



Cardinal Reports Catalog

Accounts Receivable

VIRGINIA DEPARTMENT OF ACCOUNTS

Revised 9/29/2025



Table of Contents

Revision History	4
Training Materials and Resources	5
Accounts Receivable.....	6
Accounts Receivable Inquiries.....	7
All Deposits Inquiry	8
Deposit Inquiry.....	10
Regular Deposit Inquiry	14
Accounts Receivable Queries	17
AR_AGEBU Query (AR_AGEBU) - VDOT only	18
AR Journal Line Reference Query (V_AR_JRNL_LINE_REF)	19
ATA Receiving Agency Query (V_AR_ATA_RECEIVING_AGENCY).....	21
Cash Receipts Deposits Query (V_AR_CASH_RECEIPTS_DEPOSITS)	22
Circuit Court RAR733 Commissions Query (V_AR_COMMISSIONS_QRY)	23
Circuit Court Recordation Tax Query (V_AR_COURT_RECORDATION_TAX)	24
Collection Activity Tracking Query (V_AR_COLLECTN_TRK) – VDOT only	26
COVA Cash Management Improvement Query (V_AR_COVA_CMIA)	28
Deposit by Accounting Entries Query (V_AR_DEPOSIT_BY_ACCTG_ENTRY).....	29
Deposit by Dollar Amount Query (V_AR_DEPOSIT_BY_DOLLAR_AMOUNT).....	30
Deposit Reconciliation Query (V_AR_DEPOSIT_TO_GL)	31
Deposits Not Approved Query (V_AR_DEPOSITS_NOT_APPROVED).....	33
Deposits Not Posted to GL Query (V_AR_DEP_NOT_POSTED_TO_GL).....	34
Posted Deposit Extract Query (V_AR_POSTED_DEPOSITS).....	35
Receivable Entry Type / Reason Query (V_AR_ENTTYP_ENTRSN) – VDOT only	37
Accounts Receivable Reports	39
Accounts Receivable Outstanding Details Report (RAR595) – VDOT only	40
Aging Summary by Business Unit Report (AR30004) – VDOT only	42
AR–GL Receivables Account Recon Report (RAR014) – VDOT only	44
Circuit Court Commissions Report (RAR733B).....	47
Circuit Court Recordation Tax Certification Report (RAR734).....	49
Deposits and Revenue Summary for Local Treasurers Report (RAR729).....	52
Deposit Control - Point in Time Report (AR20001P) – BI Publisher Report.....	54
Deposit Control by Entry Date Report (AR20001).....	56
DOA Quarterly Report (VARR0008) – Receivables Summary Report-By Type - VDOT only	58
Funds Receipt Upload Error Report (AR731).....	62
Payment Detail - Point in Time Report (AR20002P) – BI Publisher Report	65



Payment Detail Report (AR20002).....	67
Payment Summary - Point in Time Report (AR20003P) – BI Publisher Report.....	69
Payment Summary Report (AR20003)	71



Revision History

Revision Date	Summary of Changes
9/29/2025	Updated the reference for the NAV220_Cardinal Reporting (FIN) WBT Course from the Cardinal Website to COVLC.
12/14/2022	Baseline.



Training Materials and Resources

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

- **NAV220_Cardinal Reporting (FIN):** This Web-Based Training (WBT) course provides general information and tutorial videos that cover the fundamentals on how to run and generate reports and queries within the Cardinal Financials (FIN) application. Additionally, it covers how to perform inquiries. The course 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 the 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

Note: This WBT Course is available in COVLC. The tutorial videos within this WBT Course are also available on the Cardinal Website and can be accessed by following this path:

Learning > Videos (FIN) > Reporting Tutorials for Core Users



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Accounts Receivable Inquiries

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All Deposits Inquiry

REVISED: 3/24/2017

DESCRIPTION:

This inquiry is used to review interfaced deposit transactions by Deposit ID to ensure that they are recorded to the correct Bank Code / Bank Account, Deposit Type, and check posting status.

NAVIGATION PATH:

Main Menu > Account Receivable > Payments > Review Payments > All Deposits

INPUT / SEARCH CRITERIA:

Deposit Unit
Deposit ID
User ID
Assigned Operator ID
Deposit Balance
Posting Status
Entered Date
Payment Type

OUTPUT FORMAT:

Online

Screenshot of the All Deposits Find an Existing Value Page

Favorites ▾Main Menu ▾>Accounts Receivable ▾>Payments ▾>Review Payments ▾>All Deposits

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

Find an Existing Value

▼ Search Criteria

Deposit Unit = ▾15100 🔍

Deposit ID begins with ▾ 🔍

User ID begins with ▾

Assigned Operator ID begins with ▾

Deposit Balance = ▾

Posting Status = ▾

Entered Date = ▾

Payment Type = ▾Regular Payments Only ▾

☐ Case Sensitive

Limit the number of results to (up to 300):

Search

Clear

Basic Search 🔍

Save Search Criteria

Search Results

300 of 963 results are displayed.

View All

First 🔍1-100 of 300 🔍Last

Deposit Unit	Deposit ID	User ID	Assigned Operator ID	Deposit Balance	Posting Status	Entered Date	Payment Type
15100	1	VPH82737	VPH82737	Yes	Complete	10/01/2012	Payment
15100	10	VPH82737	VPH82737	Yes	Complete	10/25/2012	Payment
15100	100	VPH82737	VPH82737	Yes	Complete	04/12/2013	Payment
15100	1000	BCT95042	VPH82737	Yes	Complete	03/12/2019	Payment



Click on the applicable **Deposit ID** link to open the **All Deposits** page.

Screenshot of the All Deposits Page

Favorites ▾Main Menu ▾>Accounts Receivable ▾>Payments ▾>Review Payments ▾>All Deposits

All Deposits

Unit 15100

Accounting Date 03/13/2019

Deposit ID 1000

Deposit Balance Balanced

Bank Code 1104 0143

Bank Account EDI 4331398517207776

Deposit Type 000004

Rate Type CRRNT

Format Currency USD

Payment Type Payment

Cash Control N

Control Currency USD

Exchange Rate 1.00000000 

Deposit Status None Applied

Totals and Counts			
Control Total Amount	226.50	Count	1
Entered Total Amount	226.50	Count	1
Difference Amount	0.00	Count	0
Posted Total Amount	0.00	Count	0
Journalled Total Amount	226.50	Count	1

Control Data	
Received	03/13/2019
Entered	03/12/2019
Posted	
Assigned	VPH82737
User	BCT95042

 Return to Search

 Previous in List

 Next in List

 Notify



Deposit Inquiry

REVISED: 3/24/2017

DESCRIPTION:

This inquiry is used to review Deposit information entered either online or interfaced for the Business Unit on record including the approval status, Bank Code, Deposit Type, etc. The inquiry can be used to check for Deposit Certificates that have not been approved, Deposits that have not been Marked Complete, Deposits that have not passed edit or budget checking, interfaced Deposits to ensure that they are recorded to the correct Business Unit, and interfaced Deposits to validate the Chart of Account values.

NAVIGATION PATH:

Main Menu > Account Receivable > Payments > Apply Payments > Approve Deposit

INPUT / SEARCH CRITERIA:

Deposit Unit
Deposit control Ticket Number
Deposit ID
Payment Sequence
Payment ID
User ID
Assigned Operator ID

OUTPUT FORMAT:

Online

ADDITIONAL INFORMATION:

The inquiry is a two-step process. First, search by Deposit Unit and Deposit Certificate Number to identify the associated Deposit ID Number(s). Second, search for a specific Deposit by Deposit Unit and Deposit ID.

Go to the **Approve Deposits** page: Main Menu > Account Receivable > Payments > Apply Payments > Approve Deposits.



Screenshot of the Approve Deposits Find and Existing Value Page

Navigation: Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Apply Payments ▾ > Approve Deposit

Approve Deposits

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

[Find an Existing Value](#) [Add a New Value](#)

▼ Search Criteria

Deposit Unit = ▾ 15100 x 🔍

Deposit control Ticket Number begins with ▾

Bank Deposit Date = ▾

Limit the number of results to (up to 300): 300

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

300 of 963 results are displayed.

View All First 1-100 of 300 Last

Deposit Unit	Deposit control Ticket Number	Bank Deposit Date
15100	01232019	01/23/2019
15100	01252019	01/25/2019
15100	01282019	01/28/2019
15100	01292019	01/29/2019
15100	01302015	01/30/2015

Click on the applicable **Deposit Control Ticket Number** link to open the **Approve Deposits** page.

Screenshot of the Approve Deposits Page

Navigation: Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Apply Payments ▾ > Approve Deposit

Approve Deposits

Deposit Unit: 15100

Deposit control Ticket Number: **01232019**

Control Total Amount: 4,318.000 Control Count: 1

Bank Deposit Date: 01/23/2019

WS Posted By: Approved By: UHK37558

WS Posted Date: Approved Date: 01/23/2019

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

Deposit ID	Deposit Amount	Status	View Detail Status
968	4318.000	Approved	

The **Approve Deposits** page will list all Deposits (Deposit ID Numbers) associated with the Deposit Certificate. In addition, users will be able to view the status of each Deposit.



Go to the **Modify Accounting Entries** page and use the Deposit ID to review additional Deposit information:

Main Menu > Account Receivable > Payments > Direct Journal Payments > Modify Accounting Entries.

Screenshot of the Modify Accounting Entries Find an Existing Value Page

Favorites ▾Main Menu ▾>Accounts Receivable ▾>Payments ▾>Direct Journal Payments ▾>Modify Accounting Entries

Modify Accounting Entries

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

Find an Existing Value

▼ Search Criteria

Deposit Unit = ▾15100 🔍

Deposit ID begins with ▾968 🔍

Payment Sequence = ▾

Payment ID begins with ▾

User ID begins with ▾

Assigned Operator ID begins with ▾

☐ Case Sensitive

Limit the number of results to (up to 300): 300

SearchClearBasic Search 🔍Save Search Criteria

Rev 9/29/2025

Page 12 of 72



Screenshot of the Modify Accounting Entries Page (Directly Journalled Payments Tab)

Navigation: Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Direct Journal Payments ▾ > Modify Accounting Entries

Directly Journalled Payments Deposit Control

Unit 15100 Deposit ID 968 Payment 1 Seq 1

Currency Details

Amount	4,318.00	Currency	USD
Base	4,318.00	Currency	USD

☒ Complete Budget Status Valid

Accounting Line Display

☒ Standard ☐ Supplemental (Entry Event) ☐ Both Display

Distribution Lines Personalize | Find | First 1-4 of 4 Last

Type	Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Account	Fund	Pro
S		1 15100		4,318.00	-4,318.00	USD	4002700	06090	
S		2 TREAS	4,318.00		4,318.00	USD	154601	06090	
S		3 15100	4,318.00		4,318.00	USD	101010	06090	
S		4 TREAS		4,318.00	-4,318.00	USD	101010	06090	

Total

Lines	4	Total Debits	8,636.00	Currency	USD	Total Credits	8,636.00	Currency	USD	Net	0.00
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Screenshot of the Modify Accounting Entries Page (Deposit Control Tab)

Navigation: Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Direct Journal Payments ▾ > Modify Accounting Entries

Directly Journalled Payments Deposit Control

Unit 15100 Deposit ID 968 Delete Deposit

*Accounting Date 01/23/2019

*Bank Code 1200 3040

*Bank Account TRWI 4200454434493678

*Deposit Type 3 000003

Control Currency USD

Format Currency USD

Rate Type CRRNT

Exchange Rate 1.00000000

Control Totals

Control Total Amount	4,318.00	*Count	1
Entered Total Amount	4,318.00	Count	1
Difference Amount	0.00	Count	0
Posted Total Amount	0.00	Count	0
Journalled Total Amount	4,318.00	Count	1

Control Data

*Received 01/23/2019

*Entered 01/23/2019

Posted

Assigned BCT95042

User BCT95042



Regular Deposit Inquiry

REVISED: 3/24/2017

DESCRIPTION:

This inquiry is used to view all Deposits which are not complete in AR (i.e., have not been posted).

NAVIGATION PATH:

Main Menu > Account Receivable > Payments > Online Payments > Regular Deposit

INPUT / SEARCH CRITERIA:

Deposit Unit
Deposit ID
User ID
Assigned Operator ID

OUTPUT FORMAT:

Online

ADDITIONAL INFORMATION:

The user must have the Funds Receipt Processor or Funds Receipt Manager role to view the **Regular Deposit** inquiry pages. Deposits should be marked "Complete" and either budget checked online or the Deposits will be budget checked during the nightly batch process. If the Deposits should not be posted in Cardinal, they should be deleted prior to being marked "Complete" and budget checked.



