

### **Payment Cash Checking Overview**

Cardinal's payment cash checking process ensures that all payments (Vouchers, employee expenses, and Cash Advances) are checked against available cash, before being released for payment each night.

The payment cash checking process runs in the nightly batch schedule after the pay cycle selection process, but before the pay cycle creation process. Cardinal transactions (Accounts Receivable (AR) Direct Journals, AR Applied Payments, AR Maintenance, and General Ledger (GL) Journals) that may impact available cash balances on the ledger are posted to the ledger before the start of the payment cash checking process each night.

The payment cash checking process ensures that all payments have available cash in the respective Business Unit (Agency)/fund combinations to be paid for that night. Based on system priority, payments are bounced against the applicable ledger cash account balances, and a running total is maintained until all payments are cleared or marked for insufficient funds during the batch run. All payments that successfully pass the payment cash checking process run through regular Cardinal payment processing, including Comptroller's Debt Setoff (CDS) Offset and the Treasury Offset Program (TOP).

The process deselects Vouchers and employee expenses from that night's pay cycle when they are marked for insufficient funds. Results for insufficient funds can be reviewed in Cardinal using online inquiries or queries. Vouchers, employee expenses, and Cash Advances rejected for pay cycle are not paid until they successfully pass the payment cash checking process. They are reset and made available for processing again before the next night's pay cycle selection run.

It is important to note that the payment cash checking process does not prevent non-payment transactions that impact the ledger cash account from posting (i.e., an AR Cash Receipts adjustment or a GL online journal entry that causes the cash account to go negative are not stopped by the process). It only stops payment transactions (Voucher, employee expense, and Cash Advance payments only) when there is insufficient cash.

Special payments produced by the Department of Accounts (DOA) using the Cardinal Express Check functionality do not use the payment cash checking process. Instead, DOA manually reviews the applicable ledger cash account balances prior to processing the related Voucher for the special payment. The cash balances are updated for the special payments after the completion of the nightly pay cycle process.

**Navigation Note:** Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.



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### **DOA Controlled Configuration Settings**

The payment cash checking process utilizes several system configuration settings to provide some flexibility in how the payment requests are analyzed by the system.

Settings controlled by DOA include:

- Account
- Processing Order
- Bypass
- Override
- Apply FY (Fiscal Year)
- Transaction Level Override

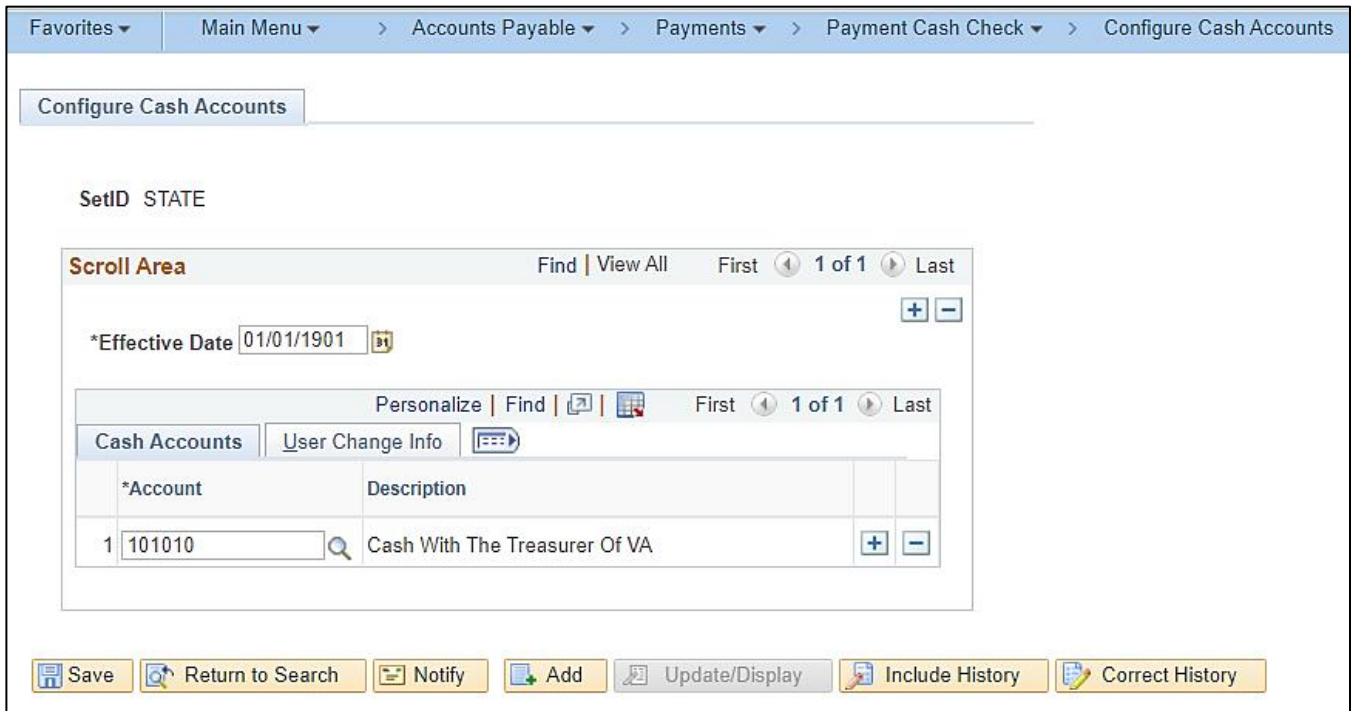
Illustrations and examples shown in this Job Aid correlate to the configuration settings initially established in Cardinal at the onset of the payment cash checking process.

### Account

The Account configuration setting controls which cash account ledger balances are included in the evaluation process. Account settings selected in Cardinal only include the ledger account "101010" from the ACTUALS ledger.

Navigate to the **Configure Cash Accounts** page using the following path:

**Main Menu > Accounts Payable > Payments > Payment Cash Check > Configure Cash Accounts**



The screenshot shows the 'Configure Cash Accounts' page in a web application. At the top, a breadcrumb trail reads: Favorites > Main Menu > Accounts Payable > Payments > Payment Cash Check > Configure Cash Accounts. Below this is a 'Configure Cash Accounts' header. The main content area includes a 'SetID STATE' label. A 'Scroll Area' contains a search bar with 'Find | View All' and navigation buttons for 'First', '1 of 1', and 'Last'. Below the search bar is a field for '\*Effective Date' with the value '01/01/1901' and a calendar icon. A 'Personalize | Find | View All' section is followed by 'First', '1 of 1', and 'Last' navigation. A 'Cash Accounts' tab is active, showing a 'User Change Info' button. A table lists cash accounts:

*Account	Description
1 101010	Cash With The Treasurer Of VA

At the bottom of the interface, there is a row of action buttons: Save, Return to Search, Notify, Add, Update/Display, Include History, and Correct History.

### **Fund Level Processing Rules Bypass**

The Bypass configuration setting identifies payments by selected Fund (or Business Unit/Fund combination) that are exempt from the payment cash checking process. Payments are released regardless of the ledger cash balance. Running cash balances are not maintained for the impacted combination.

This option might be used when there is a clear business process that warrants allowing the cash account for a particular Fund (or Business Unit/Fund combination) to go negative. One example of this might be a fund that is supported by bonds, where the cash is requisitioned after the expenses are incurred. The timing of the cash replenishment may cause the fund's cash to be negative at regular points in the process.

For more detailed information, see the section of this Job Aid titled [Fund Level Processing Rules](#).

### Override

The Override configuration allows for all payments for the selected Fund (or Business Unit/Fund combination) to be processed via the payment cash checking process, however, payments will be released regardless of the ledger cash balance. Unlike the fund level Bypass option, running cash balances will be maintained for the impacted combination.

No business scenarios requiring this configuration setting were identified at the initial onset of the payment cash checking process in Cardinal.

For more detailed information, see the section of this job aid titled [Transaction Level Override](#).



### Apply FY (Fiscal Year)

The Fiscal Year configuration controls which Fiscal Year's cash balances are verified during the payment cash checking process when multiple General Ledger Fiscal Years are open concurrently.

When the FY setting is not "FY Enabled", the payment cash checking process will evaluate the new Fiscal Year payment transactions against a combined cash balance for both Fiscal Years (this simulates a cash roll forward that will not occur until the prior Fiscal Year is closed and balances are rolled forward, which typically occurs near the end of July). When DOA anticipates cash balances will be rolled forward for a particular Fund (or Business Unit/Fund combination), the configuration is set as "FY Not Enabled".

When the FY setting is "FY Enabled", the payment cash checking process evaluates the new Fiscal Year payment transactions against the independent cash balance for just the new FY (this simulates cash balances that will not roll forward in the system – General Fund cash balances are a good example of this type). When DOA anticipates cash balances will not be rolled forward for a particular Fund (or Business Unit/Fund combination), the configuration should be set as "FY Enabled".

This FY setting also controls beginning cash balances reported on the inquiries and reports related to the payment cash checking process.

