Cardinal Reports Catalog

Accounts Payable and Expenses

VIRGINIA DEPARTMENT OF ACCOUNTS

Revised 5/11/2023

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Training Materials and Resources

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

- **Cardinal 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

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Payment Cash Check Results Inquiry

REVISED: 01/02/2020

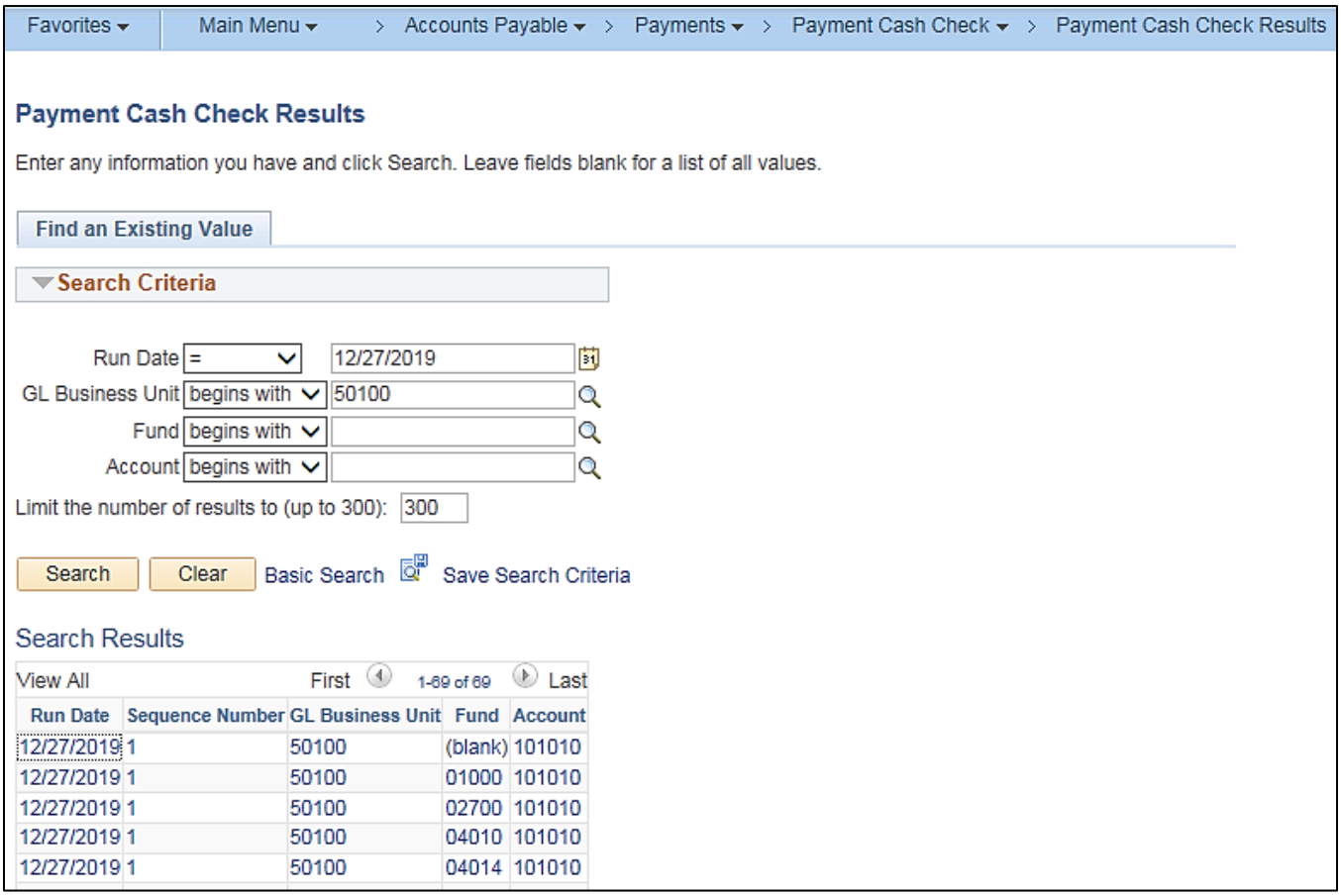
DESCRIPTION:
This inquiry is used to research and review the details of results for the daily Payment Cash Checking process.

NAVIGATION PATH:
Main Menu > Accounts Payable > Payments > Payment Cash Check > Payment Cash Check Results

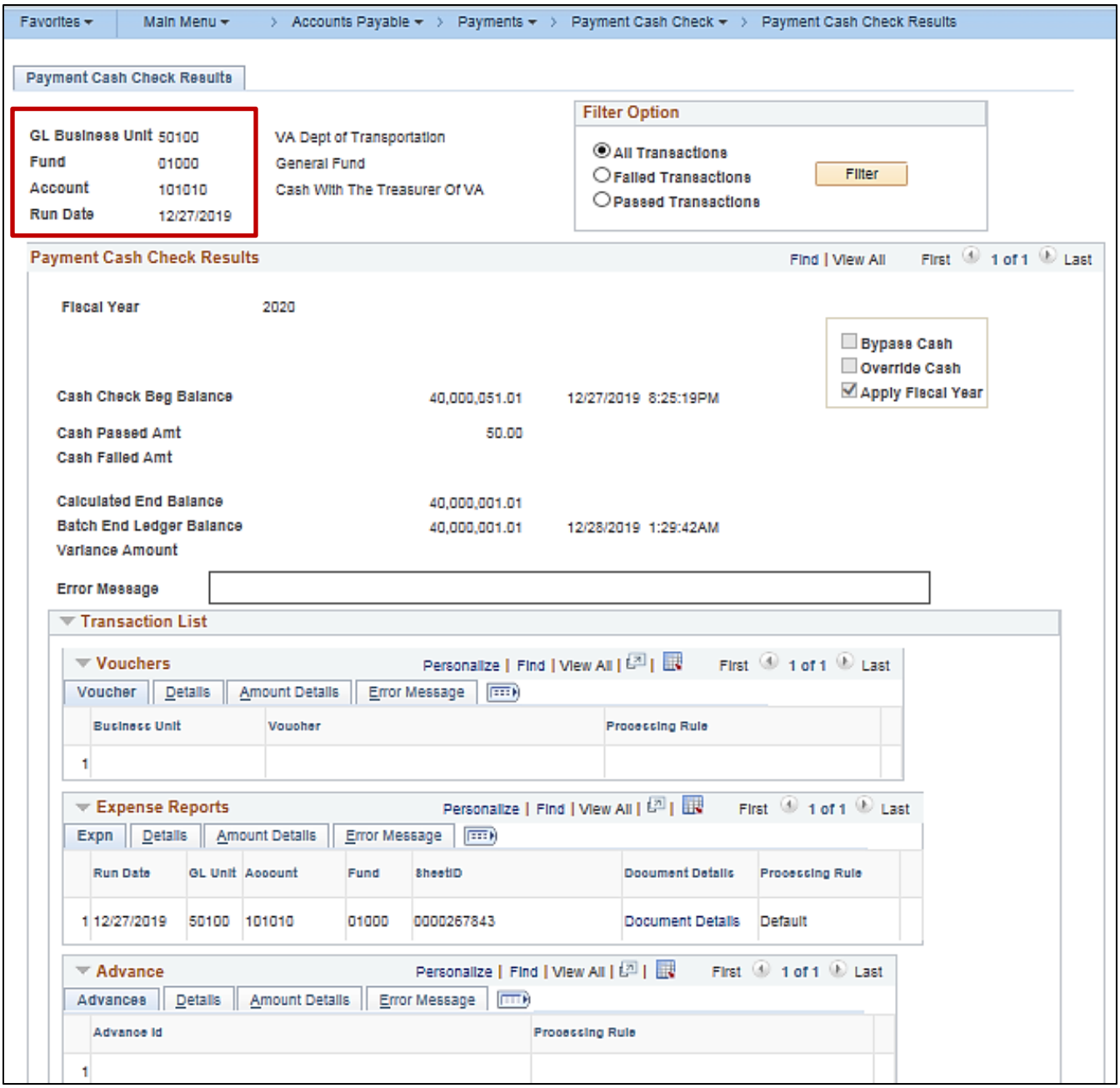
INPUT / SEARCH CRITERIA:
Run Date
GL Business Unit
Fund
Account

OUTPUT FORMAT:
Online

Screenshot of the Payment Cash Check Results - Search Page



Screenshot of the Payment Cash Check Results Page



Payment Cash Check Review Results by Transaction Inquiry

REVISED: 03/24/2017

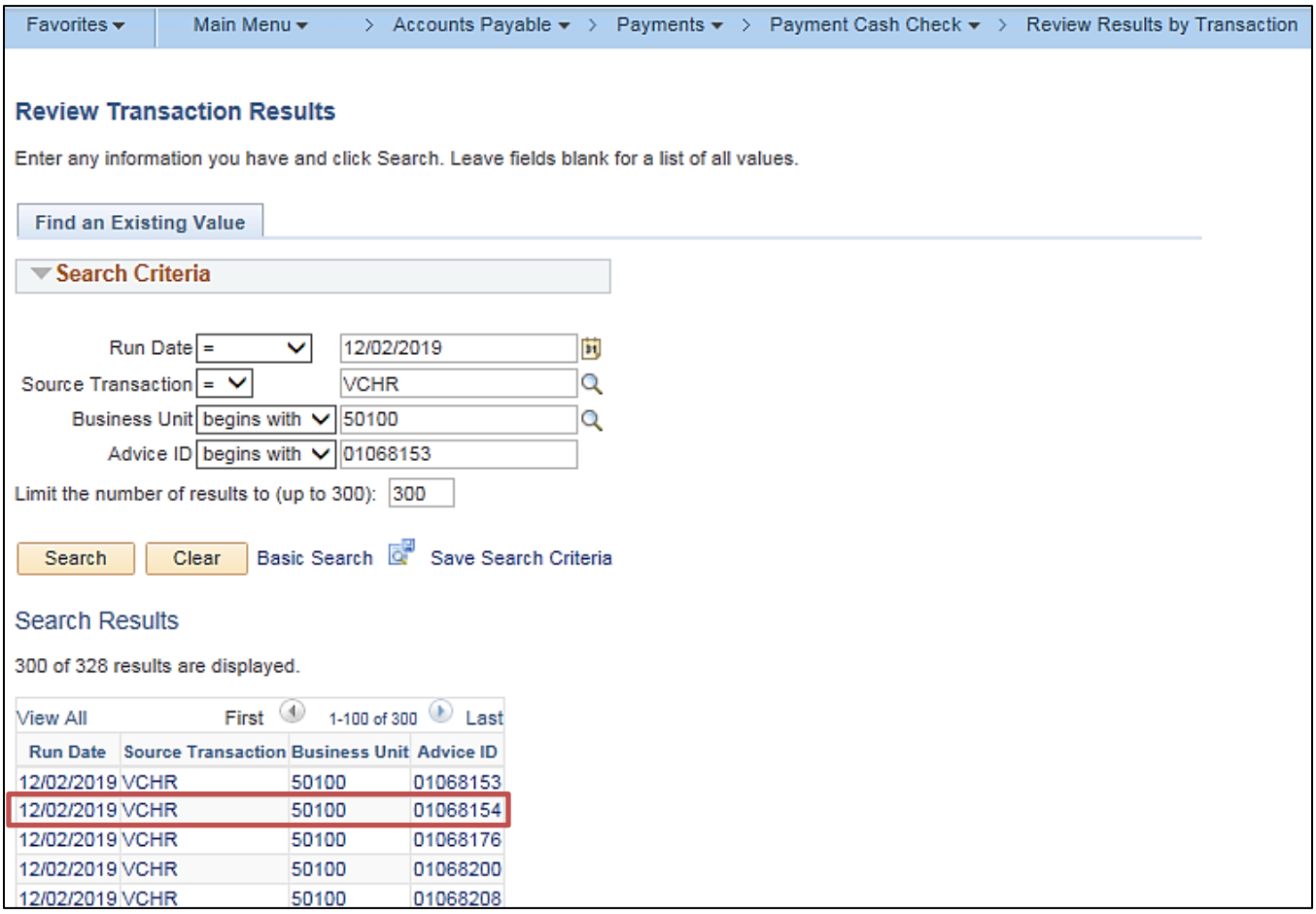
DESCRIPTION:
This inquiry is used to research and review the payment cash check results for a specific transaction and run date.

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

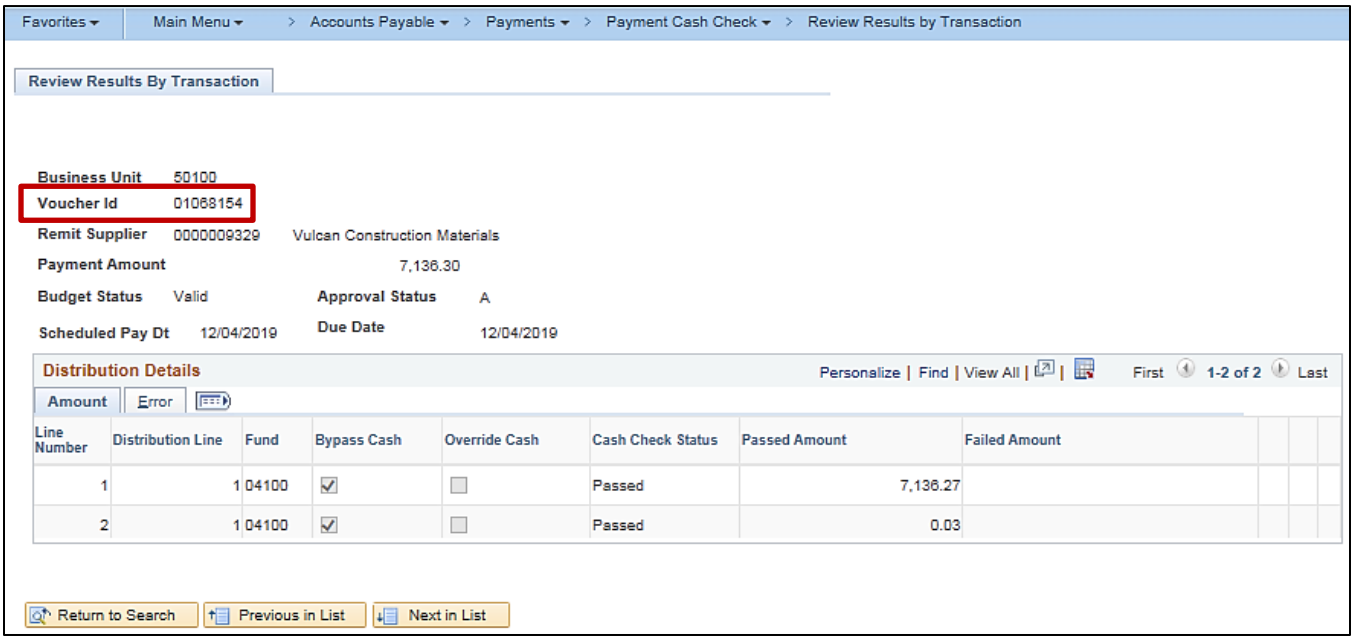
INPUT / SEARCH CRITERIA:
Run Date
Source Transaction (EXAD, EXPN, VCHR)
Business Unit
Advice ID

OUTPUT FORMAT:
Online

Screenshot of the Review Results by Transaction - Search Page



Screenshot of the Payment Cash Check Review Results by Transaction Page



Review Suppliers Inquiry

REVISED: 01/02/2020

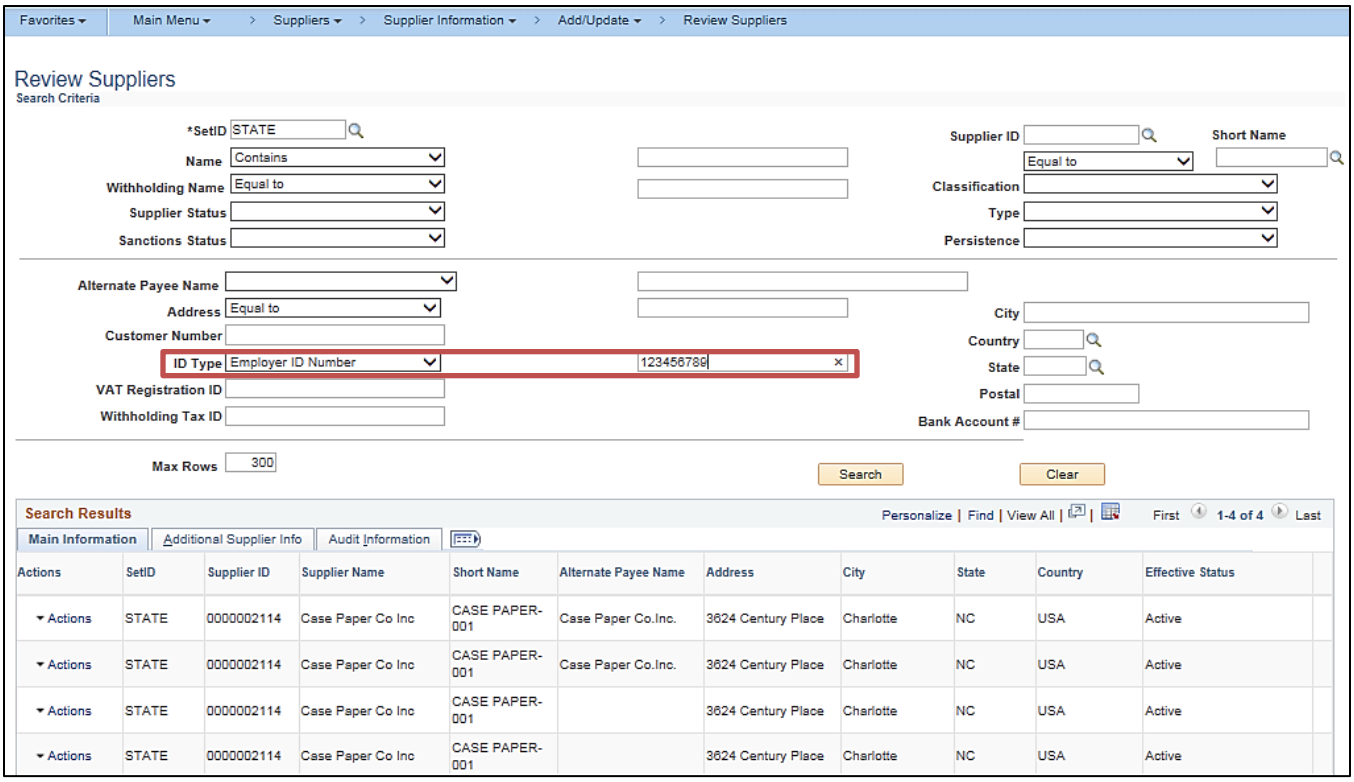
DESCRIPTION:
This inquiry is used to search and verify if a supplier exists in Cardinal and view the supplier record.

NAVIGATION PATH:
Main Menu > Suppliers > Supplier Information > Add / Update > Review Suppliers

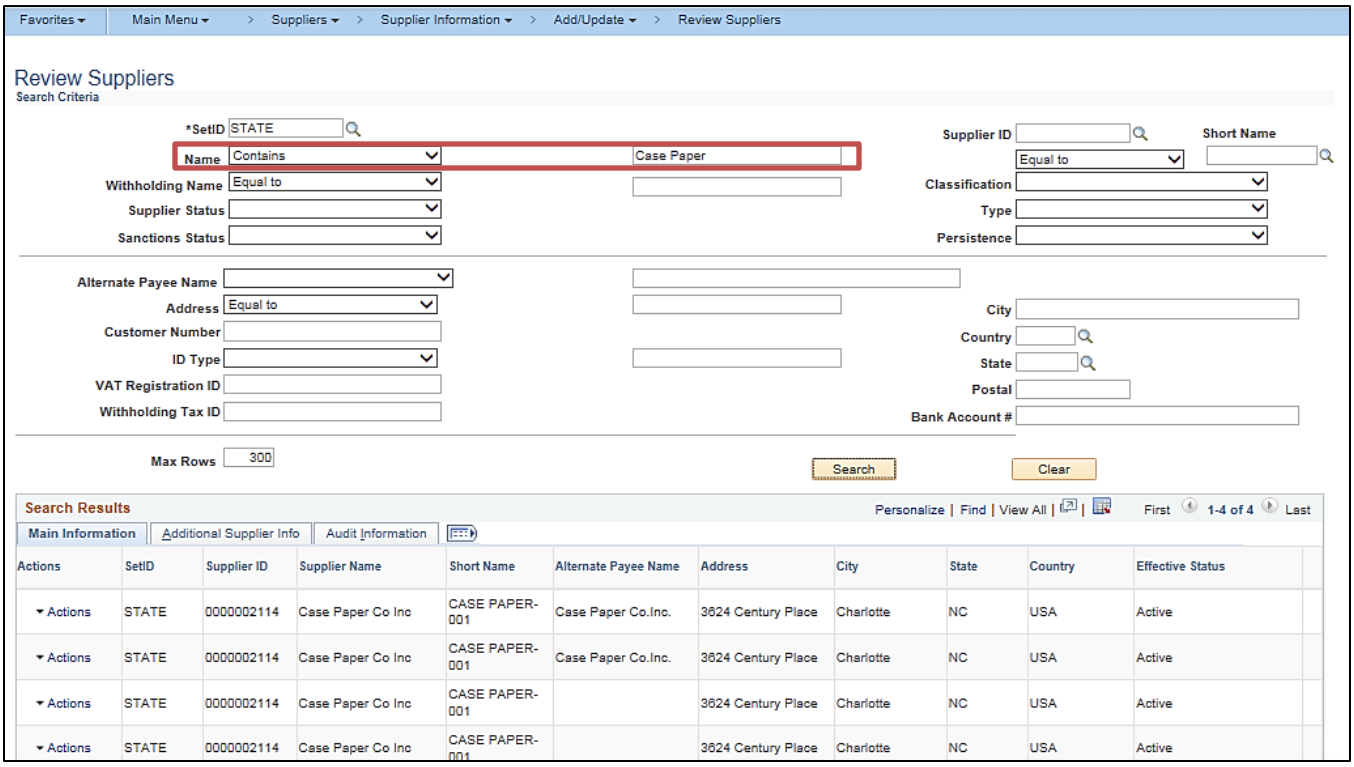
INPUT / SEARCH CRITERIA:
Supplier ID
Name
Short Name
Type
Persistence
Alternate Payee Name (Doing Business As Name)
Address
ID Type (EIN, SSN, Other, etc.)

OUTPUT FORMAT:
Online

Screenshot of the Review Suppliers - Search Page Using ID Type



Screenshot of the Review Suppliers - Search Page Using Name



Voucher Accounting Entries Inquiry

REVISED: 03/02/2017

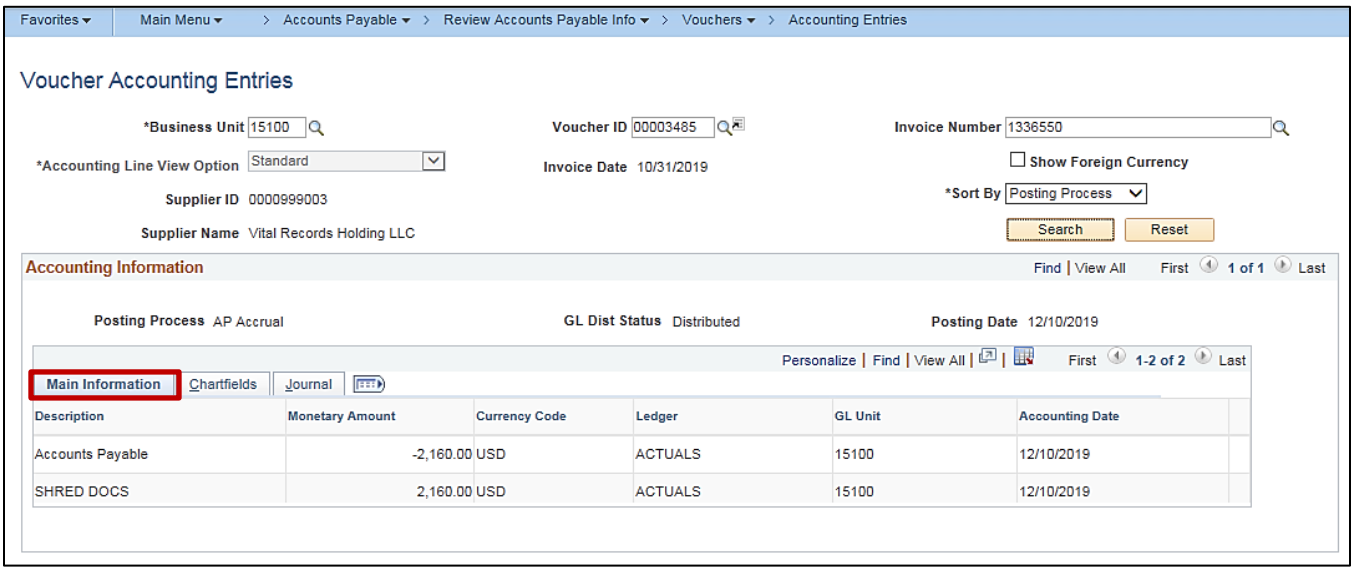
DESCRIPTION:
This inquiry is used to review accounting entries on the distribution lines for a selected voucher or for voucher(s) associated with a selected supplier invoice.

NAVIGATION PATH:
Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Accounting Entries

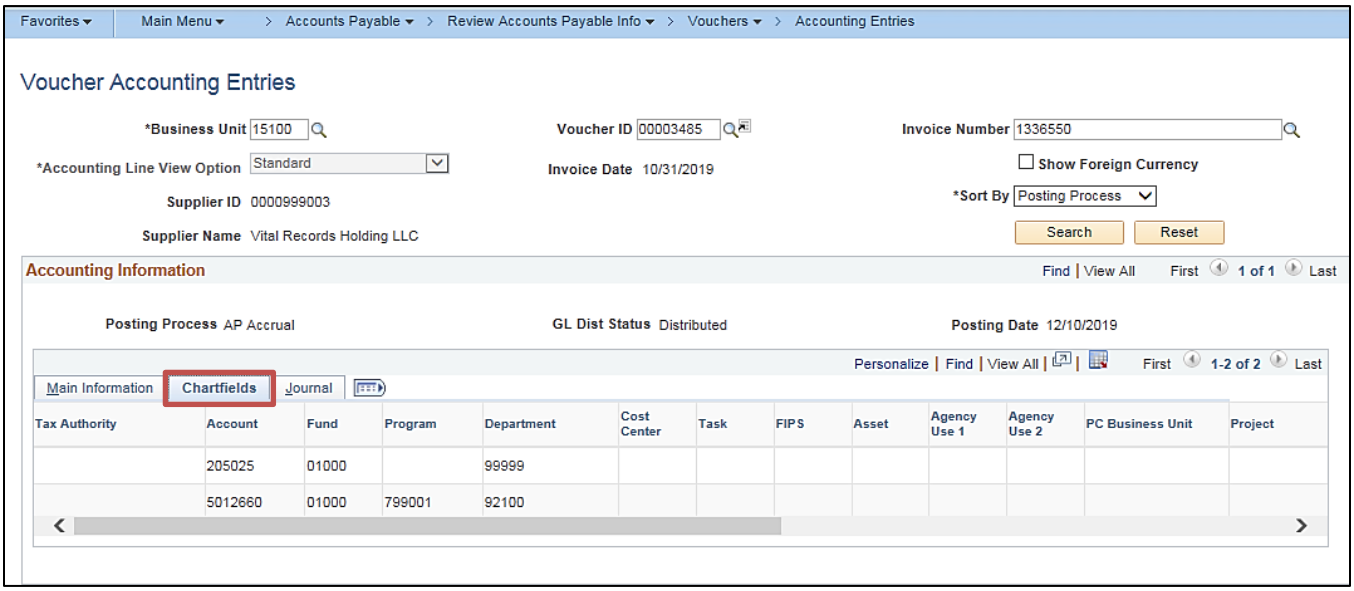
INPUT / SEARCH CRITERIA:
Business Unit
Voucher ID
Invoice Number
Accounting Line View Option
Show Foreign Currency [checkbox]

OUTPUT FORMAT:
Online

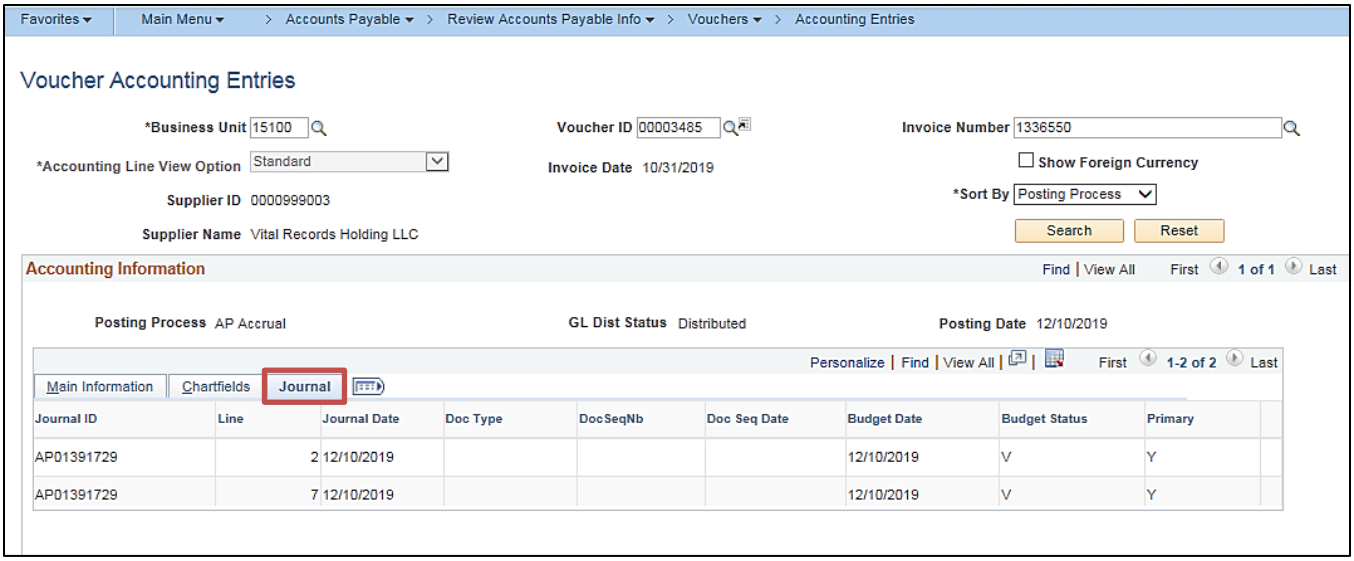
Screenshot of the Voucher Accounting Entries Page - Main Information tab



Screenshot of the Voucher Accounting Entries Page - Chartfields tab



Screenshot of the Voucher Accounting Entries Page - Journal tab



Voucher Budget Check Exceptions Inquiry

REVISED: 01/02/2020

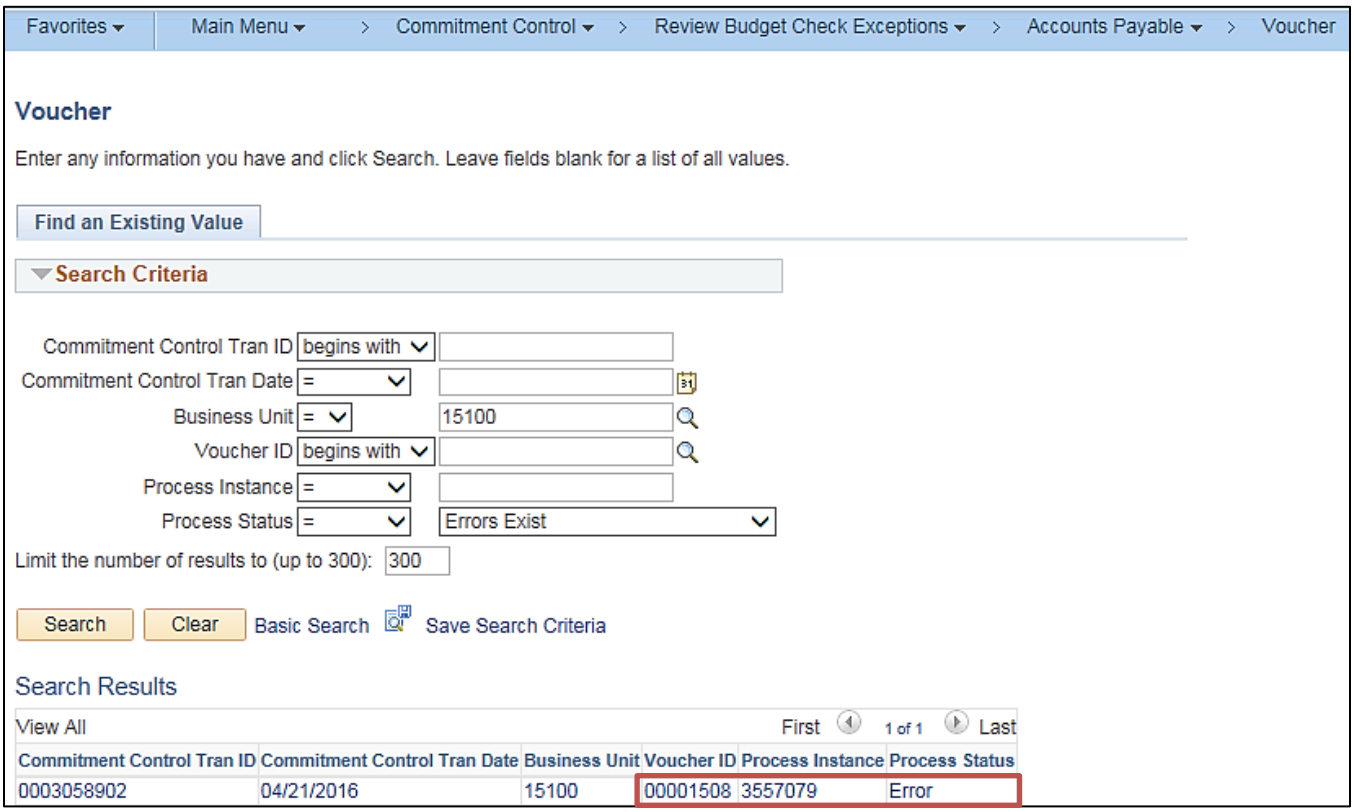
DESCRIPTION:
This inquiry is used to monitor and provide budget check exceptions on vouchers.

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

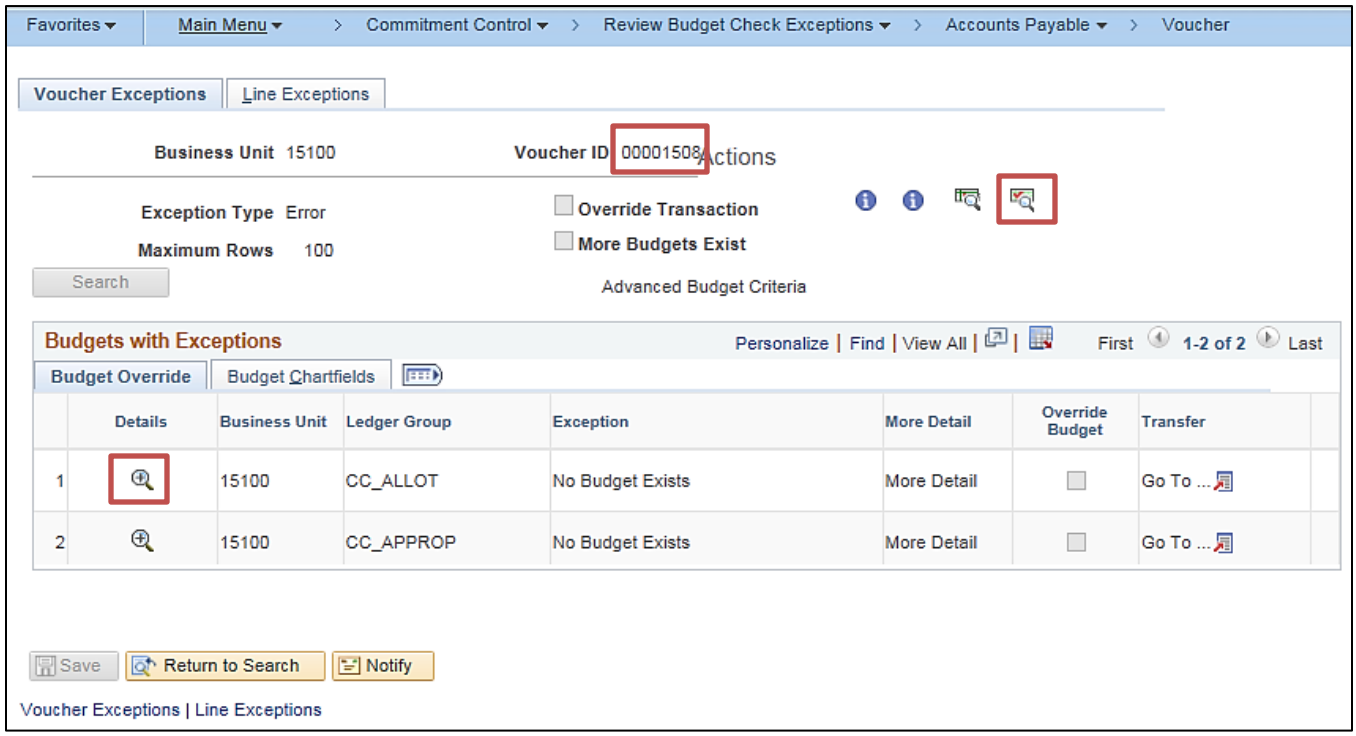
INPUT / SEARCH CRITERIA:
Commitment Control Tran ID
Commitment Control Tran Date
Business Unit
Voucher ID (% for ALL)
Process Instance
Process Status

OUTPUT FORMAT:
Online

Screenshot of the Voucher Budget Check Exceptions - Search Page



Screenshot of the Voucher Budget Check Exceptions Page



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

Voucher Error Build Detail Inquiry

REVISED: 03/02/2017

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

NAVIGATION PATH:
Main Menu > Accounts Payable > Vouchers > Maintain > Voucher Build Error Detail

INPUT / SEARCH CRITERIA:
Business Unit
Voucher ID
TSE Run ID
Origin
Control Group ID
Supplier ID
Buying Agreement ID
Invoice Number
Invoice Date
Voucher Source

OUTPUT FORMAT:
Online

Screenshot of the Voucher Build Error Detail - Search Page

Favorites ▾ | Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Maintain ▾ > Voucher Build Error Detail

Voucher Build Error Detail

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 = 50100
Voucher ID begins with
TSE Run ID =
Origin begins with
Control Group ID begins with
Supplier ID begins with
Buying Agreement ID begins with
Invoice Number begins with
Invoice Date =
Voucher Source =

☐ Case Sensitive

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

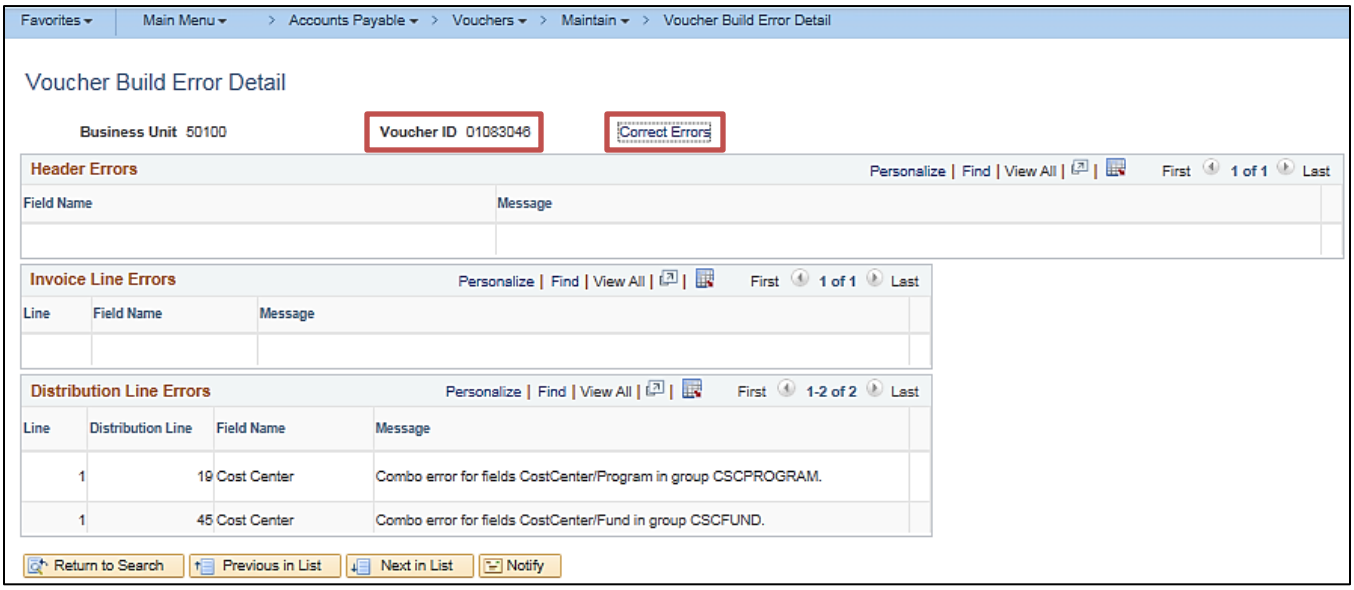
Search | Clear | Basic Search | Save Search Criteria

