



Cardinal Reports Catalog

General Ledger

VIRGINIA DEPARTMENT OF ACCOUNTS

Revised 9/1/2026



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Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
9/29/2025	Updated the reference for the NAV220 Cardinal Reporting (FIN) WBT Course from the Cardinal Website to COVLC.
2/9/2023	Baseline.



Training Materials and Resources

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

Cardinal NAV220 Introduction to Cardinal Financial Reporting: This Web-Based Training (WBT) course provides training and video tutorials that cover the fundamentals of how to run or access financial reports and queries. Additionally, it covers how to perform inquiries on financial data. This course is available in [COVLC](#) and provides:

- Key concepts in Cardinal reporting
- Information and an interactive demonstration on how to run FIN reports using different Reporting Options
- Information on how to retrieve existing Batch Generated FIN Reports
- Information on how to add FIN reports to your Favorites folder
- Information on how to perform an inquiry on financial data
- Information and an interactive demonstration on how to navigate to the Query Viewer, search for and run a FIN query, and download the query results
- Information on how to add FIN queries to your Favorites folder

NAV220 Monitoring Tips: This Job Aid provides additional information and navigation instructions for some of the more commonly used Financials reports, queries, and inquiries.

NAV220 Generating FIN Reports and Inquiries: This Job Aid provides detailed instructions and screenshots for generating a FIN report or inquiry.

NAV220 Running and Scheduling FIN Queries: This Job Aid provides detailed instructions and screenshots for running a FIN query.

Note: These Job Aids are located on the Cardinal website in **Job Aids** under **Learning**.



General Ledger

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General Ledger Inquiries

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ChartFields Values Inquiry - Account

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATH:

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

INPUT / SEARCH CRITERIA:

SetID
Account
Description
Account Type

OUTPUT FORMAT:

Online

Screenshot of the ChartField Values page for Account

← ChartField Values

Account

Account

Map to Alternate Account

SetID

STATE

Account

4001000

Effective Date

*Effective Date

*Description

*Short Description

☐ Statistical Account

Monetary Account Type

Balance Sheet Indicator

*VAT Account Flag

☐ OpenItem Account

Edit Record

Prompt Table

Reconcile Tolerance

*Status

☐ Control Account

☐ Budgetary Only

UOM

Book Code

☒ Allow Book Code Override

Physical Nature

☐ Reconcile on Base Amount

Edit Field

Description of OpenItem

Reconcile Currency

Attributes

Long Description

☐ Commitment Control Override

VAT Default

Performance Measurement

☐ General Ledger Account

☐ Performance Measurement Acct

☐ ABM Account

Save

Return to Search

Notify

Add

Update/Display

Include History

Correct History

Account | Map to Alternate Account



ChartFields Values Inquiry - Fund

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATH:

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

INPUT / SEARCH CRITERIA:

SetID
Fund
Description

OUTPUT FORMAT:

Online

Screenshot of the ChartField Values page for Fund

← ChartField Values

Fund

SetID STATE Fund 01000

Effective Date

📅

🔍

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

*Effective Date	Status	Description	Short Description	Budgetary Only	Attributes	Long Description		
01/01/1901 📅	Active ▼	General Fund	General	☐	Attributes	Long Description		

Save

Return to Search

Notify

Add

Update/Display

Include History

Correct History



ChartFields Values Inquiry - Program

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATH:

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

INPUT / SEARCH CRITERIA:

SetID
Program
Description

OUTPUT FORMAT:

Online

Screenshot of the ChartField Values page for Program

← ChartField Values

Program

SetID STATE Program 104010

Effective Date

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1-1 of 1

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View All

*Effective Date	*Status	*Description	*Short Description	Budgetary Only	Attributes	Long Description		
P1/01/1901	Active	Libraries	Libraries	☐	Attributes	Long Description		

Save

Return to Search

Notify

Add

Update/Display

Include History

Correct History



ChartFields Values Inquiry - Department

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATH:

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

INPUT / SEARCH CRITERIA:

SetID
Department
Description

OUTPUT FORMAT:

Online

Screenshot of the ChartField Values page for Department

← ChartField Values

Department

SetID 50100

Department 10017

Effective Date

Q

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1 of 1

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View All

*Effective Date

01/01/1901

*Status

Active

*Description

Human Resources

*Short Description

Human Reso

Manager ID

Q

Manager Name

Attributes

Long Description

☐ Budgetary Only

Save

Return to Search

Notify

Add

Update/Display

Include History

Correct History



ChartFields Values Inquiry – Cost Center

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATH:

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

INPUT / SEARCH CRITERIA:

SetID
Cost Center
Description

OUTPUT FORMAT:

Online

Screenshot of the ChartField Values page for Cost Center

← ChartField Values

Cost Center

SetID STATE Cost Center 04500

Effective Date

Q

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

*Effective Date	*Status	*Description	*Short Description	Budgetary Only	Attributes	Long Description		
07/01/2022	Inactive	Safety	Safety	☐	Attributes	Long Description		

Save

Return to Search

Notify

Add

Update/Display

Include History

Correct History



ChartFields Values Inquiry - Task

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATH:

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

INPUT / SEARCH CRITERIA:

SetID
Account
Description
Account Type

OUTPUT FORMAT:

Online

Screenshot of the ChartField Values page for Task

← ChartField Values

Task

SetID 50100 Task 040

Effective Date

Q

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1-1 of 1

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View All

*Effective Date	*Status	*Description	*Short Description	Budgetary Only	Attributes	Long Description		
01/01/1901	Active	Capital Outlay	Capital Ou	☐	Attributes	Long Description		

Save

Return to Search

Notify

Add

Update/Display

Include History

Correct History



ChartFields Values Inquiry - FIPS

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATH:

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

INPUT / SEARCH CRITERIA:

SetID
FIPS
Description

OUTPUT FORMAT:

Online

Screenshot of the ChartField Values page for FIPS

← ChartField Values

FIPS

SetID STATE FIPS 015

Effective Date

🗨

🔍

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

*Effective Date	Status	Description	Short Description	Budgetary Only	Attributes	Long Description		
01/01/1901 📅	Active ▼	Augusta	Augusta	☐	Attributes	Long Description		

Save

Return to Search

Notify

Add

Update/Display

Include History

Correct History

ChartFields Values Inquiry - Asset

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATH:

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

INPUT / SEARCH CRITERIA:

SetID	Account	Description	Account Type
-------	---------	-------------	--------------

OUTPUT FORMAT:

Online

Screenshot of the ChartField Values page for Asset

← ChartField Values

Asset

SetID 50100

Asset 00001

Effective Date

1-1 of 1

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>|

View All

*Effective Date	*Status	*Description	*Short Description	Budgetary Only	Attributes	Long Description		
12/01/2011	Active	G. WASH. MEM. PKWY	G. WASH. M	☐	Attributes	Long Description		

Save

Return to Search

Notify

Add

Update/Display

Include History

Correct History



ChartFields Values Inquiry – Agency Use 1

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATH:

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

INPUT / SEARCH CRITERIA:

SetID
Agency Use 1
Description

OUTPUT FORMAT:

Online

Screenshot of the ChartField Values page for Agency Use 1

← ChartField Values

Agency Use 1

SetID STATE Agency Use 1 616115618

Effective Date

<

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1-1 of 1

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View All

*Effective Date	*Status	*Description	*Short Description	Budgetary Only	Attributes	Long Description		
01/01/1991	Active	UPPER YORK RIVER	UPPER YORK	☐	Attributes	Long Description		

Save

Return to Search

Notify

Add

Update/Display

Include History

Correct History



ChartFields Values Inquiry – Agency Use 2

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATH:

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

INPUT / SEARCH CRITERIA:

SetID
Agency Use 2
Description

OUTPUT FORMAT:

