

Overview of the Cardinal Financials WorkCenters

WorkCenters provide a central one-stop location for users to access daily tasks such as entering transactions, reviewing transaction errors, and approving transactions. WorkCenters also include links to frequently used pages, queries, and reports, which minimize navigation time through menus and increase efficiency.

WorkCenters are set up for all Cardinal Financial Functional areas and are accessed by clicking the applicable WorkCenter tile on the **Cardinal Financials Homepage**.

WorkCenters are set up for the following areas:

- Accounts Payable
- Expenses
- General Ledger
- Receivables
- Billing
- Procurement
- Projects
- Contracts

Individual user's security roles control which WorkCenters display as well as what is available within each WorkCenter.

This Job Aid provides key information about the following:

- How to access WorkCenters
- WorkCenter layout and terminology
- How to navigate within a WorkCenter Dashboard
- Default and Temporary filters
- A detailed breakdown for each WorkCenter



Cardinal Financials Job Aid

Overview of the Cardinal Financials WorkCenters

Table of Contents

Revision History	4
Accessing WorkCenters	5
Reviewing the WorkCenter Layout	8
Navigating within a WorkCenter	11
Updating WorkCenter Filters	22
Updating Default Filters on the Navigation Panel	22
Updating the Temporary Filters on the Transaction Panel	28
Functional Area WorkCenters	32
Accounts Payable (AP) WorkCenter	33
My Work Section	34
My Approvals Section	36
My Insights Section	37
Links Section	37
Queries Section	38
Reports/Processes Section	39
Expenses (EX) WorkCenter	40
My Work Section	41
My Approvals Section	42
My Insights Section	42
Links Section	43
Queries Section	44
Reports/Processes Section	44
General Ledger (GL) WorkCenter	45
My Work Section	46
My Approvals Section	47
My Insights Section	47
Links Section	48
Queries Section	49
Reports/Processes Section	50
Receivables (AR) WorkCenter	51



Cardinal Financials Job Aid

Overview of the Cardinal Financials WorkCenters

My Work Section	52
Links Section	54
Queries Section	55
Reports/Processes Section	56
Billing WorkCenter	57
My Work Section	58
Links Section	59
Queries Section	60
Reports/Processes Section	60
Procurement WorkCenter	61
My Work Section	62
My Approvals Section	62
Links Section	63
Queries Section	64
Reports/Processes Section	65
Projects WorkCenter	66
Links Section	66
Queries Section	67
Reports/Processes Section	67
Contracts WorkCenter	68
My Work Section	69
Links Section	70
Queries Section	71
Reports/Processes Section	72



Cardinal Financials Job Aid

Overview of the Cardinal Financials WorkCenters

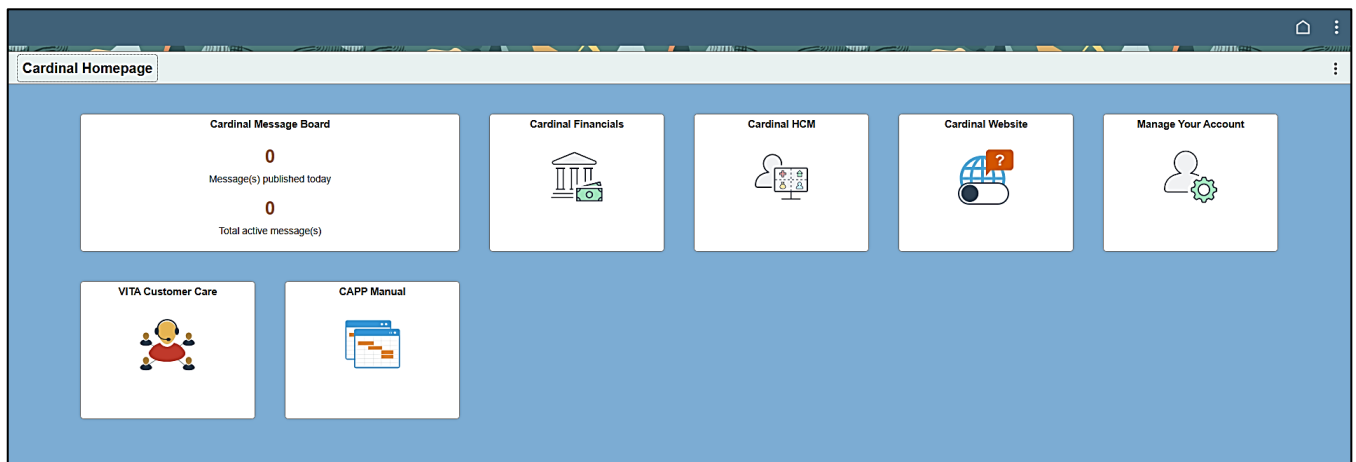
Revision History

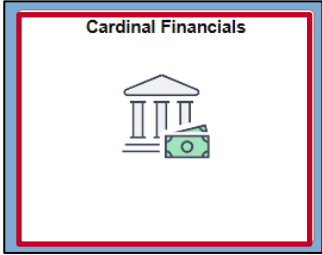
Revision Date	Summary of Changes
9/1/2026	Baseline.

Accessing WorkCenters

Step	Action
1.	Log into Cardinal.
	Go to https://www.cardinalproject.virginia.gov/login-help for information related to accessing Cardinal.

The **Cardinal Portal** page displays.

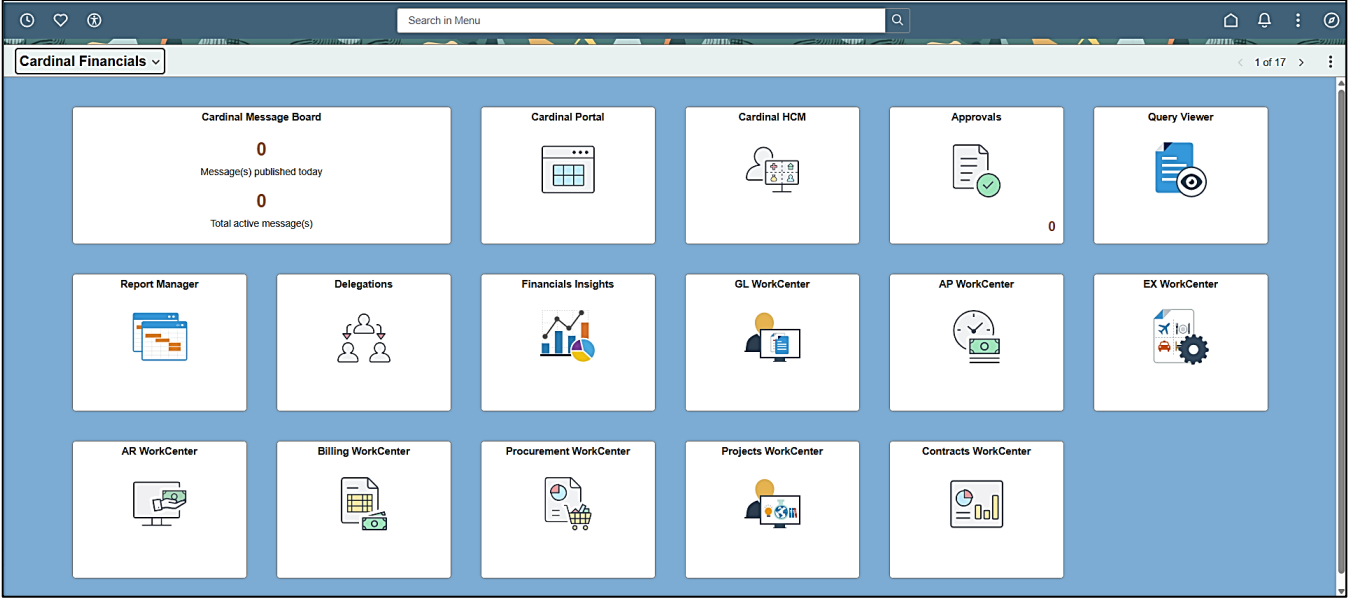
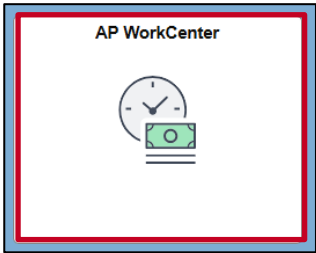


2.	Click the Cardinal Financials tile. 
----	---



Cardinal Financials Job Aid

Overview of the Cardinal Financials WorkCenters

Step	Action
	The Cardinal Financials Homepage displays. 
	The tiles and WorkCenters that display are based on the user's Security roles so individual Homepage layout and WorkCenter availability will vary.
3.	Click the applicable WorkCenter tile. For this example, the AP WorkCenter tile is selected. 



Cardinal Financials Job Aid

Overview of the Cardinal Financials WorkCenters

Step	Action
	The selected WorkCenter displays. For this scenario, the Accounts Payable WorkCenter displays. Accounts Payable WorkCenter My Work Vouchers Incomplete Vouchers Vouchers Rejected by Appro... Vouchers Submitted for App... Voucher Exceptions Recycled Vouchers Budget Check Errors Payments Scheduled Payment on Hold My Approvals Pending Approvals My Insights Links Queries Reports/Processes Incomplete Vouchers Voucher List Business Unit Voucher Supplier Short Supplier Name Supplier Name Invoice No Invoice Date Gross Amount Currency Created On Created By 15100 00006590 0000003662 XEROX CORP Xerox Corporation 0123456 05/26/2026 250.00 USD 06/01/2026 00781285100
	All WorkCenters have the same basic layout although they do not all have the same sections, folders and pages. See the Reviewing the WorkCenter Layout section of this Job Aid for more details regarding the WorkCenter layout.



Cardinal Financials Job Aid

Overview of the Cardinal Financials WorkCenters

Reviewing the WorkCenter Layout

In this section of the Job Aid, the WorkCenter page layout will be reviewed.

Note: This example is using the Accounts Payable WorkCenter.

Accounts Payable WorkCenter

Incomplete Vouchers

Voucher List

Business Unit	Voucher	Supplier	Short Supplier Name	Supplier Name	Invoice No	Invoice Date	Gross Amount	Currency	Created On	Created By
15100	00006590	0000003662	XEROX CORP	Xerox Corporation	0123456	05/26/2026	250.00	USD	06/01/2026	00781285100

Transaction Panel

Navigation Panel

Navigation Panel

Displays on the left-hand side of the page and controls what displays in the Transaction Panel section. It consists of Sections, Folders, and Pages.

Transaction Panel

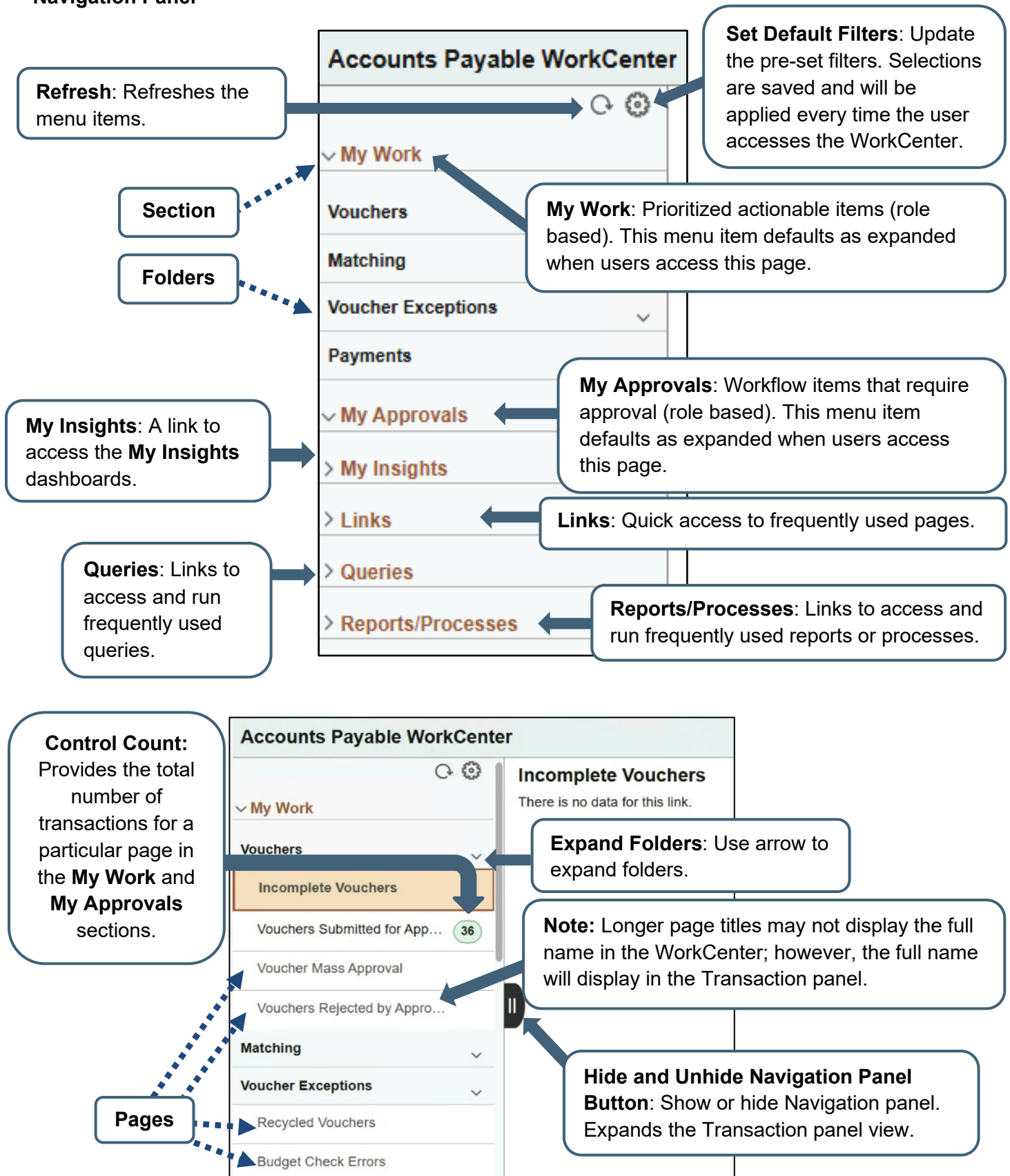
The main work area and displays based on the page defaults or the user's selection in the Navigation Panel.



Cardinal Financials Job Aid

Overview of the Cardinal Financials WorkCenters

Navigation Panel





Cardinal Financials Job Aid

Overview of the Cardinal Financials WorkCenters

Transaction Panel

Budget Check Errors

Voucher List

Actions/Related Actions: A quick menu of additional options that display related to the information currently being viewed.

☐ Business Unit ↑↓	Voucher ↑↓	Number Of Errors ↑↓	Exceptions ↑↓	Misc Exceptions ↑↓	Supplier ↑↓
☐ 14800	00014718	2	Exceptions	Misc Exceptions	0000112938
☐ 14800	00014722	2	Exceptions	Misc Exceptions	0000113432
☐ 14800	00014724	2	Exceptions	Misc Exceptions	0000030272

Temporary Filters:
Refine the filters to temporarily focus on a particular Business Unit(s) or other criteria.

Work Area: Main work area based on the user's selection in the Navigation Panel.

Featured Icons Legend

Various icons display in the Transaction Panel. Below is a listing of those icons.

