

# Cardinal Reports Catalog General Ledger

**VIRGINIA DEPARTMENT OF ACCOUNTS** 

Revised 2/9/2023



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### **Revision History**

<b>Revision Date</b>	Summary of Changes
2/9/2023	Baseline



### Training Materials and Resources

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

- **Cardinal NAV220 Introduction to Cardinal Financial Reporting:** This Web-Based Training (WBT) course provides training, demonstrations, and exercises that cover the fundamentals of how to run or access financial reports and queries. Additionally, it covers how to perform inquiries on financial data. The course provides:
  - Key concepts in Cardinal reporting
  - Information and an interactive demonstration on how to run FIN reports using different Reporting Options
  - Information and an interactive demonstration on how to retrieve existing Batch Generated FIN Reports
  - Information on how to add FIN reports to your Favorites folder
  - Information on how to perform an inquiry on financial data
  - Information and an interactive demonstration on how to navigate to the Query Viewer, search for run a FIN query, and download the query results
  - Information on how to add HCM queries to your Favorites folder

**Note**: This WBT Course is located on the Cardinal website and can be accessed by following this path:

## Learning > Web-Based Training (FIN) > NAV220: Introduction to Cardinal Financial Reporting



### **General Ledger**

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### **General Ledger Inquiries**

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### **ChartFields Values Inquiry - Account**

**REVISED:** 03/09/2017

### DESCRIPTION:

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

#### NAVIGATION PATH:

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

### **INPUT / SEARCH CRITERIA:**

**OUTPUT FORMAT:** Online

SetID Account Description Account Type

### Screenshot of the ChartField Values page for Account

Favorites 🕶	Main Menu 🗸	> Set Up Financials/Supply Chain -	> Common Definitions -	> Design ChartFields 🔻 >	Define Values	<ul> <li>ChartField Values</li> </ul>
Account	Map to Alternate Accou	unt				
	SetID	STATE	Account	4001000		
Effective D	ate					Find   View All First 🕚 1 of 1 🕑 Last
	Effective Date	01/01/1901	Status	Active	Attributes	Long Description
	Description	Taxes		Control Account		Commitment Control Override
	Short Description	Taxes		Budgetary Only		
		Statistical Account	UOM			
Mo	netary Account Type	Revenue	Book Code			
Bal	lance Sheet Indicator			Allow Book Code Overrid	e	
	VAT Account Flag	Non-VAT Related	Physical Nature			
		OpenItem Account		Reconcile on Base Amount	nt	VAT Default
	Edit Record		Edit Field			
	Prompt Table		Description of OpenItem			
	Reconcile Tolerance		Reconcile Currency			
Performa	ance Measurement					
		General Ledger Account		Performance Measuremen	nt Acct	ABM Account
🗐 Save 🚺	Return to Search	E Notify				Update/Display
Account   Map t	to Alternate Account					



### **ChartFields Values Inquiry - Fund**

**REVISED:** 03/09/2017

### **DESCRIPTION:**

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

#### NAVIGATION PATH:

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

### **INPUT / SEARCH CRITERIA:**

**OUTPUT FORMAT:** Online

SetID Fund Description

Jniine

### Screenshot of the ChartField Values page for Fund

F	avorites 🗸	Main Menu <del>-</del>	> Set Up Financials/Supply Chain -> Commo	n Definitions 🔻 > 🛛	Design ChartFields 👻	> Define Values 🗸	> ChartField Values
F	und						
	SetID STATE		Fund 01000				
	Effective Date	e			Personalize	Find   View All	🗉   🔜 🛛 First 🕙 1 of 1 🕑 Last
	Effective Date	Status	Description	Short Description	Budgetary Only	Attributes	Long Description
	01/01/1901	Active	General Fund	General		Attributes	Long Description
	🖫 Save 🛛 🔯 F	Return to Searc	ch E Notify			JE Up	date/Display



### **ChartFields Values Inquiry - Program**

**REVISED:** 03/09/2017

### DESCRIPTION:

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

#### NAVIGATION PATH:

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

### **INPUT / SEARCH CRITERIA:**

**OUTPUT FORMAT:** Online

SetID Program Description

### Screenshot of the ChartField Values page for Program

F	avorites 🗸	Main Menu 🗸	> Set Up Financials/Supply Chain -> Common	Definitions -> Des	sign ChartFields $\checkmark$ >	Define Values $\checkmark$ $\rightarrow$	ChartField Values				
F	orogram	Prograr	n 104010								
	Effective Date	•			Personalize	e   Find   View All   🖟	🗉   🔜 🛛 First 🕙 1 of 1 🕑 Last				
	Effective Date	Status	Description	Short Description	Budgetary Only	Attributes	Long Description				
	01/01/1901	Active	Libraries	Libraries		Attributes	Long Description				
[	Return to Search Notify Include History										



### **ChartFields Values Inquiry - Department**

**REVISED:** 03/09/2017

### DESCRIPTION:

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

#### NAVIGATION PATH:

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

### **INPUT / SEARCH CRITERIA:**

**OUTPUT FORMAT:** Online

SetID Department Description

Juine

### Screenshot of the ChartField Values page for Department

Favorites -	Main Menu 🗸	> Set Up Finan	cials/Supply Chain -	> Common D	efinitions 👻	> Design Chart	Fields 👻	> Define Values	→ C	hartField Values
Departme	nt									
	SetID	50100		Department	10017					
Effective D	ate					Find Vie	w All	First 🕚 1 of 1	🕑 Las	st
	Effective Date	01/01/1901				Attributes	Long	g Description		
	Status	Active			Budget	ary Only				
	Description	Human Resources								
	Short Description	Human Reso								
	Manager ID			Manager Name	•					
	Company	DOT Loc	ation Code 10	Loc	ation SetID	50100				
Save	Return to Search	Notify				ළ Upd	ate/Displa	ay 🗾 Include	History	



### **ChartFields Values Inquiry – Cost Center**

**REVISED:** 03/09/2017

### DESCRIPTION:

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

#### NAVIGATION PATH:

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

### **INPUT / SEARCH CRITERIA:**

**OUTPUT FORMAT:** Online

SetID Cost Center Description

Jnline

### Screenshot of the ChartField Values page for Cost Center

Favorites -	Main Menu 🗸	> Set Up Financials/Supply Chain -> Commor	n Definitions 👻 > D	lesign ChartFields $\checkmark$ >	Define Values $\checkmark$ >	ChartField Values					
Cost Center											
Effective I	SetID STATE     Cost Center 04500       Effective Date     Personalize L Eind L View All L 2 L III Eind L VIew All L 2 L IIII E VIEw All A III Eind L VIew All L 2 L IIII										
Effective Date	Status	Description	Short Description	Budgetary Only	Attributes						
03/14/2016	Active	Safety	Safety		Attributes	Long Description					
Return to Search Notify Dydate/Display											



### **ChartFields Values Inquiry - Task**

**REVISED:** 03/09/2017

### DESCRIPTION:

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

#### NAVIGATION PATH:

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

### **INPUT / SEARCH CRITERIA:**

OUTPUT FORMAT: Online

SetID Account Description Account Type

Juine

### Screenshot of the ChartField Values page for Task

Favorites -	Main Menu 🗸	> Set Up Financials/S	upply Chain 🗸 > Commor	Definitions 👻 > D	esign ChartFields $ imes$ >	Define Values -	> ChartField Values
Task							
SetID 50100	) Ta	<b>sk</b> 040					
Effective Da	ite				Personalize	e   Find   View All	🖾   🔜 First 🕙 1 of 1 🕑 Last
Effective Date	Status	Description		Short Description	Budgetary Only	Attributes	Long Description
01/01/1901	Active	Capital Outlay		Capital Ou		Attributes	Long Description
🔚 Save 🔯	Return to Searc	h Notify				jā I	Update/Display



### **ChartFields Values Inquiry - FIPS**

### **REVISED:** 03/09/2017

#### **DESCRIPTION:**

This inquiry is used to identify valid values for the Federal Information Processing Standards (FIPS) ChartField.

#### **NAVIGATION PATH:**

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

### **INPUT / SEARCH CRITERIA:**

SetID FIPS Description **OUTPUT FORMAT:** Online

### Screenshot of the ChartField Values page for FIPS

Favorites <del>-</del>	Main Menu -	> Set Up Financials/Supply Chain -> Comm	on Definitions 🔻 > De	sign ChartFields $ extsf{v}$ >	Define Values $\checkmark$ $\rightarrow$	ChartField Values			
FIPS									
SetID	STATE	FIPS 015							
Effective D	late			Personalize	e   Find   View All   🖟	🛛   🔣 🛛 First 🕙 1 of 1 🕑 Last			
Effective Date	Status	Description	Short Description	Budgetary Only	Attributes	Long Description			
01/01/1901	Active	Augusta	Augusta		Attributes	Long Description			
Return to Search ENotify Display Include History									



### **ChartFields Values Inquiry - Asset**

**REVISED:** 03/09/2017

### DESCRIPTION:

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

#### NAVIGATION PATH:

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

### **INPUT / SEARCH CRITERIA:**

OUTPUT FORMAT: Online

SetID Account Description Account Type

Juine

### Screenshot of the ChartField Values page for Asset

Favorites -	Main Menu 🗸	> Set Up Financials/Supply Chain -> Common	Definitions -> De	esign ChartFields $ imes$ $ imes$	Define Values $\checkmark$ >	ChartField Values					
Asset											
SetID 5010	D	Asset 00001									
Effective D	ate			Personalize	e   Find   View All   🖟	🏽 🛛 🔜 🐨 First 🕚 1 of 1 🕑 Last					
Effective Date	Status	Description	Short Description	Budgetary Only	Attributes	Long Description					
12/01/2011	Active	G. WASH. MEM. PKWY	G. WASH. M		Attributes	Long Description					
🔚 Save 🔯	Return to Search	Notify			ළ Up	date/Display					



### **ChartFields Values Inquiry – Agency Use 1**

**REVISED:** 03/09/2017

### DESCRIPTION:

This inquiry is used to identify valid values for the Agency Use 1 ChartField.

#### NAVIGATION PATH:

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

### **INPUT / SEARCH CRITERIA:**

OUTPUT FORMAT:

SetID Agency Use 1 Description Online

### Screenshot of the ChartField Values page for Agency Use 1

Favorites	-	Main Menu 🗸	> Set Up Financials/Supply Chain -> Common	Definitions 🗸 > Des	sign ChartFields $ extsf{v}$ $ imes$	Define Values 🗸 >	ChartField Values
Agenc	y Use	1					
SetID	STATE	Agency Use	1 616115618		Porconaliz	a L Eind L View All L	7   🖩 First 🕢 1 of 1 🕅 Last
Lilect	ive Date				Personalizi	e   Find   View All   d	
Effective	Date	Status	Description	Short Description	Budgetary Only	Attributes	Long Description
01/01/19	991	Active	UPPER YORK RIVER	UPPER YORK		Attributes	Long Description
🔚 Save	R R	eturn to Search	E Notify			JE Up	odate/Display 🗾 Include History



### **ChartFields Values Inquiry – Agency Use 2**

**REVISED:** 03/09/2017

### DESCRIPTION:

This inquiry is used to identify valid values for the Agency Use 2 ChartField.

#### NAVIGATION PATH:

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

### **INPUT / SEARCH CRITERIA:**

OUTPUT FORMAT:

SetID Agency Use 2 Description Online

### Screenshot of the ChartField Values page for Agency Use 2

Favorites -	Main Menu	<ul> <li>Set Up Financials/Supply Chain -&gt; Com</li> </ul>	mon Definitions $ extsf{red}$ >	Design ChartFields -	> Define Values -	> ChartField Values
Agency l	Jse 2					
SetID	50100	Agency Use 2 00001				
Effective D	ate			Personalize	e   Find   View All   🖟	🍳 🔣 🛛 First 🕚 1 of 1 🕑 Last
Effective Date	Status	Description	Short Description	Budgetary Only	Attributes	Long Description
01/01/1901	Active	00001	00001		Attributes	Long Description
🔚 Save [	Return to Sea	rch F Notify			ع Up	date/Display Jinclude History



### **ChartFields Values Inquiry - Project**

**REVISED:** 03/09/2017

### DESCRIPTION:

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

#### NAVIGATION PATH:

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

### **INPUT / SEARCH CRITERIA:**

**OUTPUT FORMAT:** Online

SetID Project Description

### Screenshot of the ChartField Values page for Project

Favorites -	Main Menu 🗸	> Set Up Fin	ancials/Supply Chain	• >	Common Definitio	ns 👻	> De	esign ChartFiel	ds 👻 🔿	Define Values	5 - →	ChartField V	/alues
Project													
Project													
SetID	50100												
Project	0000001651												
Description	0657042261,PE106,N	//501,B631	S	tatus	Inactive	,	Attribu	ites					
Start Date	10/15/1986		Integr	ation	50100								
End Date	02/01/2013				Summary Pro	ject							
🔚 Save 🔯	Return to Search	Notify											



### **Journal Inquiry - Basic**

**REVISED:** 12/12/2019

### **DESCRIPTION:**

This inquiry is used to monitor all journals associated with a particular Business Unit (agency) based on designated criteria. The basic inquiry allows users to view detailed journal information such as the Journal Header, Journal Lines, Journal Status, and Budget Status. The basic inquiry does not allow users to drill down for additional details, including to the source of the transaction (see Journal Inquiry – Advanced).

### **NAVIGATION PATH:**

Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

### **INPUT / SEARCH CRITERIA:**

### **OUTPUT FORMAT:**

Online

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

### ADDITIONAL INFORMATION:

The **Journal Header Status** and **Budget Checking Header Status** fields can be used to identify journals with journal errors or budget errors that have not been posted so that they can be corrected and resubmitted.



### Screenshot of the Journal Entries Search Page

Favorite	Favorites  Main Menu  General Ledger  Journals  Journal Entry  Create/Update Journal Entries															
Find or	Eviating Va	huo Add	e New Ve	han												
Find an	Existing va	ine    Aoo	a new va	lue												
- Sear	ch Criteria															
	Due			60400												
	Dus	aness Unit [=	• •	50100	)		4									
		Journal ID	egins with	<u>~</u>												
	Jo	urnal Date		07/01/	2019		91									
Docun	nent Sequend	e Number b	egins with	~												
	Line Bus	iness Unit 🗐	- 🗸	50100	)		Q									
	Journal Hea	der Status =		Poste	d to Ledge	er(s)		~								
Budget C	hecking Hea	der Status -						~								
-	-	Source	· •	ONL			0									
			eains with	~												
	Attoolo	mont Evict	ogino mui				~									
_	Attach	ment Exist	• •					✓								
Case	Sensitive		_													
Limit the r	number of res	ults to (up to	o 300): 30	0												
Search	1 Clea	r Basic S	earch 🔯	Save Se	arch Criter	ia										
Search	Results															
View All															First 🕙 1-13	of 13 🕑 Last
				_			Budget						Journal			
Business	lournal ID	Journal	UnPost	Document	Line	Journal	Checking	Ledger	Courses	Currency	Journal	Journal Total	Net	Description	Hear ID	Attachment
Unit	Journal ID	Date	Sequence	Number	Unit	Status	Header	Group	aource	Code	Lines	Debits	Statistical	Description	Userib	Exist
	_				0	otatus	Status				Lines		Units			
50100	0001255361	07/01/2019	0	(blank)	50100	Posted	Valid	ACTUALS	ONL	USD	2	769.44	0	Move from UPC 78240 to CSC LAP		N
50100	0001255385	07/01/2019	0	(blank)	50100	Posted	Valid	ACTUALS	ONL	USD	2	329.54	0	Transfer allowable account cod		N
50100	0001255389	07/01/2019	0	(blank)	50100	Posted	Valid	ACTUALS	ONL	USD	16	408.22	0	Transfer allowable account cod		N
50100	0001255395	07/01/2019	0	(blank)	50100	Posted	Valid	ACTUALS	ONL	USD	32	1/37.88	0	To correct allowable / unallow		N
50100	0001255397	07/01/2019	0	(blank)	50100	Posted	Valid	ACTUALS	ONL	USD	4	9720	0	CORECTING IN-KING CONTRIBUTIO		N
30100	0001200400	0//01/2019	U	(Diank)	30100	Fusieu	valiu	AGTUALS	UNL	030	0	23014030.24	v	GARVEE ~ JULT 2019 DUB IO/ITOM		IN



### Screenshot of the Journal Header Page

Favorites - Main Menu - >	General Ledger  → Journals  → Journal Entry    :	Create/Update Journal Entries
Header Lines Totals Errors	Approval	
Unit 50100	Journal ID 0001255361	Date 07/01/2019
Long Description	Move from UPC 78240 to CSC LAP Overhead	[7]
	215 characters remaining	
*Ledger Group	ACTUALS Adjusting Entry	Non-Adjusting Entry
Ledger	Fiscal Year	2020
*Source	ONL Period	1
Reference Number	ADB Date	07/01/2019
Journal Class		
Transaction Code	GENERAL	Auto Generate Lines
		Save Journal Incomplete Status
SJE Type	×	Autobalance on 0 Amount Line
	Currency Defaults: USD / CRRNT / 1	
	Attachments (0) Commitment Control	СТА
	Reversal: Do Not Generate Reversal	
	PC Send Indicator	Send to PC
	PC Split Indicator	Split Project Lines
Entered By		
Entered On 0	7/01/2019 8:45:12AM	
Last Updated On 0	7/12/2019 7:07:30PM	
Return to Search	Previous in List 🛛 🗐 Next in List 🛛 🖸 Notify	efresh 🛃 Add 🖉 Update/Display
Header   Lines   Totals   Errors   Approval		

### Screenshot of the Journal Lines Page

Favorites 🕶	Main	Menu 👻 🔷 🗧	General Ledger 👻	> Journals + >	Journal Entry -	<ul> <li>Creat</li> </ul>	te/Update Journal B	Entries			
Header I	Lines	Totals <u>E</u> rrors	Approval								
Unit	t 50100		Journal ID 0	001255361		Da	ate 07/01/2019		Errors Only		
	Template	List	Se	earch Criteria					View Audit Logs		
			*Process E	dit Journal		~	Proce	255	I A Li	ne 10	¥ Y
The Lines									Personalize   Fin	a   🖾   🖥	
Select	Line	Unit	Ledger	SpeedType	Account	Fund	Program	Department	Cost Center	Task	FIPS
	1	50100	ACTUALS		Q 5012610	04720	603023	19007			
	2	50100	ACTUALS		Q 5012610	04720	603015	19115	12130001		
		<									>
▼ Totals							Personalize   F	Find   View All   🖪	🔢 First 🕚	1 of 1 🕑	Last
Unit	Total Li	nes		Total D	lebits		Total Cr	edits Journal Statu	s Budget	Status	
50100	2			76	89.44		76	59.44 P	V	/	
Save	oth Return	to Search	Previous in List	Next in List	🖹 Notify 🔒	Refresh			🛃 Add 🖉 U	lpdate/Disp	olay
Header   Lines	s   Totals	Errors   Approval									



### Screenshot of the Journal Approval Page

Favorites - Main Menu - > 0	General Ledger 🔸 🚿 Journals 🗸 🚿 Journal Entry 🗸	> Create/Update Journal Entries	
Header Lines Totals Errors	Approval		
Unit 50100	Journal ID 0001255361	Date 07/01/2019	Submit
Approval Status			
Approval Check Ac Approval Sta Approval Ac Deny Comm	Unit 50100 tive Y tus None tion Approve 254 characters remaining		
Unit 50100, ID 000 Jrnl Approval Approved Breen, Dana A. (VDOT GL Journal Approver	01255361, Date 2019-07-01, Line Unit 501	00:Approved	
07/12/19 - 9:31 AM			
Save 💽 Return to Search 👘 Header   Lines   Totals   Errors   Approval	Previous in List Notify 2	Refresh	



### **Journal Inquiry - Advanced**

**REVISED:** 12/12/2019

### **DESCRIPTION:**

This inquiry is used to research journal detail information and display journal line details based on designated criteria. Users can drill down on the Journal ID for additional details, including to the source of the transaction from the Journal Line.

#### **NAVIGATION PATH:**

Main Menu > General Ledger > Review Financial Information > Journals

#### **INPUT / SEARCH CRITERIA:**

OUTPUT FORMAT: Online CSV to Excel

Unit Ledger Year From Period To Period Suspense Status Journal ID (Journal) Date Status Source Currency Stat (Statistic Code) Document Type User Document Sequence Number Sort By (Journal ID, Journal Date) Max Rows Attachment Exist Date Code Adj [checkbox]

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



### Screenshot of the Journal Inquiry Search Results Page

Favorites -	Main Menu 🗸 💿	Genera	al Ledger 🔻	> Review Fi	nancial Information	n 🔻 > 🛛 Journa	als			
Journal In	nquiry									
Journal Crit	teria									
Inquiry ADV_JRNL Journal ID	*Unit 50100 Date	*L Q / S	edger ACTUALS	*Year 2019 Source	*From Pe	riod 3Q /	*To Period 3Q Stat	Suspense Documen	Status	🗆 Date Code Adi
User		Q	ocument S	equence	Sort By Journal	d V	Max Rows 100	Attachme	nt Exist	
Search	Delete	Clear								
Journals										
Journals							Personalize   Find	0	First 🕚	1-56 of 56 🛞 Last
Journal ID	Date	Unit IU	Status	Source	Suspense Status	User			Unpost Date	Descr
AP00994241	09/04/2018	50100	Posted	AP	No Susp	AA_CARDINAL	L_BATCH_GL		09/04/2018	AP Payments
AP00995668	09/04/2018	50100	Posted	AP	No Susp	AA_CARDINAL	L_BATCH_GL		09/04/2018	AP Payments
AP00996203	09/04/2018	50100	Posted	AP	No Susp	AA_CARDINAL	L_BATCH_GL		09/04/2018	Accounts Payat
AP00997092	09/05/2018	50100	Posted	AP	No Susp	AA_CARDINAL	L_BATCH_GL		09/05/2018	AP Payments
AP00997650	09/05/2018	50100	Posted	AP	No Susp	AA_CARDINAL	L_BATCH_GL		09/05/2018	Accounts Payat
AP00998547	09/06/2018	50100	Posted	AP	No Susp	AA_CARDINAL	_BATCH_GL		09/06/2018	AP Payments
AP00999339	09/06/2018	50100	Posted	AP	No Susp	AA_CARDINAL	L_BATCH_GL		09/06/2018	Accounts Payat
AP01000100	09/07/2018	50100	Posted	AP	No Susp	AA_CARDINAL	L_BATCH_GL		09/07/2018	AP Payments
AP01000642	09/07/2018	50100	Posted	AP	No Susp	AA_CARDINAL	_BATCH_GL		09/07/2018	Accounts Payat
AP01000643	09/07/2018	50100	Posted	AP	No Susp	AA_CARDINAL	BATCH_GL		09/07/2018	AP Cancelled P

**Note:** This inquiry identifies journals for September 2018 (Year 2019, From Period 3, To Period 3) for Virginia Department of Transportation (VDOT, Business Unit = 50100) and Accounts Payable as the **Source** of the transaction. Users can click on the **Journal ID** link to view more details (**Journal ID** = AP00995668).



### Screenshot of the Journal Inquiry Details Page

Favorites 🕶	Main	Menu▼ → G	General Ledger 💌 🔅	Review Financial	Information -	Journals				
Journal Inqu	uiry									_
Journal Ir	nquiry [	Details								
Ledger (	Criteria									
Go Journal Hea	ToJournal ader	Criteria								
	Jour	nal ID AP0099566	8	Date	09/04/2018		S	chedule		
	Ledger (	Group ACTUALS		Original Date	09/04/2018		est			
	S	ource AP		Date Posted	09/01/2018					
	Journal S	status Posted		Reversal Date				DINAL_BATCH_GL		
	Bala	anced DR=CR		Reversal	None		Inter			
	Do	c Seq		Budget Status	Valid	Date				
Lo	ng Descrij	ption AP Payments	s						신지	
		L						View Atta	chment (0)	
All Lir	nes									
○ From/T	о	From Line		To Line		G	Query Journ	nal Lines		
Totals by Cu	urrency							Find   View All	First 🕙 1 of 1 🤇	🕑 Last
Curr	ency (	JSD De	bit Amount	8,655,859.66	Credit Amo	unt 8,6	55,859.66	Net	0.00	
Journal Lin	ie					Personalize	Find   Vi	iew All   🖾   🔣	First 🕚 1-25 o	f 100 🕑 Last
Drill to Source	ne# Lir	ne Descr	SpeedType	Amount (in Transaction Currency)	Currency	Account	Fund	Program	Department	Cost Center
<b>i</b> 1	Ca Tre	ish With The easurer Of VA		-272.00	USD	101010	04100		99999	99999999
2	Ca Tre	sh With The easurer Of VA		-300.00	USD	101010	04100		99999	99999999

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



### Screenshot of the Journal Inquiry Search Results Page

Favorites 🕶	Main Menu 👻 >	Genera	al Ledger 🔻	> Review Fi	nancial Information	n ▼ → Journals			
Journal In	quiry								
Journal Crite	eria								
Inquiry ADV_JRNL	*Unit 50100	*L 	Ledger ACTUALS	*Year Q 2019	*From Pe	riod *To Period 3 Q 3	Suspense Q	Status	
Journal ID	Date		Status	Source	Currency	Stat	Documen	t Type	_
		_ <u>N</u> F	-						☐ Date Code Adj
User			Jocument S	equence	Journal I	d V Max Rows	Attachme		
Search	Delete	Clear							
Journals									
Journals						Personaliz	:e   Find   🖓   🔣	First 🕚	1-56 of 56   Last
Journal ID	Date	Unit IU	Status	Source	Suspense Status	User		Unpost Date	Descr
AP00994241	09/04/2018	50100	Posted	AP	No Susp	AA_CARDINAL_BATCH_G	L	09/04/2018	AP Payments
AP00995668	09/04/2018	50100	Posted	AP	No Susp	AA_CARDINAL_BATCH_G	L	09/04/2018	AP Payments
AP00996203	09/04/2018	50100	Posted	AP	No Susp	AA_CARDINAL_BATCH_G	iL.	09/04/2018	Accounts Payat
AP00997092	09/05/2018	50100	Posted	AP	No Susp	AA_CARDINAL_BATCH_G	L	09/05/2018	AP Payments
AP00997650	09/05/2018	50100	Posted	AP	No Susp	AA_CARDINAL_BATCH_G	iL.	09/05/2018	Accounts Payat
AP00998547	09/06/2018	50100	Posted	AP	No Susp	AA_CARDINAL_BATCH_G	L	09/06/2018	AP Payments
AP00999339	09/06/2018	50100	Posted	AP	No Susp	AA_CARDINAL_BATCH_G	)L	09/06/2018	Accounts Payat
AP01000100	09/07/2018	50100	Posted	AP	No Susp	AA_CARDINAL_BATCH_G	L	09/07/2018	AP Payments
AP01000642	09/07/2018	50100	Posted	AP	No Susp	AA_CARDINAL_BATCH_G	)L	09/07/2018	Accounts Payat
AP01000643	09/07/2018	50100	Posted	AP	No Susp	AA_CARDINAL_BATCH_G	L	09/07/2018	AP Cancelled P

**Note:** Users can then scroll down to view additional Journals listed in the search results. Users can click on the **Journal ID** link to view more details (Journal ID = AP01000642).



### Screenshot of the Journal Inquiry Details Page

Favorites 👻	Main Menu	i ♥ → General L	.edger 🗸 🚿 Rev	iew Financial Informatio	on ≠ → Jo	ournals				
Journal Inqu	IIY									
Journal In	iquiry Deta	alls								
Ledger C	riteria									
Go 1 Journal Hea	Fo Journal Crite	ria								
o o di indi inco	lournal II	AP0100642		Date 00/07/20	19		Schedule			
	Ledger Group		0	riginal Date 00/07/20	19		Process	No Request		
	Course	AD		Date Rested 00/07/20	10	-	Total Lines	4052		
	Source	e AF Rested	Pa	versal Date	10		User ID			
	Journal Status	s Posted	Re	Personal Neer			User ID	AA_CARDII	VAL_BAICH_GL	
	Balanced Dec Cou	I DR=CR		Reversal None		In Data Carda A	terunit Bu	50100		
Lor	Doc Sec na Description	Accounts Pavable	Bu	oget status Valio		Date Code A	ajustment	N	( <b>7</b>	
								Con Attacha		
● All Lin ○ From/T	es o	From Line		To Line		Query Je	ournal Lines	i		
Totals by Cu	irrency						Find   V	iew All F	First 🕘 1 of 1 🕑 Last	t
Curre	ency USD	Debit Amo	unt 10,155,5	57.68 Cre	dit Amount	10,155,557	.68 Ne	t	0.00	
Journal Lin	e				Pe	ersonalize   Find	View All	2   🔛	First ④ 1-25 of 100	Last
Drill to Source Lin	ie # Line De	ecr	SpeedType	Amount (In Transaction Currency)	Currency	Account	Fund	Program	Department	Cost Ce
1	STONE	NO. 21A, STONE		3,659.04	USD	153500	04100		10015	110 🔨
2	PAINT, PAINT	TRAFFIC, FAST DRY		8,157.60	USD	153500	04100		10015	110
<b>E</b> 3	PAINT, PAINT	TRAFFIC, FAST DRY		14,420.18	USD	153500	04100		10015	110
<b>E</b> 4	POLYP HDPP	ROPLYLOENE PIPE, TR		5,448.40	USD	153500	04100		10015	110

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



### Screenshot of the Drill to Source Page

Favorites 👻	Main I	Menu → → (	General Ledger 👻 🔿	Review Financia	al Informat	ion 👻 🔿	Journals	> Journal Drill Do	wn			
Drill to So	ource											
Journal ID												
Bu	siness Un	it 50100	Joi	urnal AP01000642	2		Date	09/07/2018		GL Journal		
	Ledge	er ACTUALS		Line	1		Line Descr	STONE NO. 21A, ST	ONE			
Chartfields	5							Personalize   Fi	ind   View All   🖾   🖩	First 🕚	1 of 1 🕑	Last
Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2 PC Bus	iness Unit	Project	A
153500	04100		10015	11000230								
<												>
	Base Cu	rrency USD		Base Amou	unt	3	3,659.04					
	Cu	rrency USD	1	Transaction Amou	unt	3	3,659.04					
	Statistics	Code		Statistic Amou	int							
Details	_	_						Personalize   Fi	ind   View All   🖓   🔣	First 🕚	1 of 1 🛞	Last
<u>C</u> hartfields	Vouche	er Information	Document Informatio	in 💷								
Voucher ID		Descr							Vchr Line		Distrib Line	
00916277		Expense Distr	ibution						1		1	
<												>
🕂 Save 🔯	h Return to	Search 🖾 N	lotify									

**Note:** Additional details are provided on the **ChartFields** and **Document Information** tabs. Users can click on the **Voucher ID** link to view more details about the voucher.

### Screenshot of the Voucher Accounting Entries Page

avorites 👻 🛛 🛛	Main Menu 👻 🔷 >	General Ledger 👻 🔿 Revi	ew Financial Informatio	n 👻 🔿 Journals	> Journal Drill Down > Accourt	nting Entries					
Voucher Accounting Entries											
	*Business Unit  5010	00 0	Voucher II	D 00916277 Q 🗷	Invoice Numbe	r 25114	Q				
*Accounting Lin	e View Option Star	ndard 🗸	e 08/19/2018	Show Foreign Currency							
Supplier ID 0000028045 *Sort By Posting Process V											
Supplier Name Cedar Mountain Stone Corp Search Reset											
Accounting Information Find   View All First 🚯 1 of 2 🛞 La											
Posting Process AP Accrual GL Dist Status Distributed Posting Date 09/07/2018											
	_				Personalize   Find   View All   🖉	] 🔣 🛛 First 🕚 1-2 of 2 🛞 La	ist				
Main Information Chartfields Journal (TTT)											
Description		Monetary Amount	Currency Code	Ledger	GL Unit	Accounting Date					
Accounts Payable	2	-3,659.04	USD	ACTUALS	50100	09/06/2018					

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



### Screenshot of the Voucher Accounting Entries Page

Favorites V Main	Vlenu  → Ger	and a second second												
	ravontes • Main Menu • > General Ledger • > Review Financial Information • > Journals > Journal Unil Down > Accounting Entries													
/oucher Accounting Entries														
		-			-									
*Busi	iness Unit 50100	2		Vouche	r ID 00916277		Invoice Numb	er 25114		٩				
*Accounting Line Vie	w Option Standard		$\checkmark$	Invoice D	late 08/19/2018			Show	Foreign Curren	су				
Supplier (D. 0000028045 *Sort By Fosting Process V														
Suplier Name, Ceda Mauritin Stone Com														
Accounting Informat	Accounting Information													
Postin	Property AD Acore	-1			GL Dist Status	Distributed			Posting D	ata 00/07/2019				
- Costing	griocess AF Accia	ai			OE DIST Status	Distributed			Fosting D	ate 08/07/2016				
Description	Monetary Amount	Currency Code	Ledger	GL Unit	Accounting Date	Tax Authority	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset
														_
Accounts Payable	-3,659.04	USD	ACTUALS	50100	09/06/2018		205025	04100		99999	999999999			
STONE NO. 21A, STONE	3,659.04	USD	ACTUALS	50100	09/06/2018		153500	04100		10015	11000230			



### Ledger Inquiry

**REVISED:** 03/06/2017

### **DESCRIPTION:**

This inquiry is used to view summary information for a designated ChartField value (e.g., Account, Department, etc.) in a ledger. Specifically, use this inquiry to view year-to-date balances for a specific ChartField value in a ledger, view detailed transactions for a ChartField value and related ChartField Value Set, and drill down on a transaction to the source document for additional details.

### **NAVIGATION PATH:**

Main Menu > General Ledger > Review Financial Information > Ledger **INPUT / SEARCH CRITERIA: OUTPUT FORMAT:** Online Unit Ledger CSV to Excel Fiscal Year From Period To Period Currencv Stat Code Date Code View Show YTD Balance [checkbox] Show Transaction Details [checkbox] Include Closing Adjustments [checkbox] Only in Base Currency [checkbox] Max Ledger Rows Select specific ChartFields and related values Include Adjustment Periods [checkbox]



### Screenshot of the Ledger Inquiry Search Criteria Page

Favorites  Main Menu  General Ledger  Financial Information  Ledger									
Ledger Inquin	y								
Enter ledger, period,	ChartField and rest of the	criteria. Click on Search b	utton to execute the que	ery.					
Ledger Criteria									
Inquiry Name	*Unit *Ledge	r *Fiscal Year	*From Per	iod	*To Period	Currency			
LEDGER_INQ	30100 Q ACTU	ALS 🔍 2019 🔍	3 🔍		4 🔍	Q			
			Stat Code	•	Date Code V	ïew			
			Q		1 C Trad	e Date			
	Show YTD Bala	nce		e Closing A	djustments	Max Ledger Rov	/8		
	M Show Transacti	on Details		Base Curr	ency	100			
Search	Clear Delete								
Chartfield Criteria	1		Personalize	Find L	Eirst (	1-14 of 14 🕟 Last	Include	Adjustment Periods	
	·		i croonanzo j				Sel	Period	
ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By		998	
Account	111220 Q	Q	Update/New	$\checkmark$	$\checkmark$	1		000	
Department	Q	Q	Update/New						
Asset	Q	Q	Update/New						
Task			Undate/New						
	Q		opulation						
Fund	02700 Q	Q	Update/New						
FIPS	Q	Q	Update/New						
Agency Use 2	Q	Q	Update/New						
Affiliate	Q	Q	Update/New						
Fund Affiliate			Lindate/New						
r unu Anniate	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Q	opulaterivew						



### Screenshot of the Ledger Inquiry Transaction Details Page

Favorites  Main Menu  General Ledger  Review Financial Information  Ledger											
Ledger Inquiry											
Transaction Details											
Ledger Crite	Ledger Criteria										
Go To Inquiry	Go To Inquiry Criteria Transaction Criteria										
Transaction Deta	ils						Find	View All	First 🕚 1 of 2 🕑 Last		
Ledger by Perio	od and Chartfields				Personalize	Find	🗐 🔤 1 of 1				
Period	Account	Account Description				Stat					
	3 111220 Parking Fee Suspense Account										
Amount	Amount (in Transaction Currency) -25.00 USD Amount (in Base Currency) -25.00 USD										
Journals	Journals Personalize   Find   🖾   🔣 First 🕚 1-11 of 11 🕑 Last										
Journal ID	Line Descr	Date	Seq	Stat Amt	N/R	Amount (in Fransaction Currency)	Currency	Amount (in Base Currency)	Base Currency		
0001012951	Parking Fee Suspense Account	09/24/2018		0.00	N	8,182.50	USD	8,182.50	USD		
AR00996513	18-09-04AR_DIRJRNL10691	09/04/2018		0.00	N	-49.00	USD	-49.00	USD		
AR01000838	18-09-06AR_DIRJRNL10715	09/07/2018		0.00	N	-49.00	USD	-49.00	USD		
AR01000838	18-09-06AR_DIRJRNL10715	09/07/2018		0.00	N	-49.00	USD	-49.00	USD		
AR01000838	18-09-05AR_DIRJRNL10714	09/07/2018		0.00	N	-98.00	USD	-98.00	USD		
AR01006619	18-09-12AR_DIRJRNL10755	09/14/2018		0.00	N	-49.00	USD	-49.00	USD		
AR01010007	18-09-14AR_DIRJRNL10774	09/19/2018		0.00	N	-49.00	USD	-49.00	USD		
CIP1002588	00000067	09/10/2018		0.00	N	-3,797.50	USD	-3,797.50	USD		



### Ledger Group Inquiry

### **REVISED:** 03/10/2017

### **DESCRIPTION:**

This inquiry lists all ChartFields associated with a specific ledger group and identifies the associated edit tables, affiliated ChartFields, etc.

