

Payment Cash Checking Overview

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

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

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

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

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

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

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



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Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
3/1/2025	Updated the screenshots of the Search pages (Section 11 , after Step 1 and Step 2; Section 13 , after Step 1 and Step 2; Section 14 , after Step 1). Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid.



DOA Controlled Configuration Settings

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

Settings controlled by DOA include:

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

Illustrations and examples shown in this Job Aid correlate to the configuration settings initially established in Cardinal at the onset of the Payment Cash Checking process.



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Account

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

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

NavBar > Menu > Accounts Payable > Payments > Payment Cash Check > Configure Cash Accounts

← Accounts Payable WorkCenter

Configure Cash Accounts

Configure Cash Accounts

SetID STATE

Scroll Area

*Effective Date 01/01/1901

Cash Accounts

*Account	Description
1 101010	Cash With The Treasurer Of VA

Save

Return to Search

Notify

Add

Update/Display

Include History

Correct History



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AP312 Payment Cash Checking Overview

Fund Level Processing Rules Bypass

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

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

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



Override

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

No business scenarios requiring this configuration setting were identified at the initial onset of the Payment Cash Checking process in Cardinal.

For more detailed information, see the [Transaction Level Override](#) section of this Job Aid.



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AP312 Payment Cash Checking Overview

Apply FY (Fiscal Year)

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

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

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

This FY setting also controls beginning cash balances reported on the inquiries and reports related to the Payment Cash Checking process.

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

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

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



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Transaction Level Override

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

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



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How It All Works Together

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

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

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

The processing order is configured in Cardinal as follows:

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



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

Business Unit	Transaction Type (1)	Payment Method (2)	Scheduled Due Date (3)	Transaction ID (4)	Processing Order
15100	Voucher	ACH	7/1/2013	00000007	1
15100	Voucher	ACH	7/2/2013	00000013	2
15100	Voucher	ACH	7/2/2013	00000015	3
15100	Voucher	EFT	7/1/2013	00000001	4
15100	Voucher	EFT	7/1/2013	00000002	5
15100	Voucher	EFT	7/3/2013	00000004	6
15100	Voucher	GE	7/1/2013	00000017	7
15100	Voucher	CHK	6/30/2013	00000006	8
15100	Voucher	CHK	7/1/2013	00000001	9
15100	Voucher	CHK	7/1/2013	00000003	10
15100	Expense	ACH	7/1/2013	0000000001	11
15100	Expense	ACH	7/1/2013	0000000004	12
15100	Expense	EFT	7/1/2013	0000000012	13
15100	Expense	EFT	7/3/2013	0000000002	14
15100	Expense	CHK	7/3/2013	0000000006	15
15100	Expense	CHK	7/3/2013	DOA0000006	16
15100	Advance	EFT	7/1/2013	0000000003	17
15100	Advance	EFT	7/3/2013	0000000005	18

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



Pre-processing Payment Cash Checking Management

Reports are available to help users monitor the Payment Cash Checking process before the beginning of the nightly pay cycle process. Key reports include:

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

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

Post Processing Payment Cash Checking Review

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

- Notify Negative Cash Balance Process
- Payment Cash Checking Results Online Inquiry
- Review Results by Transaction Online Inquiry
- V_AP_PYMNT_CASH_CHECK_RESULT Query

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

Fund Level Processing Rules

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

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

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

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

No business scenarios requiring this configuration setting were identified at the initial onset of Payment Cash Checking in Cardinal.

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

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

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

This FY setting also controls beginning balances reported on the inquiries and reports related to the Payment Cash Checking process.



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

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



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Adding/Updating Fund Level Processing Rules

Step	Action
1.	Navigate to the Fund Level Processing Rules page using the following path: NavBar > Menu > Accounts Payable > Payments > Payment Cash Check > Fund Level Processing Rules
The Fund Level Processing Rules Search page displays with the Find an Existing Value page displayed by default. ← Configure Cash Accounts Fund Level Processing Rules Find an Existing Value ⊕ Add a New Value ▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. 🕒 Recent Searches Choose from recent searches ✎ 🔖 Saved Searches Choose from saved searches ✎ Search by: SetID begins with ▼ Show more options ☐ Include History ☐ Correct History Search Clear	
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages. This Job Aid is located on the Cardinal Website in Job Aids under Learning.
2.	Enter "STATE" in the SetID begins with field. Search by: SetID begins with
3.	Click the Search button. Search Clear



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Step	Action
	The Fund Level Processing Rules page displays.