The illustration below assumes that two General Ledger Fiscal Years are open concurrently and assumes that at the time the payment cash checking process begins, the ACTUALS ledger cash balance in the fund for the closing FY (FY14) is \$4,000 and the actual ledger cash balance in the same fund for the new FY (FY15) is \$1,000.

FY CONFIGURATION SETTING	PAYMENT PROCESSING TRANSACTIONS	FY14 CASH ACTUALS BALANCE	FY15 CASH ACTUALS BALANCE	FY14 CASH CHECKING BEGINNING BALANCE	FY15 CASH CHECKING BEGINNING BALANCE	EXPLANATION
<b>FY NOT ENABLED</b>		\$4,000	\$1,000	\$4,000	\$5,000	<b>PAYMENT CASH CHECKING BALANCE FOR THE CLOSING FY IS COMBINED WITH THE BALANCE OF THE NEW FISCAL YEAR - SIMULATING A CASH ROLL FORWARD</b>
	FY14	ACTUALS TRANSACTION APPLIED HERE		PAYMENT CASH CHECKING TRANSACTION APPLIED HERE		TRANSACTIONS FOR CLOSING FY ARE PAYMENT CASH CHECKED AGAINST THE FY14 CASH
	FY15		ACTUALS TRANSACTION APPLIED HERE		PAYMENT CASH CHECKING TRANSACTION APPLIED HERE	TRANSACTIONS FOR THE NEW FY ARE PAYMENT CASH CHECKED AGAINST THE COMBINED FY14 AND 15 CASH
<b>FY ENABLED</b>		\$4,000	\$1,000	\$4,000	\$1,000	<b>PAYMENT CASH CHECKING BALANCE FOR THE CLOSING FY IS NOT COMBINED WITH THE BALANCE OF THE NEW FISCAL YEAR - SIMULATING CASH BALANCE NOT ROLLING FORWARD</b>
	FY14	ACTUALS TRANSACTION APPLIED HERE		PAYMENT CASH CHECKING TRANSACTION APPLIED HERE		TRANSACTIONS FOR CLOSING FY ARE PAYMENT CASH CHECKED AGAINST THE FY14 CASH
	FY15		ACTUALS TRANSACTION APPLIED HERE		PAYMENT CASH CHECKING TRANSACTION APPLIED HERE	TRANSACTIONS FOR CLOSING FY ARE PAYMENT CASH CHECKED AGAINST THE FY15 CASH

For more detailed information, see the section of this Job Aid titled [Fund Level Processing Rules](#).

### Transaction Level Override

This configuration feature provides the ability to flag specific Vouchers/employee expenses/Cash Advances to be processed via the payment cash checking process, but allows the payment to be released, even if the Business Unit/fund combination cash balance has gone negative. The payment cash checking process updates the running cash balance with amounts associated with overridden Vouchers/employee expenses/Cash Advances.

For more detailed information, see section of this Job Aid titled [Updating Transaction Level Overrides](#).





### How It All Works Together

All the payment transactions ready for payment are evaluated each night at the start of the nightly batch process. Debit/Credit Memo Vouchers (by supplier) ready for payment are combined for assessment.

Also, each Voucher, employee expense, and Cash Advance are evaluated in its entirety. A single payment transaction may contain multiple accounting Distribution Lines. If one of the accounting Distribution Lines on the payment transaction does not pass the payment cash checking process, the entire transaction will be rejected for payment during the nightly batch process.

After these initial evaluation steps, any payment transaction where all Distribution Lines are associated with a fund level Bypass Rule, a fund level Override Rule, or a Transaction Level Override will pass the payment cash checking process. Remaining payment transactions are then evaluated in accordance with the configured processing orders set by DOA and the processing Agencies. Remember, illustrations and examples shown in this Job Aid correlate to the configuration settings initially established in the Cardinal system at the onset of the payment cash checking process.

The processing order is configured in Cardinal as follows.

First Level	DOA has configured the <b>Transaction Type</b> Processing Order as (1) Vouchers, (2) Expenses, (3) Advances							
Second Level	DOA has configured the <b>Payment Method</b> Processing Order as (1) ACH, (2) EFT and (3) GE (ePayables) and (4) CHK for all transaction types							
Third Level	The system default order of <b>Scheduled Due Date</b> is utilized (no Transaction Level Priority has been configured)							
Fourth Level	The system default order of <b>Transaction ID</b> is utilized (no Transaction Level Priority has been configured)							
<b>Sorting Level</b>								
<b>First</b>	<b>Transaction Type</b>							
	<table border="1"> <tr><td>Voucher</td></tr> <tr><td>Expense</td></tr> <tr><td>Advance</td></tr> </table>				Voucher	Expense	Advance	
Voucher								
Expense								
Advance								
<b>Second</b>	<b>Transaction Type</b>	<b>Payment Method</b>						
	Voucher	<table border="1"> <tr><td>ACH</td></tr> <tr><td>EFT</td></tr> <tr><td>GE (ePayables)</td></tr> <tr><td>CHK</td></tr> </table>			ACH	EFT	GE (ePayables)	CHK
ACH								
EFT								
GE (ePayables)								
CHK								
<b>Third</b>	<b>Transaction Type</b>	<b>Payment Method</b>	<b>Scheduled Due Date</b>					
	Voucher	ACH	<table border="1"> <tr><td>7/1/2013</td></tr> <tr><td>7/2/2013</td></tr> </table>		7/1/2013	7/2/2013		
7/1/2013								
7/2/2013								
<b>Fourth</b>	<b>Transaction Type</b>	<b>Payment Method</b>	<b>Scheduled Due Date</b>	<b>Transaction ID</b>				
	Voucher	ACH	7/1/2013	00000007				
			7/2/2013	00000013				
				00000015				
The sorting process illustrated above would be repeated for each additional Transaction Type.								



# Accounts Payable Job Aid

## AP312\_Payment Cash Checking Overview

The example below illustrates how processing order might work with the settings previously shown.

Business Unit	Transaction Type (1)	Payment Method (2)	Scheduled Due Date (3)	Transaction ID (4)	Processing Order
15100	Voucher	ACH	7/1/2013	00000007	1
15100	Voucher	ACH	7/2/2013	00000013	2
15100	Voucher	ACH	7/2/2013	00000015	3
15100	Voucher	EFT	7/1/2013	00000001	4
15100	Voucher	EFT	7/1/2013	00000002	5
15100	Voucher	EFT	7/3/2013	00000004	6
15100	Voucher	GE	7/1/2013	00000017	7
15100	Voucher	CHK	6/30/2013	00000006	8
15100	Voucher	CHK	7/1/2013	00000001	9
15100	Voucher	CHK	7/1/2013	00000003	10
15100	Expense	ACH	7/1/2013	000000001	11
15100	Expense	ACH	7/1/2013	000000004	12
15100	Expense	EFT	7/1/2013	000000012	13
15100	Expense	EFT	7/3/2013	000000002	14
15100	Expense	CHK	7/3/2013	000000006	15
15100	Expense	CHK	7/3/2013	DOA0000006	16
15100	Advance	EFT	7/1/2013	000000003	17
15100	Advance	EFT	7/3/2013	000000005	18

If Fund Level Bypass, Fund level Override, or Transaction Override rules apply to the transaction, processing orders are irrelevant.



### Pre-processing Payment Cash Checking Management

Reports are available to help users monitor the payment cash checking process before the beginning of the nightly pay cycle process. Key reports include:

- Transactions Ready for Processing Report
- Transactions in Pending Status Report

For more detailed information on running these reports, see the **Cardinal Accounts Payable and Expenses Reports Catalog**, located on the Cardinal website in **Reports Catalog** under **Resources**.

### Post Processing Payment Cash Checking Review

All Agencies are expected to monitor errors (rejected payments) and negative cash accounts, and to ensure that these issues are addressed promptly. Reports are available to help users view the payment cash checking process results online by Business Unit/Fund or by individual transaction for up to 60 days. Some of the key reports include:

- Notify Negative Cash Balance Process
- Payment Cash Checking Results Online Inquiry
- Review Results by Transaction Online Inquiry
- V\_AP\_PYMNT\_CASH\_CHECK\_RESULT Query

For more detailed information, see the section of this Job Aid titled [Reviewing Payment Cash Checking Reports](#).

### Fund Level Processing Rules

Fund Level Processing can be set to any one of three configuration rules: Bypass, Override, and Apply FY (Fiscal Year). The Processing Rules can be configured for a single Business Unit, a list of Business Units, or all Business Units.

The Bypass configuration allows all payments for the selected Fund (or Business Unit (Agency)/Fund combination) to be completely ignored by the payment cash checking process. Associated payments will be released, regardless of the ledger cash balance. Running cash balances will not be maintained for the impacted combination.

This option might be used when there is a clear business process that warrants allowing the cash account for a particular Fund (or Business Unit/Fund combination) to go negative. One example of this might be a fund that is supported by bonds where the cash is requisitioned after the expenses are incurred. The timing of the cash replenishment may cause the fund's cash to be negative at regular points in the process.

The Override configuration allows all payments in the selected Fund (or Business Unit (Agency)/Fund combination) to be processed via the payment cash checking process. However, payments will be released regardless of the ledger cash balance. Unlike the fund level Bypass configuration, running cash balances will be maintained for the impacted combination.