	Search		Download to Excel
	Sort		Update Selected Rows
	Refresh		Settings/ Personalized Output
	Actions/Related Actions		Refine Filters



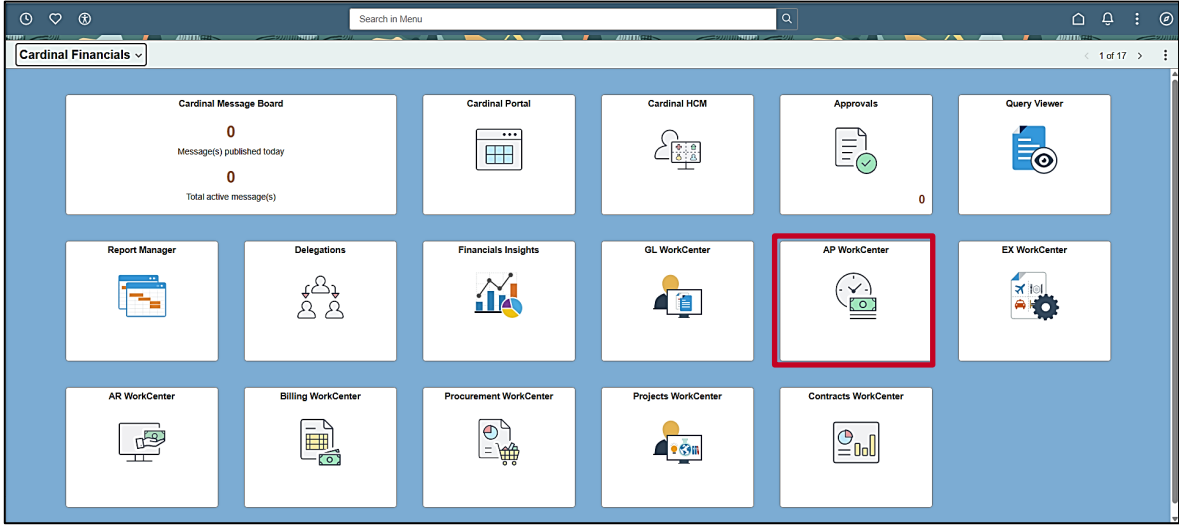
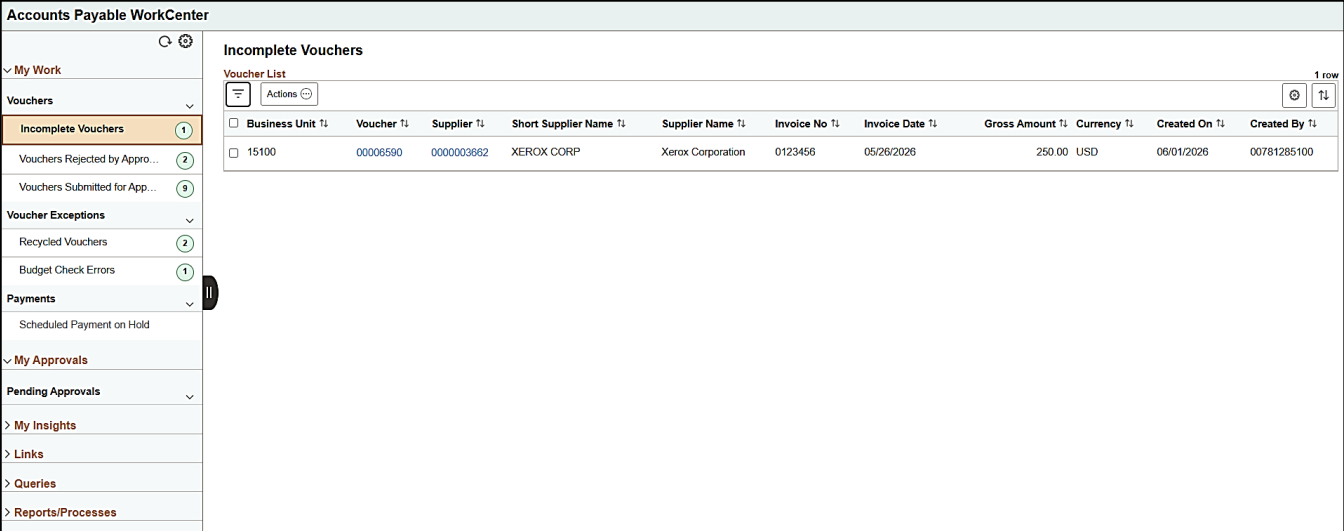
Cardinal Financials Job Aid

Overview of the Cardinal Financials WorkCenters

Navigating within a WorkCenter

In this section of the Job Aid users will see two examples of navigating within a WorkCenter to complete tasks. WorkCenters are structured to allow users to complete most of their daily tasks within the WorkCenter.

Scenario 1: In this scenario a Voucher Processor will search for a Supplier and enter a Voucher in the AP WorkCenter.

Step	Action
1.	Click the AP WorkCenter tile on the Cardinal Financials Homepage. 
The Accounts Payable WorkCenter displays. 	

Step	Action
	The My Work and My Approvals sections default as expanded and the first transaction that requires review displays in the Transaction panel. For this scenario, the Supplier Search page needs to be accessed.
2.	Click the Links section to expand it.  The Links section expands and the folders display. 
3.	Click the Vouchers folder. 

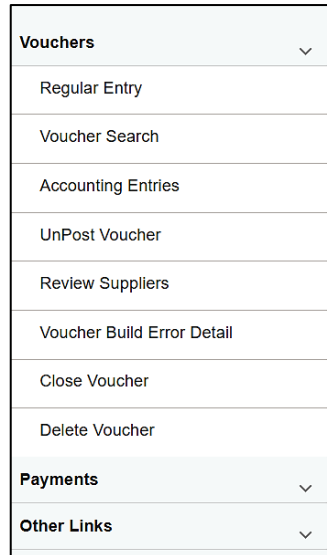


Cardinal Financials Job Aid

Overview of the Cardinal Financials WorkCenters

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

The pages within the **Vouchers** folder display.



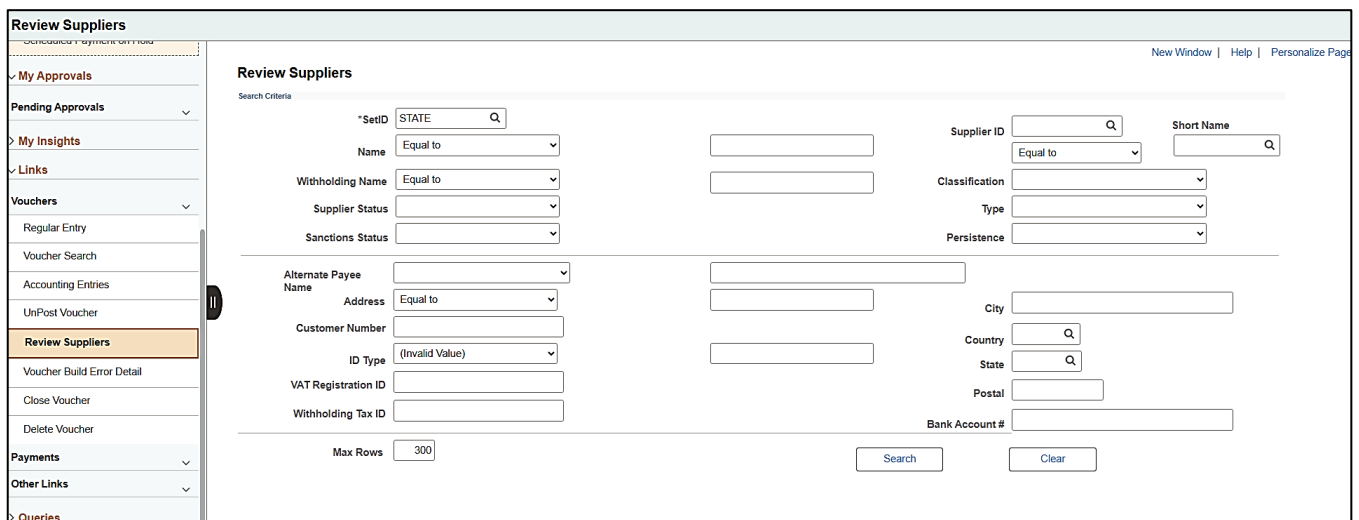
A screenshot of a web application menu titled "Vouchers". It contains a list of items: Regular Entry, Voucher Search, Accounting Entries, UnPost Voucher, Review Suppliers, Voucher Build Error Detail, Close Voucher, and Delete Voucher. Below this list are two more sections: "Payments" and "Other Links", each with a downward arrow icon.

4. Click **Review Suppliers**.



A rectangular button with the text "Review Suppliers" in a dark font. The button is highlighted with a red border.

The **Review Suppliers** page displays in the Transaction panel.



A screenshot of the "Review Suppliers" page in a web application. The page has a left sidebar with a navigation menu containing "My Approvals", "Pending Approvals", "My Insights", "Links", "Vouchers", "Payments", and "Other Links". The "Review Suppliers" item is highlighted. The main content area is titled "Review Suppliers" and contains a search criteria form. The form has two columns of input fields. The left column includes fields for "SetID", "Name", "Withholding Name", "Supplier Status", "Sanctions Status", "Alternate Payee Name", "Address", "Customer Number", "ID Type", "VAT Registration ID", and "Withholding Tax ID". The right column includes fields for "Supplier ID", "Short Name", "Classification", "Type", "Persistence", "City", "Country", "State", "Postal", and "Bank Account #". There are "Search" and "Clear" buttons at the bottom right of the form. A "Max Rows" field is set to "300".

5. Complete the fields to search for the Supplier and click the **Search** button.



Cardinal Financials Job Aid

Overview of the Cardinal Financials WorkCenters

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

The search results display at the bottom of the page.

Review Suppliers

My Approvals
Pending Approvals
My Insights
Links
Vouchers
Regular Entry
Voucher Search
Accounting Entries
UnPost Voucher
Review Suppliers
Voucher Build Error Detail
Close Voucher
Delete Voucher
Payments
Other Links
Queries
Reports/Processes

Alternate Payee Name
Address Equal to
Customer Number
ID Type (Invalid Value)
VAT Registration ID
Withholding Tax ID

City
Country
State
Postal
Bank Account #

Max Rows 300

Search Clear

Search Results

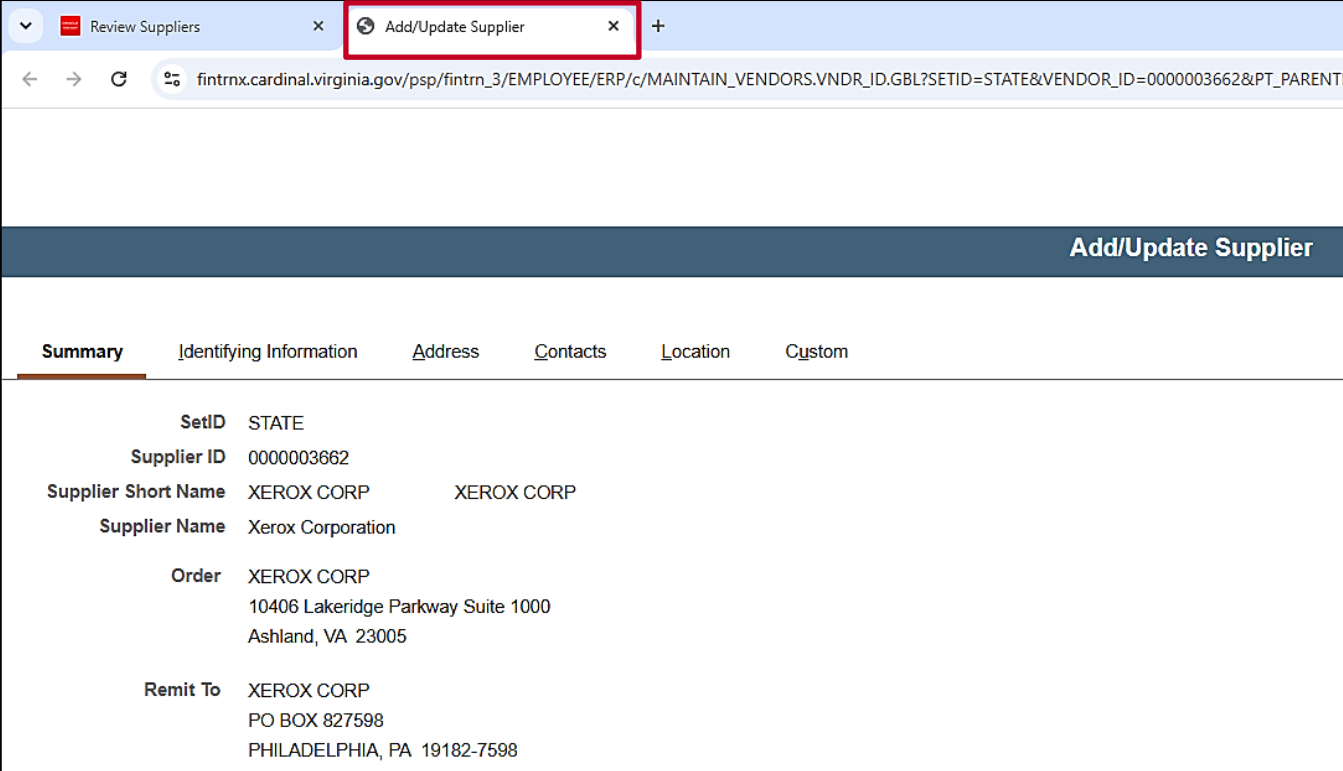
1-10 of 45

Main Information		Additional Supplier Info		Audit Information		ID				
Actions	SetID	Supplier ID	Supplier Name	Short Name	Alternate Payee Name	Address	City	State	Country	Effective Status
Actions	STATE	0000003662	Xerox Corporation	XEROX CORP	Xerox	201 Merritt 7	Norwalk	CT	USA	Active
Actions	STATE	0000003662	Xerox Corporation	XEROX CORP		200 Westgate Parkway	Richmond	VA	USA	Active
Actions	STATE	0000003662	Xerox Corporation	XEROX CORP		PO BOX 827588	PHILADELPHIA	PA	USA	Active
Actions	STATE	0000003662	Xerox Corporation	XEROX CORP		10406 Lakeridge Parkway Suite 1000	Ashland	VA	USA	Active

6. Use the **Actions** option to select the **Maintain Supplier** page.

Actions	SetID	Sup
Actions	STATE	000
Actions	STATE	000

Maintain Supplier
Maintain Supplier Conversation
Review Supplier Contact

Step	Action
	The Add/Update Supplier page displays in a new window. 
	When completing some transactions, users will see a new window display like in this scenario. This allows the user to review or complete information in the new window and still not close out of the WorkCenter.
7.	Review the information as applicable and close the window by clicking the “x”. 



Cardinal Financials Job Aid

Overview of the Cardinal Financials WorkCenters

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

The **Review Suppliers** search page within the WorkCenter redisplay.

Review Suppliers

Alternate Payee Name Address City

Customer Number ID Type (Invalid Value) Country

VAT Registration ID Withholding Tax ID State

Bank Account #

Max Rows 300

Search Results

1-10 of 45

Actions	SetID	Supplier ID	Supplier Name	Short Name	Alternate Payee Name	Address	City	State	Country	Effective Status
Actions	STATE	0000003662	Xerox Corporation	XEROX CORP	Xerox	201 Merritt 7	Norwalk	CT	USA	Active
Actions	STATE	0000003662	Xerox Corporation	XEROX CORP		200 Westgate Parkway	Richmond	VA	USA	Active
Actions	STATE	0000003662	Xerox Corporation	XEROX CORP		PO BOX 827588	PHILADELPHIA	PA	USA	Active
Actions	STATE	0000003662	Xerox Corporation	XEROX CORP		10406 Lakeridge Parkway Suite 1000	Ashland	VA	USA	Active



Now that the Supplier information has been reviewed, the user is ready to enter the Voucher. Next access **Regular Voucher** the page.

8.

Click the **Regular Entry** page within the **Vouchers** folder.

Links

Vouchers

Regular Entry

Voucher Search

Accounting Entries

UnPost Voucher



Cardinal Financials Job Aid

Overview of the Cardinal Financials WorkCenters

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

The page refreshes and the **Voucher Add a New Value** page displays in the Transaction panel.

Voucher

Add a New Value

Q Find an Existing Value

*Business Unit 15100 Q

*Voucher ID NEXT

*Voucher Style Regular Voucher

Supplier Name Q

Short Supplier Name Q

Supplier ID Q

Supplier Location Q

Address Sequence Number 0 Q

Invoice Number

Invoice Date

Gross Invoice Amount 0.00

Misc Charge Amount 0.00

Freight Amount 0.00

Estimated No. of Invoice Lines 1

Add

9. Complete the applicable information on this page then click the **Add** button.



The **Invoice Information** page displays in the Transaction panel.