← Configure Cash Accounts

Fund Level Processing Rules

Fund Level Processing Rules

SetID STATE

Bypass Funds

Q | < > 1 of 1 View All

*Effective Date 11/08/2024

Fund Rules

UserUpdInfo

*Fund	Description	Bypass	Override	Apply FY	All BUs	List BUs		
01000	General Fund	☐	☐	☒	☒		+	-
03000	Higher Education Operating	☒	☐	☐	☐		+	-
03240	Gmnt-Trng P Care Med&Dent-ARRA	☒	☐	☐	☒		+	-
03270	Adv Rsrch-Energy Finc Asst-ARRA	☒	☐	☐	☒		+	-
03300	Hi Ed Decentralization Suspense	☒	☐	☐	☒		+	-
03430	Fiscal Stabilization-Edu-ARRA	☒	☐	☐	☒		+	-
03470	Measuremnt&Eng Rsrch&Std-ARRA	☒	☐	☐	☒		+	-
03480	State Energy Program - ARRA	☒	☐	☐	☒		+	-
03510	Trans-NSF Rcvry Act Rsrch-ARRA	☒	☐	☐	☒		+	-
03520	Trans-NIH Rcvry Act Rsrch-ARRA	☒	☐	☐	☒		+	-
03530	Spec Ed Grants-Infnts&Fam-ARRA	☒	☐	☐	☒		+	-
03590	NCRR Rcvry Act Const Supp-ARRA	☒	☐	☐	☒		+	-
03610	Americorps - ARRA UVA	☒	☐	☐	☒		+	-
03620	Schlrshps Disadvtg Stdnts-ARRA	☒	☐	☐	☒		+	-
03640	Off Of Sci Fin Assist Pgm-ARRA	☒	☐	☐	☒		+	-

Save

Return to Search

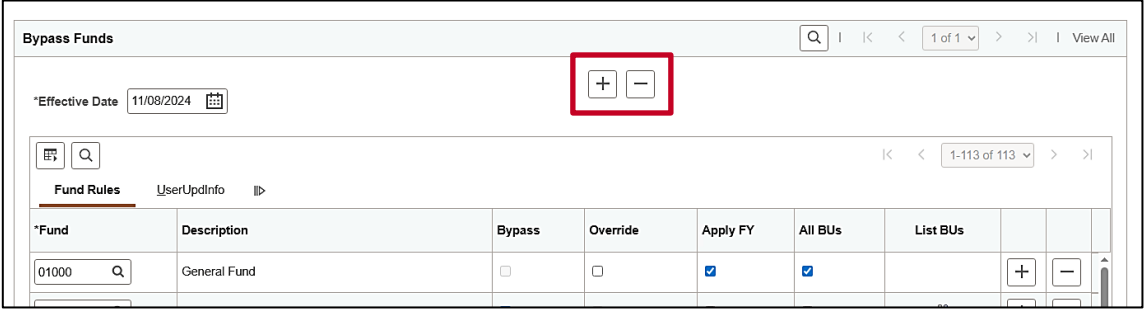
Notify

Add

Update/Display

Include History

Correct History

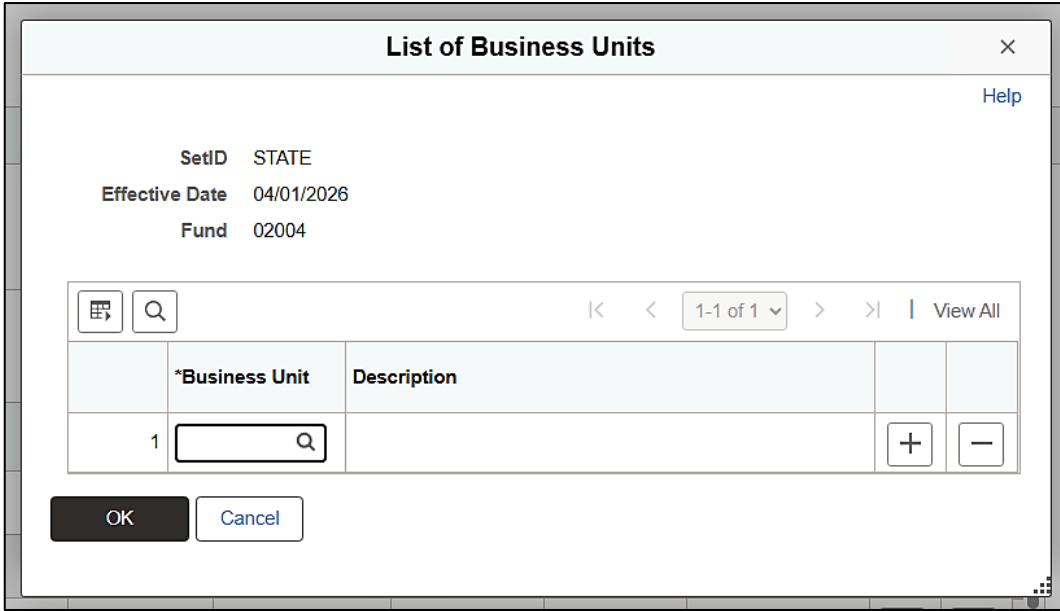
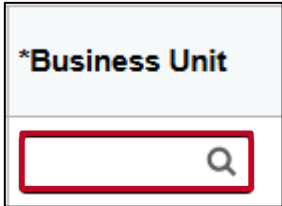
Step	Action
4.	To make a change to the Fund Level Processing Rules configuration, click the Add a New Row (+) button located at the top center of the Bypass Funds section to insert a new effective dated row. 
5.	Enter the effective date in the Effective Date field to indicate the start date for the Fund Level processing rules. 
	The Effective Date field defaults to the current date.
6.	If a change is being made to an existing row, update accordingly.
7.	To add a new Fund Rule, click the Add a New Row (+) icon at the bottom of the page to add another Fund to the page. 
8.	Enter or select the Fund in the Fund field. 



