Cardinal Reports Catalog

Accounts Payable and Expenses

VIRGINIA DEPARTMENT OF ACCOUNTS

Revised 5/23/2024

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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 SW NAV220 Cardinal Reporting:** This Instructor Led Training (ILT) course provides training, demonstrations, and exercises that cover the fundamentals of how to run or access report and queries. Additionally, it covers how to perform inquiries. The course document provides:

  - Key concepts in Cardinal reporting

  - Information on how to access the Query Viewer to search, run, and access query results online or by download

  - Information on how to perform inquiries to access details about an item or transaction in Cardinal

  - Basic information about types of reports and how to access the different types of reports

  - Information on how to run and check the status of ad hoc reports

  - Information on how to access nVision reports and how to use the Drilldown feature

  - Information on how to run BI Publisher and PSJob reports and access them through the Report Manager

  - References for additional Resources, Job Aids, and Key Terms

  - Exercises which provide hands-on practice to run/access reports, inquiries or queries (provided in the ILT course only)

  Note: This resource document is located on the Cardinal website and can be accessed by following this path:

  Training > Course Materials > Statewide > SW_Financials > SW_Overview: Navigation, Reporting and Approvals > NAV220: Cardinal Reporting

Accounts Payable

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Accounts Payable Inquiries

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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:	OUTPUT FORMAT:
Run Date	Online
GL Business Unit	
Fund	
Account	

Screenshot of the Payment Cash Check Results - Search Page

![CARDINAL]

Screenshot of the Payment Cash Check Results Page

Favorites ▾	Main Menu ▾	> Accounts Payable ▾	> Payments ▾	> Payment Cash Check ▾	> Payment Cash Check Results

Payment Cash Check Results

GL Business Unit	50100	VA Dept of Transportation
Fund	01000	General Fund
Account	101010	Cash With The Treasurer Of VA
Run Date	12/27/2019	

Filter Option

- ● All Transactions
- ○ Failed Transactions
- ○ Passed Transactions

[Filter]

Payment Cash Check Results   Find | View All   First ④ 1 of 1 ⑤ Last

Fiscal Year   2020

☐ Bypass Cash
☐ Override Cash
☑ Apply Fiscal Year

Cash Check Beg Balance	40,000,051.01	12/27/2019 8:25:19PM
Cash Passed Amt	50.00	
Cash Failed Amt		
Calculated End Balance	40,000,001.01	
Batch End Ledger Balance	40,000,001.01	12/28/2019 1:29:42AM
Variance Amount		

Error Message [   ]

▼ **Transaction List**

▼ **Vouchers**   Personalize | Find | View All | ⓘ | ▦   First ④ 1 of 1 ⑤ Last

Voucher	Details	Amount Details	Error Message	▦

	Business Unit	Voucher	Processing Rule
1			

▼ **Expense Reports**   Personalize | Find | View All | ⓘ | ▦   First ④ 1 of 1 ⑤ Last

Expn	Details	Amount Details	Error Message	▦

	Run Date	GL Unit	Account	Fund	SheetID	Document Details	Processing Rule
1	12/27/2019	50100	101010	01000	0000267843	Document Details	Default

▼ **Advance**   Personalize | Find | View All | ⓘ | ▦   First ④ 1 of 1 ⑤ Last

Advances	Details	Amount Details	Error Message	▦

	Advance Id	Processing Rule
1		

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:	OUTPUT FORMAT:
Run Date	Online
Source Transaction (EXAD, EXPN, VCHR)	
Business Unit	
Advice ID	

Screenshot of the Review Results by Transaction - Search Page

Screenshot of the Payment Cash Check Review Results by Transaction Page

Favorites ▾	Main Menu ▾	> Accounts Payable ▾	> Payments ▾	> Payment Cash Check ▾	> Review Results by Transaction

Review Results By Transaction

Business Unit   50100
Voucher Id   01068154
Remit Supplier   0000009329   Vulcan Construction Materials
Payment Amount   7,136.30
Budget Status   Valid   Approval Status   A
Scheduled Pay Dt   12/04/2019   Due Date   12/04/2019

Distribution Details   Personalize | Find | View All | 🗗 | 📰   First ◀ 1-2 of 2 ▶ Last

Line Number	Distribution Line	Fund	Bypass Cash	Override Cash	Cash Check Status	Passed Amount	Failed Amount			
1	1	04100	☑	☐	Passed	7,136.27				
2	1	04100	☑	☐	Passed	0.03				

🔍 Return to Search   ⬆ Previous in List   ⬇ Next in List

![Cardinal logo]

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:	OUTPUT FORMAT:
Supplier ID	Online
Name	
Short Name	
Type	
Persistence	
Alternate Payee Name (Doing Business As Name)	
Address	
ID Type (EIN, SSN, Other, etc.)	

Screenshot of the Review Suppliers - Search Page Using ID Type

![Cardinal logo]

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:	OUTPUT FORMAT:
Business Unit	Online
Voucher ID	
Invoice Number	
Accounting Line View Option	
Show Foreign Currency [checkbox]	

Screenshot of the Voucher Accounting Entries Page - Main Information tab

Screenshot of the Voucher Accounting Entries Page - Chartfields tab

| Favorites ▼ | Main Menu ▼ | > Accounts Payable ▼ | > Review Accounts Payable Info ▼ | > Vouchers ▼ | > Accounting Entries |

Voucher Accounting Entries

*Business Unit 15100 🔍   **Voucher ID** 00003485 🔍📄   **Invoice Number** 1336550 🔍

*Accounting Line View Option Standard ▼   **Invoice Date** 10/31/2019   ☐ Show Foreign Currency

Supplier ID 0000999003   ***Sort By** Posting Process ▼

Supplier Name Vital Records Holding LLC   [Search] [Reset]

Accounting Information   Find | View All   First ◀ 1 of 1 ▶ Last

Posting Process AP Accrual   **GL Dist Status** Distributed   **Posting Date** 12/10/2019

Personalize | Find | View All | 📄 | 📊   First ◀ 1-2 of 2 ▶ Last

	Main Information	**Chartfields**	Journal	📰									
Tax Authority	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project
	205025	01000		99999								
	5012660	01000	799001	92100								

Screenshot of the Voucher Accounting Entries Page - Journal tab

| Favorites ▼ | Main Menu ▼ | > Accounts Payable ▼ | > Review Accounts Payable Info ▼ | > Vouchers ▼ | > Accounting Entries |

Voucher Accounting Entries

*Business Unit 15100 🔍   **Voucher ID** 00003485 🔍📄   **Invoice Number** 1336550 🔍

*Accounting Line View Option Standard ▼   **Invoice Date** 10/31/2019   ☐ Show Foreign Currency

Supplier ID 0000999003   ***Sort By** Posting Process ▼

Supplier Name Vital Records Holding LLC   [Search] [Reset]

Accounting Information   Find | View All   First ◀ 1 of 1 ▶ Last

Posting Process AP Accrual   **GL Dist Status** Distributed   **Posting Date** 12/10/2019

Personalize | Find | View All | 📄 | 📊   First ◀ 1-2 of 2 ▶ Last

	Main Information	Chartfields	**Journal**	📰				
Journal ID	Line	Journal Date	Doc Type	DocSeqNb	Doc Seq Date	Budget Date	Budget Status	Primary
AP01391729	2	12/10/2019				12/10/2019	V	Y
AP01391729	7	12/10/2019				12/10/2019	V	Y

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:	**OUTPUT FORMAT:**
Commitment Control Tran ID	Online
Commitment Control Tran Date	
Business Unit	
Voucher ID (% for ALL)	
Process Instance	
Process Status	

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:	**OUTPUT FORMAT:**
Business Unit	Online
Voucher ID	
TSE Run ID	
Origin	
Control Group ID	
Supplier ID	
Buying Agreement ID	
Invoice Number	
Invoice Date	
Voucher Source	

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

![Cardinal logo]

Screenshot of the Voucher Build Error Detail Page

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

Voucher Build Error Detail

Business Unit 50100   Voucher ID 01083046   Correct Errors

Header Errors   Personalize | Find | View All | ⧉ | 🔢   First ① 1 of 1 ① Last

Field Name	Message

Invoice Line Errors   Personalize | Find | View All | ⧉ | 🔢   First ① 1 of 1 ① Last

Line	Field Name	Message

Distribution Line Errors   Personalize | Find | View All | ⧉ | 🔢   First ① 1-2 of 2 ① Last

Line	Distribution Line	Field Name	Message
1	19	Cost Center	Combo error for fields CostCenter/Program in group CSCPROGRAM.
1	45	Cost Center	Combo error for fields CostCenter/Fund in group CSCFUND.

[🔍 Return to Search] [↑ Previous in List] [↓ Next in List] [📋 Notify]

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:	OUTPUT FORMAT:
Business Unit	Online
Voucher ID	
Invoice Number	
Short Supplier Name	
Supplier ID	
Supplier Name	
Voucher Style	
Related Voucher	
Entry Status	
Voucher Source	
Incomplete Voucher	

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

CARDINAL

Screenshot of the Voucher Inquiry - Search Page

| Favorites ▾ | Main Menu ▾ | > | Accounts Payable ▾ | > | Vouchers ▾ | > | Add/Update ▾ | > | Regular Entry |

Voucher

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

| Find an Existing Value | Add a New Value |

▼ Search Criteria

Business Unit [= ▾] [15100] 🔍
Voucher ID [begins with ▾] [ ]
Invoice Number [begins with ▾] [ ]
Invoice Date [= ▾] [ ] 📅
Short Supplier Name [begins with ▾] [ ]
Supplier ID [begins with ▾] [ ] 🔍
Supplier Name [begins with ▾] [ ]
Voucher Style [= ▾] [Regular Voucher ▾]
Related Voucher [begins with ▾] [ ]
Entry Status [= ▾] [▾]
Voucher Source [= ▾] [▾]
Incomplete Voucher [= ▾] [▾]

☐ Case Sensitive

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

[Search] [Clear] Basic Search 📝 Save Search Criteria

Search Results

300 of 3481 results are displayed.

View All   First ◀ 1-100 of 300 ▶ Last

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

![Cardinal logo]

Screenshot of the Voucher Page - Summary Tab

| Favorites ▾ | Main Menu ▾ | > | Accounts Payable ▾ | > | Vouchers ▾ | > | Add/Update ▾ | > | Regular Entry |

| Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary |

Business Unit 15100

Voucher ID

Voucher Style Regular

Supplier Name

P O BOX 15731
WILMINGTON, DE 19886-5731

Invoice Date 12/15/2019

Invoice No

Invoice Total 29,340.79   USD

Entry Status Postable

Match Status No Match

Approval Status Pending

Post Status Unposted

Approval History

Pay Terms Due Now PP

Voucher Source Online

Origin ONL

Created On 12/30/2019 9:38AM

Created By VPH82737

Last Update 12/30/2019 10:05AM

Budget Status Valid

Budget Misc Status Valid

Modified By AA_CARDINAL_BATCH_AP

ERS Type Not Applicable

Close Status Open

*View Related Payment Inquiry ▾   Go

Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Screenshot of the Voucher Page - Invoice Information Tab

Accounts Payable Queries

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1099-G Query (V_AP_1099G_INFO)

REVISED: 01/17/2024

DESCRIPTION:

This query will display vendor and payment information based on the Account Chart Field Attribute "1099 Form" where the value is "G", for a specific Business Unit and Payment Date range.

NAVIGATION PATH:

Main Menu > Reporting tools > Query > Query Viewer > V_AP_1099G_INFO

INPUT / SEARCH CRITERIA:

Business Unit
Payment Begin Dt
Payment End Dt

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the 1099-G Query Page

V_AP_1099G_INFO - 1099-G Query

*Business Unit 50100
*Payment Begin Dt 01/01/2023
*Payment End Dt 12/31/2023

[View Results]

Download results in : Excel SpreadSheet CSV Text File XML File (33 kb)

View All   First 1-45 of 45 Last

Row	Business Unit	Voucher ID	Accounting Date	Supplier ID	TIN Type	Taxpayer Identification Number	Supplier Name	Address Sequence Number	Address Line 1	Address Line 2	City	State	Postal Code	Voucher Line Number	Distribution Line Number	Account	Payment Date	Payment Reference	Distribution Amount	Payment Status
1	50100	01512203	05/09/2023		EIN			2	6037 Providence Road	Suite 4	Virginia Beach	VA	23464	1	1	5014520	05/17/2023	24833388	9640.00	P
2	50100	01526917	06/12/2023		EIN			2	6037 Providence Road	Suite 4	Virginia Beach	VA	23464	1	1	5014520	06/16/2023	24885676	2400.00	P
3	50100	01518732	05/23/2023		EIN			2	1209 N. International Plaza	P. O. Box 6677	Chesapeake	VA	23323	1	1	5014520	05/25/2023	24846379	4985.00	P
4	50100	01480527	02/03/2023		EIN			3	317 Office Square Lane	Suite A102	Virginia Beach	VA	23462	1	1	5014520	02/08/2023	24661997	450.16	P
5	50100	01483820	02/14/2023		EIN			3	317 Office Square Lane	Suite A102	Virginia Beach	VA	23462	1	1	5014520	02/16/2023	24676252	1424.93	P
6	50100	01489160	03/01/2023		EIN			3	317 Office Square Lane	Suite A102	Virginia Beach	VA	23462	1	1	5014520	03/03/2023	24701198	3162.00	P
7	50100	01521727	05/31/2023		EIN			3	9926 Main St	Suite 200	Fairfax	VA	22031-3914	1	1	5014520	06/02/2023	24860800	3309.74	P
8	50100	01523939	06/05/2023		EIN			3	9926 Main St	Suite 200	Fairfax	VA	22031-3914	1	1	5014520	06/08/2023	24870744	6754.50	P
9	50100	01533137	07/01/2023		EIN			3	9926 Main St	Suite 200	Fairfax	VA	22031-3914	1	1	5014520	07/10/2023	24915128	3581.00	P
10	50100	01523618	06/05/2023		EIN			1	351 MCCORMICK RD	THORNTON HALL RM A 123	CHARLOTTESVILLE	VA	22904	3	1	5014520	06/08/2023	24871229	4500.00	P

AP Manual, Wire & Treasury BU (V_AP_POSTED_PMTS_BY_BU_PAY_MTH)

REVISED: 01/17/2024

DESCRIPTION:
This query displays Manual, Wire and Treasury Business Unit payments.

