791.85)
50100	C16672	04720	0.00	0.00	(572,577.43)	0.00	0.00	0.00	1,265,888.13	(1,838,465.56)
50100	C16673	04720	0.00	0.00	(120,084.97)	0.00	0.00	0.00	6,102,245.91	(6,222,330.88)
50100	C16674	04720	0.00	0.00	32,623,635.00	0.00	777,613.48	777,613.48	3,605,859.71	29,017,775.29
50100	C16675	04720	0.00	0.00	(2,118.92)	0.00	0.00	0.00	6,587,457.08	(6,589,576.00)
50100	C16676	04720	0.00	0.00	0.00	0.00	0.00	0.00	223,565.72	(223,565.72)
50100	C16678	04720	0.00	0.00	(152,644.00)	0.00	0.00	0.00	0.00	(152,644.00)
50100	C16960	08065	0.00	0.00	0.00	0.00	0.00	0.00	3,256,376.14	(3,256,376.14)
50100	C16981	04720	0.00	0.00	(89,803.42)	0.00	0.00	0.00	97,697.58	(187,501.00)
50100	C16983	04720	0.00	0.00	77,661.67	0.00	0.00	0.00	1,714,661.67	(1,637,000.00)
50100	C16984	04720	0.00	0.00	0.00	0.00	0.00	0.00	76,804.94	(76,804.94)
50100	C17086	04720	(733.22)	0.00	(1,710.84)	0.00	0.00	0.00	11,697,582.38	(11,699,293.22)
50100	C17165	04010	0.00	0.00	0.00	0.00	0.00	0.00	258,050.55	(258,050.55)
50100	C17165	04100	0.00	0.00	0.00	0.00	0.00	0.00	821,643.43	(821,643.43)
50100	C17165	04720	0.00	0.00	0.00	0.00	0.00	0.00	312,679.00	(312,679.00)
50100	C17796	08076	0.00	0.00	0.00	0.00	0.00	0.00	750,092.80	(750,092.80)
50100	C18038	04720	0.00	0.00	166,200.00	1,722,000.00	20,372.93	20,372.93	1,771,024.60	117,175.40
50100	C18039	04720	0.00	0.00	6,724,238.00	7,198,000.00	246,683.68	246,683.68	8,473,133.10	5,449,104.90
50100	C18040	04720	0.00	0.00	(2,757,556.00)	6,920,000.00	9,372.50	9,372.50	2,727,051.96	1,435,392.04
50100	C18041	04720	(1,500,000.00)	0.00	19,643,647.00	9,250,000.00	140,065.36	140,065.36	20,352,192.15	8,541,454.85
50100	C18129	04720	0.00	0.00	(1,149,000.00)	2,298,000.00	0.00	0.00	0.00	1,149,000.00
50100	C18130	04720	(20,000,000.00)	0.00	(63,977,284.00)	128,880,000.00	951,838.60	951,838.60	65,113,688.39	(210,972.39)
50100	C18130	08200	0.00	20,000,000.00	0.00	20,000,000.00	0.00	0.00	0.00	20,000,000.00

End of Report

Other Agency Transactions Report (VGLR011)

REVISED: 03/02/2017

DESCRIPTION:
This report provides summary or detail amounts for transactions processed in CARS by an agency other than the designated Business Unit agency. The report can be used to reconcile between Cardinal and CARS. It can be used in conjunction with the CARS – Cardinal Reconciliation Report VGLR0025 which provides financial transaction variances between CARS and Cardinal by Fiscal Year and Accounting Period.

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

RUN CONTROL PARAMETERS: **OUTPUT FORMAT:**
Business Unit   PDF
Fiscal Year   CSV
Accounting Period
Summary [checkbox]
Detail [checkbox]
Exclude CIPPS Payroll Certification Transactions
(Batch Type 9 – Batch #) [checkbox]

Screenshot of the VGLR011 Other Agency Transactions Report – Summary View Run Control Page

Note: Select Summary or Detail Option before running the report.

Screenshot of the VGLR011 Other Agency Transactions Report – Summary View

```
                                    Commonwealth of Virginia
                                  CARS TO RECONCILE WITH CARDINAL
                                                                Run Date: 03/02/2017
Report ID: VGLR011                                              Run Time: 10:55 00
```

```
                                                          Page No.  1  of 1
Business Unit       :   15100     Department of Accounts
Fiscal Year         :   2017
Accounting Period   :      1
Exclude CIPPS Payroll Certification Transactions :  Y
                            OTHER AGENCY TRANSACTIONS - SUMMARY


Batch Type        Trans Code      Fund        Program        Rev Source    Project                   Amount
5                 022             0601        7110000        00000         00000                       0.00
5                 200             0100        0000000        00000         00000                 12,602,753.00
```

Screenshot of the VGLR011 Other Agency Transaction Report - Detail View

```
                                    Commonwealth of Virginia
                                  CARS TO RECONCILE WITH CARDINAL
                                                                Run Date: 03/02/2017
Report ID: VGLR011                                              Run Time: 10:55 00
```

```
                                                          Page No.  1  of 1
Business Unit       :   15100     Department of Accounts
Fiscal Year         :   2017
Accounting Period   :      1
Exclude CIPPS Payroll Certification Transactions :  Y
                            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	15-JUN-2016	375	00115	200	0100	0000000		00000	00000	00000001	3,376,976.00
5	997	15-JUN-2016	375	00117	200	0100	0000000		00000	00000	00000001	7,788,304.00
5	997	15-JUN-2016	375	00119	200	0100	0000000		00000	00000	00000001	1,437,473.00
5	997	30-JUN-2016	300	00196	022	0601	7110000		00000	00000	21700003	0.00

Posted Journal Summary Report (GLS7009)

REVISED: 03/02/2017

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

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

RUN CONTROL PARAMETERS:
Begin Process
End Process
User
Unit
Ledger Group
Ledger
Begin Date
End Date
Summarize By (ChartField, Journal ID)
Show Foreign Curr Amt [checkbox]
Show Statistics Amount [checkbox]
Display Full Numeric Field [checkbox]

OUTPUT FORMAT:
PDF
CSV

Screenshot of the Posted Journal Summary Report Run Control Page

| Favorites ▾ | Main Menu ▾ | > General Ledger ▾ > Journals ▾ > Process Journals ▾ > Posted Journal Summary Report |

Posted Journal Summary Report

Run Control ID POST_JRNL_SUMM   Report Manager   Process Monitor   [Run]
Language English

Report Request Parameters

*Begin Process	200	*End Proces	10183852	User	
Unit	15100	Ledger Group	ACTUALS	Ledger	ACTUALS
Begin Date	02/01/2019	End Date	03/01/2019	*Summarize by	Journal ID

☑ Show Foreign Curr. Amt   ☑ Show Statistics Amount   ☐ Display Full Numeric Field

Screenshot of the GLS7009 Posted Journal Summary Report

