

Cardinal Reports Catalog Accounts Payable and Expenses

VIRGINIA DEPARTMENT OF ACCOUNTS

Revised 5/23/2024



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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 SW NAV220 Cardinal Reporting: This Instructor Led Training (ILT) course provides training, demonstrations, and exercises that cover the fundamentals of how to run or access report and queries. Additionally, it covers how to perform inquiries. The course document provides:
 - Key concepts in Cardinal reporting
 - Information on how to access the Query Viewer to search, run, and access query results online or by download
 - Information on how to perform inquiries to access details about an item or transaction in Cardinal
 - Basic information about types of reports and how to access the different types of reports
 - Information on how to run and check the status of ad hoc reports
 - Information on how to access nVision reports and how to use the Drilldown feature
 - Information on how to run BI Publisher and PSJob reports and access them through the Report Manager
 - References for additional Resources, Job Aids, and Key Terms
 - Exercises which provide hands-on practice to run/access reports, inquiries or queries (provided in the ILT course only)

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

Training > Course Materials > Statewide > SW_Financials > SW_Overview: Navigation, Reporting and Approvals > NAV220: Cardinal Reporting

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Payment Cash Check Results Inquiry

REVISED: 01/02/2020

DESCRIPTION:

This inquiry is used to research and review the details of results for the daily Payment Cash Checking process.

NAVIGATION PATH:

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

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Online

Run Date GL Business Unit Fund

Account

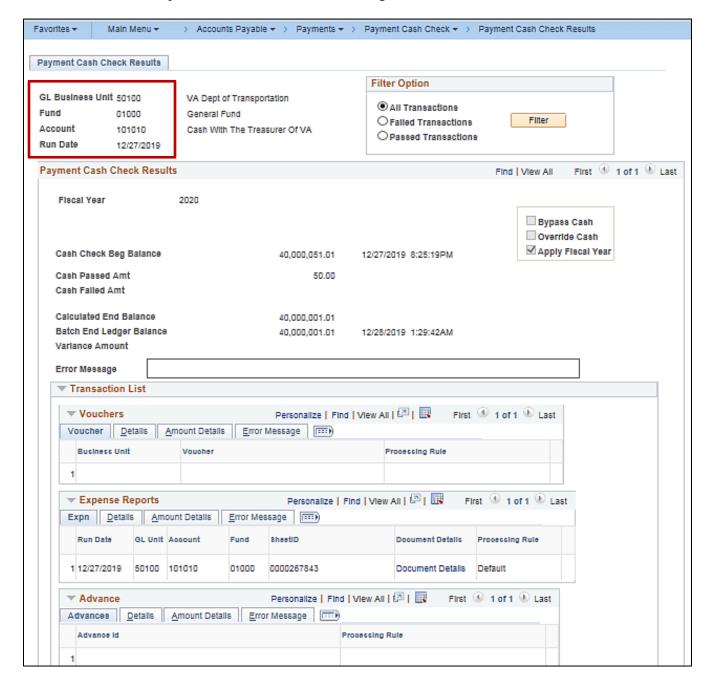
Screenshot of the Payment Cash Check Results - Search Page

Favorites -	Main Mer	nu → > Acc	ounts Pa	ayable 🕶	> Payments	· >	Payment Cash Check ▼ >	Payment Cash Check Results
_	Cash Check F		h Logy	o fioldo bla	nk for a list of a	all us	uluan.	
Enter any ini	ormation you nav	e and click Searc	n. Leave	e ileius bia	TIK IOI a IISLOI a	III Va	liues.	
Find an E	xisting Value							
▼ Search	Criteria							
					_			
Run	Date =	12/27/2019		31				
GL Busines	s Unit begins with	50100		Q				
	Fund begins with	1 🗸		a				
Δα	count begins with			Q				
				~				
Limit the nur	nber of results to	(up to 300): 300						
Search	Clear Ba	asic Search	Save S	earch Crite	eria			
	0.00	iolo Godinii —	00,70	ouron one				
Search Re	sults							
View All		First 1-6	9 of 69	Last				
Run Date	Sequence Number	GL Business Uni	Fund	Account				
12/27/2019	1	50100	(blank)	101010				
12/27/2019		50100	01000	101010				
12/27/2019	1	50100	02700	101010				
12/27/2019	1	50100	04010	101010				
12/27/2019	1	50100	04014	101010				

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Screenshot of the Payment Cash Check Results Page



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Payment Cash Check Review Results by Transaction Inquiry

REVISED: 03/24/2017

DESCRIPTION:

This inquiry is used to research and review the payment cash check results for a specific transaction and run date.

NAVIGATION PATH:

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

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Online

Run Date Source Transaction (EXAD, EXPN, VCHR) Business Unit Advice ID

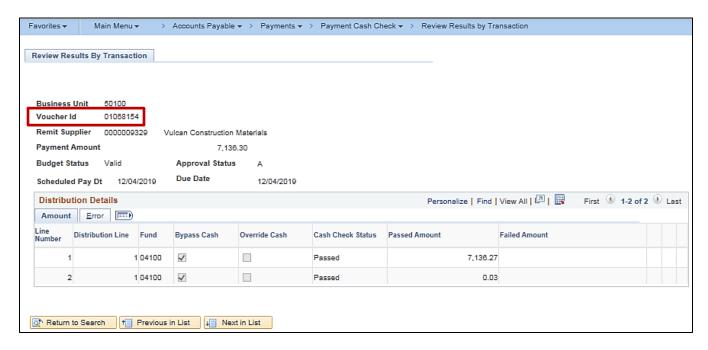
Screenshot of the Review Results by Transaction - Search Page

Favorites •	Main Men	ı ▼ → /	Accounts Payable ▼	>	Payments ▼	>	Payment Cash Check ▼ →	Review Results by Transactio
Review T	ransaction Re	sults						
Enter any in	formation you have	and click Se	arch. Leave fields b	lank	ofor a list of all	va	lues.	
,	,							
Find an E	xisting Value							
▼ Search	n Criteria				1			
R	tun Date =	12/02/	2019	21				
	nsaction = V	VCHR		Q				
	ess Unit begins wi	th 🗸 50100		Q				
	dvice ID begins wi		153	i `				
Limit the nur	mber of results to (up to 300): 3	300	1				
	,							
Search	Clear Ba	sic Search 🛚	Save Search Cri	teria	а			
Search Re	esults							
300 of 328 r	esults are displaye	d.						
View All	First	1-100 of 3	00 🕩 Last					
	Source Transaction							
12/02/2019		50100	01068153					
12/02/2019	VCHR	50100	01068154					
12/02/2019	VCHR	50100	01068176					
12/02/2019	VCHR	50100	01068200					
42/02/2010	VOUD	E0400	04000000					

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Screenshot of the Payment Cash Check Review Results by Transaction Page



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Review Suppliers Inquiry

REVISED: 01/02/2020

DESCRIPTION:

This inquiry is used to search and verify if a supplier exists in Cardinal and view the supplier record.

NAVIGATION PATH:

Main Menu > Suppliers > Supplier Information > Add / Update > Review Suppliers

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Online

Supplier ID

Name

Short Name

Type

Persistence

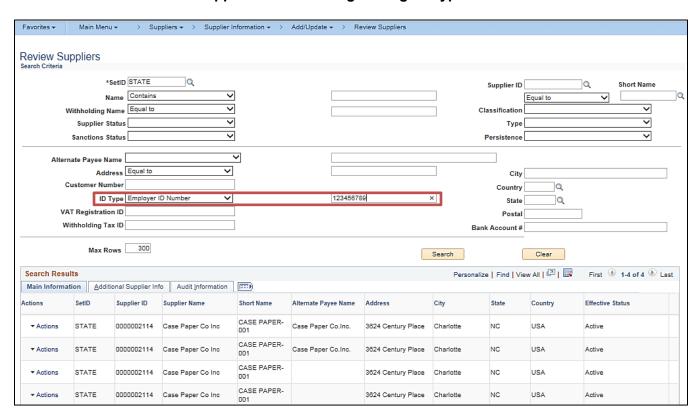
Alternate Payee Name (Doing Business As

Name)

Address

ID Type (EIN, SSN, Other, etc.)

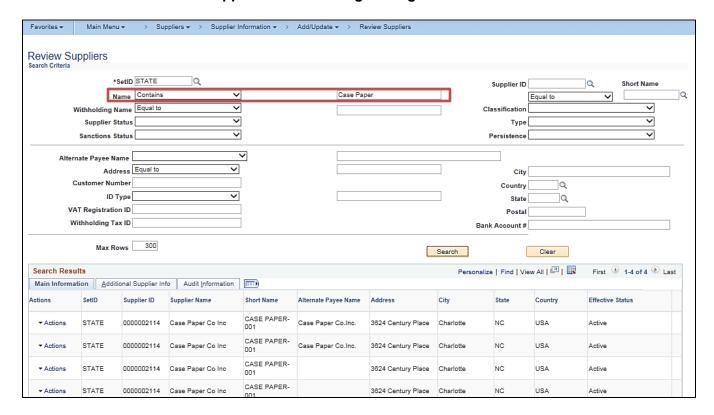
Screenshot of the Review Suppliers - Search Page Using ID Type



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Screenshot of the Review Suppliers - Search Page Using Name



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Voucher Accounting Entries Inquiry

REVISED: 03/02/2017

DESCRIPTION:

This inquiry is used to review accounting entries on the distribution lines for a selected voucher or for voucher(s) associated with a selected supplier invoice.

NAVIGATION PATH:

Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Accounting Entries

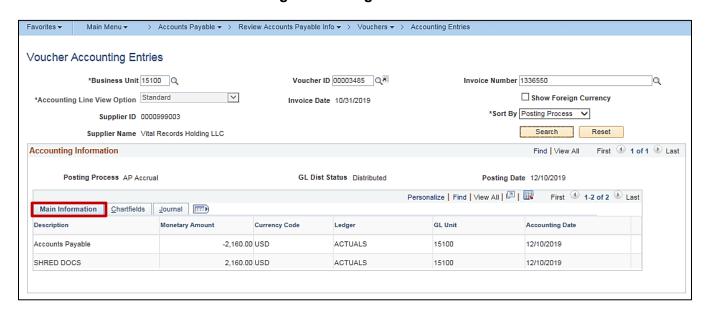
INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Online

Business Unit Voucher ID Invoice Number Accounting Line View Option Show Foreign Currency [checkbox]

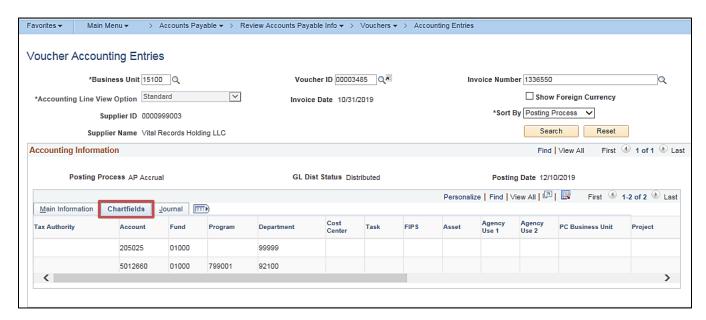
Screenshot of the Voucher Accounting Entries Page - Main Information tab



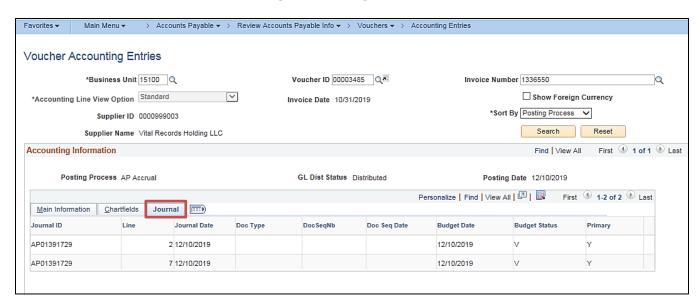
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Screenshot of the Voucher Accounting Entries Page - Chartfields tab



Screenshot of the Voucher Accounting Entries Page - Journal tab



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Voucher Budget Check Exceptions Inquiry

REVISED: 01/02/2020

DESCRIPTION:

This inquiry is used to monitor and provide budget check exceptions on vouchers.

NAVIGATION PATH:

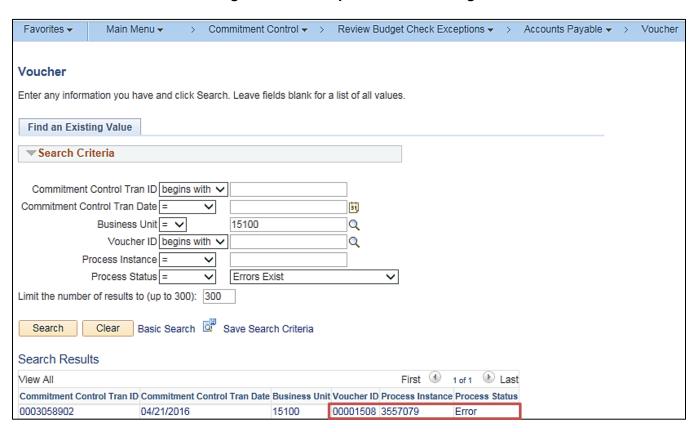
Main Menu > Commitment Control > Review Budget Check Exceptions > Accounts Payable > Voucher

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Commitment Control Tran ID Commitment Control Tran Date Business Unit Voucher ID (% for ALL) Process Instance Process Status Online

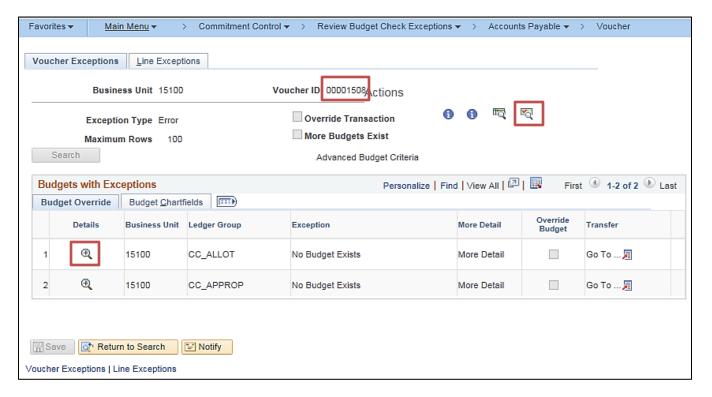
Screenshot of the Voucher Budget Check Exceptions - Search Page



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Screenshot of the Voucher Budget Check Exceptions Page



Note: On the **Voucher Budget Check Exceptions** page, a user can click on the **Document** icon beside the **Voucher ID** to review the actual voucher, click on the **Budget Check Details** icon to see an explanation of the budget error, and click on the magnifying glass icon under the **Details** column to see transaction line details.

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Voucher Error Build Detail Inquiry

REVISED: 03/02/2017

DESCRIPTION:

This inquiry is used to locate errors identified during the voucher build process. The inquiry provides a link to pages where the error(s) can be corrected.

NAVIGATION PATH:

Main Menu > Accounts Payable > Vouchers > Maintain > Voucher Build Error Detail

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:
Online

Business Unit Voucher ID TSE Run ID Origin Control Group ID Supplier ID

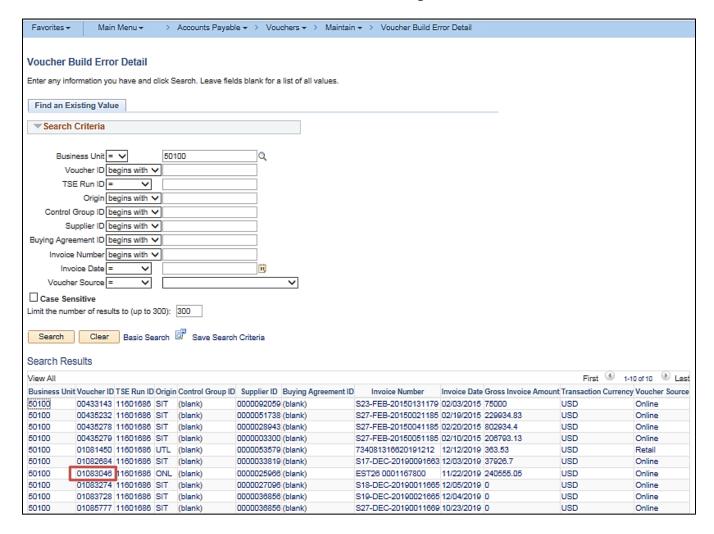
Buying Agreement ID Invoice Number Invoice Date

Voucher Source

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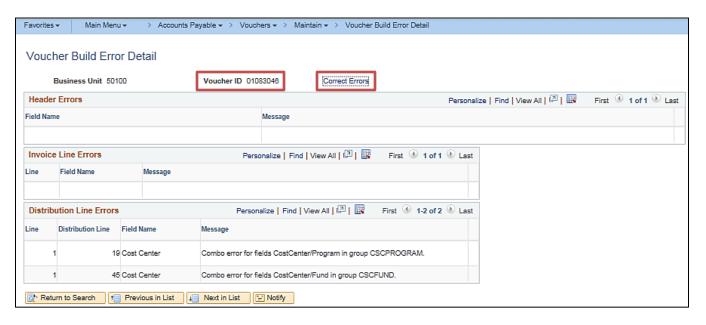
Screenshot of the Voucher Build Error Detail - Search Page



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Screenshot of the Voucher Build Error Detail Page



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REVISED: 01/02/2020

DESCRIPTION:

This inquiry is used to view voucher header and line details, voucher status, and payment information associated with vouchers that are entered in Cardinal either online or through the upload interface.

NAVIGATION PATH:

Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit Online

Voucher ID Invoice Number Short Supplier Name Supplier ID

Supplier Name Voucher Style

Related Voucher

Entry Status

Voucher Source

Incomplete Voucher

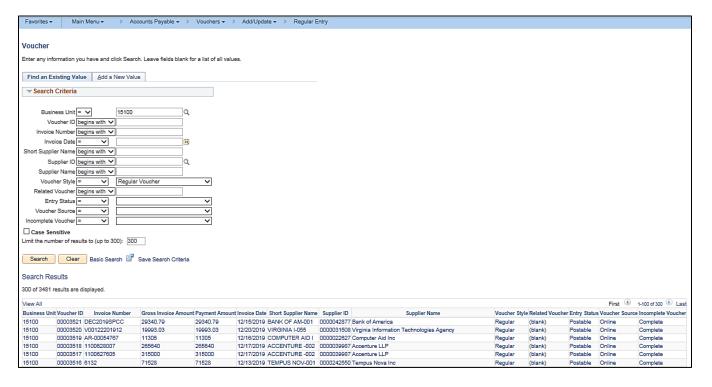
ADDITIONAL INFORMATION:

Agencies that use multiple Business Units, such as petty cash, should ensure the proper Business Unit is used on the voucher(s).

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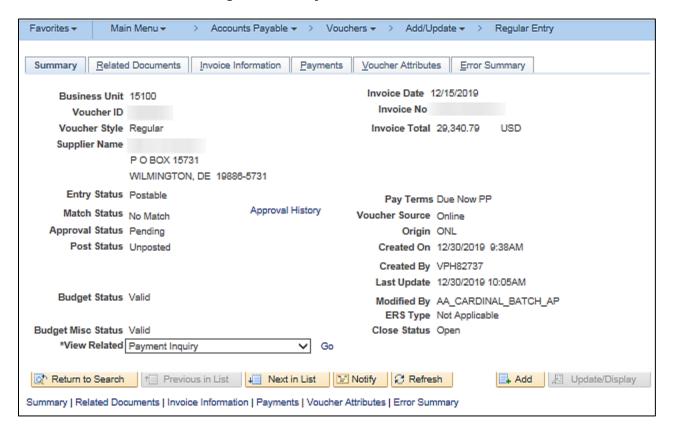
Screenshot of the Voucher Inquiry - Search Page



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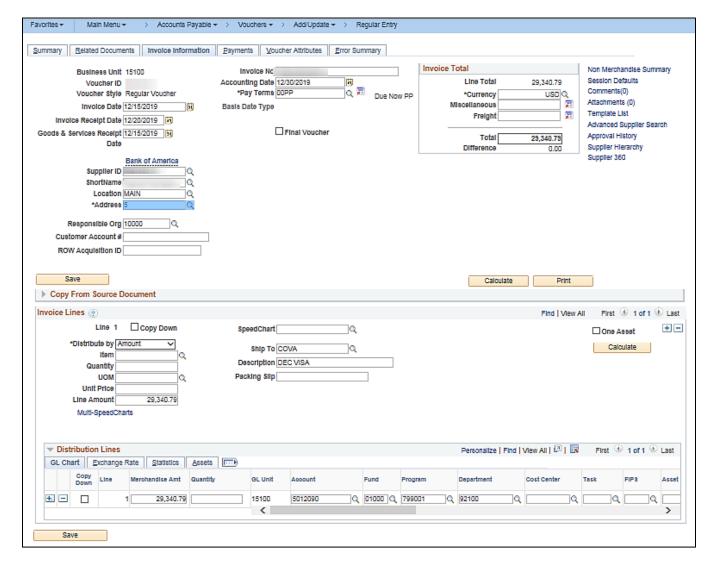
Screenshot of the Voucher Page - Summary Tab



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Screenshot of the Voucher Page - Invoice Information Tab



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1099-G Query (V_AP_1099G_INFO)

REVISED: 01/17/2024

DESCRIPTION:

This query will display vendor and payment information based on the Account Chart Field Attribute "1099 Form" where the value is "G", for a specific Business Unit and Payment Date range.

NAVIGATION PATH:

Main Menu > Reporting tools > Query > Query Viewer > V AP 1099G INFO

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML
Payment Begin Dt Excel
Payment End Dt CSV

Screenshot of the 1099-G Query Page

V_A	P_1099G	_INFO -	1099-G Qu	iery																
	Business U	Jnit 50100	Q																	
*Pay	ment Begin	Dt 01/01/2	2023																	
*Pa	yment End	Dt 12/31/2	2023																	
Vie	v Results																			
Dov	vnload resu	lts in : Ex	cel SpreadSh	eet CSV Te	ct File	XML File (33 kb)														
View	All																		First 1-45	of 45 Las
Row	Business Unit	Voucher ID	Accounting Date	Supplier ID	TIN Type	Taxpayer Identification Number	Supplier Name	Address Sequence Number	Address Line 1	Address Line 2	City	State	Postal Code	Voucher Line Number	Distribution Line Number	Account	Payment Date	Payment Reference	Distribution Amount	Payment Status
1	50100	01512203	05/09/2023		EIN				2 Road Providence	Suite 4	Virginia Beach	VA	23464	1	1	5014520	05/17/2023	24833388	9640.00	Р
2	50100	01526917	06/12/2023		EIN				2 Road Providence	Suite 4	Virginia Beach	VA	23464	1	1	5014520	06/16/2023	24885676	2400.00	Р
3	50100	01518732	05/23/2023		EIN				International Plaza	P. O. Box 6677	Chesapeake	VA	23323	1	1	5014520	05/25/2023	24846379	4985.00	Р
4	50100	01480527	02/03/2023		EIN				Lane	Suite A102	Virginia Beach	VA	23462	1	1	5014520	02/08/2023	24661997	450.16	Р
5	50100	01483820	02/14/2023		EIN				3 317 Office Square Lane	Suite A102	Virginia Beach	VA	23462	1	1	5014520	02/16/2023	24676252	1424.93	Р
6	50100	01489160	03/01/2023		EIN				3 317 Office Square Lane	Suite A102	Virginia Beach		23462	1	1	5014520	03/03/2023	24701198	3162.00	Р
7	50100	01521727	05/31/2023		EIN				3 9926 Main St	Suite 200	Fairfax	VA	22031- 3914	1	1	5014520	06/02/2023	24860800	3309.74	Р
8	50100	01523939	06/05/2023		EIN				3 9926 Main St	Suite 200	Fairfax	VA	22031- 3914	1	1	5014520	06/08/2023	24870744	6754.50	Р
9	50100	01533137	07/01/2023		EIN				3 9926 Main St	Suite 200	Fairfax	VA	22031- 3914	1	1	5014520	07/10/2023	24915128	3581.00	Р
10	50100	01523618	06/05/2023		EIN				1 351 MCCORMICK RD	THORNTON HALL RM A 123	CHARLOTTESVILLE	VA	22904	3	1	5014520	06/08/2023	24871229	4500.00	Р

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AP Manual, Wire & Treasury BU (V_AP_POSTED_PMTS_BY_BU_PAY_MTH)

REVISED: 01/17/2024

DESCRIPTION:

This query displays Manual, Wire and Treasury Business Unit payments.

NAVIGATION PATH:

Main Menu > Reporting tools > Query > Query Viewer > V AP POSTED PMTS BY BU PAY MTH

OUTPUT FORMAT:

INPUT / SEARCH CRITERIA:

Business Unit (% for ALL)

Journal Posted Date From

Journal Posted Date To

Payment Method (% for all)

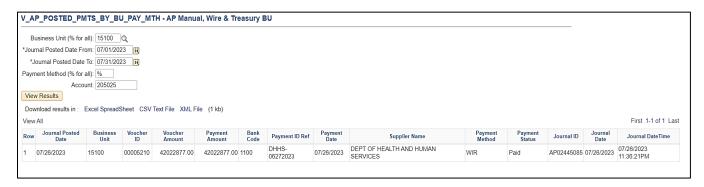
HTML

Excel

CSV

Account

Screenshot of the AP Manual, Wire & Treasury BU Query Page



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AP Posted Cancelled Payment (V_AP_POSTED_CANCEL_PYMNTS)

REVISED: 01/17/2024

DESCRIPTION:

This query displays Cancelled Expenses and Voucher Payments.

NAVIGATION PATH:

Main Menu > Reporting tools > Query > Query Viewer > V AP POSTED CANCEL PYMNTS

INPUT / SEARCH CRITERIA:

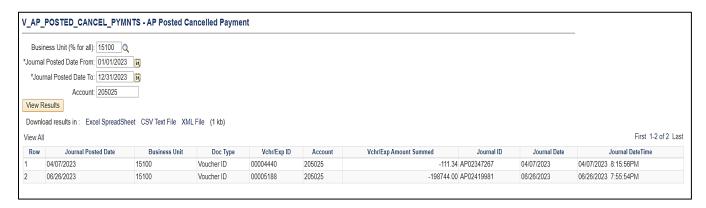
Business Unit (% for ALL) Journal Date From To Journal Date

Account

OUTPUT FORMAT:

HTML Excel CSV

Screenshot of the AP Posted Cancelled Payment Query Page



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Active EDI Suppliers with Banking Query (V_AP_EDI_SUPPLIERS_BANK)

REVISED: 05/23/2024

DESCRIPTION:

This query is to review all active suppliers having bank information. The query can be run by choosing % for all to display all the suppliers with banking, can also be run by hardcoding either SSN, EIN or OTH such that the suppliers with specified TIN Type and banking will be listed in the query output. This query output displays Supplier ID, Supplier Name, Vendor Location, Location Description, Prenote Status, bank Descr, Bank Acct Type, Bank Account #, DFI ID Number, Bank Name, Last Modified Date, TIN Num, TIN Type. This query contains sensitive banking data and will be restricted to be used by DOA EDI team.

NAVIGATION PATH:

Main Menu > Reporting tools > Query > Query Viewer > V_AP_EDI_SUPPLIERS_BANK

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Tin Type (%=all) or EIN, SSN, or OTH

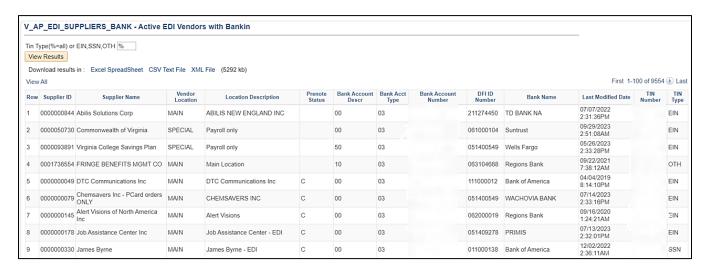
Excel CSV

HTML

Additional Information:

Bank Account number and TIN numbers are blanked out because they are deemed sensitive information.

Screenshot of the Active EDI Suppliers with Banking Query Page



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Balance in Accrual Account (V_AP_ACCRUAL_ACCOUNT_BAL)

REVISED: 01/17/2024

DESCRIPTION:

This query will display Balances in Accrual Account by Program & Fund.