No business scenarios requiring this configuration setting were identified at the initial onset of payment cash checking in Cardinal.

The Apply FY (Fiscal Year) configuration controls which Fiscal Year's cash balances are verified during the payment cash checking process, when multiple General Ledger Fiscal Years are concurrently open.

When the FY setting is "FY Not Enabled", the payment cash checking process will evaluate the new Fiscal Year payment transactions against a combined cash balance for both Fiscal Years (this simulates a cash roll forward that will not occur until the prior Fiscal Year is closed and balances are rolled forward, which typically occurs near the end of July). When the Department of Accounts (DOA) anticipates cash balances will be rolled forward for a particular Fund (or Business Unit/Fund combination), the configuration should be set as "FY Not Enabled".

When the FY setting is "FY Enabled", the payment cash checking process will evaluate the new Fiscal Year payment transactions against the independent cash balance for just the new FY (this simulates cash balances that will not roll forward; General Fund balances are a good example of this type). When DOA anticipates cash balances will not be rolled forward for a particular Fund (or Business Unit/Fund combination), the configuration should be set as "FY Enabled".

This FY setting also controls beginning balances reported on the inquiries and reports related to the payment cash checking process.



# Accounts Payable Job Aid

## AP312\_Payment Cash Checking Overview

The chart below illustrates the impact of the FY Enabled/FY Not Enabled configurations on the beginning balance of the Cash Checking Balance for the new FY when two General Ledger Fiscal Years are open concurrently:

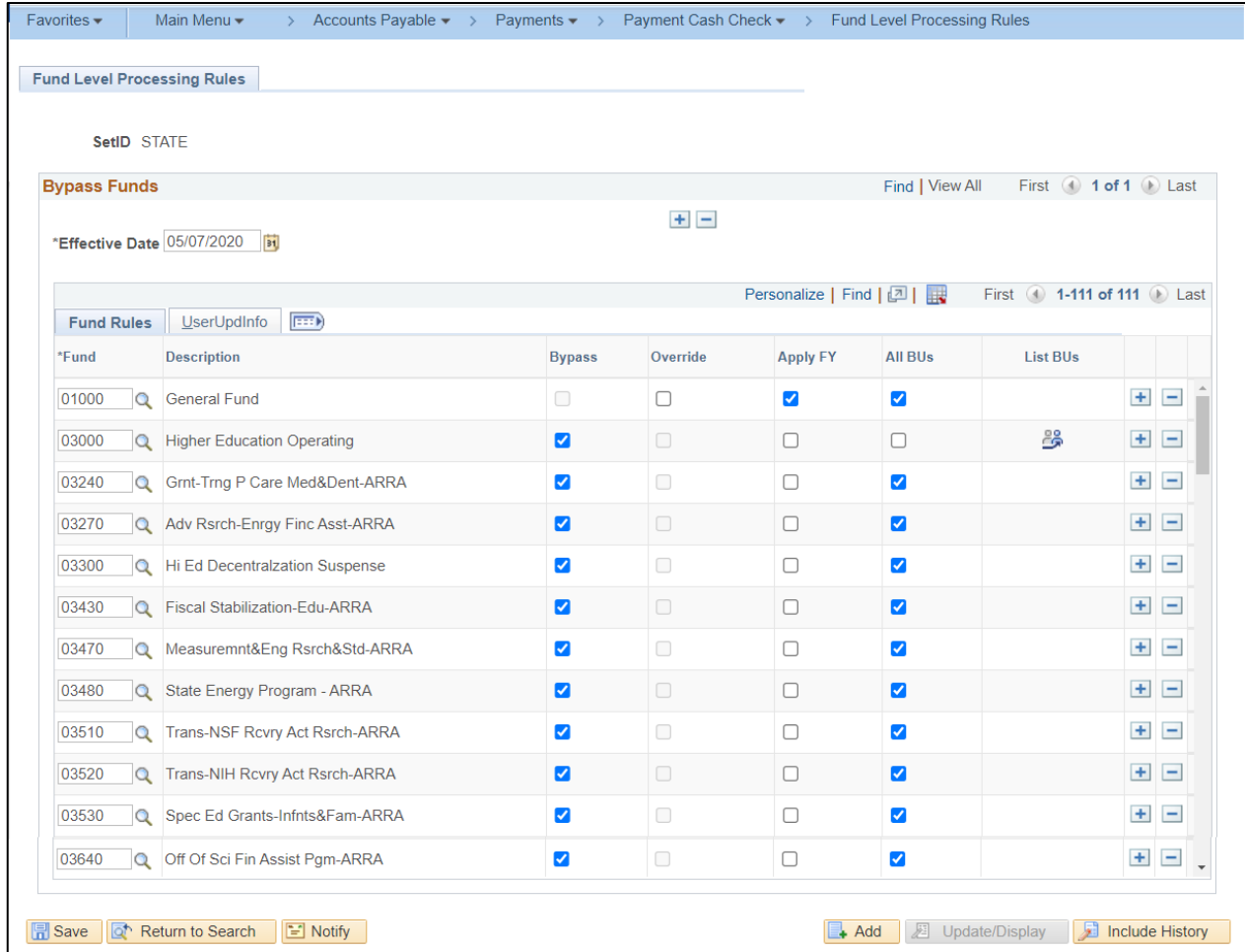
FY CONFIGURATION SETTING	PAYMENT PROCESSING TRANSACTIONS	FY14 CASH ACTUALS BALANCE	FY15 CASH ACTUALS BALANCE	FY14 CASH CHECKING BEGINNING BALANCE	FY15 CASH CHECKING BEGINNING BALANCE	EXPLANATION
<b>FY NOT ENABLED</b>		\$4,000	\$1,000	\$4,000	<b>\$5,000</b>	<b>PAYMENT CASH CHECKING BALANCE FOR THE CLOSING FY IS COMBINED WITH THE BALANCE OF THE NEW FISCAL YEAR - SIMULATING A CASH ROLL FORWARD</b>
	FY14	ACTUALS TRANSACTION APPLIED HERE		PAYMENT CASH CHECKING TRANSACTION APPLIED HERE		TRANSACTIONS FOR CLOSING FY ARE PAYMENT CASH CHECKED AGAINST THE FY14 CASH
	FY15		ACTUALS TRANSACTION APPLIED HERE		PAYMENT CASH CHECKING TRANSACTION APPLIED HERE	TRANSACTIONS FOR THE NEW FY ARE PAYMENT CASH CHECKED AGAINST THE COMBINED FY14 AND 15 CASH
<b>FY ENABLED</b>		\$4,000	\$1,000	\$4,000	<b>\$1,000</b>	<b>PAYMENT CASH CHECKING BALANCE FOR THE CLOSING FY IS NOT COMBINED WITH THE BALANCE OF THE NEW FISCAL YEAR - SIMULATING CASH BALANCE NOT ROLLING FORWARD</b>
	FY14	ACTUALS TRANSACTION APPLIED HERE		PAYMENT CASH CHECKING TRANSACTION APPLIED HERE		TRANSACTIONS FOR CLOSING FY ARE PAYMENT CASH CHECKED AGAINST THE FY14 CASH
	FY15		ACTUALS TRANSACTION APPLIED HERE		PAYMENT CASH CHECKING TRANSACTION APPLIED HERE	TRANSACTIONS FOR CLOSING FY ARE PAYMENT CASH CHECKED AGAINST THE FY15 CASH

### Adding/Updating Fund Level Processing Rules

Step	Action
1.	<p>Navigate to the <b>Fund Level Processing Rules</b> page using the following path:  <b>Main Menu &gt; Accounts Payable &gt; Payments &gt; Payment Cash Check &gt; Fund Level Processing Rules</b></p> <p>The <b>Fund Level Processing Rules Search</b> page displays with the <b>Find an Existing Value</b> tab displayed by default.</p> <div style="border: 1px solid black; padding: 5px;"> <p style="font-size: small; margin: 0;"> <a href="#">Favorites</a> &gt; <a href="#">Main Menu</a> &gt; <a href="#">Accounts Payable</a> &gt; <a href="#">Payments</a> &gt; <a href="#">Payment Cash Check</a> &gt; <a href="#">Fund Level Processing Rules</a> </p> <p><b>Fund Level Processing Rules</b></p> <p style="font-size: x-small; margin: 0;">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="display: flex; justify-content: space-between; margin: 5px 0;"> <span>Find an Existing Value</span> <span>Add a New Value</span> </div> <div style="border: 1px solid #ccc; padding: 2px; margin: 5px 0;"> <span>▼ Search Criteria</span> </div> <p>Search by: SetID begins with <input style="width: 100px;" type="text"/></p> <p><input type="checkbox"/> Include History</p> <p>Limit the number of results to (up to 300): <input style="width: 40px;" type="text" value="300"/></p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>Search</span> <span>Advanced Search</span> </div> <p style="font-size: x-small; margin-top: 10px;"> <a href="#">Find an Existing Value</a>   <a href="#">Add a New Value</a> </p> </div>
2.	<p>Enter "STATE" in the <b>SetID begins with</b> field.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Search by: SetID begins with <input style="width: 150px; border: 2px solid red;" type="text" value="STATE"/></p> </div>
3.	<p>Click the <b>Search</b> button.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p><input style="width: 60px; border: 2px solid red;" type="button" value="Search"/> <a href="#">Advanced Search</a></p> </div>

Step	Action
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The **Fund Level Processing Rules** page displays.