Online

Screenshot of the ChartField Values page for Agency Use 2

← ChartField Values

Agency Use 2

SetID 50100 Agency Use 2 00001

Effective Date

<

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1-1 of 1

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View All

*Effective Date	*Status	*Description	Short Description	Budgetary Only	Attributes	Long Description		
01/01/1901	Active	00001	00001	☐	Attributes	Long Description		

Save

Return to Search

Notify

Add

Update/Display

Include History

Correct History



ChartFields Values Inquiry - Project

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATH:

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

INPUT / SEARCH CRITERIA:

SetID
Project
Description

OUTPUT FORMAT:

Online

Screenshot of the ChartField Values page for Project

← ChartField Values		Project	
Project			
SetID	50100		
Project	0000001651		
*Description	0657042261,PE106,M501,B631	*Status	Inactive Attributes
*Start Date	10/15/1986	Integration	50100
*End Date	02/01/2013	☐ Summary Project	
Save	Return to Search	Add	Update/Display Correct History



Journal Inquiry - Basic

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATH:

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

INPUT / SEARCH CRITERIA:

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

OUTPUT FORMAT:

Online

ADDITIONAL INFORMATION:

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



Screenshot of the Journal Entries Find an Existing Value Page

← Cardinal Financials

Create/Update Journal Entries

Find an Existing Value

Add a New Value

Search Criteria

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

Recent Searches

Choose from recent searches

Saved Searches

Choose from saved searches

Business Unit

=

50100

Journal ID

begins with

Journal Date

=

07/01/2019

Document Sequence Number

begins with

Line Business Unit

=

50100

Journal Header Status

=

Posted to Ledger(s)

Budget Checking Header Status

=

Source

=

ONL

User ID

begins with

Attachment Exist

=

Show more options

Search

Clear

Save Search

Search Results

13 results - Business Unit "50100" Journal Date "2019-07-01" +3 more

1-13 of 13

View All

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net Statistical Units	Description	User ID	Attachment Exist	
50100	01255361	07/01/2019	0	(blank)	50100	Posted	Valid	ACTUALS	ONL	USD	2	766.44	0	Move from UPC 78240 to CSG LAP		N	>
50100	0001255385	07/01/2019	0	(blank)	50100	Posted	Valid	ACTUALS	ONL	USD	2	329.54	0	Transfer allowable account cod		N	>



Screenshot of the Journal Header Tab

[← Cardinal Financials](#)[Create/Update Journal Entries](#)

Header

Lines

Totals

Errors

Approval

Unit 50100

Journal ID 0001255361

Date 07/01/2019

Long Description

Move from UPC 78240 to CSC LAP Overhead

215 characters remaining

*Ledger Group

ACTUALS

Adjusting Entry

Non-Adjusting Entry

Ledger

Fiscal Year

2020

*Source

ONL

Period

1

Reference Number

ADB Date

07/01/2019

Journal Class

Transaction Code

GENERAL

☐ Auto Generate Lines

SJE Type

☐ Save Journal Incomplete Status

Currency Defaults: USD / CRRNT / 1

☐ Autobalance on 0 Amount Line

Attachments (0)

Commitment Control

☐ CTA

Reversal: Do Not Generate Reversal

PC Send Indicator

Send to PC

PC Split Indicator

Split Project Lines

Entered By

Beaver, Deborah P. (VDOT)

Entered On

07/01/2019 8:45:12AM

Last Updated On

07/12/2019 7:07:30PM

Save

Return to Search

Previous in List

Next in List

Notify

Refresh

Add

Update/Display

Header

Lines

Totals

Errors

Approval

Screenshot of the Journal Lines Tab

[← Cardinal Financials](#)[Create/Update Journal Entries](#)

Header

Lines

Totals

Errors

Approval

Unit 50100

Journal ID 0001255361

Date 07/01/2019

Template List

[Search Criteria](#)

☐ Errors Only

*Process

Edit Journal

[View Audit Logs](#)

Process

Line 10

Lines

1-2 of 2

Select	Line	Unit	Ledger	SpeedType	Account	Fund	Program	Department	Cost Center	Task	FIPS	At
☐	1	50100	ACTUALS		5012610	04720	603023	19007				
☐	2	50100	ACTUALS		5012610	04720	603015	19115	12130001			

Totals

1-1 of 1

View All

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
50100	2	769.44	769.44	P	V

Save

Return to Search

Previous in List

Next in List

Notify

Refresh

Add

Update/Display

Header

Lines

Totals

Errors

Approval



Screenshot of the Journal Approval Tab

← Cardinal Financials

Create/Update Journal Entries

Header

Lines

Totals

Errors

Approval

Unit50100

Journal ID0001255361

Date07/01/2019

Submit

Approval Status

Unit50100

Approval Check ActiveY

Approval StatusNone

Comments

254 characters remaining

Jrnl Approval

Unit 50100, ID 0001255361, Date 2019-07-01, Line Unit 50100:Approved

Jrnl Approval

Approved

BREEN, DANA A

OL Journal Approver

07/01/19 - 8:31 AM

Approval History

Save

Return to Search

Previous in List

Next in List

Notify

Refresh

Add

Update/Display

Header | Lines | Totals | Errors | Approval



Journal Inquiry - Advanced

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATH:

NavBar > Menu > General Ledger > Review Financial Information > Review Journals

INPUT / SEARCH CRITERIA:

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

OUTPUT FORMAT:

Online
CSV to Excel

ADDITIONAL INFORMATION: In the description, users can only drill down to source from Journals that come from other modules (e.g., AP, AR, etc.).



Screenshot of the Journal Inquiry Search Results Page

← Cardinal Financials Journal Inquiry

Journal Criteria

Inquiry: ADV_JRNL, *Unit: 50100, *Ledger: ACTUALS, *Year: 2019, *From Period: 3, *To Period: 3, Suspense Status: [Q], Journal ID: [Q], Date: [Q], Status: P, Source: AP, Currency: [Q], Stat: [Q], Document Type: [Q], User: [Q], Document Sequence: [Q], Sort By: Journal Id, Max Rows: 100, Attachment Exist: [Q], ☐ Date Code Adj

Search Delete Clear

Journals

Journal ID	Date	Unit IU	Status	Source	Suspense Status	User	Unpost Date	Descr
AP00994241	09/04/2018	50100	Posted	AP	No Susp	AA_CARDINAL_BATCH_GL	09/04/2018	AP Payments
AP00995668	09/04/2018	50100	Posted	AP	No Susp	AA_CARDINAL_BATCH_GL	09/04/2018	AP Payments
AP00996203	09/04/2018	50100	Posted	AP	No Susp	AA_CARDINAL_BATCH_GL	09/04/2018	Accounts Payable

Note: Users can click on the **Journal ID** link to view more details.