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Step	Action																														
9.	Select the corresponding checkbox option(s) for the desired fund processing rule in the Bypass, Override, and Apply FY fields. <table><tr><th>Bypass</th><th>Override</th><th>Apply FY</th><th>All BUs</th><th>List BUs</th><th></th><th></th><th></th></tr><tr><td>☐</td><td>☐</td><td>☒</td><td>☒</td><td></td><td> + </td><td> - </td><td rowspan="3"></td></tr><tr><td>☐</td><td>☐</td><td>☐</td><td>☐</td><td></td><td> + </td><td> - </td></tr><tr><td>☒</td><td>☐</td><td>☐</td><td>☐</td><td></td><td> + </td><td> - </td></tr></table>	Bypass	Override	Apply FY	All BUs	List BUs				☐	☐	☒	☒		+	-		☐	☐	☐	☐		+	-	☒	☐	☐	☐		+	-
Bypass	Override	Apply FY	All BUs	List BUs																											
☐	☐	☒	☒		+	-																									
☐	☐	☐	☐		+	-																									
☒	☐	☐	☐		+	-																									
10.	Select the checkbox option in the All BUs field if this rule applies to all Business Units. <table><tr><th>All BUs</th></tr><tr><td>☒</td></tr><tr><td>☐</td></tr><tr><td>☐</td></tr></table>	All BUs	☒	☐	☐																										
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11.	To select specific Business Units to apply to the rule, click the List BUs icon in the List BUs field. Note: This icon will not display if the All BUs checkbox is selected. <table><tr><th>All BUs</th><th>List BUs</th></tr><tr><td>☒</td><td></td></tr><tr><td>☐</td><td></td></tr><tr><td>☐</td><td></td></tr></table>	All BUs	List BUs	☒		☐		☐																							
All BUs	List BUs																														
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Step	Action
	The List of Business Units page displays in a pop-up window. 
12.	Enter or select the specific Business unit that the rule will be applied to in the Business Unit field. 
13.	Click the Add a New Row (+) icon to add another Business Unit as needed. 
14.	Repeat Steps 12 - 13 until all Business Units have been added.
15.	Click the OK button to return to the Fund Processing Rules page. 



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AP312 Payment Cash Checking Overview

Step	Action
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The **Fund Level Processing Rules** page redisplay with the added updates.

← Configure Cash Accounts

Fund Level Processing Rules

Fund Level Processing Rules

SetID STATE

Bypass Funds

Q | | < 1 of 2 > | View All

*Effective Date 04/01/2026

+ -

Fund Rules

UserUpdInfo

*Fund	Description	Bypass	Override	Apply FY	All BUs	List BUs		
01000	General Fund	☐	☐	☒	☒		+	-
02004	Comm on Civics Education Fund	☒	☐	☐	☐		+	-
03000	Higher Education Operating	☒	☐	☐	☐		+	-
03240	Gmt-Trng P Care Med&Dent-ARRA	☒	☐	☐	☒		+	-
03270	Adv Rsrch-Energy Finc Asst-ARRA	☒	☐	☐	☒		+	-
03300	Hi Ed Decentralization Suspense	☒	☐	☐	☒		+	-
03430	Fiscal Stabilization-Edu-ARRA	☒	☐	☐	☒		+	-
03470	Measuremnt&Eng Rsrch&Std-ARRA	☒	☐	☐	☒		+	-
03480	State Energy Program - ARRA	☒	☐	☐	☒		+	-
03510	Trans-NSF Rcvry Act Rsrch-ARRA	☒	☐	☐	☒		+	-
03520	Trans-NIH Rcvry Act Rsrch-ARRA	☒	☐	☐	☒		+	-
03530	Spec Ed Grants-Infnts&Fam-ARRA	☒	☐	☐	☒		+	-
03590	NCRR Rcvry Act Const Supp-ARRA	☒	☐	☐	☒		+	-
03610	Americorps - ARRA UVA	☒	☐	☐	☒		+	-
03620	Schlrshps Disadvltg Stdnrs-ARRA	☒	☐	☐	☒		+	-