Search Results

View All — First 1-10 of 10 Last

Business Unit	Voucher ID	TSE Run ID	Origin	Control Group ID	Supplier ID	Buying Agreement ID	Invoice Number	Invoice Date	Gross Invoice Amount	Transaction Currency	Voucher Source
50100	00433143	11601686	SIT	(blank)	0000092059	(blank)	S23-FEB-20150131179	02/03/2015	75000	USD	Online
50100	00435232	11601686	SIT	(blank)	0000051738	(blank)	S27-FEB-20150021185	02/19/2015	229934.83	USD	Online
50100	00435278	11601686	SIT	(blank)	0000028943	(blank)	S27-FEB-20150041185	02/20/2015	802934.4	USD	Online
50100	00435279	11601686	SIT	(blank)	0000003300	(blank)	S27-FEB-20150051185	02/10/2015	206793.13	USD	Online
50100	01081450	11601686	UTL	(blank)	0000053579	(blank)	734081316620191212	12/12/2019	363.53	USD	Retail
50100	01082684	11601686	SIT	(blank)	0000033819	(blank)	S17-DEC-20190091663	12/03/2019	37926.7	USD	Online
50100	01083046	11601686	ONL	(blank)	0000025966	(blank)	EST26 0001167800	11/22/2019	240555.05	USD	Online
50100	01083274	11601686	SIT	(blank)	0000027096	(blank)	S18-DEC-20190011665	12/05/2019	0	USD	Online
50100	01083728	11601686	SIT	(blank)	0000036856	(blank)	S19-DEC-20190021665	12/04/2019	0	USD	Online
50100	01085777	11601686	SIT	(blank)	0000036856	(blank)	S27-DEC-20190011669	10/23/2019	0	USD	Online

Screenshot of the Voucher Build Error Detail Page



Voucher Inquiry

REVISED: 01/02/2020

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

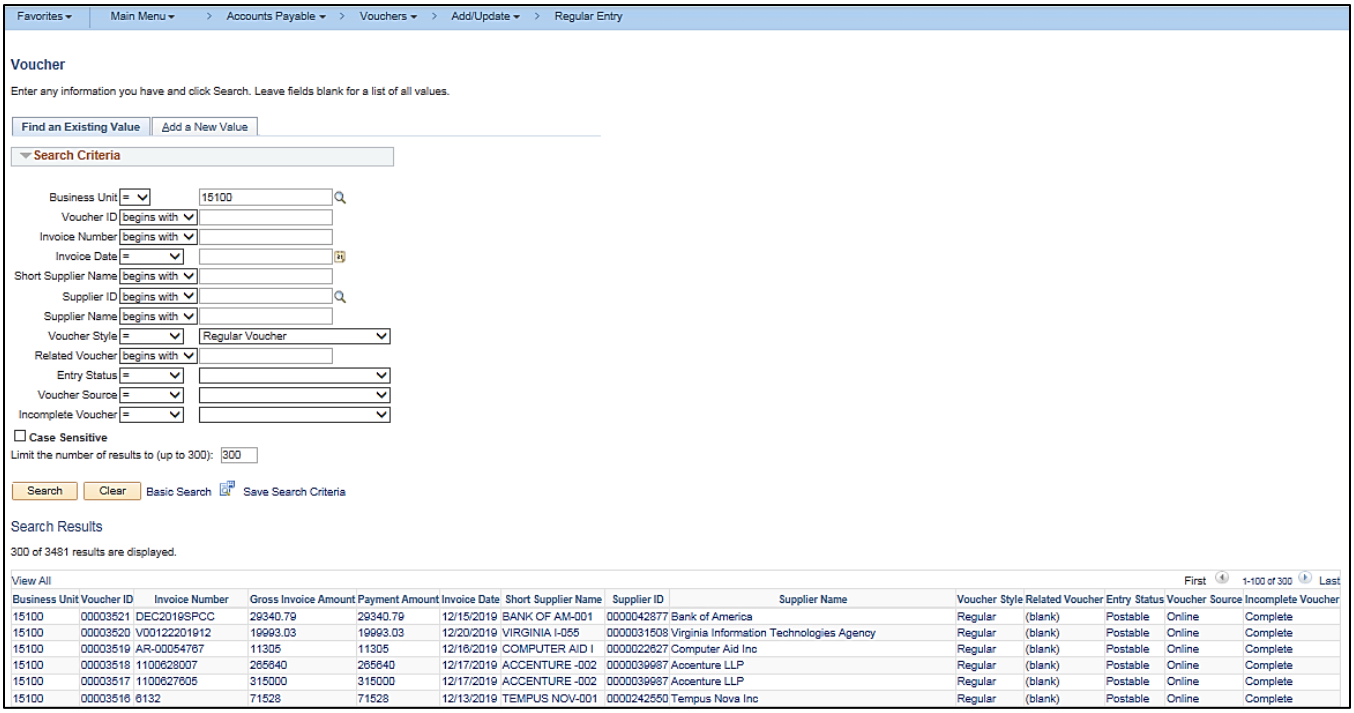
NAVIGATION PATH:
Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

INPUT / SEARCH CRITERIA:
Business Unit
Voucher ID
Invoice Number
Short Supplier Name
Supplier ID
Supplier Name
Voucher Style
Related Voucher
Entry Status
Voucher Source
Incomplete Voucher

OUTPUT FORMAT:
Online

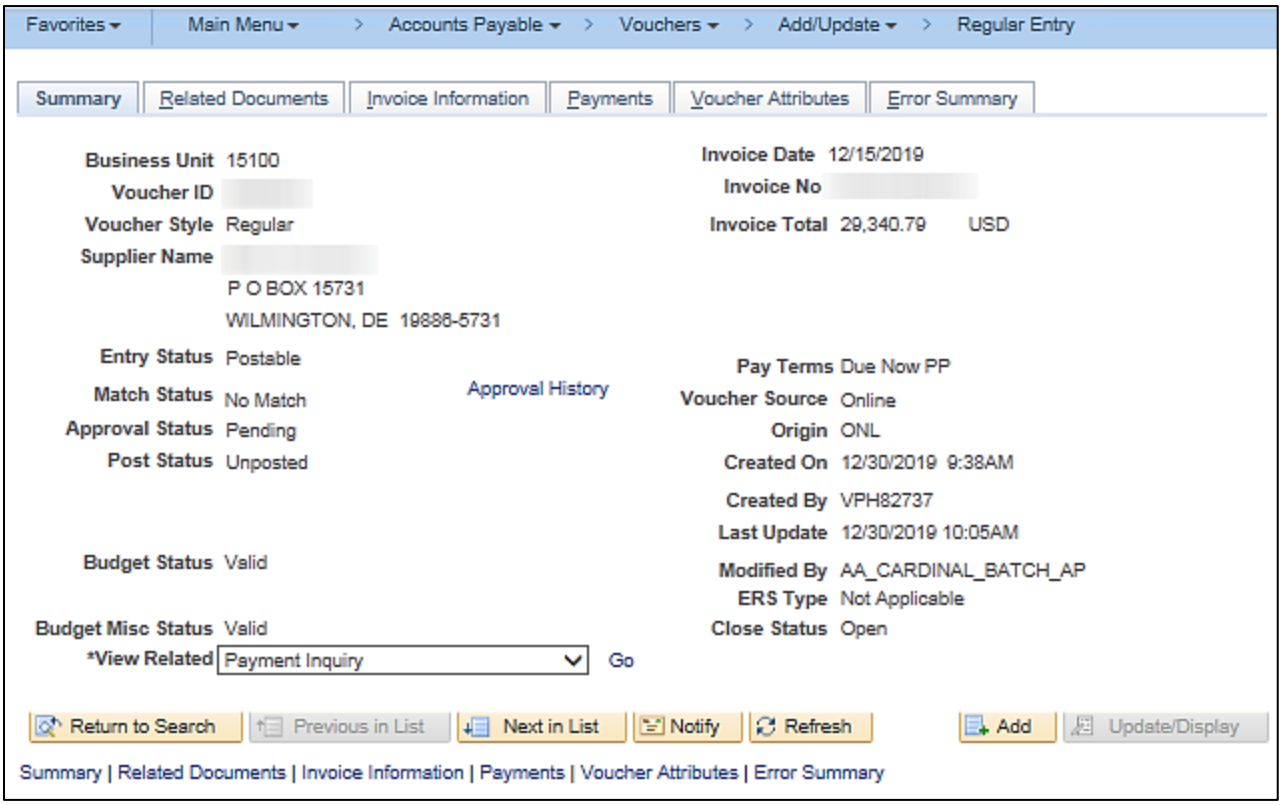
ADDITIONAL INFORMATION:
Agencies that use multiple Business Units, such as petty cash, should ensure the proper Business Unit is used on the voucher(s).

Screenshot of the Voucher Inquiry - Search Page

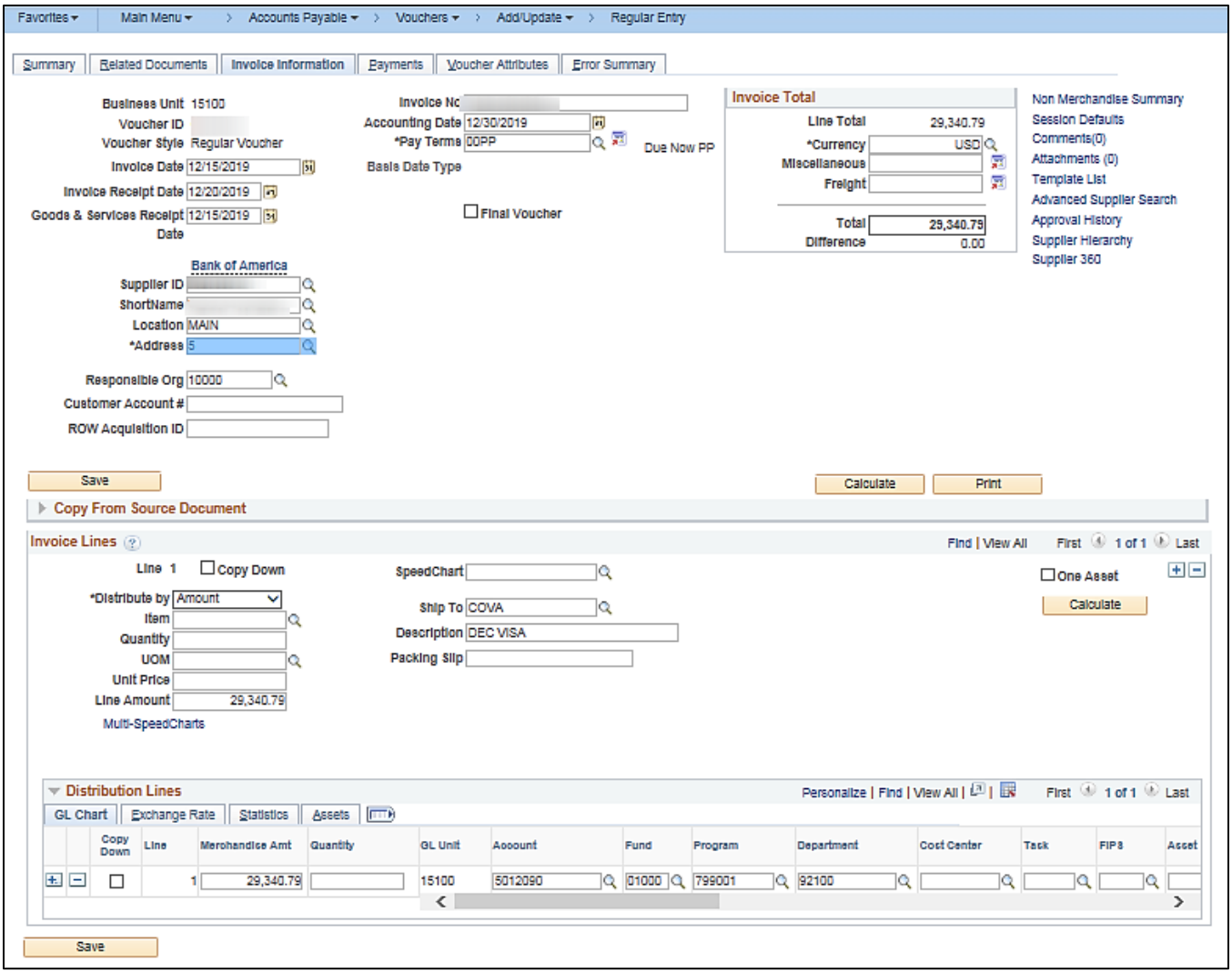


Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Supplier Name	Supplier ID	Supplier Name	Voucher Style	Related Voucher	Entry Status	Voucher Source	Incomplete Voucher
15100	00003521	DEC2019SPCC	29340.79	29340.79	12/15/2019	BANK OF AM-001	0000042877	Bank of America	Regular	(blank)	Postable	Online	Complete
15100	00003520	V00122201912	19993.03	19993.03	12/20/2019	VIRGINIA I-055	0000031508	Virginia Information Technologies Agency	Regular	(blank)	Postable	Online	Complete
15100	00003519	AR-00054767	11305	11305	12/16/2019	COMPUTER AID I	0000022627	Computer Aid Inc	Regular	(blank)	Postable	Online	Complete
15100	00003518	1100628007	265640	265640	12/17/2019	ACCENTURE -002	0000039987	Accenture LLP	Regular	(blank)	Postable	Online	Complete
15100	00003517	1100627605	315000	315000	12/17/2019	ACCENTURE -002	0000039987	Accenture LLP	Regular	(blank)	Postable	Online	Complete
15100	00003516	6132	71528	71528	12/13/2019	TEMPUS NOV-001	0000242550	Tempus Nova Inc	Regular	(blank)	Postable	Online	Complete

Screenshot of the Voucher Page - Summary Tab



Screenshot of the Voucher Page - Invoice Information Tab



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Payment Cash Check Results Query (V_AP_PYMNT_CASH_CHECK_RESULT)

REVISED: 03/27/2017

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

NAVIGATION PATH:
Main Menu > Reporting tools > Query > Query Viewer > V_AP_PYMNT_CASH_CHECK_RESULT

INPUT / SEARCH CRITERIA:

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

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Payment Cash Check Results Query Page

V_AP_PYMNT_CASH_CHECK_RESULT - Payment Cash Check Results

Run Date 12/12/2019
Seq Num (1-9 or % for All) %
GL Unit 50100
Fund (Enter % for all values) %
View By All Transactions
Report Option Summary

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (39 kb)

View All First 1-69 of 69 Last

Row	Row Identifier	Run Date	Sequence number	GL Unit	Fund	Account	Fiscal Year	Bypass Cash	Override Cash	Apply FY	CY Ledger Beg Balance	PY Ledger Beg Balance	Cash Check Beg Balance	Batch End Cash Balance	Processed Amount	Failed Amount	Source Transaction	Transaction BU	Document ID	Schd Pay Date	Payment Method	Payee
1	Summary	12/12/2019	1	50100		101010	2020	N	N	N	0.00	0.00	0.00	0.00	0.00	0.00						
2	Summary	12/12/2019	1	50100	01000	101010	2020	N	N	Y	40001750.44	0.00	40001750.44	40000013.62	1736.82	0.00						
3	Summary	12/12/2019	1	50100	02700	101010	2020	N	N	N	906.50	0.00	906.50	906.50	0.00	0.00						
4	Summary	12/12/2019	1	50100	04010	101010	2020	N	N	N	8855739.38	0.00	8855739.38	8855739.38	0.00	0.00						
5	Summary	12/12/2019	1	50100	04014	101010	2020	N	N	N	0.01	0.00	0.01	0.01	0.00	0.00						
6	Summary	12/12/2019	1	50100	04100	101010	2020	Y	N	N	393867323.03	0.00	393867323.03	389817079.54	0.00	0.00						
7	Summary	12/12/2019	1	50100	04220	101010	2020	N	N	N	30131503.61	0.00	30131503.61	30131503.61	0.00	0.00						

Posted Payments Query (V_AP_POSTED_PYMNTS)

REVISED: 03/02/2017

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

NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > V_AP_POSTED_PYMNTS

INPUT / SEARCH CRITERIA:	**OUTPUT FORMAT:**
Business Unit GL (% for All)	HTML
Journal Date From	Excel
Journal Date To	CSV

Screenshot of the Posted Payments Query Page

V_AP_POSTED_PYMNTS - Posted Payments Query with VW

Business Unit GL (% for All) 15100
Journal Date From 07/20/2019
Journal Date To 08/17/2019
View Results
Download results in : Excel SpreadSheet CSV Text File XML File (32 kb)
View All

Row	AP/GL BusinessUnit	Payment ID Ref	Remit Supplier ID	Supplier Location	Employee ID	Supplier or Employee Name	Payee Address Line 1	Payee Address Line 2	Payee Address Line 3	City	State	Zip Code	Country	Payment Date	Payment Amount	Payment Method
1	15100	81154861								GLEN ALLEN	VA	23059-5430	USA	07/29/2019	22.04	ACH
2	15100	81156782								GOOCHLAND	VA	23063	USA	07/31/2019	33.64	ACH

Screenshot of the Posted Payment Query Page (scrolled right)

First 1-27 of 27 Last

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

Posted Voucher Extract Query (V_AP_POSTED_VCHR)

REVISED: 03/02/2017

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

NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > V_AP_POSTED_VCHR

INPUT / SEARCH CRITERIA:	OUTPUT FORMAT:
Business Unit	HTML
Journal Date From	Excel
Journal Date To	CSV

Screenshot of the Posted Voucher Extract Query Page

V_AP_POSTED_VCHR - Posted Voucher Extract Query

Business Unit 11100
Journal Date From 08/03/2019
Journal Date To 09/07/2019
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (702 kb)

View All

Row	AP Business Unit	Voucher ID	Invoice ID	Invoice Date	Supplier ID	Supplier Name	Supplr Address Sequence Number	Supplier Location	VLIN	Accounting Date	Voucher Close Status	Voucher Origin	Invoice Receipt Date	Goods & Services Receipt Date	Responsible Organization	Customer Account Number	Send to CARS
1	11100	6642693	4029952414	07/26/2019	0000003204	Canon Solutions America Inc	3	EPAY	VA10002963	08/05/2019	O	AGY	08/05/2019	08/02/2019	10000		Y
2	11100	6642694	4029954544	07/26/2019	0000003204	Canon Solutions America Inc	3	EPAY	VA10002963	08/05/2019	O	AGY	08/05/2019	08/02/2019	10000		Y
3	11100	6642698	4029954315	07/26/2019	0000003204	Canon Solutions America Inc	3	EPAY	VA10002963	08/05/2019	O	AGY	08/05/2019	08/02/2019	10000		Y

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

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

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

First 1-100 of 379 Last

Project ID	Activity ID	Analysis Type	Source Type	Category	Subcategory	Affiliate	Future Use Field	Future Use Field	Dstb Merchandise Amount	Journal ID	Journal Date	Date Posted	Journal Line Number	Unpost Sequence
								0.00	30.83	AP01285144	08/05/2019	08/05/2019	27	0
								0.00	382.53	AP01285144	08/05/2019	08/05/2019	29	0
								0.00	314.41	AP01285144	08/05/2019	08/05/2019	30	0

Schedule of Expenditures of Federal Awards Query (V_AP_SEFA)

REVISED: 03/02/2017

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

NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > V_AP_SEFA

INPUT / SEARCH CRITERIA:
AP Business Unit (% for all)
Payment From Date
Payment To Date
CFDA Number

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the Schedule of Expenditures of Federal Awards Query Page

V_AP_SEFA - SEFA expenditures

AP Business Unit(% for all) 50100
Payment From Date 08/01/2019
Payment To Date 08/31/2019
CFDA Number (% for ALL) 20205
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (2246 kb)

View All First 1-100 of 4720 Last

Row	AP Business Unit	Voucher Id	Goods & Services Receipt Date	Account	Project	Fund	Program	Task	Voucher Description	Monetary Amount	Supplier Id	Supplier Class	Supplier	Payment Date	Federal Catalog Number
1	50100	01035844	06/30/2019	5012610	0000000673	04720	603023		SALEM District Wide CEI 2017 (	37.93	0000025966	Supplier	McDonough Bolyard Peck Inc	08/09/2019	20205
2	50100	01036068	07/03/2019	5023230	0000000673	04720	603023		Line Item Adjustments	8.95	0000019825	Supplier	Brayman Construction Corporation	08/05/2019	20205
3	50100	01036068	07/03/2019	5023210	0000000673	04720	603023		Item Earnings	450000.00	0000019825	Supplier	Brayman Construction Corporation	08/05/2019	20205
4	50100	01036068	07/03/2019	5023230	0000000673	04720	603023		Item Earnings	244141.60	0000019825	Supplier	Brayman Construction Corporation	08/05/2019	20205
5	50100	01040816	08/03/2019	5023230	0000000673	04720	603023		Item Earnings	49764.00	0000019825	Supplier	Brayman Construction Corporation	08/15/2019	20205
6	50100	01040816	08/03/2019	5023210	0000000673	04720	603023		Item Earnings	90000.00	0000019825	Supplier	Brayman Construction Corporation	08/15/2019	20205
7	50100	01036235	05/31/2019	5012610	0000001436	04720	603024		CEI Services Richmond Dist.	9861.66	0000031604	Supplier	Rummel Klepper and Kahl LLP	08/01/2019	20205
8	50100	01034860	11/13/2018	5012470	0000001765	04720	603023		N&H HOTELS/0165-122-V04C R201	9127.50	0000054952	Supplier	Norris & St Clair P C	08/21/2019	20205
9	50100	01034898	07/12/2019	5012550	0000001765	04720	603023		Miscellaneous Materials, Paid	316.25	0000036441	Supplier	LIGHTING MAINTENANCE	08/15/2019	20205

Suppliers on Payment Hold Query (V_AP_VNDRS_ON_PYMNT_HOLD)

REVISED: 03/03/2017

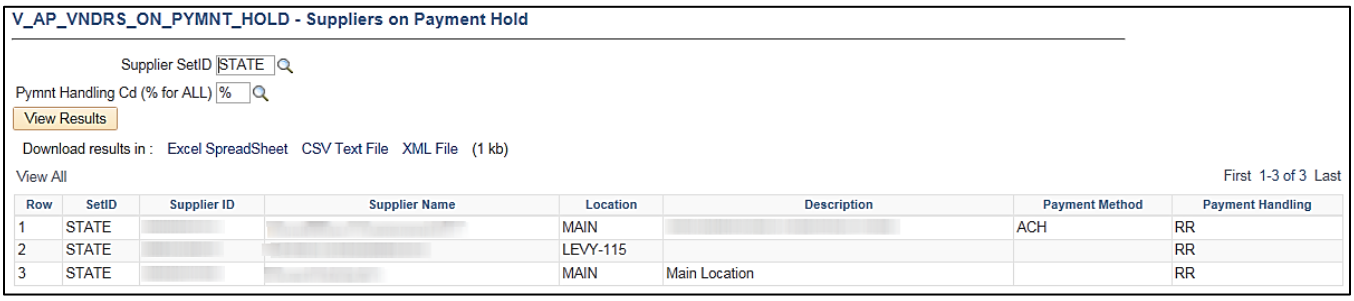
DESCRIPTION:
This query displays suppliers with a Supplier Location on payment hold. The query is used by the Commonwealth Vendor Group (CVG) to determine if a supplier's payment hold status requires updating due to an internal payment offset request. Please refer to the job aid entitled **SW AP312: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

NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > V_AP_VNDRS_ON_PYMNT_HOLD

INPUT / SEARCH CRITERIA:
Supplier SetID
Payment Handling Cd (% for ALL)

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the Suppliers on Payment Hold Query Page



Row	SetID	Supplier ID	Supplier Name	Location	Description	Payment Method	Payment Handling
1	STATE			MAIN		ACH	RR
2	STATE			LEVY-115			RR
3	STATE			MAIN	Main Location		RR

Suppliers on Payment Hold with Unpaid Voucher Query (V_AP_VNDR_PYMNT_HOLD)

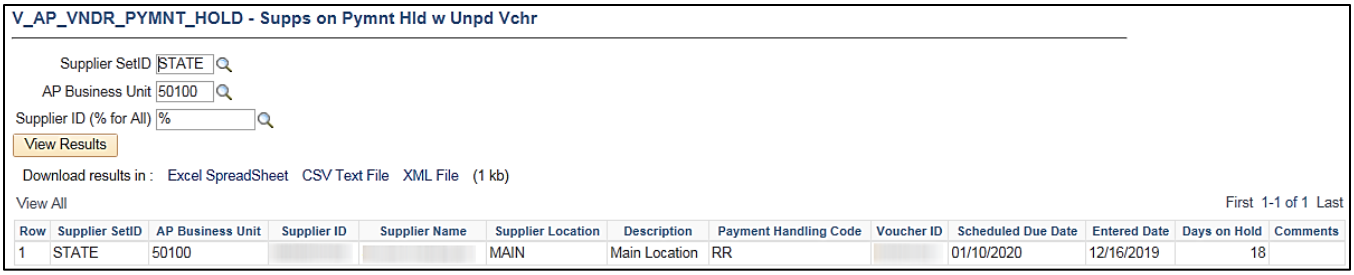
REVISED: 03/03/2017

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

NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > V_AP_VNDR_PYMNT_HOLD

INPUT / SEARCH CRITERIA:	OUTPUT FORMAT:
Supplier SetID	HTML
AP Business Unit	Excel
Supplier ID (% for All)	CSV

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



V_AP_VNDR_PYMNT_HOLD - Supps on Pymnt Hld w Unpd Vchr

Supplier SetID STATE
AP Business Unit 50100
Supplier ID (% for All) %
View Results

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

View All First 1-1 of 1 Last

Row	Supplier SetID	AP Business Unit	Supplier ID	Supplier Name	Supplier Location	Description	Payment Handling Code	Voucher ID	Scheduled Due Date	Entered Date	Days on Hold	Comments
1	STATE	50100			MAIN	Main Location	RR		01/10/2020	12/16/2019	18	

Voucher Agency Details with TOP Query (V_AP_PYMNT_VCHR_TOP_AGENCY_DET)

REVISED: 5/10/2023

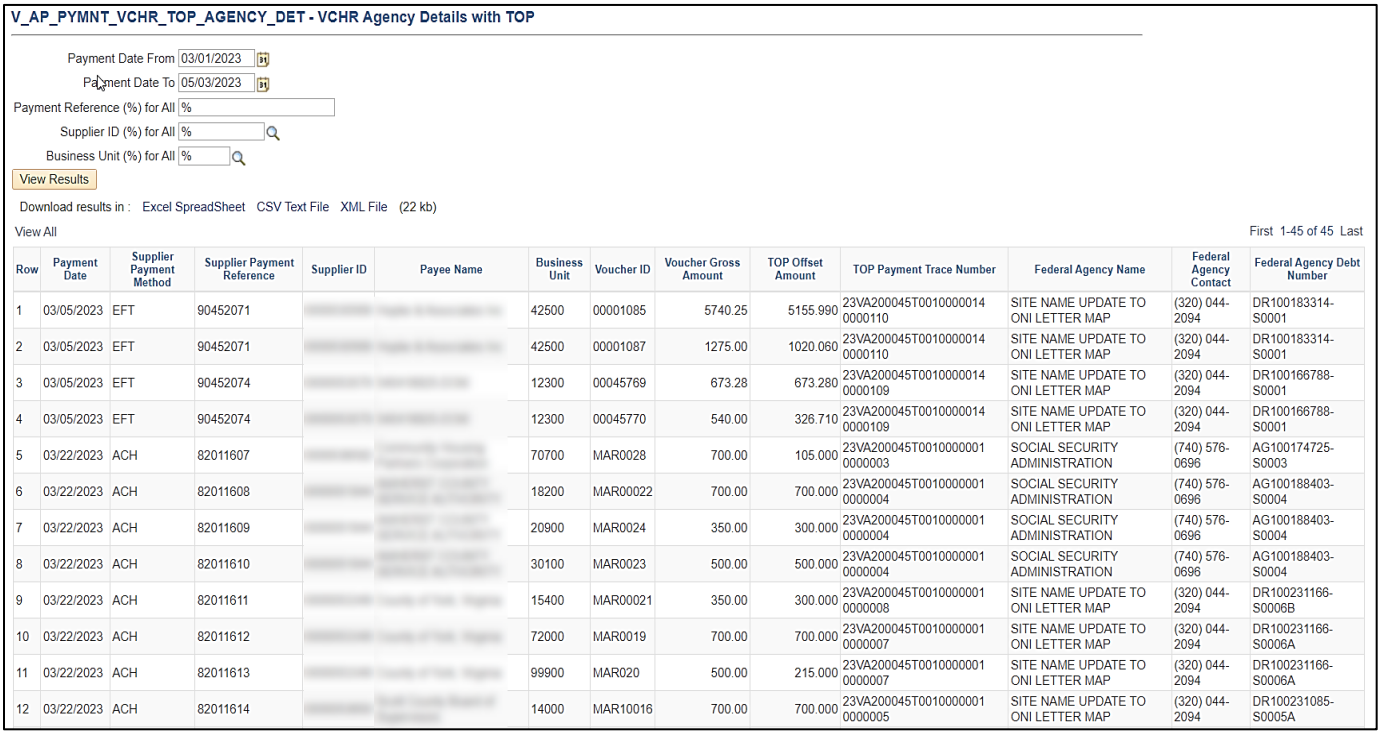
DESCRIPTION:
This query displays vendor payments with Treasury Offset Program (TOP) offset details for a specified payment date range. This query can be used by agencies to view the payments and the corresponding federal agency details for any TOP offset amount. In addition to Payment Date range, the query can also be run for specific payment reference ID or for all payment reference IDs, and for a single Supplier ID or for all Supplier IDs.

NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > V_AP_PYMNT_VCHR_TOP_AGENCY_DET

INPUT / SEARCH CRITERIA:
Payment Date From
Payment Date To
Payment Reference (% for ALL)
Supplier ID (% for ALL)
Business Unit (% for ALL)

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the Voucher Agency Details with TOP Query Page



V_AP_PYMNT_VCHR_TOP_AGENCY_DET - VCHR Agency Details with TOP

Payment Date From 03/01/2023
Payment Date To 05/03/2023
Payment Reference (%) for All %
Supplier ID (%) for All %
Business Unit (%) for All %
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (22 kb)

View All First 1-45 of 45 Last

Row	Payment Date	Supplier Payment Method	Supplier Payment Reference	Supplier ID	Payee Name	Business Unit	Voucher ID	Voucher Gross Amount	TOP Offset Amount	TOP Payment Trace Number	Federal Agency Name	Federal Agency Contact	Federal Agency Debt Number
1	03/05/2023	EFT	90452071	[illegible]	[illegible]	42500	00001085	5740.25	5155.990	23VA200045T0010000014 0000110	SITE NAME UPDATE TO ONI LETTER MAP	(320) 044-2094	DR100183314-S0001
2	03/05/2023	EFT	90452071	[illegible]	[illegible]	42500	00001087	1275.00	1020.060	23VA200045T0010000014 0000110	SITE NAME UPDATE TO ONI LETTER MAP	(320) 044-2094	DR100183314-S0001
3	03/05/2023	EFT	90452074	[illegible]	[illegible]	12300	00045769	673.28	673.280	23VA200045T0010000014 0000109	SITE NAME UPDATE TO ONI LETTER MAP	(320) 044-2094	DR100166788-S0001
4	03/05/2023	EFT	90452074	[illegible]	[illegible]	12300	00045770	540.00	326.710	23VA200045T0010000014 0000109	SITE NAME UPDATE TO ONI LETTER MAP	(320) 044-2094	DR100166788-S0001
5	03/22/2023	ACH	82011607	[illegible]	[illegible]	70700	MAR0028	700.00	105.000	23VA200045T0010000001 0000003	SOCIAL SECURITY ADMINISTRATION	(740) 576-0696	AG100174725-S0003
6	03/22/2023	ACH	82011608	[illegible]	[illegible]	18200	MAR00022	700.00	700.000	23VA200045T0010000001 0000004	SOCIAL SECURITY ADMINISTRATION	(740) 576-0696	AG100188403-S0004
7	03/22/2023	ACH	82011609	[illegible]	[illegible]	20900	MAR0024	350.00	300.000	23VA200045T0010000001 0000004	SOCIAL SECURITY ADMINISTRATION	(740) 576-0696	AG100188403-S0004
8	03/22/2023	ACH	82011610	[illegible]	[illegible]	30100	MAR0023	500.00	500.000	23VA200045T0010000001 0000004	SOCIAL SECURITY ADMINISTRATION	(740) 576-0696	AG100188403-S0004
9	03/22/2023	ACH	82011611	[illegible]	[illegible]	15400	MAR00021	350.00	300.000	23VA200045T0010000001 0000008	SITE NAME UPDATE TO ONI LETTER MAP	(320) 044-2094	DR100231166-S0006B
10	03/22/2023	ACH	82011612	[illegible]	[illegible]	72000	MAR0019	700.00	700.000	23VA200045T0010000001 0000007	SITE NAME UPDATE TO ONI LETTER MAP	(320) 044-2094	DR100231166-S0006A
11	03/22/2023	ACH	82011613	[illegible]	[illegible]	99900	MAR020	500.00	215.000	23VA200045T0010000001 0000007	SITE NAME UPDATE TO ONI LETTER MAP	(320) 044-2094	DR100231166-S0006A
12	03/22/2023	ACH	82011614	[illegible]	[illegible]	14000	MAR10016	700.00	700.000	23VA200045T0010000001 0000005	SITE NAME UPDATE TO ONI LETTER MAP	(320) 044-2094	DR100231085-S0005A

Voucher Error Report Query (V_AP_VCHR_ERROR)

REVISED: 03/02/2017

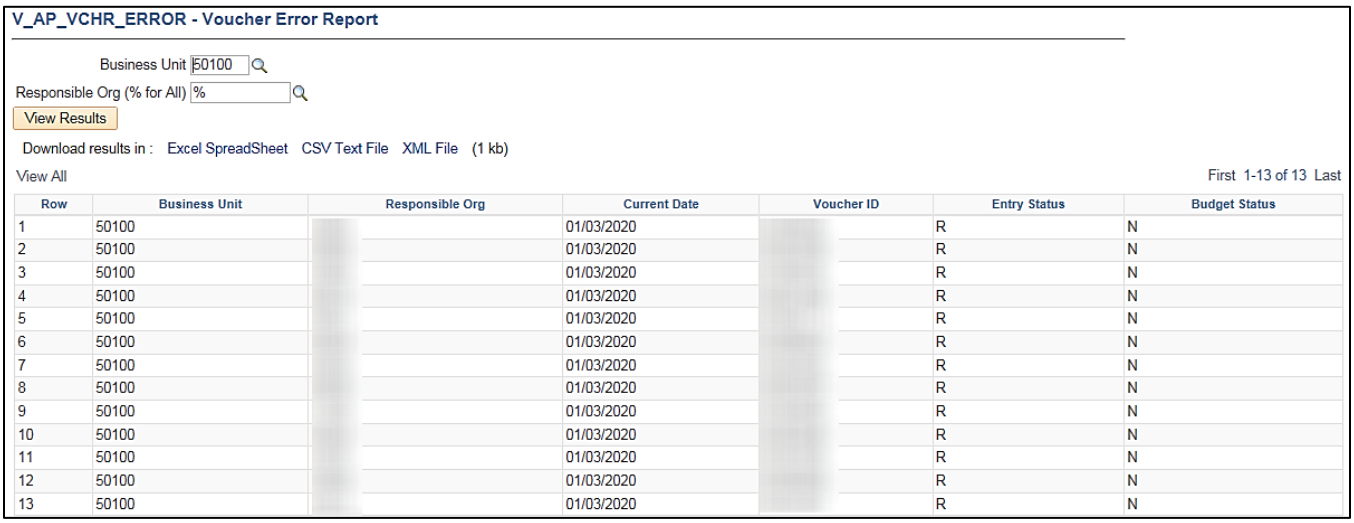
DESCRIPTION:
This query displays vouchers containing errors and the type of error (i.e., budget errors and edit errors). The query can be used to monitor the status of vouchers with errors.

NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > V_AP_VCHR_ERROR

INPUT / SEARCH CRITERIA:
Business Unit
Responsible Org (% for All)

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the Voucher Error Report Query Page



V_AP_VCHR_ERROR - Voucher Error Report

Business Unit 50100
Responsible Org (% for All) %
View Results

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

View All First 1-13 of 13 Last

Row	Business Unit	Responsible Org	Current Date	Voucher ID	Entry Status	Budget Status
1	50100		01/03/2020		R	N
2	50100		01/03/2020		R	N
3	50100		01/03/2020		R	N
4	50100		01/03/2020		R	N
5	50100		01/03/2020		R	N
6	50100		01/03/2020		R	N
7	50100		01/03/2020		R	N
8	50100		01/03/2020		R	N
9	50100		01/03/2020		R	N
10	50100		01/03/2020		R	N
11	50100		01/03/2020		R	N
12	50100		01/03/2020		R	N
13	50100		01/03/2020		R	N

Voucher on Payment Hold Query (V_AP_VCHR_ON_PYMNT_HOLD)

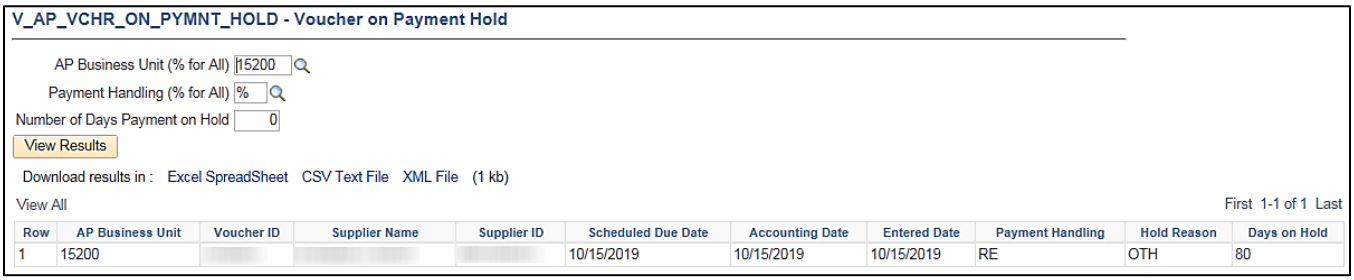
REVISED: 03/02/2017

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

NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > V_AP_VCHR_ON_PYMNT_HOLD

INPUT / SEARCH CRITERIA:	OUTPUT FORMAT:
AP Business Unit (% for All)	HTML
Payment Handling (% for All)	Excel
Number of Days Payment on Hold	CSV

Screenshot of the Voucher on Payment Hold Query Page



Row	AP Business Unit	Voucher ID	Supplier Name	Supplier ID	Scheduled Due Date	Accounting Date	Entered Date	Payment Handling	Hold Reason	Days on Hold
1	15200				10/15/2019	10/15/2019	10/15/2019	RE	OTH	80

Voucher Payments Awaiting Due Date Query (V_AP_PYMNT_DUE_DATE)

REVISED: 03/02/2017

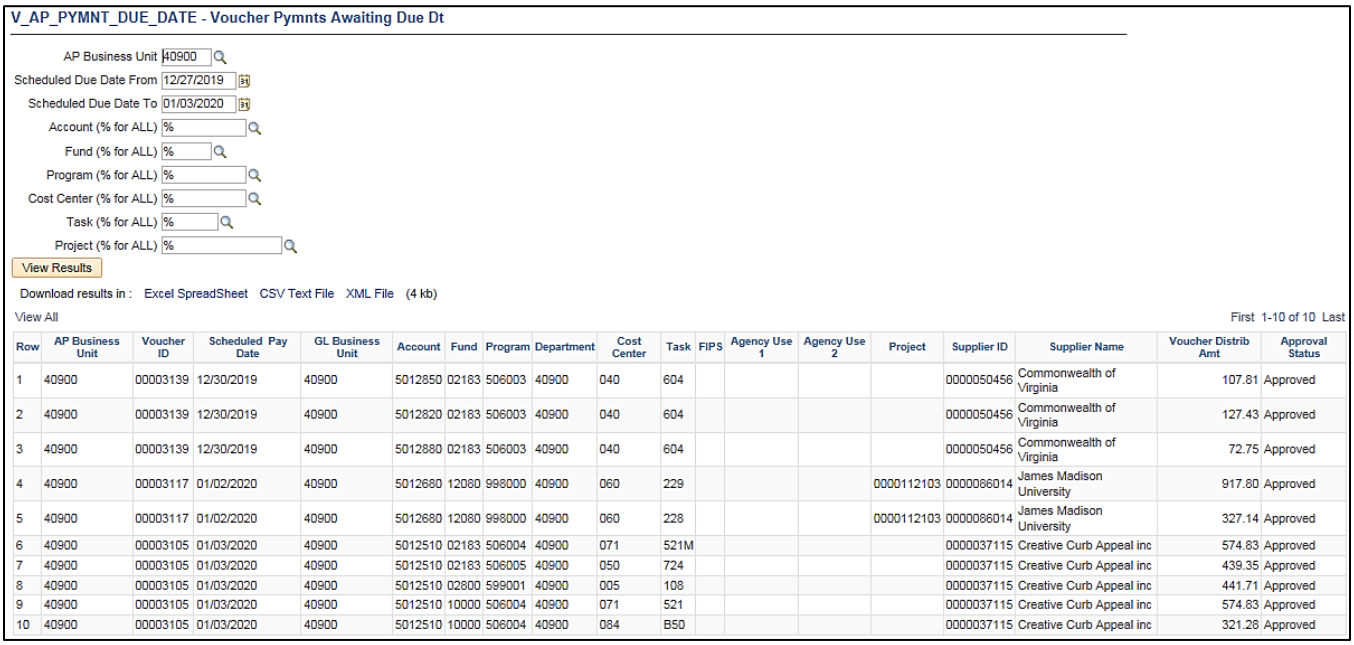
DESCRIPTION:
This query displays vouchers for a designated scheduled pay date range and AP Business Unit that are awaiting payment. The query can be used to track vouchers by due date range and designated ChartField values such as Fund code. The query includes voucher information including Voucher ID,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

NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > V_AP_PYMNT_DUE_DATE

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

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the Voucher Payments Awaiting Due Date Query Page



V_AP_PYMNT_DUE_DATE - Voucher Pymnts Awaiting Due Dt

AP Business Unit 40900
Scheduled Due Date From 12/27/2019
Scheduled Due Date To 01/03/2020
Account (% for ALL) %
Fund (% for ALL) %
Program (% for ALL) %
Cost Center (% for ALL) %
Task (% for ALL) %
Project (% for ALL) %

View Results

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

View All

First 1-10 of 10 Last

Row	AP Business Unit	Voucher ID	Scheduled Pay Date	GL Business Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS	Agency Use 1	Agency Use 2	Project	Supplier ID	Supplier Name	Voucher Distrib Amt	Approval Status
1	40900	00003139	12/30/2019	40900	5012850	02183	506003	40900	040	604					0000050456	Commonwealth of Virginia	107.81	Approved
2	40900	00003139	12/30/2019	40900	5012820	02183	506003	40900	040	604					0000050456	Commonwealth of Virginia	127.43	Approved
3	40900	00003139	12/30/2019	40900	5012880	02183	506003	40900	040	604					0000050456	Commonwealth of Virginia	72.75	Approved
4	40900	00003117	01/02/2020	40900	5012680	12080	998000	40900	060	229				0000112103	0000086014	James Madison University	917.80	Approved
5	40900	00003117	01/02/2020	40900	5012680	12080	998000	40900	060	228				0000112103	0000086014	James Madison University	327.14	Approved
6	40900	00003105	01/03/2020	40900	5012510	02183	506004	40900	071	521M					0000037115	Creative Curb Appeal inc	574.83	Approved
7	40900	00003105	01/03/2020	40900	5012510	02183	506005	40900	050	724					0000037115	Creative Curb Appeal inc	439.35	Approved
8	40900	00003105	01/03/2020	40900	5012510	02800	599001	40900	005	108					0000037115	Creative Curb Appeal inc	441.71	Approved
9	40900	00003105	01/03/2020	40900	5012510	10000	506004	40900	071	521					0000037115	Creative Curb Appeal inc	574.83	Approved
10	40900	00003105	01/03/2020	40900	5012510	10000	506004	40900	084	B50					0000037115	Creative Curb Appeal inc	321.28	Approved

Voucher Payments with CDS and TOP Query (V_AP_PYMNT_VCHR_CDS_TOP)

REVISED: 5/10/2023

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

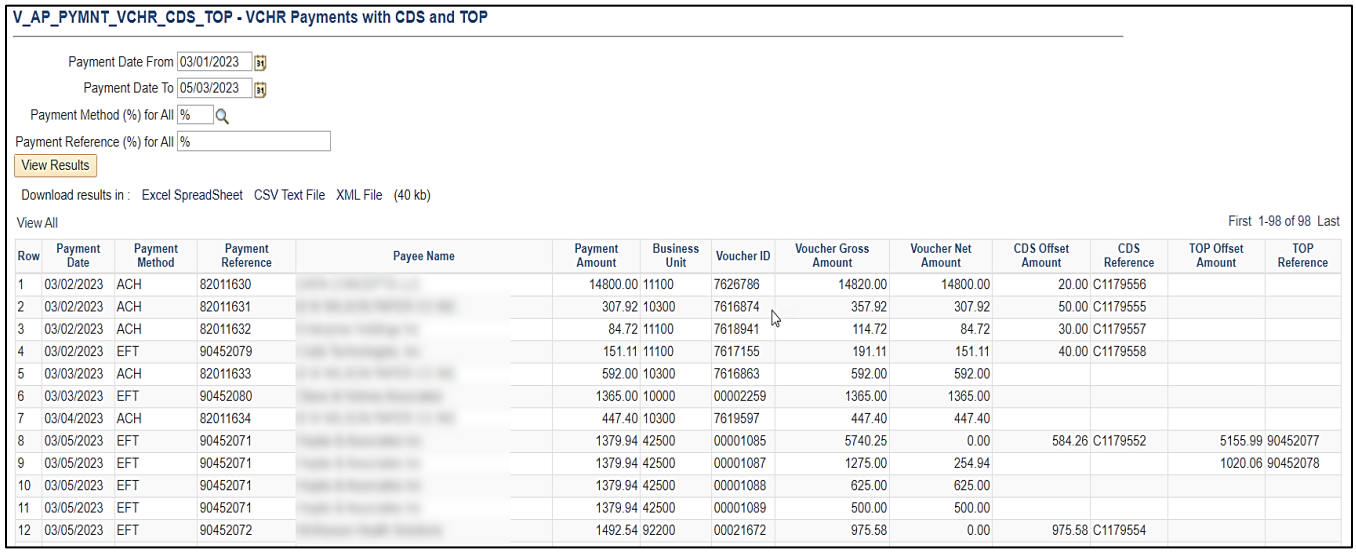
Note: The query displays all vendor payments regardless of any offsets (CDS and/or TOP).

NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > V_AP_PYMNT_VCHR_CDS_TOP

INPUT / SEARCH CRITERIA:
Payment Date From
Payment Date To
Payment Method (% for ALL)
Payment Reference (% for ALL)

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the Voucher Payments with CDS and TOP Query Page



V_AP_PYMNT_VCHR_CDS_TOP - VCHR Payments with CDS and TOP

Payment Date From 03/01/2023
Payment Date To 05/03/2023
Payment Method (%) for All %
Payment Reference (%) for All %
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (40 kb)

View All First 1-98 of 98 Last

Row	Payment Date	Payment Method	Payment Reference	Payee Name	Payment Amount	Business Unit	Voucher ID	Voucher Gross Amount	Voucher Net Amount	CDS Offset Amount	CDS Reference	TOP Offset Amount	TOP Reference
1	03/02/2023	ACH	82011630		14800.00	11100	7626786	14820.00	14800.00	20.00	C1179556		
2	03/02/2023	ACH	82011631		307.92	10300	7616874	357.92	307.92	50.00	C1179555		
3	03/02/2023	ACH	82011632		84.72	11100	7618941	114.72	84.72	30.00	C1179557		
4	03/02/2023	EFT	90452079		151.11	11100	7617155	191.11	151.11	40.00	C1179558		
5	03/03/2023	ACH	82011633		592.00	10300	7616863	592.00	592.00				
6	03/03/2023	EFT	90452080		1365.00	10000	00002259	1365.00	1365.00				
7	03/04/2023	ACH	82011634		447.40	10300	7619597	447.40	447.40				
8	03/05/2023	EFT	90452071		1379.94	42500	00001085	5740.25	0.00	584.26	C1179552	5155.99	90452077
9	03/05/2023	EFT	90452071		1379.94	42500	00001087	1275.00	254.94			1020.06	90452078
10	03/05/2023	EFT	90452071		1379.94	42500	00001088	625.00	625.00				
11	03/05/2023	EFT	90452071		1379.94	42500	00001089	500.00	500.00				
12	03/05/2023	EFT	90452072		1492.54	92200	00021672	975.58	0.00	975.58	C1179554		

Vouchers Denied Not Deleted Query (V_AP_VCHRS_DND_NOT_DLTD)

REVISED: 03/02/2017

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

NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > V_AP_VCHRS_DND_NOT_DLTD

INPUT / SEARCH CRITERIA:
Business Unit (% for all)

OUTPUT FORMAT:
HTML
Excel
CSV

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

Screenshot of the Vouchers Denied Not Deleted Query Page

V_AP_VCHRS_DND_NOT_DLTD - Vouchers Denied NOT Deleted

Business Unit (% for all) %

View Results

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

View All First 1-4 of 4 Last

Row	Business Unit	Voucher	Responsible Org	Approval Status	Match Status	Entered By Userid	Entered Date	Last Updated Date	Last Updated Userid	Voucher Gross Amount
1	14100	00003934	103	Denied	No Match		07/18/2019	08/05/2019		11240.40
2	19700	10232340	19700	Denied	No Match	AA_CARDINAL_BATCH_AP	10/22/2019	10/25/2019		225479.92
3	50100	00975552	16077	Denied	No Match		02/15/2019	02/28/2019		1230.00
4	74200	00001724	085	Denied	No Match		11/04/2019	12/20/2019		10904.37

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

REVISED: 03/02/2017

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

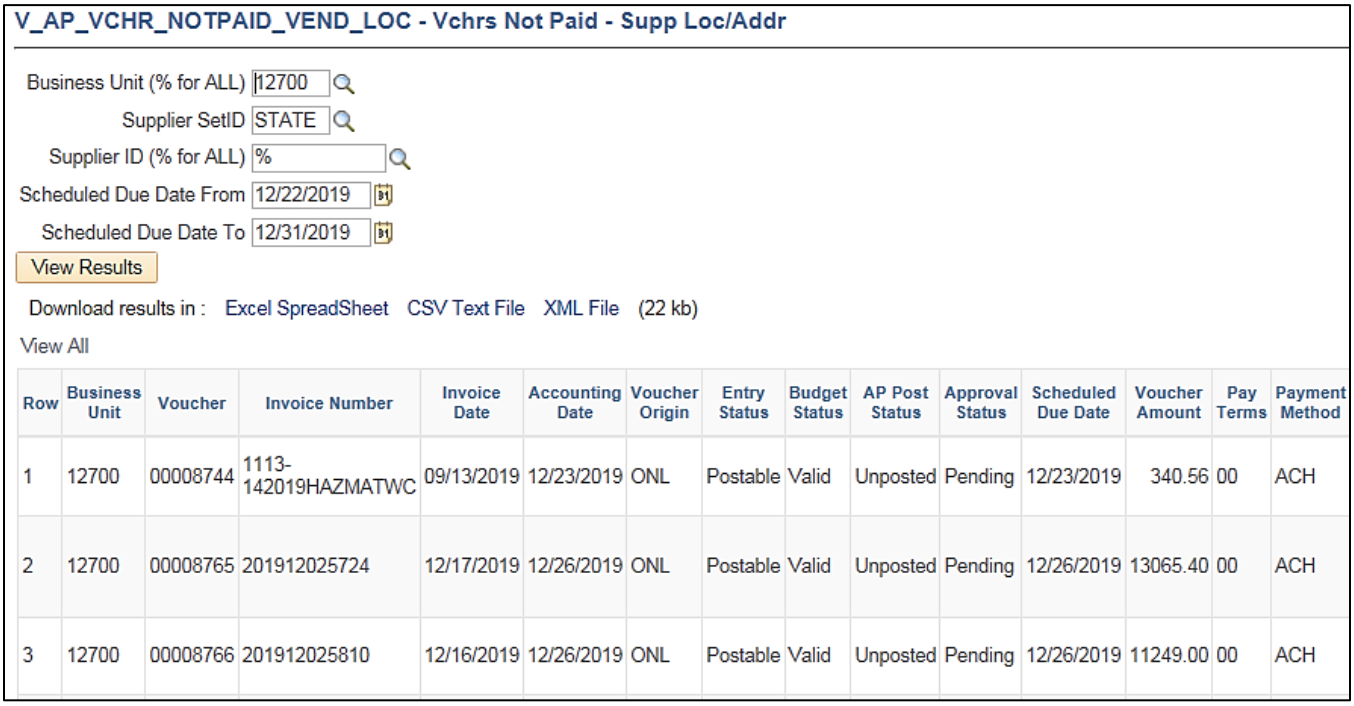
NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > V_AP_VCHR_NOTPAID_VEND_LOC

INPUT / SEARCH CRITERIA:
Business Unit (% for ALL)
Supplier SetID (STATE)
Voucher ID (% for ALL)
Scheduled Due Date From
Scheduled Due Date To

OUTPUT FORMAT:
HTML
Excel
CSV

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

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



Row	Business Unit	Voucher	Invoice Number	Invoice Date	Accounting Date	Voucher Origin	Entry Status	Budget Status	AP Post Status	Approval Status	Scheduled Due Date	Voucher Amount	Pay Terms	Payment Method
1	12700	00008744	1113-142019HAZMATWC	09/13/2019	12/23/2019	ONL	Postable	Valid	Unposted	Pending	12/23/2019	340.56	00	ACH
2	12700	00008765	201912025724	12/17/2019	12/26/2019	ONL	Postable	Valid	Unposted	Pending	12/26/2019	13065.40	00	ACH
3	12700	00008766	201912025810	12/16/2019	12/26/2019	ONL	Postable	Valid	Unposted	Pending	12/26/2019	11249.00	00	ACH

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

First 1-24 of 24 Last

Payment On Hold	Hold Reason	Responsible Org	Supplier ID	Supplier Name	Alternate Payee Name	Supplier Persistence	Supplier Status	Supplier Address Seq Nbr	Supplier Address Status	Supplier Remit Location	Supplier Location Status
N		98313400	0000046254	WISE COUNTY	WISE COUNTY TREASURER	Regular	Approved	9	Active	MAIN	Active
N		98313400	0000052173	Middle Peninsula Planning District Comm		Regular	Approved	3	Active	MAIN	Active
N		98313400	0000050112	City of Bristol Virginia	BRISTOL CITY TREASURER	Regular	Approved	15	Active	MAIN	Active

Vouchers Not Posted to AP Query (V_AP_VCHRS_NOT_POSTED_TO_AP)

REVISED: 03/02/2017

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

NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > V_AP_VCHRS_NOT_POSTED_TO_AP

INPUT / SEARCH CRITERIA:	OUTPUT FORMAT:
Business Unit (% for all)	HTML
Accounting Date From	Excel
Accounting Date To	CSV

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

Screenshot of the Vouchers Not Posted to AP Query Page

V_AP_VCHRS_NOT_POSTED_TO_AP - Vouchers Not Posted To AP

Business Unit (% for all) 50100
Accounting Date From 12/26/2019
Accounting Date To 12/31/2019
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (281 kb)

View All First 1-100 of 520 Last

Row	Business Unit	Voucher ID	Acctg Date	Account	Fund	Cost Center	Program	Responsible Org	Approval Status	Entry Status	Budget Status	Match Status	Distribution Amount	Entered By Userid	Entered Date	Last Updated Date	Last Updated By Userid
1	50100	01084818	12/26/2019	5023230	04100		604002	16000	Pending	Postable	Valid	Matched	40062.70	AA_CARDINAL_BATCH_AP	12/26/2019	12/26/2019	AA_CARDINAL_BATCH_AP
2	50100	01084818	12/26/2019	5023230	04100		604003	16000	Pending	Postable	Valid	Matched	43776.25	AA_CARDINAL_BATCH_AP	12/26/2019	12/26/2019	AA_CARDINAL_BATCH_AP
3	50100	01084818	12/26/2019	5023230	04720		603023	16000	Pending	Postable	Valid	Matched	7329.35	AA_CARDINAL_BATCH_AP	12/26/2019	12/26/2019	AA_CARDINAL_BATCH_AP
4	50100	01084839	12/26/2019	5013560	04100	11160000	604003	19040	Pending	Postable	Valid	Matched	706.69		12/26/2019	12/26/2019	AA_CARDINAL_BATCH_AP
5	50100	01084842	12/26/2019	5012550	04100	11160001	604003	19020	Pending	Postable	Valid	No Match	581.25		12/26/2019	12/26/2019	AA_CARDINAL_BATCH_AP
6	50100	01084843	12/26/2019	5013560	04100	11160000	604003	19040	Pending	Postable	Valid	Matched	709.26		12/26/2019	12/26/2019	AA_CARDINAL_BATCH_AP
7	50100	01084844	12/26/2019	5012550	04100	11150001	604002	18057	Pending	Postable	Valid	No Match	375.00		12/26/2019	12/26/2019	AA_CARDINAL_BATCH_AP

Vouchers Posted to AP But Not JGEN Query (V_AP_VCHRS_PSTD_AP_NOT_JGEN)

REVISED: 03/02/2017

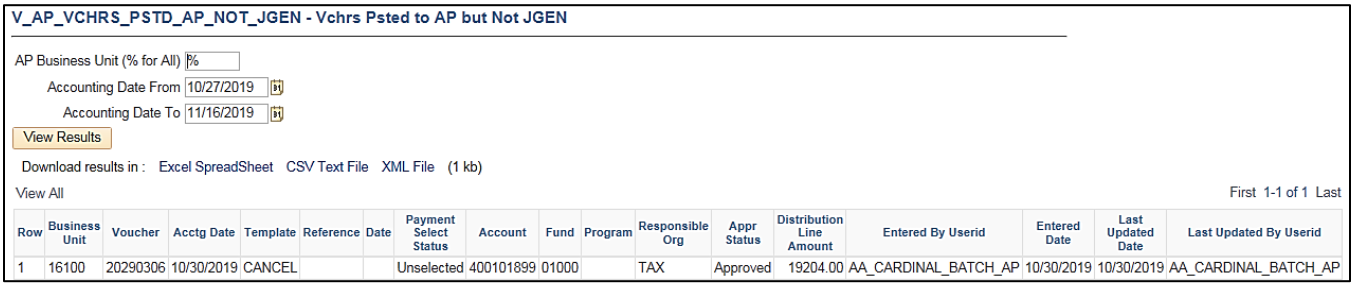
DESCRIPTION:
This query displays all Voucher transactions that have posted to AP but have not Journal Generated in GL for a designated Business Unit and Accounting Date range.

NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > V_AP_VCHRS_PSTD_AP_NOT_JGEN

INPUT / SEARCH CRITERIA:	OUTPUT FORMAT:
AP Business Unit (% for All)	HTML
Accounting Date From	Excel
Accounting Date To	CSV

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

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



V_AP_VCHRS_PSTD_AP_NOT_JGEN - Vchrs Psted to AP but Not JGEN

AP Business Unit (% for All) %
Accounting Date From 10/27/2019
Accounting Date To 11/16/2019
View Results

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

View All First 1-1 of 1 Last

Row	Business Unit	Voucher	Acctg Date	Template	Reference	Date	Payment Select Status	Account	Fund	Program	Responsible Org	Appr Status	Distribution Line Amount	Entered By Userid	Entered Date	Last Updated Date	Last Updated By Userid
1	16100	20290306	10/30/2019	CANCEL			Unselected	400101899	01000		TAX	Approved	19204.00	AA_CARDINAL_BATCH_AP	10/30/2019	10/30/2019	AA_CARDINAL_BATCH_AP

Voucher Worklist Query (V_AP_WF_VOUCHER)

REVISED: 03/02/2017

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

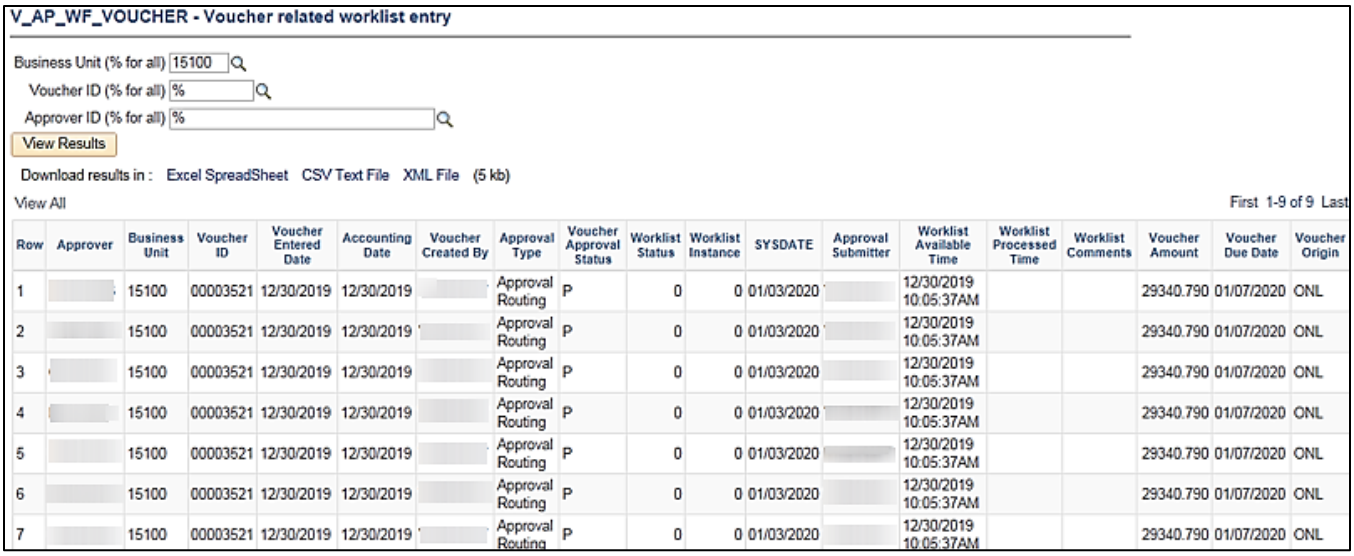
NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > V_AP_WF_VOUCHER

Alternative Navigation Path:
Main Menu > myCardinal Financials > Financials Report Execution > AP Reports > Voucher Worklist

INPUT / SEARCH CRITERIA:
Business Unit (% for all)
Voucher ID (% for all)
Approver ID (% for all)

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the Voucher Worklist Query Page



V_AP_WF_VOUCHER - Voucher related worklist entry

Business Unit (% for all) 15100
Voucher ID (% for all) %
Approver ID (% for all) %
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (5 kb)

View All First 1-9 of 9 Last

Row	Approver	Business Unit	Voucher ID	Voucher Entered Date	Accounting Date	Voucher Created By	Approval Type	Voucher Approval Status	Worklist Status	Worklist Instance	SYSDATE	Approval Submitter	Worklist Available Time	Worklist Processed Time	Worklist Comments	Voucher Amount	Voucher Due Date	Voucher Origin
1		15100	00003521	12/30/2019	12/30/2019		Approval Routing	P	0	0	01/03/2020		12/30/2019 10:05:37AM			29340.790	01/07/2020	ONL
2		15100	00003521	12/30/2019	12/30/2019		Approval Routing	P	0	0	01/03/2020		12/30/2019 10:05:37AM			29340.790	01/07/2020	ONL
3		15100	00003521	12/30/2019	12/30/2019		Approval Routing	P	0	0	01/03/2020		12/30/2019 10:05:37AM			29340.790	01/07/2020	ONL
4		15100	00003521	12/30/2019	12/30/2019		Approval Routing	P	0	0	01/03/2020		12/30/2019 10:05:37AM			29340.790	01/07/2020	ONL
5		15100	00003521	12/30/2019	12/30/2019		Approval Routing	P	0	0	01/03/2020		12/30/2019 10:05:37AM			29340.790	01/07/2020	ONL
6		15100	00003521	12/30/2019	12/30/2019		Approval Routing	P	0	0	01/03/2020		12/30/2019 10:05:37AM			29340.790	01/07/2020	ONL
7		15100	00003521	12/30/2019	12/30/2019		Approval Routing	P	0	0	01/03/2020		12/30/2019 10:05:37AM			29340.790	01/07/2020	ONL

Consultant Vchr Payment Status Query (V_AP_CONSULT_VCHR_PYMNT_STAT)

REVISED: 03/03/2017

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

NAVIGATION PATH:
Main Menu > Reporting tools > Query > Query Viewer > V_AP_CONSULT_VCHR_PYMNT_STAT

INPUT / SEARCH CRITERIA:
Cntrct SetID
Cntrct Ctgry 1
Cntrct Ctgry 2
Cntrct Ctgry 3
Cntrct Ctgry 4
Cntrct Ctgry 5
Cntrct Ctgry 6
AP BU
Responsible Org (% for All)
Acctg Dt From
Acctg Dt To

OUTPUT FORMAT:
HTML
Excel
CSV

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

Screenshot of the Consultant Vchr Payment Status Query Page

V_AP_CONSULT_VCHR_PYMNT_STAT - Consultant Vchr Payment Status

* Cntrct SetID STATE
* Cntrct Ctgry 1 CP
Cntrct Ctgry 2
Cntrct Ctgry 3
Cntrct Ctgry 4
Cntrct Ctgry 5
Cntrct Ctgry 6
* AP BU 50100
* Responsible Org (%for All) %
* Acctg Dt From 12/26/2019
* Acctg Dt To 12/31/2019

View Results

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

View All

Row	District ID	Responsible Org	Cntrct Administrator	Cntrct Category	Cntrct ID	Payee Name	Voucher ID	Accounting Date	Voucher Amt	Invoice Date
1	18	18006	[redacted]	CONSULTANT - PROFESSIONAL	0000000000000000000047310	[redacted]	01084873	12/26/2019	975.13	11/27/2019
2	18	18006	[redacted]	CONSULTANT - PROFESSIONAL	0000000000000000000047310	[redacted]	01084882	12/26/2019	1135.82	11/27/2019

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

First 1-2 of 2 Last

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

Vendor Certification Query (V_VEND_GOVT_CERT)

REVISED: 02/08/2019

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

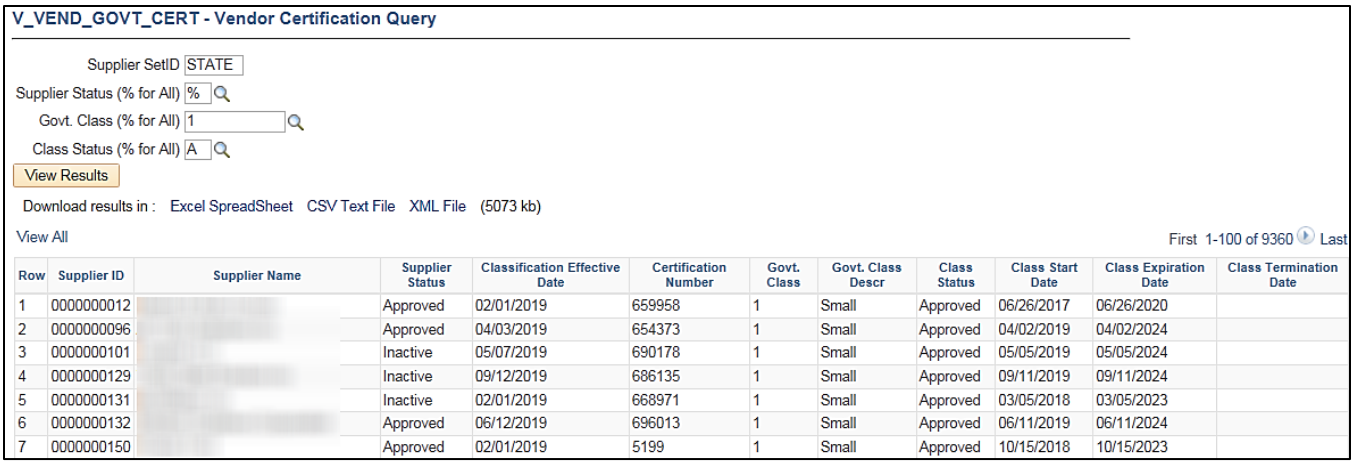
NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > V_VEND_GOVT_CERT

INPUT / SEARCH CRITERIA:
Supplier SetID
Supplier Status (% for All)
Govt. Class (% for All)
Class Status (% for All)

OUTPUT FORMAT:
HTML
Excel
CSV

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

Screenshot of the Vendor Certification Query Page



V_VEND_GOVT_CERT - Vendor Certification Query

Supplier SetID STATE
Supplier Status (% for All) %
Govt. Class (% for All) 1
Class Status (% for All) A
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (5073 kb)

View All

First 1-100 of 9360 Last

Row	Supplier ID	Supplier Name	Supplier Status	Classification Effective Date	Certification Number	Govt. Class	Govt. Class Descr	Class Status	Class Start Date	Class Expiration Date	Class Termination Date
1	0000000012		Approved	02/01/2019	659958	1	Small	Approved	06/26/2017	06/26/2020	
2	0000000096		Approved	04/03/2019	654373	1	Small	Approved	04/02/2019	04/02/2024	
3	0000000101		Inactive	05/07/2019	690178	1	Small	Approved	05/05/2019	05/05/2024	
4	0000000129		Inactive	09/12/2019	686135	1	Small	Approved	09/11/2019	09/11/2024	
5	0000000131		Inactive	02/01/2019	668971	1	Small	Approved	03/05/2018	03/05/2023	
6	0000000132		Approved	06/12/2019	696013	1	Small	Approved	06/11/2019	06/11/2024	
7	0000000150		Approved	02/01/2019	5199	1	Small	Approved	10/15/2018	10/15/2023	

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Agency to Agency Vouchers Report (VAPR0994)

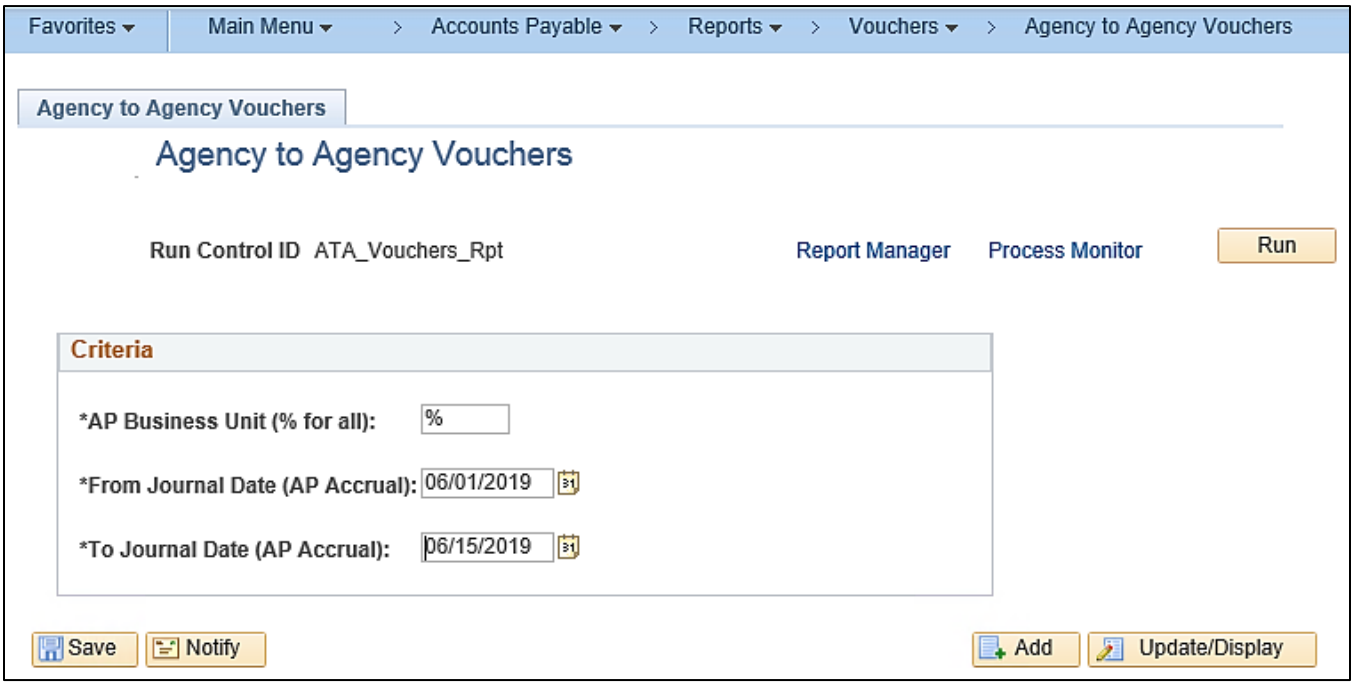
REVISED: 03/02/2017

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

NAVIGATION PATH:
Main Menu > Accounts Payable > Reports > Vouchers > Agency to Agency Vouchers

RUN CONTROL PARAMETERS:	OUTPUT FORMAT:
AP Business Unit (% for all)	PDF
From Journal Date (AP Accrual)	CSV
To Journal Date (AP Accrual)	TXT

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



Screenshot of the VAPR0994 Agency to Agency Vouchers Report

Report ID: VAPR0994

Commonwealth of Virginia
AGENCY TO AGENCY VOUCHERS

Run Date: 01/03/2020
Run Time: 11:30 00

Page No. 1 of 431

AP Business Unit : ALL
From Journal Date (AP Accrual) : 06/01/2019
To Journal Date (AP Accrual) : 06/15/2019

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

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

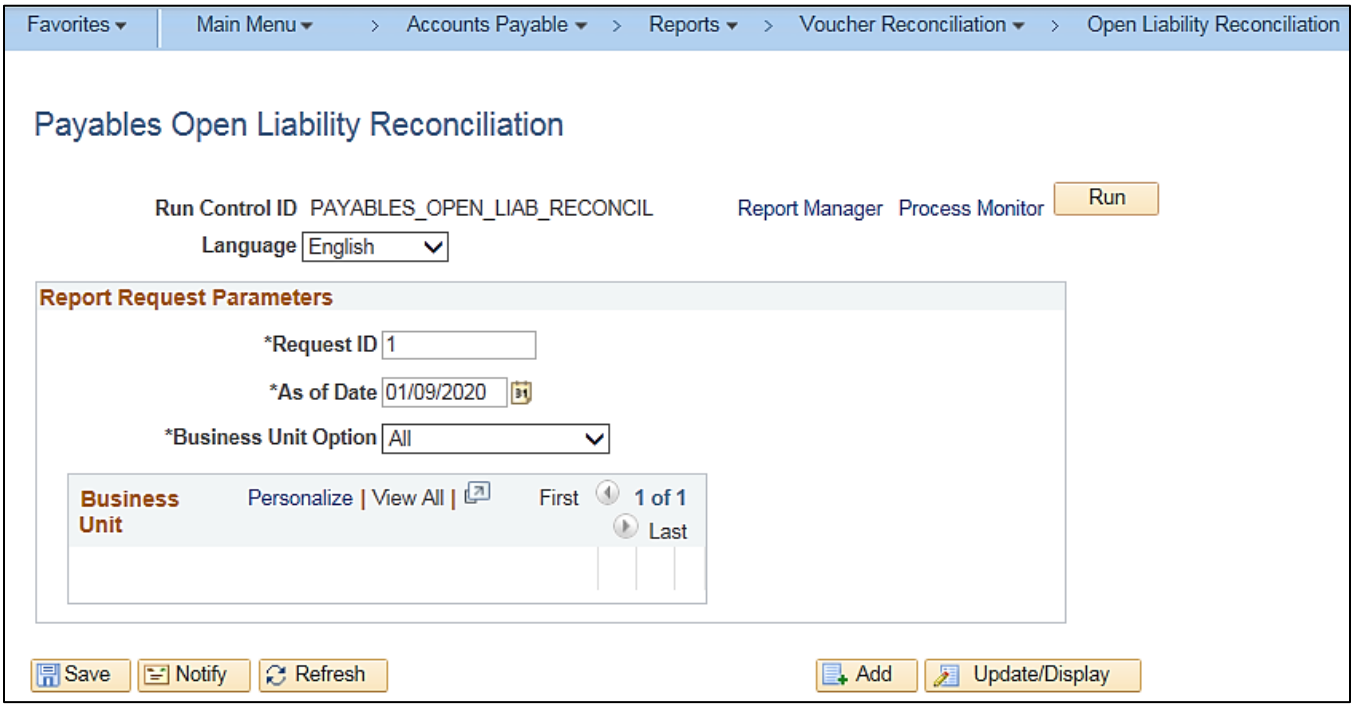
REVISED: 03/23/2017

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

NAVIGATION PATH:
Main Menu > Accounts Payable > Reports > Voucher Reconciliation > Open Liability Reconciliation

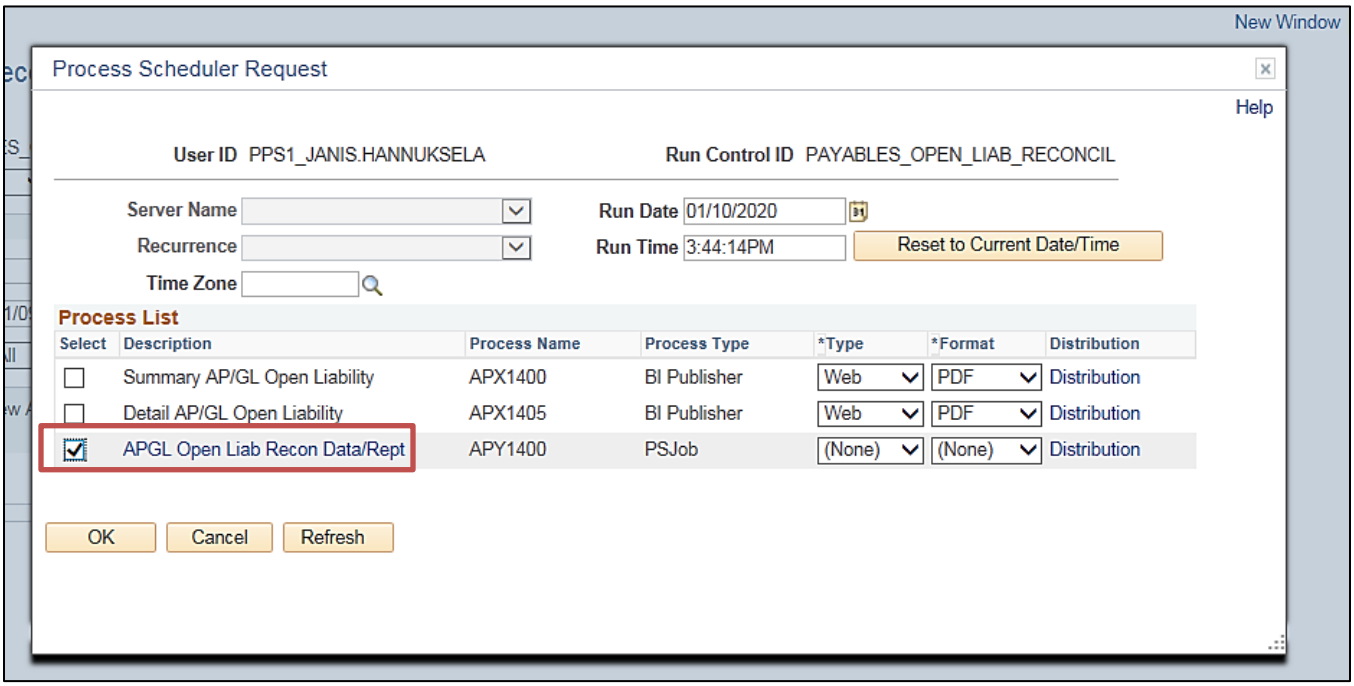
RUN CONTROL PARAMETERS:	OUTPUT FORMAT:
Request ID	PDF
As of Date	XLS
Business Unit Option (All, Value)	TXT

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



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

Screenshot of Process Scheduler Request page



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

ORACLE

Report ID: APX1400

PeopleSoft Accounts Payable

SUMMARY AP/GL OPEN LIABILITY ACCOUNT RECONCILIATION REPORT

As Of Date: 09.Jan.2020

Page No. 996
Run Date 1/9/2020
Run Time 14:10:21 PM

Currency	USD	US Dollar
GL Business Unit	50100	VA Dept of Transportation
Ledger	ACTUALS	
Ledger Group	ACTUALS	
Account	205025	