Screenshot of the Regular Deposit Find an Existing Value Page

Favorites ▾

Main Menu ▾

>

Accounts Receivable ▾

>

Payments ▾

>

Online Payments ▾

>

Regular Deposit

Regular Deposit

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

Find an Existing Value

Add a New Value

▼ Search Criteria

Deposit Unit

= ▾

12800

🔍

Deposit ID

begins with ▾

🔍

User ID

begins with ▾

🔍

Assigned Operator ID

begins with ▾

🔍

☐ Case Sensitive

Limit the number of results to (up to 300):

300

Search

Clear

Basic Search 🔍

Save Search Criteria

Search Results

View All

First ⏪

1-6 of 6

Last ⏩

Deposit Unit	Deposit ID	User ID	Assigned Operator ID	Bank Code	Bank Account	Deposit Balance	Entered Date	Posted Date
12800	1369	OXD14674	OXD14674	1106	ERP	Yes	08/07/2019	(blank)
12800	1371	OXD14674	OXD14674	4900	CB	Yes	08/07/2019	(blank)
12800	1372	OXD14674	OXD14674	4900	CB	Yes	08/07/2019	(blank)
12800	1373	OXD14674	OXD14674	4900	CB	Yes	08/07/2019	(blank)
12800	1374	OXD14674	OXD14674	4900	CB	Yes	08/07/2019	(blank)



Screenshot of the Regular Deposit Page

Favorites ▾Main Menu ▾Accounts Receivable ▾Payments ▾Online Payments ▾Regular Deposit

TotalsPayments

Unit 12800Deposit ID 1369Delete Deposit

View Audit Logs

*Accounting Date08/07/2019 ⓘ

*Bank Code11064221

*Bank AccountERP4272340210471874

*Deposit Type3 ⓘ000003

Control CurrencyUSD

Format CurrencyUSD ⓘ

Rate TypeCRRNT

Exchange Rate1.00000000 ⓘ

Control Totals

Control Total Amount	387.27	*Count	1
Entered Total Amount	387.27	Count	1
Difference Amount	0.00	Count	0
Posted Total Amount	0.00	Count	0
Journalled Total Amount	0.00	Count	0

Control Data

*Received08/07/2019 ⓘ

*Entered08/07/2019 ⓘ

Posted

AssignedOXD14674 ⓘ

UserOXD14674



Accounts Receivable Queries

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AR_AGEBU Query (AR_AGEBU) - VDOT only

REVISED: 12/26/2019

DESCRIPTION:

This query displays the aging details by customer and aging category based on the specific accounting date.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > AR_AGEBU

INPUT / SEARCH CRITERIA:

None

OUTPUT FORMAT:

HTML

Excel

CSV

Screenshot of the AR_AGEBU Query Viewer Page

Query Viewer

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

*Search By begins with

Search Results

*Folder View

Query	Personalize	Find	View All	First	1 of 1	Last			
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
AR_AGEBU	AR_AGEBU	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

Screenshot of the AR_AGEBU Query Page

AR_AGEBU- AR_AGEBU							
Download results in : Excel Spreadsheet CSV Text File XML File (442 kb)							
View All							
							First 1-100 of 2329 Last
Row	Unit	Customer ID	Aging ID	Category	Sum Aging Amount		Sum Count
1	50100	0000000004	STND	05	27.000		1
2	50100	0000000004	STND	06	25.000		1
3	50100	0000000006	STND	01	675.000		2
4	50100	0000000006	STND	06	100.000		1
5	50100	0000001070	STND	08	3500.000		1
6	50100	0000003107	STND	02	5682.000		1
7	50100	0000003154	STND	01	600000.000		1
8	50100	0000003214	STND	01	2765.440		1
9	50100	0000003237	STND	01	181.580		1
10	50100	0000003239	STND	01	181849.850		1
11	50100	0000003239	STND	03	427732.980		1
12	50100	0000003249	STND	01	12213.920		1
13	50100	0000003249	STND	02	34524.210		1
14	50100	0000003249	STND	03	22670.380		1
15	50100	0000003273	STND	07	-0.100		1



AR Journal Line Reference Query (V_AR_JRNL_LINE_REF)

REVISED: 12/26/2019

DESCRIPTION:

This query displays Deposits that have been posted to GL and includes the original Journal Line Reference value entered in the Accounts Receivable module.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AR_JRNL_LINE_REF

INPUT / SEARCH CRITERIA:

Business Unit
Fund (% for all)
Program (% for all)
Account (% for all)
Department (% for all)
Cost Center (% for all)
Project (% for all)
Journal Date From
Journal Date To
Include Long Description? [Checkbox]

OUTPUT FORMAT:

HTML
Excel
CSV

ADDITIONAL INFORMATION:

Once the Journal is generated, the original Journal Line Reference value in the Accounts Receivable module is overwritten in the General Ledger module with the Deposit Date and Deposit ID.



Screenshot of the AR Journal Line Reference Query Page

V_AR_JRNL_LINE_REF - AR Journal Line Reference Qry

Business Unit

Fund (% for all)

Program (% for all)

Account (% for all)

Department (% for all)

Cost Center (% for all)

Project (% for all)

Journal Date From

Journal Date To

Include Long Description? ☐

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (25 kb)

[View All](#)

Row	GL Business Unit	Fiscal Year	Accounting Period	Journal Source	Journal ID	Journal Date	Date Posted	Jrnl Line Nbr	Fund	Program	Account	Department	Cost Center
1	50100	2019		7 AR	AR01098715	01/02/2019	01/07/2019	27	04462		40025071	10197	42002010
2	50100	2019		7 AR	AR01098715	01/02/2019	01/07/2019	29	04462		40025071	10197	42002010
3	50100	2019		7 AR	AR01100201	01/08/2019	01/08/2019	232	04462		40025071	10197	42002010

Screenshot of the AR Journal Line Reference Query Page (scrolled right)

First 1-24 of 24 Last												
Task	PC Bus Unit	Project	Activity	FIPS	Asset	Agency Use 1	Agency Use 2	Amount	GL Journal Line Reference	Jrnl Line Description	Long Description (if included)	AR Journal Line Reference
								-25987.540	85011137	19-01-02AR_DIRJRNL87634	Not included	I-66 TOLL
								-225.410	85011138	19-01-02AR_DIRJRNL87635	Not included	I-66 TOLL
								-22620.310	85011139	19-01-03AR_DIRJRNL87695	Not included	I-66 TOLL



ATA Receiving Agency Query (V_AR_ATA_RECEIVING_AGENCY)

REVISED: 3/24/2017

DESCRIPTION:

This query displays Payment information for Agency to Agency (ATA) transactions by Business Unit and Customer ID for a designated Accounting Date range. The query can be used to assist with ATA documentation.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AR_ATA_RECEIVING_AGENCY

INPUT / SEARCH CRITERIA:

Deposit BU (% to run for all)
Customer ID (% to run for all)
Accounting Date From
Accounting Date To

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the ATA Receiving Agency Query Page

V_AR_ATA_RECEIVING_AGENCY - ATA Receiving Agency Query																								
Deposit BU (% to run for all) 15100																								
Customer ID (% to run for all) %																								
Accounting Date From 01/01/2019																								
Accounting Date To 03/23/2019																								
View Results																								
Download results in: Excel Spreadsheet CSV Text File XML File (14 kb)																								
View All																								
First 1-24 of 24 Last																								
Row	Unit	Deposit ID	Customer ID	Cust Name	Payment ID	Payment Sequence	Acctg Date	Deposit Date	Account	Dept	Fund	Program	Cost Center	FIPS	Agency Use 2	Agency Use 1	Asset	Task	PC Bus Unit	Project	DC Ticket Num	Line Amount	JRNL LN REF	Approve Date
1	15100	979	12300	DEPARTMENT OF MILITARY AFFAIRS	1	1	02/28/2019	02/28/2019	5012140	97500	06080	826001									81023947	1005.00		02/27/2019
2	15100	967	12700	DEPARTMENT OF EMERGENCY MANAGEMENT	1	1	01/17/2019	01/17/2019	4002700	97500	06080										80992450	17945.90		01/16/2019
3	15100	995	12700	DEPARTMENT OF EMERGENCY MANAGEMENT	1	1	03/08/2019	03/08/2019	5012140	97500	06080	826001									81031181	133.50		03/07/2019
4	15100	985	13200	DEPARTMENT OF ELECTIONS	1	1	03/04/2019	03/04/2019	5012140	97500	06080	826001									81027137	28.00		03/01/2019
5	15100	1000	14100	ATTORNEY GENERAL & DEPT OF LAW	1	1	03/13/2019	03/13/2019	5012140	97500	06080	826001									81033366	226.50		03/13/2019
6	15100	997	14300	ATTY GENERAL - DIV OF DEBT COLLECTION	1	1	03/11/2019	03/11/2019	5012140	97500	06080	826001									81032519	14.00		03/08/2019
7	15100	969	15400	DEPARTMENT OF MOTOR VEHICLES	1	1	01/28/2019	01/28/2019	4002700	97500	06080										80998665	47131.70		01/25/2019
8	15100	994	15400	DEPARTMENT OF MOTOR VEHICLES	1	1	03/07/2019	03/07/2019	5012140	97500	06080	826001									81029966	1306.50		03/06/2019
9	15100	987	15600	DEPARTMENT OF STATE POLICE	1	1	03/04/2019	03/04/2019	5012140	97500	06080	826001									81027139	1499.00		03/01/2019
10	15100	998	18100	DEPARTMENT OF LABOR AND INDUSTRY	1	1	03/12/2019	03/12/2019	5012140	97500	06080	826001									81033354	87.50		03/12/2019



Cash Receipts Deposits Query (V_AR_CASH_RECEIPTS_DEPOSITS)

REVISED: 3/24/2017

DESCRIPTION:

This query displays Cash Receipts Deposits for a designated date range where the User ID (Created By) and Approver ID (Approved By) are the same. The query can be used to identify potential segregation of duties issues associated with processing Deposit transactions.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AR_CASH_RECEIPTS_DEPOSITS

INPUT / SEARCH CRITERIA:

Deposit Business Unit
Date Approved From
Date Approved To

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Cash Receipts Deposits Query Page

V_AR_CASH_RECEIPTS_DEPOSITS - Cash Receipts Deposits

Deposit Business Unit

Date Approved From

Date Approved To

View Results

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First 1-5 of 5 Last

Row	Deposit BU	Deposit ID	DC Ticket Number	Deposit Date	Posted By	Posted Date	Approved By	Approved Date	Created By
1	41700	286	74171735	02/07/2019			HOV12639	02/07/2019	HOV12639
2	41700	287	74171736	02/07/2019			HOV12639	02/07/2019	HOV12639
3	41700	288	74171737	02/14/2019			HOV12639	02/14/2019	HOV12639
4	41700	289	74171738	02/22/2019			HOV12639	02/22/2019	HOV12639
5	41700	290	74171739	02/28/2019			HOV12639	02/28/2019	HOV12639



Circuit Court RAR733 Commissions Query (V_AR_COMMISSIONS_QRY)

REVISED: 3/24/2017

DESCRIPTION:

This query displays approved Deposit data (Date, Certificate, ID, etc.) at the Journal level by Business Unit.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AR_COMMISSIONS_QRY

INPUT / SEARCH CRITERIA:

Fiscal Year
Accounting Period
FIPS (% for all)

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Circuit Court Commissions Query Page

V_AR_COMMISSIONS_QRY - RAR733 Commissions Query

Fiscal Year

Accounting Period

FIPS (% for all)

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (3850 kb)

[View All](#)

Row	Deposit Date	Deposit Certificate	Deposit ID	Journal ID	Business Unit
1	07/09/2018	33001785	41422	AR00950968	11300
2	07/18/2018	33001790	41896	AR00959114	11300
3	07/20/2018	33001792	42039	AR00961327	11300
4	07/16/2018	33001788	41759	AR00957198	11300
5	07/24/2018	33001794	42176	AR00962556	11300

Screenshot of the Circuit Court Commissions Query Page (scrolled right)

First 1-100 of 13007 Last					
Account	Fund	FIPS	FIPS Description	Accounting Date	Commission Amount
4008120	01000	001	Accomack	07/09/2018	87.25
4008120	01000	001	Accomack	07/18/2018	22.54
4008120	01000	001	Accomack	07/20/2018	57.33
4008120	01000	001	Accomack	07/16/2018	461.77
4008120	01000	001	Accomack	07/24/2018	135.28



Circuit Court Recordation Tax Query (V_AR_COURT_RECORDATION_TAX)

REVISED: 3/24/2017

DESCRIPTION:

This query displays approved Deposit data at the Journal level for Circuit Court Collections by Deposit Certificate Number. Data can be grouped by Federal Information Processing Standards (FIPS) Code and accounting period (single period or range of periods).

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AR_COURT_RECORDATION_TAX

INPUT / SEARCH CRITERIA:

Fiscal Year
FIPS Code (% for all)
Accounting Period From
Accounting Period To

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Circuit Court Recordation Tax Query Page

V_AR_COURT_RECORDATION_TAX - Circuit Court Collections

Fiscal Year

FIPS Code (% for all)

Accounting Period From

Accounting Period To

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1737 kb)

[View All](#)

Row	Fiscal Year	Period	FIPS	FIPS Description	Deposit Certificate Number	Journal ID
1	2019	2	001	Accomack	33001799	AR00970661
2	2019	2	001	Accomack	33001799	AR00970661
3	2019	2	001	Accomack	33001800	AR00972078
4	2019	2	001	Accomack	33001800	AR00972078
5	2019	2	001	Accomack	33001801	AR00973390



Screenshot of the Circuit Court Recordation Tax Query Page (scrolled right)

First 1-100 of 6161 Last					
Deposit Date	Business Unit	Fund	Account	Posted Date	Collections Amount
08/01/2018	11300	01000	4001038	08/03/2018	705.00
08/01/2018	11300	01000	4001039	08/03/2018	6314.65
08/02/2018	11300	01000	4001038	08/06/2018	751.00
08/02/2018	11300	01000	4001039	08/06/2018	5780.50
08/03/2018	11300	01000	4001038	08/07/2018	956.25



Collection Activity Tracking Query (V_AR_COLLECTN_TRK) – VDOT only

REVISED: 3/24/2017

DESCRIPTION:

This query displays items in collection with the associated status, item balance, and original item amount.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AR_COLLECTN_TRK

INPUT / SEARCH CRITERIA:

Business Unit
Customer (% for all)
Due Date From
Due Date To
Action (% for all)
Item Status (% for all)

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Collection Activity Tracking Query Page

V_AR_COLLECTN_TRK - COLLECTION TRACKING QUERY

Business Unit

Customer (% for all)

Due Date From

Due Date To

Action (% for all)

Item Status (% for all)

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (26 kb)

View All

Row	Business Unit	Customer	Item ID	Status	Item Balance	Orig Item Amt
1	50100	0000152951	PRDM011021	O	2195.600	2195.600
2	50100	0000152878	PRDM010981	O	4424.780	4424.780
3	50100	0000152967	PRDM011118	O	1247.950	1247.950
4	50100	0000151158	PRDM011093	C	0.000	14300.300
5	50100	0000152874	PRDM010977	O	845.970	845.970



Screenshot of the Collection Activity Tracking Query Page (scrolled right)

First 1-70 of 70 Last					
Due Date	Action Date	Action	Past Due Days	Claim No	Claim Date
02/13/2019	05/06/2019	TAXR	225	86365355	05/06/2019
02/10/2019	05/06/2019	TAXR	225	86365356	05/06/2019
02/16/2019	05/06/2019	TAXR	225	86365357	05/06/2019
02/15/2019	05/06/2019	TAXR	225	86365358	05/06/2019
02/10/2019	05/06/2019	TAXR	225	86365360	05/06/2019



COVA Cash Management Improvement Query (V_AR_COVA_CMIA)

REVISED: 3/24/2017

DESCRIPTION:

This query displays Cash Management Improvement Act (CMIA) information for a designated Fiscal Year period. The query can be used to gather information for the CMIA schedule for quarterly and year-end reporting.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AR_COVA_CMIA

INPUT / SEARCH CRITERIA:

Business Unit
Fiscal Year
Fund (% for all)
Project (% for all)

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the COVA Cash Management Improvement Query Page