### **NAVIGATION PATH:**

Main Menu > General Ledger > Ledgers > Ledger Groups

### **INPUT / SEARCH CRITERIA:**

SetID Ledger Group OUTPUT FORMAT: Online CSV to Excel

### Screenshot of the Ledger Group Definition Page

Favorites • Main Menu • > General Ledger • > Ledgers • > Ledger Groups									
Definition Chartfiel	ld <u>B</u> alancing	9							
	SetID S	TATE							
Le	dger Group A	CTUALS	*	Descripti	ion Actuals				
*Ledg	ger Template S	TANDARD 🔍 St	andard Detail Led	ger					
*Ledger	Group Type	Standard	~		Keep Ledg	ers in Sync			
Detail Ledgers							Personalize   Find   💷   🔣	First 🕚	1 of 1 🛞 Last
*Ledger	Primary	Translation	OpenItem	VAT	Inherit Base Currency	Base Currency	Default Rate Type	Rate Type	
ACTUALS Q	✓				$\checkmark$		CRRNT		+ -
Save     Return to Search       Notify       Definition   Chartfield   Balancing									



### Screenshot of the Ledger Group ChartField Page

Definition       Chartfield       Balancing         SetID       STATE       Description       Actuals         Chartfields       Personalize   Find   <sup>[2]</sup>   <sup>[2]</sup>	Favorites - Main Menu - General Ledger - L	edgers 👻 > Ledger Groups	
Lendrete gelanong         SetID STATE         Ledger Group ACTUALS       Description Actuals         Chartfields       Personalize   Find   [2]]       First I 1-19 of 19 I Lest         Chartfield       Edit Table       View - No Effective Date         Business Unit       SP_BU_GL_NONVW       SP_BU_GL_NONVW       SP_BU_GL_NONVW       Q         Account       GL_ACCOUNT_TBL       Q       GL_ACCT_ALL_VW       Q         Department       DEPT_TBL       Q       DEPT_ALL_VW       Q         Asset       OPER_UNIT_TBL       Q       Demon_All_VW       Q         Fund       FUND_TBL       Q       PROD_ALL_VW       Q         Fund       FUND_TBL       Q       EUASS_CF_TBL       Q       Descr_ALL_VW       Q         Agency Use 2       BUD_REF_TBL       Q       BUDREF_ALL_VW       Q       Affiliate       AFFILIATE_VW       Q       Affiliate       AFFILIATE_VW       Q       Affiliate       AFFILIATE_VW       Q       Affiliate       OF1_ALL_VW       Q       Program       CHARTFIELD3_TBL       Q       CF3_ALL_VW       Q       Project       PROJECT_ID_VW       PROJECT_ID_VW       Q       PROJECT_ID_VW       Q       PROJECT_ID_VW       Q       PROJECT_ID_VW	Difference Objection III Delection		
SetU STATE       Description Actuals       Default         Chartfields       Personalize   Find   [2] [2] First @ 1-19 of 19 @ Last         Chartfield       Edit Table       View - No Effective Date         Business Unit       SP_BU_GL_NONVWQ       SP_BU_GL_NONVWQ       SP_BU_GL_NONVWQ         Account       GL_ACCOUNT_TBL       GL_ACCT_ALL_VW       Q         Account       GL_ACCOUNT_TBL       GL_ACCT_ALL_VW       Q         Asset       OPER_UNIT_TBL       DEPT_ALL_VW       Q         Asset       OPER_UNIT_TBL       GPERUNIT_ALL_VW       Q         Fund       FUND_TBL       FROD_ALL_VW       Q         Fund       FUND_TBL       GLASS_CF_ALL_VW       Q         Agency Use 2       BUD_REF_TBL       BUDREF_ALL_VW       Q         Affiliate       AFFILIATE_VW       AFFILIATE_VW       Q         Fund Affiliate       AFFILIATE_VW       AFFILIATE_VW       Q         Agency Use 2       BUD_REF_TBL       BUDREF_ALL_VW       Q         Affiliate       AFFILIATE_VW       AFFILIATE_VW       Q         Fund Affiliate       CHARTFIELD1_TBL       CF1_ALL_VW       Q         Program       CHARTFIELD3_TBL       CF3_ALL_VW       Q         Progiect <td< td=""><td>Demnition Charmield Balancing</td><td></td><td></td></td<>	Demnition Charmield Balancing		
Ledger Group ACTUALS     Description Actuals       Chartfields     Personalize   Find   [2] ]     First @ 1-19 of 19 @ Last       Chartfield     Edit Table     View - No Effective Date       Business Unit     SP_BU_GL_NONVW     SP_BU_GL_NONVW       Account     GL_ACCOUNT_TBL     GL_ACCT_ALL_VW       Department     DEPT_TBL     DEPT_ALL_VW       Asset     OPER_UNIT_TBL     OPERUNIT_ALL_VW       Task     PRODUCT_TBL     FUND_ALL_VW       Fund     FUND_TBL     FUND_ALL_VW       Agency Use 2     BUD_REF_TBL     BUDREF_ALL_VW       Affiliate     AFFILIATE_VW     AFFILIATE_VW       Fund Affiliate     AFFILIATE_VW     Q       Agency Use 2     BUD_REF_TBL     BUDREF_ALL_VW       Affiliate     AFFILIATE_VW     Q       Fund Affiliate     AFFILIATE_VW     Q       Agency Use 2     BUD_REF_TBL     BUDREF_ALL_VW       Agency Use 2     BUD_REF_TBL     GEASS_CF_ALL_VW       Affiliate     AFFILIATE_VW     Q       Fund Affiliate     AFFILIATE_VW     Q       Fund Affiliate     AFFILIATE_VW     Q       Fund State     AFFILIATE_LW     Q       Affiliate     AFFILIATE_LW     Q       Program     CHARTFIELD3_TBL     CF3_ALL_VW	SetID STATE		Default
Chartfields       Personalize   Find   [2]   First (*) 1-19 of 19 (*) Last         Chartfield       Edit Table       View - No Effective Date         Business Unit       SP_BU_GL_NONVW       SP_BU_GL_NONVW       SP_BU_GL_NONVW       Account         Account       GL_ACCOUNT_TBL       GL_ACCT_ALL_VW       Q         Department       DEPT_TBL       DEPT_ALL_VW       Q         Asset       OPER_UNIT_TBL       OPERUNIT_ALL_VW       Q         Task       PRODUCT_TBL       PROD_ALL_VW       Q         Fund       FUND_TBL       PROD_ALL_VW       Q         Fund       FUND_TBL       PROD_ALL_VW       Q         Agency Use 2       BUD_REF_TBL       DEDREF_ALL_VW       Q         Affiliate       AFFILIATE_VW       Q       AFFILIATE_VW       Q         Fund Affiliate       AFFINTRA1_VW       AFFINTRA1_ALLWV       Q         Agency Use 2       BUD_REF_TBL       BUDREF_ALL_VW       Q         Affiliate       AFFINTRA1_VW       AFFINTRA1_ALLWV       Q         Fund Affiliate       AFFINTRA1_VW       Q       AFFINTRA1_ALLWV       Q         Agency Use 1       CHARTFIELD3_TBL       CF1_ALL_VW       Q       Q         Program       CHARTFIELD3_TBL <th< td=""><td>Ledger Group ACTUALS Descrip</td><td>tion Actuals</td><td>Delsuit</td></th<>	Ledger Group ACTUALS Descrip	tion Actuals	Delsuit
ChartField       Edit Table       View - No Effective Date         Business Unit       SP_BU_GL_NONVW       SP_BU_GL_NONVW       SP_BU_GL_NONVW       A         Account       GL_ACCOUNT_TBL       GL_ACCT_ALL_VW       Q         Department       DEPT_TBL       DEPT_ALL_VW       Q         Asset       OPER_UNIT_TBL       OPERUNIT_ALL_VW       Q         Task       PRODUCT_TBL       OPERUNIT_ALL_VW       Q         Fund       FUND_TBL       PROD_ALL_VW       Q         FIPS       CLASS_CF_TBL       CLASS_CF_ALL_VW       Q         Agency Use 2       BUD_REF_TBL       BUDREF_ALL_VW       Q         Affiliate       AFFILIATE_VW       AFFILIATE_VW       Q         Fund Affiliate       AFFILIATE_VW       Q       AFFILIATE_VW       Q         Agency Use 2       BUD_REF_TBL       BUDREF_ALL_VW       Q         Affiliate       AFFILIATE_VW       Q       AFFILIATE_VW       Q         Augency Use 1       CHARTFIELD1_TBL       CF1_ALL_VW       Q         Project       PROJECT_ID_VW       PROJECT_ID_VW       Q         Book Code       BOOK_CODE_TBL       BOOKCODE_ALL_VW       Q	Chartfields	Personalize   Find   💷   🔜	First 🚯 1-19 of 19 🛞 Last
Business Unit       SP_BU_GL_NONVW       SP_BU_GL_NONVW       SP_BU_GL_NONVW         Account       GL_ACCOUNT_TBL       GL_ACCT_ALL_VW       Q         Department       DEPT_TBL       DEPT_ALL_VW       Q         Asset       OPER_UNIT_TBL       OPERUNIT_ALL_VW       Q         Task       PRODUCT_TBL       PROD_ALL_VW       Q         Fund       FUND_TBL       PROD_ALL_VW       Q         Fund       FUND_TBL       CLASS_CF_ALL_VW       Q         Agency Use 2       BUD_REF_TBL       BUDREF_ALL_VW       Q         Affiliate       AFFILIATE_VW       AFFILIATE_VW       Q         Fund Affiliate       AFFILIATE_VW       AFFILIATE_VW       Q         Agency Use 2       BUD_REF_TBL       BUDREF_ALL_VW       Q         Affiliate       AFFILIATE_VW       AFFILIATE_VW       Q         Fund Affiliate       AFFILIATE_VW       Q       Q         Cost Center       CHARTFIELD1_TBL       CF1_ALL_VW       Q         Program       CHARTFIELD3_TBL       CF3_ALL_VW       Q         Agency Use 1       CHARTFIELD3_TBL       CF3_ALL_VW       Q         Project       Book Coole       BOOK_CODE_TBL       BOOKCODE_ALL_VW       Q	ChartField	Edit Table Vie	ew - No Effective Date
AccountGL_ACCOUNT_TBLGL_ACCT_ALL_VWDepartmentDEPT_TBLDEPT_ALL_VWAssetOPER_UNIT_TBLOPERUNIT_ALL_VWTaskPRODUCT_TBLPROD_ALL_VWFundFUND_TBLFUND_ALL_VWFIPSCLASS_CF_TBLCLASS_CF_ALL_VWAgency Use 2BUD_REF_TBLBUDREF_ALL_VWAffiliateAFFILIATE_VWAFFILIATE_VWFund AffiliateAFFILIATE_VWAFFILIATE_VWFund AffiliateCHARTFIELD1_TBLCF1_ALL_VWAgency Use 1CHARTFIELD2_TBLCF2_ALL_VWProjectBOOK_CODE_TBLBOOKCODE_ALL_VW	Business Unit	SP_BU_GL_NONVW Q SF	
DepartmentDEPT_TBLDEPT_ALL_VWAssetOPER_UNIT_TBLOPERUNIT_ALL_VWTaskPRODUCT_TBLPROD_ALL_VWFundFUND_TBLPROD_ALL_VWFIPSCLASS_CF_TBLCLASS_CF_ALL_VWAgency Use 2BUD_REF_TBLBUDREF_ALL_VWAffiliateAFFILIATE_VWAFFILIATE_VWFund AffiliateAFFILIATE_VWAFFILIATE_VWFund AffiliateCHARTFIELD1_TBLCF1_ALL_VWProgramCHARTFIELD2_TBLCF2_ALL_VWAgency Use 1CHARTFIELD3_TBLCF2_ALL_VWProjectPROJECT_JD_VWPROJECT_JD_VWBook CodeBOOK_CODE_TBLBOOKCODE_ALL_VW	Account		
AssetOPER_UNIT_TBLOPERUNIT_ALL_VWTaskPRODUCT_TBLPROD_ALL_VWFundFUND_TBLFUND_ALL_VWFIPSCLASS_CF_TBLCLASS_CF_ALL_VWAgency Use 2BUD_REF_TBLBUDREF_ALL_VWAffiliateAFFILIATE_VWAFFILIATE_VWFund AffiliateAFFILIATE_VWAFFILIATE_VWCost CenterCHARTFIELD1_TBLCF1_ALL_VWProgramCHARTFIELD2_TBLCF2_ALL_VWAgency Use 1CHARTFIELD3_TBLCF3_ALL_VWProjectPROJECT_JD_VWPROJECT_JD_VWBook CodeBOOK_CODE_TBLBOOKCODE_ALL_VW	Department	DEPT_TBL Q DE	EPT_ALL_VW
TaskPRODUCT_TBLPROD_ALL_VWFundFUND_TBLFUND_ALL_VWFIPSCLASS_CF_TBLCLASS_CF_ALL_VWAgency Use 2BUD_REF_TBLBUDREF_ALL_VWAffiliateAFFILIATE_VWAFFILIATE_VWFund AffiliateAFFINTRA1_VWAFFINTRA1_ALLVWCost CenterCHARTFIELD1_TBLCF1_ALL_VWProgramCHARTFIELD2_TBLCF2_ALL_VWAgency Use 1CHARTFIELD3_TBLCF3_ALL_VWProjectPROJECT_ID_VWPROJECT_ID_VWBook CodeBOOK_CODE_TBLBOOKCODE_ALL_VW	Asset		PERUNIT_ALL_VW
FundFUND_TBLFUND_ALL_VWQFIPSCLASS_CF_TBLCLASS_CF_ALL_VWQAgency Use 2BUD_REF_TBLBUDREF_ALL_VWQAffiliateAFFILIATE_VWAFFILIATE_VWQFund AffiliateAFFINTRA1_VWAFFINTRA1_ALLVWQCost CenterCHARTFIELD1_TBLCF1_ALL_VWQProgramCHARTFIELD2_TBLCF2_ALL_VWQAgency Use 1CHARTFIELD3_TBLCF3_ALL_VWQProjectPROJECT_ID_VWPROJECT_ID_VWQBook CodeBOOK_CODE_TBLBOOKCODE_ALL_VWQ	Task	PRODUCT_TBL	
FIPSCLASS_CF_TBLCLASS_CF_ALL_VWAgency Use 2BUD_REF_TBLBUDREF_ALL_VWAffiliateAFFILIATE_VWAFFILIATE_VWFund AffiliateAFFILIATE_VWAFFINTRA1_ALLVWCost CenterCHARTFIELD1_TBLCF1_ALL_VWProgramCHARTFIELD2_TBLCF2_ALL_VWAgency Use 1CHARTFIELD3_TBLCF3_ALL_VWProjectPROJECT_ID_VWPROJECT_ID_VWBook CodeBOOK_CODE_TBLBOOKCODE_ALL_VW	Fund	FUND_TBL	JND_ALL_VW
Agency Use 2BUD_REF_TBLBUDREF_ALL_VWAffiliateAFFILIATE_VWAFFILIATE_VWFund AffiliateAFFINTRA1_VWAFFINTRA1_ALLVWCost CenterCHARTFIELD1_TBLCF1_ALL_VWProgramCHARTFIELD2_TBLCF2_ALL_VWAgency Use 1CHARTFIELD3_TBLCF3_ALL_VWProjectPROJECT_ID_VWPROJECT_ID_VWBook CodeBOOK_CODE_TBLBOOKCODE_ALL_VW	FIPS	CLASS_CF_TBL	ASS_CF_ALL_VW
Affiliate       AFFILIATE_VW       AFFILIATE_VW       A         Fund Affiliate       AFFINTRA1_VW       AFFINTRA1_ALLVW       A         Cost Center       CHARTFIELD1_TBL       CF1_ALL_VW       A         Program       CHARTFIELD2_TBL       CF2_ALL_VW       A         Agency Use 1       CHARTFIELD3_TBL       CF3_ALL_VW       A         Project       PROJECT_ID_VW       PROJECT_ID_VW       PROJECT_ID_VW         Book Code       BOOK_CODE_TBL       BOOKCODE_ALL_VW       A	Agency Use 2	BUD_REF_TBL	JDREF_ALL_VW
Fund Affiliate       AFFINTRA1_VW       AFFINTRA1_ALLVW       A         Cost Center       CHARTFIELD1_TBL       CF1_ALL_VW       A         Program       CHARTFIELD2_TBL       CF2_ALL_VW       A         Agency Use 1       CHARTFIELD3_TBL       CF3_ALL_VW       A         Project       PROJECT_ID_VW       PROJECT_ID_VW       PROJECT_ID_VW         Book Code       BOOK_CODE_TBL       BOOKCODE_ALL_VW       A	Affiliate		FILIATE_VW
Cost Center       CHARTFIELD1_TBL       CF1_ALL_VW       Image: CF1_ALL_VW	Fund Affiliate	AFFINTRA1_VW	FINTRA1_ALLVW
Program       CHARTFIELD2_TBL       CF2_ALL_VW         Agency Use 1       CHARTFIELD3_TBL       CF3_ALL_VW         Project       PROJECT_ID_VW       PROJECT_ID_VW         Book Code       BOOK_CODE_TBL       BOOKCODE_ALL_VW	Cost Center		F1_ALL_VW
Agency Use 1     CHARTFIELD3_TBL     CF3_ALL_VW       Project     PROJECT_ID_VW     PROJECT_ID_VW       Book Code     BOOK_CODE_TBL     BOOKCODE_ALL_VW	Program		F2_ALL_VW
Project     PROJECT_ID_VW     PROJECT_ID_VW       Book Code     BOOK_CODE_TBL     BOOKCODE_ALL_VW	Agency Use 1		F3_ALL_VW
Book Code BOOK_CODE_TBL Q BOOKCODE_ALL_VW Q	Project	PROJECT_ID_VW Q PR	
	Book Code	BOOK_CODE_TBL	DOKCODE_ALL_VW Q
🔚 Save 🔯 Return to Search 🔛 Notify 💽 Update/Display	Save Chartford Balancian	E.	Add Update/Display



### Screenshot of the Ledger Group Balancing Page

Favorites  Main Menu  General Ledger  Ledgers  Ledger Groups									
Definition Chartfield Balancing									
SetID STATE									
Ledger Group ACTUALS	Default								
☑ IntraUnit Balancing Entries									
Chartfields		Pers	onalize   Find   🖓   🔜	First 🕚 1-19 of 19 🕭 Last					
ChartField	Balance	Use Affiliate	Affiliate ChartField						
Business Unit	$\checkmark$		Affiliate	^					
Account									
Department									
Asset									
Task									
Fund		$\mathbf{V}$	Fund Affiliate						
FIPS									
Agency Use 2									
Affiliate									
Fund Affiliate									
Cost Center									
Program									
Agency Use 1									
Project									
Book Code				~					
Save Return to Search Notify Definition   Chartfield   Balancing									


# **Review Journal Status Inquiry**

**REVISED:** 03/06/2017

### **DESCRIPTION:**

This inquiry is used to research the status of journals.

### NAVIGATION PATH:

Main Menu > General Ledger > Journals > Process Journals > Review Journal Status

### **INPUT / SEARCH CRITERIA:**

# OUTPUT FORMAT:

Online

Business Unit Journal ID Journal Date UnPost Sequence Document Sequence Number Journal Header Status

### **ADDITIONAL INFORMATION:**

The **Journal Header Status** field can be used to identify journals with journal errors or budget errors that have not been posted so that they can be corrected and resubmitted.



### Screenshot of the Review Journal Status Page

Favorites  Main Menu  General Ledger  Favorites  Favori	v Journal Status
Review Journal Status Enter any information you have and click Search. Leave fields blank for a list of all values.	
Find an Existing Value	
Search Criteria	
Business Unit = v 15100 Q Journal ID begins with v Journal Date = v UnPost Sequence = v Document Sequence Number begins with v Journal Header Status = v Posted to Ledger(s) v Limit the number of results to (up to 300): 300 Search Clear Basic Search Save Search Criteria Search Results 300 of 5662 results are displayed.	
View All	First 🕚 1-100 of 300 🕑 Last
Business Unit Journal ID Journal Date UnPost Sequence Document Sequence Number Journal Header Status Budge	et Checking Header Status Ledger Group
15100 000009971 06/30/2012 0 (blank) Posted Valid	ACTUALS
15100 0000010638 10/01/2012 0 (blank) Posted Valid	ACTUALS
15100 0000010726 10/02/2012 0 (blank) Posted Valid	ACTUALS
15100 0000010727 10/02/2012 0 (blank) Posted Valid	ACTUALS
15100 0000010736 10/01/2012 0 (blank) Posted Valid	ACTUALS
15100 0000010984 10/05/2012 0 (blank) Posted Valid	ACTUALS
15100 0000011299 10/17/2012 0 (blank) Posted Valid	ACTUALS
15100 0000011301 10/17/2012 0 (blank) Posted Valid	ACTUALS
15100 0000011667 10/26/2012 0 (blank) Posted Valid	ACTUALS

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



### Screenshot of the Review Journal Status - Journal Header Page

Favorites - Main Menu -	> General Ledger	> Process Journals -> Review	Journal Status	
Journal Header Journal Lines				
Unit	15100	Journal ID 0000010726	Jo	ournal Date 10/02/2012
Fiscal Year	2013	Source ONL	Proces	ss Instance 820385
Accounting Period	4 Refe	rence Number	Status:	Posted
Ledger Group	ACTUALS	Ledger	Budget Status:	Valid
Long Description	Post CARS Treasury Loan Activity			[7]
Journal Line Totals				_
Lines	4 Deb	its 320,000.00 USD	Credits	320,000.00 USD
Commitment Control Amo	unt Type			
Amount Type	Actuals, Recognize and Collect			Override N
User				
Save Return to Search	Tervious in List Next in L	ist Notify		

### Screenshot of the Review Journal Status - Journal Lines Page

Favorites -	Main Menu -	> General Ledger + >	Journals 👻	> Process Jou	mals 🔹 > R	eview Journal Status				
Journal <u>H</u> ea	ader Journal Lines									
Unit	15100	Journal ID 000001072	:6		Journal Date	10/02/2012				
Template Li	st			*	Line 10					
Journal I	Line Data				Pers	onalize   Find   View A	JI 🖾   🔜 🛛 F	irst 🕙 1-	4 of 4 🕑	Last
Line #	Ledger	Foreign Amount	Account	Fund	Program	Department	Cost Center	Task	FIPS	Ass
1	ACTUALS	300,000.00	206210	06080		97500				
2	ACTUALS	-300,000.00	101010	06080		97500				
3	ACTUALS	20,000.00	101010	06150		95800				
4	ACTUALS	-20,000.00	206240	06150		95800				
<										>
R Save	Return to Search	t Previous in List	Next in Li	ist 🖃 Notify						
Journal Head	ler   Journal Lines									



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

Favorites  Main Menu  General Ledger  Journals  Process Journ	als ▼ > Review Journal Status
Review Journal Status Enter any information you have and click Search. Leave fields blank for a list of all values.	
Find an Existing Value	
Search Criteria	
Business Unit = V 15100 Q Journal ID begins with V Journal Date = V UnPost Sequence = V Document Sequence Number begins with V	
Limit the number of results to (up to 300): 300	
Search Clear Basic Search Criteria	
Search Results	
View All	First 🕚 1-2 of 2 🕑 Last
Business Unit Journal ID Journal Date UnPost Sequence Document Sequence Number Journal He	eader Status Budget Checking Header Status Ledger Group
15100 AR00020519 04/02/2013 0 (blank) Errors	Valid ACTUALS

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

Favorites - Main Menu -	> General Ledger	> Process Journals   > Review	v Journal Status	
Journal Header Journal Lines				
Unit	15100	Journal ID 0001289133		Journal Date 11/01/2019
Fiscal Year	2020	Source ONL	Pro	cess Instance 10648831
Accounting Period	5 Refe	rence Number	Status:	Errors
Ledger Group	ACTUALS	Ledger	Budget Status:	Not Chk'd
Long Description	Test 2			[7]
Journal Line Totals				
Lines	2 Deb	its 100,000,000.00 USD	Credits	6,000.00 USD
Commitment Control Amou	int Type			
Amount Type	Actuals, Recognize and Collect			Override N
User				
Save @ Return to Search	1 Previous in List Next in L	ist Notify		



# **General Ledger Queries**

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# Accounts Query (FIN0010\_GL\_ACCOUNTS)

### **REVISED:** 02/22/2017

### **DESCRIPTION:**

This query displays all available Accounts within General Ledger (GL) that are active in Cardinal as of the designated As of Date. The query provides information about the Account including Description, Type, and Balance Forward.

### **NAVIGATION PATH:**

Main Menu > Reporting Tools > Query > Query Viewer > FIN0010\_GL\_ACCOUNTS

### **INPUT / SEARCH CRITERIA:**

SetID (enter STATE) As of Date OUTPUT FORMAT: HTML Excel

# CSV

### Screenshot of the FIN0010 GL Accounts Query Page

FIN	010 G		COLINES - EIN0010-GL	Account														
	010_0		500N13-11N0010-6L	Account	2													
	SetID S	TATE	Q															
As C	f Date 0	7/01/201	19 🛐															
Vie	w Result	ts																
Dov	vnload re	esults in	Excel SpreadSheet CS	√ Text File	XML	File (63	364 kb)											
Viev	All																F	inst 1_100 of 12286 🕟 Last
1101	7 41					Stat				Edit	Edit		Apot	Pal	VAT		Attributo	131 1-100 01 12200 Cast
Row	SetID	Account	Descr	Short Desc	Туре	Acct	UOM O	penitem	Descr	Record	Field	As Of Date	Owner	Fwd	Account	Attribute	Value	Descript
1	STATE	101001	Cash Not With Treasurer	Cash Nt Tr	A	Ν	N					07/01/2019		Y	N			
2	STATE	101002	Cash Equiv Not W/Treasurer	Csh Eq Not	A	N	N					07/01/2019		Y	Ν			
3	STATE	101003	Cash Equiv With Treasurer-LGIP	Csh Eq Lgp	A	Ν	N					07/01/2019		Y	Ν			
4	STATE	101005	Cash Equiv With Treasurer	Csh Eq Trs	A	N	N					07/01/2019		Y	N			
5	STATE	101007	Cash And Cash Equivalents	Csh&Equiv	A	N	N					07/01/2019		Y	N			
6	STATE	101008	Cash&Equ-Collaterl Hld Securty	Collat Sec	A	N	N					07/01/2019		Y	N			
7	STATE	101010	Cash With The Treasurer Of VA	Cash Treas	A	N	N					07/01/2019		Y	N			
8	STATE	101010	Cash With The Treasurer Of VA	Cash Treas	A	N	N					07/01/2019		Y	N	DOA GLA	101	Cash With The Treasurer Of VA
9	STATE	101060	Cash Advances - Courts	Adv Court	А	N	N					07/01/2019		Y	N			
10	STATE	101060	Cash Advances - Courts	Adv Court	A	N	N					07/01/2019		Y	N	DOA GLA	106	Cash Advances - Courts
11	STATE	101070	Cash Of Lottery Revolving Acct	Cash Lttry	A	N	N					07/01/2019		Y	N			
12	STATE	101070	Cash Of Lottery Revolving Acct	Cash Lttry	A	N	N					07/01/2019		Y	N	DOA GLA	107	Cash Of Lottery Revolving Acct
13	STATE	101080	Cash With Paying Agent	Csh Py Agt	А	Ν	N					07/01/2019		Y	N			
14	STATE	101080	Cash With Paying Agent	Csh Py Agt	A	Ν	N	I				07/01/2019		Y	Ν	DOA GLA	108	Cash With Paying Agent



# Account Types Query (FIN0004\_ACCOUNT\_TYPES)

### **REVISED:** 02/22/2017

### **DESCRIPTION:**

This query displays all available account types in Cardinal and whether the account type balance carries forward to the next Fiscal Year.

### **NAVIGATION PATH:**

Main Menu > Reporting Tools > Query > Query Viewer > FIN0004\_ACCOUNT\_TYPES

### **INPUT / SEARCH CRITERIA:**

SetID (enter STATE)

### OUTPUT FORMAT: HTML Excel CSV

### Screenshot of the FIN0004 Account Types Query Page

FIN0004_ACCOUNT_TYPES - FIN0004-Account Types         SetID STATE Q         View Results         Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)										
View All	First 1-6 of 6 Last									
Row	SetID	Туре	Description	Short Desc	Bal Fwd					
1	STATE	A	Asset	Asset	Y					
2	STATE	E	Expense	Expense	N					
3	STATE	L	Liability	Liability	Y					
4	STATE	Q	Equity	Equity	Y					
5	STATE	R	Revenue	Revenue	N					
6	STATE	Т	Transfers	Transfers	Ν					



# Activity Not in Tree Query (V\_GL\_TREE\_AUDIT\_ACTIVITY)

### **REVISED:** 02/23/2017

### **DESCRIPTION:**

This query tracks established activity codes that are not in the ACTIVITY\_BUDGET tree.

### NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V\_GL\_TREE\_AUDIT\_ACTIVITY

#### **INPUT / SEARCH CRITERIA:**

None

### OUTPUT FORMAT:

HTML Excel CSV

### Screenshot of the Activity Not in Tree Query Page

V_GL_TREE_	V_GL_TREE_AUDIT_ACTIVITY- Activity not in Tree									
Download result	Download results in : Excel SpreadSheet CSV Text File XML File (6 kb)									
View All	First 1-66 of 66 Last									
Row	SetID	Activity	Descr							
1	50100	9119	ADM Budget							
2	50100	9179	ADM Non Participating							
3	50100	9169	ADM Participating							
4	50100	9109	Administrative Phase							
5	50100	9301	Administrative Project Budget							
6	50100	9310	Budget Activities							
7	50100	9320	Budget Activities							
8	50100	9340	Budget Activities							
9	50100	9350	Budget Activities							
10	50100	9360	Budget Activities							
11	50100	9114	CN Budget							
12	50100	9194	CN Engineering Non Particip							
13	50100	9184	CN Engineering Participating							
14	50100	9174	CN Non Participating							



# Agency Use 1 Query (FIN0039\_CHARTFIELD3)

### **REVISED:** 02/22/2017

### **DESCRIPTION:**

This query displays all the valid Agency Use 1 values that are active in Cardinal for a SetID as of the designated Effective Date. The Agency Use 1 ChartField is used for tracking either agency reporting fields or other agency specific information.

#### **NAVIGATION PATH:**

Main Menu > Reporting Tools > Query > Query Viewer > FIN0039\_CHARTFIELD3

### **INPUT / SEARCH CRITERIA:**

SetID Effective Date OUTPUT FORMAT: HTML Excel

CSV

### Screenshot of the FIN0039 ChartField3 (Agency Use 1) Query Page

FIN003	SetID 2620	TFIELD3 - Chartfi 0Q 1/2019前	eld3						
View H	Results								
Downle	oad results in	n: Excel SpreadShee	et CSV Text File	XML File (1	3 kb)				
View Al	l i							First 1-100 of 110 🕑 Last	
Row	SetID	Agency Use 1	Eff Date	Status	Descr	:2	Short Desc	Budgetary Only	
1	26200	6500	01/01/1901	A	Family Services Roanoke	07/01/2019	Roanoke	N	
2	26200	6503	01/01/1901	A	SWVA Legal Aid Society	07/01/2019	Legal Aid	N	
3	26200	6511	01/01/1901	A	Senior Navigator	07/01/2019	SR Nav	N	
4	26200	6517	01/01/1901	A	VPI&SU	07/01/2019	VPI&SU	N	
5	26200 6527 01/01/1901 A Althimers Assoc 07/01/2019 Althimers								
6	26200	6532	01/01/1901	A	Alleghany CSB	07/01/2019	Alleghany	N	
7	26200	6539	01/01/1901	A	Adult Care CTR No Shenandoah	07/01/2019	Adult	N	
8	26200	6540	01/01/1901	A	Chippenham-Johnston Willis	07/01/2019	CJW	N	
9	26200	6542	01/01/1901	A	Jewish Family Serv Richmond	07/01/2019	JFS Rich	N	
10	26200	6543	01/01/1901	A	Catholic Charities Eastern VA	07/01/2019	CC EVA	N	
11	26200	6545	01/01/1901	A	Rockbridge AAA	07/01/2019	Rock AAA	N	
12	26200	6546	01/01/1901	A	VA Poverty Las Center	07/01/2019	VPLC	N	
13	26200	6547	06/01/2016	A	UVA Memory & Aging Care Clinic	07/01/2019	MACC	N	
14	26200	6548	10/03/2016	A	Residential Svs Low Inc	07/01/2019	Birmingham	N	
15	26200	6549	01/01/1901	A	Center of Excellance	07/01/2019	Excellance	N	
16	26200	6550	01/01/1901	A	Autumn Valley Guardianship Inc	07/01/2019	Autumn	N	
17	26200	6551	01/01/1901	A	Mountain Empire	07/01/2019	Mt Empire	N	
18	26200	6552	01/01/1901	A	Appalachian Agency SR Citizens	07/01/2019	App SR	N	
19	26200	6553	01/01/1901	A	District Three	07/01/2019	Dist 3	N	
20	26200	6554	01/01/1901	A	New River Valley AAA	07/01/2019	NewRiv AAA	N	



# Agency Use 2 Query (FIN0024\_BUD\_REF)

### **REVISED:** 02/22/2017

### **DESCRIPTION:**

This query displays Budget Reference (Agency Use 2) information by SetID and Effective Date.

### NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > FIN0024\_BUD\_REF

# INPUT / SEARCH CRITERIA:

SetID Effective Date

### OUTPUT FORMAT: HTML Excel

CSV

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

FIN002	4_BUD_F	REF - FIN0024 - Bud	dget Refere	ence										
	SetID 50100 Q													
Effective	Effective Date 07/01/2019													
View	View Results													
VIEW														
Downle	Download results in : Excel SpreadSheet CSV Text File XML File (2866 kb)													
View Al	View All First 1-100 of 10537 🕑													
Row         SetID         Agency Use 2         Descr         Short Desc         Budgetary Only         :2         Field Name         Long Name         Short Name														
1	50100	F0983	F0983	F0983	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2					
2	50100	F0986	F0986	F0986	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2					
3	50100	00351	00351	00351	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2					
4	50100	00352	00352	00352	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2					
5	50100	00353	00353	00353	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2					
6	50100	00354	00354	00354	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2					
7	50100	00356	00356	00356	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2					
8	50100	00357	00357	00357	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2					
9	50100	00154	00154	00154	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2					
10	50100	00155	00155	00155	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2					
11	50100	00156	00156	00156	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2					
12	50100	00157	00157	00157	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2					
13	50100	00159	00159	00159	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2					
14	50100	00160	00160	00160	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2					
15	50100	00161	00161	00161	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2					
16	50100	00162	00162	00162	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2					
17	50100	00165	00165	00165	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2					
18	50100	08546	08546	08546	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2					
19	50100	07868	07868	07868	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2					
20	50100	07395	07395	07395	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2					



# Asset ChartField Query (FIN0032\_OPERATING\_UNITS)

### **REVISED:** 02/22/2017

### **DESCRIPTION:**

This query displays all the valid Asset values that are active in Cardinal for a SetID as of the designated As of Date. The Asset ChartField is used to capture financial transactions associated with various assets of an agency such as buildings, lots, structures, facilities, or equipment. In this context, the Asset ChartField is used for the purpose of tracking expenditures, not for the purpose of tracking the value of the asset.

### **NAVIGATION PATH:**

Main Menu > Reporting Tools > Query > Query Viewer > FIN0032\_OPERATING\_UNITS

### **INPUT / SEARCH CRITERIA:**

### OUTPUT FORMAT:

SetID As Of Date HTML Excel CSV

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

FIN0	032_OP	ERATIN	G_UNITS - Operating Unit Chartfield										
	SetID [50100 Q												
As of	4s of Date 107/01/2019												
View	View Results												
Dow	Download results in : Excel SpreadSheet CSV Text File XML File (252 kb)												
View													
Dem	/iew All Row SetID Asset Descr Budgetary Only Status Eff Date As of Date Field Name												
1	60100	S9170	AMERICAN CLASSIC SELE STORAGE	N	Δ	01/01/1901	07/01/2019						
2	60100	\$9173	AMERICAN CLASSIC SELF STORAGE	N	^	01/01/1901	07/01/2019		Assot	Assot			
3	60100	\$9160	ASHLAND SIMPLY STORAGE	N	Δ	01/01/1901	07/01/2019	OPERATING UNIT	Asset	Asset			
4	60100	\$9163	ASHLAND SIMPLY STORAGE #C033	N	Δ	01/01/1901	07/01/2019	OPERATING LINIT	Asset	Asset			
5	60100	S9186	American Classic Self Storage	N	A	08/12/2016	07/01/2019	OPERATING UNIT	Asset	Asset			
6	60100	S9190	American Classic Self Storage	N	A	05/31/2018	07/01/2019	OPERATING UNIT	Asset	Asset			
7	60100	S9192	American Classic Self Storage	N	A	08/29/2018	07/01/2019	OPERATING UNIT	Asset	Asset			
8	60100	S9122	BERMUDA MINI STORAGE UNIT A577	N	A	01/01/1901	07/01/2019	OPERATING UNIT	Asset	Asset			
9	60100	S9169	BERMUDA SELF STORAGE #B139	N	A	01/01/1901	07/01/2019	OPERATING UNIT	Asset	Asset			
10	60100	E5181	BIZHUB 364E COPIER	N	А	01/01/1901	07/01/2019	OPERATING UNIT	Asset	Asset			
11	60100	E5183	BIZHUB 364E COPIER	N	А	01/01/1901	07/01/2019	OPERATING UNIT	Asset	Asset			
12	60100	E5184	BIZHUB 364E COPIER	Ν	А	01/01/1901	07/01/2019	OPERATING_UNIT	Asset	Asset			
13	60100	E5185	BIZHUB 364E COPIER	N	А	01/01/1901	07/01/2019	OPERATING_UNIT	Asset	Asset			
14	60100	E5187	BIZHUB 364E COPIER	N	A	01/01/1901	07/01/2019	OPERATING_UNIT	Asset	Asset			
15	60100	E2529	BIZHUB C364e COLOR COPIER	N	А	01/01/1901	07/01/2019	OPERATING_UNIT	Asset	Asset			
16	60100	E2857	BIZHUB C7000 COLOR COPIER	N	А	01/01/1901	07/01/2019	OPERATING_UNIT	Asset	Asset			
17	60100	E5186	BIZHUB COPIER	Ν	Α	01/01/1901	07/01/2019	OPERATING_UNIT	Asset	Asset			
18	60100	S9183	Bermuda Self Storage	N	А	06/22/2016	07/01/2019	OPERATING_UNIT	Asset	Asset			
19	60100	S9184	Bermuda Self Storage	Ν	А	06/22/2016	07/01/2019	OPERATING_UNIT	Asset	Asset			
20	60100	S9185	Bermuda Self Storage	N	A	06/22/2016	07/01/2019	OPERATING_UNIT	Asset	Asset			



# Budget Journals by Ledger Query (V\_GL\_BUDGET\_JRNL)

**REVISED:** 02/22/2017

### **DESCRIPTION:**

This query displays budget entry detail for any and all agencies within Cardinal.

### NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V\_GL\_BUDGET\_JRNL

### **INPUT / SEARCH CRITERIA:**

### OUTPUT FORMAT:

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



### Screenshot of the Budget Journals by Ledger Query Page

V_G	/_GL_BUDGET_JRNL - Budget Journals by Ledger												
	Business Unit (% for all) 20800												
	Ledger Group (% for all) CC_APPROP												
	Journa	I ID (% for all)	96										
	Jour	nal Date From	07/01/2019										
	Jo	urnal Date To	07/31/2019	1									
Budg	jet Hdr Sta	atus (% for all)	% Q										
	F	und (% for all)	% 🔍										
	Prog	ram (% for all)	%	Q									
	Departm	ent (% for all)	96	Q									
	Pro	ject (% for all)	%	Q									
Vie	w Results												
Dov	vnload res	ults in : Excel	I SpreadSheet	t CSV Text	File X	ML File	(67 k	b)					
View	All												
Row	Business Unit	Ledger Group	Journal ID	Journal Date	Journal Line	Budget Period	Fiscal Year	Accounting Period	Description	Account	Fund	Program	Department
1	20800	CC_APPROP	0001239381	07/01/2019	1	2020	2020	1		5099001	08170	9980	
2	20800	CC_APPROP	0001239381	07/01/2019	2	2020	2020	1		5099001	08130	9980	
3	20800	CC_APPROP	0001239381	07/01/2019	3	2020	2020	1		5099001	08170	9980	
4	20800	CC_APPROP	0001239381	07/01/2019	4	2020	2020	1		5099001	08170	9980	
5	20800	CC_APPROP	0001239381	07/01/2019	5	2020	2020	1		5099001	03030	9980	



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

										First '	1-100 of	106 🕑 Last
Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Project	Amount	Journal Line Reference	Journal Line Description	Journal Class	Budget Header Status	Creation Date
						C12707	4869424.15	75% CARFOR	Budget Roll up Account	REAPPROP	P	08/13/2019 8:38:35AM
						C17478	5631114.48	75% CARFOR	Budget Roll up Account	REAPPROP	Р	08/13/2019 8:38:35AM
						C17995	0.14	75% CARFOR	Budget Roll up Account	REAPPROP	Р	08/13/2019 8:38:35AM
						C18026	459909.86	75% CARFOR	Budget Roll up Account	REAPPROP	P	08/13/2019 8:38:35AM
						C18065	4373043.20	75% CARFOR	Budget Roll up Account	REAPPROP	P	08/13/2019 8:38:35AM



# Budget Period Query (FIN0054\_VALID\_BUDGET\_PERIODS)

### **REVISED:** 02/22/2017

### **DESCRIPTION:**

This query displays all budget periods by SetID that have been established in Cardinal. The query provides information for budget periods including Description, Begin Date, and End Date.

### **NAVIGATION PATH:**

Main Menu > Reporting Tools > Query > Query Viewer > FIN0054\_VALID\_BUDGET\_PERIODS

### **INPUT / SEARCH CRITERIA:**

SetID (enter STATE)

### OUTPUT FORMAT: HTML Excel CSV

### Screenshot of the FIN0054 Valid Budget Period Query Page

FIN0054\_VALID\_BUDGET\_PERIODS - Valid Budget Period

SetID STATE Q

Download results in : Excel SpreadSheet CSV Text File XML File (38 kb)

View Al	I						First 1-100 of 187 💽 Last
Row	SetID	Calendar	Descr	Budget Period	Begin Date	End Date	Per Name
1	STATE	AN	Annual Budget Period	2010	07/01/2009	06/30/2010	Annual Bud Period - 2010
2	STATE	AN	Annual Budget Period	2011	07/01/2010	06/30/2011	Annual Bud Period - 2011
3	STATE	AN	Annual Budget Period	2012	07/01/2011	06/30/2012	Annual Bud Period - 2012
4	STATE	AN	Annual Budget Period	2013	07/01/2012	06/30/2013	Annual Bud Period - 2013
5	STATE	AN	Annual Budget Period	2014	07/01/2013	06/30/2014	Annual Bud Period - 2014
6	STATE	AN	Annual Budget Period	2015	07/01/2014	06/30/2015	Annual Bud Period - 2015
7	STATE	AN	Annual Budget Period	2016	07/01/2015	06/30/2016	Annual Bud Period - 2016
8	STATE	AN	Annual Budget Period	2017	07/01/2016	06/30/2017	Annual Bud Period - 2017
9	STATE	AN	Annual Budget Period	2018	07/01/2017	06/30/2018	Annual Bud Period - 2018
10	STATE	AN	Annual Budget Period	2019	07/01/2018	06/30/2019	Annual Bud Period - 2019
11	STATE	AN	Annual Budget Period	2020	07/01/2019	06/30/2020	Annual Bud Period - 2020
12	STATE	MN	Monthly Budget Period	2010M01	07/01/2009	07/31/2009	Monthly Bud Period 1 - 2010
13	STATE	MN	Monthly Budget Period	2010M02	08/01/2009	08/31/2009	Monthly Bud Period 2 - 2010
14	STATE	MN	Monthly Budget Period	2010M03	09/01/2009	09/30/2009	Monthly Bud Period 3 - 2010
15	STATE	MN	Monthly Budget Period	2010M04	10/01/2009	10/31/2009	Monthly Bud Period 4 - 2010
16	STATE	MN	Monthly Budget Period	2010M05	11/01/2009	11/30/2009	Monthly Bud Period 5 - 2010
17	STATE	MN	Monthly Budget Period	2010M06	12/01/2009	12/31/2009	Monthly Bud Period 6 - 2010
18	STATE	MN	Monthly Budget Period	2010M07	01/01/2010	01/31/2010	Monthly Bud Period 7 - 2010
19	STATE	MN	Monthly Budget Period	2010M08	02/01/2010	02/28/2010	Monthly Bud Period 8 - 2010
20	STATE	MN	Monthly Budget Period	2010M09	03/01/2010	03/31/2010	Monthly Bud Period 9 - 2010



# CARS Do Not Send List Query (V\_GL\_CARS\_DO\_NOT\_SEND)

### **REVISED:** 02/22/2017

### **DESCRIPTION:**

This query displays journal transactions that are marked Do Not Send to CARS (Commonwealth Accounting and Reporting System) and the query can be used during reconciliation to identify transactions in Cardinal that were not sent to CARS.