Save

Return to Search

Notify

Add

Update/Display

Include History

Correct History

16. Rows can be removed as needed by clicking the **Remove Row (-)** button.

17. Click the **Save** button once all entries have been updated, added, or deleted.

Save

Return to Search

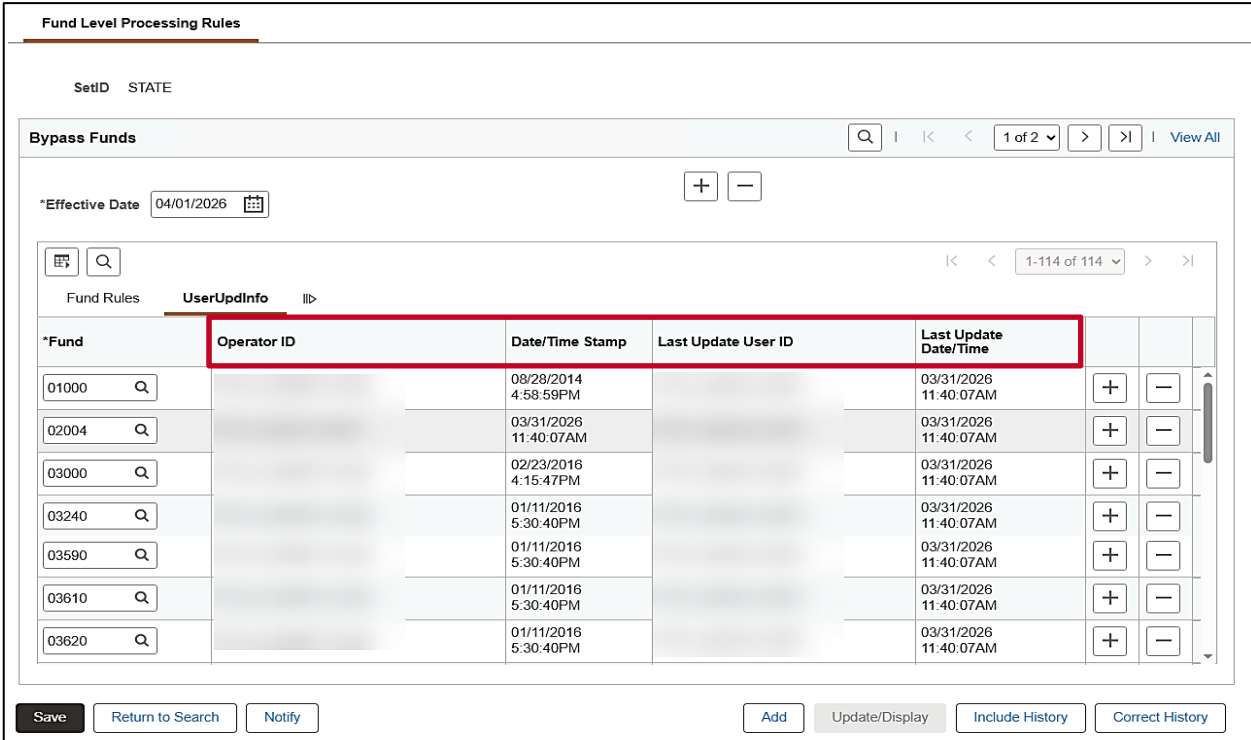


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AP312 Payment Cash Checking Overview

Step	Action
18.	Click the UserUpdInfo tab. 

The **UserUpdInfo** tab displays.



Fund Level Processing Rules

SetID STATE

Bypass Funds

*Effective Date 04/01/2026

*Fund Operator ID Date/Time Stamp Last Update User ID Last Update Date/Time

01000		08/28/2014 4:58:59PM		03/31/2026 11:40:07AM
02004		03/31/2026 11:40:07AM		03/31/2026 11:40:07AM
03000		02/23/2016 4:15:47PM		03/31/2026 11:40:07AM
03240		01/11/2016 5:30:40PM		03/31/2026 11:40:07AM
03590		01/11/2016 5:30:40PM		03/31/2026 11:40:07AM
03610		01/11/2016 5:30:40PM		03/31/2026 11:40:07AM
03620		01/11/2016 5:30:40PM		03/31/2026 11:40:07AM

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



The **UserUpdInfo** tab is populated with:

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

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

Transaction Level Override

Select users from the Department of Accounts will have security access to specify Transaction Level Override configurations. This functionality allows for selected payment transactions to override the Payment Cash Checking process when the cash balances are not adequate to cover the payment. This



means that even if the cash goes negative, these transactions pass through the Payment Cash Checking process and are paid. These transactions are deducted from the running cash balances. The following sub-sections detail these processes.