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

INPUT / SEARCH CRITERIA:
Business Unit (% for ALL)
Journal Posted Date From
Journal Posted Date To
Payment Method (% for all)
Account

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the AP Manual, Wire & Treasury BU Query Page

V_AP_POSTED_PMTS_BY_BU_PAY_MTH - AP Manual, Wire & Treasury BU

Business Unit (% for all): 15100
*Journal Posted Date From: 07/01/2023
*Journal Posted Date To: 07/31/2023
Payment Method (% for all): %
Account: 205025

[View Results]

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

View All   First 1-1 of 1 Last

Row	Journal Posted Date	Business Unit	Voucher ID	Voucher Amount	Payment Amount	Bank Code	Payment ID Ref	Payment Date	Supplier Name	Payment Method	Payment Status	Journal ID	Journal Date	Journal DateTime
1	07/26/2023	15100	00005210	42022877.00	42022877.00	1100	DHHS-06272023	07/26/2023	DEPT OF HEALTH AND HUMAN SERVICES	WIR	Paid	AP02445085	07/26/2023	07/26/2023 11:36:21PM

![Cardinal logo]

AP Posted Cancelled Payment (V_AP_POSTED_CANCEL_PYMNTS)

REVISED: 01/17/2024

DESCRIPTION:
This query displays Cancelled Expenses and Voucher Payments.

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

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

Screenshot of the AP Posted Cancelled Payment Query Page

V_AP_POSTED_CANCEL_PYMNTS - AP Posted Cancelled Payment

Business Unit (% for all): 15100
*Journal Posted Date From: 01/01/2023
*Journal Posted Date To: 12/31/2023
Account: 205025

View Results

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

View All   First 1-2 of 2 Last

Row	Journal Posted Date	Business Unit	Doc Type	Vchr/Exp ID	Account	Vchr/Exp Amount Summed	Journal ID	Journal Date	Journal DateTime
1	04/07/2023	15100	Voucher ID	00004440	205025	-111.34	AP02347267	04/07/2023	04/07/2023 8:15:56PM
2	06/26/2023	15100	Voucher ID	00005188	205025	-198744.00	AP02419981	06/26/2023	06/26/2023 7:55:54PM

Active EDI Suppliers with Banking Query (V_AP_EDI_SUPPLIERS_BANK)

REVISED: 05/23/2024

DESCRIPTION:

This query is to review all active suppliers having bank information. The query can be run by choosing % for all to display all the suppliers with banking, can also be run by hardcoding either SSN, EIN or OTH such that the suppliers with specified TIN Type and banking will be listed in the query output. This query output displays Supplier ID, Supplier Name, Vendor Location, Location Description, Prenote Status, bank Descr, Bank Acct Type, Bank Account #, DFI ID Number, Bank Name, Last Modified Date, TIN Num, TIN Type. This query contains sensitive banking data and will be restricted to be used by DOA EDI team.

NAVIGATION PATH:

Main Menu > Reporting tools > Query > Query Viewer > V_AP_EDI_SUPPLIERS_BANK

INPUT / SEARCH CRITERIA:	**OUTPUT FORMAT:**
Tin Type (%=all) or EIN, SSN, or OTH	HTML Excel CSV

Additional Information:

Bank Account number and TIN numbers are blanked out because they are deemed sensitive information.

Screenshot of the Active EDI Suppliers with Banking Query Page

V_AP_EDI_SUPPLIERS_BANK - Active EDI Vendors with Bankin

Tin Type(%=all) or EIN,SSN,OTH [%]

[View Results]

Download results in : Excel SpreadSheet   CSV Text File   XML File   (5292 kb)

View All   First 1-100 of 9554 ▶ Last

Row	Supplier ID	Supplier Name	Vendor Location	Location Description	Prenote Status	Bank Account Descr	Bank Acct Type	Bank Account Number	DFI ID Number	Bank Name	Last Modified Date	TIN Number	TIN Type
1	0000000844	Abilis Solutions Corp	MAIN	ABILIS NEW ENGLAND INC		00	03		211274450	TD BANK NA	07/07/2022 2:31:36PM		EIN
2	0000050730	Commonwealth of Virginia	SPECIAL	Payroll only		00	03		061000104	Suntrust	09/29/2023 2:51:08AM		EIN
3	0000093891	Virginia College Savings Plan	SPECIAL	Payroll only		50	03		051400549	Wells Fargo	05/26/2023 2:33:28PM		EIN
4	0001736554	FRINGE BENEFITS MGMT CO	MAIN	Main Location		10	03		063104668	Regions Bank	09/22/2021 7:38:12AM		OTH
5	0000000049	DTC Communications Inc	MAIN	DTC Communications Inc	C	00	03		111000012	Bank of America	04/04/2019 8:14:10PM		EIN
6	0000000079	Chemsavers Inc - PCard orders ONLY	MAIN	CHEMSAVERS INC	C	00	03		051400549	WACHOVIA BANK	07/14/2023 2:33:16PM		EIN
7	0000000145	Alert Visions of North America Inc	MAIN	Alert Visions	C	00	03		062000019	Regions Bank	09/16/2020 1:24:21AM		EIN
8	0000000178	Job Assistance Center Inc	MAIN	Job Assistance Center - EDI	C	00	03		051409278	PRIMIS	07/13/2023 2:32:01PM		EIN
9	0000000330	James Byrne	MAIN	James Byrne - EDI	C	00	03		011000138	Bank of America	12/02/2022 2:36:11AM		SSN

Balance in Accrual Account (V_AP_ACCRUAL_ACCOUNT_BAL)

REVISED: 01/17/2024

DESCRIPTION:
This query will display Balances in Accrual Account by Program & Fund.

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

INPUT / SEARCH CRITERIA:	OUTPUT FORMAT:
Business Unit	HTML
Journal Date From	Excel
To Journal Date	CSV
Account	
Fund (% for ALL)	

Screenshot of the Balance in Accrual Account Query Page

V_AP_ACCRUAL_ACCOUNT_BAL - Balance in Accrual Account

*Business Unit 15100
*Journal Date From 01/01/2023
*To Journal Date 12/31/2023
*Account 5012440
Fund (% 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	Vchr/Expense	Business Unit	Fiscal Year	Accounting Period	Voucher ID/Sheet ID	Accounting Date	Supplier ID/Employee ID	Supplier/Employee	Account	Fund Code	Program	Department	Cost Center	FIPS	Asset	Agency Use 1	Agency Use 2	PCBU	Project	Task	Activity	Responsible Org	Monetary Amount
1	Voucher Accrual	15100	2023	7	00005068	01/05/2023	0000022627	Computer Aid Inc	5012790	06011	711008	95100						15100	0000115782		STATE	10000	427092.72

EPAY Payment History Query (V_AP_EPAY_PAYMENTS)

REVISED: 01/17/2024

DESCRIPTION:

This query will provide the ability to identify EPAY Payment History by Payment date Range.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AP_EPAY_PAYMENTS

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

Screenshot of the EPAY Payment History Query

V_AP_EPAY_PAYMENTS - EPAY Payment History

Business Unit (% for All) 18100
*Payment Date From 01/01/2023
*Payment Date To 12/31/2023

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (25 kb)

View All   First 1-26 of 26 Last

Row	Business Unit	Payment Supplier ID	Payee Name	Address 1	Address 2	City	State	Postal	Payment Date	Payment Reference Number	Payment Reference Amount	Payment Message	Voucher ID	Invoice	Invoice Date	Account Nbr	Voucher Gross Amount	CDS Amount
1	18100	0000061247	Zimride	PO Box 840173		Kansas City	MO	64184	02/06/2023	50159690	191.20	Inv# 31918021 PE 011523	00000027	31918021	01/15/2023		191.20	
2	18100	0000061247	Enterprise Holdings Inc	EAN Services	P.O. Box 840173	Kansas City	MO	64184-0173	03/07/2023	50162052	178.04	Inv# 32180486 PE 021523	00000049	32180486	02/15/2023		178.04	
3	18100	0000002304	Pitney Bowes Inc	PO Box 981022		Boston	MA	02298-1022	03/30/2023	50163958	1475.13	Postage Machines 011523 to 041423	00000067	3317183524	03/11/2023		1475.13	
4	18100	0000031787	BLAUCH BROTHERS INC	PO BOX 1092		HARRISONBURG	VA	22803	04/14/2023	50165276	8981.01	Craft Reimbursement - Blauch Brothers	00000088	Craft Reim - Blauch	04/06/2023		8981.01	
5	18100	0000019064	SKC Inc	PO Box 74833		Cleveland	OH	44194-4833	04/28/2023	50166541	65770.00	Inv# 520130 Prompt Pay 4.13.23	00000100	520130	03/14/2023		13154.00	
6	18100	0000019064	SKC Inc	PO Box 74833		Cleveland	OH	44194-4833	04/28/2023	50166541	65770.00	Inv# 520282 Prompt Pay 4.13.23	00000101	520282	03/16/2023		13154.00	
7	18100	0000019064	SKC Inc	PO Box 74833		Cleveland	OH	44194-4833	04/28/2023	50166541	65770.00	Inv# 520283 Prompt Pay 04.13.23	00000102	520283	03/16/2023		13154.00	

EPAY Supplier History Query (V_AP_EPAY_SUPPLIER)

REVISED: 01/17/2024

DESCRIPTION:
This query will provide the ability to identify EPAY Supplier History.

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

INPUT / SEARCH CRITERIA:	OUTPUT FORMAT:
EPAY Location Status	HTML
EPAY Location	Excel
	CSV

Screenshot of the EPAY Supplier History Query

V_AP_EPAY_SUPPLIERS - EPAY Supplier History

*EPAY Location Status ACTIVE
*EPAY Location EPAY LOC DEFAULT

View Results

Download results in : Excel SpreadSheet   CSV Text File   XML File   (1867 kb)

View All   First 1-100 of 2993 Last

Row	Supplier ID	Supplier Status	Supplier Default Location	Supplier Default Addr Seq Num	Supplier Default Address 1	Supplier Default Address 2	Supplier Default City	Supplier Default State	Supplier Default Postal	Supplier Name	Supplier Default Addr Alt Name	EPAY Location Effective Date	EPAY Loc Default Addr Seq Num	EPAY Location Status
1	0000502307	Unapproved	EPAY	1	1500 Park Rd		Chanhassen	MN	55317-9593	PMT Corporation		02/09/2023	1	Active
2	0000000052	Inactive	EPAY	3	542 AMHERST ST ROUTE 101A		AMHERST	NH	03063	Episerver Inc		07/29/2015	3	Active
3	0000000528	Inactive	EPAY	1	ONE COMMUNITY PLACE		SOUTH DEERFIELD	MA	01373	Channing Bete Company Inc		03/11/2021	1	Active
4	0000001034	Inactive	EPAY	1	PO Box 357		Jefferson	GA	30549	Sewn Products Equipment Co	Sewn Products Equipment Company	07/11/2022	1	Active
5	0000001071	Inactive	EPAY	1	537 SOUTHLAKE BLVD		RICHMOND	VA	23236	H C Kuhlman Supply Inc		06/22/2021	1	Active
6	0000001089	Inactive	EPAY	1	595 MENLO DR		ROCKLIN	CA	95765	Purple Language Services Co		02/22/2013	1	Active
7	0000001333	Inactive	EPAY	1	179 Ward Hill Ave		Haverhill	MA	01835	Lynx System Developers Inc	Lynx System Developers, Inc.	07/24/2018	1	Active

Final Vouchers Report Query (**V_AP_FINAL_VOUCHERS**)

REVISED: 01/17/2024

DESCRIPTION:
This query will list of PO vouchers related to Construction and Consultant Contracts that are marked as Final Voucher. This query is for VDOT only.

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

INPUT / SEARCH CRITERIA:
Business Unit
Begin Date
End Date
Contract Ctg (% for all)

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the Final Vouchers Report Query Page

Row	Unit	PO No.	Contract	Voucher	Cntrct Category	Supplier	Supplier	PO Date
1	50100	0001112491	000000000000000000043593	01473724	CD	0000037916	AECOM Technical Services Inc	02/05/2015
2	50100	0001254701	000000000000000000050265	01487795	CO	0000020178	Athens Building Corp	08/23/2022
3	50100	0001244951	20000111777C01	01483701	CO	0000006615	Fairfield-Echols LLC	02/17/2022
4	50100	0001236926	50000109370M01	01479159	CO	0000025927	A & J Development & Excavation	08/23/2021
5	50100	0001230158	5M820BRA117425	01473648	CO	0000092059	Jones Road & Bridge Inc	04/13/2021
6	50100	0001242646	60000107022N01	01480754	CO	0000007366	Kickin Asphalt Paving & Excavating	01/07/2022
7	50100	0001129697	600107026N01	01477927	CO	0000026360	PAYNES PARKING DESIGNS INC	11/24/2015
8	50100	0001137156	A00094102C501	01476094	CO	0000035427	FORT MYER CONSTRUCTION Corp	04/15/2016
9	50100	0001252165	F0000115483C01	01468602	CO	0000031474	W-L Construction & Paving Inc	07/05/2022
10	50100	0001253669	F0000116169C01	01480851	CO	0000031474	W-L Construction & Paving Inc	08/02/2022

List Vchr Inv Lines & Distribs (V_AP_VCHR_INV_DISTRIB_LINES)

REVISED: 01/17/2024

DESCRIPTION:
This query lists voucher invoice and distribution line details for a user specified voucher ID.