SetID	Supplier ID	Supplier Name	Business Unit	Voucher ID	Invoice Date	Invoice ID	Monetary Amount
STATE	0000634814	1st Choice Pest Control LLC	50100	01084087	26.Nov.2019	22226	285.00
			50100	01082814	20.Nov.2019	22249	365.00
			50100	01082826	26.Nov.2019	22227	825.00
			50100	01084052	20.Nov.2019	22245	250.00
			50100	01088646	19.Dec.2019	22451	250.00
			50100	01088659	19.Dec.2019	22452	365.00
			50100	01083983	27.Nov.2019	22264	1,170.00
		Total for Supplier	**1st Choice Pest Control LLC**				**3,510.00**
STATE	0000853420	1st Choice Shredding	50100	01087249	03.Jan.2020	14293	55.00
		Total for Supplier	**1st Choice Shredding**				**55.00**
STATE	0000014558	2 Procurement LLC	50100	01081680	15.Nov.2019	3138	315.00
		Total for Supplier	**2 Procurement LLC**				**315.00**
STATE	0000136275	3 Rs Site Development and Landscaping	50100	01084113	17.Dec.2019	H19035121519	832.50
		Total for Supplier	**3 Rs Site Development and Landscaping**				**832.50**
STATE	0000390225	40126Crigger Contracting Inc	50100	01083956	19.Dec.2019	37444	276,156.42
			50100	01083950	12.Dec.2019	37433	14,231.62

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

ORACLE

Report ID: APX1405

PeopleSoft Accounts Payable

DETAIL AP/GL OPEN LIABILITY ACCOUNT RECONCILIATION REPORT

As Of Date: 09.Jan.2020

Page No. 1213
Run Date 1/9/2020
Run Time 14:10:46 PM

Currency	USD	US Dollar
GL Business Unit	50100	VA Dept of Transportation
Ledger Group	ACTUALS	
Ledger	ACTUALS	
Account	205025	

Supplier: STATE 0000000254 Rock Water Farm

Business Unit	Voucher ID	Invoice Date	Journal Template	Unpost Seq	Payment Cnt	Accounting Date	Journal ID	Journal Date	Journal Line	Monetary Amount
50100	01087233	31.Dec.2019	ACCRUAL			03.Jan.2020	AP01410642	06.Jan.2020	79	787.50
			Total for Supplier	**Rock Water Farm**						**787.50**

Supplier: STATE 0000000971 Appalachian Aggregates LLC

Business Unit	Voucher ID	Invoice Date	Journal Template	Unpost Seq	Payment Cnt	Accounting Date	Journal ID	Journal Date	Journal Line	Monetary Amount
50100	01083354	17.Dec.2019	ACCRUAL			19.Dec.2019	AP01401603	20.Dec.2019	1485	902.45
50100	01083470	17.Dec.2019	ACCRUAL			19.Dec.2019	AP01402793	23.Dec.2019	456	937.11
			ACCRUAL			19.Dec.2019	AP01402793	23.Dec.2019	457	-.01
									Voucher Total	**937.10**
50100	01086830	19.Dec.2019	ACCRUAL			02.Jan.2020	AP01410642	06.Jan.2020	1274	2,355.32
50100	01088632	31.Dec.2019	ACCRUAL			08.Jan.2020	AP01413746	08.Jan.2020	236	2,243.73
50100	01088662	17.Dec.2019	ACCRUAL			08.Jan.2020	AP01413746	08.Jan.2020	658	1,537.22
			Total for Supplier	**Appalachian Aggregates LLC**						**7,975.82**

Supplier: STATE 0000001117 Cabin Hill Homes LLC

Business Unit	Voucher ID	Invoice Date	Journal Template	Unpost Seq	Payment Cnt	Accounting Date	Journal ID	Journal Date	Journal Line	Monetary Amount
50100	01087794	02.Jan.2020	ACCRUAL			07.Jan.2020	AP01412224	07.Jan.2020	824	450.00
			Total for Supplier	**Cabin Hill Homes LLC**						**450.00**

Supplier: STATE 0000001380 Faneuil Inc

Business Unit	Voucher ID	Invoice Date	Journal Template	Unpost Seq	Payment Cnt	Accounting Date	Journal ID	Journal Date	Journal Line	Monetary Amount
50100	01084720	16.Dec.2019	ACCRUAL			23.Dec.2019	AP01410642	06.Jan.2020	621	8,247.44

Due Date Monitoring Report (VRAP0750)

REVISED: 03/02/2017

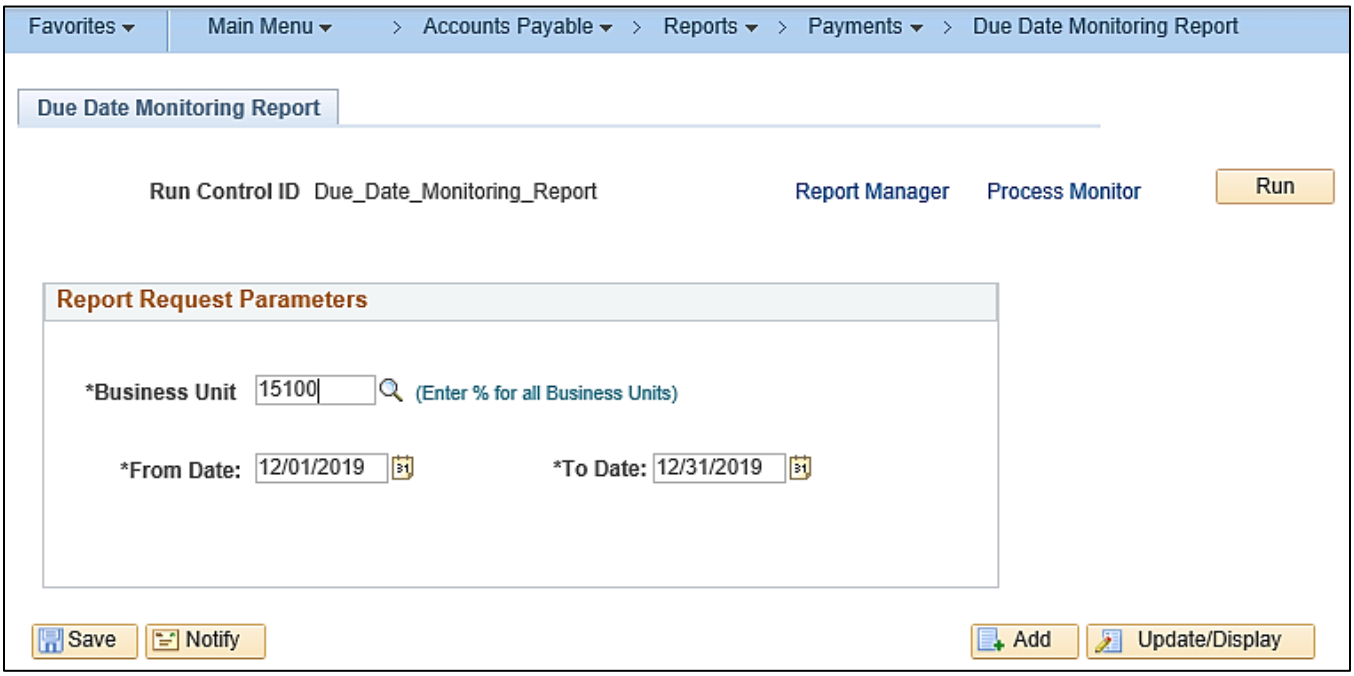
DESCRIPTION:
This report provides the number of payments made relative to their due date, by number, percent, and amount. Payments with no due date are listed separately. The report also calculates the average variance from due date and the percent of payments and dollars in compliance with prompt pay.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

NAVIGATION PATH:
Main Menu > Accounts Payable > Reports > Payments > Due Date Monitoring Report

RUN CONTROL PARAMETERS:
Business Unit
From Date
To Date

OUTPUT FORMAT:
PDF
CSV

Screenshot of the VRAP0750 Due Date Monitoring Report Run Control Page



Screenshot of the VRAP0750 Due Date Monitoring Report

Report ID: VRAP0750

Commonwealth of Virginia
DUE DATE MONITORING REPORT

Run Date: 01/03/2020
Run Time: 01:11 00

Page No. 1 of 1

Business Unit: 15100
From Date: 12/01/2019
To Date: 12/31/2019

Range	# of Payments	Percent	Amount
Paid 5 or more days before due	0	0.00%	$0.00
Paid on or less than 5 days before due	24	100.00%	$4,211,142.76
Paid 1-5 days past due	0	0.00%	$0.00
Paid 6-10 days past due	0	0.00%	$0.00
Paid 11-20 days past due	0	0.00%	$0.00
Paid 21-30 days past due	0	0.00%	$0.00
Paid 31-60 days past due	0	0.00%	$0.00
Paid over 60 days past due	0	0.00%	$0.00
Total Payments With Due Dates	24	100.00%	$4,211,142.76
Other Payments (No Prompt Pay Term)	10		$1,152,470.20
Total Payments This Period	34		$5,363,612.96
Total Dollars Paid Past Due			$0.00
Total Payments Paid Past Due	0		
Average Variance From Due Date (Days)	-0.88		
Percent of Payments in Compliance this Period	100.00%		
Percent of Dollars in Compliance this Period	100.00%		

*Note: Payment counts for Total\Other Payments do not include negative vouchers, but Payment Amounts do include negative vouchers.

Payables Open Liability Report (APY1406) – PSJob Report

REVISED: 01/02/2020

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

NAVIGATION PATH:
Main Menu > Accounts Payable > Reports > Voucher Reconciliation > Payables Open Liability

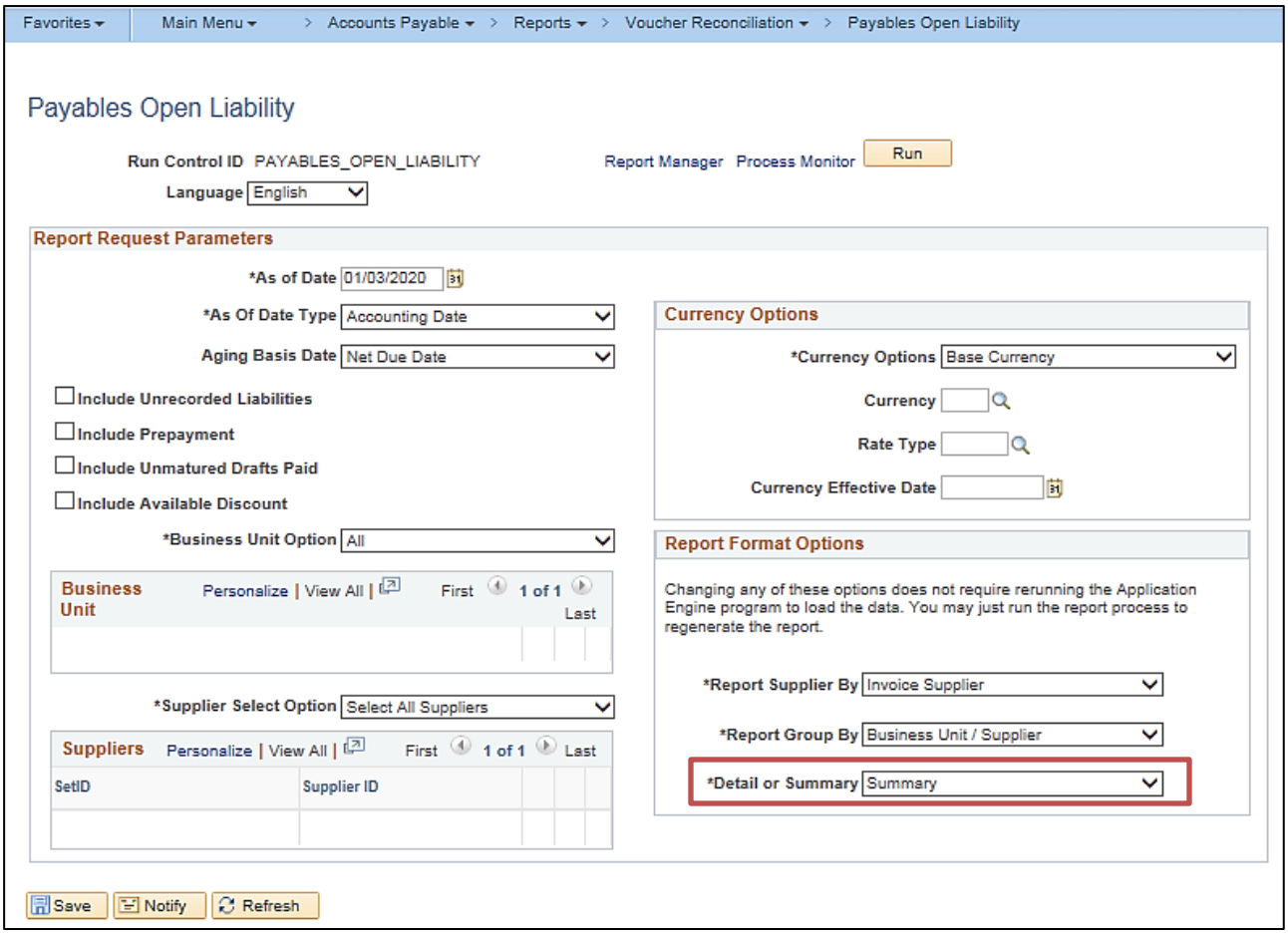
RUN CONTROL PARAMETERS:

As of Date
As of Date Type (Accounting Date, Invoice Date)
Aging Basis Date (Net Due Date, Schedule Pay Date)
Include Unrecorded Liabilities [checkbox]
Include Prepayment [checkbox]
Include Un-matured Drafts Paid [checkbox]
Include Available Discount [checkbox]
Business Unit Option (All, Value – select BU)
Supplier Select Option (Select All Suppliers, Specify Suppliers – select Supplier)
Currency Options (Base Currency)
Currency (USD)
Rate Type (CRRNT)
Currency Effective Date
Report Supplier By (Invoice Supplier, Remit Supplier)
Report Group By (Business Unit / Supplier, Supplier / Business Unit)
Detail or Summary (Summary, Detail)

OUTPUT FORMAT:

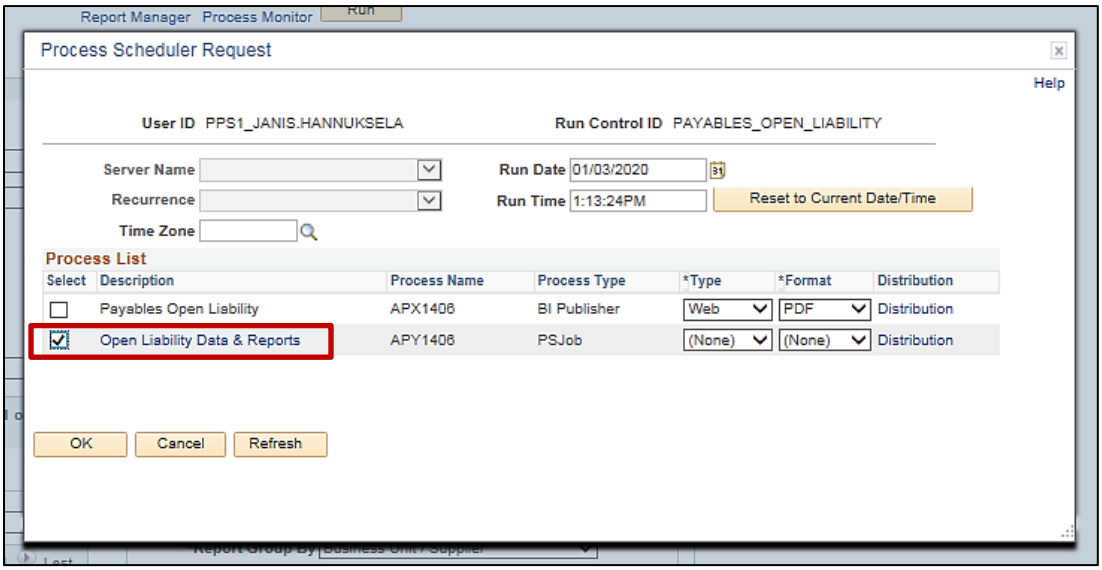
PDF
XLS
TXT

Screenshot of the Payables Open Liability Run Control Page

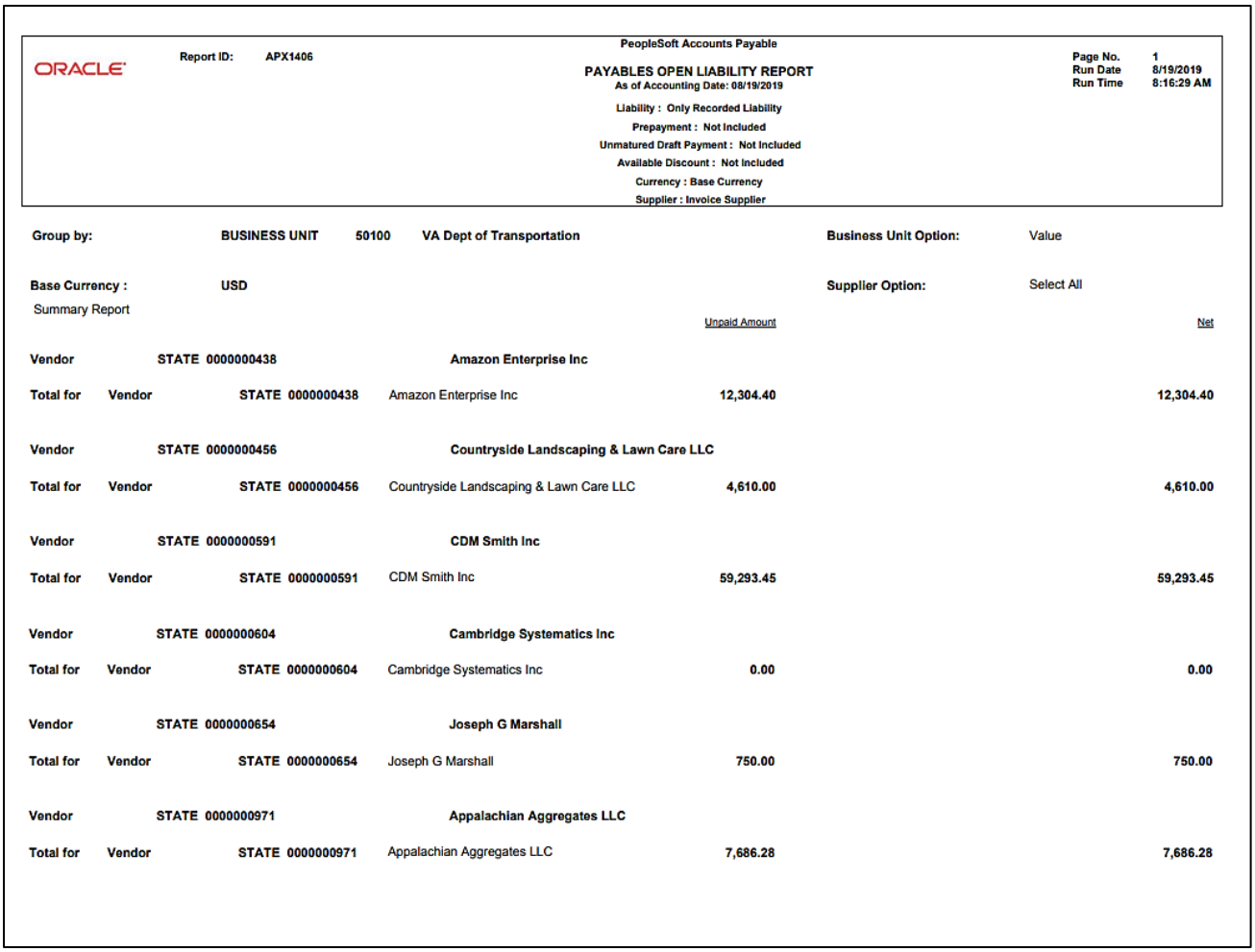


Note: On the **Process Scheduler Request** pop-up window, select the **Open Liability Data & Reports** which has the Process Type of **PSJob**. Do not select the **Payable Open Liability** box. When the **PSJob** runs, it will automatically run report **APX1406**.

Screenshot of Process Scheduler Request Page



Screenshot of the APX1406 Payables Open Liability Report – Summary Level



ORACLE

Report ID: APX1406

PeopleSoft Accounts Payable

PAYABLES OPEN LIABILITY REPORT
As of Accounting Date: 08/19/2019

Liability : Only Recorded Liability
Prepayment : Not Included
Unmatured Draft Payment : Not Included
Available Discount : Not Included
Currency : Base Currency
Supplier : Invoice Supplier

Page No. 1
Run Date 8/19/2019
Run Time 8:16:29 AM

Group by: BUSINESS UNIT 50100 VA Dept of Transportation

Business Unit Option: Value

Base Currency : USD

Supplier Option: Select All

Summary Report

			Unpaid Amount	Net
Vendor	STATE 0000000438	Amazon Enterprise Inc		
Total for Vendor	STATE 0000000438	Amazon Enterprise Inc	12,304.40	12,304.40
Vendor	STATE 0000000456	Countryside Landscaping & Lawn Care LLC		
Total for Vendor	STATE 0000000456	Countryside Landscaping & Lawn Care LLC	4,610.00	4,610.00
Vendor	STATE 0000000591	CDM Smith Inc		
Total for Vendor	STATE 0000000591	CDM Smith Inc	59,293.45	59,293.45
Vendor	STATE 0000000604	Cambridge Systematics Inc		
Total for Vendor	STATE 0000000604	Cambridge Systematics Inc	0.00	0.00
Vendor	STATE 0000000654	Joseph G Marshall		
Total for Vendor	STATE 0000000654	Joseph G Marshall	750.00	750.00
Vendor	STATE 0000000971	Appalachian Aggregates LLC		
Total for Vendor	STATE 0000000971	Appalachian Aggregates LLC	7,686.28	7,686.28

Screenshot of the APX1406 Payables Open Liability Report – Detail Level

ORACLE

Report ID: APX1406

PeopleSoft Accounts Payable

PAYABLES OPEN LIABILITY REPORT

As of Accounting Date: 08/19/2019

Liability : Only Recorded Liability
Prepayment : Not Included
Unmatured Draft Payment : Not Included
Available Discount : Not Included
Currency : Base Currency
Supplier : Invoice Supplier

Page No. 1
Run Date 8/19/2019
Run Time 8:08:56 AM

Group by: BUSINESS UNIT 50100 VA Dept of Transportation

Business Unit Option: Value

Base Currency : USD

Supplier Option: Select All

Detail Report

Vendor STATE 0000000438 **Amazon Enterprise Inc**

Voucher Id	Invoice Id	Invoice Date	Schedule Date	Accounting Date	Document	Unpaid Amount	Net
01041902	A9018	08/12/2019	09/11/2019	08/14/2019	Invoice	12,304.40	12,304.40

Total for Vendor STATE 0000000438 Amazon Enterprise Inc **12,304.40** **12,304.40**

Vendor STATE 0000000456 **Countryside Landscaping & Lawn Care LLC**

Voucher Id	Invoice Id	Invoice Date	Schedule Date	Accounting Date	Document	Unpaid Amount	Net
01039510	19109	08/01/2019	09/06/2019	08/07/2019	Invoice	540.00	540.00
01039828	19107	08/01/2019	09/06/2019	08/08/2019	Invoice	2,160.00	2,160.00
01040060	19110	08/01/2019	09/04/2019	08/08/2019	Invoice	260.00	260.00
01040541	19108	08/01/2019	09/06/2019	08/09/2019	Invoice	1,650.00	1,650.00

Total for Vendor STATE 0000000456 Countryside Landscaping & Lawn Care LLC **4,610.00** **4,610.00**

Vendor STATE 0000000591 **CDM Smith Inc**

Voucher Id	Invoice Id	Invoice Date	Schedule Date	Accounting Date	Document	Unpaid Amount	Net
00576034	EST9 0001108397FINAL	02/10/2016	03/04/2016	03/04/2016			
01036868	90078202	07/12/2019	08/22/2019	07/31/2019	Invoice	59,293.45	59,293.45

Total for Vendor STATE 0000000591 CDM Smith Inc **59,293.45** **59,293.45**

Vendor STATE 0000000604 **Cambridge Systematics Inc**

Voucher Id	Invoice Id	Invoice Date	Schedule Date	Accounting Date	Document	Unpaid Amount	Net
00399389	Correction 7942 29 700373	11/17/2014	11/18/2014	11/18/2014			
00399396	Correction 7942 27 700373	11/17/2014	11/18/2014	11/18/2014			
00399400	Correction 7942 28 700373	11/17/2014	11/18/2014	11/18/2014			

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

REVISED: 01/02/2020

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

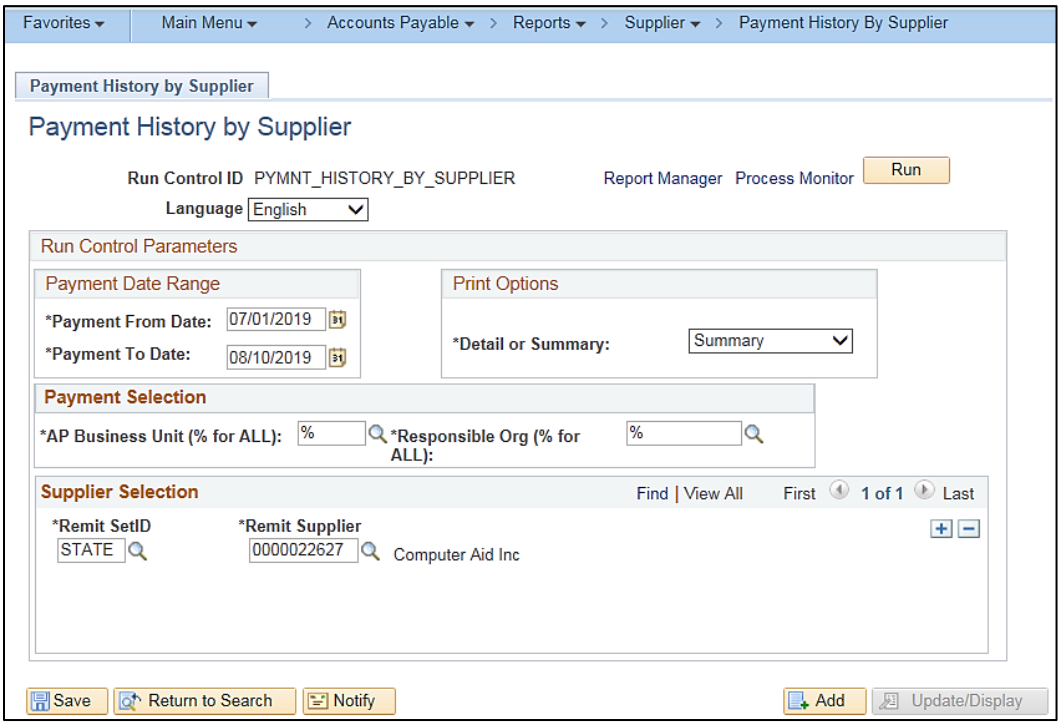
NAVIGATION PATH:
Main Menu > Accounts Payable > Reports > Supplier > Payment History by Supplier

RUN CONTROL PARAMETERS:
Payment From Date
Payment To Date
Detail or Summary (Detail, Summary)
AP Business Unit (% for ALL)
Responsible Org (% for ALL)
Remit SetID (enter STATE)
Remit Supplier

OUTPUT FORMAT:
PDF
XLS
TXT

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

Screenshot of the Payment History by Supplier - Run Control Page



Screenshot of the VRAP0998 Summary Payment History by Supplier Report

Page No 1
Run Date 1/24/2020
Run Time 4:07:06 PM

Commonwealth of Virginia
SUMMARY PAYMENT HISTORY BY SUPPLIER

Report ID: VRAP0998

AP Business Unit:	%	Payment From Date:	07/01/2019
Responsible Org:	%	Payment To Date:	08/10/2019

AP Business Unit: 11400
Remit Supplier: STATE 0000022627
Bank Code: 1100

Payment Ref	Date	Handling	Status	Remit Addr#	Remit To	Pay Cycle	Seq	Payment Amount	Payment Method
81153977	2019-07-26	Regular Payment	Paid	12	Computer Aid Inc	TREDI	1893	14,200.65	ACH

Total for ACH Payments: 14,200.65
Total for Bank Account: 14,200.65

Screenshot of the VRAP0998 Detailed Payment History by Supplier Report

Page No 1
Run Date 1/3/2020
Run Time 2:14:04 PM

Commonwealth of Virginia
DETAILED PAYMENT HISTORY BY SUPPLIER

Report ID: VRAP0998

AP Business Unit:	%	Payment From Date:	07/01/2019
Responsible Org:	%	Payment To Date:	08/10/2019

AP Business Unit: 11400
Remit Supplier: STATE 0000022627
Bank Code: 1100

Payment Ref	Date	Handling	Status	Remit Addr#	Remit To	Pay Cycle	Seq	Payment Amount	Payment Method
81153977	2019-07-26	Regular Payment	Paid	12	Computer Aid Inc PO Box 785526 VA10044441 EVAAC658053 Philadelphia 073727919 PA 19178-5526	TREDI	1893	14,200.65	ACH

Business Unit	Responsible Org	Voucher ID	Invoice ID	Invoice Date	Discount Taken	Paid Amount
11400	10000	6611786	AR00023511	2019-06-17	0.00	14,200.65

Total for ACH Payments: 14,200.65
Total for Bank Account: 14,200.65

Payment Register Including Offsets Report (RAP581)

REVISED: 5/3/2023

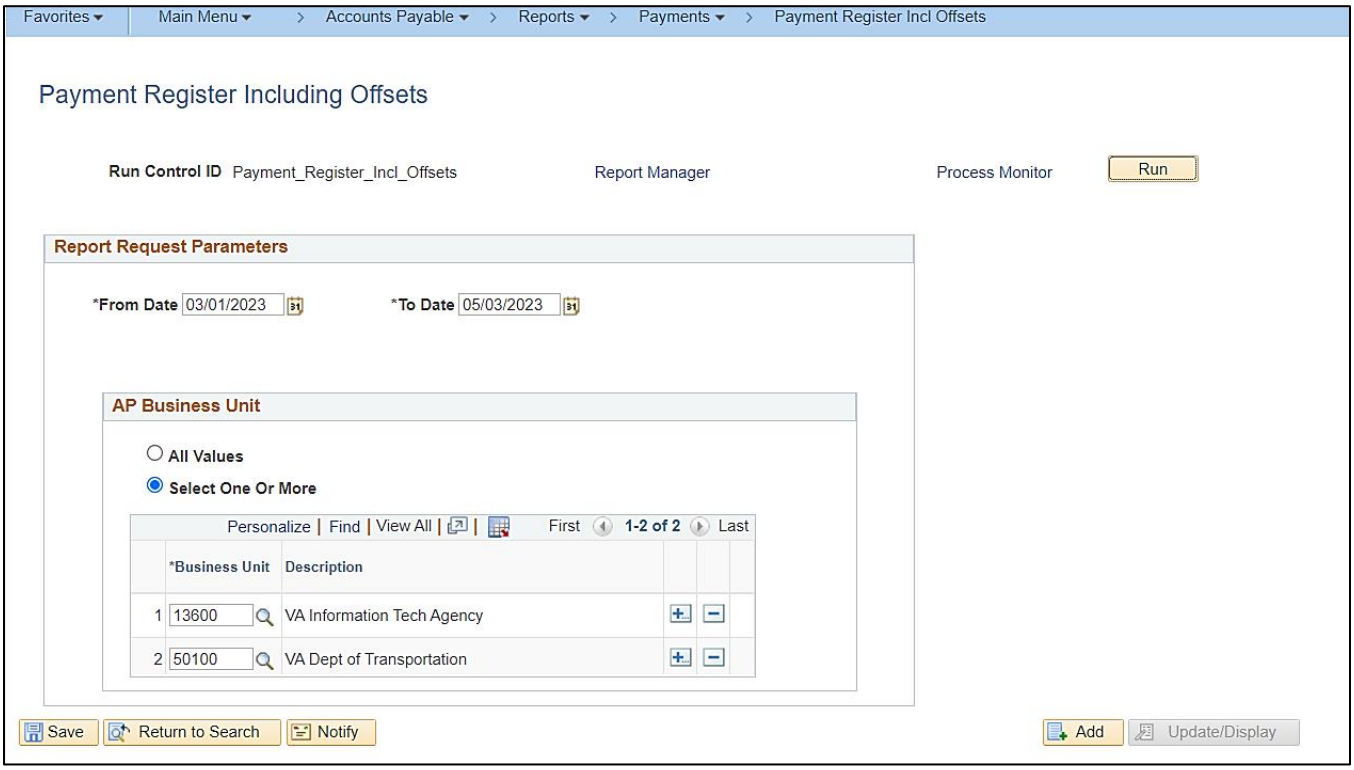
DESCRIPTION:
The Payment Register Including Offsets report will provide a list of payment information for vouchers, expense reports, cash advances, etc. grouped by Accounts Payable Business Unit (AP BU). It will also provide calculations regarding vouchered amounts, voucher count, CDS voucher count, CDS percentages, TOP Offset Amounts, TOP Voucher count, TOP percentages, EDI amount and check amount. The report includes Voucher ID, Supplier ID, Payment Date, and Payment Reference information (Check or EDI Reference Number). The report can be used to review payments made on a specific day or for a designated date range.

NAVIGATION PATH:
Main Menu > Accounts Payable > Reports > Payments > Payment Register Incl Offsets

RUN CONTROL PARAMETERS:
From Date
To Date
AP Business Unit All Values [checkbox]
AP Business Unit Select One or More [checkbox], then designate Business Unit value(s)

OUTPUT FORMAT:
PDF
CSV

Screenshot of the RAP581 Payment Register Including Offsets Report Run Control Page



Screenshot of the RAP581 Payment Register Including Offsets Report

CARDINAL
Report ID: RAP581

Commonwealth of Virginia
PAYMENT REGISTER INCLUDING OFFSETS

Run Date: 05/03/2023
Run Time: 02:35 00

Page No. 1 of 13

From Date : 03/01/2023
To Date : 05/03/2023
Run Option : ALL Vouchers
Business Unit: 13600 , 50100

BU	Voucher ID	Invoicing Supplier ID	Voucher Amount	Remit Supplier ID	Remit Supplier Name	Payment Ref	Payment Amount	CDS Ref	CDS Amount	TOP Ref	TOP Amount
	Payment Date - 03/24/2023										
50100	01479406	[illegible]	147,300.00	[illegible]	[illegible]	50159708	147,300.00				
	Total for - GE		**147,300.00**				**147,300.00**				
	Total - 03/24/2023		**147,300.00**				**147,300.00**		**0.00**		

Screenshot of the RAP581 Payment Register Including Offsets Report (Grand Summary page)

Page No. 13 of 13

Grand Summary for Payment Date range from - 03/01/2023 to 05/03/2023

Grand Total Vouchered Amount -	402,028,529.96	Voucher Count -	21
Grand Total CDS Amount -	10,001,100.00	CDS Voucher Count -	9
Percentage CDS Offset Amount -	2.488	Percentage CDS Offset Voucher Count -	42.857
Grand Total TOP Amount -	270,008,999.97	TOP Voucher Count -	15
Percentage TOP Offset Amount -	67.162	Percentage TOP Offset Voucher Count -	71.429
Total Payment -	191,088,479.98	Total Payment Count -	21
Total EDI Payment -	190,020,349.98	Total EDI Count -	16
ACH Payment -	900.00	ACH Count -	2
EFT Payment -	190,019,449.98	EFT Count -	14
Total CHK Payment -	920,830.00	Total CHK Count -	4
Total GE Payment -	147,300.00	Total GE Count -	1

Posted Voucher Listing Report (APY1020) – BI Publisher Report

REVISED: 01/02/2020

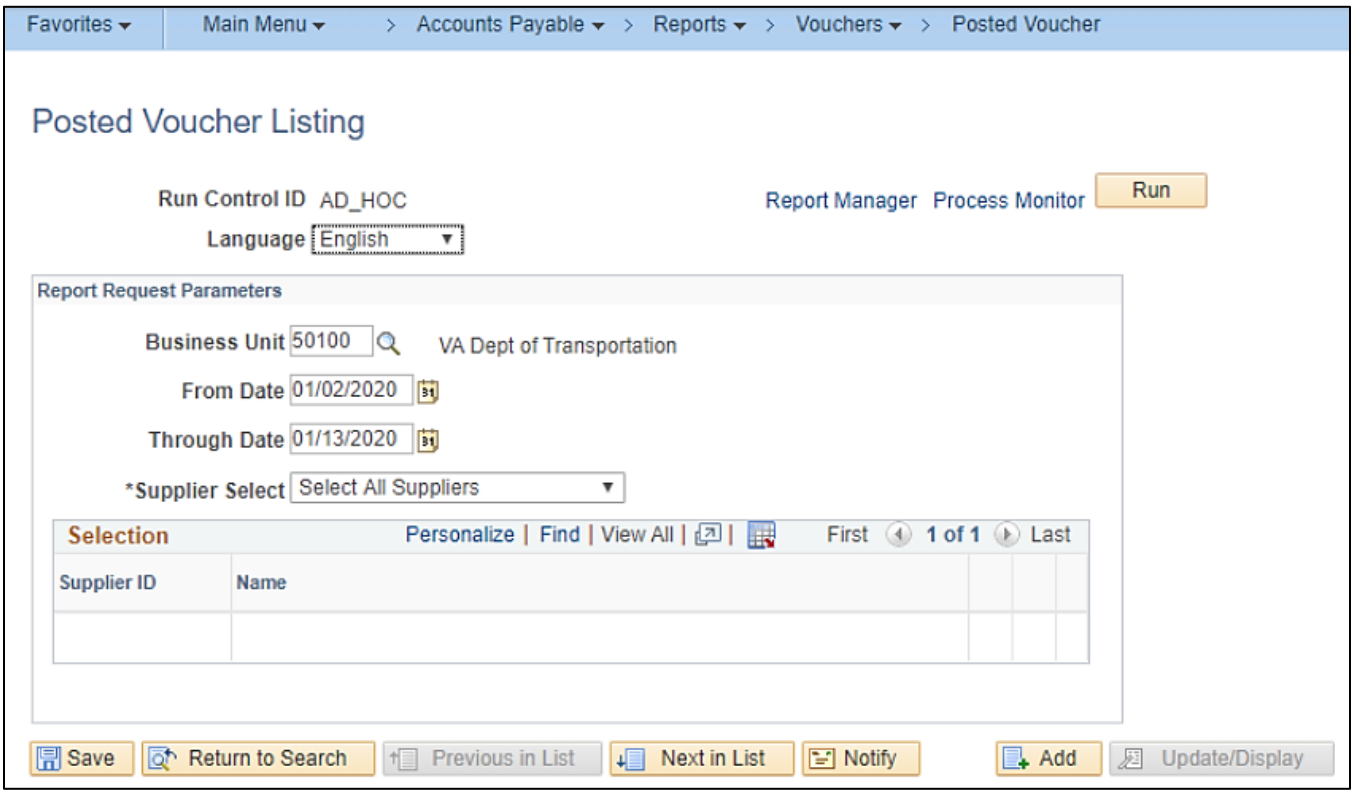
DESCRIPTION:
This report provides posted vouchers for a designated date range and all or specific supplier(s). The report can be used to monitor posted vouchers by date and supplier(s).