NAVIGATION PATH:

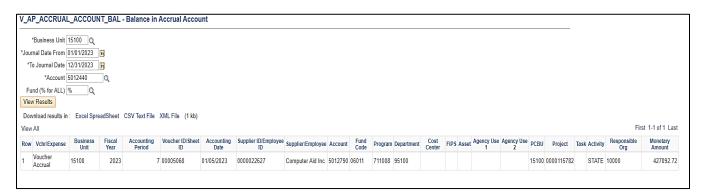
Main Menu > Reporting tools > Query > Query Viewer > V AP ACCRUAL ACCOUNT BAL

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML
Journal Date From Excel
To Journal Date CSV

Account Fund (% for ALL)

Screenshot of the Balance in Accrual Account Query Page



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EPAY Payment History Query (V_AP_EPAY_PAYMENTS)

REVISED: 01/17/2024

DESCRIPTION:

This query will provide the ability to identify EPAY Payment History by Payment date Range.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V AP EPAY PAYMENTS

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML
Payment Date From Excel
Payment Date To CSV

Screenshot of the EPAY Payment History Query



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EPAY Supplier History Query (V_AP_EPAY_SUPPLIER)

REVISED: 01/17/2024

DESCRIPTION:

This query will provide the ability to identify EPAY Supplier History.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V AP EPAY SUPPLIER

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

EPAY Location Status HTML EPAY Location Excel CSV

Screenshot of the EPAY Supplier History Query



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Final Vouchers Report Query (V_AP_FINAL_VOUCHERS)

REVISED: 01/17/2024

DESCRIPTION:

This query will list of PO vouchers related to Construction and Consultant Contracts that are marked as Final Voucher. This query is for VDOT only.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V AP FINAL VOUCHERS

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML
Begin Date Excel
End Date CSV

Contract Ctg (% for all)

Screenshot of the Final Vouchers Report Query Page

,	FINAL_VOI	UCHERS - Final Vou	chers Report Query					
	*Begin Date	tt 50100 Q e 01/01/2023 [5] e 02/28/2023 [5]						
View R	esults							
Downlo	ad results in :	Excel SpreadSheet Co	SV Text File XML File (21 kb)					
View All								First 1-90 of 90 Last
VIOTE / UI								
Row	Unit	PO No.	Contract	Voucher	Cntrct Category	Supplier	Supplier	PO Date
	Unit 50100	PO No. 0001112491	Contract 0000000000000000000043593	Voucher 01473724	Cntrct Category CD	Supplier 0000037916	Supplier AECOM Technical Services Inc	PO Date 02/05/2015
	50100	0001112491	00000000000000000043593	01473724	CD	0000037916	AECOM Technical Services Inc	02/05/2015
	50100 50100	0001112491 0001254701	00000000000000000043593 0000000000000000000050265	01473724 01487795	CD	0000037916 0000020178	AECOM Technical Services Inc Athens Building Corp	02/05/2015 08/23/2022
	50100 50100 50100	0001112491 0001254701 0001244951	000000000000000000003593 000000000000000	01473724 01487795 01483701	CD CO	0000037916 0000020178 0000006615	AECOM Technical Services Inc Athens Building Corp Fairfield-Echols LLC	02/05/2015 08/23/2022 02/17/2022
Row 1 2 3 4	50100 50100 50100 50100	0001112491 0001254701 0001244951 0001236926	0000000000000000000043593 00000000000000000000050265 20000111777C01 50000109370M01	01473724 01487795 01483701 01479159	CD CO CO	0000037916 0000020178 0000006615 0000025927	AECOM Technical Services Inc Athens Building Corp Fairfield-Echols LLC A & J Development & Excavation	02/05/2015 08/23/2022 02/17/2022 08/23/2021
Row 1 2 3 4 5	50100 50100 50100 50100 50100	0001112491 0001254701 0001244951 0001236926 0001230158	00000000000000000005285 0000000000000000	01473724 01487795 01483701 01479159 01473648	CD	0000037916 0000020178 0000006615 0000025927 0000092059	AECOM Technical Services Inc Athens Bullding Corp Fairfield-Echols LLC A & J Development & Excavation Jones Road & Bridge Inc	02/05/2015 08/23/2022 02/17/2022 08/23/2021 04/13/2021
Row 1 2 3 4 5	50100 50100 50100 50100 50100 50100	0001112491 0001254701 0001244951 0001236926 0001230158 0001242646	000000000000000000000593 000000000000000	01473724 01487795 01483701 01479159 01473648 01480754	CD CO CO CO CO	0000037916 0000020178 0000006615 0000025927 0000092059 0000007366	AECOM Technical Services Inc Althens Bullding Corp Fairfield-Echols LLC A & J Development & Excavation Jones Road & Bridge Inc Klickin Asphalt Paving & Excavating	02/05/2015 08/23/2022 02/17/2022 08/23/2021 04/13/2021 01/107/2022
Row 1 2 3 4 5	50100 50100 50100 50100 50100 50100 50100	0001112491 0001254701 0001244951 0001236926 0001230158 0001242646 0001129697	0000000000000000003593 000000000000000000050265 2000011777C01 50000103370M01 5000103370M01 50000107022M01 600107026N01	01473724 01487795 01483701 01479159 01473648 01480754 01477927	CD CO CO CO CO	0000037916 0000020178 0000006615 0000025927 0000092059 0000007366 0000026360	AECOM Technical Services Inc Aftens Building Corp Fairliefut-Echols LC A 8.J Development & Excavation Jones Road & Bridge Inc Klöbin Asphalt Paving & Excavating PAYNES PARKING DESIGNS INC	02/05/2015 08/23/2022 02/17/2022 08/23/2021 04/13/2021 01/07/2022 11/24/2015

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List Vchr Inv Lines & Distribs (V_AP_VCHR_INV_DISTRIB_LINES)

REVISED: 01/17/2024

DESCRIPTION:

This query lists voucher invoice and distribution line details for a user specified voucher ID.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V AP VCHR INV DISTRIB LINES

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML Voucher ID Excel CSV

Screenshot of the List Vchr Inv Lines & Distribs Query Page



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Monitor PayCycle Pymnt Details (V_AP_MONITOR_PAYCYCLE_PAYMENTS)

REVISED: 01/17/2024

DESCRIPTION:

This query will identify Accounting Period and FY for payments for Vouchers, Expenses and Cash Advances.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V AP MONITOR PAYCYCLE PAYMENTS

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit (% for all)

From Payment Date

To Payment Date

CSV

HTML

Excel

CSV

Screenshot of the Monitor PayCycle Pymnt Details Query Page

Downlo View All											First 1-20 of 20 Las
Row	Business Unit	Payment Date	Payment Method	Pymnt ID Reference	Payment Type	Voucher/Expense ID	Paid Amount	Voucher FY	Voucher FM	Payment FY	Payment FM
1	15100	01/05/2023	EFT	90447095	Voucher Paid	00005044	20832.00	2023	6	2023	
2	15100	01/06/2023	ACH	81990437	Voucher Paid	00005042	15853.15	2023	6	2023	
	15100	01/06/2023	ACH	81990534	Voucher Paid	00005065	7890.58	2023	7	2023	
1	15100	01/06/2023	EFT	90447223	Voucher Paid	00005048	21872.22	2023	6	2023	
	18100	01/06/2023	EFT	90447403	Voucher Paid	00005063	15082.75	2023	7	2023	
1	15100					00005066	349679.40	2023	7	2023	
	15100	01/09/2023	ACH	81991355	Voucher Paid	00000000	343013.40	2023	,		
			ACH MAN	81991355 C1177705	Voucher Paid Voucher Paid	00005060	1648.93	2023	6	2023	
	15100	01/09/2023							6 7		
	15100 15100	01/09/2023 01/11/2023	MAN	C1177705	Voucher Paid	00005060	1648.93	2023	6 7 7	2023	

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One Time Supplier Query (V_AP_ONE_TIME_VENDORS)

REVISED: 01/17/2024

DESCRIPTION:

This query displays One Time vendors that have been re-activated and the agencies that used these vendors.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V AP ONE TIME VENDORS

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

No input criteria HTML Excel CSV

Screenshot of the One Time Vendors Query

V_AP_O	NE_TIME_VE	NDORS- One Time Sup	plier Query		
Downloa View All	d results in : Exc	cel SpreadSheet CSV Text Fi	ile XMLFile (54968 kb)		First 1-100 of 387090 € Last
Row	SetID	Supplier ID	Supplier Name	Business Unit	Count of Vouchers for BU
1	STATE	0000001237	Ultimate Touch Painting LLC	22200	1
2	STATE	0000001305	MERCHANTS AUTOMOTIVE GROUP	15400	267
3	STATE	0000001305	MERCHANTS AUTOMOTIVE GROUP	16100	2
4	STATE	0000001501	Global Technology Systems Corp	12300	3
5	STATE	0000001501	Global Technology Systems Corp	15600	2
6	STATE	0000002001	IRON MOUNTAIN	11300	1
7	STATE	0000002001	IRON MOUNTAIN	14100	1
8	STATE	0000002001	IRON MOUNTAIN	16100	7
9	STATE	0000002001	IRON MOUNTAIN	23300	19
10	STATE	0000002001	IRON MOUNTAIN	50100	1
11	STATE	0000002016	EPT INC	15400	1
12	STATE	0000002016	EPT INC	16100	3
13	STATE	0000002016	EPT INC	50100	1
14	STATE	0000002183	Turner Long Construction Inc	15400	5
15	STATE	0000002183	Turner Long Construction Inc	19400	1

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Payee – invalid Address length Query (V_AP_PAYEE_ADDR_LENGTH_INVALID)

REVISED: 01/17/2024

DESCRIPTION:

This query is Vendor to Supplier label changes, Query to list Invalid Payee Names that got processed due to field length limitations on Warrant Extract.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V AP PAYEE ADDR LENGTH INVALID

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Payment Method (% for ALL)

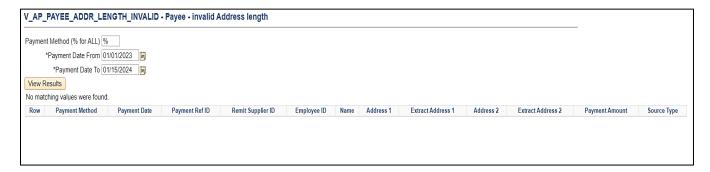
Payment Date From

Excel

Payment Date To

CSV

Screenshot of the Payee - Invalid Address length Query page



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Payroll Vouchers Query (V_AP_ VCHRS_HCM_PAYROLL)

REVISED: 01/17/2024

DESCRIPTION:

This query to reconcile payroll vouchers interfaced to FIN from HCM for a specified time period and for a specific GL Business Unit.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V AP VCHRS HCM PAYROLL

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

GL Business Unit HTML From Journal Date Excel To Journal Date CSV

Screenshot of the Payroll Vouchers Query page

٧_/	AP_VCHI	RS_HCM	_PAYRO	LL - Payro	II Vouchers																					
*G	L Business	Unit 1510	0 Q																							
*Fro	om Journal	Date 01/01	1/2023	j																						
,	To Journal	Date 01/31	1/2023)																						
Vie	ew Results																									
Do	wnload res	ults in : E	xcel Sprea	dSheet CSV	Text File XM	L File	(5 kb)																			
Vie	w All																								First 1	-8 of 8 Last
Ro	AP W Business Unit	Voucher ID	Invoice ID	Supplier ID	Supplier Name	Supplier Addr Seq Nbr	Supplier Location	Invoice Date	Voucher Line Nbr	Distribution Line Nbr	GL Business Unit	Account	Fund Code	Department ID	Distribution Line Amt	Accounting Date	Appl Jrnl ID	Journal ID	Journal Date	Journal Line Nbr	Unpost Seq Nbr		Payment Status	Paymen Count	Payment ID Reference	Payment Date
1	99701	P0009150	P0009150	0001736554	FRINGE BENEFITS MGMT CO	1	MAIN	01/11/2023	2		15100	22051444	01000	99999	385.76	01/11/2023	ACCRUAL	AP02270679	01/11/2023	8	0	EFT	Paid	1	90448815	01/13/2023
2	99701	P0009151	P0009151	0001736668	LNB SOLUTIONS INC	1	MAIN	01/11/2023	94		15100	22051442	01000	99999	175.00	01/11/2023	ACCRUAL	AP02270679	01/11/2023	6	0	ACH	Paid	1	81996420	01/13/2023
3	99701	P0009152	P0009152	0001736715	MINNESOTA LIFE INSURANCE CO	1	I MAIN	01/11/2023	61		15100	22051443	01000	99999	1299.61	01/11/2023	ACCRUAL	AP02270679	01/11/2023	7	0	EFT	Paid	1	90448816	01/13/2023
4	99701	P0009153	P0009153	0001736973	VGEA	1	MAIN	01/11/2023	33		15100	22051439	01000	99999	18.00	01/11/2023	ACCRUAL	AP02270679	01/11/2023	5	0	CHK	Paid	1	24622769	01/13/2023
5	99701	P0009786	P0009786	0001736554	FRINGE BENEFITS MGMT CO	1	MAIN	01/30/2023	46		15100	22051444	01000	99999	385.76	01/30/2023	ACCRUAL	AP02284421	01/30/2023	8	0	EFT	Paid	1	90451307	02/01/2023
6	99701	P0009787	P0009787	0001736668	LNB SOLUTIONS INC	1	I MAIN	01/30/2023	43		15100	22051442	01000	99999	175.00	01/30/2023	ACCRUAL	AP02284421	01/30/2023	6	0	ACH	Paid	1	82008694	02/01/2023

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Pymnt Count By Pymnt Method Query

(V_AP_PYMNT_CNT_BY_PYMNT_MTHD)

REVISED: 01/17/2024

DESCRIPTION:

This query provides the ability to track the Vouchers and Expenses Payment count by payment method.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AP_PYMNT_CNT_BY_PYMNT_MTHD

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

AP Business Unit (% for all)

From Payment Date

To Payment Date

CSV

HTML

Excel

CSV

Screenshot of the Pymnt Count By Pymnt Method Query Page

														_		
AP E	Business Unit (% fo	r all) 15100	Q													
	*From Payment	Date 01/01/202	23													
	*To Payment	Date 02/28/202	23													
Vie	w Results															
		Fuest Careado	hoot CSV/Toyt E	ile XMI File (1	kb)											
Do	vnload results in :	Excel Spreads	neet Cov lextri	IC XIVILI IIC (
		Excel SpleadS	neet CSV lext F	IIC XINETIIC (I	,										First	1-2 of 2 L
√iev	/ All	,		`	,	Document Amount	EDI Count	Check Count	Epay Count	Payment Count	EDI Amount	Check Amount	Epay Amount	Payment Amount		
Viev	/ All	,		`	,	Document Amount 1425.02		Check Count	Epay Count 0	Payment Count	EDI Amount 1425.02		Epay Amount 0.00		CD\$ Count	1-2 of 2 L

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Payment History for ePay Supps Query (V_AP_EPAY_VNDR_PYMNT_HIST)

REVISED: 01/17/2024

DESCRIPTION:

This query will provide the ability to identify list of payments made to ePAY Vendors including All payment methods for the date range specified.

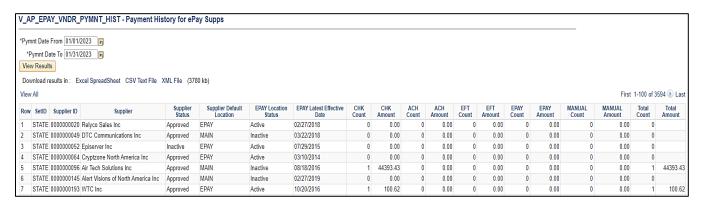
NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AP_EPAY_VNDR_PYMNT_HIST

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Pymnt Date From HTML
Pymnt Date To Excel
CSV

Screenshot of the Payment History for ePay Supps Query Page



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Payment Cash Check Results Query (V_AP_PYMNT_CASH_CHECK_RESULT)

REVISED: 12/15/2023

DESCRIPTION:

This query displays the ledger cash balance for a given date and the cash check pass/fail status of vouchers and expenses.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AP_PYMNT_CASH_CHECK_RESULT

INPUT / SEARCH CRITERIA:

Run Date
Seq Num (1-9 or % for All)
GL Unit (% for All)
Fund (Enter % for all values)
View By (select All, Passed, or Failed)
Report Option (select Both, Detail, or Summary)

OUTPUT FORMAT:

HTML Excel CSV

Screenshot of the Payment Cash Check Results Query Page

V_A	P_PYMN	T_CASH_	CHECK_	RESU	LT - P	aymen	t Cash	Check	Results	5												
		*Run Date	12/14/202	3 0																		
6.	na Nium (4.0	or % for All)		_ ~																		
36			_ `																			
	GL Uni	t (% for ALL)	50100	2																		
Fund	d (Enter % fo	or all values)	%																			
		*View By	All Transa	ctions			~															
	*R	eport Option	Summary				~															
Vie	w Results																					
Do	unload room	Italia : Evac	l Caroadch	oot Co	CV/ Toyet	File VI	U File	(AE Ide)														
DO	wnioad resu	Its in : Exce	i SpreadSn	ieet Ca	SV Text	riie XIV	IL FIIE	(45 KD)														
Viev	v All																			First	t 1-80 of 8	80 Last
View	Daw	Run Date	Sequence number	GL Unit	Fund	Account	Fiscal Year	Bypass Cash	Override Cash	Apply FY	CY Ledger Beg Balance	PY Ledger Beg Balance	Cash Check Beg Balance	Batch End Cash Balance	Processed Amount	Failed Amount	Source Transaction	Transaction BU	Document ID		t 1-80 of 8 Payment Method	
	Row Identifier	Run Date 12/14/2023	number	GL Unit		Account	Fiscal Year 2024		Override Cash	Apply FY	CY Ledger Beg Balance	Beg						Transaction BU		Schd Pay		
	Row Identifier Summary		number 1	Unit 50100				N			Balance	Beg Balance	Balance	Balance	Amount	Amount		Transaction BU		Schd Pay		
Row	Row Identifier Summary Summary	12/14/2023	number 1 1	50100 50100	01000	101010	2024	N N	N	N	Balance 0.00	Beg Balance 0.00	Balance 0.00	Balance 0.00	Amount 0.00	Amount 0.00		Transaction BU		Schd Pay		
Row 1 2	Row Identifier Summary Summary Summary	12/14/2023 12/14/2023	number 1 1 1	50100 50100 50100	01000 02700	101010 101010	2024 2024	N N	N N	N Y	0.00 478167758.04	Beg Balance 0.00 0.00	0.00 478167758.04	0.00 478161079.04	0.00 6679.00	0.00 0.00		Transaction BU		Schd Pay		
Row 1 2 3	Row Identifier Summary Summary Summary Summary	12/14/2023 12/14/2023 12/14/2023	number 1 1 1 1	50100 50100 50100 50100	01000 02700 04000	101010 101010 101010	2024 2024 2024	N N N	N N N	N Y N	0.00 478167758.04 52234.00	Beg Balance 0.00 0.00 0.00	0.00 478167758.04 52234.00	0.00 478161079.04 52234.00	0.00 6679.00 0.00	0.00 0.00 0.00		Transaction BU		Schd Pay		
Row 1 2 3 4	Row Identifier Summary Summary Summary Summary Summary	12/14/2023 12/14/2023 12/14/2023 12/14/2023	number 1 1 1 1 1 1	50100 50100 50100 50100 50100	01000 02700 04000 04010	101010 101010 101010 101010	2024 2024 2024 2024	N N N N	N N N	N Y N	0.00 478167758.04 52234.00 6191405.31	Beg Balance 0.00 0.00 0.00 0.00	0.00 478167758.04 52234.00 6191405.31	0.00 478161079.04 52234.00 6191405.31	0.00 6679.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00		Transaction BU		Schd Pay		
Row 1 2 3 4 5	Row Identifier Summary Summary Summary Summary Summary Summary	12/14/2023 12/14/2023 12/14/2023 12/14/2023 12/14/2023	number 1 1 1 1 1 1 1 1	50100 50100 50100 50100 50100 50100	01000 02700 04000 04010 04014	101010 101010 101010 101010 101010	2024 2024 2024 2024 2024 2024	N N N N N	N N N N	N Y N N	0.00 478167758.04 52234.00 6191405.31 5008802.07	Beg Balance 0.00 0.00 0.00 0.00 0.00	0.00 478167758.04 52234.00 6191405.31 5008802.07	0.00 478161079.04 52234.00 6191405.31 5008802.07	0.00 6679.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00		Transaction BU		Schd Pay		
Row 1 2 3 4 5	Row Identifier Summary Summary Summary Summary Summary Summary Summary Summary Summary	12/14/2023 12/14/2023 12/14/2023 12/14/2023 12/14/2023 12/14/2023	number 1 1 1 1 1 1 1 1	50100 50100 50100 50100 50100 50100 50100	01000 02700 04000 04010 04014 04100	101010 101010 101010 101010 101010 101010	2024 2024 2024 2024 2024 2024 2024	N N N N N N	N N N N	N Y N N N	0.00 478167758.04 52234.00 6191405.31 5008802.07 0.01	Beg Balance 0.00 0.00 0.00 0.00 0.00 0.00	0.00 478167758.04 52234.00 6191405.31 5008802.07 0.01	0.00 478161079.04 52234.00 6191405.31 5008802.07 0.01	0.00 6679.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00		Transaction BU		Schd Pay		
Row 1 2 3 4 5 6 7	Row Identifier Summary	12/14/2023 12/14/2023 12/14/2023 12/14/2023 12/14/2023 12/14/2023 12/14/2023	number 1 1 1 1 1 1 1 1 1 1	50100 50100 50100 50100 50100 50100 50100 50100	01000 02700 04000 04010 04014 04100 04220	101010 101010 101010 101010 101010 101010 101010	2024 2024 2024 2024 2024 2024 2024 2024	N N N N N N N	N N N N N	N Y N N N N	0.00 478167758.04 52234.00 6191405.31 5008802.07 0.01 602597510.55	Beg Balance 0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 478167758.04 52234.00 6191405.31 5008802.07 0.01 602597510.55	0.00 478161079.04 52234.00 6191405.31 5008802.07 0.01 600853378.03	Amount 0.00 6679.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00		Transaction BU		Schd Pay		

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Pending Vouchers by Origin Query (V_AP_PENDING_VCHRS_BY_ORIGIN)

REVISED: 01/17/2024

DESCRIPTION:

This query is to review Cardinal loaded Voucher Distributions before Mass Approval of the Spreadsheet Vouchers. This query is only used by SPO.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V AP PENDING VCHRS BY ORIGIN

INPUT / SEARCH CRITERIA:

Business Unit (% for ALL) Origin (SPD, UTL) Supplier ID (% for ALL) Accounting Date From Accounting Date To

OUTPUT FORMAT:

HTML Excel CSV

Screenshot of the Pending Vouchers by Origin Query Page

Busir	ness Unit ((% for ALL)	P6 0																
		(SPD, UTL)																	
Sı		(% for ALL)																	
*A	ccounting	Date From	12/01/2023																
	*Accounti	ing Date To	01/15/2024																
Viev	w Results																		
Dov	vnload res	ults in : E	xcel SpreadSheet CSV 1	Text File XI	ML File (31	6 kb)													
View	All																		
Row	Business Unit	Voucher ID	Invoice ID	Invoice Date	Accounting Date	Remit Supplier	Supplier Name	Alternate Payee Name	Remit Location	Remit Address	Entry Status	Budget Status	Origin	Invoice Receipt Date	Goods & Services Receipt Date	Customer Account Nbr	Responsible Org	Due Date Control	Schedule Due Date
1	50100	01601306	00004390033120240110	01/10/2024	01/12/2024	0000053579	Dominion Energy Virginia	540418825- DOM	MAIN	72	Postable	Valid	UTL	01/10/2024	01/10/2024	000043900331	10015	User	02/04/202
2	50100	01601307	00006906017620240110	01/10/2024	01/12/2024	0000053579	Dominion Energy Virginia	540418825- DOM	MAIN	72	Postable	Valid	UTL	01/10/2024	01/10/2024	000069060176	10015	User	02/04/202
						0000050570	Dominion	540418825-	MAIN	70	Postable	Valid	UTL	01/10/2024	01/10/2024	000125606665	10015	User	02/04/20
3	50100	01601308	00012560666520240110	01/10/2024	01/12/2024		Virginia	DOM	WAIN	12	UStable	valiu	UIL	01/10/2024	01/10/2024	000123000003	10013	USEI	02/04/20

Screenshot of the Pending Vouchers by Origin Query Page (scrolled right)

Scheduled Due Date	Payment Method	Payment Message	Voucher Gross Amt	Distribution Line Amt	Voucher Line Descr	Voucher Line Nbr	Distribution Line Nbr	GL Business Unit	Account	Fund Code	Program	FIPS	Department ID	PC Business Unit	Project ID	Last Updated By	Last Updated Date
02/04/2024	EFT	Remittance	50.30	50.30		1	1	50100	50154202	04100	604003	059	19054			AA_CARDINAL_BATCH_AP	01/12/2024
02/04/2024	EFT	Remittance	13.37	13.37		1	1	50100	50154202	04100	604002	075	14021			AA_CARDINAL_BATCH_AP	01/12/2024
02/04/2024	EFT	Remittance	29.03	29.03		1	1	50100	50154202	04100	604003	059	19025			AA_CARDINAL_BATCH_AP	01/12/2024
02/04/2024	EFT	Remittance	27.01	27.01		1	1	50100	50154202	04100	604002	075	14021			AA_CARDINAL_BATCH_AP	01/12/2024

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Posted Payments Query (V_AP_POSTED_PYMNTS)

REVISED: 03/02/2017

DESCRIPTION:

This query displays posted payments information (including Payment ID Reference, Payment Date, Payment Amount, Journal ID, and Journal Date) for a designated Journal Date range. The query can be used to monitor payments. The query does not display any ChartFields affected by payment post but does include payee and payment reference information (e.g., Check Number, Electronic Data Interchange (EDI) Trace Number, ePayables Number).

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AP_POSTED_PYMNTS

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit GL (% for All)

Journal Date From

Excel

Journal Date To

CSV

Screenshot of the Posted Payments Query Page

Busir	ness Unit GL	(% for All) [t	5100 Q													
	Journal D	Date From 0	7/20/2019	ii)												
	Journa	al Date To	8/17/2019	(ii)												
Vie	w Results															
Dov	vnload results	in: Excel	SpreadShee	t CSVT	ext File XML	File (32 kb)										
						(,										
View	All					(,										
	ABIGI	Payment ID Ref	Remit Supplier ID	Supplier Location	Employee ID	Supplier or Employee Name	Payce Address Line 1	Payee Address Line 2	Payee Address Line 3	City	State	Zip Code	Country	Payment Date	Payment Amount	Payme
View Row	AP/GL			Supplier Location		Supplier or		Address		City GLEN ALLEN						Metho

Screenshot of the Posted Payment Query Page (scrolled right)

												First 1-27	of 27 Last
Payment Handling Code	Payment Status	Bank Code	Cancel Date	Cancel Action	Source Transaction	Document ID	Paid Amount	Payment Message	Invoice ID	Customer Acct Number	Journal ID	Journal Date	Unpost Sequence
	Р	1100		N	EXPN	0000246948	22.04		CIO BRIEFING		EX01276807	07/26/2019	0
	Р	1100		N	EXPN	0000246951	33.64		CARDINAL HCM MEETINGS		EX01279160	07/30/2019	0

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Posted Voucher Extract Query (V_AP_POSTED_VCHR)

REVISED: 03/02/2017

DESCRIPTION:

This query displays posted vouchers for a designated Journal Date range. The query provides the voucher distribution lines (including Journal ID, Journal Date, Posted Date, and Journal Line Number) but does not include the accrual and cash lines of the transaction.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V AP POSTED VCHR

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML
Journal Date From Excel
Journal Date To CSV

Screenshot of the Posted Voucher Extract Query Page

V_A	P_POS	TED_VC	HR - Posted Vo	ucher Ext	ract Query												
	Business	Unit 1110	00 Q														
Journ	nal Date F	rom 08/0	3/2019														
Jo	urnal Date	e To 09/0	7/2019														
Vie	w Results																
Dov	vnload res	sults in :	Excel SpreadSheet	CSV Text F	ile XML File	(702 kb)											
View	/ All																
Row	AP Business Unit	Voucher ID	Invoice ID	Invoice Date	Supplier ID	Supplier Name		Supplier Location		Accounting Date	Voucher Close Status	Voucher Origin	Invoice Receipt Date	Goods & Services Receipt Date	Responsible Organization	Customer Account Number	Send to CARS
1	11100	6642693	4029952414	07/26/2019	0000003204	Canon Solutions America Inc	3	B EPAY	VA10002963	08/05/2019	0	AGY	08/05/2019	08/02/2019	10000		Υ
2	11100	6642694	4029954544	07/26/2019	0000003204	Canon Solutions America Inc	3	B EPAY	VA10002963	08/05/2019	0	AGY	08/05/2019	08/02/2019	10000		Υ
3	11100	6642698	4029954315	07/26/2019	0000003204	Canon Solutions America Inc	3	B EPAY	VA10002963	08/05/2019	0	AGY	08/05/2019	08/02/2019	10000		Υ

Screenshot of the Posted Voucher Extract Query Page (scrolled right)

Gross Amt	Voucher Line Number	Unit Price	Quantity	Voucher Line Description	Description 254 Mixed - Item	Merchandise Amount	Distribution Line Number	GL Business Unit	Account	Fund Code	Program	Department ID	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Accounting Date	PC Business Unit
30.83	1	0.00	0.0000	A181157 2110113		30.83	1	11100	5013130	01000	323001	10000	202						08/05/2019	
382.53	1	0.00	0.0000	A181157 2110113		382.53	1	11100	5015340	01000	323001	10000	202						08/05/2019	
314.41	1	0.00	0.0000	A191046 2110113		314.41	1	11100	5015340	01000	32100101	10000	201						08/05/2019	

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Screenshot of the Posted Voucher Extract Query Page (continued scrolled right)

												First 1-	100 of 3	79 D Last
Project ID	Activity ID	Analysis Type	Source Type	Category	Subcategory	Affiliate	Future Use Field	Future Use Field	Dstb Merchandise Amount	Journal ID	Journal Date	Date Posted	Journal Line Number	Unpost Sequence
								0.00	30.83	AP01285144	08/05/2019	08/05/2019	27	0
								0.00	382.53	AP01285144	08/05/2019	08/05/2019	29	0
								0.00	314.41	AP01285144	08/05/2019	08/05/2019	30	0

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Refund Query (V_AP_REFUND_VOUCHERS)

REVISED: 01/17/2024

DESCRIPTION:

This query will identify voucher transactions where the vendor address description for that transaction is "Refund Address" and the transaction contains an Account that is not a Revenue Account.

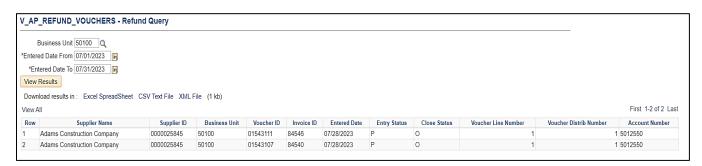
NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V AP REFUND VOUCHERS

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML
Entered Date From Excel
Entered Date To CSV

Screenshot of the Refund Query Page



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Schedule of Expenditures of Federal Awards Query (V_AP_SEFA)

REVISED: 03/02/2017

DESCRIPTION:

This query displays expenditure information used to assist agencies with the preparation and submission of various spreadsheets that comprise the Schedule of Expenditures of Federal Awards (SEFA) which are submitted to the Department of Accounts (DOA) for the Single Audit Report. The query includes Accounts Payable (AP) Business Unit, Voucher ID, Goods & Services Receipt date, Account, Project, Fund, Program, Task, Voucher Description, Monetary Amount, Supplier ID, Supplier Class, Supplier, Payment Date, and Federal Catalog Number.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AP_SEFA

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

AP Business Unit (% for all)

Payment From Date

Payment To Date

CSV

CFDA Number

Screenshot of the Schedule of Expenditures of Federal Awards Query Page

V_A	P_SEFA	- SEFA	expenditure	es											
AP E	Susiness Ur	nit(% for all)	50100 Q												
	Payment	From Date	08/01/2019	1											
	Payme	ent To Date	08/31/2019	Ħ											
CFD	A Number	(% for ALL)	20205 🔍												
Vie	w Results														
Dov	vnload resu	ılts in : Ex	cel SpreadSh	eet CSV	Text File XM	L File	(2246 kb)								
View	All												First	1-100 of 472	.0 🕑 Last
Row	AP Business Unit	Voucher Id	Goods & Services Receipt Date	Account	Project	Fund	Program 1	Гask	Voucher Description	Monetary Amount	Supplier Id	Supplier Class	Supplier	Payment Date	Federal Catalog Number
1	50100	01035844	06/30/2019	5012610	0000000673	04720	603023		SALEM District Wide CEI 2017 (37.93	0000025966	Supplier	McDonough Bolyard Peck Inc	08/09/2019	20205
2	50100	01036068	07/03/2019	5023230	0000000673	04720	603023		Line Item Adjustments	8.95	0000019825	Supplier	Brayman Construction Corporation	08/05/2019	20205
3	50100	01036068	07/03/2019	5023210	0000000673	04720	603023		Item Earnings	450000.00	0000019825	Supplier	Brayman Construction Corporation	08/05/2019	20205
4	50100	01036068	07/03/2019	5023230	0000000673	04720	603023		Item Earnings	244141.60	0000019825	Supplier	Brayman Construction Corporation	08/05/2019	20205
5	50100	01040816	08/03/2019	5023230	0000000673	04720	603023		Item Earnings	49764.00	0000019825	Supplier	Brayman Construction Corporation	08/15/2019	20205
6	50100	01040816	08/03/2019	5023210	0000000673	04720	603023		Item Earnings	90000.00	0000019825	Supplier	Brayman Construction Corporation	08/15/2019	20205
7	50100	01036235	05/31/2019	5012610	0000001436	04720	603024		CEI Services Richmond Dist.	9861.66	0000031604	Supplier	Rummel Klepper and Kahl LLP	08/01/2019	20205
8	50100	01034860	11/13/2018	5012470	0000001765	04720	603023		N&H HOTELS/0165-122-V04C R201	9127.50	0000054952	Supplier	Norris & St Clair P C	08/21/2019	20205
9	50100	01034898	07/12/2019	5012550	0000001765	04720	603023		Miscellaneous Materials, Paid	316.25	0000036441	Supplier	LIGHTING MAINTENANCE	08/15/2019	20205

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SEFA Local Aid (V_AP_SEFA_LOCALAID)

REVISED: 01/17/2024

DESCRIPTION:

This query will identify Schedule of Expenditures of Federal Awards (SEFA).