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

INPUT / SEARCH CRITERIA:
Business Unit
Voucher ID

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the List Vchr Inv Lines & Distribs Query Page

V_AP_VCHR_INV_DISTRIB_LINES - List Vchr Inv Lines & Distribs

*Business Unit 50100
*Voucher ID 01586281

View Results

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

View All   First 1-1 of 1 Last

Row	Voucher	Inv Line	PO #	Receipt #	Receipt Line #	Distribute By	Ship To	Item	UOM	Unit Price	Quantity	Inv Line Amt	Inv Line Desc	Distrib Line #	Distrib Line Amt	Distrib Quantity	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1 (Function)	Agency Use 2 (Route)	PC Bus Unit	Project	Activity	As Of Date
1	01586281	1	0001265581	0002481124	1	Quantity	CHSCTY AHQ	9137101000	HUR	225.00000	7.0000	1575.00	MAINTENANCE AND REPAIR, HIGHWA	1	1575.00	7.0000	5012550	04100	604002	14024	11150000	70227	117							2024-01-15

Monitor PayCycle Pymnt Details (V_AP_MONITOR_PAYCYCLE_PAYMENTS)

REVISED: 01/17/2024

DESCRIPTION:
This query will identify Accounting Period and FY for payments for Vouchers, Expenses and Cash Advances.

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

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

Screenshot of the Monitor PayCycle Pymnt Details Query Page

V_AP_MONITOR_PAYCYCLE_PAYMENTS - Monitor PayCycle Pymnt Details

Business Unit (% for all) 15100
*From Payment Date 01/01/2023
*To Payment Date 01/31/2023
View Results

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

View All   First 1-20 of 20 Last

Row	Business Unit	Payment Date	Payment Method	Pymnt ID Reference	Payment Type	Voucher/Expense ID	Paid Amount	Voucher FY	Voucher FM	Payment FY	Payment FM
1	15100	01/05/2023	EFT	90447095	Voucher Paid	00005044	20832.00	2023	6	2023	7
2	15100	01/06/2023	ACH	81990437	Voucher Paid	00005042	15853.15	2023	6	2023	7
3	15100	01/06/2023	ACH	81990534	Voucher Paid	00005065	7890.58	2023	7	2023	7
4	15100	01/06/2023	EFT	90447223	Voucher Paid	00005048	21872.22	2023	6	2023	7
5	15100	01/06/2023	EFT	90447403	Voucher Paid	00005063	15082.75	2023	7	2023	7
6	15100	01/09/2023	ACH	81991355	Voucher Paid	00005066	349679.40	2023	7	2023	7
7	15100	01/11/2023	MAN	C1177705	Voucher Paid	00005060	1648.93	2023	6	2023	7
8	15100	01/12/2023	ACH	81993607	Voucher Paid	00005069	49851.62	2023	7	2023	7
9	15100	01/12/2023	ACH	81993607	Voucher Paid	00005070	95.56	2023	7	2023	7
10	15100	01/13/2023	ACH	81994899	Voucher Paid	00005068	776261.70	2023	7	2023	7

One Time Supplier Query (V_AP_ONE_TIME_VENDORS)

REVISED: 01/17/2024

DESCRIPTION:
This query displays One Time vendors that have been re-activated and the agencies that used these vendors.

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

INPUT / SEARCH CRITERIA:	**OUTPUT FORMAT:**
No input criteria	HTML
	Excel
	CSV

Screenshot of the One Time Vendors Query

V_AP_ONE_TIME_VENDORS- One Time Supplier Query

Download results in :   Excel SpreadSheet   CSV Text File   XML File   (54966 kb)

View All

Row	SetID	Supplier ID	Supplier Name	Business Unit	Count of Vouchers for BU
1	STATE	0000001237	Ultimate Touch Painting LLC	22200	1
2	STATE	0000001305	MERCHANTS AUTOMOTIVE GROUP	15400	267
3	STATE	0000001305	MERCHANTS AUTOMOTIVE GROUP	16100	2
4	STATE	0000001501	Global Technology Systems Corp	12300	3
5	STATE	0000001501	Global Technology Systems Corp	15600	2
6	STATE	0000002001	IRON MOUNTAIN	11300	1
7	STATE	0000002001	IRON MOUNTAIN	14100	1
8	STATE	0000002001	IRON MOUNTAIN	16100	7
9	STATE	0000002001	IRON MOUNTAIN	23300	19
10	STATE	0000002001	IRON MOUNTAIN	50100	1
11	STATE	0000002016	EPT INC	15400	1
12	STATE	0000002016	EPT INC	16100	3
13	STATE	0000002016	EPT INC	50100	1
14	STATE	0000002183	Turner Long Construction Inc	15400	5
15	STATE	0000002183	Turner Long Construction Inc	19400	1

Payee – invalid Address length Query (V_AP_PAYEE_ADDR_LENGTH_INVALID)

REVISED: 01/17/2024

DESCRIPTION:
This query is Vendor to Supplier label changes, Query to list Invalid Payee Names that got processed due to field length limitations on Warrant Extract.

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

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

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the Payee – Invalid Address length Query page

V_AP_PAYEE_ADDR_LENGTH_INVALID - Payee - invalid Address length

Payment Method (% for ALL) %
*Payment Date From 01/01/2023
*Payment Date To 01/15/2024

View Results

No matching values were found.

Row	Payment Method	Payment Date	Payment Ref ID	Remit Supplier ID	Employee ID	Name	Address 1	Extract Address 1	Address 2	Extract Address 2	Payment Amount	Source Type

Payroll Vouchers Query (V_AP_ VCHRS_HCM_PAYROLL)

REVISED: 01/17/2024

DESCRIPTION:
This query to reconcile payroll vouchers interfaced to FIN from HCM for a specified time period and for a specific GL Business Unit.

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

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

Screenshot of the Payroll Vouchers Query page

V_AP_VCHRS_HCM_PAYROLL - Payroll Vouchers

*GL Business Unit 15100
*From Journal Date 01/01/2023
*To Journal Date 01/31/2023

View Results

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

View All

First 1-8 of 8 Last

Row	AP Business Unit	Voucher ID	Invoice ID	Supplier ID	Supplier Name	Supplier Addr Seq Nbr	Supplier Location	Invoice Date	Voucher Line Nbr	Distribution Line Nbr	GL Business Unit	Account	Fund Code	Department ID	Distribution Line Amt	Accounting Date	Appl Jrnl ID	Journal ID	Journal Date	Journal Line Nbr	Unpost Seq Nbr	Payment Method	Payment Status	Payment Count	Payment ID Reference	Payment Date
1	99701	P0009150	P0009150	0001736554	FRINGE BENEFITS MGMT CO	1	MAIN	01/11/2023	2	1	15100	22051444	01000	99999	385.76	01/11/2023	ACCRUAL	AP02270679	01/11/2023	8	0	EFT	Paid	1	90448815	01/13/2023
2	99701	P0009151	P0009151	0001736668	LNB SOLUTIONS INC	1	MAIN	01/11/2023	94	1	15100	22051442	01000	99999	175.00	01/11/2023	ACCRUAL	AP02270679	01/11/2023	6	0	ACH	Paid	1	81996420	01/13/2023
3	99701	P0009152	P0009152	0001736715	MINNESOTA LIFE INSURANCE CO	1	MAIN	01/11/2023	61	1	15100	22051443	01000	99999	1299.61	01/11/2023	ACCRUAL	AP02270679	01/11/2023	7	0	EFT	Paid	1	90448816	01/13/2023
4	99701	P0009153	P0009153	0001736973	VGEA	1	MAIN	01/11/2023	33	1	15100	22051439	01000	99999	18.00	01/11/2023	ACCRUAL	AP02270679	01/11/2023	5	0	CHK	Paid	1	24622769	01/13/2023
5	99701	P0009786	P0009786	0001736554	FRINGE BENEFITS MGMT CO	1	MAIN	01/30/2023	46	1	15100	22051444	01000	99999	385.76	01/30/2023	ACCRUAL	AP02284421	01/30/2023	8	0	EFT	Paid	1	90451307	02/01/2023
6	99701	P0009787	P0009787	0001736668	LNB SOLUTIONS INC	1	MAIN	01/30/2023	43	1	15100	22051442	01000	99999	175.00	01/30/2023	ACCRUAL	AP02284421	01/30/2023	6	0	ACH	Paid	1	82008694	02/01/2023

Pymnt Count By Pymnt Method Query
(V_AP_PYMNT_CNT_BY_PYMNT_MTHD)

REVISED: 01/17/2024

DESCRIPTION:
This query provides the ability to track the Vouchers and Expenses Payment count by payment method.

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

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

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the Pymnt Count By Pymnt Method Query Page

V_AP_PYMNT_CNT_BY_PYMNT_MTHD - Pymnt Count By Pymnt Method

AP Business Unit (% for all) 15100
*From Payment Date 01/01/2023
*To Payment Date 02/28/2023

View Results

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

View All   First 1-2 of 2 Last

Row	Transaction Type	Document EDI	Document Check	Document Epay	Document Count	Document Amount	EDI Count	Check Count	Epay Count	Payment Count	EDI Amount	Check Amount	Epay Amount	Payment Amount	CDS Count	CDS Amount
1	Expense	2	0	0	2	1425.02	2	0	0	2	1425.02	0.00	0.00	1425.02	0	0.00
2	Voucher	35	0	0	35	5666615.98	32	0	0	32	5664967.05	0.00	0.00	5664967.05	1	1648.93

Payment History for ePay Supps Query (V_AP_EPAY_VNDR_PYMNT_HIST)

REVISED: 01/17/2024

DESCRIPTION:
This query will provide the ability to identify list of payments made to ePAY Vendors including All payment methods for the date range specified.

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

INPUT / SEARCH CRITERIA:	OUTPUT FORMAT:
Pymnt Date From	HTML
Pymnt Date To	Excel
	CSV

Screenshot of the Payment History for ePay Supps Query Page

V_AP_EPAY_VNDR_PYMNT_HIST - Payment History for ePay Supps

*Pymnt Date From 01/01/2023
*Pymnt Date To 01/31/2023

[View Results]

Download results in : Excel SpreadSheet CSV Text File XML File (3780 kb)

View All

First 1-100 of 3594 Last

Row	SetID	Supplier ID	Supplier	Supplier Status	Supplier Default Location	EPAY Location Status	EPAY Latest Effective Date	CHK Count	CHK Amount	ACH Count	ACH Amount	EFT Count	EFT Amount	EPAY Count	EPAY Amount	MANUAL Count	MANUAL Amount	Total Count	Total Amount
1	STATE	0000000020	Relyco Sales Inc	Approved	EPAY	Active	02/27/2018	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	
2	STATE	0000000049	DTC Communications Inc	Approved	MAIN	Inactive	03/22/2018	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	
3	STATE	0000000052	Episerver Inc	Inactive	EPAY	Active	07/29/2015	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	
4	STATE	0000000064	Cryptzone North America Inc	Approved	EPAY	Active	03/10/2014	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	
5	STATE	0000000096	Air Tech Solutions Inc	Approved	MAIN	Inactive	08/18/2016	1	44393.43	0	0.00	0	0.00	0	0.00	0	0.00	1	44393.43
6	STATE	0000000145	Alert Visions of North America Inc	Approved	MAIN	Inactive	02/27/2019	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	
7	STATE	0000000193	WTC Inc	Approved	EPAY	Active	10/20/2016	1	100.62	0	0.00	0	0.00	0	0.00	0	0.00	1	100.62

Payment Cash Check Results Query
(V_AP_PYMNT_CASH_CHECK_RESULT)

REVISED: 12/15/2023

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
Seq Num (1-9 or % for All)
GL Unit (% for All)
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 12/14/2023
Seq Num (1-9 or % for All) %
GL Unit (% for ALL) 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   (45 kb)

View All
First 1-80 of 80 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	12/14/2023	1	50100		101010	2024	N	N	N	0.00	0.00	0.00	0.00	0.00	0.00						
2	Summary	12/14/2023	1	50100	01000	101010	2024	N	N	Y	478167758.04	0.00	478167758.04	478161079.04	6679.00	0.00						
3	Summary	12/14/2023	1	50100	02700	101010	2024	N	N	N	52234.00	0.00	52234.00	52234.00	0.00	0.00						
4	Summary	12/14/2023	1	50100	04000	101010	2024	N	N	N	6191405.31	0.00	6191405.31	6191405.31	0.00	0.00						
5	Summary	12/14/2023	1	50100	04010	101010	2024	N	N	N	5008802.07	0.00	5008802.07	5008802.07	0.00	0.00						
6	Summary	12/14/2023	1	50100	04014	101010	2024	N	N	N	0.01	0.00	0.01	0.01	0.00	0.00						
7	Summary	12/14/2023	1	50100	04100	101010	2024	Y	N	N	602597510.55	0.00	602597510.55	600853378.03	0.00	0.00						
8	Summary	12/14/2023	1	50100	04220	101010	2024	N	N	N	80471757.45	0.00	80471757.45	80471757.45	0.00	0.00						
9	Summary	12/14/2023	1	50100	04230	101010	2024	N	N	N	60227019.18	0.00	60227019.18	60037605.95	189413.23	0.00						
10	Summary	12/14/2023	1	50100	04250	101010	2024	N	N	N	260425549.25	0.00	260425549.25	260415990.58	9558.67	0.00						

Pending Vouchers by Origin Query (V_AP_PENDING_VCHRS_BY_ORIGIN)

REVISED: 01/17/2024

DESCRIPTION:
This query is to review Cardinal loaded Voucher Distributions before Mass Approval of the Spreadsheet Vouchers. This query is only used by SPO.