Favorites > Main Menu > Accounts Payable > Payments > Payment Cash Check > Fund Level Processing Rules

**Fund Level Processing Rules**

SetID STATE

**Bypass Funds** Find | View All First 1 of 1 Last



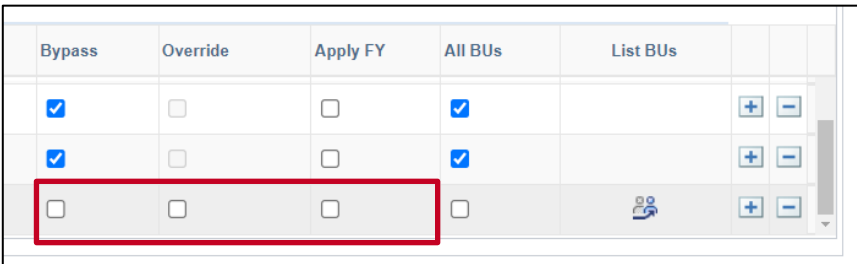
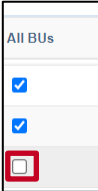
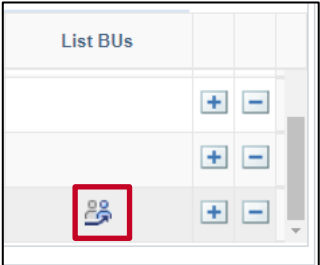
\*Effective Date 05/07/2020

*Fund	Description	Bypass	Override	Apply FY	All BUs	List BUs		
01000	General Fund	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input style="font-size: 8px;" type="button" value="+"/>	<input style="font-size: 8px;" type="button" value="-"/>
03000	Higher Education Operating	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input style="font-size: 8px;" type="button" value="+"/>	<input style="font-size: 8px;" type="button" value="-"/>
03240	Gmt-Trng P Care Med&Dent-ARRA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input style="font-size: 8px;" type="button" value="+"/>	<input style="font-size: 8px;" type="button" value="-"/>
03270	Adv Rsrch-Energy Finc Asst-ARRA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input style="font-size: 8px;" type="button" value="+"/>	<input style="font-size: 8px;" type="button" value="-"/>
03300	Hi Ed Decentralzation Suspense	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input style="font-size: 8px;" type="button" value="+"/>	<input style="font-size: 8px;" type="button" value="-"/>
03430	Fiscal Stabilization-Edu-ARRA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input style="font-size: 8px;" type="button" value="+"/>	<input style="font-size: 8px;" type="button" value="-"/>
03470	Measurmnt&Eng Rsrch&Std-ARRA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input style="font-size: 8px;" type="button" value="+"/>	<input style="font-size: 8px;" type="button" value="-"/>
03480	State Energy Program - ARRA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input style="font-size: 8px;" type="button" value="+"/>	<input style="font-size: 8px;" type="button" value="-"/>
03510	Trans-NSF Rcvry Act Rsrch-ARRA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input style="font-size: 8px;" type="button" value="+"/>	<input style="font-size: 8px;" type="button" value="-"/>
03520	Trans-NIH Rcvry Act Rsrch-ARRA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input style="font-size: 8px;" type="button" value="+"/>	<input style="font-size: 8px;" type="button" value="-"/>
03530	Spec Ed Grants-Infnts&Fam-ARRA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input style="font-size: 8px;" type="button" value="+"/>	<input style="font-size: 8px;" type="button" value="-"/>
03640	Off Of Sci Fin Assist Pgm-ARRA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input style="font-size: 8px;" type="button" value="+"/>	<input style="font-size: 8px;" type="button" value="-"/>

Save Return to Search Notify Add Update/Display Include History

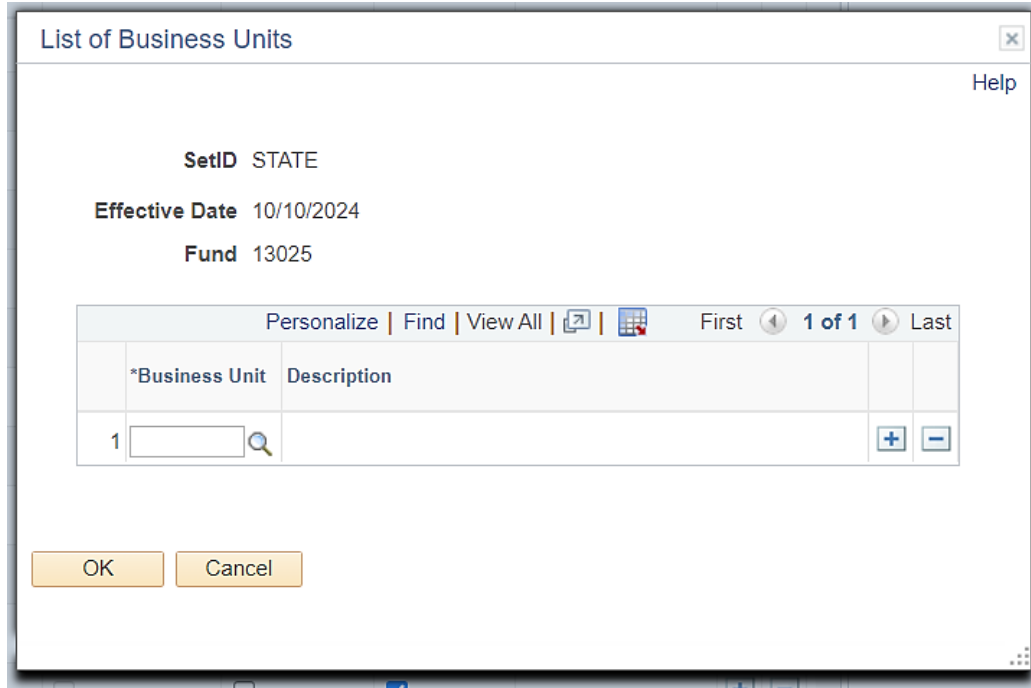
4.	<p>To make a change to the Fund Level Processing Rules configuration, click the <b>Add a New Row (+)</b> button to insert a new effective dated row.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <input style="border: 2px solid red;" type="button" value="+"/> <input style="border: 2px solid gray;" type="button" value="-"/> </div>
5.	<p>To indicate the start date for the fund level processing rules, enter the effective date in the <b>Effective Date</b> field.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p>*Effective Date <input style="border: 2px solid red;" type="text"/> <input type="button" value="📅"/></p> </div>
6.	<p>If a change is being made to an existing row, update accordingly.</p>

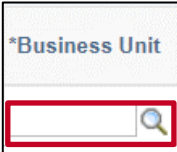




Step	Action
7.	<p>To add a new Fund Rule, click the <b>Add a New Row (+)</b> button at the bottom of the page to add another Fund to the page.</p> 
8.	<p>Enter or select the Fund in the <b>Fund</b> field.</p> 
9.	<p>Click the corresponding checkbox option(s) for the desired fund processing rule in the <b>Bypass</b>, <b>Override</b>, and <b>Apply FY</b> fields.</p> 
10.	<p>Click the checkbox option in the <b>All BUs</b> field if this rule applies to all Business Units.</p> 
11.	<p>To select specific Business Units to apply to the rule, click the <b>List BUs</b> icon in the <b>List BUs</b> field.</p> 