NAVIGATION PATH:
Main Menu > Accounts Payable > Reports > Vouchers > Posted Voucher

RUN CONTROL PARAMETERS:
Business Unit
From Date
Through Date
Supplier Select (Select All Suppliers, Specify Suppliers)

OUTPUT FORMAT:
PDF
XLS
TXT

Screenshot of the Posted Voucher Listing - Run Control Page



Screenshot of the APY1020 Posted Voucher Listing Report

ORACLE

Report ID: APX1020

PeopleSoft Accounts Payable

POSTED VOUCHER LISTING

Page No 1
Run Date Jan/13/2020
Run Time 10:44:21 AM

Business Unit: 50100

For the period: Jan/2/2020 through Jan/13/2020

Supplier ID: 0000000181 Easter Design INC

Voucher ID: 01078536 **Invoice Date:** Dec/6/2019 **Document Type:** **Document Date:** **Document Sequence:**

Ledger	Accounting Date	Application Journal	Journal ID	Dist Type	Vchr Line	Dist Line	GL Unit	Account	Alt Account	Debit Amount	Credit Amount	Currency Code	Unpost Seq #
Operating Unit	Fund Code	Dept	Class	Budget Ref	Program	Product	Project	Affiliate	Affiliate Intra 1				
ACTUALS	Jan/3/2020	PAYMENT	AP01407480	APA	1	1	50100	205025		300.00		USD	0
	04100	99999											
ACTUALS			AP01407660	CAS	1	1	TREAS	101010			300.00	USD	0
	04100	99999											
ACTUALS			AP01407480	ISP	1	1	50100	101010			300.00	USD	0
	04100	99999											
ACTUALS			AP01407660	ISR	1	1	TREAS	101010		300.00		USD	0
	04100	99999									TREAS 50100	04100	
									Voucher 01078536 Total: USD	600.00	600.00		

Voucher ID: 01081598 **Invoice Date:** Dec/5/2019 **Document Type:** **Document Date:** **Document Sequence:**

Ledger	Accounting Date	Application Journal	Journal ID	Dist Type	Vchr Line	Dist Line	GL Unit	Account	Alt Account	Debit Amount	Credit Amount	Currency Code	Unpost Seq #
Operating Unit	Fund Code	Dept	Class	Budget Ref	Program	Product	Project	Affiliate	Affiliate Intra 1				
ACTUALS	Jan/9/2020	PAYMENT	AP01413277	APA	1	1	50100	205025		290.00		USD	0
	04100	99999											
ACTUALS			AP01413119	CAS	1	1	TREAS	101010			290.00	USD	0
	04100	99999											
ACTUALS			AP01413277	ISP	1	1	50100	101010			290.00	USD	0
	04100	99999											
ACTUALS			AP01413119	ISR	1	1	TREAS	101010		290.00		USD	0
	04100	99999									TREAS 50100	04100	
									Voucher 01081598 Total: USD	580.00	580.00		

Report of Federal Tax Payments Made Through EFTPS (RAP611)

REVISED: 03/02/2017

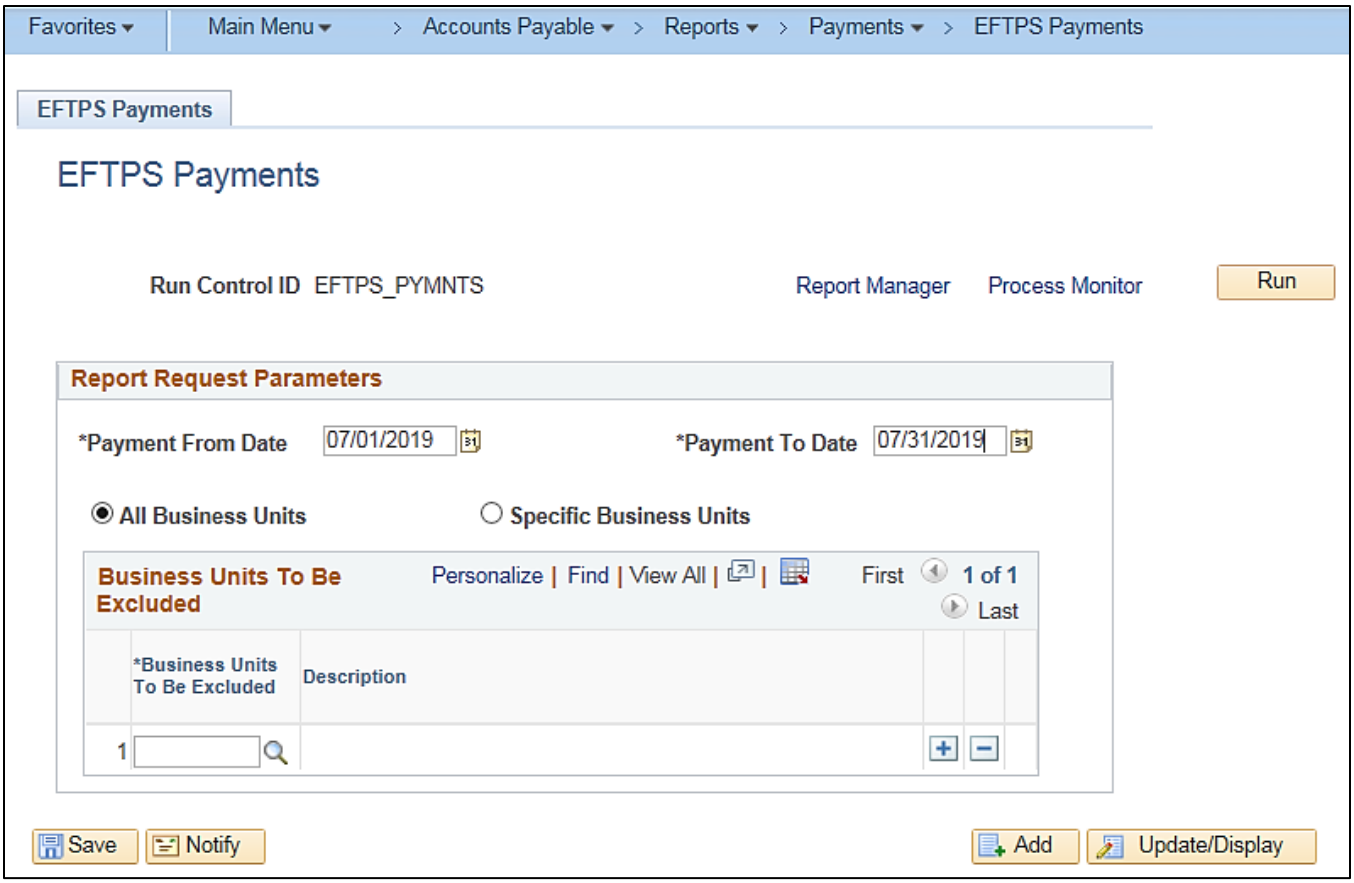
DESCRIPTION:
This report provides certain types of Federal tax payments such as payroll, backup withholding, Federal excise, interest payments, and tax penalties remitted to the Internal Revenue Service (IRS). The report can be used to review payments made to the IRS that were processed using the Electronic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

NAVIGATION PATH:
Main Menu > Accounts Payable > Reports > Payments > EFTPS Payments

RUN CONTROL PARAMETERS:
Payment From Date
Payment To Date
All Business Units [checkbox], then Business Units To Be Excluded
Specific Business Units [checkbox], then Business Units To Be Included

OUTPUT FORMAT:
PDF
CSV

Screenshot of the EFTPS Payments Report - Run Control Page



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

Report ID: RAP611

Commonwealth of Virginia
REPORT OF FEDERAL TAX PAYMENTS MADE THROUGH EFTPS

Run Date: 01/03/2020
Run Time: 02:58 00

Payment From Date: 07/01/2019
Payment To Date : 07/31/2019
Business Unit : ALL(Excludes -)

Page No. 1 of 1

BU	Tax Type	Remit Supplr	Voucher Id	Tax Period End Date	Social Security Amt	Medicare Amt	Withholding Amt	Tax Amt	Payment Ref	Payment Date
99701	9417			06/01/2019	0.00	0.00	0.00	27.86	81141273	07/11/2019
	9417			06/01/2019	0.00	0.00	0.00	53.36	81143896	07/15/2019
	9417			06/01/2019	0.00	0.00	0.00	5.64	81149180	07/19/2019
Total for BU :	99701				**0.00**	**0.00**	**0.00**	**86.86**		
Report Total:					**0.00**	**0.00**	**0.00**	**86.86**		

Unreimbursed / Reimbursed Petty Cash Voucher Report (RAP481)

REVISED: 03/02/2017

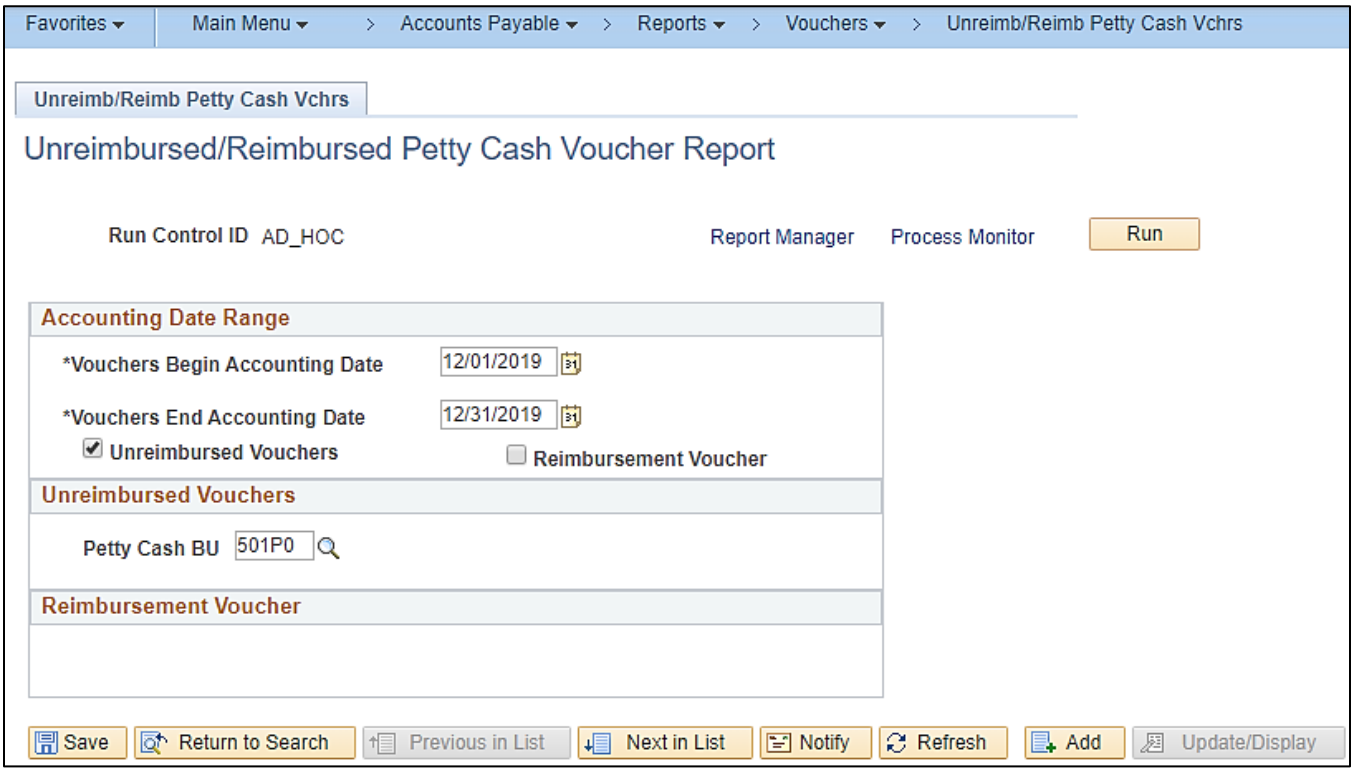
DESCRIPTION:
This report provides a list of vouchers that require petty cash replenishment or which have already been included for replenishment. The report can be used by Voucher Processors who handle petty cash.

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

RUN CONTROL PARAMETERS:
Vouchers Begin Accounting Date
Vouchers End Accounting Date
Unreimbursed Vouchers [checkbox], then
Petty Cash Business Unit
Reimbursed Voucher [checkbox], then
AP Business Unit and Voucher ID

OUTPUT FORMAT:
PDF
CSV

Screenshot of the Unreimbursed Petty Cash Voucher - Run Control Page



Screenshot of the RAP481 Unreimbursed Petty Cash Voucher Report

CARDINAL
Report ID: RAP481

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

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

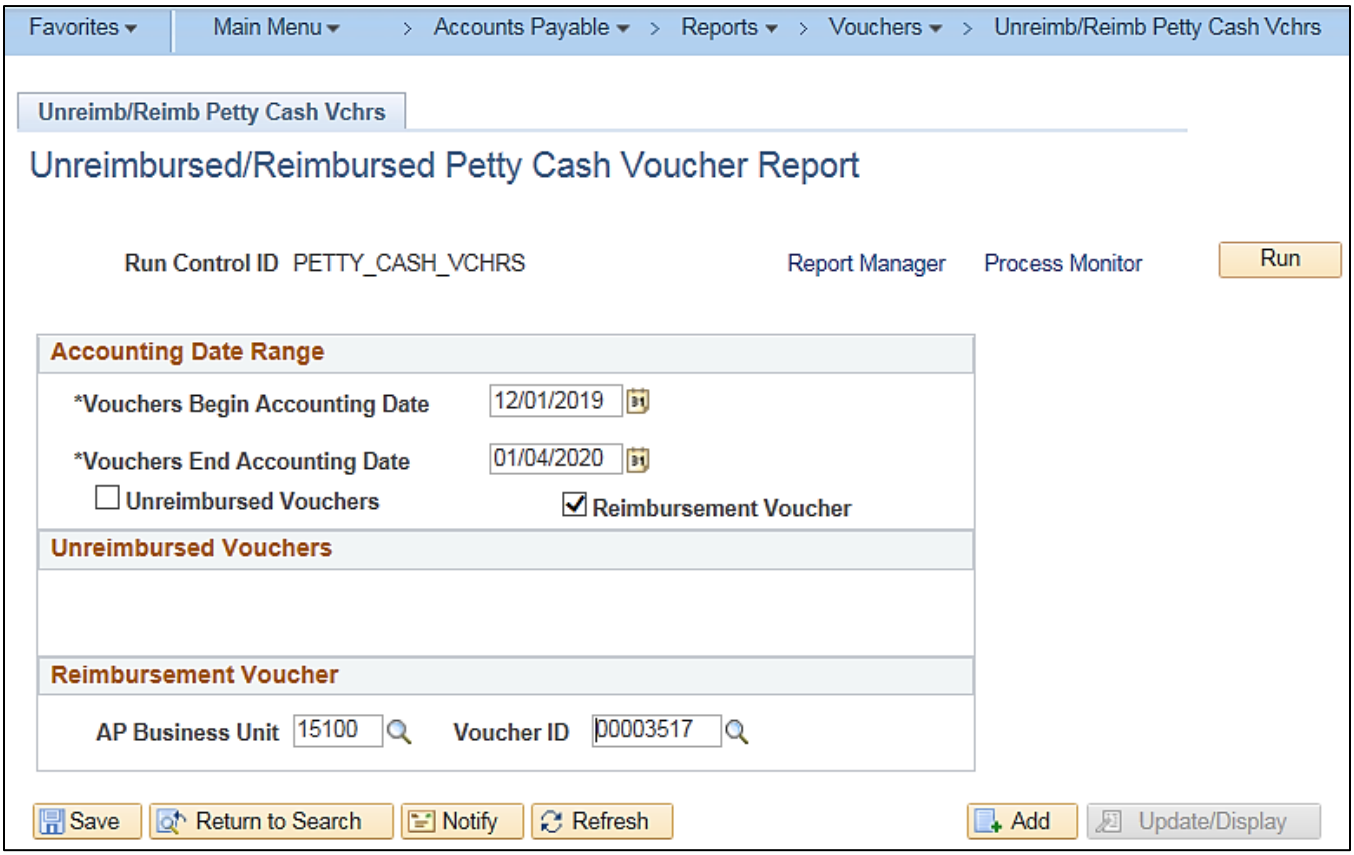
Page No. 1 of 1

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

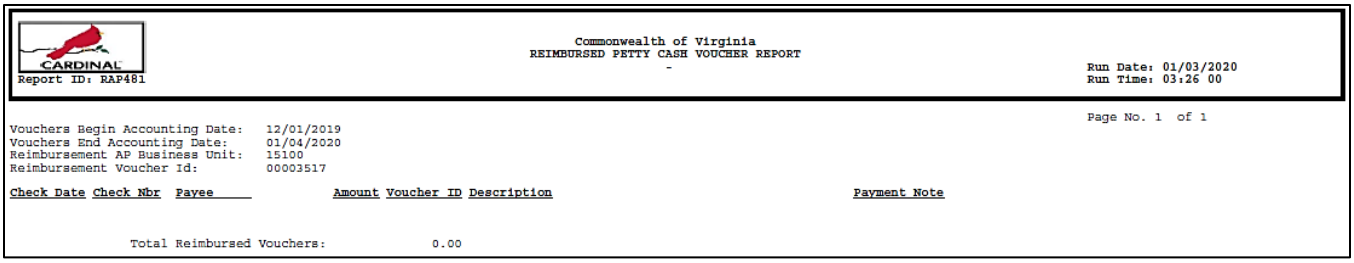
Check Date	Check Nbr	Payee	Amount	Voucher ID	Description	Payment Note
12/31/2019	123119	0000057339	100.00	00000030	INCREASE CHG FUND RW	

Total Unreimbursed Vouchers: 100.00

Screenshot of the Reimbursed Petty Cash Voucher - Run Control Page



Screenshot of the RAP481 Reimbursed Petty Cash Voucher Report



CARDINAL
Report ID: RAP481

Commonwealth of Virginia
REIMBURSED PETTY CASH VOUCHER REPORT
-

Run Date: 01/03/2020
Run Time: 03:26 00

Page No. 1 of 1

Vouchers Begin Accounting Date: 12/01/2019
Vouchers End Accounting Date: 01/04/2020
Reimbursement AP Business Unit: 15100
Reimbursement Voucher Id: 00003517

Check Date	Check Nbr	Payee	Amount	Voucher ID	Description	Payment Note

Total Reimbursed Vouchers: 0.00

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

REVISED: 01/02/2020

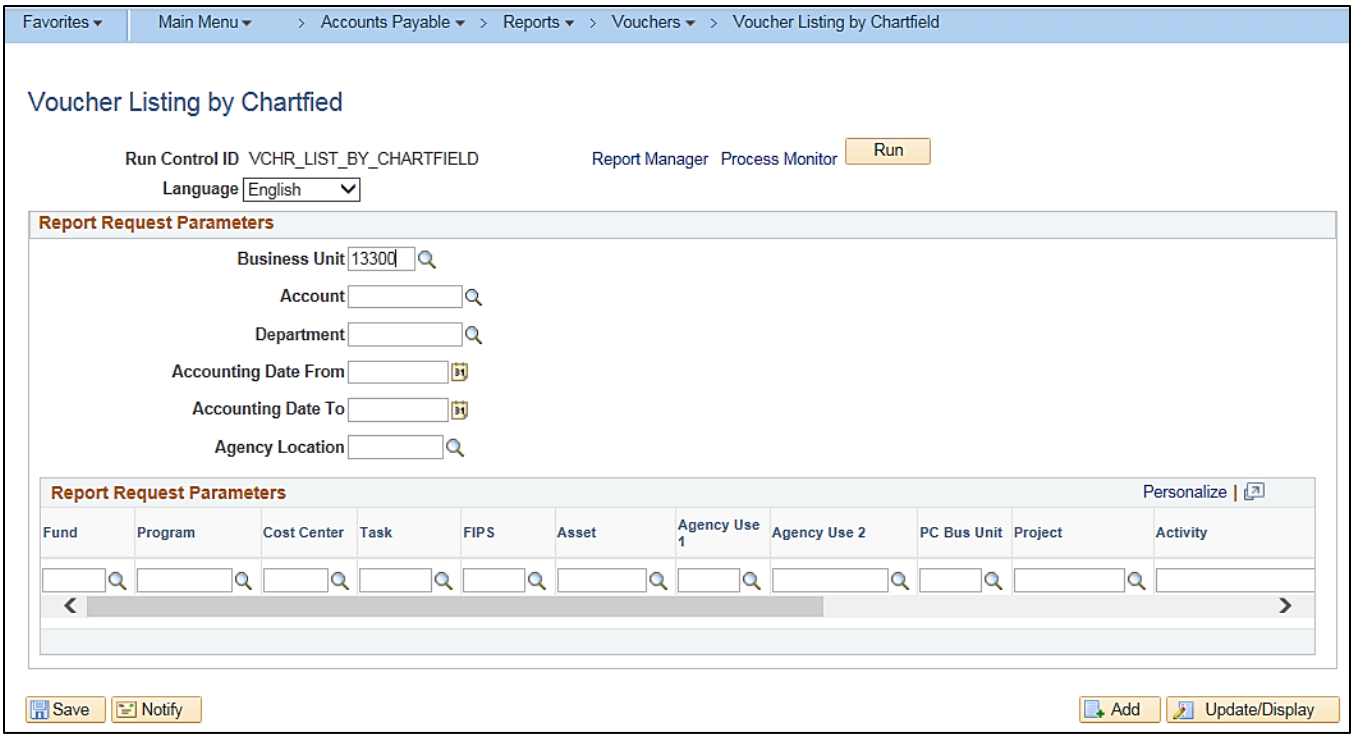
DESCRIPTION:
This report provides a list of vouchers for a designated date range that include specific ChartField values that are designated in the run control parameters. By example, the report can be run for all vouchers posted to a specific Account.

NAVIGATION PATH:
Main Menu > Accounts Payable > Reports > Vouchers > Voucher Listing by ChartField

RUN CONTROL PARAMETERS:
Business Unit
Account
Department
Accounting Date From
Accounting Date To
Agency Location
Report Request Parameters (ChartField Values)

OUTPUT FORMAT:
PDF

Screenshot of the Voucher Listing by ChartField - Run Control Page



Screenshot of the APS8003 Voucher Listing by ChartField Report

Report ID: VAPR1064

Commonwealth of Virginia

VOUCHER LISTING BY CHARTFIELD

Page No 34

Run Date 1/3/2020

Run Time 3:35:24 PM

Business Unit:	13300	Account:	ALL	Department:	ALL	Project:	ALL	GL Business Unit:	13300
Fund Code:	ALL	Class:	ALL	Budget Ref:	ALL	Operating Unit:	ALL	Program:	
Product:	ALL	Affiliate:	ALL	Fund Affiliate:	ALL	Agency Location:	ALL		
						Accounting Date:			

Business Unit	Voucher	PO Business Unit	Purchase Order	Currency	Voucher Amount
13300	0001497			USD	28,350.00
13300	0001498			USD	228.95
13300	0001499			USD	2,701.67
13300	0001500			USD	7,988.46
13300	0001501			USD	45,043.22
13300	0001502			USD	1,654.57
13300	0001503			USD	55.96
13300	0001504			USD	15,650.20
13300	0001505			USD	5.14
13300	0001506			USD	2,724.91
13300	0001507			USD	182.11
13300	0001508			USD	1,662.99
13300	0001509			USD	13,255.68
			Totals for Business Unit 13300 Currency USD		4,443,939.57

Voucher Register Report (APY1010) – BI Publisher Report

REVISED: 03/03/2017

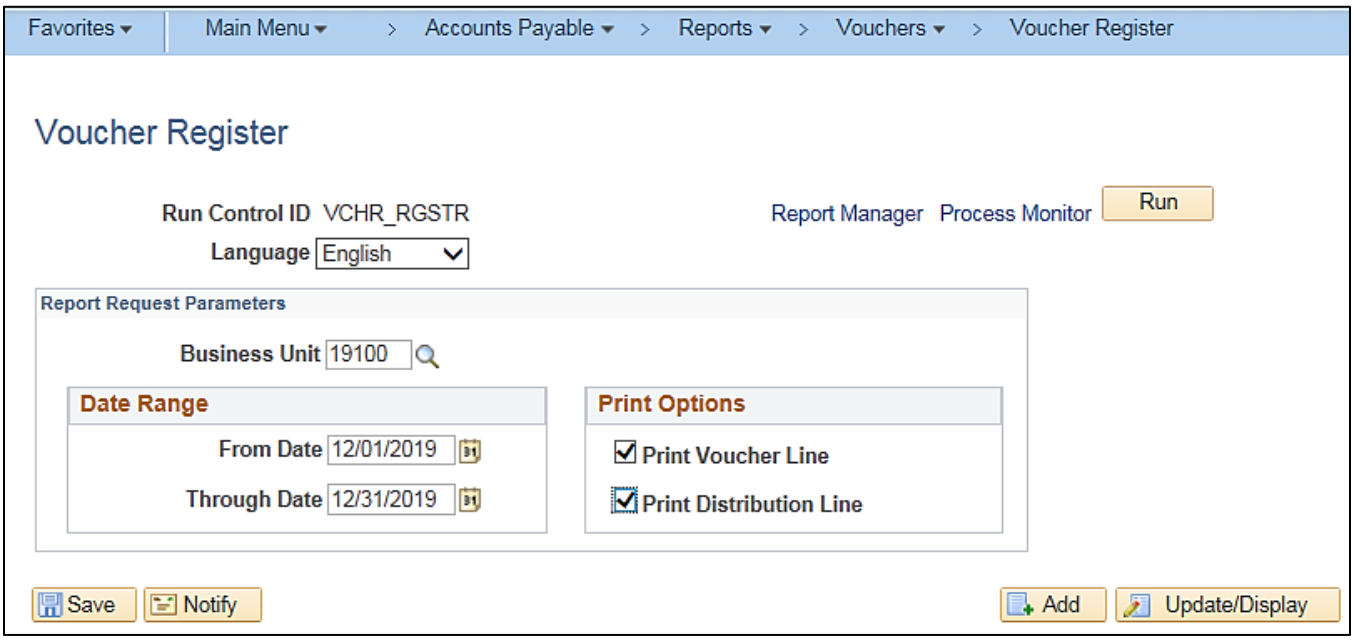
DESCRIPTION:
This report provides vouchers for a designated date range with or without invoice line and distribution information. The report can be used to monitor vouchers.

NAVIGATION PATH:
Main Menu > Accounts Payable > Reports > Vouchers > Voucher Register

RUN CONTROL PARAMETERS:
Business Unit
From Date
Through Date
Print Voucher Line [checkbox]
Print Distribution Line [checkbox]

OUTPUT FORMAT:
PDF
XLS
TXT

Screenshot of the Voucher Register - Run Control Page



Screenshot of the APY1010 Voucher Register Report

ORACLE

Report ID: APX1010

PeopleSoft Accounts Payable

VOUCHER REGISTER

Page No	1
Run Date	03/24/2020
Run Time	15:14:54

Business Unit: 19100

For the period: Dec 1, 2019 through Dec 31, 2019

Voucher Header Information

Entered Dt	Voucher ID	Invoice ID	Invoice Dt	Supplier ID	Supplier Name	Origin	Operator	Entry Stat	Acctg Dt	Post Stat	Dist Cntrl ID
Dec 2, 2019	00024961	17-0203 120219	Nov 25, 2019	0000490324	KHALIL AMIR WATSON	ONL		Postable	Dec 2, 2019	Posted	STANDARD

Approval Stat	Currency	Rate Type	Exchange Rate	Gross Amt	Discount Amt	Use Tax	Sales Tax	Freight Amt	Misc Amt	Net Due Dt	Dscnt Due Dt
Approved	USD	CRRNT	1.000000000	67.01	0.00	0.00	0.00	0.00	0.00	Nov 25, 2019	

Document Type	Document Date	Document Sequence	Vat Trans Type	VAT Amount	Vat Exception Type	Vat Certificate ID	Prorate	S	U	F	M	Pay terms
				0.00				N	N		N	Due Now

Voucher Line Information

Line #	Description	Merch Amt	Inv Item ID	Unit Price	WTHD	Disc	A
1	17-0203	67.01		0.00	N		Y

Sales/Use Tax	Sales/Use Tax Exception Type	Exception Certificate	Intrastat Nature of Transaction	Vat Code	Vat Amount
	None				0.00

Distribution Line Information

Line #	Sus Ref #	Account	Alt Account	Operating Unit	Fund Code	Dept ID	Open Item ID	Status	Merch Amt
	Program	Class	Budget Ref	Product	Project Id	Affiliate	Affiliate Intra1	Stat Cd	Statistic Amt
1	0	5014110			09390	13100			67.01
			6						0.00

Voucher Header Information

Entered Dt	Voucher ID	Invoice ID	Invoice Dt	Supplier ID	Supplier Name	Origin	Operator	Entry Stat	Acctg Dt	Post Stat	Dist Cntrl ID
Dec 2, 2019	00024962	20-0222 120219	Oct 17, 2019	0001390055	Kristen Nicole Greco	ONL		Postable	Dec 2, 2019	Posted	STANDARD

Approval Stat	Currency	Rate Type	Exchange Rate	Gross Amt	Discount Amt	Use Tax	Sales Tax	Freight Amt	Misc Amt	Net Due Dt	Dscnt Due Dt
Approved	USD	CRRNT	1.000000000	2,030.28	0.00	0.00	0.00	0.00	0.00	Oct 17, 2019	

Voucher Upload Error Report (AP966)

REVISED: 03/03/2017

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

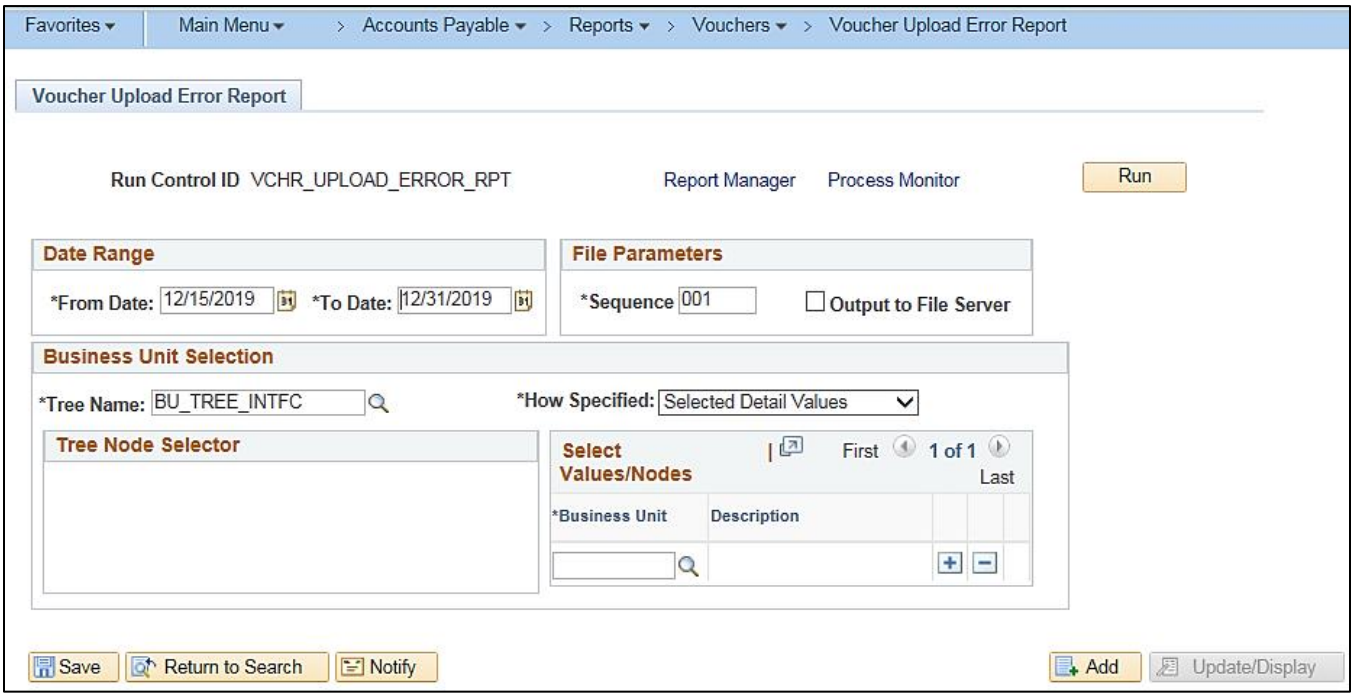
NAVIGATION PATH:
Main Menu > Accounts Payable > Reports > Vouchers > Voucher Upload Error Report

RUN CONTROL PARAMETERS:
From Date
To Date
Tree Name (select BU_TREE_INTFC)
How Specified (select Detail – Selected Parents)
Tree Node Selector (select the Tree View icon)
Click + to expand the BU_TREE_INTFC link and then click on the desired Business Unit

OUTPUT FORMAT:
PDF

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

Screenshot of the Voucher Upload Error Report Run Control Page



Screenshot of the AP966 Voucher Upload Error Report

Report ID: AP966

Commonwealth of Virginia
VOUCHER UPLOAD ERROR REPORT

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

Page No. 1 of 3

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

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

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

Error Field Name	Field Value	Error Description
FILE		Agency 15800 Upload file is blank

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

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

Error Field Name	Field Value	Error Description
FILE		Agency 15800 Upload file is blank

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

No Supplier Errors Found.

Voucher BU: 15800

Agency Voucher ID	Voucher Line Num	Distrib Line Num	Error Field Name	Field Value	Error Description
73060	0	0	VNDR_LOC	IRS-CHEKCS	The vendor location on the voucher header is not a valid location for the Business Unit: 15800, Voucher: 73060, and Vendor:0000050905 (Invoice ID: 63923)

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

File Name: 15800_AP964_IN_08022016_1515_001.DAT
Upload Date: 02-AUG-2016

File Success: File processed successfully with no errors.

<This page is intended to be blank>

<This page is intended to be blank>

Employee Expense History Inquiry

REVISED: 03/03/2017

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

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

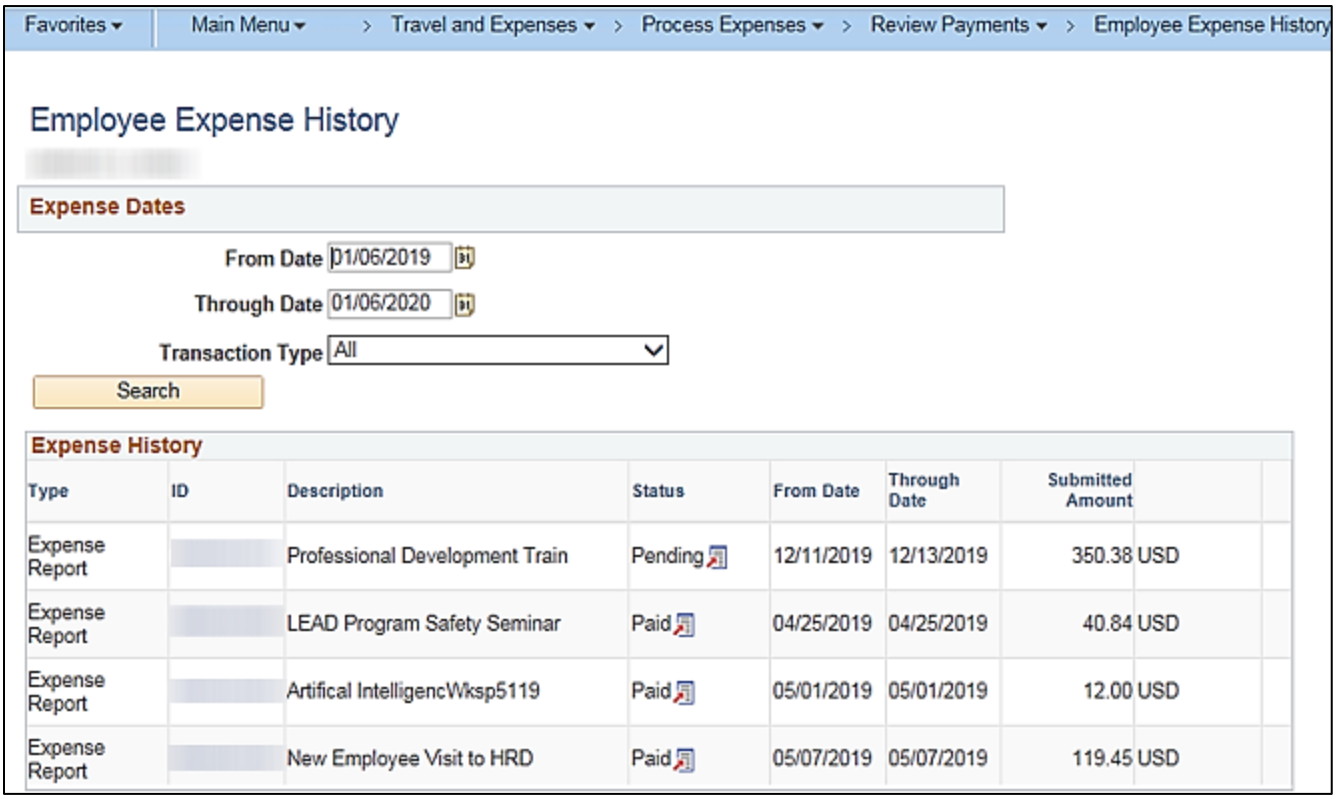
Alternative navigation path:
Main Menu > Employee Self Service > Travel and Expenses > Review Expense History

INPUT / SEARCH CRITERIA:
Employee ID
Name
From Date
Through Date
Transaction Type

OUTPUT FORMAT:
Online

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

Screenshot of the Employee Expense History Page



Employee Payment History Inquiry

REVISED: 03/02/2017

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

NAVIGATION PATH:
Main Menu > Travel and Expenses > Process Expenses > Review Payments > Payment History

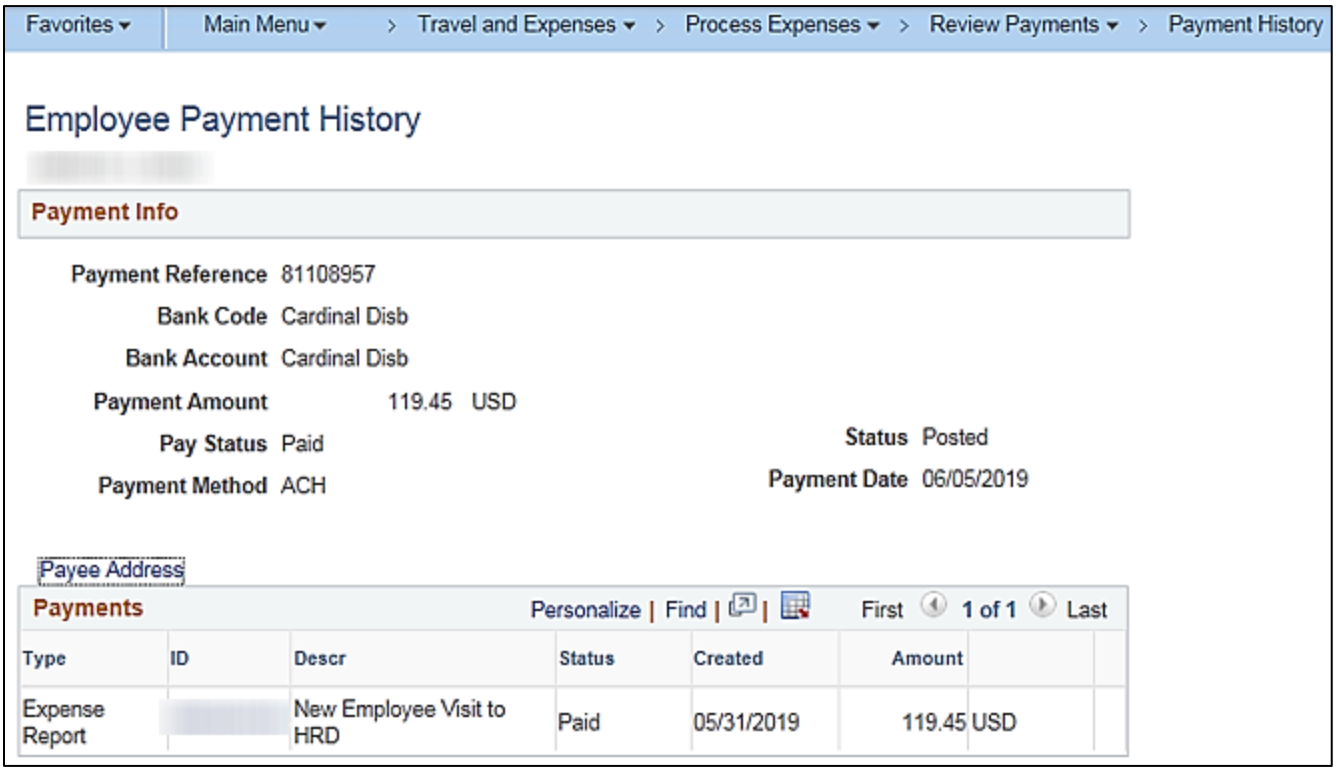
Alternative navigation path:
Main Menu > Employee Self Service > Travel and Expenses > Review Payments

INPUT / SEARCH CRITERIA:
Employee ID
Name
Payment Number
SetID
Bank Code
Bank Account
Payment Reference

OUTPUT FORMAT:
Online

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

Screenshot of the Employee Payment History Page



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

Employee Payment History

Payment Info

Payment Reference 81108957
Bank Code Cardinal Disb
Bank Account Cardinal Disb
Payment Amount 119.45 USD
Pay Status Paid
Payment Method ACH
Status Posted
Payment Date 06/05/2019

Payee Address

Payments — Personalize | Find | First 1 of 1 Last

Type	ID	Descr	Status	Created	Amount	
Expense Report		New Employee Visit to HRD	Paid	05/31/2019	119.45	USD