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

INPUT / SEARCH CRITERIA:	OUTPUT FORMAT:
Business Unit (% for ALL)	HTML
Origin (SPD, UTL)	Excel
Supplier ID (% for ALL)	CSV
Accounting Date From	
Accounting Date To	

Screenshot of the Pending Vouchers by Origin Query Page

V_AP_PENDING_VCHRS_BY_ORIGIN - Pending Vouchers by Origin

Business Unit (% for ALL) %
Origin (SPD, UTL) UTL
Supplier ID (% for ALL) %
*Accounting Date From 12/01/2023
*Accounting Date To 01/15/2024

[View Results]

Download results in : Excel SpreadSheet   CSV Text File   XML File   (316 kb)

View All

Row	Business Unit	Voucher ID	Invoice ID	Invoice Date	Accounting Date	Remit Supplier	Supplier Name	Alternate Payee Name	Remit Location	Remit Address	Entry Status	Budget Status	Origin	Invoice Receipt Date	Goods & Services Receipt Date	Customer Account Nbr	Responsible Org	Due Date Control	Scheduled Due Date
1	50100	01601306	00004390033120240110	01/10/2024	01/12/2024	0000053579	Dominion Energy Virginia	540418825-DOM	MAIN	72	Postable	Valid	UTL	01/10/2024	01/10/2024	000043900331	10015	User	02/04/2024
2	50100	01601307	00006906017620240110	01/10/2024	01/12/2024	0000053579	Dominion Energy Virginia	540418825-DOM	MAIN	72	Postable	Valid	UTL	01/10/2024	01/10/2024	000069060176	10015	User	02/04/2024
3	50100	01601308	00012560666520240110	01/10/2024	01/12/2024	0000053579	Dominion Energy Virginia	540418825-DOM	MAIN	72	Postable	Valid	UTL	01/10/2024	01/10/2024	000125606665	10015	User	02/04/2024
4	50100	01601309	00012756211420240110	01/10/2024	01/12/2024	0000053579	Dominion Energy Virginia	540418825-DOM	MAIN	72	Postable	Valid	UTL	01/10/2024	01/10/2024	000127562114	10015	User	02/04/2024

Screenshot of the Pending Vouchers by Origin Query Page (scrolled right)

Scheduled Due Date	Payment Method	Payment Message	Voucher Gross Amt	Distribution Line Amt	Voucher Line Descr	Voucher Line Nbr	Distribution Line Nbr	GL Business Unit	Account	Fund Code	Program	FIPS	Department ID	PC Business Unit	Project ID	Last Updated By	Last Updated Date
02/04/2024	EFT	Remittance	50.30	50.30		1	1	50100	50154202	04100	604003	059	19054			AA_CARDINAL_BATCH_AP	01/12/2024
02/04/2024	EFT	Remittance	13.37	13.37		1	1	50100	50154202	04100	604002	075	14021			AA_CARDINAL_BATCH_AP	01/12/2024
02/04/2024	EFT	Remittance	29.03	29.03		1	1	50100	50154202	04100	604003	059	19025			AA_CARDINAL_BATCH_AP	01/12/2024
02/04/2024	EFT	Remittance	27.01	27.01		1	1	50100	50154202	04100	604002	075	14021			AA_CARDINAL_BATCH_AP	01/12/2024

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:
Business Unit GL (% for All)
Journal Date From
Journal Date To

OUTPUT FORMAT:
HTML
Excel
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	

Refund Query (V_AP_REFUND_VOUCHERS)

REVISED: 01/17/2024

DESCRIPTION:
This query will identify voucher transactions where the vendor address description for that transaction is "Refund Address" and the transaction contains an Account that is not a Revenue Account.

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

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

Screenshot of the Refund Query Page

V_AP_REFUND_VOUCHERS - Refund Query

Business Unit 50100
*Entered Date From 07/01/2023
*Entered Date To 07/31/2023

View Results

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

View All

First 1-2 of 2 Last

Row	Supplier Name	Supplier ID	Business Unit	Voucher ID	Invoice ID	Entered Date	Entry Status	Close Status	Voucher Line Number	Voucher Distrib Number	Account Number
1	Adams Construction Company	0000025845	50100	01543111	84546	07/28/2023	P	O		1	1 5012550
2	Adams Construction Company	0000025845	50100	01543107	84540	07/28/2023	P	O		1	1 5012550

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

SEFA Local Aid (V_AP_SEFA_LOCALAID)

REVISED: 01/17/2024

DESCRIPTION:
This query will identify Schedule of Expenditures of Federal Awards (SEFA).

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

INPUT / SEARCH CRITERIA:	OUTPUT FORMAT:
Business Unit	HTML
Fiscal Year	Excel
Account	CSV

Screenshot of the SEFA Local Aid Query Page

V_AP_SEFA_LOCALAID - SEFA Local Aid

*Business Unit 50100
Fiscal Year 2023
*Account 5012430

View Results

Download results in : Excel SpreadSheet   CSV Text File   XML File   (878 kb)

View All   First 1-100 of 2312 ▶ Last

Row	Business Unit	Voucher ID	Supplier ID	Name	Class	Fiscal Year	Account	Project	Activity	Journal ID	Description	Amount
1	50100	01405405	0000071448	Kutak Rock LLP	Supplier	2023	5012430			AP02131464	I-81 TIFIA May2022	-32436.00
2	50100	01406814	0000052081	Walton & Adams PC	Supplier	2023	5012430	0000107187	653	AP02114718	MOLAYEM/0001-029-205/P169	332.50
3	50100	01406817	0000052081	Walton & Adams PC	Supplier	2023	5012430	0000099478	653	AP02114718	PROVIDENCE/0007-029-942/P217	1686.50
4	50100	01406821	0000052081	Walton & Adams PC	Supplier	2023	5012430	0000050100	653	AP02114718	HERNDON/U000-235-110/P025	423.50
5	50100	01406826	0000037275	Hunton Andrews Kurth LLP	Supplier	2023	5012430			AP02114718	BROADBAND MONETIZATION	7387.50
6	50100	01406887	0000052081	Walton & Adams PC	Supplier	2023	5012430	0000110496	74209	AP02114718	Freedom/0066-96A-497/P113	10578.00
7	50100	01406902	0000052081	Walton & Adams PC	Supplier	2023	5012430	0000110496	74209	AP02114718	Gainesville/0066-96A-497/P102	1739.00

Supplier 1099 Data Extract (V_AP_1099_DATA_EXTRACT)

REVISED: 01/17/2024

DESCRIPTION:
This query will list all withhold vendor details within a user selected agency control id and withholding declaration date range.

NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > V_AP_1099_DATA_EXTRACT

INPUT / SEARCH CRITERIA:
Supplier SetID
Control ID
AP Business Unit (% for All)
WH Declaration Date From
WH Declaration Date To

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the Supplier 1099 Data Extract Query Page

V_AP_1099_DATA_EXTRACT - Supplier 1099 Data Extract

*Supplier Setid STATE
*Control ID 18100
AP Business Unit (% for All) 18100
*WH Declaration Date From 01/01/2023
*WH Declaration Date To 12/31/2023

View Results

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

View All   First 1-23 of 23 Last

Row	AP Business Unit	Supplier ID	Supplier Name	Withhold Type	Withholding Class	Withholding Rule	Address Sequence Number	Address Line 1	Address Line 2	City	State	Postal	Supplier Tax ID	Payment Method	Payment Reference	Payment Date	Posted Date	Withholding Basis Amount	Withholding Liability Amount	Withholding Transaction Type	Withholding Declaration Date	Paid Amount	Description	Creation Date	User ID
1	18100	0000006937	International consulting Services	1099N	01	RULE0	1	6600 Loamy Ct Ste 100		Mechanicsville	VA	23116		CHK	24652228	02/02/2023	01/31/2023	75513.76	0.00	Original	02/02/2023	0.00		01/31/2023	AA_CARDINAL_BATCH_AP
2	18100	0000006937	International consulting Services	1099N	01	RULE0	1	6600 Loamy Ct Ste 100		Mechanicsville	VA	23116		CHK	24652229	02/02/2023	01/31/2023	10142.08	0.00	Original	02/02/2023	0.00		01/31/2023	AA_CARDINAL_BATCH_AP
3	18100	0000016768	Book It Now	1099N	01	RULE0	1	3804 Purple Haze Court		Richmond	VA	23223		ACH	81998460	01/19/2023	01/17/2023	8455.20	0.00	Original	01/19/2023	0.00		01/17/2023	AA_CARDINAL_BATCH_AP
4	18100	0000106645	Holtzman Propane LLC	1099M	03	RULE0	1	P.O. Box 7		Mount Jackson	VA	22842		CHK	24935485	07/18/2023	07/14/2023	4808.19	0.00	Original	07/18/2023	0.00		07/14/2023	AA_CARDINAL_BATCH_AP
5	18100	0000125280	EMC MECHANICAL SERVICES	1099M	03	RULE0	1	1802 Ellen Rd		Richmond	VA	23230		ACH	82123702	06/26/2023	06/22/2023	18000.00	0.00	Original	06/26/2023	0.00		06/22/2023	AA_CARDINAL_BATCH_AP
6	18100	0000137382	Hunter Mechanical LLC	1099M	03	RULE0	1	226 Salters Creek Rd		Hampton	VA	23661-1909		CHK	Z0008067667	05/18/2023	05/16/2023	2801.90	0.00	Original	05/18/2023	0.00		05/16/2023	AA_CARDINAL_BATCH_AP
7	18100	0000149099	HARRIS R DUDLEY	1099N	01	RULE0	1	129 JAMES RIVER DRIVE		NEWPORT NEWS	VA	23601		CHK	24765235	04/11/2023	04/07/2023	108.73	0.00	Original	04/11/2023	0.00		04/07/2023	AA_CARDINAL_BATCH_AP
8	18100	0000160074	BRIAN M JAFFE	1099N	01	RULE0	1	9331 EAST PATRICK HENRY ROAD		ASHLAND	VA	23005		ACH	82097517	05/25/2023	05/24/2023	109.07	0.00	Original	05/25/2023	0.00		05/24/2023	AA_CARDINAL_BATCH_AP

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:	OUTPUT FORMAT:
Supplier SetID	HTML
Payment Handling Cd (% for ALL)	Excel
	CSV

Screenshot of the Suppliers on Payment Hold Query Page

V_AP_VNDRS_ON_PYMNT_HOLD - Suppliers on Payment Hold

Supplier SetID STATE

Pymnt Handling Cd (% for ALL) %

[View Results]

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

View All   First 1-3 of 3 Last

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 daily 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:
Supplier SetID
AP Business Unit
Supplier ID (% for All)

OUTPUT FORMAT:
HTML
Excel
CSV

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

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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	

VCHR Agency Details with TOP Query (V_AP_PYMNT_VCHR_TOP_AGENCY_DET)

REVISED: 01/17/2024

DESCRIPTION:

This query can be used to assist agencies if a supplier, subject to TOP, calls for assistance before they receive the TOP letter which provides more details. It includes the dollar amount applied, along with the federal agency name and contact information.

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 VCHR Agency Details with TOP Query Page

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	12/01/2023	ACH	82244641	0000056964	University of Virginia Physicians Group	70600	1159023	27941.00	765.980	24VA500045T0010000135 0000006	U.S. DEPARTMENT OF THE TREASURY	(888) 826-3127	CSNG17287713
2	12/01/2023	ACH	82244897	0000168395	LAW OFFICE OF C W ROOP	11500	7878959	146.20	146.200	24VA500045T0010000135 0000003	U.S. DEPARTMENT OF THE TREASURY	(888) 826-3127	CSNG17270921
3	12/01/2023	ACH	82244897	0000168395	LAW OFFICE OF C W ROOP	11500	7878963	146.20	146.200	24VA500045T0010000135 0000003	U.S. DEPARTMENT OF THE TREASURY	(888) 826-3127	CSNG17270921
4	12/01/2023	ACH	82244897	0000168395	LAW OFFICE OF C W ROOP	11500	7879005	146.20	146.200	24VA500045T0010000135 0000003	U.S. DEPARTMENT OF THE TREASURY	(888) 826-3127	CSNG17270921
5	12/01/2023	ACH	82244897	0000168395	LAW OFFICE OF C W ROOP	11500	7879134	172.40	172.400	24VA500045T0010000135 0000003	U.S. DEPARTMENT OF THE TREASURY	(888) 826-3127	CSNG17270921
6	12/01/2023	ACH	82244897	0000168395	LAW OFFICE OF C W ROOP	11500	7879136	172.40	172.400	24VA500045T0010000135 0000003	U.S. DEPARTMENT OF THE TREASURY	(888) 826-3127	CSNG17270921
7	12/01/2023	ACH	82244897	0000168395	LAW OFFICE OF C W ROOP	11500	7879137	172.40	172.400	24VA500045T0010000135 0000003	U.S. DEPARTMENT OF THE TREASURY	(888) 826-3127	CSNG17270921
8	12/01/2023	ACH	82244897	0000168395	LAW OFFICE OF C W ROOP	11500	7879138	172.40	172.400	24VA500045T0010000135 0000003	U.S. DEPARTMENT OF THE TREASURY	(888) 826-3127	CSNG17270921
9	12/01/2023	ACH	82244897	0000168395	LAW OFFICE OF C W ROOP	11500	7879210	266.20	266.200	24VA500045T0010000135 0000003	U.S. DEPARTMENT OF THE TREASURY	(888) 826-3127	CSNG17270921
10	12/01/2023	CHK	25178639	0000175367	BANK OF AMERICA	41100	00035168	65366.13	72.020	24VA500045T0010000135 0000007	U.S. DEPARTMENT OF THE TREASURY	(888) 826-3127	CSNG17274251

Vchrs by Distrib/Dept/Acct Query (V_AP_VCHRS_BY_DSTRB_DEPT_ACCT)

REVISED: 01/17/2024

DESCRIPTION:
This query to list all vouchers distributions with related PO / Contract data if applicable.