```
                                         PeopleSoft GL
Report ID: GLS7009              POSTED JOURNAL SUMMARY BY JOURNAL ID FOR PROCESS INSTANCE 9278937        Page No.  1
Bus. Unit: 15100--Department of Accounts                                                                Run Date 12/19/2019
Ledger Grp: ACTUALS   -- Actuals                                                                        Run Time 13:41:03
Ledger:    ACTUALS   -- Actuals
Fiscal Year:2019   From  02/01/2019  Through  03/01/2019

Period  Journal ID  Jrnl Date Unpost Src Descr          Lines           Debit            Credit          Stat Amount

  8     AP01117508 02/01/2019 0    AP   AP Payments       64         417,781.55  USD   417,781.55            0.00


Period 8 Total                                           64         417,781.55  USD   417,781.55
```

Project Status Report (GL618)

REVISED: 03/02/2017

DESCRIPTION:
This report provides detail project revenue, transfer, and expenditure information as well as summarizing each Account for the designated 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 can be used to research and review detailed project information.

NAVIGATION PATH:
Main Menu > General Ledger > General Reports > Project Status Report

RUN CONTROL PARAMETERS:	OUTPUT FORMAT:
Business Unit	PDF
Ledger (ACTUALS)	CSV
Fiscal Year	
Project Range From	
Project Range To	
Accounting Period From	
Accounting Period To	

Screenshot of the GL618 Project Status Report Run Control Page

Screenshot of the GL618 Project Status Report


```
                              Commonwealth of Virginia
                                PROJECT STATUS REPORT
                                                                  Run Date: 12/19/2019
Report ID: GL618                                                  Run Time: 01:44 00

                                                                  Page No. 1 of 1
Business Unit:          15100
Ledger:                 ACTUALS
Fiscal Year:            2019
Accounting Period From: 1  To: 2
Project Range From:               To:


Project Id:     0000109881

Account   Account Description          Actual Amount    Task   Fund  Department  Program  FIPS  Agency Use1  Agency Use2  Cost Center  Asset

5011110   Employer Retire Contrb-Def Ben  $    18,608.65        06011  95100      711008
5011120   Salary Social Securty&Medicare  $    10,292.89        06011  95100      711008
5011140   Group Life Insurance            $     1,803.90        06011  95100      711008
5011150   Employer Health Ins Premium     $    17,952.60        06011  95100      711008
5011160   Retiree Health Ins Cr Premium   $     1,613.80        06011  95100      711008
5011170   VSDB & Longterm Disability Ins  $       864.77        06011  95100      711008
5011230   Salaries, Classified            $   137,699.05        06011  95100      711008
5011380   Deferred Comp Match Payments    $       500.00        06011  95100      711008
5012160   Telecom Services (VITA)         $    10,481.85        06011  95100      711008
5012210   Organization Memberships        $       105.00        06011  95100      711008
5012240   Employee Trainng/Workshop/Conf  $     1,050.00        06011  95100      711008
5012780   VITA It Infrastructure Srvc     $    17,588.39        06011  95100      711008
5012790   Computer Softwre Developmt Cst  $ 1,519,342.62        06011  95100      711008
5012820   Travel, Personal Vehicle        $        19.62        06011  95100      711008
5015390   Bldg Rental-NonState DGS Adm    $    43,036.41        06011  95100      711008