V_AR_COVA_CMIA - COVA Cash Management Improvment																
Business Unit		50100														
Fiscal Year		2019														
Fund (% for all)																
Project (% for all)																
		View Results														
Download results in :		Excel Spreadsheet CSV Text File XML File (12032 kb)														
View All		First 1-100 of 27100 Last														
Row	Business Unit	Project	Task	Fund	Fund Description	Account	Account Description	Deposit ID	Journal ID	Journal Date	Fiscal Year	Accounting Date	Amount	Deposit Certificate#	Deposit Date	Approved Date
1	50100			04100	Hwy Maintenance & Operating Fd	4002173	Highway Permit Fees	84883	AR00949300	07/10/2018	2019	07/05/2018	110.00	0601L649	07/05/2018	07/10/2018
2	50100			04100	Hwy Maintenance & Operating Fd	4002173	Highway Permit Fees	84883	AR00949300	07/10/2018	2019	07/05/2018	110.00	0601L649	07/05/2018	07/10/2018
3	50100			04100	Hwy Maintenance & Operating Fd	4002173	Highway Permit Fees	84883	AR00949300	07/10/2018	2019	07/05/2018	110.00	0601L649	07/05/2018	07/10/2018
4	50100			04100	Hwy Maintenance & Operating Fd	4002173	Highway Permit Fees	84883	AR00949300	07/10/2018	2019	07/05/2018	110.00	0601L649	07/05/2018	07/10/2018
5	50100			04100	Hwy Maintenance & Operating Fd	4002173	Highway Permit Fees	84883	AR00949300	07/10/2018	2019	07/05/2018	1192.00	0601L649	07/05/2018	07/10/2018
6	50100			04100	Hwy Maintenance & Operating Fd	4002173	Highway Permit Fees	84883	AR00949300	07/10/2018	2019	07/05/2018	110.00	0601L649	07/05/2018	07/10/2018
7	50100			04100	Hwy Maintenance & Operating Fd	4002173	Highway Permit Fees	84883	AR00949300	07/10/2018	2019	07/05/2018	110.00	0601L649	07/05/2018	07/10/2018
8	50100			04100	Hwy Maintenance & Operating Fd	4002173	Highway Permit Fees	84883	AR00949300	07/10/2018	2019	07/05/2018	110.00	0601L649	07/05/2018	07/10/2018
9	50100			04100	Hwy Maintenance & Operating Fd	4002173	Highway Permit Fees	84883	AR00949300	07/10/2018	2019	07/05/2018	110.00	0601L649	07/05/2018	07/10/2018



Deposit by Accounting Entries Query (V_AR_DEPOSIT_BY_ACCTG_ENTRY)

REVISED: 12/26/2019

DESCRIPTION:

This query displays deposit transaction information including the accounting distributions and can be used to review submitted deposit transactions or for reconciliation purposes.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AR_DEPOSIT_BY_ACCTG_ENTRY

INPUT / SEARCH CRITERIA:

Deposit BU
Deposit ID

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Deposit by Accounting Entries Query Page

V_AR_DEPOSIT_BY_ACCTG_ENTRY - Deposit by Accounting Entries

Deposit BU

Deposit ID

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

[View All](#)

Row	Unit	Deposit ID	CUSTOMER ID	ITEM	Payment ID	Amount	Pay Method	Acctg Date	Year	Period	Account	Fund	Department
1	42500	1269			JS-C20161204	727.500	CHK	12/05/2016	2017	6	4002520	02425	425

Screenshot of the Deposit by Accounting Entries Query Page (scrolled right)

												First 1-1 of 1 Last	
Program	Cost Center	FIPS	Agency Use 2	Agency Use 1	Asset	Task	PC Bus Unit	Project	Activity	Amount	APPROVEOPRID	Approve Date	
										-339.600	AA_CARDINAL_BATCH_AR	12/08/2016	0



Deposit by Dollar Amount Query (V_AR_DEPOSIT_BY_DOLLAR_AMOUNT)

REVISED: 3/24/2017

DESCRIPTION:

This query displays Deposit information by dollar amount and can be used to monitor Deposits received and recorded in Cardinal.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AR_DEPOSIT_BY_DOLLAR_AMOUNT

INPUT / SEARCH CRITERIA:

Deposit Business Unit
Accounting Date From
Accounting Date To
Payment Amount

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Deposit by Dollar Amount Query Page

V_AR_DEPOSIT_BY_DOLLAR_AMOUNT - Deposit by Dollar Amount

Deposit Business Unit

Accounting Date From

Accounting Date To

Payment Amount

[View Results](#)

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

[View All](#)

Row	Customer	Item ID	Deposit BU	Deposit ID	Payment Seq #	Payment ID	Status
1			15100	1128	1	1	Journalled

Screenshot of the Deposit by Dollar Amount Query Page (scrolled right)

First 1-1 of 1 Last					
Payment Amount	Accounting Date	Posted Date	Posted Count	Posted Total	Operator ID
30.06	01/06/2020		0	0.00	BCT95042



Deposit Reconciliation Query (V_AR_DEPOSIT_TO_GL)

REVISED: 3/24/2017

DESCRIPTION:

This query displays approved Deposits that have been posted to General Ledger (GL) for a designated Accounting Date range. The query provides transaction information including the Cash Lines associated with the transaction and can be used for reconciliation purposes.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AR_DEPOSIT_TO_GL

INPUT / SEARCH CRITERIA:

Business Unit (% for all)
Accounting Date From
Accounting Date To
Bank Code (% for all)

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Deposit Reconciliation Query Page

V_AR_DEPOSIT_TO_GL - Deposit Reconciliation

Business Unit (% for all)

Accounting Date From

Accounting Date To

Bank Code (% for all)

View Results

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

View All

Row	Deposit Unit	Deposit ID	Deposit Type	Bank Code	Payment ID	Payment Sequence	Monetary Amount	Accounting Date	Deposit Date	Distribution Status
1	15100	1028	1	1105	1	1	-118.59	07/01/2019	07/01/2019	D
2	15100	1028	1	1105	1	1	118.59	07/01/2019	07/01/2019	D
3	15100	1028	1	1105	2	2	-98.00	07/01/2019	07/01/2019	D
4	15100	1028	1	1105	2	2	98.00	07/01/2019	07/01/2019	D
5	15100	1029	1	1105	1	1	-180.00	07/12/2019	07/12/2019	D



Screenshot of the Deposit Reconciliation Query Page (scrolled right)

First 1-12 of 12 Last									
Journal Directly	Deposit Ticket #	Fund Code	Account	Program	Journal ID	Journal Date	Accounting Period	CARS Indicator	Journal Status
Y	51510993	01000	5011230	799001	AR01255730	07/01/2019	1	Y	P
Y	51510993	01000	101010		AR01255730	07/01/2019	1	Y	P
Y	51510993	01000	5015450	799001	AR01255730	07/01/2019	1	Y	P
Y	51510993	01000	101010		AR01255730	07/01/2019	1	Y	P
Y	51510996	01000	5011230	737004	AR01265721	07/12/2019	1	Y	P



Deposits Not Approved Query (V_AR_DEPOSITS_NOT_APPROVED)

REVISED: 12/26/2019

DESCRIPTION:

This query displays Deposits which have not been attached to a Deposit Certificate (DC) as well as Deposit Certificates that have not been approved.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AR_DEPOSITS_NOT_APPROVED

INPUT / SEARCH CRITERIA:

Business Unit (% for All)
Accounting Date From
Accounting Date To

OUTPUT FORMAT:

HTML
Excel
CSV

ADDITIONAL INFORMATION:

If a Deposit that has not been attached to a DC is displayed in the results, it will need to be linked to a DC and approved. If a Deposit is displayed in the results and has been attached to a DC, this indicates that the DC is waiting to be approved. The Deposit will need to be approved in order to be sent to GL via a batch process. If a DC was entered in error and will not have a Deposit attached, no further action is needed since it cannot be deleted.

Screenshot of the Deposits Not Approved Query Page

V_AR_DEPOSITS_NOT_APPROVED - Deposits Not Approved

Business Unit (% for All)

Accounting Date From

Accounting Date To

[View Results](#)

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

[View All](#)

Row	Business Unit	Deposit Ticket Number	Deposit ID	DC Ticket/Deposit Amount	Deposit Count
1	50100	55022996		0.000	1
2	50100	6501S061		0.000	1

Screenshot of the Deposits Not Approved Query Page (scrolled right)

First 1-2 of 2 Last					
Bank Deposit Date	Accounting Date	Payment Seq Num	Payment Amount	Combo Edit	Budget Check
05/24/2018		0	0.000		
11/23/2018		0	0.000		



Deposits Not Posted to GL Query (V_AR_DEP_NOT_POSTED_TO_GL)

REVISED: 3/24/2017

DESCRIPTION:

This query displays Deposits that were not posted to GL. The query can be used to monitor and audit the Funds Receipts process to ensure that all Deposits are posted to GL.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AR_DEP_NOT_POSTED_TO_GL

INPUT / SEARCH CRITERIA:

Deposit BU
Bank Code (% for all values)
From Date
To Date

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Deposits Not Posted to GL Query Page

V_AR_DEP_NOT_POSTED_TO_GL - Deposits Not Posted to GL

Deposit BU:

15100

Bank Code (% for all values):

%

From Date:

01/01/2017

To Date:

03/23/2017

View Results

Download results in :

[Excel Spreadsheet](#)

[CSV Text File](#)

[XML File](#)

(1 kb)

View All

	Bank Cd	Deposit Unit	Deposit ID	Deposit Type	Accounting Date	Deposit Date	Payment Sequence
1	1104	15100	693	4	03/23/2017	03/23/2017	1
2	1105	15100	691	1	03/21/2017	03/21/2017	1

Screenshot of the Deposits Not Posted to GL Query Page (scrolled right)

First 1-2 of 2 Last				
Payment Amount	GL Distrib Status	Journal Directly	User ID	Deposit Control Ticket Number
14726.900	N	Y	VPH82737	80444872
15.000	N	Y	VPH82737	51510806



Posted Deposit Extract Query (V_AR_POSTED_DEPOSITS)

REVISED: 3/24/2017

DESCRIPTION:

This query displays Deposits that have been directly journalled and posted to GL for a designated Journal Date range. The query provides Deposit information including the accounting Distribution Lines, Journal ID, Journal Date, Posted Date, Journal Line Number, and the associated Cash Lines for the transaction.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AR_POSTED_DEPOSITS

INPUT / SEARCH CRITERIA:

Deposit BU (% for all)
GL Business Unit (% for all)
Posted From Date
Posted To Date

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Posted Deposit Extract Query Page

V_AR_POSTED_DEPOSITS - Posted Deposit Extract Query

Deposit BU (% for all)

GL Business Unit (% for all)

Posted From Date

Posted To Date

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (41 kb)

[View All](#)

Row	Deposit Business Unit	Deposit Ticket Number	Deposit Ticket Amount	Deposit Ticket Count	Date Approved	Deposit Date	CARS Indicator	Approver's Oper ID	Deposit ID	Accounting Date	Deposit Amount
1	15100	01232019	4318.00	1	01/23/2019	01/23/2019	Y	UHK37558	968	01/23/2019	4318.00
2	15100	01252019	31077.00	1	01/29/2019	01/25/2019	Y	RIC36556	972	01/25/2019	31077.00
3	15100	01282019	15903.00	1	01/30/2019	01/28/2019	Y	RIC36556	973	01/28/2019	15903.00
4	15100	01292019	20884.00	1	01/30/2019	01/29/2019	Y	RIC36556	974	01/29/2019	20884.00
5	15100	1242019	6860.00	1	01/28/2019	01/24/2019	Y	UHK37558	970	01/24/2019	6860.00



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

Deposit Count	Deposit Type	Bank Code	Payment Sequence Number	Payment ID	Payment Amount	Payment Method	Data Source	Customer ID	Customer Name	Distribution Line Number
1	3	1200	1	1	4318.00	WIR	ONL			1
1	3	1700	1	1	31077.00	WIR	ONL			1
1	3	1105	1	1	15903.00	WIR	ONL			1
1	3	1200	1	1	20884.00	WIR	ONL			1
1	3	1200	1	1	6860.00	WIR	ONL			1

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

GL Business Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Bus Unit	Project	Activity	Analysis Type
15100	4002700	06090		95700										
15100	4002700	06090		95700										
15100	4002700	06090		95700										
15100	4002700	06090		95700										
15100	4002700	06090		95700										

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

First 1-38 of 38 Last									
Resource Type	Resource Category	Subcategory	Line Amount	Journal ID	Journal Date	Posted Date	Jml Line Nbr	Unpost Sequence	AR Journal Line Reference
			-4318.00	AR01111343	01/23/2019	01/23/2019	1	0	
			-31077.00	AR01115931	01/29/2019	01/29/2019	1	0	
			-15903.00	AR01117239	01/30/2019	01/30/2019	1	0	
			-20884.00	AR01117239	01/30/2019	01/30/2019	3	0	
			-6860.00	AR01114641	01/28/2019	01/28/2019	3	0	



Receivable Entry Type / Reason Query (V_AR_ENTTYP_ENTRSN) – VDOT only

REVISED: 12/26/2019

DESCRIPTION:

This query displays detail information by Item ID including the entry type, Reason Code, and related charge distribution.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AR_ENTTYP_ENTRSN

INPUT / SEARCH CRITERIA:

From Date
To Date
Business Unit
Item Status (% for All)
Customer (% of all)
Entry Type (% for all)
Entry Reason (% for all)
Department (% for all)
Item ID (% for all)

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Receivable Entry Type / Reason Query Page

V_AR_ENTTYP_ENTRSN - Receivable Ent type/Ent Reason

From Date

To Date

Business Unit

Item Status (% for All)

Customer (% for all)

Entry Type(% for all)

Entry Reason(% for all)

Department (% for all)

Item ID (% for All)

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (15360 kb)

[View All](#)

Row	Business Unit	Item ID	Customer	Customer Name	Item Status	Entry Type	Reason	Property Damage	FM	Accounting Date	Contract Num	Identifier	Project ID
1	50100	GENE003682	0000000004	BOWMAN CONSULTING	C	PY	GEHM5		07	01/08/2018			
2	50100	GENE004071	0000000004	BOWMAN CONSULTING	C	PY	GEHM5		08	02/14/2018			
3	50100	GENE004129	0000000004	BOWMAN CONSULTING	C	PY	GEHM5		08	02/14/2018			



Screenshot of the Receivable Entry Type / Reason Query Page (scrolled right)

First 1-100 of 18916 Last												
Cost Center	DEPTID	Line Descr	Monetary Amount	JRNL_LN_REF	Fund Code	Program	Account	Identifier Description	Entry Reason Description	Accident Date	DAYS_ACCIDENT_TO_INV	USER_DT1
11120010	10082	CO	-50.000	55010029	04100	699001	112054		Generic-VDOT Fingerprinting AR		0	
11120010	10082	CO	-25.000	55010054	04100	699001	112054		Generic-VDOT Fingerprinting AR		0	
11120010	10082	CO	-25.000	55010054	04100	699001	112054		Generic-VDOT Fingerprinting AR		0	



Accounts Receivable Reports

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Accounts Receivable Outstanding Details Report (RAR595) – VDOT only

REVISED: 03/24/2017

DESCRIPTION:

This report provides detail customer status of outstanding items at the Journal level by Account and Fund.