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

INPUT / SEARCH CRITERIA:
Business Unit
Accounting Date From
Accounting Date To
Deptid (% for All)
Account (% for All)
Supplier SetID
Supplier ID (% for All)

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the Vchrs by Distrib/Dept/Account Query Page

V_AP_VCHRS_BY_DSTRB_DEPT_ACCT - Vchrs by Distrib/Dept/Acct

*Business Unit 50100
*Accounting Date From 01/01/2023
*Accounting Date To 01/31/2023
Deptid (% for All) %
Account (% for All) %
*Supplier SetID STATE
Supplier ID (% for All) %

View Results

Download results in : Excel SpreadSheet   CSV Text File   XML File   (47274 kb)

View All

Row	AP Business Unit	Voucher Nbr	Supplier ID	Supplier Name	Vchr Entered By User	Acctg Date	Vchr Gross Amt	Vchr Line Nbr	Vchr Distrib Line Nbr	Vchr Distrib Line Descr	Vchr Distrib Line Amt	Vchr Distrib Acct	Vchr Distrib Line Deptid	Agency Use 1	eVA PO Type	PO Nbr
1	50100	01468242	0001568673	Arcadium LLC		01/03/2023	910.00	1	1	TREE TRIMMING AND BRUSH REMOVA	303.34	5012550	19027	NVSNW23002	R01	0001246678
2	50100	01468242	0001568673	Arcadium LLC		01/03/2023	910.00	1	2	TREE TRIMMING AND BRUSH REMOVA	303.34	5012550	19031	NVSNW23002	R01	0001246678
3	50100	01468242	0001568673	Arcadium LLC		01/03/2023	910.00	1	3	TREE TRIMMING AND BRUSH REMOVA	303.32	5012550	19035	NVSNW23002	R01	0001246678
4	50100	01468243	0001568673	Arcadium LLC		01/03/2023	910.00	1	1	TREE TRIMMING AND BRUSH REMOVA	303.34	5012550	19041	NVSNW23002	R01	0001246678

Screenshot of the Vchrs by Distrib/Dept/Account Query Page (scrolled right)

PO Line Nbr	PO Distrib Line Nbr	Receipt Nbr	Receipt Line Nbr	Receipt Distrib Line Nbr	PO Cntrct	PO Cntrct Version Nbr	PO Cntrct Line Nbr	PO Line Item ID	PO Line Descr
1	1	0002408815	1	1	0000000000000000000049927	1	1	9888878550	TREE TRIMMING AND BRUSH REMOVAL, PER VADOT SPECIFICATIONS 3 MEMBER CREW AND EQUIPMENT
1	1	0002408815	1	1	0000000000000000000049927	1	1	9888878550	TREE TRIMMING AND BRUSH REMOVAL, PER VADOT SPECIFICATIONS 3 MEMBER CREW AND EQUIPMENT
1	1	0002408815	1	1	0000000000000000000049927	1	1	9888878550	TREE TRIMMING AND BRUSH REMOVAL, PER VADOT SPECIFICATIONS 3 MEMBER CREW AND EQUIPMENT
1	1	0002408820	1	1	0000000000000000000049927	1	1	9888878550	TREE TRIMMING AND BRUSH REMOVAL, PER VADOT SPECIFICATIONS 3 MEMBER CREW AND EQUIPMENT

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: **OUTPUT FORMAT:**
Business Unit   HTML
Responsible Org (% for All)   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 Lines with CO/Legal Query (V_AP_PREAUDIT_DTL)

REVISED: 05/23/2024

DESCRIPTION:
This query is used for DOA preaudit to review the appropriate documentation prior to releasing the Attorney Services transactions for posting and payment. This query output displays Business Unit, Voucher ID, Accounting Date, Voucher line, Distribution line, Account, Program, Project ID, Fund Code, Account.

NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > V_AP_ PREAUDIT_DTL

INPUT / SEARCH CRITERIA:	OUTPUT FORMAT:
Voucher ID	HTML
Business Unit	Excel
	CSV

Screenshot of the Voucher Lines with CO/Legal Query Page

V_AP_PREAUDIT_DTL - Voucher lines with CO/Legal

Voucher ID 00052824
*Business Unit 12300
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 ID	Accounting Date	Voucher Line	Distribution Line	Account	Program	Project ID	Fund Code	Amount
1	12300	00052824	04/24/2024	1	1	5012240	998000	0000113958	01000	200.00

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:
AP Business Unit (% for All)
Payment Handling (% for All)
Number of Days Payment on Hold

OUTPUT FORMAT:
HTML
Excel
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:	**OUTPUT FORMAT:**
AP Business Unit	HTML
Scheduled Due Date From	Excel
Scheduled Due Date To	CSV
Account (% for ALL)	
Fund Code (% for ALL)	
Program (% for ALL)	
Cost Center (% for ALL)	
Task (% for ALL)	
Project (% for ALL)	

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

VCHR Payments with CDS and TOP Query (V_AP_PYMNT_VCHR_CDS_TOP)

REVISED: 01/17/2024

DESCRIPTION:

This query displays vendor payments with voucher and Comptroller's Debt Setoff (CDS) and 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.

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 VCHR Payments with CDS and TOP Query Page

V_AP_PYMNT_VCHR_CDS_TOP - VCHR Payments with CDS and TOP

*Payment Date From 12/01/2023
*Payment Date To 12/31/2023
Payment Method (%) for All EFT
Payment Reference (%) for All %

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (7535 kb)

View All | First 1-100 of 18028 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	12/01/2023	EFT	90503210	Verizon Business Network Services Inc	16.09	10100	00002286	32.13	16.09	16.04	C1204939		
2	12/01/2023	EFT	90503211	Verizon Business Network Services Inc	0.00	41700	00001644	40.01	0.00	40.01	C1204943		

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:	OUTPUT FORMAT:
Business Unit (% for all)	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 <u>not</u> 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

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

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

Voucher Prjct Accruals Query (V_AP_PROJ_ACCRUALS_VCHR)

REVISED: 1/15/2024

DESCRIPTION:
This query will pull expense project accruals for quarterly and year-end reporting.

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

INPUT / SEARCH CRITERIA:	OUTPUT FORMAT:
Business Unit	HTML
Goods Rcpt/Invc Dt <=	Excel
Payment DT >	CSV
Accounting Dt >=	
Vchr Post Dt From	
Vchr Post Dt To	
Customer ID (% for ALL)	

Screenshot of the Voucher Prjct Accruals Query Page

V_AP_PROJ_ACCRUALS_VCHR - Voucher Prjct Accruals

*Business Unit	50100	🔍
**Goods Rcpt/Invc Dt <=	01/01/2023	📅
**Payment Dt >	01/01/2023	📅
**Accounting Dt >=	01/01/2023	📅
**Vchr Post Dt From	01/01/2023	📅
**Vchr Post Dt To	12/31/2023	📅
*Customer ID (% for ALL)	%	🔍

[View Results]

Download results in : Excel SpreadSheet CSV Text File XML File (2803 kb)

View All

Row	Voucher Paid/Unpaid	Business Unit	PC Bus Unit	Voucher ID	Vchr Line Nbr	Distrib Line Nbr	Fund	Program	Project ID	Activity ID	Remit Supplier	Supplier Name	Resource Customer ID	Accounting Date	Invoice Date	Goods & Services Recpt Dt
1	Voucher Paid	50100	50100	01468254	1	2	04720	603020	0000109599	617	0000042986	Volkert & Associates Inc	0000055002	01/03/2023	11/30/2022	11/18/2022
2	Voucher Paid	50100	50100	01468254	1	3	04100	604001	0000108127	65791	0000042986	Volkert & Associates Inc	0000055002	01/03/2023	11/30/2022	11/18/2022
3	Voucher Paid	50100	50100	01468254	1	3	04100	604001	0000108127	65791	0000042986	Volkert & Associates Inc	0000055002	01/03/2023	11/30/2022	11/18/2022
4	Voucher Paid	50100	50100	01468254	1	4	04100	604001	0000108127	65792	0000042986	Volkert & Associates Inc	0000055002	01/03/2023	11/30/2022	11/18/2022

Screenshot of the Voucher Prjct Accruals Query Page (scrolled right)

Resource Invoice ID	Resource Billing Dt	Payment Date	Post Date	Resource Project ID	Resource Activity ID	Merchandise Amt	Sum(Resource Amt)
FED003591	01/05/2023	01/13/2023	01/04/2023	0000109599	617	48301.00	48301.00
FED003591	01/05/2023	01/13/2023	01/04/2023	0000108127	65791	8700.00	-8700.00
FED003623	02/10/2023	01/13/2023	01/04/2023	0000108127	65791	8700.00	8700.00
FED003591	01/05/2023	01/13/2023	01/04/2023	0000108127	65792	25907.50	-25907.50

Voucher Prjct Category Accruals Query (V_AP_PROJ_CATGRY_ACCRUALS_VCHR)

REVISED: 1/15/2024

DESCRIPTION:

This query will pull voucher accruals for quarterly and year-end reporting.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AP_PROJ_CATGRY_ACCRUALS_VCHR

INPUT / SEARCH CRITERIA:	OUTPUT FORMAT:
Business Unit	HTML
Goods Recpt/Invc Dt <=	Excel
Payment DT >	CSV
Accounting Dt >=	
Vchr Post Dt From	
Vchr Post Dt To	
Project Category	

Screenshot of the Voucher Prjct Catgry Accruals Query Page

V_AP_PROJ_CATGRY_ACCRUALS_VCHR - Voucher Prjct Category Accruals

**Business Unit	50100
**Goods Rcpt/Invc Dt <=	01/01/2023
**Payment Dt >	01/01/2023
**Accounting Dt >=	01/01/2023
**Vchr Post Dt From	01/01/2023
**Vchr Post Dt To	03/31/2023
**Project Category	CAP

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1033 kb)

View All

First 1-100 of 1859 Last

Row	Voucher Paid/Unpaid	AP Business Unit	PC Business Unit	Voucher ID	Vchr Line Nbr	Distrib Line Nbr	Fund	Program	Distrib Project ID	Activity ID	Remit Supplier	Supplier Name	Accounting Date	Invoice Date	Goods & Services Recpt Dt	Payment Date	Post Date	Project Category - Project ID	Project Category	Merchandise Amt
1	Voucher Paid	50100	50100	01468245	1	1	04720	603024	0000097555	635	0000053241	NORFOLK SOUTHERN RAILWAY CO	01/03/2023	11/28/2022	11/30/2022	01/13/2023	01/09/2023	0000097555	CAP	5923.76
2	Voucher Paid	50100	50100	01468254	1	2	04720	603020	0000109599	617	0000042986	Volkert & Associates Inc	01/03/2023	11/30/2022	11/18/2022	01/13/2023	01/04/2023	0000109599	CAP	48301.00
3	Voucher Paid	50100	50100	01468265	1	1	04720	603023	0000115009	612	0000108170	Akerman LLP	01/03/2023	10/20/2022	09/30/2022	01/11/2023	01/09/2023	0000115009	CAP	82108.02
4	Voucher Paid	50100	50100	01468265	1	2	04720	603024	0000115011	612	0000108170	Akerman LLP	01/03/2023	10/20/2022	09/30/2022	01/11/2023	01/09/2023	0000115011	CAP	1903.44

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

OUTPUT FORMAT:
HTML
Excel
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:	**OUTPUT FORMAT:**
Business Unit (% for all)	HTML
Voucher ID (% for all)	Excel
Approver ID (% for all)	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		CONSULTANT - PROFESSIONAL	0000000000000000000047310		01084873	12/26/2019	975.13	11/27/2019
2	18	18006		CONSULTANT - PROFESSIONAL	0000000000000000000047310		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	

Accounts Payable Reports

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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:
AP Business Unit (% for all)
From Journal Date (AP Accrual)
To Journal Date (AP Accrual)

OUTPUT FORMAT:
PDF
CSV
TXT

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

Screenshot of the VAPR0994 Agency to Agency Vouchers Report

Commonwealth of Virginia
AGENCY TO AGENCY VOUCHERS

Report ID: VAPR0994

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

PeopleSoft Accounts Payable

ORACLE   Report ID: APX1400

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

PeopleSoft Accounts Payable

ORACLE Report ID: APX1405

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:	OUTPUT FORMAT:
Business Unit	PDF
From Date	CSV
To Date	

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

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

Page No. 1 of 1

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

![Cardinal logo]

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**.

![CARDINAL logo]

Screenshot of Process Scheduler Request Page

Screenshot of the APX1406 Payables Open Liability Report – Summary Level

Screenshot of the APX1406 Payables Open Liability Report – Detail Level

				PeopleSoft Accounts Payable				
ORACLE	**Report ID:** APX1406			**PAYABLES OPEN LIABILITY REPORT**			Page No.	1
				As of Accounting Date: 08/19/2019			Run Date	8/19/2019
							Run Time	8:08:56 AM
				Liability : Only Recorded Liability				
				Prepayment : Not Included				
				Unmatured Draft Payment : Not Included				
				Available Discount : Not Included				
				Currency : Base Currency				
				Supplier : Invoice Supplier				

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

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

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 EVAAD658053 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: 01/17/2024

DESCRIPTION:
This report provides information from the payment register including any offset payments (CDS and TOP). The report includes Voucher ID, Supplier ID, Payment Date, and Payment Reference information (Check or EDI Trace 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:	OUTPUT FORMAT:
From Date	PDF
To Date	CSV
AP Business Unit All Values [checkbox]	
AP Business Unit Select One or More [checkbox],	
then designate Business Unit value(s)	

Screenshot of the Payment Register Including Offsets Report Run Control Page

Screenshot of the Payment Register Including Offsets Report

Commonwealth of Virginia
PAYMENT REGISTER INCLUDING OFFSETS

Run Date: 01/16/2024
Run Time: 10:49 00

Page No. 1 of 4

From Date   :   12/01/2023
To Date   :   12/31/2023
Run Option   :   ALL Vouchers
Business Unit: 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 -	12/26/2023								
50100	01582434	0000001316	200,000.00	0000001316	JSA INC	25163282	20,000.00			90501844	180,000.00
	Total for - CHK		200,000.00				20,000.00				180,000.00
50100	01582434	0000001316	0.00	0000904246	US TREASURY	90501844	180,000.00				
	Total for - EFT		0.00				180,000.00				
	Total - 12/26/2023		200,000.00				200,000.00		0.00		180,000.00

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

![Cardinal logo]

Screenshot of the APY1020 Posted Voucher Listing Report

ORACLE	Report ID: APX1020	PeopleSoft Accounts Payable	Page No	1
		POSTED VOUCHER LISTING	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	AP01407660	CAS	1	1	TREAS	101010			300.00	USD	0
ACTUALS													
	04100	99999	AP01407480	ISP	1	1	50100	101010			300.00	USD	0
ACTUALS													
	04100	99999	AP01407660	ISR	1	1	TREAS	101010		300.00	TREAS	04100 USD	0
ACTUALS													
	04100	99999									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	AP01413119	CAS	1	1	TREAS	101010			290.00	USD	0
ACTUALS													
	04100	99999	AP01413277	ISP	1	1	50100	101010			290.00	USD	0
ACTUALS													
	04100	99999	AP01413119	ISR	1	1	TREAS	101010		290.00	TREAS	04100 USD	0
ACTUALS													
	04100	99999									50100	04100	

Voucher 01081598 Total: USD   580.00   580.00

Prompt Pay Report (VAPR0525)

REVISED: 01/17/2024

DESCRIPTION:
This report provides details of vouchers paid in the financial year for an agency by department which are paid on time/late payment.