Total Expenditure:                   $   1,780,959.55



Total Net Activity:                  $   1,780,959.55
```

Revenue Status Report (RGL008)

REVISED: 03/02/2017

DESCRIPTION:
This report provides estimated revenue, year-to-date actual revenue, prior year end actual revenue, current month actual revenue, and prior year actual revenue for the same month period. The report can be 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

RUN CONTROL PARAMETERS:	OUTPUT FORMAT:
Business Unit (% for all)	PDF
Rev Ledger Group	CSV
Fiscal Year	
To Period	
Sort – Business unit, Fund, Account [checkbox]	
Sort – Fund, Account, Business unit [checkbox]	
Sub Totals [checkbox]	

Screenshot of the RGL008 Revenue Status Report Run Control Page

Screenshot of the RGL008 Revenue Status Report

Commonwealth of Virginia
REVENUE STATUS REPORT

Report ID: RGL008

Run Date: 12/19/2019
Run Time: 01:53 00

Page No. 1 of 2

Business Unit: 15100 : Department of Accounts
Revenue Budget Ledger: CC_APPROP
Fiscal Year: 2019
Accounting Period To: 1

Bus Unit	Fund	Account	Description	Estimated Revenue	Year to Date Current Year	Year to Date Last Year	Month - 01 Current Year	Month - 01 Last Year
15100	01000	4009060	Miscellaneous Revenues	0.00	6,641.51	6,557.17	6,641.51	6,557.17
		4009084	Refund-Exp/Misc Disburse Pr Yr	0.00	(9.00)	0.00	(9.00)	0.00
		5099001	Budget Roll up Account	(13,493,096.00)	0.00	0.00	0.00	0.00
	02011	5099001	Budget Roll up Account	(433,726.00)	0.00	0.00	0.00	0.00
	02111	5099001	Budget Roll up Account	(559,094.00)	0.00	0.00	0.00	0.00
	06011	5099001	Budget Roll up Account	(5,000,000.00)	0.00	0.00	0.00	0.00
	06080	5099001	Budget Roll up Account	(2,682,503.00)	0.00	0.00	0.00	0.00
	06090	5099001	Budget Roll up Account	(18,480,000.00)	0.00	0.00	0.00	0.00
	06150	5099001	Budget Roll up Account	(2,660,587.00)	0.00	0.00	0.00	0.00

Screenshot of the RGL008 Revenue Status Report (continued)

Bus Unit	Fund	Account	Description	Estimated Revenue	Year to Date Current Year	Year to Date Last Year	Month - 01 Current Year	Month - 01 Last Year
			Statewide Total	$ (43,309,006.00)	$ 6,632.51	$ 6,557.17	$ 6,632.51	$ 6,557.17

Statement of Appropriations, Allotments and Expenditures Report (RGL006)

REVISED: 02/27/2017

DESCRIPTION:
The report provides summarized Appropriations, Allotments, Unalloted, Expended MTD and YTD, and Available Appropriation information by Business Unit, Fund, Program, and Project. The report can be used to monitor and administer an 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

RUN CONTROL PARAMETERS:	OUTPUT FORMAT:
Business Unit (% for All)	PDF
Appropriation Ledger (C_APPROP_B)	CSV
Allotment Ledger (C_ALLOT_B)	
Fiscal Year	
Period	
Run for Capital Outlay Only [checkbox]	

Screenshot of the RGL006 Statement of Appropriations, Allotments and Expenditures Report Run Control Page

Screenshot of the RGL006 Statement of Appropriations, Allotments and Expenditures Report

Page No. 1 of 7

Business Unit : 50100
Appr. Ledger : C_APPROP_B
Allt. Ledger : C_ALLOT_B
Fiscal Year : 2019   Period: 1

Business Unit	Program	Project	Fund	Appropriation	Allotment	Unalloted	Expended MTD	Expended YTD	Available Appropriation
50100	5140		04720	24,060,509.00	24,060,509.00	0.00	1,045,829.93	1,045,829.93	23,014,679.07
	Program 5140 Total			24,060,509.00	24,060,509.00	0.00	1,045,829.93	1,045,829.93	23,014,679.07
	6020		04010	20,173,297.00	20,173,297.00	0.00	1,185,020.00	1,185,020.00	18,988,277.00
			04100	12,555,369.00	12,555,369.00	0.00	928,348.13	928,348.13	11,627,020.87
			04720	41,936,254.00	41,936,254.00	0.00	5,094,634.06	5,094,634.06	36,841,619.94
	Program 6020 Total			74,664,920.00	74,664,920.00	0.00	7,208,002.19	7,208,002.19	67,456,917.81
	6030		04010	793,345,573.00	793,345,573.00	0.00	6,690,239.43	6,690,239.43	786,655,333.57
			04220	698,068.00	698,068.00	0.00	0.00	0.00	698,068.00
			04312	206,416.00	206,416.00	0.00	0.00	0.00	206,416.00
			04314	503,919,450.00	503,919,450.00	0.00	2,715,778.35	2,715,778.35	501,203,671.65
			04500	435,153.00	435,153.00	0.00	0.00	0.00	435,153.00
			04720	1,034,660,002.00	1,034,660,002.00	0.00	103,494,359.66	103,494,359.66	931,165,642.34
			04730	42,500,000.00	42,500,000.00	0.00	0.00	0.00	42,500,000.00
			07191	110,500,000.00	110,500,000.00	0.00	143,965.67	143,965.67	110,356,034.33
			07201	85,693,244.00	85,693,244.00	0.00	1,901,679.33	1,901,679.33	83,791,564.67
			07581	8,200,000.00	8,200,000.00	0.00	38,256.70	38,256.70	8,161,743.30

Statement of Cash Position of Funds Report (RGL018)

REVISED: 03/02/2017

DESCRIPTION:
This report provides the cash balances, by Fund, for the current and prior month as of the run date. The cash balances are both budget checked and actuals. The report can be used to monitor an agency's cash position as part of the reconciliation process.

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

RUN CONTROL PARAMETERS:	OUTPUT FORMAT:
Business Unit (% for all)	PDF
	CSV

Screenshot of the RGL018 Statement of Cash Position of Funds Report Run Control Page

Screenshot of the RGL018 Statement of Cash Position of Funds Report

Commonwealth of Virginia
STATEMENT OF CASH POSITION OF FUNDS

Run Date: 12/19/2019
Run Time: 02:03 00

Page No. 1 of 1

Business Unit : 15100 : Department of Accounts

Bus Unit	BU Description	Fund	Fund Description	Current Period FY:2020 Period:6	Prior Period FY:2020 Period:5
15100	Department of Accounts	01000	General Fund	12,190,107.18	12,190,107.18
		02011	DOA Statewide Accounting Svcs	0.00	0.00
		02054	Cost Recovery Audit Fund	0.00	0.00
		02081	Non-Tax Collection Servs Fund	0.00	0.00
		02111	Charge Card Rebate Fund	0.00	0.00
		02700	Parking	0.00	0.00
		06011	Enterprise App – HCM	1,588,293.59	1,588,293.59
		06080	Payroll Service Bureau Service	335,654.52	335,654.52
		06090	Enterprise App - Cardinal	766,899.71	766,899.71
		06150	Enterprise App-Perf Budgeting	387,629.14	387,629.14
		09151	Federal Repayment Reserve Fund	32,803,552.67	32,803,552.67
		09362	Commonwealth Health Research	0.00	0.00

End of Report

Summary Fluctuation Analysis Report (RGL028)

REVISED: 03/02/2017

DESCRIPTION:
This report provides the variance in expenditures by COA elements between Fiscal Years. The report can be used for trend analysis in comparing summarized Chart of Account data between two or more Fiscal Years.

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

RUN CONTROL PARAMETERS:	**OUTPUT FORMAT:**
SetID	PDF
Business Unit	CSV
Actuals [checkbox]	
Cash [checkbox]	
Modified Accrual [checkbox]	
Full Accrual [checkbox]	
Forecast [checkbox]	
Base Fiscal Year	
Accounting Period From	
Accounting Period To	
Fiscal Year To Be compared Against - Fiscal Year 1, Fiscal Year 2	
ChartField Selection (various)	

Screenshot of the Summary Fluctuation Analysis Run Control Page

Screenshot of the RGL028 Summary Fluctuation Analysis Report

Summary Ledger Detail Report (GLS1001)

REVISED: 03/02/2017

DESCRIPTION:
This report provides a summary of ledger balances and can be used for reconciliation purposes.

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

RUN CONTROL PARAMETERS:	OUTPUT FORMAT:
Unit	PDF
Ledger	CSV
Ledger Code	
Fiscal Year	
From Period	
To Period	
Display Full Numeric Field [checkbox]	
Click on Refresh	
Sequence	
Include CF [checkbox]	

Screenshot of the Summary Ledger Detail Run Control Page

Screenshot of the GLS1001 Summary Ledger Detail Report

```
                                                        PeopleSoft GL
                                                   SUMMARY LEDGER - DETAIL                                    Page No.  1
Report ID: GLS1001                                                                                           Run Date 12/19/2019
Bus. Unit:  15100--                                                                                          Run Time 14:16:57
Ledger:      SACTUALS  -- Summary Actuals
Ledger Code:
As of Fiscal Year 2019 from Period   1 to Period   2 ()

Fund    Program     Account                                                        Balance