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V AP SEFA LOCALAID

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML Fiscal Year Excel Account CSV

Screenshot of the SEFA Local Aid Query Page

v_Ar	SEFA_LOC	ALAID - SE	FA Local Aid	l									
*Busii	ness Unit 50100	Q											
Fi	scal Year 2023												
	Account 501243	0 Q											
View	Results												
		F 10	101 00MT-	4 File VA II File (070 III)									
DOM	nioad results in :	Excel Spread	isneet USV ie	xt File XML File (878 kb)									
View	All											First 1-100	0 of 2312 🕟 Last
View	All Business Unit	Voucher ID	Supplier ID	Name	Class	Fiscal Year	Account	Project	Activity	Journal ID	Des	First 1-100 scription	O of 2312 D Last Amount
		Voucher ID 01405405	Supplier ID 0000071448	Name Kutak Rock LLP	Class Supplier		Account 5012430	Project	Activity	Journal ID AP02131464	De:	scription	
	Business Unit					2023		Project 0000107187	Activity 653			scription !	Amount
Row 1	Business Unit 50100	01405405	0000071448	Kutak Rock LLP	Supplier	2023 2023	5012430			AP02131464	I-81 TIFIA May2022	scription ! 29-205/P169	Amount -32436.00
Row 1	Business Unit 50100 50100	01405405 01406814	0000071448 0000052081	Kutak Rock LLP Walton & Adams PC	Supplier Supplier	2023 2023 2023	5012430 5012430	0000107187	653	AP02131464 AP02114718	I-81 TIFIA May2022 MOLAYEM/0001-02	scription ! 29-205/P169 7-029-942/P217	Amount -32436.00 332.50
Row 1	Business Unit 50100 50100 50100	01405405 01406814 01406817	0000071448 0000052081 0000052081	Kutak Rock LLP Walton & Adams PC Walton & Adams PC	Supplier Supplier Supplier	2023 2023 2023 2023	5012430 5012430 5012430	0000107187 0000099478	653 653 653	AP02131464 AP02114718 AP02114718	I-81 TIFIA May2022 MOLAYEM/0001-02 PROVIDENCE/000	scription 29-205/P169 7-029-942/P217 35-110/P025	Amount -32436.00 332.50 1686.50
Row 1 2 3 4	Business Unit 50100 50100 50100 50100	01405405 01406814 01406817 01406821	0000071448 0000052081 0000052081 0000052081	Kutak Rock LLP Walton & Adams PC Walton & Adams PC Walton & Adams PC Walton & Adams PC	Supplier Supplier Supplier Supplier	2023 2023 2023 2023 2023	5012430 5012430 5012430 5012430	0000107187 0000099478	653 653 653	AP02131464 AP02114718 AP02114718 AP02114718	I-81 TIFIA May2022 MOLAYEM/0001-02 PROVIDENCE/0001 HERNDON/U000-2:	scription 29-205/P169 7-029-942/P217 35-110/P025 NETIZATION	Amount -32436.00 332.50 1686.50 423.50

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Supplier 1099 Data Extract (V_AP_1099_DATA_EXTRACT)

REVISED: 01/17/2024

DESCRIPTION:

This query will list all withhold vendor details within a user selected agency control id and withholding declaration date range.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V AP 1099 DATA EXTRACT

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Supplier SetID Control ID AP Business Unit (% for All) WH Declaration Date From WH Declaration Date To

HTML

Excel

CSV

Screenshot of the Supplier 1099 Data Extract Query Page

		*Control ID		Q																				
		Init (% for All)	01/01/2023	131																				
			12/31/2023	_																				
Vie	w Results]		_																				
	wnload res	ults in : Exce	l SpreadSheet	CSV Te	xt File XM	L File (26 kl	b)																	FI . 4 00 . 600 I
/iev	v All AP						Address										Withholding	Mithholding	Withholding	Withholding				First 1-23 of 23 La
Rov	Business Unit	Supplier ID	Supplier Name	Withhold Type	Withholding Class	Withholding Rule		Address Line 1 Line	2 City	State	Postal	Supplier Tax ID	Payment Method	Payment Reference	Payment Date	Posted Date	Basis Amount	Liability Amount	Transaction Type		Paid Amount	Description	Creation Date	User ID
	18100	0000006937	International consulting Services	1099N	01	RULE0	1	6600 Loamy Ct Ste 100	Mechanicsvill	VA.	23116		СНК	24652228	02/02/2023	01/31/2023	75513.76	0.00	Original	02/02/2023	0.00		01/31/2023	AA_CARDINAL_BATCH_A
	18100	0000006937	International consulting Services	1099N	01	RULE0	1	6600 Loamy Ct Ste 100	Mechanicsvill	vA	23116		CHK	24652229	02/02/2023	01/31/2023	10142.08	0.00	Original	02/02/2023	0.00		01/31/2023	AA_CARDINAL_BATCH_A
	18100	0000016768	Book It Now	1099N	01	RULE0	1	3804 Purple Haze Court	Richmond	VA	23223		ACH	81998460	01/19/2023	01/17/2023	8455.20	0.00	Original	01/19/2023	0.00		01/17/2023	AA_CARDINAL_BATCH_A
	18100	0000106645	Holtzman Propane LLC	1099M	03	RULE0	1	P.O. Box 7	Mount Jackso	n VA	22842		CHK	24935485	07/18/2023	07/14/2023	4808.19	0.00	Original	07/18/2023	0.00		07/14/2023	AA_CARDINAL_BATCH_A
	18100	0000125280	EMC MECHANICAL SERVICES	1099M	03	RULE0	1	1802 Ellen Rd	Richmond	VA	23230		ACH	82123702	06/26/2023	06/22/2023	18000.00	0.00	Original	06/26/2023	0.00		06/22/2023	AA_CARDINAL_BATCH_A
	18100	0000137382	Hunter Mechanical LLC	1099M	03	RULE0	1	226 Salters Creek Rd	Hampton	VA	23661- 1909		CHK	Z0008067667	05/18/2023	05/16/2023	2801.90	0.00	Original	05/18/2023	0.00		05/16/2023	AA_CARDINAL_BATCH_A
	18100		HARRIS R DUDLEY	1099N	01	RULE0	1	129 JAMES RIVER DRIVE	NEWPORT NEWS	VA	23601		СНК	24765235	04/11/2023	04/07/2023	108.73	0.00	Original	04/11/2023	0.00		04/07/2023	AA_CARDINAL_BATCH_A
3	18100	0000160074	BRIAN M JAFFE	1099N	01	RULE0	1	9331 EAST PATRICK HENRY ROAD	ASHLAND	VA	23005		ACH	82097517	05/25/2023	05/24/2023	109.07	0.00	Original	05/25/2023	0.00		05/24/2023	AA_CARDINAL_BATCH_A

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Suppliers on Payment Hold Query (V_AP_VNDRS_ON_PYMNT_HOLD)

REVISED: 03/03/2017

DESCRIPTION:

This query displays suppliers with a Supplier Location on payment hold. The query is used by the Commonwealth Vendor Group (CVG) to determine if a supplier's payment hold status requires updating due to an internal payment offset request. Please refer to the job aid entitled **SW AP312: Processing Internal Payment Offsets** for additional information.

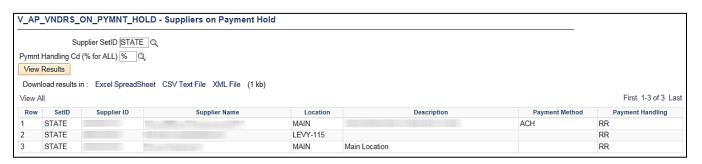
NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V AP VNDRS ON PYMNT HOLD

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Supplier SetID HTML
Payment Handling Cd (% for ALL) Excel
CSV

Screenshot of the Suppliers on Payment Hold Query Page



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Suppliers on Payment Hold with Unpaid Voucher Query (V_AP_VNDR_PYMNT_HOLD)

REVISED: 03/03/2017

DESCRIPTION:

This query displays suppliers with a Supplier Location on payment hold that have unpaid vouchers. The query can be used daily to determine if unpaid internal offset-related vouchers exist for the agency.

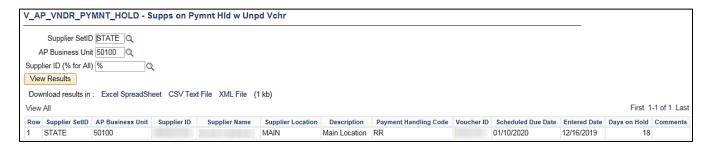
NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V AP VNDR PYMNT HOLD

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Supplier SetID HTML
AP Business Unit Excel
Supplier ID (% for All) CSV

Screenshot of the Suppliers on Payment Hold with Unpaid Vouchers Query Page



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VCHR Agency Details with TOP Query (V_AP_PYMNT_VCHR_TOP_AGENCY_DET)

REVISED: 01/17/2024

DESCRIPTION:

This query can be used to assist agencies if a supplier, subject to TOP, calls for assistance before they receive the TOP letter which provides more details. It includes the dollar amount applied, along with the federal agency name and contact information.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V AP PYMNT VCHR TOP AGENCY DET

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Payment Date From HTML
Payment Date To Excel
Payment Reference (%) for All
Supplier ID (%) for All
Business Unit (%) for All

Screenshot of the VCHR Agency Details with TOP Query Page



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Vchrs by Distrib/Dept/Acct Query (V_AP_VCHRS_BY_DSTRB_DEPT_ACCT)

REVISED: 01/17/2024

DESCRIPTION:

This query to list all vouchers distributions with related PO / Contract data if applicable.

NAVIGATION PATH:

Supplier ID (% for All)

Main Menu > Reporting Tools > Query > Query Viewer > V AP VCHRS BY DSTRB DEPT ACCT

INPUT / SEARCH CRITERIA:

Business Unit
Accounting Date From
Accounting Date To
Deptid (% for All)
Account (% for All)
Supplier SetID

OUTPUT FORMAT:

HTML Excel CSV

Screenshot of the Vchrs by Distrib/Dept/Account Query Page

				FI_ACCI-VC	hrs by Distrib/Dept	AGGE										
	*Busir	ness Unit 5	0100													
*Acc	ounting Da	ate From 0	1/01/2023													
*/	Accounting	Date To 0	1/31/2023	1												
	Deptid (% for All) 🦠	6	Q												
	Account (% for All) 🦠	ó	Q												
	*Suppl	ier SetID S	TATE Q													
Sup	pplier ID (9	% for All)	ó	Q												
Vie	w Results															
Do	vnload res	sults in : E	xcel SpreadS	heet CSV Text Fil	e XML File (47274 kb))										
Viev	All															
	AP							Vchr	Vchr		Vchr	Vchr	Vchr		eVA	
Row	Business Unit	Voucher Nbr	Supplier ID	Supplier Name	Vchr Entered By User	Acctg Date	Vchr Gross Amt	Line	Distrib Line Nhr	Vchr Distrib Line Descr	Distrib Line Amt	Distrib Acct	Distrib Line Dentid	Agency use i	PO Type	PO Nbr
Row 1		Nbr		Supplier Name Arcadium LLC	Vchr Entered By User	Acctg Date 01/03/2023	Gross Amt	Line	Line Nbr	Vchr Distrib Line Descr TREE TRIMMING AND BRUSH REMOVA	Distrib Line Amt	Distrib Acct	Line Deptid	Agency use i	PO Type	
1 2	Unit	Nbr 01468242	0001568673		Vchr Entered By User		910.00	Line Nbr	Line Nbr	TREE TRIMMING AND	Distrib Line Amt	Distrib Acct	Line Deptid	Agency use 1	PO Type	00012466
1	Unit 50100	Nbr 01468242 01468242	0001568673	Arcadium LLC	Vchr Entered By User	01/03/2023	910.00 910.00	Line Nbr	Line Nbr	TREE TRIMMING AND BRUSH REMOVA TREE TRIMMING AND	Distrib Line Amt 303.34 303.34	5012550 5012550	19027 19031	NVSNW23002	PO Type R01	00012466

Screenshot of the Vchrs by Distrib/Dept/Account Query Page (scrolled right)

PO Line Nbr	PO Distrib Line Nbr	Receipt Nbr	Receipt Line Nbr	Receipt Distrib Line Nbr	PO Cntrct	PO Cntrct Version Nbr	PO Cntrct Line Nbr	PO Line Item ID	PO Line Descr
1	1	0002408815	1	1	0000000000000000000049927	1	1	9888878550	TREE TRIMMING AND BRUSH REMOVAL, PER VADOT SPECIFICATIONS 3 MEMBER CREW AND EQUIPMENT
1	1	0002408815	1	1	0000000000000000000049927	1	1	9888878550	TREE TRIMMING AND BRUSH REMOVAL, PER VADOT SPECIFICATIONS 3 MEMBER CREW AND EQUIPMENT
1	1	0002408815	1	1	0000000000000000000049927	1	1	9888878550	TREE TRIMMING AND BRUSH REMOVAL, PER VADOT SPECIFICATIONS 3 MEMBER CREW AND EQUIPMENT
1	1	0002408820	1	1	00000000000000000000049927	1	1	9888878550	TREE TRIMMING AND BRUSH REMOVAL, PER VADOT SPECIFICATIONS 3 MEMBER CREW AND EQUIPMENT

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Voucher Error Report Query (V_AP_VCHR_ERROR)

REVISED: 03/02/2017

DESCRIPTION:

This query displays vouchers containing errors and the type of error (i.e., budget errors and edit errors). The query can be used to monitor the status of vouchers with errors.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V AP VCHR ERROR

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML
Responsible Org (% for All) Excel
CSV

Screenshot of the Voucher Error Report Query Page

V_AP_V	CHR_ERROR - Voucher Error	Report				
View Re	Business Unit 50100 Q ple Org (% for All) % Q sults d results in : Excel SpreadSheet CS	SV Text File XML File (1 kb)				
View All						First 1-13 of 13 Last
Row	Business Unit	Responsible Org	Current Date	Voucher ID	Entry Status	Budget Status
1	50100		01/03/2020		R	N
2	50100		01/03/2020		R	N
3	50100		01/03/2020		R	N
4	50100		01/03/2020		R	N
5	50100		01/03/2020		R	N
6	50100		01/03/2020		R	N
7	50100		01/03/2020		R	N
8	50100		01/03/2020		R	N
9	50100		01/03/2020		R	N
10	50100		01/03/2020		R	N
11	50100		01/03/2020		R	N
12	50100		01/03/2020		R	N
13	50100		01/03/2020		R	N

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Voucher Lines with CO/Legal Query (V_AP_PREAUDIT_DTL)

REVISED: 05/23/2024

DESCRIPTION:

This query is used for DOA preaudit to review the appropriate documentation prior to releasing the Attorney Services transactions for posting and payment. This query output displays Business Unit, Voucher ID, Accounting Date, Voucher line, Distribution line, Account, Program, Project ID, Fund Code, Account.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AP_ PREAUDIT_DTL

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Voucher ID HTML
Business Unit Excel
CSV

Screenshot of the Voucher Lines with CO/Legal Query Page



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Voucher on Payment Hold Query (V_AP_VCHR_ON_PYMNT_HOLD)

REVISED: 03/02/2017

DESCRIPTION:

This query displays all Voucher transactions that have the payment marked as On Hold for a specified Business Unit, Payment Handling Code, and Number of Days on Hold. The query lists all vouchers greater than the number of days entered. The query includes Accounts Payable (AP) Business Unit, Voucher ID, Supplier Name, Supplier ID, Scheduled Due Date, Entered Date, Hold Reason, and Days on Hold. The query can be used to review vouchers that may require additional processing before payment.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AP_VCHR_ON_PYMNT_HOLD

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

AP Business Unit (% for All)

Payment Handling (% for All)

Rumber of Days Payment on Hold

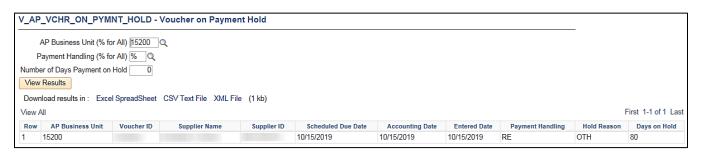
CSV

HTML

Excel

CSV

Screenshot of the Voucher on Payment Hold Query Page



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Voucher Payments Awaiting Due Date Query (V_AP_PYMNT_DUE_DATE)

REVISED: 03/02/2017

DESCRIPTION:

This query displays vouchers for a designated scheduled pay date range and AP Business Unit that are awaiting payment. The query can be used to track vouchers by due date range and designated ChartField values such as Fund code. The query includes voucher information including Voucher ID, Scheduled Pay Date, Supplier ID, Supplier Name, and Voucher Distribution Amount by Fund.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V AP PYMNT DUE DATE

INPUT / SEARCH CRITERIA:

AP Business Unit Scheduled Due Date From Scheduled Due Date To Account (% for ALL) Fund Code (% for ALL) Program (% for ALL) Cost Center (% for ALL) Task (% for ALL) Project (% for ALL)

OUTPUT FORMAT:

HTML Excel CSV

Screenshot of the Voucher Payments Awaiting Due Date Query Page

	P_PYMNI_D	UE_DATE	E - Voucher Pyr	nnts Awaiting	Due Dt													
	AP Business	s Unit 4090	0 Q															
Sche	duled Due Date	From 12/27	7/2019															
S	heduled Due Da	te To 01/03	3/2020 🛐															
	Account (% for	ALL) %	Q															
	Fund (% for	ALL) %	Q															
	Program (% for	ALL) %	Q															
С	ost Center (% for	ALL) %	0															
	Task (% for	ALL) %	0															
	Project (% for	ALL) %	q															
Vie	w Results	-																
Do	vnload results in	: Excel So	readSheet CSVT	ext File XML Fil	e (4 kb)													
					- ()													
Viev	/ All																First	1-10 of 10 Las
View	AD Dusiness	Voucher ID	Scheduled Pay Date	GL Business Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS	Agency Use	Agency Use	Project	Supplier ID	Supplier Name	Voucher Distrib Amt	1-10 of 10 La Approval Status
	AP Business	ID	Date		Account 5012850					Task	FIPS	Agency Use	Agency Use 2	Project	Supplier ID 0000050456	Commonwealth of	Voucher Distrib Amt	Approval
Row	AP Business Unit	00003139	Date	Unit		02183	506003	40900	Center		FIPS	Agency Use	Agency Use 2	Project		Commonwealth of Virginia	Voucher Distrib Amt	Approval Status
Row 1	AP Business Unit	00003139 00003139	Date 12/30/2019	Unit 40900	5012850	02183 02183	506003 506003	40900 40900	Center 040	604	FIPS	Agency Use	Agency Use 2	Project	0000050456	Commonwealth of Virginia Commonwealth of Virginia	Voucher Distrib Amt 107.81 127.43	Approval Status Approved
Row 1	AP Business Unit 40900 40900	00003139 00003139 00003139	Date 12/30/2019 12/30/2019	Unit 40900 40900	5012850 5012820	02183 02183 02183	506003 506003 506003	40900 40900 40900	040 040	604 604	FIPS	Agency Use	Agency Use 2		0000050456	Commonwealth of Virginia Commonwealth of Virginia Commonwealth of Virginia Commonwealth of Virginia	Voucher Distrib Amt 107.81 127.43 72.75	Approval Status Approved Approved
1 2 3	AP Business Unit 40900 40900 40900	00003139 00003139 00003139 00003117	12/30/2019 12/30/2019 12/30/2019	Unit 40900 40900 40900	5012850 5012820 5012880	02183 02183 02183 12080	506003 506003 506003 998000	40900 40900 40900 40900	Center 040 040 040	604 604 604	FIPS	Agency Use	Agency Use 2	0000112103	0000050456 0000050456	Commonwealth of Virginia Commonwealth of Virginia Commonwealth of Virginia James Madison University James Mydison	Voucher Distrib Amt 107.81 127.43 72.75 917.80	Approved Approved Approved Approved
1 2 3 4	AP Business Unit 40900 40900 40900	00003139 00003139 00003139 00003117	Date 12/30/2019 12/30/2019 12/30/2019 01/02/2020	Unit 40900 40900 40900 40900	5012850 5012820 5012880 5012680	02183 02183 02183 12080 12080	506003 506003 506003 998000 998000	40900 40900 40900 40900 40900	Center 040 040 040 060	604 604 604 229		Agency Use	Agency Use 2	0000112103 0000112103	0000050456 0000050456 0000050456 0000086014	Commonwealth of Virginia Commonwealth of Virginia Commonwealth of Virginia James Madison University James Madison	Voucher Distrib Amt 107.81 127.43 72.75 917.80 327.14	Approval Status Approved Approved Approved Approved Approved
Row 1 2 3 4 5	AP Business Unit 40900 40900 40900 40900	00003139 00003139 00003139 00003117 00003117	Date 12/30/2019 12/30/2019 12/30/2019 12/30/2019 01/02/2020 01/02/2020	Unit 40900 40900 40900 40900 40900	5012850 5012820 5012880 5012680 5012680	02183 02183 02183 12080 12080 02183	506003 506003 506003 998000 998000 506004	40900 40900 40900 40900 40900 40900	Center 040 040 040 040 060	604 604 604 229 228		Agency Use	Agency Use 2	0000112103	0000050456 0000050456 0000050456 0000086014 0000086014	Commonwealth of Virginia Commonwealth of Virginia Commonwealth of Virginia Commonwealth of Virginia James Madison University James Madison University	Voucher Distrib Amt 107.81 127.43 72.75 917.80 327.14 574.83	Approval Status Approved Approved Approved Approved Approved Approved
Row 1 2 3 4 5	AP Business Unit 40900 40900 40900 40900 40900 40900	00003139 00003139 00003139 00003117 00003117 00003105 00003105	Date 12/30/2019 12/30/2019 12/30/2019 01/02/2020 01/02/2020 01/03/2020	Unit 40900 40900 40900 40900 40900 40900 40900	5012850 5012820 5012880 5012680 5012680 5012510	02183 02183 02183 12080 12080 02183 02183	506003 506003 506003 998000 998000 506004 506005	40900 40900 40900 40900 40900 40900 40900	Center 040 040 040 060 060 071	604 604 604 229 228 521M		Agency Use	Agency Use 2	0000112103	0000050456 0000050456 0000050456 0000086014 0000037115 0000037115	Commonwealth of Virginia Commonwealth of Virginia Commonwealth of Virginia James Madison University James Madison University Creative Curb Appeal inc	Voucher Distrib Amt 107.81 127.43 72.75 917.80 327.14 574.83 439.35	Approved
1 2 3 4 5 6 7	AP Business Unit 40900 40900 40900 40900 40900 40900 40900 40900	00003139 00003139 00003139 00003117 00003117 00003105 00003105	Date 12/30/2019 12/30/2019 12/30/2019 12/30/2019 01/02/2020 01/02/2020 01/03/2020 01/03/2020	Unit 40900 40900 40900 40900 40900 40900 40900 40900	5012850 5012820 5012880 5012680 5012680 5012510 5012510	02183 02183 02183 12080 12080 02183 02183 02800	506003 506003 506003 998000 998000 506004 506005 599001	40900 40900 40900 40900 40900 40900 40900 40900	Center 040 040 040 060 060 071 050	604 604 604 229 228 521M 724		Agency Use	Agency Use 2	0000112103	0000050456 0000050456 0000050456 0000086014 0000037115 0000037115	Commonwealth of Virginia Commonwealth of Virginia Commonwealth of Virginia James Madison University James Madison University Creative Curb Appeal inc Creative Curb Appeal inc	Voucher Distrib Amt 107.81 127.43 72.75 917.80 327.14 574.83 439.35 441.71	Status Approved

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VCHR Payments with CDS and TOP Query (V_AP_PYMNT_VCHR_CDS_TOP)

REVISED: 01/17/2024

DESCRIPTION:

This query displays vendor payments with voucher and Comptroller's Debt Setoff (CDS) and Treasury Offset Program (TOP) offset details for a specified payment date range. The query can be run for a specific payment method or for all payment methods, and for a single payment reference ID or for all payments reference IDs.

NAVIGATION PATH:

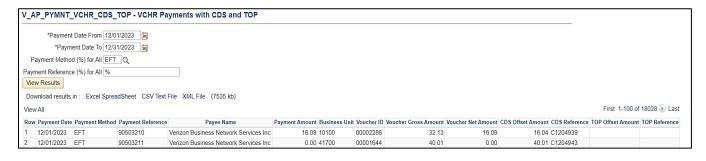
Main Menu > Reporting Tools > Query > Query Viewer > V_AP_PYMNT_VCHR_CDS_TOP

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Payment Date From HTML
Payment Date To Excel
Payment Method (% for All) CSV

Payment Reference (% for All)

Screenshot of the VCHR Payments with CDS and TOP Query Page



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Vouchers Denied Not Deleted Query (V_AP_VCHRS_DND_NOT_DLTD)

REVISED: 03/02/2017

DESCRIPTION:

This query displays all Voucher transactions that have been Denied but not Deleted for a designated Business Unit. The query can be used to monitor the status of specific vouchers.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V AP VCHRS DND NOT DLTD

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit (% for all) HTML Excel

CSV

ADDITIONAL INFORMATION:

All Voucher transactions that are in a 'Denied' status must be Deleted to prevent any additional processing of the Voucher.

Screenshot of the Vouchers Denied Not Deleted Query Page

V_A	P_VCHRS_D	_TON_DN	DLTD - Vouche	rs Denied NOT	Deleted						
	ess Unit (% for a	all) [%									
Dow	mload results in :	Excel Spr	eadSheet CSVTe	xt File XML File	(1 kb)						
View	All										First 1-4 of 4 Last
Row	Business Unit	Voucher	Responsible Org	Approval Status	Match Status	Entered By I	Userid	Entered Date	Last Updated Date	Last Updated Us	serid Voucher Gross Amount
1	14100	00003934	103	Denied	No Match			07/18/2019	08/05/2019		11240.40
2	19700	10232340	19700	Denied	No Match	AA_CARDINAL_BA	ATCH_AP	10/22/2019	10/25/2019		225479.92
3	50100	00975552	16077	Denied	No Match			02/15/2019	02/28/2019		1230.00
4	74200	00001724	085	Denied	No Match	(11/04/2019	12/20/2019		10904.37

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Vouchers Not Paid – Supplier Location/Address Query (V_AP_VCHR_NOTPAID_VEND_LOC)

REVISED: 03/02/2017

DESCRIPTION:

This query displays all Voucher transactions that have <u>not</u> been Paid for a designated Business Unit and Supplier ID. The query includes supplier status information associated with the voucher.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V AP VCHR NOTPAID VEND LOC

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit (% for ALL) Supplier SetID (STATE) Voucher ID (% for ALL) Scheduled Due Date From Scheduled Due Date To HTML Excel CSV

ADDITIONAL INFORMATION:

For a Regular Supplier, the supplier status must be Approved, the supplier location and supplier address used on the voucher must all be active for the voucher to be picked up in the nightly pay cycle. For a One Time Supplier, the supplier status must be Inactive and the supplier location and supplier address used on the voucher must both be active to be picked up in the nightly pay cycle.

Screenshot of the Voucher Not Paid - Supplier Location/Address Query Page

V_A	P_VCH	R_NOTP	AID_VEND_LOC	- Vchrs N	ot Paid -	Supp L	oc/Addı	r							
Bus		(% for ALL													
_	Supplier SetID STATE Q Supplier ID (% for ALL) % Q														
Sche	Scheduled Due Date From 12/22/2019														
So	heduled [Oue Date To	o 12/31/2019 🙀												
Vie	w Results														
Dov	vnload res	ults in: E	xcel SpreadSheet C	SV Text File	XML File	(22 kb)									
View	All														
Row	Business Unit	Voucher	Invoice Number	Invoice Date	Accounting Date	Voucher Origin	Entry Status	Budget Status	AP Post Status	Approval Status	Scheduled Due Date	Voucher Amount	Pay Terms	Payment Method	
1	12700	00008744	1113- 142019HAZMATWC	09/13/2019	12/23/2019	ONL	Postable	Valid	Unposted	Pending	12/23/2019	340.56	00	ACH	
2	12700	00008765	201912025724	12/17/2019	12/26/2019	ONL	Postable	Valid	Unposted	Pending	12/26/2019	13065.40	00	ACH	
3	12700	00008766	201912025810	12/16/2019	12/26/2019	ONL	Postable	Valid	Unposted	Pending	12/26/2019	11249.00	00	ACH	

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Screenshot of the Voucher Not Paid - Supplier Location/Address Query Page (scrolled right)

								Fire	st 1-24 o	f 24 Last
Payment On Hold	Responsible Org	Supplier ID	Supplier Name	Alternate Payee Name	Supplier Persistence	Supplier Status		Address	Supplier Remit Location	Supplier Location Status
N	98313400	0000046254	WISE COUNTY	WISE COUNTY TREASURER	Regular	Approved	9	Active	MAIN	Active
N	98313400	0000052173	Middle Peninsula Planning District Comm		Regular	Approved	3	Active	MAIN	Active
N	98313400	0000050112	City of Bristol Virginia	BRISTOL CITY TREASURER	Regular	Approved	15	Active	MAIN	Active

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Vouchers Not Posted to AP Query (V_AP_VCHRS_NOT_POSTED_TO_AP)

REVISED: 03/02/2017

DESCRIPTION:

This query displays all Voucher transactions that have not posted to AP for a designated Business Unit and Accounting Date range.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V AP VCHRS NOT POSTED TO AP

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit (% for all)

Accounting Date From

Accounting Date To

HTML

Excel

CSV

ADDITIONAL INFORMATION:

A voucher must be fully Approved and have a valid budget check status to post to AP. All Voucher transactions must be posted to AP before they can be Journal generated in General Ledger (GL).

Screenshot of the Vouchers Not Posted to AP Query Page

Busi	ness Unit	(% for all) E	0100															
Ace	ounting D	late From 1	2/26/2019	[1]														
	0.000		2/31/2019															
Vie	w Results	in the second second																
Do	mload ros	ulte in - F	xcel Spread	Sheet CS	V Toyt F	ile VMI	File (281	M)										
		una III . E.	mei Spreau	STREET GO	ov 145XL	IN AME	106 (201	1.0)										
View	All																First 1-100 of	520 Las
Row	Business Unit	Voucher ID	Acctg Date	Account	Fund	Cost Center	Program	Responsible Org	Approval Status	Entry Status	Budget Status	Match Status	Distribution Amount	Entered By Userid	Entered Date	Last Updated Date	Last Updated	By Userid
Row 1	Unit	ID	Acctg Date 12/26/2019			Cost Center	Program 604002	Org	Status		Status		Amount	Entered By Userid VA_CARDINAL_BATCH_A	Date	Updated Date		
Row 1 2	Unit	ID 01084818		5023230	04100	Cost Center		Org 16000	Status Pending	Status	Status Valid	Status	Amount 40062.70 A		Date P 12/26/2019	Updated Date 12/26/2019 A	A_CARDINAL_	BATCH_AF
Row 1 2 3	Unit 50100	ID 01084818 01084818	12/26/2019	5023230 5023230	04100 04100	Cost Center	604002	Org 16000 16000	Status Pending Pending	Status Postable	Status Valid Valid	Status Matched	Amount 40062.70 A 43776.25 A	A_CARDINAL_BATCH_A	P 12/26/2019 P 12/26/2019	Updated Date 12/26/2019 A 12/26/2019 A	A_CARDINAL_ A_CARDINAL_	BATCH_AF
1 2	Unit 50100 50100	01084818 01084818 01084818	12/26/2019 12/26/2019	5023230 5023230 5023230	04100 04100 04720	Center	604002 604003 603023	Org 16000 16000 16000	Status Pending Pending Pending	Status Postable Postable	Status Valid Valid Valid	Status Matched Matched	Amount 40062.70 A 43776.25 A	A_CARDINAL_BATCH_A A_CARDINAL_BATCH_A	Date P 12/26/2019 P 12/26/2019 P 12/26/2019	Updated Date 12/26/2019 A 12/26/2019 A 12/26/2019 A	A_CARDINAL_ A_CARDINAL_	BATCH_AF BATCH_AF BATCH_AF
1 2	50100 50100 50100 50100	01084818 01084818 01084818 01084839	12/26/2019 12/26/2019 12/26/2019	5023230 5023230 5023230 5023230 5013560	04100 04100 04720 04100	Center 11160000	604002 604003 603023 604003	Org 16000 16000 16000 19040	Status Pending Pending Pending Pending	Postable Postable Postable	Valid Valid Valid Valid Valid	Status Matched Matched Matched	40062.70 A 43776.25 A 7329.35 A	A_CARDINAL_BATCH_A A_CARDINAL_BATCH_A	Date P 12/26/2019 P 12/26/2019 P 12/26/2019 12/26/2019	Updated Date 12/26/2019 A 12/26/2019 A 12/26/2019 A 12/26/2019 A	A_CARDINAL A_CARDINAL A_CARDINAL	BATCH_AF BATCH_AF BATCH_AF BATCH_AF
4	50100 50100 50100 50100 50100 50100	01084818 01084818 01084818 01084839 01084842	12/26/2019 12/26/2019 12/26/2019 12/26/2019	5023230 5023230 5023230 5013560 5012550	04100 04100 04720 04100 04100	Center 11160000 11160001	604002 604003 603023 604003 604003	16000 16000 16000 16000 19040 19020	Pending Pending Pending Pending Pending Pending	Postable Postable Postable Postable	Valid Valid Valid Valid Valid Valid Valid	Status Matched Matched Matched Matched	40062.70 A 43776.25 A 7329.35 A 706.69	A_CARDINAL_BATCH_A A_CARDINAL_BATCH_A	P 12/26/2019 P 12/26/2019 P 12/26/2019 P 12/26/2019 12/26/2019	Updated Date 12/26/2019 A 12/26/2019 A 12/26/2019 A 12/26/2019 A	A_CARDINAL A_CARDINAL A_CARDINAL A_CARDINAL	BATCH_AF BATCH_AF BATCH_AF BATCH_AF

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Voucher Prjct Accruals Query (V_AP_PROJ_ACCRUALS_VCHR)

REVISED: 1/15/2024

DESCRIPTION:

This query will pull expense project accruals for quarterly and year-end reporting.