Step	Action
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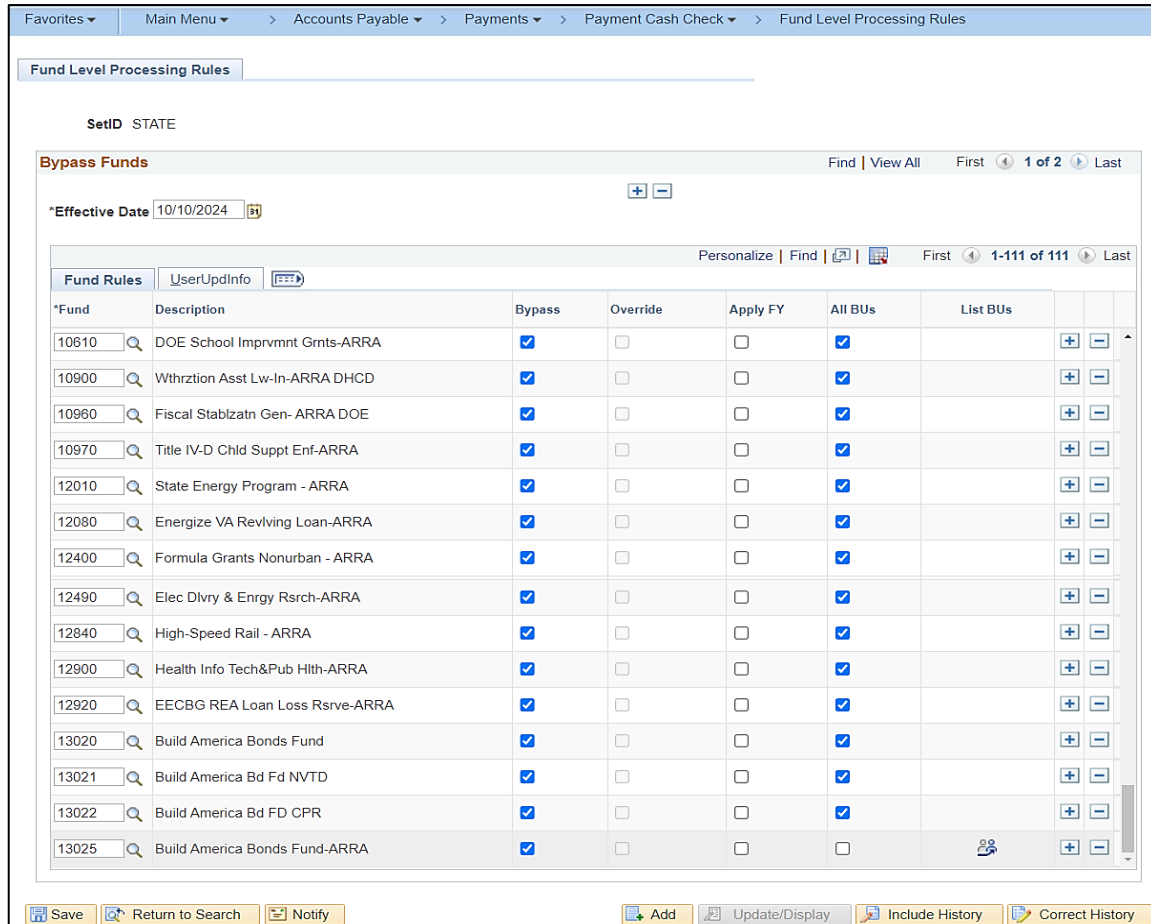
The **List of Business Units** page displays in a pop-up window.



12.	Enter or select the specific Business unit that the rule will be applied to in the <b>Business Unit</b> field.  
13.	Click the <b>Add a New Row (+)</b> button to add another Business Unit as needed.  
14.	Repeat Steps 12 - 13 until all Business Units have been added.
15.	Click the <b>OK</b> button to return to the <b>Fund Processing Rules</b> page.  

Step	Action
------	--------

The **Fund Level Processing Rules** page redisplay.



Favorites > Main Menu > Accounts Payable > Payments > Payment Cash Check > Fund Level Processing Rules

**Fund Level Processing Rules**

SetID STATE

**Bypass Funds** Find | View All First 1 of 2 Last

\*Effective Date 10/10/2024

Personalize | Find | First 1-111 of 111 Last

Fund Rules	UserUpdInfo					
*Fund	Description	Bypass	Override	Apply FY	All BUs	List BUs
10610	DOE School Imprmnt Grnts-ARRA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10900	Wthrztion Asst Lw-In-ARRA DHCD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10960	Fiscal Stablztn Gen- ARRA DOE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10970	Title IV-D Chld Suppt Enf-ARRA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12010	State Energy Program - ARRA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12080	Energize VA Revlving Loan-ARRA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12400	Formula Grants Nonurban - ARRA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12490	Elec Dlrvy & Enrgy Rsrch-ARRA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12840	High-Speed Rail - ARRA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12900	Health Info Tech&Pub Hlth-ARRA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12920	EECBG REA Loan Loss Rsrve-ARRA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13020	Build America Bonds Fund	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13021	Build America Bd Fd NVTD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13022	Build America Bd FD CPR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13025	Build America Bonds Fund-ARRA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Save Return to Search Notify Add Update/Display Include History Correct History

16.	Rows can be removed as needed by clicking the <b>Remove Row (-)</b> button.
17.	Click the <b>Save</b> button once all entries have been updated, added, or deleted.  <div style="border: 1px solid black; padding: 5px; display: inline-block;"> </div>
18.	Click the <b>UserUpdInfo</b> tab.  <div style="border: 1px solid black; padding: 5px; display: inline-block;"> </div>

Step	Action
------	--------

The **UserUpdInfo** tab displays.

[Favorites](#) > [Main Menu](#) > [Accounts Payable](#) > [Payments](#) > [Payment Cash Check](#) > [Fund Level Processing Rules](#)

Fund Level Processing Rules

SetID STATE

**Bypass Funds** Find | View All | First 1 of 2 | Last

\*Effective Date

Personalize | Find | 1-111 of 111 | First | Last

Fund Rules	UserUpdInfo	Operator ID	Date/Time Stamp	Last Update User ID	Last Update Date/Time	
<input type="text" value="10610"/>			01/11/2016 5:30:40PM		10/14/2024 11:05:59AM	+ -
<input type="text" value="10900"/>			01/11/2016 5:30:40PM		10/14/2024 11:05:59AM	+ -
<input type="text" value="10960"/>			01/11/2016 5:30:40PM		10/14/2024 11:05:59AM	+ -
<input type="text" value="10970"/>			01/11/2016 5:30:40PM		10/14/2024 11:05:59AM	+ -
<input type="text" value="12010"/>			09/29/2014 3:02:49PM		10/14/2024 11:05:59AM	+ -
<input type="text" value="12080"/>			01/11/2016 5:30:40PM		10/14/2024 11:05:59AM	+ -
<input type="text" value="12400"/>			09/29/2014 3:02:49PM		10/14/2024 11:05:59AM	+ -
<input type="text" value="13022"/>			08/28/2014 4:58:59PM		10/14/2024 11:05:59AM	+ -
<input type="text" value="13025"/>			01/11/2016 5:30:40PM		10/14/2024 11:05:59AM	+ -

Save Return to Search Notify Add Update/Display Include History Correct History



The **UserUpdInfo** tab is populated with:

- a. **Operator ID** of the user who entered the transactions to the **Transaction Priority** page
- b. **Date/Time Stamp**
- c. **Last Update User ID**
- d. **Last Update Date/Time**

Users can click the **Add** button at the bottom of the page to add transactions for other SetIDs.


**Transaction Level Override**

Select users from the Department of Accounts will have security access to specify Transaction Level Override configurations. This functionality allows for selected payment transactions to override the payment cash checking process when the cash balances are not adequate to cover the payment. This means that even if the cash goes negative, these transactions pass through the cash checking process and are paid. These transactions are deducted from the running cash balances. The following subsections detail these processes.

### Adding Transaction Level Overrides

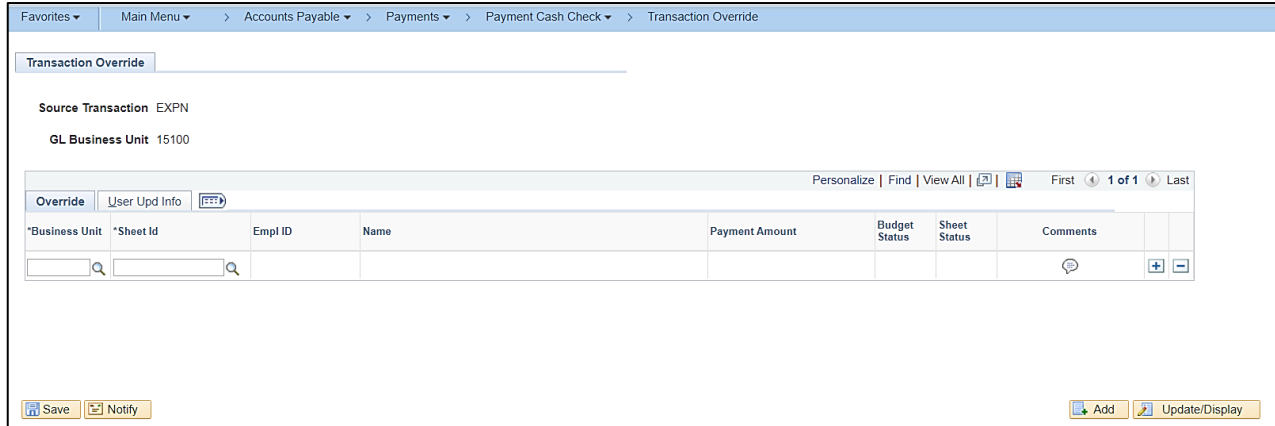
Follow the steps in this section to add transaction level overrides.