Voucher

Invoice Information Payments Voucher Attributes

Business Unit 15100 Invoice No 987

Voucher ID NEXT Accounting Date 06/02/2026

Voucher Style Regular Voucher *Pay Terms 30 Net 30

Invoice Date 06/02/2026 Basis Date Type Prompt Payment

Invoice Receipt Date

Goods & Services Receipt Date

Supplier ID 000003862 Q

ShortName XEROX CORP Q

Location EPAY Q

*Address 2 Q

Responsible Org 10001 Q

Customer Account #

ROW Acquisition ID

Final Voucher

Incomplete Voucher

Invoice Total

Line Total 250.00

*Currency USD Q

Miscellaneous

Freight

Total 250.00

Difference 0.00

Save Save For Later Action Run Calculate Print

Copy From Source Document



The Voucher can be completed and saved within the Transaction panel.

Many pages display right in the Transaction panel when selected without opening a new window.

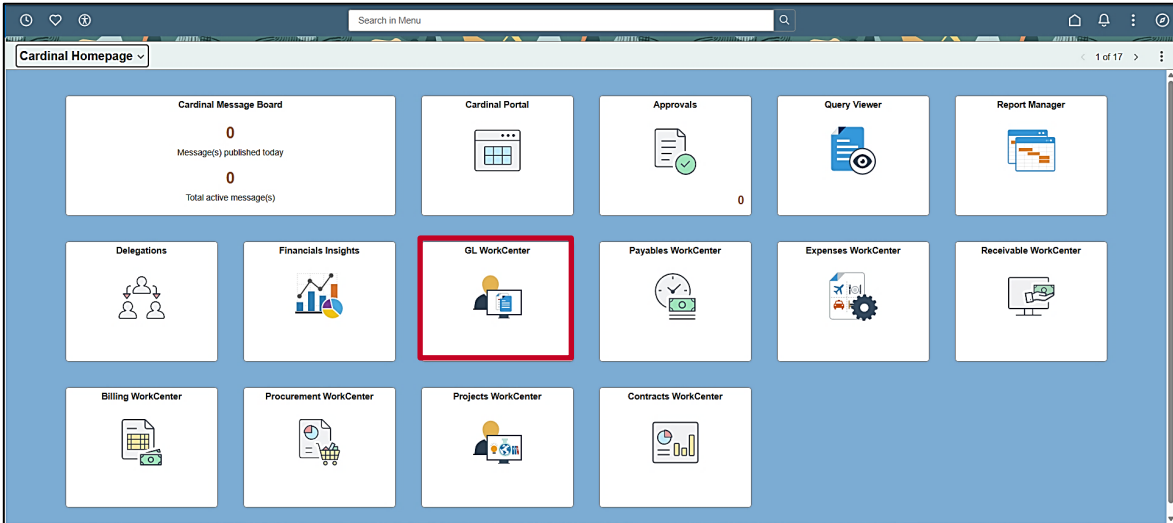
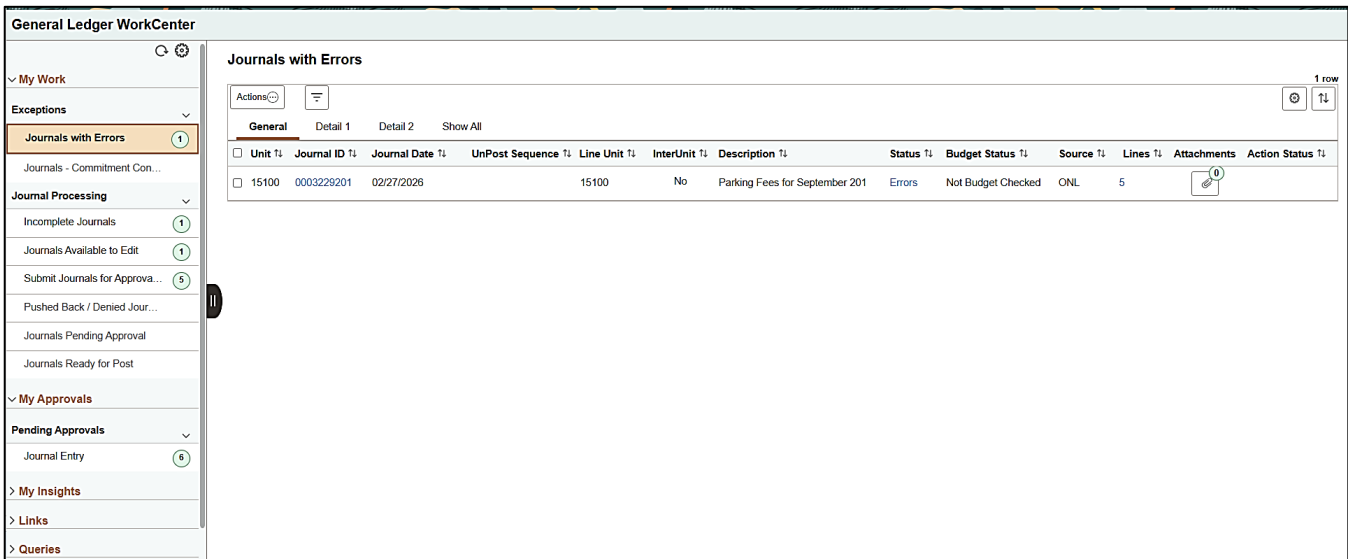


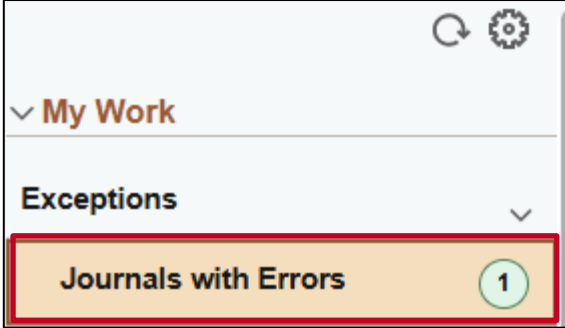
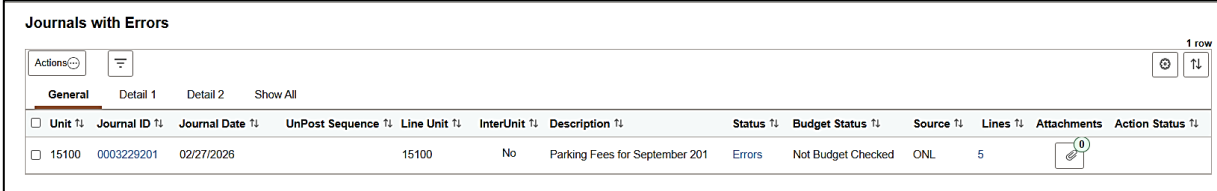
Cardinal Financials Job Aid

Overview of the Cardinal Financials WorkCenters

Scenario 2: In this scenario, a transaction in the General Ledger WorkCenter **My Work** section will be reviewed and updated.

Note: This section contains counts for various transactions based on the specific WorkCenter.

Step	Action
1.	Click the GL WorkCenter tile on the Cardinal Financials Homepage. 
The General Ledger WorkCenter displays. 	
	The My Work and My Approvals sections default as expanded and the first transaction that requires review displays in the Transaction panel. For this scenario, Journal errors will be reviewed and corrected.

Step	Action
	The Journals with Errors page displays by default when accessing the page in this scenario. 
	The number that displays next to this page indicates the number of errors.
2.	Review the information that displays in the Transaction panel for the Journal. 
3.	Click the Journal ID link in the Transaction panel. 



Cardinal Financials Job Aid

Overview of the Cardinal Financials WorkCenters

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

The **Journal Entry** page displays in a pop-up window.

Journal Entry

Unit: 15100 Journal ID: 0003229201 Date: 02/27/2026

Template List: Inter/IntraUnit *Process: Edit Journal Process

Errors Only: View Audit Logs

Line: 10

Lines

Select	Line	Error	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department
☐	1	X	15100	ACTUALS		111220	02700		93100
☐	2		15100	ACTUALS		5015450	01000	799001	93100
☐	3		15100	ACTUALS		5015450	01000	799001	93100
☐	4		15100	ACTUALS		101010	02700		99999
☐	5		15100	ACTUALS		101010	01000		99999

Lines to add: 1

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	5	10,608.50	10,608.50	E	N

Save Return to Search Notify Refresh Add Update/Display

5. Make any applicable updates to address the error, save, and click the “x” to close the pop-up window.

Journal Entry

Unit: 15100 Journal ID: 0003229201 Date: 02/27/2026

Template List: Inter/IntraUnit *Process: Edit Journal Process

Errors Only: View Audit Logs

Line: 10

Save Return to Search Notify Refresh Add Update/Display

The **Journals with Errors** page redispays.

General Ledger WorkCenter

My Work

Exceptions

- Journals with Errors (1)

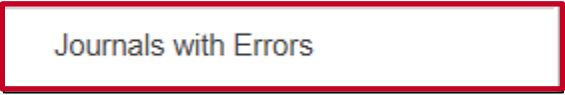
Journal Processing

- Incomplete Journals (1)
- Journals Available to Edit (1)
- Submit Journals for Approva... (5)
- Pushed Back / Denied Jour...
- Journals Pending Approval

Journals with Errors

Actions: Detail 1 Detail 2 Show All

Unit	Journal ID	Journal Date	UnPost Sequence	Line Unit	InterUnit	Description	Status	Budget Status	Source	Lines	Attachments	Action Status
15100	0003229201	02/27/2026		15100	No	Parking Fees for September 201	Errors	Not Budget Checked	ONL	5		

Step	Action
	Even though the correction was made, the control count total will not change to reflect the update that was done. Users must refresh the page after making corrections for the counts to be updated. 
6.	Click the Refresh button at the top of the Navigation panel. 
	The Journal with Errors count is cleared since the error was corrected. 

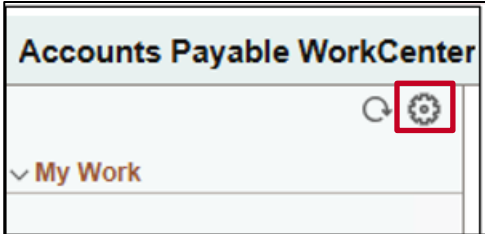
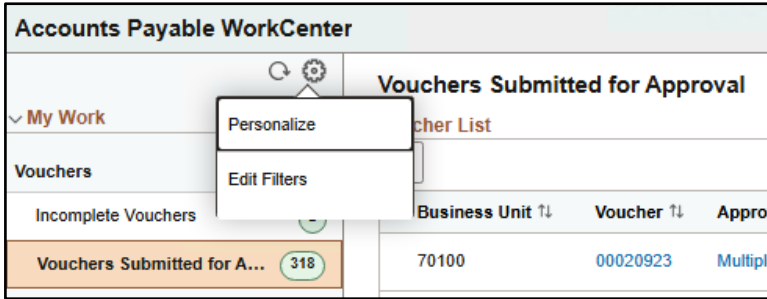
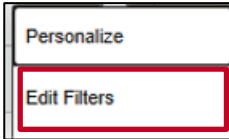
Updating WorkCenter Filters

This section of the Job Aid will walk through how to update WorkCenter filters on the Navigation and Transaction panels.

Updating Default Filters on the Navigation Panel

Filters on the Navigation Panel are called “Default Filters” and control what displays in the WorkCenter. When a user’s access is set up in Cardinal, these filters are automatically set up based on the user’s security roles and include the Business Unit(s) they have access to.

These filters stay locked in place, so each time the WorkCenter is accessed, these filters are applied. Changes made to the “Default Filters” are saved and can only be updated by accessing and updating the “Default Filters” again.

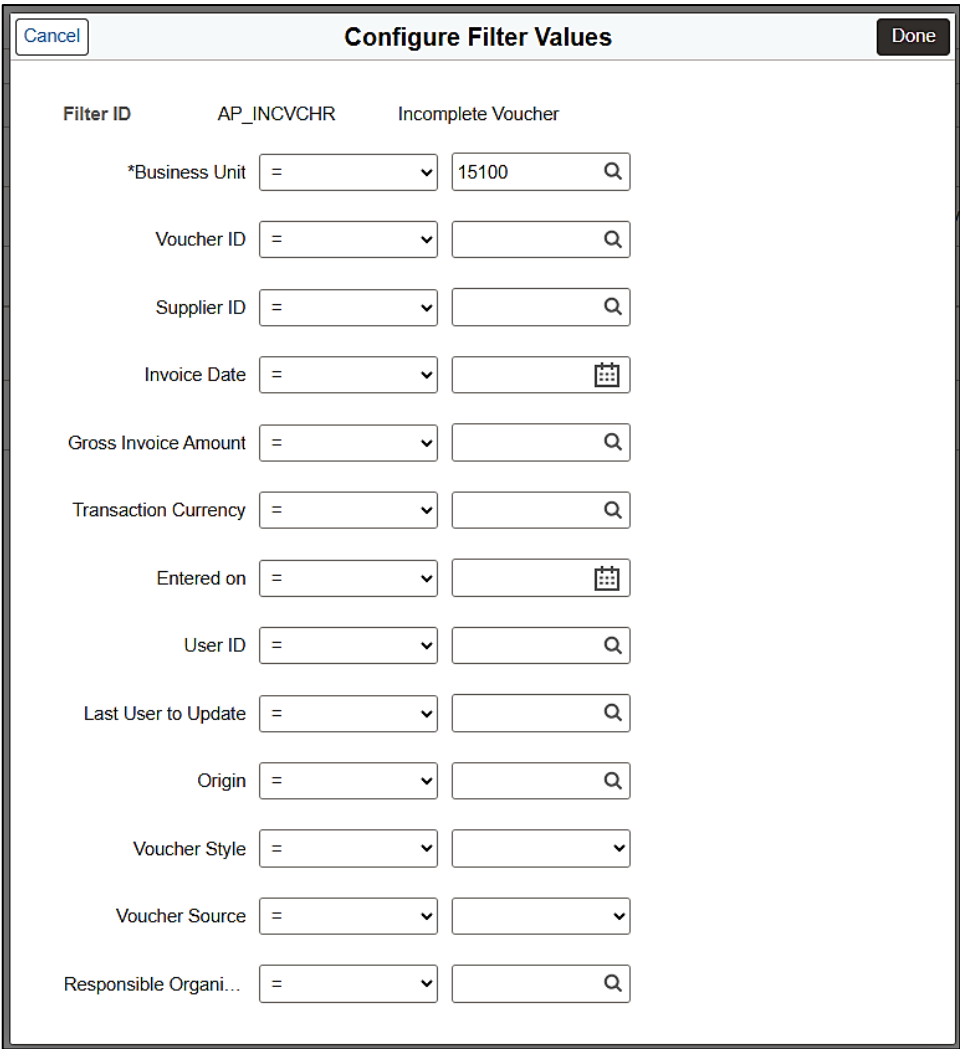
Step	Action
1.	Click the gear icon at the top of the applicable WorkCenter Navigation Panel. 
	A pop-up menu displays. 
2.	Click the Edit Filters option. 
	The Personalize option is not used in Cardinal.