NAVIGATION PATH:
Main Menu > Accounts Payable > Reports > Payments > Prompt Pay Report

RUN CONTROL PARAMETERS:	OUTPUT FORMAT:
Business Unit	PDF
Department	CSV
Fiscal Year	
Period From	
Period To	

Screenshot Prompt Pay Report - Run Control Page

Screenshot of the Prompt Pay Report

```
                        Commonwealth of Virginia
                           PROMPT PAY REPORT

CARDINAL                                              Run Date: 01/15/2024
Report ID: RAP525                                     Run Time: 04:29 00
```

```
                                                      Page No. 1  of 2

Business Unit:  15100   Department of Accounts
Department   :  99999   Agency Wide
Fiscal Year  :  2023
Period From  :      1   07/01/2022
Period To    :     12   06/30/2023
```

Department ID	Department Name	# Invoices Paid Late For Period	Total Invoices Paid For Period	% Paid Late For Period	# Invoices Paid Late For FY	Total Invoices Paid For FY	% Paid Late For FY
10000	DOA - All Non-GA Departments	5	188	2.660	5	188	2.660
95100	HCM	0	2	0.000	0	2	0.000
95700	FSRI - Cardinal	0	1	0.000	0	1	0.000
95800	FSRI - Performance Budgeting	0	1	0.000	0	1	0.000
96700	Federal Reporting	0	1	0.000	0	1	0.000
Total for 99999		5	193	2.591	5	193	2.591

```
Business Unit:  15100   Department of Accounts                          Page No. 2  of 2
Period From: 1   01-JUL-2022        Period To:   12   30-JUN-2023
```

Entered Date	Voucher ID	Remit Supplr ID	Remit Supplr Name	Check Number	Late Pmt Amount	Invoice Receipt Dt	Goods/Srvs Receipt Dt	Sched Pmt Due Date	Actual Pmt Check Date	Days Late	Total Pmt Amount	% Dollars Paid Late
Due Date Exception Detail for ORG - 10000												
08/30/2022	00004746	0000039987	Accenture LLP	90427907	45,000.00	07/19/2022	07/18/2022	08/18/2022	09/01/2022	14		
10/04/2022	00004776	0000027555	Project Performance Company LLC	81941869	142,080.00	09/30/2022	09/30/2022	10/30/2022	10/31/2022	1		
10/11/2022	00004785	0000039987	Accenture LLP	90434886	234,000.00	09/16/2022	09/15/2022	10/16/2022	10/17/2022	1		
12/21/2022	00005052	0000030274	Sonitrol of Greater Richmond Inc	24591141	1,257.00	11/03/2022	10/01/2022	12/03/2022	12/23/2022	20		
06/12/2023	00005177	0000022627	Computer Aid Inc	82114970	791,258.66	05/15/2023	04/30/2023	06/14/2023	06/16/2023	2		
Summary for ORG - 10000 DOA - All Non-GA Departments					1,213,595.66						35,019,384.07	3.465

```
Total Invoices Paid for Period            $36,340,457.01

Total Invoices Paid Late for Period        $1,213,595.66

Total Percent Paid Late for Period              3.340
```

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:	**OUTPUT FORMAT:**
Vouchers Begin Accounting Date	PDF
Vouchers End Accounting Date	CSV
Unreimbursed Vouchers [checkbox], then	
Petty Cash Business Unit	
Reimbursed Voucher [checkbox], then	
AP Business Unit and Voucher ID	

Screenshot of the Unreimbursed Petty Cash Voucher - Run Control Page

Screenshot of the RAP481 Unreimbursed Petty Cash Voucher Report


```
                                    Commonwealth of Virginia
                              UNREIMBURSED PETTY CASH VOUCHER REPORT
                                 VDOT Petty Cash BU - 501P0                      Run Date: 01/09/2020
Report ID: RAP481                                                               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

| Favorites ▾ | Main Menu ▾ | > | Accounts Payable ▾ | > | Reports ▾ | > | Vouchers ▾ | > | Unreimb/Reimb Petty Cash Vchrs |

Unreimb/Reimb Petty Cash Vchrs

Unreimbursed/Reimbursed Petty Cash Voucher Report

Run Control ID PETTY_CASH_VCHRS   Report Manager   Process Monitor   [Run]

Accounting Date Range

*Vouchers Begin Accounting Date   12/01/2019 📅

*Vouchers End Accounting Date   01/04/2020 📅

☐ Unreimbursed Vouchers   ☑ Reimbursement Voucher

Unreimbursed Vouchers

Reimbursement Voucher

AP Business Unit 15100 🔍   Voucher ID 00003517 🔍

[💾 Save] [🔍 Return to Search] [📧 Notify] [🔄 Refresh]   [➕ Add] [Update/Display]

Screenshot of the RAP481 Reimbursed Petty Cash Voucher Report

Commonwealth of Virginia
REIMBURSED PETTY CASH VOUCHER REPORT
-
Report ID: RAP481   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 & Expense Accrual Rpt (VAPR0520)

REVISED: 01/17/2024

DESCRIPTION:
This report provides details of vouchers & Expenses for a designated Payment/Accounting date range including the associated payment information. The report can be used to monitor accruals.

NAVIGATION PATH:
Main Menu > Accounts Payable > Reports > Vouchers > Voucher & Expense Accrual Rpt

INPUT / SEARCH CRITERIA:	OUTPUT FORMAT:
Business Unit	PDF
Goods or Services Receipt Date/EX Transaction Date Less Than or Equal To	
Payment Date Greater Than or Equal To	
Voucher Post Date / EX Approval Date From	
Voucher Post Date / EX Approval Date To	

Screenshot Voucher & Expense Accrual Report Run Control Page

Favorites ▾	Main Menu ▾	>	Accounts Payable ▾	>	Reports ▾	>	Vouchers ▾	>	Voucher & Expense Accrual Rpt

Voucher & Expense Accrual Rpt

Run Control ID   VCHR_EX_ACCRUAL_RPT   Report Manager   Process Monitor   [Run]

Report Request Parameters

*Business Unit	50100 🔍
*Goods or Services Receipt Date / EX Transaction Date Less Than or Equal To	01/04/2024 📅
*Payment Date Greater Than	01/01/2023 📅
*Accounting Date Greater Than or Equal To	01/01/2023 📅
*Voucher Post Date / EX Approval Date From	01/01/2023 📅
*Voucher Post Date / EX Approval Date To	12/31/2023 📅

[💾 Save] [📧 Notify]   [➕ Add] [📝 Update/Display]

Screenshot of the Voucher & Expense Accrual Report

```
                                                                    Commonwealth of Virginia
                                                               VOUCHER AND EXPENSE ACCRUAL REPORT
  CARDINAL                                                                                                          Run Date: 01/15/2024
  Report ID: VAPR0520                                                                                              Run Time: 04:10 00
```

```
Business Unit                                                          :    50100
Goods or Services Receipt Date / EX Transaction Date Less Than or Equal To  :    01/04/2024
Payment Date Greater Than                                             :    01/01/2023
Accounting Date Greater Than or Equal To                              :    01/01/2023
Voucher Post Date / EX Approval Date From                             :    01/01/2023
Voucher Post Date / EX Approval Date To                               :    12/31/2023
```

									Accrued Vouchers			Goods/Services				
BU	Fund	Program	Account	Vchr ID	Ln#	Ds#	Acctg Dt	Project	DEPT	Supplier Name	Agy	Invoice Dt	Receipt Dt	Post Dt	Pymnt Dt	Pymnt Ref	Accrued Amount
50100	01000		L	2205141601471572 1	6		01/10/2023		99999	Employee Benefit Associati		01/09/2023	12/31/2022	01/11/2023	01/13/2023	24622776	3.33
50100	01000		L	2205141601482605 1	6		02/09/2023		99999	Employee Benefit Associati		02/06/2023	01/31/2023	02/13/2023	02/15/2023	24675794	1.88
50100	01000		L	2205141601495085 1	4		03/20/2023		99999	Employee Benefit Associati		03/16/2023	02/28/2023	03/20/2023	03/22/2023	24735099	3.84
50100	01000		L	2205141601501274 1	4		04/06/2023		99999	Employee Benefit Associati		04/05/2023	03/31/2023	04/10/2023	04/12/2023	24770136	5.74
50100	01000		L	2205141601513188 1	4		05/10/2023		99999	Employee Benefit Associati		05/04/2023	04/30/2023	05/10/2023	05/12/2023	24826431	2.11
50100	01000		L	2205141601526786 1	4		06/12/2023		99999	Employee Benefit Associati		06/08/2023	05/31/2023	06/12/2023	06/14/2023	24882277	3.31
50100	01000		L	2205141601532716 1	4		06/27/2023		99999	Employee Benefit Associati		06/23/2023	06/30/2023	06/27/2023	06/29/2023	24906606	3.65
50100	01000		L	2205145201495112 1	6		03/20/2023		99999	VSEA		03/16/2023	02/28/2023	03/20/2023	03/22/2023	24735098	0.08
50100	01000		L	2205145201501299 1	6		04/06/2023		99999	VSEA		04/05/2023	03/31/2023	04/10/2023	04/12/2023	24770135	0.08
50100	01000		L	255630	01468696	1	1	01/04/2023		99999	Jack Dowdy		12/12/2022	12/12/2022	01/04/2023	01/06/2023	24610810	326.09
50100	01000		L	255630	01489146	1	1	03/01/2023		99999	JACQULYN LANE		02/21/2023	02/21/2023	03/01/2023	03/03/2023	24703545	552.00

```
                    Total for Program :                                                                                                $       902.11
```

BU	Fund	Program	Account	Vchr ID	Ln#	Ds#	Acctg Dt	Project	DEPT	Supplier Name	Agy	Invoice Dt	Receipt Dt	Post Dt	Pymnt Dt	Pymnt Ref	Accrued Amount
50100	01000	603023	E	5012160	01507538	2	1	05/02/2023	0000122492	12056	EEE Consulting Inc		04/21/2023	04/01/2023	05/02/2023	05/04/2023	82079244	4,166.27
50100	01000	603023	E	5012470	01478000	300	1	01/26/2023	0000122166	10060	Bank of America		01/15/2023	01/15/2023	01/27/2023	02/07/2023	90452092	325.70
50100	01000	603023	E	5012470	01505975	282	1	04/25/2023	0000122512	15000	Bank of America		04/15/2023	04/15/2023	04/27/2023	05/02/2023	90466358	951.72
50100	01000	603023	E	5012480	01470246	3	1	01/06/2023	0000122166	10060	Lee BHM Corp		11/27/2022	11/27/2022	01/06/2023	01/13/2023	24622228	2,549.40
50100	01000	603023	E	5012480	01477660	1	3	01/26/2023	0000122166	10060	NASH HOLDINGS LLC		12/31/2022	12/31/2022	01/30/2023	02/02/2023	24652590	861.60
50100	01000	603023	E	5012480	01477711	1	3	01/26/2023	0000122166	10060	Lee BHM Corp		12/25/2022	12/25/2022	01/27/2023	02/02/2023	24653343	1,685.06
50100	01000	603023	E	5012480	01477983	461	1	01/26/2023	0000122166	10060	Bank of America		01/15/2023	01/15/2023	01/31/2023	02/07/2023	90452092	305.90
50100	01000	603023	E	5012480	01477983	463	1	01/26/2023	0000122166	10060	Bank of America		01/15/2023	01/15/2023	01/31/2023	02/07/2023	90452092	305.90
50100	01000	603023	E	5012480	01477983	476	1	01/26/2023	0000122166	10060	Bank of America		01/15/2023	01/15/2023	01/31/2023	02/07/2023	90452092	357.00
50100	01000	603023	E	5012480	01477983	479	1	01/26/2023	0000122166	10060	Bank of America		01/15/2023	01/15/2023	01/31/2023	02/07/2023	90452092	104.50
50100	01000	603023	E	5012480	01477983	480	1	01/26/2023	0000122166	10060	Bank of America		01/15/2023	01/15/2023	01/31/2023	02/07/2023	90452092	417.43
50100	01000	603023	E	5012480	01477983	499	1	01/26/2023	0000122166	10060	Bank of America		01/15/2023	01/15/2023	01/31/2023	02/07/2023	90452092	1,225.00
50100	01000	603023	E	5012480	01516331	3	1	05/17/2023	0000122512	15000	Tribune Publishing Company		03/31/2023	03/31/2023	05/19/2023	05/26/2023	24849523	1,750.00
50100	01000	603023	E	5012610	01469627	1	1	01/05/2023	0000122166	10060	Whitman Requardt & Associa		12/09/2022	11/19/2022	01/11/2023	01/13/2023	81995039	164,820.60

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		Page No	34
			VOUCHER LISTING BY CHARTFIELD		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: **OUTPUT FORMAT:**
Business Unit   PDF
From Date   XLS
Through Date   TXT
Print Voucher Line [checkbox]
Print Distribution Line [checkbox]

Screenshot of the Voucher Register - Run Control Page

Screenshot of the APY1010 Voucher Register Report

ORACLE	Report ID: APX1010	PeopleSoft Accounts Payable	Page No	1
		VOUCHER REGISTER	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

Favorites ▾	Main Menu ▾	> Accounts Payable ▾	> Reports ▾	> Vouchers ▾	> Voucher Upload Error Report

Voucher Upload Error Report

Run Control ID VCHR_UPLOAD_ERROR_RPT   Report Manager   Process Monitor   [Run]

Date Range

*From Date: 12/15/2019   *To Date: 12/31/2019

File Parameters

*Sequence 001   ☐ Output to File Server

Business Unit Selection

*Tree Name: BU_TREE_INTFC 🔍   *How Specified: Selected Detail Values ▾

Tree Node Selector

Select Values/Nodes | 🗗   First ◄ 1 of 1 ► Last

*Business Unit	Description		
🔍		➕ ➖

[Save]   [Return to Search]   [Notify]   [Add]   [Update/Display]

Screenshot of the AP966 Voucher Upload Error Report