NAVIGATION PATH:

Main Menu > Accounts Receivable > Receivables Analysis > Receivable Reports > AR Outstanding Details

RUN CONTROL PARAMETERS:

Business Unit
As of Date
Fund Code (% for All)
Customer ID (% for All)

OUTPUT FORMAT:

PDF
CSV

Screenshot of the Accounts Receivable Outstanding Details Report Run Control Page

The screenshot displays the 'AR Outstanding Details Report' run control interface. At the top, a breadcrumb trail shows the navigation path: Favorites > Main Menu > Accounts Receivable > Receivables Analysis > Receivables Reports > AR Outstanding Details. Below this, the report title 'AR Outstanding Details Report' is shown. The main heading is 'Accounts Receivable Outstanding Details'. Underneath, the 'Run Control ID' is 'AR_OUTSTANDING_DETAILS_RPT', and there are links for 'Report Manager' and 'Process Monitor', along with a 'Run' button. A 'Report Request Parameters' section contains four input fields: '*Business Unit' (50100), '*As of Date' (01/09/2020), 'Fund Code (% for All)' (%), and 'Customer ID (% for All)' (%). At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

AR Outstanding Details Report

Accounts Receivable Outstanding Details

Run Control ID AR_OUTSTANDING_DETAILS_RPT Report Manager Process Monitor Run

Report Request Parameters

*Business Unit: 50100

*As of Date: 01/09/2020

Fund Code (% for All): %

Customer ID (% for All): %

Save Notify Add Update/Display



Screenshot of the Account Receivable Outstanding Details Report

Commonwealth of Virginia
ACCOUNTS RECEIVABLE OUTSTANDING DETAILS AS OF 09-JAN-2020

Run Date: 01/09/2020
Run Time: 01:16 00

Page No. 1 of 217

BUSINESS UNIT: 50100: VA Dept of Transportation
FUND: 04010: Highway Federal
ACCOUNT: 112051: A/R - Federal Government

CUSTOMER	ITEM#	ENTRY AMOUNT	PYMT APPLIED	ONLINE ADJUST	NET BALANCE	SEQ#	ACCT DATE	REASON	JOURNAL ID	JOURNAL DT	GL	PROJECT ID	CONTRACT
0000055002	001331922	46.00	0.00	0.00	46.00	1	06/24/2011	FED	AR00773473	06/28/2011	P	0000090322	0771095
0000055002	FED002709	2,171,586.83	0.00	0.00	2,171,586.83	1	01/06/2020	FED			P	0000110380	
0000055002	FED002710	718,110.52	0.00	0.00	718,110.52	1	01/07/2020	FED			P	0000108129	
0000055002	FED002712	85,629.22	0.00	0.00	85,629.22	1	01/08/2020	FED			P	0000088564	
0000055002	FED002713	1,996,390.92	0.00	0.00	1,996,390.92	1	01/09/2020	FED			P	0000108140	
0000055002	M001304572	0.00	0.00	-1.00	-1.00	1	04/13/2011	FED			P	0000092507	FM09251
Subtotal for Customer					<u>\$ 4,971,762.49</u>								
0000135946	FED001342	17,038.01	0.00	0.00	17,038.01	1	03/01/2016	FED			P	0000103073	
0000135946	FED001342	0.00	-12,995.72	0.00	-12,995.72	2	04/25/2016		AR00255840	04/25/2016	P	0000103073	
0000135946	FED001342	0.00	-4,042.28	0.00	-4,042.28	3	06/16/2016		AR00301986	06/17/2016	P	0000103073	
0000135946	FED002530	2,947.08	0.00	0.00	2,947.08	1	06/28/2019	FED			P	0000103073	
0000135946	FED002557	1,558.28	0.00	0.00	1,558.28	1	08/02/2019	FED			P	0000103073	
0000135946	FED002582	826.04	0.00	0.00	826.04	1	09/04/2019	FED			P	0000103073	
0000135946	FED002613	685.71	0.00	0.00	685.71	1	10/02/2019	FED			P	0000103073	
0000135946	FED002639	2,023.38	0.00	0.00	2,023.38	1	11/04/2019	FED			P	0000103073	
0000135946	FED002662	663.66	0.00	0.00	663.66	1	12/03/2019	FED			P	0000103073	
0000135946	FED002685	1,226.37	0.00	0.00	1,226.37	1	01/03/2020	FED			P	0000103073	
0000135946	GRNT000008	617.30	0.00	0.00	617.30	1	11/06/2014	GRNT			P	0000103073	
0000135946	GRNT000008	0.00	0.00	-617.03	-617.03	2	12/04/2014		AR00059657	12/04/2014	P	0000103073	
Subtotal for Customer					<u>\$ 9,930.80</u>								
Subtotal for ACCOUNT : 112051					<u>\$ 4,981,693.29</u>								
Total for FUND : 04010					<u>\$ 4,981,693.29</u>								

Screenshot of the Account Receivable Outstanding Details Report (continued)

BUSINESS UNIT: 50100: VA Dept of Transportation FUND: 04769: Smart Tag ACCOUNT: 112054: A/R - Other												Page No. 213 of 217	
CUSTOMER	ITEM#	ENTRY AMOUNT	PYMT APPLIED	ONLINE ADJUST	NET BALANCE	SEQ#	ACCT DATE	REASON	JOURNAL ID	JOURNAL DT	GL	PROJECT ID	CONTRACT
0000133052	GENE005398	650,176.21	0.00	0.00	650,176.21	1	10/16/2019	VPC66			P		
0000133052	GENE005454	31,056.92	0.00	0.00	31,056.92	1	10/22/2019	SUMM			P		
0000133052	GENE005560	522,884.28	0.00	0.00	522,884.28	1	12/10/2019	VPC66			P		
0000133052	GENE005574	35,369.00	0.00	0.00	35,369.00	1	12/23/2019	SUMM			P		
Subtotal for Customer					<u>\$ 1,239,486.41</u>								
0000137221	GENE005449	17,238.00	0.00	0.00	17,238.00	1	10/21/2019	VPC66			P		
0000137221	GENE005567	13,476.00	0.00	0.00	13,476.00	1	12/17/2019	VPC66			P		
Subtotal for Customer					<u>\$ 30,714.00</u>								
Subtotal for ACCOUNT : 112054					<u>\$ 1,270,200.41</u>								
Total for FUND : 04766					<u>\$ 1,270,200.41</u>								

Screenshot of the Account Receivable Outstanding Details Report (continued)

FUND				Page No. 215 of 217									
FUND	ACCOUNT	ENTRY REASON	ENTRY AMOUNT										
04010	112051		4,981,693.29										
04100	112052		143,703.05										
04100	112053		46,848.22										
04100	112054		18,329,840.66										
04362	112054		8,726.71										
04720	112052		27,328,277.80										
04720	112053		1,753,162.96										
04720	112054		36,682,572.74										
04766	112054		1,270,200.41										
04769	112054		<u>371,922.01</u>										
			<u>\$ 90,916,947.85</u>										

Screenshot of the Account Receivable Outstanding Details Report (continued)

FUND				Page No. 217 of 217									
FUND	ACCOUNT	ENTRY REASON	ENTRY AMOUNT										
		SUMM	66,425.92										
		VPC66	<u>1,203,774.49</u>										
			<u>\$ 90,916,947.85</u>										



Aging Summary by Business Unit Report (AR30004) – VDOT only

REVISED: 3/24/2017

DESCRIPTION:

This report provides aging information including aged open balances for every customer in a Business Unit. This report can be used to identify delinquent accounts.

NAVIGATION PATH:

Main Menu > Accounts Receivable > Receivables Analysis > Aging > Aging Summary by Unit Rpt

RUN CONTROL PARAMETERS:

As of Date
SetID
Aging ID
Amount Type
Rate Type
Display Option
Business Unit

OUTPUT FORMAT:

PDF
CSV

Screenshot of the Aging Summary by Unit Report Run Control Page

The screenshot shows the 'Aging Summary By Unit' report run control page. The breadcrumb navigation at the top reads: Favorites > Main Menu > Accounts Receivable > Receivables Analysis > Aging > Aging Summary by Unit Rpt. The page title is 'Aging Summary By Unit'. Below the title, the 'Run Control ID' is 'AgingSumbyUnitRpt'. To the right are links for 'Report Manager', 'Process Monitor', and a 'Run' button. A 'Language' dropdown is set to 'English'. The 'Report Request Parameters' section contains the following fields: 'As of Date' (10/19/2019) with a calendar icon and a 'Use System Date' checkbox; 'SetID' (STATE) with a search icon and the label 'Statewide SetID'; 'Aging ID' (STND) with a search icon and the label 'Standard'; 'Amount Type' (Base Curr) with a dropdown arrow; 'Rate Type' (CRRNT) with a search icon and the label 'Current Rate'; and '*Display Option' (Include All) with a dropdown arrow. Below these are three unchecked checkboxes: 'Exclude IU Customers', 'Exclude Customers with Different Aging ID', and 'Print By SubCustomer'. At the bottom, there is a 'System Activity' section with a table. The table has columns for '*Business Unit' and 'Description'. The first row shows '50100' in the Business Unit column and 'VA Dept of Transportation' in the Description column. The table has a search icon, a close icon, and navigation buttons (+, -). Above the table are links for 'Personalize', 'Find', 'View All', and a status bar showing 'First', '1 of 1', and 'Last'.

Run Control ID: AgingSumbyUnitRpt

Report Manager Process Monitor Run

Language: English

Report Request Parameters

As of Date: 10/19/2019 ☐ Use System Date

SetID: STATE Statewide SetID

Aging ID: STND Standard

Amount Type: Base Curr

Rate Type: CRRNT Current Rate

*Display Option: Include All

☐ Exclude IU Customers

☐ Exclude Customers with Different Aging ID

☐ Print By SubCustomer

System Activity Personalize Find View All First 1 of 1 Last

*Business Unit	Description
50100	VA Dept of Transportation



Screenshot of the Aging Summary by Business Unit Report

PeopleSoft Receivables AGING SUMMARY BY BUSINESS UNIT as of 19-OCT-2019										
Report ID: AR30004 Aging Id: STATE/STND Currency: Base Currency Rate Type: CRRNT Business Unit: 50100										Page No. 1 Run Date 12/26/2019 Run Time 16:28:39
Cust ID	Name	Cur Amount	Current	P 1-30	P 31-60	P 61-90	P 91-120	P 121-180	P 181-365	P >365
50100	VA Dept of Transportation									
0000000004	BOWMAN CONSULTING USD	52.00						27	25	
0000000006	U.S. FACILITIES USD	775.00			675				100	
0000001070	DEPT OF MINES, MINER USD	3,500.00								3,500
0000003107	TOWN OF ALTAVISTA USD	5,682.00				5,682				
0000003154	COUNTY BUCHANAN USD	600,000.00			600,000					
0000003214	CHILHOWIE TOWN OF USD	2,765.44			2,765					
0000003237	CITY OF DANVILLE USD	181.58			181					
0000003239	TOWN OF DUMFRIES USD	609,582.83			181,849		427,732			
0000003249	FAIRFAX COUNTY USD	69,408.51			12,213	34,524	22,670			
0000003273	CITY OF HAMPTON USD	-0.10								-0
0000003303	CITY OF MANASSAS, CI USD	29,416.12					29,416			
0000003325	CITY OF NEWPORT NEWS USD	-29,254.95								-29,254
0000003340	CITY OF NORFOLK USD	1,482.28		1,482						
0000003370	PRINCE WILLIAM COUNT USD	79,780.41		79,780						
0000003383	CITY OF RICHMOND USD	2,102.22		406	1,693				2	
0000003405	STAFFORD COUNTY USD	47,520.00					47,520			
0000003426	TOWN OF VIENNA USD	534.84								534
0000003428	CITY OF VIRGINIA BEA USD	4,046,069.50				4,046,069				
0000003430	CITY OF VIRGINIA BEA USD	1,300.40		1,300						
0000003431	CITY OF VIRGINIA BEA USD	3,753,172.88		54,203					3,698,968	0
0000011288	JAMES CITY SERVICE A USD	136,640.86					136,640			
0000012249	MD STATE HIGHWAY ADM USD	813,532.99			269,961	269,961	273,609			
0000050107	DEPARTMENT OF ENVIRO USD							278		-278
0000050351	DEPARTMENT OF FORENS USD	9,972.82								9,972
0000055002	FEDERAL HIGHWAY ADM1 USD	13,967,907.57			13,967,862					45
0000100136	VIRGINIA STATE POLIC USD	214.05			214					
0000100140	COUNTY WARREN USD	362,500.00							362,500	
0000101885	WARSAW TOWN OF USD	7,767.09							7,767	
0000102404	COUNTY LOUDOUN USD	545,000.00						545,000		
0000104002	CITY OF CHESAPEAKE USD	25,050,584.05						708		25,049,818
0000107827	CITY OF SUFFOLK USD	378.91		378						
0000109650	S.L. WILLIAMSON COMP USD	25,205.82				25,205				
0000110729	DLB, INC. USD	242,297.45								242,297
0000111202	CSX TRANSPORTATION USD	262.41					262			
0000117140	CITY OF HAMPTON USD	766.27			766					
0000119827	TAVARES CONTRATE COM USD	0.04							0	
0000120273	HLK KNOB, INC. USD	54.00			54					
0000121198	TOLL ROAD INVESTORS USD	1,946.81			1,946					
0000122063	CITY OF CHARLOTTESVI USD	19,558.14			6,194	14,060	-696			
0000122956	GREAT MEADOW USD	3,060.09				3,060				
0000123531	STANTEC, INC. USD	81.00			81					

Screenshot of the Aging Summary by Business Unit Report (continued)

PeopleSoft Receivables AGING SUMMARY BY BUSINESS UNIT as of 19-OCT-2019										
Report ID: AR30004 Aging Id: STATE/STND Currency: Base Currency Rate Type: CRRNT Business Unit: 50100										Page No. 55 Run Date 12/26/2019 Run Time 16:28:45
Cust ID	Name	Cur Amount	Current	P 1-30	P 31-60	P 61-90	P 91-120	P 121-180	P 181-365	P >365
GRAND TOTAL		86,940,820.55			30,157,212.62	13,063,536.05	1,689,178.90	2,632,507.73	5,875,217.44	33,523,167.81



AR-GL Receivables Account Recon Report (RAR014) – VDOT only

REVISED: 3/24/2017

DESCRIPTION:

This report provides a comprehensive review and comparison of receivable beginning, ending, and variance balances. The data is summarized by Account, Fund, and Department with a focus on current period activity. This report is used for receivable account reconciliation.