01000               101010                                                      11,096,632.97
                    205025                                                          80,060.00
                    609560                                               <        13,493,096.00>
        724001      5011110                                                        12,533.20
                    5011120                                                         6,797.72
                    5011140                                                         1,215.06
                    5011150                                                        11,980.30
                    5011160                                                         1,087.38
                    5011170                                                           583.75
                    5011280                                                        91,733.63
                    5011380                                                           320.00
                    5022310                                                         5,530.00
        724002      5011110                                                        20,169.58
                    5011120                                                        10,928.17
                    5011140                                                         1,955.04
                    5011150                                                        20,300.20
                    5011160                                                         1,748.77
                    5011170                                                           936.00
                    5011280                                                       147,717.44
                    5011380                                                           530.00
        724004      5012660                                                        13,855.00
        737001      101010                                                            462.50
                    5011110                                                        49,403.78
                    5011120                                                        30,007.48
                    5011130                                                            97.37
                    5011140                                                         5,128.34
                    5011150                                                        62,446.75
                    5011160                                                         4,588.27
                    5011170                                                         2,357.39
                    5011230                                                       383,616.59
                    5011250                                                        17,489.37
                    5011380                                                         1,145.00
                    5011410                                                         2,020.57
                    5011530                                                         5,770.55
                    5011620                                                           646.75
                    5011640                                                           103.48
                    5011660                                                         3,445.20
                    5012210                                                           345.00
                    5012660                                                         6,832.64
                    5015460                                                <           462.50>
        737002      5011110                                                         4,979.50
                    5011120                                                         2,760.37
```

Track without Budget – Expenditures by ChartField Report (RGL007B)

REVISED: 03/02/2017

DESCRIPTION:
This report provides information that summarizes expenditures by designated ChartFields, Month-to-Date (MTD) and Fiscal Year-to-Date (YTD). The report is generated only for budget ledgers set to Track Without Budget.

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

RUN CONTROL PARAMETERS:
Business Unit
Budget Ledger
Fiscal Year
As of Period
Show Account Description [checkbox]
Field Name (Account, Fund, Program)
How Specified (Detail – Selected Parents, Range of Values, Selected Detail Values)
Tree Name (if applicable)
Level Name (if applicable)
Sub-Total {checkbox}
Tree Node Selector (if applicable)
Select Values/Nodes / Select Value (if applicable)

OUTPUT FORMAT:
PDF
CSV

Screenshot of the Track Without Budget Expenditures By ChartField Run Control Page

Screenshot of the RGL007B Track Without Budget Expenditures By ChartField Report

Commonwealth of Virginia
TRACK WITHOUT BUDGET - EXPENDITURES BY CHARTFIELD

Report ID: RGL007B

Run Date: 12/19/2019
Run Time: 02:24 00

Page No. 1 of 1

Business Unit : 15100
Fiscal Year : 2019
As of Period : 1
Budget Ledger : C_OPR_B

Fund Code	Account	Budgeted Amount	Month Expended	Year-to-Date Expended	Unexpended Amount
	5011110	0.00	178,049.43	178,049.43	(178,049.43)
	5011120	0.00	101,862.13	101,862.13	(101,862.13)
	5011130	0.00	626.31	626.31	(626.31)
	5011140	0.00	17,793.35	17,793.35	(17,793.35)
	5011150	0.00	231,121.60	231,121.60	(231,121.60)
	5011160	0.00	15,936.65	15,936.65	(15,936.65)
	5011170	0.00	8,386.35	8,386.35	(8,386.35)
	5011220	0.00	21,570.87	21,570.87	(21,570.87)
	5011230	0.00	1,195,134.41	1,195,134.41	(1,195,134.41)
	5011250	0.00	12,520.47	12,520.47	(12,520.47)
	5011280	0.00	145,195.05	145,195.05	(145,195.05)
	5011380	0.00	5,081.50	5,081.50	(5,081.50)
	5011410	0.00	8,329.10	8,329.10	(8,329.10)
	5011530	0.00	12,916.57	12,916.57	(12,916.57)
	5011620	0.00	2,521.58	2,521.58	(2,521.58)
	5011640	0.00	103.48	103.48	(103.48)
	5011660	0.00	5,032.57	5,032.57	(5,032.57)
