

Cardinal Reports Catalog General Ledger

VIRGINIA DEPARTMENT OF ACCOUNTS

Revised 2/9/2023



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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 gueries 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

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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

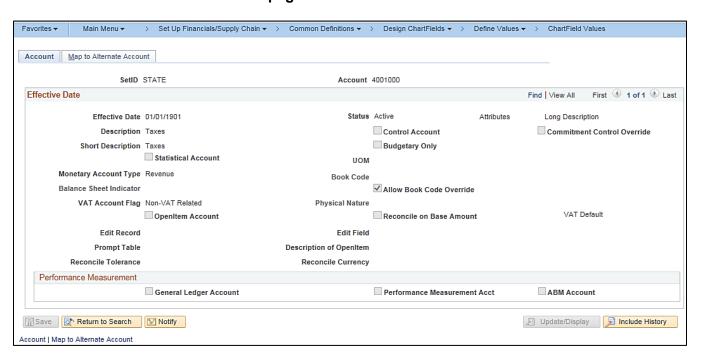
INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Online

SetID Account Description Account Type

Screenshot of the ChartField Values page for Account



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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

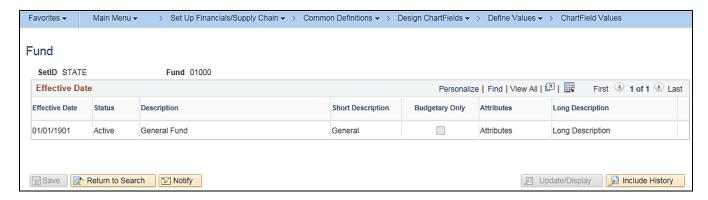
INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

SetID Online

Fund

Description

Screenshot of the ChartField Values page for Fund



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ChartFields Values Inquiry - Program

REVISED: 03/09/2017

DESCRIPTION:

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

NAVIGATION PATH:

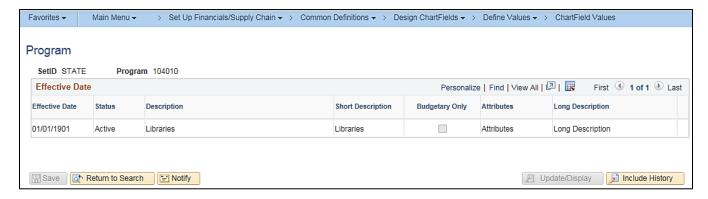
Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values

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:

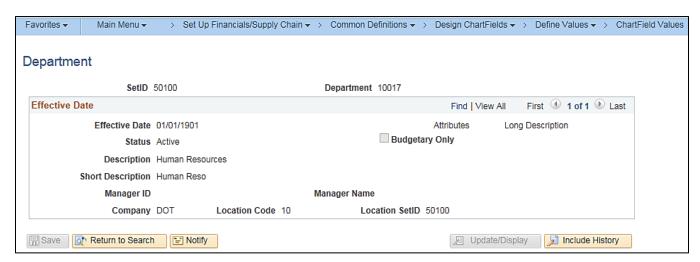
Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

SetID Online

Department Description

Screenshot of the ChartField Values page for Department



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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:

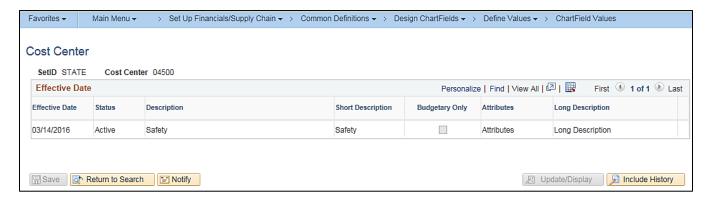
Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values

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: OUTPUT FORMAT:

SetID Online

Account
Description
Account Type

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

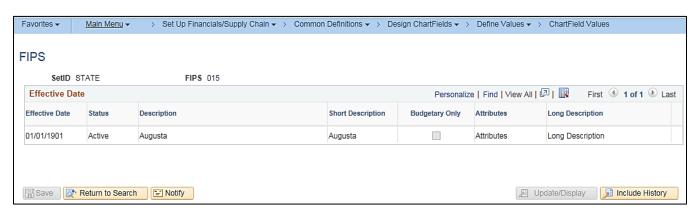
INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

SetID Online

FIPS

Description

Screenshot of the ChartField Values page for FIPS





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

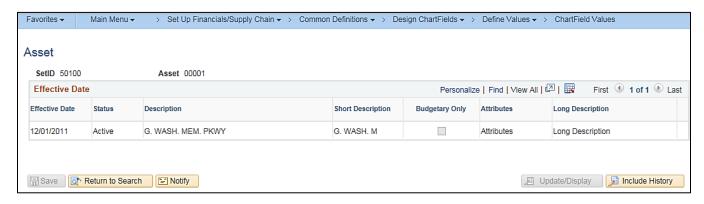
OUTPUT FORMAT:

INPUT / SEARCH CRITERIA:

SetID Online

Account
Description
Account Type

Screenshot of the ChartField Values page for Asset





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





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:

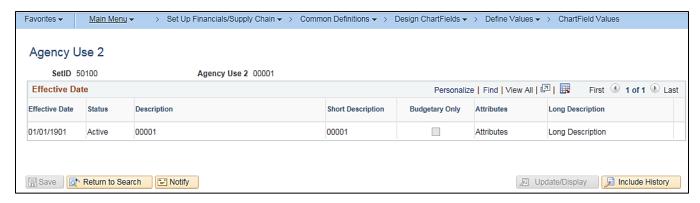
Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

SetID Online

Agency Use 2 Description

Screenshot of the ChartField Values page for Agency Use 2





ChartFields Values Inquiry - Project

REVISED: 03/09/2017

DESCRIPTION:

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

NAVIGATION PATH:

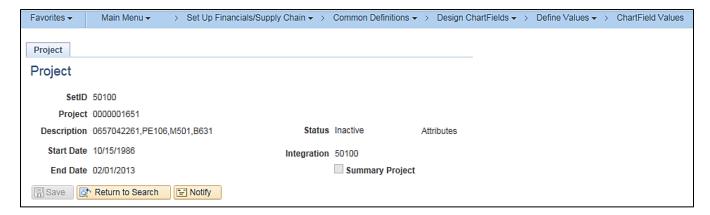
Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

SetID Online

Project Description

Screenshot of the ChartField Values page for Project



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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:

Online

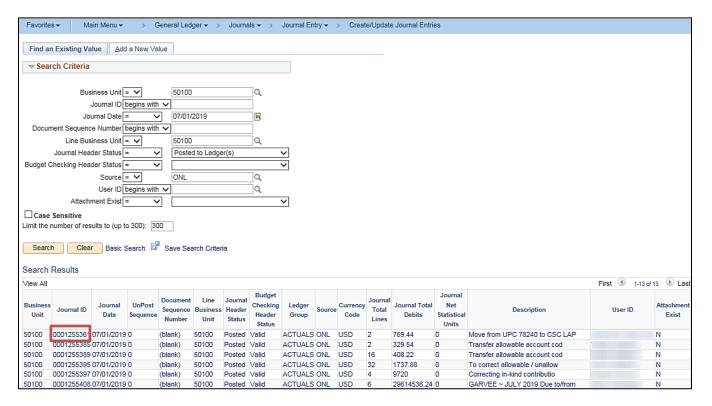
Business Unit
Journal ID
Journal Date
Document Sequence Number
Line Business Unit
Journal Header Status
Budget Checking Header Status
Source
User ID
Attachment Exist

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.

ADDITIONAL INFORMATION:

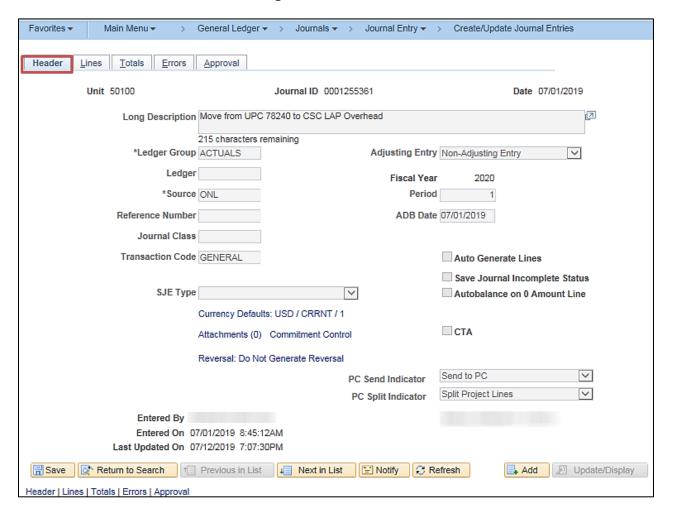


Screenshot of the Journal Entries Search Page

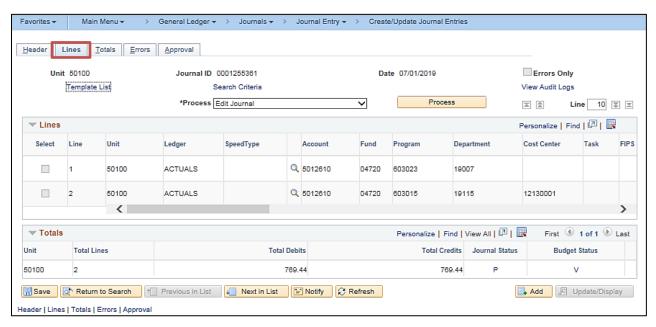




Screenshot of the Journal Header Page



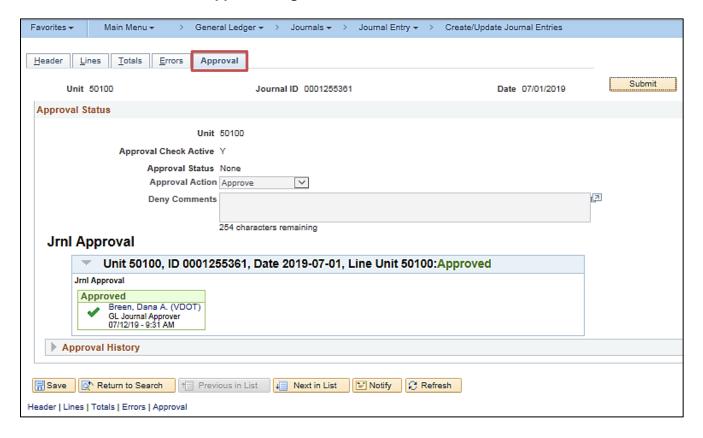
Screenshot of the Journal Lines Page



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Screenshot of the Journal Approval Page





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.

OUTPUT FORMAT:

NAVIGATION PATH:

Main Menu > General Ledger > Review Financial Information > Journals

INPUT / SEARCH CRITERIA:

Unit Online

Ledger CSV to Excel

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

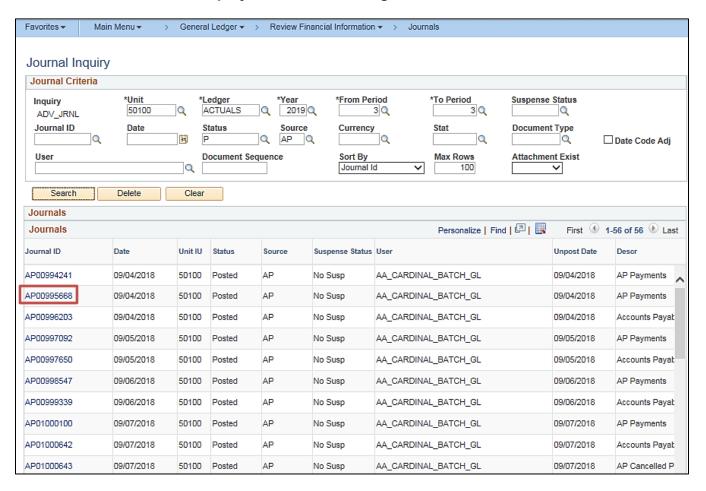
Date Code Adj [checkbox]

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

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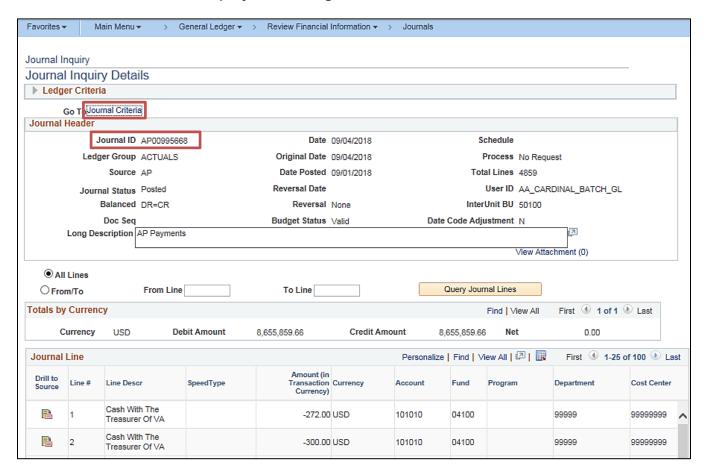
Screenshot of the Journal Inquiry Search Results Page



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).



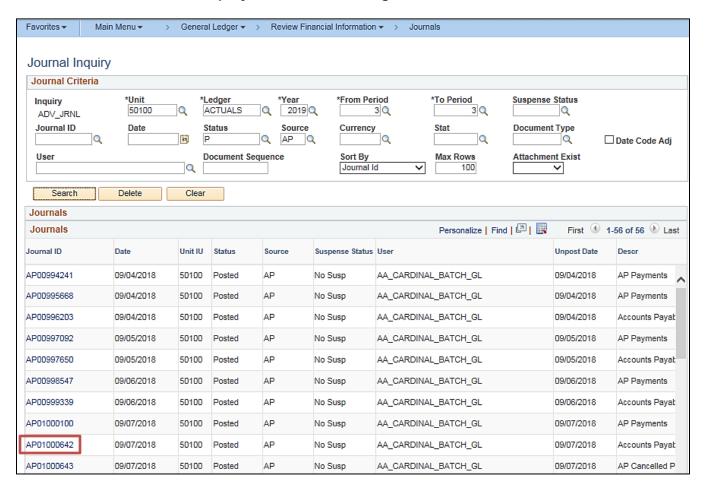
Screenshot of the Journal Inquiry Details Page



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



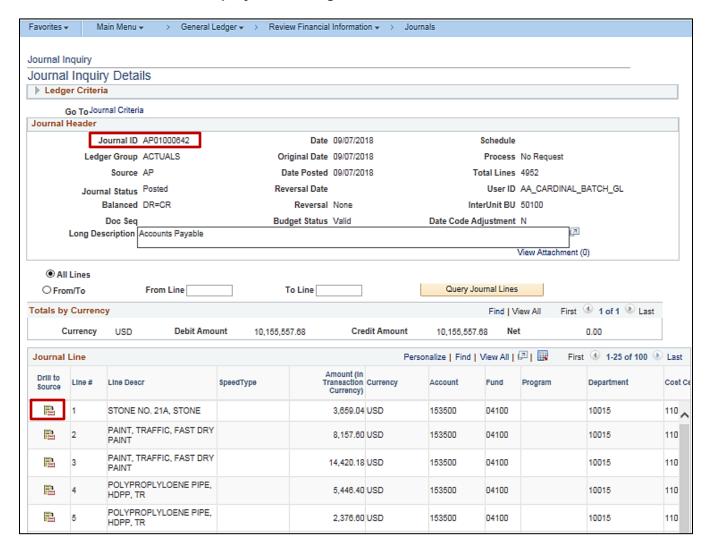
Screenshot of the Journal Inquiry Search Results Page



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).



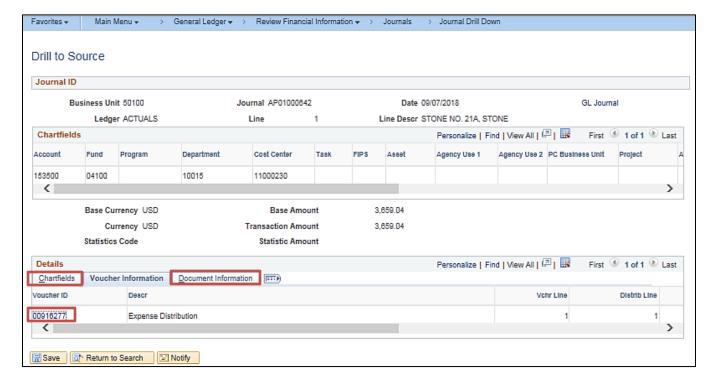
Screenshot of the Journal Inquiry Details Page



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

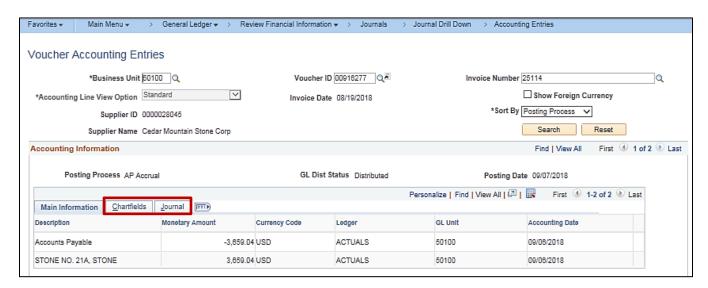


Screenshot of the Drill to Source Page



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.