NAVIGATION PATH:

Main Menu > Accounts Receivable > Receivables Analysis > Receivable Reports > AR-GL Receivables Acct Recon

RUN CONTROL PARAMETERS:

Business Unit
Fiscal Year
Accounting Period
ChartField Selection

OUTPUT FORMAT:

PDF
CSV

Screenshot of the AR-GL Receivables Account Recon Report Run Control Page

Favorites ▾Main Menu ▾>Accounts Receivable ▾>Receivables Analysis ▾>Receivables Reports ▾>AR-GL Receivables Acct Recon

AR-GL Receivables Acct Recon

Run Control ID AR_GL_Rec_Acct_Recon_RptReport ManagerProcess MonitorRun

Group Box

Business Unit 50100 🔍
Fiscal Year 2019Accounting Period
☐ Include Adjustment Period(s)

Refresh

ChartField SelectionPersonalize | Find | 📄 | 📊First 1-16 of 16Last

Sequence	ChartField Name	Include CF	Value	To Value
1	Account	☒	4001000 🔍	4001000 🔍
2	Fund	☒	01000 🔍	01000 🔍
3	Program	☐	🔍	🔍
4	Department	☒	10015 🔍	10015 🔍 ×
5	Cost Center	☐	🔍	🔍
6	Task	☐	🔍	🔍
7	FIPS	☐	🔍	🔍
8	Asset	☐	🔍	🔍
9	Agency Use 1	☐	🔍	🔍



Screenshot of the AR-GL Receivables Account Recon Report

 Report ID: KAR014		Commonwealth of Virginia AR-GL RECEIVABLES ACCOUNT RECON REPORT		Run Date: 12/26/2019 Run Time: 04:29:00	
Business Unit: 50100 FISCAL YEAR: ACCOUNTING PERIOD: Adjustment: N Account: From: 4001000 To: 4001000 Fund: From: 01000 To: 01000 Department: From: 10015 To: 10015				Page No. 1 of 2	
		GENERAL LEDGER	AR/BI	VARIANCE	
BEGINNING BALANCE		\$ 0.00	\$ 0.00	\$ 0.00	
ENDING BALANCE		\$ 0.00	\$ 0.00	\$ 0.00	
VARIANCES		\$ 0.00	\$ 0.00	\$ 0.00	

<u>CURRENT PERIOD ACTIVITY</u>	
GENERAL LEDGER MODULE RECEIVABLE ACTIVITY	\$ 0.00
BILLING MODULE RECEIVABLE ACTIVITY	0.00
ACCOUNT RECEIVABLE MODULE RECEIVABLE ACTIVITY	0.00
TOTAL AR/BI MODULES RECEIVABLE ACTIVITY	0.00
VARIANCE (GL ACTIVITY - TOTAL AR/BI ACTIVITY)	0.00

<u>ADD</u>	
ACCOUNTING ENTRIES CREATED IN BILLING, NOT SENT TO GL	0.00
ACCOUNTING ENTRIES POSTED IN AR, NOT SENT TO GL	0.00
ACCOUNTING ENTRIES IN AR SENT, NOT POSTED IN GL	0.00
ACCOUNTING ENTRIES IN BI SENT, NOT POSTED IN GL	0.00
TOTAL	0.00

<u>SUBTRACT</u>	
DIRECT JOURNALS POSTED TO GL	0.00
DIRECT JOURNALS POSTED TO GL (NOT ORIGINALLY FROM AR/BI RECEIVABLE)	0.00
TOTAL GL NOT RELATED TO AR ITEMS	0.00
TOTAL	\$ 0.00



Circuit Court Commissions Report (RAR733B)

REVISED: 03/24/2017

DESCRIPTION:

This report provides the status of funds received by Circuit Courts for fees collected.

NAVIGATION PATH:

Main Menu > Accounts Receivable > Payments > Reports > Circuit Court Commissions

RUN CONTROL PARAMETERS:

Fiscal Year
Accounting Period
Monthly Commissionable Transactions [checkbox]
Commissions Report [checkbox]
Fixed Length Flat File [checkbox]
PDF File [checkbox]

OUTPUT FORMAT:

PDF
CSV

Screenshot of the Circuit Court Commissions Report Run Control Page

The screenshot shows the 'Circuit Court Commissions' report run control page. At the top, a breadcrumb trail reads: Favorites > Main Menu > Accounts Receivable > Payments > Reports > Circuit Court Commissions. Below this, a tab labeled 'Circuit Court Commissions' is active. The page displays 'Run Control ID: Circuit_Court_Commissions' and links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located in the top right. A section titled 'Report Request Parameters' contains the following controls: '*Fiscal Year' set to 2019, '*Accounting Period' set to 12, an unchecked checkbox for 'Monthly Commissionable Revenue Transactions', a checked checkbox for 'Commissions Report', an unchecked checkbox for 'Fixed Length Flat File', and a checked checkbox for 'PDF File'. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.



Screenshot of the Circuit Court Commissions Report

Report ID: RAR733B

Commonwealth of Virginia
CIRCUIT COURT COMMISSIONS
COMMISSIONS REPORT

Run Date: 12/26/2019
Run Time: 06:08 00

Page No. 1 of 132

Fiscal Year: 2019
Accounting Period: 12

FIPS Code:001
County/City : Accomack

<u>Account</u>	<u>Account Description</u>	<u>Current Month Revenue</u>	<u>Revenue Current 6 Month Period To Date</u>
4001037	Wills & Administrations	2,451.30	2,451.30
4001038	Deeds Of Conveyance	6,692.00	6,692.00
4001039	Recording Deeds & Contracts	61,329.26	61,329.26
4001049	Court Suits Actions At Law	200.00	200.00
4002103	Marriage Licenses	400.00	400.00
4007109	Interest - Fines & Forfeitures	1,108.83	1,108.83
4008110	Fine/Penalty/Forftrd Recogniznce	1,519.59	1,519.59
4008112	Processing Fees	259.51	259.51
4008113	Costs Collectd Commonwealth Cases	2,048.59	2,048.59
4008119	Commonwealth Attorney Fees	180.16	180.16
4008120	St Appoint Atty/Pub Defndr Fee	2,404.37	2,404.37
Total Amount for FIPS 001		<u>\$ 78,593.61</u>	<u>\$ 78,593.61</u>
Commissions At 5%		2,500.00	2,500.00
Commissions At 3%		857.81	857.81
Total Commissions		<u>\$ 3,357.81</u>	<u>\$ 3,357.81</u>
Revenue Current 6 Month Period - As Of Last Month		<u>\$ 0.00</u>	

Screenshot of the Circuit Court Commissions Report (Summary Page)

				Page No. 132 of 132
<u>Summary Of All Circuit Courts</u>				
<u>Account</u>	<u>Account Description</u>	<u>Current Month Revenue</u>	<u>Revenue Current 6 Month Period To Date</u>	
4001037	Wills & Administrations	466,143.46	466,143.46	
4001038	Deeds Of Conveyance	3,830,183.48	3,830,183.48	
4001039	Recording Deeds & Contracts	39,087,912.64	39,087,912.64	
4001049	Court Suits Actions At Law	48,094.50	48,094.50	
4002103	Marriage Licenses	99,120.00	99,120.00	
4007109	Interest - Fines & Forfeitures	293,335.19	293,335.19	
4008110	Fine/Penalty/Forftrd Recogniznce	191,323.04	191,323.04	
4008112	Processing Fees	27,631.16	27,631.16	
4008113	Costs Collectd Commonwealth Cases	533,729.15	533,729.15	
4008114	Child Restraint Device Penalty	25.00	25.00	
4008119	Commonwealth Attorney Fees	56,917.44	56,917.44	
4008120	St Appoint Atty/Pub Defndr Fee	626,812.84	626,812.84	
4008121	Fee Collectd-Failure To Appear	3,101.47	3,101.47	
4008130	Alcohol Safety Action Program	23.25	23.25	
4008133	Blood Test Fee	457.87	457.87	
4008134	Game Replacement	12.30	12.30	
4008135	Bad Check Fee	322.02	322.02	
Total Amount		\$ 45,265,144.81	\$ 45,265,144.81	
Commissions At 5%		256,352.22	256,352.22	
Commissions At 3%		1,204,143.01	1,204,143.01	
Total Commissions		\$ 1,460,495.23	\$ 1,460,495.23	
Revenue Current 6 Month Period - As Of Last Month		\$ 0.00		
Total Number Of Checks To Be Written		120		



Circuit Court Recordation Tax Certification Report (RAR734)

REVISED: 3/24/2017

DESCRIPTION:

This report provides the detail status of funds for tax recording certification revenue posted at the Journal level and summarized by FIPS and County/City.

NAVIGATION PATH:

Main Menu > Accounts Receivable > Payments > Reports > Circuit Court Recordation Tax

RUN CONTROL PARAMETERS:

Fiscal Year
Accounting Period From
Accounting Period To
Fixed Length Flat File [checkbox]
PDF File [checkbox]
Account Detail Selection / Account Value

OUTPUT FORMAT:

PDF
CSV

Screenshot of the Circuit Court Recordation Tax Certification Report Run Control Page

The screenshot shows the 'Run Control' page for the 'Circuit Court Recordation Tax' report. The breadcrumb navigation at the top reads: Favorites > Main Menu > Accounts Receivable > Payments > Reports > Circuit Court Recordation Tax. Below the breadcrumb is a tab labeled 'Recordation Tax'. The page displays the 'Run Control ID' as 'AD_HOC'. There are buttons for 'Report Manager', 'Process Monitor', and a yellow 'Run' button. A 'Report Request Parameters' section contains the following fields: '*Fiscal Year:' with a value of '2020', '*Accounting Period From:' with a value of '1', and '*Accounting Period To:' with a value of '6'. There are checkboxes for 'Fixed Length Flat File' (unchecked) and 'PDF File' (checked). An 'Account Detail Selection' table is also present, with columns for a sequence number, account value, and search icons. The table contains three rows: 1 4001014, 2 4001038, and 3 4001039. At the bottom of the page are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

Account Detail Selection		
	*Account Value	
1	4001014	+
2	4001038	+
3	4001039	+



Screenshot of the Circuit Court Recordation Tax Certification Report

Report ID: RAR734

Commonwealth of Virginia
RECORDATION TAX CERTIFICATION
DEPOSIT LISTING

Run Date: 01/09/2020

Run Time: 01:44 00

Page No. 1 of 524

Fiscal Year: 2020

Accounting Period From: 1

Accounting Period To: 6

FIPS Code: 001

County/City: Accomack

Deposit Certificate	Journal ID	Deposit Date	Business Unit	Fund	Account	Posted Date	Amount
33001001	ARO1368569	11/06/2019	11300	01000	4001038	11/08/2019	851.00
33001001	ARO1368569	11/06/2019	11300	01000	4001039	11/08/2019	6,521.16
33001002	ARO1371053	11/08/2019	11300	01000	4001038	11/13/2019	522.50
33001002	ARO1371053	11/08/2019	11300	01000	4001039	11/13/2019	3,614.59
33001003	ARO1374573	11/14/2019	11300	01000	4001038	11/18/2019	341.00
33001003	ARO1374573	11/14/2019	11300	01000	4001039	11/18/2019	5,227.32
33001004	ARO1375672	11/15/2019	11300	01000	4001038	11/19/2019	432.50
33001004	ARO1375672	11/15/2019	11300	01000	4001039	11/19/2019	3,369.50
33001005	ARO1376804	11/18/2019	11300	01000	4001038	11/20/2019	808.50
33001005	ARO1376804	11/18/2019	11300	01000	4001039	11/20/2019	7,551.20
33001006	ARO1378109	11/19/2019	11300	01000	4001038	11/21/2019	1,976.75
33001006	ARO1378109	11/19/2019	11300	01000	4001039	11/21/2019	19,526.89
33001007	ARO1380575	11/21/2019	11300	01000	4001038	11/25/2019	704.25
33001007	ARO1380575	11/21/2019	11300	01000	4001039	11/25/2019	4,677.00
33001008	ARO1382897	11/25/2019	11300	01000	4001038	11/27/2019	171.50
33001008	ARO1382897	11/25/2019	11300	01000	4001039	11/27/2019	2,895.22
33001009	ARO1384162	11/26/2019	11300	01000	4001038	12/02/2019	618.00
33001009	ARO1384162	11/26/2019	11300	01000	4001039	12/02/2019	5,085.25
33001010	ARO1385666	11/27/2019	11300	01000	4001038	12/03/2019	1,787.50
33001010	ARO1385666	11/27/2019	11300	01000	4001039	12/03/2019	10,757.68
33001011	ARO1389096	12/03/2019	11300	01000	4001038	12/05/2019	438.75
33001011	ARO1389096	12/03/2019	11300	01000	4001039	12/05/2019	3,329.80
33001012	ARO1392003	12/05/2019	11300	01000	4001038	12/11/2019	528.25
33001012	ARO1392003	12/05/2019	11300	01000	4001039	12/11/2019	3,568.85
33001013	ARO1392003	12/06/2019	11300	01000	4001038	12/11/2019	490.75
33001013	ARO1392003	12/06/2019	11300	01000	4001039	12/11/2019	3,520.75
33001014	ARO1393214	12/09/2019	11300	01000	4001038	12/11/2019	1,615.00
33001014	ARO1393214	12/09/2019	11300	01000	4001039	12/11/2019	13,882.74
33001015	ARO1394425	12/10/2019	11300	01000	4001038	12/12/2019	1,189.25
33001015	ARO1394425	12/10/2019	11300	01000	4001039	12/12/2019	10,628.05
33001016	ARO1395622	12/11/2019	11300	01000	4001038	12/13/2019	725.25



Screenshot of the Circuit Court Recordation Tax Certification Report (continued)