NAVIGATION PATH:

Customer ID (% for ALL)

Main Menu > Reporting Tools > Query > Query Viewer > V AP PROJ ACCRUALS VCHR

HTML

Excel

CSV

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit
Goods Rcpt/Invc Dt <=
Payment DT >
Accounting Dt >=
Vchr Post Dt From
Vchr Post Dt To

Screenshot of the Voucher Prjct Accruals Query Page

V_A	P_PROJ_	ACCRU	ALS_	VCHR - \	/ouc	her P	rjct A	ccruals	;							
	*Busin	ess Unit	50100	Q												
**G	oods Rcpt/Inv	vc Dt <= [01/01/2	023												
	**Paym	ent Dt >	01/01/2	023												
	**Accountir	ng Dt >= (01/01/2	023												
	**Vchr Post	Dt From (01/01/2	023												
	**Vchr Po	st Dt To	12/31/2													
*Cus	tomer ID (%	_			Q	1										
	w Results	,				`										
Dov	vnload result	sin: Ev	cel Spre	eadSheet	CSV	Text Fil	e XM	L File (2	9803 kb)							
View		J III . LX	ост орг	sadoneci	001	TOATT	C 7(11)	LING (2	.000 Kb)							
view	All		D.C.			D: 4 !!										Goods &
Row	Voucher Paid/Unpaid	Business Unit	PC Bus Unit	Voucher ID	Line Nbr	Distrib Line Nbr	Fund	Program	Project ID	Activity ID	Remit Supplier	Supplier Name	Resource Customer ID	Accounting Date	Invoice Date	
	Voucher	50100	50100	01468254		_	0.4700									Services Recpt Dt
1	Paid	00100	30100	01400234	1	2	04720	603020	0000109599	617	0000042986	Volkert & Associates Inc	0000055002	01/03/2023	11/30/2022	Recpt Dt
2	Paid Voucher Paid	50100		01468254	1			603020	0000109599		0000042986		0000055002			Recpt Dt 11/18/2022
2	Voucher		50100		1 1	3	04100	604001		65791		Associates Inc Volkert & Associates Inc		01/03/2023	11/30/2022	Recpt Dt 11/18/2022 11/18/2022

Screenshot of the Voucher Prjct Accruals Query Page (scrolled right)

Resource Invoice ID	Resource Billing Dt	Payment Date	Post Date	Resource Project ID	Resource Activity ID	Merchandise Amt	Sum(Resource Amt)
FED003591	01/05/2023	01/13/2023	01/04/2023	0000109599	617	48301.00	48301.00
FED003591	01/05/2023	01/13/2023	01/04/2023	0000108127	65791	8700.00	-8700.00
FED003623	02/10/2023	01/13/2023	01/04/2023	0000108127	65791	8700.00	8700.00
FED003591	01/05/2023	01/13/2023	01/04/2023	0000108127	65792	25907.50	-25907.50

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Voucher Prjct Categry Accruals Query (V_AP_PROJ_CATGRY_ACCRUALS_VCHR)

REVISED: 1/15/2024

DESCRIPTION:

This query will pull voucher accruals for quarterly and year-end reporting.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AP_PROJ_CATGRY_ACCRUALS_VCHR

INPUT / SEARCH CRITERIA:

Business Unit
Goods Recpt/Invc Dt <=
Payment DT >
Accounting Dt >=
Vchr Post Dt From
Vchr Post Dt To

Project Category

OUTPUT FORMAT:

HTML Excel CSV

Screenshot of the Voucher Prjct Catgry Accruals Query Page

	**Busines	s Unit 5010	00 Q																	
**Goo	ds Rcpt/Invc																			
			1/2023																	
	*Accounting	Dt >= 01/0	1/2023																	
**	Vchr Post Dt	From 01/0	1/2023																	
	**Vchr Post	Dt To 03/3	1/2023																	
	**Project Cat	tegory CAP	9 0																	
View	Results																			
Dow	nload results	in: Excel	SpreadShe	et CSV Te:	xt File	XML File	e (103	33 kb)												
	nload results	in: Excel	SpreadShe	et CSV Te	xt File	XML File	e (103	33 kb)										F	rst 1-100 of	f 1859 🕟 Las
View		AP Business Unit	SpreadShe PC Business Unit	Voucher	Vchr Line Nbr	XML File		33 kb) Program	Distrib Project ID	Activity ID	Remit Supplier	Supplier Name	Accounting Date	Invoice Date	Goods & Services Recpt Dt	Payment Date	Post Date	Project Category - Project ID	rst 1-100 of Project Category	
View Row	All	AP Business	PC Business	Voucher	Vchr	Distrib Line Nbr	Fund	Program		ID '	Supplier 0000053241	Supplier Name NORFOLK SOUTHERN RAILWAY CO		Date	Services Recpt Dt	Ďate		Project Category -	Project	f 1859 Las Merchandise Amt
View Row	Voucher Paid/Unpaid	AP Business Unit	PC Business Unit	Voucher ID	Vchr	Distrib Line Nbr	Fund 04720	Program 603024	Project ID	635	Supplier 0000053241	NORFOLK SOUTHERN	Date 01/03/2023	Date	Services Recpt Dt 11/30/2022	Ďate 01/13/2023	01/09/2023	Project Category - Project ID	Project Category	Merchandise Amt
Row 1 2	Voucher Paid/Unpaid Voucher Paid	AP Business Unit	PC Business Unit	Voucher ID 01468245	Vchr	Distrib Line Nbr	Fund 04720 04720	Program 603024 603020	Project ID 0000097555	635 617	Supplier 0000053241 0000042986	NORFOLK SOUTHERN RAILWAY CO Volkert & Associates	01/03/2023 01/03/2023	Date 11/28/2022	Services Recpt Dt 11/30/2022 11/18/2022	Ďate 01/13/2023 01/13/2023	01/09/2023	Project Category - Project ID	Project Category	Merchandise Amt

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Vouchers Posted to AP But Not JGEN Query (V_AP_VCHRS_PSTD_AP_NOT_JGEN)

REVISED: 03/02/2017

DESCRIPTION:

This query displays all Voucher transactions that have posted to AP but have not Journal Generated in GL for a designated Business Unit and Accounting Date range.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V AP VCHRS PSTD AP NOT JGEN

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

AP Business Unit (% for All)

Accounting Date From

Accounting Date To

HTML

Excel

CSV

ADDITIONAL INFORMATION:

A Voucher must be posted in AP before it can be Journal Generated in GL. All Voucher transactions must be Journal Generated and posted to GL.

Screenshot of the Vouchers Posted to AP But Not Journal Generated Query Page



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Voucher Worklist Query (V_AP_WF_VOUCHER)

REVISED: 03/02/2017

DESCRIPTION:

This query displays vouchers that are pending approval by Business Unit, Voucher ID, and/or Approver ID. The query can be used to identify outstanding vouchers requiring review and approval, vouchers that have been denied and need to be deleted, or all vouchers at the end of an accounting period that need to be worked.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AP_WF_VOUCHER

Alternative Navigation Path:

Main Menu > myCardinal Financials > Financials Report Execution > AP Reports > Voucher Worklist

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit (% for all)

Voucher ID (% for all)

Approver ID (% for all)

CSV

Screenshot of the Voucher Worklist Query Page

Vo App	ness Unit (% oucher ID (% prover ID (%	for all) %	<u> </u>	Q.		_a												
	All	s in : Exc Business Unit	·	Voucher Entered	Text File XI	Voucher Created By	Approval	Voucher Approval		Worklist Instance	SYSDATE	Approval Submitter	Worklist Available Time	Worklist Processed	Worklist Comments	Voucher Amount	First 1-9 Voucher	of 9 La
1		15100	00003521	Date 12/30/2019	12/30/2019		Approval Routing	Status	0	0	01/03/2020		12/30/2019 10:05:37AM	Time		29340.790	01/07/2020	
2		15100	00003521	12/30/2019	12/30/2019		Approval Routing		0	0	01/03/2020		12/30/2019 10:05:37AM			29340.790	01/07/2020	ONL
3		15100	00003521	12/30/2019	12/30/2019		Approval Routing	Р	0	0	01/03/2020		12/30/2019 10:05:37AM			29340.790	01/07/2020	ONL
4		15100	00003521	12/30/2019	12/30/2019		Approval Routing	P	0	0	01/03/2020		12/30/2019 10:05:37AM			29340.790	01/07/2020	ONL
5		15100	00003521	12/30/2019	12/30/2019		Approval Routing	Р	0	0	01/03/2020		12/30/2019 10:05:37AM			29340.790	01/07/2020	ONL
6		15100	00003521	12/30/2019	12/30/2019		Approval Routing	P	0	0	01/03/2020		12/30/2019 10:05:37AM			29340.790	01/07/2020	ONL
7		15100	00003521	12/30/2019	12/30/2019		Approval Routing		0	0	01/03/2020		12/30/2019 10:05:37AM			29340.790	01/07/2020	ONL

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Consultant Vchr Payment Status Query (V_AP_CONSULT_VCHR_PYMNT_STAT)

REVISED: 03/03/2017

DESCRIPTION:

This query displays consultant contract related invoice, voucher, and payment date status information. The query allows users to specify one or multiple contract categories as well as one or multiple Responsible Orgs and is used to report consultant contract related payment information for specified contracts and contract categories.

NAVIGATION PATH:

Main Menu > Reporting tools > Query > Query Viewer > V_AP_CONSULT_VCHR_PYMNT_STAT

OUTPUT FORMAT:

HTML

Excel CSV

INPUT / SEARCH CRITERIA:

Cntrct SetID
Cntrct Ctgry 1
Cntrct Ctgry 2
Cntrct Ctgry 3
Cntrct Ctgry 4

Cntrct Ctgry 5
Cntrct Ctgry 6

AP BU

Responsible Org (% for All)

Acctg Dt From Acctg Dt To

CONTRACT CATEGORY OPTIONS INCLUDE:

- State Agency
- Consultant Prof. Design
- Consultant Prof. Inspection
- Construction Site Manager
- Consultant Professional
- Consultant Prof. Operations
- Consultant Prof. Survey
- Catalog Contract
- First Cities Initiative
- Fixed Price
- Guardrail Contract
- Hired Equipment Contract
- Local Assistance Group, LAG
- Maintenance Site Manager
- Non-Professional Services
- On-Call Goods/Services
- Public/Private Trans Act 1995
- Parts Contract
- Requirements
- Requirements Cntract Comm Rpt

University

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Screenshot of the Consultant Vchr Payment Status Query Page

		the section is a section of the sect	SHK_PYWIN	IT_STAT - Cor	sultant Vchr Payment Sta	itus				
		* Cntrct Se	BTATE C	2						
		* Cntrct Ctgr	1 CP Q							
		Cntrct Ctgr	/2 Q							
		Cntrct Ctgr	/3 Q							
		Cntrct Ctgr	14 Q							
		Cntrct Ctgr	/5 Q							
		Cntrct Ctgr	/6 Q							
		* AP !	BU 50100 C	2						
* Res	sponsibl	e Org (%for A	All) 96	Q						
	8	Acctg Dt Fro	om 12/26/201	9 🛐						
		* Acctg Dt	To 12/31/201	9 🛐						
	w Resul	ts								
-		220000000000000000000000000000000000000								
		220000000000000000000000000000000000000	xcel SpreadSi	heet CSV Text Fi	le XML File (1 kb)					
View		220000000000000000000000000000000000000	xcel SpreadSi	heet CSV Text Fi	le XML File (1 kb)					
View	All	220000000000000000000000000000000000000		cntrct Category	le XML File (1 kb) Cntrct ID	Payee Name	Voucher ID	Accounting Date	Voucher Amt	Invoice Date
View	All District	esults in : E	Cntrct				ID		Amt	Date

Screenshot of the Consultant Vchr Payment Status Query Page (scrolled right)

										First 1	I-2 of 2	Last
Goods Receipt Date	Invoice Receipt Date	Entered Date	Last Approval Date	Schedule Pay Date	Payment Ref	Payment Date	Inv Rcpt Dt to Entrd Dt	Last	Inv Rcpt Dt to Last Apprvl Dt	Last Apprvl Dt to Pymnt Dt	Inv Rcpt Dt to Pymnt Dt	Final (Y/N)
10/31/2019	11/27/2019	12/26/2019	12/26/2019	11/27/2019	90272219	12/30/2019	29	0	29	4	33	N
10/31/2019	11/27/2019	12/26/2019	12/26/2019	11/27/2019	90272219	12/30/2019	29	0	29	4	33	N

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Vendor Certification Query (V_VEND_GOVT_CERT)

REVISED: 02/08/2019

DESCRIPTION:

This query displays supplier and Small Business & Supplier Diversity (SBSD) classification information for suppliers identified with Government Certifications.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V VEND GOVT CERT

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Supplier SetID HTML
Supplier Status (% for All) Excel
Govt. Class (% for All) CSV
Class Status (% for All)

ADDITIONAL INFORMATION:

The query displays data for the maximum effective date of the Government Class and its SBSD information that is being passed through Cardinal.

Screenshot of the Vendor Certification Query Page

v_v=	ND_GOVT_CE	ERT - Vendor Certifica	ation Query								
	Supplier Setl	D STATE									
Suppl	ier Status (% for Al	JI) % Q									
G	ovt. Class (% for Al	JI) 1 Q									
Cla	ss Status (% for A										
	v Results										
		E 10 101 1 001/	F . F1 . VA.4. F1	(507011)							
Dow	nioad results in .	Excel SpreadSheet CSV	TEXT HE AWILTHE	(3013 10)							
View		Exceropreadoneet Cov	TEXT HE AWLT HE	(3013 10)						First 1-	-100 of 9360 🕑 Last
View		Supplier Name	Supplier Status	Classification Effective	Certification Number	Govt. Class	Govt. Class Descr	Class Status	Class Start Date	First 1-	-100 of 9360 Deltast
View .	All	·	Supplier	Classification Effective						Class Expiration	Class Termination
Row 1	All Supplier ID	·	Supplier Status	Classification Effective	Number		Descr	Status	Date	Class Expiration Date	Class Termination
Row 1	All Supplier ID 0000000012	·	Supplier Status Approved	Classification Effective Date 02/01/2019	Number 659958		Descr Small	Status Approved	Date 06/26/2017	Class Expiration Date 06/26/2020	Class Termination
Row 1 2 3	Supplier ID 0000000012 0000000096	·	Supplier Status Approved Approved	Classification Effective Date 02/01/2019 04/03/2019	Number 659958 654373		Small Small	Status Approved Approved	Date 06/26/2017 04/02/2019	Class Expiration Date 06/26/2020 04/02/2024	Class Termination
Row 1 (2 (3 (4 (4 (4 (4 (4 (4 (4 (4 (4 (4 (4 (4 (4	Supplier ID 0000000012 0000000096 0000000101	·	Supplier Status Approved Approved Inactive	Classification Effective Date 02/01/2019 04/03/2019 05/07/2019	Number 659958 654373 690178		Small Small Small	Status Approved Approved Approved	Date 06/26/2017 04/02/2019 05/05/2019	Class Expiration Date 06/26/2020 04/02/2024 05/05/2024	Class Termination
Row 1 2 3 4 5 5	Supplier ID 000000012 000000096 000000101 0000000129	·	Supplier Status Approved Approved Inactive Inactive	Classification Effective Date 02/01/2019 04/03/2019 05/07/2019 09/12/2019	Number 659958 654373 690178 686135		Small Small Small Small	Approved Approved Approved Approved Approved	06/26/2017 04/02/2019 05/05/2019 09/11/2019	Class Expiration Date 06/26/2020 04/02/2024 05/05/2024 09/11/2024	Class Termination

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Agency to Agency Vouchers Report (VAPR0994)

REVISED: 03/02/2017

DESCRIPTION:

This report provides details on Agency to Agency (ATA) vouchers for a designated date range including the associated payment information if the voucher has been paid. The report can be used to monitor ATA transactions.

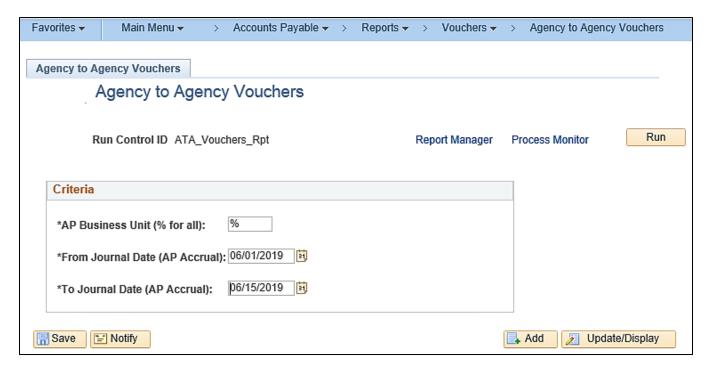
NAVIGATION PATH:

Main Menu > Accounts Payable > Reports > Vouchers > Agency to Agency Vouchers

RUN CONTROL PARAMETERS: OUTPUT FORMAT:

AP Business Unit (% for all) PDF
From Journal Date (AP Accrual) CSV
To Journal Date (AP Accrual) TXT

Screenshot of the VAPR0994 Agency to Agency Vouchers Report Run Control Page



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Screenshot of the VAPR0994 Agency to Agency Vouchers Report

Commonwealth of Virginia AGENCY TO AGENCY VOUCHERS CARDINAL Report ID: VADR0994 Run Date: 01/03/2020 Run Time: 11:30 00

Page No. 1 of 431 AP Business Unit : ALL From Journal Date (AP Accrual) : 06/01/2019 To Journal Date (AP Accrual) : 06/15/2019

BU	Supplr ID Supplr Name		Account Fund Program	Voucher Acctd Dt Invoice ID	Invoice Dt Journal ID Journal Dt Pymnt Ref	Pymnt Dt	Anount
10000	Senate						
	0000100249 HOUSE OF DELEGATES		5012750 01000 782004	00001253 06/13/2019 19-0167	06/05/2019 AP01240054 06/13/2019 81121392	06/17/2019	10,000.00
	Total for Agency:	101 HOUS	E OF DELEGATES			\$	10,000.00
	0000052106 DIVISION OF LEGISLAT	IVE AUTOMATED S	5012750 01000 782004	00001243 06/04/2019 5761	05/29/2019 AP01229395 06/04/2019 81110975	06/06/2019	8,059.52
	Total for Agency:	109 DIVI	SION OF LEGISLATIVE AUTO	MATED SYSTEM		\$	8,059.52
	0000031508 Virginia Information	Technologies A	5012160 01000 782004	00001242 06/03/2019 T423750	05/29/2019 AP01227159 06/03/2019 81109556	06/05/2019	31.67
	0000031508 Virginia Information	Technologies A	5012160 01000 782004	00001250 06/13/2019 T415076	06/04/2019 AP01240054 06/13/2019 81133264	06/28/2019	986.06
	Total for Agency:	136 Virg	inia Information Technol	ogies Agency		\$	1,017.73
	0000031103 Department of General	1 Services	5012140 01000 782004	00001244 06/04/2019 A1000001	05/23/2019 AP01229395 06/04/2019 81110743	06/06/2019	235.83
	0000031103 Department of General	1 Services	5012660 01000 782004	00001245 06/04/2019 28881	05/31/2019 AP01229395 06/04/2019 81110743	06/06/2019	1,074.10
	Total for Agency:	194 Depa	rtment of General Servic	es		\$	1,309.93
	0000050485 Commonwealth of Virg	inia	5012440 01000 782004	00001241 06/03/2019 AC10786	05/29/2019 AP01227159 06/03/2019 81109738	06/05/2019	2,563.00
	0000050485 Commonwealth of Virg	inia	5012830 01000 782004	00001251 06/13/2019 AC10793	05/31/2019 AP01240054 06/13/2019 81121259	06/17/2019	3,262.00
	Total for Agency:	841 Com	onwealth of Virginia			\$	5,825.00
10100	Total for BU: House of Delegates	10000 Sena	te			\$	26,212.18
	0000052106 DIVISION OF LEGISLAT	IVE AUTOMATED S	5012740 01000 782004	00001081 06/03/2019 5762	05/29/2019 AP01229396 06/04/2019 81119499	06/14/2019	8,059.52
	Total for Agency:	109 DIVI	SION OF LEGISLATIVE AUTO	MATED SYSTEM		\$	8,059.52
	0000031508 Virginia Information	Technologies A	5012160 01000 782004	00001085 06/05/2019 T423751	05/29/2019 AP01231102 06/05/2019 81133265	06/28/2019	14.07

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AP/GL Open Liability Account Reconciliation Report (APX1400/APX1405) – PSJob Report

REVISED: 03/23/2017

DESCRIPTION:

This report provides information about supplier invoices, related vouchers, and journals. The report can be used for reconciliation purposes. The report can be generated at either a Summary level (APX1400) or Detail level (APX1405).

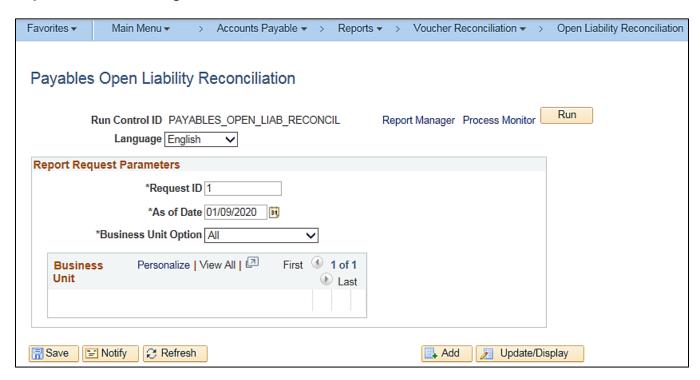
NAVIGATION PATH:

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

RUN CONTROL PARAMETERS: OUTPUT FORMAT:

Request ID PDF
As of Date XLS
Business Unit Option (All, Value) TXT

Screenshot of AP/GL Open Liability Account Reconciliation Report (APX1400/APX1405) – PSJob Report Run Control Page:

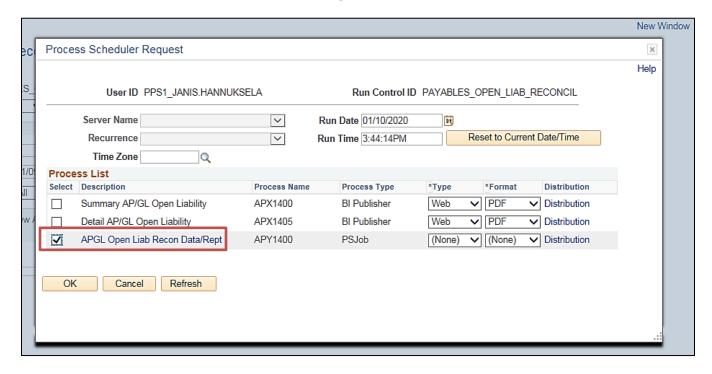


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On the **Process Scheduler Request** pop-up window, select the **APGL Open Liab Recon Data/Rept** which has the Process Type of **PSJob**. Do not select the Summary or Detail checkboxes. When the **PSJob** runs, it will automatically run both reports, i.e., one at the Summary level and one at the Detail level.

Screenshot of Process Scheduler Request page



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Screenshot of the APX1400 Summary AP/GL Open Liability Account Reconciliation Report

ORACLE	Report ID: APX1	400	PeopleSoft Accounts Payab PEN LIABILITY ACCO As Of Date: 09.Ja	OUNT RECONCIL	IATION REPORT	Page No. Run Date Run Time	996 1/9/2020 14:10:21 PM
Currency GL Busines Ledger Ledger Gro Account	ACTUALS	US Dollar VA Dept of Transportat	ion				
SetID	Supplier ID	Supplier Name	Business Unit	Youcher ID	Invoice Date	Invoice ID	Monetary Amount
STATE	0000634814	1st Choice Pest Control LLC	50100	01084087	26.Nov.2019	22226	285.00
			50100	01082814	20.Nov.2019	22249	365.00
			50100	01082826	26.Nov.2019	22227	825.00
			50100	01084052	20.Nov.2019	22245	250.00
			50100	01088646	19.Dec.2019	22451	250.00
			50100	01088659	19.Dec.2019	22452	365.00
			50100	01083983	27.Nov.2019	22264	1,170.00
		Total for Supplier	1st Choice Pest Co	ntrol LLC			3,510.00
STATE	0000853420	1st Choice Shredding	50100	01087249	03.Jan.2020	14293	55.00
		Total for Supplier	1st Choice Shreddi	ng			55.00
STATE	0000014558	2 Procurement LLC	50100	01081680	15.Nov.2019	3138	315.00
		Total for Supplier	2 Procurement LLC	;			315.00
STATE	0000136275	3 Rs Site Development and Landscaping	50100	01084113	17.Dec.2019	H19035121519	832.50
		Total for Supplier	3 Rs Site Developm	ent and Landsca	ping		832.50
STATE	0000390225	40126Crigger Contracting Inc	50100	01083956	19.Dec.2019	37444	276,156.42
			50100	01083950	12.Dec.2019	37433	14,231,62

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Screenshot of the APX1405 Detail AP/GL Open Liability Account Reconciliation Report

ORACLE R	eport ID: A	PX1405	DETAIL		LIABILITY AC As Of Date: 0	COUNT RECONCIL	LIATION REPOR	rT	Page No. Run Date 1/9/2/ Run Time 14:10	1213 020 :46 PM
Currency GL Business Unit Ledger Group Ledger Account	USD 50100 ACTUAI ACTUAI 205025	LS	US Dollar VA Dept of Trans	portation						
Supplier: S	TATE 0000	0000254	Rock W	ater Farm						
Business Unit	Voucher ID	Invoice Date	Journal Template	Unpost Seq	Payment Cnt	Accounting Date	Journal ID	Journal Date	Journal Line	Monetary Amount
50100	01087233	31.Dec.2019	ACCRUAL			03.Jan.2020	AP01410642	06.Jan.2020	79	787.50
			Total for	Supplier R	ock Water Far	m				787.50
Supplier: S	TATE 0000	0000971	Appalac	chian Aggrega	ates LLC					
Business Unit	Voucher ID	Invoice Date	Journal Template	Unpost Seq	Payment Cnt	Accounting Date	Journal ID	Journal Date	Journal Line	Monetary Amount
50100	01083354	17.Dec.2019	ACCRUAL			19.Dec.2019	AP01401603	20.Dec.2019	1485	902.45
50100	01083470	17.Dec.2019	ACCRUAL ACCRUAL			19.Dec.2019 19.Dec.2019	AP01402793 AP01402793	23.Dec.2019 23.Dec.2019	456 457 Voucher Total	937.11 01 937.10
50100	01086830	19.Dec.2019	ACCRUAL			02.Jan.2020	AP01410642	06.Jan.2020	1274	2,355.32
50100	01088632	31.Dec.2019	ACCRUAL			08.Jan.2020	AP01413746	08.Jan.2020	236	2,243.73
50100	01088662	17.Dec.2019	ACCRUAL			08.Jan.2020	AP01413746	08.Jan.2020	658	1,537.22
			Total for	Supplier A	ppalachian Ag	gregates LLC				7,975.82
Supplier: S	TATE 0000	0001117	Cabin H	IIII Homes LLC	5					
Business Unit	Voucher ID	Invoice Date	Journal Template	Unpost Seq	Payment Cnt	Accounting Date	Journal ID	Journal Date	Journal Line	Monetary Amount
50100	01087794	02.Jan.2020	ACCRUAL			07.Jan.2020	AP01412224	07.Jan.2020	824	450.00
			Total for 8	Supplier C	abin Hill Home	es LLC				450.00
Supplier: S	TATE 0000	0001380	Faneuil	Inc						
Business Unit	Voucher ID	Invoice Date	Journal Template	Unpost Seq	Payment Cnt	Accounting Date	Journal ID	Journal Date	Journal Line	Monetary Amount
50100	01084720	16.Dec.2019	ACCRUAL			23.Dec.2019	AP01410642	06.Jan.2020	621	8,247.44

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Due Date Monitoring Report (VRAP0750)

REVISED: 03/02/2017

DESCRIPTION:

This report provides the number of payments made relative to their due date, by number, percent, and amount. Payments with no due date are listed separately. The report also calculates the average variance from due date and the percent of payments and dollars in compliance with prompt pay. The report can be used to determine compliance with prompt pay during a period, identify the total number (dollars) paid during a period, and identify trends in compliance rates and variances.

NAVIGATION PATH:

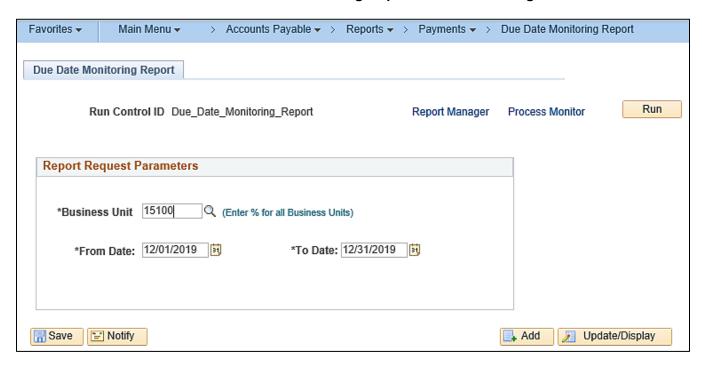
Main Menu > Accounts Payable > Reports > Payments > Due Date Monitoring Report

RUN CONTROL PARAMETERS: OUTPUT FORMAT:

Business Unit PDF From Date CSV

To Date

Screenshot of the VRAP0750 Due Date Monitoring Report Run Control Page



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Screenshot of the VRAP0750 Due Date Monitoring Report

		Commonwealth of Virginia	
CARDINAL Report ID: VRAP0750		DUE DATE MONITORING REPORT	Run Date: 01/03/2020 Run Time: 01:11 00
Business Unit: 15100 From Date: 12/01/2019 To Date: 12/31/2019			Page No. 1 of 1
Hanne Paid 5 or more days before due Paid 0 nor less than 5 days before due Paid 0 nor less than 5 days before due Paid 0 nor less than 5 days past due Paid 6 -10 days past due Paid 11-20 days past due Paid 21-30 days past due Paid 31-60 days past due Paid 31-60 days past due Paid over 60 days past due Total Payments With Due Dates	# of Payments 0 24 0 0 0 0 0 0 0 0 0	Percent Amount 0.00\$ \$0.00 10.00\$ \$0.00 0.00\$ \$4,211,142.76 0.00\$ \$0.00 0.00\$ \$0.00 0.00\$ \$0.00 0.00\$ \$0.00 0.00\$ \$0.00 0.00\$ \$0.00 0.00\$ \$0.00 0.00\$ \$0.00	
Other Payments (No Prompt Pay Term)	10	\$1,152,470.20	
Total Payments This Period	34	\$5,363,612.96 ========	
Total Dollars Paid Past Due		\$0.00	
Total Payments Paid Past Due	0		
Average Variance From Due Date (Days)	-0.88		
Percent of Payments in Compliance this Period	100.00%		
Percent of Dollars in Compliance this Period	100.00%		
*Note: Payment counts for Total\Other Payments do	not include negative	vouchers, but Payment Amounts do include negative vou	ichers.