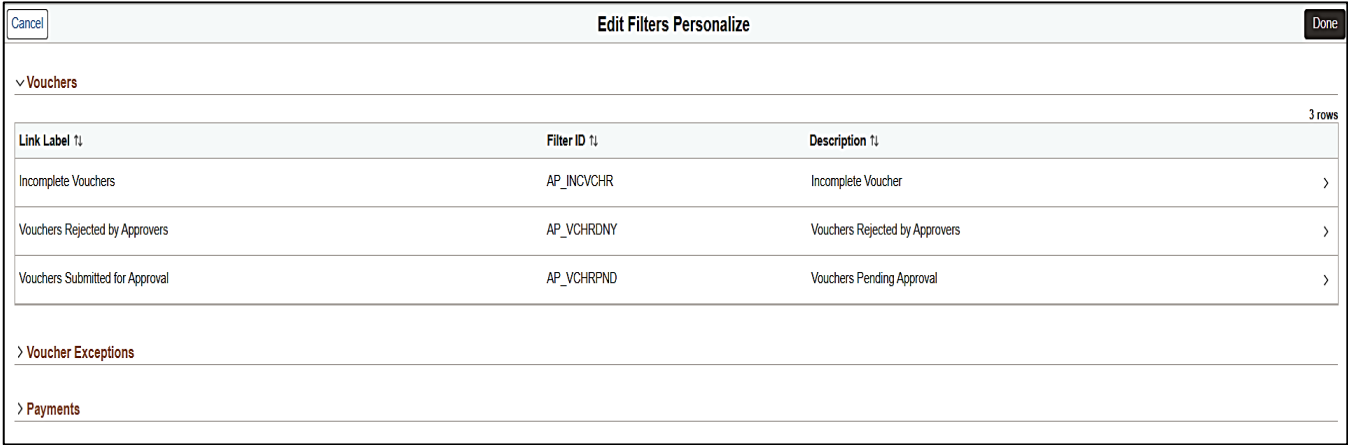
Cardinal Financials Job Aid

Overview of the Cardinal Financials WorkCenters

Step	Action																
	The Edit Filters Personalize page displays in a pop-up window. Cancel Edit Filters Personalize Done ▼ Vouchers 3 rows <table><tr><th>Link Label 1:</th><th>Filter ID 1:</th><th>Description 1:</th><th></th></tr><tr><td>Incomplete Vouchers</td><td>AP_INCVCHR</td><td>Incomplete Voucher</td><td>></td></tr><tr><td>Vouchers Rejected by Approvers</td><td>AP_VCHRDNY</td><td>Vouchers Rejected by Approvers</td><td>></td></tr><tr><td>Vouchers Submitted for Approval</td><td>AP_VCHRPND</td><td>Vouchers Pending Approval</td><td>></td></tr></table> > Voucher Exceptions > Payments	Link Label 1:	Filter ID 1:	Description 1:		Incomplete Vouchers	AP_INCVCHR	Incomplete Voucher	>	Vouchers Rejected by Approvers	AP_VCHRDNY	Vouchers Rejected by Approvers	>	Vouchers Submitted for Approval	AP_VCHRPND	Vouchers Pending Approval	>
Link Label 1:	Filter ID 1:	Description 1:															
Incomplete Vouchers	AP_INCVCHR	Incomplete Voucher	>														
Vouchers Rejected by Approvers	AP_VCHRDNY	Vouchers Rejected by Approvers	>														
Vouchers Submitted for Approval	AP_VCHRPND	Vouchers Pending Approval	>														
3.	Click the page for which the filters require update. For this scenario, Incomplete Vouchers is selected. Incomplete Vouchers AP_INCVCHR Incomplete Voucher >																
	Users can click to expand any of the folders in this section to access specific pages.																

Step	Action
	The Configure Filter Values page displays in a pop-up window. 
	Required filter fields are noted with an asterisk (*) in front of the field. The fields that display will vary based on the module-specific WorkCenter and the specific page selected.
4.	Adjust the filter field(s) as applicable.

Step	Action										
i	Required fields must contain a valid value. To allow for multiple values to be entered into a field (such as "Business Unit") users must: - Click the field dropdown icon and select "in". *Business Unit =  = in - Click the Search button to search for and/or select the applicable values. *Business Unit in   - Select the applicable values and click the Done button. Cancel Select BUSINESS_UNIT Done BUSINESS_UNIT begins with Description begins with Search Clear info1 There are more than 300 matched entries. Only the first 300 are displayed. Please refine your search criteria. 300 rows <table> <thead> <tr> <th>☐ BUSINESS_UNIT ↑↓</th> <th>Description ↑↓</th> </tr> </thead> <tbody> <tr> <td>☐ 10000</td> <td>Senate</td> </tr> <tr> <td>☐ 10100</td> <td>House of Delegates</td> </tr> <tr> <td>☐ 10200</td> <td>Legis Dep Reversion Clear Acct</td> </tr> <tr> <td>☐ 10300</td> <td>Magistrate System</td> </tr> </tbody> </table> - The selected values automatically populate the applicable field in the correct format. *Business Unit in  15100,20300,18100  Note: Values that are manually entered must be separated with a comma ",", with no spaces (e.g., 12300,15100,20100).	☐ BUSINESS_UNIT ↑↓	Description ↑↓	☐ 10000	Senate	☐ 10100	House of Delegates	☐ 10200	Legis Dep Reversion Clear Acct	☐ 10300	Magistrate System
☐ BUSINESS_UNIT ↑↓	Description ↑↓										
☐ 10000	Senate										
☐ 10100	House of Delegates										
☐ 10200	Legis Dep Reversion Clear Acct										
☐ 10300	Magistrate System										

Step	Action
5.	Click the Done button when complete. 
	Click the Cancel button to cancel the updates.
The Edit Filters Personalize page redispays. 	
	The selected Filters are updated and will remain in place every time the user accesses the WorkCenter.
6.	To update any other pages, select the page and repeat Steps 3-5 in this section. If no other pages need to be updated, proceed to the next Step.
7.	Click the Done button at the top right of the Edit Filters Personalize page. 



Cardinal Financials Job Aid

Overview of the Cardinal Financials WorkCenters

Step

Action

The **Incomplete Vouchers** page redisplays.

Accounts Payable WorkCenter

My Work

Vouchers

Incomplete Vouchers1

Vouchers Rejected by Appro...2

Vouchers Submitted for App...9

Voucher Exceptions

Recycled Vouchers1

Budget Check Errors1

Payments

Scheduled Payment on Hold

Incomplete Vouchers

Voucher List

1 row

☐	Business Unit	Voucher	Supplier	Short Supplier Name	Supplier Name	Invoice No	Invoice Date	Gross Amount	Currency	Created On	Created By
☐	15100	00006590	0000003662	XEROX CORP	Xerox Corporation	0123456	05/26/2026	250.00	USD	06/01/2026	00781285100



Cardinal Financials Job Aid

Overview of the Cardinal Financials WorkCenters

Updating the Temporary Filters on the Transaction Panel

Temporary Filters are located on the Transaction Panel for various pages. These allow users to apply filters during the current session.

Filters that are set on this page do not save. When a user navigates to a different page or opens another link, the filters are reset to the default and will have to be entered again as applicable.

Step	Action																																																																																																																																																																
In this scenario, on the General Ledger WorkCenter, the user has access to multiple Business Units and only wants to review “Journals with Errors” for a specific Business Unit.																																																																																																																																																																	
General Ledger WorkCenter My Work Exceptions Journals with Errors 553 Journals - Commitment C... 22 Journal Processing Incomplete Journals 46991 Journals Available to Edit 259 Submit Journals for Approva... 77 Pushed Back / Denied Jour... 3 Journals Pending Approval 74 Journals Ready for Post 30 My Approvals Pending Approvals Journal Entry 6 My Insights Links Journals - Commitment Control Exceptions 22 rows <table><tr><th>General</th><th>Detail 1</th><th>Detail 2</th><th>Show All</th></tr><tr><th>Unit</th><th>Journal ID</th><th>Journal Date</th><th>UnPost Sequence</th><th>Line Unit</th><th>InterUnit</th><th>Description</th><th>Status</th><th>Budget Status</th><th>Source</th><th>Lines</th><th>Attachments</th><th>Action Status</th></tr><tr><td>19900</td><td>0003230875</td><td>05/27/2026</td><td></td><td>19900</td><td>No</td><td>GL 2.C.394-Project 0000111558-</td><td>Valid</td><td>Error in Budget Check</td><td>ONL</td><td>2</td><td>0</td><td></td></tr><tr><td>21300</td><td>PY03228092</td><td>01/09/2026</td><td></td><td>21300</td><td>No</td><td>HCM Payroll Journals</td><td>Valid</td><td>Error in Budget Check</td><td>PAY</td><td>178</td><td>0</td><td></td></tr><tr><td>21300</td><td>PY03229803</td><td>01/16/2026</td><td></td><td>21300</td><td>No</td><td>HCM Payroll Journals</td><td>Valid</td><td>Error in Budget Check</td><td>PAY</td><td>2699</td><td>0</td><td></td></tr><tr><td>26100</td><td>PY03229817</td><td>01/16/2026</td><td></td><td>26100</td><td>No</td><td>HCM Payroll Journals</td><td>Valid</td><td>Error in Budget Check</td><td>PAY</td><td>604</td><td>0</td><td></td></tr><tr><td>28200</td><td>ATV0063771</td><td>12/12/2025</td><td></td><td>28200</td><td>No</td><td></td><td>Valid</td><td>Error in Budget Check</td><td>EXA</td><td>23</td><td>0</td><td></td></tr><tr><td>28200</td><td>ATV0063772</td><td>12/12/2025</td><td></td><td>28200</td><td>No</td><td></td><td>Valid</td><td>Error in Budget Check</td><td>EXA</td><td>23</td><td>0</td><td></td></tr><tr><td>28200</td><td>PY03228116</td><td>01/09/2026</td><td></td><td>28200</td><td>No</td><td>HCM Payroll Journals</td><td>Valid</td><td>Error in Budget Check</td><td>PAY</td><td>110</td><td>0</td><td></td></tr><tr><td>28200</td><td>PY03229827</td><td>01/16/2026</td><td></td><td>28200</td><td>No</td><td>HCM Payroll Journals</td><td>Valid</td><td>Error in Budget Check</td><td>PAY</td><td>616</td><td>0</td><td></td></tr><tr><td>30100</td><td>PY03229844</td><td>01/16/2026</td><td></td><td>30100</td><td>No</td><td>HCM Payroll Journals</td><td>Valid</td><td>Error in Budget Check</td><td>PAY</td><td>1278</td><td>0</td><td></td></tr><tr><td>40300</td><td>PY03229849</td><td>01/16/2026</td><td></td><td>40300</td><td>No</td><td>HCM Payroll Journals</td><td>Valid</td><td>Error in Budget Check</td><td>PAY</td><td>2256</td><td>0</td><td></td></tr><tr><td>40900</td><td>PY03229851</td><td>01/16/2026</td><td></td><td>40900</td><td>No</td><td>HCM Payroll Journals</td><td>Valid</td><td>Error in Budget Check</td><td>PAY</td><td>1080</td><td>0</td><td></td></tr></table>		General	Detail 1	Detail 2	Show All	Unit	Journal ID	Journal Date	UnPost Sequence	Line Unit	InterUnit	Description	Status	Budget Status	Source	Lines	Attachments	Action Status	19900	0003230875	05/27/2026		19900	No	GL 2.C.394-Project 0000111558-	Valid	Error in Budget Check	ONL	2	0		21300	PY03228092	01/09/2026		21300	No	HCM Payroll Journals	Valid	Error in Budget Check	PAY	178	0		21300	PY03229803	01/16/2026		21300	No	HCM Payroll Journals	Valid	Error in Budget Check	PAY	2699	0		26100	PY03229817	01/16/2026		26100	No	HCM Payroll Journals	Valid	Error in Budget Check	PAY	604	0		28200	ATV0063771	12/12/2025		28200	No		Valid	Error in Budget Check	EXA	23	0		28200	ATV0063772	12/12/2025		28200	No		Valid	Error in Budget Check	EXA	23	0		28200	PY03228116	01/09/2026		28200	No	HCM Payroll Journals	Valid	Error in Budget Check	PAY	110	0		28200	PY03229827	01/16/2026		28200	No	HCM Payroll Journals	Valid	Error in Budget Check	PAY	616	0		30100	PY03229844	01/16/2026		30100	No	HCM Payroll Journals	Valid	Error in Budget Check	PAY	1278	0		40300	PY03229849	01/16/2026		40300	No	HCM Payroll Journals	Valid	Error in Budget Check	PAY	2256	0		40900	PY03229851	01/16/2026		40900	No	HCM Payroll Journals	Valid	Error in Budget Check	PAY	1080	0	
General	Detail 1	Detail 2	Show All																																																																																																																																																														
Unit	Journal ID	Journal Date	UnPost Sequence	Line Unit	InterUnit	Description	Status	Budget Status	Source	Lines	Attachments	Action Status																																																																																																																																																					
19900	0003230875	05/27/2026		19900	No	GL 2.C.394-Project 0000111558-	Valid	Error in Budget Check	ONL	2	0																																																																																																																																																						
21300	PY03228092	01/09/2026		21300	No	HCM Payroll Journals	Valid	Error in Budget Check	PAY	178	0																																																																																																																																																						
21300	PY03229803	01/16/2026		21300	No	HCM Payroll Journals	Valid	Error in Budget Check	PAY	2699	0																																																																																																																																																						
26100	PY03229817	01/16/2026		26100	No	HCM Payroll Journals	Valid	Error in Budget Check	PAY	604	0																																																																																																																																																						
28200	ATV0063771	12/12/2025		28200	No		Valid	Error in Budget Check	EXA	23	0																																																																																																																																																						
28200	ATV0063772	12/12/2025		28200	No		Valid	Error in Budget Check	EXA	23	0																																																																																																																																																						
28200	PY03228116	01/09/2026		28200	No	HCM Payroll Journals	Valid	Error in Budget Check	PAY	110	0																																																																																																																																																						
28200	PY03229827	01/16/2026		28200	No	HCM Payroll Journals	Valid	Error in Budget Check	PAY	616	0																																																																																																																																																						
30100	PY03229844	01/16/2026		30100	No	HCM Payroll Journals	Valid	Error in Budget Check	PAY	1278	0																																																																																																																																																						
40300	PY03229849	01/16/2026		40300	No	HCM Payroll Journals	Valid	Error in Budget Check	PAY	2256	0																																																																																																																																																						
40900	PY03229851	01/16/2026		40900	No	HCM Payroll Journals	Valid	Error in Budget Check	PAY	1080	0																																																																																																																																																						
1.	Click the Journal with Errors page in the My Work section under Exceptions. My Work Exceptions Journals with Errors 553																																																																																																																																																																



Cardinal Financials Job Aid

Overview of the Cardinal Financials WorkCenters

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

The **Journals with Errors** page displays.

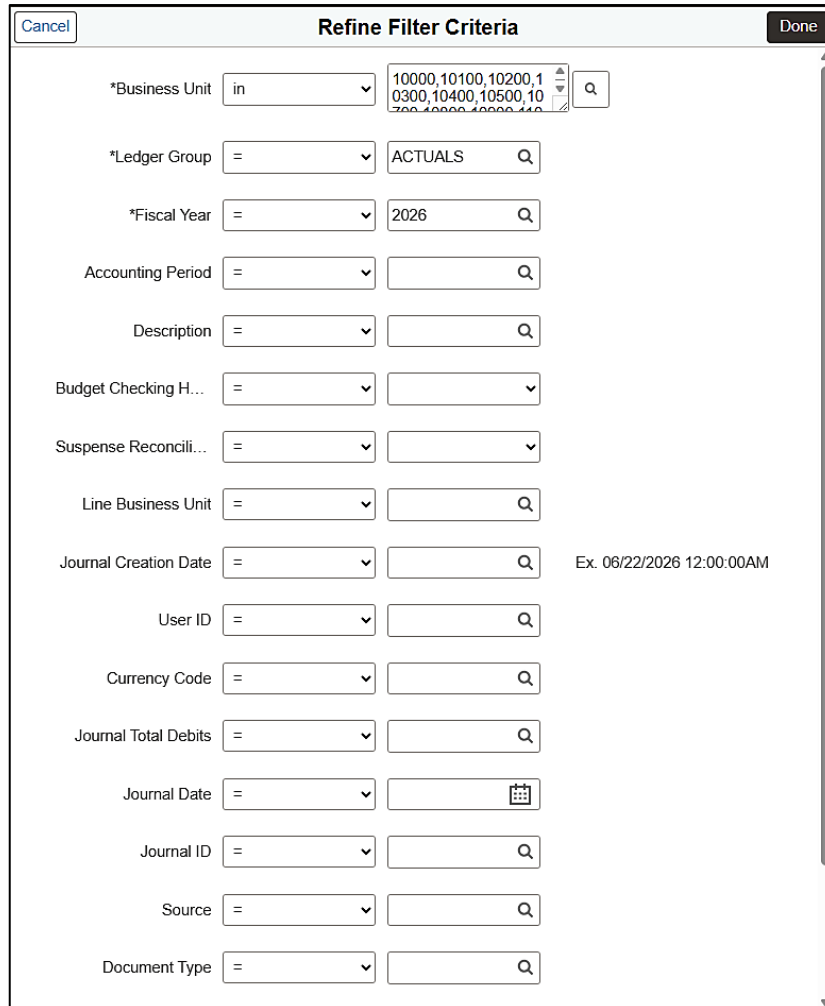
General Ledger WorkCenter												
Journals with Errors 553 rows												
Actions												
General Detail 1 Detail 2 Show All												
☐	Unit ↑↓	Journal ID ↑↓	Journal Date ↑↓	UnPost Sequence ↑↓	Line Unit ↑↓	InterUnit ↑↓	Description ↑↓	Status ↑↓	Budget Status ↑↓	Source ↑↓	Lines ↑↓	Attachments
☐	15100	0003229201	02/27/2026		15100	No	Parking Fees for September 201	Errors	Not Budget Checked	ONL	5	
☐	15100	0003229546	04/05/2026		21800	Yes	To process the Cardinal Human	Errors	Not Budget Checked	ONL	2	
☐	15100	0003229546	04/05/2026		22100	Yes	To process the Cardinal Human	Errors	Not Budget Checked	ONL	2	
☐	15100	0003229546	04/05/2026		23800	Yes	To process the Cardinal Human	Errors	Not Budget Checked	ONL	2	
☐	15100	0003229546	04/05/2026		23900	Yes	To process the Cardinal Human	Errors	Not Budget Checked	ONL	2	
☐	15100	0003229546	04/05/2026		24100	Yes	To process the Cardinal Human	Errors	Not Budget Checked	ONL	2	
☐	15100	0003229546	04/05/2026		24200	Yes	To process the Cardinal Human	Errors	Not Budget Checked	ONL	2	
☐	15100	0003229546	04/05/2026		24500	Yes	To process the Cardinal Human	Errors	Not Budget Checked	ONL	2	
☐	15100	0003229546	04/05/2026		24700	Yes	To process the Cardinal Human	Errors	Not Budget Checked	ONL	2	