Screenshot of the Journal Inquiry Details Page

← Cardinal Financials Review Journals

Journal Inquiry

Journal Inquiry Details

Ledger Criteria

Go To: [Journal Criteria](#)

Journal Header

Journal ID: [AP00995668](#), Date: 09/04/2018, Schedule: [Q], Ledger Group: ACTUALS, Original Date: 09/04/2018, Process: No Request, Source: AP, Date Posted: 09/01/2018, Total Lines: 4559, Journal Status: Posted, Reversal Date: [Q], User ID: AA_CARDINAL_BATCH_GL, Balanced: DR=CR, Reversal: None, InterUnit BU: 50100, Doc Seq: [Q], Budget Status: Valid, Date Code Adjustment: N, Long Description: AP Payments, View Attachment (0)

All Lines From Line To Line Query Journal Lines

Totals by Currency

Currency	USD	Debit Amount	8,855,859.66	Credit Amount	8,855,859.66	Net	0.00
----------	-----	--------------	--------------	---------------	--------------	-----	------

Journal Line

Drill to Source	Line #	Line Descr	SpeedType	Amount (in Transaction Currency)	Currency	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset
	1	Cash With The Treasurer Of VA		-272.00	USD	101010	04100		99999	99999999			
	2	Cash With The Treasurer Of VA		-300.00	USD	101010	04100		99999	99999999			
	3	Cash With The Treasurer Of VA		-12,320.00	USD	101010	04100		99999	99999999			

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



Screenshot of the Journal Inquiry Search Results Page

Journal Inquiry

Journal Criteria

Inquiry: ADV_JRNL, Unit: 50100, Ledger: ACTUALS, Year: 2019, From Period: 3, To Period: 3, Suspense Status: , Date Code Adj: ☐

Journal ID: , Date: , Status: P, Source: AP, Currency: , Stat: , Document Type: , Attachment Exist: ☐

User: , Document Sequence: , Sort By: Journal Id, Max Rows: 100

Search, Delete, Clear

Journals

Journals

Journal ID	Date	Unit IU	Status	Source	Suspense Status	Document Type	Document Sequence	User
AP00094241	09/04/2018	50100	Posted	AP	No Susp			AA_CARDINAL_BATCH_GL
AP00095088	09/04/2018	50100	Posted	AP	No Susp			AA_CARDINAL_BATCH_GL
AP00096203	09/04/2018	50100	Posted	AP	No Susp			AA_CARDINAL_BATCH_GL
AP00097092	09/05/2018	50100	Posted	AP	No Susp			AA_CARDINAL_BATCH_GL
AP00097850	09/05/2018	50100	Posted	AP	No Susp			AA_CARDINAL_BATCH_GL
AP00098547	09/06/2018	50100	Posted	AP	No Susp			AA_CARDINAL_BATCH_GL
AP00099339	09/06/2018	50100	Posted	AP	No Susp			AA_CARDINAL_BATCH_GL
AP01000100	09/07/2018	50100	Posted	AP	No Susp			AA_CARDINAL_BATCH_GL
AP01000842	09/07/2018	50100	Posted	AP	No Susp			AA_CARDINAL_BATCH_GL
AP01000843	09/07/2018	50100	Posted	AP	No Susp			AA_CARDINAL_BATCH_GL

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

Screenshot of the Journal Inquiry Details Page

Journal Inquiry

Journal Inquiry Details

Ledger Criteria

Go To: Journal Criteria

Journal Header

Journal ID: AP01000842, Date: 09/07/2018, Schedule: , Process: No Request, Total Lines: 4992, User ID: AA_CARDINAL_BATCH_GL, InterUnit IU: 50100, Doc Seq: , Budget Status: Valid, Date Code Adjustment: N, Long Description: Accounts Payable

View Attachment (0)

All Lines, From To: , To Line: , Query Journal Lines

Totals by Currency

Currency	USD	Debit Amount	10,155,557.88	Credit Amount	10,155,557.88	Net	0.00
----------	-----	--------------	---------------	---------------	---------------	-----	------

Journal Line

Drill to Source	Line #	Line Descr	SpeedType	Amount (in Transaction Currency)	Currency	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset
DL	1	STONE NO. 21A, STONE		3,650.04	USD	163500	04100		10015	11000230			
DL	2	PAINT, TRAFFIC, FAST DRY PAINT		8,157.80	USD	163500	04100		10015	11000230			
DL	3	PAINT, TRAFFIC, FAST DRY PAINT		14,420.18	USD	163500	04100		10015	11000230			
DL	4	POLYPROPYLENE PIPE, HDPE, TR		5,440.40	USD	163500	04100		10015	11000230			

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



Screenshot of the Drill to Source Page

Drill to Source

Journal ID
Business Unit 50100 Journal AP01000642 Date 09/07/2018 GL Journal
Ledger ACTUALS Line 1 Line Descr STONE NO. 21A, STONE

Chartfields
Account Fund Program Department Cost Center Task FIPS Asset Agency Use 1 Agency Use 2 PC Business Unit Project Activity
153500 04100 10015 11000230
Base Currency USD Base Amount 3,859.04
Currency USD Transaction Amount 3,859.04
Statistics Code Statistic Amount

Details
Chartfields Voucher Information Document Information IP
Voucher ID Descr Vchr Line Distrib Line
00616277 Expense Distribution 1 1
Save Return to Search Notify

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

Screenshot of the Voucher Accounting Entries Page

Voucher Accounting Entries

*Business Unit 50100 Voucher ID 00616277 Invoice Number 25114
*Accounting Line View Option Standard Invoice Date 08/19/2018 ☐ Show Foreign Currency
Supplier ID 0000028045 *Sort By Posting Process Search Reset
Supplier Name Cedar Mountain Stone Corp

Accounting Information
Posting Process AP Accrual GL Dist Status Distributed Posting Date 09/07/2018
Main Information **Chartfields** Journal IP
Description Monetary Amount Currency Code Ledger GL Unit Accounting Date
Accounts Payable -3,859.04 USD ACTUALS 50100 09/09/2018
STONE NO. 21A, STONE 3,859.04 USD ACTUALS 50100 09/09/2018

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



Screenshot of the Voucher Accounting Entries Page

Voucher Accounting Entries

*Business Unit

Voucher ID

Invoice Number

*Accounting Line View Option

Invoice Date

☐ Show Foreign Currency

Supplier ID

*Sort By

Supplier Name

Accounting Information

Posting Process

GL Dist Status

Posting Date

Main Information

Chartfields

Journal

IP

Tax Authority	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project	As
	205025	04100		99999	99999999								
	153500	04100		10015	11000230								



Ledger Inquiry

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATH:

NavBar > Menu > General Ledger > Review Financial Information > Review Ledger Information

INPUT / SEARCH CRITERIA:

Unit
Ledger
Fiscal Year
From Period
To Period
Currency
Stat Code
Date Code View
Show YTD Balance [checkbox]
Show Transaction Details [checkbox]
Include Closing Adjustments [checkbox]
Only in Base Currency [checkbox]
Max Ledger Rows
Select specific ChartFields and related values
Include Adjustment Periods [checkbox]

OUTPUT FORMAT:

Online
CSV to Excel



Screenshot of the Ledger Inquiry Search Criteria Page

← Voucher Accounting Entries Ledger Inquiry

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

Ledger Criteria

Inquiry Name LEDGER_INQ	*Unit 00100	*Ledger ACTUALS	*Fiscal Year 2019	*From Period 3	*To Period 4	Currency
Stat Code 		Date Code View 1		Trade Date 		
☐ Show YTD Balance		☐ Include Closing Adjustments		Max Ledger Rows 100		
☒ Show Transaction Details		☐ Only in Base Currency				

ChartField Criteria

ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account	111220		Update/New	☒	☐	1
Department			Update/New	☐	☐	
Asset			Update/New	☐	☐	
Task			Update/New	☐	☐	

Include Adjustment Periods

Sel	Period
☐	998

Screenshot of the Ledger Inquiry Transaction Details Page

← Voucher Accounting Entries Review Ledger Information

Ledger Inquiry

Transaction Details

Ledger Criteria

Go To [Inquiry Criteria](#) [Transaction Criteria](#)

Transaction Details

1 of 2

Ledger by Period and Chartfields

Period	Account	Account Description	Stat
3	111220		

Amount (in Transaction Currency) -25.00 USD Amount (in Base Currency) -25.00 USD

Journals

Journal ID	Line Descr	Date	Seq	Stat Amt	N/R	Amount (in Transaction Currency)	Currency	Amount (in Base Currency)	Base Currency
0001012951	Parking Fee Suspense Account	09/24/2018		0.00	N	8,182.50	USD	8,182.50	USD
AR00060513	18-09-04AR_DIRJRN10691	09/04/2018		0.00	N	-49.00	USD	-49.00	USD
AR01000838	18-09-06AR_DIRJRN10715	09/07/2018		0.00	N	-49.00	USD	-49.00	USD
AR01000838	18-09-06AR_DIRJRN10714	09/07/2018		0.00	N	-98.00	USD	-98.00	USD
AR01000838	18-09-06AR_DIRJRN10715	09/07/2018		0.00	N	-49.00	USD	-49.00	USD
AR01000619	18-09-12AR_DIRJRN10755	09/14/2018		0.00	N	-49.00	USD	-49.00	USD
AR01010007	18-09-14AR_DIRJRN10774	09/18/2018		0.00	N	-49.00	USD	-49.00	USD