	5012140	0.00	125.12	125.12	(125.12)
	5012270	0.00	354.76	354.76	(354.76)
	5012440	0.00	501,645.00	501,645.00	(501,645.00)
	5012660	0.00	15,112.00	15,112.00	(15,112.00)
	5012740	0.00	14,073.00	14,073.00	(14,073.00)
	5012750	0.00	126,995.75	126,995.75	(126,995.75)
	5012780	0.00	27,497.22	27,497.22	(27,497.22)
	5012790	0.00	389,500.00	389,500.00	(389,500.00)
	5012820	0.00	84.87	84.87	(84.87)
	5012850	0.00	106.62	106.62	(106.62)
	5012880	0.00	21.00	21.00	(21.00)
	5014150	0.00	4,914.00	4,914.00	(4,914.00)
	5015390	0.00	47,201.00	47,201.00	(47,201.00)
	5015450	0.00	588.00	588.00	(588.00)
	5015470	0.00	1,677.55	1,677.55	(1,677.55)
	5022310	0.00	5,530.00	5,530.00	(5,530.00)
Total for the Report :		0.00	3,097,607.31	3,097,607.31	(3,097,607.31)

End of Report

Transactions in Pending Status Report (VGLR620B)

REVISED: 03/02/2017

DESCRIPTION:
This report provides transactions that are pending for processing in the General Ledger, Accounts Receivable, Purchasing, Expenses, Accounts Payable, and Project Costing modules. The Purchasing and Project Costing modules are currently only applicable to Business Unit 50100 (VDOT)*. Transactions that are pending for processing have not been successfully entered, edit checked, 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 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. It can also be useful for users at month end and year end by identifying transactions that need to be cleared.

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.

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

RUN CONTROL PARAMETERS:
Business Unit
Ledger
Actuals
From Date
To Date
GL: All Sections use Journal Date [checkbox]
AR: All Sections use Accounting Date [checkbox]
*PR: All Sections use Budget Date [checkbox]
EX: All Sections use Accounting Date [checkbox]
AP: All Sections Use Scheduled Pay Date [checkbox]
*PC: All Sections use Accounting Date [checkbox]
Click on Refresh
Sequence
Include CF [checkbox]
Value / To Value

OUTPUT FORMAT:
PDF
CSV

ADDITIONAL INFORMATION:

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*

Screenshot of the Transactions in Pending Status Run Control Page

Screenshot of the VGLR620B Transactions in Pending Status Report

Transactions Ready for Processing Report (VGLR620A)

REVISED: 03/02/2017

DESCRIPTION:
This report provides transactions that are ready for processing in the General Ledger, Accounts Receivable, Purchasing, Expenses, Accounts Payable, and Project Costing modules. Purchasing and Project Costing modules are currently only applicable to Business Unit 50100 (VDOT)*. Transactions that are ready for processing have been successfully entered, edit checked, 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 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.

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.

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

RUN CONTROL PARAMETERS:	**OUTPUT FORMAT:**
Business Unit	PDF
Ledger	CSV
Actuals	
From Date	
To Date	
GL: All sections use journal date [checkbox]	
AR: All sections use accounting date [checkbox]	
*PR: All sections use accounting date [checkbox]	
EX: All sections use accounting date [checkbox]	
AP: Section Ready to be Paid uses scheduled pay date, All other sections use accounting date [checkbox]	
*PC: All sections use accounting date [checkbox]	
Click on Refresh	
Sequence	
Include CF [checkbox]	
Value / To Value	

ADDITIONAL INFORMATION:

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*

Screenshot of the Transactions Ready for Processing Run Control Page

Screenshot of the VGLR620A Transactions Ready for Processing Report

				Commonwealth of Virginia				
				TRANSACTIONS READY FOR PROCESSING				
Report ID: VGLR620A							Run Date: 10/10/2019	
							Run Time: 10:18:00	

Business Unit: 19900   DCR
From Date: 05/01/2019
To Date: 10/10/2019   Page No. 1 of 17
Ledger: ACTUALS
Module: GL,AR,PR,EX,AP,PA

Account   All Values
Fund   From: 01030   To: 08200

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
19900	0001211331	06/13/2019	Valid	Valid	Post	101010	01000	(181.00)
19900	0001211331	06/13/2019	Valid	Valid	Post	101010	08200	181.00
19900	0001211331	06/13/2019	Valid	Valid	Post	5011110	08200	(181.00)
19900	0001211331	06/13/2019	Valid	Valid	Post	5012880	01000	181.00
Transaction Grouping Total:	(Total Journals:	4)						0.00

General Ledger nVision Reports

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Budget to Actual - Cost Center by Account Report (RGL0614 - nVision)

REVISED: 12/12/2019

DESCRIPTION:

This nVision 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. The 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.

NAVIGATION PATH:

Main Menu > myCardinal Financials > Financials Report Retrieval > FIN Report Manager > CSC EXP ACCOUNT

RUN CONTROL PARAMETERS:	**OUTPUT FORMAT:**
Business Unit	Excel version 2007 or higher

ADDITIONAL INFORMATION:

The report is retrieved by Business Unit and Cost Center code. The report layout returns Budget and Actual data by Account for each Cost Center related to the designated Business Unit.

Screenshot of the RGL0614 Budget to Actual By Cost Center and Account Report

Commonwealth of Virginia
Budget to Actual-Cost Center by Account

Report ID:	RGL0614
Layout ID:	VGLR0614
Scope:	VGLR0614
Period Ending	June 30, 2020
Business Unit	41100	Department of Forestry
Cost Center:	100	Salary Payroll

Account	Description	Operational Budget	2020-1	2020-2	2020-3
5011110	Employer Retire Contrb-Def Ben	1,432,072.00	161,823.86	109,471.56	109,532.85
5011120	Salary Social Security&Medicare	810,307.00	93,156.82	62,080.41	62,014.29
5011140	Group Life Insurance	138,759.00	16,346.22	11,056.00	11,069.33
5011150	Employer Health Ins Premium	2,642,007.00	366,494.75	243,743.50	246,063.50
5011160	Retiree Health Ins Cr Premium	123,929.00	14,599.11	9,874.25	9,886.15
5011170	VSDB & Longterm Disability Ins	65,672.00	6,166.60	4,169.63	4,175.97
5011220	Salaries, Appointed Officials	144,984.00	18,122.88	12,081.92	12,081.92