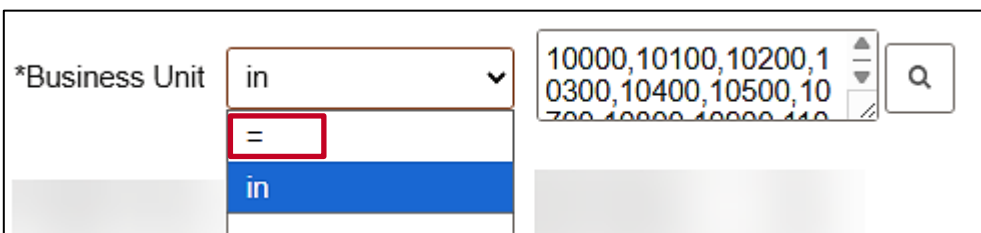
2. Click the **Filter** icon at the top of the **Transaction Panel**.

Journals with Errors				
Actions				
General Detail 1 Detail 2 Show All				
☐	Unit ↑↓	Journal ID ↑↓	Journal Date ↑↓	UnPos

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

The **Refine Filter Criteria** page displays in a pop-up window.



	The options that display will vary by page. For this scenario, the user only wants to view Journal Errors for one Business Unit. The user is currently set to view multiple Business Units.
3.	Click the Business Unit field and select “=”. 



Cardinal Financials Job Aid

Overview of the Cardinal Financials WorkCenters

Step	Action																																																																																																																																												
	The multiple values are cleared. *Business Unit =																																																																																																																																												
4.	Enter the specific Business Unit in the Business Unit field. *Business Unit =																																																																																																																																												
5.	Click the Done button. Cancel Refine Filter Criteria Done *Business Unit = 15100 *Ledger Group = ACTUALS *Fiscal Year = 2026																																																																																																																																												
The Journals with Errors page redisplay and only contains values for the selected Business Unit. Journals with Errors 121 rows Actions General Detail 1 Detail 2 Show All <table><tr><th>☐</th><th>Unit</th><th>Journal ID</th><th>Journal Date</th><th>UnPost Sequence</th><th>Line Unit</th><th>InterUnit</th><th>Description</th><th>Status</th><th>Budget Status</th><th>Source</th><th>Lines</th><th>Attachments</th><th>Action Status</th></tr><tr><td>☐</td><td>15100</td><td>0003229201</td><td>02/27/2026</td><td></td><td>15100</td><td>No</td><td>Parking Fees for September 201</td><td>Errors</td><td>Not Budget Checked</td><td>ONL</td><td>5</td><td></td><td></td></tr><tr><td>☐</td><td>15100</td><td>0003229546</td><td>04/05/2026</td><td></td><td>10000</td><td>Yes</td><td>To process the Cardinal Human</td><td>Errors</td><td>Not Budget Checked</td><td>ONL</td><td>2</td><td></td><td></td></tr><tr><td>☐</td><td>15100</td><td>0003229546</td><td>04/05/2026</td><td></td><td>10100</td><td>Yes</td><td>To process the Cardinal Human</td><td>Errors</td><td>Not Budget Checked</td><td>ONL</td><td>2</td><td></td><td></td></tr><tr><td>☐</td><td>15100</td><td>0003229546</td><td>04/05/2026</td><td></td><td>10300</td><td>Yes</td><td>To process the Cardinal Human</td><td>Errors</td><td>Not Budget Checked</td><td>ONL</td><td>2</td><td></td><td></td></tr><tr><td>☐</td><td>15100</td><td>0003229546</td><td>04/05/2026</td><td></td><td>10700</td><td>Yes</td><td>To process the Cardinal Human</td><td>Errors</td><td>Not Budget Checked</td><td>ONL</td><td>2</td><td></td><td></td></tr><tr><td>☐</td><td>15100</td><td>0003229546</td><td>04/05/2026</td><td></td><td>10900</td><td>Yes</td><td>To process the Cardinal Human</td><td>Errors</td><td>Not Budget Checked</td><td>ONL</td><td>2</td><td></td><td></td></tr><tr><td>☐</td><td>15100</td><td>0003229546</td><td>04/05/2026</td><td></td><td>11000</td><td>Yes</td><td>To process the Cardinal Human</td><td>Errors</td><td>Not Budget Checked</td><td>ONL</td><td>2</td><td></td><td></td></tr><tr><td>☐</td><td>15100</td><td>0003229546</td><td>04/05/2026</td><td></td><td>11100</td><td>Yes</td><td>To process the Cardinal Human</td><td>Errors</td><td>Not Budget Checked</td><td>ONL</td><td>2</td><td></td><td></td></tr><tr><td>☐</td><td>15100</td><td>0003229546</td><td>04/05/2026</td><td></td><td>11200</td><td>Yes</td><td>To process the Cardinal Human</td><td>Errors</td><td>Not Budget Checked</td><td>ONL</td><td>2</td><td></td><td></td></tr></table>		☐	Unit	Journal ID	Journal Date	UnPost Sequence	Line Unit	InterUnit	Description	Status	Budget Status	Source	Lines	Attachments	Action Status	☐	15100	0003229201	02/27/2026		15100	No	Parking Fees for September 201	Errors	Not Budget Checked	ONL	5			☐	15100	0003229546	04/05/2026		10000	Yes	To process the Cardinal Human	Errors	Not Budget Checked	ONL	2			☐	15100	0003229546	04/05/2026		10100	Yes	To process the Cardinal Human	Errors	Not Budget Checked	ONL	2			☐	15100	0003229546	04/05/2026		10300	Yes	To process the Cardinal Human	Errors	Not Budget Checked	ONL	2			☐	15100	0003229546	04/05/2026		10700	Yes	To process the Cardinal Human	Errors	Not Budget Checked	ONL	2			☐	15100	0003229546	04/05/2026		10900	Yes	To process the Cardinal Human	Errors	Not Budget Checked	ONL	2			☐	15100	0003229546	04/05/2026		11000	Yes	To process the Cardinal Human	Errors	Not Budget Checked	ONL	2			☐	15100	0003229546	04/05/2026		11100	Yes	To process the Cardinal Human	Errors	Not Budget Checked	ONL	2			☐	15100	0003229546	04/05/2026		11200	Yes	To process the Cardinal Human	Errors	Not Budget Checked	ONL	2		
☐	Unit	Journal ID	Journal Date	UnPost Sequence	Line Unit	InterUnit	Description	Status	Budget Status	Source	Lines	Attachments	Action Status																																																																																																																																
☐	15100	0003229201	02/27/2026		15100	No	Parking Fees for September 201	Errors	Not Budget Checked	ONL	5																																																																																																																																		
☐	15100	0003229546	04/05/2026		10000	Yes	To process the Cardinal Human	Errors	Not Budget Checked	ONL	2																																																																																																																																		
☐	15100	0003229546	04/05/2026		10100	Yes	To process the Cardinal Human	Errors	Not Budget Checked	ONL	2																																																																																																																																		
☐	15100	0003229546	04/05/2026		10300	Yes	To process the Cardinal Human	Errors	Not Budget Checked	ONL	2																																																																																																																																		
☐	15100	0003229546	04/05/2026		10700	Yes	To process the Cardinal Human	Errors	Not Budget Checked	ONL	2																																																																																																																																		
☐	15100	0003229546	04/05/2026		10900	Yes	To process the Cardinal Human	Errors	Not Budget Checked	ONL	2																																																																																																																																		
☐	15100	0003229546	04/05/2026		11000	Yes	To process the Cardinal Human	Errors	Not Budget Checked	ONL	2																																																																																																																																		
☐	15100	0003229546	04/05/2026		11100	Yes	To process the Cardinal Human	Errors	Not Budget Checked	ONL	2																																																																																																																																		
☐	15100	0003229546	04/05/2026		11200	Yes	To process the Cardinal Human	Errors	Not Budget Checked	ONL	2																																																																																																																																		
	When the user navigates to a different page or opens another link, the filters on this page are reset to the default and the user would have to repeat this process again.																																																																																																																																												



Cardinal Financials Job Aid

Overview of the Cardinal Financials WorkCenters

Functional Area WorkCenters

This section of the Job Aid will provide an overview of each of the Cardinal Financials WorkCenters. The WorkCenters that display for individual users will vary based on the user's Security roles.

Each WorkCenter section includes information about the sections, folders and page within that specific WorkCenter. For WorkCenters that contain the **My Work** and **My Approvals** sections, information is provided for the specific Security roles and what those roles can access.

Click the applicable link from the listing below to view additional details about that specific WorkCenter:

- [Payables \(AP\) WorkCenter](#)
- [Expenses \(EX\) WorkCenter](#)
- [General Ledger \(GL\) WorkCenter](#)
- [Receivables \(AR\) WorkCenter](#)
- [Billing WorkCenter \(VDOT Only\)](#)
- [Procurement WorkCenter \(VDOT Only\)](#)
- [Projects WorkCenter \(VDOT Only\)](#)
- [Contracts WorkCenter \(VDOT Only\)](#)



Accounts Payable (AP) WorkCenter

The Accounts Payable WorkCenter is a central hub for users with the Voucher Processor and Voucher Approver roles. Each section of the WorkCenter will be reviewed and where applicable, the Security roles will be listed.



My Work: “To-Do” list of items that require attention (role based).

My Approvals: Displays items pending approval for users with the applicable approver role(s).

My Insights: Provides a quick link to the Supplier Spend Analysis Dashboard.

Links: Direct navigation to the pages used in day-to-day tasks.

Queries: Access to run the most frequently used queries directly from the **WorkCenter**.

Reports/Processes: Quick access to the frequently run Reports and/or Processes.



Cardinal Financials Job Aid

Overview of the Cardinal Financials WorkCenters

My Work Section

The **My Work** Section defaults as expanded and allows users to quickly access daily work tasks. Below is a list of the folders, pages and the Security Role(s) for each page. The pages in this section include a count of the total number of transactions.

Note: When updates are made to transactions in this section, users will need to click the **Refresh** button in the Navigation panel to update the transaction count number that displays.

Statewide Security Role Access by Page

Folders	Pages	Statewide Security Role(s)	Notes
Vouchers	Incomplete Vouchers	V_AP_COVA_VOUCHER_PROCESSOR V_AP_COVA_SPEC_VCHR_PROCESSOR V_AP_HCM_VCHR_PROCESSOR	Use this page to view all Vouchers with an incomplete status.
	Vouchers Rejected by Approvers	V_AP_COVA_VOUCHER_PROCESSOR V_AP_COVA_SPEC_VCHR_PROCESSOR V_AP_HCM_VCHR_PROCESSOR	Use this page to view vouchers denied by the approver
	Vouchers Submitted for Approval	V_AP_COVA_VOUCHER_PROCESSOR V_AP_COVA_SPEC_VCHR_PROCESSOR V_AP_HCM_VCHR_PROCESSOR V_AP_COVA_VOUCHER_APPROVER	Use this page to view Vouchers that have been submitted for approval and have a pending approval status.
	Voucher Mass Approval	V_AP_COVA_DOA_SPD_APPR	Use this page to view the Voucher Mass Approvals page.
Voucher Exceptions	Recycled Vouchers	V_AP_COVA_VOUCHER_PROCESSOR V_AP_COVA_SPEC_VCHR_PROCESSOR V_AP_HCM_VCHR_PROCESSOR	Use this page to view a list of Vouchers that are in "Recycle" status. This does not include Incomplete Vouchers.
	Budget Check Errors		Use this page to view a list of Vouchers with Budget Check Errors.
Payments	Scheduled Payment on Hold	V_AP_COVA_SPEC_VCHR_PROCESSOR	Use this page to see a list of all Vouchers on payment hold.



Overview of the Cardinal Financials WorkCenters

VDOT Security Role Access by Page

Folders	Pages	VDOT Security Role(s)	Note(s)
Vouchers	Incomplete Voucher	V_AP_HCM_VCHR_PROCESSOR V_AP_VOUCHER_PROCESSOR	Use this page to view all Vouchers with an incomplete status.
	Vouchers Submitted for Approval	V_AP_VOUCH_FINAL_APPROVER V_AP_PCARD_VOUCH_APPROVER V_AP_PETTY_CASH_APPROVER_501P1 V_AP_PAYROLL_VOUCH_APPROVER V_AP_UTILITY_VOUCHER_APPROVER V_AP_FIN_CONST_VOUCH_APPROVER V_AP_CONST_VOUCH_APPROVER V_AP_HR_VOUCH_APPROVER V_AP_VOUCHER_PROCESSOR V_AP_HCM_VCHR_PROCESSOR	Use this page to view Vouchers that have been submitted for approval and have a pending approval status.
	Vouchers Rejected by Approver	V_AP_COVA_VOUCHER_PROCESSOR V_AP_COVA_SPEC_VCHR_PROCESSOR V_AP_HCM_VCHR_PROCESSOR V_AP_VOUCHER_PROCESSOR	Use this page to view Vouchers that have been rejected by the approver.
	Voucher Mass Approval	V_AP_UTILITY_VOUCHER_APPROVER	Use this page to view the Voucher Mass Approvals page.
Matching	To Be Matched		Use this page to view the Match Workbench .
	Match Exceptions Exist	V_AP_MATCH_EXCEPTIONS_MANAGER	Use this page to view the Match Workbench - Match Exceptions Exist page.
Voucher Exceptions	Recycled Vouchers	V_AP_HCM_VCHR_PROCESSOR V_AP_VOUCHER_PROCESSOR	Use this page to view a list of Vouchers that are in "Recycle" status. This does not include Incomplete Vouchers.
	Budget Check Errors		Use this page to view a list of Vouchers with Budget Check Errors.
Payments	Scheduled Payment on Hold	V_AP_MANAGER	Use this page to see a list of all Vouchers on payment hold.



Cardinal Financials Job Aid

Overview of the Cardinal Financials WorkCenters

My Approvals Section

This section contains transactions that require approval and defaults as expanded. Users who do not have an Approval role will see the **My Approvals** section but no pages will display under it. Below is a list of the folders, pages and the Security Roles for each. The pages in this section include a count of the total number of transactions.

Note: After taking an approval action on a transaction, users will need to click the **Refresh** button in the Navigation panel to update the transaction count number that displays.