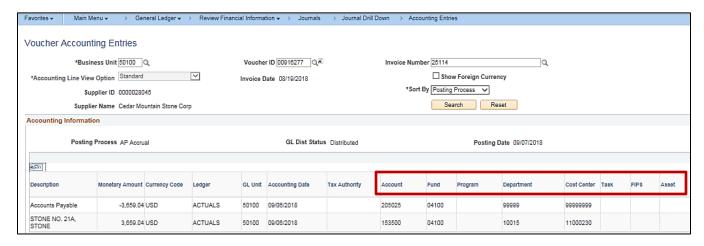
Screenshot of the Voucher Accounting Entries Page



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



Screenshot of the Voucher Accounting Entries Page





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

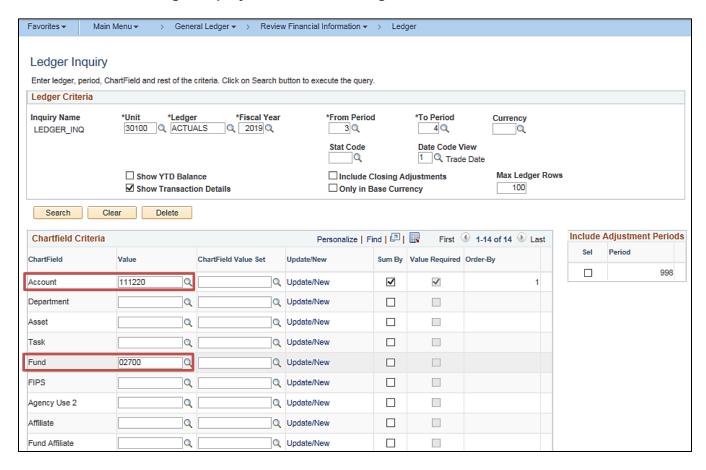
Include Adjustment Periods [checkbox]

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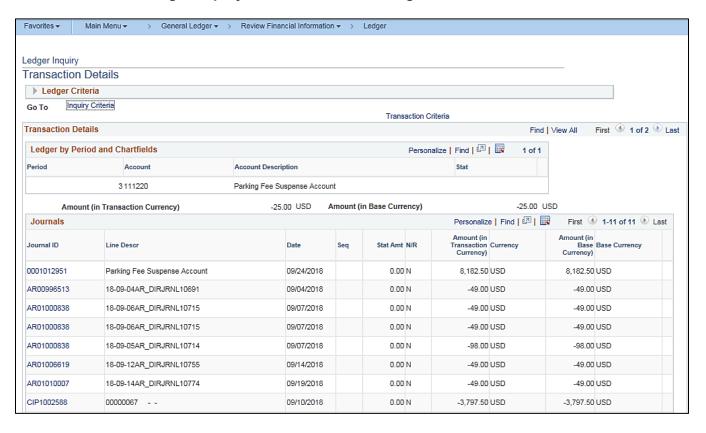


Screenshot of the Ledger Inquiry Search Criteria Page





Screenshot of the Ledger Inquiry Transaction Details Page





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:

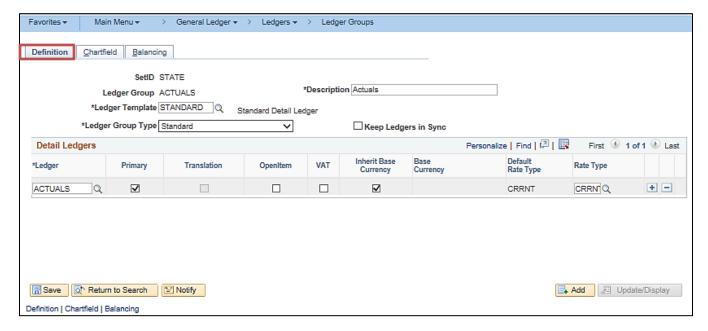
Main Menu > General Ledger > Ledgers > Ledger Groups

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

SetID Online

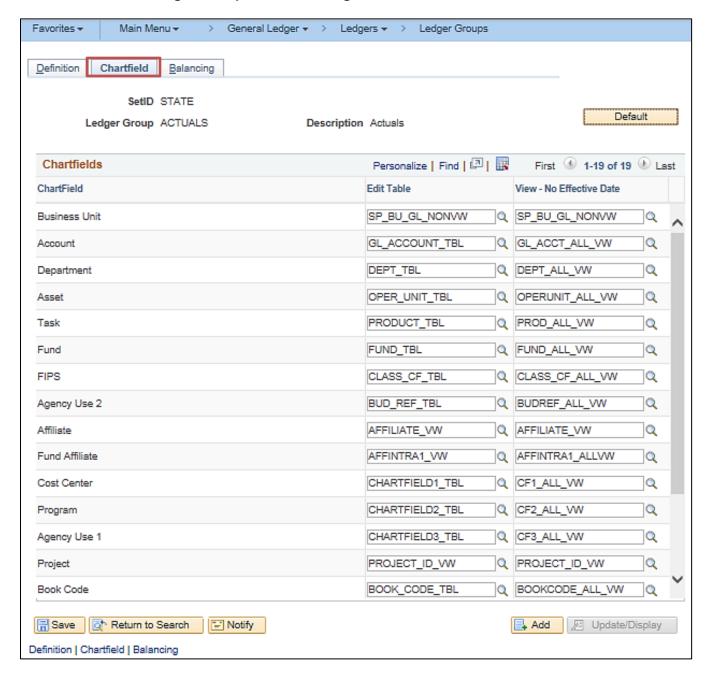
Ledger Group CSV to Excel

Screenshot of the Ledger Group Definition Page



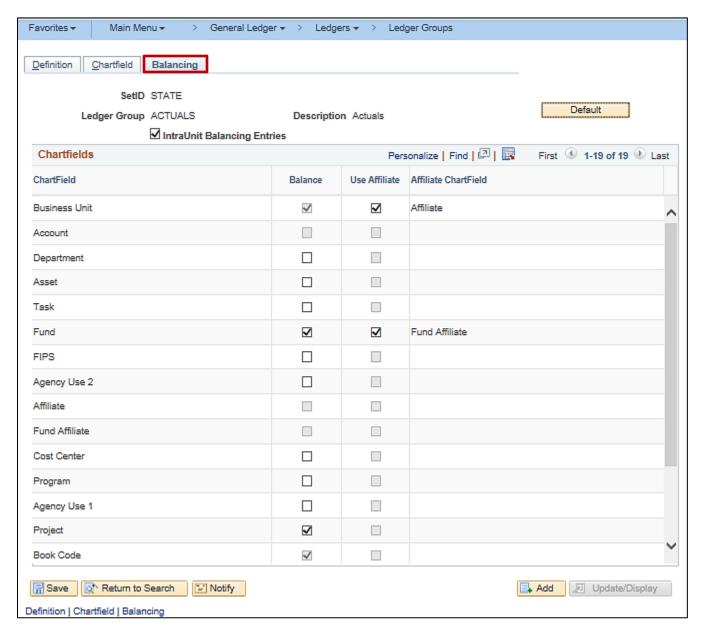


Screenshot of the Ledger Group ChartField Page





Screenshot of the Ledger Group Balancing Page





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

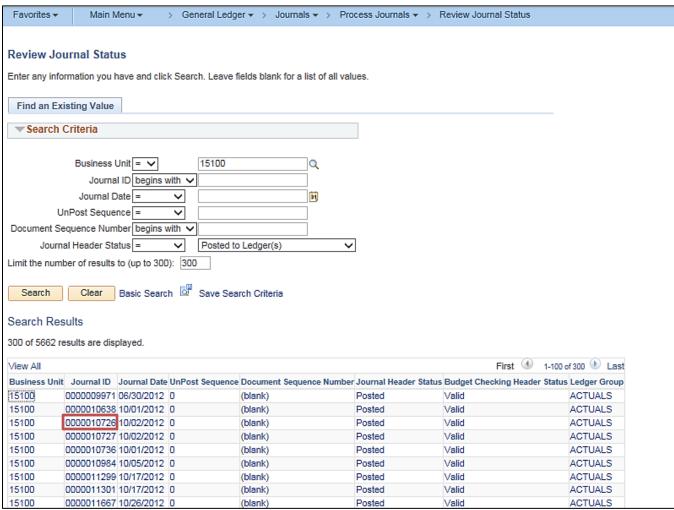
ADDITIONAL INFORMATION:

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.

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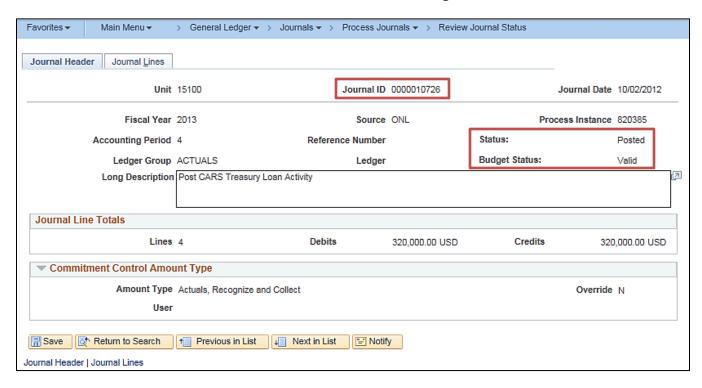
Screenshot of the Review Journal Status Page



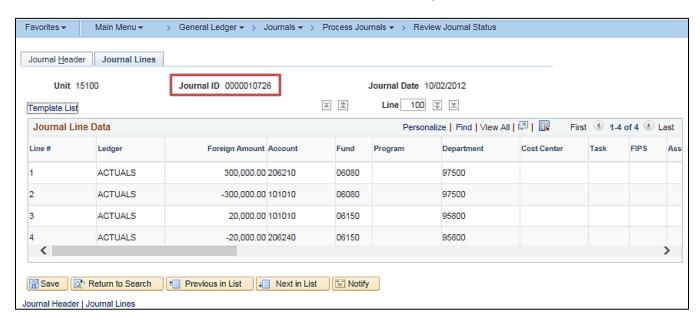
Note: Users can click on the **Journal ID** link to view additional journal information (e.g., **Journal ID** = 0000010726).



Screenshot of the Review Journal Status - Journal Header Page



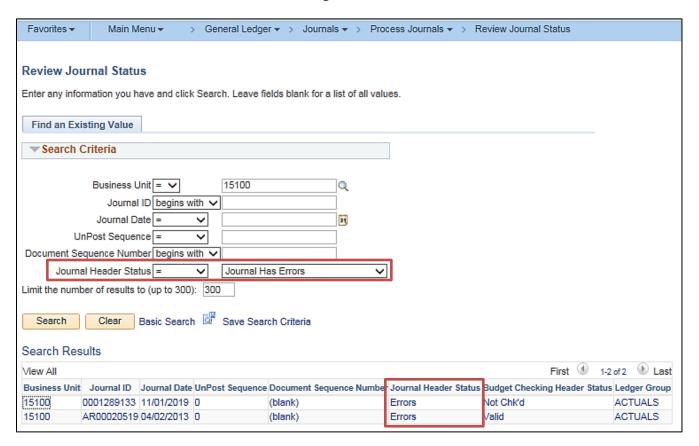
Screenshot of the Review Journal Status - Journal Lines Page



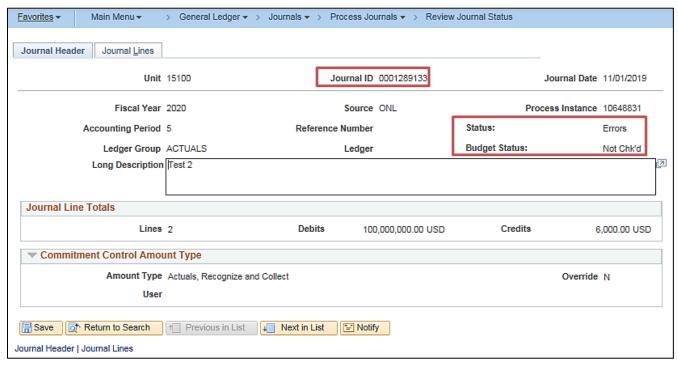
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Screenshot of the Review Journal Status Page with Journal Header Status – Journal Has Errors



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



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General Ledger Queries

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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

	SetID S	STATE	Q															
As O	f Date 0	7/01/201	9 🛅															
Vie	w Result	ts																
Dov	vnload re	esults in :	Excel SpreadSheet CS\	/ Text File	XML F	File (63	364 kb)											
√iew	All																F	irst 1-100 of 12286 🕑 La
Row	SetID	Account	Descr	Short Desc	Туре	Stat Acct	иом (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	Α	N	1	N				07/01/2019		Υ	N			
2	STATE	101002	Cash Equiv Not W/Treasurer	Csh Eq Not	Α	N	1	N				07/01/2019		Υ	N			
3	STATE	101003	Cash Equiv With Treasurer-LGIP	Csh Eq Lgp	Α	N	1	N				07/01/2019		Υ	N			
4	STATE	101005	Cash Equiv With Treasurer	Csh Eq Trs	Α	N	1	N				07/01/2019		Υ	N			
5	STATE	101007	Cash And Cash Equivalents	Csh&Equiv	Α	N	1	N				07/01/2019		Υ	N			
6	STATE	101008	Cash&Equ-Collaterl Hld Securty	Collat Sec	Α	N	1	N				07/01/2019		Υ	N			
7	STATE	101010	Cash With The Treasurer Of VA	Cash Treas	Α	N	1	N				07/01/2019		Υ	N			
3	STATE	101010	Cash With The Treasurer Of VA	Cash Treas	Α	N	1	N				07/01/2019		Υ	N	DOA GLA	101	Cash With The Treasur Of VA
9	STATE	101060	Cash Advances - Courts	Adv Court	Α	N	1	N				07/01/2019		Υ	N			
10	STATE	101060	Cash Advances - Courts	Adv Court	Α	N	1	N				07/01/2019		Υ	N	DOA GLA	106	Cash Advances - Courts
11	STATE	101070	Cash Of Lottery Revolving Acct	Cash Lttry	Α	N	1	N				07/01/2019		Υ	N			
12	STATE	101070	Cash Of Lottery Revolving Acct	Cash Lttry	Α	N	1	N				07/01/2019		Υ	N	DOA GLA	107	Cash Of Lottery Revolving Acct
13	STATE	101080	Cash With Paying Agent	Csh Py Agt	Α	N	1	N				07/01/2019		Υ	N			
	STATE	101080	Cash With Paying Agent	Csh Py Agt	Α	N		N				07/01/2019		Υ	N	DOA GLA	108	Cash With Paying Agen



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

FINUUU4_ACC	COUNT_TYPES - FIN0004	I-Account Types			
SetID STATE	Q				
View Results	•				
Download result	ts in: Excel SpreadSheet CS	SV Text File XMI File (1	kb)		
View All	IO III . Excel op. sadossc sc	ov reactile valle, lie (.	10)		First 1-6 of 6 La
11011741					
Row	SetID	Type	Description	Short Desc	Bal Fwd
Row	SetID STATE	Туре	Description Asset	Short Desc Asset	Bal Fwd Y
Row 1			·		Bal Fwd Y N
Row 1 2 3	STATE	A	Asset	Asset	Υ
1	STATE STATE	A	Asset Expense	Asset Expense	Y N
1	STATE STATE STATE	A E L	Asset Expense Liability	Asset Expense Liability	Y N

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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- Acti	ivity not in Tree								
Download resu View All	Download results in: Excel SpreadSheet CSV Text File XML File (6 kb) ew All									
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





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.

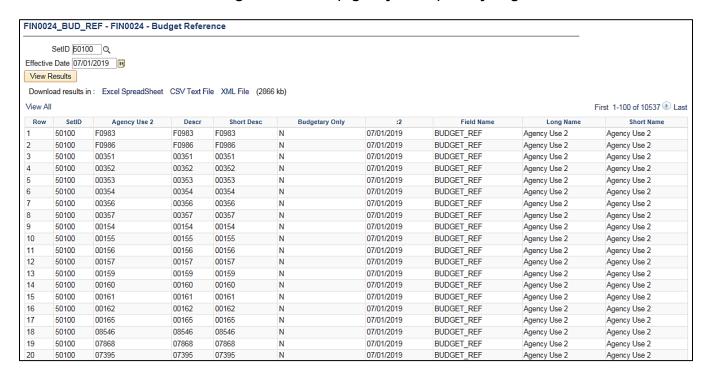
NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > FIN0024 BUD REF

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

SetID HTML Effective Date Excel CSV

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





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.

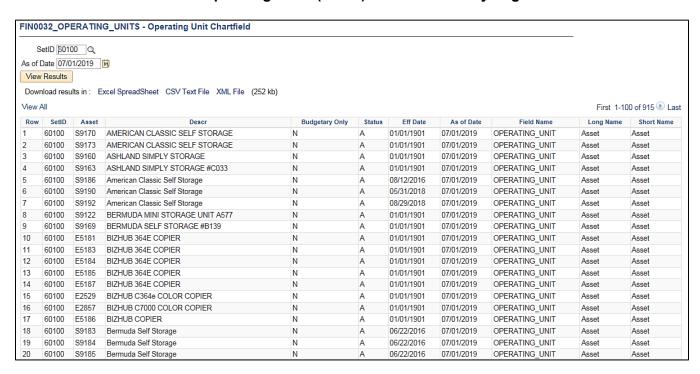
NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > FIN0032_OPERATING_UNITS

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

SetID HTML
As Of Date Excel
CSV

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





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:

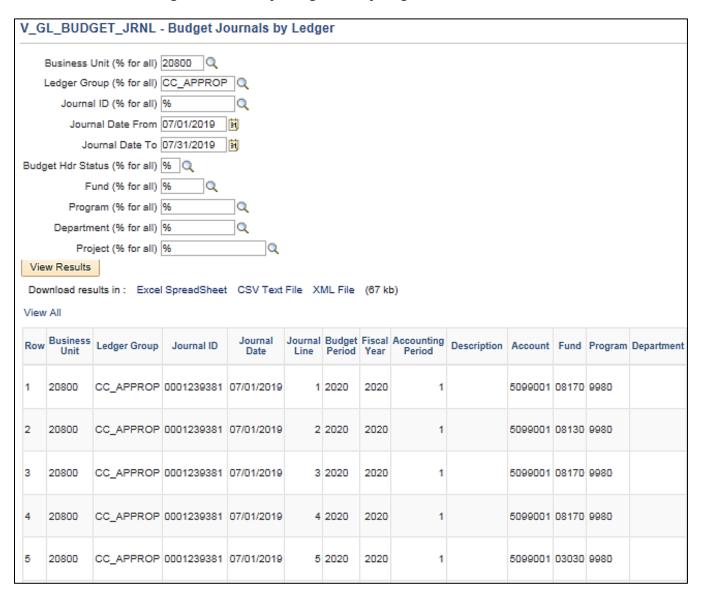
Business Unit (% for all)
Ledger Group (% for all)
Journal ID (% for all)
Journal Date From
Journal Date To
Budget Hdr Status (% for all)
Fund (% for all)
Program (% for all)
Department (% for all)
Project (% for all)

OUTPUT FORMAT:

HTML Excel CSV



Screenshot of the Budget Journals by Ledger Query Page





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

										First '	1-100 of	108 🕑 Las
Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Project	Amount	Journal Line Reference	Journal Line Description	Journal Class	Budget Header Status	
						C12707	4869424.15	75% CARFOR	Budget Roll up Account	REAPPROP	Р	08/13/2019 8:38:35AM
						C17478	5631114.48	75% CARFOR	Budget Roll up Account	REAPPROP	Р	06/13/2019 8:38:35AM
						C17995	0.14	75% CARFOR	Budget Roll up Account	REAPPROP	Р	08/13/2019 8:38:35AM
						C18026	459909.86	75% CARFOR	Budget Roll up Account	REAPPROP	Р	08/13/2019 8:38:35AM
						C18065	4373043.20	75% CARFOR	Budget Roll up Account	REAPPROP	Р	08/13/2019 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

	STATE Q						
	Results						
Downle	oad results in :	Excel SpreadS	Sheet CSV Text File XML File (3	8 kb)			
∕iew Al	I						First 1-100 of 187 🕪 I
Row	SetID	Calendar	Descr	Budget Period	Begin Date	End Date	Per Name
	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
1	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
5	STATE	AN	Annual Budget Period	2015	07/01/2014	06/30/2015	Annual Bud Period - 2015
•	STATE	AN	Annual Budget Period	2016	07/01/2015	06/30/2016	Annual Bud Period - 2016
3	STATE	AN	Annual Budget Period	2017	07/01/2016	06/30/2017	Annual Bud Period - 2017
)	STATE	AN	Annual Budget Period	2018	07/01/2017	06/30/2018	Annual Bud Period - 2018
0	STATE	AN	Annual Budget Period	2019	07/01/2018	06/30/2019	Annual Bud Period - 2019
1	STATE	AN	Annual Budget Period	2020	07/01/2019	06/30/2020	Annual Bud Period - 2020
2	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
4	STATE	MN	Monthly Budget Period	2010M03	09/01/2009	09/30/2009	Monthly Bud Period 3 - 2010
5	STATE	MN	Monthly Budget Period	2010M04	10/01/2009	10/31/2009	Monthly Bud Period 4 - 2010
6	STATE	MN	Monthly Budget Period	2010M05	11/01/2009	11/30/2009	Monthly Bud Period 5 - 2010
7	STATE	MN	Monthly Budget Period	2010M06	12/01/2009	12/31/2009	Monthly Bud Period 6 - 2010
8	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.