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Payables Open Liability Report (APY1406) - PSJob Report

REVISED: 01/02/2020

DESCRIPTION:

This report provides a list of open liabilities for designated Business Unit(s). The report can be used to identify all outstanding liabilities for a supplier (by a designated Business Unit, Agency, or Statewide) and view all supplier liabilities for one or more Business Units. The report can be generated at either a Summary or Detail level.

NAVIGATION PATH:

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

RUN CONTROL PARAMETERS: OUTPUT FORMAT:

As of Date PDF

As of Date Type (Accounting Date, Invoice Date) XLS Aging Basis Date (Net Due Date, Schedule Pay TXT

Date)

Include Unrecorded Liabilities [checkbox]

Include Prepayment [checkbox]

Include Un-matured Drafts Paid [checkbox]

Include Available Discount [checkbox]

Business Unit Option (All, Value – select BU)

Supplier Select Option (Select All Suppliers,

Specify Suppliers – select Supplier)

Currency Options (Base Currency)

Currency (USD)

Rate Type (CRRNT)

Currency Effective Date

Report Supplier By (Invoice Supplier, Remit

Supplier)

Report Group By (Business Unit / Supplier,

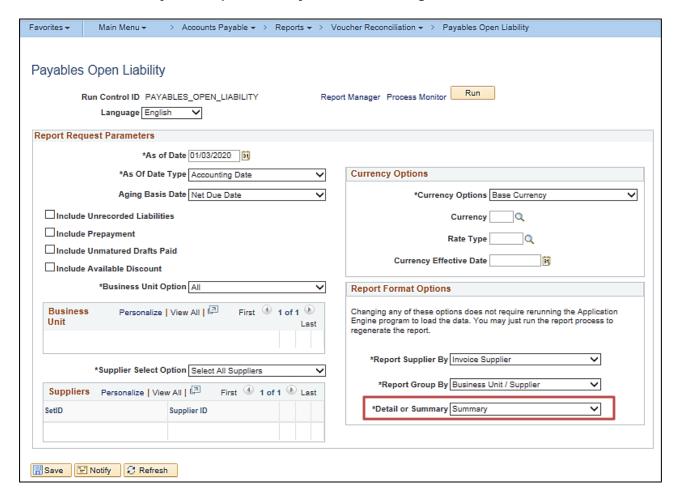
Supplier / Business Unit)

Detail or Summary (Summary, Detail)

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Screenshot of the Payables Open Liability Run Control Page

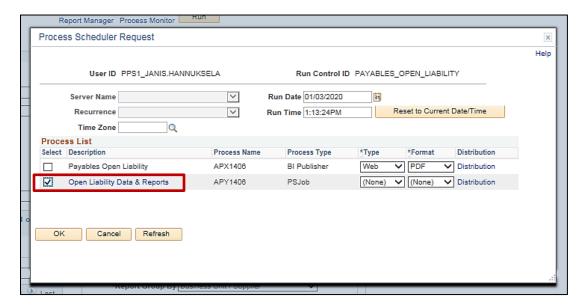


Note: On the **Process Scheduler Request** pop-up window, select the **Open Liability Data & Reports** which has the Process Type of **PSJob**. Do not select the **Payable Open Liability** box. When the **PSJob** runs, it will automatically run report **APX1406**.

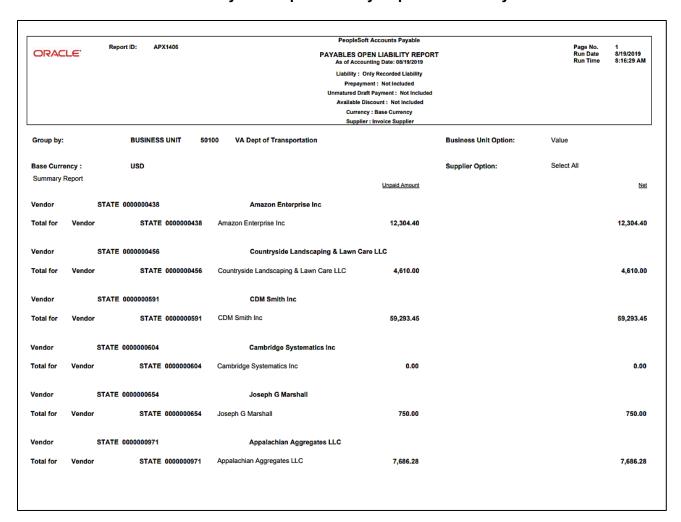
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Screenshot of Process Scheduler Request Page



Screenshot of the APX1406 Payables Open Liability Report - Summary Level



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Screenshot of the APX1406 Payables Open Liability Report – Detail Level

ORACI	L€'	Report ID: APX14	106		P/	AYABLES OPE As of Accoun	Accounts Payable IN LIABILITY REPOR ting Date: 08/19/2019 by Recorded Liability	т	Page No. Run Date Run Time	1 8/19/2019 8:08:56 AM
						Prepayme Unmatured Draft Available Dis	nt : Not Included Payment : Not Included count : Not Included			
							: Base Currency Invoice Supplier			
Froup by:		BUSINESS U	NIT 50100	VA Dept of	Transportation			Business Unit Option:	Value	
ase Curre	•	USD						Supplier Option:	Select All	
etail Repor	t									
endor	STA	TE 0000000438		Amazo	n Enterprise Inc					
oucher Id	Invoice Id		Invoice Date	Schedule Date	Accounting Date	Document	Unpaid Amount			_Ne
1041902	A9018		08/12/2019	09/11/2019	08/14/2019	Invoice	12,304.40			12,304.4
otal for	Vendor	STATE 00	000000438	Amazon Enterprise	e Inc		12,304.40			12,304.4
rendor STATE 0000000456 Countryside Landscaping & Lawn Care LLC										
oucher Id	Invoice Id		Invoice Date	Schedule Date	Accounting Date	Document	Unpaid Amount			<u>Ne</u>
1039510	19109		08/01/2019		08/07/2019	Invoice	540.00			540.0
1039828 1040060	19107 19110		08/01/2019 08/01/2019	09/06/2019 09/04/2019	08/08/2019 08/08/2019	Invoice Invoice	2,160.00 260.00			2,160.0 260.0
1040541	19108		08/01/2019		08/09/2019	Invoice	1,650.00			1,650.0
otal for	Vendor	STATE 00	000000456	Countryside Lands	caping & Lawn Ca	re LLC	4,610.00			4,610.00
endor	STA	TE 0000000591		CDM Si	mith Inc					
oucher Id	Invoice Id		Invoice Date	Schedule Date	Accounting Date	Document	Unpaid Amount			Ne
0576034 1036868	EST9 000110 90078202	8397FINAL	02/10/2016 07/12/2019	03/04/2016 08/22/2019	03/04/2016 07/31/2019	Invoice	59,293.45			59,293.4
otal for	Vendor	STATE 00	000000591	CDM Smith Inc			59,293.45			59,293.45
endor	STA	TE 0000000604		Cambri	dge Systematics	Inc				
oucher Id	Invoice Id		Invoice Date	Schedule Date	Accounting Date	Document	Unpaid Amount			Ne
0399389 0399396 0399400	Correction 79 Correction 79 Correction 79	42 27 700373	11/17/2014 11/17/2014 11/17/2014	11/18/2014 11/18/2014 11/18/2014	11/18/2014 11/18/2014 11/18/2014					
JJ394UU	Correction 79	42 20 100313	11/1//2014	11/10/2014	11/10/2014					

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Payment History by Supplier Report (VRAP0998) - BI Publisher Report

REVISED: 01/02/2020

DESCRIPTION:

This report provides payment history information for a designated supplier and a designated date range. The report can be used to research supplier payment detail and summary information.

NAVIGATION PATH:

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

RUN CONTROL PARAMETERS: OUTPUT FORMAT:

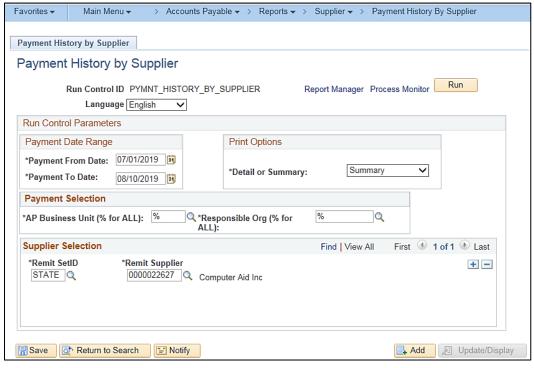
Payment From Date PDF
Payment To Date XLS
Detail or Summary (Detail, Summary) TXT
AP Business Unit (% for ALL)
Responsible Org (% for ALL)

Remit SetID (enter STATE)
Remit Supplier

ADDITIONAL INFORMATION:

This report can be generated at either a Summary or Detail level. Information is grouped by Payment Reference Number and Date for the designated Supplier in both levels. The Summary level provides information per the Payment Reference Number. The Detail level provides additional lines within the Payment Reference Number including Business Unit, Voucher ID, Invoice ID, Invoice Date, Discount Taken, and Paid Amount. If a user generates the report in both the Summary and Detail level using the same date range for a supplier, the report totals should reconcile.

Screenshot of the Payment History by Supplier - Run Control Page



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Screenshot of the VRAP0998 Summary Payment History by Supplier Report

CARDINAL Report ID: VRAP0998			commonwealth of Virginia MENT HISTORY BY SUP	PLIER		Page Run I Run T	Date 1/24/202
AP Business Unit:	%	Payment From Date:	07/01/2015	•			
Responsible Org:	%	Payment To Date:	08/10/2015	•			
AP Business Unit:	11400						
Remit Supplier:	STATE 0000022627						
Bank Code:	1100						
Payment Ref Da 81153977 2019-	ite <u>Handling</u> 17-26 Regular Payment	<u>Status</u> <u>Remit Addrit</u> Paid 12 Co	Remit To mputer Aid Inc	Pay Cycle TREDI	<u>\$eq</u> 1893	Payment Amount 14,200.65	Payment Method ACH
			Total for Total for	ACH Payments: Bank Account:		14,200.65 14,200.65	

Screenshot of the VRAP0998 Detailed Payment History by Supplier Report

CARDINAL		DETAILED	Commonwealth of Virginia				Page N Run Dat Run Tim	e 1/3/2020
Report ID: VRAP0998								
AP Business Unit:	%	Payment From Date	:	07/01/2019				
Responsible Org:	%	Payment To Date:		08/10/2019				
AP Business Unit:	11400							
Remit Supplier:	STATE 0000022627							
Bank Code:	1100							
<u>Payment Ref</u> 81153977 201	Date Handling 1947-26 Regular Payment	Status Remit Addrift Paid 12	Remit To Computer Aid Inc PO Box 785525 VA10044441 EVAAO58053 Philodelphia 073727919 PA 19179-5525		Pay Cycle TREDI	3eg 1893	<u>Payment Amount</u> 14,200.65	Payment Method ACH
Business Uni 11400	if Responsible Org 10000	Voucher ID 6611786	Invoice ID AR00023511	Invoice Date 2019-05-17	Discoun	t Taken 0.00	Paid Amount 14,200.65	
				Total for ACH Pa Total for Bank A	syments: ccount:		14,200.65 14,200.65	

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Payment Register Including Offsets Report (RAP581)

REVISED: 01/17/2024

DESCRIPTION:

This report provides information from the payment register including any offset payments (CDS and TOP). The report includes Voucher ID, Supplier ID, Payment Date, and Payment Reference information (Check or EDI Trace Number). The report can be used to review payments made on a specific day or for a designated date range.

NAVIGATION PATH:

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

RUN CONTROL PARAMETERS: OUTPUT FORMAT:

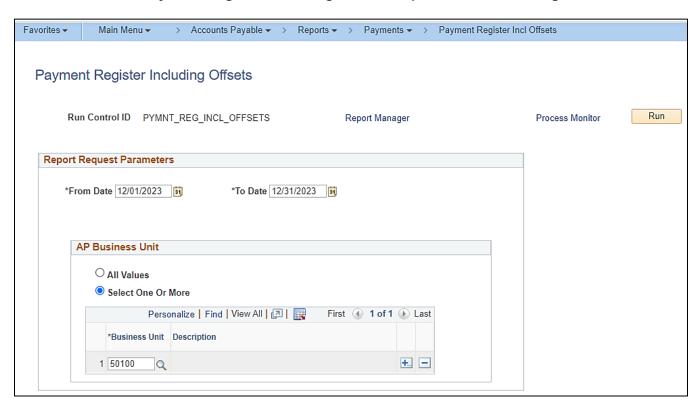
From Date PDF To Date CSV

AP Business Unit All Values [checkbox]

AP Business Unit Select One or More [checkbox],

then designate Business Unit value(s)

Screenshot of the Payment Register Including Offsets Report Run Control Page



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Screenshot of the Payment Register Including Offsets Report

Commonwealth of Virginia
PAYMENT REGISTER INCLUDING OFFSETS

Run Date: 01/16/2024 Run Time: 10:49 00 Page No. 1 of 4

From Date : To Date : Run Option : Business Unit: 12/01/2023 12/31/2023 ALL Vouchers 50100

CARDINAL Report ID: RAP581

<u>BU</u>	Voucher ID	Invoicing Supplier ID Vo	ucher Amount	Remit Supplier ID	Remit Supplier Name	Payment Ref Pay	ment Amount	CDS Ref	CDS Amount TOP Ref	TOP Amount
	Payment Date	e - 12/26/202	3							
50100	01582434	0000001316	200,000.00	0000001316	JSA INC	25163282	20,000.00		90501844	180,000.00
	Total for -	CHK	200,000.00				20,000.00			180,000.00
50100	01582434	0000001316	0.00	0000904246	US TREASURY	90501844	180,000.00			
	Total for -	EFT	0.00				180,000.00			
	Total - 12	/26/2023	200,000.00				200,000.00		0.00	180,000.00

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Posted Voucher Listing Report (APY1020) - BI Publisher Report

REVISED: 01/02/2020

DESCRIPTION:

This report provides posted vouchers for a designated date range and all or specific supplier(s). The report can be used to monitor posted vouchers by date and supplier(s).

NAVIGATION PATH:

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

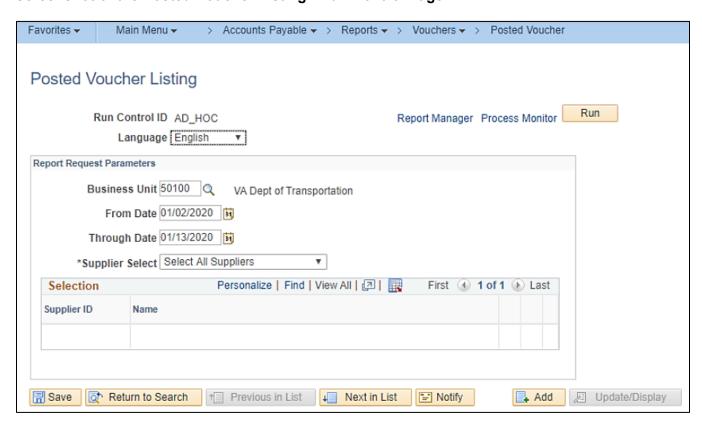
RUN CONTROL PARAMETERS: OUTPUT FORMAT:

Business Unit PDF From Date XLS Through Date TXT

Supplier Select (Select All Suppliers, Specify

Suppliers)

Screenshot of the Posted Voucher Listing - Run Control Page



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Screenshot of the APY1020 Posted Voucher Listing Report

ORACLE"		Report ID: AP	X1020			10000	leSoft Accou	nts Payable ER LISTIN	G		Page No Run Date Run Time		Jan/13/2020 10:44:21 AM
Business	Unit:	50100											
For the pe	eriod:	Jan/2/2020	through Jan/13/20	020									
Supplier I	D:	000000018	1 Easter Design II	NC									
Voucher ID:	01078536	Invoice	Date: Dec/6/2019	Doc	ument Type:		9	Document Date	:	Duc	ument Sequence:		
Lolger	Accounting Date	Application Journal	Journal ID	Dist Type	Vehr Line	Dist Line	GL Unit	Account	Alt Account	Debit Amount	Credit Amount	Currency Code	Unpost Sc
Operating	Unit	Fund Code	Dept	Class	Budge	Ref	Program		Product	Project	Affiliate	Affiliate	Intra 1
ACTUALS	Jan/3/2020	PAYMEN	T AP01407480	APA	1	1	50100	205025		300.00		USD	0
ACTUALS		04100	99999 AP01407660	CAS	1	1	TREAS	101010			300.00	USD	o
ACTUALS		04100	99999 AP01407480	ISP	1	1	50100	101010			300.00	USD	o
ACTUALS		04100	99999 AP01407660	ISR	1	1	TREAS	101010		300.00	TREAS	04100 USD	0
		04100	99999								50100	04100	
							Voucher 01	078536 Total:	USD	600.00	600.00		
Voucher ID:	01081598	Invoice	Date: Dec/5/2019	Duc	ument Type:		1	Document Date	1	Duc	ument Sequence:		
Ledger	Accounting Date	Application Journal	Journal ID	Dist Type	Vchr Line	Dist Line	GL Unit	Account	Alt Account	Debit Amount	Credit Amount	Currency Code	Unpost Sc
Operating	Unit	Fund Code	Dept	Class	Budge	Ref	Program		Product	Project	Affiliate	Affiliate	Intra I
ACTUALS	Jan/9/2020	PAYMEN	T AP01413277	APA	1	1	50100	205025		290.00		USD	0
ACTUALS		04100	99999 AP01413119	CAS	1	1	TREAS	101010			290.00	USD	0
ACTUALS		04100	99999 AP01413277	ISP	1	1	50100	101010			290.00	USD	o
ACTUALS		04100	99999 AP01413119	ISR	1	i	TREAS	101010		290.00	TREAS	04100 USD	0
		04100	99999								50100	04100	
							Voucher 01	081598 Total:	USD	580.00	580.00		

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Prompt Pay Report (VAPR0525)

REVISED: 01/17/2024

DESCRIPTION:

This report provides details of vouchers paid in the financial year for an agency by department which are paid on time/late payment.

NAVIGATION PATH:

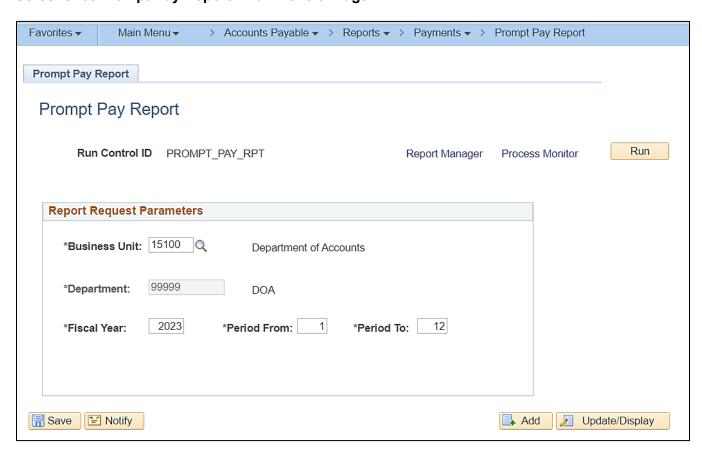
Main Menu > Accounts Payable > Reports > Payments > Prompt Pay Report

RUN CONTROL PARAMETERS: OUTPUT FORMAT:

Business Unit PDF Department CSV

Fiscal Year Period From Period To

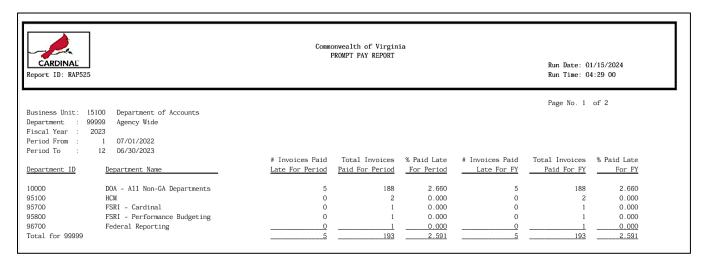
Screenshot Prompt Pay Report - Run Control Page



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Screenshot of the Prompt Pay Report



Business Unit: 15100 Department of Accounts Period From: 1 01-JUL-2022 Period To: 12 30-JUN-2023											
Entered Voucher Remit Date ID Supplr ID Remit Supplr Name	Check Number	Late Pmt Invoice Amount Receipt Dt	Goods/Srvs Receipt Dt	Sched Pmt Due Date	Actual Pmt Check Date	Days <u>Late</u>	Total Pmt Amount	% Dollars Paid Late			
Due Date Exception Detail for ORG - 10000 - 10000 08/30/2022 00004746 000003987 Accenture LLP 10/04/2022 00004776 0000027555 Project Performance Company LLC 10/11/2022 00004785 000003987 Accenture LLP 12/21/2022 00005052 0000030274 Sonitrol of Greater Richmond Inc 06/12/2023 00005177 0000022627 Computer Aid Inc Summary for ORG - 10000 DOA - All Non-GA Departments	90427907 81941869 90434886 24591141 82114970	,	09/30/2022 09/15/2022 10/01/2022	08/18/2022 10/30/2022 10/16/2022 12/03/2022 06/14/2023	09/01/2022 10/31/2022 10/17/2022 12/23/2022 06/16/2023	1 1 20	35,019,384.07	3.465			
Total Invoices Paid for Period \$36,340,457.01 Total Invoices Paid Late for Period \$1,213,595.66 Total Percent Paid Late for Period 3,340											

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Report of Federal Tax Payments Made Through EFTPS (RAP611)

REVISED: 03/02/2017

DESCRIPTION:

This report provides certain types of Federal tax payments such as payroll, backup withholding, Federal excise, interest payments, and tax penalties remitted to the Internal Revenue Service (IRS). The report can be used to review payments made to the IRS that were processed using the Electronic Federal Tax Payment System (EFTPS) payment method.

NAVIGATION PATH:

Main Menu > Accounts Payable > Reports > Payments > EFTPS Payments

RUN CONTROL PARAMETERS: OUTPUT FORMAT:

Payment From Date PDF Payment To Date CSV

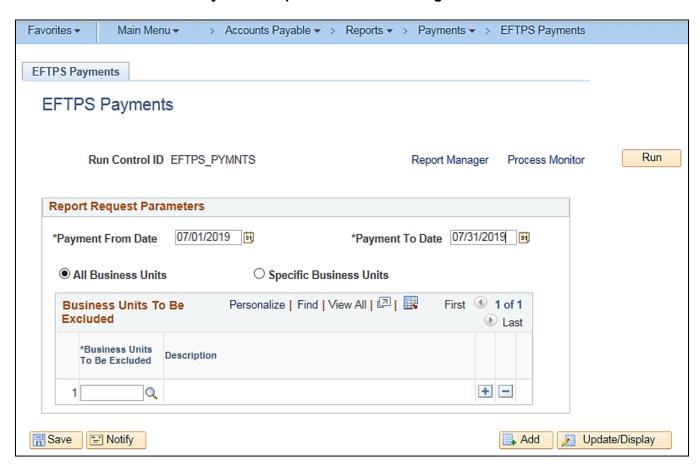
All Business Units [checkbox], then Business

Units To Be Excluded

Specific Business Units [checkbox], then Business

Units To Be Included

Screenshot of the EFTPS Payments Report - Run Control Page



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Screenshot of the RAP611 Report of Federal Tax Payments Made Through EFTPS

	Commonwealth of Virginia REPORT OF FEDERAL TAX PAYMENTS MADE THROUGH EFTPS Run Date: 01/03/2020 Run Time: 02:58 00												
	From Dat To Date Unit		9						Page No. 1 c	of 1			
BU Ta	ах Туре	Remit Supplr	Voucher Id	Tax Period End Date	Social Security Amt	Medicare Amt	Withholding Amt	Tax Amt	Payment Ref	Payment Date			
99701	9417 9417 9417			06/01/2019 06/01/2019 06/01/2019	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	27.86 53.36 5.64	81141273 81143896 81149180	07/11/2019 07/15/2019 07/19/2019			
Total fo	or BU :	99701			0.00	0.00	0.00	86.86					
Report 1	rotal:				0.00	0.00	0.00	86.86					

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Unreimbursed / Reimbursed Petty Cash Voucher Report (RAP481)

REVISED: 03/02/2017

DESCRIPTION:

This report provides a list of vouchers that require petty cash replenishment or which have already been included for replenishment. The report can be used by Voucher Processors who handle petty cash.

NAVIGATION PATH:

Main Menu > Accounts Payables > Reports > Vouchers > Unreimb/Reimb Petty Cash Vchrs

RUN CONTROL PARAMETERS:

AP Business Unit and Voucher ID

OUTPUT FORMAT:
PDF
CSV

Vouchers Begin Accounting Date Vouchers End Accounting Date Unreimbursed Vouchers [checkbox], then Petty Cash Business Unit Reimbursed Voucher [checkbox], then

Screenshot of the Unreimbursed Petty Cash Voucher - Run Control Page

Favorites ▼ Main Menu ▼ >	Accounts Payable ▼ > Rep	orts → > Vouchers	→ Unreimb/Re	imb Petty Cash Vchrs
Unreimb/Reimb Petty Cash Vchrs				
Unreimbursed/Reimburse	d Petty Cash Voucher	Report		
Run Control ID AD_HOC		Report Manager	Process Monitor	Run
Accounting Date Range				
*Vouchers Begin Accounting Date	12/01/2019			
*Vouchers End Accounting Date *Unreimbursed Vouchers	12/31/2019 🙀	it Voucher		
Unreimbursed Vouchers				
Petty Cash BU 501P0 Q				
Reimbursement Voucher				
Save Return to Search	Previous in List Next	in List 🖺 Notify	@ Refresh	Add // Update/Display

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Screenshot of the RAP481 Unreimbursed Petty Cash Voucher Report

Commonwealth of Virginia UNREIMBURSED PETTY CASH VOUCHER REPORT VDOT Petty Cash BU - 501P0

Run Date: 01/09/2020 Run Time: 07:25 00

Page No. 1 of 1

Vouchers Begin Accounting Date: 12/01/2019 Vouchers End Accounting Date: 12/31/2019 PC Business Unit: 501P0

12/31/2019 123119 0000057339

CARDINAL Report ID: RAP481

Check Date Check Nbr Payee Amount Voucher ID Description

100.00 00000030 INCREASE CHG FUND RW

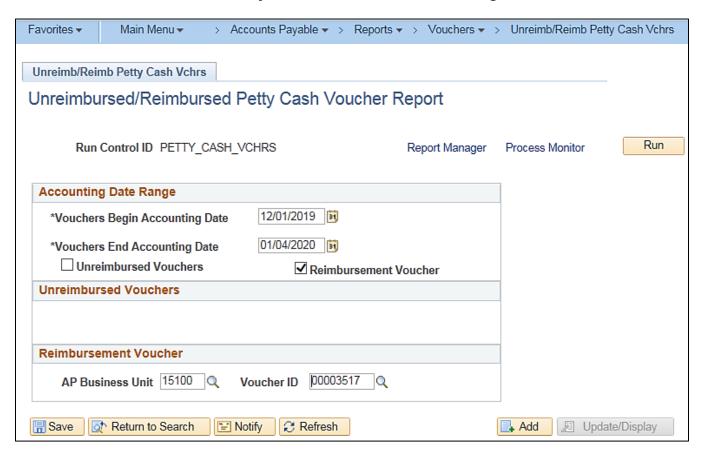
Payment Note

Total Unreimbursed Vouchers: 100.00

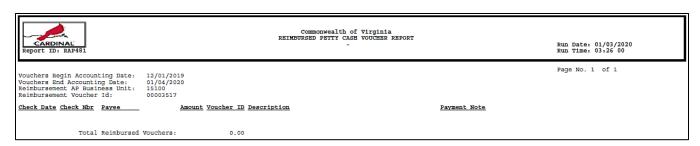
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Screenshot of the Reimbursed Petty Cash Voucher - Run Control Page



Screenshot of the RAP481 Reimbursed Petty Cash Voucher Report



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Voucher & Expense Accrual Rpt (VAPR0520)

REVISED: 01/17/2024

DESCRIPTION:

This report provides details of vouchers & Expenses for a designated Payment/Accounting date range including the associated payment information. The report can be used to monitor accruals.