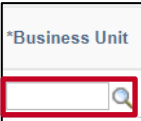
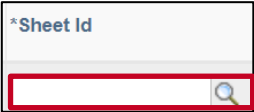

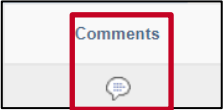


Step	Action
1.	<p>Navigate to the <b>Transaction Override</b> page using the following path:  <b>Main Menu &gt; Accounts Payable &gt; Payments &gt; Payment Cash Check &gt; Transaction Override</b></p> <p>The <b>Transaction Override Search</b> page displays with the <b>Find an Existing Value</b> page displayed by default.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="font-size: small; margin: 0;"> <a href="#">Favorites</a> &gt; <a href="#">Main Menu</a> &gt; <a href="#">Accounts Payable</a> &gt; <a href="#">Payments</a> &gt; <a href="#">Payment Cash Check</a> &gt; <a href="#">Transaction Override</a> </p> <p><b>Transaction Override</b></p> <p style="font-size: x-small;">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </p> <p> <input type="button" value="Search Criteria"/> </p> <p>           Search by: <input type="text" value="Source Transaction"/> begins with <input type="text"/> </p> <p>           Limit the number of results to (up to 300): <input type="text" value="300"/> </p> <p> <input type="button" value="Search"/> <a href="#">Advanced Search</a> </p> <p style="font-size: x-small;"> <a href="#">Find an Existing Value</a>   <a href="#">Add a New Value</a> </p> </div>
2.	<p>Click the <b>Add a New Value</b> tab.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;"> <input type="button" value="Find an Existing Value"/> <input style="border: 2px solid red;" type="button" value="Add a New Value"/> </p> </div>

Step	Action
	<p>The <b>Add a New Value</b> tab displays.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="font-size: small; margin: 0;"> <a href="#">Favorites</a> &gt; <a href="#">Main Menu</a> &gt; <a href="#">Accounts Payable</a> &gt; <a href="#">Payments</a> &gt; <a href="#">Payment Cash Check</a> &gt; <a href="#">Transaction Override</a> </p> <p><b>Transaction Override</b></p> <p> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </p> <p>           *Source Transaction <input type="text"/> <input type="button" value="🔍"/>            *GL Business Unit <input type="text"/> <input type="button" value="🔍"/> </p> <p style="text-align: center;"><input type="button" value="Add"/></p> <p style="font-size: x-small; margin-top: 10px;"> <a href="#">Find an Existing Value</a>   <a href="#">Add a New Value</a> </p> </div>
3.	<p>Enter or select the source transaction in the <b>Source Transaction</b> field.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>*Source Transaction <input style="border: 2px solid red;" type="text"/> <input type="button" value="🔍"/></p> </div>
	<p>Options for the <b>Source Transaction</b> are:</p> <p><b>EXAD:</b> Cash Advances</p> <p><b>EXPN:</b> Expense Report</p> <p><b>VCHR:</b> Accounts Payable Vouchers</p>
4.	<p>Enter or select the Business Unit in the <b>GL Business Unit</b> field.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>*GL Business Unit <input style="border: 2px solid red;" type="text"/> <input type="button" value="🔍"/></p> </div>
5.	<p>Click the <b>Add</b> button.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p style="text-align: center;"><input style="border: 2px solid red;" type="button" value="Add"/></p> </div>


Step	Action
------	--------

The **Transaction Override** page displays.

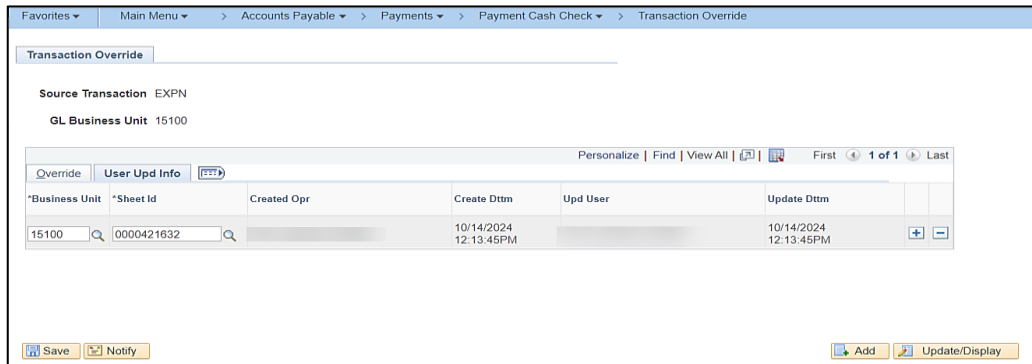



6.	Enter or select the Business Unit in the <b>Business Unit</b> field.  
7.	Enter or select the appropriate Report ID in the <b>Sheet Id</b> field.  
	This field displays differently depending on the Source Transaction: <ul style="list-style-type: none"> <li>For Cash Advances, this field will display as “Advance Id</li> <li>For Expense Reports, this field displays as “Sheet Id” as in this example</li> <li>For Vouchers, this field displays at “Voucher Id”</li> </ul>
8.	Optionally, use the <b>Comment</b> field to enter additional information as needed.  
9.	Click the <b>Add a New Row (+)</b> button if an additional Line needs to be entered.  
10.	Click the <b>Save</b> button once all lines have been entered.  



Step	Action
	The transaction has been saved.
11.	To view the user(s) that have made updates, click the <b>User Upd Info</b> tab. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <span style="border: 1px solid gray; padding: 2px 10px;">Override</span> <span style="border: 2px solid red; padding: 2px 10px; margin-left: 10px;">User Upd Info</span> </div>


The **User Upd Info** tab displays.



	<p>The <b>User Upd Info</b> tab is populated with the <b>Created Opr</b> (ID) of the user who entered the transaction on the <b>Transaction Priority</b> page, the <b>Create Dttm</b>, <b>Upd User ID</b>, and <b>Update Dttm</b>.</p> <p>The transactions drop off the page when they have been processed by the payment cash checking process. Those in a “Pending” or “Error” status stay on the page until ready for pay cycle and payment cash checking processing.</p>
-------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

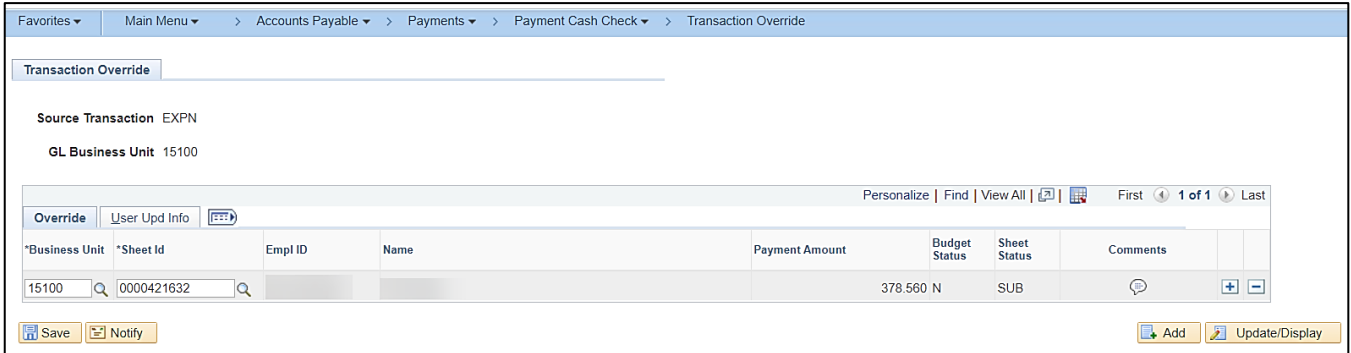
### Updating Transaction Level Overrides

Follow the steps in this section to make updates to existing transaction level overrides.

Step	Action
1.	<p>Navigate to the <b>Transaction Override</b> page using the following path:  <b>Main Menu &gt; Accounts Payable &gt; Payments &gt; Payment Cash Check &gt; Transaction Override</b></p> <p>The <b>Transaction Override Search</b> page displays with the <b>Find an Existing Value</b> page displayed by default.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p style="font-size: small; margin: 0;"> <a href="#">Favorites</a> &gt; <a href="#">Main Menu</a> &gt; <a href="#">Accounts Payable</a> &gt; <a href="#">Payments</a> &gt; <a href="#">Payment Cash Check</a> &gt; <a href="#">Transaction Override</a> </p> <p><b>Transaction Override</b></p> <p style="font-size: x-small; margin: 0;">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p style="margin: 0;"> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </p> <p style="margin: 0;"> <input type="button" value="Search Criteria"/> </p> <p style="margin: 0;">           Search by: <input type="text" value="Source Transaction"/> begins with <input type="text"/> </p> <p style="margin: 0;">           Limit the number of results to (up to 300): <input type="text" value="300"/> </p> <p style="margin: 0;"> <input type="button" value="Search"/> <a href="#">Advanced Search</a> </p> <p style="font-size: x-small; margin: 0;"> <a href="#">Find an Existing Value</a>   <a href="#">Add a New Value</a> </p> </div>
2.	<p>Enter or select the Source Transaction that needs to be updated in the <b>Source Transaction</b> field.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p style="font-size: small; margin: 0;">           Source Transaction <input type="text" value="begins with"/> <input type="button" value="Search"/> </p> </div>
	<p>Options for the <b>Source Transaction</b> are:</p> <ul style="list-style-type: none"> <li><b>EXAD:</b> Cash Advances</li> <li><b>EXPN:</b> Expense Report</li> <li><b>VCHR:</b> Accounts Payable Vouchers</li> </ul>
3.	<p>Enter or select the Business Unit in the <b>GL Business Unit</b> field.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p style="font-size: small; margin: 0;">           *GL Business Unit <input type="text"/> <input type="button" value="Search"/> </p> </div>

Step	Action
4.	Click the <b>Search</b> button. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="display: flex; justify-content: space-around;"> <div style="border: 2px solid red; padding: 2px 10px;">Search</div> <div style="padding: 2px 10px;">Clear</div> </div> </div>

The **Transaction Override** page displays for the selected option.