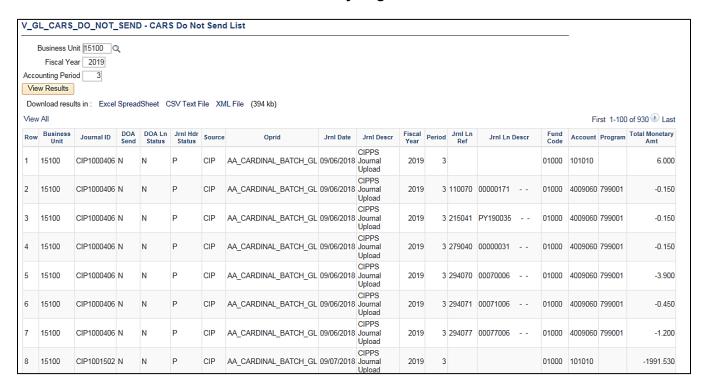
NAVIGATION PATH:

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





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:

Business Unit (% for All)
Agency (% for All)
Fiscal Year
From Period
To Period
Batch Type (% for All)
From Batch Nbr
To Batch Nbr

OUTPUT FORMAT:

HTML Excel CSV



Screenshot of the CARS History Transactions Query Page

	L_CAR	S_HIS1	TORY_TR	ANS	- CAF	RS Histo	ry Tra	nsacti	ons (Quer			
Busii	ness Unit	(% For A	ll) 15100										
	Agency	(% For A	JI) %										
	F	iscal Ye	ar 2017										
	Fr	om Perio	od 01										
		To Perio											
Ra	itch Type												
Ба		•											
		Batch N											
		Batch N	br 999										
Vie	w Results												
Dov	vnload res												
View		iults in :	Excel Spre	adShe	et C	SV Text Fi	le XML	File (392 kb)			
71011	/ All	sults in :	Excel Spre	adShe	et C	SV Text Fi	le XML	File (392 kb)			
Row	Business Unit		Excel Spre			SV Text Fi Duplicate Ind		·		Reverse Sign	FFY	Fiscal Month	Fund
	Business	Batch	·	Batch Type	Batch Nbr	Duplicate	Agency	·	Trans	Reverse	FFY 2017	Month	Fund
Row	Business Unit	Batch Agency	Batch Date	Batch Type 8	Batch Nbr	Duplicate Ind	Agency	Agency	Trans Code	Reverse		Month 01	0100
Row	Business Unit	Batch Agency	Batch Date 06/07/2016	Batch Type 8	Batch Nbr	Duplicate Ind	Agency	Agency	Trans Code	Reverse	2017	Month 01 01	0100
Row 1 2	Business Unit 15100 15100	Batch Agency 122 122	Batch Date 06/07/2016 06/07/2016	Batch Type 8 8	Batch Nbr	Duplicate Ind 0	Agency	Agency 151 151	Trans Code 051 020	Reverse	2017	Month 01 01 01	0100 0100 0100 0100
Row 1 2 3	Business Unit 15100 15100 15100	Batch Agency 122 122 122	Batch Date 06/07/2016 06/07/2016 06/07/2016	Batch Type 8 8 8	Batch Nbr	Duplicate Ind 0 0 0	Agency	Agency 151 151 151	Trans Code 051 020 051	Reverse	2017 2017 2017	Month 01 01 01 01 01	0100 0100 0100 0100
Row 1 2 3 4	Business Unit 15100 15100 15100 15100	Batch Agency 122 122 122 122	Batch Date 06/07/2016 06/07/2016 06/07/2016 06/07/2016	Batch Type 8 8 8 8	Batch Nbr 1 1 1 1	Duplicate Ind 0 0 0 0	Agency	Agency 151 151 151 151	Trans Code 051 020 051 020	Reverse	2017 2017 2017 2017	Month 01 01 01 01 01 01	0100 0100 0100

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

	First 1-100 of 1251 🕑 La													
Object	Revenue Source	Program	Project	GLA	Doc	Doc	Cur Doc Suffix		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	

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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

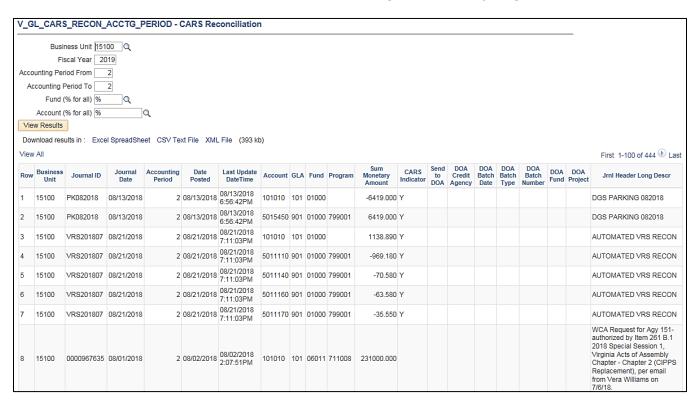
INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit
Fiscal Year
Accounting Period From
Accounting Period To
Fund (% for all)
Account (% for all)

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.

OUTPUT FORMAT:

NAVIGATION PATH:

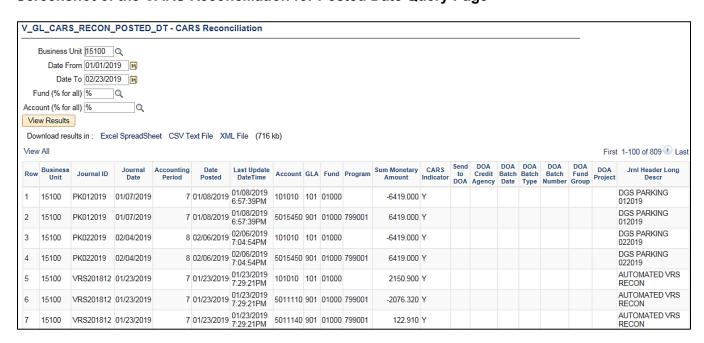
Account (% for all)

Main Menu > Reporting Tools > Query > Query Viewer > V GL CARS RECON POSTED DT

INPUT / SEARCH CRITERIA:

Business Unit HTML
Date From Excel
Date To CSV
Fund (% for all)

Screenshot of the CARS Reconciliation for Posted Date Query Page





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

/_GL_T	REE_AUDI	T_COSTCENTER- C	ost Center not in Tr	ee		
Downloa	d results in :	Excel SpreadSheet CS\	√Text File XML File (4	38 kb)		
/iew All						First 1-100 of 3482 🕖 La
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
1	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
,	23800	035	01/01/1901	Α	Museum Grants-Federal	N
3	23800	036	01/01/1901	Α	Local Fund Support	N
9	23800	038	01/01/1901	Α	Sales of Photographs	N
10	23800	039	01/01/1901	A	Exhibition Admissions	N
11	23800	040	01/01/1901	Α	Parking Lot Services	N
12	23800	041	01/01/1901	A	Audio Tours	N
13	23800	045	01/01/1901	Α	Food Service Revenue	N
14	23800	046	01/01/1901	A	Museum Shop Revenue	N
15	23800	048	01/01/1901	Α	Family Programs	N
16	23800	049	01/01/1901	A	Teen Programs	N
7	23800	050	01/01/1901	Α	ERR and Preschool Programs	N
18	23800	051	01/01/1901	A	Library Revenue	N
9	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).

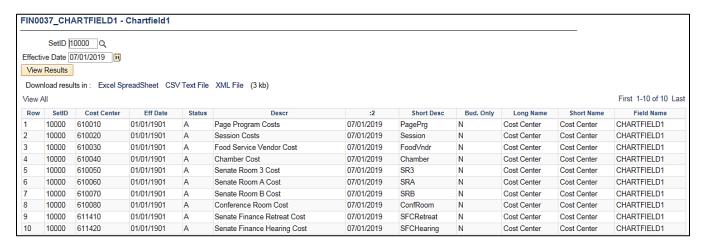
NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > FIN0037_CHARTFIELD1

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

SetID HTML Effective Date Excel CSV

Screenshot of the FIN0037 ChartField1 (Cost Center) Query Page





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)

Fiscal Year

Accounting Period From

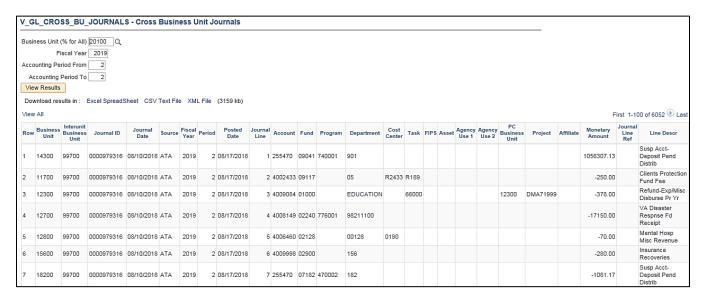
Accounting Period To

HTML

Excel

CSV

Screenshot of the Cross Business Unit Journals Query Page



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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



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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: OUTPUT FORMAT:

None HTML Excel

CSV

Screenshot of the Departments Not in Tree Query Page

GL TI	REE AUDIT	DEPTID- Departmen	ts not in Tree			
		<u> </u>				
Download	d results in : E	xcel SpreadSheet CSV To	ext File XML File (997 kb)		
√iew All						First 1-100 of 7917 🕑 La
Row	SetID	Department	Eff Date	Status	Descr	Bud. Only
1	50100	911103	01/01/1901	Α	Bristol Bridge District Wide	Υ
	50100	911105	01/01/1901	Α	Bristol District NonROC Wide	Υ
	50100	918071	01/01/1901	A	Staunton District Non-Roc Wide	Υ
	50100	914085	01/01/1901	A	CRO - Richmond	Υ
	50100	914095	01/01/1901	Α	Richmond District Non-ROC Wide	Υ
	50100	910001	01/01/1901	Α	Commissioner's Operations	Υ
	50100	910005	01/01/1901	A	Safety & Performance Mgmt Div	Υ
	15100	98400	01/01/1901	A	Chief Technology Officer & DBA	N
	15100	99800	01/01/1901	Α	Converted Blank Dept	N
0	50100	910136	01/01/1901	Α	Equipment Operations Statewide	Υ
1	50100	910137	01/01/1901	Α	Eq Operations - All Districts	Υ
2	50100	917060	01/01/1901	A	Culpeper District NonROC Wide	Υ
3	50100	910061	01/01/1901	Α	Chief Eng Program Devlp	Υ
4	50100	910062	01/01/1901	Α	Chief Financial Officer	Υ
5	50100	910063	01/01/1901	Α	Chief of Administration	Υ
6	50100	910064	01/01/1901	A	Chief Tech, Rsrch & Innovation	Υ
7	50100	910065	01/01/1901	A	District Operations	Y
8	50100	910066	01/01/1901	A	Chief Planning & Environment	Υ
9	50100	910067	01/01/1901	A	Chief of Systems Operations	Υ
0	50100	910068	01/01/1901	A	Chief Deputy Commissioner	Υ



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)

Journal ID (% for all)

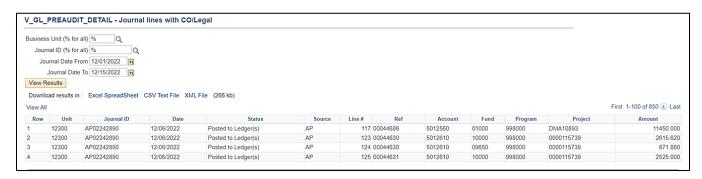
Excel

Journal Date From

CSV

Journal Date To

Screenshot of the DOA PREAUDIT DETAIL Query Page





Employee Name from PY Journal Query (V_GL_PY_JRNL_EMP_NAME)

REVISED: 10/22/2021

DESCRIPTION:

This guery 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

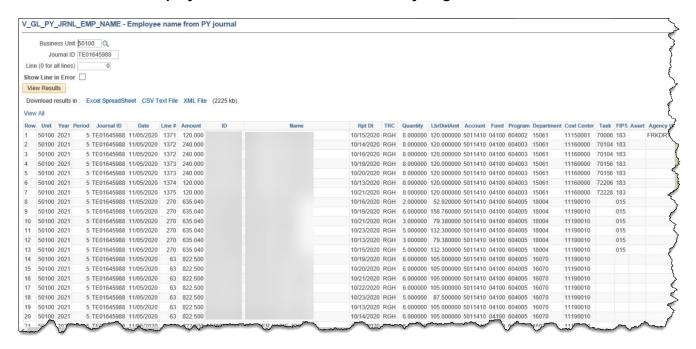
Show Line in Error Checkbox

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



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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

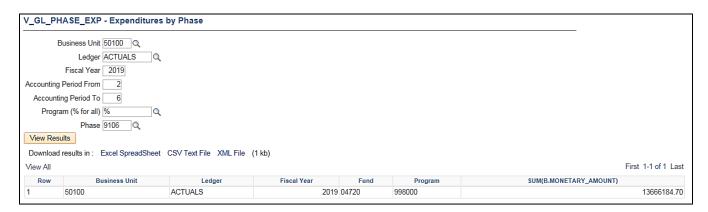
INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML Ledger Excel Fiscal Year CSV

Accounting Period From Accounting Period To Program (% for all)

Phase

Screenshot of the Expenditures by Phase Query Page





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: OUTPUT FORMAT:

SetID (enter STATE) HTML
As of Date Excel
CSV

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





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

View All	results III . Exter of	readSneet CSV re	ext File XML File (3 kb)			First 1-26 of 26 La
Row	SetID	Fund	Eff Date	Status	Descr	Bud. Only
1	STATE	07950	07/01/2011	T.	Norfolk-Va. Beach Expressway	N
2	STATE	07955	07/01/2011	T.	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	T.	Proceed-Sale Surplus-Land&Bldg	N
7	STATE	04350	06/16/2016	T.	Pocahontas Pkw Toll Facility	N
8	STATE	05178	06/16/2016	1	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	T.	Life to Date Capital Project	N
12	STATE	07247	07/01/2014	1	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	Υ
18	STATE	03998	01/02/1901	A	Higher Educ - Budgetary Only	Υ
19	STATE	04000	07/01/2017	A	Commonwealth Transportation	Υ
20	STATE	08998	01/02/1901	A	Debt Serv - Budgetary Only	Υ



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.

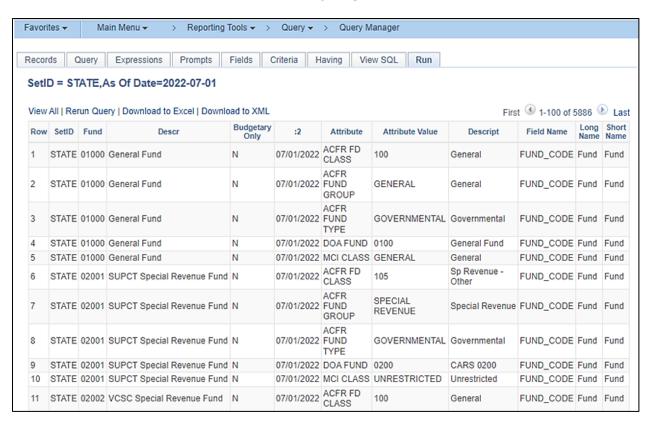
NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > FIN0050 VALID FUNDS

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

SetID (enter STATE)
As of Date
Excel
CSV

Screenshot of the FIN0050 Valid Funds Query Page





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:

Business Unit (% for All) Fund Code (% for All)

Fiscal Year

Adjustment Period Include [checkbox]

OUTPUT FORMAT:

HTML Excel CSV

Screenshot of the General Fund Cash Reversion Query Page

Fund Adjustment View Resu	ss Unit (% for AII) [21200	t File XMI File (21 kb)			
View All	·				First 1-100 of 176 🕦 Las
Row	Business Unit	Fund	Project	Account Type	Balance
1	21200	04000		A	0.000
2	21200	01000		A	73347.650
3	21200	01000		E	8869927.120
5	21200 21200	01000 01000		L T	-1033.770 -8942241.000
	21200	01000	VSU12733		-8942241.000
6				A	
7	21200 21200	01000 03000	VSU12733	L	0.000 268476318.820
9	21200	03000		A	268476318.82t 69092462.93t
	21200	03000		E	-268476318.820
10	21200	03000		L R	-266476316.620
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		Т	42431.420
19	21200	03010	VSU17871	A	-60760.360



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

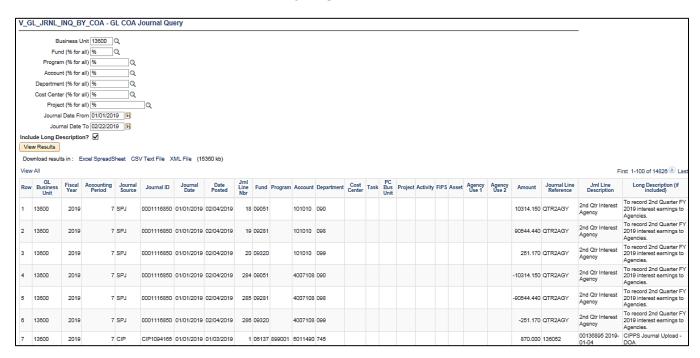
Journal Date To

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:

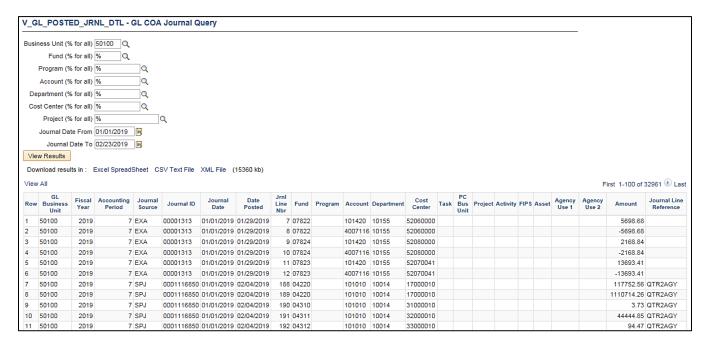
Business Unit (% for all)
Fund (% for all)
Program (% for all)
Account (% for all)
Department (% for all)
Cost Center (% for all)
Project (% for all)
Journal Date From

Journal Date To

OUTPUT FORMAT:

HTML Excel CSV

Screenshot of the GL COA Journal Query Page





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:

Business Unit
Ledger
Fund (% for all)
Program (% 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 by Ledger Page

V_G	V_GL_JRNL_INQ_BY_COA_LEDGER - GL COA Journal Query by Ledger																	
	Busine	ess Unit 50	100	Q														
		Ledger AC		•														
	Fund (%	for all) %		Q														
Р	rogram (%	for all) %		Q														
A	ccount (%	for all) %		Q														
Depa	artment (%	for all) 10	017	Q														
Cost	Center (%	for all) %		Q														
	Project (%	for all) %			Q													
J		te From 01																
		Date To 02	/23/201	19 📆														
	w Results																	
		ults in : E	xcel Sp	oreadSheet	CSV Te	ext File XML	File (1748	kb)										
View																		
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

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

							First 1-100 of 1653 D Last	
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

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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

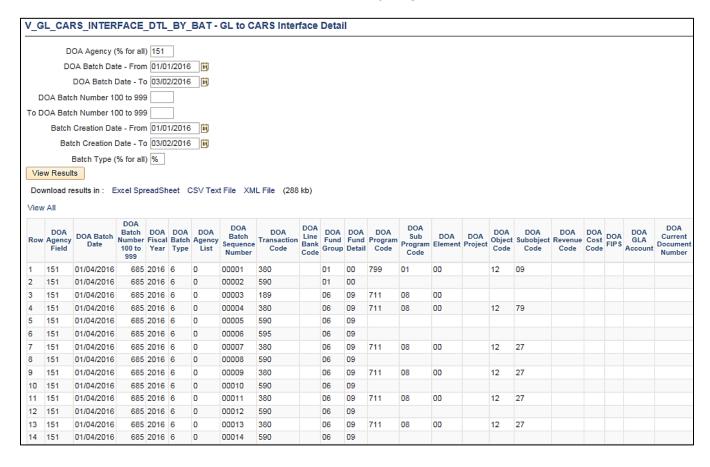
INPUT / SEARCH CRITERIA:

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





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

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



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)

Fund (% for all)

Excel

Date From

CSV

Date To

Screenshot of the V_GL_DAILY_CASH_BAL Interest Calc - Cash Balances Query Page





Journal Not Posted Query (V_GL_JRNL_NOT_POSTED)

REVISED: 02/22/2017

DESCRIPTION:

This guery 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

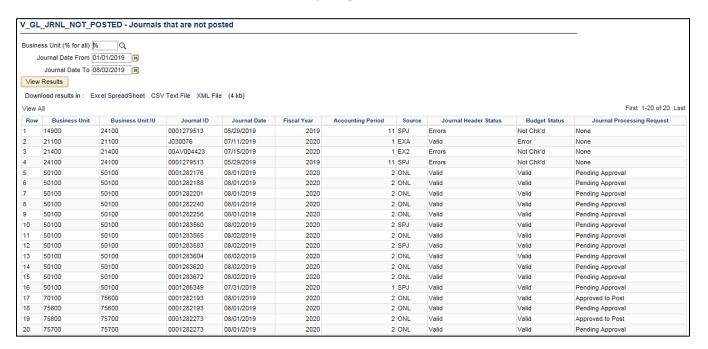
INPUT / SEARCH CRITERIA:

Business Unit (% for all) Journal Date From Journal Date To

OUTPUT FORMAT:

HTML Excel CSV

Screenshot of the Journal Not Posted Query Page





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.

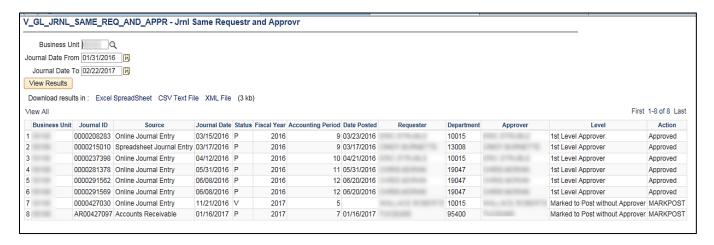
NAVIGATION PATH:

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





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.

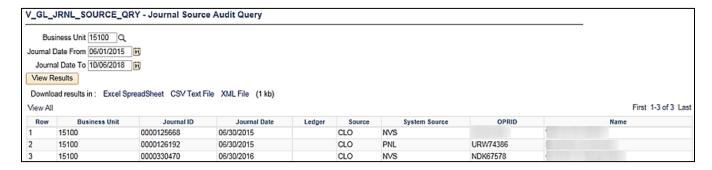
NAVIGATION PATH:

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





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

FINO	023_LED0	ER_TE	MPLA	TE - FIN	0023-Ledge	r Template							
Vie			`		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)





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

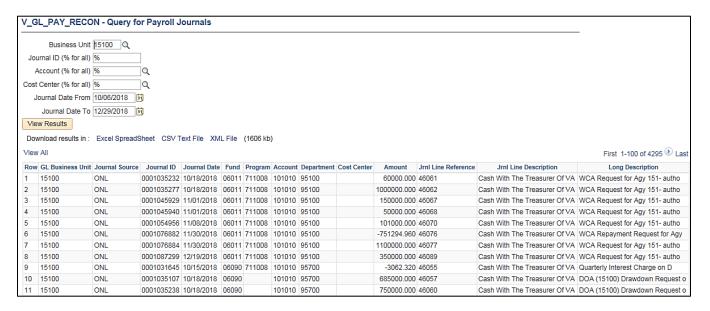
INPUT / SEARCH CRITERIA:

Business Unit Journal ID (% for all) Account (% for all) Cost Center (% for all) Journal Date From Journal Date To

OUTPUT FORMAT:

HTML Excel CSV

Screenshot of the Payroll Journals Query Page





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).

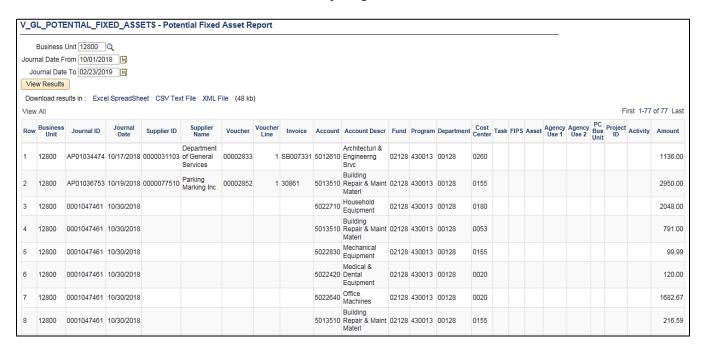
NAVIGATION PATH:

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





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





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

		SpreadSheet CSV	um not in Tree Text File XML File (1 kb)			First 1-4 of 4 Last
Row	SetID	Program	Eff Date	Status	Descr	Bud. Only
1	STATE	9999999	01/01/1901	А	All Programs Roll Up	Υ
2	STATE	31011	01/02/1901	I	Sex Offendr Registry Pgm Enfrc	N
3	STATE	728020	01/01/1901	Α	Distrib HistTrianglSalesTaxCol	N
4	STATE	114001	01/01/1901	Α	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

View		•	dSheet CSV Tex	t File XML File (107 kb)				1-100 of 424 🕑 La
View A	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
1	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
3	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: OUTPUT FORMAT:

As of Date HTML Excel CSV

Screenshot of the V_GL_ALL_FUNDS query

Vie	v Resu			SpreadSheet CSVT	ext File XML	File (132 kb)	922 № Las
Row	Fund	Effective Date	Status	Description	Short Description	Description	Budgetary Only
1	01000	01/01/1901	Α	General Fund	General	General Fund	N
2	02001	01/01/1901	Α	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	Α	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	Α	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	Α	Tax Special Revenue Fund	TAX Sprev	This fund accounts for Local Assessment Training.	N
7	02010	01/01/1901	Α	Garnishment/Child Support Fees		Accounts for fee charged to do a payroll deduction for court ordered garnishment/child support. Funds are transferred to the general fund.	N
3	02011	01/01/1901	Α	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
	02012	01/01/1901	Α	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	Α	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

/_GL_AL	L_BUS_UNIT- Query of GL	Business Units	Inbox - janis.hannuksela@doa.virginia.gov - Commonwealth of Virginia Mail https://mail.google.com/mail/u/0/#inbox
Download	results in : Excel SpreadSheet C	CSV Text File XML File (28 kb)	
View All			First 1-100 of 295 🕖 La
Row	Business Unit	Description	Short Description
1	10000	Senate	SOV
2	10100	House of Delegates	HDEL
3	10200	Legis Dep Reversion Clear Acct	LDRCA
1	10300	Magistrate System	MAG
5	10400	Jud Dept Reversion Clear Acct	JDRCA
5	10500	VA Commission on Intergov Coop	VCIC
7	10700	Div of Legislative Services	DLS
}	10800	Virginia Code Commission	VCC
)	10900	Div Legislative Automated Sys	DLAS
0	11000	Joint Legis Audit & Review Com	JLARC
1	11100	Supreme Court	SUPCT
2	11200	Jud Inquiry and Review Comm	JIRC
3	11300	Circuit Courts	CCV
4	11400	General District Courts	GDC
5	11500	Juv and Domestic Relations Crt	JDRC
6	11600	Combined District Courts	CDC
7	11700	Virginia State Bar	VSB
8	11800	VA Coal and Energy Commission	VCEC
9	11900	Lieutenant Governor	LTGOV
.0	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: OUTPUT FORMAT:

None HTML Excel

CSV

Screenshot of the Projects Not in Tree Query Page

		ROJECT- Projects not in			
Download View All	results in : Exce	SpreadSheet CSV Text File	XML File (1089 kt))	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	Α	Cardinal Proj 46101	
7	19700	APE60541	Α	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	Α	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

Download r View All	esults in : Excel Spread	Sheet CSV Text File XML File (721 kb)	First 1-100 of 6216 🕟 Las
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

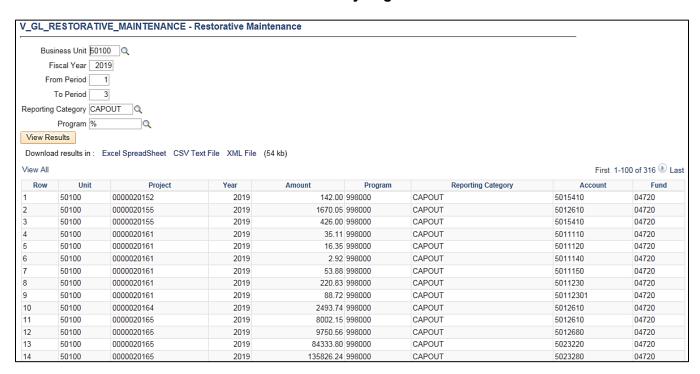
INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML Fiscal Year Excel From Period CSV

To Period Reporting Category

Program

Screenshot of the Restorative Maintenance Query Page





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:

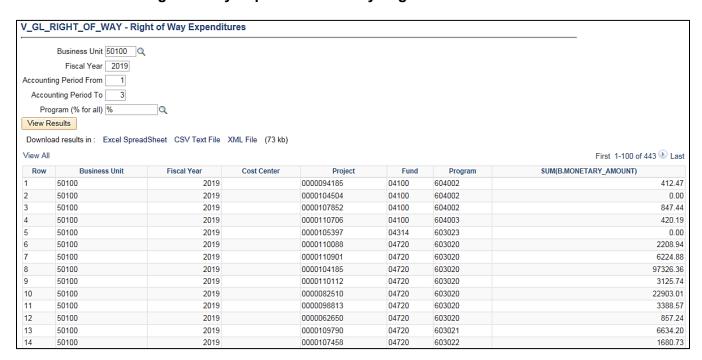
Program (% for all)

Main Menu > Reporting Tools > Query > Query Viewer > V GL RIGHT OF WAY

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML
Fiscal Year Excel
Accounting Period From CSV
Accounting Period To

Screenshot of the Right of Way Expenditures Query Page





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_V	ALID_SET_IDS- FI	N0017-Valid Set IDs	
Download re	esults in : Excel Spread	dSheet CSV Text File XML File (43 kb)	First 1-100 of 452 🕖 Las
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 guery displays valid SpeedChart values for a designated SetID and Effective Date.

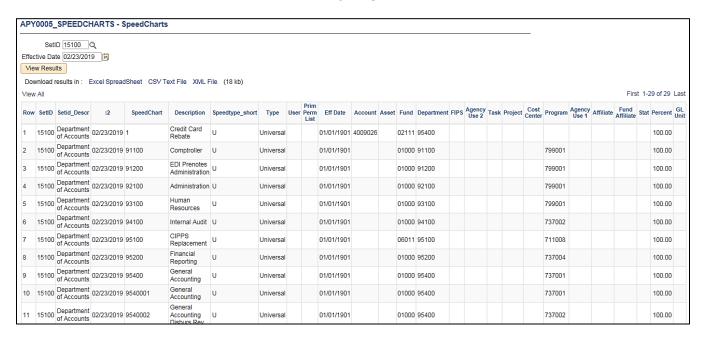
NAVIGATION PATH:

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





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: OUTPUT FORMAT:

SetID HTML Excel CSV

Screenshot of the FIN0007 SpeedTypes Query Page

FIN0	007_	SPEEDTYPE	S - FIN	0007-	SpeedTypes																
Vie		llts	cel Spread	Sheet	CSV Text File	XML File	(29 kb)												First 1	-57 of 57	Las
Row	SetID	SpeedType	Operator	Class	Description	Туре	Account	Asset	Department	Task	Fund	FIPS	Agency Use 2	Affiliate	Fund Affiliate	Cost Center	Program	Agency Use 1	Project	Currency	Sta
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

	ID 12300 Q ite 02/23/2019	•				
View R	esults					
Downlo	ad results in :	Excel Spread	Sheet CSV Text File XML File (19 kb)			
√iew All		•	, ,			First 1-100 of 143 🕑 L
Row	SetID	Task	Description	Short Desc	Budgetary Only	As of Date
l	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
	12300	20000	Richmond CSMS Buildings	CSMS	N	02/23/2019
5	12300	20100	Sandston FMS1	SandFMS1	N	02/23/2019
5	12300	20200	Sandston Beulah FMS2	SandFMS2	N	02/23/2019
7	12300	20300	Winchester FMS 3	WINFMS3	N	02/23/2019
3	12300	20500	Norfolk FMS 5	NorfFMS	N	02/23/2019
)	12300	20600	Portsmouth FMS 6	PortsFMS	N	02/23/2019
0	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
4	12300	21100	Lynchburg FMS 11	LynchFMS	N	02/23/2019
5	12300	21200	Staunton FMS 12	StaFMS12	N	02/23/2019
6	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: OUTPUT FORMAT:

None HTML Excel

CSV

Screenshot of the Task Not in Tree Query Page

Downloa	d results in :	Excel SpreadS	heet CSV Text File XI	ML File (263 kb)				
√iew All	iew All							
Row	SetID	Task	Eff Date	Status	Descr	Bud. Only		
1	95700	800	01/01/1901	Α	Attendee Travel	N		
	79900	454	10/10/2014	Α	Boiler Plant Rep GCC KMCC	N		
	79900	457	12/19/2014	Α	REPLACE SANITARY SEWER/STATEWI	N		
	79900	462	02/09/2015	Α	STRUC ASSESS&REMIDIAT/HAYNESVI	N		
	21800	0165	03/19/2015	Α	Construction, Phase 65	N		
	21800	0166	01/01/1901	Α	Construction, Phase 66	N		
	76600	21916	01/01/1901	Α	VICTIM WITNESS 16-L4512VG15	N		
	21800	0469	10/20/2015	Α	Equipment, Phase 69	N		
	79900	984	01/01/1901	Α	Repr Elect Distrib Infr/KMCC	N		
0	40900	991	01/01/1901	Α	SEP Administration	N		
1	40900	F18	01/01/1901	Α	Roda Road Emergency	N		
2	40900	K59	01/01/1901	Α	Frying Pan Water Project	N		
3	40900	K83	01/01/1901	Α	Pounding Mill Brch II Emergcy	N		
4	40900	P50	01/01/1901	Α	AML 2015 Administration	N		
5	60200	32	01/01/1901	Α	Cardinal CIPPS Interface	N		
6	20300	080	01/01/1901	A	Replace Kitchen Equipment	N		
7	20300	081	01/01/1901	Α	Gen Maint Rep Blgs 701 - 716	N		
8	20300	082	01/01/1901	A	Gen Maint Rep Lake Trail Area	N		
19	20300	083	01/01/1901	Α	Gen Maint Rep Rds Wlkways Lots	N		



General Ledger Reports

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Rev 2/9/2023



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 Payrable/Expenses (AP/EX).