#### **NAVIGATION PATH:**

Main Menu > Reporting Tools > Query > Query Viewer > V\_GL\_CARS\_DO\_NOT\_SEND

### **INPUT / SEARCH CRITERIA:**

Business Unit Fiscal Year Accounting Period OUTPUT FORMAT: HTML Excel CSV

### Screenshot of the CARS Do Not Send List Query Page

V_G	L_CARS	_DO_NOT	SEN	D - CAR	S Do No	t Sen	d List										
	Business U	Init 15100	2												_		
	Fiscal Ye	ear 2019															
Acco	unting Peri	iod 3															
Vie	w Results	]															
Dov	vnload resu	ults in : Exce	I Spread	dSheet (	CSV Text F	File XN	/L File (394 kb)										
View	All														Fi	rst 1-100	of 930 🕑 Last
Row	Business Unit	Journal ID	DOA Send	DOA Ln Status	Jrnl Hdr Status	Source	e Oprid	Jrnl Date	Jrnl Descr	Fiscal Year	Period	Jrnl Ln Ref	Jrnl Ln Descr	Fund Code	Account	Program	Total Monetary Amt
1	15100	CIP1000406	N	N	Ρ	CIP	AA_CARDINAL_BATCH_GL	09/06/2018	CIPPS Journal Upload	2019	3			01000	101010		6.000
2	15100	CIP1000406	N	N	Ρ	CIP	AA_CARDINAL_BATCH_GL	09/06/2018	CIPPS Journal Upload	2019	3	110070	00000171	01000	4009060	799001	-0.150
3	15100	CIP1000406	N	N	Ρ	CIP	AA_CARDINAL_BATCH_GL	09/06/2018	CIPPS Journal Upload	2019	3	215041	PY190035	01000	4009060	799001	-0.150
4	15100	CIP1000406	N	N	Ρ	CIP	AA_CARDINAL_BATCH_GL	09/06/2018	CIPPS Journal Upload	2019	3	279040	00000031	01000	4009060	799001	-0.150
5	15100	CIP1000406	N	N	Р	CIP	AA_CARDINAL_BATCH_GL	09/06/2018	CIPPS Journal Upload	2019	3	294070	00070006	01000	4009060	799001	-3.900
6	15100	CIP1000406	N	N	Р	CIP	AA_CARDINAL_BATCH_GL	09/06/2018	CIPPS Journal Upload	2019	3	294071	00071006	01000	4009060	799001	-0.450
7	15100	CIP1000406	N	N	Р	CIP	AA_CARDINAL_BATCH_GL	09/06/2018	CIPPS Journal Upload	2019	3	294077	00077006	01000	4009060	799001	-1.200
8	15100	CIP1001502	N	N	Р	CIP	AA_CARDINAL_BATCH_GL	09/07/2018	CIPPS Journal Upload	2019	3			01000	101010		-1991.530



# CARS History Transactions Query (V\_GL\_CARS\_HISTORY\_TRANS)

**REVISED:** 02/22/2017

### **DESCRIPTION:**

This query displays transactions from CARS and the Record Status in Cardinal (Matched/Unmatched). The query can be used as a reconciliation resource to identify transactions in CARS that are not in Cardinal and which may require adjusting entries.

#### **NAVIGATION PATH:**

Main Menu > Reporting Tools > Query > Query Viewer > V\_GL\_CARS\_HISTORY\_TRANS

### **INPUT / SEARCH CRITERIA:**

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

### OUTPUT FORMAT: HTML Excel CSV



### Screenshot of the CARS History Transactions Query Page

V_G	L_CAR	S_HIS1	FORY_TR	ANS	- CAF	RS Histo	ry Tra	nsacti	ons (	Quer			
Busir	ness Unit	(% For A	JI) 15100										
	Agency	(% For A	JI) %										
	F	- Fiscal Ve	ar 2017										
		am Darie	al 2017										
	FI												
		To Perio	od 03										
Ba	tch Type	(% For A	JI) %										
	From	Batch N	br 0										
	То	Batch N	br 999										
Vie	w Results												
Dov	vnload res	ults in :	Excel Spre	adShe	et C	SV Text Fi	e XML	File (3	392 kb	)			
View	AII							(		/			
view	All												
Row	Business Unit	Batch Agency	Batch Date	Batch Type	Batch Nbr	Duplicate Ind	Agency Lst	Agency	Trans Code	Reverse Sign	FFY	Fiscal Month	Fund
1	15100	122	06/07/2016	8	1	0		151	051		2017	01	0100
2	15100	122	06/07/2016	8	1	0		151	020		2017	01	0100
3	15100	122	06/07/2016	8	1	0		151	051		2017	01	0100
4	15100	122	06/07/2016	8	1	0		151	020		2017	01	0100
5	15100	122	06/07/2016	8	1	0		151	051		2017	01	0100
6	15100	122	06/07/2016	8	1	0		151	020		2017	01	0100
7	15100	122	06/07/2016	8	1	0		151	051		2017	01	0200

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

										F	First 1-100 of	1251 🕑	Last
Object	Revenue Source	Program	Project	GLA	Curr Doc Date	Cur Doc Nbr	Cur Doc Suffix	Credit Agency	Deposit Agency	Agency Ref	Transaction Amt	Agency Vchr Nbr	Rcrd Stat
	00000	7240000	00000								3376976.00		U
	00000	7240000	00000								3376976.00		U
	00000	7370000	00000								7788304.00		U
	00000	7370000	00000								7788304.00		U
	00000	7990000	00000								1437473.00		U
	00000	7990000	00000								1437473.00		U
	00000	7370000	00000								430424.00		U



### CARS Reconciliation for Accounting Period Query (V\_GL\_CARS\_RECON\_ACCTG\_PERIOD)

**REVISED:** 02/22/2017

### **DESCRIPTION:**

This query displays detailed journal information, including whether the journal was sent to CARS. The query can be used to view journal details and identify related CARS Batch information including the CARS indicator.

### **NAVIGATION PATH:**

Main Menu > Reporting Tools > Query > Query Viewer > V\_GL\_CARS\_RECON\_ACCTG\_PERIOD

### **INPUT / SEARCH CRITERIA:**

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

### **OUTPUT FORMAT:**

HTML Excel CSV

### Screenshot of the CARS Reconciliation for Accounting Period Query Page

۷_0	L_CAR	S_RECON_	ACCTG_F	PERIOD -	CARS Red	conciliation	۱													
	Duri	U-a kra																	_	
	Busi	ness Unit [151																		
A.c.c.	Fi	iod From	2																	
ALL	unung rei		2																	
A	Counting P		4																	
	Account	(% for all) %		0																
Vie	W Results	(% IUF all) %		Q																
	volgad rag	ulta in t	l Coroad Chr	at ON/Te	wt File VM	Ella (202 ki	<b>b</b> )													
) (inv	villoau res	uits III. EXCE	el opreauone	Sel Covie		L FILE (383 K	0)													
viev	/ All										-									First 1-100 of 444 W Last
Row	Business Unit	Journal ID	Journal Date	Accounting Period	Date Posted	Last Update DateTime	Account	GLA	Fund	Program	Sum Monetary Amount	CARS Indicator	to DOA	DOA Credit Agency	DOA Batch Date	DOA Batch Type	DOA Batch Number	DOA Fund	DOA Project	Jrnl Header Long Descr
1	15100	PK082018	08/13/2018	2	08/13/2018	08/13/2018 6:56:42PM	101010	101	01000		-6419.000	Y								DGS PARKING 082018
2	15100	PK082018	08/13/2018	2	08/13/2018	08/13/2018 6:56:42PM	5015450	901	01000	799001	6419.000	Y								DGS PARKING 082018
3	15100	VRS201807	08/21/2018	2	08/21/2018	08/21/2018 7:11:03PM	101010	101	01000		1138.890	Y								AUTOMATED VRS RECON
4	15100	VRS201807	08/21/2018	2	08/21/2018	08/21/2018 7:11:03PM	5011110	901	01000	799001	-969.180	Y								AUTOMATED VRS RECON
5	15100	VRS201807	08/21/2018	2	08/21/2018	08/21/2018 7:11:03PM	5011140	901	01000	799001	-70.580	Y								AUTOMATED VRS RECON
6	15100	VRS201807	08/21/2018	2	08/21/2018	08/21/2018 7:11:03PM	5011160	901	01000	799001	-63.580	Y								AUTOMATED VRS RECON
7	15100	VRS201807	08/21/2018	2	08/21/2018	08/21/2018 7:11:03PM	5011170	901	01000	799001	-35.550	Y								AUTOMATED VRS RECON
8	15100	0000967635	08/01/2018	2	2 08/02/2018	08/02/2018 2:07:51PM	101010	101	06011	711008	231000.000									WCA Request for Agy 151- authorized by Item 261 B.1 2018 Special Session 1, Virginia Acts of Assembly Chapter - Chapter 2 (CIPPS Replacement), per email from Vera Williams on 7/6/18.



### CARS Reconciliation for Posted Date Query (V\_GL\_CARS\_RECON\_POSTED\_DT)

### **REVISED:** 02/22/2017

### **DESCRIPTION:**

This query displays detailed journal information including the posted date. The query can be used to view journal details and identify timing differences.

### **NAVIGATION PATH:**

Main Menu > Reporting Tools > Query > Query Viewer > V\_GL\_CARS\_RECON\_POSTED\_DT

### **INPUT / SEARCH CRITERIA:**

Business Unit Date From Date To Fund (% for all) Account (% for all)

### OUTPUT FORMAT:

HTML Excel CSV

### Screenshot of the CARS Reconciliation for Posted Date Query Page

V_G	L_CAR	S_RECON	POSTED	DT - CAI	RS Recon	ciliation														
	Business	Unit 15100																		
	Date F	rom 01/01/20	19 🛐																	
	Date	e To 02/23/20	19 崩																	
F	und (% for	all) %	Q																	
Acco	unt (% for	all) %	Q																	
Vie	w Results																			
Dov	vnload res	ults in : Exc	el SpreadSh	eet CSVT	ext File XIV	IL File (716	kb)													
View	All																		First	t 1-100 of 809 论 Last
Row	Business Unit	Journal ID	Journal Date	Accounting Period	Date Posted	Last Update DateTime	Account	GLA	Fund	Program	Sum Monetary Amount	CARS Indicator	Send to DOA	DOA Credit Agency	DOA Batch Date	DOA Batch Type	DOA Batch Number	DOA Fund Group	DOA Project	Jrnl Header Long Descr
1	15100	PK012019	01/07/2019	7	01/08/2019	01/08/2019 6:57:39PM	101010	101	01000		-6419.000	Y								DGS PARKING 012019
2	15100	PK012019	01/07/2019	7	01/08/2019	01/08/2019 6:57:39PM	5015450	901	01000	799001	6419.000	Y								DGS PARKING 012019
3	15100	PK022019	02/04/2019	8	02/06/2019	02/06/2019 7:04:54PM	101010	101	01000		-6419.000	Y								DGS PARKING 022019
4	15100	PK022019	02/04/2019	8	02/06/2019	02/06/2019 7:04:54PM	5015450	901	01000	799001	6419.000	Y								DGS PARKING 022019
5	15100	VRS201812	01/23/2019	7	01/23/2019	01/23/2019 7:29:21PM	101010	101	01000		2150.900	Y								AUTOMATED VRS RECON
6	15100	VRS201812	01/23/2019	7	01/23/2019	01/23/2019 7:29:21PM	5011110	901	01000	799001	-2076.320	Y								AUTOMATED VRS RECON
7	15100	VRS201812	01/23/2019	7	01/23/2019	01/23/2019 7:29:21PM	5011140	901	01000	799001	122.910	Y								AUTOMATED VRS RECON



# Cost Center Not In Tree Query (V\_GL\_TREE\_AUDIT\_COSTCENTER)

### **REVISED:** 02/27/2017

### **DESCRIPTION:**

This query tracks established cost center codes that are not in the COST\_CENTER\_EDITS tree.

### **NAVIGATION PATH:**

Main Menu > Reporting Tools > Query > Query Viewer > V\_GL\_TREE\_AUDIT\_COSTCENTER

#### **INPUT / SEARCH CRITERIA:**

None

# OUTPUT FORMAT:

HTML Excel CSV

### Screenshot of the Cost Center Not In Tree Query Page

V_GL_T	REE_AUDI	T_COSTCENTER- C	ost Center not in Tr	ee		
Downloa	d results in :	Excel SpreadSheet CS	/TextFile XMLFile (4	38 kb)		
View All						First 1-100 of 3482 🕑 Last
Row	SetID	Cost Center	Eff Date	Status	Descr	Bud. Only
1	50100	99999998	04/02/2012	I	Manual Conversion	N
2	50100	99999997	01/01/1901	A	Cash Receipts Payments	N
3	50100	011170141	01/01/1901	I.	Snow Removal-ExpressLanes	N
4	50100	99999999	01/01/1901	A	VDOT Default Cost Center	N
5	23800	033	01/01/1901	A	Membership Revenue	N
6	23800	034	01/01/1901	A	Other Museum	N
7	23800	035	01/01/1901	A	Museum Grants-Federal	N
8	23800	036	01/01/1901	A	Local Fund Support	N
9	23800	038	01/01/1901	A	Sales of Photographs	N
10	23800	039	01/01/1901	A	Exhibition Admissions	N
11	23800	040	01/01/1901	A	Parking Lot Services	N
12	23800	041	01/01/1901	A	Audio Tours	N
13	23800	045	01/01/1901	A	Food Service Revenue	N
14	23800	046	01/01/1901	A	Museum Shop Revenue	N
15	23800	048	01/01/1901	A	Family Programs	N
16	23800	049	01/01/1901	A	Teen Programs	N
17	23800	050	01/01/1901	A	ERR and Preschool Programs	N
18	23800	051	01/01/1901	A	Library Revenue	N
19	23800	054	01/01/1901	A	Other Grants	N
20	23800	055	01/01/1901	A	Foundation Support-Capital	Ν



# Cost Center Query (FIN0037\_CHARTFIELD1)

### **REVISED:** 02/22/2017

### **DESCRIPTION:**

This query displays all the valid Cost Centers that are active in Cardinal for a SetID as of the designated Effective Date. The Cost Center ChartField is used to capture administrative or operational related financial costs (e.g., Administration and Support, Training, Employee Programs, Research and Development).

#### **NAVIGATION PATH:**

Main Menu > Reporting Tools > Query > Query Viewer > FIN0037\_CHARTFIELD1

#### **INPUT / SEARCH CRITERIA:**

### OUTPUT FORMAT:

SetID Effective Date HTML Excel CSV

### Screenshot of the FIN0037 ChartField1 (Cost Center) Query Page

FIN00	37_CH/	ARTFIELD1 -	Chartfield1								
	SetID 1	0000									
Effectiv	ve Date 0	7/01/2019 🕅									
View	Results										
Down	load rocu	lts in : Even Sn	roadShoot CS	/ Toxt Filo	XMI Filo (3 kb)						
View		its in . Excerop	ileadoneet 00	VIEXTIN	XIVIL THE (J KD)						First 1.10 of 10 Last
view A	AII				-						Thist 1-10 of 10 Last
Row	SetID	Cost Center	Eff Date	Status	Descr	:2	Short Desc	Bud. Only	Long Name	Short Name	Field Name
1	10000	610010	01/01/1901	A	Page Program Costs	07/01/2019	PagePrg	N	Cost Center	Cost Center	CHARTFIELD1
2	10000	610020	01/01/1901	Α	Session Costs	07/01/2019	Session	N	Cost Center	Cost Center	CHARTFIELD1
3	10000	610030	01/01/1901	A	Food Service Vendor Cost	07/01/2019	FoodVndr	N	Cost Center	Cost Center	CHARTFIELD1
4	10000	610040	01/01/1901	A	Chamber Cost	07/01/2019	Chamber	N	Cost Center	Cost Center	CHARTFIELD1
5	10000	610050	01/01/1901	A	Senate Room 3 Cost	07/01/2019	SR3	N	Cost Center	Cost Center	CHARTFIELD1
6	10000	610060	01/01/1901	A	Senate Room A Cost	07/01/2019	SRA	N	Cost Center	Cost Center	CHARTFIELD1
7	10000	610070	01/01/1901	Α	Senate Room B Cost	07/01/2019	SRB	N	Cost Center	Cost Center	CHARTFIELD1
8	10000	610080	01/01/1901	A	Conference Room Cost	07/01/2019	ConfRoom	N	Cost Center	Cost Center	CHARTFIELD1
9	10000	611410	01/01/1901	A	Senate Finance Retreat Cost	07/01/2019	SFCRetreat	N	Cost Center	Cost Center	CHARTFIELD1
10	10000	611420	01/01/1901	А	Senate Finance Hearing Cost	07/01/2019	SFCHearing	N	Cost Center	Cost Center	CHARTFIELD1



# Cross Business Unit Journal Query (V\_GL\_CROSS\_BU\_JOURNALS)

### **REVISED:** 02/22/2017

### **DESCRIPTION:**

This query displays Business Unit to Business Unit (Agency to Agency) GL journals for a designated date range. The query can be used to review journal transactions in which the Journal Header Business Unit is different from the Journal Line IU Business Unit (e.g., Department of Accounts (DOA) enters a journal entry to record an Appropriation Act Transfer).

#### **NAVIGATION PATH:**

Main Menu > Reporting Tools > Query > Query Viewer > V\_GL\_CROSS\_BU\_JOURNALS

#### **INPUT / SEARCH CRITERIA:**

Business Unit (% for All) Fiscal Year Accounting Period From Accounting Period To

### **OUTPUT FORMAT:**

HTML Excel CSV

### Screenshot of the Cross Business Unit Journals Query Page

V_G	L_CRO	SS_BU	JOURNAL	S - Cross	Busin	iess L	Jnit J	ournals																	
Busi	ness Unit (	(% for All)	20100 Q																						
	Fi	scal Year	2019																						
Acco	unting Pe	riod From	2																						
A	counting	Period To	2																						
Vie	w Results																								
Dov	vnload res	ults in :	Excel SpreadS	Sheet CSV	Text Fil	le XM	L File	(3159 kb)																	
View	All																						F	irst 1-1	00 of 6052 论 Last
Row	Business Unit	Interunit Business Unit	Journal ID	Journal Date	Source	Fiscal Year	Period	Posted Date	Journal Line	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project	Affiliate	Monetary Amount	Journal Line Ref	Line Descr
1	14300	99700	0000979316	08/10/2018	ATA	2019	2	08/17/2018	1	255470	09041	740001	901										1056307.13		Susp Acct- Deposit Pend Distrib
2	11700	99700	0000979316	08/10/2018	ATA	2019	2	08/17/2018	2	4002433	09117		05	R2433	R189								-250.00		Clients Protection Fund Fee
3	12300	99700	0000979316	08/10/2018	ATA	2019	2	08/17/2018	3	4009084	01000		EDUCATION		66000					12300	DMA71999		-378.00		Refund-Exp/Misc Disburse Pr Yr
4	12700	99700	0000979316	08/10/2018	ATA	2019	2	08/17/2018	4	4008149	02240	776001	98211100										-17150.00		VA Disaster Respnse Fd Receipt
5	12800	99700	0000979316	08/10/2018	ATA	2019	2	08/17/2018	5	4006460	02128		00128	0190									-70.00		Mental Hosp Misc Revenue
6	15600	99700	0000979316	08/10/2018	ATA	2019	2	08/17/2018	6	4009998	02900		156										-280.00		Insurance Recoveries
7	18200	99700	0000979316	08/10/2018	ATA	2019	2	08/17/2018	7	255470	07182	470002	182										-1081.17		Susp Acct- Deposit Pend Distrib



# Department Codes Query (FIN0011\_DEPARTMENT\_CODES)

### **REVISED:** 02/22/2017

#### **DESCRIPTION:**

This query displays all available Departments that are active in Cardinal for a designated SetID and As of Date. The query provides information about the Department Code including Description.

### **NAVIGATION PATH:**

Main Menu > Reporting Tools > Query > Query Viewer > FIN0011\_DEPARTMENT\_CODES

### INPUT / SEARCH CRITERIA: SetID

SetID As Of Date

### OUTPUT FORMAT: HTML Excel CSV

### Screenshot of the FIN0011 Department Codes Query Page

FIN0011	I_DEPART	MENT_CODES - F	IN0011-Department Codes				
Setl As Of Dat	D 26000 C						
View Re	esults						
Downloa	ad results in :	Excel SpreadSheet	CSV Text File XML File (1 kb)				E
View All							First 1-3 of 3 Last
Row	SetID	Department	Description	Manager Name	As Of Date	Short Desc	Budgetary Only
1	26000	260999	Summary Department		07/01/2019	Sum Dept	N
2	26000	99998	Conversion-only Department		07/01/2019	CNV Dept	N
3	26000	99999	Agency Wide		07/01/2019	Agy Wide	N



# Departments Not in Tree Query (V\_GL\_TREE\_AUDIT\_DEPTID)

### **REVISED:** 02/27/2017

### **DESCRIPTION:**

This query tracks established department IDs that are not in the DEPT\_BUDGET tree.

### NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V\_GL\_TREE\_AUDIT\_DEPTID

#### **INPUT / SEARCH CRITERIA:**

None

### OUTPUT FORMAT:

HTML Excel CSV

### Screenshot of the Departments Not in Tree Query Page

V_GL_T	REE_AUDIT_	_DEPTID- Departmen	ts not in Tree			
Downloa	d results in : E	xcel SpreadSheet CSV To	ext File XML File (997 kb	))		
View All						First 1-100 of 7917 🕑 Last
Row	SetID	Department	Eff Date	Status	Descr	Bud. Only
1	50100	911103	01/01/1901	A	Bristol Bridge District Wide	Y
2	50100	911105	01/01/1901	A	Bristol District NonROC Wide	Y
3	50100	918071	01/01/1901	A	Staunton District Non-Roc Wide	Y
4	50100	914085	01/01/1901	A	CRO - Richmond	Y
5	50100	914095	01/01/1901	A	Richmond District Non-ROC Wide	Y
6	50100	910001	01/01/1901	A	Commissioner's Operations	Y
7	50100	910005	01/01/1901	A	Safety & Perforrmance Mgmt Div	Y
8	15100	98400	01/01/1901	A	Chief Technology Officer & DBA	N
9	15100	99800	01/01/1901	A	Converted Blank Dept	N
10	50100	910136	01/01/1901	A	Equipment Operations Statewide	Y
11	50100	910137	01/01/1901	A	Eq Operations - All Districts	Y
12	50100	917060	01/01/1901	A	Culpeper District NonROC Wide	Y
13	50100	910061	01/01/1901	A	Chief Eng Program Devlp	Y
14	50100	910062	01/01/1901	A	Chief Financial Officer	Y
15	50100	910063	01/01/1901	A	Chief of Administration	Y
16	50100	910064	01/01/1901	A	Chief Tech, Rsrch & Innovation	Y
17	50100	910065	01/01/1901	A	District Operations	Y
18	50100	910066	01/01/1901	A	Chief Planning & Environment	Y
19	50100	910067	01/01/1901	A	Chief of Systems Operations	Y
20	50100	910068	01/01/1901	A	Chief Deputy Commissioner	Y



# DOA Preaudit Query (V\_GL\_PREAUDIT\_DETAILS)

### **REVISED:** 02/27/2017

### **DESCRIPTION:**

This query is used for DOA preadit to display Legal and Capital Outlay expenditures. This query returns Business Unit, Journal ID, Journal Date, Journal Header Status, Journal Line, Account, Fund, Program, Project, and Amount based on Business Unit, Journal ID, Journal Date range parameters.

#### **NAVIGATION PATH:**

Main Menu > Reporting Tools > Query > Query Viewer > V\_GL\_PREAUDIT\_DETAILS

### **INPUT / SEARCH CRITERIA:**

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

### OUTPUT FORMAT: HTML

Excel CSV

### Screenshot of the DOA PREAUDIT DETAIL Query Page

	REAUDI	T_DETAIL - Journa	al lines with CO/L	.egal							
Business	Unit (% for	all) %									
Jourr	nal ID (% for	all) %									
Jou	urnal Date Fr	rom 12/01/2022 🙀									
	Journal Date	To 12/15/2022									
View Re	esults										
View Re Downlo	esults ad results in	: Excel SpreadSheet	CSV Text File XML	File (266 kb)							
View Re Downlo View All	ad results in	: Excel SpreadSheet	CSV Text File XML	. File (266 kb)							First 1-100 of 850 🕟 Las
View Re Downlo View All Row	esults ad results in Unit	: Excel SpreadSheet	CSV Text File XML Date	File (266 kb) Status	Source	Line # Ref	Account	Fund	Program	Project	First 1-100 of 850 () Las
View Ri Downlo View All Row 1	ad results in Unit 12300	Excel SpreadSheet	CSV Text File XML	File (266 kb)  Status Posted to Ledger(s)	Source	Line # Ref 117 00044686	Account 5012560	Fund 01000	Program 998000	Project DMA10893	First 1-100 of 850 ) Las Amount 11450.000
View Re Downlo View All Row 1 2	esults ad results in Unit 12300 12300	Excel SpreadSheet Journal ID AP02242890 AP02242890	CSV Text File XML Date 12/06/2022 12/06/2022	File (266 kb)  Status  Posted to Ledger(s)  Posted to Ledger(s)	Source AP AP	Line # Ref 117 00044686 123 00044630	Account 5012560 5012610	Fund 01000 10000	Program 998000 998000	Project DMA10893 0000115739	First 1-100 of 850 ) Las Amount 11450.000 2615.620
View Re Downlo View All Row 1 2 3	esults ad results in 12300 12300 12300	Excel SpreadSheet Journal ID AP02242890 AP02242890 AP02242890	CSV Text File XML Date 12/06/2022 12/06/2022 12/06/2022	File (266 kb)  Posted to Ledger(s) Posted to Ledger(s) Posted to Ledger(s)	Source AP AP AP	Line# Ref 117 00044686 123 00044630 124 00044630	Account 5012560 5012610 5012610	Fund 01000 10000 09650	Program 998000 998000 998000	Project DMA10893 0000115739 0000115739	First 1-100 of 850 🔊 Las Amount 11450.000 2615.620 871.880



# Employee Name from PY Journal Query (V\_GL\_PY\_JRNL\_EMP\_NAME)

**REVISED:** 10/22/2021

### **DESCRIPTION:**

This query identifies the employee related to a particular Payroll (PY) journal line.

### **NAVIGATION PATH:**

Main Menu > Reporting Tools > Query > Query Viewer > V\_GL\_PY\_JRNL\_EMP\_NAME

### INPUT / SEARCH CRITERIA:

Business Unit Journal ID Line (0 for all lines) Show Line in Error Checkbox OUTPUT FORMAT:

HTML Excel

CSV

The Line (0 for all lines) input/search criteria is used to provide data for either one specific line number or for all lines within a journal; and, the **Show Line in Error** checkbox is used to limit those line(s) to those with error (see screenshot below).

To display all journal lines, enter '0' in the **Line** criteria and leave the **Show Line in Error** checkbox unselected. To display all journal lines that are in error, enter '0' in the **Line** criteria and select the **Show Line in Error** checkbox. Please be aware that if there are too many lines to display then an error message will appear that says: "Query Result Set too Large".

When running for a specific line number, it is advised to leave the **Show Line in Error** checkbox unselected because the checkbox, when selected, will only yield data for a line number if it is in error. Please also be aware that the offset lines will not retrieve any data as they do not directly relate to an employee.

### Screenshot of the Employee Name from PY Journal Query Page

V_GL_PY	_JRN	IL_EM	P_NAME -	Employee	e nam	e from P	Y journal															
Busir	ess Ur	nit (5010	0 0																			
.10	umal I	D TE01	645988																			
Line (0 fer	all line		045500																			
Line (0 for	all line:	s)	0																			
Show Line	in Erro	or 🗌																				
View Resi	ults																					
Download	results	in: Ex	cel SpreadSh	eet CSV T	ext File	XML File	(2225 kb)															
View All																						
VIEW Au																						
Row Unit	Year	Period	Journal ID	Date	Line #	Amount	ID	Name	Rp	t Dt	TRC	Quantity	LbrDistAmt	Account	Fund	Program	Department	Cost Center	Task	FIPS A	set Age	anc)
1 50100	2021	5	TE01645988	11/05/2020	1371	120.000			10/15	2020	RGH	8.000000	120.000000	5011410	04100	604002	15061	11150001	70006	183	FRK	(DR
2 50100	2021	5	TE01645988	11/05/2020	1372	240.000			10/14	2020	RGH	8.000000	120.000000	5011410	04100	604003	15061	11160000	70104	183		
3 50100	2021	5	TE01645988	11/05/2020	1372	240.000			10/16	2020	RGH	8.000000	120.000000	5011410	04100	604003	15061	11160000	70104	183		
4 50100	2021	5	TE01645988	11/05/2020	13/3	240.000			10/19	2020	RGH	8.000000	120.000000	5011410	04100	604003	15061	11160000	70156	183		
5 50100	2021	5	TE01645988	11/05/2020	13/3	240.000			10/20	2020	RGH	8.000000	120.000000	5011410	04100	604003	15061	11160000	70156	183		
50100	2021	5	TE01645988	11/05/2020	13/4	120.000			10/13	2020	RGH	8.000000	120.000000	5011410	04100	604003	15061	11160000	72206	183		
7 50100	2021	5	TE01645988	11/05/2020	13/5	120.000			10/21	2020	RGH	8.000000	120.000000	5011410	04100	604003	15061	11160000	72228	183		
8 50100	2021	5	TE01045988	11/05/2020	270	035.040			10/10	2020	RGH	2.000000	52.920000	5011410	04100	004005	18004	11190010		015		
9 50100	2021	c	TE01045988	11/05/2020	270	035.040			10/19	2020	RGH	0.000000	158.760000	5011410	04100	004005	18004	11190010		015		
10 50100	2021	c	TE01645988	11/05/2020	270	635.040			10/21	2020	RGH	5.000000	122 200000	5011410	04100	604005	10004	11190010		015		
10 50100	2021	5	TE01040900	11/05/2020	270	635.040			10/23	2020	ROH	3.000000	70.200000	5011410	04100	604005	10004	11190010		015		
12 50100	2021	5	TE01645900	11/05/2020	270	635.040			10/15	2020	ROH	5.000000	122 200000	5011410	04100	604005	10004	11100010		015		
14 50100	2021	5	TE01645000	11/05/2020	62	035.040			10/15	2020	RGH	5.000000	105.000000	5011410	04100	604005	16070	11100010		015		
15 50100	2021	5	TE01645099	11/05/2020	63	922.500			10/20	/2020	ROH	6.000000	105.000000	5011410	04100	604005	16070	11100010				
16 50100	2021	5	TE01645000	11/05/2020	62	922.500			10/20	2020	PCH	6.000000	105.000000	5011410	04100	604005	16070	11100010				
17 50100	2021	5	TE01645988	11/05/2020	63	822.500			10/21	/2020	RGH	6.000000	105.000000	5011410	04100	604005	16070	11190010				
18 50100	2021	5	TE01645088	11/05/2020	63	822.500			10/22	/2020	RGH	5.000000	87 500000	5011410	04100	604005	16070	11100010				
10 50100	2021	5	TE01645099	11/05/2020	62	922.500			10/12	2020	RGH	6.000000	105.000000	5011410	04100	604005	16070	11100010				
20 50100	2021	5	TE01645988	11/05/2020	63	822 500			10/13	/2020	RGH	6.000000	105.000000	5011410	04100	604005	16070	11190010				
24 50	2021	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	TE0	11/05/2020	0.5	922.500		100 <sup>m</sup>		2020	non	c	A		<u> </u>	~~~	16070	114		-	A-	



# Expenditures by Phase Query (V\_GL\_PHASE\_EXP)

### **REVISED:** 02/23/2017

### **DESCRIPTION:**

This query captures posted activity and task expenditures by phase for VDOT financial statements and FHWA (Federal Highway Administration) reports.

### **NAVIGATION PATH:**

Main Menu > Reporting Tools > Query > Query Viewer > V\_GL\_PHASE\_EXP

### **INPUT / SEARCH CRITERIA:**

Business Unit Ledger Fiscal Year Accounting Period From Accounting Period To Program (% for all) Phase OUTPUT FORMAT: HTML Excel CSV

### Screenshot of the Expenditures by Phase Query Page

V_GL_PH	ASE_EXP - Expenditures I	by Phase					
B	usiness Unit 50100 Q						
	Ledger ACTUALS						
	Fiscal Year 2019						
Accounting F	Period From 2						
Accountin	g Period To 6						
Program	m (% for all) %						
	Phase 9106						
View Resu	its						
Download r	esults in : Excel SpreadSheet	CSV Text File XML File (	1 kb)				
View All							First 1-1 of 1 Last
Row	Business Unit	Ledger	Fiscal Year	Fund	Program	SUM(B.MONETAL	RY_AMOUNT)
1	50100	ACTUALS	2019	04720	998000		13666184.70



# FIPS Codes Query (FIN0053\_VALID\_APPROPRIATIONS)

### **REVISED:** 02/22/2017

### **DESCRIPTION:**

This query displays all valid Federal Information Processing Standards (FIPS) codes that are active in Cardinal as of the designated As of Date.

### **NAVIGATION PATH:**

Main Menu > Reporting Tools > Query > Query Viewer > FIN0053\_VALID\_APPROPRIATIONS

### **INPUT / SEARCH CRITERIA:**

SetID (enter STATE) As of Date

### OUTPUT FORMAT: HTML Excel CSV

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

FIN0053_VAL	ID_APPROPRIATION	S - FIN0053-Va	alid Appropriations		
SetID STA As of Date 07/0 View Results Download resul View All	TEQ 1/2019 前 ts in : Excel SpreadSheet	CSV Text File	XML File (37 kb)		First 1-100 of 339 🛞 Last
Row	SetID	FIPS	Description	Budgetary Only	:2
1	STATE	001	Accomack	N	07/01/2019
2	STATE	003	Albemarle	N	07/01/2019
3	STATE	005	Alleghany	N	07/01/2019
4	STATE	007	Amelia	N	07/01/2019
5	STATE	009	Amherst County	N	07/01/2019
6	STATE	011	Appomattox County	N	07/01/2019
7	STATE	013	Arlington	N	07/01/2019
8	STATE	015	Augusta	N	07/01/2019
9	STATE	017	Bath	N	07/01/2019
10	STATE	019	Bedford County	N	07/01/2019
11	STATE	021	Bland	N	07/01/2019
12	STATE	023	Botetourt	N	07/01/2019
13	STATE	025	Brunswick	N	07/01/2019
14	STATE	027	Buchanan County	N	07/01/2019
15	STATE	029	Buckingham	N	07/01/2019
16	STATE	031	Campbell	N	07/01/2019
17	STATE	033	Caroline	N	07/01/2019
18	STATE	035	Carroll	N	07/01/2019
19	STATE	036	Charles City	N	07/01/2019
20	STATE	037	Charlotte	N	07/01/2019



# Funds Not in Tree Query (V\_GL\_TREE\_AUDIT\_FUND)

### **REVISED:** 02/9/2023

### **DESCRIPTION:**

This query tracks established funds that are not in the FUND\_ACFR tree.

### NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V\_GL\_TREE\_AUDIT\_FUND

#### **INPUT / SEARCH CRITERIA:**

None

#### OUTPUT FORMAT: HTML

Excel CSV

### Screenshot of Funds Not in Tree Query Page

V_GL_TR	EE_AUDIT_FUN	D- Funds not in	Tree			
Download	regulte in : Event St	weedSheet CSV/T	avt Eila VMI Eila (3 kb)			
View All	results in . Excercip	JieauSheet 03V II	SALTHE ANETHE (SKD)			First 1-26 of 26 Last
Row	SetID	Fund	Eff Date	Status	Descr	Bud. Only
1	STATE	07950	07/01/2011	I.	Norfolk-Va. Beach Expressway	N
2	STATE	07955	07/01/2011	I.	Nrflk-Va Beach Improvement	N
3	STATE	07256	01/01/1901	A	Non-Drug Asset Forfeiture Fund	N
4	STATE	02070	01/02/1901	A	Distance Learning Reciprocity	N
5	STATE	07760	01/01/1901	A	9-C Higher Education Bonds	N
6	STATE	04890	06/16/2016	L. C.	Proceed-Sale Surplus-Land&Bldg	N
7	STATE	04350	06/16/2016	1	Pocahontas Pkw Toll Facility	N
8	STATE	05178	06/16/2016	I	Virginia529 Collegewealth	N
9	STATE	02506	06/16/2016	I	MVDB Special Revenue Fund	N
10	STATE	02541	07/01/2014	I	Life to Date Capital Project	N
11	STATE	08220	07/01/2014	I.	Life to Date Capital Project	N
12	STATE	07247	07/01/2014	I.	Life to Date Capital Project	N
13	STATE	04080	04/01/2017	A	IFTA Other St Fuel Usage Taxes	N
14	STATE	02877	07/02/2016	A	VADC Special Revenue Fund	N
15	STATE	09102	04/01/2017	A	Second Injury Fund	N
16	STATE	04900	07/01/2016	1	Insurance Recovery	N
17	STATE	02998	01/02/1901	A	Special Rev - Budgetary Only	Y
18	STATE	03998	01/02/1901	A	Higher Educ - Budgetary Only	Y
19	STATE	04000	07/01/2017	A	Commonwealth Transportation	Y
20	STATE	08998	01/02/1901	A	Debt Serv - Budgetary Only	Y



# Funds Query (FIN0050\_VALID\_FUNDS)

### **REVISED:** 02/9/2023

#### **DESCRIPTION:**

This query displays all Fund values that are active in Cardinal as of the designated As of Date. The query provides information, including Description, Attributes, and Attribute Values.

### **NAVIGATION PATH:**

Main Menu > Reporting Tools > Query > Query Viewer > FIN0050\_VALID\_FUNDS

### **INPUT / SEARCH CRITERIA:**

SetID (enter STATE) As of Date

### OUTPUT FORMAT: HTML Excel CSV

### Screenshot of the FIN0050 Valid Funds Query Page

ecor	ds C	Query	Expressions Prompts	Fields	Criteria H	laving Vie	W SQL Run				
Setll /iew	D = ST	ATE,	As Of Date=2022-07-01	ad to XML				Firs	t 🕙 1-100 of {	5886	D La:
Row	SetID	Fund	Descr	Budgetary Only	:2	Attribute	Attribute Value	Descript	Field Name	Long Name	Short
1	STATE	01000	General Fund	N	07/01/2022	ACFR FD CLASS	100	General	FUND_CODE	Fund	Fund
2	STATE	01000	General Fund	N	07/01/2022	ACFR FUND GROUP	GENERAL	General	FUND_CODE	Fund	Fund
3	STATE	01000	General Fund	N	07/01/2022	ACFR FUND TYPE	GOVERNMENTAL	Governmental	FUND_CODE	Fund	Fund
4	STATE	01000	General Fund	N	07/01/2022	DOA FUND	0100	General Fund	FUND_CODE	Fund	Fund
5	STATE	01000	General Fund	N	07/01/2022	MCI CLASS	GENERAL	General	FUND_CODE	Fund	Fund
6	STATE	02001	SUPCT Special Revenue Fund	N	07/01/2022	ACFR FD CLASS	105	Sp Revenue - Other	FUND_CODE	Fund	Fund
7	STATE	02001	SUPCT Special Revenue Fund	N	07/01/2022	ACFR FUND GROUP	SPECIAL REVENUE	Special Revenue	FUND_CODE	Fund	Fund
в	STATE	02001	SUPCT Special Revenue Fund	N	07/01/2022	ACFR FUND TYPE	GOVERNMENTAL	Governmental	FUND_CODE	Fund	Fund
9	STATE	02001	SUPCT Special Revenue Fund	N	07/01/2022	DOA FUND	0200	CARS 0200	FUND_CODE	Fund	Fund
10	STATE	02001	SUPCT Special Revenue Fund	N	07/01/2022	MCI CLASS	UNRESTRICTED	Unrestricted	FUND_CODE	Fund	Fund
11	STATE	02002	VCSC Special Revenue Fund	N	07/01/2022	ACFR FD CLASS	100	General	FUND_CODE	Fund	Fund



### General Fund Cash Reversion Query (V\_GL\_GENERAL\_FUND\_REVERSION)

### **REVISED:** 02/22/2017

### **DESCRIPTION:**

This query displays calculated amounts which can be used to reverse agency General Fund cash balances at year end. The query supports the year-end closing process.