5.	Click the <b>Add a New Row (+)</b> button to add additional transactions. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="display: flex; justify-content: space-around;"> <div style="border: 2px solid red; padding: 2px 5px;">+</div> <div style="padding: 2px 5px;">-</div> </div> </div>
6.	Click the <b>Remove Row (-)</b> button to remove transactions. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="display: flex; justify-content: space-around;"> <div style="padding: 2px 5px;">+</div> <div style="border: 2px solid red; padding: 2px 5px;">-</div> </div> </div>
7.	Click the <b>Save</b> button once all updates have been made. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="display: flex; justify-content: space-around;"> <div style="border: 2px solid red; padding: 2px 10px;">Save</div> <div style="padding: 2px 10px;">Return to Search</div> </div> </div>

## Reviewing Payment Cash Checking Reports

Cardinal contains several tools to assist in the monitoring and management of the payment cash checking process, including:

- **Notify Negative Cash Balances:** This process sends emails to the Department of Accounts (DOA) when a particular Business Unit (Agency)/Fund combinations have negative cash balances on the ACTUALS ledger at the end of the nightly batch. The list will be a consolidated list of all Business Unit (Agency)/Fund combinations that are negative. DOA will follow up with those Agencies
- **Payment Cash Checking Results Online Inquiry:** This online inquiry provides the payment cash checking result details for a Business Unit (Agency)/Fund combination, by processing date
- **Review Results by Transaction Inquiry:** This online inquiry provides the payment cash checking results for a particular transaction
- **Payment Cash Checking Results Query:** This query returns payment cash checking processing results, in detail and/or summary format, by processing date, General Ledger (GL) Business Unit, and Fund

The above noted reports are detailed in the following sub-sections of this Job Aid.

Two additional General Ledger reports are also available to assist with the pre-process monitoring of Payment Cash Checking. See the **Cardinal General Ledger Reports Catalog**, located on the Cardinal website in **Reports Catalog** under **Resources**, for additional information on the **Transactions Ready for Processing** and the **Transactions in Pending Status** reports.



# Accounts Payable Job Aid

## AP312\_Payment Cash Checking Overview

### Notify Negative Cash Balances

The **Negative Cash Balance** report is emailed to DOA at the end of batch processing each night.

This message was sent with High importance.

From: FIN92SIT@covtest.virginia.gov  
To: [REDACTED]  
Cc: [REDACTED]  
Subject: FW: Negative Cash Balance

Message vsp1014\_neg\_fund.csv (4 KB)

Ledger Balance as of 2017-03-22

Business Unit	Curr FY	Fund Code	Account	BYPass	Override	Apply FY	Total Ledger Balance
50100	2017	07581	101010	Y	N	N	- 5,855.49
50100	2017	07601	101010	Y	N	N	-258.7

This report can be sent in the body of the email or as an attached report to the email, or both.



# Accounts Payable Job Aid

## AP312\_Payment Cash Checking Overview

### Payment Cash Checking Results Online Inquiry

This report can be accessed by navigating using the following path:

**Main Menu > Accounts Payable > Payments > Payment Cash Check > Payment Cash Checking Results**

See the **Cardinal Accounts Payable and Expenses Reports Catalog** for details on running this report. It is located on Cardinal website in **Reports Catalog** under **Resources**.

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Payments ▾ > Payment Cash Check ▾ > Payment Cash Check Results

**Payment Cash Check Results**

GL Business Unit 15100 Department of Accounts  
Fund 01000 General Fund  
Account 101010 Cash With The Treasurer Of VA  
Run Date 07/10/2024

**Filter Option**  
 All Transactions  
 Failed Transactions  
 Passed Transactions Filter

**Payment Cash Check Results** Find | View All First 1 of 1 Last

Fiscal Year 2025

Bypass Cash  
 Override Cash  
 Apply Fiscal Year

Cash Check Beg Balance 14,968,685.06 07/10/2024 8:40:47PM  
Cash Passed Amt 4,103.13  
Cash Failed Amt  
Calculated End Balance 14,964,581.93  
Batch End Ledger Balance 14,964,581.93 07/11/2024 12:01:10AM  
Variance Amount  
Error Message

**Transaction List**

**Vouchers** Personalize | Find | View All | First 1-2 of 2 Last

Voucher	Details	Amount Details	Error Message				
Run Date	GL Unit	Account	Fund	Business Unit	Voucher	Document Details	Processing Rule
1	07/10/2024	15100	101010	01000	15100	00005679	Document Details Default
2	07/10/2024	15100	101010	01000	15100	00005671	Document Details Default

**Expense Reports** Personalize | Find | View All | First 1 of 1 Last

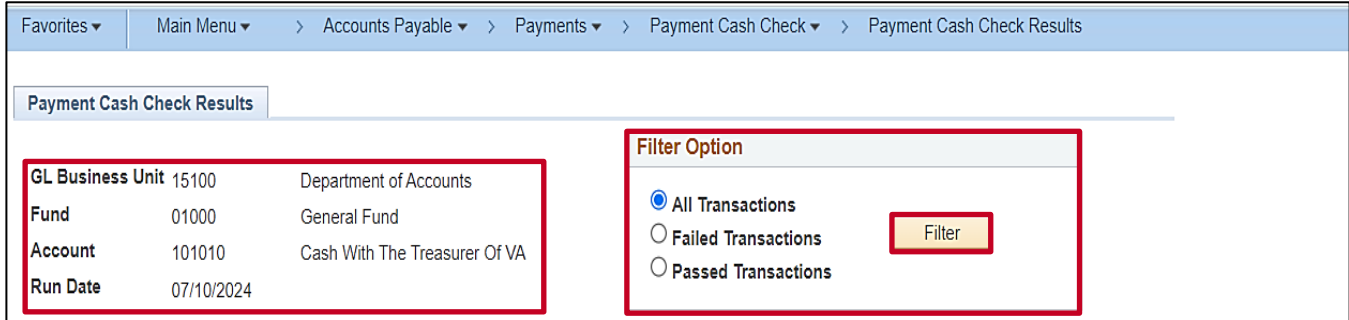
Expn	Details	Amount Details	Error Message
SheetID	Processing Rule		
1			

**Advance** Personalize | Find | View All | First 1 of 1 Last

Advances	Details	Amount Details	Error Message
Advance Id	Processing Rule		
1			

### Header Section

The Header section on this page, displays the Run Control Parameters that were entered for the report which includes the selected **GL Business Unit, Fund, Account, and Run Date**.



Payment Cash Check Results		
<b>GL Business Unit</b>	15100	Department of Accounts
<b>Fund</b>	01000	General Fund
<b>Account</b>	101010	Cash With The Treasurer Of VA
<b>Run Date</b>	07/10/2024	

**Filter Option**  
 All Transactions  
 Failed Transactions  
 Passed Transactions

The **Filter Option** section displays options for how the query can be run which includes **All Transactions** that were processed for the Run Date specified, **Failed Transactions** only, or **Passed Transactions** only.

Select the desired option by clicking the corresponding radio button and then click the **Filter** button.

The inquiry defaults to display **All Transactions**. The selected transactions display in the **Transaction List** section of the page which is covered later in this section.

### Payment Cash Check Results section

The **Payment Cash Check Results** section displays the **Fiscal Year** and the **Cash Check Beg** (beginning) **Balance**. The payment cash checking process first copies the ACTUALS cash balances from the ledger by Business Unit/Fund combination into the payment cash checking tables. The time the ACTUALS cash balances were copied is recorded on the page.

**Payment Cash Check Results** Find | View All    First 1 of 1 Last

Fiscal Year                    2025

Cash Check Beg Balance	14,968,685.06	07/10/2024 8:40:47PM
Cash Passed Amt	4,103.13	
Cash Failed Amt		
Calculated End Balance	14,964,581.93	
Batch End Ledger Balance	14,964,581.93	07/11/2024 12:01:10AM
Variance Amount		

Bypass Cash  
 Override Cash  
 Apply Fiscal Year

Error Message

The payment cash checking process checks the Vouchers and expenses selected by the pay cycle selection process against the cash balances by Business Unit/Fund combination. The process considers transactions that are configured on the **Transaction Level Overrides** page, and funds that are configured on the **Fund Level Processing Rules** page, **Bypass**, **Fund Level Overrides**, and the **Fiscal Year Option** if selected.

Transactions that reference a Business Unit/Fund combination that has sufficient cash are part of the **Cash Passed Amount**.

Transactions that reference a Business Unit/Fund combination that has insufficient cash are part of the **Cash Failed Amount**.

The **Calculated End Balance** displays the ending cash balance for the Business Unit/Fund combination.

The payment cash checking process copies the ACTUALS ledger cash balances by Business Unit/Fund at the end of the nightly batch processing in Cardinal. The amount displays on the **Batch End Ledger Balance** row. The time the ACTUALS cash balances were copied is recorded on the page.