Ledger Group Inquiry

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATH:

NavBar > Menu > General Ledger > Ledgers > Define Ledger Groups

INPUT / SEARCH CRITERIA:

SetID
Ledger Group

OUTPUT FORMAT:

Online
CSV to Excel

Screenshot of the Ledger Group Definition Tab

← Cardinal Financials

Define Ledger Group

Definition

Chartfield

Balancing

SetID

STATE

Ledger Group

ACTUALS

*Description

Actuals

*Ledger Template

STANDARD

Standard Detail Ledger

*Ledger Group Type

Standard

☐ Keep Ledgers in Sync

Detail Ledgers

1-1 of 1

*Ledger	Primary	Translation	OpenItem	VAT	Inherit Base Currency	Base Currency	Default Rate Type	Rate Type		
ACTUALS	☒	☐	☐	☐	☒		CRRNT	CRRNT		

Save

Return to Search

Notify

Add

Update/Display

Definition

Chartfield

Balancing



Screenshot of the Ledger Group ChartField Tab

← Cardinal Financials

Define Ledger Group

Definition

Chartfield

Balancing

SetID

STATE

Ledger Group

ACTUALS

Description

Actuals

Default

Chartfields

<

>

1-19 of 19

<

>

ChartField	Edit Table	View - No Effective Date
Business Unit	SP_BU_GL_NONVW Q	SP_BU_GL_NONVW Q
Account	GL_ACCOUNT_TBL Q	GL_ACCT_ALL_VW Q
Department	DEPT_TBL Q	DEPT_ALL_VW Q
Asset	OPER_UNIT_TBL Q	OPERUNIT_ALL_VW Q
Task	PRODUCT_TBL Q	PROD_ALL_VW Q
Fund	FUND_TBL Q	FUND_ALL_VW Q
FIPS	CLASS_CF_TBL Q	CLASS_CF_ALL_VW Q
Agency Use 2	BUD_REF_TBL Q	BUDREF_ALL_VW Q
Affiliate	AFFILIATE_VW Q	AFFILIATE_VW Q
Fund Affiliate	AFFINTRA1_VW Q	AFFINTRA1_ALLVW Q
Cost Center	CHARTFIELD1_TBL Q	CF1_ALL_VW Q
Program	CHARTFIELD2_TBL Q	CF2_ALL_VW Q
Agency Use 1	CHARTFIELD3_TBL Q	CF3_ALL_VW Q
Project	PROJECT_ID_VW Q	PROJECT_ID_VW Q
Book Code	BOOK_CODE_TBL Q	BOOKCODE_ALL_VW Q

Save

Return to Search

Notify

Add

Update/Display

Definition

Chartfield

Balancing



Screenshot of the Ledger Group Balancing Tab

← Cardinal Financials

Define Ledger Group

Definition

Chartfield

Balancing

SetID

STATE

Ledger Group

ACTUALS

Description

Actuals

Default

☒ IntraUnit Balancing Entries

Chartfields

< < 1-19 of 19 > >

ChartField	Balance	Use Affiliate	Affiliate ChartField
Business Unit	☐	☒	Affiliate
Account	☐	☐	
Department	☐	☐	
Asset	☐	☐	
Task	☐	☐	
Fund	☒	☒	Fund Affiliate
FIPS	☐	☐	
Agency Use 2	☐	☐	
Affiliate	☐	☐	
Fund Affiliate	☐	☐	
Cost Center	☐	☐	
Program	☐	☐	
Agency Use 1	☐	☐	
Project	☒	☐	
Book Code	☐	☐	

Save

Return to Search

Notify

Add

Update/Display



Review Journal Status Inquiry

REVISED: 9/1/2026

DESCRIPTION:

This inquiry is used to research the status of Journals.

NAVIGATION PATH:

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

INPUT / SEARCH CRITERIA:

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

OUTPUT FORMAT:

Online

ADDITIONAL INFORMATION:

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



Screenshot of the Review Journal Status Find an Existing Value Page

[← Definition](#)[Review Journal Status](#)

Find an Existing Value

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

Recent Searches

Choose from recent searches

Saved Searches

Choose from saved searches

*Business Unit

=

15100

Journal ID

begins with

Journal Date

=

UnPost Sequence

=

Document Sequence Number

begins with

Journal Header Status

=

Posted to Ledger(s)

^ Show fewer options

Search

Clear

Save Search

Search Results
Only the first 300 results of a possible 11136 can be displayed. Business Unit "15100" Journal Header Status "Posted to Ledger(s)"

1-100 of 300

View All

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Journal Header Status	Budget Checking Header Status	Ledger Group	
15100	0000009971	09/30/2012	0	(blank)	Posted	Valid	ACTUALS	>
15100	0000010638	10/01/2012	0	(blank)	Posted	Valid	ACTUALS	>
15100	0000010726	10/02/2012	0	(blank)	Posted	Valid	ACTUALS	>
15100	0000010727	10/02/2012	0	(blank)	Posted	Valid	ACTUALS	>
15100	0000010736	10/01/2012	0	(blank)	Posted	Valid	ACTUALS	>

Note: Users can click on the **Journal ID** link to view additional Journal information.

Rev 9/1/2026

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Screenshot of the Review Journal Status Journal Header Tab

[← Definition](#)Review Journal Status

Journal Header

Journal Lines

Unit15100

Journal ID000010726

Journal Date10/02/2012

Fiscal Year2013

SourceONL

Process Instance820385

Accounting Period4

Reference Number

Status:Posted

Ledger GroupACTUALS

Ledger

Budget Status:Valid

Long Description

Post CARS Treasury Loan Activity

Journal Line Totals

Lines	4	Debits	320,000.00 USD	Credits	320,000.00 USD
-------	---	--------	----------------	---------	----------------

Commitment Control Amount Type

Amount Type	Actuals, Recognize and Collect	Override	N
User			

Save

Return to Search

Previous in List

Next in List

Notify

[Journal Header](#) | [Journal Lines](#)

Screenshot of the Review Journal Status Journal Lines Tab

[← Definition](#)Review Journal Status

Journal Header

Journal Lines

Unit15100

Journal ID000010726

Journal Date10/02/2012

Template List

Line100

Journal Line Data

Line #	Ledger	Foreign Amount	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1
1	ACTUALS	300,000.00	206210	06080		97500					
2	ACTUALS	-300,000.00	101010	06080		97500					
3	ACTUALS	20,000.00	101010	06150		95800					
4	ACTUALS	-20,000.00	206240	06150		95800					

Save

Return to Search

Previous in List

Next in List

Notify

[Journal Header](#) | [Journal Lines](#)



Screenshot of the Review Journal Status Page Find an Existing Value Page with Journal Header Status field set to Journal Has Errors

← Definition

Review Journal Status

Find an Existing Value

Search Criteria

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

Recent Searches

Choose from recent searches

Saved Searches

Choose from saved searches

*Business Unit

=

15100

Journal ID

begins with

Journal Date

=

UnPost Sequence

=

Document Sequence Number

begins with

Journal Header Status

=

Journal Has Errors

^ Show fewer options

Search

Clear

Save Search

Search Results

10 results - Business Unit "15100" Journal Header Status "Journal Has Errors"