### **NAVIGATION PATH:**

Main Menu > Reporting Tools > Query > Query Viewer > V\_GL\_GENERAL\_FUND\_REVERSION

### **INPUT / SEARCH CRITERIA:**

Business Unit (% for All) Fund Code (% for All) Fiscal Year Adjustment Period Include [checkbox]

### OUTPUT FORMAT:

HTML Excel CSV

### Screenshot of the General Fund Cash Reversion Query Page

V_GL_GEN	ERAL_FUND_REVERSION - Ge	neral Fund Cash Rev	ersion		
Business	Unit (% for All) 21200 Q				
Fund C	ode (% for All) %				
1 414 6	Figer Vers				
	Fiscal Year 2019				
Adjustment P	Period Include				
View Results	3				
Download re:	sults in : Excel SpreadSheet CSV Tex	t File XML File (21 kb)			
View All					First 1-100 of 176 🛞 Last
Row	Business Unit	Fund	Project	Account Type	Balance
2	21200	01000		A	73347 650
2	21200	01000		-	2960027 120
4	21200	01000			1022 770
4	21200	01000		T	-1033.770
6	21200	01000	\/\$1112733	A	-0042241.000
7	21200	01000	VSU12733		0.000
8	21200	03000	13012133	Δ	268476318 820
9	21200	03000		F	69092462 930
10	21200	03000		-	-268476318 820
11	21200	03000		R	-37672172.750
12	21200	03000		T	-31420290.180
13	21200	03010		A	4254873.340
14	21200	03010		E	26712058.000
15	21200	03010		L	-4142786.060
16	21200	03010		Q	-258268.280
17	21200	03010		R	-26608308.420
18	21200	03010		т	42431.420
19	21200	03010	VSU17871	A	-60760.360
20	21200	03010	VSU17871	E	81564.160



# GL COA Journal Query (V\_GL\_JRNL\_INQ\_BY\_COA)

### **REVISED:** 02/22/2017

### **DESCRIPTION:**

This query displays detailed journal accounting distribution information and description by Fund, Program, Account, Department, Cost Center and/or Project. The query provides journal information, including Journal ID, Journal Date, Posted Date, Journal Line Number, accounting distribution, and the associated cash lines of the transaction.

#### **NAVIGATION PATH:**

Main Menu > Reporting Tools > Query > Query Viewer > V\_GL\_JRNL\_INQ\_BY\_COA

#### **INPUT / SEARCH CRITERIA:**

### OUTPUT FORMAT:

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

### Screenshot of the GL COA Journal Query Page

<b>V_</b> G	L_JRNL_	INQ_B	Y_COA - 0	GL COA	Journal Qu	ery																			
	Bu	isiness I	Init 13600	0																				_	
	Eup	d (% for	all) %																						
	Program	n (% for	all) %																						
	Accourt	nt (% for	all) %																						
	Departmen	nt (% for	all) %																						
	Cost Cente	er (% for	all) %																						
	Projec	ct (% for	all) %		Q																				
	Journal	I Date Fr	om 01/01/20	19 🗒																					
	Jour	nal Date	То 02/22/20	19 🗒																					
Incl	ide Long De	escriptio	n? 🗹																						
Vie	w Results																								
Do	vnload result	ts in : E	Excel Spreads	Sheet CS	V Text File X	ML File (1	5360 kb)																		
Viev	All																							F	irst 1-100 of 14828 🕖 Las
Row	GL Business Unit	Fiscal Year	Accounting Period	Journal Source	Journal ID	Journal Date	Date Posted	Jrnl Line Nbr	Fund	Program	Account	Department	Cost Center	Task	PC Bus Unit	Projec	t Activ	vity FIF	PS Asset	Agency Use 1	Agency Use 2	Amount	Journal Line Reference	Jrnl Line Description	Long Description (if included)
1	13600	2019	7	7 SPJ	0001116850	01/01/2019	02/04/2019	18	09051		101010	090										10314.150	QTR2AGY	2nd Qtr Interest Agency	To record 2nd Quarter FY 2019 interest earnings to Agencies.
2	13600	2019	7	7 SPJ	0001116850	01/01/2019	02/04/2019	19	09281		101010	098										90544.440	QTR2AGY	2nd Qtr Interest Agency	To record 2nd Quarter FY 2019 interest earnings to Agencies.
3	13600	2019	7	7 SPJ	0001116850	01/01/2019	02/04/2019	20	09320		101010	099										251.170	QTR2AGY	2nd Qtr Interest Agency	To record 2nd Quarter FY 2019 interest earnings to Agencies.
4	13600	2019	7	7 SPJ	0001116850	01/01/2019	02/04/2019	284	09051		4007108	090										-10314.150	QTR2AGY	2nd Qtr Interest Agency	To record 2nd Quarter FY 2019 interest earnings to Agencies.
5	13600	2019	7	7 SPJ	0001116850	01/01/2019	02/04/2019	285	09281		4007108	098										-90544.440	QTR2AGY	2nd Qtr Interest Agency	To record 2nd Quarter FY 2019 interest earnings to Agencies.
6	13600	2019	7	7 SPJ	0001116850	01/01/2019	02/04/2019	288	09320		4007108	099										-251.170	QTR2AGY	2nd Qtr Interest Agency	To record 2nd Quarter FY 2019 interest earnings to Agencies.
7	13600	2019	7	7 CIP	CIP1094165	01/01/2019	01/03/2019	1	06137	899001	5011490	745										870.000	136052	00136895 2019- 01-04	CIPPS Journal Upload - DOA



# GL COA Journal Query (V\_GL\_POSTED\_JRNL\_DTL)

### **REVISED:** 02/23/2017

### **DESCRIPTION:**

This query is used to research and review journal detail. The query will display journal and Chart of Accounts (COA) information related to particular fund, program, department, and account criteria for the ACTUALS ledger.

#### **NAVIGATION PATH:**

Main Menu > Reporting Tools > Query > Query Viewer > V\_GL\_POSTED\_JRNL\_DTL

### **INPUT / SEARCH CRITERIA:**

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

### OUTPUT FORMAT:

HTML Excel CSV

### Screenshot of the GL COA Journal Query Page

۷_6	L_POSTE	D_JRI	NL_DTL -	GL COA	Journal Q	uery																	
Rusi	acco Linit (%	for oll)	50100																				
Dusi	Fund (%		30100 Q																				
	Fund (%	tor all)	% 🔍																				
	Program (%	for all)	%	Q																			
	Account (%	for all)	%	Q																			
De	partment (%	for all)	%	Q																			
Co	st Center (%	for all)	%	Q																			
	Project (%	for all)	%		Q																		
	Journal Dat	e Erom	01/01/2019	151																			
	lournal [	Data Ta	01/01/2010																				
100	Journal	Jale 10	0212512019	9																			
VIE	w Results																						
Dor	vnload resul	tsin: E	Excel Spread	Sheet C	SV Text File	XML File (	15360 kb)																
Viev	All																				F	irst 1-100 of 3	32961 🕑 Last
	GL	Fiscal	Accounting	Journal		Journal	Date	Jrnl					Cost		PC					Agency	Agency		Journal Line
Row	Business Unit	Year	Period	Source	Journal ID	Date	Posted	Line Nbr	Fund	Program	Account	Department	Center	Task	Bus Unit	Project	Activity	FIPS	Asset	Use 1	Use 2	Amount	Reference
1	50100	2019	7	EXA	00001313	01/01/2019	01/29/2019	7	07822		101420	10155	52060000									5698.68	
2	50100	2019	7	EXA	00001313	01/01/2019	01/29/2019	8	07822		4007116	10155	52060000									-5698.68	
3	50100	2019	7	EXA	00001313	01/01/2019	01/29/2019	9	07824		101420	10155	52080000									2168.84	
4	50100	2019	7	EXA	00001313	01/01/2019	01/29/2019	10	07824		4007116	10155	52080000									-2168.84	
5	50100	2019	7	EXA	00001313	01/01/2019	01/29/2019	11	07823		101420	10155	52070041									13693.41	
6	50100	2019	7	EXA	00001313	01/01/2019	01/29/2019	12	07823		4007116	10155	52070041									-13693.41	
7	50100	2019	7	SPJ	0001116850	01/01/2019	02/04/2019	188	04220		101010	10014	17000010									117752.56	QTR2AGY
8	50100	2019	7	SPJ	0001116850	01/01/2019	02/04/2019	189	04220		101010	10014	17000010									1110714.26	QTR2AGY
9	50100	2019	7	SPJ	0001116850	01/01/2019	02/04/2019	190	04310		101010	10014	31000010									3.73	QTR2AGY
10	50100	2019	7	SPJ	0001116850	01/01/2019	02/04/2019	191	04311		101010	10014	22000040									44444.95	
												10014	32000010									44444.00	QTR2AGY



# GL COA Journal Query by Ledger (V\_GL\_JRNL\_INQ\_BY\_COA\_LEDGER)

**REVISED:** 02/23/2017

### **DESCRIPTION:**

This query is used to research and review employee expense transactions. The query displays journal and COA information related to particular Fund, Program, Department, and Account criteria for prompted ledger.

#### **NAVIGATION PATH:**

Main Menu > Reporting Tools > Query > Query Viewer > V\_GL\_JRNL\_INQ\_BY\_COA\_LEDGER

### **INPUT / SEARCH CRITERIA:**

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

### OUTPUT FORMAT: HTML

Excel CSV

### Screenshot of the GL COA Journal Query by Ledger Page

V_G	L_JRNL	INQ_B	Y_CO	A_LEDGE	ER - G	L COA Jou	rnal Quer	y by Ledg	jer									
	Busine	ess Unit 50	100	Q														
		Ledger AC	TUAL!	s 🔍														
	Fund (%	i for all) %		Q														
F	rogram (%	i for all) %		Q														
1	Account (%	6 for all) %		Q														
Dep	artment (%	i for all) 10	017	Q														
Cost	Center (%	i for all) %		Q														
	Project (%	o for all) %			Q													
	ournal Dat	te From 01	/01/201	19 🛐														
	Journal (	Date To 02	/23/201	19 🛐														
Vie	w Results																	
Do	wnload res	ults in : E	xcel Sp	preadSheet	CSV T	ext File XML	File (1748	kb)										
View	/ All																	
Row	GL Business Unit	Ledger	Fiscal Year	Accounting Period	Journal Source	Journal ID	Journal Date	Date Posted	Jrnl Line Nbr	Fund	Program	Account	Department	Cost Center	Task	PC Bus Unit	Project	Activity
1	50100	ACTUALS	2019	7	CIP	CIP1094245	01/01/2019	01/03/2019	16	04100	60400501	5011410	10017	11070010				
2	50100	ACTUALS	2019	7	CIP	CIP1094245	01/01/2019	01/03/2019	17	04100	60400501	5011120	10017	11070040				
3	50100	ACTUALS	2019	7	AP	AP01094468	01/02/2019	01/02/2019	3461	04100	699001	5022180	10017	11120010				
4	50100	ACTUALS	2019	7	EX	EX01094418	01/02/2019	01/02/2019	1	04100	699001	5012880	10017			50100	0000114342	984
5	50100	ACTUALS	2019	7	EX	EX01094418	01/02/2019	01/02/2019	3	04100	699001	5012880	10017			50100	0000114342	984
6	50100	ACTUALS	2019	7	EX	EX01094418	01/02/2019	01/02/2019	5	04100	699001	5012880	10017			50100	0000114342	984



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

							First 1-100 of 165	53 🕑 Last
Activity	FIPS	Asset	Agency Use 1	Agency Use 2	Amount	Journal Line Reference	Jrnl Line Description	Long Descr
					14300.650	510042	90000282 2019- 01-04	CIPPS Journal Upload - DOA
					1090.260	510042	90000282 2019- 01-04	CIPPS Journal Upload - DOA
					43.430	00955682	REQ #4444 CUTE PDF PROFESSIONA	Accounts Payable
984					9.750	0000217494	Governor's Transportation Conf	Expense Accrual Journal
984					3.750	0000217494	Governor's Transportation Conf	Expense Accrual Journal
984					23.000	0000217494	Governor's Transportation Conf	Expense Accrual Journal


### GL to CARS Interface Detail Query (V\_GL\_CARS\_INTERFACE\_DTL\_BY\_BAT)

**REVISED:** 02/22/2017

#### **DESCRIPTION:**

This query displays all transactions sent to CARS and can be used to assist with the monthly reconciliation between Cardinal and CARS.

#### **NAVIGATION PATH:**

Main Menu > Reporting Tools > Query > Query Viewer > V\_GL\_CARS\_INTERFACE\_DTL\_BY\_BAT

### **INPUT / SEARCH CRITERIA:**

DOA Agency (% for all) DOA Batch Date – From DOA Batch Date – To DOA Batch Number 100 to 999 To DOA Batch Number 100 to 999 Batch Creation Date - From Batch Creation Date - To Batch Type (% for all)

### OUTPUT FORMAT:

HTML Excel CSV

#### Screenshot of the GL to CARS Interface Detail Query Page

V_G	L_CAI	RS_INTER	FACE	DTL	_BY_	BAT -	GL to C	ARS Inter	face	Detai	1											
	_				_																	
	D	OA Agency (	(% for all)	151																		
	DO	OA Batch Da	te - From	01/0	1/2016	31																
		DOA Batch	Date - To	03/0	2/2016	31																
D	OA Bato	h Number 1	00 to 999																			
To D	OA Bato	h Number 1	00 to 999																			
	Batch	Creation Da	te - From	01/0	1/2016	31																
	Bat	tch Creation	Date - To	03/0	2/2016																	
	Dui		04.6		2/2010																	
10		Batch Type (	(% for all)	%																		
Vie	w Resul	ts																				
Dov	vnload n	esults in : E	Excel Spr	eadSh	eet C	SV Tex	t File XM	L File (288	kb)													
View	All																					
			DOA																			
Row	DOA	DOA Batch	Batch	DOA Eiscal	DOA Batch	DOA	Batch	DOA Transaction	Line	DOA	DOA	DOA	Sub	DOA	DOA	DOA Object	DOA Subobiect	DOA	DOA	DOA	DOA	Current
i ton	Field	Date	100 to	Year	Туре	List	Sequence Number	Code	Bank Code	Group	Detail	Code	Program Code	Element	Project	Code	Code	Code	Code	FIPS	Account	Document Number
	454	04/04/2040	999	2040	c.	0	00004	200		04	00	700	04	00		40	00					
1	151	01/04/2016	695	2016	6	0	00001	500		01	00	799	01	00		12	09					
4	151	01/04/2016	685	2010	6	0	00002	189		06	00	711	08	00								
4	151	01/04/2016	685	2016	6	0	00004	380		06	09	711	08	00		12	79					
5	151	01/04/2016	685	2016	6	0	00005	590		06	09											
6	151	01/04/2016	685	2016	6	0	00006	595		06	09											
7	151	01/04/2016	685	2016	6	0	00007	380		06	09	711	08	00		12	27					
8	151	01/04/2016	685	2016	6	0	00008	590		06	09											
9	151	01/04/2016	685	2016	6	0	00009	380		06	09	711	08	00		12	27					
10	151	01/04/2016	685	2016	6	0	00010	590		06	09											
11	151	01/04/2016	685	2016	6	0	00011	380		06	09	711	08	00		12	27					
12	151	01/04/2016	685	2016	6	0	00012	590		06	09											
13	151	01/04/2016	685	2016	6	0	00013	380		06	09	711	08	00		12	27					
14	151	01/04/2016	685	2016	6	0	00014	590		06	09											



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

																		Firs	t 1-100 o	f 383 🕑 Las
1	DOA Current Document Suffix	DOA Reference Document Number	DOA Reference Document Suffix	DOA Multipurpose Field	DOA Agency Reference	DOA Transaction Amount	DOA Supplier Number Indicator	DOA Supplier Name	DOA Supplier Address	DOA Supplier Address	DOA Supplier City	DOA Supplier State	DOA Supplier Zip Code	DOA Supplier Zip Code	DOA Invoice Description	DOA Invoice Number	Due Date	DOA Agency Voucher	DOA Agency Voucher Date	DOA Certify Amount
						33186.87												00001361		33186.87
						33186.87												00001361		0.00
						9500.00												00001362		9500.00
						95000.00												00001362		85500.00
						95000.00												00001362		9500.00
						9500.00												00001362		0.00
						786.07												00001363		786.07
						786.07												00001363		0.00
						134.02												00001364		134.02
						134.02												00001364		0.00
						858.55												00001365		858.55
						858.55												00001365		0.00
						19.22												00001366		19.22
						19.22												00001366		0.00



# Interest Calc – Cash Balances (V\_GL\_DAILY\_CASH\_BAL)

#### **REVISED:** 02/22/2017

#### **DESCRIPTION:**

This query will provide DOA with cash balances, for specific agency/fund combinations and accounts, to populate the Interest Calculation Database. This information will be used quarterly to calculate interest on agency cash balances.

#### **NAVIGATION PATH:**

Main Menu > Reporting Tools > Query > Query Viewer > V\_GL\_DAILY\_CASH\_BAL

#### **INPUT / SEARCH CRITERIA:**

Business Unit (% for all) Fund (% for all) Date From Date To OUTPUT FORMAT: HTML Excel

# CSV

#### Screenshot of the V\_GL\_DAILY\_CASH\_BAL Interest Calc - Cash Balances Query Page

V_GL_DAILY	_CASH_BAL - Interest Calc – Cash Ba	ances			
Business Unit (%	o for all) 50100 Q				
Fund (%	o for all) %				
Dat	e From 01/01/2019				
(	Date To 02/23/2019 🛐				
View Results					
Download resul	ts in : Excel SpreadSheet CSV Text File XMI	File (233 kb)			
Download resul	Is In . Exceropressioneer 054 rextrine Xine	(255 Kb)			
View All					First 1-100 of 2014 W Last
Row	Business Unit	Fund	Amount	Date	Account
1	50100	02700	32952.5	01/01/2019	101010
2	50100	02700	33687.5	01/02/2019	101010
3	50100	02700	33687.5	01/03/2019	101010
4	50100	02700	33687.5	01/04/2019	101010
5	50100	02700	33687.5	01/05/2019	101010
6	50100	02700	33687.5	01/06/2019	101010
7	50100	02700	33687.5	01/07/2019	101010
8	50100	02700	735	01/08/2019	101010
9	50100	02700	16390.5	01/09/2019	101010
10	50100	02700	16390.5	01/10/2019	101010
11	50100	02700	16390.5	01/11/2019	101010
12	50100	02700	16390.5	01/12/2019	101010
13	50100	02700	16390.5	01/13/2019	101010
14	50100	02700	17395	01/14/2019	101010
15	50100	02700	17395	01/15/2019	101010
16	50100	02700	17395	01/16/2019	101010
17	50100	02700	17395	01/17/2019	101010
18	50100	02700	17395	01/18/2019	101010
19	50100	02700	17395	01/19/2019	101010
20	50100	02700	17395	01/21/2019	101010



# Journal Not Posted Query (V\_GL\_JRNL\_NOT\_POSTED)

#### **REVISED:** 02/22/2017

#### **DESCRIPTION:**

This query displays journals, from the Journal Header table, which have not been posted in GL.

#### NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V\_GL\_JRNL\_NOT\_POSTED

#### **INPUT / SEARCH CRITERIA:**

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

#### OUTPUT FORMAT: HTML Excel

CSV

#### Screenshot of the Journal Not Posted Query Page

V_GL	_JRNL_NOT_P	OSTED - Journals	that are not po	sted						
Busin	ess Unit (% for all)	6 Q								_
	ournal Date From	1/01/2019								
	Journal Date To	18/02/2019 🗒								
View	Results									
Dow	load results in : E:	xcel SpreadSheet CS	√TextFile XML Fi	le (4 kb)						
View	All.									First 1-20 of 20 Last
Row	Business Unit	Business Unit IU	Journal ID	Journal Date	Fiscal Year	Accounting Period	Source	Journal Header Status	Budget Status	Journal Processing Request
1	14900	24100	0001279513	05/29/2019	2019	11	SPJ	Errors	Not Chk'd	None
2	21100	21100	J030076	07/11/2019	2020	1	EXA	Valid	Error	None
3	21400	21400	00AV004423	07/15/2019	2020	1	EX2	Errors	Not Chk'd	None
4	24100	24100	0001279513	05/29/2019	2019	11	SPJ	Errors	Not Chk'd	None
5	50100	50100	0001282176	08/01/2019	2020	2	ONL	Valid	Valid	Pending Approval
6	50100	50100	0001282188	08/01/2019	2020	2	ONL	Valid	Valid	Pending Approval
7	50100	50100	0001282201	08/01/2019	2020	2	2 ONL	Valid	Valid	Pending Approval
8	50100	50100	0001282240	08/01/2019	2020	2	2 ONL	Valid	Valid	Pending Approval
9	50100	50100	0001282256	08/01/2019	2020	2	ONL	Valid	Valid	Pending Approval
10	50100	50100	0001283560	08/02/2019	2020	2	2 SPJ	Valid	Valid	Pending Approval
11	50100	50100	0001283565	08/02/2019	2020	2	2 ONL	Valid	Valid	Pending Approval
12	50100	50100	0001283583	08/02/2019	2020	2	2 SPJ	Valid	Valid	Pending Approval
13	50100	50100	0001283604	08/02/2019	2020	2	ONL	Valid	Valid	Pending Approval
14	50100	50100	0001283620	08/02/2019	2020	2	2 ONL	Valid	Valid	Pending Approval
15	50100	50100	0001283672	08/02/2019	2020	2	2 ONL	Valid	Valid	Pending Approval
16	50100	50100	0001286349	07/31/2019	2020	1	SPJ	Valid	Valid	Pending Approval
17	70100	75600	0001282193	08/01/2019	2020	2	ONL	Valid	Valid	Approved to Post
18	75600	75600	0001282193	08/01/2019	2020	2	2 ONL	Valid	Valid	Pending Approval
19	75600	75700	0001282273	08/01/2019	2020	2	ONL	Valid	Valid	Approved to Post
20	75700	75700	0001282273	08/01/2019	2020	2	2 ONL	Valid	Valid	Pending Approval



### Journal Same Requester and Approver Query (V\_GL\_JRNL\_SAME\_REQ\_AND\_APPR)

#### **REVISED:** 02/22/2017

#### **DESCRIPTION:**

This query displays online journal entries where the User (Requester) is the same as the Approver for the journal and can be used for reviewing online journal entries to ensure proper separation of duties.

#### **NAVIGATION PATH:**

Main Menu > Reporting Tools > Query > Query Viewer > V\_GL\_JRNL\_SAME\_REQ\_AND\_APPR

#### **INPUT / SEARCH CRITERIA:**

OUTPUT FORMAT:

Business Unit Journal Date From Journal Date To HTML Excel CSV

#### Screenshot of the Journal Same Requester and Approver Query Page

V_GL_JF	RNL_SAME_RE	Q_AND_APPR - Jrnl \$	Same Requ	uestr	and Appr	rovr					
Busin	ess Unit	2									
Journal Da	te From 01/31/2016	6 🕅									
Journal	Date To 02/22/2017	7 🗒									
View Res	ults	_									
Download	I results in : Excel	SpreadSheet CSV Text Fi	ile XML File	(3 kb	))						
View All										First	1-8 of 8   ast
											10010 203
Busines	s Unit Journal ID	Source	Journal Date	Status	Fiscal Year	Accounting Period Date Posted	Requester	Department	Approver	Level	Action
Busines	s Unit Journal ID 0000208283	Source Online Journal Entry	Journal Date 03/15/2016	Status P	Fiscal Year 2016	Accounting Period Date Posted 9 03/23/2016	Requester	Department 10015	Approver	Level 1st Level Approver	Action Approved
Busines	s Unit Journal ID 0000208283 0000215010	Source Online Journal Entry Spreadsheet Journal Entry	Journal Date 03/15/2016 03/17/2016	Status P P	Fiscal Year 2016 2016	Accounting Period Date Posted 9 03/23/2016 9 03/17/2016	Requester	Department 10015 13008	Approver	Level 1st Level Approver 1st Level Approver	Action Approved Approved
Busines	s Unit Journal ID 0000208283 0000215010 0000237398	Source Online Journal Entry Spreadsheet Journal Entry Online Journal Entry	Journal Date 03/15/2016 03/17/2016 04/12/2016	Status P P P	Fiscal Year 2016 2016 2016	Accounting Period Date Posted 9 03/23/2016 9 03/17/2016 10 04/21/2016	Requester	Department 10015 13008 10015	Approver	Level 1st Level Approver 1st Level Approver 1st Level Approver 1st Level Approver	Action Approved Approved Approved
Busines 1 2 3 4	s Unit Journal ID 0000208283 0000215010 0000237398 0000281378	Source Online Journal Entry Spreadsheet Journal Entry Online Journal Entry Online Journal Entry	Journal Date 03/15/2016 03/17/2016 04/12/2016 05/31/2016	Status P P P P	Fiscal Year 2016 2016 2016 2016 2016	Accounting Period Date Posted 9 03/23/2016 9 03/17/2016 10 04/21/2016 11 05/31/2016	Requester	Department 10015 13008 10015 19047	Approver	Level 1st Level Approver 1st Level Approver 1st Level Approver 1st Level Approver	Action Approved Approved Approved Approved
Busines 1 2 3 4 5	s Unit Journal ID 0000208283 0000215010 0000237398 0000281378 0000291562	Source Online Journal Entry Spreadsheet Journal Entry Online Journal Entry Online Journal Entry Online Journal Entry	Journal Date 03/15/2016 03/17/2016 04/12/2016 05/31/2016 06/08/2016	Status P P P P	Fiscal Year 2016 2016 2016 2016 2016 2016	Accounting Period Date Posted 9 03/23/2016 0 03/17/2016 10 04/21/2016 11 05/31/2016 12 06/20/2016	Requester	Department 10015 13008 10015 19047 19047	Approver	Level 1st Level Approver 1st Level Approver 1st Level Approver 1st Level Approver 1st Level Approver	Action Approved Approved Approved Approved Approved
Busines 1 2 3 4 5 6	s Unit Journal ID 0000208283 0000215010 0000237398 0000281378 0000291562 0000291569	Source Online Journal Entry Spreadsheet Journal Entry Online Journal Entry Online Journal Entry Online Journal Entry	Journal Date 03/15/2016 03/17/2016 04/12/2016 05/31/2016 06/08/2016 06/08/2016	Status P P P P P P	Fiscal Year 2016 2016 2016 2016 2016 2016 2016 2016	Accounting Period Date Posted 9 03/23/2016 9 03/17/2016 10 04/21/2016 11 05/31/2016 12 06/20/2016 12 06/20/2016	Requester	Department 10015 13008 10015 19047 19047 19047	Approver	Level 1st Level Approver 1st Level Approver 1st Level Approver 1st Level Approver 1st Level Approver 1st Level Approver	Action Approved Approved Approved Approved Approved Approved
Busines 1 2 3 4 5 6 7	s Unit Journal ID 0000208283 0000215010 0000237398 0000281378 0000291562 0000291569 0000427030	Source Online Journal Entry Spreadsheet Journal Entry Online Journal Entry Online Journal Entry Online Journal Entry Online Journal Entry	Journal Date 03/15/2016 03/17/2016 04/12/2016 05/31/2016 06/08/2016 06/08/2016 11/21/2016	Status P P P P P P V	Fiscal Year 2016 2016 2016 2016 2016 2016 2016 2016	Accounting Period Date Posted 9 03/23/2016 9 03/17/2016 10 04/21/2016 11 05/31/2016 12 06/20/2016 12 06/20/2016 5	Requester	Department           10015           13008           10015           19047           19047           19047           19047           19045	Approver	Level 1st Level Approver 1st Level Approver	Action Approved Approved Approved Approved Approved Approved Approved MARKPOST



# Journal Source Audit Query (V\_GL\_JRNL\_SOURCE\_QRY)

#### **REVISED:** 02/23/2017

#### **DESCRIPTION:**

This query is used to verify that users are not selecting preapproved source values when creating journals. The query will display the user ID and name of the user who created an online or spreadsheet journal with a preapproved source.

#### **NAVIGATION PATH:**

Main Menu > Reporting Tools > Query > Query Viewer > V\_GL\_JRNL\_SOURCE\_QRY

#### **INPUT / SEARCH CRITERIA:**

Business Unit Journal Date From Journal Date To OUTPUT FORMAT: HTML Excel CSV

#### Screenshot of the Journal Source Audit Query Page

V_GL_	JRNL_SOURCE_QR	Y - Journal Source	e Audit Query					
Busi	iness Unit 15100 Q							
Journal E	Date From 06/01/2015	Ħ						
Journa	al Date To 10/06/2018	Ħ						
View Re	esults							
Downloa	ad results in : Excel Spr	eadSheet CSV Text F	ile XML File (1 kb)					
View All								First 1-3 of 3 Last
Row	Business Unit	Journal ID	Journal Date	Ledger	Source	System Source	OPRID	Name
1	15100	0000125668	06/30/2015		CLO	NVS	•	
2	15100	0000126192	06/30/2015		CLO	PNL	URW74386	
3	15100	0000330470	06/30/2016		CLO	NVS	NDK67578	



# Ledger Template Query (FIN0023\_LEDGER\_TEMPLATE)

#### **REVISED:** 02/22/2017

#### **DESCRIPTION:**

This query displays information, including the layout, about ledger templates.

#### NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > FIN0023\_LEDGER\_TEMPLATE

#### **INPUT / SEARCH CRITERIA:**

Ledger Template

#### OUTPUT FORMAT: HTML Excel CSV

#### Screenshot of the Ledger Template Query Page

F	INO	023_LED0	SER_TE	MPLA <sup>-</sup>	TE - FIN	0023-Ledge	r Template							
	Ledger Template STANDARD × Q View Results Download results in : Excel SpreadSheet CSV Text File XML File (1 kb) View All													
F	low	Ledger Template		Ledger Type	Record (Table) Name				Journal Header Tmp		Journal Line Tmp	Account ChartField		
1		STANDARD	Standard Detail Ledger	Detail Ledger	LEDGER	JP_PST_TAO	JP_PST2_TAO	JRNL_HEADER	JP_JHDR_TAO	JRNL_LN	JP_JLN_TAO	GL_ACCOUNT_TBL	LEDGER_ADB	JGEN_WRK_TMP

#### Screenshot of the Ledger Template Query Page (scrolled right)

Consolidations Log	MultiCurrency Log	MultiCurrency Tmp				Posted Total Amount	Posted Total Debits	Posted Total Credits
CONSOL_LOG	CURR_LOG_TBL	CURR_WRK_TBL	CLOSE_LEDG_LOG	CLO_LEDG_TMP	CLO_EARN_TMP	POSTED_TOTAL_AMT	POSTED_TOTAL_DR	POSTED_TOTAL_CR

#### Screenshot of the Ledger Template Query Page (continued scrolled right)

									First	1-1 0	of 1 Last
			Record Template	Combo Data	FB Operand	FB Result	BD Notes	BD Itemizations	BD Asset	BD Depr	BD Position
MONETARY_AMOUNT	STATISTIC_AMOUNT	ACCOUNT	JOURNALS	COMBO_DATA_TBL	BD_OPERAND_TMP	BD_RESULT_TMP					



# Payroll Journals Query (V\_GL\_PAY\_RECON)

#### REVISED: 10/4/2021

#### **DESCRIPTION:**

This query is used to retrieve journal information for a specified account and/or Cost Center. It can be used to assist with the payroll deferred reconciliation.

#### **NAVIGATION PATH:**

Main Menu > Reporting Tools > Query > Query Viewer > V\_GL\_PAY\_RECON

#### **INPUT / SEARCH CRITERIA:**

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

### OUTPUT FORMAT:

HTML Excel CSV

#### Screenshot of the Payroll Journals Query Page

V_G	L_PAY_RECO	N - Query fo	r Payroll J	ournals										_
	Business Unit	15100 🔍												
Jo	urnal ID (% for all)	%	]											
/	Account (% for all)	%	Q											
Cost	Center (% for all)	%												
	ournal Date From	10/06/2018	1											
	Journal Date Te	12/20/2019	э 1											
160	Journal Date To	12/29/2010	y											
VIE	WResults													
Do	vnload results in :	Excel SpreadS	Sheet CSV T	ext File XM	L File	(1606 kb)	1							
View	/ All													First 1-100 of 4295 🕑 Last
Row	GL Business Unit	Journal Source	Journal ID	Journal Date	Fund	Program	Account	Department	Cost Center	Amount	Jrnl Line Reference	Jrnl Line D	)escription	Long Description
1	15100	ONL	0001035232	10/18/2018	06011	711008	101010	95100		60000.000	46061	Cash With The T	Freasurer Of VA	WCA Request for Agy 151- autho
2	15100	ONL	0001035277	10/18/2018	06011	711008	101010	95100		1000000.000	46062	Cash With The T	Freasurer Of VA	WCA Request for Agy 151- autho
3	15100	ONL	0001045929	11/01/2018	06011	711008	101010	95100		150000.000	46067	Cash With The T	Freasurer Of VA	WCA Request for Agy 151- autho
4	15100	ONL	0001045940	11/01/2018	06011	711008	101010	95100		50000.000	46068	Cash With The T	Freasurer Of VA	WCA Request for Agy 151- autho
5	15100	ONL	0001054956	11/08/2018	06011	711008	101010	95100		101000.000	46070	Cash With The T	Freasurer Of VA	WCA Request for Agy 151- autho
6	15100	ONL	0001076882	11/30/2018	06011	711008	101010	95100		-751294.960	46076	Cash With The T	Freasurer Of VA	WCA Repayment Request for Agy
7	15100	ONL	0001076884	11/30/2018	06011	711008	101010	95100		1100000.000	46077	Cash With The T	Freasurer Of VA	WCA Request for Agy 151- autho
8	15100	ONL	0001087299	12/19/2018	06011	711008	101010	95100		350000.000	46089	Cash With The T	Freasurer Of VA	WCA Request for Agy 151- autho
9	15100	ONL	0001031645	10/15/2018	06090	711008	101010	95700		-3062.320	46055	Cash With The T	Freasurer Of VA	Quarterly Interest Charge on D
10	15100	ONL	0001035107	10/18/2018	06090		101010	95700		685000.000	46057	Cash With The T	Freasurer Of VA	DOA (15100) Drawdown Request o
11	15100	ONL	0001035238	10/18/2018	06090		101010	95700		750000.000	46060	Cash With The T	Freasurer Of VA	DOA (15100) Drawdown Request o



# Potential Fixed Asset Query (V\_GL\_POTENTIAL\_FIXED\_ASSETS)

**REVISED:** 02/22/2017

#### **DESCRIPTION:**

This query displays transactions to select accounts for a designated date range that can potentially be capitalized based on an amount threshold. The query can be used to review asset expenditures greater than a given amount threshold, decide if those assets qualify for capitalization, and if they should be recorded manually in the Fixed Asset Accounting System (FAACS).

#### **NAVIGATION PATH:**

Main Menu > Reporting Tools > Query > Query Viewer > V\_GL\_POTENTIAL\_FIXED\_ASSETS

#### **INPUT / SEARCH CRITERIA:**

OUTPUT FORMAT:

Business Unit: Journal Date From Journal Date To

#### HTML Excel CSV

#### Screenshot of the Potential Fixed Asset Query Page

VG				ETS - Pote	ntial Fixed	Accet D	enort																
	L_P01		102733	213-1016	India i i keu	Asserta	sport																
	Business	Unit 12800	Q																				
Jour	nal Date F	rom 10/01/20	18 1																				
Jo	urnal Date	To 02/23/20	19 1																				
Vie	w Results																						
Dev	upload roa	ulta in : Ever	ol Oproad Ch	oot CRV/To:	vt Filo - VML I	File (40 kb																	
16-00	vilload res	UIIS III. EXCE	si opreauoni	eel Covie		-lie (40 KD	)															Tirot 4 77	of 77 Loot
view	All																				-	IISL 1-77	UTT Last
Row	Business Unit	Journal ID	Journal Date	Supplier ID	Supplier Name	Voucher	Voucher Line	Invoice	Account	Account Descr	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Bus Unit	Project ID	Activity	Amount
1	12800	AP01034474	10/17/2018	0000031103	Department of General Services	00002833	1	SB007331	5012610	Architecturl & Engineerng Srvc	02128	430013	00128	0260									1136.00
2	12800	AP01036753	10/19/2018	0000077510	Parking Marking Inc	00002852	1	30861	5013510	Building Repair & Maint Materl	02128	430013	00128	0155									2950.00
3	12800	0001047461	10/30/2018						5022710	Household Equipment	02128	430013	00128	0180									2048.00
4	12800	0001047461	10/30/2018						5013510	Building Repair & Maint Materl	02128	430013	00128	0053									791.00
5	12800	0001047461	10/30/2018						5022830	Mechanical Equipment	02128	430013	00128	0155									99.99
6	12800	0001047461	10/30/2018						5022420	Medical & Dental Equipment	02128	430013	00128	0020									120.00
7	12800	0001047461	10/30/2018						5022640	Office Machines	02128	430013	00128	0020									1682.67
8	12800	0001047461	10/30/2018						5013510	Building Repair & Maint Materl	02128	430013	00128	0155									216.59



### Program Query (FIN0038\_CHARTFIELD2)

#### **REVISED:** 02/22/2017

#### **DESCRIPTION:**

This query displays all valid ChartField 2 (Program) values that are active in Cardinal as of the designated As of Date. The query provides information about the Program codes that are used statewide in Cardinal, including Description.

#### **NAVIGATION PATH:**

Main Menu > Reporting Tools > Query > Query Viewer > FIN0038\_CHARTFIELD2

#### **INPUT / SEARCH CRITERIA:**

SetID (enter STATE) Effective Date OUTPUT FORMAT: HTML Excel

CSV

#### Screenshot of the FIN0038 ChartField2 (Program) Query Page

FIN00	38_CHAR	TFIELD2 - Cł	nartfield2					
Effectiv	SetID STAT	re 🔍 0/2018 🕅						
View	Results							
Doum	load results in	Event Open	debaat CeV/Tav		ila (210 lb)			
Down	ioau results ir	<ol> <li>Excel Sprea</li> </ol>	uoneet Covirex		lie (310 kb)			0
View A	.11							First 1-100 of 1829 🕑 Last
Row	SetID	Program	Eff Date	Status	Descr	:2	Short Desc	Budgetary Only
1	STATE	1000	01/01/1901	A	HE-Educational & General Pgms	12/29/2018	E&G Pgms	Y
2	STATE	100000	01/01/1901	A	HE-Educational & General Pgms	12/29/2018	E&G Pgms	N
3	STATE	100001	01/01/1901	A	Higher Education Instruction	12/29/2018	HE Instrcn	N
4	STATE	100095	01/01/1901	A	Conv Svc Area Tier 3 Fnd Alloc	12/29/2018	CnvSvTier3	N
5	STATE	1000999	01/01/1901	A	Program 1000 FAACS Only	12/29/2018	FAACS Only	N
6	STATE	1010	01/01/1901	A	Higher Education Instruction	12/29/2018	HE Instruc	Y
7	STATE	101000	01/01/1901	A	Higher Education Instruction	12/29/2018	HE Instruc	N
8	STATE	101010	01/01/1901	A	General Academic Instruction	12/29/2018	Acad Inst	Ν
9	STATE	101020	01/01/1901	A	Remedial Instruction	12/29/2018	Remed Inst	N
10	STATE	101030	01/01/1901	A	Vocational Education	12/29/2018	Vocatnl Ed	N
11	STATE	101040	01/01/1901	A	Community Education	12/29/2018	Commnty Ed	N
12	STATE	101060	01/01/1901	A	Dentistry Instruction	12/29/2018	Dentistry	N
13	STATE	101070	01/01/1901	A	Medicine Instruction	12/29/2018	Med Instr	N
14	STATE	101071	01/01/1901	A	Family Practice Resid Instruct	12/29/2018	Fam Pract	N
15	STATE	101080	01/01/1901	A	Veterinary Instruction	12/29/2018	Vet Instr	N
16	STATE	101091	01/01/1901	A	Unique Academic Pgm Activities	12/29/2018	Unique Pgm	N
17	STATE	1010999	01/01/1901	A	Program 1010 FAACS Only	12/29/2018	FAACS Only	N
18	STATE	1020	01/01/1901	A	Higher Education Research	12/29/2018	HE Resrch	Y
19	STATE	102000	01/01/1901	A	Higher Education Research	12/29/2018	HE Resrch	Ν



# Program Not in Tree Query (V\_GL\_TREE\_AUDIT\_PROGRAM)

#### **REVISED:** 02/27/2017

#### **DESCRIPTION:**

This query tracks established programs that are not in the ALL\_PROGRAMS tree.

#### NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V\_GL\_TREE\_AUDIT\_PROGRAM

#### **INPUT / SEARCH CRITERIA:**

None

#### OUTPUT FORMAT: HTML

Excel CSV

#### Screenshot of the Program Not in Tree Query Page

V_GL_TF													
Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)													
View All	View All												
Row	SetID	Program	Eff Date	Status	Descr	Bud. Only							
1	STATE	9999999	01/01/1901	A	All Programs Roll Up	Y							
2	STATE	31011	01/02/1901	I.	Sex Offendr Registry Pgm Enfrc	N							
3	STATE	728020	01/01/1901	A	Distrib HistTrianglSalesTaxCol	N							
4	STATE	114001	01/01/1901	A	InState Undrgrd Tuition Mod	N							



# Project IDs Query (FIN0013\_VALID\_PROJECT\_IDS)

#### **REVISED:** 02/22/2017

#### **DESCRIPTION:**

This query displays all available project numbers for a designated SetID. The query provides Project ID information including Description and Project Type.