Statewide and VDOT Role Access by Page

Folder	Pages	Security Role(s)	Notes
Pending Approvals	Voucher Approvals	V_AP_COVA_VOUCHER_APPROVER V_AP_VOUCH_FINAL_APPROVER V_AP_PCARD_VOUCH_APPROVER V_AP_PAYROLL_VOUCH_APPROVER V_AP_PETTY_CASH_APPROVER_501P1 V_AP_FIN_CONST_VOUCH_APPROVER V_AP_CONST_VOUCH_APPROVER V_AP_UTILITY_VOUCHER_APPROVER V_AP_HR_VOUCH_APPROVER	Use this page to view a summary of all items pending approval, including Vouchers just submitted.
	Delegation of Authority	V_AP_COVA_VOUCHER_APPROVER V_AP_VOUCH_FINAL_APPROVER V_AP_PCARD_VOUCH_APPROVER V_AP_PETTY_CASH_APPROVER_501P1 V_AP_PAYROLL_VOUCH_APPROVER V_AP_FIN_CONST_VOUCH_APPROVER V_AP_CONST_VOUCH_APPROVER V_AP_UTILITY_VOUCHER_APPROVER V_AP_HR_VOUCH_APPROVER	Use this page to approve delegation requests.



Cardinal Financials Job Aid

Overview of the Cardinal Financials WorkCenters

My Insights Section

This section contains a link to access the **Supplier Spend Analysis** Dashboard.

For more details about Financial Insights:

- Refer to the Job Aid titled **Overview of Cardinal Financials Insights** located on the Cardinal website in **Job Aids** under **Learning**.
- Refer to the WBT Course titled **Overview of Cardinal Financials Insights** which can be accessed through the COVLC.

Links Section

This section contains links to frequently accessed pages based on the user's Security role(s). Refer to the **Statewide Security Handbook** or the **VDOT Security Handbook** as applicable to see page access for each security role. The Security handbooks are located on the Cardinal website in **Security** under **Resources**.

Note: Any pages not available through the WorkCenter can be accessed using the NavBar navigation.

Section	Folders	Pages
Links	Vouchers	Regular Entry
		Voucher Search
		Accounting Entries
		UnPost Voucher
		Review Suppliers
		Match Workbench (VDOT Only)
		Voucher Build Error Detail
		Close Voucher
		Delete Voucher
	Payments	Payment Inquiry
		Payment Cancellation
	Other Links	Process Monitor
		Report Manager
		Query Viewer



Cardinal Financials Job Aid

Overview of the Cardinal Financials WorkCenters

Queries Section

This section contains the most frequently run queries. The queries display in the WorkCenter using the **Query Description**. The table below provides a listing of the folders and the queries that display for this WorkCenter.

Note: The **Query Name** is included in the table below for reference.

See the **Cardinal Accounts Payable and Expenses Reports Catalog** for a listing of queries. It is located on the Cardinal website in **Reports Catalogs** under **Resources**.

Any queries not included in the Queries section of this WorkCenter can be accessed using the following path within the WorkCenter:

Links > Other Links > Query Viewer

Folders	Query Description	Query Name
Vouchers	Balance in Accrual Account	V_AP_ACCRUAL_ACCOUNT_BAL
	List Vchr Inv Lines & Distributions	V_AP_VCHR_INV_DISTRIBUTION_LINES
	Pending Vouchers by Origin	V_AP_PENDING_VCHRS_BY_ORIGIN
	Posted Voucher Extract Query	V_AP_POSTED_VCHR
	Vchrs by Distrib/Dept/Acct	V_AP_VCHRS_BY_DISTRIB_DEPT_ACCT
	Vchrs Not Paid - Supp Loc/Addr	V_AP_VCHR_NOTPAID_VEND_LOC
	Vchrs Psted to AP but Not JGEN	V_AP_VCHRS_PSTD_AP_NOT_JGEN
	Vouchers Not Posted To AP	V_AP_VCHRS_NOT_POSTED_TO_AP
Payments	Payment Cash Check Results	V_AP_PYMNT_CASH_CHECK_RESULT
	Posted Payments Query with VW	V_AP_POSTED_PYMNTS
	VCHR Payments with CDS and TOP	V_AP_PYMNT_VCHR_CDS_TOP
	Voucher on Payment Hold	V_AP_VCHR_ON_PYMNT_HOLD
1099 Queries	1099 Reportable Accounts	V_AP_1099_REPORTABLE_ACCTS
	WH and DIST Amt for Canc Pymt	V_AP_1099_CANCEL_PYMNT_DTL
	Withhold and Distribution Amt	V_AP_1099_WTHD_DISTRIBUTION_AMT



Cardinal Financials Job Aid

Overview of the Cardinal Financials WorkCenters

Reports/Processes Section

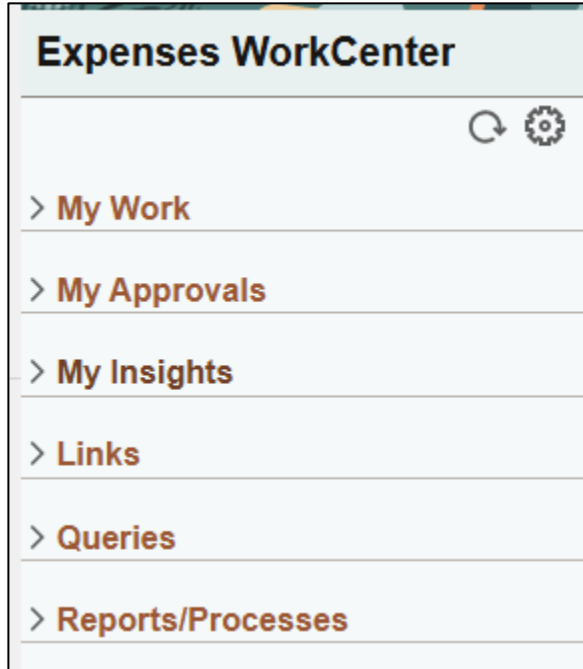
This section includes the most frequently run reports. The table below provides a listing of the folders and reports that display under each for this WorkCenter.

Note: See the **Cardinal Accounts Payable and Expenses Reports Catalog** for a listing of Reports and descriptions. It is located on the Cardinal website in **Reports Catalogs** under **Resources**.

Section	Folders	Report
Reports/Processes	Vouchers	Match Exceptions (VDOT only)
		Posted Voucher
		Voucher & Expense Accrual Rpt
		Voucher Listing by Chartfield
		Voucher Register
	Payments	Payment History by Pay Method
		Payment Register Incl Offsets
		Prompt Pay Report
	Suppliers	Payment Aging by Supplier
		Payment History by Supplier

Expenses (EX) WorkCenter

The Expenses WorkCenter is a central hub for users with Expense roles. Each section of the WorkCenter will be reviewed and where applicable, the Security roles will be listed.



My Work: “To-Do” list of items that require attention (role based).

My Approvals: Displays items pending approval for users with the applicable approver role(s).

My Insights: Provides a quick link to the **Expense Insights** Dashboard.

Links: Direct navigation to the pages used in day-to-day tasks.

Queries: Access to run the most frequently used queries directly from the **WorkCenter**.

Reports/Processes: Quick access to the frequently run Reports and/or Processes.



Cardinal Financials Job Aid

Overview of the Cardinal Financials WorkCenters

My Work Section

The **My Work** Section defaults as expanded and allows users to quickly access daily work tasks. Below is a list of the folders, pages and the Security Roles for each.

Note: When updates are made to transactions in this section, users will need to click the **Refresh** button in the Navigation panel to update the transaction count number that displays.

Statewide/VDOT Security Role Access by Page

Folders	Pages	Statewide & VDOT Security Role(s)	Notes
On Hold/Pending Approvals	Travel Authorization	V_AP_COVA_EXPENSES_EMPLOYEE V_AP_EXPENSES_EMPLOYEE V_AP_EXPENSE_COORDINATOR V_AP_COVA_EXPENSES_APPROVER V_AP_EXPENSE_APPROVER	Use this page to review Travel Authorization transactions that are pending approval or on hold.
	Cash Advance	V_AP_COVA_EXPENSES_EMPLOYEE V_AP_EXPENSES_EMPLOYEE V_AP_EXPENSE_COORDINATOR V_AP_COVA_EXPENSES_APPROVER V_AP_EXPENSE_APPROVER	Use this page to review Cash Advance transactions that are pending approval or on hold.
	Expense Report	V_AP_COVA_EXPENSES_EMPLOYEE V_AP_EXPENSES_EMPLOYEE V_AP_EXPENSE_COORDINATOR V_AP_COVA_EXPENSES_APPROVER V_AP_EXPENSE_APPROVER	Use this page to review Expense Report transactions that are pending approval or on hold.
Exceptions	Outstanding Cash Advances	V_AP_EXPENSE_COORDINATOR V_AP_COVA_EXPENSES_APPROVER V_AP_EXPENSE_APPROVER	Use this page to view outstanding cash advances that have been paid to an employee but not used on an expense report or paid back by the employee.



Cardinal Financials Job Aid

Overview of the Cardinal Financials WorkCenters

My Approvals Section

The section defaults as expanded. Users who do not have an Approval role will see the **My Approvals** section but no pages will display under it. Below is a list of the folders, pages and the Security Roles for each. The pages in this section include a count of the total number of transactions.

Note: After taking an approval action on a transaction, users will need to click the **Refresh** button in the Navigation panel to update the transaction count number that displays.

Statewide/VDOT Security Role Access by Page

Folder	Pages	Statewide and VDOT Security Role(s)	Notes
Expense Approvals	Travel Authorization	V_AP_COVA_EXPENSES_APPROVER V_AP_EXPENSE_APPROVER	Use this page to view a summary of all items pending approval, including Travel Authorizations just submitted.
	Cash Advance		Use this page to view a summary of all items pending approval, including Cash Advances just submitted.
	Expense Report		Use this page to view a summary of all items pending approval, including Expense Reports just submitted.
	Delegation of Authority		Use this page to review and approve delegation requests.

My Insights Section

This section contains a link to access the **Expense Insights** Dashboard.

For more details about Financial Insights:

- See the Job Aid titled **Overview of Cardinal Financials Insights** located on the Cardinal website in Job Aids under Learning.
- See the WBT Course titled **Overview of Cardinal Financials Insights** which can be accessed through the COVLC.



Cardinal Financials Job Aid

Overview of the Cardinal Financials WorkCenters

Links Section

This section contains links to frequently accessed pages based on the user's Security role(s). Refer to the **Statewide Security Handbook** or the **VDOT Security Handbook** as applicable to see page access for each security role. The Security handbooks are located on the Cardinal website in **Security** under **Resources**.

Note: Any pages not available through the WorkCenter can be accessed using the NavBar navigation.

Section	Folders	Pages
Links	Cash Advances	Create/Modify Cash Advances
		View Cash Advance
		Print Advance
		Reconcile Cash Advance
		Mark Cash Advance for Close
		Delete Cash Advances
		View Cash Advance Acctg Entries
	Travel Authorization	Create Travel Authorization
		Modify Travel Authorizations
		Print Travel Authorizations
		Cancel Travel Authorizations
		Delete Travel Authorizations
	Expense Report	Create Expense Report
		Modify Expense Reports
		Print Expense Report
		Employee Expense History
		Delete Expense Report
		Expense Rpt Budget Exceptions
		Mark Expense Report for Close
		View Expense Report Acctg Entries
		Review Payments
		Update Employee Profile
		Reassign Approval Work
		Authorize Expense Users
		Admin Approval Assignment
	Other Links	Process Monitor
		Report Manager
		Query Viewer



Cardinal Financials Job Aid

Overview of the Cardinal Financials WorkCenters

Queries Section

This section contains the most frequently run queries. The queries display in the WorkCenter using the **Query Description**. The table below provides a listing of the folders and the queries that display under each.

Note: The **Query Name** is included in the table below for reference.

See the **Cardinal Accounts Payable and Expenses Reports Catalog** for a listing of Expenses queries. It is located on the Cardinal website in **Reports Catalogs** under **Resources**.

Any queries not included in the Queries section of this WorkCenter can be accessed using the following path within the WorkCenter:

Links > Other Links > Query Viewer

Folders	Query Description	Query Name
Expenses	Cash Advances	V_AP_WF_EXPENSE_CA
	Expense Report	V_AP_WF_EXPENSE_ER
	Expense Travel Rates	V_AP_EX_TRAVEL_RATES
	Expenses In Process	V_AP_EXPENSES_IN_PROCESS
	Expenses Posted to EX not JGEN	V_AP_EXPN_PSTD_EX_NOT_JGEN
	Expenses Not Posted to EX	V_AP_EXPN_NOT_POSTED_TO_EX
	Identify Duplicate Expenses	V_AP_EXPENSES_POTENTIAL_DUPS
	Posted Cash Advance Extract	V_AP_POSTED_ADV
	Posted Expense Report Extract	V_AP_POSTED_EXPN
	Travel Authorizations	V_AP_WF_EXPENSE_TA
Employee	Employee Profile	V_AP_EMPLOYEE_PROFILE
	Employee Proxy	V_AP_EMPLOYEE_PROXY

Reports/Processes Section

This section includes the most frequently run reports. The table below provides a listing of the folders and reports that display under each for this WorkCenter.

Note: See the **Cardinal Accounts Payable and Expenses Reports Catalog** for a listing of Reports and descriptions. It is located on the Cardinal website in **Reports Catalogs** under **Resources**.

Section	Folders	Reports
Reports/Processes	Print Reports	Cash Advances by Dept
		Cash Advance Aging by Dept
		Employee Average Expenses
		Employee Top Spenders
		Expense Transaction by Dept

General Ledger (GL) WorkCenter

The General Ledger WorkCenter is a central hub for users with Journal Processor and Journal Approver roles.

Each section of the WorkCenter will be reviewed and where applicable, the Security roles will be listed to identify what is accessed by those roles.

General Ledger WorkCenter	
	 
> My Work	
> My Approvals	
> My Insights	
> Links	
> Queries	
> Reports/Processes	

My Work: “To-Do” list of items that require attention (role based).

My Approvals: Displays items pending approval for users with the applicable approver role(s).

My Insights: Provides a quick link to the GL Trend Analysis, State Budget to Actuals, Revenue Budget to Actuals, and Project Budget to Actuals Dashboards.

Links: Direct navigation to the pages used in day-to-day tasks.

Queries: Access to run the most frequently used queries directly from the **WorkCenter**.

Reports/Processes: Quick access to the frequently run Reports and/or Processes.



My Work Section

The **My Work** Section defaults as expanded and allows users to quickly access daily work tasks.

Below is a list of the folders, pages and the Security Roles for each page. The pages in this section include a count of the total number of transactions.

Note: When updates are made to transactions in this section, users will need to click the **Refresh** button in the Navigation panel to update the transaction count number that displays.

Statewide/VDOT Security Role Access by Page

Folders	Pages	Security Role(s)	Notes
Exceptions	Journals with Errors	V_GL_COVA_JOURNAL_PROCESSOR V_GL_COVA_JRNL_PROCESSOR_INT	Use this page to view a list of all Journals that have a header status that is in error.
	Journals – Commitment Control Exceptions	V_GL_JOURNAL_PROCESSOR V_GL_JOURNAL_APPROVER V_GL_STATE_JOURNAL_APPROVER	Use this page to view a list of all Journals that have a budget status that is in error.
Journal Processing	Incomplete Journals	V_GL_COVA_JOURNAL_PROCESSOR V_GL_COVA_JRNL_PROCESSOR_INT V_GL_JOURNAL_PROCESSOR V_GL_JOURNAL_APPROVER V_GL_STATE_JOURNAL_APPROVER	Use this page to view a list of all Journals that are in an Incomplete status.
	Journals Available to Edit		Use this page to view a list of all Journals that have not been edit checked.
	Submit Journals for Approval in Mass		Use this page to view a list of all Journals with a valid edit and budget checking status that must be submitted for approval to proceed to post.
	Pushed Back / Denied Journals for Rework		Use this page to view a list of all Journals that were pushed back or denied during approval to allow reworking of the entry.
	Journals Pending Approval		Use this page to view a list of all journals that have a valid edit and budget checking status and have been submitted for approval.
	Journals Ready for Post		Use this page to view a list of all Journals with a valid edit and budget checking status, and are marked/approved to post but have not yet posted.