1-10 of 10

View All

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Journal Header Status	Budget Checking Header Status	Ledger Group	
15100	0003229201	02/27/2026	0	(blank)	Errors	Not Chk'd	ACTUALS	>
15100	0003229546	04/05/2026	0	(blank)	Errors	Not Chk'd	ACTUALS	>
15100	0003229698	04/22/2026	0	(blank)	Errors	Not Chk'd	ACTUALS	>
15100	0003229951	04/29/2026	0	(blank)	Errors	Not Chk'd	ACTUALS	>
15100	0003230066	05/03/2026	0	(blank)	Errors	Not Chk'd	ACTUALS	>



Screenshot of the Review Journal Status Journal Header Tab with Journal Header Status set to Journal Has Errors for specific Journal ID

[← Journal Lines](#)Review Journal Status

Journal Header

Journal Lines

Unit15100

Journal ID0003229201

Journal Date02/27/2026

Fiscal Year2026

SourceONL

Process Instance25531983

Accounting Period8

Reference Number

Status:Errors

Ledger GroupACTUALS

Ledger

Budget Status:Not Chk'd

Long Description

Parking Fees for September 2012

Journal Line Totals

Lines	5	Debits	10,608.50 USD	Credits	10,608.50 USD
-------	---	--------	---------------	---------	---------------

Commitment Control Amount Type

Amount Type

Actuals, Recognize and Collect

Override

N

Save

Return to Search

Previous in List

Next in List

Notify

Journal Header

Journal Lines



General Ledger Queries

<This page is intended to be blank>



Accounts Query (FIN0010_GL_ACCOUNTS)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATHS:

- Query Viewer > FIN0010_GL_ACCOUNTS
- GL WorkCenter > Links > Other Links > Query Viewer > FIN0010_GL_ACCOUNTS
- NavBar > Menu > Reporting Tools > Query > Query Viewer > FIN0010_GL_ACCOUNTS

INPUT / SEARCH CRITERIA:

SetID (enter STATE)

As of Date

OUTPUT FORMAT:

HTML

Excel

CSV

Screenshot of the FIN0010 GL Accounts Query Page

FIN0010_GL_ACCOUNTS - FIN0010-GL Accounts																		
*SetID [STATE] Q																		
*As Of Date [07/01/2025] [Q]																		
View Results																		
Download results in: Excel Spreadsheet CSV Text File XML File (7014 kb)																		
View All																		
Row	SetID	Account	Descr	Short Desc	Type	Stat Acct	UOM	OpenItem	Descr	Edit Record	Edit Field	As Of Date	Acct Owner	Bal Fwd	VAT Account	Attribute	Attribute Value	Description
1	STATE	100054	GL 1 B 54 Asset- Transactional	54Asset	A	N	N					07/01/2025	Y	N				
2	STATE	100055	GL 1 B 55 PUM 2.0 Asset- Bud	55Asset	A	N	N					07/01/2025	Y	N				
3	STATE	100057	GL 1 B 57 PUM 2.0 ASSET ACCT	57Asset	A	N	N					07/01/2025	Y	N				
4	STATE	100157	GL 1 B 55 PUM 2.0 Asset Account	55Asset	A	N	N					07/01/2025	Y	N				
5	STATE	101001	Cash Not With Treasurer	Cash NI Tr	A	N	N					07/01/2025	Y	N				
6	STATE	101002	Cash Equiv Not W/Treasurer	Cash Eq Not	A	N	N					07/01/2025	Y	N				
7	STATE	101003	Cash Equiv With Treasurer-LGIP	Cash Eq Lpp	A	N	N					07/01/2025	Y	N				
8	STATE	101005	Cash Equiv With Treasurer	Cash Eq Trs	A	N	N					07/01/2025	Y	N				
9	STATE	101007	Cash And Cash Equivalents	CashSEquiv	A	N	N					07/01/2025	Y	N				
10	STATE	101008	Cash&Equiv Collateral Hld Security	Collat Sec	A	N	N					07/01/2025	Y	N				
11	STATE	101010	Cash With The Treasurer Of VA	Cash Treas	A	N	N					07/01/2025	Y	N				
12	STATE	101010	Cash With The Treasurer Of VA	Cash Treas	A	N	N					07/01/2025	Y	N		DOA GLA	101	Cash With The Treasurer Of VA
13	STATE	101060	Cash Advances - Courts	Adv Court	A	N	N					07/01/2025	Y	N				
14	STATE	101060	Cash Advances - Courts	Adv Court	A	N	N					07/01/2025	Y	N		DOA GLA	106	Cash Advances - Courts
15	STATE	101070	Cash Of Lottery Revolving Acct	Cash Lbry	A	N	N					07/01/2025	Y	N				
16	STATE	101070	Cash Of Lottery Revolving Acct	Cash Lbry	A	N	N					07/01/2025	Y	N		DOA GLA	107	Cash Of Lottery Revolving Acct
17	STATE	101080	Cash With Paying Agent	Cash Py Agt	A	N	N					07/01/2025	Y	N				
18	STATE	101080	Cash With Paying Agent	Cash Py Agt	A	N	N					07/01/2025	Y	N		DOA GLA	108	Cash With Paying Agent
19	STATE	101090	Cash With Fiscal Agent	Cash Fd Agt	A	N	N					07/01/2025	Y	N				
20	STATE	101090	Cash With Fiscal Agent	Cash Fd Agt	A	N	N					07/01/2025	Y	N		DOA GLA	109	Cash With Fiscal Agent
21	STATE	101420	Amt Held By Trustee-Treasury	Amt Trustee	A	N	N					07/01/2025	Y	N				
22	STATE	101420	Amt Held By Trustee-Treasury	Amt Trustee	A	N	N					07/01/2025	Y	N		DOA GLA	342	Amt Held By Trustee-Treasury
23	STATE	101430	Amt Held By Outside Trustee	Amt Outsd	A	N	N					07/01/2025	Y	N				
24	STATE	101430	Amt Held By Outside Trustee	Amt Outsd	A	N	N					07/01/2025	Y	N		DOA GLA	343	Amt Held By Outside Trustee
25	STATE	101470	Funds Held In Escrow	Fd Escrow	A	N	N					07/01/2025	Y	N				
26	STATE	101470	Funds Held In Escrow	Fd Escrow	A	N	N					07/01/2025	Y	N		DOA GLA	347	Funds Held In Escrow
27	STATE	103001	Investments Not W/Treasurer	Inv Not Tr	A	N	N					07/01/2025	Y	N				
28	STATE	103002	Investment W/Treasurer-SEC Lend	Inv SEC Ld	A	N	N					07/01/2025	Y	N				



Account Types Query (FIN0004_ACCOUNT_TYPES)

REVISED: 9/1/2026

DESCRIPTION:

This query displays all available Account Types in Cardinal and whether the Account Type balance carries forward to the next Fiscal Year.

NAVIGATION PATHS:

- Query Viewer > FIN0004_ACCOUNT_TYPES
- GL WorkCenter > Links > Other Links > Query Viewer > FIN0004_ACCOUNT_TYPES
- NavBar > Menu > Reporting Tools > Query > Query Viewer > FIN0004_ACCOUNT_TYPES

INPUT / SEARCH CRITERIA:

SetID (enter STATE)

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the FIN0004 Account Types Query Page

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



Activity Not in Tree Query (V_GL_TREE_AUDIT_ACTIVITY)

REVISED: 9/1/2026

DESCRIPTION:

This query tracks established Activity Codes that are not in the ACTIVITY_BUDGET tree.