PDF

CSV

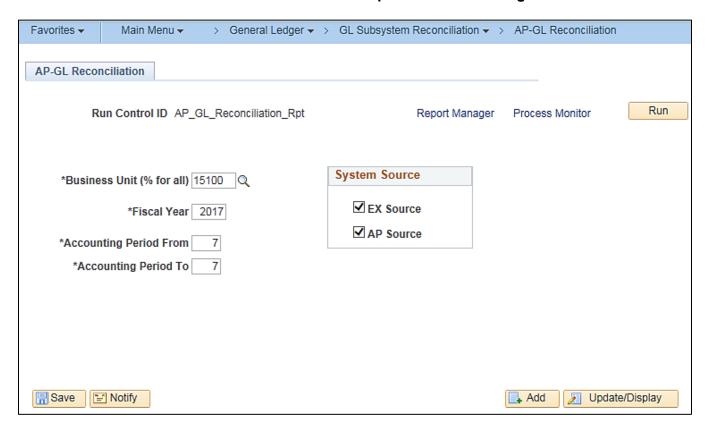
NAVIGATION PATH:

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

RUN CONTROL PARAMETERS: OUTPUT FORMAT:

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

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

CARDINAL 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:

Variance 500.00 Journal ID AP00348342 <u>Source</u> <u>Journal Date</u> AP 01/13/2017 GL total Debit AP total Debit 600.00 100.00

Unmatching Lines:

Journal Line# Voucher ID Voucher Line

00001645

Unmatching chart fields: GL Value (100.00) Amount

<u>AP Value</u> (50.00) (50.00)

Journal Line# Voucher ID Voucher Line

00001645

1 GL Value 700.00 <u>AP Value</u> 150.00 Unmatching chart fields: 550.00

Rev 2/9/2023 Page 97 of 175



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:

OUTPUT FORMAT:
PDF
CSV

Business Unit (% for all)

Fiscal Year

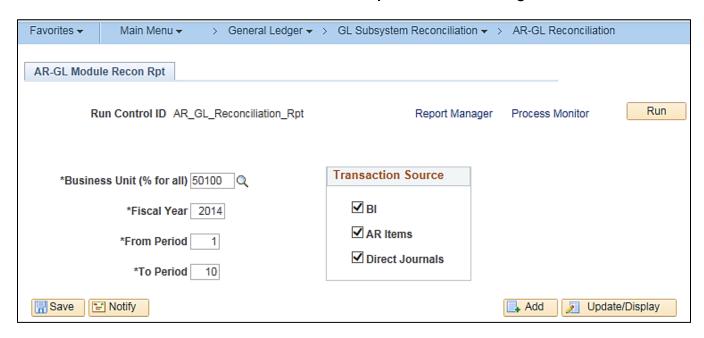
From Period

To Period

Transaction Source – BI [checkbox], AR Items

[checkbox], Direct Journals [checkbox]

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





Screenshot of the RGL631 AR-GL Reconciliation Report

Commonwealth of Virginia AR-GL RECONCILIATION

CARDINAL Run Date: 04/04/2014 Report ID: RCL631 Run Time: 04:42 00

Page No. 1 of 10

Business Unit: Fiscal Year: VA Dept of Transportation 50100

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:

<u>Journal ID</u> BI00021984	<u>Journal Date</u> 07/03/2013	GL total Amount 17.50	AR total Amount 0.00	Variance 17.50
Unnatching Lines:				
216 218 218 218 218 218 218 218 218 218 218	GENEOU1046 GENEOU1047 GENEOU1048 GENEOU1049 GENEOU1050 GENEOU1051 GENEOU1052 GENEOU1053 GENEOU1054 GENEOU1055 GENEOU1055 GENEOU1055 GENEOU1055		222.00 148.00 111.00 37.00 74.00 259.00 111.00 74.00 333.00 37.00 111.00	
218 218 218 218	GENECO1058 GENECO1059 GENECO1060 GENECO1061		37.00 37.00 222.00 37.00	



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:

OUTPUT FORMAT:

PDF

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]

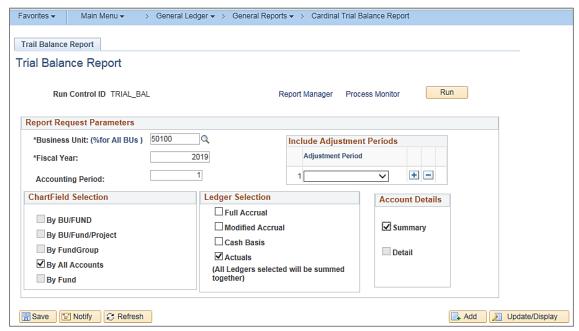
Detail [checkbox]

•

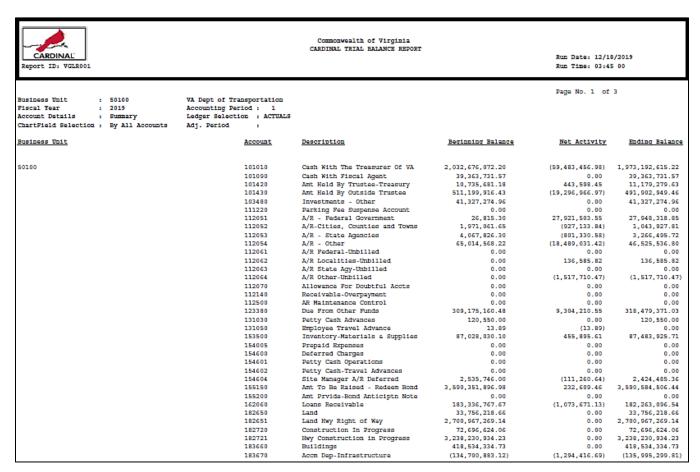
Screenshot of the Cardinal Trial Balance Report Run Control Page

Rev 2/9/2023





Screenshot of the VGLR001 Cardinal Trial Balance Report - Summary View



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



				Page No. 3 of	3
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)
Equity Total :	308000	Fund Balance	(2,303,921,080.98) (2,303,921,080.98)		(2,303,921,080.98) (2,303,921,080.98)
Revenue Total :	Revenue Accou	nts	0.00	(437,543,139.61)	(437,543,139.61)
Expense Total :	Expense Accou	nts	0.00	499,311,623.94	499,311,623.94
	Cash Transfr In - Load GF Cash		0.00 0.00 0.00 0.00 0.00	(40,000,000.00) 1,840.24 (46,665,141.72) (382,136.03) 46,665,141.72 42,191,700.53	(40,000,000.00) 1,840.24 (46,665,141.72) (382,136.03) 46,665,141.72 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

Commonwealth of Virginia CARDINAL TRIAL BALANCE REPORT CARDINAL Run Date: 12/18/2019 Report ID: VGLR001 Page No. 1 of 9

Business Unit Fiscal Year : 50100 : 2019 VA Dept of Transportation Accounting Period : 1

Pastness Unit Pastness Uni	Account Details :	Detail	Ledger Select:	ion : ACTUALS				
	ChartField Selection :	By All Accounts	Adj. Period	:				
	Business Tota				Description	Regioning Release	Web lebterthe	Padina Palanca
101090	Edsiness unit			Account	Description	sequenting salance	Net Activity	FEGING Relance
101090								
101420	50100			101010	Cash With The Treasurer Of VA	2,032,676,072.20	(59,483,456.98)	1,973,192,615.22
101430				101090	Cash With Fiscal Agent	39,363,731.57	0.00	39,363,731.57
103480 Investments - Other				101420	Ant Held By Trustee-Treasury	10,735,681.18	443,598.45	11,179,279.63
111220				101430	Amt Held By Outside Trustee	511,199,916.43	(19, 296, 966.97)	491,902,949.46
112051 A/R - Federal Covernment 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) 3,266,405.72 112064 A/R - Other 65,014,568.22 (18,489,031.42) 46,525,536.80 112062 A/R Localities-Unbilled 0.00 10,585.82 10,585.82 112063 A/R State Ayenchies 0.00 0.00 0.00 0.00 112064 A/R Other-Unbilled 0.00 10,585.82 115,585.82 112070 Allowane F-Doubtful Accts 0.00 0.1271,710.47) 112070 Allowane F-Doubtful Accts 0.00 0.00 0.00 0.00 112140 Receivable-Overpayment 0.00 0.00 0.00 0.00 112150 A/R Maintenance Control 0.00 0.00 0.00 0.00 112380 Due From Other Funds 309,175,160.48 9,304,210.55 318,479,371.03 131030 Petty Carh Advances 120,550.00 0.00 120,550.00 131050 Employee Travel Advance 13,89 (13,89) (13,89) 0.00 153500 Inventory-Materials Supplies 87,028,030.10 455,895.61 87,483,925.71 154605 Deferred Charges 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 Detty Cash-Travel Advances 2,535,746.00 (111,260.64) 2,424,485.36 155150 Amt To Be Raied - Redeem Bond 3,500,381,860.98 232,600.46 3,500,584,506.44 155200 Amt Drivide-Bond Anticipts Note 0.00 0.00 3,7356,218.66 182651 Land May Right of Way 2,700,667,269.14 0.00 2,700,667,266.18 182721 Hey Construction in Prograss 72,606,624.06 0.00 3,238,230,934.23 183660 Buildings 418,534,334.73 0.00 4,8534,334.73								41,327,274.96
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183670 Accm Dep-Infrastructure (134,700,883.12) (1,294,416.69) (135,995,299.81)	1				_			
	1			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)

			Page No. 2 of 9					
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)	(2,808,096.4			
	2050239	AP-Converted Retainage	0.00	0.00	0.0			
	205025	Accts Payable-AP/EX Accruals	(42,634,738.06)	(12,496,152.97)	(55,130,891.0			
	205028	AR Refund Control	(804.12)	(36,121.15)	(36,925.2			
	206240	Temporary Loans Payable	(3,400,000.00)	0.00	(3,400,000.0			
	213080	Due To Other Funds	(309,175,160.48)	(9,304,210.55)	(318,479,371.0			
	220540	Susp Acct-Guarantee Deposits	(16,513,148.40)	709,725.80	(15,803,422.6			
	220558	Susp Acct-Payroll Tax Pay94105	0.00	0.00	0.0			
	2402507	Def Rev-Hghwy Toll Rev-Patron	(62,629,002.60)	99,264.00	(62,529,738.6			
	24025071	Def Rev-Hghwy Toll Rev-Retail	(923,965.00)	0.00	(923,965.0			
	2403007	Def Rev-Sale Goods/Svc St Ent	(2,856,189.96)	0.00	(2,856,189.9			
	2404000	Def Rev-Priv Donatn/Gift/Grant	(4,346,262.81)		(4,346,262.8			
	24042011 24042012	De Rev-Loc Prj Participation	(6,064,471.19)	0.00	(6,064,471.1			
	24042012 2407301	Def Rev-Coal Severance Tax	(1,515,250.42)	0.00 1.000.00	(1,515,250.4)			
		Def Rev-Rent Lnd/Bldg-Op Lease	(13,000.00)	-,	(12,000.0			
	2409060	Def Rev-Miscellaneous Revenues	(1,985,455.26)	0.00	(1,985,455.2			
	255040 255470	Matured Debt Payable	0.00	0.00	0.0			
		Susp Acct-Deposit Pend Distrib	(3,326,804.52)	(37,295.17)	(3,364,099.6			
	255471	Susp Acct-Sales Tax Liability	(2,638.97)	212.06	(2,426.9)			
	255630	Stop Pay Clearing-Payroll	0.00	(835.00)	(835.0			
	256430	Outside Trustee Fund Balance	(511,199,916.43)	19,296,966.97	(491,902,949.4)			
	257980	Investment General Fixed Asset	(28,459,478,001.29)	2,157,358.51	(28,457,320,642.7)			
	257990	Res For Adj To Accrual Basis	(885,641.77)	0.00	(885,641.7)			
	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)

				Paga No. 9 of 9	9
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	Constructs, Hwy-Wetland Mitgts	0.00	0.00	0.00
	50232302	Construct, Hwy-InKind Contrbtn	0.00	1,300.82	1,300.82
	5023270	Construct, BridgesHwy Impryunt	0.00	459,820.96	459,820.96
	5023280	Construct, Buildings Impromnt	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.

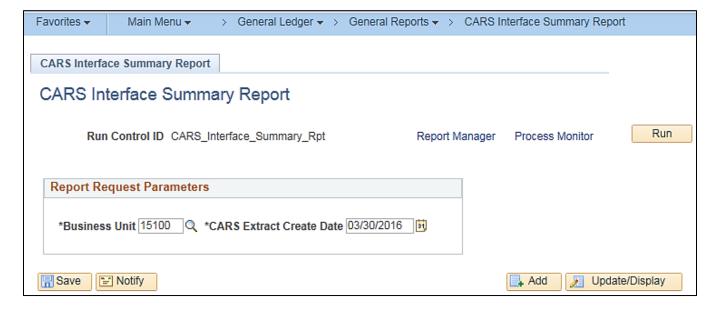
NAVIGATION PATH:

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

		Run Date: 03/01/2017 Run Time: 03:28 00					
CARS Extract Create Date: 03/30/2016		Page No. 1 of 1					
DA-03-265 REV 1/87 Dep. Ident:	rtment of Accounts fication Information						
Agency Name: Department of Accounts	Agency C	Code: <u>15100</u>					
	Volume/S	Volume/Serial Number:					
**************************************	**************************************	******					
AGENCY BATCH ID	AGENCY BATCH ID						
Agency Date Type No BATCH AMOU	NT 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

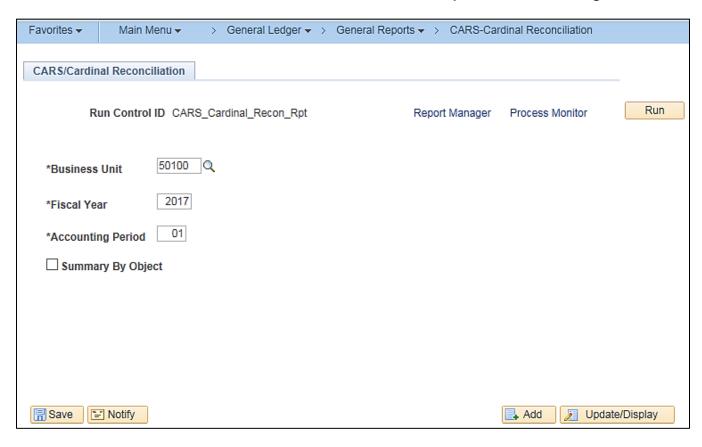
RUN CONTROL PARAMETERS: OUTPUT FORMAT:

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

	Commonwealth of Virginia CARS-CARDINAL RECONCILIATION Run Date: 03/01/2017 Run Time: 03:59 00									17					
Business Unit: 50100 Piscal Year: 2017 Accounting Period: 01 Cardinal to Reconcile with CARS Summary by Object N								0							
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		07/26/2016 Secord Found	2	188	00024	2017	01	598	0100					0104001N	228.43
CARDINAL		07/26/2016 Secord Found	2	188	00025	2017	01	598	0100					0104003N	122.01
Source NO MATCH	Batch <u>Agency</u> FOUND	Batch Date	Batch Type	Batch <u>Number</u>	Batch <u>Sequence</u>	Fiscal <u>Year</u>	Fiscal Month	Trans Code	Pund	Program	Object	Rev Source	<u>Project</u>	Voucher	Amount. 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	<u>Voucher</u>	Amount.
CARDINAL		07/26/2016 Secord Found	2	177	00001	2017	01	598	0410					0101218N	63.35
CARDINAL		07/26/2016 Secord Found	2	177	00002	2017	01	598	0410					0101470N	152.00
CARDINAL		07/26/2016 Secord Found	2	177	00003	2017	01	598	0410					0101645N	152.00
CARDINAL		07/26/2016 Secord Found	2	177	00004	2017	01	598	0410					0101745N	1,500.00
CARDINAL		07/26/2016 Secord Found	2	177	00005	2017	01	598	0410					0101939N	148.25
CARDINAL		07/26/2016 Secord Found	2	177	00006	2017	01	598	0410					0101954N	310.60
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

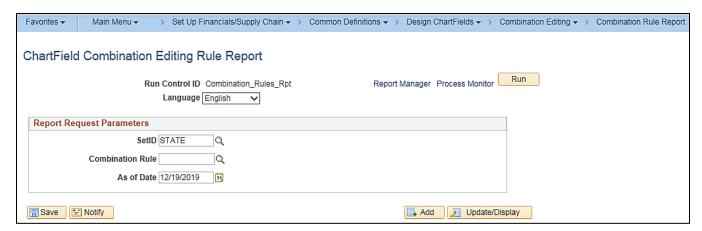
RUN CONTROL PARAMETERS: OUTPUT FORMAT:

SetID PDF

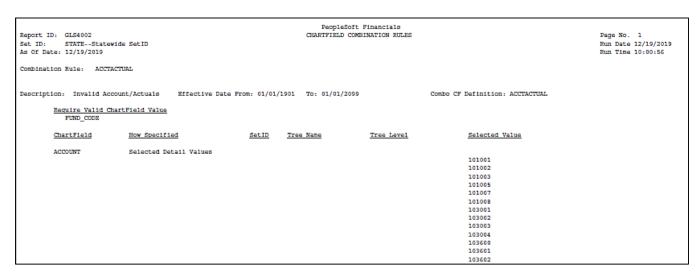
Combination Rule (or blank for all)

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

Combination Rule: INVDEPTFD

DEPTID

Selected Tree Nodes

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

Requir	e vallu	CHAICFIELD	Value	
ChartF	ield	How	Specific	9

ChartField	How Specified	SetID	Tree Name	Tree Level	Selected Value
FUND_CODE	Selected Detail Values				
DEPTID	Selected Tree Nodes	15100	DEPT_15100		01000
					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				
DEPTID	Selected Tree Nodes	15100	DEPT 15100		02111
					FUND 02111
FUND_CODE	Selected Detail Values				
DEPTID	Selected Tree Nodes	15100	DEPT_15100		02700
					FUND 02700
FUND_CODE	Selected Detail Values				06080

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 PDF Ledger Group Option – All XLS

Ledger Group Option – Specify, then Ledger TXT

Group

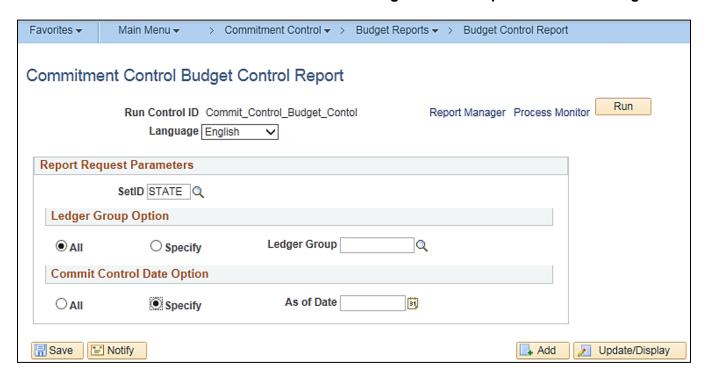
Commit Control Date Option - All

Commit Control Date Option - Specify, then As of

Date

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

OUTPUT FORMAT:





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: Ledger Option: Specify All

Ledger Group:

CC_ALLOT

Effective Date:

1901-01-01 Expense

Effective Status: Active

Description:

CC Allotment

Budget Type:

0

Associated Expenditure Budget:

CC_APPROP

Tolerance Percent: **Ruleset and Control Chartfields**

Ruleset Chartfield: Control Chartfield:

Program Fund

Tree Name: Default Ruleset: PROGRAM_BUDGET

Level Name:

Parent Control Budget:

LEVEL_1

Commitment Control Options

Entried Must Balance:

Enable Statistical Budgeting:

N

N Control Option: Control

DEFAULT

Enable Funding Source:

Ν

Child Budgets Exceed Option: N

Budget Status: Open Revenue Track:



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

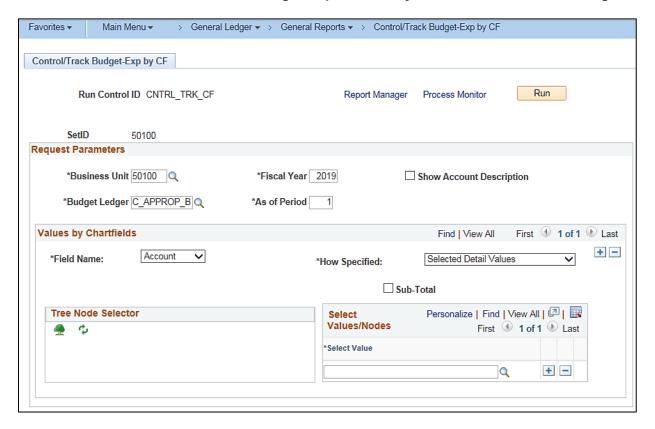
of Values, Selected Detail Values)

Sub-Total [checkbox]