Expense Report Budget Exceptions Inquiry

REVISED: 03/03/2017

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

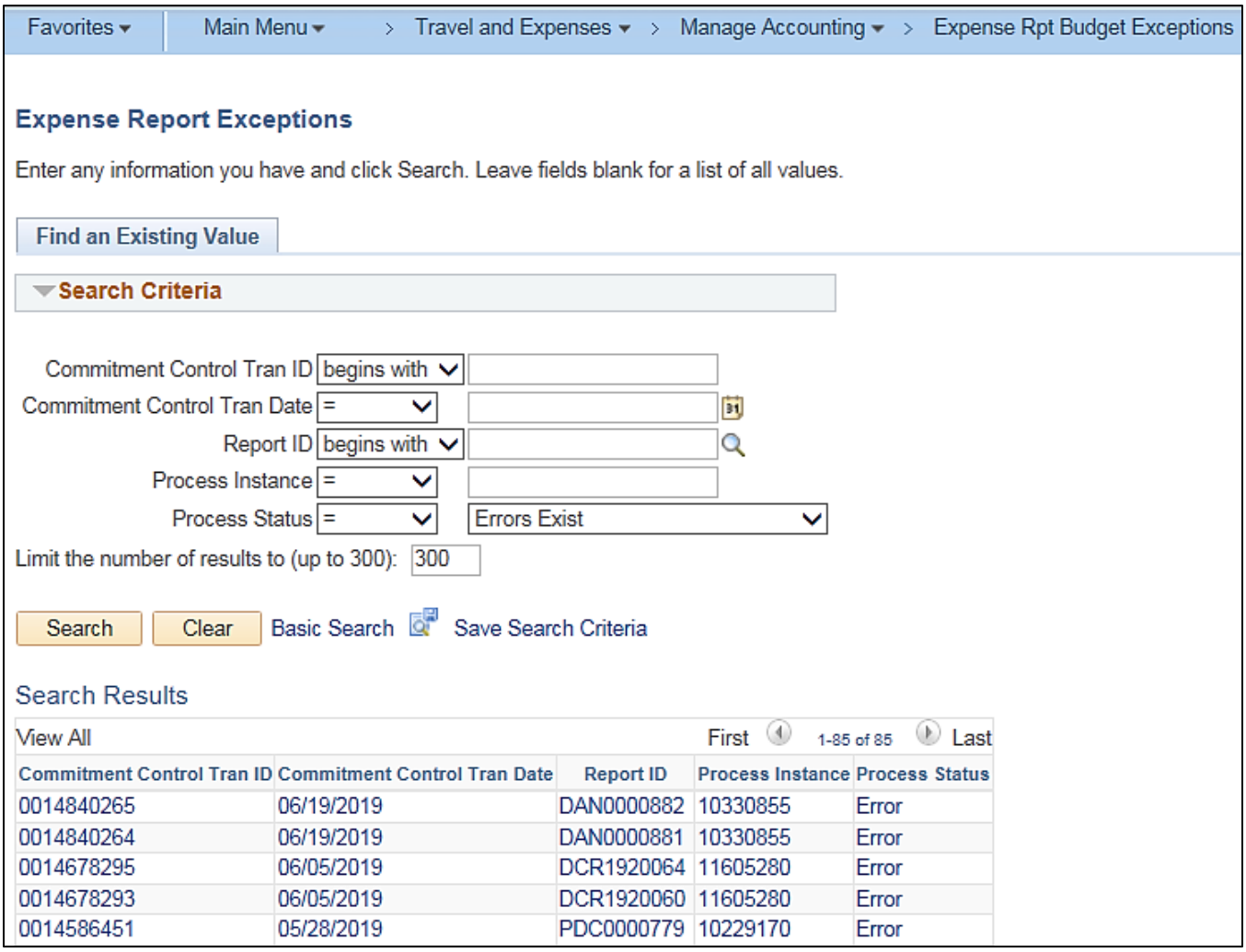
NAVIGATION PATH:
Main Menu > Travel and Expenses > Manage Accounting > Expense Rpt Budget Exceptions

INPUT / SEARCH CRITERIA:
Commitment Control Tran ID
Commitment Control Tran Date
Report ID
Process Instance
Process Status

OUTPUT FORMAT:
Online
CSV

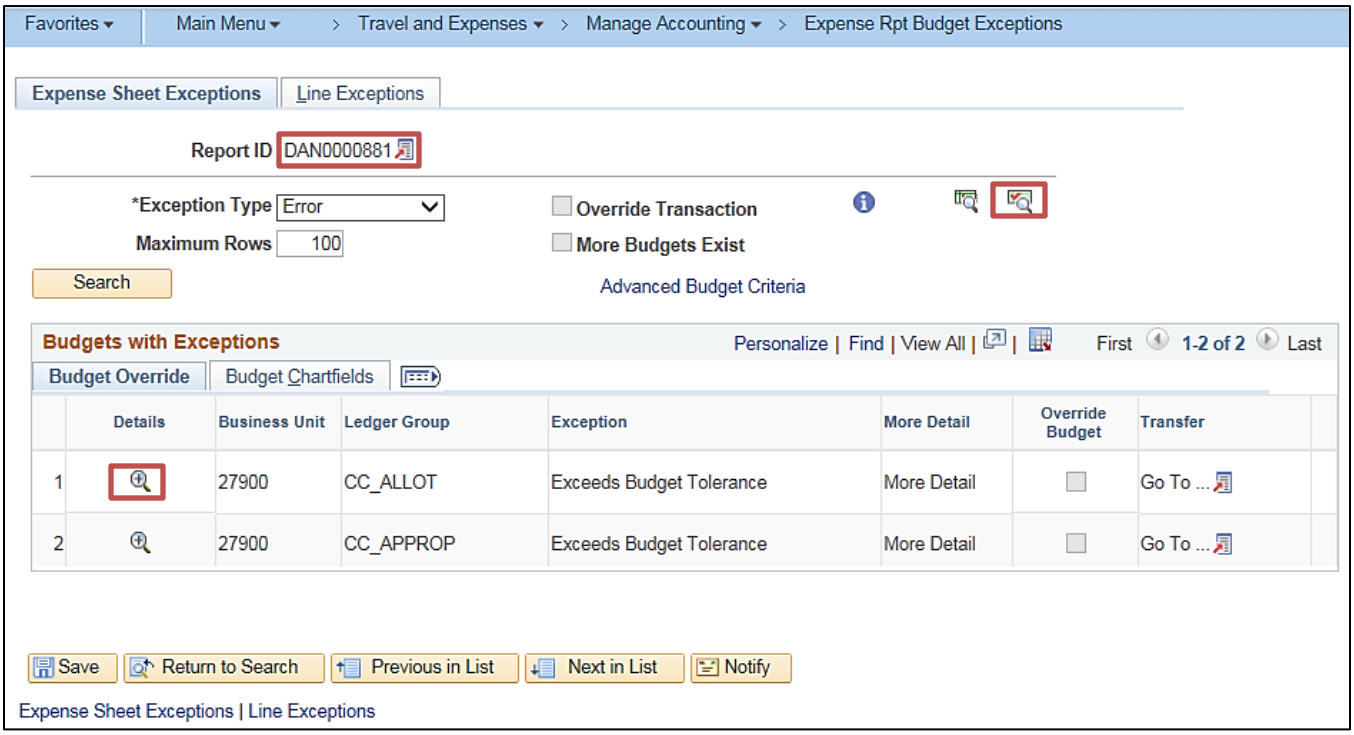
ADDITIONAL INFORMATION:
Users can view information at a summary level or drill down to a detailed view level of the Expense Report, accounting distribution, etc.

Screenshot of the Expense Report Exceptions Search Page



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

Screenshot of the Expense Sheet Exceptions Page



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

Payment Cash Check Results Inquiry

REVISED: 03/03/2017

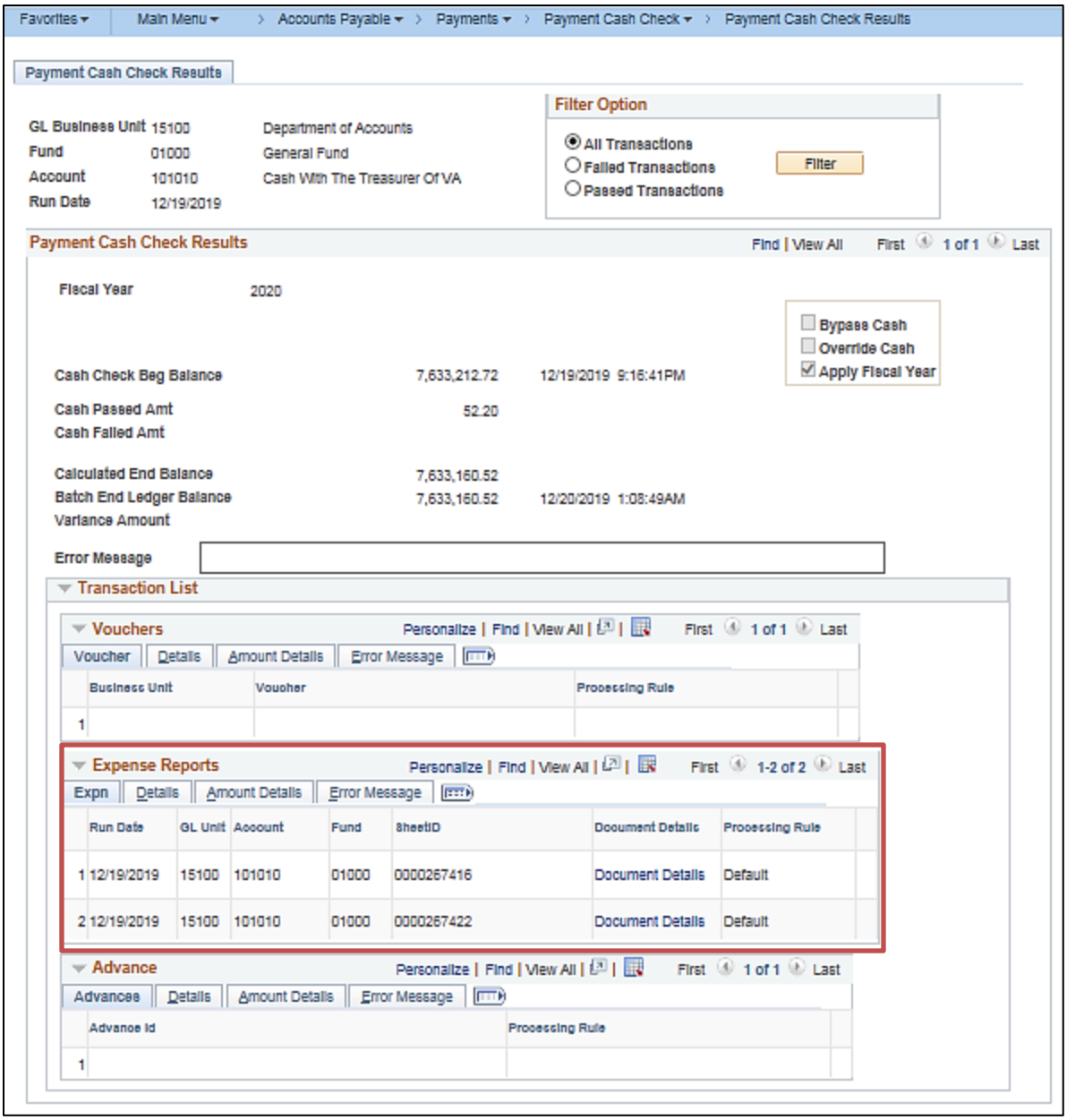
DESCRIPTION:
This inquiry is used to research and review the details of results for the daily payment Cash Checking process.

NAVIGATION PATH:
Main Menu > Accounts Payable > Payments > Payment Cash Check > Payment Cash Check Results

INPUT / SEARCH CRITERIA:
Run Date
GL Business Unit
Fund
Account

OUTPUT FORMAT:
Online

Screenshot of the Payment Cash Check Results Page



Payment Cash Check Review Results by Transaction Inquiry

REVISED: 10/03/2016

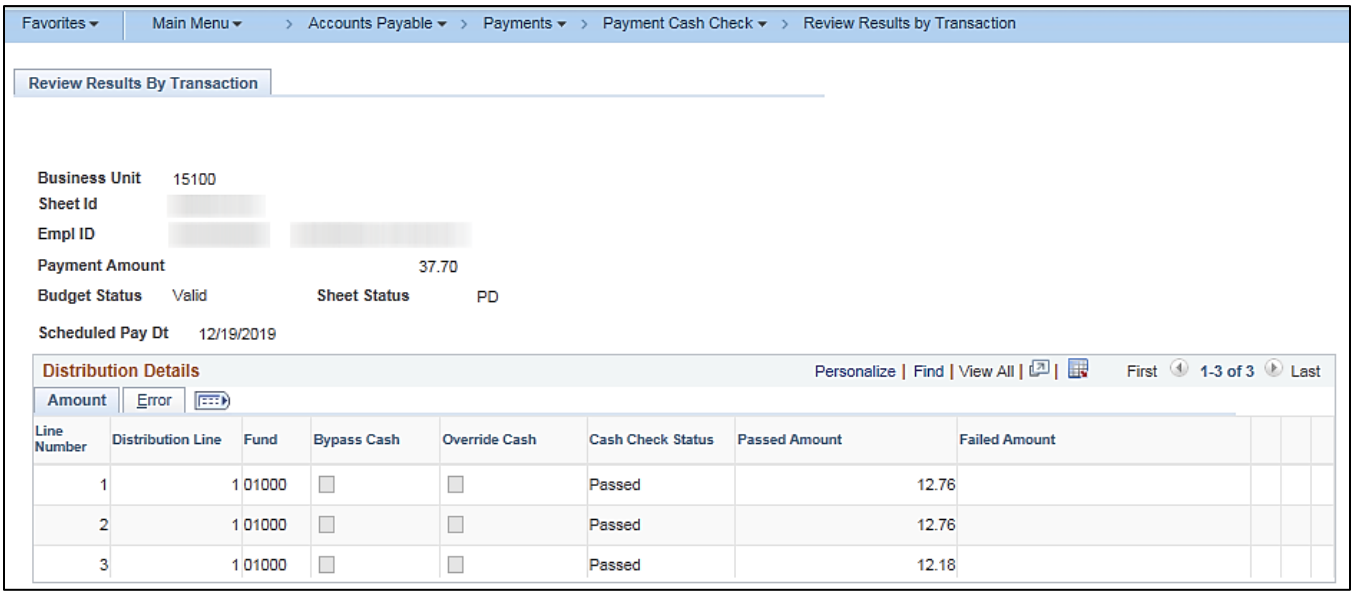
DESCRIPTION:
This inquiry is used to research and review the payment cash check results for a specific transaction and run date.

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

INPUT / SEARCH CRITERIA:
Run Date
Source Transaction (EXAD, EXPN, VCHR)
Business Unit
Advice ID

OUTPUT FORMAT:
Online

Screenshot of the Review Results by Transaction Page



View Cash Advance Accounting Entries Inquiry

REVISED: 03/03/2017

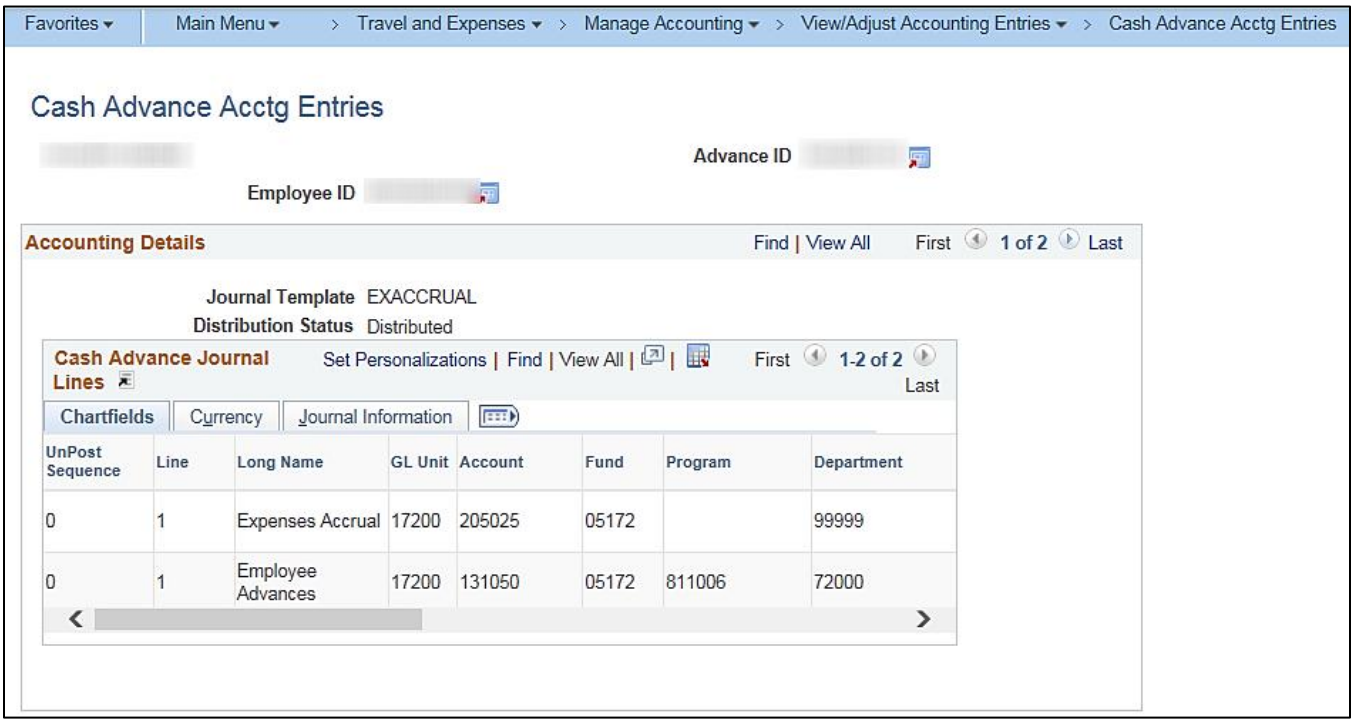
DESCRIPTION:
This inquiry is used to review cash advance accounting lines for a selected cash advance or employee.

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

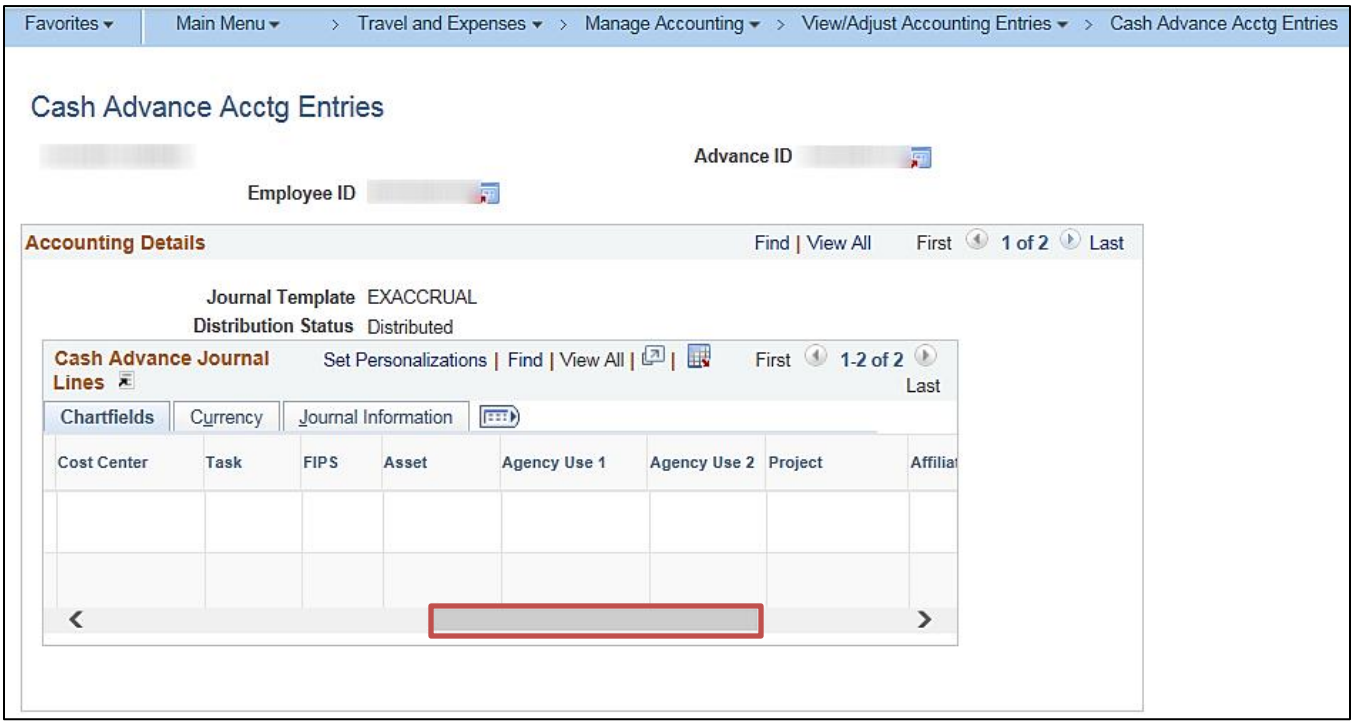
INPUT / SEARCH CRITERIA:
Advance ID
Advance Description
Name
Empl ID
Advance Status
Creation Date

OUTPUT FORMAT:
Online

Screenshot of the Cash Advance Accounting Entries Page



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



View Cash Advance Inquiry

REVISED: 03/03/2017

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

NAVIGATION PATH:
Main Menu > Travel and Expenses > Travel and Expense Center > Cash Advance > View

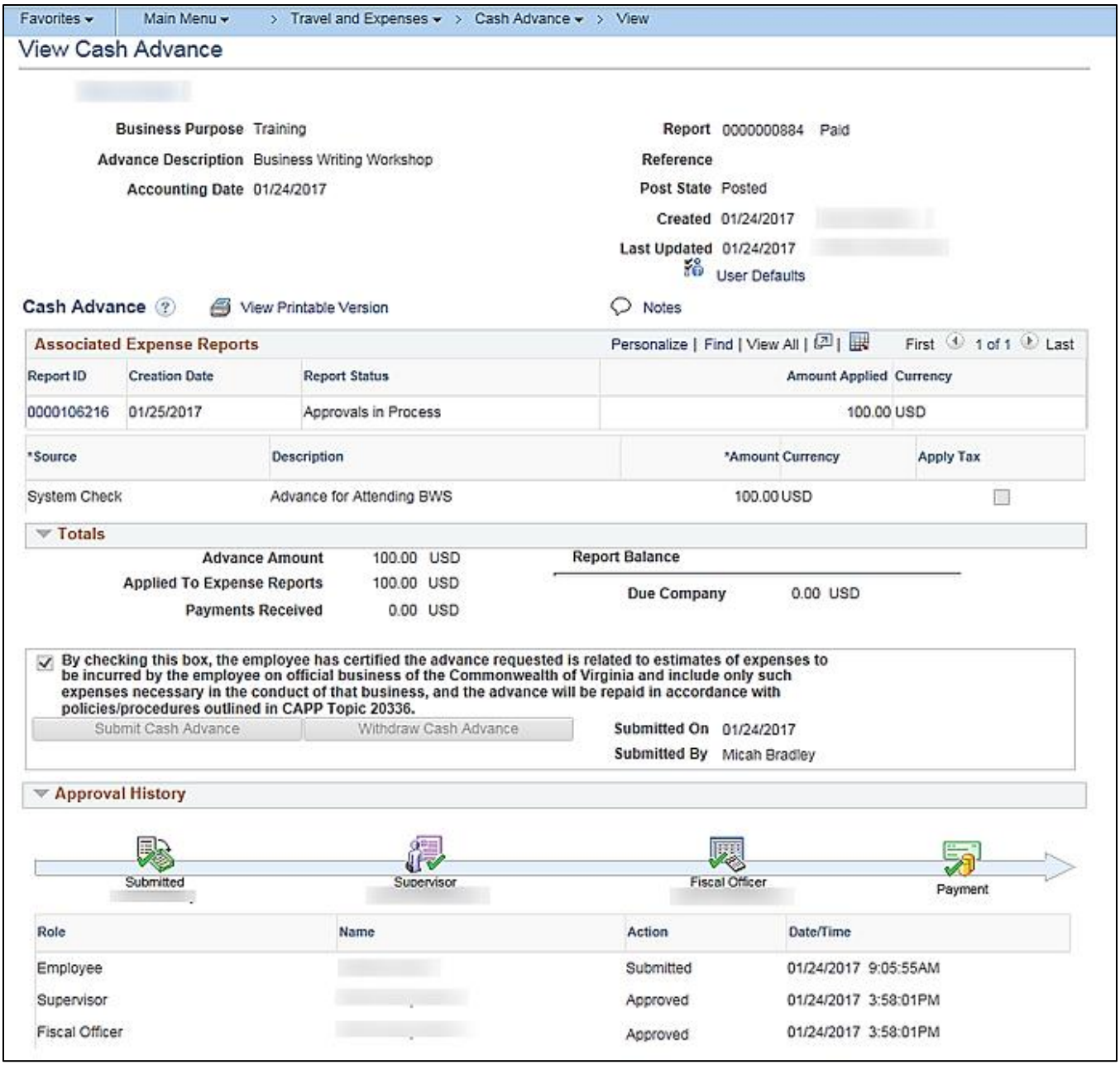
Alternative navigation path:
Main Menu > Employee Self Service > Travel and Expense Center > Cash Advance > View

INPUT / SEARCH CRITERIA:
Advance ID
Advance Description
Name
Empl ID
Advance Status
Creation Date

OUTPUT FORMAT:
Online

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

Screenshot of the View Cash Advance Report Page



Favorites | Main Menu > Travel and Expenses > Cash Advance > View

View Cash Advance

Business Purpose: Training
Advance Description: Business Writing Workshop
Accounting Date: 01/24/2017

Report: 0000000884 Paid
Reference:
Post State: Posted
Created: 01/24/2017
Last Updated: 01/24/2017
User Defaults

Cash Advance | View Printable Version | Notes

Associated Expense Reports — Personalize | Find | View All | First 1 of 1 Last

Report ID	Creation Date	Report Status	Amount Applied	Currency
0000106216	01/25/2017	Approvals in Process	100.00	USD

*Source	Description	*Amount	Currency	Apply Tax
System Check	Advance for Attending BWS	100.00	USD	

Totals

Advance Amount	100.00	USD
Applied To Expense Reports	100.00	USD
Payments Received	0.00	USD

Report Balance

Due Company	0.00	USD

By checking this box, the employee has certified the advance requested is related to estimates of expenses to be incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business, and the advance will be repaid in accordance with policies/procedures outlined in CAPP Topic 20336.

Submit Cash Advance | Withdraw Cash Advance

Submitted On: 01/24/2017
Submitted By: Micah Bradley

Approval History

Submitted | Supervisor | Fiscal Officer | Payment

Role	Name	Action	Date/Time
Employee		Submitted	01/24/2017 9:05:55AM
Supervisor		Approved	01/24/2017 3:58:01PM
Fiscal Officer		Approved	01/24/2017 3:58:01PM

View Expense Report Accounting Entries Inquiry

REVISED: 03/03/2017

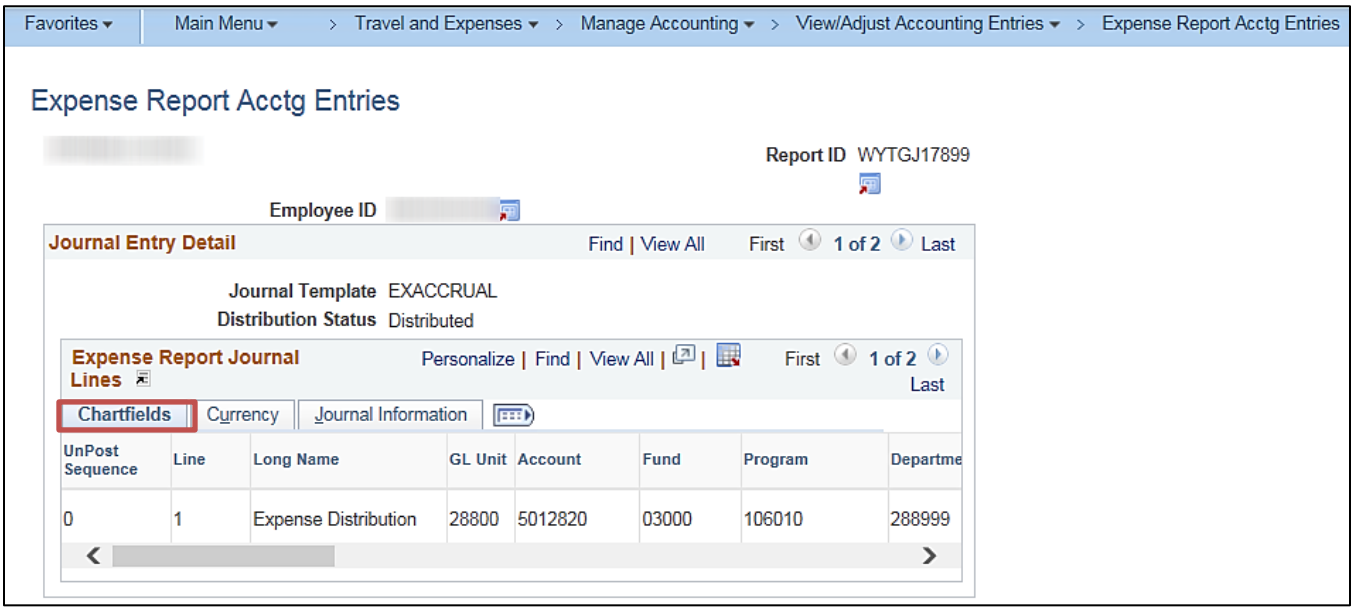
DESCRIPTION:
This inquiry is used to review expense report accounting lines for a selected expense report or employee.

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

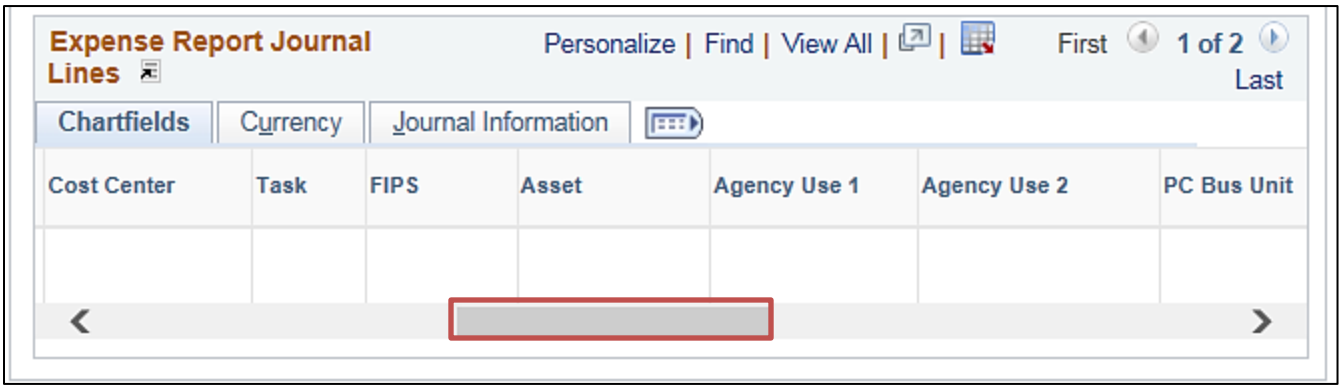
INPUT / SEARCH CRITERIA:
Report ID
Report Description
Name
Empl ID
Report Status
Creation Date

OUTPUT FORMAT:
Online

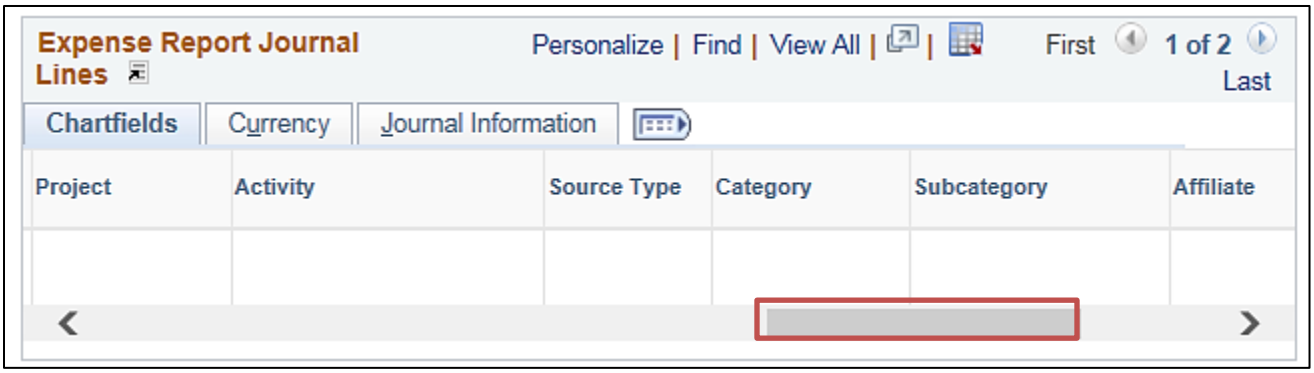
Screenshot of the Expense Report Accounting Entries Page



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



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



View Expense Report Inquiry

REVISED: 01/02/2020

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

NAVIGATION PATH:
Main Menu > Travel and Expenses > Expense Report > View

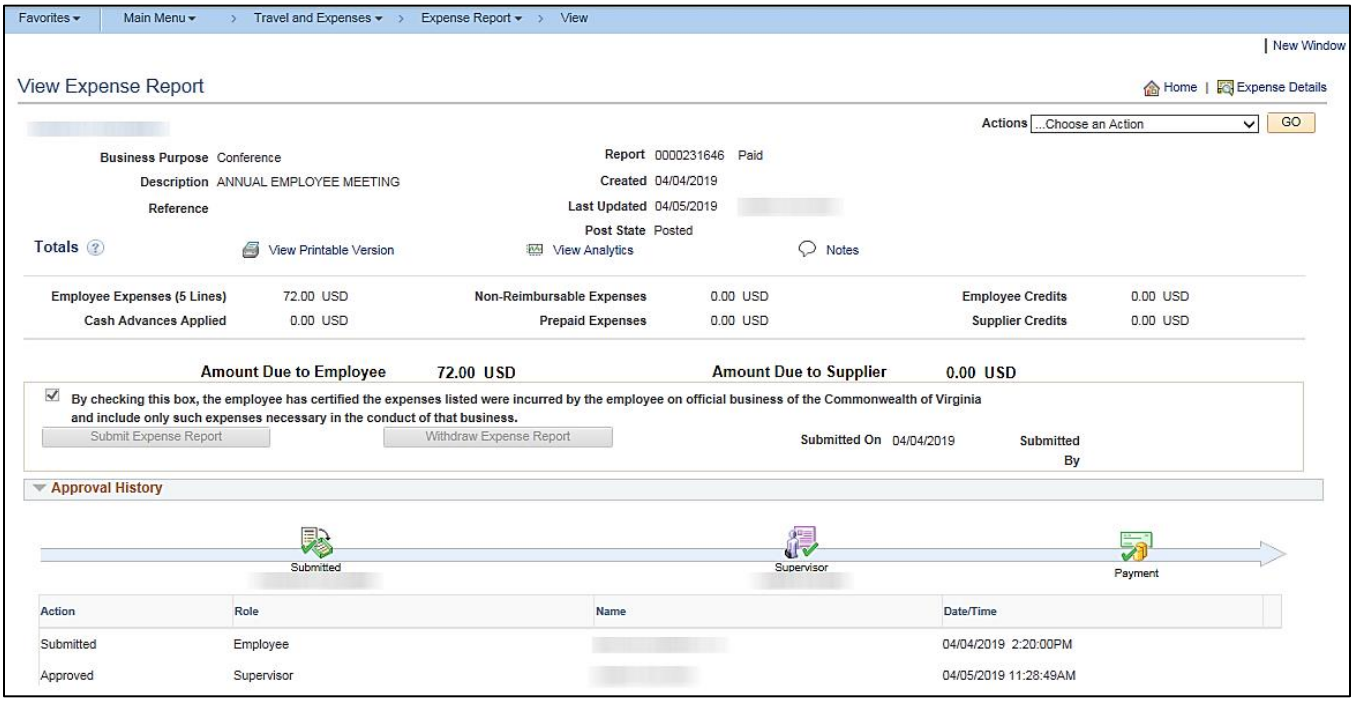
Alternative navigation path:
Main Menu > Employee Self Service > Travel and Expense Center > Expense Report > View

INPUT / SEARCH CRITERIA:
Report ID
Report Description
Name
Empl ID
Report Status
Creation Date

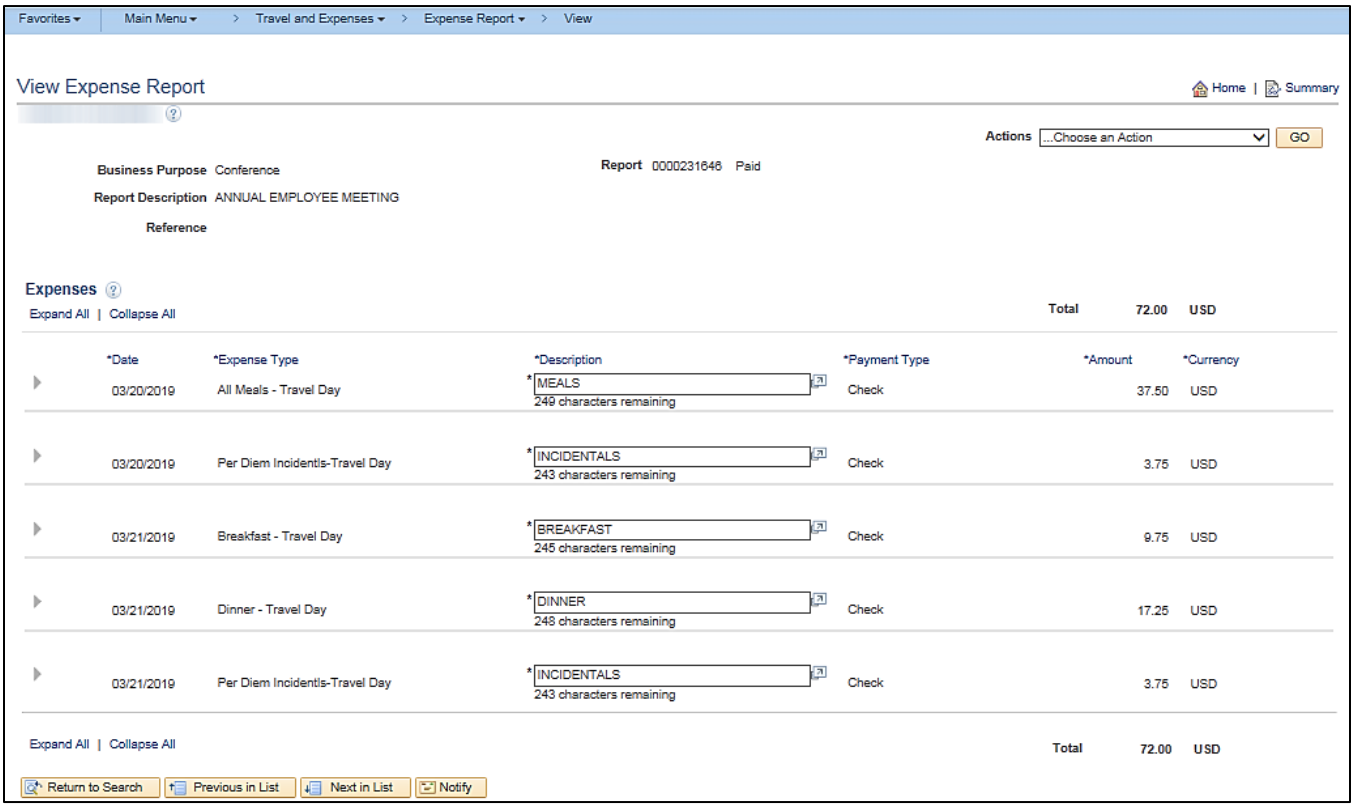
OUTPUT FORMAT:
Online

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

Screenshot of the View Expense Report Page – Summary View



Screenshot of the View Expense Report – Detail View



Favorites | Main Menu > Travel and Expenses > Expense Report > View

View Expense Report

Home | Summary

Actions ...Choose an Action GO

Business Purpose Conference

Report Description ANNUAL EMPLOYEE MEETING

Reference

Report 0000231646 Paid

Expenses

Expand All | Collapse All

Total 72.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
03/20/2019	All Meals - Travel Day	MEALS (249 characters remaining)	Check	37.50	USD
03/20/2019	Per Diem Incidentls-Travel Day	INCIDENTALS (243 characters remaining)	Check	3.75	USD
03/21/2019	Breakfast - Travel Day	BREAKFAST (245 characters remaining)	Check	9.75	USD
03/21/2019	Dinner - Travel Day	DINNER (248 characters remaining)	Check	17.25	USD
03/21/2019	Per Diem Incidentls-Travel Day	INCIDENTALS (243 characters remaining)	Check	3.75	USD