NAVIGATION PATHS:

- Query Viewer > V_GL_TREE_AUDIT_ACTIVITY
- GL WorkCenter > Links > Other Links > Query Viewer > V_GL_TREE_AUDIT_ACTIVITY
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_GL_TREE_AUDIT_ACTIVITY

INPUT / SEARCH CRITERIA:

None

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Activity Not in Tree Query Page

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



Agency Use 1 Query (FIN0039_CHARTFIELD3)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATHS:

- Query Viewer > FIN0039_CHARTFIELD3
- GL WorkCenter > Links > Other Links > Query Viewer > FIN0039_CHARTFIELD3
- NavBar > Menu > Reporting Tools > Query > Query Viewer > FIN0039_CHARTFIELD3

INPUT / SEARCH CRITERIA:

SetID
Effective Date

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the ChartField3 (Agency Use 1) Query Page

FIN0039_CHARTFIELD3 - Chartfield3									
SetID 26200 Q									
Effective Date 07/01/2019 H									
View Results									
Download results in: Excel Spreadsheet CSV Text File XML File (18 kb)									
View All First 1-100 of 110 Previous Next Last									
Row	SetID	Agency Use 1	Eff Date	Status	Descr	:2	Short Desc	Budgetary Only	
1	26200	6500	01/01/1901	A	Family Services Roanoke	07/01/2019	Roanoke	N	
2	26200	6503	01/01/1901	A	SWVA Legal Aid Society	07/01/2019	Legal Aid	N	
3	26200	6511	01/01/1901	A	Senior Navigator	07/01/2019	SR Nav	N	
4	26200	6517	01/01/1901	A	VPI&SU	07/01/2019	VPI&SU	N	
5	26200	6527	01/01/1901	A	Althimers Assoc	07/01/2019	Althimers	N	
6	26200	6532	01/01/1901	A	Alleghany CSB	07/01/2019	Alleghany	N	
7	26200	6539	01/01/1901	A	Adult Care CTR No Shenandoah	07/01/2019	Adult	N	
8	26200	6540	01/01/1901	A	Chippenham-Johnston Willis	07/01/2019	CJW	N	
9	26200	6542	01/01/1901	A	Jewish Family Serv Richmond	07/01/2019	JFS Rich	N	
10	26200	6543	01/01/1901	A	Catholic Charities Eastern VA	07/01/2019	CC EVA	N	
11	26200	6545	01/01/1901	A	Rockbridge AAA	07/01/2019	Rock AAA	N	
12	26200	6546	01/01/1901	A	VA Poverty Las Center	07/01/2019	VPLC	N	
13	26200	6547	06/01/2016	A	UVA Memory & Aging Care Clinic	07/01/2019	MACC	N	
14	26200	6548	10/03/2016	A	Residential Svs Low Inc	07/01/2019	Birmingham	N	
15	26200	6549	01/01/1901	A	Center of Excellance	07/01/2019	Excellance	N	
16	26200	6550	01/01/1901	A	Autumn Valley Guardianship Inc	07/01/2019	Autumn	N	
17	26200	6551	01/01/1901	A	Mountain Empire	07/01/2019	Mt Empire	N	
18	26200	6552	01/01/1901	A	Appalachian Agency SR Citizens	07/01/2019	App SR	N	
19	26200	6553	01/01/1901	A	District Three	07/01/2019	Dist 3	N	
20	26200	6554	01/01/1901	A	New River Valley AAA	07/01/2019	NewRiv AAA	N	



Agency Use 2 Query (FIN0024_BUD_REF)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATHS:

- Query Viewer > FIN0024_BUD_REF
- GL WorkCenter > Links > Other Links > Query Viewer > FIN0024_BUD_REF
- NavBar > Menu > Reporting Tools > Query > Query Viewer > FIN0024_BUD_REF

INPUT / SEARCH CRITERIA:

SetID
Effective Date

OUTPUT FORMAT:

HTML
Excel
CSV

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

FIN0024_BUD_REF - FIN0024 - Budget Reference									
SetID 50100 Q									
Effective Date 07/01/2019 [icon]									
View Results									
Download results in : Excel Spreadsheet CSV Text File XML File (2866 kb)									
View All First 1-100 of 10537 Last									
Row	SetID	Agency Use 2	Descr	Short Desc	Budgetary Only	:2	Field Name	Long Name	Short Name
1	50100	F0983	F0983	F0983	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2
2	50100	F0986	F0986	F0986	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2
3	50100	00351	00351	00351	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2
4	50100	00352	00352	00352	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2
5	50100	00353	00353	00353	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2
6	50100	00354	00354	00354	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2
7	50100	00356	00356	00356	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2
8	50100	00357	00357	00357	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2
9	50100	00154	00154	00154	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2
10	50100	00155	00155	00155	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2
11	50100	00156	00156	00156	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2
12	50100	00157	00157	00157	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2
13	50100	00159	00159	00159	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2
14	50100	00160	00160	00160	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2
15	50100	00161	00161	00161	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2
16	50100	00162	00162	00162	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2
17	50100	00165	00165	00165	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2
18	50100	08546	08546	08546	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2
19	50100	07868	07868	07868	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2
20	50100	07395	07395	07395	N	07/01/2019	BUDGET_REF	Agency Use 2	Agency Use 2



Asset ChartField Query (FIN0032_OPERATING_UNITS)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATHS:

- Query Viewer > FIN0032_OPERATING_UNITS
- GL WorkCenter > Links > Other Links > Query Viewer > FIN0032_OPERATING_UNITS
- NavBar > Menu > Reporting Tools > Query > Query Viewer > FIN0032_OPERATING_UNITS

INPUT / SEARCH CRITERIA:

SetID
As Of Date

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Operating Units (Asset) ChartField Query Page

FIN0032_OPERATING_UNITS - Operating Unit Chartfield										
SetID 60100										
As of Date 07/01/2019										
View Results										
Download results in : Excel Spreadsheet CSV Text File XML File (252 kb)										
View All First 1-100 of 915 Last										
Row	SetID	Asset	Descr	Budgetary Only	Status	Eff Date	As of Date	Field Name	Long Name	Short Name
1	60100	S9170	AMERICAN CLASSIC SELF STORAGE	N	A	01/01/1901	07/01/2019	OPERATING_UNIT	Asset	Asset
2	60100	S9173	AMERICAN CLASSIC SELF STORAGE	N	A	01/01/1901	07/01/2019	OPERATING_UNIT	Asset	Asset
3	60100	S9160	ASHLAND SIMPLY STORAGE	N	A	01/01/1901	07/01/2019	OPERATING_UNIT	Asset	Asset
4	60100	S9163	ASHLAND SIMPLY STORAGE #C033	N	A	01/01/1901	07/01/2019	OPERATING_UNIT	Asset	Asset
5	60100	S9186	American Classic Self Storage	N	A	08/12/2016	07/01/2019	OPERATING_UNIT	Asset	Asset
6	60100	S9190	American Classic Self Storage	N	A	05/31/2018	07/01/2019	OPERATING_UNIT	Asset	Asset
7	60100	S9192	American Classic Self Storage	N	A	08/29/2018	07/01/2019	OPERATING_UNIT	Asset	Asset
8	60100	S9122	BERMUDA MINI STORAGE UNIT A577	N	A	01/01/1901	07/01/2019	OPERATING_UNIT	Asset	Asset
9	60100	S9169	BERMUDA SELF STORAGE #B139	N	A	01/01/1901	07/01/2019	OPERATING_UNIT	Asset	Asset
10	60100	E5181	BIZHUB 364E COPIER	N	A	01/01/1901	07/01/2019	OPERATING_UNIT	Asset	Asset
11	60100	E5183	BIZHUB 364E COPIER	N	A	01/01/1901	07/01/2019	OPERATING_UNIT	Asset	Asset
12	60100	E5184	BIZHUB 364E COPIER	N	A	01/01/1901	07/01/2019	OPERATING_UNIT	Asset	Asset
13	60100	E5185	BIZHUB 364E COPIER	N	A	01/01/1901	07/01/2019	OPERATING_UNIT	Asset	Asset
14	60100	E5187	BIZHUB 364E COPIER	N	A	01/01/1901	07/01/2019	OPERATING_UNIT	Asset	Asset
15	60100	E2529	BIZHUB C364e COLOR COPIER	N	A	01/01/1901	07/01/2019	OPERATING_UNIT	Asset	Asset
16	60100	E2857	BIZHUB C7000 COLOR COPIER	N	A	01/01/1901	07/01/2019	OPERATING_UNIT	Asset	Asset
17	60100	E5186	BIZHUB COPIER	N	A	01/01/1901	07/01/2019	OPERATING_UNIT	Asset	Asset
18	60100	S9183	Bermuda Self Storage	N	A	06/22/2016	07/01/2019	OPERATING_UNIT	Asset	Asset
19	60100	S9184	Bermuda Self Storage	N	A	06/22/2016	07/01/2019	OPERATING_UNIT	Asset	Asset
20	60100	S9185	Bermuda Self Storage	N	A	06/22/2016	07/01/2019	OPERATING_UNIT	Asset	Asset