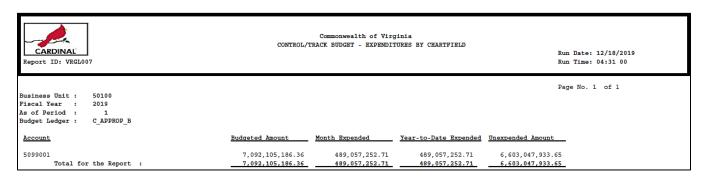
Rev 2/9/2023



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

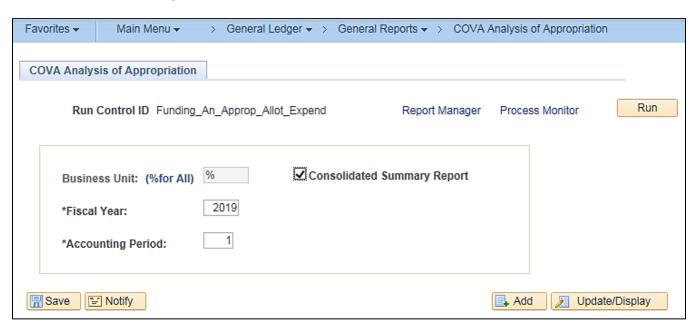
RUN CONTROL PARAMETERS: OUTPUT FORMAT:

Business Unit (% for All) PDF Fiscal Period CSV

Accounting Period

Consolidated Summary Report [checkbox]

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

CARDINA Report ID: R		Run Time:						
Business Unit Fiscal Year Accounting Pe Consolidate R As of Date	% 2019 riod 1 eport Summary Y 31-JUL-2018		Page No. 1	of 203				
Business Unit Proq	ram Project	Fund	Approp Type	Appropriation	Allotment	Expenditures YTD	<u>Unexpended</u> Appropriations	<u>Unexpended</u> <u>Allotments</u>
1000		01000	ORIGINAL REAPPROP SUBEXEC SUBLEG TRANSFER	1,598,627,012.00 0.00 2,000,000.00 0.00 (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 REAPPROP SUBEXEC TRANSFER	310,996,700.00 0.00 0.00 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 REAPPROP SUBEXEC TRANSFER	72,347,911.00 0.00 0.00 195,860.00				
	Program Total			72,543,771.00	64,543,771.00	5,824,431.79	66,719,339.21	58,719,339.21
1110			ORIGINAL SUBLEG TRANSFER	22,003,124.00 0.00 (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 TRANSFER	6,494,408.00 (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: OUTPUT FORMAT:

SetID PDF Business Unit CSV

Ledger

Source (% for all)

Account Type

Fiscal Year

Accounting Period From

Accounting Period To

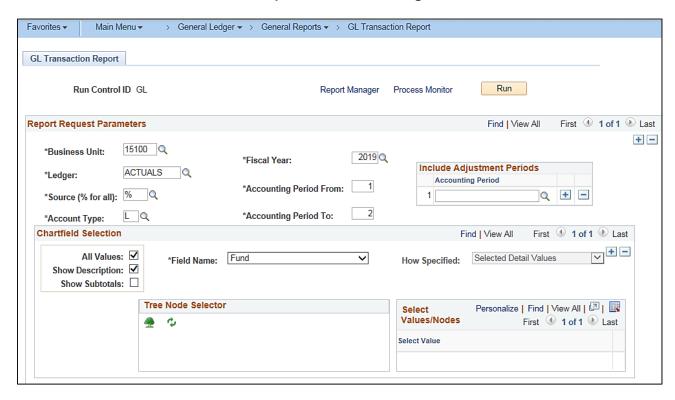
Include Adjustment Periods / Accounting Period

ChartField Selection (various fields)

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

CARDINAL Report ID: RGL010	Commonwealth of Virginia GL TRANSACTION REPORT	Run Date: 12/18/2019 Run Time: 04:43 00
Business Unit: Ledger: Fiscal Year: Source: Account Type: Adjustment Period:	15100 Department of Accounts ACTUALS 2019 Feriod: 1 to 2 All L	Page No. 1 of 1
Fund Description		AMOUNT
01000 General Fund 06011 Enterprise A 06080 Payroll Serv 06090 Enterprise A 06150 Enterprise A 15000 General Fixe	pp - HCM toe Bureau Service pp - Cardinal pp-Parf Budgeting	80,060.00 (819,044.12) (2,032.18) 1,023,931.23 217,536.85 11,111.18
Total		\$ 511,562.96

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

CARDINAL Report ID: RGL010	Commonwealth of Virginia GL TRANSACTION REPORT	Run Date: 12/18/2019 Run Time: 04:46 00
Business Unit: 15100 Department of Accounts Ledger: ACTUALS Fiscal Year: 2019 Feriod: 1 to 2 Source: All Account Type: L Adjustment Feriod:		Page No. 1 of 1
<u>Pund</u> <u>Description</u>		AHOUNT
01000 Caneral Fund Total for 01000		80,060.00
06011 Enterprise App - HCM Total for 06011		(819,044.12) (819,044.12)
06080 Payroll Service Bureau Service Total for 06080		(2,032.18) (2,032.18)
06090 Enterprise App - Cardinal Total for 06090		1,023,931.23 1,023,931.23
06150 Enterprise App-Perf Budgeting Total for 06150		217,536.85 217,536.85
15000 General Fixed Asset Acct Group Total for 15000		11,111.18 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: OUTPUT FORMAT:

Description PDF Unit CSV Ledger Group (select value)

Source (or blank for all)

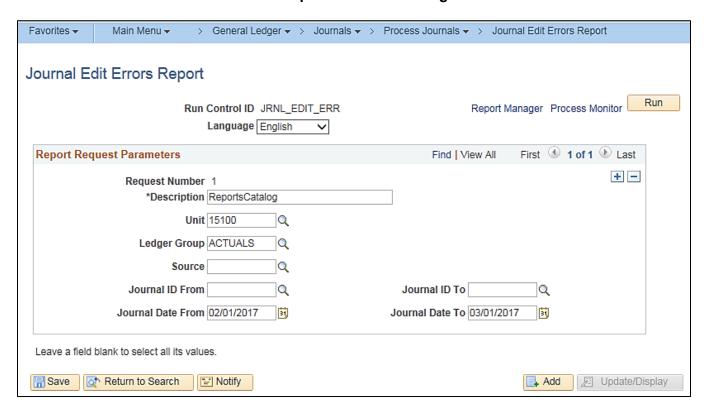
Journal ID From

Journal ID To

Journal Date From

Journal Date To

Screenshot of the Journal Edit Errors Report Run Control Page





Screenshot of the GLS7011 Journal Edit Errors Report

PeopleSoft GL JOURNAL EDIT ERRORS

FUND_CODE

Report ID: GLS7011 Bus. Unit: 15100--Department of Accounts Ladgar Grp: ACTUALS -- Actuals Fiscal Year:2017

7 0000427071 01/06/2017 ONL

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

HEADER

LINE 2 Cash Transfer In - Non-GF

Field Name Entry Event Error message

JENL_HDR_STATUS Journal line errors exist for this header. (5860/53)

Combo error for fields Fund/Account in group

Page No. 1 Run Date 03/01/2017 Run Time 18:14:02

%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:

OUTPUT FORMAT:

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]

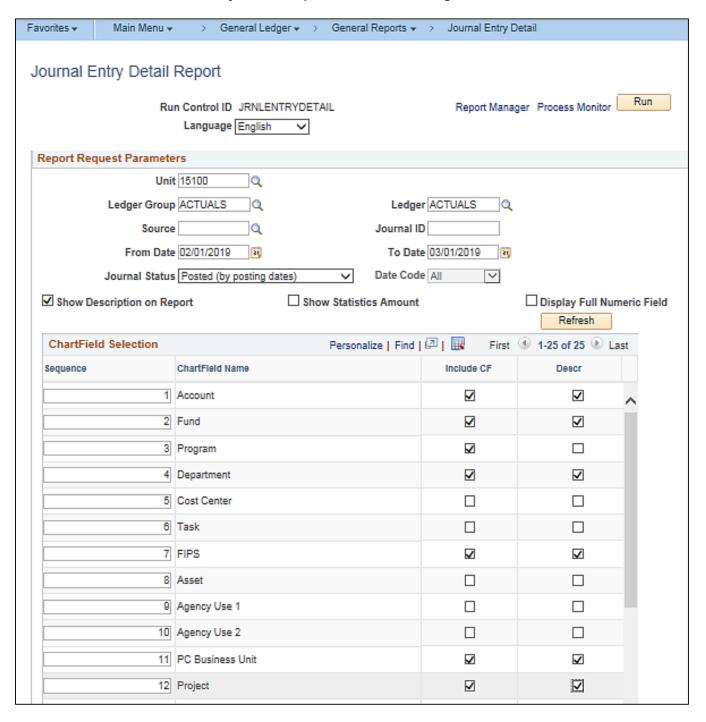
Descr [checkbox]

PDF

CSV



Screenshot of the Journal Entry Detail Report Run Control Page





Screenshot of the FIN2001 Journal Entry Detail Report

	ecpleSoft Financials NAL ENTRY DETAIL REPORT Date Code ALL		Rur	ga No. 1 1 Data 03/25/2020 1 Time 16:39:24
Line Description Reference Account Fund Department FIDS PC Bus Unit Project	Program Entry	<u>Svent</u> <u>Currency</u>	<u>Debit</u>	Credit
Journal ID: 0001118243 Journal Date: 01/31/2019 Source: ONLOnline Journal Ent Status: PPosted Posted Date: 02/01/2019 Description To charge agency 151 for 941 EFTPS deposit dated 01/31/2019 (FICA adj	•			
Solition Social SecuritysMedicare 01000 General Fund 92100 Admin Svcs & Public Records	799001			
3 Cash With The Treasurer Of VA 101010 Cash With The Treasurer Of VA 01000 General Fund 99999 DOA		USD	7.50	0.00
		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:

PDF Unit

Ledger Group (select value) Ledger (select value)

Journal ID (or blank for all)

Source (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)

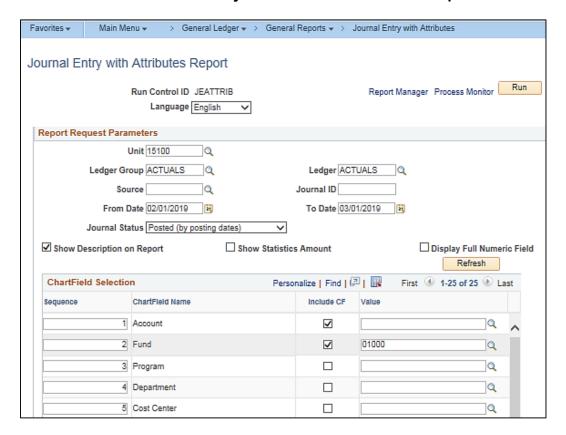
Include CF [checkbox]

Value (enter or select a designated value)

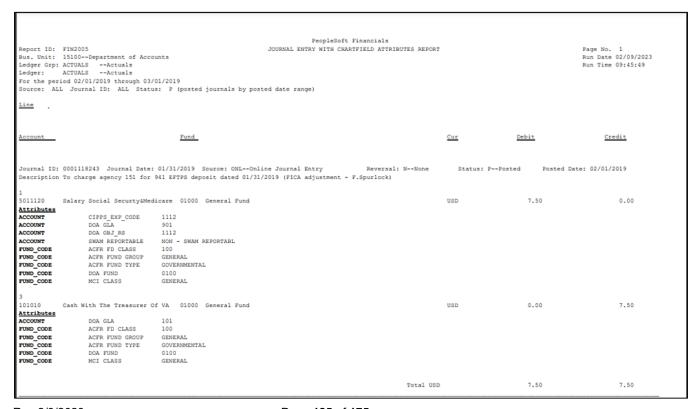
CSV



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



Screenshot of the FIN2005 Journal Entry with ChartField Attributes Report



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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

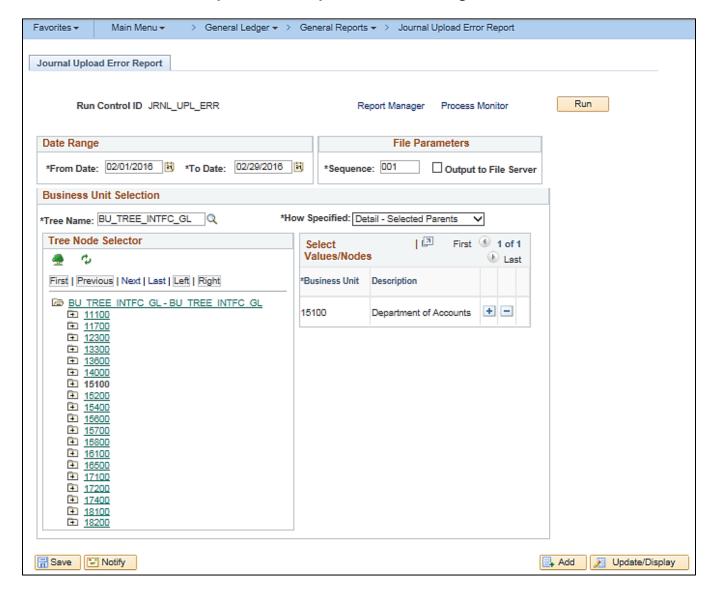
ADDITIONAL INFORMATION:

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.

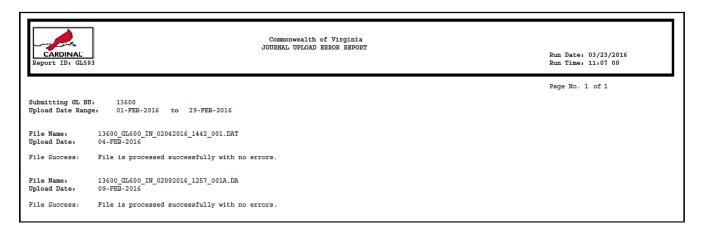
Rev 2/9/2023



Screenshot of the Journal Upload Error Report Run Control Page



Screenshot of the GL593 Journal Upload Error Report



Rev 2/9/2023



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

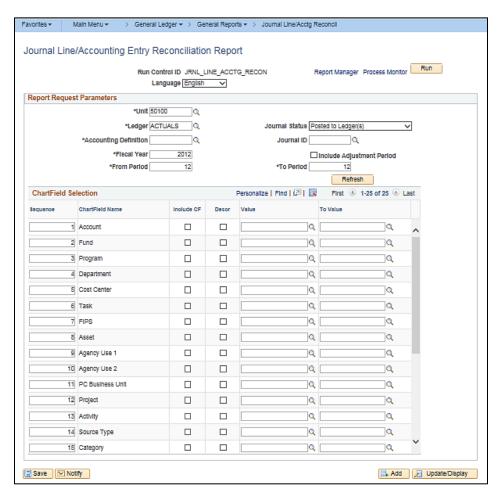
Fiscal year

From Period

To Period

Include Adjustment Period [checkbox]

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



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Screenshot of the Journal Line/Accounting Entry Reconciliation Report

Report ID: Bus. Unit: Ledger: Fiscal Year	GLS8012 50100-VA Dept of Transportation ACTUALS Actuals 2012 From Period 12 To 12	Peoplesoft GL JOURNAL LINE/ACCOUNTING ENTRY RECONC	CILI	TATION REPOR	Т		Page No Run Dat Run Tim
Journal ID	Journal Date	A	AP	Acctg Defn	Jrnl Status	Journal Amt	Acctg Line Amt
	O ChartFields selected. 06/01/2012	1:	12	EXDEFN	Posted	0.00	-4,607.06
EX00005933	06/02/2012	1:	12	EXDEFN	Posted	0.00	-14,180.05
EX00006039	06/05/2012	1:	12	EXDEFN	Posted	0.00	-22,466.01
EX00006112	06/06/2012	1:	12	EXDEFN	Posted	0.00	-15,084.35
EX00006157	06/06/2012	12	12	EXDEFN	Posted	0.00	-9,190.68
EX00006207	06/08/2012	1:	12	EXDEFN	Posted	0.00	-15,043.21
EX00006258	06/09/2012	12	12	EXDEFN	Posted	0.00	-13,459.04
EX00006319	06/12/2012	1:	12	EXDEFN	Posted	0.00	-17,642.28
EX00006374	06/13/2012	12	12	EXDEFN	Posted	0.00	-28,915.70
EX00006446	06/14/2012	12	12	EXDEFN	Posted	0.00	-19,454.40
EX00006493	06/15/2012	12	12	EXDEFN	Posted	0.00	-6,950.19
EX00006565	06/16/2012	12	12	EXDEFN	Posted	0.00	-21,628.61
EX00006628	06/19/2012	12	12	EXDEFN	Posted	0.00	-17,155.68
EX00006709	06/20/2012	12	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: OUTPUT FORMAT:

Unit PDF

Ledger CSV

Fiscal Year Currency (USD)

To Period

Include Adjustment Periods / Adjustment Period

Show Discrepancies Only [checkbox]

Show Journal Detail [checkbox]

Display Full Numeric Field [checkbox]

Click on Refresh

From Period

Sequence (enter sequence number)

Include CF [checkbox]

Summarize [checkbox]

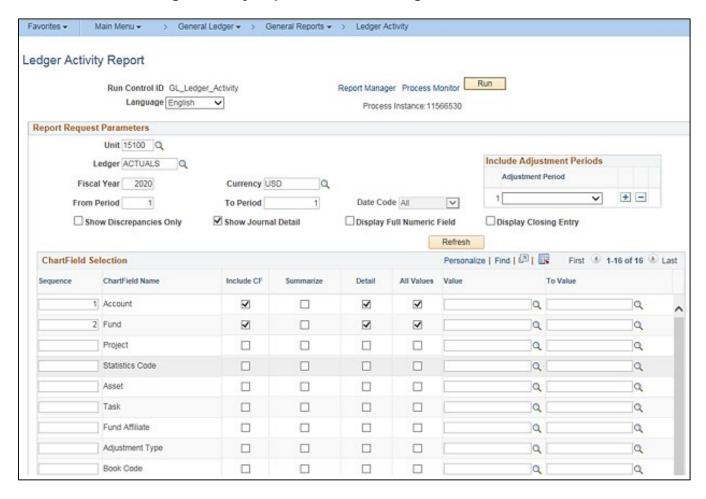
Detail [checkbox]

All Values [checkbox]

Value / To Value



Screenshot of the Ledger Activity Report Run Control Page





Screenshot of the GLS7002 Ledger Activity Report

eport ID, GLE70 ss. Unit, 15100 edger, ACTUA edger Code, or Fiscal Year 2 Aurrency Code, U	Department of LE Actual	ls 1 to				Page No. 1 Run Date 12/20/20 Run Time 10:46:43	
ur Journal Date			Account	Fund	Debit_	Credit	Balance
D Beginning Ba	lance:						0.00
07/01/2019	0001242354	22	101010	01000	3,921,656.00	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		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	2	205025	06090	0.00 1.257.00	1,257.00	
07/01/2019	AP01257052 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	20.00	0.00	
07/01/2019	CIP1249618	i	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 CIP1250900	7	4009060	01000	0.00	0.45	
07/01/2019		8	4009060	01000	0.00	0.75	



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.