5011230	Salaries, Classified	9,435,216.00	1,188,944.35	793,846.71	790,067.06
5011280	Salaries, Info Techn Employees	497,548.00	56,125.85	34,115.02	38,968.18
5011310	Bonuses & Incentives	0.00	0.00	0.00	50.00
5011380	Deferred Comp Match Payments	47,040.00	7,262.50	4,890.00	4,850.00
5011510	Workers' Compensation Awards	0.00	0.00	0.00	722.98
5011520	Supplemntl Wrkers' Comp Award	0.00	0.00	0.00	0.00
5011530	Short-Term Disability Benefits	0.00	6,114.40	3,497.76	5,696.70
5011620	Salaries, Annual Leave Balance	0.00	13,405.84	4,617.18	3,392.63
5011630	Salaries, Sick Leave Balances	0.00	5,000.00	0.00	0.00
5011640	Salaries, Comp Leave Balances	0.00	0.00	386.46	290.50
5011660	DefContMatch-VRS HybridRetPlan	0.00	6,862.82	4,727.96	4,708.76
	Expenditures	**$15,337,534.00**	**$1,960,426.00**	**$1,298,558.36**	**$1,303,570.82**

Screenshot of the RGL0614 Budget to Actual By Cost Center and Account Report (scrolled right)

				Run Date:	**December 19, 2019**
				Run Time:	**9:47:59 PM**
2020-4	**2020-5**	**2020-6**	**Current Year Expenditures**	**(Over) Under Operational Budget**	**% of Budget Remaining**
108,776.28	105,395.26	53,992.64	648,992.45	783,079.55	0.55
65,766.07	59,942.66	31,092.72	374,052.97	436,254.03	0.54
11,016.27	10,689.27	5,474.54	65,651.63	73,107.37	0.53
1,250.00	238,038.63	122,917.75	1,218,508.13	1,423,498.87	0.54
9,838.77	9,581.84	4,889.37	58,669.49	65,259.51	0.53
4,150.85	4,021.24	2,059.52	24,743.81	40,928.19	0.62
12,081.92	12,081.92	6,040.96	72,491.52	72,492.48	0.50
792,218.57	771,220.15	392,041.65	4,728,338.49	4,706,877.51	0.50
32,101.92	32,101.92	16,050.96	209,463.85	288,084.15	0.58
0.00	250.00	0.00	300.00	(300.00)	0.00
4,855.00	4,715.00	2,440.00	29,012.50	18,027.50	0.38
0.00	0.00	0.00	722.98	(722.98)	0.00
0.00	(2,239.65)	0.00	(2,239.65)	2,239.65	0.00
3,987.42	1,730.90	5,156.48	26,183.66	(26,183.66)	0.00
1,477.28	6,085.44	0.00	28,978.37	(28,978.37)	0.00
0.00	0.00	0.00	5,000.00	(5,000.00)	0.00
0.00	0.00	0.00	676.96	(676.96)	0.00
4,906.26	4,910.70	2,469.31	28,585.81	(28,585.81)	0.00
$1,052,426.61	$1,258,525.28	$644,625.90	$7,518,132.97	$7,819,401.03	50.98%

Budget to Actual - Department by Account Report (RGL0615 - nVision)

REVISED: 03/09/2017

DESCRIPTION:
This nVision report is used to monitor Operational Budget and Actual expenditure totals and variance of budget remaining for a Business Unit and Department by Account. The report provides Operational Budget and Actual Expenditure amounts for a Business Unit by Account and Department for the current period and year to date.

NAVIGATION PATH:
Main Menu > myCardinal Financials > Financials Report Retrieval > FIN Report Manager > DEPT EXP ACCOUNT

RUN CONTROL PARAMETERS:	OUTPUT FORMAT:
Business Unit	Excel version 2007 or higher

ADDITIONAL INFORMATION:
The report is retrieved by Business Unit and Department. The report layout returns Budget and Actual data by Account for each designated Department ID related to the designated Business Unit.

Screenshot of the RGL0615 Budget to Actual By Department and Account Report

Commonwealth of Virginia
Budget to Actual-Department by Account

Report ID:	RGL0615
Layout ID:	VGLR0615
Scope:	VGLR0615
Period Endi	June 30, 2020
Business Un	41100	Department of Forestry
Department	1300	Reforestation of Timberlands

Account	Description	Operational Budget	2020-1	2020-2	2020-3
5011110	Employer Retire Contrb-Def Ber	68,358.00	8,580.40	5,806.26	5,806.26
5011120	Salary Social Security&Medicar	38,679.00	4,848.18	3,283.72	3,253.51
5011140	Group Life Insurance	6,623.00	849.85	575.08	575.08
5011150	Employer Health Ins Premium	134,796.00	18,168.00	11,921.00	11,921.00
5011160	Retiree Health Ins Cr Premium	5,916.00	759.05	513.64	513.64
5011170	VSDB & Longterm Dirability Ins	3,135.00	191.24	129.36	129.36
5011230	Salaries, Classified	505,603.00	66,109.36	44,094.24	44,094.24
5011380	Deferred Comp Match Payment	2,400.00	367.50	245.00	245.00
5011660	DefContMatch-VRS HybridRetP	0.00	190.61	128.94	128.94
5012240	Employee Trainng/Workshop/Cc	300.00	200.00	0.00	150.00
5012560	Mechanical Repair & Maint Srvc	1,500.00	0.00	0.00	0.00
5012680	Skilled Services	212,827.00	0.00	0.00	0.00
5012780	VITA It Infrastructure Srvc	55,415.00	4,618.00	0.00	0.00
5012790	Computer Software Developmt C	12,500.00	0.00	0.00	0.00
5012830	Travel, Public Carriers	200.00	0.00	0.00	367.97
5012850	Travel, Subsistence & Lodging	800.00	0.00	0.00	0.00
5012880	Travel, Meal Reimb-Not Rpt Inr	700.00	0.00	96.25	41.25
5013110	Apparel Supplies	250.00	0.00	165.00	0.00
5013230	Gasoline	0.00	0.00	0.00	0.00
5013430	Field Supplies	500.00	0.00	0.00	0.00
5013540	Mechancal Repair & Maint Matrl	2,000.00	0.00	0.00	0.00
5013710	Agricultural Supplies	300.00	0.00	0.00	0.00
5014180	Incentives	2,510,562.00	0.00	0.00	13,275.00
5014320	Payments In Lieu Of Taxes	15,688.00	0.00	0.00	0.00
5015550	Workers' Compensation	15,487.00	0.00	0.00	0.00
5022430	Field Equipment	500.00	0.00	0.00	0.00
5022510	Agricultural Vehicular Equip	500,000.00	0.00	0.00	0.00
	Expenditures	**$4,095,039.00**	**$104,882.69**	**$66,958.49**	**$80,501.25**

Screenshot of the RGL0615 Budget to Actual By Department and Account Report (scrolled right)

| | | | | Run Date: | December 19, 2019 |
| | | | | Run Time: | 9:47:23 PM |

2020-4	2020-5	2020-6	Current Year Expenditures	Operational Budget	% of Budget Remaining
5,806.26	5,806.26	2,903.13	34,708.57	33,649.43	0.49
3,455.93	3,247.73	1,642.44	19,731.51	18,947.49	0.49
575.08	575.08	287.54	3,437.71	3,185.29	0.48
0.00	11,921.00	5,960.50	59,891.50	74,904.50	0.56
513.64	513.64	256.82	3,070.43	2,845.57	0.48
129.36	129.36	64.68	773.36	2,361.64	0.75
44,094.24	44,094.24	22,047.12	264,533.94	241,069.06	0.48
245.00	245.00	122.50	1,470.00	930.00	0.39
128.94	128.94	64.47	770.84	(770.84)	0.00
0.00	0.00	0.00	350.00	(50.00)	-0.17
0.00	0.00	0.00	0.00	1,500.00	1.00
0.00	0.00	0.00	0.00	212,827.00	1.00
0.00	0.00	0.00	4,618.00	50,797.00	0.92
0.00	0.00	0.00	0.00	12,500.00	1.00
367.46	0.00	0.00	735.43	(535.43)	-2.68
416.22	0.00	0.00	416.22	383.78	0.48