Accounts Payable Job Aid

AP312 Payment Cash Checking Overview

Adding Transaction Level Overrides

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

Step	Action
1.	Navigate to the Transaction Override page using the following path: NavBar > Menu > Accounts Payable > Payments > Payment Cash Check > Transaction Override

The **Transaction Override Find an Existing Value Search** page displays.



For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled **Overview of the Cardinal FIN Search Pages**. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

2. Click the **Add a New Value** button.

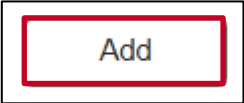


The **Add a New Value** page displays.

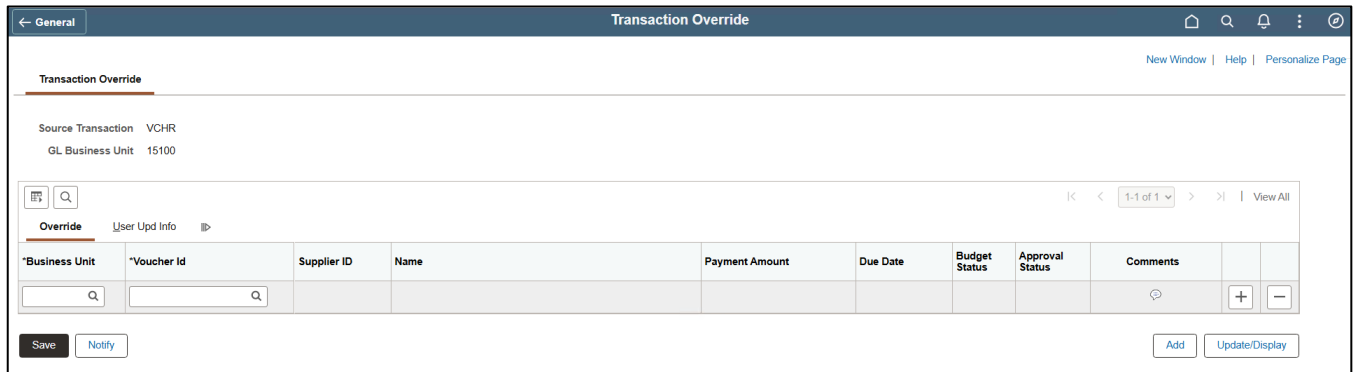


Accounts Payable Job Aid

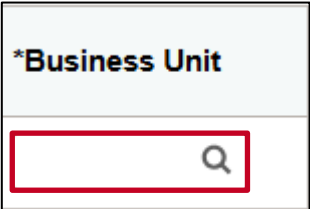
AP312 Payment Cash Checking Overview

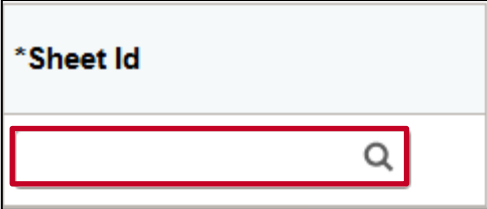
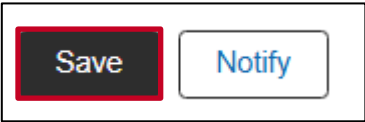
Step	Action
3.	Enter or select the source transaction in the Source Transaction field. 
	Options for the Source Transaction are: EXAD : Cash Advances EXPN : Expense Report VCHR : Accounts Payable Vouchers
4.	Enter or select the Business Unit in the GL Business Unit field. 
5.	Click the Add button. 

The **Transaction Override** page displays.



The screenshot shows the 'Transaction Override' page in a web application. The page has a header with a back arrow, 'General' tab, and 'Transaction Override' title. Below the header, there are fields for 'Source Transaction' (VCHR) and 'GL Business Unit' (15100). A table with columns: *Business Unit, *Voucher Id, Supplier ID, Name, Payment Amount, Due Date, Budget Status, Approval Status, and Comments is displayed. The table has a search icon and a 'View All' link. At the bottom, there are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.