Expand All | Collapse All

Total 72.00 USD

Return to Search | Previous in List | Next in List | Notify

View Travel Authorization Inquiry

REVISED: 01/02/2020

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

NAVIGATION PATH:
Main Menu > Travel and Expenses > Travel Authorization > View

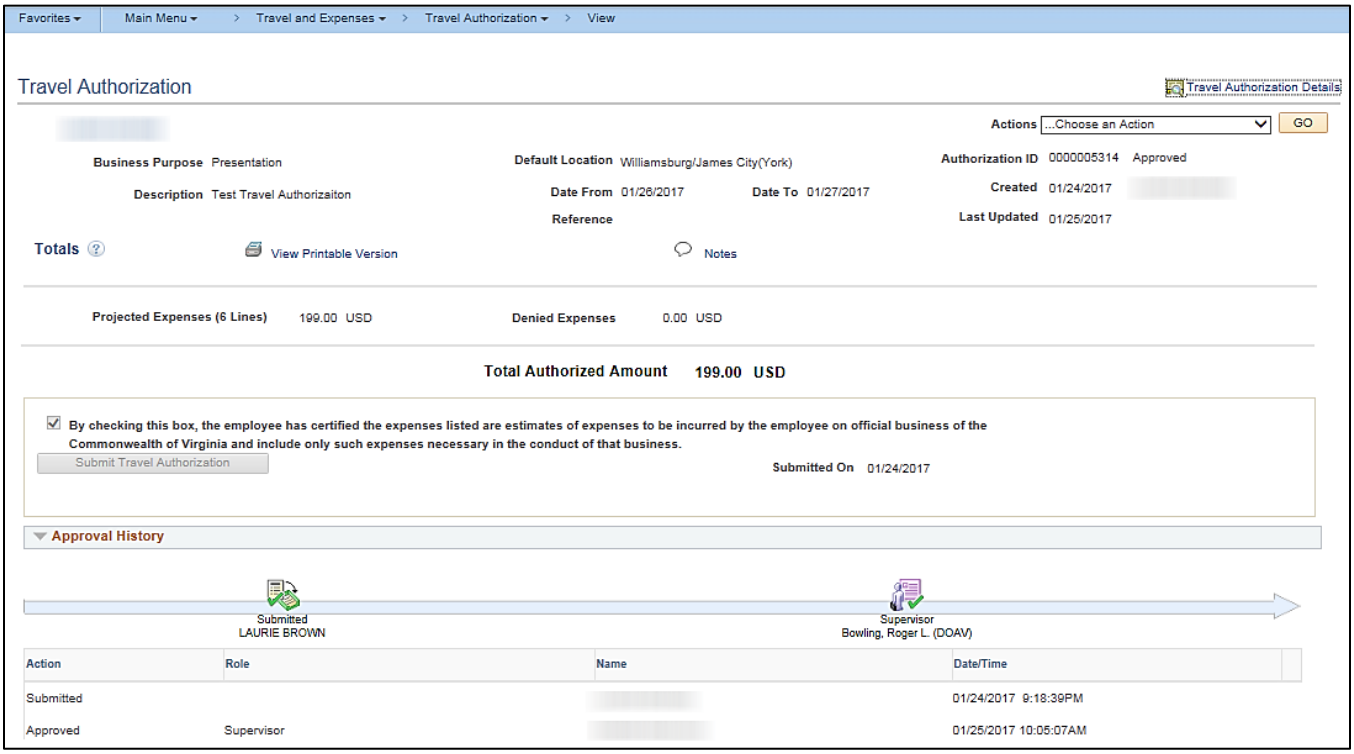
Alternative navigation path:
Main Menu > Employee Self Service > Travel and Expense Center > Travel Authorization > View

INPUT / SEARCH CRITERIA:
Authorization ID
Authorization Name
Name
Empl ID
Status
Creation Date

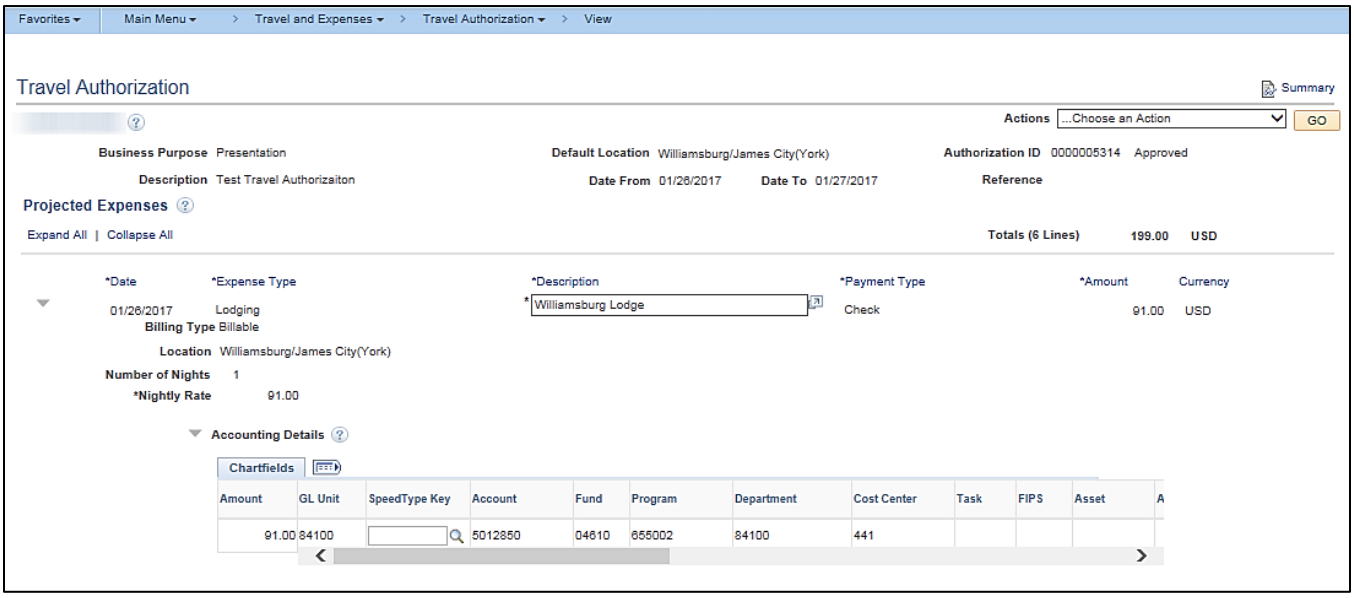
OUTPUT FORMAT:
Online

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

Screenshot of the Travel Authorization - Summary Page



Screenshot of the Travel Authorization - Detail View



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Cash Advance Worklist Query (V_AP_WF_EXPENSE_CA)

REVISED: 03/03/2017

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

NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > V_AP_WF_EXPENSE_CA

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

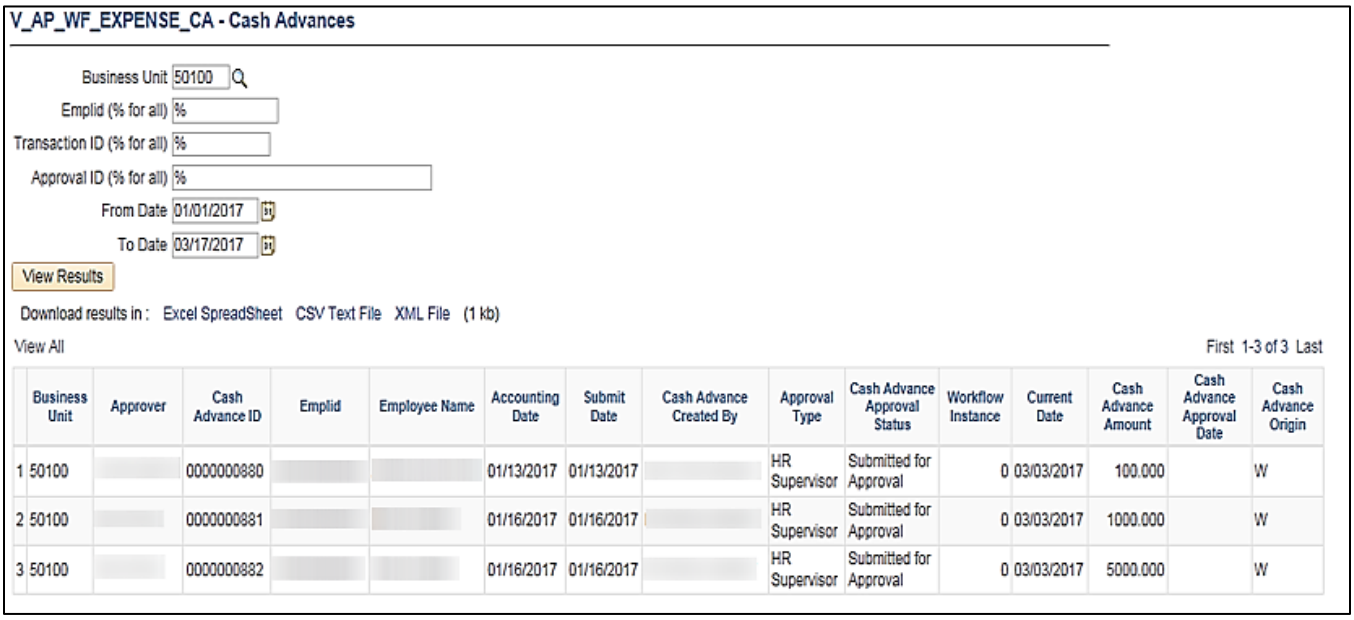
INPUT / SEARCH CRITERIA:

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

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Cash Advance Worklist Query Page



V_AP_WF_EXPENSE_CA - Cash Advances

Business Unit 50100
Emplid (% for all) %
Transaction ID (% for all) %
Approval ID (% for all) %
From Date 01/01/2017
To Date 03/17/2017

View Results

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

View All First 1-3 of 3 Last

	Business Unit	Approver	Cash Advance ID	Emplid	Employee Name	Accounting Date	Submit Date	Cash Advance Created By	Approval Type	Cash Advance Approval Status	Workflow Instance	Current Date	Cash Advance Amount	Cash Advance Approval Date	Cash Advance Origin
1	50100		0000000880			01/13/2017	01/13/2017		HR Supervisor	Submitted for Approval	0	03/03/2017	100.000		W
2	50100		0000000881			01/16/2017	01/16/2017		HR Supervisor	Submitted for Approval	0	03/03/2017	1000.000		W
3	50100		0000000882			01/16/2017	01/16/2017		HR Supervisor	Submitted for Approval	0	03/03/2017	5000.000		W

Expense Report Worklist Query (V_AP_WF_EXPENSE_ER)

REVISED: 03/03/2017

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

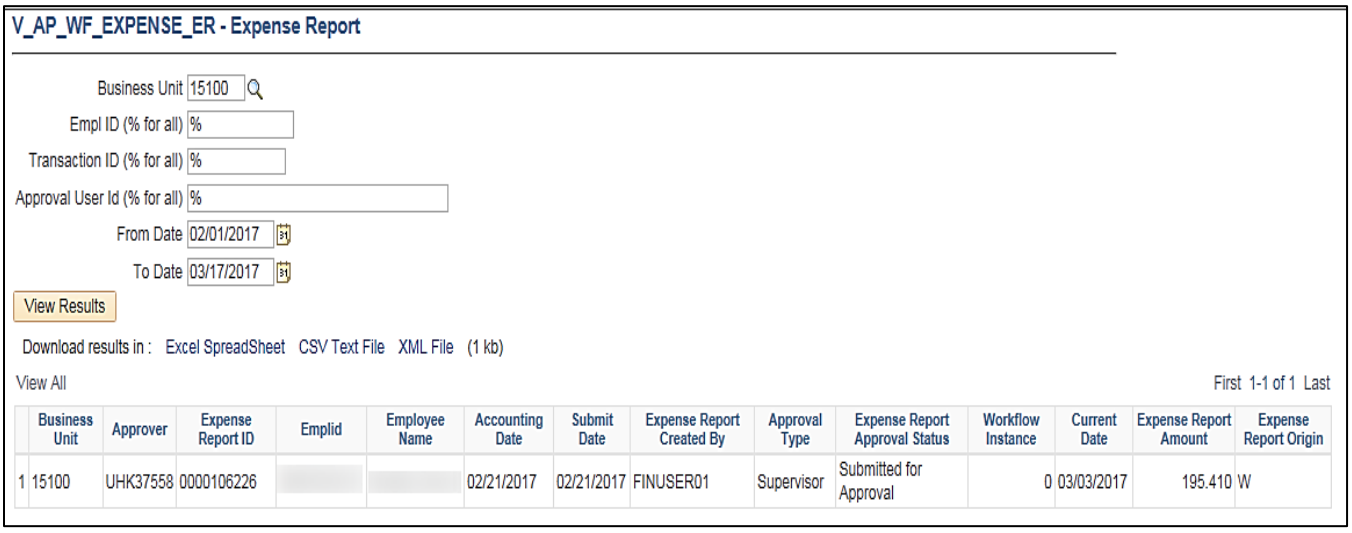
NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > V_AP_WF_EXPENSE_ER

Alternative Navigation Path:
Main Menu > myCardinal Financials > Financials Report Execution > AP Reports > Expense Report Worklist

INPUT / SEARCH CRITERIA:
Business Unit
Empl ID (% for all)
Transaction ID (% for all)
Approval User Id (% for all)
From Date
To Date

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the Expense Report Worklist Query Page


V_AP_WF_EXPENSE_ER - Expense Report

Business Unit 15100
Empl ID (% for all) %
Transaction ID (% for all) %
Approval User Id (% for all) %
From Date 02/01/2017
To Date 03/17/2017
View Results

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

View All First 1-1 of 1 Last

	Business Unit	Approver	Expense Report ID	Emplid	Employee Name	Accounting Date	Submit Date	Expense Report Created By	Approval Type	Expense Report Approval Status	Workflow Instance	Current Date	Expense Report Amount	Expense Report Origin
1	15100	UHK37558	0000106226			02/21/2017	02/21/2017	FINUSER01	Supervisor	Submitted for Approval	0	03/03/2017	195.410	W

Expense Travel Rates Query (V_AP_EX_TRAVEL_RATES)

REVISED: 03/03/2017

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

NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > V_AP_EX_TRAVEL_RATES

INPUT / SEARCH CRITERIA:
None

OUTPUT FORMAT:
HTML
Excel
CSV

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

V_AP_EX_TRAVEL_RATES- Expense Travel Rates

Download results in : Excel SpreadSheet CSV Text File XML File (1249 kb)

View All First 1-100 of 3904 Last

Row	Reimbursement Type	SetID	Expense Type	Expense Type Descr	Effective Date	Location	Location Descr	Start of Season	End of Season	Standard Rate
1	Lodging	STATE	LODGING	Lodging	10/01/2019	ABEMD	Aberdn/Bel Air/Belcamp(Harfrd)	01/01	12/31	104.000
2	Lodging	STATE	LODGING	Lodging	10/01/2019	ABING	Abingdon and Washington County	01/01	12/31	97.000
3	Lodging	STATE	LODGING	Lodging	10/01/2019	AKROH	Akron (Summit)	01/01	12/31	100.000
4	Lodging	STATE	LODGING	Lodging	10/01/2019	ALBNY	Albany	01/01	12/31	115.000
5	Lodging	STATE	LODGING	Lodging	10/01/2019	ALELA	Alxndria/Leesvil/Natch See GSA	01/01	12/31	99.000
6	Lodging	STATE	LODGING	Lodging	10/01/2019	ALLPA	Allntwn/East/Beth(Lehgh/Nrtham	01/01	12/31	107.000
7	Lodging	STATE	LODGING	Lodging	10/01/2019	ANDMA	Andover (Essex)	01/01	04/30	126.000

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

V_AP_EX_TRAVEL_RATES- Expense Travel Rates

Download results in : Excel SpreadSheet CSV Text File XML File (1249 kb)

View All First 3901-3904 of 3904 Last

Row	Reimbursement Type	SetID	Expense Type	Expense Type Descr	Effective Date	Location	Location Descr	Start of Season	End of Season	Standard Rate
3901	Per Diem	STATE	INCIDEN	Per Diem Incidnt-NonTravel Day	10/01/2019	YOSCA	YosemiteNtlPark (Mariposa)			5.000
3902	Per Diem	STATE	INCTRAV	Per Diem Incidentls-Travel Day	10/01/2019	YOSCA	YosemiteNtlPark (Mariposa)			3.750
3903	Per Diem	STATE	LUNNOTR	Lunch - NonTravel Day	10/01/2019	YOSCA	YosemiteNtlPark (Mariposa)			19.000
3904	Per Diem	STATE	LUNTRAV	Lunch - Travel Day	10/01/2019	YOSCA	YosemiteNtlPark (Mariposa)			14.250

Expenses In Process Query (V_AP_EXPENSES_IN_PROCESS)

REVISED: 03/03/2017

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

NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > V_AP_EXPENSES_IN_PROCESS

INPUT / SEARCH CRITERIA:
Business Unit (% for all)
Dept ID (% for all)

OUTPUT FORMAT:
HTML
Excel
CSV

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

Screenshot of the Expenses In Process Query Page

V_AP_EXPENSES_IN_PROCESS - Expenses In Process

Business Unit (% for all) 50100
Dept ID (% for all) %
View Results
Download results in : Excel SpreadSheet CSV Text File XML File (241 kb)
View All

Row	Report Type	Business Unit	Department ID	Current Approver User ID	Approver Type	Report ID	Report Status	Employee ID	Employee Name	Report Description
1	Advance	50100	10141			0000002134	Paid			2019 DGS Procurement Conferenc
2	Advance	50100	10141			0000002140	Paid			2019 DGS PROCUREMENT CONF

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

First 1-100 of 321 Last

Total Amt	Amt Due Employee	Budget Status	Accounting Date	Submit Date	Entered By Userid	Out of Policy	Duplicates Exist	Associated Travel Auth ID	Associated Advance ID	Associated Advance Amt
181.50	181.50		11/06/2019	11/05/2019						0.00
181.50	181.50		11/08/2019	11/08/2019						0.00

Expenses Not Posted to EX Query (V_AP_EXPN_NOT_POSTED_TO_EX)

REVISED: 03/03/2017

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

NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > V_AP_EXPN_NOT_POSTED_TO_EX

INPUT / SEARCH CRITERIA:	OUTPUT FORMAT:
GL Business Unit (% for All)	HTML
Accounting Date From	Excel
Accounting Date To	CSV

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

Screenshot of the Expenses Not Posted to EX Query Page

V_AP_EXPN_NOT_POSTED_TO_EX - Expenses Not Posted to EX

GL Business Unit (% for All) %

Accounting Date From 11/01/2019

Accounting Date To 11/16/2019

View Results

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

View All

Row	Transaction Type	Transaction Business Unit	Document ID	Employee ID	Employee Name	Accounting Date	Account	Fund Code	Program Code	Department ID	Cost Center
1	Cash Advance	84100	0000002144		DOE, JOHN	11/13/2019	131050	04610	656002	84100	422
2	Expense Report	50100	0000259390		DOE, JOHN	11/07/2019	5012850	04100	699001	10017	11120010
3	Expense Report	50100	0000261148		DOE, JOHN	11/07/2019	5013110	04100	604005	18004	11190010
4	Expense Report	50100	0000261751		DOE, JOHN	11/13/2019	5013120	04100	699001	10030	11120010
5	Expense Report	76600	0000261623		DOE, JOHN	11/12/2019	5012850	01000	352001	300	
6	Expense Report	76600	0000261623		DOE, JOHN	11/12/2019	5012880	01000	352001	300	

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

First 1-6 of 6 Last

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

Expenses Posted to EX Not JGEN Query (V_AP_EXPN_PSTD_EX_NOT_JGEN)

REVISED: 03/03/2017

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

NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > V_AP_EXPN_PSTD_EX_NOT_JGEN

INPUT / SEARCH CRITERIA:	OUTPUT FORMAT:
GL Business Unit (% for All)	HTML
Accounting Date From	Excel
Accounting Date To	CSV

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

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

V_AP_EXPN_PSTD_EX_NOT_JGEN - Expenses Posted to EX not JGEN

GL Business Unit (% for All) %
Accounting Date From 12/30/2019
Accounting Date To 12/31/2019
View Results

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

View All

Row	Transaction Type	Transaction Business Unit	Document ID	Employee ID	Employee Name	Journal Template	Accounting Date	Payment Reference	Payment Date	Payment Selection Status	Account	Fund Code	Program Code
1	Expense Report	50100	0000267433	[illegible]	[illegible]	EXACCRUAL	12/30/2019			N	5012270	04720	514008
2	Expense Report	50100	0000267985	[illegible]	[illegible]	EXACCRUAL	12/30/2019			N	5012270	04720	603015

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

First 1-2 of 2 Last

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

Identify Duplicate Expenses Query (V_AP_EXPENSES_POTENTIAL_DUPS)

REVISED: 03/03/2017

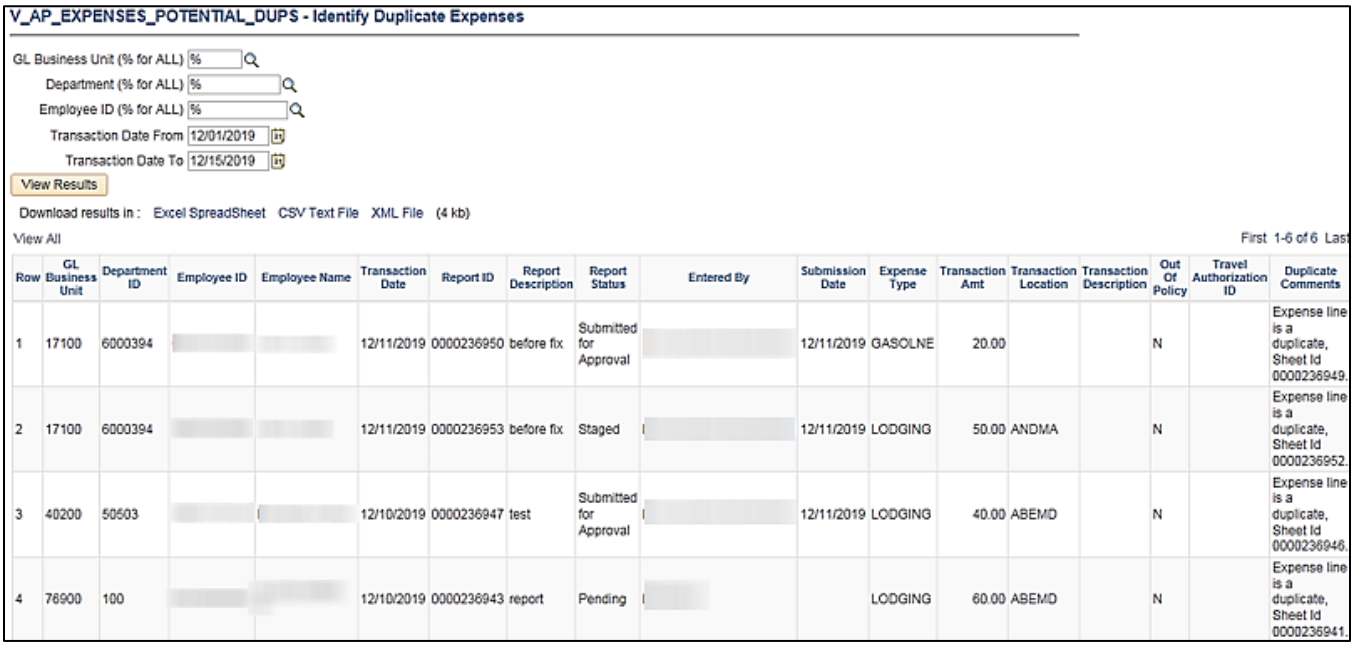
DESCRIPTION:
This query displays potential duplicate expense transactions based on the Expense Line record. The query can be used to monitor duplicate expense transactions. The query results are displayed based on the same expense type, transaction date, and transaction amount within the same Expense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

NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > V_AP_EXPENSES_POTENTIAL_DUPS

INPUT / SEARCH CRITERIA:
GL Business Unit (% for ALL)
Department (% for ALL)
Employee ID (% for ALL)
Transaction Date From
Transaction Date To

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the Identify Duplicate Expenses Query Page



V_AP_EXPENSES_POTENTIAL_DUPS - Identify Duplicate Expenses

GL Business Unit (% for ALL) %
Department (% for ALL) %
Employee ID (% for ALL) %
Transaction Date From 12/01/2019
Transaction Date To 12/15/2019

View Results

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

View All First 1-6 of 6 Last

Row	GL Business Unit	Department ID	Employee ID	Employee Name	Transaction Date	Report ID	Report Description	Report Status	Entered By	Submission Date	Expense Type	Transaction Amt	Transaction Location	Transaction Description	Out Of Policy	Travel Authorization ID	Duplicate Comments
1	17100	6000394			12/11/2019	0000236950	before fix	Submitted for Approval		12/11/2019	GASOLNE	20.00			N		Expense line is a duplicate, Sheet Id 0000236949.
2	17100	6000394			12/11/2019	0000236953	before fix	Staged		12/11/2019	LODGING	50.00	ANDMA		N		Expense line is a duplicate, Sheet Id 0000236952.
3	40200	50503			12/10/2019	0000236947	test	Submitted for Approval		12/11/2019	LODGING	40.00	ABEMD		N		Expense line is a duplicate, Sheet Id 0000236946.
4	76900	100			12/10/2019	0000236943	report	Pending			LODGING	60.00	ABEMD		N		Expense line is a duplicate, Sheet Id 0000236941.

Posted Cash Advance Extract Query (V_AP_POSTED_ADV)

REVISED: 03/03/2017

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

NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > V_AP_POSTED_ADV

INPUT / SEARCH CRITERIA:	OUTPUT FORMAT:
Business Unit	HTML
Journal From Date	Excel
Journal To Date	CSV

Screenshot of the Posted Cash Advance Extract Query Page

V_AP_POSTED_ADV - Posted Cash Advance Extract

Business Unit: 18200
Journal From Date: 02/20/2019
Journal From To: 02/28/2019
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (3 kb)

View All

Row	GL Business Unit	Advance ID	Employee ID	Employee Name	Advance Name	Business Purpose	Comments	Reference ID	Creation Date	Submit Date	Accounting Date	Advance Status	Posted Status	Associated Travel Auth ID	Balance	Total Amt
1	18200	VEC0238664			VEC0009333	00011			02/21/2019	02/21/2019	02/21/2019	Reconciled	Posted		0.00	606.00
2	18200	VEC0238665			VEC0009332	00011			02/21/2019	02/21/2019	02/21/2019	Reconciled	Posted		0.00	606.00
3	18200	VEC0238666			VEC0009364	00011			02/27/2019	02/27/2019	02/27/2019	Reconciled	Posted		0.00	500.00

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

First 1-3 of 3 Last

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

Posted Expense Report Extract Query (V_AP_POSTED_EXPN)

REVISED: 03/03/2017

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

NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > V_AP_POSTED_EXPN

INPUT / SEARCH CRITERIA:	OUTPUT FORMAT:
GL Business Unit	HTML
Journal Date From	Excel
Journal Date To	CSV

Screenshot of the Posted Expense Report Extract Query Page

V_AP_POSTED_EXPN - Posted Expense Report Extract

GL Business Unit 17100
Journal Date From 01/01/2019
Journal Date To 01/05/2019
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (153 kb)

View All

Row	GL Business Unit	Expense Report Number	Employee ID	Employee Name	Sheet Name	Business Purpose	Comments	Creation Date	Submit Date	Entered by Userid	Approval Date	Accounting Date	Sheet Status
1	17100	SCC0496456		DOE, JOHN	REIMBURSEMENT FOR ACFE APPLICA	00011	ACFE APPLICATIN FEE REIMBURSEM~! 150859	01/04/2019	01/04/2019		01/04/2019	01/04/2019	Paid
2	17100	SCC0496459		DOE, JOHN	REIMBURSEMENT FOR CE FOR CPA L	00011	883289A~!150863	01/04/2019	01/04/2019		01/04/2019	01/04/2019	Paid
3	17100	SCC0496467		DOE, JOHN	REIMBURSEMENT FOR CPA CE	00011	CPA REIMBURSEMENT~! 150871	01/04/2019	01/04/2019		01/04/2019	01/04/2019	Paid

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

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

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

First 1-91 of 91 Last

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

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

REVISED: 03/03/2017

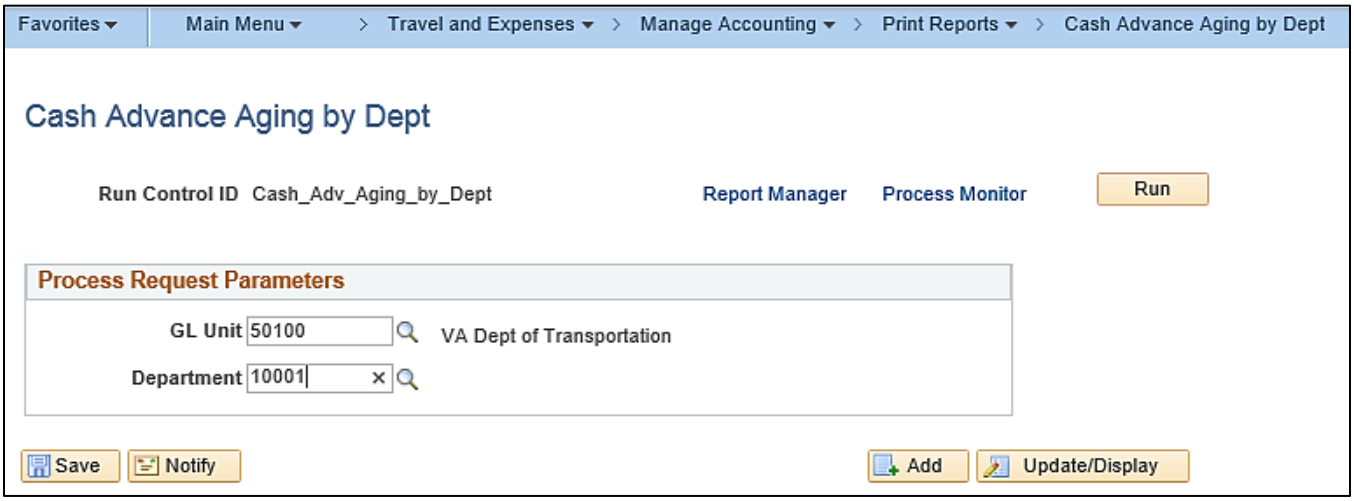
DESCRIPTION:
The report provides aging information for outstanding cash advances. The report can be used to identify all outstanding cash advances for the Department by Business Unit and lists the number of days each cash advance has been outstanding.

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

RUN CONTROL PARAMETERS:	OUTPUT FORMAT:
Business Unit	PDF
Department	XLS
	TXT

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

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



Screenshot of the EXC5700 Cash Advance Aging by Department Report

ORACLE	Cash Advance Aging by Department	Page	Page 1 of 1
EXC5700	PeopleSoft Expenses	Run Date:	1/7/2020

Report Parameters		
GL Business Unit	50100	VA Dept of Transportation
Department	10001	

Days Outstanding: 0

EmployeeID/Name	Advance ID	Business Purpose	Payment Date	Amount
				0.00

End of Report	Total Advances: 0	Total Advance Amounts: 0.00

No Data Found For Specified Report Parameters.

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

REVISED: 03/27/2016

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

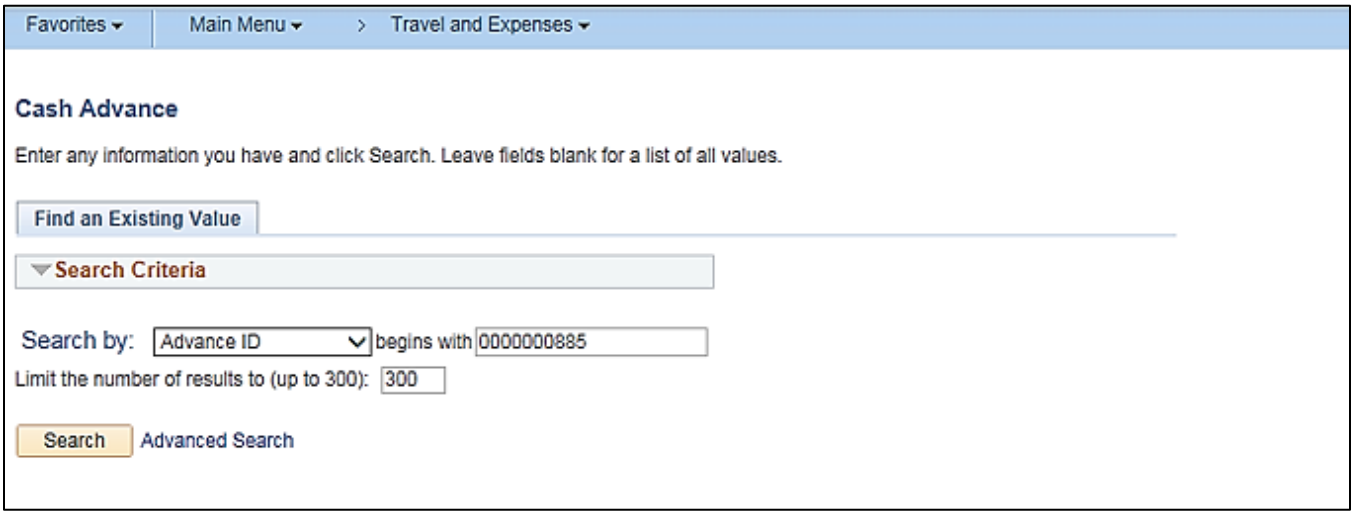
NAVIGATION PATH:
Main Menu > Employee Self Service >Travel and Expense Center > Print Reports > Cash Advance

INPUT / SEARCH CRITERIA:
Advance ID
Empl ID

OUTPUT FORMAT:
PDF

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

Screenshot of Cash Advance -Search Page



Screenshot of the Cash Advance Report

Favorites ▾ | Main Menu ▾ > Travel and Expenses ▾

To print this report, please use your browser's print feature.

Cash Advance

Report Date	03/27/2017
Report Time	11:21:32AM

Advance ID	0000000885	Empl ID	
Description	Business Writing Workshop	Status	Approved for Payment
Business Purpose	Training		
Reference Number			

Advance Source	Description	Amount
System Check	Advance for attending Wkshop	100.00 USD

Cash Advance Total	100.00 USD
Less Nonpayable Amount	0.00 USD
Amount Due Employee	100.00 USD

We certify that the advance requested is necessary to conduct business on behalf of the Commonwealth. We understand that the total amount of any advance received is subject to deduction from the traveler's salary if not repaid within 60 days of issuance, and that all payments are subject to debt setoff. We agree to the traveler's submission of a travel Reimbursement Request within 5 workdays of returning from the trip and the supervisor's prompt review of the submission requested.

Employee Signature Date

Approved By Date

Return to Travel and Expense Center

Cash Advance Report | Cash Advance Notes

Cash Advance Upload Error Report (AP988)

REVISED: 04/08/2016

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

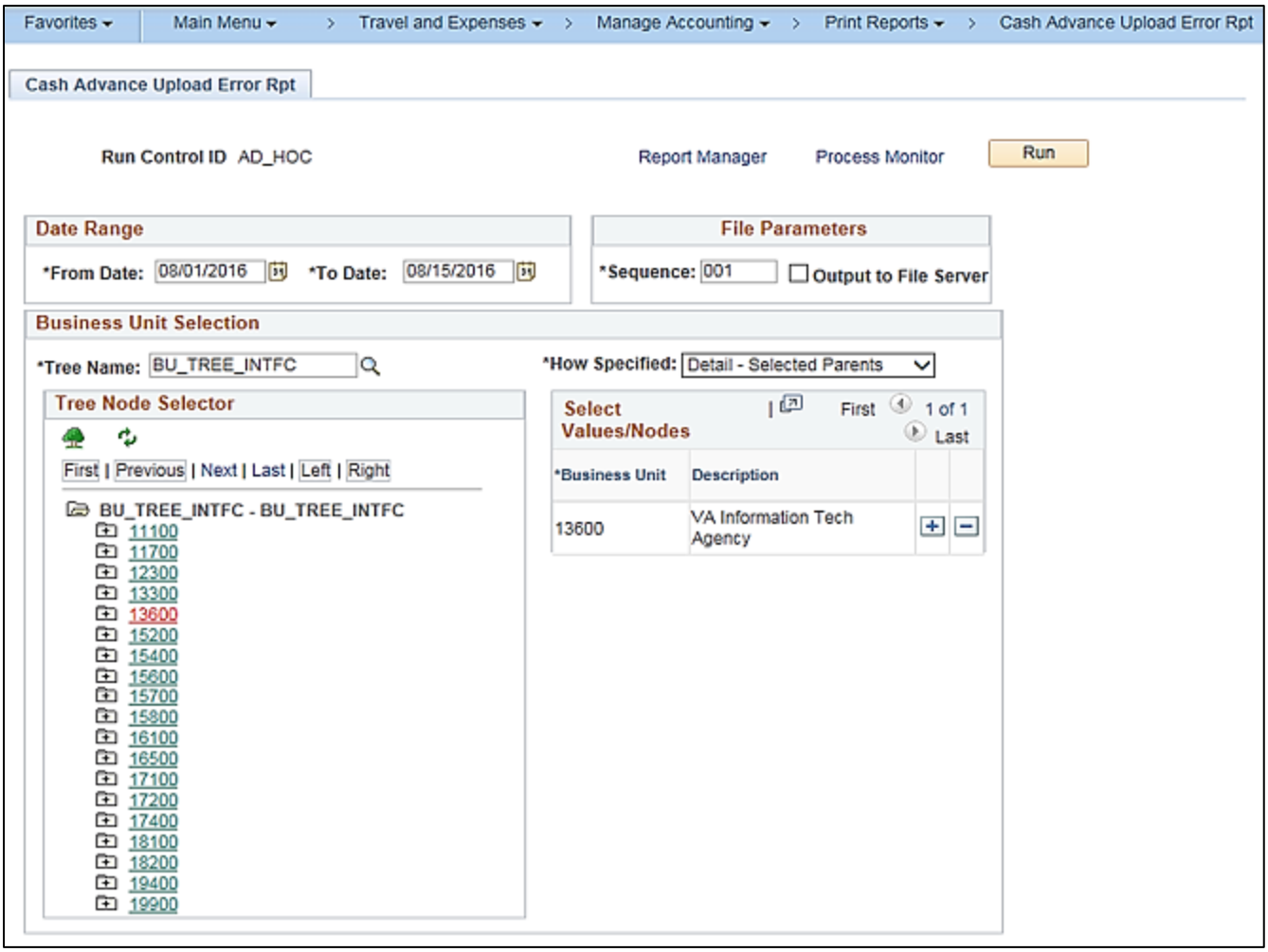
NAVIGATION PATH:
Main Menu > Travel and Expenses > Manage Accounting > Print Reports > Cash Advance Upload Error Rpt

RUN CONTROL PARAMETERS:
From Date
To Date
Tree Name (select BU_TREE_INTFC)
How Specified (select Detail – Selected Parents)
Tree Node Selector (select the Tree View icon)
Click + to expand the BU_TREE_INTFC link and then click on the desired Business Unit

OUTPUT FORMAT:
PDF

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

Screenshot of the Cash Advance Upload Error Report Run Control Page



Screenshot of the AP988 Cash Advance Upload Error Report

CARDINAL
Report ID: AP988

Commonwealth of Virginia
CASH ADVANCE UPLOAD ERROR REPORT

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

Page No. 1 of 2

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

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

GL Business Unit: 24200

Employee ID	Cash Advance ID	Cash Advance Line Number	Error Field Name	Field Value	Error Description
00000000000	CNU0180272	1	MONETARY_AMOUNT	9248	The sum of amounts on the cash advance lines exceeds the maximum cash advance limit of 5000.

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

File Name: 24200_AP967_IN_02102016_1516_001.DAT
Upload Date: 10-FEB-2016

GL Business Unit: 24200

Employee ID	Cash Advance ID	Cash Advance Line Number	Error Field Name	Field Value	Error Description
00000000000	CNU0180272	1	MONETARY_AMOUNT	9248	The sum of amounts on the cash advance lines exceeds the maximum cash advance limit of 5000.