```
                                        Commonwealth of Virginia
                                       VOUCHER UPLOAD ERROR REPORT
                                                                              Run Date: 03/03/2017
Report ID: AP966                                                              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.
```

Expenses

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Expenses Inquiries

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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: **OUTPUT FORMAT:**
  Employee ID   Online
  Name
  From Date
  Through Date
  Transaction Type

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.

CARDINAL

Screenshot of the Employee Expense History Page

| Favorites ▾ | Main Menu ▾ | > Travel and Expenses ▾ | > Process Expenses ▾ | > Review Payments ▾ | > Employee Expense History |

Employee Expense History

Expense Dates

From Date 01/06/2019 📅

Through Date 01/06/2020 📅

Transaction Type All ▾

Search

Expense History

Type	ID	Description	Status	From Date	Through Date	Submitted Amount	
Expense Report		Professional Development Train	Pending 📄	12/11/2019	12/13/2019	350.38 USD	
Expense Report		LEAD Program Safety Seminar	Paid 📄	04/25/2019	04/25/2019	40.84 USD	
Expense Report		Artifical IntelligencWksp5119	Paid 📄	05/01/2019	05/01/2019	12.00 USD	
Expense Report		New Employee Visit to HRD	Paid 📄	05/07/2019	05/07/2019	119.45 USD	

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: **OUTPUT FORMAT:**
Employee ID   Online
Name
Payment Number
SetID
Bank Code
Bank Account
Payment Reference

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

Cardinal

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:	**OUTPUT FORMAT:**
Commitment Control Tran ID	Online
Commitment Control Tran Date	CSV
Report ID	
Process Instance	
Process Status	

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

Commitment Control Tran ID	Commitment Control Tran Date	Report ID	Process Instance	Process Status
0014840265	06/19/2019	DAN0000882	10330855	Error
0014840264	06/19/2019	DAN0000881	10330855	Error
0014678295	06/05/2019	DCR1920064	11605280	Error
0014678293	06/05/2019	DCR1920060	11605280	Error
0014586451	05/28/2019	PDC0000779	10229170	Error

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.

![Cardinal logo]

Screenshot of the Expense Sheet Exceptions Page

Favorites ▾	Main Menu ▾	> Travel and Expenses ▾	> Manage Accounting ▾	> Expense Rpt Budget Exceptions

Expense Sheet Exceptions | Line Exceptions

Report ID DAN0000881 🗔

*Exception Type Error ▾   ☐ Override Transaction   ⓘ   🔍 🔍
Maximum Rows 100   ☐ More Budgets Exist

Search   Advanced Budget Criteria

Budgets with Exceptions   Personalize | Find | View All | ⧉ | 🖩   First ◁ 1-2 of 2 ▷ Last

Budget Override | Budget Chartfields | 🔲

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	🔍	27900	CC_ALLOT	Exceeds Budget Tolerance	More Detail	☐	Go To ... 🗗
2	🔍	27900	CC_APPROP	Exceeds Budget Tolerance	More Detail	☐	Go To ... 🗗

💾 Save | 🔍 Return to Search | ⬆ Previous in List | ⬇ Next in List | ✉ Notify

Expense Sheet Exceptions | Line Exceptions

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

![CARDINAL]

Screenshot of the Payment Cash Check Results Page

Payment Cash Check Results

GL Business Unit 15100	Department of Accounts
Fund 01000	General Fund
Account 101010	Cash With The Treasurer Of VA
Run Date 12/19/2019	

Filter Option

- ● All Transactions
- ○ Failed Transactions
- ○ Passed Transactions

[Filter]

Payment Cash Check Results   Find | View All   First ◀ 1 of 1 ▶ Last

Fiscal Year   2020

☐ Bypass Cash
☐ Override Cash
☑ Apply Fiscal Year

Cash Check Beg Balance	7,633,212.72	12/19/2019 9:16:41PM
Cash Passed Amt	52.20	
Cash Failed Amt		
Calculated End Balance	7,633,160.52	
Batch End Ledger Balance	7,633,160.52	12/20/2019 1:08:49AM
Variance Amount		

Error Message [   ]

▼ **Transaction List**

▼ Vouchers   Personalize | Find | View All | 🖾 | 🖩   First ◀ 1 of 1 ▶ Last

Voucher | Details | Amount Details | Error Message | 🎟▸

	Business Unit	Voucher	Processing Rule
1			

▼ **Expense Reports**   Personalize | Find | View All | 🖾 | 🖩   First ◀ 1-2 of 2 ▶ Last

Expn | Details | Amount Details | Error Message | 🎟▸

	Run Date	GL Unit	Account	Fund	SheetID	Document Details	Processing Rule
1	12/19/2019	15100	101010	01000	0000267416	Document Details	Default
2	12/19/2019	15100	101010	01000	0000267422	Document Details	Default

▼ Advance   Personalize | Find | View All | 🖾 | 🖩   First ◀ 1 of 1 ▶ Last

Advances | Details | Amount Details | Error Message | 🎟▸

	Advance Id	Processing Rule
1		

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:	**OUTPUT FORMAT:**
Run Date	Online
Source Transaction (EXAD, EXPN, VCHR)	
Business Unit	
Advice ID	

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:	OUTPUT FORMAT:
Advance ID	Online
Advance Description	
Name	
Empl ID	
Advance Status	
Creation Date	

Screenshot of the Cash Advance Accounting Entries Page

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

Cash Advance Acctg Entries

Advance ID

Employee ID

Accounting Details   Find | View All   First ◀ 1 of 2 ▶ Last

Journal Template EXACCRUAL
Distribution Status Distributed

Cash Advance Journal Lines   Set Personalizations | Find | View All | ⧉ | ▦   First ◀ 1-2 of 2 ▶ Last

| Chartfields | Currency | Journal Information | ▦) |

Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Project	Affiliat

‹   ›

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		**Report**	0000000884 Paid
Advance Description	Business Writing Workshop		**Reference**	
Accounting Date	01/24/2017		**Post State**	Posted
			Created	01/24/2017 ██████
			Last Updated	01/24/2017 ██████
			🔧	User Defaults

Cash Advance ⑦   🖨 View Printable Version   💬 Notes

Associated Expense Reports   Personalize | Find | View All | 🖼 | 🖥   First ① 1 of 1 ⑧ 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	**Report Balance**		
Applied To Expense Reports	100.00	USD	**Due Company**	0.00	USD
Payments Received	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:	**OUTPUT FORMAT:**
Report ID	Online
Report Description	
Name	
Empl ID	
Report Status	
Creation Date	

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** 0000231646 Paid
Report Description ANNUAL EMPLOYEE MEETING
Reference

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:	**OUTPUT FORMAT:**
Authorization ID	Online
Authorization Name	
Name	
Empl ID	
Status	
Creation Date	

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

Expenses Queries

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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

Decentralized Audit Expenditur (V_AP_AUDIT_EXPENDITURES)

REVISED: 1/15/2024

DESCRIPTION:
This query will display voucher and expense data that has been approved, budget checked, and posted within a specified accounting period. The query displays Business Unit, along with detailed voucher, vendor, and invoice information.

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

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

Screenshot of the Payment Cash Check Results Query Page

V_AP_AUDIT_EXPENDITURES - Decentralized Audit Expenditur

Business Unit 15100
*Accounting Date From 01/01/2023
*Accounting Date To 12/31/2023

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (754 kb)

View All

Row	Transaction Type	Business Unit	Transaction ID	Total Amount	Transaction Date	Accounting Date	Schedule Due Date	Invoice ID	Supplier SetID	Supplier ID	Supplier Name	Customer Account Number	Employee ID	Last Name	First Name
1	Expense Report	15100	0000355907	1082.86	02/03/2023	02/03/2023									
2	Expense Report	15100	0000356088	342.16	02/06/2023	02/06/2023									
3	Expense Report	15100	0000356088	342.16	02/06/2023	02/06/2023									
4	Expense Report	15100	0000356088	342.16	02/06/2023	02/06/2023									
5	Expense Report	15100	0000356088	342.16	02/06/2023	02/06/2023									

Screenshot of the Payment Cash Check Results Query Page (scrolled right)

Line Number	Distribution Line Number	Line Description	Monetary Amount	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	GL Business Unit	Agency Use 1	Agency Use 2	PC Business Unit	Project	Activity	Source Type	Category	Subcategory
1	1	Tuition reimbursement	1082.86	5012250	01000	724001	98400					15100								
1	1	CMI Training	75.33	5012270	01000	737001	95500					15100								
2	1	CMI Training	40.50	5012270	01000	737001	95500					15100								
3	1	CMI Training	3.75	5012270	01000	737001	95500					15100								
4	1	CMI Training	26.00	5012270	01000	737001	95500					15100								
5	1	CMI Training	5.00	5012270	01000	737001	95500					15100								

Employee Profile Query (V_AP_ EMPLOYEE_PROFILE)

DESCRIPTION:

This query will provide the ability to report Employee Profile Information and Defaults by Business Unit and Department.

To run this query user must have V_AP_COVA_EMP_PRFL_SYNC_MAINT (for State agency users) or V_AP_TE_SYNC_PROCESSOR (for VDOT users) role.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AP_EMPLOYEE_PROFILE

INPUT / SEARCH CRITERIA:	**OUTPUT FORMAT:**
GL Business Unit	HTML
SetID	Excel
Department (% for ALL)	CSV
Employee ID (% for ALL)	

Screenshot of the Employee Profile Query

Employee Proxy Query (V_AP_ EMPLOYEE_PROXY)

REVISED: 01/17/2024

DESCRIPTION:

This query will provide the ability to report Employee Proxy Information by Business Unit and Department.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AP_EMPLOYEE_PROXY

INPUT / SEARCH CRITERIA:	OUTPUT FORMAT:
GL Business Unit	HTML
SetID	Excel
Department (% for ALL)	CSV
Employee ID (% for ALL)	

Screenshot of the Employee Proxy Query

Employee Travel Statistics Query (V_AP_ TRAVEL_STATISTICS)

REVISED: 05/23/2024

DESCRIPTION:

This query displays the number of travel checks issued to an employee and to generate the statistics needed for Quarterly Travel Report. The query is run by Payment Date Range. The query output shows Payment Reference, GL Business Unit, payment Amount, Employee Name, Employee ID, payment Date, Payment Method. This query is restricted to be used by DOA EDI team.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AP_TRAVEL_STATISTICS

INPUT / SEARCH CRITERIA:
Payment Date From
Payment Date To

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the Employee Travel Statistics Query

V_AP_TRAVEL_STATISTICS

*Payment Date From 02/01/2024
*Payment Date To 04/17/2024

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (304 kb)

View All   First 1-100 of 1128 Last

Row	Payment ID	GL Business Unit	Payment Amount	Employee Name	Employee ID	Payment Date	CHK/EDI ID	Payment Method
1	0008794704	10000	2000.000			02/01/2024	82287241	ACH
2	0008799046	10000	2000.000			02/02/2024	82288336	ACH
3	0008803278	10000	7.000			02/05/2024	82290078	ACH
4	0008798942	10300	87.450			02/02/2024	82288232	ACH
5	0008798963	10300	60.710			02/02/2024	82288253	ACH
6	0008799007	10300	209.440			02/02/2024	82288297	ACH
7	0008799024	10300	293.770			02/02/2024	82288314	ACH
8	0008799135	10300	84.420			02/02/2024	82288425	ACH
9	0008796003	10300	282.040			02/02/2024	25283377	CHK
10	0008794986	10700	8.700			02/01/2024	82287523	ACH
11	0008794681	11100	101.250			02/01/2024	82287218	ACH
12	0008798895	11100	488.800			02/02/2024	82288185	ACH
13	0008794759	11100	113.000			02/01/2024	82287296	ACH
14	0008794769	11100	878.680			02/01/2024	82287306	ACH
15	0008794778	11100	47.840			02/01/2024	82287315	ACH
16	0008798983	11100	454.520			02/02/2024	82288273	ACH
17	0008794794	11100	58.930			02/01/2024	82287331	ACH
18	0008794802	11100	365.360			02/01/2024	82287339	ACH

Expense Prjct Accruals Query (V_AP_ PROJ_ACCRUALS_EXP)

REVISED: 1/15/2024

DESCRIPTION:
This query will pull expense project accruals for quarterly and year-end reporting.

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

INPUT / SEARCH CRITERIA:
Business Unit
Transaction Dt <=
Payment DT >
Accounting Dt >=
Apprvl Dt From
Apprvl Dt To
Customer ID (% for ALL)

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the Expense Prjct Accruals Query Page

V_AP_PROJ_ACCRUALS_EXP - Expense Prjct Accruals

*Business Unit 50100

**Transaction Dt <= 01/01/2023

**Payment Dt > 01/01/2023

**Accounting Dt >= 01/01/2023

**Apprvl Dt From 01/01/2023

**Apprvl Dt To 01/31/2023

*Customer ID (% for ALL) %

View Results

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

View All   First 1-2 of 2 Last

Row	Expense Paid/Unpaid	Business Unit	PC Business Unit	Expense Sheet ID	Sheet Line Nbr	Distribution Line Nbr	Fund	Program	Project ID	Activity ID	Employee ID	Employee Name	Resource Customer ID	Accounting Date	Resource Invoice ID	Resource Billing Dt	Transaction Date	Payment Date	Approval Date	Resource Project ID	Resource Activity ID	Monetary Amt	Resource Amt
1	Expense Paid	50100	50100	0000352967	1	1	04720	603022	0000111740	607			0000055002	01/05/2023	FED003594	01/10/2023	12/27/2022	01/11/2023	01/09/2023	0000111740	607	18.93	18.93
2	Expense Paid	50100	50100	0000353932	1	1	04720	602001	0000121455	810			0000055002	01/17/2023	FED003608	01/26/2023	12/21/2022	01/27/2023	01/25/2023	0000121455	810	160.00	128.00

Expense Prjct Catgry Accruals Query (V_AP_PROJ_CATEGRY_ACCRUALS_EXP)

REVISED: 01/17/2024

DESCRIPTION:
This query will pull expense accruals for quarterly and year-end reporting.

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

INPUT / SEARCH CRITERIA:
Business Unit
Transaction Dt <=
Payment Dt >
Accounting Dt >=
Apprvl Date To
Project Catetory

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the Expense Prjct Catgry Accruals Query Page

V_AP_PROJ_CATGRY_ACCRUALS_EXP - Expense Prjct Category Accruals

*Business Unit 50100
**Transaction Dt <= 01/01/2023
**Payment Dt > 01/01/2023
**Accounting Dt >= 01/01/2023
**Apprvl Dt From 01/01/2023
**Apprvl Dt To 01/31/2023
**Project Category CAP

View Results

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

View All   First 1-2 of 2 Last

Row	Expense Paid/Unpaid	GL Business Unit	PC Business Unit	Sheet ID	Line Nbr	Distrib Line Nbr	Fund	Program	Distrib Project ID	Activity	Employee ID	Employee Name	Accounting Date	Transaction Date	Payment Date	Approval Date	Project Category - Project ID	Project Category	Monetary Amt
1	Expense Paid	50100	50100	0000352588	1	1	04720	603020	0000104955	74201			01/03/2023	12/16/2022	01/06/2023	01/04/2023	0000104955	CAP	98.44
2	Expense Paid	50100	50100	0000352967	1	1	04720	603022	0000111740	607			01/05/2023	12/27/2022	01/11/2023	01/09/2023	0000111740	CAP	18.93

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:	**OUTPUT FORMAT:**
Business Unit	HTML
Empl ID (% for all)	Excel
Transaction ID (% for all)	CSV
Approval User Id (% for all)	
From Date	
To Date	

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)

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)

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

OUTPUT FORMAT:
HTML
Excel
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			EXACCRUAL	12/30/2019			N	5012270	04720	514008
2	Expense Report	50100	0000267985			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		12/19/2019	12/30/2019	12/30/2019	12/30/2019 3:30:01PM	
13023				STG	V	42.31		12/30/2019	12/30/2019	12/30/2019	12/30/2019 2:30:04PM	

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:	OUTPUT FORMAT:
GL Business Unit (% for ALL)	HTML
Department (% for ALL)	Excel
Employee ID (% for ALL)	CSV
Transaction Date From	
Transaction Date To	

Screenshot of the Identify Duplicate Expenses Query Page

Out of St, Intl & Conf Expense Query (V_AP_EXPENSES)

REVISED: 01/17/2024

DESCRIPTION:
This query will display the list of out of state, international and conference related expenses based on business unit selected.

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

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

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the Out of St, Intl & Conf Expense Query Page

V_AP_EXPENSES - Out of St, Intl & Conf Expense

GL Business Unit (% for all) 50100

View Results

Download results in : Excel SpreadSheet   CSV Text File   XML File   (24 kb)

View All   First 1-77 of 77 Last

Row	Expense Report Number	Employee ID	Employee Name	Department ID	Business Purpose	Expense Location	Expense Location State	Expense Location Country
1	0000389008				Conference	SaltLakeCity(Salt Lake/Tooele)	UT	USA
2	0000392261				Conference	Virginia Beach	VA	USA
3	0000392512				Conference	Virginia Beach	VA	USA
4	0000389906				Conference	Virginia Beach	VA	USA
5	0000392328				Conference	Virginia Beach	VA	USA
6	0000388387				Conference	Virginia Beach	VA	USA
7	0000389203				Conference	Washington DC See GSA website	DC	USA
8	0000391802				Meeting	Washington DC See GSA website	DC	USA
9	0000379931				Meeting	Washington DC See GSA website	DC	USA
10	0000392579				Meeting	Washington DC See GSA website	DC	USA

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:
Business Unit
Journal From Date
Journal To Date

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

OUTPUT FORMAT:
HTML
Excel
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				

Cardinal

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

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

Travel Authorization Query (V_AP_WF_EXPENSE_TA)

REVISED: 01/17/2024

DESCRIPTION:
This query will pull Travel Authorization information pending approval.

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

INPUT / SEARCH CRITERIA:	**OUTPUT FORMAT:**
Business Unit	HTML
Empl ID (% for all)	Excel
Transaction ID (% for all)	CSV
Approval User Id (% for all)	
From Date	
To Date	

Screenshot of the Travel Authorization Query Page

V_AP_WF_EXPENSE_TA - Travel Authorizations

Business Unit 15100 🔍
Empl ID(% for all) %
Transaction ID (% for all) %
Approval User Id (% for all) %
*From Date 01/01/2024
*To Date 01/15/2024

[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	Approver	Travel Authorization ID	Emplid	Employee Name	Accouting Date	Submit Date	Travel Auth Created By	Approval Type	Travel Auth Approval Status	Workflow Instance	Current Date	Travel Authorization Amount	Travel Authorization Origin
1	15100		0000005648			01/15/2024	01/15/2024		Expenses Manager	Submitted for Approval	0	01/15/2024	348.000	W

Expenses Reports

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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:
Business Unit
Department

OUTPUT FORMAT:
PDF
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

Favorites ▾	Main Menu ▾	> Travel and Expenses ▾ > Manage Accounting ▾ > Print Reports ▾ > Cash Advance Aging by Dept

Cash Advance Aging by Dept

Run Control ID Cash_Adv_Aging_by_Dept   Report Manager   Process Monitor   [Run]

Process Request Parameters

GL Unit 50100   🔍 VA Dept of Transportation

Department 10001   ✕ 🔍

[🖫 Save] [🗋 Notify]   [➕ Add] [🔁 Update/Display]

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:	OUTPUT FORMAT:
Advance ID	PDF
Empl ID	

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

Favorites ▾	Main Menu ▾	>	Travel and Expenses ▾

Cash Advance

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

Find an Existing Value

▽ Search Criteria

Search by: [Advance ID ▾] begins with [0000000885]
Limit the number of results to (up to 300): [300]

[Search] Advanced Search

Screenshot of the Cash Advance Report

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

| Favorites ▾ | Main Menu ▾ | > | Travel and Expenses ▾ | > | Manage Accounting ▾ | > | Print Reports ▾ | > | Cash Advance Upload Error Rpt |

Cash Advance Upload Error Rpt

Run Control ID AD_HOC   Report Manager   Process Monitor   [Run]

Date Range
*From Date: 08/01/2016 *To Date: 08/15/2016

File Parameters
*Sequence: 001   ☐ Output to File Server

Business Unit Selection

*Tree Name: BU_TREE_INTFC 🔍   *How Specified: Detail - Selected Parents ▾

Tree Node Selector

🌳 ⟳

First | Previous | Next | Last | Left | Right

📂 BU_TREE_INTFC - BU_TREE_INTFC
  ⊞ 11100
  ⊞ 11700
  ⊞ 12300
  ⊞ 13300
  ⊞ 13600
  ⊞ 15200
  ⊞ 15400
  ⊞ 15600
  ⊞ 15700
  ⊞ 15800
  ⊞ 16100
  ⊞ 16500
  ⊞ 17100
  ⊞ 17200
  ⊞ 17400
  ⊞ 18100
  ⊞ 18200
  ⊞ 19400
  ⊞ 19900

Select Values/Nodes   First ◀ 1 of 1 ▶ Last

*Business Unit	Description		
13600	VA Information Tech Agency	⊞	⊟

CARDINAL

Screenshot of the AP988 Cash Advance Upload Error Report