6.	Enter or select the Business Unit in the Business Unit field. 
----	---

Step	Action
7.	Enter or select the Report ID in the Sheet Id field. 
	This field displays differently depending on the Source Transaction: • For Cash Advances, this field will display as “Advance Id” • For Expense Reports, this field displays as “Sheet Id” as in this example • For Vouchers, this field displays at “Voucher Id”
8.	Click the Comment field icon to enter additional information as needed. 
9.	Click the Add a New Row (+) icon if an additional Line needs to be entered. 
10.	Click the Save button once all lines have been entered. 
	The transaction has been saved.
11.	Click the User Upd Info tab to view the user(s) that have made updates,. 



Accounts Payable Job Aid

AP312 Payment Cash Checking Overview

Step

Action

The **User Upd Info** page displays.

← General

Transaction Override

Transaction Override

Source Transaction VCHR

GL Business Unit 15100

1-1 of 1

>

>|

View All

Override

User Upd Info

*Business Unit	*Voucher Id	Created Opr	Create Dttm	Upd User	Update Dttm		
15100	00006563		04/01/2026 2:04:06PM		04/01/2026 2:04:06PM	+	-

Save

Notify

Add

Update/Display

i

The **User Upd Info** page is populated with the **Created Opr** (ID) of the user who entered the transaction on the **Transaction Priority** page, the **Create Dttm**, **Upd User ID**, and **Update Dttm**.

The transactions drop off the page when they have been processed by the Payment Cash Checking process. Those in a “Pending” or “Error” status stay on the page until ready for pay cycle and Payment Cash Checking processing.



Accounts Payable Job Aid

AP312 Payment Cash Checking Overview

Updating Transaction Level Overrides

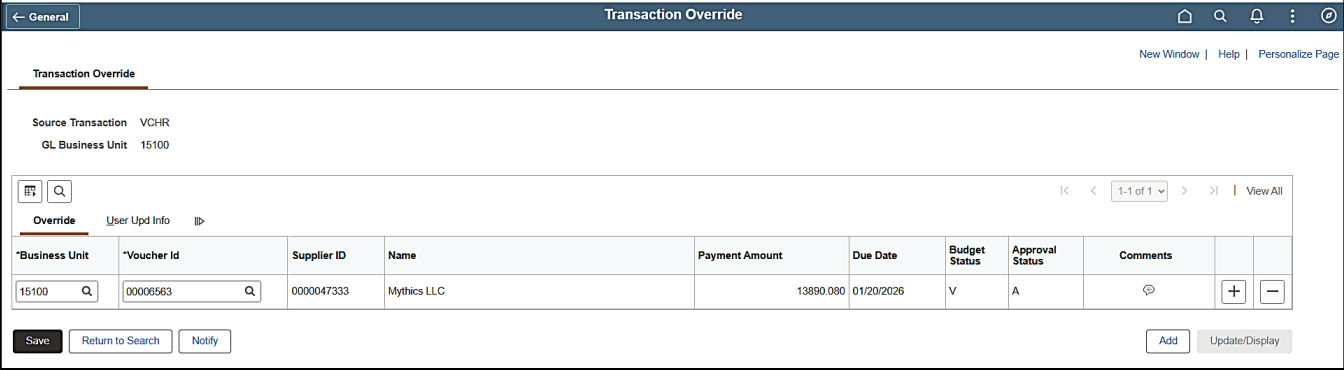
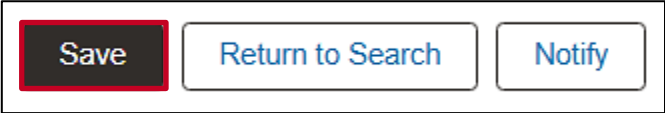
Follow the steps in this section to make updates to existing transaction level overrides.

Step	Action
1.	Navigate to the Transaction Override page using the following path: NavBar > Menu > Accounts Payable > Payments > Payment Cash Check > Transaction Override
The Transaction Override Find an Existing Value Search page displays. ← General Transaction Override Find an Existing Value ⊕ Add a New Value ▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. 🕒 Recent Searches Choose from recent searches ✎ 🔖 Saved Searches Choose from saved searches ✎ Search by: Source Transaction ▼ begins with ▼ Show more options Search Clear	
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages. This Job Aid is located on the Cardinal Website in Job Aids under Learning.
2.	Enter or select the Source Transaction that needs to be updated in the Source Transaction field. Search by: Source Transaction ▼ begins with
	Options for the Source Transaction are: EXAD: Cash Advances EXPN: Expense Report VCHR: Accounts Payable Vouchers
4.	Click the Search button. Search Clear



Accounts Payable Job Aid

AP312 Payment Cash Checking Overview

Step	Action
The Transaction Override page displays for the selected option. 	
5.	Click the Add a New Row (+) icon to add additional transactions. 
6.	Click the Remove Row (-) icon to remove transactions. 
7.	Click the Save button once all updates have been made. 