#### **NAVIGATION PATH:**

Main Menu > Reporting Tools > Query > Query Viewer > FIN0013\_VALID\_PROJECT\_IDS

#### **INPUT / SEARCH CRITERIA:**

SetID

#### OUTPUT FORMAT: HTML Excel CSV

#### Screenshot of the FIN0013 Valid Project IDs Query Page

FIN00	FIN0013_VALID_PROJECT_IDS - Valid Project Ids														
SetID	SetID [19900] Q														
View	View Results														
Down	load results	in : Excel Spread	Sheet CSV Tex	t File XML File (107 kb)											
Miour A							First	1 100 of 424 🚯 Loot							
Dev /	0-410	Desile of	Deci Trees	Deser	Deserver	Field Manage	I II SL	Photo News							
Row	SetiD	Project	Proj Type	Descr	Program	Field Name	Long Name	Short Name							
1	19900	0000108463	STATE		N	PROJECT_ID	Project	Project							
2	19900	0000108464	STATE	MAP MODERNIZATION MGT SUP	N	PROJECT_ID	Project	Project							
3	19900	0000108465	STATE	VA NPS THE CEDARS	N	PROJECT_ID	Project	Project							
4	19900	0000108481	STATE	Grant USDA	N	PROJECT_ID	Project	Project							
5	19900	0000108482	STATE	Grant DEQ	N	PROJECT_ID	Project	Project							
6	19900	0000108489	STATE	Equestrican Parking Lot	N	PROJECT_ID	Project	Project							
7	19900	0000108528	STATE	Mason Neck Visitors Center	N	PROJECT_ID	Project	Project							
8	19900	0000108786	STATE	DGIF JS in Rock Island Creek	N	PROJECT_ID	Project	Project							
9	19900	0000108788	STATE	VDOT Data Collection Prepartio	N	PROJECT_ID	Project	Project							
10	19900	0000108846	STATE	Belle Isle SP Access Enh	N	PROJECT_ID	Project	Project							
11	19900	0000108847	STATE	VA CAJO Signage	N	PROJECT_ID	Project	Project							
12	19900	0000108918	STATE	Equestrian Parking Lot	N	PROJECT_ID	Project	Project							
13	19900	0000108922	STATE	Bull Run Mountain Survey	N	PROJECT_ID	Project	Project							
14	19900	0000108986	STATE	DGIF/JS in Tye River	N	PROJECT_ID	Project	Project							
15	19900	0000109063	STATE	Winter Storm Jonas	N	PROJECT_ID	Project	Project							
16	19900	0000109088	STATE	Chippokes General	N	PROJECT_ID	Project	Project							
17	19900	0000109333	STATE	Acquistn Land for State Parks	N	PROJECT_ID	Project	Project							
18	19900	0000109334	STATE	Acquistn Land Ntrl Area Prsrv	N	PROJECT_ID	Project	Project							
19	19900	0000109524	STATE	DEQ Natural Landscape Assessme	Ν	PROJECT_ID	Project	Project							



### Query of all Funds (V\_GL\_ALL\_FUNDS)

#### **REVISED:** 02/15/2018

#### **DESCRIPTION:**

This query returns all funds as well as the related descriptions.

#### NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V\_GL\_ALL\_FUNDS

#### **INPUT / SEARCH CRITERIA:**

As of Date

#### OUTPUT FORMAT: HTML

Excel CSV

#### Screenshot of the V\_GL\_ALL\_FUNDS query

V_G	L_AL	L_FUNDS	- Qu	ery of All Funds									
As C	s Of Date 12/31/2018 View Results View Results View Construction and Con												
View	Uownload results in : Excel SpreadSheet CSV Text File XML File (132 kb) View All First 1-100 of 922 🕑 L:												
Row	Fund	Effective Date	Status	Description	Short Description	Description	Budgetary Only						
1	01000	01/01/1901	А	General Fund	General	General Fund	Ν						
2	02001	01/01/1901	A	SUPCT Special Revenue Fund	SUPCT Sprv	Accounts for sales tax collected from the sale of Virginia Reports and Court of Appeals Reports for use by the Supreme Court.	N						
3	02002	01/01/1901	A	VCSC Special Revenue Fund	VCSC Sprev	This fund accounts for sales tax collected from the sale of sentencing guidelines training manuals and funds used to fund commission activities.	Ν						
4	02003	01/01/1901	A	DBHDS Special Revenue Fund	DBHDS Sprv	Per Code of VA § 37.2-716, this fund accounts for the fees associated with services provided by agency facilities (85% Medicaid reimbursement, 7% Medicare, and 8% other sources). These fees are appropriated to finance agency MH facilities and ID training centers. All revenues remain in the fund at FY end and only used for the operation of Department and state facilities for research and training.	N						
5	02004	07/01/2018	A	Comm on Civics Education Fund	Civics Ed	Per Code of VA §30-351 this fund is a special nonreverting fund to be used for the purpose of educating students on the importance of citizen involvement, promoting the study of state and local government and enhancing communication and collaboration among organizations in the Commonwealth that conduct civics education.	N						
6	02005	01/01/1901	A	Tax Special Revenue Fund	TAX Sprev	This fund accounts for Local Assessment Training.	N						
7	02010	01/01/1901	A	Garnishment/Child Support Fees	Chld Spprt	Accounts for fee charged to do a payroll deduction for court ordered garnishment/child support. Funds are transferred to the general fund.	Ν						
8	02011	01/01/1901	A	DOA Statewide Accounting Svcs	DOA SWAcct	This fund is used for recoveries from the Health Insurance Fund for services rendered and other miscellaneous statewide activities.	Ν						
9	02012	01/01/1901	A	Firearms Transaction Program	Firearm Tr	Accounts for the background investigation fee on prospective gun buyers charged to gun dealers. All licensed dealers collect \$2 for every trxn for which a criminal history check is required, except that a fee of \$5 is collected for every out-of-state resident. Fee shall be transmitted to VSP by the last day of the month to offset the cost of conducting criminal history record information checks.	N						
10	02013	01/01/1901	A	VA Farmland Preservation Fund	Va Frm Prs	§ 3.2-201 - Special nonreverting fund consisting of all moneys appropriated to it by the General Assembly and such moneys as may be made available from any other source, public or private for farmland preservation. interest-retaining. Solely used for the purposes of carrying out the duties of the Office of Farmland Preservation, including developing policies, creating educational programs, etc.	N						



# Query of all GL Business Units (V\_GL\_ALL\_BUS\_UNIT)

#### **REVISED:** 02/15/2018

#### **DESCRIPTION:**

This query returns all GL Business Units and the related descriptions.

#### NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V\_GL\_ALL\_BUS\_UNIT

#### **INPUT / SEARCH CRITERIA:**

None

#### OUTPUT FORMAT:

HTML Excel CSV

#### Screenshot of the V\_GL\_ALL\_BUS\_UNIT query

V_GL_AL	L_BUS_UNIT- Query of GL	Business Units	Inbox - janis.hannuksela@doa.virginia.gov - Commonwealth of Virginia Mail https://mail.google.com/mail/u/0/#inbox					
Download	results in Excel SpreadSheet C	SV Text File XMI File (28 kb)						
A Commodia			5					
VIEW AII			First 1-100 of 295 🤍 Last					
Row	Business Unit	Description	Short Description					
1	10000	Senate	SOV					
2	10100	House of Delegates	HDEL					
3	10200	Legis Dep Reversion Clear Acct	LDRCA					
4	10300	Magistrate System	MAG					
5	10400	Jud Dept Reversion Clear Acct	JDRCA					
6	10500	VA Commission on Intergov Coop	VCIC					
7	10700	Div of Legislative Services	DLS					
8	10800	Virginia Code Commission	VCC					
9	10900	Div Legislative Automated Sys	DLAS					
10	11000	Joint Legis Audit & Review Com	JLARC					
11	11100	Supreme Court	SUPCT					
12	11200	Jud Inquiry and Review Comm	JIRC					
13	11300	Circuit Courts	CCV					
14	11400	General District Courts	GDC					
15	11500	Juv and Domestic Relations Crt	JDRC					
16	11600	Combined District Courts	CDC					
17	11700	Virginia State Bar	VSB					
18	11800	VA Coal and Energy Commission	VCEC					
19	11900	Lieutenant Governor	LTGOV					
20	12100	Office of the Governor	GOV					
21	12200	Dept of Planning and Budget	DPB					
22	12300	Department of Military Affairs	DMA					
23	12500	Court of Appeals of Virginia	CAV					
24	12700	Dept of Emergency Management	DEM					



# Projects Not in Tree Query (V\_GL\_TREE\_AUDIT\_PROJECT)

#### **REVISED:** 02/27/2017

#### **DESCRIPTION:**

This query tracks established projects that are not in the ALL\_PRJCTS tree.

#### NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V\_GL\_TREE\_AUDIT\_PROJECT

#### **INPUT / SEARCH CRITERIA:**

None

#### OUTPUT FORMAT: HTML

Excel CSV

#### Screenshot of the Projects Not in Tree Query Page

V_GL_TR	EE_AUDIT_P	ROJECT- Projects not in	n Tree							
Download	results in : Exce	I SpreadSheet CSV Text File	XMI File (1089 kł	2						
View All	View All									
Row	Unit	Project	Status	Descr						
1	18100	DLI68121	A	OSHA 23G GRANT-2021						
2	18100	DLI68122	A	OSHA 23G GRANT-2022						
3	20100	DOE95992	A	Doing What Works						
4	20100	DOE95995	A	EPFC Funding VBAEF						
5	19700	APE46099	A	Cardinal Proj 46099						
6	19700	APE46101	A	Cardinal Proj 46101						
7	19700	APE60541	A	CTE Equipment/State Payments						
8	19700	APE60555	A	CTE Post Secondary Fed Payts						
9	19700	APE60560	A	Vocational Student Org						
10	19700	APE60561	A	Virginia STAR IT Initiative						
11	19700	APE60565	A	Title IVB-21st Century						
12	19700	APE60610	A	Integrated Mfg Special Grants						
13	19700	APE60615	A	College Readiness Center Pilot						
14	19700	APE60630	A	Industry Based Cert Sp Grants						
15	19700	APE60648	A	TchRecruit PrepPilot Init STEM						
16	19700	APE60665	A	VA Career Educ Foundation						
17	19700	APE60666	A	Yr Round Sch Planning Grants						
18	19700	APE60667	A	Start Up Grants						
19	19700	APE46132	A	Cardinal Proj 46132						
20	18100	DLI68516	A	OSHA DATA GRANT-2016						
21	18100	DLI68517	A	OSHA DATA GRANT-2017						
22	15600	DSP84032	A	Wythe County Manhunt - Jaccard						
23	15600	DSP84033	A	Sale of Land						



# Record Groups Query (FIN0016\_RECORD\_GROUPS)

#### **REVISED:** 02/22/2017

#### **DESCRIPTION:**

This query displays all available Record Groups and can be used to view a list of Group IDs with related descriptions and record names.

#### **NAVIGATION PATH:**

Main Menu > Reporting Tools > Query > Query Viewer > FIN0016\_RECORD\_GROUPS

#### **INPUT / SEARCH CRITERIA:**

None

#### OUTPUT FORMAT: HTML Excel CSV

#### Screenshot of the FIN0016 Record Groups Query Page

FIN0016_	RECORD_GROUPS-	FIN0016-Record Groups	
Download	results in : Excel Spread	Sheet CSV Text File XML File (721 kb)	
View All			First 1-100 of 6216 🕑 Last
Row	Group ID	Description	Record
1	AM_01	Agencies	AGENCY_TBL
2	AM_02	Book Definition	BOOK_DEFN_TBL
3	AM_02	Book Definition	BOOK_DEFN_VW
4	AM_02	Book Definition	SP_BOOK_CLSVW
5	AM_02	Book Definition	SP_BOOK_NONVW
6	AM_02	Book Definition	SP_BOOK_OPRVW
7	AM_03	Asset Property	AM_PROP_SUBC
8	AM_04	C.A.P. Types	CAP_TYPE_TBL
9	AM_05	AM Indexes	AM_INDEX_DETAIL
10	AM_05	AM Indexes	AM_INDEX_TBL
11	AM_06	Units of Production Tables	UOP_DET_TBL
12	AM_06	Units of Production Tables	UOP_TBL
13	AM_09	Depreciation Tables	AM_REVERSAL_RSN
14	AM_09	Depreciation Tables	CONV_BOOK_VW
15	AM_09	Depreciation Tables	CONV_BU_BOOK_VW
16	AM_09	Depreciation Tables	CONV_BU_VW
17	AM_09	Depreciation Tables	CONV_DT_TBL
18	AM_09	Depreciation Tables	CONV_DT_TBL_VW
19	AM_09	Depreciation Tables	CONV_SETID_VW
20	AM_09	Depreciation Tables	CONV_TBL
21	AM_09	Depreciation Tables	DEPR_CAP_TBL
22	AM_09	Depreciation Tables	DEPR_CAP_YR_TBL
23	AM 09	Depreciation Tables	DEPR LIM TBL



### **Restorative Maintenance Query (V\_GL\_RESTORATIVE\_MAINTENANCE)**

**REVISED:** 02/23/2017

#### **DESCRIPTION:**

This query is used to retrieve posted expenditures associated with a particular reporting category. Information returned includes Project ID, Program, Department, and Account.

#### **NAVIGATION PATH:**

Main Menu > Reporting Tools > Query > Query Viewer > V\_GL\_RESTORATIVE\_MAINTENANCE

### **INPUT / SEARCH CRITERIA:**

Business Unit Fiscal Year From Period To Period Reporting Category Program OUTPUT FORMAT: HTML Excel CSV

#### Screenshot of the Restorative Maintenance Query Page

V_GL_R	ESTORATI	E_MAINTENANCE - F	Restorative Main	tenance											
Buci															
Dusi															
Fi	Fiscal Year 2019														
Fro	From Period 1														
	To Period	3													
Reporting	Category CAP	OUT Q													
	Program %	0													
View Pe	sulte														
Thew ites	Juno -			54445											
Downloa	d results in : E	Excel SpreadSheet CSV Te	ext File XML File (	54 kb)											
View All								First 1-100 of 316 🕑 Last							
Row	Unit	Project	Year	Amount	Program	Reporting Category	Acc	ount Fund							
1	50100	0000020152	2019	142.00	998000	CAPOUT	5015410	04720							
2	50100	0000020155	2019	1670.05	998000	CAPOUT	5012610	04720							
3	50100	0000020155	2019	426.00	998000	CAPOUT	5015410	04720							
4	50100	0000020161	2019	35.11	998000	CAPOUT	5011110	04720							
5	50100	0000020161	2019	16.35	998000	CAPOUT	5011120	04720							
6	50100	0000020161	2019	2.92	998000	CAPOUT	5011140	04720							
7	50100	0000020161	2019	53.88	998000	CAPOUT	5011150	04720							
8	50100	0000020161	2019	220.83	998000	CAPOUT	5011230	04720							
9	50100	0000020161	2019	88.72	998000	CAPOUT	50112301	04720							
10	50100	0000020164	2019	2493.74	998000	CAPOUT	5012610	04720							
11	50100	0000020165	2019	8002.15	998000	CAPOUT	5012610	04720							
12	50100	0000020165	2019	9750.56	998000	CAPOUT	5012680	04720							
13	50100	0000020165	2019	84333.80	998000	CAPOUT	5023220	04720							
14	50100	0000020165	2019	135826.24	998000	CAPOUT	5023280	04720							



# **Right of Way Expenditures Query (V\_GL\_RIGHT\_OF\_WAY)**

#### **REVISED:** 12/12/2019

#### **DESCRIPTION:**

This query retrieves posted expenditures associated with a particular program and fund.

#### **NAVIGATION PATH:**

Main Menu > Reporting Tools > Query > Query Viewer > V\_GL\_RIGHT\_OF\_WAY

#### **INPUT / SEARCH CRITERIA:**

**Business Unit** Fiscal Year Accounting Period From Accounting Period To Program (% for all)

### **OUTPUT FORMAT:**

HTML Excel

CSV

#### Screenshot of the Right of Way Expenditures Query Page

V_GL_F	RIGHT_OF_WAY - Rigi	nt of Way Expendit	ures										
	Business Unit [50100 ] Q												
Fiscal Year 2019													
Accountin	Accounting Period From 1												
Accou	Accounting Period To 3												
Pro	pram (% for all) %	Q											
View Re													
Downloa	ad results in : Excel Spread	Sheet CSV Text File	XML File (73 kb)										
View All							First 1-100 of 443 🕑 Last						
Row	Business Unit	Fiscal Year	Cost Center	Project	Fund	Program	SUM(B.MONETARY_AMOUNT)						
1	50100	2019		0000094185	04100	604002	412.47						
2	50100	2019		0000104504	04100	604002	0.00						
3	50100	2019		0000107852	04100	604002	847.44						
4	50100	2019		0000110706	04100	604003	420.19						
5	50100	2019		0000105397	04314	603023	0.00						
6	50100	2019		0000110088	04720	603020	2208.94						
7	50100	2019		0000110901	04720	603020	6224.88						
8	50100	2019		0000104185	04720	603020	97326.36						
9	50100	2019		0000110112	04720	603020	3125.74						
10	50100	2019		0000082510	04720	603020	22903.01						
11	50100	2019		0000098813	04720	603020	3388.57						
12	50100	2019		0000062650	04720	603020	857.24						
13	50100	2019		0000109790	04720	603021	6634.20						
14	50100	2019		0000107458	04720	603022	1680.73						



# SetIDs Query (FIN0017\_VALID\_SET\_IDS)

#### **REVISED:** 02/22/2017

#### **DESCRIPTION:**

This query displays all valid SetIDs in Cardinal. The query can be used to identify all valid SetIDs statewide.

#### **NAVIGATION PATH:**

Main Menu > Reporting Tools > Query > Query Viewer > FIN0017\_VALID\_SET\_IDS

#### **INPUT / SEARCH CRITERIA:**

None

#### OUTPUT FORMAT: HTML Excel CSV

#### Screenshot of the FIN0017 Valid SetIDs Query Page

FIN0017_V	ALID_SET_IDS- FI	N0017-Valid Set IDs		
Download re	esults in : Excel Spread	dSheet CSV Text File XML File (43 kb)		
View All				First 1-100 of 452 🕑 Last
Row	SetID	Description		Short Desc
1	10000	Senate	SOV	
2	10100	House of Delegates	HDEL	
3	10200	Legis Dep Reversion Clear Acct	LDRCA	
4	10300	Magistrate System	MAG	
5	10400	Jud Dept Reversion Clear Acct	JDRCA	
6	10500	VA Commission on Intergov Coop	VCIC	
7	10700	Div of Legislative Services	DLS	
8	10800	Virginia Code Commission	VCC	
9	10900	Div Legislative Automated Sys	DLAS	
10	11000	Joint Legis Audit & Review Com	JLARC	
11	11100	Supreme Court	SUPCT	
12	11200	Jud Inquiry and Review Comm	JIRC	
13	11300	Circuit Courts	CCV	
14	11400	General District Courts	GDC	
15	11500	Juv and Domestic Relations Crt	JDRC	
16	11600	Combined District Courts	CDC	
17	11700	Virginia State Bar	VSB	
18	11800	VA Coal and Energy Commission	VCEC	
19	11900	Lieutenant Governor	LTGOV	
20	12100	Office of the Governor	GOV	
21	121P0	GOV Petty Cash	GOV PC	
22	12200	Dept of Planning and Budget	DPB	
23	12300	Department of Military Affairs	DMA	



### SpeedCharts Query (APY0005\_SPEEDCHARTS)

#### **REVISED:** 02/22/2017

#### **DESCRIPTION:**

This query displays valid SpeedChart values for a designated SetID and Effective Date.

#### **NAVIGATION PATH:**

Main Menu > Reporting Tools > Query > Query Viewer > APY0005\_SPEEDCHARTS

#### INPUT / SEARCH CRITERIA: SetID Effective Date

#### OUTPUT FORMAT: HTML Excel

CSV

#### Screenshot of the APY0005 SpeedCharts Query Page

APY	0005	SPEEDC	HARTS - S	peedCharts	5																					
		10 45400	~																_							
Effec	tive Da	ate 02/23/201	19 🛐																							
Vie	w Resi	ults																								
Dov	vnload	results in :	Excel Spread	ISheet CSV T	ext File XML F	ile (18 kb)																				
View	/ All																						Firs	t 1-29	) of 29	Last
Row	SetID	Setid_Descr	:2	SpeedChart	Description	Speedtype_short	Туре	User	Prim Perm List	Eff Date	Account	Asset	Fund	Departmer	nt FIPS	Agency Use 2	Task Pr	roject (	Cost Center	Program	Agency Use 1	Affiliate	Fund Affiliate	Stat F	Percent	GL Unit
1	15100	Department of Accounts	02/23/2019	1	Credit Card Rebate	U	Universal			01/01/1901	4009026		02111	95400										-	100.00	
2	15100	Department of Accounts	02/23/2019	91100	Comptroller	U	Universal			01/01/1901			01000	91100						799001					100.00	
3	15100	Department of Accounts	02/23/2019	91200	EDI Prenotes Administration	U	Universal			01/01/1901			01000	91200						799001				ŀ	100.00	
4	15100	Department of Accounts	02/23/2019	92100	Administration	U	Universal			01/01/1901			01000	92100						799001				ŀ	100.00	
5	15100	Department of Accounts	02/23/2019	93100	Human Resources	U	Universal			01/01/1901			01000	93100						799001				•	100.00	
6	15100	Department of Accounts	02/23/2019	94100	Internal Audit	U	Universal			01/01/1901			01000	94100						737002				·	100.00	
7	15100	Department of Accounts	02/23/2019	95100	CIPPS Replacement	U	Universal			01/01/1901			06011	95100						711008				•	100.00	(
8	15100	Department of Accounts	02/23/2019	95200	Financial Reporting	U	Universal			01/01/1901			01000	95200						737004				ł	100.00	
9	15100	Department of Accounts	02/23/2019	95400	General Accounting	U	Universal			01/01/1901			01000	95400						737001					100.00	
10	15100	Department of Accounts	02/23/2019	9540001	General Accounting	U	Universal			01/01/1901			01000	95400						737001					100.00	
11	15100	Department of Accounts	02/23/2019	9540002	General Accounting Disburs Rev	U	Universal			01/01/1901			01000	95400						737002					100.00	



# SpeedTypes Query (FIN0007\_SPEEDTYPES)

#### **REVISED:** 02/22/2017

#### **DESCRIPTION:**

This query displays all available SpeedTypes, along with the associated ChartFields, for a designated SetID.

#### **NAVIGATION PATH:**

Main Menu > Reporting Tools > Query > Query Viewer > FIN0007\_SPEEDTYPES

### **INPUT / SEARCH CRITERIA:**

SetID

OUTPUT FORMAT: HTML Excel CSV

#### Screenshot of the FIN0007 SpeedTypes Query Page

FIN	FIN0007_SPEEDTYPES - FIN0007-SpeedTypes																				
SetII Vie Dor Viev	ietID [15100 Q View Results Download results in : Excel SpreadSheet CSV Text File XML File (29 kb) View All First 1-57 of 57 Last															Last					
Row	SetID	SpeedType	Operator	Class	Description	Туре	Account	Asset	Department	Task	Fund	FIPS	Agency Use 2	Affiliate	Fund Affiliate	Cost Center	Program	Agency Use 1	Project	Currency	Stat
1	15100	1			Credit Card Rebate	Universal	4009026		95400		02111						737001				
2	15100	2080100			CIPPS-208	Universal	4009060		99999		01000						799001				
3	15100	944			CIPPS-944	Universal			94400		01000						737002			USD	
4	15100	2280270			CIPPS - 228 - 0270	Universal	111220		93100		02700									USD	
5	15100	911			CIPPS-911	Universal			91100		01000						799001			USD	
6	15100	921			CIPPS-921	Universal			92100		01000						799001			USD	
7	15100	931			CIPPS-931	Universal			93100		01000						799001			USD	
8	15100	91100			Comptroller	Universal			91100		01000						799001			USD	
9	15100	92100			Administration	Universal			92100		01000						799001			USD	
10	15100	93100			Human Resources	Universal			93100		01000						799001			USD	
11	15100	952			CIPPS-952	Universal			95200		01000						737004			USD	
12	15100	95200			Financial Reporting	Universal			95200		01000						737004			USD	
13	15100	954			CIPPS-954	Universal			95400		01000						737001			USD	
14	15100	955			CIPPS-955	Universal			95500		01000						737001			USD	
15	15100	957			CIPPS-957	Universal			95700		06090						711008		0000103772	USD	



# Task Codes Query (FIN0012\_Valid\_Product\_Codes)

#### **REVISED:** 02/22/2017

#### **DESCRIPTION:**

This query displays all valid Task values that are active in Cardinal for a SetID as of the designated As of Date. The Task ChartField identifies the further breakdown of work or services performed against a Project or Cost Center.

#### **NAVIGATION PATH:**

Main Menu > Reporting Tools > Query > Query Viewer > FIN0012\_Valid\_Product\_Codes

#### **INPUT / SEARCH CRITERIA:**

SetID As Of Date OUTPUT FORMAT: HTML

Excel CSV

#### Screenshot of the FIN0012 Valid Product (Task) Codes Query Page

FIN001	2_VALID_P	RODUCT_C	CODES - FIN0012-Valid Product Codes			
Set As Of Da View R Downlo View All	ID 12300 C ate 02/23/2019 esults ad results in :	Excel Spread	ISheet CSV Text File XML File (19 kb)			First 1-100 of 143 🚯 Last
Row	SetID	Task	Description	Short Desc	Budgetary Only	As of Date
1	12300	10200	Air Guard Red Horse	Red Horse	N	02/23/2019
2	12300	10300	Security AASF	Sec AASF	N	02/23/2019
3	12300	10400	J-SIIDS	J-SIIDS	N	02/23/2019
4	12300	20000	Richmond CSMS Buildings	CSMS	N	02/23/2019
5	12300	20100	Sandston FMS1	SandFMS1	N	02/23/2019
6	12300	20200	Sandston Beulah FMS2	SandFMS2	N	02/23/2019
7	12300	20300	Winchester FMS 3	WINFMS3	N	02/23/2019
8	12300	20500	Norfolk FMS 5	NorfFMS	N	02/23/2019
9	12300	20600	Portsmouth FMS 6	PortsFMS	N	02/23/2019
10	12300	20700	Fredericksburg FMS7 Bldg 2	FredFMS	N	02/23/2019
11	12300	20800	Danville FMS 8 Building 5	DanFMS	N	02/23/2019
12	12300	20900	Gate City FMS 9	GC FMS	N	02/23/2019
13	12300	21000	Rocky Mount FMS	RockyMT 10	N	02/23/2019
14	12300	21100	Lynchburg FMS 11	LynchFMS	N	02/23/2019
15	12300	21200	Staunton FMS 12	StaFMS12	N	02/23/2019
16	12300	21300	Belvoir FMS 13 1949	Bel FMS	N	02/23/2019
17	12300	21400	Richlands FMS 14	RichFMS	N	02/23/2019
18	12300	21500	Picket FMS 15	FMS 15	N	02/23/2019
19	12300	22100	Waller Depot	WallerDept	N	02/23/2019



# Tasks Not in Tree Query (V\_GL\_TREE\_AUDIT\_TASK)

#### **REVISED:** 02/27/2017

#### **DESCRIPTION:**

This query tracks established tasks that are not in the ALL\_TASKS tree.

#### NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V\_GL\_TREE\_AUDIT\_TASK

#### **INPUT / SEARCH CRITERIA:**

None

### OUTPUT FORMAT:

HTML Excel CSV

#### Screenshot of the Task Not in Tree Query Page

V_GL_	REE_AUDI	T_TASK- Ta	sk not in Tree			
Downlo	ad results in :	Excel SpreadS	heet CSV Text File XI	VIL File (263 kb)		
View All						First 1-100 of 2231 🕑 Last
Row	SetID	Task	Eff Date	Status	Descr	Bud. Only
1	95700	008	01/01/1901	A	Attendee Travel	N
2	79900	454	10/10/2014	A	Boiler Plant Rep GCC KMCC	N
3	79900	457	12/19/2014	A	REPLACE SANITARY SEWER/STATEWI	N
4	79900	462	02/09/2015	A	STRUC ASSESS&REMIDIAT/HAYNESVI	N
5	21800	0165	03/19/2015	A	Construction, Phase 65	N
6	21800	0166	01/01/1901	A	Construction, Phase 66	N
7	76600	21916	01/01/1901	A	VICTIM WITNESS 16-L4512VG15	N
8	21800	0469	10/20/2015	A	Equipment, Phase 69	N
9	79900	984	01/01/1901	A	Repr Elect Distrib Infr/KMCC	N
10	40900	991	01/01/1901	A	SEP Administration	N
11	40900	F18	01/01/1901	A	Roda Road Emergency	N
12	40900	K59	01/01/1901	A	Frying Pan Water Project	N
13	40900	K83	01/01/1901	A	Pounding Mill Brch II Emergcy	N
14	40900	P50	01/01/1901	A	AML 2015 Administration	N
15	60200	32	01/01/1901	A	Cardinal CIPPS Interface	N
16	20300	080	01/01/1901	A	Replace Kitchen Equipment	N
17	20300	081	01/01/1901	A	Gen Maint Rep Blgs 701 - 716	N
18	20300	082	01/01/1901	A	Gen Maint Rep Lake Trail Area	N
19	20300	083	01/01/1901	A	Gen Maint Rep Rds Wlkways Lots	N



# **General Ledger Reports**

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### **AP-GL Reconciliation Report (RGL022)**

**REVISED:** 03/07/2017

#### **DESCRIPTION:**

This report provides detail data by Journal and Journal Line information and can be used to identify variances and reconcile transactions/amounts between GL and Accounts Payrable/Expenses (AP/EX).

#### **NAVIGATION PATH:**

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

#### **RUN CONTROL PARAMETERS:**

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

#### OUTPUT FORMAT: PDF CSV

### Screenshot of the RGL022 AP-GL Reconciliation Report Run Control Page

Favorites - Main Menu - > G	eneral Ledger 👻 🚿 GL Subsy	stem Reconciliation 👻 >	AP-GL Reconciliation	
AP-GL Reconciliation Run Control ID AP_GL_Reco	onciliation_Rpt	Report Manager	Process Monitor	Run
*Business Unit (% for all) 15100 *Fiscal Year 2017 *Accounting Period From 7 *Accounting Period To 7	Q ✓ EX ✓ AP	ource Source		
Save E Notify			📑 Add 🛛 🔊 Update	/Display



### Screenshot of the RGL022 AP-GL Reconciliation Report

CARDINAL Report ID: RGLO	022	Comm AF	nonwealth of Virginia P-GL RECONCILIATION	Run Date: 01/13/ Run Time: 10:54	/2017 00
Business Unit: Fiscal Year: Accounting Perio Accounting Perio System Source:	15100 2017 od From: 7 od To: 7 AP,EX			Page No. 1 of	4
JOURNAL LINES WI Journal ID AP00348342 <u>Unmatch</u>	ITH UNMATCHING CHA <u>Source</u> AP ning Lines:	RT FIRLDS COMBINATIONS C Journal Date 01/13/2017	OR DEBIT BETWEEN GL AND AP GL total Debit 600.00	AP total Debit 100.00	<u>Variance</u> 500.00
	Journal Line# 27 Unmatching chart	Voucher ID 00001645 fields: Amount	Voucher Line 1 GL Value (100.00)	<u>AP Value</u> (50.00)	(50.00)
	<u>Journal Line#</u> 30 <u>Unmatching chart</u>	Voucher ID 00001645 fields: Amount	<u>Voucher Line</u> 1 <u>GL Value</u> 700.00	<u>AP Value</u> 150.00	550.00



# **AR-GL Reconciliation Report (RGL631)**

**REVISED:** 03/01/2017

#### **DESCRIPTION:**

This report provides variances in ChartField combination or amount between journal generated distributions from the Accounts Receivable (AR) module and GL journal line. The report provides the corresponding Journal ID, Journal Line, ChartField combination, and Amount and can be used to reconcile accounting between AR and GL. It is also used by the Department of Accounts to reconcile the Accounts Receivable module to the General Ledger.

#### **NAVIGATION PATH:**

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

### **RUN CONTROL PARAMETERS:**

OUTPUT FORMAT: PDF

CSV

Business Unit (% for all) Fiscal Year From Period To Period Transaction Source – BI [checkbox], AR Items [checkbox], Direct Journals [checkbox]

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

Favorites -	Main Menu 🗸	> General Ledger 👻 >	GL Subsystem Reconciliation -	> AR-GL Reconciliation	
AR-GL Modu	le Recon Rpt				
R	un Control ID AR_G	BL_Reconciliation_Rpt	Report Manager	Process Monitor	Run
*Busine	ss Unit (% for all) 5	0100 Q	Transaction Source		
	*Fiscal Year	2014	<b>⊠</b> BI		
	*From Period	1	AR Items		
	*To Period	10	☑ Direct Journals		
🔚 Save 🗈	- Notify			📑 Add 🛛 🖉 Update/E	Display



### Screenshot of the RGL631 AR-GL Reconciliation Report

	Commonwealth of Virginia AR-GL RECONCILIATION	Run Date: 04/0 Run Time: 04:4	4/2014 2 00
		Page No. 1 o	£ 10
50100 VA Dept of Transpo 2014 1 10 8I,AR Itens,Direct Journals HING CHART FIELDS COMBINATI	ntation		
Journal Date 07/03/2013	<u>GL total Amount</u> 17.50	AR total Amount 0.00	Variance 17.50
21			
LIDON GENECOLO46 OENECOLO47 GENECOLO49 GENECOLO49 GENECOLO50 GENECOLO51 GENECOLO53 GENECOLO53 GENECOLO54 OENECOLO55 GENECOLO55 GENECOLO56 OENECOLO57 GENECOLO58		AX AMOUNT 222.00 140.00 111.00 37.00 74.00 259.00 111.00 333.00 37.00 111.00 111.00 111.00 07.00	
	<ul> <li>VA Dept of Transpo</li> <li>VA Dept of Transp</li></ul>	Commonwealth of Virginia AR-GL RECONCILIATION 0010 VA Dept of Transportation 10 11 10 11 10 11 10 11 10 11 10 11 10 11 10 11 10 11 10 11 10 11 10 11 10 11 10 11 10 11 1	Commonwealth of Virginia AR-GL RECONCILIATION Run Date: 04/0 Run Time: 04/10 Page No. 1 o Page No. 1 o VA Dept of Transportation NO14 L O SO100 VA Dept of Transportation SO14 L O SO100 VA Dept of Transportation SO14 L O SO100 VA Dept of Transportation SO14 L O SO100 VA Dept of Transportation SO100 VA Dept of Transpo



### **Cardinal Trial Balance Report (VGLR001)**

**REVISED:** 03/01/2017

#### **DESCRIPTION:**

This report provides the beginning and ending ledger balance and net activity. The report can be generated using designated Business Units, Ledger, and ChartField elements. The report allows multiple ledger amounts to be summarized to reflect different bases of accounting. The report can be used to review balances for monthly and annual reconciliations.