Total Cash Advance Transactions Submitted: 6
Total Cash Advance Transactions Rejected: 1
Total Cash Advance Transactions Loaded Successfully: 5

File Name: 24200_AP967_IN_02112016_1605_001.DAT
Upload Date: 11-FEB-2016

File Success: File processed successfully with no errors.

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

File Success: File processed successfully with no errors.

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

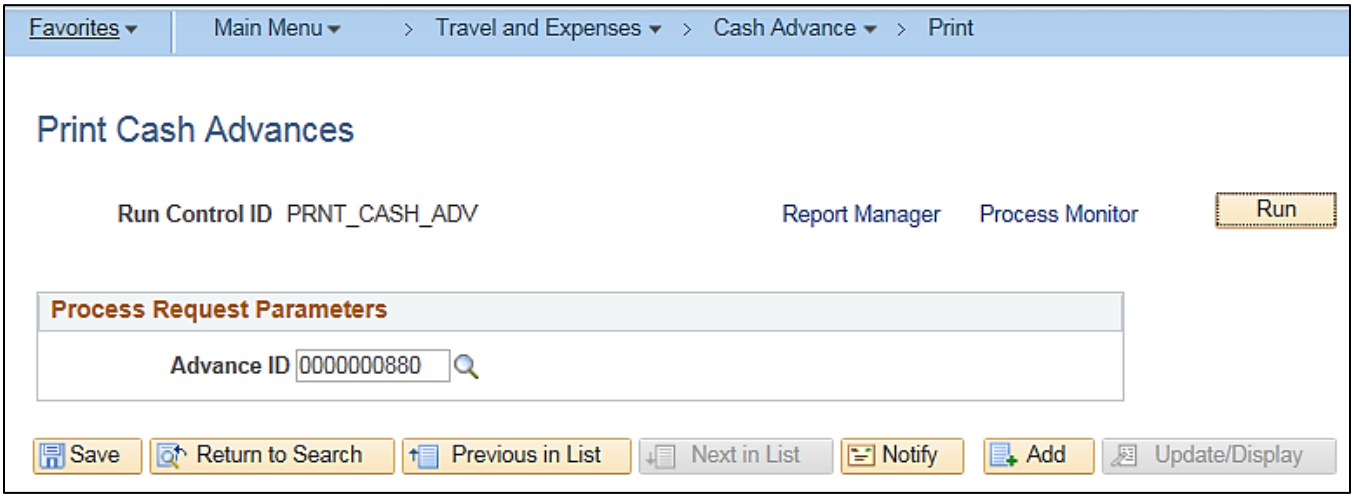
REVISED: 03/27/2016

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

NAVIGATION PATH:
Main Menu > Travel and Expenses > Cash Advance > Print

INPUT / SEARCH CRITERIA:	**OUTPUT FORMAT:**
Advance ID	PDF

Screenshot of Print Cash Advances – Run Control Page



Screenshot of Cash Advance Report

Cash Advance

PeopleSoft Expenses – EXC5500

Employee ID/Name	Advance ID	Reference ID	Business Purpose
[redacted]	0000000880	8/28-9/2	Conference

Comments
TO ATTEND THE ANNUAL APA SEMINAR FROM 8/28-9/2/2016

Advance Lines

Advance Source		Generate Payment	Description	Amount
CHK	System Check	☑	ATND ANN APA SEMINAR 8/28-9/2	1008.50 USD

We certify that the advance requested is necessary to conduct business on behalf of the Commonwealth. We understand that the total amount of any advance received is subject to deduction from the traveler's salary if not repaid within 60 days of issuance, and that all payments are subject to debt setoff. We agree to the traveler's submission of a travel Reimbursement Request within 5 workdays of returning from the trip and the supervisor's prompt review of the submission requested.

Employee Signature — Date

Approved By — Date

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

Employee Phone	Entered By user	Creation Date	Submit Date	Resubmit Date	Print Date	Page Number
	EPP49634	08/18/2016	08/18/2016		1/7/2020	Page 1 of 1

Employee Average Expenses Report (EX_AVEM_XRPT) – BI Publisher Report

REVISED: 03/03/2017

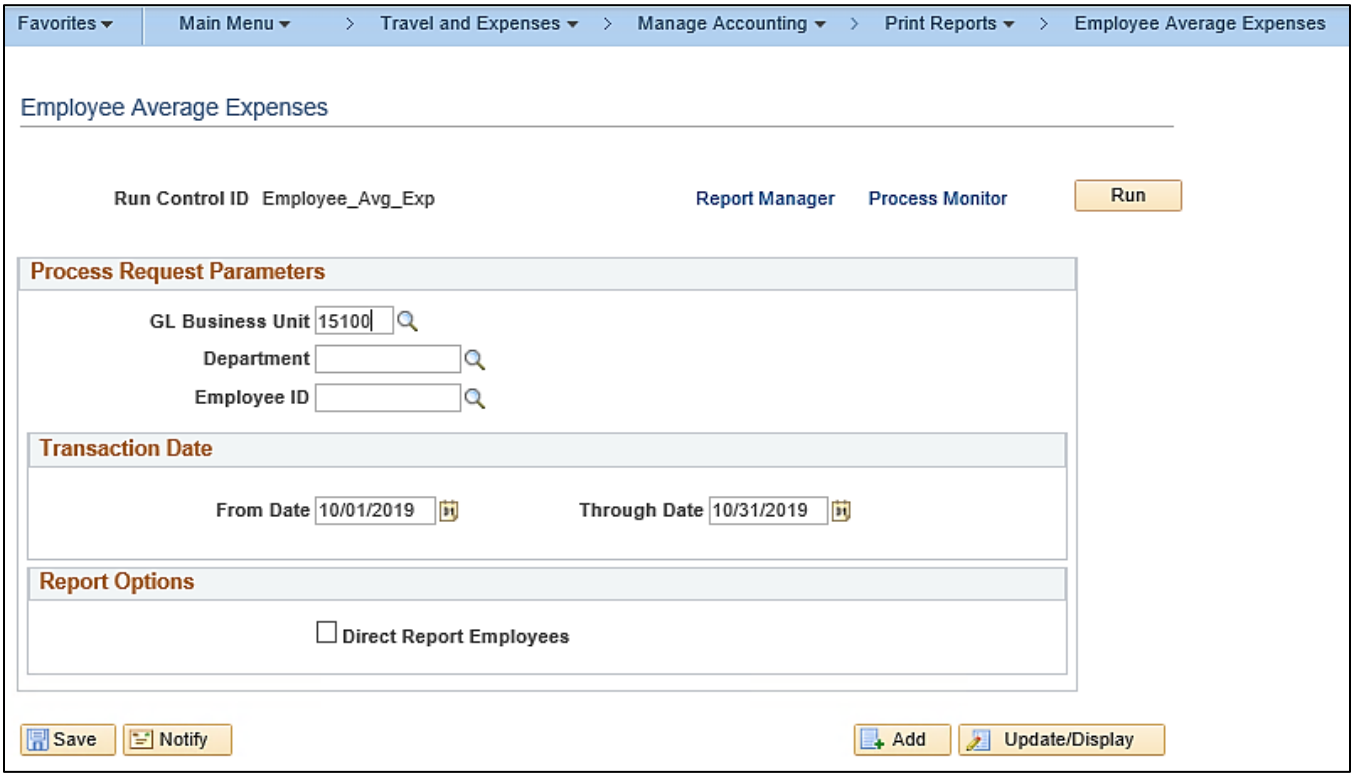
DESCRIPTION:
This report provides the average expense reported for a specific employee, employees within a Department, or employees across a Business Unit for a designated time period.

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

RUN CONTROL PARAMETERS:
GL Business Unit
Department
Employee ID
From Date
Through Date
Direct Report Employees [checkbox]

OUTPUT FORMAT:
PDF
XLS

Screenshot of the EX_AVEM_XRPT Employee Average Expenses Report Run Control Page



Screenshot of the EX_AVEM_XRPT Employee Average Expenses Report

ORACLE
EX_AVEM_XRPT

Employee Average Expenses
PeopleSoft Expenses

Page: 1 of 1
Run Date: 1/7/2020

Report Parameters			
GL Business Unit	15100 Department of Accounts	From Date	10/01/2019
Department		Through Date	10/31/2019
Employee			

GL Business Unit: 15100 Department of Accounts
Currency: USD US Dollar

Employee ID	Employee Name	Department	Total Number of Expense Report Lines	Monetary Amount	Average Monetary Amount
[illegible]	[illegible]	95700	4	464.88	116.22

Employee Trends Report (EX_ETRD_XRPT) – BI Publisher Report

REVISED: 03/03/2017

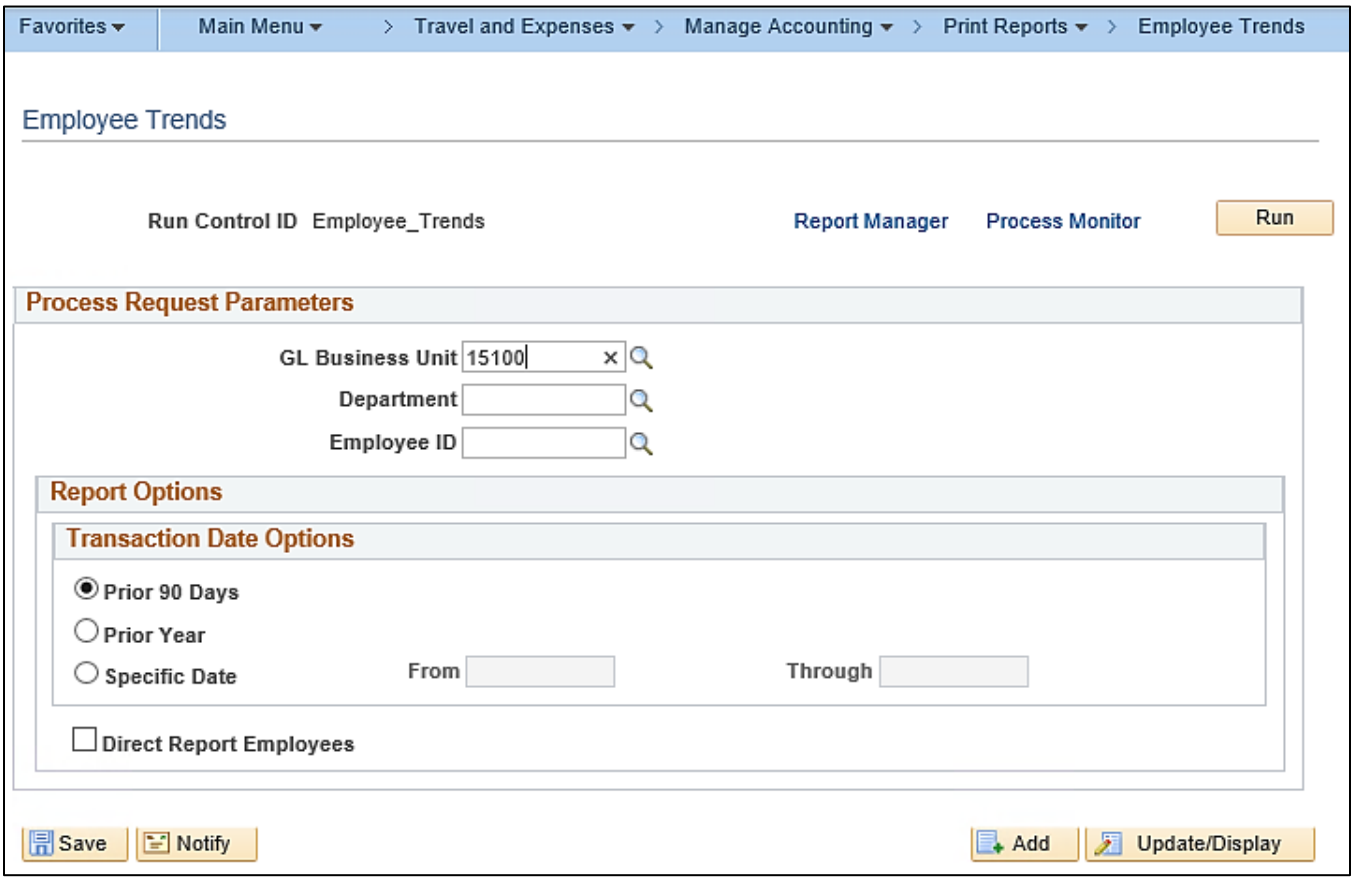
DESCRIPTION:
This report provides changes in expenses reported for a specific employee, employees within a Department, or employees across a Business Unit for a designated time period.

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

RUN CONTROL PARAMETERS:
GL Business Unit
Department
Employee ID
Transaction Date Options (Prior 90 Days, Prior Year, Specific Date – From / Through)
Direct Report Employees [checkbox]

OUTPUT FORMAT:
PDF
XLS

Screenshot of the EX_ETRD_XRPT Employee Trends Report Run Control Page



Screenshot of the EX_ETRD_XRPT Employee Trends Report

ORACLE
EX_ETRD_XRPT

Employee Trends
PeopleSoft Expenses

Page: 1 of 1
Run Date: 1/7/2020

Report Parameters				
GL Business Unit	15100	Department of Accounts	Current From Date	10/09/2019
Department			Current Through Date	01/07/2020
Employee			Previous From Date	10/09/2018
			Previous Through Date	01/07/2019

GL Business Unit: 15100 Department of Accounts
Currency Code: USD US Dollar

Employee ID	Employee Name	Department	Current # of Expense Lines	Previous # of Expense Lines	Current Monetary Amt	Previous Monetary Amt	% of Change Over Period
		91100	0	4	0.00	28.06	-100.00
		92100	1	0	250.00	0.00	0.00

Statewide – Print Expense Report (EXC4500)

REVISED: 03/27/2017

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

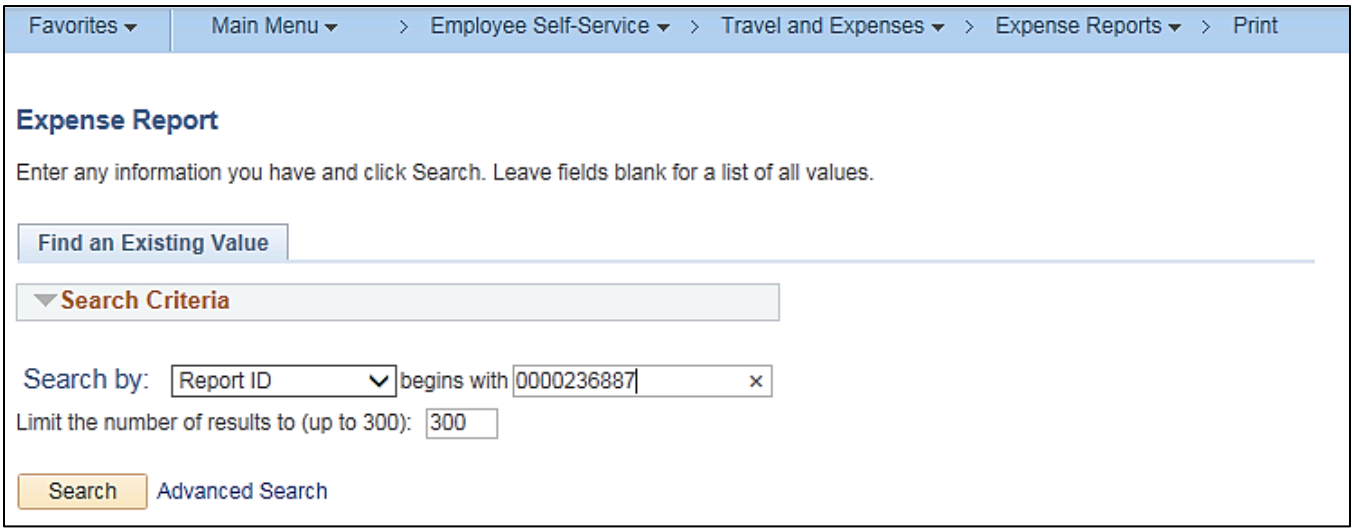
NAVIGATION PATH:
Main Menu > Employee Self Service >Travel and Expense Center > Print Reports > Expense Report

INPUT / SEARCH CRITERIA:
Expense Report ID
Creation Date
Empl ID
Name
Status

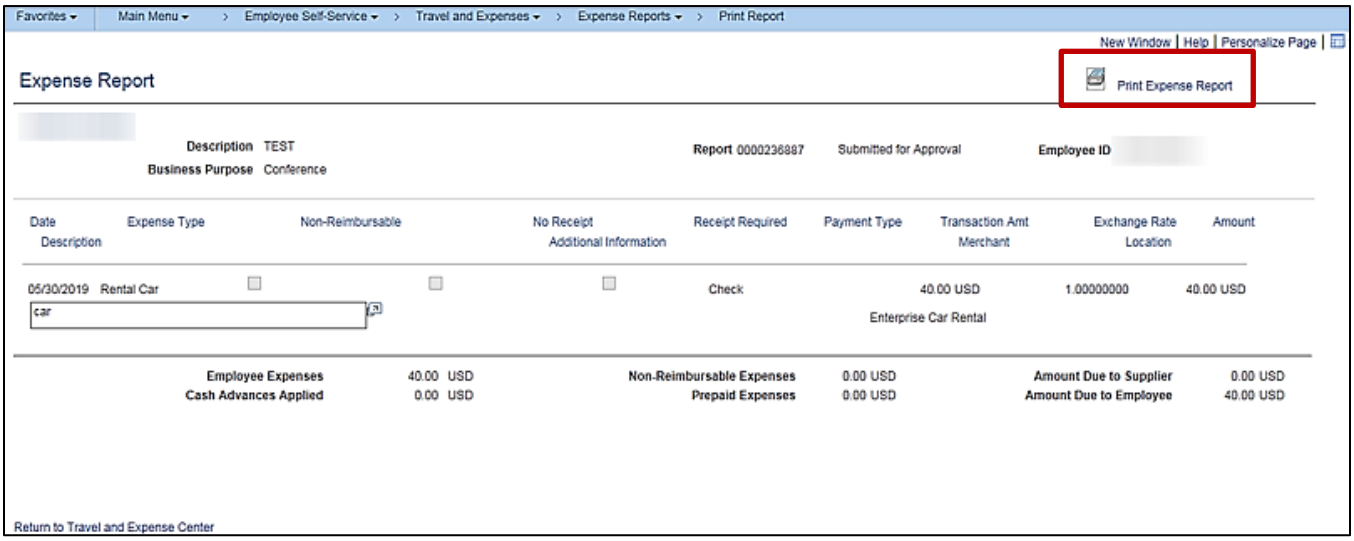
OUTPUT FORMAT:
PDF

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

Screenshot of Expense Report - Search Page



Screenshot of the Expense Report



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

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

REVISED: 03/27/2016

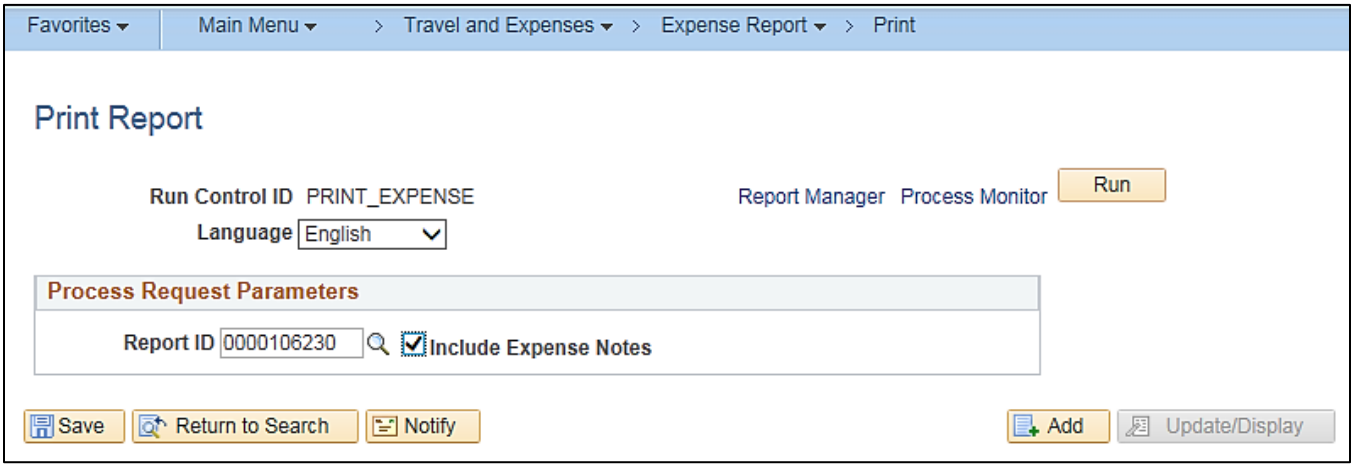
DESCRIPTION:
This report is a printable format of the Expense Report in Cardinal.

NAVIGATION PATH:
Main Menu > Travel and Expenses > Expense Report > Print

INPUT / SEARCH CRITERIA:
Advance ID
Include Expense Notes

OUTPUT FORMAT:
PDF

Screenshot of Print Expense Report Run Control Page



Screenshot of Expense Report

Expense Report

PeopleSoft Expenses – EXC4500

Employee ID/Name	Sheet ID 0000106230
Reference	Business Purpose Meeting

0000106230

* 0 0 0 0 1 0 6 2 3 0 *

Expense Lines

Date	Expense Type	Non-Reimbursable	No Receipt	Receipt Required	Payment Type	Transaction Amount	Exchange Rate	Amount
Description			Additional Information		Merchant		Location	
08/03/2016	Auto Expense				Check	20.00 USD	1.00	20.00 USD
Statewide Bicycle and Pedestrian Advisory Committee Summer Meeting								
08/03/2016	Personal Mileage Convenience				Check	41.33 USD	1.00	41.33 USD
Statewide Bicycle and Pedestrian Advisory Committee Summer Meeting							Richmond (City Limits)	

I certify that expenses listed were incurred by me on official business of the Commonwealth of Virginia and include only such expenses as were necessary in the conduct of business.

Employee Signature Date

I certify that the travel undertaken and/or business expenses in this reimbursement have been reviewed and approved as necessary for the conduct of business for the Commonwealth of Virginia.

Approved By Date

Employee Expenses	61.33 USD
Cash Advances Applied	0.00 USD
Non-Reimbursable Expenses	0.00 USD
Prepaid Expenses	0.00 USD
Amount Due to Supplier	0.00 USD
Amount Due to Employee	61.33 USD

Employee Phone	Department	Entered By user	Receipt	Creation Date	Print Date	Page Number
	19069	0052AIL.HAHH		08/09/2016	1/7/2020	Page 1 of 1

Screenshot of Expense Report Notes

Expense Report Notes

PeopleSoft Expenses EXC4500B

Employee	Report 0000106230

Notes	Employee	Name	Role	Date/Time

Expense Report Upload Error Report (AP989)

REVISED: 04/08/2016

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

NAVIGATION PATH:
Main Menu > Travel and Expenses > Manage Accounting > Print Reports > Expense Report Upload Err Rpt

RUN CONTROL PARAMETERS:

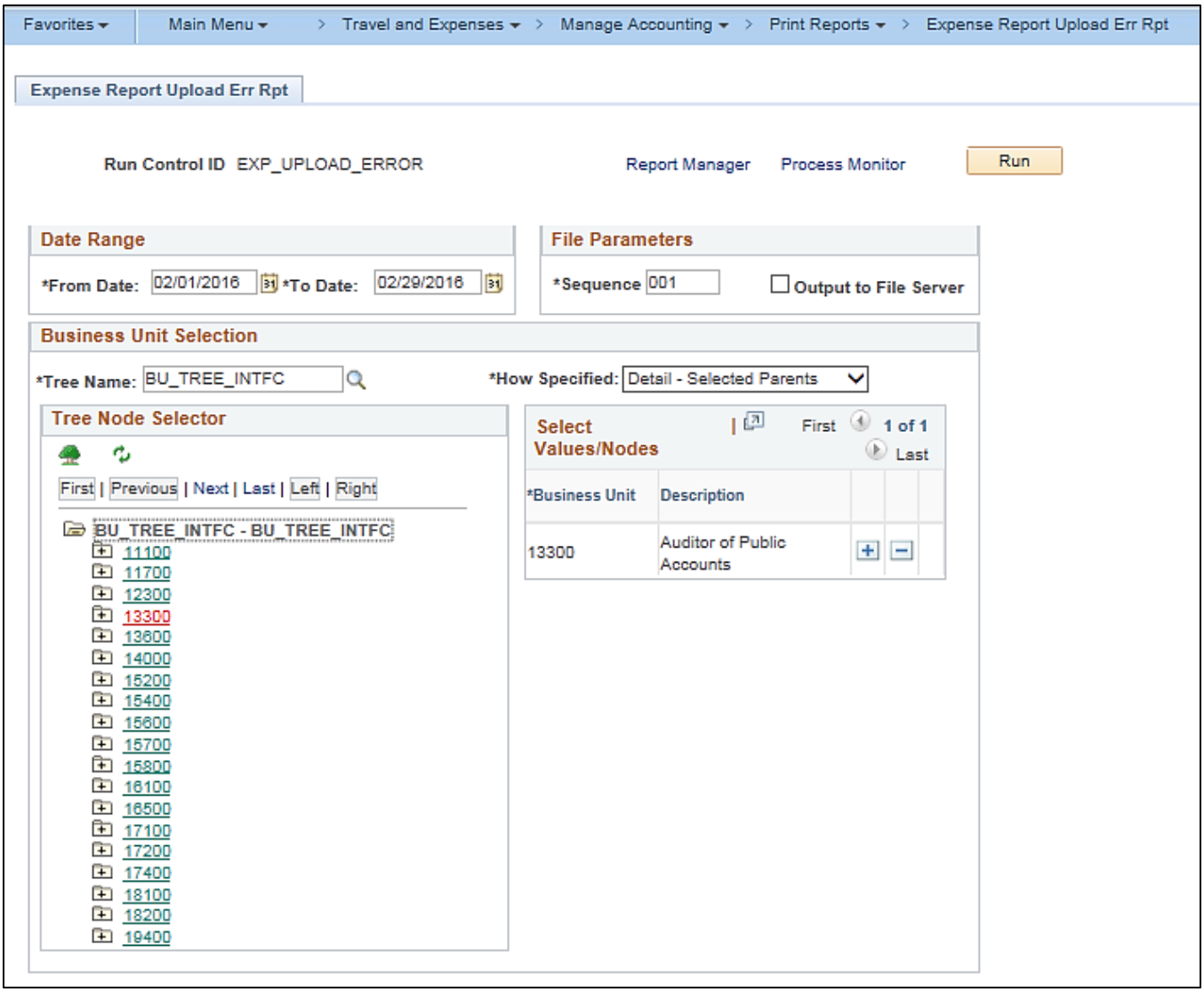
From Date
To Date
Tree Name (select BU_TREE_INTFC)
How Specified (select Detail – Selected Parents)
Tree Node Selector (select the Tree View icon)
Click + to expand the BU_TREE_INTFC link and then click on the desired Business Unit

OUTPUT FORMAT:

PDF

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

Screenshot of the Expense Report Upload Error Report Run Control Page



Screenshot of the AP989 Expense Report Upload Error Report

Report ID: AP989

Commonwealth of Virginia
EXPENSE REPORT UPLOAD ERROR REPORT

Run Date: 01/07/2020
Run Time: 02:52 00

Page No. 1 of 3

Submitting GL BU: 13300
Upload Date Range: 01-FEB-2016 to 29-FEB-2016

File Name: 13300_AP968_IN_02022016_1517_001.DAT
Upload Date: 02-FEB-2016

GL Expense BU: 13300

Employee ID	Expense ID	Sheet Name	Dist Line	Error Field Name	Field Value	Error Description
00649408000	APA0003190	1/27/2016-1/29/2016		EMPLID	00649408000	Invalid Employee ID: 00649408000 for Business Unit: 13300 and Expense ID: APA0003190

Total Expense Reports Submitted: 3
Total Expense Reports with Errors: 1
Total Expense loaded Successfully: 2

File Name: 13300_AP968_IN_02042016_0753_001.DAT
Upload Date: 04-FEB-2016

File Success: File processed successfully with no errors.

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

File Success: File processed successfully with no errors.

File Name: 13300_AP968_IN_02122016_1200_001.DAT
Upload Date: 12-FEB-2016

GL Expense BU: 133

Employee ID	Expense ID	Sheet Name	Dist Line	Error Field Name	Field Value	Error Description
	APA0003199	2/1/2016 ¿¿¿ 2/5/2016		BUSINESS_UNIT_GL	133	Not a valid transaction Business Unit for submitting Business Unit 13300
	APA0003199	2/1/2016 ¿¿¿ 2/5/2016		EMPLID	00004893402	Invalid Employee ID: 00004893402 for Business Unit: 133 and Expense ID: APA0003199
	APA0003199	2/1/2016 ¿¿¿ 2/5/2016		ADVANCE_ID	00	The Cash Advance ID referenced on the expense report does not exist.

Expense Transactions by Department Report (EXC4600)

REVISED: 03/03/2017

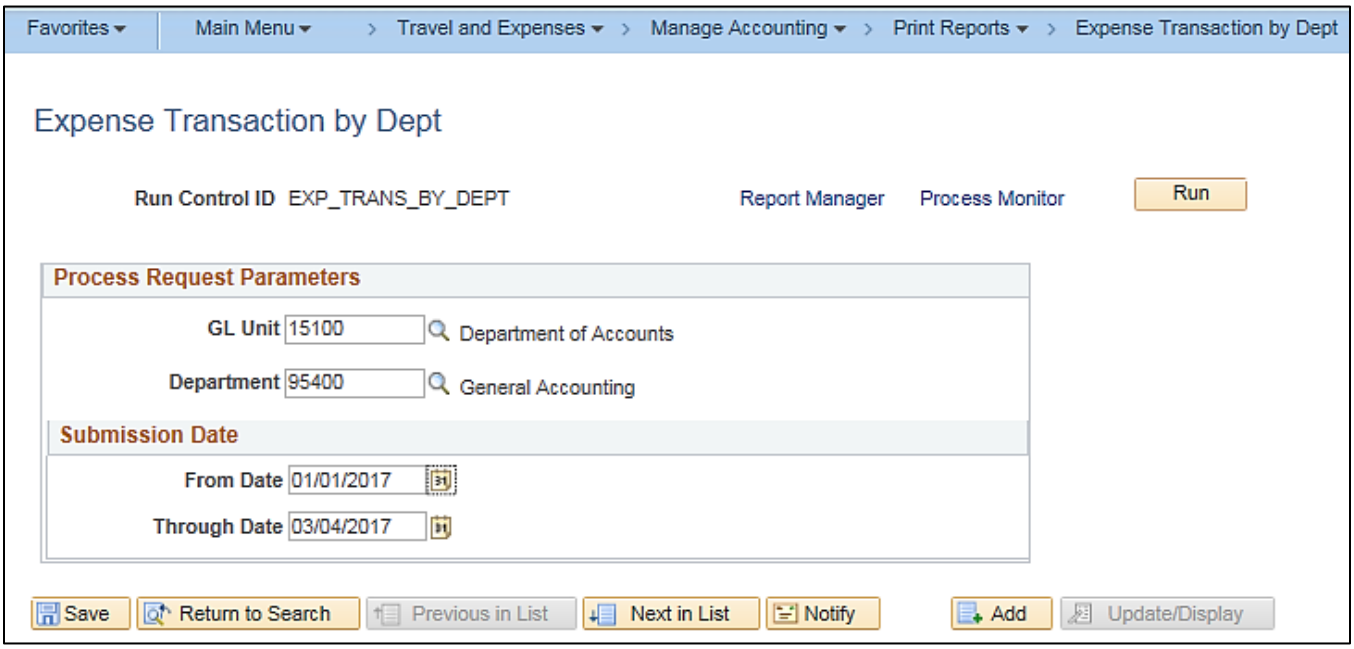
DESCRIPTION:
This report provides all employee expense transactions for a Department for a designated date range, by Account. The report can be used to track and monitor employee expenses by Account (e.g., mileage, food service, etc.) for a given time period.

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

RUN CONTROL PARAMETERS:
GL Unit
Department
Submission Date / From Date
Submission Date / Through Date

OUTPUT FORMAT:
PDF
XLS
TXT

Screenshot of the Expense Transaction by Department Run Control Page



Screenshot of the EXC4600 Expense Transactions by Department Report

ORACLE	Expense Transactions by Department	Page	Page 1 of 1
EXC4600	PeopleSoft Expenses	Run Date:	1/7/2020

Report Parameters				
GL Business Unit	15100	Department of Accounts	From Date	01/01/2017
Department	95400	General Accounting	Thru Date	03/04/2017

Account: 5012820 Travel, Personal Vehicle

EmployeeID/Name	SheetID	Reference	Business Purpose	AltAcct	Project ID	Amount
[redacted]	0000126668		Meeting			14.49 USD
[redacted]	0000126850		Meeting			59.40 USD

Total For Account 5012820 Travel, Personal Vehicle	73.89 USD

Account: 5012850 Travel, Subsistence & Lodging

EmployeeID/Name	SheetID	Reference	Business Purpose	AltAcct	Project ID	Amount
[redacted]	0000126850		Meeting			10.00 USD

Total For Account 5012850 Travel, Subsistence & Lodging	10.00 USD

End of Report	Total Transactions: 3	Total Expenses: 83.89 USD

Travel Authorization Report (EXC8500)

REVISED: 04/08/2016

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

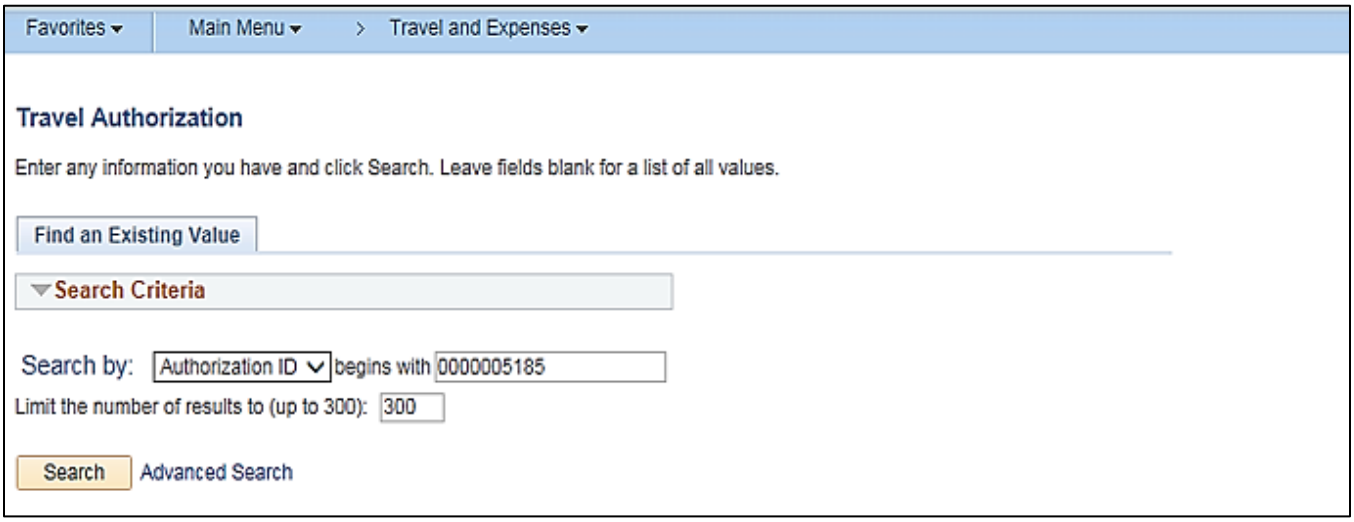
NAVIGATION PATH:
Main Menu > Employee Self Service > Travel and Expense Center > Print Reports > Travel Authorization

INPUT / SEARCH CRITERIA:
Travel Authorization ID
Creation Date
Empl ID
Name
Status

OUTPUT FORMAT:
PDF

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

Screenshot of Travel Authorization Search Page



Screenshot of the Travel Authorization Report

Favorites ▾ | Main Menu ▾ > Travel and Expenses ▾

To print this report, please use your browser's print feature.

CARDINAL

Travel Authorization

Report Date 03/27/2017
Report Time 11:58:20AM

Authorization ID 0000005185
Employee ID 00987620161
Description Business Writing Workshop
Status Approved
Business Purpose Training
Date From 03/22/2017 **To** 03/22/2017
Comment

Date	Expense Type	Merchant	Amount	Location
03/22/2017	Personl Mileage Cost Justified		24.30 USD	Virginia Beach
03/22/2017	Per Diem Incidentls-Travel Day		3.75 USD	Richmond (City Limits)
03/22/2017	All Meals - Travel Day		44.25 USD	Williamsburg/James City(York)

Total	72.30 USD
Non-Reimbursable Expenses	0.00 USD
Total Authorized	72.30 USD

I certify that the expenses listed will be incurred by me on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of business.

Employee Signature Date

I certify that the travel or business expenses identified in this document have been reviewed and approved and will be necessary for conduct of business for the Commonwealth of Virginia.

Approved By Date

Return to Travel and Expense Center

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

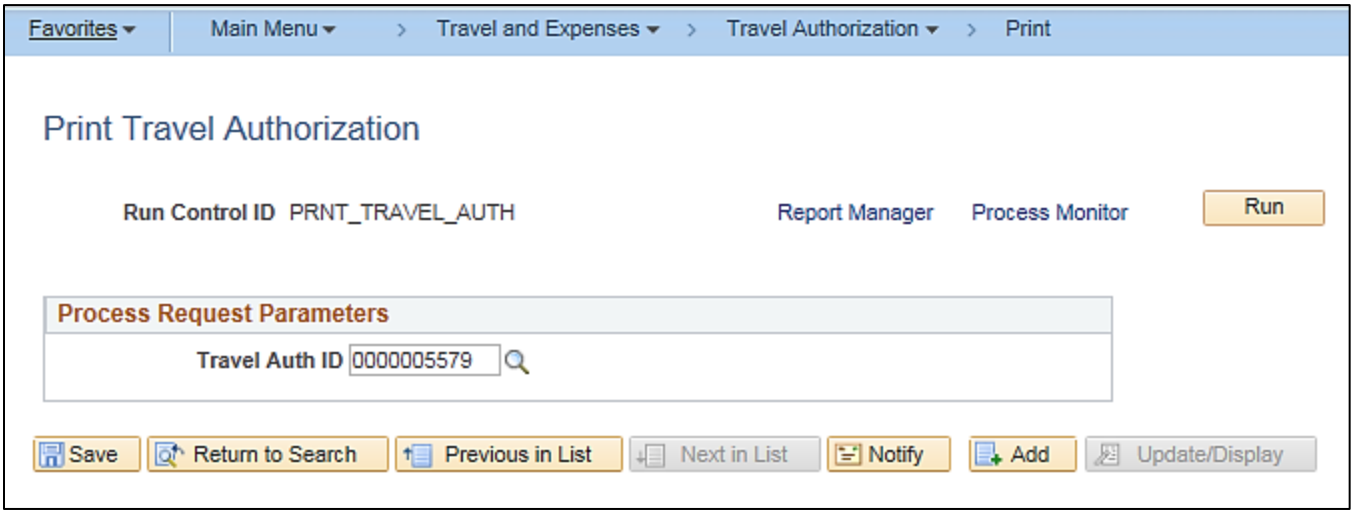
REVISED: 01/02/2020

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

NAVIGATION PATH:
Main Menu > Travel and Expense > Travel Authorization > Print

INPUT / SEARCH CRITERIA:	**OUTPUT FORMAT:**
Travel Authorization ID	PDF

Screenshot of Print Travel Authorization Run Control Page



Screenshot of a Travel Authorization Report

Travel Authorization

PeopleSoft Expenses – EXC8500

Employee ID/Name	Travel Authorization ID	Reference	Travel Dates From/To	Business Purpose
[redacted]	0000005579		10/20/2019 / 10/22/2019	Conference

	10/20/2019	Total
AIRLINE	345.34	345.34
Total	345.34	345.34

Conference

Expense Lines

Date	Expense Type	Location	Amount	Number of Days/Night	Transaction Amount
Description		**Additional Information**	**Merchant**		
10/20/2019	AIRLINE	Conference	345.34 USD	1.00 1.00	345.34 USD
pum31 test		Auto Distance: 0			

I certify that the expenses listed will be incurred by me on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of business.

Employee Signature Date

I certify that the travel or business expenses identified in this document have been reviewed and approved and will be necessary for conduct of business for the Commonwealth of Virginia.

Approved By Date

Total Requested:	345.34 USD

Employee Phone	Department	Entered By	Creation Date	Print Date	Page Number
	868	V_AP_EXPENSES_EMPLOYEE	09/23/2019	1/7/2020	Page 1 of 1