PDF

CSV

NAVIGATION PATH:

Main Menu > General Ledger > General Reports > Ledger Summary

RUN CONTROL PARAMETERS: OUTPUT FORMAT:

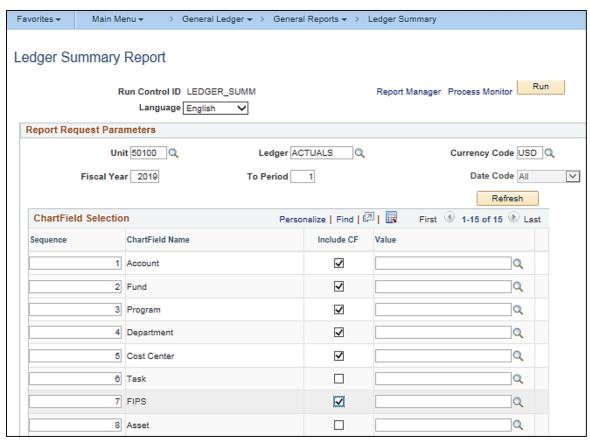
Unit
Ledger
Currency Code (USD)
Fiscal Year
To Period
Click on Refresh

Sequence (enter sequence number)

Include CF [checkbox]

Value

Screenshot of the Ledger Summary Report Run Control Page



Rev 2/9/2023 Page **133** of **175**



Screenshot of the GLS7003 Ledger Summary Report

	us. Unit: 50100VA Dept of Transportation Ru												
<u>Account</u>	Journal Date	Journal ID S	eq Line	Account Cost Center	Fund FIPS	Program Currency	<u>Department</u>	Debit	Credit	<u>Balance</u>			
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		04720		10014						
	07/01/2018	0000951909	5	12000990		USD	99999	0.00	7,900,000.00				
	07/01/2018	0000951909	6	99999999	07204	USD		0.00	9,358,790.11				
	07/01/2018	AP00943163	1		04100	USD		9,358,790.11	0.00				
	07/01/2018	AP00946157	1		04200	USD		1,758.17	0.00				
						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)

Ledger: For Fiscal		iod 1 To 1	ion				PeopleSoft GL EDGER SUMMARY			Page No. 32587 Run Date 12/19/2019 Run Time 12:06:54
Account	Journal Date	Journal ID Seq	<u>Line</u>	Account Cost Center	Pund FIPS	Program Currency	<u>Department</u>	<u>Debit</u>	Credit	<u>Balance</u>
	07/01/2018 07/31/2018 07/31/2018	0000951909 0000967622 0000971784	3 1 1	609830 40000990 42006010 52060990	04010 04472 07822	USD USD	10014 10198 10155	9,358,790.11 100,000.00 246,888.03	0.00	
	07/31/2018 07/31/2018	0000971785	1	14000990	04710	USD	10015	67,699.42 36,891,764.16	0.00	
609830	Cash Transfer	Out - Non-GF	USD					Beginning Balance: Total Activity: Ending Balance:		0.00 5,665,141.72 5,665,141.72
609831	Cash Transfer 07/01/2018 07/24/2018 07/26/2018 07/31/2018 07/31/2018	Out-NGF Othr Agg 0000940925 0000970219 0000964655 0000971712	1 4 4 1 1	609831 12000990 44000010 12000990 11000900	04720 07191 04720 04100	USD USD USD USD	10014	7,900,000.00 450,000.00 29,407,372.53 333,337.00 4,100,991.00	0.00 0.00 0.00 0.00	
609831	Cash Transfer	Out-NGF Othr Agy	y USD					Beginning Balance: Total Activity: Ending Balance:		0.00 2,191,700.53 2,191,700.53
609840	Cash Transfer	In - GF/Non-GF	USD					Beginning Balance: Total Activity:		0.00 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]

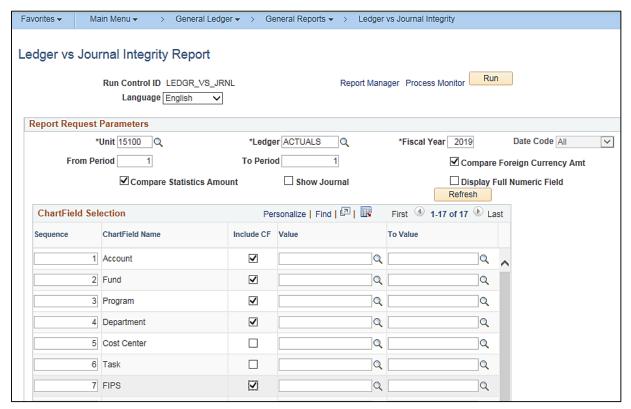
Click on Refresh

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 LEDGER VS. JOURNAL INTEGRITY REPORT Report ID: GLS7010

Bus. Unit: 15100--Department of Accounts
Ledger: ACTUALS -- Actuals
Fiscal Year:2019 Date Code 0

Page No. 1 Run Date 12/19/2019 Run Time 13:08:37

Difference Journal Amount Ledger Amount

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:

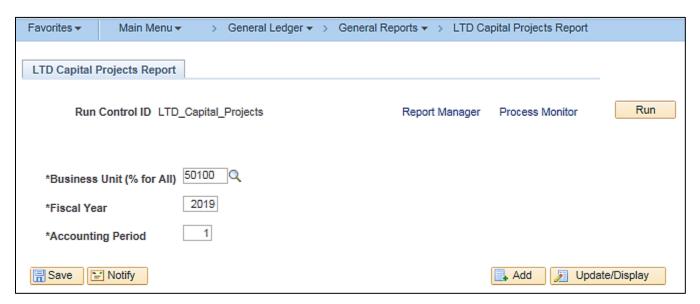
Main Menu > General Ledger > General Reports > LTD Capital Projects Report

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

	DINAL D: RGL597					nwealth of Virginia			Run Date: 12/ Run Time: 01:					
Fiscal Ye	Page No. 1 of 1													
Business <u>Unit</u>	Projects	<u>Fund</u>	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 50100	C15663 C15712 C16127 C16129 C16120 C16120 C16120 C16120 C16120 C16672 C16673 C16674 C16675 C16676 C16981 C16981 C17105 C1	04720 04720	1,500,000.00 1,500,000.00 1,500,000.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	258,250.00 1,500,000.00 481,896.37) 412,896.37) 416,231.00 4,404,469.00 (840,104.00) (572,577.43) (120,084.97) 32,623,635.00 (152,644.00) 0.00 (99,803.42) 77,661.67 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0	21,494,000.00 21,494,000.00 0.00 0.00 0.00 0.00 0.00 0.00 0	871,249.24 0.00 414.16 131.26 0.00 0.00 777,613.48 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0	0.00 871,249,24 0.00 0.00 0.00 131,126 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	407,250.08 1,822,207.94 523,858.207.94 523,858.207.94 523,858.207.93 53,358.727.33 13,381,188.57 14,472,687.85 1,265,888.13 6,507,457.08 223,507.04 97,697.58 233,576.14 97,697.58 237,576.14 97,697.58 237,576.14 97,697.58 237,576.14 97,697.58 237,576.14 97,697.58 237,576.14 97,697.58 237,576.14 97,697.58 237,576.14 97,697.58 237,576.14 97,697.58 237,776.14 247,776.804.98 257,776.8	(149,000.08) (48,082,007.94) (341,941,20) (5,719,996.33) (8,976,719.57) (22,312,791.85) (1,838,465.56) (6,222,330.88) 29,017,775.20) (6,529,356.87) (152,664.00) (3,256,776.14) (187,501.00) (76,600.94) (14,637,700.00) (76,600.94) (14,637,601.00) (75,092.80) (17,692.80) (17,592.80)				
					5	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

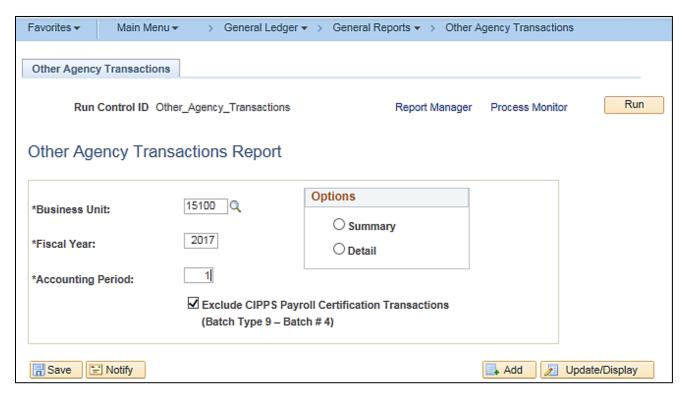
RUN CONTROL PARAMETERS: Business Unit Fiscal Year Accounting Period Summary [checkbox] OUTPUT FORMAT: PDF CSV

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

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

<u>Fund</u> Batch Type Trans Code Program Rev Source Project Amount 022 0.00 5 7110000 00000 00000 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

CARDINAL Run Date: 03/02/2017 Report ID: VGLR011 Run Time: 10:55 00

Page No. 1 of 1

Business Unit : 15100
Fiscal Year : 2017
Accounting Period : 1 Department of Accounts

Exclude CIPPS Payroll Certification Transactions : Y

OTHER AGENCY TRANSACTIONS - DETAIL

Batch Type 5	Batch Agency 997	Batch Date 15-JUN-2016		Batch Sequence 00115	Trans Code 200	<u>Fund</u> 0100	Program 0000000	Object	Rev Source 00000	Project	<u>Voucher</u> 00000001	<u>Amount</u> 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: OUTPUT FORMAT:

Begin Process PDF End Process CSV

User

Unit

Ledger Group

Ledger Begin Date

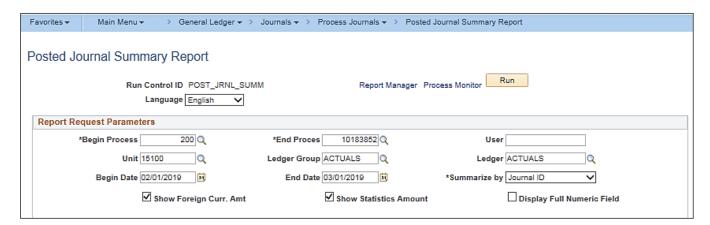
End Date Summarize By (ChartField, Journal ID)

Show Foreign Curr Amt [checkbox]

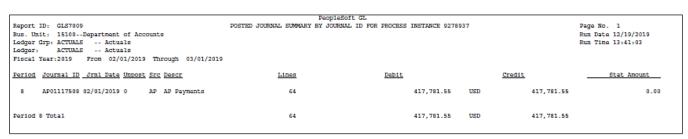
Show Statistics Amount [checkbox]

Display Full Numeric Field [checkbox]

Screenshot of the Posted Journal Summary Report Run Control Page



Screenshot of the GLS7009 Posted Journal Summary Report





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

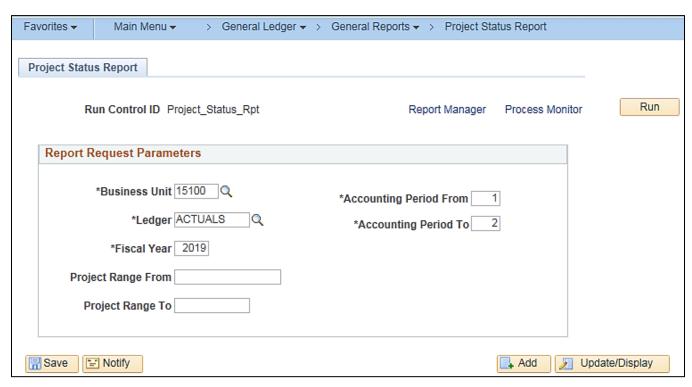
RUN CONTROL PARAMETERS: OUTPUT FORMAT:

Business Unit
Ledger (ACTUALS)
Fiscal Year
Project Range From
Project Range To
Accounting Period From
Accounting Period To

CSV

PDF

Screenshot of the GL618 Project Status Report Run Control Page





Screenshot of the GL618 Project Status Report

Commonwealth of Virginia FROJECT STATUS REPORT Report ID: GL618										Run Date: 12/19/2019 Run Time: 01:44 00			
Business Unit: 15100									Page No. 1 of 1				
Ledger:	ACTUALS												
Fiscal Ye													
	g Period From: 1 To: 2												
Project R	lange From: To:												
Project I	d: 0000109881												
Account	Account Description		Actual Amount	Task	Fund	Department	Program	FIPS	Agency Usel	Agency Hee?	Cost Center	Annah	
eccount.	Account Description		Actual Amount	1401		Department.	11041111	2210	Addity open	Addito one	CODE CONCOL	ALUE C	
011110	Employer Retire Contrb-Def Ben	s	18,608.65		06011	95100	711008						
011120	Salary Social Securty&Medicare	s	10,292.89		06011	95100	711008						
011140	Group Life Insurance	s	1,803.90		06011	95100	711008						
011150	Employer Health Ins Premium	s	17,952.60		06011	95100	711008						
011160	Retiree Health Ins Cr Premium	s	1,613.80		06011	95100	711008						
011170	VSDB & Longterm Disability Ins	s	864.77		06011	95100	711008						
5011230	Salaries, Classified	s	137,699.05		06011	95100	711008						
5011380	Deferred Comp Match Payments	s	500.00		06011	95100	711008						
012160	Telecom Services (VITA)	s	10,481.85		06011	95100	711008						
5012210	Organization Memberships	s	105.00		06011	95100	711008						
5012240	Employee Training/Workshop/Conf	s	1,050.00		06011	95100	711008						
5012780	VITA It Infrastructure Srvc	s	17,588.39			95100	711008						
5012790	Computer Softwre Developmt Cst	ş	1,519,342.62			95100	711008						
5012820	Travel, Personal Vehicle	ş	19.62			95100	711008						
015390	Bldg Rental-NonState DGS Adm	ş	43,036.41		06011	95100	711008						
Total Expenditure:		c	1,780,959.55										
ocur axp	THE COLUMN	-	1,100,355.55										
		_											
otal Net	: Activity:	ş	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) Rev Ledger Group PDF CSV

Fiscal Year

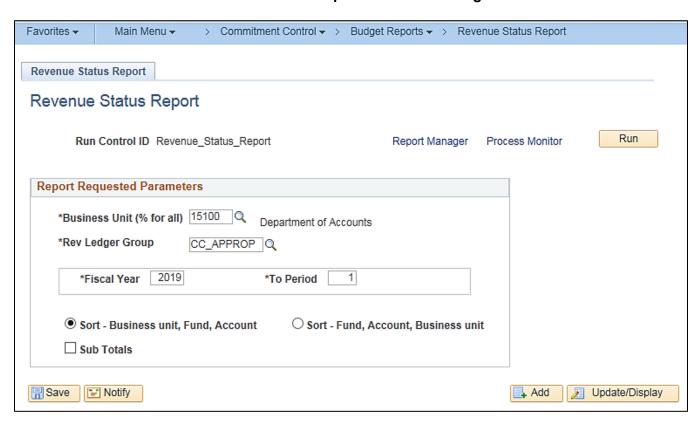
To Period

Sort – Business unit, Fund, Account [checkbox]

Sort – Fund, Account, Business unit [checkbox]

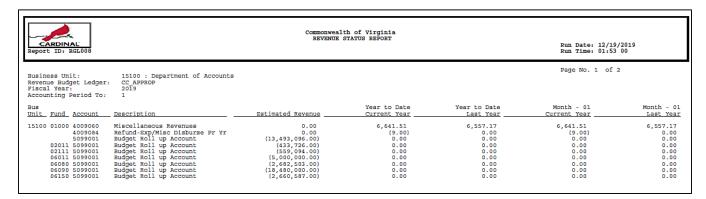
Sub Totals [checkbox]

Screenshot of the RGL008 Revenue Status Report Run Control Page





Screenshot of the RGL008 Revenue Status Report



Screenshot of the RGL008 Revenue Status Report (continued)

				Page No. 2 of 2	
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	<u>\$</u> (43,309,006.00) <u>\$</u>	6,632.51 <u>S</u>	6,557.17 <u>S</u>	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:

Business Unit (% for All)
Appropriation Ledger (C APPROP B)

Allotment Ledger (C ALLOT B)

Fiscal Year

Period

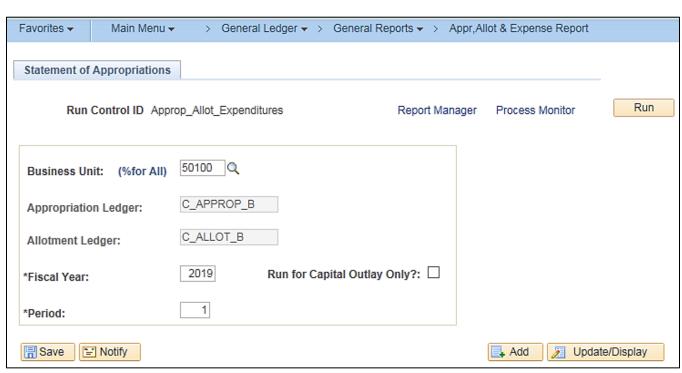
Run for Capital Outlay Only [checkbox]

OUTPUT FORMAT:

PDF

CSV

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

CARDINAL Report ID: RGL000									
Business Unit : Appr. Ledger : Allt. Ledger : Fiscal Year :	50100 C_APPROP_B C_ALLOT_B 2019	Period:	1					Page No. 1 of 7	
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 7	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



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Screenshot of the RGL018 Statement of Cash Position of Funds Report

_								
	Commonwealth of Virginia STATEMENT OF CASE POSITION OF FUNDS Run Date: 12/19/2019 Fun Time: 02:03 00							
Busine	Page No. 1 of 1							
Bus	BU Description	Prior Period FY:2020 Period:5						
15100	Department of Accounts	01000 02011 02054 02051 02111 0270 06050 06150 06150 06150 06150 06350	NOn-Tax Collection Servs Fund Charge Card Rebate Fund Parking Enterprise App - HCM Payroll Service Bureau Service Enterprise App - Cardinal Enterprise App- For Budgeting	12,190,107.18 0.00 0.00 0.00 0.00 1,588,293.99 335,684.52 766,899.71 387,629.14 32,803,552.67 0.00	12,190,107.18 0.00 0.00 0.00 0.00 1,588,203.99 315,654.52 766,899.71 367,629.14 22,803,552.67 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

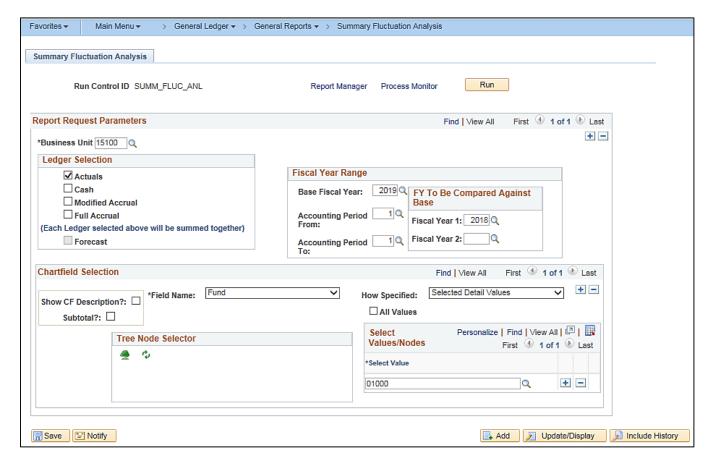
1. Fiscal Year 2

ChartField Selection (various)