#### **NAVIGATION PATH:**

Main Menu > General Ledger > General Reports > Cardinal Trial Balance Report

#### **RUN CONTROL PARAMETERS:**

OUTPUT FORMAT: PDF

Business Unit (% for All Bus) **Fiscal Year** Accounting Period Include Adjustment Periods / Adjustment Period By BU / Fund [checkbox], then Fund (enter a value) By BU / Fund / Project [checkbox] By FundGroup [checkbox] By All Accounts [checkbox] By Fund [checkbox] Full Accrual [checkbox] Modified Accrual [checkbox] Cash Basis [checkbox] Actuals [checkbox] Summary [checkbox] Detail [checkbox]

Screenshot of the Cardinal Trial Balance Report Run Control Page



Favorites 🗸 Main Menu 🗸	> General Ledger 🕶 > General Reports	<ul> <li>Cardinal Trial Ba</li> </ul>	lance Report		
Trail Balance Report Trial Balance Report					
Run Control ID TRIAL_BAL Report Manager Process Monitor Run					
Report Request Parameters					
*Business Unit: (%for All BUs )	50100 Q	nclude Adjustment	Periods		
*Fiscal Year:	2019	19 Adjustment Period			
Accounting Period:	1				
ChartField Selection	Ledger Selection		Account Details		
By BU/FUND By BU/Fund/Project By FundGroup Ø By All Accounts By Fund	☐ Full Accrual ☐ Modified Accrual ☐ Cash Basis ☑ Actuals (All Ledgers selected together)	vill be summed	Summary		
Save Notify Stress	/ 			📑 Add 🛛 🖉	Update/Display

Screenshot of the VGLR001 Cardinal Trial Balance Report - Summary View

Report ID: VGLR001		Commonwealth of Virginia CARDINAL TRIAL BALANCE REPORT		Run Date: 12/1 Run Time: 03:4	8/2019 5 00
Eusiness Unit : 50100 Fiscal Year : 2019 Account Details : Summary ChartField Selection : By All Accounts	VA Dept of Transportation Accounting Period : 1 Ledger Selection : ACTUALS Adj. Period :			Paga No. 1 of	3
Business Unit	Account	Description	Beginning Balance	Net Activity	Ending Balance
50100	101010 101420 101420 103480 111220 112051 112053 112053 112064 112062 112063 112064 112064 112070 112140 112500 13380 131050 153500 154601 154602 154604 155150 155200 162060 182651 182651 182720 182721 183660	Cash With The Treasurer Of VA Cash With Fiscal Agent Ant Held By Trustee-Treasury Ant Held By Ottnide Trustee Investments - Other Parking Fee Suppense Account A/R - Federal Covernment A/R - Cities, Counties and Towns A/R - State Agencies A/R - Other A/R Federal-Unbilled A/R Cother A/R State Agencies A/R Other-Unbilled A/R Other-Other Destromer Advances Site Manager A/R Deferred Ant To Be Raised - Redeem Bend Ant Prvide-Bend Anticiptn Note Loans Receivable Land Land Hwy Right of Way Construction In Progress Bwy Construction In Progress Buildings	2,032,676,072.20 39,363,731.57 10,735,681.18 511,190,916.43 41,327,274.96 0.00 26,815.30 1,971,061.65 4,067,826.30 65,014,568.22 0.00 13.33,756,726 3.238,230,934.23 418,534,334.73	(59,483,456.98) 0.00 443,598.45 (19,296,966.97) 0.00 27,921,503.55 (927,133.84) (801,330.58) (18,489,031.42) 0.00 (1,517,710.47) 0.00	1,973,192,615.22 39,363,731.57 11,179,279.63 492,902,949.46 41,327,274.96 0.00 27,948,318.85 1,043,927.81 3,266,495.72 46,525,536.80 0.00 136,555.82 0.00 (1,517,710.47) 0.00 0.00 0.00 0.00 318,479,371.03 120,550.00 0.00 87,483,925.71 0.00 182,263,066.54 33,750,514 72,506,624.65 3,238,230,934.23 418,534,334.73 105,595,295,819

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



				Paga No. 3 of 3	3
Business Unit	Account	Description	Beginning Balance	Net Activity	Ending Balance
Liability Total :			(33,034,488,033.24)	1,783,641.92 (	33,032,704,391.32)
Equity Total :	308000	Fund Balance	(2,303,921,080.98) (2,303,921,080.98)	0.00	(2,303,921,080.98) (2,303,921,080.98)
Revenue Total :	Revenue Accounts		0.00	(437,543,139.61)	(437,543,139.61)
Expense Total :	Expense Accounts		0.00	499,311,623.94	499,311,623.94
	609560	Cash Trnsfr In - Load GF Cash	0.00	(40,000,000.00)	(40,000,000.00)
	609660	Cash Tran Out-FedPass Cardinal	0.00	1,840.24	1,840.24
	609820	Cash Transfer In - Non-GF	0.00	(46,665,141.72)	(46,665,141.72)
	609821	Cash Transfer In-NGF Othr Agy	0.00	(382,136.03)	(382,136.03)
	609830	Cash Transfer Out - Non-GF	0.00	46,665,141.72	46,665,141.72
	609831	Cash Transfer Out-NGF Othr Agy	0.00	42,191,700.53	42,191,700.53
Transfers Total :			0.00	1,811,404.74	1,811,404.74



### Screenshot of the VGLR001 Cardinal Trial Balance Report - Detail View

CARDINAL Report ID: VGLR001		Commonwealth of Virginia CARDINAL TRIAL BALANCE REPORT		Run Date: 12/1 Run Time: 03:5	9/2019 5 00
Eusiness Unit : 50100 Fiscal Year : 2019 Account Datails : Datail ChartField Selection : By All Accounts	VA Dept of Transportation Accounting Period : 1 Ledger Selection : ACTUALS Adj. Period :			Paga No. 1 of	9
Business Unit	Account	Description	Beginning Balance	Net Activity	Ending Balance
50100	101010 101420 101420 103480 111220 112051 112053 112063 112064 112064 112064 112064 112064 112064 112064 112070 112140 112500 13300 131050 153500 154602 154604 154602 154604 154602 154604 155150 155200 162060 162050 182251 182251 182251 182251 182251 182250	Cash With The Treasurer Of VA Cash With Fincal Agent Ant Held By Trustee-Treasury Ant Held By Outside Trustee Investments - Other Parking Ree Suppense Account A/R - Pederal Covernment A/R - Cities, Counties and Towns A/R - State Agencies A/R - Other A/R Pederal-Unbilled A/R Cother-Unbilled A/R Cother-Unbilled A/R Other-Unbilled A/R Other-Unbilled A/R Other-Unbilled Allowance For Doubtful Accts Receivable-Overpayment AR Maintenance Control Due From Other Funds Petty Cash Advances Employee Travel Advances Site Manager A/R Deferred Ant To Be Raised - Redeem Bend Ant To Be Raised - Brayes Hand Land Hwy Right of Way Construction in Progress Hwy Construction in Progress Buildings	2,032,676,072.20 39,363,731.57 10,735,681.18 511,190,916.43 41,327,274.96 26,815.30 1,973,061.65 4,067,826.30 65,014,568.22 0.00	(59,483,456.98) 0.00 443,598.45 (19,296,966.97) 0.00 27,921,503.55 (927,133.84) (801,330.58) (18,489,031.42) 0.00 (1,517,710.47) 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 (13.89) 455,895.61 0.00 0	$1, 973, 192, 615, 22\\ 39, 363, 731, 57\\ 11, 179, 279, 63\\ 491, 902, 949, 46\\ 41, 327, 274, 96\\ 0, 00\\ 27, 946, 318, 85\\ 1, 943, 927, 81\\ 3, 266, 495, 72\\ 46, 525, 536, 80\\ 0, 00\\ 136, 585, 82\\ 0, 00\\ 136, 585, 82\\ 0, 00\\ 136, 585, 82\\ 0, 00\\ 0, 00\\ 1, 517, 710, 47\\ 0, 00\\ $



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

				Paga No. 2 of	. 9
Business Unit	Account	Description	Beginning Balance	Net Activity	Ending Balance
	183671	Accn Dap-Hwy Infrastructure	(16,427,087,411.41)	0.00	(16,427,087,411.41)
	183680	Infrastructure	294.849.007.33	0.00	294.849.007.33
	183681	Hwy Infrastructure	38,209,567,364,76	0.00	38,209,567,364,76
	183690	Accm Depreciation - Bldgs	(181,588,903.86)	(862,941.82)	(182,451,845.68)
	183700	Equipment	0.00	0.00	0.00
	183702	Expendable Equipment	145,913,618.90	0.00	145,913,618.90
	183703	Other Equipment - ASD	67,105,479.45	0.00	67,105,479.45
	183704	Rental Equipment	510,045,045.92	0.00	510,045,045.92
	183706	Expendable Equip-Controlled	0.00	0.00	0.00
	183707	Rental Equip - Controlled	0.00	0.00	0.00
	183708	Mobile Radios - Controlled	0.00	0.00	0.00
	183730	Accm Depreciation - Equipment	0.00	0.00	0.00
	183734	Accum Depr-Rental Equip	(335,785,711.79)	0.00	(335,785,711.79)
	183736	Accum Depreciation-ASD Other	(47,112,882.53)	0.00	(47,112,882.53)
	183737	Accun Deprec Expendable Equip	(105,912,103.18)	0.00	(105,912,103.18)
Asset Total :			35,338,409,114.22	(65,363,530.99)	35,273,045,583.23
	205020	Accounts Pavable	(14.528.744.94)	1.777.495.30	(12,751,249,64)
	205023	Accounts Payable-Retainage	(2,656,940,04)	(151, 156, 42)	(2,808,096,46)
	2050239	AP-Converted Retainage	0.00	0.00	0.00
	205025	Accts Payable-AP/EX Accruals	(42,634,738.06)	(12,496,152.97)	(55,130,891.03)
	205028	AR Refund Control	(804.12)	(36,121.15)	(36,925.27)
	206240	Temporary Loans Payable	(3,400,000.00)	0.00	(3,400,000.00)
	213080	Due To Other Funds	(309,175,160.48)	(9,304,210.55)	(318,479,371.03)
	220540	Susp Acct-Guarantee Deposits	(16,513,148.40)	709,725.80	(15,803,422.60)
	220558	Susp Acct-Payroll Tax Pay94105	0.00	0.00	0.00
	2402507	Def Rev-Hghwy Toll Rev-Patron	(62,629,002.60)	99,264.00	(62,529,738.60)
	24025071	Def Rev-Hghwy Toll Rev-Retail	(923,965.00)	0.00	(923,965.00)
	2403007	Def Rev-Sale Goods/Svc St Ent	(2,856,189.96)	0.00	(2,856,189.96)
	2404000	Def Rev-Priv Donatn/Gift/Grant	(4,346,262.81)	0.00	(4,346,262.81)
	24042011	De Rev-Loc Prj Participation	(6,064,471.19)	0.00	(6,064,471.19)
	24042012	Def Rev-Coal Severance Tax	(1,515,250.42)	0.00	(1,515,250.42)
	2407301	Def Rev-Rent Lnd/Bldg-Op Lease	(13,000.00)	1,000.00	(12,000.00)
	2409060	Def Rev-Miscellaneous Revenues	(1,985,455.26)	0.00	(1,985,455.26)
	255040	Matured Debt Payable	0.00	0.00	0.00
	255470	Susp Acct-Deposit Pend Distrib	(3,326,804.52)	(37,295.17)	(3,364,099.69)
	255471	Susp Acct-Sales Tax Liability	(2,638.97)	212.06	(2,426.91)
	255630	Stop Pay Clearing-Payroll	0.00	(835.00)	(835.00)
	256430	June trustee Fund Balance	(511,199,916.43)	19,296,966.97	(491,902,949.46) (29 AE7 330 642 70)
	25/980	Investment General Fixed ASSet	(20,459,478,001.29)	2,157,358.51	120,457,320,042.78)
	25/990	Res For Adj TO ACCTUAL BASIS	(885,641.77)	0.00	(885,641.77)
	290603	Bublic Dobt 9 C Bonds	(8 060 000 00)	0.00	(8,050,000,00)
	202612	Public Transportation Bords	(2,553,000,00)	(222 600 46)	(0,000,000.00)
	232012	subtre transportación sonds	12, 502, 291, 090, 98)	(232,009.46)	(3, 302, 324, 306, 44)

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

				Paga No. 9 of 9	
Business Unit	Account	Description	Beginning Balance	Net Activity	Ending Balance
	5023210	Construction, Bridges	0.00	16,524,123.63	16,524,123.63
	5023220	Construction, Buildings	0.00	1,806,001.02	1,806,001.02
	5023230	Construction, Highways	0.00	209,551,923.58	209,551,923.58
	50232301	Constructs, Hwy-Wetland Mitgts	0.00	0.00	0.00
	50232302	Construct, Hwy-InKind Contrbtn	0.00	1,300.82	1,300.82
	5023270	Construct, BridgesHwy Imprvmt	0.00	459,820.96	459,820.96
	5023280	Construct, Buildings Imprvmnt	0.00	409,299.24	409,299.24
	519540	Payments To Trustees	0.00	10,254,371.23	10,254,371.23
Expense Total :		-	0.00	499,311,623.94	499,311,623.94
	609560	Cash Trnsfr In - Load GF Cash	0.00	(40,000,000.00)	(40,000,000.00)
	609660	Cash Tran Out-FedPass Cardinal	0.00	1,840.24	1,840.24
	609820	Cash Transfer In - Non-GF	0.00	(46,665,141.72)	(46,665,141.72)
	609821	Cash Transfer In-NGF Othr Agy	0.00	(382,136.03)	(382,136.03)
	609830	Cash Transfer Out - Non-GF	0.00	46,665,141.72	46,665,141.72
	609831	Cash Transfer Out-NGF Othr Agy	0.00	42,191,700.53	42,191,700.53
Transfers Total :		-	0.00	1,811,404.74	1,811,404.74



# CARS Interface Summary Report (RGL002)

**REVISED:** 03/01/2017

#### **DESCRIPTION:**

This report provides a summary of the transactions that have been sent from Cardinal to CARS each day by CARS batch type and batch date.

#### **NAVIGATION PATH:**

Main Menu > General Ledger > General Reports > CARS Interface Summary Report

RUN CONTROL PARAMETERS:	OUTPUT FORMAT:
Business Unit	PDF
CARS Extract Create Date	CSV

#### Screenshot of the RGL002 CARS Interface Report Run Control Page

Favorites 🗸	Main Menu 🗸	$\rightarrow$ General Ledger $\checkmark$ $\rightarrow$	General Reports ->	CARS I	nterface Summary Repo	ort	
CARS Interfa	ice Summary Report						
CARS Interface Summary Report							
Run Control ID CARS_Interface_Summary_Rpt Report Manager Process Monitor							
Report Re	quest Parameters						
*Busines	s Unit 15100 🔍 🍕	CARS Extract Create Date	03/30/2016 関				
R Save	Notify				📑 Add 🛛 🖉 Upda	ate/Display	



### Screenshot of the RGL002 CARS Interface Report

CARDINAL Report ID: RGL002	th of Vi CE REPOR	.rginia RT-SUMMA)	RY		Run Date: 03/01/2017 Run Time: 03:28 00			
CARS Extract Create Date: 03/30/2016						Page No. 1 of 1		
DA-03-265 REV 1/87	Department o <u>Identification</u>	f Accoun Informa	ts tion					
Agency Name: <u>Department of Accounts</u>					Ag	ency Code: <u>15100</u>		
Volume/Serial Number:								
AGENCY BATCH ID	AGENCY BATCH ID			AGENCY BATCH ID				
Agency Date Type No	BATCH AMOUNT	Agency	Date	Туре	No	BATCH AMOUNT		
151 03/29/16 6 807	2,098,862.00							
151 03/30/16 3 808	543,130.00							



# CARS-Cardinal Reconciliation Report (VGLR0025)

#### **REVISED:** 03/01/2017

#### **DESCRIPTION:**

This report provides a summary of both CARS and Cardinal transactions by batch, transaction code, Fiscal Year and Accounting Period, Distribution (i.e., Fund, Program, Object, Revenue Source Code, and Project), and Amount. Mismatches are identified as well as transactions with no matching CARS record. The report can be used to support the reconciliation process between CARS and Cardinal.

#### **NAVIGATION PATH:**

Main Menu > General Ledger > General Reports > CARS-Cardinal Reconciliation

#### **RUN CONTROL PARAMETERS:**

Business Unit Fiscal Year Accounting Period Summary By Object [checkbox]

### OUTPUT FORMAT:

PDF CSV

#### Screenshot of the VGLR0025 CARS-Cardinal Reconciliation Report Run Control Page

Favorites -	Main Menu 🗸	> General Ledger -	> General Reports -> CARS-Car	rdinal Reconciliation		
CARS/Cardinal Reconciliation						
R	un Control ID CAR	S_Cardinal_Recon_Rpt	Report Manager	Process Monitor Run		
*Business	Unit 50100	Q				
*Fiscal Ye	ar 2017					
*Accounting	ng Period 01					
Summary By Object						
🔚 Save 📑	Notify			🛃 Add 🛛 🔊 Update/Display		


#### Screenshot of the VGLR0025 CARS-Cardinal Reconciliation Report

CARI Report I	DINAL D: VGLR00	25					Commo CARS-CA	nwealth of Vi RDINAL RECONC	rginia ILIATION				Run Run	Date: 03/01/20 Time: 03:59 0	017 D
Business Unit:         50100         Page No           Fiscal Year:         2017         Accounting Period:         01         Cardinal to Reconcile with CARS           Summary by Object         N         Summary by Object         N						e No. 1 of 134	60								
Source	Batch Agancy	Batch Date	Batch Typa	Batch <u>Number</u>	Batch <u>Sequence</u>	Fiscal <u>Year</u>	Fiscal <u>Month</u>	Trans Code	Pund	Program	Object	Rev Source	Project	Voucher_	Amount
CARDINAL	501 No CARE 1	07/26/2016 Record Found	2	188	00024	2017	01	598	0100					0104001N	228.43
CARDINAL	501 No CARS 1	07/26/2016 Record Found	2	188	00025	2017	01	598	0100					0104003N	122.01
Source NO MATCH	Batch <u>Agancy</u> FOUND	Batch Date	Batch <u>Typa</u>	Batch <u>Number</u>	Batch Sequence	Fiscal <u>Year</u>	Fiscal <u>Month</u>	Trans <u>Code</u>	Pund	Program	Object	Rev Source	Project	<u>Voucher</u>	Amount 350.44
Source	Batch Agancy	Batch Date	Batch Typa	Batch <u>Number</u>	Batch Sequence	Fiscal <u>Year</u>	Fiscal <u>Month</u>	Trans <u>Code</u>	Pund	Program	Object	Rev Source	Project	<u>Voucher</u>	Amount
CARDINAL	501 No CARS 1	07/26/2016 Record Found	2	177	00001	2017	01	598	0410					0101218N	63.35
ARDINAL	501 No CARS I	07/26/2016 Record Found	2	177	00002	2017	01	598	0410					0101470N	152.00
CARDINAL	501 No CARS 1	07/26/2016 Record Found	2	177	00003	2017	01	598	0410					0101645N	152.00
TARDINAL	501 No CARS I	07/26/2016 Record Found	2	177	00004	2017	01	598	0410					0101745N	1,500.00
CARDINAL	501 No CARS 1	07/26/2016 Record Found	2	177	00005	2017	01	598	0410					0101939N	148.25
CARDINAL	501 No CARS 1	07/26/2016 Record Found	2	177	00006	2017	01	598	0410					0101954N	310.60
CARDINAL	501	07/26/2016	2	177	00007	2017	01	598	0410					0101977N	78.75



## **Combination Rules Report (GLS4002)**

**REVISED:** 03/06/2020

#### **DESCRIPTION:**

This report provides information on combination edit rules for a designated Business Unit (SetID).

#### NAVIGATION PATH:

Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Combination Rule Report

#### **RUN CONTROL PARAMETERS:**

OUTPUT FORMAT: PDF

SetID Combination Rule (or blank for all) As of Date

#### Screenshot of the GLS4002 Combination Rules Report Run Control Page

Favorites -	Main Menu 🗸	ightarrow Set Up Financials/Supply Chain $ullet$	> Common Definitions -> Design ChartFields ->	Combination Editing - Combination Rule Report
ChartField	d Combinatior	n Editing Rule Report		
	R	tun Control ID Combination_Rules_Rpt	Report Manager Process Monitor	Run
		Language English 🗸		
Report Rep	quest Parameters	)		
	Set	ID STATE		
	Combination Ru	lle 🔍		
	As of Da	te 12/19/2019		
Save 🗄	Notify		📑 Add 🛛 🖉 Update/D	isplay

#### Screenshot of the GLS4002 Combination Rules Report

Report ID: GLS4002 Set ID: STATEStatewide SetID As Of Date: 12/19/2019 Combination Eule: ACCTACTUAL	PacpleS CHARTFIELD	Soft Financials COMBINATION RULES	Page No. 1 Run Date 12/19/2019 Run Time 10:00:56
Description: Invalid Account/Actuals Effe Require Valid ChartField Value FURD_CODE	active Date From: 01/01/1901 To: 01/01/2	2099 Combo CF Definition: ACCTACTUAL	
ChartField How Specified	SetID Tree Name	Tree Level Selected Value	
ACCOUNT Selected Detail V	Yalues	101001 101002 101005 101005 101006 103001 103002 103002 103004 103601 103601 103601	



#### Screenshot of the GLS4002 Combination Rules Report (continued)

PeopleSoft Financials           Report ID:         GLS4002           Set ID:         STATEStatewide SetID           As Of Data:         12/19/2019           Combination Rule:         INVDEPTED									
Description: Invalid Fund for Dapt Effective Date From: 01/01/1901 To: 01/01/2099 Combo CF Definition: FUND_DEFT									
ChartField	How Specified	Set TD	Tree Name	Tree Level		Selected Value			
FUND CODE	Selected Detail Values								
DEPTID	Selected Tree Nodes	15100	DEPT 15100			01000			
212712		10100	54713100			FUND 01000			
FUND_CODE	Selected Detail Values					02011			
DEPTID	Selected Tree Nodes	15100	DEPT_15100			WIND COOL			
FIND CODE	Selected Detail Values					FUND 02011			
DEDITO	Cologiad Tree Veder	15100	DPDP 15100			02054			
DEPTID	Selected live wodes	15100	DEPI_ISI00			FUND 02054			
FUND_CODE	Selected Detail Values								
DEPTID	Selected Tree Nodes	15100	DEPT_15100			02111			
						FUND 02111			
FUND_CODE	Selected Detail Values					02700			
DEPTID	Selected Tree Nodes	15100	DEPT_15100			FUND 02700			
FUND_CODE	Selected Detail Values								
DEPTID	Selected Tree Nodes	15100	DEPT 15100			06080			
			-			FUND 06080			



## Commitment Control Budget Control Report (GLC8051)

**REVISED:** 03/01/2017

#### DESCRIPTION:

This report provides information regarding the commitment control ledger configuration.

#### NAVIGATION PATH:

Main Menu > Commitment Control > Budget Reports > Budget Control Report

RUN CONTROL PARAMETERS:	OUTPUT FORMAT:
SetID	PDF
Ledger Group Option – All	XLS
Ledger Group Option – Specify, then Ledger	ТХТ
Group	
Commit Control Date Option – All	
Commit Control Date Option – Specify, then As of	
Date	

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

Favorites -	Main Menu <del>-</del>	> Commitment Control -> Budget Reports -> Budget Control Rep	port
Commitm	ent Control Bud	lget Control Report	
	Run Control ID Language	Commit_Control_Budget_Contol Report Manager Process	Monitor Run
Report Re	quest Parameters		
	SetID STATE Q		
Ledger (	Group Option		
© All	○ Specify	Ledger Group	
Commit	Control Date Option	1	
	• Specify	As of Date	
🖪 Save	Notify	Add	d 🖉 Update/Display



#### Screenshot of the GLC8051 Commitment Control Budget Control Report

ORACLE	Report ID: GLX8051	Oracle Pe <u>CON</u> T	eopleSoft General Ledger ROL BUDGET OPTION	Page Run Date Time	1 of 10 12/19/19 10:08:21 AM	
SETID: As of Date: Ledger Option:	STATE Specify All					
Ledger Group:	CC_ALLOT					
Effective Date:	1901-01-01	Effective Status:	Active	Description:	CC Allotment	
Budget Type:	Expense			Associated Expenditure Budget:		
Tolerance Percent:	0			Parent Control Budget:	CC_APPROP	
Ruleset and Control Cl	hartfields					
Ruleset Chartfield:	Program	Tree Name:	PROGRAM_BUDGET	Level Name:	LEVEL_1	
Control Chartfield:	Fund	Default Ruleset:	DEFAULT			
Commitment Control C	ptions					
Enable Statistical Budg	geting: N	Control Option:	Control	Enable Funding Source:	Ν	
Entried Must Balance:	Ν	Budget Status:	Open	Revenue Track:		
Child Budgets Exceed	Option: N					



## Control/Track Budget – Expenditures by ChartField Report (VRGL007)

**REVISED:** 03/01/2017

#### **DESCRIPTION:**

This report provides a summary, by related ChartFields, of budgeted amount, month expended amount, and year to date expended, as well as unexpended amount for any budget ledger set as Control or Track With Budget. The report can be used to monitor and administer an agency's selected budget.

#### **NAVIGATION PATH:**

Main Menu > General Ledger > General Reports > Control/Track Budget-Exp by CF

#### **RUN CONTROL PARAMETERS:**

SetID Business Unit Budget Ledger Fiscal Year As of Period Show Account Description [checkbox] Field Name Tree Name (if applicable) Level Name (if applicable) How Specified (Detail – Selected Parents, Range of Values, Selected Detail Values) Sub-Total [checkbox] OUTPUT FORMAT: PDF CSV



#### Screenshot of the Control / Track Budget Expenditure by ChartField Run Control Page

Favorites  Main Menu  General Ledger  General	Reports  V > Control/Track Budget-Exp by CF
Control/Track Budget-Exp by CF	
Run Control ID CNTRL_TRK_CF	Report Manager Process Monitor Run
SetID 50100	
*Business Unit 50100	2019 Show Account Description
Values by Chartfields	Find   View All First ④ 1 of 1 ④ Last
*Field Name: Account V	*How Specified: Selected Detail Values 🗸
	□ Sub-Total
Tree Node Selector	Select Personalize   Find   View All   🖉   🔣 Values/Nodes First 🚯 1 of 1 🕥   ast
	*Select Value
	Q + =

#### Screenshot of the VRGL007 Control / Track Budget Expenditures by ChartField Report

CARDINAL	CONTROL/1	Commonwealth of Virg	Run Date: 12/18/2019	
Report ID: VRGL007		RACK BUDGET - EXPENDIT	Run Time: 04:31 00	
Business Unit : 50100 Fiscal Year : 2019 As of Period : 1 Budget Ledger : C_APPROP_B				Page No. 1 of 1
Account	Budgeted Amount	Month Expended	Year-to-Date Expended	Unexpended Amount
5099001	7,092,105,186.36	489,057,252.71	489,057,252.71	6,603,047,933.65
Total for the Report :	7,092,105,186.36	489,057,252.71	489,057,252.71	6,603,047,933.65



## Funding Analysis of Appropriations, Allotments and Expenditures Report (RGL006A)

**REVISED:** 03/01/2017

#### **DESCRIPTION:**

This report provides detailed information by Business Unit, Program, Project and Fund for Appropriations, Allotments, Expenditures, Unexpended Appropriations, and Unexpended Allotments. The report can be used for reconciliation purposes.

**OUTPUT FORMAT:** 

#### **NAVIGATION PATH:**

Main Menu > General Ledger > General Reports > COVA Analysis of Appropriations

RUN CONTROL PARAMETERS:
Business Unit (% for All)
Fiscal Period
Accounting Period
Consolidated Summary Report [checkbox]

Screenshot of the RGL006A Funding Analysis of Appropriations, Allotments and Expenditures Report Run Control Page

PDF CSV

Favorites 🗸	Main Menu 🗸	> General Ledge	r 🔻 > General Re	eports 🗸 > COVA	Analysis of Appropriation	
COVA Analy	sis of Appropriation	1				
Run	Control ID Funding	_An_Approp_Allot_E>	rpend	Report Manager	Process Monitor	Run
Busine	ess Unit: (%for All)	%	Consolidated Su	ummary Report		
*Fisca	l Year:	2019				
*Acco	unting Period:	1				
Save	Notify				Add Dpdate/	Display



## Screenshot of the RGL006A Funding Analysis of Appropriations, Allotments and Expenditures Report

CARDINAL Report ID: RGL00	6A		FUNDING ANALY:	Commonwealth of Virginia FUNDING ANALYSIS OF APPROPRIATIONS, ALLOTMENTS AND EXPENDITURES				Run Date: 12/19/2019 Run Time: 10:20 00	
Business Unit Fiscal Year Accounting Period Consolidate Repor As of Date	% 2019 1 t Summary Y 31-JUL-2018						Page No. 1	of 203	
<u>Business</u> <u>Unit</u> <u>Program</u>	Project	Fund	Approp Type	Appropriation	Allotment	Expenditures YTD	<u>Unexpended</u> Appropriations	Unexpended Allotments	
1000		01000	ORIGINAL REAPPROP SUBEXEC SUBLEG TRANSPER	1,598,627,012.00 0.00 2,000,000.00 0.00 (1,597,627,012.00)					
Program Total				3,000,000.00	3,000,000.00	0.00	3,000,000.00	3,000,000.00	
1080			ORIGINAL REAPPROP SUBEXEC TRANSFER	310,996,700.00 0.00 0.00 6,688.00					
Pro	gram Total			311,003,388.00	311,003,388.00	1,159,731.41	309,843,656.59	309,843,656.59	
1100			ORIGINAL REAPPROP SUBEXEC TRANSFER	72,347,911.00 0.00 0.00 195,860.00					
Pro	gram Total			72,543,771.00	64,543,771.00	5,824,431.79	66,719,339.21	58,719,339.21	
1110			ORIGINAL SUBLEG TRANSFER	22,003,124.00 0.00 (6,762,890.00)					
Pro	gram Total			15,240,234.00	8,696,818.00	770,121.32	14,470,112.68	7,926,696.68	
1130			ORIGINAL TRANSFER	6,494,408.00 (6,494,408.00)					
Pro	gram Total			0.00	0.00	0.00	0.00	0.00	
1370			ORIGINAL	2,250,046.00					
Pro	gram Total			2,250,046.00	2,250,046.00	232,275.07	2,017,770.93	2,017,770.93	



## GL Transaction Report (RGL010)

**REVISED:** 03/01/2017

#### **DESCRIPTION:**

This report provides a summary (net of debits and credits) of posted journal amounts by a selected ChartField string. Options are available for each ChartField to show both the description and the subtotal amounts. The report run control allows for multiple ChartFields to be selected.

#### **NAVIGATION PATH:**

Main Menu > General Ledger > General Reports > GL Transaction Report

# RUN CONTROL PARAMETERS:OUTPUT FORMAT:SetIDPDFBusiness UnitCSVLedgerSource (% for all)Account TypeCSV

Fiscal Year Accounting Period From Accounting Period To Include Adjustment Periods / Accounting Period ChartField Selection (various fields)

#### ADDITIONAL INFORMATION:

The subtotal amount option is not available in CSV format.

#### Screenshot of the GL Transaction Report Run Control Page

Favorites - Main Menu -	<ul> <li>General Ledg</li> </ul>	ger 🔹 > General Reports 🔹 >	GL Transact	tion Report		
GL Transaction Report						
Run Control ID	GL	Report	Manager	Process Monitor	Run	
Report Request Parameter	rs				Find View All	First 🕢 1 of 1 🕑 Last
*Business Unit: 1510 *Ledger: ACT *Source (% for all): % *Account Type: Chartfield Selection All Values: Show Description: Show Subtotals:	00 Q TUALS Q Q *Field Name:	*Fiscal Year: *Accounting Period From: *Accounting Period To: Fund	2019 1 2 V	Include Ad Accounti 1 F How Specified:	justment Periods ing Period	+ - + -
	Tree Node Selector	,		Select Values/Nodes Select Value	Personalize   Find   First	View All   🖓   🔣 1 of 1 🕟 Last



#### Screenshot of the RGL010 GL Transaction Report without Subtotals

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

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

CARDINAL Report ID: RGL	)10			Commonwealth of Virginia GL TRANSACTION REPORT	Run Date: 12/18/2019 Run Time: 04:45 00
Business Unit: Ledger: Fiscal Year: Source: Account Type: Adjustment Peri	1510 ACTU. 2019 All L	0 TALS	Department of Accounts Feriod: 1 to 2		Page No. 1 of 1
Fund Descript:	on				THOOM
01000 General 1 Total for 01000	und				80,060.00
06011 Enterpris Total for 06011	е Арр - Н	ICM			(819,044.12) (819,044.12)
06080 Payroll : Total for 06080	ervice Bu	ireau Se	rvice		(2,032.18) (2,032.18)
06090 Enterpris Total for 06090	e App - C	ardinal			1,023,931.23
06150 Enterpris Total for 06150	e App-Per	f Budge	ting		217,536.85 217,536.85
15000 General 1 Total for 15000	ixed Asse	at Acct	Group		<u> </u>
Total					\$ 511,562.96



## Journal Edit Errors Report (GLS7011)

**REVISED:** 03/01/2017

#### **DESCRIPTION:**

This report provides detailed information about journal edit errors for a designated Journal Date range. The report includes Journal ID, Journal Date, Source, Reference Number, Error Type, Field Name, and Error Message. The report can be used to identify and resolve journal edit errors.

#### **NAVIGATION PATH:**

Main Menu > General Ledger > Journals > Process Journals > Journals Edit Errors Report

#### **RUN CONTROL PARAMETERS:**

Description Unit Ledger Group (select value) Source (or blank for all) Journal ID From Journal ID To Journal Date From Journal Date To

#### OUTPUT FORMAT: PDF CSV

#### Screenshot of the Journal Edit Errors Report Run Control Page

Favorites -	Main Menu 🗸	> General Ledger ->	Journals 🗸 🚿	Process Journals -> Jou	Irnal Edit Errors Report
Journal Ec	lit Errors Repo	rt			
	R	IN Control ID JRNL_ED		Report I	Manager Process Monitor Run
Report Req	uest Parameters			Find   View All	First 🕚 1 of 1 🕑 Last
	Request Numb *Descripti	er 1 on ReportsCatalog			+ -
	U	nit 15100 🔍			
	Ledger Gro	up ACTUALS 🔍			
	Sour	ce 🔍			
	Journal ID Fro	om 🔍 🔍		Journal ID To	٩
	Journal Date Fro	om 02/01/2017 🛐		Journal Date To 03/01/20	017 🛐
Leave a field I	blank to select all its va	lues.			
🔚 Save 🔯	Return to Search	Notify			Add // Update/Display



#### Screenshot of the GLS7011 Journal Edit Errors Report

Report ID: GLS7011 Bus. Unit: 15100Department of Accounts Ledgar Grp: ACTUALS Actuals Fiscal Year:2017 Request 1ReportsCatalog		PeopleSoft GL JOURNAL EDIT ERRORE	Faga No. 1 Run Data 03/01/2017 Run Tima 18:14:02
Source:ALL Journal ID:ALL Journal Date:01/02/2017 th	rough 03/01/2017		
Business Unit IU: 15100			
Pd Journal ID Jrnl Date Src Ref No. Error Type	Line Line Description	Field Name	Entry Event Error message
7 0000427071 01/06/2017 CNL HEADER		JENL_HDR_STATUS	Journal line errors exist for this header. (5860/53)
LINE	2 Cash Transfer In	- Non-GF FUND_CODE	Combo error for fields Fund/Account in group %2INVFD15100. (9600/31)



## Journal Entry Detail Report (FIN2001)

**REVISED:** 03/01/2017

#### **DESCRIPTION:**

This report provides a subset of or all journal entries for a business unit and ledger within a designated date range. A number of selection criteria can be used to return either a broad range of journals or a narrowed down results, including to a single Journal ID. The report provides the ability to search and select a group of journals for review.

**OUTPUT FORMAT:** 

PDF

CSV

#### **NAVIGATION PATH:**

Main Menu > General Ledger > General Reports > Journal Entry Detail

#### **RUN CONTROL PARAMETERS:**

Unit Ledger Group (select value) Ledger (select value) Source (or blank for all) Journal ID (or blank for all) From Date To Date Journal Status (select value or blank for all) Show Description on Report [checkbox] Show Statistics Amount [checkbox] Display Full Numeric Field [checkbox] Click on Refresh Sequence (enter sequence number) Include CF [checkbox] Descr [checkbox]



#### Screenshot of the Journal Entry Detail Report Run Control Page

Favorites 👻	Main Menu 🗸	> General Ledger • > Ge	eneral Reports 👻	> Journal Entry D	etail	
	-t- D-t-il	Beard				
Journal E	ntry Detail	кероп			_	
	Ru	IN Control ID JRNLENTRYDETAIL		Report Manag	ger Process Monitor	Run
		Language English 🗸				
Report Req	uest Paramete	215				
	Uni	t 15100 🔍				
	Ledger Group	ACTUALS	Ledge	r ACTUALS Q		
	Source	۹ 🔜 🔍	Journal II	D		
	From Date	02/01/2019	To Dat	e 03/01/2019 🔋		
	Journal Status	Posted (by posting dates)	<ul> <li>Date Cod</li> </ul>	e All 🗸		
Show De	escription on Re	port 🗌 Show St	atistics Amount		Display Full Num Refresh	eric Field
ChartFiel	d Selection	Pe	rsonalize   Find	🖉 🔜 🛛 First	④ 1-25 of 25 🛞 Las	t
Sequence		ChartField Name		Include CF	Descr	
	1	Account			V	~
	2	Fund			V	
	3	Program				
	4	Department			$\checkmark$	
	5	Cost Center				
	6	Task				
	7	FIPS			V	
	8	Asset				
	9	Agency Use 1				
	10	Agency Use 2				
	11	PC Business Unit				
	12	Project			$\mathbf{\Sigma}$	



#### Screenshot of the FIN2001 Journal Entry Detail Report

Per Report ID: FIN2001 JOURN Bus. Unit: 15100-Department of Accounts	cpleSoft Financials AL ENTRY DETAIL REPORT		Paga No. 1 Run Data 03/25/202	20
Ledgar Urp: ACTUALSActuals Ledgar: ACTUALSActuals For the pariod 02/01/2019 through 03/01/2019			RUN TIMA 16:39:24	
Source: ALL Journal ID: ALL Status: P (posted journals by posted date range)	Date Code ALL			
Line Description Reference Account Pund Department PIDS	Program Entry Event	Currency I	Dabit Credit	t
PC Bus Unit Project				
Journal ID: 0001118243 Journal Date: 01/31/2019 Source: CNLOnline Journal Entry Status: PPosted Posted Date: 02/03/2019 Description To charge agency 151 for 941 EPTPS deposit dated 01/31/2019 (FICA adjus	y Reversal:			
1 Salary Social SecurtysMedicare S011120 Salary Social SecurtysMedicare 01000 General Fund 92100 Admin Svcs & Public Records	799001			
3 Cash With The Treasurer Of VA		USD	7.50 0.	.00
101010 Cash With The Treasurer Of VA 01000 General Fund 99999 DOA				
		USD	0.00 7.	.50
	Total	USD	7.50 7.	.50



## Journal Entry Detail with ChartField Attributes Report (FIN2005)

**REVISED:** 2/9/2023

#### **DESCRIPTION:**

This report provides the same detail as the FIN2001 Journal Entry Detail Report and also lists the ChartField attribute values. The report provides the ability to search for and select a group of journals for review.

#### **NAVIGATION PATH:**

Main Menu > General Ledger > General Reports > Journal Entry with Attributes

#### **RUN CONTROL PARAMETERS:**

Unit Ledger Group (select value) Ledger (select value) Source (or blank for all) Journal ID (or blank for all) From Date To Date Journal Status (select value or blank for all) Show Description on Report [checkbox] Show Statistics Amount [checkbox] Display Full Numeric Field [checkbox] Click on Refresh Sequence (enter sequence number) Include CF [checkbox] Value (enter or select a designated value) OUTPUT FORMAT: PDF

CSV



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

Fa	avorites 👻	Main Me	enu 👻	> General Ledger		Reports $\star \rightarrow -J$	lournal Entry with A	Attributes	
Jo	ournal Ei	ntry with	Attribu	tes Report					Run
			Run Cont Lang	uage English	~		Report Manage	er Process Monitor L	
	Report Re	quest Para	meters						
		I	Unit 15100	0					
		Ledger Gr	oup ACTU	ALS Q		Ledger ACT	UALS 🔍		
		Sou	Irce	Q		Journal ID			
		From D	Date 02/01/	2019 👸		To Date 03/0	1/2019 🔡		
		Journal Sta	atus Poste	d (by posting dates	) 🗸				
	Show D	escription o	n Report		Show Statistic:	s Amount	[	Display Full Nume	ric Field
		-	-					Refresh	
	ChartFie	Id Selectio	n		Perso	nalize   Find   🖓	🛛   🔜 🛛 First	🕙 1-25 of 25 🛞 La	ast
	Sequence		ChartField	Name		Include CF	Value		
		1	Account			✓		Q	~
		2	Fund			$\checkmark$	01000	Q	
		3	Program					Q	
		4	Departme	nt				Q	
		5	Cost Cent	er				Q	

#### Screenshot of the FIN2005 Journal Entry with ChartField Attributes Report

			PeopleSoft Financials			
Report ID: FIN20	05		JOURNAL ENTRY WITH CHARTFIELD ATTRIE	BUTES REPORT	1	Page No. 1
Bus. Unit: 15100	Department of Accou	ints			1	Run Date 02/09/2023
Ledger Grp: ACTUA	LSActuals				1	Run Time 09:45:49
For the period 02	/01/2019 through 03/0	1/2019				
Source: ALL Jou	rnal ID: ALL Status	: P (posted journals by post	ed date range)			
Line .						
Account		Fund		Cur	Debit	Credit
Journal ID: 00011	18243 Journal Date:	01/31/2019 Source: ONLOnli	ne Journal Entry Reversal:	NNone Status:	PPosted Posted Date	: 02/01/2019
Description To ch	arge agency 151 for 9	41 EFTPS deposit dated 01/31/	2019 (FICA adjustment - F.Spurlock)			
1 5011120 Salar	v Social Securty/Medi	care 01000 General Fund		USD	7.50	0.00
Attributes	/ boolar becarejanea.			000		0100
ACCOUNT	CIPPS_EXP_CODE	1112				
ACCOUNT	DOA GLA	901				
ACCOUNT	DOA OBJ_RS	1112				
FUND CODE	ACFR FD CLASS	100 - SWAM REPORTABL				
FUND CODE	ACFR FUND GROUP	GENERAL				
FUND_CODE	ACFR FUND TYPE	GOVERNMENTAL				
FUND_CODE	DOA FUND	0100				
FUND_CODE	MCI CLASS	GENERAL				
3						
101010 Cash	With The Treasurer Of	VA 01000 General Fund		USD	0.00	7.50
Attributes						
ACCOUNT FUND CODE	ACER ED CLASS	101				
FUND CODE	ACFR FUND GROUP	GENERAL				
FUND CODE	ACFR FUND TYPE	GOVERNMENTAL				
FUND_CODE	DOA FUND	0100				
FUND_CODE	MCI CLASS	GENERAL				
				Total USD	7.50	7.50



## Journal Upload Error Report (GL593)

**REVISED:** 03/01/2017

#### **DESCRIPTION:**

This report provides details about file level and transaction level errors identified during the Journal Upload process for interfacing agencies for a designated date range. **Errors identified in the Journal Upload Error Report will need to be corrected in the agency system and re-submitted to Cardinal.** The report can be run manually for a designated date range using the following navigation path.

#### **NAVIGATION PATH:**

Main Menu > General Ledger > General Reports > Journal Upload Error Report

#### **RUN CONTROL PARAMETERS:**

OUTPUT FORMAT: PDF

From Date To Date Tree Name (select BU\_TREE\_INTFC\_GL) How Specified (select Detail – Selected Parents) Tree Node Selector (select the Tree View icon) Click + to expand the BU\_TREE\_INTFC\_GL link and then click on the desired Business Unit

#### ADDITIONAL INFORMATION:

A copy of the Journal Upload Error Report is generated after the nightly process has been run and posted to the file server (agency Outbound folder) for agencies to retrieve automatically and also to Report Manager within the agency specific folder.



#### Screenshot of the Journal Upload Error Report Run Control Page

Favorites   Main Menu   General Ledger	General Repor	ts 👻 > Journal Upload Err	or Report	
Journal Upload Error Report				
Run Control ID JRNL_UPL_ERR	F	Report Manager Process	Monitor	Run
Date Range		File Parameters		1
*From Date: 02/01/2016 🔀 *To Date: 02/29/2016	B *Sequen	ce: 001 Output	to File Server	
Business Unit Selection				
*Tree Name: BU_TREE_INTFC_GL Q *He	ow Specified:	etail - Selected Parents	<b>~</b>	
Tree Node Selector	Select	First	④ 1 of 1	
🙅 🗘	Values/Nod	es	🕭 Last	
First   Previous   Next   Last   Left   Right	*Business Unit	Description		
BU TREE INTFC GL-BU TREE INTFC GL	15100	Department of Accounts	+ -	
<u>11700</u> <b>⊡</b> <u>12300</u> <b>⊡</b> <u>12300</u>				
<ul> <li>■ <u>13600</u></li> <li>■ <u>13600</u></li> </ul>				
E 15200 E 15200				
<ul> <li>■ <u>15400</u></li> <li>■ <u>15600</u></li> </ul>				
<u>15700</u> 15800				
16100 16100				
110000				
<u>17200</u> 17400 17400				
18100				
L±1 <u>18200</u>				
Save Votify				📑 Add 🛛 🖉 Update/Display

#### Screenshot of the GL593 Journal Upload Error Report

CARDINAL Report ID: GL59	Commonwealth of Virginia JOURNAL UPLOAD ERROR REPORT 3	Run Date: 03/23/2016 Run Time: 11:07 00
		Page No. 1 of 1
Submitting GL BU Upload Date Rang	i 13600 e. 01-FEB-2016 to 29-FEB-2016	
File Name: Upload Date:	13600_GL600_IN_02042016_1442_001.DAT 04-FEB-2016	
File Success:	File is processed successfully with no errors.	
File Name: Upload Date: File Success:	13600 GL600_IN_02092016_1257_001A.DA 09-FED-2016 File is processed successfully with no errors.	



## Journal Line / Accounting Entry Reconciliation Report (GLS8012)

**REVISED:** 03/10/2017

#### **DESCRIPTION:**

This report matches and reconciles journal lines and accounting entries and lists the differences.