Budget Journals by Ledger Query (V_GL_BUDGET_JRNL)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATHS:

- Query Viewer > V_GL_BUDGET_JRNL
- GL WorkCenter > Queries > Budget Journals > Budget Journals by Ledger
- GL WorkCenter > Links > Other Links > Query Viewer > V_GL_BUDGET_JRNL
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_GL_BUDGET_JRNL

INPUT / SEARCH CRITERIA:

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

OUTPUT FORMAT:

HTML
Excel
CSV



Screenshot of the Budget Journals by Ledger Query Page

V_GL_BUDGET_JRNL - Budget Journals by Ledger

Business Unit (% for all)

Ledger Group (% for all)

Journal ID (% for all)

Journal Date From

Journal Date To

Budget Hdr Status (% for all)

Fund (% for all)

Program (% for all)

Department (% for all)

Project (% for all)

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (67 kb)

[View All](#)

Row	Business Unit	Ledger Group	Journal ID	Journal Date	Journal Line	Budget Period	Fiscal Year	Accounting Period	Description	Account	Fund	Program	Department
1	20800	CC_APPROP	0001239381	07/01/2019	1	2020	2020	1		5099001	08170	9980	
2	20800	CC_APPROP	0001239381	07/01/2019	2	2020	2020	1		5099001	08130	9980	
3	20800	CC_APPROP	0001239381	07/01/2019	3	2020	2020	1		5099001	08170	9980	
4	20800	CC_APPROP	0001239381	07/01/2019	4	2020	2020	1		5099001	08170	9980	
5	20800	CC_APPROP	0001239381	07/01/2019	5	2020	2020	1		5099001	03030	9980	



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

First 1-100 of 106 Last												
Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Project	Amount	Journal Line Reference	Journal Line Description	Journal Class	Budget Header Status	Creation Date
						C12707	4869424.15	75% CARFOR	Budget Roll up Account	REAPPROP	P	06/13/2019 8:38:35AM
						C17478	5631114.48	75% CARFOR	Budget Roll up Account	REAPPROP	P	06/13/2019 8:38:35AM
						C17995	0.14	75% CARFOR	Budget Roll up Account	REAPPROP	P	06/13/2019 8:38:35AM
						C18026	459909.86	75% CARFOR	Budget Roll up Account	REAPPROP	P	06/13/2019 8:38:35AM
						C18065	4373043.20	75% CARFOR	Budget Roll up Account	REAPPROP	P	06/13/2019 8:38:35AM



Budget Period Query (FIN0054_VALID_BUDGET_PERIODS)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATHS:

- Query Viewer > FIN0054_VALID_BUDGET_PERIODS
- GL WorkCenter > Links > Other Links > Query Viewer > FIN0054_VALID_BUDGET_PERIODS
- NavBar > Menu > Reporting Tools > Query > Query Viewer > FIN0054_VALID_BUDGET_PERIODS

INPUT / SEARCH CRITERIA:

SetID (enter STATE)

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Valid Budget Period Query Page

FIN0054_VALID_BUDGET_PERIODS - Valid Budget Period							
SetID STATE Q							
View Results							
Download results in : Excel Spreadsheet CSV Text File XML File (38 kb)							
View All First 1-100 of 187 Last 							
Row	SetID	Calendar	Descr	Budget Period	Begin Date	End Date	Per Name
1	STATE	AN	Annual Budget Period	2010	07/01/2009	06/30/2010	Annual Bud Period - 2010
2	STATE	AN	Annual Budget Period	2011	07/01/2010	06/30/2011	Annual Bud Period - 2011
3	STATE	AN	Annual Budget Period	2012	07/01/2011	06/30/2012	Annual Bud Period - 2012
4	STATE	AN	Annual Budget Period	2013	07/01/2012	06/30/2013	Annual Bud Period - 2013
5	STATE	AN	Annual Budget Period	2014	07/01/2013	06/30/2014	Annual Bud Period - 2014
6	STATE	AN	Annual Budget Period	2015	07/01/2014	06/30/2015	Annual Bud Period - 2015
7	STATE	AN	Annual Budget Period	2016	07/01/2015	06/30/2016	Annual Bud Period - 2016
8	STATE	AN	Annual Budget Period	2017	07/01/2016	06/30/2017	Annual Bud Period - 2017
9	STATE	AN	Annual Budget Period	2018	07/01/2017	06/30/2018	Annual Bud Period - 2018
10	STATE	AN	Annual Budget Period	2019	07/01/2018	06/30/2019	Annual Bud Period - 2019
11	STATE	AN	Annual Budget Period	2020	07/01/2019	06/30/2020	Annual Bud Period - 2020
12	STATE	MN	Monthly Budget Period	2010M01	07/01/2009	07/31/2009	Monthly Bud Period 1 - 2010
13	STATE	MN	Monthly Budget Period	2010M02	08/01/2009	08/31/2009	Monthly Bud Period 2 - 2010
14	STATE	MN	Monthly Budget Period	2010M03	09/01/2009	09/30/2009	Monthly Bud Period 3 - 2010
15	STATE	MN	Monthly Budget Period	2010M04	10/01/2009	10/31/2009	Monthly Bud Period 4 - 2010
16	STATE	MN	Monthly Budget Period	2010M05	11/01/2009	11/30/2009	Monthly Bud Period 5 - 2010
17	STATE	MN	Monthly Budget Period	2010M06	12/01/2009	12/31/2009	Monthly Bud Period 6 - 2010
18	STATE	MN	Monthly Budget Period	2010M07	01/01/2010	01/31/2010	Monthly Bud Period 7 - 2010
19	STATE	MN	Monthly Budget Period	2010M08	02/01/2010	02/28/2010	Monthly Bud Period 8 - 2010
20	STATE	MN	Monthly Budget Period	2010M09	03/01/2010	03/31/2010	Monthly Bud Period 9 - 2010



CARS Do Not Send List Query (V_GL_CARS_DO_NOT_SEND)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATHS:

- Query Viewer > V_GL_CARS_DO_NOT_SEND
- GL WorkCenter > Links > Other Links > Query Viewer > V_GL_CARS_DO_NOT_SEND
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_GL_CARS_DO_NOT_SEND

INPUT / SEARCH CRITERIA:

Business Unit
Fiscal Year
Accounting Period

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the CARS Do Not Send List Query Page