NAVIGATION PATH:

Main Menu > Accounts Payable > Reports > Vouchers > Voucher & Expense Accrual Rpt

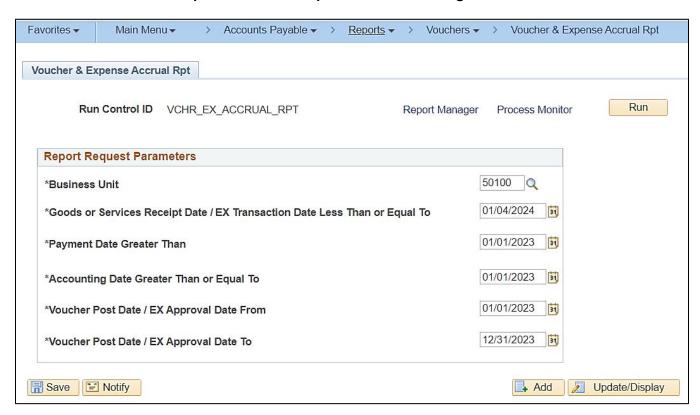
INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

PDF

Business Unit Goods or Services Receipt Date/EX Transaction Date Less Than or Equal To Payment Date Greater Than or Equal To Voucher Post Date / EX Approval Date From Voucher Post Date / EX Approval Date To

Screenshot Voucher & Expense Accrual Report Run Control Page



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Screenshot of the Voucher & Expense Accrual Report

CARDINAL Report ID: VAPR	5520		Commonweal VOUCHER AND EXF	ith of Virginia PENSE ACCRUAL REPORT		Run Date: 01/15/20 Run Time: 04:10 00	
Payment Date Gre Accounting Date Voucher Post Dat	s Receipt Date / EX Transaction ater Than Greater Than or Equal To e / EX Approval Date From e / EX Approval Date To	Date Less Than or Equa	il To :	50100 01/04/2024 01/01/2023 01/01/2023 01/01/2023 12/31/2023		Page No. 1 of 574	6
BU Fund Prog	cam Account Vehr ID Ln# Ds	# Acctg Dt Project	Accrue <u>DEPT</u> Supplie	ed Vouchers er Name	Agy Invoice Dt Receipt Dt Post Dt	Pymnt Dt Pymnt Ref	Accrued Amount
50100 01000 50100 01000	L 2205141601471572 1 6 L 2205141601482605 1 6 L 2205141601495085 1 4 L 2205141601501274 1 4 L 2205141601513188 1 4 L 2205141601526786 1 4 L 2205141601532716 1 4 L 220514501532716 1 2 L 220514501532716 1 6 L 2205145201495112 1 6 L 2205145201501299 1 6 L 255630 01468696 1 1 L 25650 01468946 1 1	01/10/2023 02/09/2023 03/20/2023 04/06/2023 05/10/2023 06/12/2023 06/27/2023 04/06/2023 04/06/2023 01/04/2023 03/01/2023	99999 Employe 99999 Employe 99999 Employe 99999 Employe 99999 Employe		01/09/2023 12/31/2022 01/11/202: 02/06/2023 01/31/2023 02/13/202: 03/16/2023 02/26/2023 03/26/2023 03/26/2023 03/26/2023 03/26/2023 04/05/2023 05/04/2023 04/05/2023 05/04/2023 04/05/2023 05/04/2023 05/31/2023 06/12/202: 06/08/2023 05/31/2023 06/12/202: 06/23/2023 06/23/2023 06/23/2023 06/23/2023 06/23/2023 03/16/2023 03/26/2023 03/31/2023 04/05/2023 03/31/2023 04/05/2023 03/31/2023 02/21/2023 03/2023 03/2023 03/20220 03/2022 03/21/2023 03/21/2022 03/21/2022 03/21/2022 03/21/2022 03/21/20220	\$ 02/15/2023 24675794 03/22/2023 24775099 04/12/2023 24770136 05/12/2023 24826431 06/14/2023 24826431 06/29/2023 24906606 03/22/2023 24735098 04/12/2023 24770135 01/06/2023 24610810	1.88 3.84 5.74 2.11 3.31 3.65 0.08 0.08
То	cal for Program :					\$	902.11
50100 01000 6030 50100 01000 6030 50100 01000 6030 501100 01000 6030 501100 01000 6030 50100 01000 6030	23 E 5012470 01478000 300 1 32 E 5012470 01505975 282 1 23 E 5012480 01470246 3 1 23 E 5012480 01477660 1 3 23 E 5012480 01477711 1 3 23 E 5012480 01477711 1 3 24 E 5012480 01477983 463 1 25 E 5012480 01477983 479 1 26 E 5012480 01477983 479 1 27 E 5012480 01477983 489 1 28 E 5012480 01477983 499 1 29 E 5012480 01477983 499 1 20 E 5012480 01477983 499 1 20 E 5012480 01477983 499 1 21 E 5012480 0147683 133 3	05/02/2023 00001224 01/26/2023 000012216 01/26/2023 00001225 01/06/2023 000012216 01/26/2023 000012216 05/17/2023 000012216	1060 Bank of 2 15000 Bank of 16 10060 Bank of 16 10060 Lee BHM of 16 10060 Bank of 17 10060 Bank of 18 10060	America America Corp LINGS LLC Corp America		02/07/2023 90452092 05/02/2023 90466358 01/13/2023 24622288 02/02/2023 24652598 02/02/2023 24655343 02/07/2023 90452092 02/07/2023 90452092 02/07/2023 90452092 02/07/2023 90452092 02/07/2023 90452092 02/07/2023 90452092 02/07/2023 90452092	2,549,40 861,60 1,685,06 305,90 305,90 357,00 104,50 417,43 1,225,00 1,750,00

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Voucher Listing by ChartField Report (APS8003) - BI Publisher Report

REVISED: 01/02/2020

DESCRIPTION:

This report provides a list of vouchers for a designated date range that include specific ChartField values that are designated in the run control parameters. By example, the report can be run for all vouchers posted to a specific Account.

NAVIGATION PATH:

Main Menu > Accounts Payable > Reports > Vouchers > Voucher Listing by ChartField

RUN CONTROL PARAMETERS: OUTPUT FORMAT:

Business Unit PDF

Account

Department

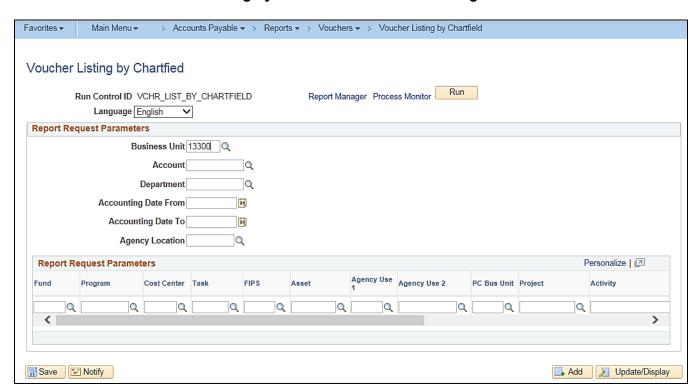
Accounting Date From

Accounting Date To

Agency Location

Report Request Parameters (ChartField Values)

Screenshot of the Voucher Listing by ChartField - Run Control Page



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Screenshot of the APS8003 Voucher Listing by ChartField Report

		Report ID: VAPR1064			Commonwealth of Virginia					34
					VOUCH	ER LISTING BY CHARTFI	ELD		Run Date	1/3/2020
CARE	DINAL								Run Time	3:35:24 PM
Business Unit:	13300	Account	ALL	Department:	ALL	Project:	ALL		GL Business Unit:	13300
Fund Code:	ALL	Cl388:	ALL	Budget Ref:	ALL	Operating Unit:	ALL		Program:	
Product:	ALL	Affillate:	ALL	Fund Affiliate:	ALL	Agency Location:	ALL		-	
						Accounting Date:				
Business Unit		Voucher		PO Business Ur	nit	Purchase Order		Currency		Voucher Amount
13300		0001497						USD		28,350.00
13300		0001498						USD		228.95
13300		0001499						USD		2,701.67
13300		0001500						USD		7,988.46
13300		0001501						USD		45,043.22
13300		0001502						USD		1,654.57
13300		0001503						USD		55.96
13300		0001504						USD		15,650.20
13300		0001505						USD		5.14
13300		0001506						USD		2,724.91
13300		0001507						USD		182.11
13300		0001508						USD		1,662.99
13300		0001509						USD		13,255.68
	Totals for Business Unit 13300 Currency USD								4,443,939.57	

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Voucher Register Report (APY1010) - BI Publisher Report

REVISED: 03/03/2017

DESCRIPTION:

This report provides vouchers for a designated date range with or without invoice line and distribution information. The report can be used to monitor vouchers.

NAVIGATION PATH:

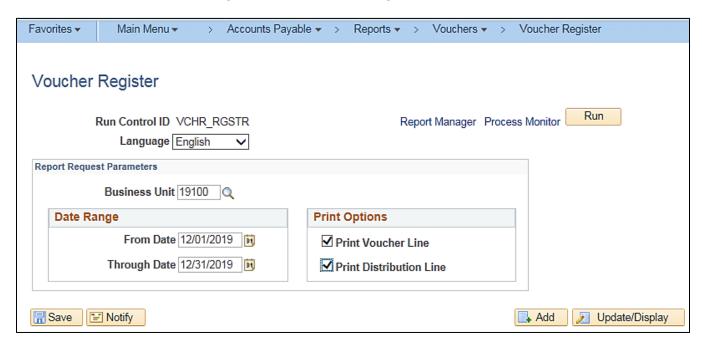
Main Menu > Accounts Payable > Reports > Vouchers > Voucher Register

RUN CONTROL PARAMETERS: OUTPUT FORMAT:

Business Unit PDF From Date XLS Through Date TXT

Print Voucher Line [checkbox]
Print Distribution Line [checkbox]

Screenshot of the Voucher Register - Run Control Page



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Screenshot of the APY1010 Voucher Register Report

	Report ID: APX1010	P	eopleSoft Accoun	ts Payable			Page No		1		
ORACLE"		7	VOUCHER RE	GISTER			Run Date		03/24/2020		
							Run Time		15:14:54		
Business Unit:	19100										
For the period:	Dec 1, 2019 through Dec 31, 2019										
		Voucl	her Header Info	rmation							
Entered Dt Voucher I	D Invoice ID Invoice Dt	Supplier ID St	upplier Name	Origin	Operator	Entry Stat	Acetg Dt	Post Stat	Dist Catel ID		
Dec 2, 2019 00024961	17-0203 120219 Nov 25, 2019	0000490324 KI	HALIL AMIR WATSON	ONL		Postable	Dec 2, 2019	Posted	STANDARD		
Approval Stat Currency	Rate Type Exchange Rate	Gross Amt D	Discount Amt	Use Tax	Sales Tax	Freight Amt	Misc Amt	Net Due Dt	Decnt Due Dt		
Approved USD	CRRNT 1.000000000	67.01	0.00	0.00	0.00	0.00	0.00	Nov 25, 2019			
	ment Date Document Sequence	Vat Trans Type	VAT Amount	Vat Exception Typ		Certificate ID Pro			Pay terms		
			0.00				N N	N	Due Now		
		Vou	cher Line Infor	mation				•	Date 11011		
			chei Line iinoi								
Line # Description	Merch Amt	Inv Item ID		Unit Price WTh	<u>iD</u>		Disc A				
1 17-0203	67.01			0.00 N			Y				
Sales/Use Tax	Sales/Use Tax Exception Type Excep	tion Certificate	Intrastat Nature o	f Transaction	Vat 0	ode	_ <u>v</u>	at Amount			
	None							0,00			
		Distri	bution Line Info	ormation							
Line # Sus Ref #	Account Alt Account Ope	rating Unit Fu	und Code D	ept ID Op	en Item ID	Status		ferch Amt			
Program Cla	s Budget Ref Product	Project Id	Affiliate	Affiliate l	Intral	Stat Cd		Statistic Amt			
1 0	5014110		9390 13	3100				67.01			
	6	03	1390	100				0.00			
	Voucher Header Information										
Entered Dt Voucher I	D Invoice ID Invoice Dt	Supplier ID Su	upplier Name	Origin	Operator	Entry Stat	Acetg Dt	Post Stat	Dist Catel ID		
	20-0222 120219 Oct 17, 2019	0001390055 Kr	risten Nicole Greco	ONL		Postable	Dec 2, 2019	Posted	STANDARD		
Dec 2, 2019 00024962											
Approval Stat Currency		Gross Amt D	Discount Amt	Use Tax	Sales Tax	Freight Amt	Misc Amt	Net Due Dt	Dscnt Due Dt		

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Voucher Upload Error Report (AP966)

REVISED: 03/03/2017

DESCRIPTION:

This report provides details about file level and transaction level errors (both One Time Supplier and voucher related) identified during the Voucher Upload process for interfacing agencies for a designated date range. Errors identified in this report will need to be corrected in the agency system and resubmitted to Cardinal. The report can be run manually for a designated date range using the following navigation path.

NAVIGATION PATH:

Main Menu > Accounts Payable > Reports > Vouchers > Voucher Upload Error Report

RUN CONTROL PARAMETERS: OUTPUT FORMAT:

From Date PDF

To Date

Tree Name (select BU_TREE_INTFC)

How Specified (select Detail – Selected Parents)

Tree Node Selector (select the Tree View icon)

Click + to expand the BU TREE INTFC link and

then click on the desired Business Unit

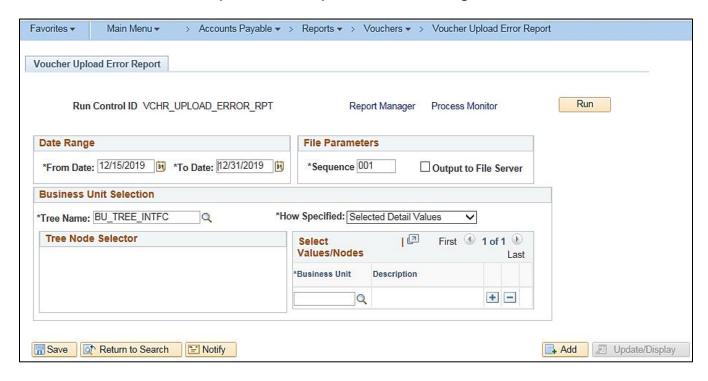
ADDITIONAL INFORMATION:

A copy of the Voucher Upload Error Report is generated after the nightly process has run and posted to the Cardinal Production File Server (agency Outbound folder) for agencies to retrieve automatically. The report can also be retrieved from the agency specific folder in Report Manager.

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Screenshot of the Voucher Upload Error Report Run Control Page



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Screenshot of the AP966 Voucher Upload Error Report

Commonwealth of Virginia VOUCHER UPLOAD ERROR REPORT

Run Date: 03/03/2017 Run Time: 08:44 00

Page No. 1 of 3

CARDINAL

Report ID: AP966

Transactional GL BU: 15800 Upload Date Range: 01-AUG-2016 to 15-AUG-2016

File Name: 15800_AP964_IN_07302016_1515_001.DAT Upload Date: 01-AUG-2016

File Rejected: The agency voucher file has one or more errors.

Field Value Error Field Name Error Description

Agency 15800 Upload file is blank

File Name: 15800_AP964_ Upload Date: 01-AUG-2016 15800_AP964_IN_07312016_1515_001.DAT

File Rejected: The agency voucher file has one or more errors.

Error Field Name Field Value Error Description

Agency 15800 Upload file is blank

File Name: 15800_AP964_IN_08012016_1515_001.DAT Upload Date: 01-AUG-2016

No Supplier Errors Found.

Voucher BU: 15800

Agency Voucher ID 73060 Voucher Line Num Distrib Line Num Error Field Name Field Value Error Description

The vendor location on the voucher header is not a valid location for the Business Unit: 15800, Voucher: 73060, and Vendor:000050905 (Invoice ID: 63923) VNDR_LOC IRS-CHEKCS

Summary totals are only displayed when the report is run for a submitting Business Unit.

15800_AP964_IN_08022016_1515_001.DAT File Name:

Upload Date:

File Success: File processed successfully with no errors.

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Employee Expense History Inquiry

REVISED: 03/03/2017

DESCRIPTION:

This inquiry is used to research and review employee expense transactions by type (e.g., Cash Advances, Expense Reports, Travel Authorizations, or All) for a designated date range. The Employee Expense History information includes Type, ID, Description, Status, From Date, Through Date, and Submitted Amount.

NAVIGATION PATH:

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

Alternative navigation path:

Main Menu > Employee Self Service > Travel and Expenses > Review Expense History

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Employee ID Online Name

From Date
Through Date
Transaction Type

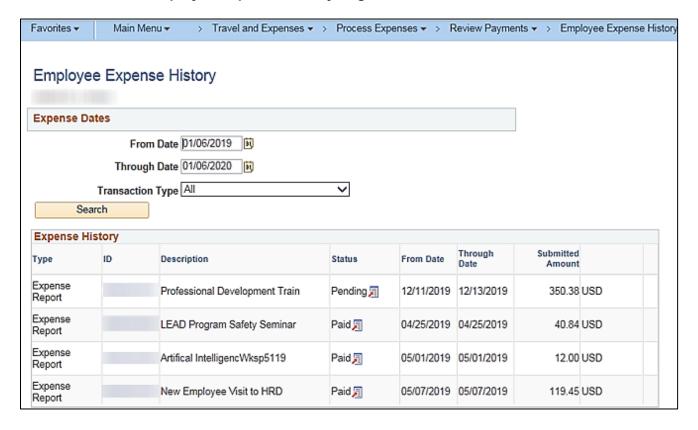
ADDITIONAL INFORMATION:

A user must be set up as a proxy for an employee to view this inquiry. The values provided in the **ID** field are hyperlinked and when clicked, the detail page associated with the transaction is displayed, e.g., **Expense Report Detail** page.

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Screenshot of the Employee Expense History Page



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Employee Payment History Inquiry

REVISED: 03/02/2017

DESCRIPTION:

This inquiry is used to research and review a history of payroll payments for an employee. The Employee Payment History information includes Type, ID, Description, Pay Status, Payment Method, Check Date, and Amount.

NAVIGATION PATH:

Main Menu > Travel and Expenses > Process Expenses > Review Payments > Payment History

Alternative navigation path:

Main Menu > Employee Self Service > Travel and Expenses > Review Payments

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Online

Employee ID

Name

Payment Number

SetID

Bank Code

Bank Account

Payment Reference

ADDITIONAL INFORMATION:

A user must be set up as a proxy for an employee to view this inquiry. The values provided in the **ID** field are hyperlinked and when clicked, the detail page associated with the transaction is displayed, e.g., **Expense Report Detail** page.

Screenshot of the Employee Payment History Page



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Expense Report Budget Exceptions Inquiry

REVISED: 03/03/2017

DESCRIPTION:

This inquiry is used to identify and review Expense Reports that have budget exceptions (i.e., do not pass budget checking) for a designated date. The inquiry can also be used to identify Expense Reports with budget exceptions based on a specific process status such as Only Warnings Exist, Errors Exist, etc.

NAVIGATION PATH:

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

INPUT / SEARCH CRITERIA:

Commitment Control Tran ID Commitment Control Tran Date

Report ID

Process Instance Process Status

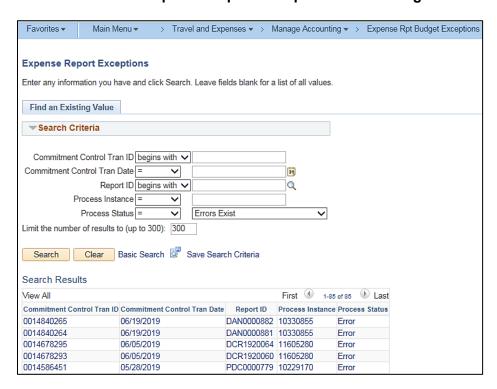
OUTPUT FORMAT:

Online CSV

ADDITIONAL INFORMATION:

Users can view information at a summary level or drill down to a detailed view level of the Expense Report, accounting distribution, etc.

Screenshot of the Expense Report Exceptions Search Page

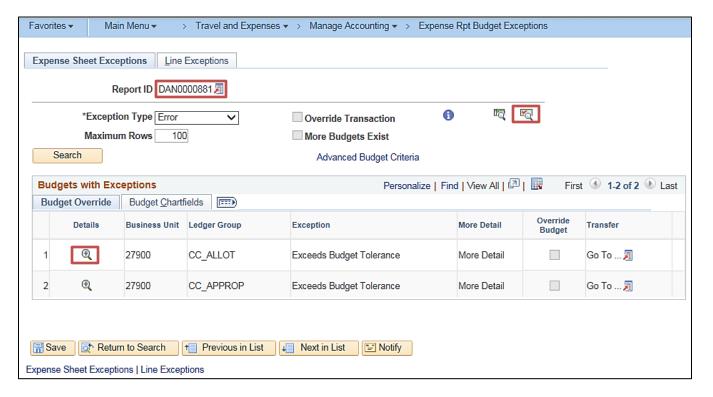


Note: The above identifies Expense Reports with a **Process Status** of Error. The values provided in the fields are hyperlinked and when clicked, the **Expense Sheet Exceptions** page associated with the respective transaction is displayed. The **Expense Sheet Exceptions** page provides details regarding the budget check error.

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Screenshot of the Expense Sheet Exceptions Page



Note: On the **Expense Sheet Exceptions** page, a user can click on the **Document** icon beside the **Report ID** to review the actual Expense Report, click on the **Budget Check Details** icon to see an explanation of the budget error, and click on the magnifying glass icon under the **Details** column to see transaction line details.

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Payment Cash Check Results Inquiry

REVISED: 03/03/2017

DESCRIPTION:

This inquiry is used to research and review the details of results for the daily payment Cash Checking process.

NAVIGATION PATH:

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

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

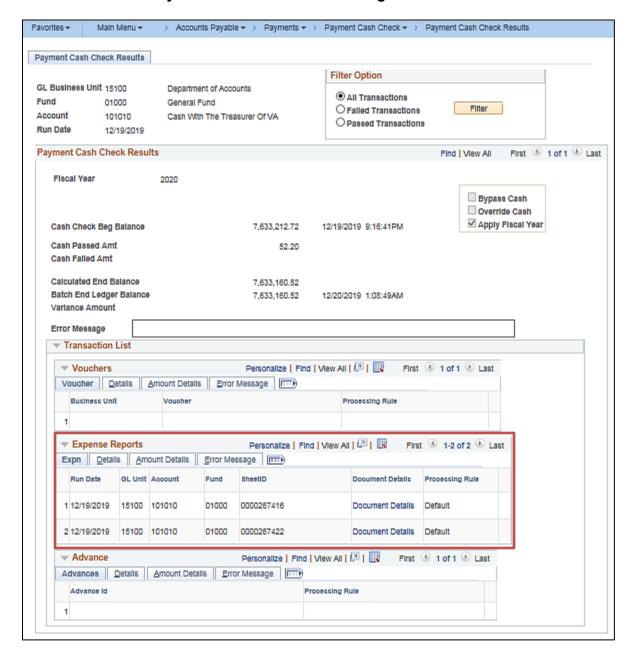
Online

Run Date GL Business Unit Fund Account

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Screenshot of the Payment Cash Check Results Page



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Payment Cash Check Review Results by Transaction Inquiry

REVISED: 10/03/2016

DESCRIPTION:

This inquiry is used to research and review the payment cash check results for a specific transaction and run date.

NAVIGATION PATH:

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

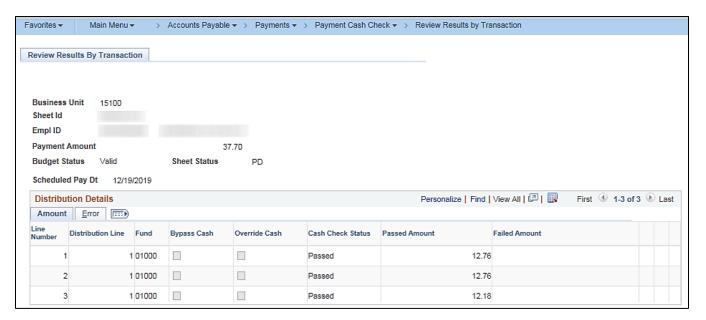
INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Online

Run Date Source Transaction (EXAD, EXPN, VCHR) Business Unit Advice ID

Screenshot of the Review Results by Transaction Page



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View Cash Advance Accounting Entries Inquiry

REVISED: 03/03/2017

DESCRIPTION:

This inquiry is used to review cash advance accounting lines for a selected cash advance or employee.

NAVIGATION PATH:

Main Menu > Travel and Expenses > Manage Accounting > View/Adjust Accounting Entries > Cash Advance Acctg Entries

INPUT / SEARCH CRITERIA:

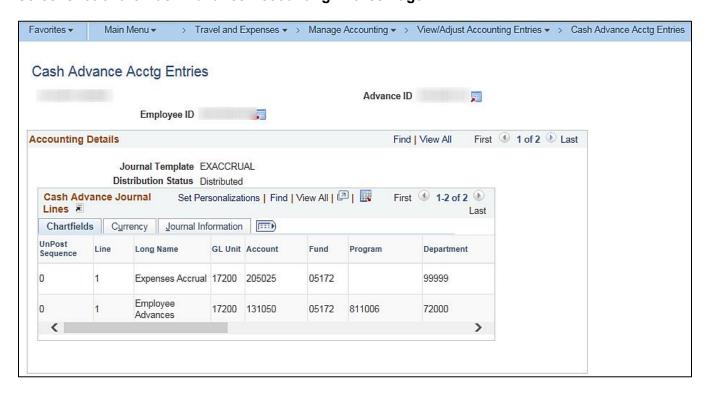
OUTPUT FORMAT:

Online

Advance ID Advance Description Name Empl ID

Advance Status Creation Date

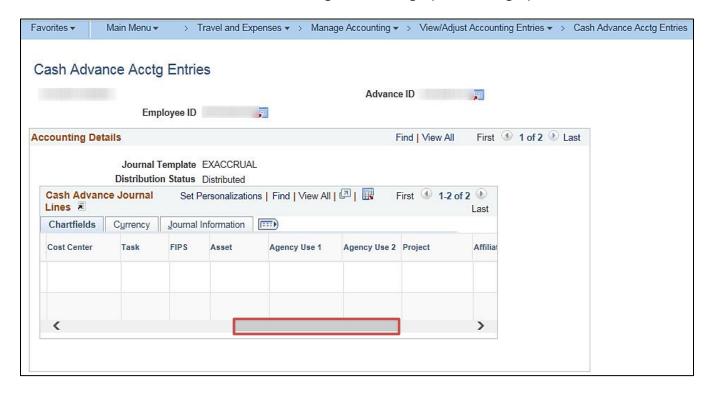
Screenshot of the Cash Advance Accounting Entries Page



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Screenshot of the Cash Advance Accounting Entries Page (scrolled right)



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View Cash Advance Inquiry

REVISED: 03/03/2017

DESCRIPTION:

This inquiry is used to research and review employee cash advances. The inquiry displays detailed information including Employee Name, Advance ID, Status, Accounting Date, Post Date, Advance Amount, Amount Applied to Expense Reports, Payments Received, Report Balance, Amount Due Company, Pending Actions, and Action History.

NAVIGATION PATH:

Main Menu > Travel and Expenses > Travel and Expense Center > Cash Advance > View

Alternative navigation path:

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

Online

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Advance ID
Advance Description
Name
Empl ID
Advance Status
Creation Date

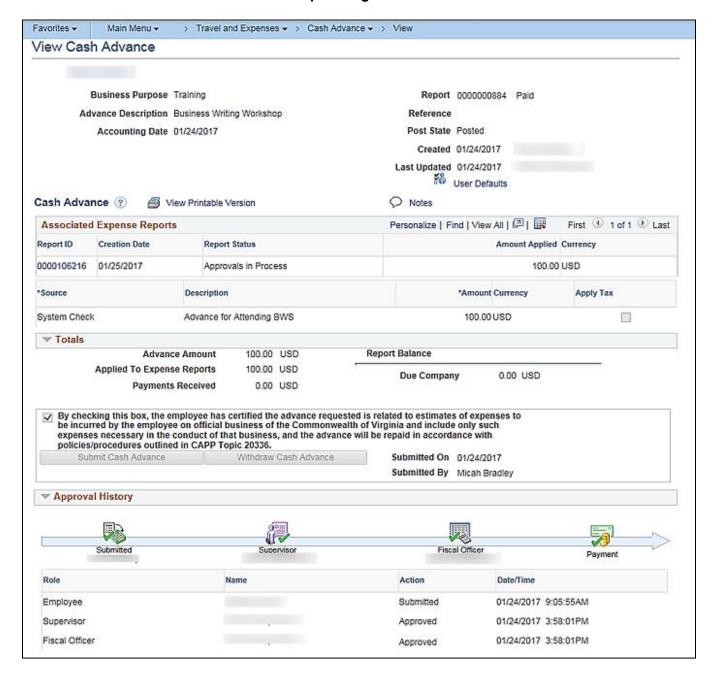
ADDITIONAL INFORMATION:

A user must be set up as a proxy for the employee to view the cash advance information.

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Screenshot of the View Cash Advance Report Page



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View Expense Report Accounting Entries Inquiry

REVISED: 03/03/2017

DESCRIPTION:

This inquiry is used to review expense report accounting lines for a selected expense report or employee.

NAVIGATION PATH:

Main Menu > Travel and Expenses > Manage Accounting > View/Adjust Accounting Entries > Expense Report Acctg Entries

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Report ID

Online

Report Description

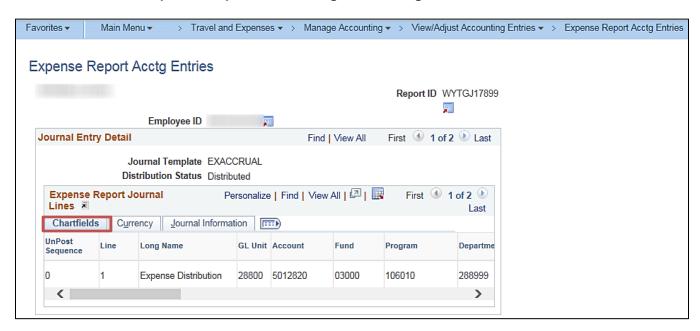
Name

Empl ID

Report Status

Creation Date

Screenshot of the Expense Report Accounting Entries Page



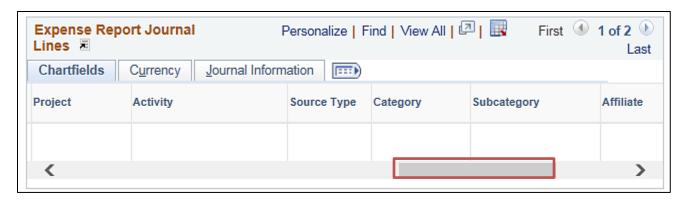
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Screenshot of the Expense Report Accounting Entries Page (scrolled right)



Screenshot of the Expense Report Accounting Entries Page (continued scrolled right)



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View Expense Report Inquiry

REVISED: 01/02/2020

DESCRIPTION:

This inquiry is used to research and review employee expense reports. The inquiry displays detailed information including Employee Name, Report ID, Description, Business Purpose, Status, Travel Expense Type, Expense Date, Amount Spent, Pending Actions, and Action History.

NAVIGATION PATH:

Main Menu > Travel and Expenses > Expense Report > View

Alternative navigation path:

Main Menu > Employee Self Service > Travel and Expense Center > Expense Report > View

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Online

Report ID

Report Description

Name

Empl ID

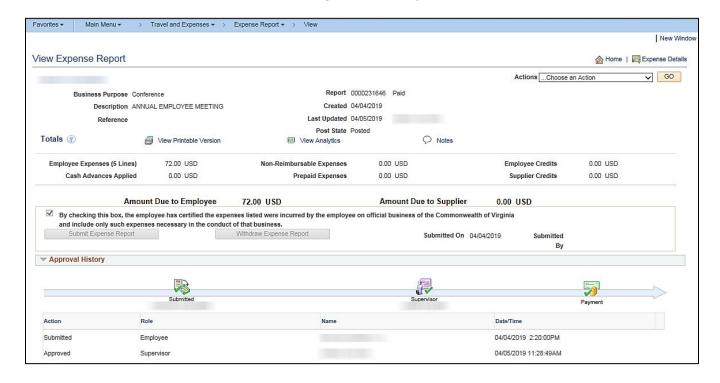
Report Status

Creation Date

ADDITIONAL INFORMATION:

A user must be set up as a proxy for an employee to view the travel authorization information.

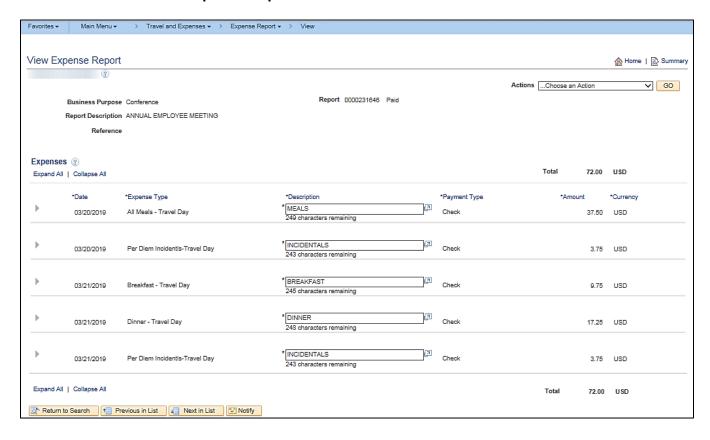
Screenshot of the View Expense Report Page - Summary View



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Screenshot of the View Expense Report - Detail View



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View Travel Authorization Inquiry

REVISED: 01/02/2020

DESCRIPTION:

This inquiry is used to research and review travel authorizations. The inquiry displays detailed information including Employee Name, Authorization ID, Description, Business Purpose, Status, Travel Expense Type, Date, Authorized Amount, Pending Actions, and Action History.