187.75	82.50	0.00	407.75	292.25	0.42
0.00	0.00	0.00	165.00	85.00	0.34
27.00	0.00	0.00	27.00	(27.00)	0.00
0.00	0.00	0.00	0.00	500.00	1.00
0.00	0.00	0.00	0.00	2,000.00	1.00
0.00	0.00	0.00	0.00	300.00	1.00
73,305.00	33,453.00	33,363.00	153,396.00	2,357,166.00	0.94
0.00	0.00	0.00	0.00	15,688.00	1.00
0.00	0.00	0.00	0.00	15,487.00	1.00
0.00	0.00	0.00	0.00	500.00	1.00
0.00	0.00	0.00	0.00	500,000.00	1.00
$129,251.88	$100,196.75	$66,712.20	$548,503.26	$3,546,535.74	86.61%

COVA Standard Budget to Actual – Fund, Program, Account Report (RGL004A - nVision)

REVISED: 03/09/2017

DESCRIPTION:
This nVision report is used to monitor Operational Budget and Actual incurred per period for a Business Unit by Fund, Program, and Account. The report provides Operational Budget and Actual Expenditures for a designated Business Unit and related Fund and Program, summarized by Account Code for both Accounting Period and Fiscal Year to Date.

NAVIGATION PATH:
Main Menu > myCardinal Financials > Financials Report Retrieval > FIN Report Manager > OPRL BUD ACTUAL

RUN CONTROL PARAMETERS:	OUTPUT FORMAT:
Business Unit	Excel version 2007 or higher

ADDITIONAL INFORMATION:
The report is retrieved by Business Unit, Fund Code, and Program Code. The report layout returns Operational Budget and Actual expenditure data by Fund and Program designated in the scope for the Business Unit.

Screenshot of the RGL004A COVA Standard Budget to Actual By Fund, Program, and Account Report

Commonwealth of Virginia
COVA Standard Budget to Actual - Fund, Program, Account

Report ID:	RGL004A			Run Date:	December 20, 2019
Layout ID:	VGLR004A			Run Time:	12:08:36 AM
Scope:	VGLR004A				
Period Ending	June 30, 2020				
Business Unit	41100	Department of Forestry			
Fund:	02640	State Forest Fund			
Program:	501004	Tree Restre/Imprv/Nurs/St Land			

Account	Description	Operational Budget	Expenditures	(Over) Under Operational Budget	% of Budget Remaining
5011110	Employer Retire Contrb-Def Ben	81,121.00	41,249.04	39,871.96	0.49
5011120	Salary Social Security&Medicare	47,981.00	24,176.00	23,805.00	0.50
5011140	Group Life Insurance	7,860.00	4,056.10	3,803.90	0.48
5011150	Employer Health Ins Premium	142,884.00	72,596.00	70,288.00	0.49
5011160	Retiree Health Ins Cr Premium	7,020.00	3,622.35	3,397.65	0.48
5011170	VSDB & Longterm Disability Ins	3,720.00	744.10	2,975.90	0.80
5011230	Salaries, Classified	600,011.00	308,914.31	291,096.69	0.49
5011380	Deferred Comp Match Payments	2,544.00	2,015.00	529.00	0.21
5011410	Wages, General	26,000.00	14,635.79	11,364.21	0.44
5011510	Workers' Compensation Awards	0.00	1,879.75	(1,879.75)	0.00

COVA Standard Budget to Actual – Program, Fund Report (RGL003A - nVision)

REVISED: 03/07/2017

DESCRIPTION:
This nVision report is used to monitor Budget and Actual data incurred per period by Fund and Program at the Business Unit level. The report provides Appropriations and Expenditures for a Business Unit by Fund and Program for all Programs within the Fund designated in the report.

NAVIGATION PATH:
Main Menu > myCardinal Financials > Financials Report Retrieval > FIN Report Manager > APPROP BUD ACTUAL

RUN CONTROL PARAMETERS:	OUTPUT FORMAT:
Business Unit	Excel version 2007 or higher

ADDITIONAL INFORMATION:
The report is retrieved by Business Unit and Fund Code. The report layout returns Budget and Actual data by Program and Sub-program for all programs related to the Fund designated in the scope for the Business Unit.

Screenshot of the RGL003A COVA Standard Budget to Actual By Fund and Program Report

Commonwealth of Virginia
COVA Standard Budget to Actual - Program, Fund

Report ID:	RGL003A				
Layout ID:	VGLR003A				
Scope:	FNDS_15100				
Period Ending:	June 30, 2020				
Business Unit:	15100	Department of Accounts			
Fund:	01000	General Fund			

Program	Description	Appropriation	2020-1	2020-2	2020-3
	ALL_PROGRAMS				
	Fin Sys Develp&Mgmt	3,921,555.00	210,229.53	131,801.74	147,834.94
	Accounting Services	8,080,478.00	1,022,697.04	711,484.56	707,196.95
	Admin&Support Svcs	1,614,099.00	181,133.99	128,256.58	129,893.32
	ALL_PROGRAMS	$13,616,132.00	$1,414,060.56	$971,542.88	$984,925.21

Screenshot of the RGL003A COVA Standard Budget to Actual By Fund and Program Report (scrolled right)

H	I	J	K	L	M
				Run Date:	December 20, 2019
				Run Time:	12:16:23 AM
				(Over) Under	
2020-4	2020-5	2020-6	Expenditures	Appropriation	% of Budget Remaining
194,316.57	123,950.86	89,277.24	897,410.88	3,024,144.12	0.77
657,505.28	746,677.09	406,108.80	4,251,669.72	3,828,808.28	0.47
162,825.86	144,165.66	129,971.92	876,247.33	737,851.67	0.46
$1,014,647.71	$1,014,793.61	$625,357.96	$6,025,327.93	$7,590,804.07	55.75%

Project Expenditure by Account Report (VPAR106B - nVision)

REVISED: 03/09/2017

DESCRIPTION:
This nVision report is used to review the total posted amounts by Accounts under a Project and Business Unit from the Project Budget Ledger, Journal Header, and Journal Lines tables for project life to date and year to date time spans.

NAVIGATION PATH:
Main Menu > myCardinal Financials > Financials Report Retrieval > FIN Report Manager > PROJ EXP ACCOUNT

RUN CONTROL PARAMETERS:
Business Unit

OUTPUT FORMAT:
Excel version 2007 or higher

ADDITIONAL INFORMATION:
The report is retrieved by Project Number and is generated for all projects related to the Business Unit.

Screenshot of the VPAR106B Project Expenditures by Account Report

Commonwealth of Virginia

Financial Summary – Project Expenditure by Account

Report ID:	VPAR106B				
Layout ID:	VPAR106B				
Scope:	VPAR106B				
Period Ending	June 30, 2020				
Business Unit	12700	Dept of Emergency Management			
Project:	0000116211	Hurricane Darien			

Account	Description	Project Budget	2020-3	2020-4	2020-5
5012190	Inbound Freight Services	0.00	120.00	0.00	0.00
5012530	Equipment Repair & Maint Srvc	0.00	0.00	0.00	2,951.50
5012640	Food & Dietary Services	0.00	9,666.93	0.00	0.00
5012680	Skilled Services	0.00	900.00	2,108.35	4,059.79
5012750	Computer Software Maint Srvcs	0.00	54,384.00	0.00	0.00