Page No. 523 of 524

FIPS Code: 840
County/City: Winchester

<u>Deposit Certificate</u>	<u>Journal ID</u>	<u>Deposit Date</u>	<u>Business Unit</u>	<u>Fund</u>	<u>Account</u>	<u>Posted Date</u>	<u>Amount</u>
33840251	AR01389096	12/03/2019	11300	01000	4001039	12/05/2019	1,704.75
33840252	AR01390477	12/04/2019	11300	01000	4001038	12/06/2019	167.75
33840252	AR01390477	12/04/2019	11300	01000	4001039	12/06/2019	838.00
33840253	AR01392003	12/05/2019	11300	01000	4001038	12/11/2019	368.75
33840253	AR01392003	12/05/2019	11300	01000	4001039	12/11/2019	3,282.00
33840254	AR01392003	12/06/2019	11300	01000	4001038	12/11/2019	606.25
33840254	AR01392003	12/06/2019	11300	01000	4001039	12/11/2019	6,472.10
33840255	AR01393214	12/09/2019	11300	01000	4001038	12/11/2019	360.00
33840255	AR01393214	12/09/2019	11300	01000	4001039	12/11/2019	4,069.00
33840256	AR01394425	12/10/2019	11300	01000	4001038	12/12/2019	110.25
33840256	AR01394425	12/10/2019	11300	01000	4001039	12/12/2019	602.25
33840257	AR01395622	12/11/2019	11300	01000	4001038	12/13/2019	174.50
33840257	AR01395622	12/11/2019	11300	01000	4001039	12/13/2019	1,214.50
33840258	AR01396717	12/12/2019	11300	01000	4001038	12/16/2019	242.50
33840258	AR01396717	12/12/2019	11300	01000	4001039	12/16/2019	2,549.50
33840259	AR01398001	12/13/2019	11300	01000	4001038	12/17/2019	98.50
33840259	AR01398001	12/13/2019	11300	01000	4001039	12/17/2019	1,457.81
33840260	AR01399392	12/16/2019	11300	01000	4001038	12/18/2019	356.00
33840260	AR01399392	12/16/2019	11300	01000	4001039	12/18/2019	4,780.45
33840261	AR01400688	12/17/2019	11300	01000	4001038	12/19/2019	284.75
33840261	AR01400688	12/17/2019	11300	01000	4001039	12/19/2019	3,145.61
33840262	AR01401840	12/18/2019	11300	01000	4001038	12/20/2019	80.00
33840262	AR01401840	12/18/2019	11300	01000	4001039	12/20/2019	1,971.50
33840263	AR01402996	12/19/2019	11300	01000	4001038	12/23/2019	264.50
33840263	AR01402996	12/19/2019	11300	01000	4001039	12/23/2019	22,775.55
33840264	AR01404144	12/20/2019	11300	01000	4001038	12/26/2019	1,943.50
33840264	AR01404144	12/20/2019	11300	01000	4001039	12/26/2019	15,516.03
33840265	AR01405957	12/23/2019	11300	01000	4001038	12/30/2019	1,190.50
33840265	AR01405957	12/23/2019	11300	01000	4001039	12/30/2019	13,719.06
33840266	AR01406870	12/27/2019	11300	01000	4001038	12/31/2019	168.75
33840266	AR01406870	12/27/2019	11300	01000	4001039	12/31/2019	2,959.69
33840267	AR01409378	12/30/2019	11300	01000	4001038	01/03/2020	592.50
33840267	AR01409378	12/30/2019	11300	01000	4001039	01/03/2020	5,908.60
Total Amount						\$	590,700.16
Total Collections - 4001038 Deeds Of Conveyance						\$	21,833,533.15
Total Collections - 4001039 Recording Deeds & Contracts						\$	246,575,791.97



Deposits and Revenue Summary for Local Treasurers Report (RAR729)

REVISED: 3/24/2017

DESCRIPTION:

This report provides a summary of Deposits and revenue recorded and approved in Cardinal by Deposit Certificate Ticket and Deposit ID Number (with related detail charge codes). The data is summarized by revenue account code for approved Deposits and revenue funds collected at the local Treasurers level summarized by Location, Fund, Account, and accounting period.

NAVIGATION PATH:

Main Menu > Accounts Receivable > Payments > Reports > Deposits and Revenue Summary

RUN CONTROL PARAMETERS:

Fiscal Year
Accounting Period
Fixed Length Flat File [checkbox]
PDF File [checkbox]

OUTPUT FORMAT:

PDF
CSV

Screenshot of the Deposits and Revenue Summary for Local Treasurers Report Run Control Page

The screenshot shows the 'Deposits and Revenue Summary' report run control page. The breadcrumb navigation at the top reads: Favorites > Main Menu > Accounts Receivable > Payments > Reports > Deposits and Revenue Summary. Below the breadcrumb is a tab labeled 'Deposit and Revenue Summary'. The page displays the 'Run Control ID' as 'Deposits_and_Revenue_Summary'. To the right of the ID are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. A 'Report Request Parameters' section contains four fields: '*Fiscal Year' with a value of '2019', '*Accounting Period' with a value of '1', 'Fixed Length Flat File' with an unchecked checkbox, and 'PDF File' with a checked checkbox. At the bottom of the page are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.

Report Request Parameters	
*Fiscal Year	2019
*Accounting Period	1
Fixed Length Flat File:	☐
PDF File:	☒



Screenshot of the Deposits and Revenue Summary for Local Treasurers Report

Report ID: RAR729

Commonwealth of Virginia
DEPOSITS AND REVENUE SUMMARY FOR LOCAL TREASURERS

Run Date: 12/27/2019
Run Time: 10:20 00

Page No. 1 of 145

Fiscal Year: 2019
Accounting Period : 1

LOCATION: 001 Accomack

FUND: 01000 General Fund

Account	Account Description	Document Date	DC Ticket Number	Deposit ID	Amount	Date Processed	Collected This Month	Collected This Year
4001118	Estimated Income Tax - 2018						23,998.70	23,998.70
		07/03/2018	88001377	49653	1,860.00	07/03/2018		
		07/03/2018	88001378	49654	5,800.00	07/03/2018		
		07/10/2018	88001380	49656	6,736.00	07/10/2018		
		07/13/2018	88001381	49657	3,252.70	07/13/2018		
		07/19/2018	88001383	49744	6,350.00	07/19/2018		
4004203	Fees & Allw Sheriff/Sgt/Deputy						2,861.00	2,861.00
		07/03/2018	88001377	49653	2,681.00	07/03/2018		
		07/09/2018	88001379	49655	84.00	07/09/2018		
		07/17/2018	88001382	49660	96.00	07/17/2018		
					FUND TOTAL	01000	26,859.70	26,859.70
					LOCATION TOTAL	001	26,859.70	26,859.70



Deposit Control - Point in Time Report (AR20001P) – BI Publisher Report

REVISED: 03/24/2017

DESCRIPTION:

This report provides detailed information for Deposits as of a designated date range and can be used to review Deposit control information.

NAVIGATION PATH:

Main Menu > Accounts Receivable > Payments > Reports > Deposit Control – Point in Time

RUN CONTROL PARAMETERS:

Point in Time Type (Day, MTD, Range, YTD)
From Date
To Date
As of Date
Deposit Unit
Amount Type (Base Curr or Entry Curr)
User ID (or blank for all)
Deposit Type (Cash and Checks, Lock Box
Deposits, Wire-in Deposits, etc. or % for all)
Bank Code (or blank for all)
Bank Account (or blank for all)
Posting Status (All, Complete, Errors, Not Posted)

OUTPUT FORMAT:

PDF
XLS
TXT

Screenshot of the Deposit Control – Point in Time Report Run Control Page

The screenshot shows the 'Deposit Control - Point in Time' report run control page. The breadcrumb navigation at the top reads: Favorites > Main Menu > Accounts Receivable > Payments > Reports > Deposit Control-Point in Time. The page title is 'Deposit Control - Point in Time'. Below the title, there are fields for 'Run Control ID' (set to ADHOC) and 'Language' (set to English). To the right of these fields are links for 'Report Manager', 'Process Monitor', and a 'Run' button. A section titled 'Report Request Parameters' contains the following fields: 'Point in Time Type' (set to Range), 'From Date' (01/01/2020), 'To Date' (01/09/2020), 'Deposit Unit' (12300, Department of Military Affairs), 'Amount Type' (Base Curr), 'User ID' (blank), 'Deposit Type' (1, Cash and check deposits), 'Bank Code' (blank), 'Bank Account' (blank), and 'Posting Status' (All). At the bottom of the page, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.



Screenshot of the Deposit Control – Point in Time Report

ORACLE

Report ID: ARX20001P

PeopleSoft Receivables

Deposit Control

YTD from 01-Jan.2020 to 09-Jan.2020

Page No. 1

Run Date 30-Jan.2020

Run Time 11:07:39 AM

Business Unit: 12300

Report on Base Currency: USD

Operator: ALL

Deposit Type: 1

Bank Account: ALL

Post Status: All

Entry Date	Deposit ID	Operator	Assigned Operator	Deposit Type	Bank Code	Bank Acct	Balance Status	Deposit Status	Control Amount	Entered Amount	Posted Total	Journalled Amount
06-Jan-2020	5593	UBZKWHZ B	UBZKWH ZB	000001	1105		Yes	Complete	952.00	952.00	0.00	952.00 USD
Base Currency:							USD		952.00	952.00	0.00	952.00
Total Amount by Entry Date:							06-Jan-2020		952.00	952.00	0.00	952.00 USD
07-Jan-2020	5602	RHKURCR Q	RHKURC RQ	000001	1105		Yes	Complete	125.00	125.00	0.00	125.00 USD
Base Currency:							USD		125.00	125.00	0.00	125.00
Total Amount by Entry Date:							07-Jan-2020		125.00	125.00	0.00	125.00 USD
08-Jan-2020	5608	RHKURCR Q	RHKURC RQ	000001	1105		Yes	Complete	253.27	253.27	0.00	253.27 USD
Base Currency:							USD		253.27	253.27	0.00	253.27
Total Amount by Entry Date:							08-Jan-2020		253.27	253.27	0.00	253.27 USD
09-Jan-2020	5610	RHKURCR Q	RHKURC RQ	000001	1105		Yes	Complete	205.23	205.23	0.00	205.23 USD
09-Jan-2020	5611	RHKURCR Q	RHKURC RQ	000001	2300		Yes	Complete	105.00	105.00	0.00	105.00 USD
Base Currency:							USD		310.23	310.23	0.00	310.23
Total Amount by Entry Date:							09-Jan-2020		310.23	310.23	0.00	310.23 USD

Screenshot of the Deposit Control – Point in Time Report (continued)

Business Unit: 12300												
Report on Base Currency: USD												
Operator: ALL												
Deposit Type: 1												
Bank Account: ALL												
Post Status: All												
Entry Date	Deposit ID	Operator	Assigned Operator	Deposit Type	Bank Code	Bank Acct	Balance Status	Deposit Status	Control Amount	Entered Amount	Posted Total	Journaled Amount
Total Amount by Deposit Business Unit:									1,640.50	1,640.50	0.00	1,640.50 USD
End of Report												



Deposit Control by Entry Date Report (AR20001)

REVISED: 3/24/2017

DESCRIPTION:

This report provides Deposit information by entry date and can be used to manage Deposits.

NAVIGATION PATH:

Main Menu > Accounts Receivable > Payments > Reports > Deposit Control by Entry Date

RUN CONTROL PARAMETERS:

From Date
To Date
Unit
Amount Type (Base Curr or Entry Curr)
User ID (or blank for all)
Deposit Type (Cash and Checks, Lock Box
Deposits, Wire-in Deposits, etc. or % for all)
Bank Code (or blank for all)
Bank Account (or blank for all)
Posting Status (All, Complete, Not Posted, Partial)

OUTPUT FORMAT:

PDF
CSV

Screenshot of the Deposit Control by Entry Date Report Run Control Page

The screenshot shows the 'Deposit Control by Entry Date' report run control page. The breadcrumb navigation at the top reads: Favorites > Main Menu > Accounts Payable > Reports > Vouchers > Posted Voucher > Process Monitor > Deposit Control by Entry Date. The page title is 'Deposit Control by Entry Date'. Below the title, there are fields for 'Run Control ID' (AD_HOC) and 'Language' (English). To the right of these fields are links for 'Report Manager', 'Process Monitor', and a 'Run' button. A section titled 'Report Request Parameters' contains the following fields: 'From Date' (01/13/2020), 'To Date' (01/13/2020), 'Unit' (50100) with a search icon and the text 'VA Dept of Transportation', 'Amount Type' (Base Curr), 'User ID' (empty) with a search icon, 'Deposit Type' (empty) with a search icon, 'Bank Code' (empty) with a search icon, 'Bank Account' (empty), and 'Posting Status' (Not Posted). At the bottom of the page, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.



Screenshot of the Deposit Control by Entry Date Report

Report ID: AR20001 Business Unit: 12300% Report Currency: Base Amount Operator: ALL VALUES Deposit Type: ALL VALUES Bank Account: ALL VALUES Post Status: Not Posted										PeopleSoft Receivables DEPOSIT SUMMARY For 13-JAN-2020 through 13-JAN-2020										Page No. 1 Run Date 01/13/2020 Run Time 11:00:19	
Entry Date	Unit	Deposit ID	Oper	Assn Oper	Type	Bank	Acct	Bal	Post Status	Control Amount	Entered Amount	Posted Amount	Journalled Amt								
01/13/2020	12300	5622	UBZKWHZB	UBZKWHZB	5	1103	TRCC	Yes	Not Posted	36.00	36.00	0.00	0.00								
		5623	UBZKWHZB	UBZKWHZB	5	1103	TRCC	Yes	Not Posted	1,930.00	1,930.00	0.00	0.00								
		5624	UBZKWHZB	UBZKWHZB	5	1103	TRCC	Yes	Not Posted	976.00	976.00	0.00	0.00								
		5625	UBZKWHZB	UBZKWHZB	5	1103	TRCC	Yes	Not Posted	1,176.00	1,176.00	0.00	0.00								
		5626	UBZKWHZB	UBZKWHZB	5	1103	TRCC	Yes	Not Posted	550.00	550.00	0.00	0.00								
		5627	UBZKWHZB	UBZKWHZB	5	1103	TRCC	Yes	Not Posted	209.00	209.00	0.00	0.00								
		5628	UBZKWHZB	UBZKWHZB	5	1103	TRCC	Yes	Not Posted	2,009.00	2,009.00	0.00	0.00								
		5629	UBZKWHZB	UBZKWHZB	5	1103	TRCC	Yes	Not Posted	325.00	325.00	0.00	0.00								
		5630	UBZKWHZB	UBZKWHZB	5	1103	TRCC	Yes	Not Posted	253.00	253.00	0.00	0.00								
		5631	UBZKWHZB	UBZKWHZB	5	1103	TRCC	Yes	Not Posted	100.00	100.00	0.00	0.00								
		5632	UBZKWHZB	UBZKWHZB	5	1103	TRCC	Yes	Not Posted	1,901.00	1,901.00	0.00	0.00								
		5633	UBZKWHZB	UBZKWHZB	3	1106	ERP	Yes	Not Posted	17,099.30	17,099.30	0.00	0.00								
Total For 12300										26,564.30	26,564.30	0.00	0.00 USD								
Total For 01/13/2020										26,564.30	26,564.30	0.00	0.00 USD								
GRAND TOTAL FOR USD										26,564.30	26,564.30	0.00	0.00 USD								



DOA Quarterly Report (VARR0008) – Receivables Summary Report-By Type - VDOT only

REVISED: 3/24/2017

DESCRIPTION:

This report provides quarterly accounts receivable balances by category.