If the **Calculated End Balance** and the batch end balance do not match, the amount of the variance displays. If **Bypass Cash** is configured for this Business Unit/Fund, the variance displays. Running cash balances are not maintained in the payment cash checking process for Business Unit/Fund combinations set to Bypass.

The checkboxes for **Bypass Cash**, **Override Cash**, and/or **Apply Fiscal Year** are checked if this configuration is set on the **Fund Level Processing Rules** configuration page for this Business Unit/Fund.



### Transaction List section

The **Transaction List** section displays the details of the individual transactions that were processed by the payment cash checking process. “All”, “Failed”, or “Passed” transactions display depending on the filter option chosen.

Transaction List							
Vouchers							
Voucher	Details	Amount Details	Error Message				
Run Date	GL Unit	Account	Fund	Business Unit	Voucher	Document Details	Processing Rule
1 07/10/2024	15100	101010	01000	15100	00005679	Document Details	Default
2 07/10/2024	15100	101010	01000	15100	00005671	Document Details	Default

Expense Reports	
Expn	Details
SheetID	Processing Rule
1	

Advance	
Advances	Details
Advance Id	Processing Rule
1	

The different tabs in the **Transaction List** display the following:

- **Vouchers, Expense Reports and Advance** sections under the **Transaction List** - display **GL Unit, Fund, Account, Voucher, SheetID, or Advance Id** and a hyperlink to get to the document details on the **Review Results by Transaction** page
- **Details:** displays additional details for the transactions including **Supplier or Emplid, Supplier or Employee Name, Scheduled to Pay date, Due Date, and Payment Method**
- **Amount Details:** displays additional details including **Payment Amount, Fund Passed Amount, and Fund Failed Amount**
- **Error Message:** displays the Payment Cash Checking Error Message for Failed Transactions:
  - **No Cash row found in Ledger table:** Business Unit/Fund code/Account combination does not exist
  - **No remaining Cash Fund:** Business Unit/Fund code combination has no remaining cash available
  - **Other Fund/voucher exists with no remaining Cash for document:** another distribution line on the transaction with a different Business Unit/Fund code combination has no remaining cash available



# Accounts Payable Job Aid

## AP312\_Payment Cash Checking Overview

### Review Results by Transaction Online Inquiry

This report can be accessed by navigating using the following path:

**Main Menu > Accounts Payable > Payments > Payment Cash Check > Review Results by Transaction**

See the **Cardinal Accounts Payable and Expenses Reports Catalog** for details on running this report. It is located on Cardinal website in **Reports Catalog** under **Resources**.

Review Results By Transaction

Business Unit 15100  
Voucher Id 00005671  
Remit Supplier 0001766489 Transformative Leadership Strategies Inc  
Payment Amount 4,000.00  
Budget Status Valid Approval Status A  
Scheduled Pay Dt 07/12/2024 Due Date 07/12/2024

Distribution Details Personalize | Find | View All | First 1 of 1 Last

Line Number	Distribution Line	Fund	Bypass Cash	Override Cash	Cash Check Status	Passed Amount	Failed Amount
1	1	01000	<input type="checkbox"/>	<input type="checkbox"/>	Passed	4,000.00	

The **Business Unit**, **Transaction ID**, **Remit Supplier**, **Payment Amount**, **Budget Status**, **Approval Status**, **Scheduled Pay Dt**, and **Due Date** of the transaction display in the header.

The **Distribution Details** section displays the details of the Distribution Line(s) associated with the transaction, the **Fund**, if marked **Bypass Cash** or **Override Cash**, the **Passed** or **Failed** Status, and the Passed or Failed Amounts.

The **Error** tab displays the Payment Cash Checking Error Message for Failed Transactions.



# Accounts Payable Job Aid

## AP312\_Payment Cash Checking Overview

### Payment Cash Checking Results Query

This query can be accessed by navigating using the following path:

**Main Menu > Reporting Tools > Query > Query Viewer (V\_AP\_PYMNT\_CASH\_CHECK\_RESULT)**

See the **Cardinal Accounts Payable and Expenses Reports Catalog** for details on running this query. It is located on Cardinal website in **Reports Catalog** under **Resources**.

V\_AP\_PYMNT\_CASH\_CHECK\_RESULT - Payment Cash Check Results

\*Run Date: 07/10/2024

Seq Num (1-9 or % for All): %

GL Unit (% for ALL): 15100

Fund (Enter % for all values): %

\*View By: All Transactions

\*Report Option: Both

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (13 kb)

View All First 1-23 of 23 Last

Row	Row Identifier	Run Date	Sequence number	GL Unit	Fund	Account	Fiscal Year	Bypass Cash	Override Cash	Apply FY	CY Ledger Beg Balance	PY Ledger Beg Balance	Cash Check Beg Balance	Batch End Cash Balance	Processed Amount	Failed Amount	Source Transaction	Transaction BU	Document ID	Schd Pay Date	Payment Method	Payee
1	Summary	07/10/2024	1	15100		101010	2025	N	N	N	0.00	0.00	0.00	0.00	0.00	0.00						
2	Summary	07/10/2024	1	15100	01000	101010	2025	N	N	Y	14968685.06	0.00	14968685.06	14964581.93	4103.13	0.00						
3	Transaction Detail	07/10/2024	1	15100	01000	101010	2025	N	N	Y	0.00	0.00	0.00	0.00	4000.00	0.00	VCHR	15100	00005671	07/12/2024	EFT	0001766489
4	Transaction Detail	07/10/2024	1	15100	01000	101010	2025	N	N	Y	0.00	0.00	0.00	0.00	103.13	0.00	VCHR	15100	00005679	06/24/2024	ACH	0000031103
5	Summary	07/10/2024	1	15100	02011	101010	2025	N	N	N	0.00	0.00	0.00	0.00	0.00	0.00						
6	Summary	07/10/2024	1	15100	02081	101010	2025	N	N	N	0.00	0.00	0.00	0.00	0.00	0.00						
7	Summary	07/10/2024	1	15100	02111	101010	2025	N	N	N	0.00	0.00	0.00	0.00	0.00	0.00						
8	Summary	07/10/2024	1	15100	02700	101010	2025	N	N	N	3258.50	3332.00	6590.50	6590.50	0.00	0.00						
9	Summary	07/10/2024	1	15100	06011	101010	2025	N	N	N	-58340.20	13189826.37	13131486.17	12607132.39	524353.78	0.00						
10	Transaction Detail	07/10/2024	1	15100	06011	101010	2025	N	N	N	0.00	0.00	0.00	0.00	495140.07	0.00	VCHR	15100	00005665	07/14/2024	ACH	0000022627
11	Transaction Detail	07/10/2024	1	15100	06011	101010	2025	N	N	N	0.00	0.00	0.00	0.00	29208.64	0.00	VCHR	15100	00005678	07/01/2024	ACH	0000031103
12	Transaction Detail	07/10/2024	1	15100	06011	101010	2025	N	N	N	0.00	0.00	0.00	0.00	5.07	0.00	VCHR	15100	00005679	06/24/2024	ACH	0000031103
13	Summary	07/10/2024	1	15100	06080	101010	2025	N	N	N	-123231.86	866229.05	742997.19	742886.31	110.88	0.00						
14	Transaction Detail	07/10/2024	1	15100	06080	101010	2025	N	N	N	0.00	0.00	0.00	0.00	110.88	0.00	VCHR	15100	00005679	06/24/2024	ACH	0000031103
15	Summary	07/10/2024	1	15100	06090	101010	2025	N	N	N	-89592.34	14642117.79	14552525.45	14152692.61	399832.84	0.00						
16	Transaction Detail	07/10/2024	1	15100	06090	101010	2025	N	N	N	0.00	0.00	0.00	0.00	378627.72	0.00	VCHR	15100	00005665	07/14/2024	ACH	0000022627
17	Transaction Detail	07/10/2024	1	15100	06090	101010	2025	N	N	N	0.00	0.00	0.00	0.00	21151.09	0.00	VCHR	15100	00005678	07/01/2024	ACH	0000031103
18	Transaction Detail	07/10/2024	1	15100	06090	101010	2025	N	N	N	0.00	0.00	0.00	0.00	54.03	0.00	VCHR	15100	00005679	06/24/2024	ACH	0000031103
19	Summary	07/10/2024	1	15100	06150	101010	2025	N	N	N	-198744.00	1459218.72	1260474.72	1260474.72	0.00	0.00						
20	Summary	07/10/2024	1	15100	09151	101010	2025	N	N	N	0.00	73156129.66	73156129.66	73156129.66	0.00	0.00						
21	Summary	07/10/2024	1	15100	09362	101010	2025	N	N	N	0.00	0.00	0.00	0.00	0.00	0.00						
22	Summary	07/10/2024	1	15100	10110	101010	2025	N	N	N	0.00	0.00	0.00	0.00	0.00	0.00						
23	Summary	07/10/2024	1	15100	12110	101010	2025	N	N	N	0.00	339714.51	339714.51	339714.51	0.00	0.00						

This query provides the same data as the **Payment Cash Checking Results Inquiry** in a query format.