Cardinal Financials Job Aid

Overview of the Cardinal Financials WorkCenters

My Approvals Section

The section defaults as expanded. Users who do not have an Approval role will see the **My Approvals** section but no pages will display under it. Below is a list of the folders, pages and the Security Roles for each page. The pages in this section include a count of the total number of transactions.

Note: After taking an approval action on a transaction, users will need to click the **Refresh** button in the Navigation panel to update the transaction count number that displays.

Statewide/VDOT Security Role Access by Page

Folder	Page	Security Role(s)	Notes
Pending Approvals	Journal Entry	V_GL_JOURNAL_APPROVER V_GL_STATE_JOURNAL_APPROVER	Use this page to view a summary of all Journals that have been routed / submitted for approval and are pending.
	Delegation of Authority	V_GL_JOURNAL_APPROVER V_GL_STATE_JOURNAL_APPROVER	Use this page to review and approve delegation requests.

My Insights Section

This section contains a link to access the **GL Trend Analysis**, **State Budget to Actuals**, **Revenue Budget to Actuals** and **Project Budget to Actuals** Dashboards.

For more details about Financial Insights:

- Refer to the Job Aid titled **Overview of Cardinal Financials Insights** located on the Cardinal website in **Job Aids** under **Learning**.
- Refer to the WBT Course titled **Overview of Cardinal Financials Insights** which can be accessed through the COVLC.



Cardinal Financials Job Aid

Overview of the Cardinal Financials WorkCenters

Links Section

This section contains links to frequently accessed pages based on the user's Security role(s). Refer to the **Statewide Security Handbook** or the **VDOT Security Handbook** as applicable to see page access for each security role. The Security handbooks are located on the Cardinal website in **Security** under **Resources**.

Note: Any pages not available through the WorkCenter can be accessed using the NavBar navigation.

Section	Folders	Pages
Links	Create Journals	Copy Journals
		Create/Update Journal Entries
		Spreadsheet Journal Import Request
	Mark Preapproved Journals for Posting	Mark Journals for Posting
	Other Links	Define Chartfield Value
		Speedchart
		Define Speed Type
		Tree Viewer
		Process Monitor
		Report Manager
		Query Viewer



Cardinal Financials Job Aid

Overview of the Cardinal Financials WorkCenters

Queries Section

This section contains the most frequently run queries. The queries display in the WorkCenter using the **Query Description**. The table below provides a listing of the folders and the queries that display for this WorkCenter.

Note: The **Query Name** is included in the table below for reference.

See the **Cardinal General Ledger Reports Catalog** for a listing of queries. It is located on the Cardinal website in **Reports Catalogs** under **Resources**.

Any queries not included in the Queries section of this WorkCenter can be accessed using the following path within the WorkCenter:

Links > Other Links > Query Viewer

Folders	Query Description	Query Name
ACTUALS Journals	Cross Business Unit Journals	V_GL_CROSS_BU_JOURNALS
	GL COA Journal Query	V_GL_JRNL_INQ_BY_COA
	GL COA Journal Query by Ledger	V_GL_JRNL_INQ_BY_COA_LEDGER
	GL Posted Journal COA Detail	V_GL_POSTED_JRNL_DTL
	Journals that are not posted	V_GL_JRNL_NOT_POSTED
Ledger	Ledger Balance by Account, Fund, Project	V_GL_LEDGER_BALANCE
Capitalization	Potential Fixed Asset Report	V_GL_POTENTIAL_FIXED_ASSETS
Budget Journals	Budget Journals by Ledger	V_GL_BUDGET_JRNL



Cardinal Financials Job Aid

Overview of the Cardinal Financials WorkCenters

Reports/Processes Section

This section includes the most frequently run reports. The table below provides a listing of the folders and reports that display under each folder.

Note: See the **Cardinal General Ledger Reports Catalog** for a listing of Reports and descriptions. It is located on the Cardinal website in **Reports Catalogs** under **Resources**.

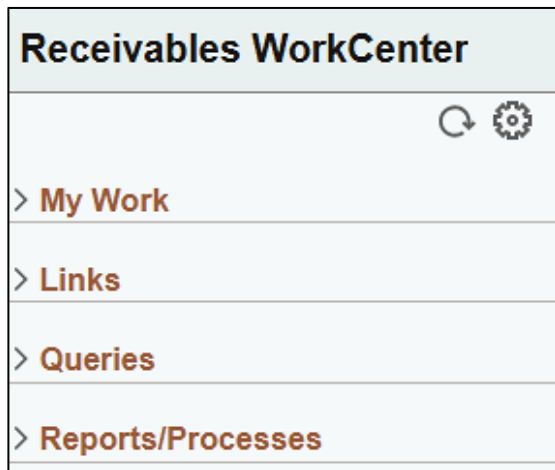
Section	Folders	Reports/Processes
Reports/Processes	Journal Processing	Budget Check Journals
		Edit Journals
		Post Journals
	General Reports	Cardinal Trial Balance Report
		Control/Track Budget-Exp by CF
		Cross Business Unit Journals
		GL Transaction Report
		Journal Entry Detail
		Statement of Appropriations
		Stmnt of Cash Position of Funds
		Track W/O Budget - Exp by CF
		Trial Balance
	Budget Reports	Revenue Status Report



Receivables (AR) WorkCenter

The Receivables WorkCenter is a central hub for users with Receivables roles.

Each section of the WorkCenter will be reviewed and where applicable, the Security roles will be listed to identify what is accessed by those roles.



My Work: “To-Do” list of transactions that require attention (role based).

Links: Direct navigation to the pages used in day-to-day tasks.

Queries: Access to run the most frequently used queries directly from the **WorkCenter**.

Reports/Processes: Quick access to the most common Reports and Processes.



Overview of the Cardinal Financials WorkCenters

My Work Section

The **My Work** Section defaults as expanded and allows users to quickly access daily work tasks.

Below is a list of the folders, pages and the Security Roles for each. The pages in this section includes a count of the total number of transactions.

Note: When updates are made to transactions in this section, users will need to click the **Refresh** button in the Navigation panel to update the transaction count number that displays.

Statewide/VDOT Security Role Access by Page

Folders	Pages	Security Roles	Notes
Alerts	Conversations to Review (VDOT Only)	V_AR_COLLECTION_SPECIALIST V_AR_FUNDS_RECEIPTS_MANAGER V_AR_FUNDS_RECEIPTS_PROCESS V_AR_SPECIALIST V_AR_SUPERVISOR	Use this page to view a list of customer conversations that need to be reviewed.
Items	Open Items (VDOT Only)	V_AR_COLLECTION_SPECIALIST V_AR_SPECIALIST V_AR_SUPERVISOR	Use this page to view a list of Open Items (Item statuses are Open, Collection, Deduction, Disputed, Doubtful, Last Conversation, and Past Due).
	Maintenance Worksheets to Post (VDOT Only)	V_AR_SPECIALIST V_AR_SUPERVISOR	Use this page to view a list of Maintenance Worksheets that have not been posted.
Payments	Incomplete Payments	V_AR_FUNDS_RECEIPTS_MANAGER V_AR_FUNDS_RECEIPTS_PROCESS V_AR_COVA_FUNDS_REC_MANAGER V_AR_COVA_FUNDS_REC_PROCESSOR	Use this page to view a list of Incomplete Payments.
	Payments to Post (VDOT Only)	V_AR_FUNDS_RECEIPTS_MANAGER V_AR_FUNDS_RECEIPTS_PROCESS	Use this page to view a list of Payment Worksheets that have not been posted.
	Direct Journals to Complete	V_AR_COVA_FUNDS_REC_MANAGER V_AR_COVA_FUNDS_REC_MGR_MULTI V_AR_COVA_FUNDS_REC_MULTIBU V_AR_COVA_FUNDS_REC_PROCESSOR V_AR_FUNDS_RECEIPTS_MANAGER V_AR_FUNDS_RECEIPTS_PROCESS	Use this page to view a list of Direct Journals ready to be marked complete.
	Direct Journals to Budget Check	V_AR_COVA_FUNDS_REC_MANAGER V_AR_COVA_FUNDS_REC_MGR_MULTI V_AR_COVA_FUNDS_REC_MULTIBU V_AR_COVA_FUNDS_REC_PROCESSOR V_AR_FUNDS_RECEIPTS_MANAGER V_AR_FUNDS_RECEIPTS_PROCESS	Use this page to view a list of completed Direct Journals ready for budget check.



Cardinal Financials Job Aid

Overview of the Cardinal Financials WorkCenters

Folders	Pages	Security Roles	Notes
Exceptions	Posting Errors (VDOT Only)	V_AR_FISCAL_MANAGER V_AR_SUPERVISOR	Use this page to view a list of groups that have a post status of Error.
	Revenue Estimate Exceptions	V_GL_BUDGET_APPROVER V_GL_COVA_BUDGET_APPROVER V_GL_COVA_ST_BUDGET_APPROVER V_GL_STATE_BUDGET_APPROVER V_CARDINAL_VIEWER	Use this page to view a list of Revenue Estimate budget checking errors.
	Direct Journal Budget Exceptions	V_AR_FISCAL_MANAGER V_AR_SUPERVISOR V_AR_COVA_FUNDS_REC_MANAGER	Use this page to view a list of Direct Journal Budget Exceptions



Cardinal Financials Job Aid

Overview of the Cardinal Financials WorkCenters

Links Section

This section contains links to frequently accessed pages based on the user's Security role(s). Refer to the **Statewide Security Handbook** or the **VDOT Security Handbook** to see page access for each security role. The Security handbooks are located on the Cardinal website in **Security** under **Resources**.

Note: Any pages not available through the WorkCenter can be accessed using the NavBar navigation.

Section	Folders	Pages
Links	Enter & Apply Payments	Regular Deposit
		Create Direct Journal Acctg Entries
		Modify Direct Journal Acctg Entries
		Apply Payments Worksheet
		Update Apply Payment Worksheet
		Finalize Payment Worksheets
		Approve Deposit
	Review and Maintain Items (VDOT Only Users)	Account Overview
		Items List
		View/Update Item Details
		Create Maintenance Worksheet
		Update Maintenance Worksheet
		Finalize Maintenance Worksheet
	Customer and Correspondence (VDOT Only Users)	Create Customer Information
		Create Customer Contacts
		Update Conversations
		Create Customer Statements
		Print Statements
	Other Links	Process Monitor
		Report Manager
		Query Viewer



Cardinal Financials Job Aid

Overview of the Cardinal Financials WorkCenters

Queries Section

This section contains the most frequently run queries. The queries display in the WorkCenter using the **Query Description**. The table below provides a listing of the folders and the queries that display for this WorkCenter.

Note: The **Query Name** is included in the table below for reference.

See the **Cardinal Accounts Receivable Reports Catalog** for a listing of queries. It is located on the Cardinal website in **Reports Catalogs** under **Resources**.

Any queries not included in the Queries section of this WorkCenter can be accessed using the following path within the WorkCenter:

Links > Other Links > Query Viewer

Folder	Query Description	Query Name
AR Queries	AR Journal Line Reference Qry	V_AR_JRNL_LINE_REF
	AR Opn/clsd Items by Collector	V_AR_OPN_CLS_ITM_COLLECTOR
	ATA Receiving Agency Query	V_AR_ATA_RECEIVING_AGENCY
	Bills not Ready	V_AR_BILLS_NOT_APPROVED
	Cash Receipts Deposits	V_AR_CASH_RECEIPTS_DEPOSITS
	Deposit by Dollar Amount	V_AR_DEPOSIT_BY_DOLLAR_AMOUNT
	Deposit Reconciliation	V_AR_DEPOSIT_TO_GL
	Deposits Not Approved	V_AR_DEPOSITS_NOT_APPROVED
	Deposits Not Posted to GL	V_AR_DEP_NOT_POSTED_TO_GL
	Posted Deposit Extract Query	V_AR_POSTED_DEPOSITS
	Posted Deposits for Recon	V_AR_POSTED_DEP_CASH_RECON
	Receivable Bill Identifier Qry	V_AR_ENTRSN_ITM_BIL_IDENTIFIER



Cardinal Financials Job Aid

Overview of the Cardinal Financials WorkCenters

Reports/Processes Section

This section includes the most frequently run reports. The table below provides a listing of the folders and reports that display under each folder in this WorkCenter.

Note: See the **Cardinal Accounts Receivable Reports Catalog** for a listing of Reports and descriptions. It is located on the Cardinal website in **Reports Catalogs** under **Resources**.

Section	Folder	Reports
Reports/Processes	AR Reports	Aging by ChartField Rpt
		Aging Detail by Unit Rpt
		AR Supplemental Info
		AR/AP Balance by Customer
		AR-GL Reconciliation
		Deposit Control by Entry Date
		Funds Receipt Upload Error Rep
		Items Eligible for Collections
		Payment Detail
		Payment Summary



Billing WorkCenter

The Billing WorkCenter is a central hub for users with the Billing Processor and Manager roles.

Each section of the WorkCenter will be reviewed and where applicable, the Security roles will be listed to identify what is accessed by those roles.

Note: The Billing WorkCenter is available to VDOT users only.

Billing WorkCenter	
	 
> My Work	My Work: "To-Do" list of items that require attention (role based).
> Links	Links: Direct navigation to the pages used in day-to-day tasks.
> Queries	Queries: Access to run the most frequently used queries directly from the WorkCenter .
> Reports/Processes	Reports/Processes: Quick access to the frequently run Reports and/or Processes.



Cardinal Financials Job Aid

Overview of the Cardinal Financials WorkCenters

My Work Section

The **My Work** Section defaults as expanded and allows users to quickly access daily work tasks.

Below is a list of the folders, pages and the Security Roles for each. The pages in this section include a count of the total number of transactions.

Note: When updates are made to transactions in this section, users will need to click the **Refresh** button in the Navigation panel to update the transaction count number that displays.

VDOT Security Role Access by Page

Folders	Pages	Security Roles	Notes
Invoices	Invoices Not Finalized	V_AR_FISCAL_MANAGER V_AR_STATE_BILLING_PROCESSOR V_AR_STATE_BILLING_SPECIAL	Use this page to view a list of bills that have not yet been invoiced. This list includes all bill statuses except for INV, CAN or TMP/TMR Invoices that have been approved. It does not include consolidated, attached, or template invoices. It also does not include invoices where the process instance is not equal to 0.
	Invoices with Open Balances	V_AR_BILL_ADJUST_SPECIALIST V_AR_FISCAL_MANAGER V_AR_FUNDS_RECEIPTS_MANAGER V_AR_STATE_BILLING_PROCESSOR V_AR_STATE_BILLING_SPECIAL	Use this page to view a list of invoices that have an open item balance in the Receivables module.
Exceptions	Invoices in Error Status	V_AR_FISCAL_MANAGER V_AR_STATE_BILLING_PROCESSOR V_AR_STATE_BILLING_SPECIAL	Use this page to view a list of invoices that are in error status. This means the ERROR_STATUS_BI field on the bill header is not blank. This list does not include cancelled bills.
	Billing Interface Errors	V_AR_FISCAL_MANAGER V_AR_STATE_BILLING_PROCESSOR V_AR_STATE_BILLING_SPECIAL	Use this page to view a summary of interface transactions that are in an error status.
	Worksheet Errors	V_AR_FISCAL_MANAGER V_AR_STATE_BILLING_PROCESSOR V_AR_STATE_BILLING_SPECIAL	Use this page to view a list of Worksheets that are in error status.
	Combo Edit Errors	V_AR_FISCAL_MANAGER V_AR_STATE_BILLING_PROCESSOR V_AR_STATE_BILLING_SPECIAL	Use this page to view the invoices which have combination edit errors.
	Budget Check Errors	V_AR_FISCAL_MANAGER V_AR_STATE_BILLING_PROCESSOR V_AR_STATE_BILLING_SPECIAL	Use this page to view invoices that have budget checking errors.



Cardinal Financials Job Aid

Overview of the Cardinal Financials WorkCenters

Links Section

This section contains links to frequently accessed pages based on the user's Security role(s). Refer to the **VDOT Security Handbook** to see page access for each security role. The Security handbook is located on the Cardinal website in **Security** under **Resources**.