NAVIGATION PATH:

Main Menu > Travel and Expenses > Travel Authorization > View

Alternative navigation path:

Main Menu > Employee Self Service > Travel and Expense Center > Travel Authorization > View

INPUT / SEARCH CRITERIA:

ADDITIONAL INFORMATION:

OUTPUT FORMAT:

Online

Authorization ID
Authorization Name

Name

Empl ID

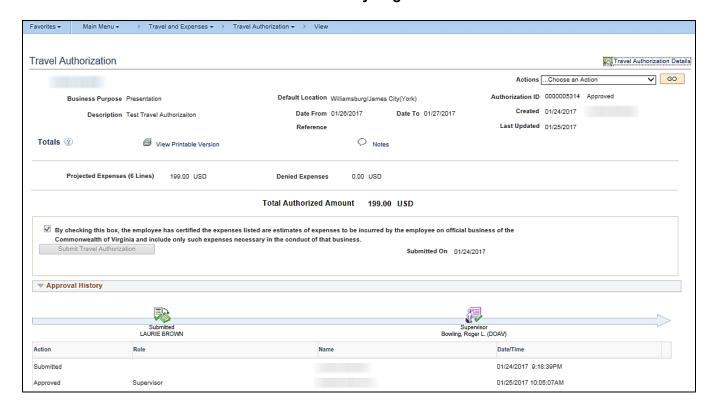
Status

Creation Date

Dieation Date

A user must be set up as a proxy for an employee to view the travel authorization information.

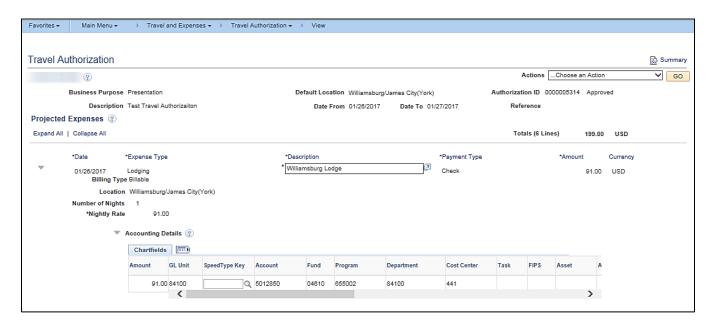
Screenshot of the Travel Authorization - Summary Page



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Screenshot of the Travel Authorization - Detail View



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Cash Advance Worklist Query (V_AP_WF_EXPENSE_CA)

REVISED: 03/03/2017

DESCRIPTION:

This query displays cash advances by Business Unit, Employee ID, Transaction ID and/or Approver ID and for a designated date range that are pending approval. The query can be used to identify outstanding cash advances requiring review and approval.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AP_WF_EXPENSE_CA

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

INPUT / SEARCH CRITERIA:

Business Unit Emplid (% for all) Transaction ID (% for all) Approval ID (% for all) From Date To Date

OUTPUT FORMAT:

HTML Excel CSV

Screenshot of the Cash Advance Worklist Query Page

	_EXPENSE	_CA - Cash	Advances									_		
В	usiness Unit [50100 Q												
Empl	lid (% for all)	6												
Transaction I	ID (% for all)	6												
Approval I	ID (% for all)	16												
	From Date 0	01/01/2017												
		03/17/2017												
View Resul	_ `													
Developed														
Download to	esuits in : Ex	cel SpreadShee	t CSV Text I	File XML File (11	kb)									
View All	esuits in : Ex	cel SpreadShee	t CSV Text I	File XML File (11	kb)								First 1	-3 of 3 Last
	Approver	Cash Advance ID	t CSV Text	File XML File (11	Accounting Date	Submit Date	Cash Advance Created By	Approval Type	Cash Advance Approval Status	Workflow Instance	Current Date	Cash Advance Amount	Cash Advance Approval Date	Cash Advance Origin
View All Business		Cash		·	Accounting	Date			Approval Status Submitted for	Instance		Advance	Cash Advance Approval	Cash Advance
View All Business Unit		Cash Advance ID		·	Accounting Date	Date 01/13/2017		Type	Approval Status Submitted for Approval Submitted for	Instance 0	Date	Advance Amount	Cash Advance Approval	Cash Advance Origin

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Decentralized Audit Expenditur (V_AP_AUDIT_EXPENDITURES)

REVISED: 1/15/2024

DESCRIPTION:

This query will display voucher and expense data that has been approved, budget checked, and posted within a specified accounting period. The query displays Business Unit, along with detailed voucher, vendor, and invoice information.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V AP AUDIT EXPENDITURES

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML
Accounting Date From Excel
Accounting Date To CSV

Screenshot of the Payment Cash Check Results Query Page

	Busines	s Unit 15	100 Q											
*Acc	ounting Date	From 01	/01/2023											
*/	Accounting D	ate To 12	/31/2023											
Vie	w Results													
Dov	wnload result	tsin: Ex	cel SpreadShe	et CSV1	Text File XN	1L File (754	l kb)							
View	/ All													
Row	Transaction Type	Business Unit	Transaction ID	Total Amount	Transaction Date	Accounting Date	Schedule Due Date	Invoice ID	Supplier SetID	Supplier ID	Supplier Name	Customer Account Number	Employee ID	First Name
	Expense	15100	0000355907	1082.86	02/03/2023	02/03/2023								
1	Report													
2	Report Expense Report		0000356088	342.16	02/06/2023	02/06/2023								
2	Expense	15100	0000356088 0000356088		02/06/2023									
	Expense Report Expense	15100 15100		342.16		02/06/2023								

Screenshot of the Payment Cash Check Results Query Page (scrolled right)

Line Number	Distribution Line Number	Line Description	Monetary Amount	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	GL Business Unit	Agency Use 1	Agency Use 2	PC Business Unit	Project	Activity	Source Type	Category	Subcategory
1		Tuition reimbursement	1082.86	5012250	01000	724001	98400					15100								
1	1	CMI Training	75.33	5012270	01000	737001	95500					15100								
2	1	CMI Training	40.50	5012270	01000	737001	95500					15100								
3	1	CMI Training	3.75	5012270	01000	737001	95500					15100								
4	1	CMI Training	26.00	5012270	01000	737001	95500					15100								
5	1	CMI Training	5.00	5012270	01000	737001	95500					15100								

Employee Profile Query (V_AP_ EMPLOYEE_PROFILE)

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REVISED: 01/17/2024

DESCRIPTION:

This query will provide the ability to report Employee Profile Information and Defaults by Business Unit and Department.

To run this query user must have V_AP_COVA_EMP_PRFL_SYNC_MAINT (for State agency users) or V_AP_TE_SYNC_PROCESSOR (for VDOT users) role.

HTML

Excel

CSV

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V AP EMPLOYEE PROFILE

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

GL Business Unit SetID Department (% for ALL) Employee ID (% for ALL)

Screenshot of the Employee Profile Query

Emplo			D STATE Q	Q																			
	yee ID (%			0	2																		
View	Results																						
Down View A		ults in :	Excel Spread	Sheet	CSVT	ext File XML F	File (3467 kb)													First	1-100 of 4	1178 🕟 La
Row	GL Business Unit	DeptID	Employee ID	Last Name	First Name	Supervisor ID	Supervisor Name	Address 1	Address 2	City	State	Postal	Default Fund	Default Program	Default Cost Center	Default Task	Default FIPS	Default Asset	Default Agency Use 1	Default Agency Use 2	Default Affiliate	Default Fund Affiliate	Default Departmen
1 5	50100	005			-			j.				_											005
2 5	50100	113			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			-			-	_											113
3 5	50100	113						3.				-											113
4 5	50100	113			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,						-	-											113
5 5	50100	50540		-	-			-				_											50540
6 5	50100	99999						2.		No. of Concession	-												99999

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Employee Proxy Query (V_AP_ EMPLOYEE_PROXY)

REVISED: 01/17/2024

DESCRIPTION:

This query will provide the ability to report Employee Proxy Information by Business Unit and Department.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V AP EMPLOYEE PROXY

INPUT / SEARCH CRITERIA:

GL Business Unit HTML
SetID Excel
Department (% for ALL) CSV
Employee ID (% for ALL)

Screenshot of the Employee Proxy Query

V_AF_	EMPLOYEE_PROXY - Em	ployee Proxy					
*(GL Business Unit 50100 Q						
	*SetID STATE Q						
Departr	ment (% for ALL) %	Q					
Employe	e ID (% for ALL) %	a					
View R							
		et CSV Text File XML File (3	9 kh)				
View All		oc oor toxerno xunerno (a	V 1.07				First 1-100 of 129 🕦 Las
Row	GL Business Unit	Department ID	Employee ID	Last Name	First Name	Authorized Proxy UserID	Authorized Proxy Name
1	F0400						
	50100	005					Thursday Tony Hamo
2	50100	005 005					Additional Flory Hamo
2						77	The state of the s
2 3 4	50100	005					Table 100 y family
2 3 4 5	50100 50100	005 005				(A, F) (B)	
3	50100 50100 50100	005 005 005				10.00 10.00 10.00 10.00 10.00 10.00	
3 4 5	50100 50100 50100 50100	005 005 005 005				0000 (3, 7) (000 0000 0000 0000 0000	
3 4 5	50100 50100 50100 50100 50100	005 005 005 005 005				0000 (3, 7) (000 (1000) (1000) (1000) (1000)	
3 4 5 6 7	50100 50100 50100 50100 50100 50100	005 005 005 005 006 005				10.75 (100 10.75 (100 10.80 10	

OUTPUT FORMAT:

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Employee Travel Statistics Query (V_AP_ TRAVEL_STATISTICS)

REVISED: 05/23/2024

DESCRIPTION:

This query displays the number of travel checks issued to an employee and to generate the statistics needed for Quarterly Travel Report. The query is run by Payment Date Range. The query output shows Payment Reference, GL Business Unit, payment Amount, Employee Name, Employee ID, payment Date, Payment Method. This query is restricted to be used by DOA EDI team.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AP_TRAVEL_STATISTICS

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Payment Date From HTML
Payment Date To Excel
CSV

Screenshot of the Employee Travel Statistics Query

V_AP_	TRAVEL_STATIS	STICS					4	
*Payme	nt Date From 02/01/	2024						
	ment Date To 04/17/	the state of the s						
View F		2021						
Downlo	oad results in : Exce	el SpreadSheet CSV Text File	XML File (304 kb)					
View Al	I							First 1-100 of 1128 (b) La
Row	Payment ID	GL Business Unit	Payment Amount	Employee Name	Employee ID	Payment Date	CHK/EDI ID	Payment Method
1	0008794704	10000	2000.000			02/01/2024	82287241	ACH
2	0008799046	10000	2000.000			02/02/2024	82288336	ACH
3	0008803278	10000	7.000			02/05/2024	82290078	ACH
4	0008798942	10300	87.450			02/02/2024	82288232	ACH
5	0008798963	10300	60.710			02/02/2024	82288253	ACH
6	0008799007	10300	209.440			02/02/2024	82288297	ACH
7	0008799024	10300	293.770			02/02/2024	82288314	ACH
8	0008799135	10300	84.420			02/02/2024	82288425	ACH
9	0008796003	10300	282.040			02/02/2024	25283377	CHK
10	0008794986	10700	8.700			02/01/2024	82287523	ACH
11	0008794681	11100	101.250			02/01/2024	82287218	ACH
12	0008798895	11100	488.800			02/02/2024	82288185	ACH
13	0008794759	11100	113.000			02/01/2024	82287296	ACH
14	0008794769	11100	878.680			02/01/2024	82287306	ACH
15	0008794778	11100	47.840			02/01/2024	82287315	ACH
16	0008798983	11100	454.520			02/02/2024	82288273	ACH
17	0008794794	11100	58.930			02/01/2024	82287331	ACH
18	0008794802	11100	365.360			02/01/2024	82287339	ACH

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Expense Prjct Accruals Query (V_AP_ PROJ_ACCRUALS_EXP)

REVISED: 1/15/2024

DESCRIPTION:

This query will pull expense project accruals for quarterly and year-end reporting.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AP_PROJ_ACCRUALS_EXP

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit
Transaction Dt <=
Payment DT >
Accounting Dt >=
Apprvl Dt From
Apprvl Dt To
Customer ID (% for ALL)

HTML Excel CSV

Screenshot of the Expense Prjct Accruals Query Page



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Expense Prict Catgry Accruals Query (V_AP_PROJ_CATEGRY_ACCRUALS_EXP)

REVISED: 01/17/2024

DESCRIPTION:

This query will pull expense accruals for quarterly and year-end reporting.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AP_PROJ_CATGRY_ACCRUALS_EXP

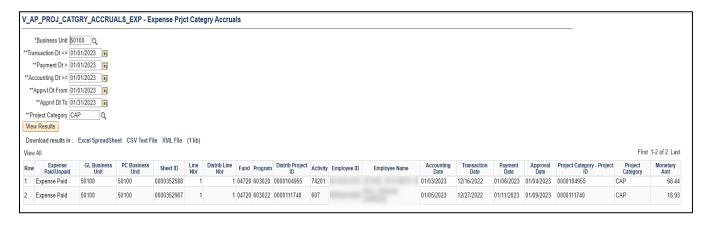
INPUT / SEARCH CRITERIA:

Business Unit
Transaction Dt <=
Payment Dt >
Accounting Dt >=
Apprvl Date To
Project Catetory

OUTPUT FORMAT:

HTML Excel CSV

Screenshot of the Expense Prjct Catgry Accruals Query Page



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Expense Report Worklist Query (V_AP_WF_EXPENSE_ER)

REVISED: 03/03/2017

DESCRIPTION:

This query displays expense reports by Business Unit, Employee ID, Transaction ID and/or Approver ID that are pending approval for a designated date range. The query can be used to identify outstanding expense reports requiring review and approval.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AP_WF_EXPENSE_ER

Alternative Navigation Path:

Main Menu > myCardinal Financials > Financials Report Execution > AP Reports > Expense Report Worklist

INPUT / SEARCH CRITERIA:

Business Unit Empl ID (% for all) Transaction ID (% for all) Approval User Id (% for all) From Date To Date

OUTPUT FORMAT:

HTML Excel CSV

Screenshot of the Expense Report Worklist Query Page

V_AP_WF_EXPENSE_ER - Expense	e Report									
Business Unit 15100 Q										
Empl ID (% for all) %										
Transaction ID (% for all) %										
Approval User Id (% for all) %										
From Date 02/01/2017										
To Date 03/17/2017										
View Results										
Download results in : Excel SpreadSheet	CSV Text File XML Fi	le (1 kb)								
View All									Firs	st 1-1 of 1 Last
Business Unit Approver Expense Report ID	Employee Name	Accounting Date	Submit Date	Expense Report Created By	Approval Type	Expense Report Approval Status	Workflow Instance	Current Date	Expense Report Amount	Expense Report Origin
1 15100 UHK37558 0000106226		02/21/2017	02/21/2017	FINUSER01	Supervisor	Submitted for Approval	(03/03/2017	195.410	W

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Expense Travel Rates Query (V_AP_EX_TRAVEL_RATES)

REVISED: 03/03/2017

DESCRIPTION:

This query displays the most recent travel rates per Location for all Expense Types.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V AP EX TRAVEL RATES

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

None HTML

Excel CSV

Screenshot of the Expense Travel Rates Query Page - Lodging Reimbursement type

-	_EX_TRAVEL_RATI								_	
View A	nload results in : Excel S All	preadSnee	t CSV Text File	XIVIL FIIE (1249 KD)					First 1-10	00 of 3904 🕑 Las
Row	Reimbursement Type	SetID	Expense Type	Expense Type Descr	Effective Date	Location	Location Descr	Start of Season	End of Season	Standard Rate
1	Lodging	STATE	LODGING	Lodging	10/01/2019	ABEMD	Aberdn/Bel Air/Belcamp(Harfrd)	01/01	12/31	104.000
2	Lodging	STATE	LODGING	Lodging	10/01/2019	ABING	Abingdon and Washington County	01/01	12/31	97.000
3	Lodging	STATE	LODGING	Lodging	10/01/2019	AKROH	Akron (Summit)	01/01	12/31	100.000
4	Lodging	STATE	LODGING	Lodging	10/01/2019	ALBNY	Albany	01/01	12/31	115.000
5	Lodging	STATE	LODGING	Lodging	10/01/2019	ALELA	Alxndria/Leesvil/Natch See GSA	01/01	12/31	99.000
6	Lodging	STATE	LODGING	Lodging	10/01/2019	ALLPA	Allntwn/East/Beth(Lehgh/Nrtham	01/01	12/31	107.000
7	Lodging	STATE	LODGING	Lodging	10/01/2019	ANDMA	Andover (Essex)	01/01	04/30	126.000

Screenshot of the Expense Travel Rates Query Page - Per Diem Reimbursement type

V_AP	_EX_TRAVEL_RATE	S- Expe	nse Travel Ra	tes						
Downl	load results in : Excel Sp	readShee	CSV Text File	XML File (1249 kb)					First	3904 of 3904 Last
Row	Reimbursement Type	SetID	Expense Type	Expense Type Descr	Effective Date	Location	Location Descr	Start of Season	End of Season	Standard Rate
3901	Per Diem	STATE	INCIDEN	Per Diem Incidnt-NonTravel Day	10/01/2019	YOSCA	YosemiteNtlPark (Mariposa)			5.000
3902	Per Diem	STATE	INCTRAV	Per Diem Incidentls-Travel Day	10/01/2019	YOSCA	YosemiteNtlPark (Mariposa)			3.750
3903	Per Diem	STATE	LUNNOTR	Lunch - NonTravel Day	10/01/2019	YOSCA	YosemiteNtlPark (Mariposa)			19.000
3904	Per Diem	STATE	LUNTRAV	Lunch - Travel Day	10/01/2019	YOSCA	YosemiteNtlPark (Mariposa)			14.250

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Expenses In Process Query (V_AP_EXPENSES_IN_PROCESS)

REVISED: 03/03/2017

DESCRIPTION:

This query displays all Expense transactions (Cash Advances, Travel Authorizations, and Expense Reports) that are in process (Not Paid, Approved, Closed, or Reconciled) for a designated Business Unit. The query allows users to monitor and take action on transactions, as needed.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V AP EXPENSES IN PROCESS

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit (% for all)

Dept ID (% for all)

Excel

CSV

ADDITIONAL INFORMATION:

A user must be a proxy for the employee to be able to add, modify, close, or delete an Expense transaction for the employee. Cash Advances will display as in process transactions until they have been Closed or Reconciled. Travel Authorizations will display until they have been Cancelled or Approved. Expense Reports will display until they have been Closed or Paid.

Screenshot of the Expenses In Process Query Page

Vie	Dept ID	(% for all)	1%							
Vie		_								
* 10	w Results	;								
Dov	vnload res	sults in :	Excel Spread	Sheet CSV Text File X	ML File (241 k	b)				
View	. All				•	•				
view	All									
Row	Report		Department	Current Approver User ID	Approver Type	Report ID	Report	Employee ID		
ROW	Type	Unit	ID	ourient/ipprovor occi ib	Approved Type	Roportio	Status	Liliployee ID	Employee Name	Report Description
1	Advance		10141	Canoni Approva	rippiotol ()po	0000002134		Employee ID	Employee Name	2019 DGS Procurement Conferenc

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Screenshot of the Expenses In Process Query Page (scrolled right)

							Firs	st 1-100 of 3	321 🕑 Last
Total Amt	Amt Due Employee	Accounting Date	Submit Date	Entered By Userid	Out of Policy	Duplicates Exist	Associated Travel Auth ID	Associated Advance ID	Associated Advance Amt
181.50	181.50	11/06/2019	11/05/2019						0.00
181.50	181.50	11/08/2019	11/08/2019						0.00

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Expenses Not Posted to EX Query (V_AP_EXPN_NOT_POSTED_TO_EX)

REVISED: 03/03/2017

DESCRIPTION:

This query displays all Cash Advance and Expense Report transactions that have not posted to EX for a designated Business Unit and Accounting Date range.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V AP EXPN NOT POSTED TO EX

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

GL Business Unit (% for All)

Accounting Date From

Accounting Date To

HTML

Excel

CSV

ADDITIONAL INFORMATION:

A Cash Advance must be fully Approved to post to EX and an Expense Report must be fully Approved and have a valid budget check status to post to EX. All Cash Advance and Expense Report transactions must be posted to EX before they can be Journal generated in GL.

Screenshot of the Expenses Not Posted to EX Query Page

V_A	P_EXPN_	NOT_POS	STED_TO_I	EX - Expen	ses Not	Posted to	EX				
Vie	Accounti w Results vnload result	Date From ing Date To	11/01/2019	iii iii t CSV Text F	ile XMLF	File (4 kb)					
Row	Transaction Type	Transaction Business Unit	Document ID	Employee ID	Employee Name	Accounting Date	Account	Fund Code	Program Code	Department ID	Cost Center
1	Cash Advance	84100	0000002144		DOE, JOHN	11/13/2019	131050	04610	656002	84100	422
2	Expense Report	50100	0000259390		DOE, JOHN	11/07/2019	5012850	04100	699001	10017	11120010
3	Expense Report	50100	0000261148		DOE, JOHN	11/07/2019	5013110	04100	604005	18004	11190010
4	Expense Report	50100	0000261751		DOE, JOHN	11/13/2019	5013120	04100	699001	10030	11120010
5	Expense Report	76600	0000261623		DOE, JOHN	11/12/2019	5012850	01000	352001	300	
6	Expense Report	76600	0000261623		DOE, JOHN	11/12/2019	5012880	01000	352001	300	

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Screenshot of the Expenses Not Posted to EX Query Page (scrolled right)

Business Unit PC	Project ID	Activity ID	Sheet Status	Budget Check Status	Line	Operator ID Entered	Creation Date	Submission Date	Approval Date	Last Upd DtTm	Last Updated By
			DEN		1868.63		11/13/2019	11/13/2019		12/02/2019 1:55:57PM	
			PND	N	14.00		10/30/2019	10/30/2019		11/07/2019 9:30:55AM	
			PND	N	105.29		11/07/2019			11/07/2019 12:53:36PM	
			SUB	٧	37.99		11/13/2019	11/13/2019		11/13/2019 11:17:24AM	
			PND	N	431.24		11/12/2019	11/12/2019		12/17/2019 12:47:02PM	
			PND	N	247.50		11/12/2019	11/12/2019		12/17/2019 12:47:02PM	

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Expenses Posted to EX Not JGEN Query (V_AP_EXPN_PSTD_EX_NOT_JGEN)

REVISED: 03/03/2017

DESCRIPTION:

This query displays all Cash Advance and Expense Report transactions that have posted to EX but have not journal generated in GL for a designated Business Unit and Accounting Date range.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V AP EXPN PSTD EX NOT JGEN

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

GL Business Unit (% for All)

Accounting Date From

Accounting Date To

CSV

HTML

Excel

CSV

ADDITIONAL INFORMATION:

Cash Advances and Expense Reports must be posted in EX before they can be Journal Generated in GL. All Cash Advance and Expense Report transactions must be Journal Generated and posted to GL.

Screenshot of the Expenses Posted to EX Not Journal Generated Query Page

V_A	V_AP_EXPN_PSTD_EX_NOT_JGEN - Expenses Posted to EX not JGEN												
GL B	usiness Unit	(% for All)	% Q										
	Accounting	Date From	12/30/2019	D1									
	Accountin	ng Date To	12/31/2019	D1									
Vie	w Results												
Dow	nload result	sin: Exce	l SpreadSheet	CSV Text Fi	le XML File (1 kb	b)							
View	All												
Row	Transaction Type	Transaction Business Unit	Document ID	Employee ID	Employee Name	Journal Template	Accounting Date	Payment Reference		Payment Selection Status		Fund Code	Program Code
	Expense Report	50100	0000267433			EXACCRUAL	12/30/2019			N	5012270	04720	514008
/	Expense Report	50100	0000267985			EXACCRUAL	12/30/2019			N	5012270	04720	603015

Screenshot of the Expenses Posted to EX Not Journal Generated Query Page (scrolled right)

												First 1-2 of 2 Last
Department ID	Business Unit PC	Project ID	Activity ID	Sheet Status	Budget Check Status	Distrib Line Amount	Operator ID Entered	Creation Date	Submission Date	Approval Date	Last Updated Date Time	Last Updated By
10011				STG	V	34.50		12/19/2019	12/30/2019	12/30/2019	12/30/2019 3:30:01PM	
13023				STG	V	42.31		12/30/2019	12/30/2019	12/30/2019	12/30/2019 2:30:04PM	

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Identify Duplicate Expenses Query (V_AP_EXPENSES_POTENTIAL_DUPS)

REVISED: 03/03/2017

DESCRIPTION:

This query displays potential duplicate expense transactions based on the Expense Line record. The query can be used to monitor duplicate expense transactions. The query results are displayed based on the same expense type, transaction date, and transaction amount within the same Expense Report or with another Expense Report for the same employee.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AP_EXPENSES_POTENTIAL_DUPS

INPUT / SEARCH CRITERIA:

GL Business Unit (% for ALL)
Department (% for ALL)
Employee ID (% for ALL)
Transaction Date From
Transaction Date To

OUTPUT FORMAT:

HTML Excel CSV

Screenshot of the Identify Duplicate Expenses Query Page

		init (% for AL ent (% for AL		L Q										•			
		ID (% for AL		a													
	Transac	tion Date Fro	om 12/01/2019	ii)													
			To 12/15/2019	Ħ													
Vie	w Results																
		ults in : Ex	cel SpreadShe	et CSV Text File	XML File	(4 kb)											
View																	1-6 of 6 La
Row	GL Business Unit	Department ID	Employee ID	Employee Name	Transaction Date	Report ID	Report Description	Report Status	Entered By	Submission Date	Expense Type	Transaction Amt	Transaction Location	Transaction Description	Out Of Policy	Travel Authorization ID	Duplicate Comment
1	17100	6000394			12/11/2019	0000236950	before fix	Submitted for Approval		12/11/2019	GASOLNE	20.00			N		Expense linis a duplicate, Sheet Id 000023694
2	17100	6000394			12/11/2019	0000236953	before fix	Staged		12/11/2019	LODGING	50.00	ANDMA		N		Expense linis a duplicate, Sheet Id 000023695
3	40200	50503		(12/10/2019	0000236947	test	Submitted for Approval		12/11/2019	LODGING	40.00	ABEMD		N		Expense li is a duplicate, Sheet Id 000023694
4	76900	100			12/10/2019	0000236943	report	Pending	ı		LODGING	60.00	ABEMD		N		Expense li is a duplicate, Sheet Id 000023694

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Out of St, Intl & Conf Expense Query (V_AP_EXPENSES)

REVISED: 01/17/2024

DESCRIPTION:

This query will display the list of out of state, international and conference related expenses based on business unit selected.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V AP EXPENSES

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

GL Business Unit (% for all) HTML Excel

CSV

Screenshot of the Out of St, Intl & Conf Expense Query Page

GL Bu	EXPENSES - Out of St, II siness Unit (% for all) 50100 C Results load results in : Excel SpreadSt							First 1-77 of 77 Last
Row	Expense Report Number	Employee ID	Employee Name	Department ID	Business Purpose	Expense Location	Expense Location State	Expense Location Country
1	0000389008				Conference	SaltLakeCity(Salt Lake/Tooele)	UT	USA
2	0000392261				Conference	Virginia Beach	VA	USA
3	0000392512				Conference	Virginia Beach	VA	USA
4	0000389906				Conference	Virginia Beach	VA	USA
5	0000392328				Conference	Virginia Beach	VA	USA
6	0000388387				Conference	Virginia Beach	VA	USA
7	0000389203				Conference	Washington DC See GSA website	DC	USA
8	0000391802				Meeting	Washington DC See GSA website	DC	USA
9	0000379931				Meeting	Washington DC See GSA website	DC	USA
10	0000392579				Meeting	Washington DC See GSA website	DC	USA

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Posted Cash Advance Extract Query (V_AP_POSTED_ADV)

REVISED: 03/03/2017

DESCRIPTION:

This query displays posted cash advances for a designated Journal Date range. The query provides the transaction lines of the Cash Advance (including Journal ID, Journal Date, Journal Post Date, and Journal Line Number) but does not include the accrual and cash lines of the transaction.

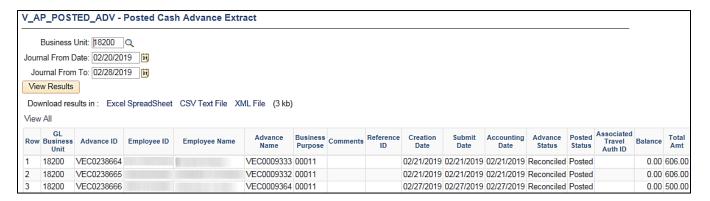
NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V AP POSTED ADV

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML
Journal From Date Excel
Journal To Date CSV

Screenshot of the Posted Cash Advance Extract Query Page



Screenshot of the Posted Cash Advance Extract Query Page (scrolled right)

	First 1-3 of 3 I															f3 Last						
Line	Line Amt	Desci	Distrib Line	Distrib Line Amt	Account	Fund Code	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Project	Affiliate	Fund Affiliate	Journal ID	Journal Date	Journal Post Date	Journal Line	Unpost Seq.
1	606.00	D	1	606.00	131050	07010	470001	182										EX01137664	02/22/2019	02/22/2019	2	0
1	606.00	D	1	606.00	131050	07010	470001	182										EX01137664	02/22/2019	02/22/2019	4	0
1	500.00	D	1	500.00	131050	07010	470001	182										EX01142687	02/28/2019	02/28/2019	100	0

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Posted Expense Report Extract Query (V_AP_POSTED_EXPN)

REVISED: 03/03/2017

DESCRIPTION:

This query displays posted expense reports for a designated Journal Date range. The query provides the expenditure lines of the Expense Report (including Journal ID, Journal Date, Journal Post Date, and Journal Line Number) but does not include the accrual and cash lines of the transaction.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V AP POSTED EXPN

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

GL Business Unit

Journal Date From

Excel

Journal Date To

CSV

Screenshot of the Posted Expense Report Extract Query Page

V_A	P_POST	TED_EXPN	- Posted Ex	cpense F	Report Extract								
GL	Business	Unit 17100											
Jour	nal Date F	rom 01/01/201	9 👸										
Jo	urnal Date	To 01/05/201	9 🛐										
Vie	w Results												
Dov	vnload res	ults in: Excel	SpreadSheet	CSV Tex	ct File XML File (1	53 kb)							
View	All												
Row	GL Business Unit	Expense Report Number	Employee ID	Employee Name	Sheet Name	Business Purpose	Comments	Creation Date	Submit Date	Entered by Userid	Approval Date	Accounting Date	Sheet Status
1	17100	SCC0496456		DOE, JOHN	REIMBURSEMENT FOR ACFE APPLICA	00011	ACFE APPLICATIN FEE REIMBURSEM~! 150859	01/04/2019	01/04/2019		01/04/2019	01/04/2019	Paid
2	17100	SCC0496459		DOE, JOHN	REIMBURSEMENT FOR CE FOR CPA L	00011	883289A~!150863	01/04/2019	01/04/2019		01/04/2019	01/04/2019	Paid
3	17100	SCC0496467		DOE, JOHN	REIMBURSEMENT FOR CPA CE	00011	CPA REIMBURSEMENT~! 150871	01/04/2019	01/04/2019		01/04/2019	01/04/2019	Paid

Screenshot of the Posted Expense Report Extract Query Page (scrolled right)

Associated Advance ID	Associated Advance Amt	Expense Line	Expense Type	Expense Date	Expense Line Amt	Expense Location	Expense Description	Distrib Line	Distrib Line Amt	Account	Fund Code	Program	Department	Cost Center	Task	FIPS	Asset
		1	INTC	01/02/2019	50.00		Interfaced Expense Report	1	50.00	5012210	02090	552016	3000231				
		1	INTC	10/15/2018	285.50		Interfaced Expense Report	1	285.50	5012270	02090	552016	3000233				
		1	INTC	12/28/2018	59.00		Interfaced Expense Report	1	59.00	5012240	02090	552016	3000233				

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Screenshot of the Posted Expense Report Extract Query Page (continued scrolled right)

													First	1-91 of	91 Last
Agency Use 1	Agency Use 2	PC Business Unit	Project ID	Activity ID	Analysis Type	Project Resource Type	Category	Subcategory	Affiliate	Fund Affiliate	Journal ID	Journal Date	Journal Post Date	Journal Line	Unpost Seq
											EX01097399	01/04/2019	01/04/2019	1	0
											EX01097399	01/04/2019	01/04/2019	3	0
											EX01097399	01/04/2019	01/04/2019	5	0

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Travel Authorization Query (V_AP_WF_EXPENSE_TA)

REVISED: 01/17/2024

DESCRIPTION:

This query will pull Travel Authorization information pending approval.