NAVIGATION PATH:

Main Menu > Accounts Receivable > Receivable Analysis > Receivable Reports > DOA Quarterly Report

RUN CONTROL PARAMETERS:

Business Unit
Fiscal Year
Reporting Quarter

OUTPUT FORMAT:

PDF
CSV

Screenshot of the DOA Quarterly Report (VARR0008) – Receivables Summary Report-By Type Run Control Page

The screenshot shows the 'DOA Quarterly Rpt' run control page. At the top is a breadcrumb navigation bar: Favorites > Main Menu > Accounts Receivable > Receivables Analysis > Receivables Reports > DOA Quarterly Report. Below this is a tab labeled 'DOA Quarterly Rpt'. The main area contains the following elements:

- Run Control ID:** ADHOC
- Buttons:** Report Manager, Process Monitor, and a yellow 'Run' button.
- Business Unit:** A text box containing '50100' with a magnifying glass icon.
- Fiscal Year:** A text box containing '2020'.
- Reporting Quarter:** A text box containing '2' with a magnifying glass icon.
- Footer Buttons:** A row of four buttons: 'Save' (with a floppy disk icon), 'Notify' (with an envelope icon), 'Add' (with a plus icon), and 'Update/Display' (with a refresh icon).



Screenshot of the DOA Quarterly Report (Receivables Summary Report-By Type)

 Commonwealth of Virginia RECEIVABLES SUMMARY REPORT-BY TYPE Run Date: 12/27/2019 Run Time: 11:04 00 Report ID: VARR0008						
For Quarter Ending: <u>September, 2018</u> Sec Area: _____ Agency Name: <u>VA Dept of Transportation</u> Agency Number: _____ Page No. 1 of 4						
QUARTERLY ACTIVITY	Accounts and Taxes Receivable	Interagency Receivables	Subtotal Current Receivables	Long Term Receivables Over 1 year	Federal Student Loans	Total Receivables
Beginning Gross	53,401,368.64	4,098,233.54	57,499,602.18	25,049,818.30		82,549,420.48
Adjustments	0.00	0.00	0.00	0.00		0.00
Billings	690,499,743.86	2,838,113.44	693,337,857.30	0.00		693,337,857.30
Collections	(698,524,720.14)	(3,097,588.30)	(701,622,308.44)	0.00		(701,622,308.44)
Write-Offs	(305,503.14)	(0.01)	(305,503.15)	0.00		(305,503.15)
Ending Gross	45,070,889.22	3,838,758.67	48,909,647.89	25,049,818.30		73,959,466.19
(Less) Allowances	0.00		0.00			0.00
Collectible Receivables	45,070,889.22	3,838,758.67	48,909,647.89	25,049,818.30		73,959,466.19
AGING OF TOTAL GROSS RECEIVABLES						
Not Past Due	27,490,052.86	2,063,967.06	29,554,019.92	25,049,818.30		54,603,838.22
1-30Days	823,013.77	0.00	823,013.77	0.00		823,013.77
31-60Days	5,154,086.32	1,536,513.02	6,690,599.34	0.00		6,690,599.34
61-90Days	579,113.34	0.00	579,113.34	0.00		579,113.34
91-120Days	523,196.46	227,005.92	750,202.38	0.00		750,202.38
121-180Days	1,205,978.86	0.00	1,205,978.86	0.00		1,205,978.86
181days-lyear	1,678,739.95	(0.01)	1,678,739.94	0.00		1,678,739.94
Over lyear	7,616,707.66	11,272.68	7,627,980.34	0.00		7,627,980.34
Total Past-Due	17,580,836.36	1,774,791.61	19,355,627.97	0.00		19,355,627.97
Total Gross Receivables	45,070,889.22	3,838,758.67	48,909,647.89	25,049,818.30		73,959,466.19



Screenshot of the DOA Quarterly Report (Receivables Summary Report-By Type) (continued)

Page No. 2 of 4

For Quarter Ending: September, 2018 Sec Area: _____ Agency Name: VA Dept of Transportation Agency Number: _____

COLLECTION STATUS OF OVER 60 DAY OLD ACCOUNTS	Accounts and Taxes Receivable	Interagency Receivables	Subtotal Current Receivables	Long Term Receivables Over 1 year	Federal Student Loans	Total Receivables
In-House	16,238,927.00	1,774,791.61	18,013,718.61	25,049,818.30		43,063,536.91
Collection Agency	0.00	0.00	0.00	0.00		0.00
Attorney General	518,895.59	0.00	518,895.59	0.00		518,895.59
Total Over 60 Days	16,757,822.59	1,774,791.61	18,532,614.20	25,049,818.30		43,582,432.50
ANALYSIS OF UNCOLLECTIBLE DEBTS						
Beginning Uncollectible	(5,131.42)	0.00	(5,131.42)	0.00		(5,131.42)
Adjustments	0.00	0.00	0.00	0.00		0.00
[Less] Recoveries	0.00	0.00	0.00	0.00		0.00
[Add] Write-Offs	(205,978.27)	0.00	(205,978.27)	0.00		(205,978.27)
[Less] Dischargers	0.00	0.00	0.00	0.00		0.00
Ending Uncollectible	(211,109.69)	0.00	(211,109.69)	0.00		(211,109.69)

Screenshot of the DOA Quarterly Report (Receivables Summary Report-By Type) (continued)

Page No. 3 of 4

For Quarter Ending: September, 2018 Sec Area: _____ Agency Name: VA Dept of Transportation Agency Number: _____

DETAIL OF COLLECTION EFFORTS ON PAST-DUE RECEIVABLES

<u>Accounts Sent Out for Collection:</u>	Attorney General's Office	Collection Agencies	Tax Debt Setoffs	Totals
Beginning Gross Receivables Sent Out:	518,739.97	0.00	3,175,096.14	3,693,836.11
Adjustments (explain below)	155.62	0.00	(696,371.40)	(696,215.78)
Add: Receivables Sent Out:	0.00	0.00	1,242,595.67	1,242,595.67
Less: Collections:	0.00	0.00	0.00	0.00
Less: Accounts Returned but not Discharged:	0.00	0.00	69,064.04	69,064.04
Less: Accounts Discharged :	0.00	0.00	0.00	0.00
Ending Gross Receivables Sent Out For Collection:	518,895.59	0.00	3,652,256.37	4,171,151.96
RECEIVABLE BY TYPE				
	<u>Dollar Amount</u>	<u>Percent of Gross</u>		
Receivables from Individuals:	9,479,341.33	12.82		
Receivables from Private Businesses:	30,381,558.02	41.08		
Interagency Receivables:	3,838,758.67	5.19		
Federal Government Related Receivables:	448,456.63	0.61		
Other Receivables:	29,811,351.54	40.30		
Total Gross Receivables	73,959,466.19			



Screenshot of the DOA Quarterly Report (Receivables Summary Report-By Type) (continued)

Page No. 4 of 4

For Quarter Ending: September, 2018 Sec Area: _____ Agency Name: VA Dept of Transportation Agency Number: _____

Fund/Fund Detail	Accounts and Taxes Receivable	Interagency Receivables	Subtotal Current Receivables	Long Term Receivables Over 1 year	Federal Student Loans	Total Receivables
TRANSPORTATION - Gross	(8,020,706.78)	(259,474.86)	(8,280,181.64)	0.00	0.00	(8,280,181.64)
Less - (Allowance)	0.00	0.00	0.00	0.00	0.00	0.00
Collectible - TRANSPORTATION	(8,020,706.78)	(259,474.86)	(8,280,181.64)	0.00	0.00	(8,280,181.64)
TRUST_AGENCY - Gross	(4,269.50)	0.00	(4,269.50)	0.00	0.00	(4,269.50)
Less - (Allowance)	0.00	0.00	0.00	0.00	0.00	0.00
Collectible - TRUST_AGENCY	(4,269.50)	0.00	(4,269.50)	0.00	0.00	(4,269.50)



Funds Receipt Upload Error Report (AR731)

REVISED: 3/24/2017

DESCRIPTION:

This report provides details about file level and transaction level errors identified during the Funds Receipt Upload process for interfacing Agencies for a designated date range. Errors identified in the Funds Receipt Upload Error Report will need to be corrected in the Agency system and re-submitted to Cardinal.

NAVIGATION PATH:

Main Menu > Accounts Receivable > Payments > Reports > Funds Receipt Upload Error Rep

RUN CONTROL PARAMETERS:

From Date

To Date

Tree Name (select BU_TREE_AR)

How Specified (select Detail – Selected Parents)

Report Parameters (select the Tree View icon)

Click + to expand the BU_TREE_AR link and then click on the desired Business Unit

OUTPUT FORMAT:

PDF

ADDITIONAL INFORMATION:

A copy of the **Funds Receipt 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.



Screenshot of the Funds Receipt Upload Error Report Run Control Page

Navigation: Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Reports ▾ > Funds Receipt Upload Error Rep

Funds Receipt Upload Error Rep

Run Control ID: Funds_Rec_Upload_Error_Rpt Report Manager Process Monitor Run

Date Range

*From Date: 06/14/2019 *To Date: 06/21/2019

File Sequence

*Sequence: 001 ☐ Output to File Server

Business Unit Selection

*Tree Name: BU_TREE_AR *How Specified: Detail - Selected Parents ▾

Report Parameters

First | Previous | Next | Last | Left | Right

BU_TREE_AR - BU_TREE_AR

- 11100
- 11300
- 11700
- 12300
- 13300
- 13600
- 14000
- 15200
- 15400
- 15600
- 15700
- 15800
- 16100
- 16500
- 17100
- 17200
- 17400
- 18100
- 18200

Select Values/Nodes First 1 of 1 Last

*Business Unit	Description	Deposit control Ticket Number
17100	State Corporation Commission	+ -



Screenshot of the Funds Receipt Upload Error Report

 Report ID: AR731	Commonwealth of Virginia FUNDS RECEIPT UPLOAD ERROR REPORT	Run Date: 12/27/2019 Run Time: 12:28 00
		Page No. 1 of 1
Submitting AR BU: 17100 Upload Date Range: 14-JUN-2019 to 21-JUN-2019		
File Name: 17100_AR039_IN_06142019_1518_001.DAT Upload Date: 14-JUN-2019 File Success: File processed successfully with no errors.		
File Name: 17100_AR039_IN_06172019_1518_001.DAT Upload Date: 17-JUN-2019 File Success: File processed successfully with no errors.		
File Name: 17100_AR039_IN_06182019_1526_001.DAT Upload Date: 18-JUN-2019 File Success: File processed successfully with no errors.		
File Name: 17100_AR039_IN_06192019_1519_001.DAT Upload Date: 19-JUN-2019 File Success: File processed successfully with no errors.		
File Name: 17100_AR039_IN_06202019_1528_001.DAT Upload Date: 20-JUN-2019 File Success: File processed successfully with no errors.		
File Name: 17100_AR039_IN_06212019_1524_001.DAT Upload Date: 21-JUN-2019 File Success: File processed successfully with no errors.		
End of Report		



Payment Detail - Point in Time Report (AR20002P) – BI Publisher Report

REVISED: 3/24/2017

DESCRIPTION:

This report provides detailed information for all Payments within a Deposit as of a designated date range. The report can be used primarily by Agencies that apply Deposits to customer receivables.

NAVIGATION PATH:

Main Menu > Accounts Receivable > Payments > Reports > Payment Detail – Point in Time

RUN CONTROL PARAMETERS:

Point in Time Type (Day, MTD, Range, YTD)
From Date
To Date
As of Date
Deposit Unit
Amount Type (Base Curr or Entry Curr)
User ID (or blank for all)
Deposit ID (or blank for all)
Posting Status (All)

OUTPUT FORMAT:

PDF
XLS
TXT

Screenshot of the Payment Detail – Point in Time Report Run Control Page

The screenshot shows the 'Payment Detail - Point in Time' report run control page. The breadcrumb navigation at the top reads: Favorites > Main Menu > Accounts Receivable > Payments > Reports > Payment Detail-Point in Time. The page title is 'Payment Detail - Point in Time'. Below the title, there are fields for 'Run Control ID' (set to 'adhoc') and 'Language' (set to 'English'). To the right of these fields are links for 'Report Manager', 'Process Monitor', and a 'Run' button. A section titled 'Report Request Parameters' contains several input fields: 'Point in Time Type' (set to 'Range'), 'From Date' (01/01/2020), 'To Date' (01/09/2020), 'Deposit Unit' (50100, with a search icon and 'VA Dept of Transportation' text), 'Amount Type' (Base Curr), 'User ID' (with a search icon), 'Deposit ID' (with a search icon), and 'Posting Status' (All). At the bottom of the page, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.



Screenshot of the Payment Detail - Point in Time Report

ORACLE

Report ID: ARX20002P

PeopleSoft Receivables

Payment Detail

Y from 1/1/2020 to 1/9/2020

Page No. 1

Run Date 1/13/2020

Run Time 11:14:24 AM

Business Unit: 50100

Report on Base Currency: USD

Deposit ID: ALL

Operator: ALL

Post Status: ALL

Payment Seq. No.	Accounting Date	Payment ID	Payment Amount	Payment Status	Customer	Item ID	Entry Type / Reason	Post Flag	Item Amount Entered	Item Amount Base
Entry Date: Jan.9.2020										
Deposit Unit: 50100		ID: 93675	Operator:			Control Amount:		11,163.83 USD		
1	1/10/2020	81293066	11,163.83	USD	A			NO	0.00	USD 0.00
Total for Deposit ID: 93675									0.00	USD 0.00
Total for Deposit Unit: 50100									0.00	USD 0.00
Deposit Unit: 50100		ID: 93694	Operator:			Control Amount:		4,371.25 USD		
1	1/9/2020	111297	4,271.25	USD	A			NO	0.00	USD 0.00
2		403907045450	100.00	USD	A			NO	0.00	USD 0.00
Total for Deposit ID: 93694									0.00	USD 0.00
Total for Deposit Unit: 50100									0.00	USD 0.00
Total Deposit on: 1/9/2020									0.00	USD 0.00



Payment Detail Report (AR20002)

REVISED: 3/24/2017

DESCRIPTION:

This report provides detailed information for all Payments within a Deposit (such as the Payment status and entered amount) for a designated date range. The report can be used primarily by Agencies that apply Deposits to customer receivables.