#### NAVIGATION PATH:

Main Menu > General Ledger > General Reports > Journal Line/Acctg Reconcil

#### **RUN CONTROL PARAMETERS:**

#### OUTPUT FORMAT: PDF

Unit Ledger Journal Status Accounting Definition Journal ID Fiscal year From Period To Period Include Adjustment Period [checkbox]

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

avorites +N Journal Line,	Aain Menu → → General Led /Accounting Entry Rec Run Contr Langu	ger → Ge onciliatio of ID JRNL_L Jage (English	neral Repor	ts → Journal Line/Acctg R rt G_RECON R	econcil eport Manager Process Monitor (	Run
Report Reques	t Parameters					
	*Unit 50100	Q				
	*Ledger ACTU	ALS 🔍		Journal Status Po	sted to Ledger(s) 🗸	
	*Accounting Definition	Q		Journal ID	٩,	
	*Fiscal Year	2012		eTo Dorford	Include Adjustment Period	
		12		TO Period	Refresh	
ChartField Se	lection		1	Personalize   Find   🖉   🔣	First 🛞 1-25 of 25 🛞 Las	t
Sequence	ChartField Name	Include CF	Desor	Value	To Value	
1	Account			Q	Q	~
2	Fund			Q	Q	
3	Program			Q	٩	
4	Department			Q	Q	
5	Cost Center			Q	Q	
6	Task			Q	٩	
7	FIPS			Q	Q	
8	Asset			Q	٩	
9	Agency Use 1			Q	Q	
10	Agency Use 2			Q	Q	
11	PC Business Unit			Q	Q	
12	Project			Q	Q	
13	Activity			Q	Q	
14	Source Type			Q	Q	
	Catenory			Q	Q	~



#### Screenshot of the Journal Line/Accounting Entry Reconciliation Report

Report ID: Bus. Unit: Ledger: Fiscal Year	GLSB012 50100VA Dept of Transportation ACTUALS Actuals 2012 From Period 12 To 12	Peoplesoft JOURNAL LINS/ACCOUNTING ENTRY	Page No. Run Date Run Time				
Journal ID	Journal Date		AP	Acctg Defn	<u>Jrnl_Status</u>	Journal Amt	Acctg Line Ant
Warning - No EX00005855	0 ChartFields selected. 06/01/2012		12	EXDEFN	Posted	0.00	-4,607.06
EX00005933	06/02/2012		12	EXDEFN	Posted	0.00	-14,180.05
EX00006039	06/05/2012		12	EXDEFN	Posted	0.00	-22,466.01
EX00006112	06/06/2012		12	EXDEFN	Posted	0.00	-15,084.35
EX00006157	06/06/2012		12	EXDEFN	Posted	0.00	-9,190.68
EX00006207	06/08/2012		12	EXDEFN	Posted	0.00	-15,043.21
EX00006258	06/09/2012		12	EXDEFN	Posted	0.00	-13,459.04
EX00006319	06/12/2012		12	EXDEFN	Posted	0.00	-17,642.28
EX00006374	06/13/2012		12	EXDEFN	Posted	0.00	-28,915.70
EX00006446	06/14/2012		12	EXDEFN	Posted	0.00	-19,454.40
EX00006493	06/15/2012		12	EXDEFN	Posted	0.00	-6,950.19
EX00006565	06/16/2012		12	EXDEFN	Posted	0.00	-21,628.61
EX00006628	06/19/2012		12	EXDEFN	Posted	0.00	-17,155.68
EX00006709	06/20/2012		12	EXDEFN	Posted	0.00	-3,822.69



## Ledger Activity Report (GLS7002)

**REVISED:** 12/12/2019

#### **DESCRIPTION:**

This report provides activity that is posted against the ledger for a designated period. The report provides the beginning and ending ledger balances by ChartField combination and Account. It also provides the detailed journal line activity that is posted against the ledger for the designated Accounting Periods.

#### **NAVIGATION PATH:**

Main Menu > General Ledger > General Reports > Ledger Activity

#### **RUN CONTROL PARAMETERS:**

Unit Ledger **Fiscal Year** Currency (USD) From Period To Period Include Adjustment Periods / Adjustment Period Show Discrepancies Only [checkbox] Show Journal Detail [checkbox] Display Full Numeric Field [checkbox] Click on Refresh Sequence (enter sequence number) Include CF [checkbox] Summarize [checkbox] Detail [checkbox] All Values [checkbox] Value / To Value

**OUTPUT FORMAT:** 

PDF CSV



#### Screenshot of the Ledger Activity Report Run Control Page

Favorites 💌 🛛 N	fain Menu 👻 > General Leo	iger • → (	General Reports 👻	> Ledger Ar	tivity				
Ledger Activity	y Report								
	Run Control ID GL_Ledger_A	ctivity		Report Manage	er Process M	onitor Run			
	Language English 🗸	•		Process	Instance:115	66530			
Report Request	Parameters								
	Unit 15100 Q								
	edger ACTUALS					Include Adju	stment Periods		
Fiscal Year 2020 Currency USD Q. Adjustment Period									
From Period 1 Date Code All									
Sho	Show Discrepancies Only Show Journal Detail Display Full Numeric Field Display Closing Entry								
						Refresh			
ChartField Se	lection					Personalize   Find   🗇	First 🛞 1-16 of 16 🛞 Last		
Sequence	ChartField Name	Include CF	Summarize	Detail	All Values	Value	To Value		
1	Account					C	۹ <u>م</u>		
2	Fund					C	٩.		
	Project					C	۹.		
	Statistics Code					C	Q.		
	Asset					C	م ا		
	Task						a a		
	Fund Affiliate						م ا		
	Adjustment Type					0	٩		
	Book Code					C	٩		



#### Screenshot of the GLS7002 Ledger Activity Report

Report ID: GLETO Bus. Unit. 15100 Ledger MCTUM Ledger Code: For Fiscal Year 2 Currency Code: U	02 1Department o L& Actual 020 Period NED Date Code	f Acco = 1 to 0	unta 1		PeopleSoft GL GENERAL LEDGER ACTIVITY			Page No. 1 Run Date 12/20/2019 Run Time 10.46.43
Cur Journal Date	Journal 10 Be	g Line	Account	Fund		Debit	Credit	Balance
OED Beginning Ba	lance							0.00
07/01/2019 07/01/2019	0001242354 0001242354 0001242354 0001242354 0001242354 0001242354 0001242354 0001242354 0001251117 0001251117 0001251117 000125117 AP01255597 AP01255730 AP01255730 AP01255730 AP01255730 AP01255730 AP01255730 C101249618 C101249618 C101249618	55 57 509 1 2 1 2 1 2 1 2 1 2 1 2 3 4 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	101010 101010 101010 609560 609560 609560 101010 205025 501240 205025 501240 205025 501240 101010 501260 501250 101010 205050 4009060 4009060 4009060	01000 01000 01000 01000 01000 01000 01000 01000 01000 01000 01000 01000 01000 01000 01000 01000 01000 01000 01000 01000		3,931,655.00 8,010,478.00 1,491,063.00 0.00 0.00 0.00 0.15 0.00 13,090.00 1,257.00 0.00 118.59 0.00 98.00 0.00	0.00 0.00 0.00 3,921,555.00 1,491,063.00 1,491,063.00 0.00 13,090.00 0.00 1,257.00 0.00 118.59 0.00 0.00 0.00 118.59 0.00 0.15 4.05 1.50 2.25 0.15	
07/01/2019	CIP1249618	6	4009060	01000		0.00	0.60	
67/03/2019 67/03/2019 67/03/2019 67/03/2019 67/03/2019 67/03/2019 67/03/2019 67/03/2019 67/03/2019 67/03/2019 67/03/2019	CIP1249418 CIP1249418 CIP1249418 CIP1249418 CIP1249418 CIP1249418 CIP1250900 CIP1250900 CIP1250900 CIP1250900 CIP1250900	8 9 10 11 1 2 3 4 5 6 7	409060 409060 101010 4009060 4009060 4009060 4009060 4009060 4009060	03000 03000 03000 03000 03000 03000 03000 03000 03000 03000		0.00 0.00 0.00 16.05 0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.60 0.60 2.25 0.00 7.65 0.60 6.00 1.50 2.40 0.45	
07/01/2019	CIP1250900 CIP1250900	8	4009060	01000		0.00	0.75	
*********								



## Ledger Summary Report (GLS7003)

**REVISED: 03/02/2017** 

#### **DESCRIPTION:**

This report provides journals for a Business Unit by selected ChartField for a designated Fiscal Year and To Period. The report provides Journals ID, Journal Date, Journal Line Number, Debit/Credit amounts, Beginning Balance, Total Activity, and Ending Balance for each Account. The report can be used for monitoring and reconciliation purposes.

#### **NAVIGATION PATH:**

Unit

Ledger

Value

Fiscal Year To Period

Click on Refresh

Include CF [checkbox]

Main Menu > General Ledger > General Reports > Ledger Summary

#### **RUN CONTROL PARAMETERS:**

Sequence (enter sequence number)

Currency Code (USD)

#### **OUTPUT FORMAT:** PDF

CSV

#### Screenshot of the Ledger Summary Report Run Control Page

Favorites <del>v</del>	Main Me	enu <del>v</del> 🔿 General L	edger 👻 🗧 Genera	Reports 🗸 🚿	Ledger Summary		
Ledger St	ummary	Report					
	R	un Control ID LEDGER Language English			Report Manage	r Process Monitor Run	
Report Re	quest Para	meters					
	Uni	it 50100 🔍	Ledger AC	TUALS Q		Currency Code USD Q	
	Fiscal Yea	r 2019	To Period	1		Date Code All	$\checkmark$
						Refresh	
ChartFie	eld Selectio	n	Perso	nalize   Find   🗄	🔍 🔜 🛛 First	④ 1-15 of 15 🕑 Last	
Sequence		ChartField Name		Include CF	Value		
	1	Account				Q	
	2	Fund				٩	
	3	Program				٩	
	4	Department				٩	
	5	Cost Center				٩	
	6	Task				٩	
	7	FIPS		V		٩	
	8	Asset				٩	



#### Screenshot of the GLS7003 Ledger Summary Report

Dechlevere of										
Report ID: GLS7003     LEDGER SUMMARY     Pa       Bus. Unit: S0100VA Dept of Transportation     Re       Ledger: ACTUALS Actuals     Re       Por Piscal Year 2019 Period 1 To 1     Currency Code USD Date Code 0										Page No. 1 Run Date 12/19/2019 Run Time 12:06:54
Account	Journal Date	Journal ID Seg	<u>Line</u>	Account Cost Center	Fund FIPS	<u>Program</u> Currency	Department	Debit	<u>Credit</u>	Balance
101010	Cash With The	e Treasurer Of VA	USD							
	07/01/2018	0000933044	336	101010 10000001	01000	USD	99999	40.000.000.00	0.00	
	07/01/2018	0000940106	2		04100	60400501	12000	,		
	07/01/2018	0000940925	2	11070040	04720	USD	10014	0.00	4.54	
	07/01/2018	0000951909	E	12000990		USD	00000	0.00	7,900,000.00	
	07/01/2010	0000351305	2	99999999		USD	55555	0.00	9,358,790.11	
	07/01/2018	0000951909	6		07204	USD		9,358,790,11	0.00	
	07/01/2018	AP00943163	1		04100					
	07/01/2018	AP00946157	1			USD		1,758.17	0.00	
	07/01/2018	3000948136	,			USD		2,887.50	0.00	
	07/01/2010	AP00340130	-			USD		75.45	0.00	
	07/01/2018	CIP0938555	523		02700	USD		15,312,50	0.00	
	07/01/2018	CIP0938555	524		04100					

#### Screenshot of the GLS7003 Ledger Summary Report (continued)

Report ID: Bus. Unit: Ledger: For Fiscal Currency C	GLS7003 50100VA Deg ACTUALS Year 2019 Per ode USD Date	pt of Transportat Actuals riod 1 To 1 Code 0	ion				PeopleSoft GL LEDGER SUMMARY			Page No. 32587 Run Date 12/19/2019 Run Time 12:06:54
Account	Journal Date	Journal ID Sec	<u>Line</u>	Account Cost Center	Fund FIPS	Program Currency	<u>Department</u>	Debit	<u>Credit</u>	Balance
609830	07/01/2018 07/31/2018 07/31/2018 07/31/2018 07/31/2018 Cash Transfer	0000951909 0000967622 0000971784 0000971785 0000973198 r Out - Non-GF	3 1 1 1 1 USD	609830 40000990 42006010 52060990 14000990	04010 04472 07822 04710	USD USD USD USD USD	10014 10198 10155 10015	9,358,790.11 100,000.00 246,888.03 67,699.42 36,891,764.16 Beginning Balance:	0.00 0.00 0.00 0.00	0.00
								Total Activity: Ending Balance:	4	5,665,141.72 5,665,141.72
609831	Cash Transfer	r Out-NGF Othr Ag	y usp							
	07/01/2018	0000940925	1	609831 12000990	04720	USD	10014	7,900,000.00	0.00	
	07/26/2018	0000964655	4		07191	USD		450,000.00	0.00	
	07/31/2018	0000971712	1	44000010	04720	USD	10015	29,407,372.53	0.00	
	07/31/2018	0000974651	1	12000990	04100	USD		333,337.00	0.00	
609831	Cash Transfer	r Out-NGF Othr Ac	IV IISD	11000900		USD		4,100,991.00	0.00	
								Beginning Balance: Total Activity: Ending Balance:	4	0.00 2,191,700.53 2,191,700.53
609840	Cash Transfe	r In - GF/Non-GF	USD							
								Beginning Balance: Total Activity:		0.00 0.00



## Ledger vs Journal Integrity Report (GLS7010)

**REVISED:** 03/02/2017

#### **DESCRIPTION:**

This report provides a list of discrepancies between GL and Journal tables. The report can be used for reconciliation purposes.

#### **NAVIGATION PATH:**

Main Menu > General Ledger > General Reports > Ledger versus Journal Integrity

#### **RUN CONTROL PARAMETERS:**

OUTPUT FORMAT: PDF CSV

Unit Ledger Fiscal Year From Period To Period Compare Foreign Currency Amt [checkbox] Compare Statistics Amount [checkbox] Show Journals [checkbox] Display Full Numeric Field [checkbox] Click on Refresh Sequence (enter sequence number) Include CF [checkbox] Value / To Value

#### Screenshot of the Ledger vs Journal Integrity Run Control Page

Favorites 🗸	Ma	in Menu 🗸	>	General Ledge	er <del>v</del> ⇒ Ge	eneral Reports 🔻	- > Ledger	vs Journal Integ	rity		
Ledger vs	Jou	rnal Integ	rity	Report							
		Run Control Langua	ID L ge E	EDGR_VS_JRN	IL		Report Mana	ager Process M	onitor Rur	1	J
Report Request Parameters											
	*	Unit 15100	Q		*Ledge	r ACTUALS	Q	*Fiscal Year	2019		Date Code All
Fi	om Pe	riod 1			To Perio	d	1		Compare	For	reign Currency Amt
		Comp	are	Statistics Amou	int	Show Jou	ırnal		Display F Refresh	ull I	Numeric Field
ChartFie	ld Sel	ection			Pe	sonalize   Find	🗖   🔣	First 🕙 1-17	7 of 17 🕑 La	st	
Sequence		ChartField Nar	ne		Include CF	Value		To Value			
	1	Account			$\checkmark$		٩		Q	~	
	2	Fund			✓		Q		Q		
	3	Program			$\checkmark$		Q		Q	_	
	4	Department			$\checkmark$		٩		٩		
	5	Cost Center					Q		Q	_	
	6	Task					٩		٩		
	7	FIPS			V		Q		Q		



#### Screenshot of the GLS7010 Ledger vs Journal Integrity Report

 PeopleSoft GL

 Report ID:
 GLS7010
 Page No. 1

 Bus. Unit:
 15100--Department of Accounts
 Run Date 12/19/2019

 Ledger:
 ACTUALS
 -- Actuals

 Piscal Year:2019
 Date Code 0

 Period
 Account
 Pund

 Program
 Department
 FIFS

 No discrepancy found for Periods
 1 thru



## LTD Capital Projects Report (RGL597)

**REVISED:** 03/02/2017

#### **DESCRIPTION:**

This report provides appropriation budgets and actual expenditures for Capital Projects on a Month-to-Date (MTD), Year-to-Date (YTD) and Lifetime-to-Date (LTD) basis. The report can be used to monitor an agency's Appropriation budget for Capital Outlay projects.

#### **NAVIGATION PATH:**

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

## RUN CONTROL PARAMETERS:OUTPUT FORMAT:Business Unit (% for All)PDFFiscal YearCSVAccounting PeriodCSV

#### Screenshot of the RGL597 LTD Capital Projects Report Run Control Page

Favorites -	Main Menu •	· >	General Ledger 👻	General Reports	▼ > LTD Ca	apital Projects Report	
LTD Capital I	Projects Report						
Run	Control ID LTD	_Capital_	Projects	Rej	port Manager	Process Monitor	Run
*Business *Fiscal Ye *Accounti	Unit (% for All) ar ng Period	50100 2019 1	Q				
Save	Notify					📑 Add 📝 Upda	ate/Display



#### Screenshot of the RGL597 LTD Capital Projects Report

CAR Report	Commonwealth of virginia LTD CAPITAL PROJECTS REPORT         Run Date: 12/19/2019 Run Time: 01:15 00           Barge No. 1. of 1         Run Date: 12/19/2019												
Business Fiscal Y Accounti	Page NO. 1 of 1 Final Year: 2019 Accounting Period: 1												
Business <u>Unit</u>	Projects Fund	Current Year Administrative <u>Appropriation</u>	Current Year Legislative Appropriation	LTD Administrative <u>Appropriation</u>	LTD Legislative Appropriation	Expended MTD	Expended YTD	Expended LTD	Project to Date(Over)Under <u>Appropriation</u>				
50100           50100	C15663 04720 C15732 04720 C15732 04720 C15127 04720 C15127 04720 C15127 04720 C15140 04720 C16670 04720 C16675 04720 C16675 04720 C16675 04720 C16676 04720 C16676 04720 C16676 04720 C16678 04720 C16683 04720 C16983 04720 C17986 04720 C18130 04720 C18130 04720 C18130 04720 C18130 04720 C18130 04720 C18130 04720	0,00 1,500,000.00 (0.440) 0.00 0		$\begin{array}{c} 258, 250, 00\\ 1, 500, 600, 00\\ 461, 980, 971\\ 1, 981, 971\\ 1, 981, 971\\ 1, 981, 971\\ 1, 981, 971\\ 1, 981, 971\\ 1, 981, 971\\ 1, 981, 971\\ 1, 981, 971\\ 1, 981, 971\\ 1, 981, 981\\ 1, 981\\$	21,494,000.00 21,494,000.00 0.00	0.00 071,249.24 0.00 0.44.16 131.26 0.000 0.00	$\begin{array}{c} 0.00\\ 871,249,24\\ 0.249,24\\ 0.249,24\\ 0.249,24\\ 0.249,24\\ 0.249,24\\ 0.249,249\\ 0.$	407,250.08 11,822,207.94 823,839.207.94 823,839.207.94 823,839.207.94 13,349,180.57 14,272,647.85 1,265,869.15 1,265,869.15 1,265,867.12 2,232,656.72 0,001 3,256,3207.18 1,714,661.67 77,604.94 11,697,582.38 12,707.604.94 11,697,582.38 12,707.004.80 13,267.303.106 2,335.106 2,335.106 2,335.106 2,335.106 2,	$ \begin{array}{c} ( 44, 0, 000, 00) \\ ( 48, 028, 207, 94) \\ ( 341, 944, 200, 94) \\ ( 541, 944, 200, 96, 33) \\ ( 5, 709, 996, 33) \\ ( 6, 976, 719, 996, 33) \\ ( 7, 199, 966, 33) \\ ( 7, 199, 966, 35) \\ ( 7, 199, 966, 36) \\ ( 7, 199, 966, 56) \\ ( 7, 199, 966, 56) \\ ( 7, 199, 196, 56) \\ ( 7, 199, 196, 56) \\ ( 7, 199, 196, 56) \\ ( 7, 196, 196, 196, 196, 196, 196, 196, 196$				
	End of Report												



## Other Agency Transactions Report (VGLR011)

**REVISED:** 03/02/2017

#### **DESCRIPTION:**

This report provides summary or detail amounts for transactions processed in CARS by an agency other than the designated Business Unit agency. The report can be used to reconcile between Cardinal and CARS. It can be used in conjunction with the CARS – Cardinal Reconciliation Report VGLR0025 which provides financial transaction variances between CARS and Cardinal by Fiscal Year and Accounting Period.

#### **NAVIGATION PATH:**

Main Menu > General Ledger > General Reports > Other Agency Transactions

#### RUN CONTROL PARAMETERS:

#### OUTPUT FORMAT: PDF CSV

Business Unit Fiscal Year Accounting Period Summary [checkbox] Detail [checkbox] Exclude CIPPS Payroll Certification Transactions (Batch Type 9 – Batch #) [checkbox]

## Screenshot of the VGLR011 Other Agency Transactions Report – Summary View Run Control Page

Favorites - Main M	enu 🕶 > General Ledger	→ General Reports      → Other	Agency Transactions
Other Agency Transacti	ons		
Run Control ID	Other_Agency_Transactions	Report Manager	Process Monitor Run
Other Agency Tra	ansactions Report		
4D	15100	Options	
*Business Unit:		○ Summary	
*Fiscal Year:	2017	O Detail	
*Accounting Period:	1		
	Exclude CIPPS Paya (Batch Type 9 – Bat	roll Certification Transactions ch # 4)	
🔚 Save 🔛 Notify			📑 Add 🕖 Update/Display

Note: Select Summary or Detail Option before running the report.



#### Screenshot of the VGLR011 Other Agency Transactions Report – Summary View

CARDINAL Report ID: VGLR	2011	Commonwealth of Virginia CARS TO RECONCILE WITH CARDINAL Run Date: 03/02/2017 Run Time: 10:55 00									
Business Unit Fiscal Year Accounting Peric Exclude CIPPS Pa	: 15100 : 2017 5d : 1 Syroll Certifica	Department tion Transact <u>OTHB</u>	t of Accounts tions : Y R AGENCY TRANSACT	IONS - SUMMARY		Page No. 1 of 1					
Batch Type 5 5	<b>Trans Code</b> 022 200	<u>Fund</u> 0601 0100	<b>Program</b> 7110000 0000000	Rev Source 00000 00000	<u>Project</u> 00000 00000	Amount 0.00 12,602,753.00					

#### Screenshot of the VGLR011 Other Agency Transaction Report - Detail View

Commonwealth of Virginia CARS TO RECONCILE WITH CARDINAL Report ID: VGLR011 CARS 10 RECONCILE WITH CARDINAL Run Date: 03/02/2017 Run Time: 10:55 00												
Business Unit       : 15100       Department of Accounts         Fiscal Year       : 2017         Accounting Period       : 1         Exclude CIPPS Payroll Certification Transactions : Y       OTHER AGENCY TRANSACTIONS - DETAIL												
Batch Type 5	Batch Agency 997	Batch <u>Date</u> 15-JUN-2016	Batch <u>Number</u> 375	Batch Sequence 00115	Trans Code 200	<u>Fund</u> 0100	<u>Program</u> 0000000	Object	<b>Rev</b> <u>Source</u> 00000	Project 00000	<u>Voucher</u> 00000001	<u>Amount</u> 3,376,976.00
5	997	15-JUN-2016	375	00117	200	0100	0000000		00000	00000	0000001	7,788,304.00
5	997	15-JUN-2016	16 375 00119 200 0100 0000000 00000 000000 0000001								1,437,473.00	
5	997	30-JUN-2016	300	00196	022	0601	7110000		00000	00000	21700003	0.00



## Posted Journal Summary Report (GLS7009)

**REVISED:** 03/02/2017

#### **DESCRIPTION:**

Begin Process End Process

Ledger Group

User Unit

Ledger

This report provides a list of all posted journals.

#### NAVIGATION PATH:

Main Menu > General Ledger > Journals > Process Journals > Posted Journal Summary Report

#### **RUN CONTROL PARAMETERS:**

ARAMETERS: OUTPUT FORMAT: PDF CSV

Begin Date End Date Summarize By (ChartField, Journal ID) Show Foreign Curr Amt [checkbox] Show Statistics Amount [checkbox]

Display Full Numeric Field [checkbox]

#### Screenshot of the Posted Journal Summary Report Run Control Page

Favorites 🕶	Main Menu 🗸 🔰 General Ledger 🚽 🗧	Journals -> Process Journals -> Posted Jo	ournal Summary Report						
Posted Journal Summary Report									
	Run Control ID POST_JRNL_SU	MM Report Manager Proc	cess Monitor Run						
Report Re	quest Parameters								
,	Begin Process 200 Q	*End Proces 10183852 Q	User						
	Unit 15100	Ledger Group ACTUALS	Ledger ACTUALS Q						
	Begin Date 02/01/2019	End Date 03/01/2019	*Summarize by Journal ID 🗸						
	Show Foreign Curr. Amt	Show Statistics Amount	Display Full Numeric Field						

#### Screenshot of the GLS7009 Posted Journal Summary Report

	PeopleSo	t GL		
Report ID: GLS7009	POSTED JOURNAL SUMMARY BY JOURNAL	ID FOR PROCESS INSTANCE 9278937	7	Page No. 1
Bus. Unit: 15100Department of Accounts				Run Date 12/19/2019
Ledger Grp: ACTUALS Actuals				Run Time 13:41:03
Ledger: ACTUALS Actuals				
Fiscal Year:2019 From 02/01/2019 Through 03/01/2019				
Period Journal ID Jrnl Date Unpost Src Descr	Lines	Dabit	Credit	Stat Anount
8 AP01117508 02/01/2019 0 AP AP Paymants	64	417,781.55	USD 417,781.55	0.00
Period 8 Total	64	417,781.55	USD 417,781.55	



## **Project Status Report (GL618)**

**REVISED:** 03/02/2017

#### **DESCRIPTION:**

This report provides detail project revenue, transfer, and expenditure information as well as summarizing each Account for the designated ledger at the ChartField level. The ChartField details include Project, Program, Department, Cost Center, Task, Fund, Account, FIPS, Agency Use 1 and 2, and Asset. The project account actual amount is also displayed for each project detail account. The report can be used to research and review detailed project information.

#### **NAVIGATION PATH:**

Main Menu > General Ledger > General Reports > Project Status Report

#### **RUN CONTROL PARAMETERS:**

#### OUTPUT FORMAT: PDF CSV

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

#### Screenshot of the GL618 Project Status Report Run Control Page

roject Statu	is Report	
R	un Control ID Project_Status_Rpt	Report Manager Process Monitor
Report R	Request Parameters	
	*Business Unit 15100 Q	*Accounting Period From 1
	*Ledger ACTUALS	*Accounting Period To 2
	*Fiscal Year 2019	
Proje	ect Range From	
Pi	roject Range To	



#### Screenshot of the GL618 Project Status Report

Commonwealth of Virginia CARDINAL Report ID: GL618 CARDINAL Report ID: GL618								Run Date: Run Time:	1 Date: 12/19/2019 1 Time: 01:44 00			
Business Unit: 15100 Page No. 1 of 1 Ledger: ACTUALS Fiscal Year: 2019 Accounting Period From: 1 To: 2 Project Range From: To:												
Project 1	Id: 0000109881		Actual Amount	Tack	Fund	Department	Fromm	PTPS	Agency Reel	Agency Hae?	Cost Center	Annot
Account	Account Description		ACCULT ABOUIL	Task	2 dild	Department	roqram	FIFS	Adency ober	Adency 0562	COSt Center	Abbec
5011110	Employer Retire Contrb-Def Ben	ş	18,608.65		06011	95100	711008					
5011120	salary social Securty&Medicare	ş	10,292.89		06011	95100	711008					
5011140	Group Life Insurance	s	1,803.90		06011	95100	711008					
5011150	Employer Health Ins Premium	ş	17,952.60		06011	95100	711008					
5011160	Retiree Health Ins Cr Premium	ş	1,613.80		06011	95100	711008					
5011170	vaus & Longtern Disability Ins	ş	864.77		06011	95100	711008					
5011230	Salaries, Classified	5	137,699.05		06011	95100	711008					
5011380	Tolorom Sorrigon (VITE)	2	10 401 00		06011	95100	711008					
5012160	Autocom services (VITA)	5	10,481.85		06011	95100	711008					
5012210	Sugarization memberships Employee Trainne/Verkeber/Conf	5	1 05.00		06011	95100	711008					
5012240	VITA It Infrastructure Sruc	-	1,050.00		06011	95100	711008					
5012700	Computer Softwre Developet Cet	-	1 519 342 62		06011	95100	711008					
5012790	Travel Bergonal Vehicle	÷	1,010,042.02		06011	95100	711008					
5015390	Bldg Rental-NonState DGS Adm	ŝ	43,036.41		06011	95100	711008					
Total Expenditure:		ş	1,780,959.55									
Total Net Activity:		ş	1,780,959.55									


# **Revenue Status Report (RGL008)**

**REVISED:** 03/02/2017

#### **DESCRIPTION:**

This report provides estimated revenue, year-to-date actual revenue, prior year end actual revenue, current month actual revenue, and prior year actual revenue for the same month period. The report can be used to provide estimated revenue, actual, and the prior year actual revenue at the Fund and Account level.

#### **NAVIGATION PATH:**

Main Menu > Commitment Control > Budget Reports > Revenue Status Report

#### RUN CONTROL PARAMETERS:

#### OUTPUT FORMAT:

PDF

CSV

Business Unit (% for all) Rev Ledger Group Fiscal Year To Period Sort – Business unit, Fund, Account [checkbox] Sort – Fund, Account, Business unit [checkbox] Sub Totals [checkbox]

#### Screenshot of the RGL008 Revenue Status Report Run Control Page

Favorites 🗸	Main Menu -> Commitment C	control 🗸 > Budget Reports	→ Revenue 8	Status Report	
Revenue Statu	s Report				
Revenue	Status Report				
Run C	Control ID Revenue_Status_Report	Report	Manager Proc	cess Monitor	Run
Report Requ	uested Parameters				
*Busines *Rev Led	s Unit (% for all) 15100 Q Depar	tment of Accounts			
*Fisc	cal Year 2019 *To F	Period 1			
● Sort □ Sub	- Business unit, Fund, Account Totals	○ Sort - Fund, Account, B	usiness unit		
🔚 Save 🖃	Notify			📑 Add 🔰	Update/Display



## Screenshot of the RGL008 Revenue Status Report

CARDINAL Report ID: RGL008		Commonweal REVENUE	lth of Virginia STATUS REPORT		Run Date: 12/19 Run Time: 01:53	/2019 00
Business Unit: 15100 : Revenue Budget Ledger: CC APPRG Fiscal Year: 2019 Accounting Period To: 1	Department of Accounts P				Page No. 1 of :	2
Bus <u>Unit Fund Account Descriptic</u>	n	Estimated Revenue	Year to Date Current Year	Year to Date Last Year	Month - 01 Current Year	Month - 01 Last Year
15100 01000 4009660 Miscellam 4009084 Msfund-Ex 5099001 Budget Fo 02011 5099001 Budget Fo 02111 5099001 Budget Ro 06015 5099001 Budget Ro 06080 5099001 Budget Ro 06080 5099001 Budget Ro 06150 5099001 Budget Ro	acus Revenues p/Misc Disburse Pr Yr 11 up Account 11 up Account	0.00 0.00 (13,493,096.00) (433,726.00) (559,094.00) (5,000,000.00) (2,662,503.00) (18,480,000.00) (2,660,587.00)	6,641.51 (9.00) 0.00 0.00 0.00 0.00 0.00 0.00 0.00	6,557.17 0.00 0.00 0.00 0.00 0.00 0.00 0.00	6,641.51 (9.00) 0.00 0.00 0.00 0.00 0.00 0.00 0.00	6,557.17 0.00 0.00 0.00 0.00 0.00 0.00 0.00

## Screenshot of the RGL008 Revenue Status Report (continued)

				Page No. 2 of 2	
Bus Unit Fund Account Description	Estimated Revenue	Year to Date Current Year	Year to Date Last Year	Month - 01 Current Year	Month - 01 Last Year
Statewide Total	<u>\$</u> ( 43,309,006.00) <u>\$</u>	6,632.51 <u>\$</u>	6,557.17 <u>S</u>	6,632.51 §	6,557.17



# Statement of Appropriations, Allotments and Expenditures Report (RGL006)

**REVISED:** 02/27/2017

#### **DESCRIPTION:**

The report provides summarized Appropriations, Allotments, Unalloted, Expended MTD and YTD, and Available Appropriation information by Business Unit, Fund, Program, and Project. The report can be used to monitor and administer an agency's Appropriation and Allotment budget at the Program level, as well as for Capital Outlay projects.

#### **NAVIGATION PATH:**

Main Menu > General Ledger > General Reports > App, Allot & Expense Report

#### **RUN CONTROL PARAMETERS:**

OUTPUT FORMAT: PDF

CSV

Business Unit (% for All) Appropriation Ledger (C\_APPROP\_B) Allotment Ledger (C\_ALLOT\_B) Fiscal Year Period Run for Capital Outlay Only [checkbox]

#### Screenshot of the RGL006 Statement of Appropriations, Allotments and Expenditures Report Run Control Page

Favorites -	Main Menu -	- > Genera	I Ledger $ ightarrow  ightarrow$	General Reports	<b>▼</b> > .	Appr,All	ot & Expense Report	
Statement of	Appropriations							_
Run	Control ID App	rop_Allot_Expend	itures	Rep	ort Ma	nager	Process Monitor	Run
Business Ur	nit: (%for All)	50100 🔍						
Appropriatio	on Ledger:	C_APPROP_B						
Allotment Le	edger:	C_ALLOT_B						
*Fiscal Year:		2019	Run for Cap	oital Outlay Only?	: 🗆			
*Period:		1						
Save 🗈	Notify						📑 Add 🛛 🖉 Upd	ate/Display



## Screenshot of the RGL006 Statement of Appropriations, Allotments and Expenditures Report

CARDINAL Report ID: RGL00	6			Comm STATEMENT OF APPROPRIAT	onwealth of Virginia IONS, ALLOTMENTS AND	EXPENDITURES REPORT		Run Date: 12/19/ Run Time: 02:00	2019 00
Business Unit : Appr. Ledger : Allt. Ledger : Fiscal Year :	50100 C_APPROP_B C_ALLOT_B 2019	Period:	1					Page No. 1 of 7	
Business Unit	Program	Project	Fund	Appropriation	Allotment	Unalloted	Expended MTD	Expended YTD	Available Appropriation
50100	5140		04720	24,060,509.00	24,060,509.00	0.00	1,045,829.93	1,045,829.93	23,014,679.07
Program 5140 '	Total			24,060,509.00	24,060,509.00	0.00	1,045,829.93	1,045,829.93	23,014,679.07
	6020		04010	20,173,297.00	20,173,297.00	0.00	1,185,020.00	1,185,020.00	18,988,277.00
			04100	12,555,369.00	12,555,369.00	0.00	928,348.13	928,348.13	11,627,020.87
			04720	41,936,254.00	41,936,254.00	0.00	5,094,634.06	5,094,634.06	36,841,619.94
Program 6020	Total			74,664,920.00	74,664,920.00	0.00	7,208,002.19	7,208,002.19	67,456,917.81
	6030		04010	793,345,573.00	793,345,573.00	0.00	6,690,239.43	6,690,239.43	786,655,333.57
			04220	698,068.00	698,068.00	0.00	0.00	0.00	698,068.00
			04312	206,416.00	206,416.00	0.00	0.00	0.00	206,416.00
			04314	503,919,450.00	503,919,450.00	0.00	2,715,778.35	2,715,778.35	501,203,671.65
			04500	435,153.00	435,153.00	0.00	0.00	0.00	435,153.00
			04720	1,034,660,002.00	1,034,660,002.00	0.00	103,494,359.66	103,494,359.66	931,165,642.34
			04730	42,500,000.00	42,500,000.00	0.00	0.00	0.00	42,500,000.00
			07191	110,500,000.00	110,500,000.00	0.00	143,965.67	143,965.67	110,356,034.33
			07201	85,693,244.00	85,693,244.00	0.00	1,901,679.33	1,901,679.33	83,791,564.67
			07581	8,200,000.00	8,200,000.00	0.00	38,256.70	38,256.70	8,161,743.30



# Statement of Cash Position of Funds Report (RGL018)

#### **REVISED:** 03/02/2017

#### **DESCRIPTION:**

This report provides the cash balances, by Fund, for the current and prior month as of the run date. The cash balances are both budget checked and actuals. The report can be used to monitor an agency's cash position as part of the reconciliation process.

#### **NAVIGATION PATH:**

Main Menu > General Ledger > General Reports > Stmt of Cash Position of Funds

RUN CONTROL PARAMETERS:	OUTPUT FORMAT:
Business Unit (% for all)	PDF
	CSV

#### Screenshot of the RGL018 Statement of Cash Position of Funds Report Run Control Page

Favorites 👻	Main Menu 🗸	$\rightarrow$ General Ledger $\checkmark$ $\rightarrow$	General Reports -	> Stmt of	Cash Position of Funds	
Stmt of Cas	h Position of Fnds					
Stateme	ent of Cash Pos	ition of Funds				
Ru	In Control ID Stateme	nt_Cash_Position_Funds	Repo	ort Manager	Process Monitor	Run
I	Report Requested F	arameters				
	*Business Ur	it (%for all) 15100 Q				
🔚 Save	Notify			×	📑 Add 🛛 🔊 Upda	ate/Display



## Screenshot of the RGL018 Statement of Cash Position of Funds Report

Repor	Commonwealth of Virginia STATEMENT OF CASE POSITION OF FUNDS Port ID: RGL018 CARDINAL Run Date: 12/19/2019 Run Time: 02:03 00							
Busine	Page No. 1 of 1							
Bus Unit	BU Description	Fund	Fund Description	Current Period FY:2020 Period:6	Prior Period FY:2020 Period:5			
15100	Department of Accounts	01000 02011 02054 02081 02710 02700 066011 06080 06150 06150 09362	General Fund DoA Statewide Accounting Svcs Cost Recovery Audit Fund Non-Tax Collection Serve Fund Charge Card Rebate Fund Parking Enterprise App - HCM Payroll Service Bureau Service Enterprise App - Cardinal Enterprise App - Cardinal Frderal Repayment Reserve Fund Commonwealth Health Research	12,190,107.18 0.00 0.00 0.00 0.00 1,588,293.59 335,654.52 766,899.71 367,629.14 32,803,552.67 0.00	12,190,107.18 0.00 0.00 0.00 1.88,293.59 335,654.52 766,899.71 387,629.14 322,803,552.67 0.00			
				End of Report				



# Summary Fluctuation Analysis Report (RGL028)

#### **REVISED:** 03/02/2017

#### **DESCRIPTION:**

This report provides the variance in expenditures by COA elements between Fiscal Years. The report can be used for trend analysis in comparing summarized Chart of Account data between two or more Fiscal Years.

#### **NAVIGATION PATH:**

Main Menu > General Ledger > General Reports > Summary Fluctuation Analysis

#### **RUN CONTROL PARAMETERS:**

OUTPUT FORMAT: PDF CSV

SetID Business Unit Actuals [checkbox] Cash [checkbox] Modified Accrual [checkbox] Full Accrual [checkbox] Forecast [checkbox] Base Fiscal Year Accounting Period From Accounting Period To Fiscal Year To Be compared Against - Fiscal Year 1, Fiscal Year 2 ChartField Selection (various)



## Screenshot of the Summary Fluctuation Analysis Run Control Page

Favorites • Main Menu • General Ledger • Gene	ral Reports
Summary Fluctuation Analysis	Report Manager Process Monitor Run
Report Decompton	
*Business Unit 15100 Q Ledger Selection	Find View All First 1 of 1 V Last
<ul> <li>✓ Actuals</li> <li>Cash</li> <li>Modified Accrual</li> <li>Full Accrual</li> <li>(Each Ledger selected above will be summed together)</li> <li>Forecast</li> </ul>	Fiscal Year Range         Base Fiscal Year:       2019 Q         FY To Be Compared Against         Base         Accounting Period       1 Q         Fiscal Year 1:       2018 Q         Fiscal Year 2:       Q
Chartfield Selection Show CF Description?:  Subtotal?:	Find     View All     First     1 of 1     Last       How Specified:     Selected Detail Values     Image: Coloring of the selected Detail Values
Tree Node Selector	Values/Nodes First (1 of 1 (2 Last *Select Value 01000 (2 + -)
Save Save Notify	Add Dipdate/Display

## Screenshot of the RGL028 Summary Fluctuation Analysis Report

CARDINAL Report ID: RGL028	Commonwealth of Virginia SUMMARY FLUCTUATION ANALYSIS REPORT Run Date: 12/19/2019 Run Time: 02:10 00					
Business Unit: 15100 Base Fiscal Year: 2019 Ledger Group(s): Actuals Accounting Periods: 1 - 1				I	Page No. 1 of 1	
	Base FY : 2019	FY1 : 2018	Change <u>% Change</u>	FY2 : 0	Change	% Change
01000	1,383,926.03	1,282,732.92	(101,193.11) (7.31)	0.00	0.00	0.00
Total	<u>1,383,926.03</u> <u>\$</u>	1,282,732.92	(\$101,193.11) (7.31)\$	0.00	\$ 0.00	0.00



# Summary Ledger Detail Report (GLS1001)

Screenshot of the Summary Ledger Detail Run Control Page

**REVISED:** 03/02/2017

#### **DESCRIPTION:**

Favorites -

This report provides a summary of ledger balances and can be used for reconciliation purposes.