Reviewing Payment Cash Checking Reports

Cardinal contains several tools to assist in the monitoring and management of the Payment Cash Checking process, including:

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

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

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



Accounts Payable Job Aid

AP312 Payment Cash Checking Overview

Notify Negative Cash Balances

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

This message was sent with High importance.

From: FIN92SIT@covtest.virginia.gov

To: [REDACTED]

Cc: [REDACTED]

Subject: FW: Negative Cash Balance

Message vsp1014_neg_fund.csv (4 KB)

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

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



Accounts Payable Job Aid

AP312 Payment Cash Checking Overview

Payment Cash Checking Results Online Inquiry

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

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

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

Payment Cash Check Results

GL Business Unit 15100
Fund 01000
Account 101010
Run Date 12/30/2025

Department of Accounts
General Fund
Cash With The Treasurer Of VA

Filter Option
☒ All Transactions
☐ Failed Transactions
☐ Passed Transactions
Filter

Payment Cash Check Results |< < 1 of 1 > >| View All

Fiscal Year 2026

☐ Bypass Cash
☐ Override Cash
☒ Apply Fiscal Year

Cash Check Beg Balance 10,761,300.80 12/30/2025 9:21:03PM
Cash Passed Amt 52,353.07
Cash Failed Amt
Calculated End Balance 10,708,947.73
Batch End Ledger Balance 10,708,947.73 12/31/2025 12:22:47AM
Variance Amount
Error Message

Transaction List

Vouchers

< < 1-2 of 2 > >| View All

	Voucher	Details	Amount Details	Error Message				
	Run Date	GL Unit	Account	Fund	Business Unit	Voucher	Document Details	Processing Rule
1	12/30/2025	15100	101010	01000	15100	00006562	Document Details	Default
2	12/30/2025	15100	101010	01000	15100	00006561	Document Details	Default

Expense Reports

< < 1-1 of 1 > >| View All

	Expn	Details	Amount Details	Error Message	
	SheetID				Processing Rule
1					

Advance

< < 1-1 of 1 > >| View All

	Advances	Details	Amount Details	Error Message	
	Advance Id				Processing Rule
1					

Return to Search

Refresh

Header Section



Accounts Payable Job Aid

AP312 Payment Cash Checking Overview

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

Payment Cash Check Results		
GL Business Unit	15100	Department of Accounts
Fund	01000	General Fund
Account	101010	Cash With The Treasurer Of VA
Run Date	12/30/2025	

Filter Option

- ☒ All Transactions
- ☐ Failed Transactions
- ☐ Passed Transactions

[Filter](#)

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

Choose the desired option by selecting the corresponding radio button and then click the **Filter** button.

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



Accounts Payable Job Aid

AP312 Payment Cash Checking Overview

Payment Cash Check Results section

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

Payment Cash Check Results

Fiscal Year2026

Cash Check Beg Balance

10,761,300.80

12/30/2025 9:21:03PM

Cash Passed Amt

52,353.07

Cash Failed Amt

Calculated End Balance

10,708,947.73

Batch End Ledger Balance

10,708,947.73

12/31/2025 12:22:47AM

Variance Amount

☐ Bypass Cash

☐ Override Cash

☒ Apply Fiscal Year

Error Message

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

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

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

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

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

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

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

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Accounts Payable Job Aid

AP312 Payment Cash Checking Overview

Transaction List section

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

Transaction List

Vouchers

<

>

1-2 of 2

>

>

View All

Voucher

Details

Amount Details

Error Message

	Run Date	GL Unit	Account	Fund	Business Unit	Voucher	Document Details	Processing Rule
1	12/30/2025	15100	101010	01000	15100	00006562	Document Details	Default
2	12/30/2025	15100	101010	01000	15100	00006561	Document Details	Default

Expense Reports

<

>

1-1 of 1

>

>

View All

Expn

Details

Amount Details

Error Message

SheetID	Processing Rule
1	

Advance

<

>

1-1 of 1

>

>

View All

Advances

Details

Amount Details

Error Message

Advance Id	Processing Rule
1	

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

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



Accounts Payable Job Aid

AP312 Payment Cash Checking Overview

Review Results by Transaction Online Inquiry

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

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

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

← Payment Cash Check Results

Review Results by Transaction

Review Results By Transaction

Business Unit15100

Voucher Id00006561

Remit Supplier0000031103Department of General Services

Payment Amount131.11

Budget StatusValidApproval StatusA

Scheduled Pay Dt12/22/2025Due Date12/22/2025

Distribution Details

1-3 of 4

View All

Line Number	Distribution Line	Fund	Bypass Cash	Override Cash	Cash Check Status	Passed Amount	Failed Amount
1	1	01000	☐	☐	Passed	3.41	
2	1	06090	☐	☐	Passed	80.71	
3	1	06011	☐	☐	Passed	3.16	