```
                                        Commonwealth of Virginia
                                      CASH ADVANCE UPLOAD ERROR REPORT

                                                                        Run Date: 03/21/2016
Report ID: AP988                                                        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:
Advance ID

OUTPUT FORMAT:
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
		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.

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

Employee Signature   Date

Approved By   Date

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: **OUTPUT FORMAT:**
GL Business Unit   PDF
Department   XLS
Employee ID
From Date
Through Date
Direct Report Employees [checkbox]

Screenshot of the EX_AVEM_XRPT Employee Average Expenses Report Run Control Page

![CARDINAL]

Screenshot of the EX_AVEM_XRPT Employee Average Expenses Report

| ORACLE | Employee Average Expenses | Page: | 1 of 1 |
| EX_AVEM_XRPT | PeopleSoft Expenses | 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
		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:	OUTPUT FORMAT:
GL Business Unit	PDF
Department	XLS
Employee ID	
Transaction Date Options (Prior 90 Days, Prior Year, Specific Date – From / Through)	
Direct Report Employees [checkbox]	

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				Current From Date	10/09/2019
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

![Cardinal logo]

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:	OUTPUT FORMAT:
Expense Report ID	PDF
Creation Date	
Empl ID	
Name	
Status	

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

CARDINAL

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: **OUTPUT FORMAT:**
Advance ID   PDF
Include Expense Notes

Screenshot of Print Expense Report Run Control Page

Favorites ▾	Main Menu ▾	> Travel and Expenses ▾ > Expense Report ▾ > Print

Print Report

Run Control ID PRINT_EXPENSE   Report Manager Process Monitor   [Run]
Language [English ▾]

Process Request Parameters

Report ID [0000106230] 🔍 ☑ Include Expense Notes

[💾 Save] [🔄 Return to Search] [🗒 Notify]   [➕ Add] [📃 Update/Display]

Screenshot of Expense Report

Expense Report		PeopleSoft Expenses – EXC4500

Employee ID/Name
Sheet ID: 0000106230

0000106230
* 0 0 0 0 1 0 6 2 3 0 *

Reference

Business Purpose
Meeting

Expense Lines

Date	Expense Type	Non-Reimbursable	No Receipt	Receipt Required	Payment Type	Transaction Amount	Exchange Rate	Amount
Description			Additional Information		Merchant		Location	
09/23/2016	Auto Expense				Check	20.00 USD	1.00	20.00 USD
Statewide Bicycle and Pedestrian Advisory Committee Summer Meeting								
09/23/2016	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 19069	Entered by user 09ZABL.HABIB	Receipt	Creation Date 08/09/2016	Print Date 1/7/2020	Page Number 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

| Favorites ▾ | Main Menu ▾ | > | Travel and Expenses ▾ | > | Manage Accounting ▾ | > | Print Reports ▾ | > | Expense Report Upload Err Rpt |

Expense Report Upload Err Rpt

Run Control ID EXP_UPLOAD_ERROR   Report Manager   Process Monitor   [Run]

Date Range   **File Parameters**

*From Date: 02/01/2016 📅 *To Date: 02/29/2016 📅   *Sequence 001   ☐ Output to File Server

Business Unit Selection

*Tree Name: BU_TREE_INTFC 🔍   *How Specified: Detail - Selected Parents ▾

Tree Node Selector

🌳 ↻

First | Previous | Next | Last | Left | Right

📂 BU_TREE_INTFC - BU_TREE_INTFC
  ⊞ 11100
  ⊞ 11700
  ⊞ 12300
  ⊞ 13300
  ⊞ 13600
  ⊞ 14000
  ⊞ 15200
  ⊞ 15400
  ⊞ 15600
  ⊞ 15700
  ⊞ 15800
  ⊞ 16100
  ⊞ 16500
  ⊞ 17100
  ⊞ 17200
  ⊞ 17400
  ⊞ 18100
  ⊞ 18200
  ⊞ 19400

Select Values/Nodes | ⤢   First ◀ 1 of 1 ▶ Last

*Business Unit	Description		
13300	Auditor of Public Accounts	➕	➖

![Cardinal logo]

Screenshot of the AP989 Expense Report Upload Error Report

```
                                    Commonwealth of Virginia
                              EXPENSE REPORT UPLOAD ERROR REPORT
                                                                        Run Date: 01/07/2020
Report ID: AP989                                                        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 â¿¿ 2/5/2016            BUSINESS_UNIT_GL   133           Not a valid transaction Business Unit for submitting
                                                                                          Business Unit 13300
              APA0003199  2/1/2016 â¿¿ 2/5/2016            EMPLID             00004893402   Invalid Employee ID: 00004893402 for Business Unit:
                                                                                          133 and Expense ID: APA0003199
              APA0003199  2/1/2016 â¿¿ 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:	OUTPUT FORMAT:
GL Unit	PDF
Department	XLS
Submission Date / From Date	TXT
Submission Date / Through Date	

Screenshot of the Expense Transaction by Department Run Control Page

CARDINAL

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
	0000126668		Meeting			14.49 USD
	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
	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.

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

Cardinal

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	Conference
Total	345.34	345.34	

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