#### **NAVIGATION PATH:**

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

### RUN CONTROL PARAMETERS:

OUTPUT FORMAT: PDF CSV

> General Ledger -> Summary Ledgers -> Summary Ledger Detail Report

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

Main Menu -

#### Summary Ledger Detail Report Run Run Control ID SUMM\_LEDG\_DTL Report Manager Process Monitor Language English V Report Request Parameters \*Unit 15100 Q \*Ledger SACTUALS Ledger Code \*Fiscal Year 2019 \*From Period 1 \*To Period 2 Display Full Numeric Field Refresh ChartField Selection Personalize | Find | 💷 | 🔣 First 🕚 1-4 of 4 🕑 Last Sequence Field Long Name Include CF 1 Fund ~ 2 Program ~ 3 Account ~ 4 Currency Code 📑 Add 🖶 Save 🔛 Notify Update/Display Rev 2/9/2023 Page 153 of 176



## Screenshot of the GLS1001 Summary Ledger Detail Report

			Danal a Daffe (27	
Report	TD: CL81001		Propresset GL	Page No. 1
Due De	15. GEDICOL		Support Internet - Direct	Purp Date 12/10/2010
Lodger.	CACHINIC CACHINIC	Summary Actuals		Run Time 14-16-57
Lodger.	Code -	summily Accurs		Kan Tine 14110137
As of F	decal Year 20	19 from Period 1 to Period	2.0	
	inchi inni zo		- 17	
Fund	Program	Account	Balance	
01000		101010	11,096,632.97	
		205025	80,060.00	
		609560	< 13,493,096.00>	
	724001	5011110	12,533.20	
		5011120	6,797.72	
		5011140	1,215.06	
		5011150	11,980.30	
		5011160	1,087.38	
		5011170	583.75	
		5011280	91,/33.63	
		5011300	520.00	
	724002	5022510	3,33.00	
	124002	5011120	10,109.17	
		5011140	1.955.04	
		5011150	20.300.20	
		5011160	1,748.77	
		5011170	936.00	
		5011280	147,717.44	
		5011380	530.00	
	724004	5012660	13,855.00	
	737001	101010	462.50	
		5011110	49,403.78	
		5011120	30,007.48	
		5011130	97.37	
		5011140	5,128.34	
		5011150	62,446.75	
		5011160	4,588.27	
		5011170	2,357.39	
		5011250	303,010.39	
		5011250	1 145 00	
		5011410	2 020 57	
		5011530	5,770,55	
		5011620	646.75	
		5011640	103.48	
		5011660	3,445.20	
		5012210	345.00	
		5012660	6,832.64	
		5015460	< 462.50>	
	737002	5011110	4,979.50	
		5011120	2,760.37	
1				



# Track without Budget – Expenditures by ChartField Report (RGL007B)

**REVISED:** 03/02/2017

#### **DESCRIPTION:**

This report provides information that summarizes expenditures by designated ChartFields, Month-to-Date (MTD) and Fiscal Year-to-Date (YTD). The report is generated only for budget ledgers set to Track Without Budget.

**OUTPUT FORMAT:** 

PDF

CSV

#### **NAVIGATION PATH:**

Main Menu > General Ledger > General Reports > Track W/O Budget - Exp by CF

#### **RUN CONTROL PARAMETERS:**

Business Unit Budget Ledger Fiscal Year As of Period Show Account Description [checkbox] Field Name (Account, Fund, Program) How Specified (Detail – Selected Parents, Range of Values, Selected Detail Values) Tree Name (if applicable) Level Name (if applicable) Sub-Total {checkbox] Tree Node Selector (if applicable) Select Values/Nodes / Select Value (if applicable)

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

Favorites ▼ Main Menu ▼ > General Ledger ▼ > General	I Reports • > Track W/O Budget - Exp by CF
Track W/O Budget-Exp by CF	
Run Control ID TRK-WO-BUD-EX-CF	Report Manager Process Monitor Run
SetID 15100	
Request Parameters	
*Business Unit 15100 Q *Fiscal Year	2019 Show Account Description
*Budget Ledger C_OPR_B Q *As of Period	1
Values by Chartfields	Find   View All First 🕢 1 of 1 🕑 Last
*Field Name: Fund	*How Specified: Selected Detail Values
	Sub-Total
Tree Node Selector	Select Personalize   Find   View All   🔄
🙅 🕸	Values/Nodes First (1 of 1 (1) Last
	*Select Value
	Q + -



## Screenshot of the RGL007B Track Without Budget Expenditures By ChartField Report

CARDINAL Report ID: RGL007B	Commonwealth of Virginia TRACK WITHOUT BUDGET - EXPENDITURES BY CHARTFIELD Run Date: 12/19/2019 Run Time: 02:24 00							
Business Unit : 15100 Fiscal Year : 2019 As of Period : 1 Budget Ledger : C_OPR_B				Page No. 1 of 1				
Pund Code Account	Budgeted Amount	Month Expended	Year-to-Date Expended	Unexpended Amount				
5011110 5011120 5011140 5011150 5011150 501120 501120 501120 5011280 5011280 5011280 5011280 5011410 5011640 5011640 501260 5012240 501240 501240 5012750 5012750 5012750 5012790 5012790 5012790 5012790 5012790 501280 5012790 501280 501280 5014150 500		178,049.43 101,862.13 626.31 17,703.35 231,121.60 15,926.65 8,386.35 21,570.87 1,195,134.41 12,520.47 145,195.05 5,081.50 8,229.10 12,916.57 2,521.58 103.48 5,032.57 125.12 354.76 501,645.00 15,112.00 14,073.00 126,995.75 27,497.22 389,500.00 84.87 106.62 21.00 4,914.00 47,201.00 5,5530.00	178,049.43 101,862.13 626.31 17,793.35 231,121.60 15,936.65 8,386.35 21,570.87 1,195,134.41 12,520.47 145,195.05 5,081.50 8,329.10 12,916.57 2,521.58 103.48 5,032.57 125.12 354.76 501,645.00 15,112.00 14,073.00 126,995.75 27,497.22 389,500.00 84.87 106.62 21.00 4,914.00 47,201.00 588.00 1,677.55 5,550.00	(178,049.43) (101,862.13) (221,121.60) (17,793.35) (231,121.60) (15,936.65) (21,570.67) (1,195,134.41) (12,520.47) (145,195.05) (5,081.50) (8,329.10) (12,916.57) (2,916.57) (125.12) (103.48) (5,032.57) (125.12) (354.76) (501,645.00) (15,112.00) (14,073.00) (126,995.75) (27,497.22) (389,500.00) (44.87) (106.62) (21.00) (47,201.00) (588.00) (1,677.55) (5,530.00)				

End of Report



# Transactions in Pending Status Report (VGLR620B)

**REVISED:** 03/02/2017

#### **DESCRIPTION:**

This report provides transactions that are pending for processing in the General Ledger, Accounts Receivable, Purchasing, Expenses, Accounts Payable, and Project Costing modules. The Purchasing and Project Costing modules are currently only applicable to Business Unit 50100 (VDOT)\*. Transactions that are pending for processing have not been successfully entered, edit checked, budget checked, and approved in the various modules. The transactions are waiting for a user to take action before being eligible to be processed further in Cardinal.

The report can be run ad hoc by agency users to monitor and review all transactions that are pending for processing. Based on the ChartField selection criteria, the report can be used to provide a very broad or narrow look at the transactions that are pending for processing in the various modules. It can also be useful for users at month end and year end by identifying transactions that need to be cleared.

The report can be run ad hoc by agency users to monitor and review the cash transactions that are pending for processing. By running the report for the cash account (101010) and specific fund value(s), an agency user can see the cash transactions that require a user to take action before being eligible for further batch processing downstream and eventually posted against the cash balance(s) on the ledger.

#### **NAVIGATION PATH:**

Main Menu > General Ledger > General Reports > Payment Cash Reports > Transactions in Pending Status

**RUN CONTROL PARAMETERS: Business Unit** Ledger Actuals From Date To Date GL: All Sections use Journal Date [checkbox] AR: All Sections use Accounting Date [checkbox] \*PR: All Sections use Budget Date [checkbox] EX: All Sections use Accounting Date [checkbox] AP: All Sections Use Scheduled Pay Date [checkbox] \*PC: All Sections use Accounting Date [checkbox] Click on Refresh Sequence Include CF [checkbox] Value / To Value

OUTPUT FORMAT: PDF CSV



#### ADDITIONAL INFORMATION:

The report will return transactions that currently reside in the module sub-groupings below: General Ledger – Incomplete Journals General Ledger – Journals Not Edited General Ledger – Journals Not Budget Checked General Ledger – Journals Not Approved Accounts Receivable – Applied Payments Not Run Thru Revenue Estimate\* Accounts Receivable – Applied Payments Not Approved\* Accounts Receivable - Applied Payments Not Successfully Budget Checked\* Accounts Receivable - Incomplete AR Direct Journals Accounts Receivable - AR Direct Journals Not Budget Checked Accounts Receivable – AR Direct Journals Not Approved Accounts Receivable - Applied Payment Not Posted\* Purchasing - Requisition Accounting Entries Not Created\* Expenses – Expense Advances Not Submitted Expenses – Expense Advances Not Approved Expenses – Expense Reports Not Submitted Expenses – Expense Reports Not Approved Expenses – Expense Reports Not Budget Checked Accounts Payable - Vouchers Not Matched\* Accounts Payable – Vouchers Not Budget Checked Accounts Payable - Vouchers Not Approved Accounts Payable – Voucher Payments On Hold Project Costing – Project Accounting Splitter Error\* Project Costing - Project Accounting Splitter Cash Accounting not Created\*



## Screenshot of the Transactions in Pending Status Run Control Page

Dending Transas	tions					
IRANSACTIO	NS PENDING FOR P Control ID Transactions Language English	ROCESSING Pending	Report Manage Process	r Process Mor Instance:1002!	nitor Run	
Report Reques	st Parameters					
*Business Ur *Ledg *From Da *To Da	nit 40900 Q er ACTUALS Q nte 05/01/2019 9 nte 10/10/2019 9	GL: All Sections AR: All Sections PR: All Sections EX: All Sections AP: All Sections PC: All Sections	s use Journal Date s use Accounting Date s use Budget Date s use Accounting Date s use Schduled Pay Date s use Accounting Date		Refresh	
ChartField Sel	ection	Per	rsonalize   Find   💷   🔣	First 🛞	1-16 of 16 🕑 La	ast
Sequence	ChartField Name	Include CF	Value	To Value		
1	Account			2	Q	~
2	Fund		08200	08200	Q	
-	FIPS			2	Q	
	Department			2	Q	
	Department Agency Use 2			2 [ 2 [	Q	

## Screenshot of the VGLR620B Transactions in Pending Status Report

CARDONAL CARDONAL Report ID: VOLKSION Report ID: VOLKSION					
Account All Values Fund From: 08200 To: 08200					
Nodule: General Ledger Journals Not Budget Checked					
JOURNAL DI JOURNAL DATE Status Status Bernest Account Fund	Monstary Amount				
40900 0001211330 06/13/2019 Valid Error No Request 5011110 08200	3,050.00				
40900 0001211330 06/13/2019 Valid Hrror No Request 101010 08200	(3,000.00)				
Transaction Grouping Total: (Total Journals: 2)	0.00				
Report Total:	0.00				



# Transactions Ready for Processing Report (VGLR620A)

**REVISED:** 03/02/2017

#### **DESCRIPTION:**

This report provides transactions that are ready for processing in the General Ledger, Accounts Receivable, Purchasing, Expenses, Accounts Payable, and Project Costing modules. Purchasing and Project Costing modules are currently only applicable to Business Unit 50100 (VDOT)\*. Transactions that are ready for processing have been successfully entered, edit checked, budget checked, and approved in the various modules. The transactions are waiting for the nightly Cardinal batch processing to begin so the transactions can be further processed to the point of being posted to the Ledger in General Ledger.

The report can be run ad hoc by agency users to monitor and review all transactions that are ready for processing. Based on the ChartField selection criteria, the report can be used to provide a very broad or narrow look at the transactions that are ready for processing in the various modules before the nightly batch processing begins.

The report can be run ad hoc by agency users to monitor and review the cash transactions that are ready for processing. By running the report for the cash account (101010) and specific fund value(s), an agency user can foresee the potential impact to the beginning cash balance(s) on the ledger before pay cycle and payment cash checking processing begins.

#### **NAVIGATION PATH:**

Main Menu > General Ledger > General Reports > Payment Cash Reports > Transactions Ready for Process

## **RUN CONTROL PARAMETERS:**

Business Unit Ledger Actuals From Date To Date GL: All sections use journal date [checkbox] AR: All sections use accounting date [checkbox] \*PR: All sections use accounting date [checkbox] EX: All sections use accounting date [checkbox] AP: Section Ready to be Paid uses scheduled pay date, All other sections use accounting date [checkbox] \*PC: All sections use accounting date [checkbox] Click on Refresh Sequence Include CF [checkbox] Value / To Value

#### **OUTPUT FORMAT:**

PDF CSV



#### ADDITIONAL INFORMATION:

The report will return transactions that currently reside in the module sub-groupings below: General Ledger – Journals Not Posted Accounts Receivable – AR Direct Journals Not Journal Generated Accounts Receivable – Applied Payment Not Journal Generated\* Purchasing – Requisitions Not Journal Generated\* Expenses - Expense Payments Not Journal Generated Expenses – Expense Reports Ready to be Paid Expenses – Expense Advances Ready to be Paid Accounts Payable – Voucher Payments Not Journal Generated Accounts Payable – Vouchers Ready to be Paid Project Costing – Project Accounting Splitter Cash Not Journal Generated\*

### Screenshot of the Transactions Ready for Processing Run Control Page

Favorites -	Main Menu 🗸 💦 🗧	General Ledger 👻 >	General Reports 🗸 🚿 Payn	nent Cash Reports 🗸 🚿	Transactions Ready for			
Ready Transactions TRANSACTIONS READY FOR PROCESSING								
Run Control ID TransactionsReady Report Manager Process Monitor Run Language English								
Report Reque	est Parameters		Process Ins	stance:10020004				
*Business *Leo *From ( *To (	Modules         *Business Unit 19900 Q         *Ledger ACTUALS Q         *Ledger ACTUALS Q         *From Date 05/01/2019 I         *To Date 10/10/2019 I         *Dotate 10/10/2019 I							
ChartField Se	lection	Pe	rsonalize   Find   💷   🔣	First 🕙 1-16 of 16 🔮	Last			
Sequence	ChartField Name	Include CF	Value	To Value				
1	Account	V	Q		a 🔨			
2	Fund	V	01000 Q	08200	۹			
	FIPS		٩		م			
	Department		٩		۹			
	Agency Use 2		٩		۹			



## Screenshot of the VGLR620A Transactions Ready for Processing Report

Commonwealth of Virginia						
CANDINAL Report 1D: VOLR620A	ARCHAL OFF 1D: VULKE20A					10/10/2019 10:18 00
Business Unit: 19900 DCR From Date: 05/01/2019 To Date: 10/30/2019 Ledger: ACTUALS Module: GL,AR,PR,EX,AP,PA					Page No.	1 of 17
Account All Values Fund From: 01000 To:	082:00					
todule: General Ledger Journals Not Posted						
GL BU Journal ID Journal Da	Journal Ndr Budget Ndr e Status Status	JOURNAL Process Request	Account	Pund_		Monetary Amount
19900 0001211331 06/13/2019	Valid Valid	Post	101010	01000		(101.00)
19900 0001211331 06/13/2019	valid valid	Post	101010	08200		181.00
19900 0001211331 06/13/2019	Valid Valid	Post	\$011110	08200		(101.00)
19900 0001211331 06/13/2019	Valid Valid	Post	5012880	01000		181.00
Transaction Grouping Total:	(Total Journals: 4)					0.00



# **General Ledger nVision Reports**

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## Budget to Actual - Cost Center by Account Report (RGL0614 - nVision)

#### **REVISED:** 12/12/2019

#### **DESCRIPTION:**

This nVision report is used to monitor Operational Budget and Actual Expenditure totals and variance of budget remaining for a Business Unit and Cost Center by Account. The report provides Operational Budget and Actual Expenditure amounts for a Business Unit by Account and Cost Center for the current period and year to date.

#### **NAVIGATION PATH:**

Main Menu > myCardinal Financials > Financials Report Retrieval > FIN Report Manager > CSC EXP ACCOUNT

#### **RUN CONTROL PARAMETERS:**

#### OUTPUT FORMAT:

**Business Unit** 

Excel version 2007 or higher

#### **ADDITIONAL INFORMATION:**

The report is retrieved by Business Unit and Cost Center code. The report layout returns Budget and Actual data by Account for each Cost Center related to the designated Business Unit.

#### Screenshot of the RGL0614 Budget to Actual By Cost Center and Account Report

CARDINAL		Commonwealth of	Virginia		
		Budget to Actual-Cost C	enter by Account		
Report ID:	RGL0614				
Leynut ID:	VGLR0614				
Scape:	VGLR0614				
<b>Perind Endi</b>	June 30, 2020				
Buriness Un	41100	Department of Forestry			
Cart Contor	= <b>1</b> 00	Salary Payroll			
Account	Description	Operational Budget	2828-1	2828-2	2828-9
5011110	Employer Retire Contrb-Def Ben	1,432,072.00	161,823.86	109,471.56	109,532.85
5011120	Salary Social Securty&Medicare	\$10,307.00	93,156.82	62,080.41	62,014.29
5011140	Group Life Insurance	138,759.00	16,346.22	11,056.00	11,069.33
5011150	Employer Health Inr Promium	2,642,007.00	366,494.75	243,743.50	246,063.50
5011160	Rotiroo Hoalth Inr Cr Promium	123,929.00	14,599.11	9,874.25	9,886.15
5011170	VSDB & Longtorm Dirability Inc	65,672.00	6,166.60	4,169.63	4,175.97
5011220	Salarier, Appainted Officials	144,984.00	18,122.88	12,081.92	12,081.92
5011230	Salarier, Clarrified	9,435,216.00	1,188,944.35	793,846.71	790,067.06
5011280	Salarias, Info Tachn Employeas	497,548.00	56,125.85	34,115.02	38,968.18
5011310	Bonuras & Incontivas	0.00	0.00	0.00	50.00
5011380	Deferred Comp Match Payments	47,040.00	7,262.50	4,890.00	4,850.00
5011510	Workers' Compensation Awards	0.00	0.00	0.00	722.98
5011520	Supplementl Wrkers' Comp Award	0.00	0.00	0.00	0.00
5011530	Short-Term Dirability Benefitr	0.00	6,114.40	3,497.76	5,696.70
5011620	Salaries, Annual Leave Balance	0.00	13,405.84	4,617.18	3,392.63
5011630	Salaries, Sick Leave Balances	0.00	5,000.00	0.00	0.00
5011640	Salaries, Comp Le ave Balances	0.00	0.00	386.46	290.50
5011660	DofContMatch-VRS HybridRotPlar	0.00	6,862.82	4,727.96	4,708.76
	Expanditurar	\$15,337,534.00	\$1,960,426.00	\$1,298,558.36	\$1,303,570.82



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

				Run Date:	December 19, 2019
				Run Time:	9:47:59 PM
			6 <b>9</b>	(0)   - 1	
2828-4	2828-5	2828-6	Expondituror	Operational Budget	z of Budget Remaining
108,776.28	105,395.26	53,992.64	648,992.45	783,079.55	0.55
65,766.07	59,942.66	31,092.72	374,052.97	436,254.03	0.54
11,016.27	10,689.27	5,474.54	65,651.63	73,107.37	0.53
1,250.00	238,038.63	122,917.75	1,218,508.13	1,423,498.87	0.54
9,838.77	9,581.84	4,889.37	58,669.49	65,259.51	0.53
4,150.85	4,021.24	2,059.52	24,743.81	40,928.19	0.62
12,081.92	12,081.92	6,040.96	72,491.52	72,492.48	0.50
792,218.57	771,220.15	392,041.65	4,728,338.49	4,706,877.51	0.50
32,101.92	32,101.92	16,050.96	209,463.85	288,084.15	0.58
0.00	250.00	0.00	300.00	(300.00)	0.00
4,855.00	4,715.00	2,440.00	29,012.50	18,027.50	0.38
0.00	0.00	0.00	722.98	(722.98)	0.00
0.00	(2,239.65)	0.00	(2,239.65)	2,239.65	0.00
3,987.42	1,730.90	5,156.48	26,183.66	(26,183.66)	0.00
1,477.28	6,085.44	0.00	28,978.37	(28,978.37)	0.00
0.00	0.00	0.00	5,000.00	(5,000.00)	0.00
0.00	0.00	0.00	676.96	(676.96)	0.00
4,906.26	4,910.70	2,469.31	28,585.81	(28,585.81)	0.00
\$1,052,426.61	\$1,258,525.28	\$644,625.90	\$7,518,132.97	\$7,819,401.03	50.98%



# Budget to Actual - Department by Account Report (RGL0615 - nVision)

**REVISED:** 03/09/2017

#### **DESCRIPTION:**

This nVision report is used to monitor Operational Budget and Actual expenditure totals and variance of budget remaining for a Business Unit and Department by Account. The report provides Operational Budget and Actual Expenditure amounts for a Business Unit by Account and Department for the current period and year to date.

#### **NAVIGATION PATH:**

Main Menu > myCardinal Financials > Financials Report Retrieval > FIN Report Manager > DEPT EXP ACCOUNT

#### **RUN CONTROL PARAMETERS:**

#### OUTPUT FORMAT:

**Business Unit** 

Excel version 2007 or higher

#### **ADDITIONAL INFORMATION:**

The report is retrieved by Business Unit and Department. The report layout returns Budget and Actual data by Account for each designated Department ID related to the designated Business Unit.

#### Screenshot of the RGL0615 Budget to Actual By Department and Account Report

CARDINAL		Commonwealth of	Virginia		
		Budget to Actual-Depar	tment by Account		
			•		
Report ID:	RGL0615				
Leyest ID:	VGLR0615				
Scape:	VGLR0615				
Perind Endi	Juno 30, 2020				
Buriness Un	41100	Department of Forestry			
Department	1300	Referentation of Timberlands			
Accesst	Description	Operational Budget	2828-1	2828-2	2828-3
5011110	Emplayer Retire Cantrb-Def Ber	68,358.00	8,580.40	5,806.26	5,806.26
5011120 :	Salary Social Securty&Medicar	38,679.00	4,848.18	3,283.72	3,253.51
5011140	Group Life Insurance	6,623.00	849.85	575.08	575.08
5011150	Employer Health Ins Promium	134,796.00	18,168.00	11,921.00	11,921.00
5011160	Rotiroo Hoalth Inr Cr Promium	5,916.00	759.05	513.64	513.64
5011170	VSDB & Longtorm Dirability Inr	3,135.00	191.24	129.36	129.36
5011230 :	Salarier, Clarrified	505,603.00	66,109.86	44,094.24	44,094.24
5011380	Deferred Comp Match Payment	2,400.00	367.50	245.00	245.00
5011660	DofContMatch-VRS HybridRotf	0.00	190.61	128.94	128.94
5012240	Emplayee Trainng/Warkshap/Ca	300.00	200.00	0.00	150.00
5012560	Mochanical Ropair & Maint Srvc	1,500.00	0.00	0.00	0.00
5012680 :	Skillød Sørvicør	212,827.00	0.00	0.00	0.00
5012780	VITA It Infrartructure Srvc	55,415.00	4,618.00	0.00	0.00
5012790	Computer Softure Developmt C	12,500.00	0.00	0.00	0.00
5012830	Travel, Public Carriers	200.00	0.00	0.00	367.97
5012850	Travel, Subsistence & Lodging	\$00.00	0.00	0.00	0.00
5012880	Travel, Meal Reimb-Not Rpt Irs	700.00	0.00	96.25	41.25
5013110	Apparol Supplior	250.00	0.00	165.00	0.00
5013230	Garoline	0.00	0.00	0.00	0.00
5013430	Field Supplier	500.00	0.00	0.00	0.00
5013540	Mechancal Repair & Maint Matri	2,000.00	0.00	0.00	0.00
5013710	Agricultural Suppliar	300.00	0.00	0.00	0.00
5014180	Incentives	2,510,562.00	0.00	0.00	13,275.00
5014320	Paymonts In Liou Of Taxos	15,688.00	0.00	0.00	0.00
5015550	Warkers' Compensation	15,487.00	0.00	0.00	0.00
5022430	FieldEquipment	500.00	0.00	0.00	0.00
5022510	Agricultural Vohicular Equip	500,000.00	0.00	0.00	0.00



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

				Rus Dets: Rus Time:	Docombor 19, 2019 9:47:23 PM
2828-4	2828-5	2828-6	Curront Tour Expondituror	Operational Budget	× af Budget Romaining
F 444 54	F 447 57		24 244 52	22.4.4.42	
5,806.26	5,806.26	2,903.13	34,708.57	33,649.43	0.49
5,455.95	5,297.73	1,642.44	19,(31.51	18,947.49	0.49
0.00	919.00	5 960 50	5,451.11	74 904 50	0.40
513.64	513.64	256.82	3.070.43	2.845.57	0.43
129.36	129.36	64,68	773.36	2,361,64	0.75
44,094.24	44,094.24	22,047.12	264,533.94	241,069.06	0.48
245.00	245.00	122.50	1,470.00	930.00	0.39
128.94	128.94	64.47	770.84	(770.84)	0.00
0.00	0.00	0.00	350.00	(50.00)	-0.17
0.00	0.00	0.00	0.00	1,500.00	1.00
0.00	0.00	0.00	0.00	212,827.00	1.00
0.00	0.00	0.00	4,618.00	50,797.00	0.92
267.46	0.00	0.00	225.42	12,500.00	-240
d16.22	0.00	0.00	416.22	(333.43)	-2.00
187.75	\$2,50	0.00	407.75	292.25	0.42
0.00	0.00	0.00	165.00	\$5.00	0.34
27.00	0.00	0.00	27.00	(27.00)	0.00
0.00	0.00	0.00	0.00	500.00	1.00
0.00	0.00	0.00	0.00	2,000.00	1.00
0.00	0.00	0.00	0.00	300.00	1.00
73,305.00	33,453.00	33,363.00	153,396.00	2,357,166.00	0.94
0.00	0.00	0.00	0.00	15,688.00	1.00
0.00	0.00	0.00	0.00	19,467.00	1.00
0.00	0.00	0.00	0.00	500.000 00	1.00
\$129,251.88	\$100,196.75	\$66,712.20	\$548,503,26	\$3,546,535.74	26.612



# COVA Standard Budget to Actual – Fund, Program, Account Report (RGL004A - nVision)

**REVISED:** 03/09/2017

#### **DESCRIPTION:**

This nVision report is used to monitor Operational Budget and Actual incurred per period for a Business Unit by Fund, Program, and Account. The report provides Operational Budget and Actual Expenditures for a designated Business Unit and related Fund and Program, summarized by Account Code for both Accounting Period and Fiscal Year to Date.

#### **NAVIGATION PATH:**

Main Menu > myCardinal Financials > Financials Report Retrieval > FIN Report Manager > OPRL BUD ACTUAL

#### **RUN CONTROL PARAMETERS:**

**OUTPUT FORMAT:** 

**Business Unit** 

Excel version 2007 or higher

#### **ADDITIONAL INFORMATION:**

The report is retrieved by Business Unit, Fund Code, and Program Code. The report layout returns Operational Budget and Actual expenditure data by Fund and Program designated in the scope for the Business Unit.

# Screenshot of the RGL004A COVA Standard Budget to Actual By Fund, Program, and Account Report

CARDINA		Commonwealth of	Virginia		
		COVA Standard Budget	to Actual - Fund, Pi	rogram, Account	
Report ID:	RGL004A			Run Date:	December 20, 2019
Layout ID:	YGLR004A			Bun Time:	12:08:36 AM
Scope:	YGLR004A				
Period Endir	June 30, 2020				
Business Un	i(41100	Department of Forestry			
Fund:	02640	State Forest Fund			
Program:	7501004	Tree Restrelimprv/Nurs/St Land			
				(Over) Under	
Account	Description	Operational Budget	Expenditures	Operational Budget	% of Budget Remaining
5011110	Employer Retire Contrb-Def Ben	81,121.00	41,249.04	39,871.96	0.49
5011120	Salary Social Security&Medicare	47,981.00	24,176.00	23,805.00	0.50
5011140	Group Life Insurance	7,860.00	4,056.10	3,803.90	0.48
5011150	Employer Health Ins Premium	142,884.00	72,596.00	70,288.00	0.49
5011160	Retiree Health Ins Cr Premium	7,020.00	3,622.35	3,397.65	0.48
5011170	VSDB & Longterm Disability Ins	3,720.00	744.10	2,975.90	0.80
5011230	Salaries, Classified	600,011.00	308,914.31	291,096.69	0.49
5011380	Deferred Comp Match Payments	2,544.00	2,015.00	529.00	0.21
5011410	Wages, General	26,000.00	14,635.79	11,364.21	0.44
5011510	Workers' Compensation Awards	0.00	1,879.75	(1,879.75)	0.00



# COVA Standard Budget to Actual – Program, Fund Report (RGL003A - nVision)

**REVISED:** 03/07/2017

#### **DESCRIPTION:**

This nVision report is used to monitor Budget and Actual data incurred per period by Fund and Program at the Business Unit level. The report provides Appropriations and Expenditures for a Business Unit by Fund and Program for all Programs within the Fund designated in the report.

#### **NAVIGATION PATH:**

Main Menu > myCardinal Financials > Financials Report Retrieval > FIN Report Manager > APPROP BUD ACTUAL

#### **RUN CONTROL PARAMETERS:**

OUTPUT FORMAT:

**Business Unit** 

Excel version 2007 or higher

#### ADDITIONAL INFORMATION:

The report is retrieved by Business Unit and Fund Code. The report layout returns Budget and Actual data by Program and Sub-program for all programs related to the Fund designated in the scope for the Business Unit.

#### Screenshot of the RGL003A COVA Standard Budget to Actual By Fund and Program Report

CARDINAL		Commonwealth	of Virginia		
		COVA Standard Budg	et to Actual - Program	n, Fund	
Report ID: Layout ID: Scope:	RGL003A VGLR003A FNDS_15100				
Period Ending	June 30, 2020	Department of Accounts			
Fund:	01000	General Fund			
Program	Description	Appropriation	2020-1	2020-2	2020-3
	ALL_PROGRAMS Fin Sys Develp&Mgmt	3,921,555.00	210,229.53	131,801.74	147,834.94
	Accounting Services Admin&Support Svcs ALL_PROGRAMS	8,080,478.00 1,614,099.00 \$13,616,132.00	1,022,697.04 181,133.99 \$1,414,060.56	711,484.56 128,256.58 \$971,542.88	707,196.95 129,893.32 \$984,925.21



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

Н	1	J	К	L	М
				Run Date:	December 20, 2019
				Run Time:	12:16:23 AM
				Kun Hinor	12.10.2074
				(Over) Under	
2020-4	2020-5	2020-6	Expenditures	Appropriation	% of Budget Remaining
194,316.57	123,950.86	89,277.24	897,410.88	3,024,144.12	0.77
657,505.28	746,677.09	406,108.80	4,251,669.72	3,828,808.28	0.47
162,825.86	144,165.66	129,971.92	876,247.33	737,851.67	0.46
\$1,014,647.71	\$1,014,793.61	\$625,357.96	\$6,025,327.93	\$7,590,804.07	55.75%



# Project Expenditure by Account Report (VPAR106B - nVision)

#### **REVISED:** 03/09/2017

#### **DESCRIPTION:**

This nVision report is used to review the total posted amounts by Accounts under a Project and Business Unit from the Project Budget Ledger, Journal Header, and Journal Lines tables for project life to date and year to date time spans.

#### **NAVIGATION PATH:**

Main Menu > myCardinal Financials > Financials Report Retrieval > FIN Report Manager > PROJ EXP ACCOUNT

#### **RUN CONTROL PARAMETERS:**

OUTPUT FORMAT:

**Business Unit** 

Excel version 2007 or higher

#### **ADDITIONAL INFORMATION:**

The report is retrieved by Project Number and is generated for all projects related to the Business Unit.

#### Screenshot of the VPAR106B Project Expenditures by Account Report

CARDINA	at	Commonwealth of Virginia						
		Financial Summary - Project Ex	Financial Summary – Project Expenditure by Account					
Report ID:	TPAR106B							
Loyaut ID:	TPAR106B							
Scape:	TPAR106B							
Perind Endin	June 30, 2020							
Buriness Uni	12700	Dept of Emergency Menagement						
Project:	<b>6000116211</b>	Harricano Darian						
Account	Description	Project Budget	2020-3	2020-4	2020-5			
5012190	Inbound Freight Services	0.00	120.00	0.00	0.00			
5012530	Equipment Repair & Maint Srvc	0.00	0.00	0.00	2,951.50			
5012640	Food & Diatory Sarvicas	0.00	9,666.93	0.00	0.00			
5012680	Skilled Services	0.00	900.00	2,108.35	4,059.79			
5012750	Computor Software Maint Srva	0.00	54,384.00	0.00	0.00			
5012820	Travel, Personal Vehicle	0.00	217.57	130.39	0.00			
5012850	Travel, Subrittence & Lodging	0.00	12,662.76	7,676.74	0.00			
5012880	Travel, Meal Reimb-Not Rpt Irs	0.00	2,151.56	467.50	0.00			
5013120	Office Supplies	0.00	27.89	0.00	0.00			
5013230	Garoline	0.00	24.00	0.00	0.00			
5013430	Field Supplier	0.00	53.83	0.00	0.00			
5013520	Curtadial Repair & Maint Matri	0.00	13.61	0.00	0.00			
5013620	Food & Distory Supplies	0.00	2,745.19	0.00	0.00			
5013630	Food Service Supplies	0.00	495.79	0.00	0.00			
5014340	Dirartor Aid-Local Governmnt	0.00	0.00	171,422.15	0.00			
5014530	Out-Of-State Political Entity	0.00	0.00	0.00	0.00			
5022170	Other Computer Equipment	0.00	1,319.93	0.00	0.00			
5022180	Computer Software Purchases	0.00	2,304.75	0.00	0.00			
5022320	PhotographicEquipmont	0.00	69.99	0.00	0.00			
	Total	\$0.00	\$87,157.80	\$181,805.13	\$7,011.29			



# Screenshot of the VPAR106B Project Expenditures by Account Report (scrolled right)

н	1	J	к	L
			Run Data	December 20, 2019
 			Run Time	12:1‡:39 AM
	Expanditurar			
			Project to Dete (Over) Under	Z of Project Budget
2020-6	Current Tear	Project to Dete	Project Budget	Remaining
0.00	120.00	120.00	(120.00)	0.00
0.00	2,951.50	2,951.50	(2,951.50)	0.00
 0.00	9,666.93	9,666.93	(9,666.93)	0.00
5,051.83	12,119.97	12,119.97	(12,119.97)	0.00
0.00	54,384.00	54,384.00	(54,384.00)	0.00
0.00	347.96	347.96	(347.96)	0.00
0.00	20,339.50	20,339.50	(20,339.50)	0.00
0.00	2,619.06	2,619.06	(2,619.06)	0.00
0.00	27.89	27.89	(27.89)	0.00
0.00	24.00	24.00	(24.00)	0.00
0.00	53.83	53.83	(53.83)	0.00
0.00	13.61	13.61	(13.61)	0.00
0.00	2,745.19	2,745.19	(2,745.19)	0.00
0.00	495.79	495.79	(495.79)	0.00
0.00	171,422.15	171,422.15	(171,422.15)	0.00
(2,721.83)	(2,721.83)	(2,721.83)	2,721.83	0.00
0.00	1,319.93	1,319.93	(1,319.93)	0.00
0.00	2,304.75	2,304.75	(2,304.75)	0.00
0.00	69.99	69.99	(69.99)	0.00
\$2,330.00	\$278,304.22	\$278,304.22	(\$278,304.22)	0.00%



# Project Expenditure by Task Report (VPAR106C - nVision)

#### **REVISED:** 03/09/2017

#### **DESCRIPTION:**

This nVision report is used to review Project Budget versus Actual expenditures by Account for a designated Project for both Fiscal YTD and Project to Date (Project Life to Date) time spans. The report provides the total posted amounts by all tasks under a Project and Business Unit from the Project Budget ledger, Journal Header, and Journal line tables for project life-to-date and year-to-date time spans.

#### **NAVIGATION PATH:**

Main Menu > myCardinal Financials > Financials Report Retrieval > FIN Report Manager > PROJ EXP TASK

### **RUN CONTROL PARAMETERS:**

#### **OUTPUT FORMAT:**

**Business Unit** 

Excel version 2007 or higher

#### ADDITIONAL INFORMATION:

The report is retrieved by Project Number and is generated for all projects related to the Business Unit.

#### Screenshot of the VPAR106C Project Expenditure by Task Report

CARDINAL		Commonwealth of Virgi	inia		
		Financial Summary - Project Exp	penditure by Ta	ask	
Report ID:	VPAR106C				
Layout ID:	VPAR106C				
Scope:	VPAR106C				
Period Ending:	June 30, 2020				
Business Unit:	12300	Department of Military Affairs			
Project:	DMA86123	Museum			
Task	Description	Project Budget	2020-1	2020-2	2020-3
68900	The Adjutant General's Office	0.00	22.64	0.00	0.00
69000	Ft Pickett Museum	0.00	4,514.90	2,954.45	1,584.01
	Total	\$0.00	\$4,537.54	\$2,954.45	\$1,584.01



## Screenshot of the VPAR106C Project Expenditure by Task Report (scrolled right)

					Run Date:	December 20, 2019
					Run Date.	42:40:40 AM
					Run Time:	12:19:40 AM
			Expenditures			
					Project to Date	
					(Over) Under Project	% of Project Budget
2020-4	2020-5	2020-6	Current Year	Project to Date	Budget	Remaining
0.00	0.00	0.00	22.64	22.64	(22.64)	0.00
1,641.12	1,295.68	1,372.03	13,362.19	217,842.93	(217,842.93)	0.00
\$1,641.12	\$1,295.68	\$1,372.03	\$13,384.83	\$217,865.57	(\$217,865.57)	0.00%



# Project Financial Summary Report (VPAR0567 - nVision)

**REVISED:** 03/08/2017

#### **DESCRIPTION:**

This nVision report is used to research and review project financial information. The report is run for all projects related to a designated Business Unit by Summary Project and provides the Project Budget for both the summary project and the operating projects. It provides expenditure actuals for year-to-date (YTD) and project life-to-date (LTD), project to date over / under budget, variance between project budget and project LTD spending, and percent of project budget remaining.

#### **NAVIGATION PATH:**

Main Menu > myCardinal Financials > Financials Report Retrieval > FIN Report Manager > PROJ FIN SUMMARY

### **RUN CONTROL PARAMETERS:**

#### **OUTPUT FORMAT:**

Business Unit

Excel version 2007 or higher

#### ADDITIONAL INFORMATION:

The report is retrieved by Business Unit. The report scope only includes Business Unit since it uses a PROJECT\_REPORTING tree which has nodes for CAPITAL and OPERATING projects for each Business Unit.

#### Screenshot of the VPAR0567 Project Financial Summary Report

CARDINAL			Commonwealth	n of Virginia			
			Project Financial Su	ummary Report			
Report ID:	VPAR0567						
Layout ID:	VPAR0567						
Scope:	VPAR0567						
Period Ending:	June 30, 2020						
Business Unit:	41100	Department of Fore	estry				
Project ID	Description	Appropriation	Project Budget	2020-1	2020-2	2020-3	2020-4
Capital		32,413,082.38	9,095,614.65	0.00	23,387.22	4,375.29	424,689.27
Operating		0.00	6,804,479.61	123,233.80	90,925.79	45,139.38	108,178.48
Overall Total Amounts		\$32,413,082.38	\$15,900,094.26	\$123,233.80	\$114,313.01	\$49,514.67	\$532,867.75



## Screenshot of the VPAR0567 Project Financial Summary Report (scrolled right)

						Run Date:	December 19, 2019
						Pup Time:	0-55-42 DM
						Run Time.	5.00.42 FW
		Current Year	Project to Date	Project to Date (Over)	% of Appropriation Budget	Project to Date (Over)	% of Project Budget
2020-5	2020-6	Expenditures	Expenditures	Under Appropriation	Remaining	Under Project Budget	Remaining
						,	_
35,107.96	0.00	487,559.74	20,261,321.44	12,151,760.94	0.37	(11,165,706.79)	(1.23)
35,107.96 84,281.21	0.00	487,559.74 482,221.66	20,261,321.44 9,521,566.37	12,151,760.94 (9,521,566.37)	0.37	(11,165,706.79) (2,717,086.76)	(1.23) (0.40)