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

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

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



Accounts Payable Job Aid

AP312 Payment Cash Checking Overview

Payment Cash Checking Results Query

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

NavBar > Menu > Reporting Tools > Query > Query Viewer
(V_AP_PYMNT_CASH_CHECK_RESULT)

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

V_AP_PYMNT_CASH_CHECK_RESULT - Payment Cash Check Results																						
*Run Date 12/15/2025 Q																						
Seq Num (1-9 or % for All) % Q																						
GL Unit (% for ALL) 15100 Q																						
Fund (Enter % for all values) %																						
*View By All Transactions																						
*Report Option Both																						
View Results																						
Download results in: Excel Spreadsheet CSV Text File XML File (10 kb)																						
View All																						
First 1-18 of 18 Last																						
Row	Row Identifier	Run Date	Sequence number	GL Unit	Fund	Account	Fiscal Year	Bypass Cash	Override Cash	Apply FY	CY Ledger Beg Balance	PY Ledger Beg Balance	Cash Check Beg Balance	Batch End Cash Balance	Processed Amount	Failed Amount	Source Transaction	Transaction BU	Document ID	Schd Pay Date	Payment Method	Payee
1	Summary	12/15/2025	1	15100	101010	2026	N	N	N	N	0.00	0.00	0.00	0.00	0.00	0.00						
2	Summary	12/15/2025	1	15100	01000	101010	2026	N	N	Y	11632782.15	0.00	11632782.15	11632782.15	0.00	0.00						
3	Summary	12/15/2025	1	15100	02011	101010	2026	N	N	N	0.00	0.00	0.00	0.00	0.00	0.00						
4	Summary	12/15/2025	1	15100	02081	101010	2026	N	N	N	0.00	0.00	0.00	0.00	0.00	0.00						
5	Summary	12/15/2025	1	15100	02111	101010	2026	N	N	N	15782194.39	0.00	15782194.39	15782194.39	0.00	0.00						
6	Summary	12/15/2025	1	15100	02700	101010	2026	N	N	N	0.00	0.00	0.00	0.00	0.00	0.00						
7	Summary	12/15/2025	1	15100	06011	101010	2026	N	N	N	2405754.12	0.00	2405754.12	2329631.58	76122.54	0.00						
8	Transaction Detail	12/15/2025	1	15100	06011	101010	2026	N	N	N	0.00	0.00	0.00	0.00	8622.54	0.00	VCHR	15100	00006287	12/17/2025	ACH	0000047333
9	Transaction Detail	12/15/2025	1	15100	06011	101010	2026	N	N	N	0.00	0.00	0.00	0.00	67500.00	0.00	VCHR	15100	00006541	12/17/2025	EFT	0000039987
10	Summary	12/15/2025	1	15100	06080	101010	2026	N	N	N	2772476.65	0.00	2772476.65	2772476.65	0.00	0.00						
11	Summary	12/15/2025	1	15100	06090	101010	2026	N	N	N	3547456.67	0.00	3547456.67	3471334.13	76122.54	0.00						
12	Transaction Detail	12/15/2025	1	15100	06090	101010	2026	N	N	N	0.00	0.00	0.00	0.00	8622.54	0.00	VCHR	15100	00006287	12/17/2025	ACH	0000047333
13	Transaction Detail	12/15/2025	1	15100	06090	101010	2026	N	N	N	0.00	0.00	0.00	0.00	67500.00	0.00	VCHR	15100	00006541	12/17/2025	EFT	0000039987
14	Summary	12/15/2025	1	15100	06150	101010	2026	N	N	N	1418238.01	0.00	1418238.01	1418238.01	0.00	0.00						
15	Summary	12/15/2025	1	15100	09151	101010	2026	N	N	N	78149797.11	0.00	78149797.11	78149797.11	0.00	0.00						
16	Summary	12/15/2025	1	15100	09362	101010	2026	N	N	N	0.00	0.00	0.00	0.00	0.00	0.00						
17	Summary	12/15/2025	1	15100	10110	101010	2026	N	N	N	0.00	0.00	0.00	0.00	0.00	0.00						
18	Summary	12/15/2025	1	15100	12110	101010	2026	N	N	N	0.00	0.00	0.00	0.00	0.00	0.00						

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