NAVIGATION PATH:

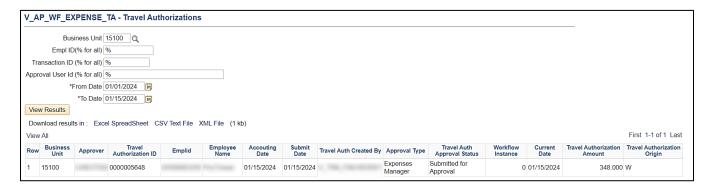
Main Menu > Reporting Tools > Query > Query Viewer > V AP WF EXPENSE TA

INPUT / SEARCH CRITERIA:

Business Unit HTML
Empl ID (% for all) Excel
Transaction ID (% for all) CSV
Approval User Id (% for all)

From Date To Date

Screenshot of the Travel Authorization Query Page



OUTPUT FORMAT:

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Expenses Reports

<This page is intended to be blank>

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Cash Advance Aging by Department Report (EXC5700) – BI Publisher Report

REVISED: 03/03/2017

DESCRIPTION:

The report provides aging information for outstanding cash advances. The report can be used to identify all outstanding cash advances for the Department by Business Unit and lists the number of days each cash advance has been outstanding.

NAVIGATION PATH:

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

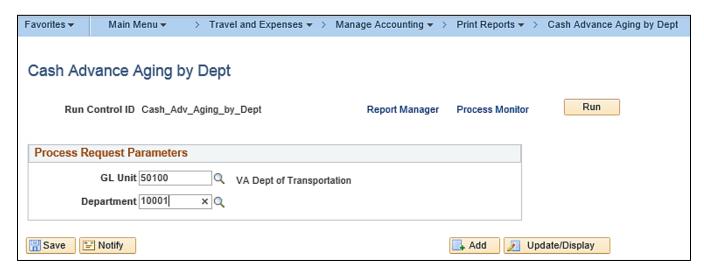
RUN CONTROL PARAMETERS: OUTPUT FORMAT:

Business Unit PDF
Department XLS
TXT

ADDITIONAL INFORMATION:

The **Advance Amount** field on the report displays the original advance amount and not the current balance.

Screenshot of the EXC5700 Cash Advance Aging by Department Report Run Control Page



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Screenshot of the EXC5700 Cash Advance Aging by Department Report

ORACLE'	Cash Advance	Page	Page 1 of 1						
EXC5700	People	Soft Expenses	Run Date:	1/7/2020					
r									
Report Parameters									
GL Business Unit 50100	VA Dept of Transportat	VA Dept of Transportation							
Department 10001	Department 10001								
Days Outstanding: 0									
EmployeeID/Name	Advance ID	Business Purpose	Payment Date	Amount					
				0.00					
•	•	•	<u>'</u>						
End of Report		Total Advances: 0	1	Total Advance Amounts: 0.00					
	No Data Found	I For Specified Report Paramete	ers.						

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Cash Advance Report (EXC5500) – Print Cash Advance- Bl Publisher Report

REVISED: 03/27/2016

DESCRIPTION:

This report is a printable format of the **Cash Advance** report in Cardinal.

NAVIGATION PATH:

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

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

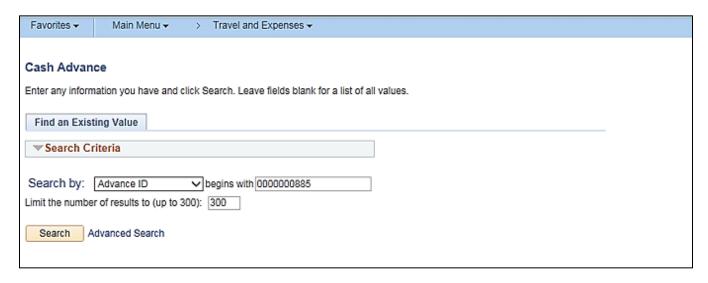
Advance ID PDF

Empl ID

ADDITIONAL INFORMATION:

A user must be set up as a proxy for the employee to print the **Cash Advance** report using this navigation path.

Screenshot of Cash Advance -Search Page



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Screenshot of the Cash Advance Report

	e use your browser's print feature.		
CARDINAL			
Cash Advance		Report Date	03/27/2017
		Report Time	11:21:32AM
Advance	ID 0000000885	Empt ID	
Description	on Business Writing Workshop	Status	Approved for Payment
Business Purpo	se Training		
Reference Numb	er		
Advance Source	Description		Amount
System Check	Advance for attending V	Nkshop	100.00 USD
		Cash Advance Total	100.00 USD
	8	Less Nonpayable Amount	0.00 USD
		Amount Due Employee	100.00 USD
otal amount of any adva hat all payments are sub	nce requested is necessary to condu- nce received is subject to deduction bject to debt setoff, We agree to the t om the trip and the supervisor's prom	from the traveler's salary if not represented traveler's submission of a travel R	paid within 60 days of issuance, and eimbursement Request within 5
A AMERICA SERVICE PROPERTY OF THE PER	Date	,	
Employee Signature			

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Cash Advance Upload Error Report (AP988)

REVISED: 04/08/2016

DESCRIPTION:

This report provides details about file level and transaction level errors identified during the Cash Advance Upload process for interfacing agencies for a designated date range. Errors identified in the Cash Advance 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 > Travel and Expenses > Manage Accounting > Print Reports > Cash Advance Upload Error Rpt

RUN CONTROL PARAMETERS:

OUTPUT FORMAT:

PDF

From Date

To Date

Tree Name (select BU_TREE_INTFC)
How Specified (select Detail – Selected Parents)

Tree Node Selector (select the Tree View icon)

Click + to expand the BU TREE INTFC link and

then click on the desired Business Unit

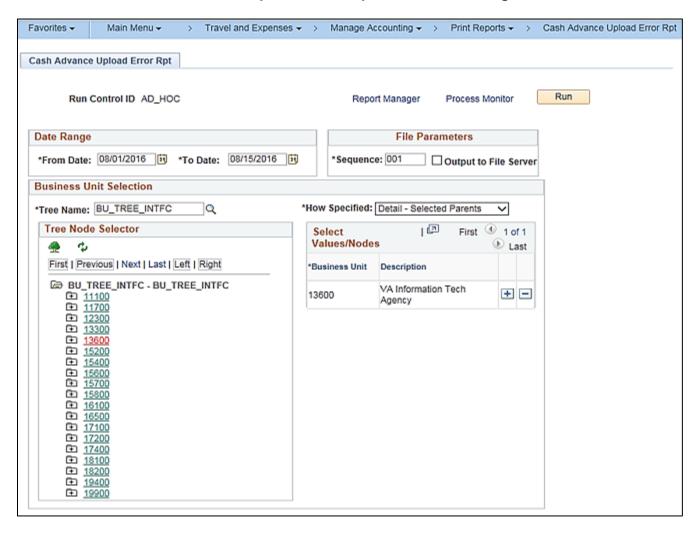
ADDITIONAL INFORMATION:

A copy of the Cash Advance Upload Error Report is generated after the nightly process has been run and posted to the Cardinal Production File Server (agency Outbound folder) for agencies to retrieve automatically. The report can also be retrieved from the agency specific folder in Report Manager.

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Screenshot of the Cash Advance Upload Error Report Run Control Page



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Screenshot of the AP988 Cash Advance Upload Error Report

Commonwealth of Virginia
CASH ADVANCE UPLOAD ERROR REPORT CARDINAL

Page No. 1 of 2

Run Date: 03/21/2016 Run Time: 02:24 00

Submitting GL BU: 24200 Upload Date Range: 01-FEB-2016 to 21-MAR-2016

File Name: 24200_AP967_IN_02092016_1537_001.DAT Upload Date: 09-FEB-2016

Error Field Name Field Value MONETARY_AMOUNT 9248

Error Field Name Field Value Error Description MONETARY_AMOUNT 9248 The sum of amounts the maximum cash a

The sum of amounts on the cash advance lines exceeds the maximum cash advance limit of 5000.

Error Description
The sum of amounts on the cash advance lines exceeds the maximum cash advance limit of 5000.

Total Cash Advance Transactions Submitted: 1
Total Cash Advance Transactions Rejected: 1
Total Cash Advance Transactions Loaded Successfully: 0

24200_AP967_IN_02102016_1516_001.DAT 10-FEB-2016

Upload Date:

Total Cash Advance Transactions Submitted: Total Cash Advance Transactions Rejected: Total Cash Advance Transactions Loaded Successfully:

File Name: 24200 AP967_IN_02112016_1605_001.DAT Upload Date: 11-FEB-2016

File Success: File processed successfully with no errors.

File Name: Upload Date: 24200_AP967_IN_02162016_1543_001.DAT 16-FEB-2016

File Success: File processed successfully with no errors.

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Print Cash Advance Report (EXC5500) - BI Publisher Report, VDOT Only

REVISED: 03/27/2016

DESCRIPTION:

This report is a printable format of the Cash Advance Report in Cardinal.

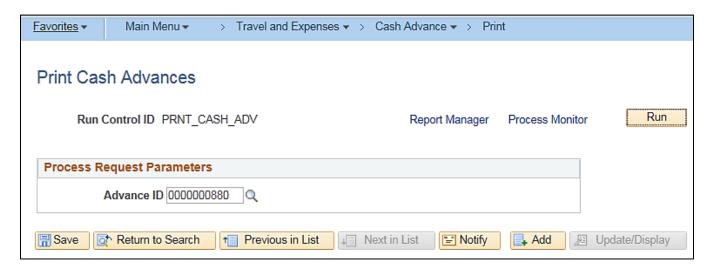
NAVIGATION PATH:

Main Menu > Travel and Expenses > Cash Advance > Print

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Advance ID PDF

Screenshot of Print Cash Advances - Run Control Page



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Screenshot of Cash Advance Report

	Cash Advance			PeopleSoft Expenses - EXC5500
	Employee ID/Name	Advance ID	Reference ID	Business Purpose
		0000000880	8/28-9/2	Conference
	Comments			
CARDINAL	TO ATTEND THE ANNUAL APA SEMINAR FROM 8	1/28-9/2/2016		

Advance Lines

Advance Source		Generate Payment	Description	Amount	
СНК	System Check		ATNO ANN APA SEMINAR 8/28-9/2	1008.50 USD	

We certify that the advance requested its necessary to Commonwealth. We understand that the total amount from the traveler's salary if not repaid within 60 days o debt sector. We agree to the traveler's submission of a of returning from the irls and the supervisor's promoting required.	of any advance received is subject to deduction f issuance, and that all payments are subject to travel Reimbursement Request within 5 workdays
Employee Signature	Date
Approved By	Case

Total Cash Advance:	1008.50	USD
Less Nonpayable Amount:	0.00	USD
Amount Due to Employee:	1008.50	USD

Empty of the Empty	Employee Phone	EPP49634	Creation Date 08/18/2016	Submit Date 09/19/2016	Resultant Date	Prior Date 1/7/2020	Page Number Page 1 of 1
--	----------------	----------	-----------------------------	---------------------------	----------------	------------------------	----------------------------

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Employee Average Expenses Report (EX_AVEM_XRPT) – BI Publisher Report

REVISED: 03/03/2017

DESCRIPTION:

This report provides the average expense reported for a specific employee, employees within a Department, or employees across a Business Unit for a designated time period.

NAVIGATION PATH:

Main Menu > Travel and Expenses > Manage Accounting > Print Reports > Employee Average Expenses

RUN CONTROL PARAMETERS: OUTPUT FORMAT:

GL Business Unit PDF Department XLS

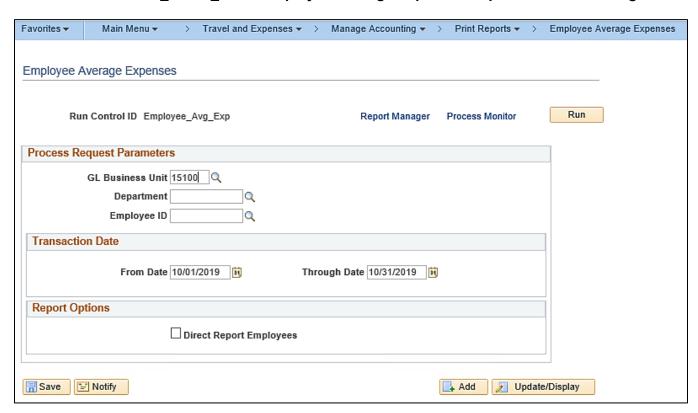
Employee ID

From Date

Through Date

Direct Report Employees [checkbox]

Screenshot of the EX_AVEM_XRPT Employee Average Expenses Report Run Control Page



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Screenshot of the EX_AVEM_XRPT Employee Average Expenses Report

		_			
ORACLE"	Employ	ee Average E	xpenses	Page:	1 of 1
EX_AVEM_XRPT	Ī	PeopleSoft Expens	es	Run Date:	1/7/2020
Report Parameters					
GL Business Unit	15100 Department of Ac	counts		From Date	10/01/2019
Department				Through Date	10/31/2019
Employee					
					<u> </u>
GL Business Unit: 15100	Department of Accounts				
Currency: USD	US Dollar				
Employee ID Employee		Department	Total Number of	Monetary Amount	Average Monetary
			Expense Report Lines	,	Amount
		95700	4	464.88	116.22

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Employee Trends Report (EX_ETRD_XRPT) - BI Publisher Report

REVISED: 03/03/2017

DESCRIPTION:

This report provides changes in expenses reported for a specific employee, employees within a Department, or employees across a Business Unit for a designated time period.

NAVIGATION PATH:

Main Menu > Travel and Expenses > Manage Accounting > Print Reports > Employee Trends

RUN CONTROL PARAMETERS: OUTPUT FORMAT:

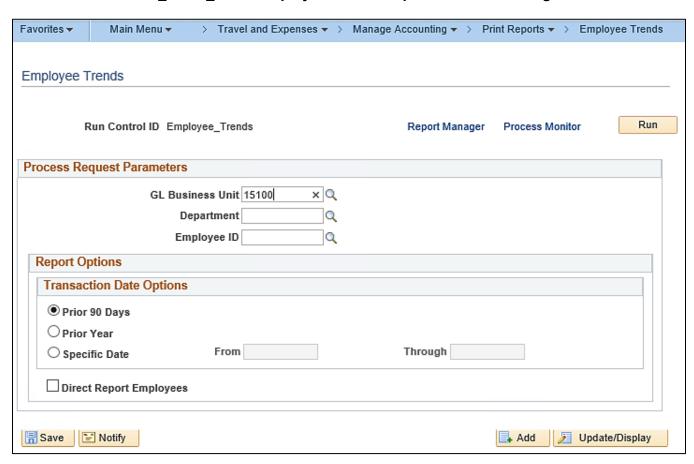
GL Business Unit PDF Department XLS

Employee ID

Transaction Date Options (Prior 90 Days, Prior

Year, Specific Date – From / Through)
Direct Report Employees [checkbox]

Screenshot of the EX_ETRD_XRPT Employee Trends Report Run Control Page



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Screenshot of the EX_ETRD_XRPT Employee Trends Report

ORACLE EX_ETRD_XRI				ployee Tre		Page: Run Date:			1 of 1 1/7/2020	
Report Paramet	ers									
GL Business Unit 15100 Depa			tment of Accounts			Current From Date			10/09/2019	
Department						Current Through Date			01/07/2	020
Employee							Previous From Date			018
						Previous Through Date			01/07/2019	
GL Business Currency Cod Employee ID) US Dollar	Department	Current#	Previous of Expens	.	Current Monetary Amt	Previous Monetary	Amt	% of Change Over Period
				Lines	Lines					
			91100	0		4	0.00		28.06	-100.00
			92100	1 1		n l	250.00		0.00	0.00

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Statewide - Print Expense Report (EXC4500)

REVISED: 03/27/2017

DESCRIPTION:

This report provides a printable format of an Employee Expense Report in Cardinal.

NAVIGATION PATH:

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

PDF

INPUT / SEARCH CRITERIA:

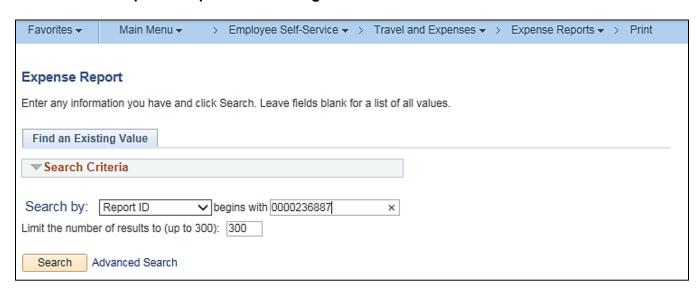
OUTPUT FORMAT:

Expense Report ID Creation Date Empl ID Name Status

ADDITIONAL INFORMATION:

A user must be set up as a proxy for the employee to print their Expense Report using this navigation path.

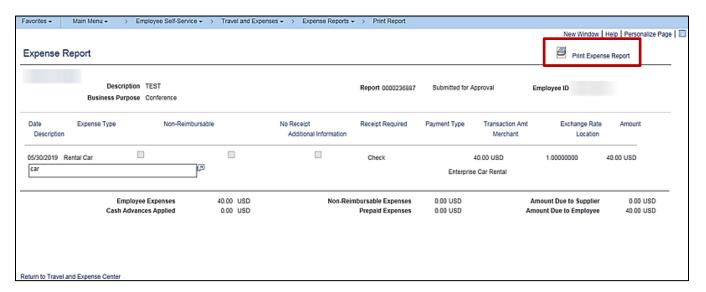
Screenshot of Expense Report - Search Page



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Screenshot of the Expense Report



Click the Print Expense Report icon at the top of the page to print the expense report

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Print Expense Report (EXC4500) - BI Publisher Report, VDOT Only

REVISED: 03/27/2016

DESCRIPTION:

This report is a printable format of the Expense Report in Cardinal.

NAVIGATION PATH:

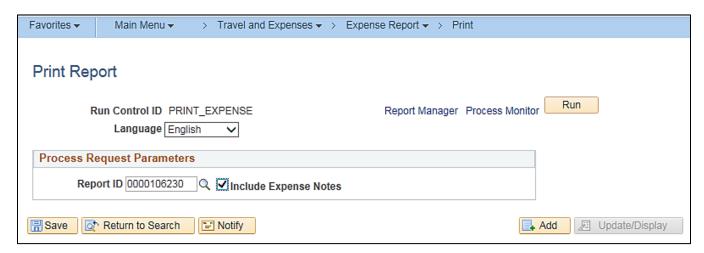
Main Menu > Travel and Expenses > Expense Report > Print

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Advance ID PDF

Include Expense Notes

Screenshot of Print Expense Report Run Control Page



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	Expense Employee IDN	łame			Sheet ID 00001062	30		1	0106	
CAMERIAN	Reference				Business F Meeting	urpose		* 0 0	0 0 1 0	6 2 3 0 *
Expense Li	nec Expense Type	Non-	No Receipt	Receipt F	Described	Payment Type	Manay	ion Amount	Exchange Rate	Amount
	, , , , , , , , , , , , , , , , , , , ,	Reimbursable			-sequired		Transac	ion Amount		Amount
Description			Additional Inform	nation		Merchant			Location	
30/23/2016	Ado Experse			Г		Check	20.00 USD		1.00	20.00 USD
Someoide Dicys Meeding	ie and Federalan Advisory	Connittee Summer								
86000016	Personal Mileage Comenience	1				Check	41.25 02		1.00	41.20 000
Somewide Bloyd Meeting	ie and Pedestian Advisory	Commisse Summer							Retimona (City Link	*
coeffy that expe	mass lated were incurred by a were necessary in the con-	me on official business duct of business.	of the Commonwealth of V	frginis and inci	lude only		En	picyee Expenses		61.33 U
					- 1		Cesh	Advances Applied		0.00 U
mpicyee Signal	24		Date				Non-Reimb	ursable Expenses		0.00 U
cetty that the t is necessary for	ravel undertaken and to bus the conduct of business for	iness expenses in this re the Commonwealth of V	embursement have been n Stylina	eviewed and ap	pproved		-	Prepaid Expenses		0.00 U
							Amou	nt Due to Supplier		0.00 U
			Date				Amount	Due to Employee		61.33 U
Approved Dy										

Screenshot of Expense Report Notes

	Expense Report Notes				PeopleSoft Expenses EXC4500B
	Employee		Report 0000106230		
CARDINAL		Employee	Name	Role	Date/Time
Hotes		Employee	THE STATE OF THE S	11012	Date Time

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Expense Report Upload Error Report (AP989)

REVISED: 04/08/2016

DESCRIPTION:

This report provides details about file level and transaction level errors identified during the Expense Report Upload process for interfacing agencies for a designated date range. Errors identified in the Expense Report 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 > Travel and Expenses > Manage Accounting > Print Reports > Expense Report Upload Err Rpt

PDF

RUN CONTROL PARAMETERS:

OUTPUT FORMAT:

From Date

To Date

Tree Name (select BU_TREE_INTFC)

How Specified (select Detail – Selected Parents)

Tree Node Selector (select the Tree View icon)

Click + to expand the BU TREE INTFC link and

then click on the desired Business Unit

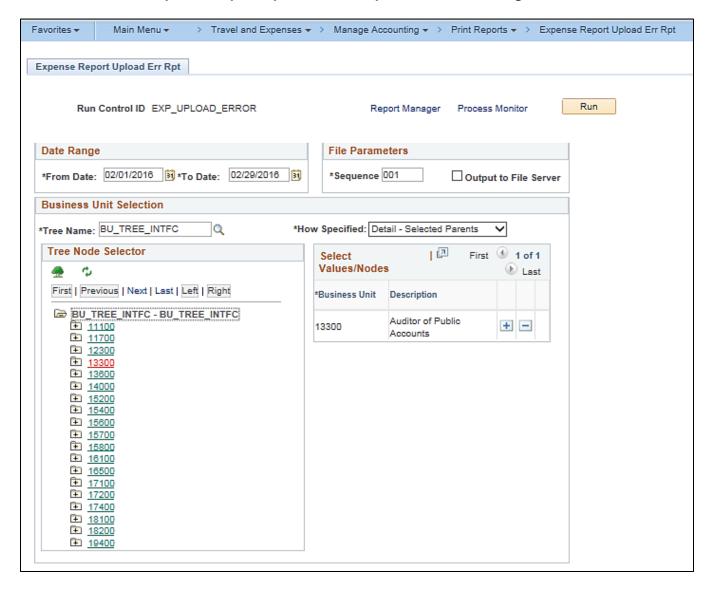
ADDITIONAL INFORMATION:

A copy of the Expense Report Upload Error Report is generated after the nightly process has been run and posted to the Cardinal Production File Server (agency Outbound folder) for agencies to retrieve automatically. The report can also be retrieved from the agency specific folder in Report Manager.

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Screenshot of the Expense Report Upload Error Report Run Control Page



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Screenshot of the AP989 Expense Report Upload Error Report

Commonwealth of Virginia EXPENSE REPORT UPLOAD ERROR REPORT CARDINAL Run Date: 01/07/2020 Run Time: 02:52 00 Report ID: AP989 Page No. 1 of 3 Submitting GL BU: 13300 Upload Date Range: 01-FEB-2016 to 29-FEB-2016 File Name: 13300_AP968_IN_02022016_1517_001.DAT Upload Date: 02-FEB-2016 GL Expense BU: 13300
Employee ID Expense ID Sheet Name
00649408000 APA0003190 1/27/2016-1/29/2016 Error Field Name Field Value Error Description Invalid Employee ID: 00649408000 for Business Unit: 13300 and Expense ID: APA0003190 Dist Line EMPLID 00649408000 Total Expense Reports Submitted: Total Expense Reports with Errors: Total Expense loaded Successfully:

13300_AP968_IN_02042016_0753_001.DAT 04-FEB-2016

File Success: File processed successfully with no errors.

File Name: Upload Date: 13300_AP968_IN_02052016_1355_001.DAT 05-FEB-2016

File Success: File processed successfully with no errors.

13300_AP968_IN_02122016_1200_001.DAT

Upload Date: 12-FEB-2016

GL Expense BU:

Employee ID Expense ID Sheet Name ADA0003199 2/1/2016 822 2/5/2016 Dist Line Error Field Name Field Value BUSINESS_UNIT_GL 133

Error Description
Not a valid transaction Business Unit for submitting
Business Unit 13300
Invalid Employee ID: 00004893402 for Business Unit:
133 and Expense ID: APA0003199
The Cash Advance ID referenced on the expense report APA0003199 2/1/2016 &¿¿ 2/5/2016 00004893402 APA0003199 2/1/2016 8¿¿ 2/5/2016 ADVANCE ID 00

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Expense Transactions by Department Report (EXC4600)

REVISED: 03/03/2017

DESCRIPTION:

This report provides all employee expense transactions for a Department for a designated date range, by Account. The report can be used to track and monitor employee expenses by Account (e.g., mileage, food service, etc.) for a given time period.

NAVIGATION PATH:

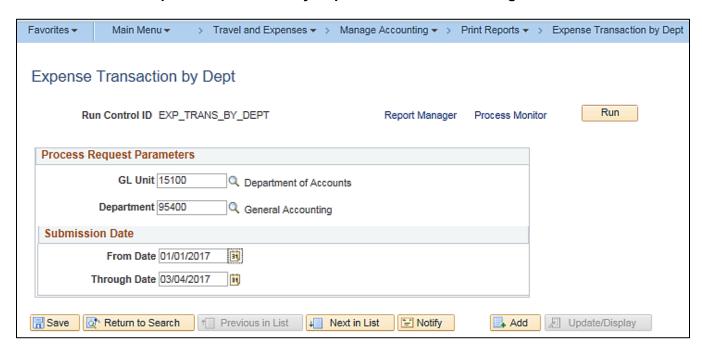
Main Menu > Travel and Expenses > Manage Accounting > Print Reports > Expense Transaction by Dept

RUN CONTROL PARAMETERS: OUTPUT FORMAT:

GL Unit PDF
Department XLS
Submission Date / From Date TXT

Submission Date / Through Date

Screenshot of the Expense Transaction by Department Run Control Page



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Screenshot of the EXC4600 Expense Transactions by Department Report

ORACLE"	Exp	Expense Transactions by Department				Page Page 1 of 1				
EXC4600		PeopleSoft Expenses					Run Date: 1/7/2020			
Report Parameters										
GL Business Unit	15100	5100 Department of Accounts				01/01/2017				
Department	95400	General Accoun	iting	Thru Date 03/04/2017						
Account: 5012820 Travel, Pers EmployeeID/Name	onal Vehicle SheetID Reference				ltAcct	Project ID		Amount		
		Reference	Ruciness Purpose Al		AltAcet Project ID			Amount		
	0000126668		Meeting			•		14.49 USD		
Table 1	0000126850		Meeting					59.40 USD		
		Total	I For Account 5012820 Tra	avel, Perso	nal Vah	iata		73.89 USD		
		1012	II FOI ACCOUNT 5012820 11.	avei, reisoi	nai ven	icie		73.03 030		
Account: 5012850 Travel, Sub	sistence & Lod	lging								
EmployeeID/Name	SheetID	Reference	Business Purpose	A	ItAcct	Project ID		Amount		
THE STATE OF THE S	0000126850		Meeting					10.00 USD		
		Total For A	Account 5012850 Travel, Si	ubsistence	& Lodg	ing		10.00 USD		

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Travel Authorization Report (EXC8500)

REVISED: 04/08/2016

DESCRIPTION:

This report provides a printable format of the Employee Travel Authorization Report.

NAVIGATION PATH:

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

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Travel Authorization ID

PDF

Creation Date

Empl ID

Name

Status

ADDITIONAL INFORMATION:

A user must be set up as a proxy for the employee to print the Travel Authorization Report using this navigation path.

Screenshot of Travel Authorization Search Page

Favorites ▼	Main Menu ▼	>	Travel and Expenses ▼				
Toront Analysis							
Travel Author	orization						
Enter any inform	ation you have and	click Se	earch. Leave fields blank for a lis	st of all values			
Find an Exist	ing Value						
,	,						
▼ Search Cr	iteria						
Search by:	Authorization ID 🗸	begin:	s with 0000005185				
Limit the number	r of results to (up to	300): [300				
Search A	dvanced Search						

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Screenshot of the Travel Authorization Report

avorites → Main Menu →	> Travel an	d Expenses ♥			
o print this report, please use you	r browser's print (feature.			
ravel Authorization					
			Report Date	03/27/2017	
			Report Time	11:58:20AM	
Authorization ID	0000005185		Employee ID	00987620161	
	Business Writing	Workshop		Approved	
Business Purpose		•	Status	rapiores	
Date From	03/22/2017	To 03/22/2017			
Comment					
Date Expense Type	Merchant	Amount	Location		
03/22/2017 Personl Mileage Cost Justified		24.30 USD	Virginia Beach		
Per Diem Incidentie-				l iit->	
U3/22/2017 Travel Day		3.75 USD	Richmond (City	Limits)	
03/22/2017 All Meals - Travel Day		44.25 USD	Williamsburg/Ja	mes City(York)	
			Total	72.30 USD	
		Non-Reimbur	sable Expenses	0.00 USD	
				30.00 1100	
		ד	otal Authorized	72.30 USD	
. I certify that the expenses listed w Virginia and include only such exp		y in the conduct of business.		of	
Employee Signature		Date			
I certify that the travel or busines and will be necessary for conduc	-			approved	
Approved By		Date			
Return to Travel and Expense Cer	nter				

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Print Travel Authorization Report (EXC8500) – BI Publisher Report, VDOT Only

REVISED: 01/02/2020

DESCRIPTION:

This report provides a printable format of the Employee Travel Authorization Report.

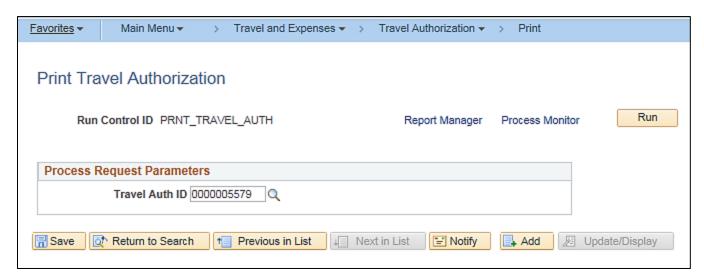
NAVIGATION PATH:

Main Menu > Travel and Expense > Travel Authorization > Print

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Travel Authorization ID PDF

Screenshot of Print Travel Authorization Run Control Page



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Screenshot of a Travel Authorization Report

Employee ID/Name					Travel Authorizat	ion ID	Reference		Travel Dates	From/To	oft Expenses – EXC8500 Business Purpose	
CARDINAL				0000005579				10/20/2019	/ 10/22/2019	Conference		
	r				1							
		10/20/2019	Total]							
Total	AIRLINE 345.34 Total 345.34			345.34 345.34		Confe	erence					
		5-10.0-1			1							
Expense Li	Expense Ty	TD9	Lo	ocation		Amo	unt	Number of I	Davs/Night	Transaction Amount		
Description				Additional information			Merchant					
10/20/2019	10/20/2019 AIRLINE				Conference			1.00	1.00	345.34	USD	
pum31 test	um31 test			Auto Distance: 0								
only such expens	es necessary in th	be incurred by me on the conduct of business	n official business s.	of the Commonwealth of	Virginia and include							
Employee Signat I certify that the tr necessary for cor	avel or business e	expenses identified in to for the Commonwealth	this document ha n of Virginia.	Date ave been reviewed and ap	proved and will be							
Approved By Date								Total	Requested:	345.34	US	
Approved By				Date				Total	Requested:	345.34		

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