Note: Any pages not available through the WorkCenter can be accessed using the NavBar navigation.

Section	Folders	Pages
Links	Maintain & Review Bills	Standard Billing
		View Supporting Documentation
		Copy Single Bill
		Adjust Entire Bill
		Review Entries by Invoice
		Review Entries by Journal
		Bills Not Invoiced
		Summary
		Details
		Bills Invoiced
		Update Billing Worksheet
	Generate Invoices and Correct Errors	Reprint Invoices
		Correct Staged Acctg Errors
		Correct Budget Check Errors
	Customer and Contacts	Create Customer Information
		Create Customer Contacts
		Update Conversations
	Other Links	Process Monitor
		Report Manager
		Query Viewer



Cardinal Financials Job Aid

Overview of the Cardinal Financials WorkCenters

Queries Section

This section contains the most frequently run queries. The queries display in the WorkCenter using the **Query Description**. The table below provides a listing of the folders and the queries that display for this WorkCenter.

Note: The **Query Name** is included in the table below for reference.

See the **Cardinal Accounts Receivable Reports Catalog** for a listing of queries. It is located on the Cardinal website in **Reports Catalogs** under **Resources**.

Any queries not included in the Queries section of this WorkCenter can be accessed using the following path within the WorkCenter:

Links > Other Links > Query Viewer

Folder	Query Description	Query Name
Billing Queries	AR Opn/clsd Items by Collector	V_AR_OPN_CLS_ITM_COLLECTOR
	Bills not Ready	V_AR_BILLS_NOT_APPROVED
	Receivable Bill Identifier Qry	V_AR_ENTRSN_ITM_BIL_IDENTIFIER
	Bill History by Contract	V_PA_BILL_HIST_CONTRACT

Reports/Processes Section

This section includes the most frequently run reports. The table below provides a listing of the folders and reports that display under each for this WorkCenter.

See the **Cardinal Accounts Receivable Reports Catalog** for a listing of Reports and descriptions. It is located on the Cardinal website in **Reports Catalogs** under **Resources**.

Section	Folder	Reports
Reports/Processes	Billing Reports	AR Pending Item Report
		GL Accounting Entries
		Invoice Register

Procurement WorkCenter

The Procurement WorkCenter is a central hub for Buyers, Purchasing Managers, Sourcing Collaborators, Contract Administrators and Approvers.

Each section of the WorkCenter will be reviewed and where applicable, the Security roles will be listed to identify what is accessed by those roles.

Note: The Procurement WorkCenter is available to VDOT users only.



My Work: "To-Do" list of items that require attention (role based).

My Approvals: Displays items pending approval for users with the applicable approver role(s).

Links: Direct navigation to the pages used in day-to-day tasks.

Queries: Access to run the most frequently used queries directly from the **WorkCenter**.

Reports/Processes: Quick access to the frequently run Reports and/or Processes.



Cardinal Financials Job Aid

Overview of the Cardinal Financials WorkCenters

My Work Section

The **My Work** Section defaults as expanded and allows users to quickly access daily work tasks. Below is a list of the folders, pages and the Security Roles for each. The pages in this section include a count of the total number of transactions.

Note: When updates are made to transactions in this section, users will need to click the **Refresh** button in the Navigation panel to update the transaction count number that displays.

Folder	Page	Security Role	Notes
PCard Approval	Reconcile PCard Statement	SUPERVISOR	Use this page to view all PCard statements which are pending the user's approval.

My Approvals Section

This section contains transactions that require approval and defaults as expanded. Users who do not have an Approval role will see the **My Approvals** section but no pages will display under it. Below is a list of the folders, pages and the Security Roles for each. The pages in this section include a count of the total number of transactions.

Note: After taking an approval action on a transaction, users will need to click the **Refresh** button in the Navigation panel to update the transaction count number that displays.

Folder	Pages	Security Role(s)	Notes
Pending Approvals	Requisition	V_PR_REQUISITION_PROCESSOR V_PR_ASD_DIRECTOR V_PR_BUYER V_PR_PROCUREMENT_MANAGER V_PR_SR_PROCUREMENT_MANAGER	Use this page to view a summary of all Requisitions pending Approval.
	Purchase Order	V_PR_REQUISITION_PROCESSOR V_PR_ASD_DIRECTOR V_PR_BUYER V_PR_PROCUREMENT_MANAGER V_PR_SR_PROCUREMENT_MANAGER	Use this page to view a summary of all Purchase Orders that are pending approval.
	Delegation of Authority	V_PR_REQUISITION_PROCESSOR	Use this page to review and approve delegation requests.



Cardinal Financials Job Aid

Overview of the Cardinal Financials WorkCenters

Links Section

This section contains links to frequently accessed pages based on the user's Security role(s). Refer to the **VDOT Security Handbook** to see page access for each security role. The Security handbook is located on the Cardinal website in **Security** under **Resources**.

Note: Any pages not available through the WorkCenter can be accessed using the NavBar navigation.

Section	Folders	Pages
Links	Worklist	*My Worklist
	Requisitions	Add/Update Requisitions
		Review Requisitions
		Requisition Document Status
	Sourcing	Create Event Details
		Event Workbench
		Analyze Events
		Award Events
		Event Document Status
	Procurement Contracts	Add/Update Contracts
		Contract Document Status
		Dispatch Contracts
		PO Contract Change History
		PO Contract Event Inquiry
		Review Contracts by PO
	Purchase Order	Add/Update POs
		Review Purchase Orders
		Document Status Purchase Order
		PO Activity Summary
		Review PO Change Orders
		Review Suppliers
	Receipts	Add/Update Receipts
		View Receipt Information
		Document Status Receipt
	Items	Define Item
		Purchasing Attributes
	Other Links	Process Monitor
		Report Manager
		Query Viewer

***Note:** The **My Worklist** page displays all workflow transactions that the user has access to, but it is recommended that users filter by "Contract Thresholds" and "Contract Spend Thresholds".



Cardinal Financials Job Aid

Overview of the Cardinal Financials WorkCenters

Queries Section

This section contains the most frequently run queries. The queries display in the WorkCenter using the **Query Description**. The table below provides a listing of the folders and the queries that display for this WorkCenter.

Note: The **Query Name** is included in the table below for reference.

See the **Cardinal Procurement Reports Catalog** for a listing of queries. It is located on the Cardinal website in **Reports Catalogs** under **Resources**.

Any queries not included in the Queries section of this WorkCenter can be accessed using the following path within the WorkCenter:

Links > Other Links > Query Viewer

Folder	Query Description	Query Name
Sourcing Queries	Event Line Details	V_PR_EVENT_LINE_DETAILS
Contract Queries	Contract line Detail Pricing	V_PR_CNTRCT_DETAIL
	Contract query for ASD-PRT/ACO	V_PR_CONTRACT
	Inactive POs/Contracts by Date	V_PR_PO_CNTRCT_INACTIVE
	Procurement Cntrct Expenditure	V_PR_CNTRCT_EXPENDITURES
	Voucher Distribs Contract/PO	V_PR_CNTRCT_PO_PCARD_VCHR
PCard Queries	PCard Monthly Statement	V_PR_PCARD_TRANS_MONTHLY_STMNT
	PCard Transaction Approvals	V_PR_PCARD_APPROVAL
	PCard Transaction by PO	V_PR_PCARD_TRANS_BY_PO
	PCard Transactions by Trans Dt	V_PR_PCARD_TRANS_BY_TRANS_DT



Reports/Processes Section

This section includes the most frequently run reports. The table below provides a listing of the folders and reports that display under each for this WorkCenter.

Note: See the **Cardinal Procurement Reports Catalog** for a listing of Reports and descriptions. It is located on the Cardinal website in **Reports Catalogs** under **Resources**.

Section	Folders	Reports/Processes
Reports/Processes	Processes	Dispatch POs
		Dispatch Contracts
	Sourcing Reports	Auction Summary
		Cycle Time Analysis
		Event Bid Tab
		Supplier Solicitation Analysis
		SWAM Report
	Contract Reports	PO Contract Activities Report
		PO Contract Expiration Report
		Internal Order Contracts Rpt
		Non-Contracted Items
		Order Contracts
	Purchasing Reports	Buyers Report
		PO Balance Detail Report
		PO Expediting Report
		Print POs
		Print Requisition
		Purchase Order Activity
		Purchase Order Detail Listings
		Receipt Delivery
		Receipt Summary
		Requisition/PO Xref



Cardinal Financials Job Aid

Overview of the Cardinal Financials WorkCenters

Projects WorkCenter

The Projects WorkCenter is a central hub for users who enter, review, and update projects.

Each section of the WorkCenter will be reviewed and where applicable, the Security roles will be listed to identify what is accessed by those roles.

Note: The Projects WorkCenter is available to VDOT users only.

Projects WorkCenter
 
> Links
> Queries
> Reports/Processes

Links: Direct navigation to the pages used in day-to-day tasks.

Queries: Access to run the most frequently used queries directly from the **WorkCenter**.

Reports/Processes: Quick access to the most common Reports and Processes.

Links Section

This section contains links to frequently accessed pages based on the user's Security role(s). Refer to the **VDOT Security Handbook** as applicable to see page access for each security role. The Security handbook is located on the Cardinal website in **Security** under **Resources**.

Note: Any pages not available through the WorkCenter can be accessed using the NavBar navigation.

Section	Folders	Pages
Links	Project Costing	Define Project General Info
		Define Project Activities
	Project Budget	Review Budget Details
	Other Links	Process Monitor
		Report Manager
		Query Viewer



Cardinal Financials Job Aid

Overview of the Cardinal Financials WorkCenters

Queries Section

This section contains the most frequently run queries. The queries display in the WorkCenter using the **Query Description**. The table below provides a listing of the folders and the queries that display for this WorkCenter.

Note: The **Query Name** is included in the table below for reference.

See the **Cardinal Project Accounting Reports Catalog** for a listing of queries. It is located on the Cardinal website in **Reports Catalogs** under **Resources**.

Any queries not included in the Queries section of this WorkCenter can be accessed using the following path within the WorkCenter:

Links > Other Links > Query Viewer

Folder	Query Description	Query Name
Project Queries	Allowable Unallowable Accounts	V_PA_PROJ_EXPENDITURE_ACCTS
	Detail Project Expenditures	V_PA_PRJ_EXPEND_DTL
	Distribution Codes	V_PA_DISTRBUTION_CODES
	Proj Exp by Report Category	V_PA_PROJ_BY_PROJ_CATEGORY_SUM
	Project Exp and Transfers	V_PA_PROJ_EXP_AND_TRANSFERS
	Project Expenditures by Fund	V_PA_PROJ_EXPENDITURE_BY_FUND
	Project Payroll Expenditures	V_PA_PROJ_PAYROLL_EXPENDITURES
	Project Phase Closing	V_PA_PHASE_CLOSING

Reports/Processes Section

This section includes the most frequently run reports. The table below provides a listing of the folders and reports that display under each for this WorkCenter.

Note: See the **Cardinal Project Accounting Reports Catalog** for a listing of Reports and descriptions. It is located on the Cardinal website in **Reports Catalogs** under **Resources**.

Section	Folder	Reports
Reports/Processes	Project Reports	Expenditures Allocations
		Financial Summary by Program
		Funding Source
		Project Expend by Activity Grp
		Project Expenditure by Employee
		Project Expend by Location
		Project Overview

Contracts WorkCenter

The Contracts WorkCenter is a central hub for users with the Contracts Manager role.

Each section of the WorkCenter will be reviewed and where applicable, the Security roles will be listed to identify what is accessed by those roles.

Note: The Contracts WorkCenter is available to VDOT user only.



My Work: "To-Do" list of transactions that require attention (role based).

Links: Direct navigation to the pages used in day-to-day tasks.

Queries: Access to run the most frequently used queries directly from the **WorkCenter**.

Reports/Processes: Quick access to the most common Reports and Processes.



Overview of the Cardinal Financials WorkCenters

My Work Section

The **My Work** Section defaults as expanded and allows users to quickly access daily work tasks.

Below is a list of the folders, pages and the Security Role(s) for each. The pages in this section include a count of the total number of transactions.

Note: After taking an approval action on a transaction, users will need to click the **Refresh** button in the Navigation panel to update the transaction count number that displays.

Folders	Pages	Security Roles	Notes
Billing Exceptions	Past Due Billing Events	V_PA_CONTRACTS_MANAGER	Use this page to view a list of Contracts, whose Billing Plan Event is not in Pending status and has passed its Event Date.
	Plans On Hold		Use this page to view a list of Contract Billing Plans that have been put on Hold and not in Withdrawn status.
	Invalid Bill Plans		Use this page to view a list of Contracts, whose Billing Plan has invalid values.
Revenue Exceptions	Past Due Revenue Events	V_PA_CONTRACTS_MANAGER	Use this page to view a list Contracts, whose Revenue Plan Event is not in Pending status and has passed its Event Date.
	Plans On Hold		Use this page to view a list of Contract Revenue Plans that have been put on Hold and not in Withdrawn status.



Cardinal Financials Job Aid

Overview of the Cardinal Financials WorkCenters

Links Section

This section contains links to frequently accessed pages based on the user's Security role(s). Refer to the **VDOT Security Handbook** as applicable to see page access for each security role. The Security handbook is located on the Cardinal website in **Security** under **Resources**.

Note: Any pages not available through the WorkCenter can be accessed using the NavBar navigation.

Section	Folders	Pages
Links	Customer Contracts	Define Contract General Info
		Contract Information Inquiry
	Federal Contracts	Setup PC Source Types
		Setup PC Source Groups
		Setup PC Transaction Identifiers
		Setup PC Rate Sets
		Map Federal Highway Grant
	Project Costing	Define Project General Info
		Define Project Activities
	Billing	Standard Billing
		Bills Invoiced
		Reprint Invoices
		Update Billing Worksheet
		Review Contract/Project Bills
	Other Links	Process Monitor
		Report Manager
		Query Viewer



Cardinal Financials Job Aid

Overview of the Cardinal Financials WorkCenters

Queries Section

This section contains the most frequently run queries. The queries display in the WorkCenter using the **Query Description**. The table below provides a listing of the folders and the queries that display for this WorkCenter.

Note: The **Query Name** is included in the table below for reference.

See the **Cardinal Project Accounting Reports Catalog** for a listing of queries. It is located on the Cardinal website in **Reports Catalogs** under **Resources**.

Any queries not included in the Queries section of this WorkCenter can be accessed using the following path within the WorkCenter:

Links > Other Links > Query Viewer

Folder	Query Description	Query Name
Contract Queries	Bill History by Contract	V_PA_BILL_HIST_CONTRACT
	Billing Adjustment Validation	V_PA_BILLING_ADJUSTMENTS
	Billing Interface Errors	V_PA_BILL_INTFC_ERROR_COA
	Contract Information	V_PA_CONTRACT_INFO
	Contract Proj/Acti Combination	V_PA_CONTRACT_PROJ_ACT_COMBO
	Contracts on Billing Hold	V_PA_CA_BI_HOLD
	Customer Contract Products	V_PA_CUST_CONTRACT_PRODUCTS
	Federal Exp Reclass Report	V_PA_FED_EXP_RECLASS
	Federal Lands on TMP Bill	V_PA_FEDERAL_LANDS_ON_TMP_BILL
	Identify Lines to Defer	V_PA_BI_WKSHT_LINES_TO_DEFER
	Non-Fed Active Cntrct by Dist	V_PA_CA_SUM_FIN_ACTIVITY
	Summary of FED Bill Lines	V_PA_FED_SUM_BILL_LINES
	Validate Fed Bill Lines	V_PA_FED_BILL_VALIDATE



Cardinal Financials Job Aid

Overview of the Cardinal Financials WorkCenters

Reports/Processes Section

This section includes the most frequently run reports. The table below provides a listing of the folders and reports that display under each for this WorkCenter.

Note: See the **Cardinal Project Accounting Reports Catalog** for a listing of Reports and descriptions. It is located on the Cardinal website in **Reports Catalogs** under **Resources**.

Section	Folder	Reports
Reports/Processes	Contract Reports and Processes	Federal Contract Status Report
		Financial Activity by Proj/Con
		Transaction Relationship Rpt