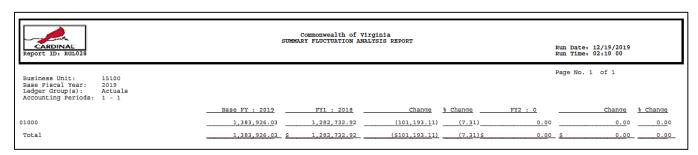
Rev 2/9/2023



Screenshot of the Summary Fluctuation Analysis Run Control Page



Screenshot of the RGL028 Summary Fluctuation Analysis Report



Rev 2/9/2023



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:

Include CF [checkbox]

Main Menu > General Ledger > Summary Ledgers > Summary Ledger Detail Report

RUN CONTROL PARAMETERS:

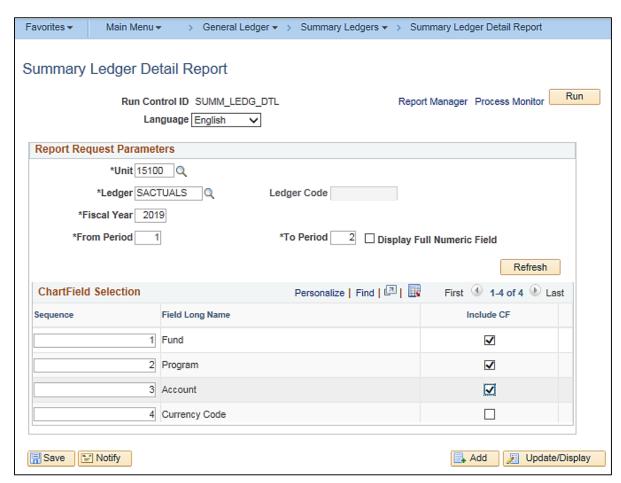
OUTPUT FORMAT:

PDF

CSV

Unit
Ledger
Ledger Code
Fiscal Year
From Period
To Period
Display Full Numeric Field [checkbox]
Click on Refresh
Seguence

Screenshot of the Summary Ledger Detail Run Control Page





Screenshot of the GLS1001 Summary Ledger Detail Report

		PeopleSoft GL	
Report ID: GL	S1001	SUMMARY LEDGER - DETAIL	Page No. 1
Bus. Unit: 15			Run Date 12/19/2019
	CTUALS Summary Actuals		Run Time 14:16:57
Ledger Code:			
As of Fiscal Y	Tear 2019 from Period 1 to Period 2 ()		
Pund Progra	m Account	Balan	na na
Progra	The state of the s	24241	
01000	101010	11,096,6	
	205025		60.00
	609560	< 13,493,0	
724001		12,5:	
	5011120		97.72
	5011140		15.06
	5011150		80.30
	5011160		87.38
	5011170		83.75
	5011280		33.63
	5011380		20.00
	5022310		30.00
724002			69.58
	5011120	10,90	
	5011140		55.04
	5011150		00.20
	5011160		48.77
	5011170		36.00
	5011280	147,77	
	5011380		30.00
724004		13,8	
737001			62.50
	5011110		03.78
	5011120	30,0	
	5011130		97.37
	5011140		28.34
	5011150		46.75
	5011160		88.27
	5011170		57.39
	5011230	383,6	
	5011250	17,4	
	5011380		45.00
	5011410		20.57
	5011530		70.55
	5011620		46.75
	5011640		03.48
	5011660		45.20
	5012210		45.00
	5012660		32.64
	5015460		62.50>
737002			79.50
	5011120	2,70	60.37



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: OUTPUT FORMAT:

Business Unit PDF Budget Ledger CSV

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)

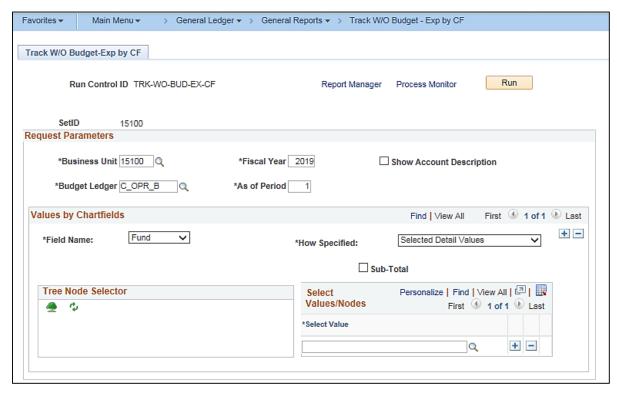
Level Name (if applicable)

Sub-Total {checkbox}

Tree Node Selector (if applicable)

Select Values/Nodes / Select Value (if applicable)

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



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Screenshot of the RGL007B Track Without Budget Expenditures By ChartField Report

CARDINAL Report ID: RGL007B	Commonwealth of Virginia TRACK WITHOUT BUDGET - EXCENDITURES BY CEARTFIELD 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							
<u>Pund Code</u> <u>Account</u>	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 5011230	0.00	21,570.87 1,195,134.41	21,570.87 1,195,134.41	(21,570.87) (1,195,134.41)			
5011250	0.00	12,520.47	12,520.47	(12,520.47)			
5011250	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 5012850	0.00	84.87 106.62	84.87 106.62	(84.87) (106.62)			
5012850 5012880	0.00	106.62 21.00	106.62 21.00	(106.62) (21.00)			
5012880	0.00	4,914.00	4,914.00	(4,914.00)			
5014150	0.00	4,914.00	4,914.00	(4,914.00)			
5015390	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

PDF

CSV

RUN CONTROL PARAMETERS:

OUTPUT FORMAT:

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



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

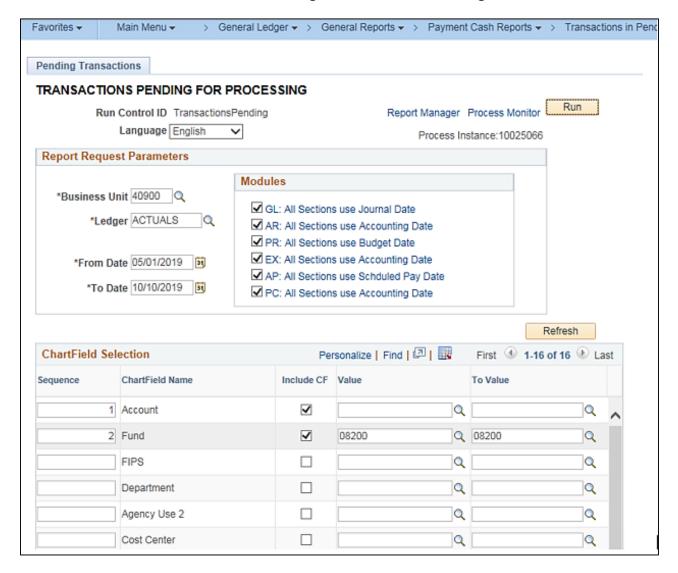
Accounts Payable – Voucher Payments On Hold

Project Costing - Project Accounting Splitter Error*

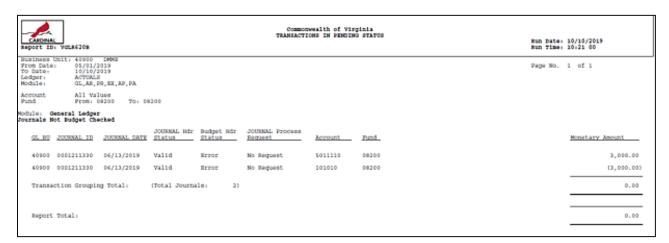
Project Costing - Project Accounting Splitter Cash Accounting not Created*



Screenshot of the Transactions in Pending Status Run Control Page



Screenshot of the VGLR620B Transactions in Pending Status Report



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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

PDF

CSV

RUN CONTROL PARAMETERS:

OUTPUT FORMAT:

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 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

(] [x] [] pay [x]



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

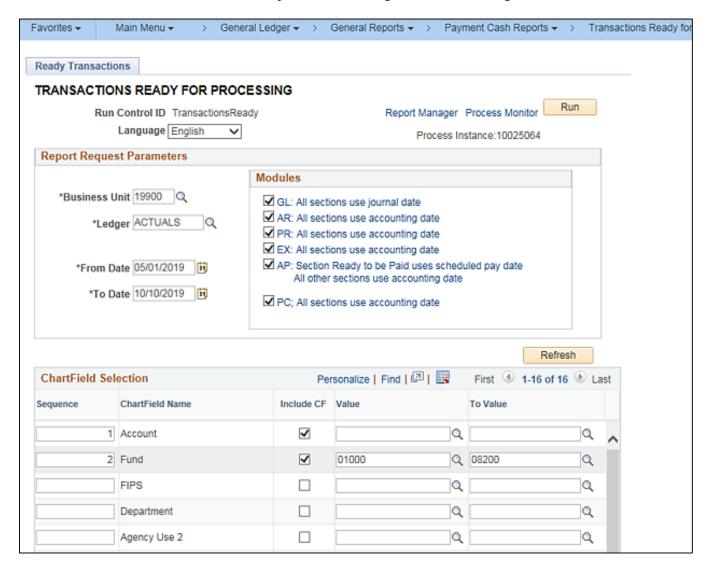
Expenses - Expense Advances Ready to be Paid

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 FRADY FOR PROCESSING								
CARDINAL	#UNA(Run Date: 10/10/2019 Run Time: 10:18 00			
From Date: To Date: Ledger: Module:	finto								
Account Fund	All Val		200						
dodule: Ges Journals No	meral Ledger of Posted								
GL BU	Journal ID	Journal Date	Journal Hdr Status	Budget Hdr Status	JOURNAL Process Request	Account	rund	Monetary Amount	
19900	0001211331	06/13/2019	Valid	Valid	Post	101010	01000	(10	(1.00)
19900	0001211331	06/13/2019	Valid	Valid	Post	101010	08200	18	11.00
19900	0001211331	06/13/2019	Valid	Valid	Post	5011110	08200	(10	1.00)
19900	0001211331	06/13/2019	Valid	Valid	Post	5012880	01000	18	11.00
Transac	ction Groupin	g Total:	(Total Journa	ls: 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

CARDINA		Commonwealth of	Virginia		
		Budget to Actual-Cost (enter by Account		
B . IB	BOLOGIA				
Report ID:					
Laynut ID:					
Scape:	VGLR0614				
	lim June 30, 2020				
Burinerr U		Dopartment of Forestry			
Cart Conta	FE: 700	Salary Payroll			
Account	Darcription	Operational Budget	2828-1	2828-2	2020-9
5011110	Emplayor Rotiro Cantrb-Dof Bon	1,432,072.00	161,823.86	109,471.56	109,532.85
5011120	Salary Social Securty&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	Emplayor Hoalth Ins Promium	2,642,007.00	366,494.75	243,743.50	246,063.50
5011160	Rotiroo Hoalth Inz Cr Promium	123,929.00	14,599.11	9,874.25	9,886.15
5011170	VSDB & Langtorm Dirability Inc	65,672.00	6,166.60	4,169.63	4,175.97
5011220	Salarios, Appainted 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	Salarios, Info Tochn Employees	497,548.00	56,125.85	34,115.02	38,968.18
5011310	Bonuras & Incantivas	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	Supplementl Wrkers' Comp Award	0.00	0.00	0.00	0.00
5011530	Short-Torm Dirability Bonofits	0.00	6,114.40	3,497.76	5,696.70
5011620	Salarior, Annual Leave Balance	0.00	13,405.84	4,617.18	3,392.63
5011630	Salarior, Sick Loave Balancer	0.00	5,000.00	0.00	0.00
5011640	Salarier, Comp Le ave Balances	0.00	0.00	386.46	290.50
5011660	DofContMatch-VRS HybridRotPlan	0.00	6,862.82	4,727.96	4,708.76
	Expandituras	\$15,337,534.00	\$1,960,426.00	\$1,298,558.36	\$1,303,570.82

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

				Run Dete: Run Time:	Docombor 19, 2019 9:47:59 PM
				312 1122	7.41.57 F H
2828-4	2828-5	2828-6	Current Teer 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

CANDINAL		Commonwealth of	Virginia		
		Budget to Actual-Depar	tment by Account		
Report ID:	RGL0615				
Leyest ID:	VGLR0615				
Scupe:	VGLR0615				
	ii Juno 30, 2020				
Bariness Vi		Department of Forestry			
Dopartmon	(1 300	Roferostation of Timborlands			
Account	Dascription	Operational Budget	2020-1	2828-2	2828-3
5011110	Emplayor Rotiro Cantrb-Dof Box	68,358.00	8,580.40	5,806.26	5,806.26
5011120	Salary Social Securty&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	Emplayor Hoalth Ins Promium	134,796.00	18,168.00	11,921.00	11,921.00
5011160	Rotiroo Hoalth Ins Cr Promium	5,916.00	759.05	513.64	513.64
5011170	VSDB & Longtorm Dirability Inc	3,135.00	191.24	129.36	129.36
5011230	Salaries, Classified	505,603.00	66,109.86	44,094.24	44,094.24
5011380	Deferred Comp Match Payment	2,400.00	367.50	245.00	245.00
5011660	DofContMatch-VRS HybridRotf	0.00	190.61	128.94	128.94
5012240	Emplayee Trainng/Warkshap/Co	300.00	200.00	0.00	150.00
5012560	Mochanical Ropair & 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 Infrartructure Srvc	55,415.00	4,618.00	0.00	0.00
5012790	Computer Softwre Developmt C		0.00	0.00	0.00
5012830	Travel, Public Carriers	200.00	0.00	0.00	367.97
5012850	Travel, Subsistence & Ladging	800.00	0.00	0.00	0.00
5012880	Travel, Meal Reimb-Nat Rpt Irs	700.00	0.00	96.25	41.25
5013110	Apparol Supplies	250.00	0.00	165.00	0.00
5013230	Garoline	0.00	0.00	0.00	0.00
5013430	Field Supplier	500.00	0.00	0.00	0.00
5013540	Mochancal Ropair & Maint Matri	-,	0.00	0.00	0.00
5013710	Agricultural Supplier	300.00	0.00	0.00	0.00
5014180	Incontiver	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	Warkers' Campensation	15,487.00	0.00	0.00	0.00
5022430	FieldEquipment	500.00	0.00	0.00	0.00
5022510	Agricultural Vohicular Equip	500,000.00	0.00	0.00	0.00
	Expandituras	\$4,095,039.00	\$104,882.69	\$66,958.49	\$80,501.2

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

				Run Date: Run Time:	December 19, 2019 9:47:23 PM
				NWA IIM#:	7:41:23 FR
				,	
			Current Tear	Operational	
2828-4	2020-5	2828-6	Expondituros	Budget	X 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	0.44
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	0.4
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	0.44
245.00	245.00	122.50	1,470.00	930.00	0.39
128.94	128.94	64.47 0.00	770.84 350.00	(770.84)	0.00 -0.17
0.00	0.00	0.00	0.00	(50.00) 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)	-2.69
416.22	0.00	0.00	416.22	383.78	0.44
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 0.00	33,363.00 0.00	153,396.00 0.00	2,357,166.00	0.94
0.00	0.00	0.00	0.00	15,688.00 15,487.00	1.00
0.00	0.00	0.00	0.00	15,461.00	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	86,612



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

CARDINAL	<u> </u>	Commonwealth of V	'irginia		
		COVA Standard Budget to	Actual - Fund, Pr	ogram, Account	
Report ID:	RGL004A			Run Date:	December 20, 2019
Layout ID:	VGLR004A			Run Time:	12:08:36 AM
Scope:	VGLR004A				
Period Ending					
Business Uni		Department of Forestry			
	02640	State Forest Fund			
Program:	501004	Tree RestrelImprv/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 Securty&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	1879.75	(1,879.75)	0.00

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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

CARDINA	AL	Commonwealth	of Virginia		
		COVA Standard Budge	t to Actual - Program	, Fund	
Report ID:	RGL003A				
Layout ID:	VGLR003A				
Scope:	FNDS 15100				
	ng: June 30, 2020				
Business Ur		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

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

Н	I	J	К	L	М
				Run Date:	
				Run Time:	12:16:23 AM
				(Over) Under	
2020-4	2020-5	2020-6	Expenditures	Appropriation	% of Budget Remaining
2020	2020	2020 0			
404.240.57	422.050.00	00 077 04	007 440 00	2.024.444.42	0.77
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 \$1,014,647.71	144,165.66 \$1,014,793.61	129,971.92 \$625,357.96	876,247.33 \$6,025,327.93	737,851.67 \$7,590,804.07	0.46 55.75%
91,047.71	\$1,014,733.01	402J,JJ1.30	90,020,321.53	91,050,004.01	33.1370



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: 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 VPAR106B Project Expenditures by Account Report

CARDIN	AL	Commonwealth of Virginia			
		Financial Summary - Project Expen	diture by Acco	unt	
Report ID:	TPAR106B	The state of the s			
Layaut ID:	TPAR106B				
Scape:	TPAR106B				
Period Endi	June 30, 2020				
Barinerr Un		Dopt of Emorgoncy Management			
Project:	0000116211	Hurricane Durian			
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	SkilledServices	0.00	900.00	2,108.35	4,059.79
5012750	Computer Software Maint Sree	0.00	54,384.00	0.00	0.00
5012820	Travel, Personal Vehicle	0.00	217.57	130.39	0.00
5012850	Travel, Subsistence & Ladging	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 Supplier	0.00	27.89	0.00	0.00
5013230	Garoline	0.00	24.00	0.00	0.00
5013430	Field Supplier	0.00	53.83	0.00	0.00
5013520	Curtadial Ropair & Maint Matri	0.00	13.61	0.00	0.00
5013620	Food & Dictory Supplier	0.00	2,745.19	0.00	0.00
5013630	Food Service Supplies	0.00	495.79	0.00	0.00
5014340	Dirartor Aid-Local Governmnt	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 Purcharer	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)

н		1	J	К	L
				Run Dato	December 20, 2019
				Rus Time	12:14:39 AM
3.0	•2•-6	Expenditures Gurrent Tear	Project to Date	Praject ta Date (Over) Under Praject Budget	X of Project Budget Remaining
	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)	0.003



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

CARDINAL		Commonwealth of Virgi	inia		
		Financial Summary - Project Exp	enditure by Ta	ask	
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	W -
2020 4	2020 5	2020 6	Current Year	Droject to Date	(Over) Under Project	% of Project Budget Remaining
2020-4				-		
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

CARDINAL			Commonwealth				
Report ID:	VPAR0567						
Layout ID:	VPAR0567						
Scope:	VPAR0567						
Period Ending:	June 30, 2020						
Business Unit:	41100	Department of For	estry				
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 Amoun	nts	\$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:	
		Current Year	Project to Date	Project to Date (Over)	% of Appropriation Budget	Project to Date (Over)	% of Project Budget
2020-5	2020-6		Expenditures			Under Project Budget	
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)		(2,717,086.76)	
\$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%