5012820	Travel, Personal Vehicle	0.00	217.57	130.39	0.00
5012850	Travel, Subsistence & Lodging	0.00	12,662.76	7,676.74	0.00
5012880	Travel, Meal Reimb-Not Rpt Irs	0.00	2,151.56	467.50	0.00
5013120	Office Supplies	0.00	27.89	0.00	0.00
5013230	Gasoline	0.00	24.00	0.00	0.00
5013430	Field Supplies	0.00	53.83	0.00	0.00
5013520	Custodial Repair & Maint Matrl	0.00	13.61	0.00	0.00
5013620	Food & Dietary Supplies	0.00	2,745.19	0.00	0.00
5013630	Food Service Supplies	0.00	495.79	0.00	0.00
5014340	Disaster Aid-Local Government	0.00	0.00	171,422.15	0.00
5014530	Out-Of-State Political Entity	0.00	0.00	0.00	0.00
5022170	Other Computer Equipment	0.00	1,319.93	0.00	0.00
5022180	Computer Software Purchases	0.00	2,304.75	0.00	0.00
5022320	Photographic Equipment	0.00	69.99	0.00	0.00
	Total	$0.00	$87,157.80	$181,805.13	$7,011.29

Screenshot of the VPAR106B Project Expenditures by Account Report (scrolled right)

| | | | Run Date | December 20, 2019 |
| | | | Run Time | 12:18:39 AM |

	Expenditures		Project to Date (Over) Under Project Budget	% of Project Budget Remaining
2020-6	Current Year	Project to Date		
0.00	120.00	120.00	(120.00)	0.00
0.00	2,951.50	2,951.50	(2,951.50)	0.00
0.00	9,666.93	9,666.93	(9,666.93)	0.00
5,051.83	12,119.97	12,119.97	(12,119.97)	0.00
0.00	54,384.00	54,384.00	(54,384.00)	0.00
0.00	347.96	347.96	(347.96)	0.00
0.00	20,339.50	20,339.50	(20,339.50)	0.00
0.00	2,619.06	2,619.06	(2,619.06)	0.00
0.00	27.89	27.89	(27.89)	0.00
0.00	24.00	24.00	(24.00)	0.00
0.00	53.83	53.83	(53.83)	0.00
0.00	13.61	13.61	(13.61)	0.00
0.00	2,745.19	2,745.19	(2,745.19)	0.00
0.00	495.79	495.79	(495.79)	0.00
0.00	171,422.15	171,422.15	(171,422.15)	0.00
(2,721.83)	(2,721.83)	(2,721.83)	2,721.83	0.00
0.00	1,319.93	1,319.93	(1,319.93)	0.00
0.00	2,304.75	2,304.75	(2,304.75)	0.00
0.00	69.99	69.99	(69.99)	0.00
$2,330.00	$278,304.22	$278,304.22	($278,304.22)	0.00%

Project Expenditure by Task Report (VPAR106C - nVision)

REVISED: 03/09/2017

DESCRIPTION:
This nVision report is used to review Project Budget versus Actual expenditures by Account for a designated Project for both Fiscal YTD and Project to Date (Project Life to Date) time spans. The report provides the total posted amounts by all tasks under a Project and Business Unit from the Project Budget ledger, Journal Header, and Journal line tables for project life-to-date and year-to-date time spans.

NAVIGATION PATH:
Main Menu > myCardinal Financials > Financials Report Retrieval > FIN Report Manager > PROJ EXP TASK

RUN CONTROL PARAMETERS:	**OUTPUT FORMAT:**
Business Unit	Excel version 2007 or higher

ADDITIONAL INFORMATION:
The report is retrieved by Project Number and is generated for all projects related to the Business Unit.

Screenshot of the VPAR106C Project Expenditure by Task Report

Commonwealth of Virginia

Financial Summary - Project Expenditure by Task

Report ID:	VPAR106C				
Layout ID:	VPAR106C				
Scope:	VPAR106C				
Period Ending:	June 30, 2020				
Business Unit:	12300	Department of Military Affairs			
Project:	DMA86123	Museum			

Task	Description		Project Budget	2020-1	2020-2	2020-3
68900	The Adjutant General's Office		0.00	22.64	0.00	0.00
69000	Ft Pickett Museum		0.00	4,514.90	2,954.45	1,584.01
	Total		$0.00	$4,537.54	$2,954.45	$1,584.01

Screenshot of the VPAR106C Project Expenditure by Task Report (scrolled right)

| | | | | | Run Date: | December 20, 2019 |
| | | | | | Run Time: | 12:19:40 AM |

			Expenditures			
					Project to Date	
					(Over) Under Project	% of Project Budget
2020-4	2020-5	2020-6	Current Year	Project to Date	Budget	Remaining
0.00	0.00	0.00	22.64	22.64	(22.64)	0.00
1,641.12	1,295.68	1,372.03	13,362.19	217,842.93	(217,842.93)	0.00
$1,641.12	$1,295.68	$1,372.03	$13,384.83	$217,865.57	($217,865.57)	0.00%

Project Financial Summary Report (VPAR0567 - nVision)

REVISED: 03/08/2017

DESCRIPTION:
This nVision report is used to research and review project financial information. The report is run for all projects related to a designated Business Unit by Summary Project and provides the Project Budget for both the summary project and the operating projects. It provides expenditure actuals for year-to-date (YTD) and project life-to-date (LTD), project to date over / under budget, variance between project budget and project LTD spending, and percent of project budget remaining.

NAVIGATION PATH:
Main Menu > myCardinal Financials > Financials Report Retrieval > FIN Report Manager > PROJ FIN SUMMARY

RUN CONTROL PARAMETERS:	**OUTPUT FORMAT:**
Business Unit	Excel version 2007 or higher

ADDITIONAL INFORMATION:
The report is retrieved by Business Unit. The report scope only includes Business Unit since it uses a PROJECT_REPORTING tree which has nodes for CAPITAL and OPERATING projects for each Business Unit.

Screenshot of the VPAR0567 Project Financial Summary Report

Commonwealth of Virginia

Project Financial Summary Report

Report ID:	VPAR0567						
Layout ID:	VPAR0567						
Scope:	VPAR0567						
Period Ending:	June 30, 2020						
Business Unit:	41100	Department of Forestry					

Project ID	Description	Appropriation	Project Budget	2020-1	2020-2	2020-3	2020-4
Capital		32,413,082.38	9,095,614.65	0.00	23,387.22	4,375.29	424,689.27
Operating		0.00	6,804,479.61	123,233.80	90,925.79	45,139.38	108,178.48
Overall Total Amounts		$32,413,082.38	$15,900,094.26	$123,233.80	$114,313.01	$49,514.67	$532,867.75

Screenshot of the VPAR0567 Project Financial Summary Report (scrolled right)

						Run Date:	December 19, 2019
						Run Time:	9:55:42 PM

2020-5	2020-6	Current Year Expenditures	Project to Date Expenditures	Project to Date (Over) Under Appropriation	% of Appropriation Budget Remaining	Project to Date (Over) Under Project Budget	% of Project Budget Remaining
35,107.96	0.00	487,559.74	20,261,321.44	12,151,760.94	0.37	(11,165,706.79)	(1.23)
84,281.21	30,463.00	482,221.66	9,521,566.37	(9,521,566.37)	0.00	(2,717,086.76)	(0.40)
$119,389.17	$30,463.00	$969,781.40	$29,782,887.81	$2,630,194.57	8.11%	($13,882,793.55)	-87.31%