NAVIGATION PATH:

Main Menu > Accounts Receivable > Payments > Reports > Payment Detail

RUN CONTROL PARAMETERS:

From Date
To Date
Deposit Unit
Amount Type (Base Curr or Entry Curr)
User ID (or blank for all)
Deposit ID (or blank for all)
Posting Status (All, Complete, Not Posted, Partial)

OUTPUT FORMAT:

PDF
CSV

Screenshot of the Payment Detail Report Run Control Page

The screenshot shows the 'Payment Detail' report run control page. At the top, a navigation breadcrumb trail reads: Favorites > Main Menu > Accounts Receivable > Payments > Reports > Payment Detail. Below this, the page title 'Payment Detail' is displayed. The 'Run Control ID' is set to 'Payment_Detail_Rpt'. To the right, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Language' is set to 'English'. A section titled 'Report Request Parameters' contains the following fields: 'From Date' (01/01/2019), 'To Date' (03/23/2019), 'Deposit Unit' (50100), 'Amount Type' (Base Curr), 'User ID' (blank), 'Deposit ID' (blank), and 'Posting Status' (Not Posted). At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

Payment Detail	
Run Control ID	Payment_Detail_Rpt
Language	English
Report Manager Process Monitor Run	
Report Request Parameters	
From Date	01/01/2019
To Date	03/23/2019
Deposit Unit	50100
Amount Type	Base Curr
User ID	
Deposit ID	
Posting Status	Not Posted
Save	Notify
Add	Update/Display



Screenshot of the Payment Detail Report

Report ID: AR20002

Deposit EU: 50100%

Report Currency: Base Amount

Deposit ID: ALL VALUES

OPRID: ALL VALUES

Post Status: Not Posted

PeopleSoft Receivables

PAYMENT DETAIL

For 01-JUN-2019 through 01-SEP-2019

Page No. 1

Run Date 12/27/2019

Run Time 12:56:18

Seq	Acctg Dc	Payment ID	Payment Amount	Status	Customer	Item ID	Entry Type/Reason Post	Pending Item Amount
Entry Date: 08/06/2019								
Deposit: 50100 91188 Operator: [REDACTED]								
1	08/06/2019	1234	320.00 USD A	50100 0000153061	LYIDELL ED PRIM011161	Payment	NO	-320.00 USD
TOTALS FOR 91188			320.00 USD					-320.00 USD
TOTALS FOR 50100			320.00 USD					-320.00 USD
TOTALS FOR 08/06/2019			320.00 USD					-320.00 USD
Entry Date: 08/07/2019								
Deposit: 50100 91200 Operator: [REDACTED]								
1	08/07/2019	103933608	2,432.34 USD A	50100 0000154705	WILLIAM S PRIM012733	Payment	NO	-2,432.34 USD
2	08/07/2019	384292	100.00 USD U					NO
3	08/07/2019	69394	21,147.00 USD A	50100 0000154447	Menden Pip PRIM012524	Payment	NO	-21,147.00 USD
4	08/07/2019	12709	54.00 USD A	50100 0000134354	PORTCO GENR005229	Payment	NO	-54.00 USD
5	08/07/2019	44491	295.81 USD A	50100 0000138163	RCS GENR005250	Payment	NO	-295.81 USD
TOTALS FOR 91200			24,929.15 USD					-24,929.15 USD
Deposit: 50100 91204 Operator: [REDACTED]								
1	08/02/2019	5501B817	12,786.75 USD U					NO
TOTALS FOR 91204			12,786.75 USD					0.00
Deposit: 50100 91205 Operator: [REDACTED]								
1	08/07/2019	9144	5,282.00 USD U					NO
2	08/07/2019	1371	600.00 USD U					NO

Screenshot of the Payment Detail Report (continued)

PeopleSoft Receivables PAYMENT DETAIL For 01-JUN-2019 through 01-SEP-2019									
Report ID: AR20002	Deposit EU: 50100%	Report Currency: Base Amount	Report ID: ALL VALUES	OPRID: ALL VALUES	Post Status: Not Posted				
						Page No. 4 Run Date 12/27/2019 Run Time 12:56:19			
Seq	Acctg Dc	Payment ID	Payment Amount	Status	Customer	Item ID	Entry Type/Reason Post	Pending Item Amount	
TOTALS FOR 91212			500.00 USD					0.00	
TOTALS FOR 50100			215,006.22 USD					-150,486.84 USD	
TOTALS FOR 08/07/2019			215,006.22 USD					-150,486.84 USD	
GRAND TOTALS			215,326.22 USD					-150,806.84 USD	



Payment Summary - Point in Time Report (AR20003P) – BI Publisher Report

REVISED: 3/24/2017

DESCRIPTION:

This report provides the status for all Payments within a Deposit as of a designated date and can be used to review Payment summary information.

NAVIGATION PATH:

Main Menu > Accounts Receivable > Payments > Reports > Payment Summary – Point in Time

RUN CONTROL PARAMETERS:

Point in Time Type (Day, MTD, Range, YTD)
From Date
To Date
Deposit Unit
Amount Type (Base Curr or Entry Curr)
User ID (or blank for all)
Deposit ID (or blank for all)
Posting Status (All, Complete, Errors, Not Posted)

OUTPUT FORMAT:

PDF
XLS
TXT

Screenshot of the Payment Summary Point in Time Report Run Control Page

The screenshot shows the 'Payment Summary - Point in Time' report run control page. The breadcrumb navigation at the top reads: Favorites > Main Menu > Accounts Receivable > Payments > Reports > Payment Summary-Point in Time. The page title is 'Payment Summary - Point in Time'. Below the title, there are fields for 'Run Control ID' (AD_HOC) and 'Language' (English). To the right, there are links for 'Report Manager', 'Process Monitor', and a 'Run' button. A section titled 'Report Request Parameters' contains the following fields: 'Point in Time Type' (YTD), 'From Date' (01/01/2020), 'To Date' (01/09/2020), 'As of Date' (01/09/2020), 'Deposit Unit' (15100), 'Amount Type' (Base Curr), 'User ID' (blank), 'Deposit ID' (blank), and 'Posting Status' (All). At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.



Screenshot of the Payment Summary Point in Time Report

ORACLE

Report ID: ARX20003P

PeopleSoft Receivables

Payment Summary

YTD from 1/1/2020 to 1/9/2020

Page No. 1

Run Date 1/9/2020

Run Time 3:18:31 PM

Business Unit: 15100

Report on Base Currency: USD

Deposit ID: ALL

Operator: ALL

Post Status: ALL

Entry Date	Deposit Unit	Deposit ID	Operator	Assigned Operator	Post Status	Payment Seq. No.	Accounting Date	Payment ID	Payment Status	Item Amount Entered
1/7/2020	15100	1128	BCT95042	BCT95042	C	1	1/6/2020	1	Journalled	30.06 USD
1/7/2020	15100	1129	BCT95042	BCT95042	C	1	Total for Deposit ID: 1/6/2020	1	1128 Journalled	30.06 USD 49.00 USD
1/7/2020	15100	1130	BCT95042	BCT95042	C	1	Total for Deposit ID: 1/6/2020	1	1129 Journalled	49.00 USD 49.00 USD
1/7/2020	15100	1131	BCT95042	BCT95042	C	1	Total for Deposit ID: 1/6/2020	1	1130 Journalled	49.00 USD 49.00 USD
									1131	49.00 USD
									15100	177.06 USD
									1/7/2020	177.06 USD
Grand Totals:									177.06 USD	

End of Report



Payment Summary Report (AR20003)

REVISED: 3/24/2017

DESCRIPTION:

This report provides the status for all Payments within a Deposit for a designated date range and can be used to review Payment summary information.

NAVIGATION PATH:

Main Menu > Accounts Receivable > Payments > Reports > Payment Summary

RUN CONTROL PARAMETERS:

From Date
To Date
Deposit Unit
Amount Type (Base Curr or Entry Curr)
User ID (or blank for all)
Deposit ID (or blank for all)
Posting Status (All, Complete, Not Posted, Partial)

OUTPUT FORMAT:

PDF
CSV

Screenshot of the Payment Summary Report Run Control Page

The screenshot shows the 'Payment Summary' report run control page. At the top, there is a breadcrumb navigation path: Favorites > Main Menu > Accounts Receivable > Payments > Reports > Payment Summary. Below this, the page title 'Payment Summary' is displayed. The 'Run Control ID' is 'Payment_Summary_Rpt'. There are links for 'Report Manager', 'Process Monitor', and a 'Run' button. The 'Language' is set to 'English'. A section titled 'Report Request Parameters' contains the following fields: 'From Date' (07/01/2018), 'To Date' (03/23/2019), 'Deposit Unit' (50100, VA Dept of Transportation), 'Amount Type' (Base Curr), 'User ID' (blank), 'Deposit ID' (blank), and 'Posting Status' (All). At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

Report Request Parameters	
From Date	07/01/2018
To Date	03/23/2019
Deposit Unit	50100 VA Dept of Transportation
Amount Type	Base Curr
User ID	
Deposit ID	
Posting Status	All



Screenshot of the Payment Summary Report

Report ID: AR20003		PeopleSoft Receivables PAYMENT SUMMARY For 01-JUL-2018 through 23-MAR-2019							Page No. 1 Run Date 01/24/2020 Run Time 14:59:27	
Deposit BU:	501004	Base Amount								
Report Currency:		ALL VALUES								
Deposit ID:		ALL VALUES								
OPRID:		All								
Post Status:										
Entry Dt	Dep BU	Deposit ID	OPRID	Assn OPRID	Post Status	Seq	Acctg Dt	Payment ID	Pymt Status	Entered Amount
07/02/2018	50100	84803			Complete	1	07/02/2018	1065	Journalled	100.00 USD
					Complete	2	07/02/2018	1070	Journalled	1,000.00 USD
					Complete	3	07/02/2018	1067	Journalled	100.00 USD
					Complete	4	07/02/2018	1068	Journalled	1,000.00 USD
					Complete	5	07/02/2018	1071	Journalled	100.00 USD
					Complete	6	07/02/2018	1069	Journalled	1,000.00 USD
					Complete	7	07/02/2018	6125	Journalled	256.00 USD
					Complete	8	07/02/2018	070186	Journalled	15,000.00 USD
					Complete	9	07/02/2018	390	Journalled	3,100.00 USD
TOTAL FOR 84803										21,656.00 USD
		84804			Complete	1	07/02/2018	28501	Journalled	100.00 USD
					Complete	2	07/02/2018	28502	Journalled	500.00 USD
					Complete	3	07/02/2018	4462	Journalled	1,000.00 USD
					Complete	4	07/02/2018	4463	Journalled	100.00 USD
					Complete	5	07/02/2018	1305	Journalled	1,100.00 USD
					Complete	6	07/02/2018	16005	Journalled	100.00 USD
					Complete	7	07/02/2018	16006	Journalled	1,000.00 USD
TOTAL FOR 84804										3,900.00 USD

Screenshot of the Payment Summary Report (continued)

Report ID: AR20003		PeopleSoft Receivables PAYMENT SUMMARY For 01-JUL-2018 through 23-MAR-2019							Page No. 819 Run Date 01/24/2020 Run Time 14:59:27	
Deposit BU:	501004	Base Amount								
Report Currency:		ALL VALUES								
Deposit ID:		ALL VALUES								
OPRID:		All								
Post Status:										
Entry Dt	Dep BU	Deposit ID	OPRID	Assn OPRID	Post Status	Seq	Acctg Dt	Payment ID	Pymt Status	Entered Amount
TOTAL FOR 50100										890,461.41 USD
TOTAL FOR 03/21/2019										890,461.41 USD

Screenshot of the Payment Summary Report (continued)

Report ID: AR20003		PeopleSoft Receivables PAYMENT SUMMARY For 01-JUL-2018 through 23-MAR-2019							Page No. 823 Run Date 01/24/2020 Run Time 14:59:54	
Deposit BU:	501004	Base Amount								
Report Currency:		ALL VALUES								
Deposit ID:		ALL VALUES								
OPRID:		All								
Post Status:										
Entry Dt	Dep BU	Deposit ID	OPRID	Assn OPRID	Post Status	Seq	Acctg Dt	Payment ID	Pymt Status	Entered Amount
03/22/2019	50100	88986			Complete	4	03/22/2019	115	Journalled	100.00 USD
					Complete	5	03/22/2019	5747	Journalled	140.00 USD
					Complete	6	03/22/2019	6936	Journalled	140.00 USD
					Complete	7	03/22/2019	6935	Journalled	323.00 USD
					Complete	8	03/22/2019	269031	Journalled	140.00 USD
					Complete	9	03/22/2019	5746	Journalled	270.00 USD
					Complete	10	03/22/2019	085270	Journalled	600.00 USD
					Complete	11	03/22/2019	5221	Journalled	500.00 USD
					Complete	12	03/22/2019	5223	Journalled	100.00 USD
					Complete	13	03/22/2019	0327563	Journalled	110.00 USD
					Complete	14	03/22/2019	6015	Journalled	5,250.00 USD
TOTAL FOR 88986										9,173.00 USD
		88987			Complete	1	03/22/2019	130	Journalled	100.00 USD
					Complete	2	03/22/2019	43275	Journalled	400.00 USD
					Complete	3	03/22/2019	1240	Journalled	100.00 USD
					Complete	4	03/22/2019	1299	Journalled	2,500.00 USD
TOTAL FOR 88987										3,100.00 USD
		88988			Complete	1	03/22/2019	0167039	Journalled	50.00 USD
					Complete	2	03/22/2019	4626	Journalled	250.00 USD
					Complete	3	03/22/2019	0072171699	Journalled	1,129.34 USD
TOTAL FOR 88988										1,429.34 USD
TOTAL FOR 50100										3,329,639.90 USD
TOTAL FOR 03/22/2019										3,329,639.90 USD
GRAND TOTAL FOR USD										1,677,208,047.16 USD