V_GL_CARS_DO_NOT_SEND - CARS Do Not Send List																	
Business Unit 15100																	
Fiscal Year 2019																	
Accounting Period 3																	
View Results																	
Download results in: Excel Spreadsheet CSV Text File XML File (394 kb)																	
View All First 1-100 of 930 Last																	
Row	Business Unit	Journal ID	DOA Send	DOA Ln Status	Jrnl Hdr Status	Source	Oprid	Jrnl Date	Jrnl Descr	Fiscal Year	Period	Jrnl Ln Ref	Jrnl Ln Descr	Fund Code	Account	Program	Total Monetary Amt
1	15100	CIP1000406	N	N	P	CIP	AA_CARDINAL_BATCH_GL	09/06/2018	CIPPS Journal Upload	2019	3			01000	101010		6.000
2	15100	CIP1000406	N	N	P	CIP	AA_CARDINAL_BATCH_GL	09/06/2018	CIPPS Journal Upload	2019	3	110070	00000171 - -	01000	4009060	799001	-0.150
3	15100	CIP1000406	N	N	P	CIP	AA_CARDINAL_BATCH_GL	09/06/2018	CIPPS Journal Upload	2019	3	215041	PY190035 - -	01000	4009060	799001	-0.150
4	15100	CIP1000406	N	N	P	CIP	AA_CARDINAL_BATCH_GL	09/06/2018	CIPPS Journal Upload	2019	3	279040	00000031 - -	01000	4009060	799001	-0.150
5	15100	CIP1000406	N	N	P	CIP	AA_CARDINAL_BATCH_GL	09/06/2018	CIPPS Journal Upload	2019	3	294070	00070006 - -	01000	4009060	799001	-3.900
6	15100	CIP1000406	N	N	P	CIP	AA_CARDINAL_BATCH_GL	09/06/2018	CIPPS Journal Upload	2019	3	294071	00071006 - -	01000	4009060	799001	-0.450
7	15100	CIP1000406	N	N	P	CIP	AA_CARDINAL_BATCH_GL	09/06/2018	CIPPS Journal Upload	2019	3	294077	00077006 - -	01000	4009060	799001	-1.200
8	15100	CIP1001502	N	N	P	CIP	AA_CARDINAL_BATCH_GL	09/07/2018	CIPPS Journal Upload	2019	3			01000	101010		-1991.530



CARS History Transactions Query (V_GL_CARS_HISTORY_TRANS)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATHS:

- Query Viewer > V_GL_CARS_HISTORY_TRANS
- GL WorkCenter > Links > Other Links > Query Viewer > V_GL_CARS_HISTORY_TRANS
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_GL_CARS_HISTORY_TRANS

INPUT / SEARCH CRITERIA:

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

OUTPUT FORMAT:

HTML
Excel
CSV



Screenshot of the CARS History Transactions Query Page

V_GL_CARS_HISTORY_TRANS - CARS History Transactions Quer

Business Unit (% For All)

Agency (% For All)

Fiscal Year

From Period

To Period

Batch Type (% For All)

From Batch Nbr

To Batch Nbr

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (392 kb)

[View All](#)

Row	Business Unit	Batch Agency	Batch Date	Batch Type	Batch Nbr	Duplicate Ind	Agency Lst	Agency	Trans Code	Reverse Sign	FFY	Fiscal Month	Fund
1	15100	122	06/07/2016	8	1	0		151	051		2017	01	0100
2	15100	122	06/07/2016	8	1	0		151	020		2017	01	0100
3	15100	122	06/07/2016	8	1	0		151	051		2017	01	0100

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

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



CARS Reconciliation for Accounting Period Query (V_GL_CARS_RECON_ACCTG_PERIOD)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATHS:

- Query Viewer > V_GL_CARS_RECON_ACCTG_PERIOD
- GL WorkCenter > Links > Other Links > Query Viewer > V_GL_CARS_RECON_ACCTG_PERIOD
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_GL_CARS_RECON_ACCTG_PERIOD

INPUT / SEARCH CRITERIA:

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

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the CARS Reconciliation for Accounting Period Query Page

V_GL_CARS_RECON_ACCTG_PERIOD - CARS Reconciliation

Business Unit15100

Fiscal Year2019

Accounting Period From2

Accounting Period To2

Fund (% for all)%

Account (% for all)%

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (393 kb)

View All

First 1-100 of 444 Last

Row	Business Unit	Journal ID	Journal Date	Accounting Period	Date Posted	Last Update DateTime	Account	GLA	Fund	Program	Sum Monetary Amount	CARS Indicator	Send to DOA	DOA Credit Agency	DOA Batch Date	DOA Batch Type	DOA Batch Number	DOA Fund	DOA Project	Jrnl Header Long Descr
1	15100	PK082018	08/13/2018	2	08/13/2018	08/13/2018 6:56:42PM	101010	101	01000		-6419.000	Y								DGS PARKING 082018
2	15100	PK082018	08/13/2018	2	08/13/2018	08/13/2018 6:56:42PM	5015450	901	01000	799001	6419.000	Y								DGS PARKING 082018
3	15100	VRS201807	08/21/2018	2	08/21/2018	08/21/2018 7:11:03PM	101010	101	01000		1138.890	Y								AUTOMATED VRS RECON
4	15100	VRS201807	08/21/2018	2	08/21/2018	08/21/2018 7:11:03PM	5011110	901	01000	799001	-969.180	Y								AUTOMATED VRS RECON
5	15100	VRS201807	08/21/2018	2	08/21/2018	08/21/2018 7:11:03PM	5011140	901	01000	799001	-70.580	Y								AUTOMATED VRS RECON
6	15100	VRS201807	08/21/2018	2	08/21/2018	08/21/2018 7:11:03PM	5011160	901	01000	799001	-63.580	Y								AUTOMATED VRS RECON
7	15100	VRS201807	08/21/2018	2	08/21/2018	08/21/2018 7:11:03PM	5011170	901	01000	799001	-35.550	Y								AUTOMATED VRS RECON
8	15100	0000967635	08/01/2018	2	08/02/2018	08/02/2018 2:07:51PM	101010	101	06011	711008	231000.000									WCA Request for Agy 151-authorized by Item 261 B.1 2018 Special Session 1, Virginia Acts of Assembly Chapter - Chapter 2 (CIPPS Replacement), per email from Vera Williams on 7/6/18.



CARS Reconciliation for Posted Date Query (V_GL_CARS_RECON_POSTED_DT)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATHS:

- Query Viewer > V_GL_CARS_RECON_POSTED_DT
- GL WorkCenter > Links > Other Links > Query Viewer > V_GL_CARS_RECON_POSTED_DT
- Main Menu > Reporting Tools > Query > Query Viewer > V_GL_CARS_RECON_POSTED_DT

INPUT / SEARCH CRITERIA:

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

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the CARS Reconciliation for Posted Date Query Page

V_GL_CARS_RECON_POSTED_DT - CARS Reconciliation

Business Unit15100

Date From01/01/2019

Date To02/23/2019

Fund (% for all)%

Account (% for all)%

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (716 kb)

View All

First 1-100 of 809Last

Row	Business Unit	Journal ID	Journal Date	Accounting Period	Date Posted	Last Update DateTime	Account	GLA	Fund	Program	Sum Monetary Amount	CARS Indicator	Send to DOA	DOA Credit Agency	DOA Batch Date	DOA Batch Type	DOA Batch Number	DOA Fund Group	DOA Project	Jrnl Header Long Descr
1	15100	PK012019	01/07/2019	7	01/08/2019	01/08/2019 6:57:39PM	101010	101	01000		-6419.000	Y								DGS PARKING 012019
2	15100	PK012019	01/07/2019	7	01/08/2019	01/08/2019 6:57:39PM	5015450	901	01000	799001	6419.000	Y								DGS PARKING 012019
3	15100	PK022019	02/04/2019	8	02/06/2019	02/06/2019 7:04:54PM	101010	101	01000		-6419.000	Y								DGS PARKING 022019
4	15100	PK022019	02/04/2019	8	02/06/2019	02/06/2019 7:04:54PM	5015450	901	01000	799001	6419.000	Y								DGS PARKING 022019
5	15100	VRS201812	01/23/2019	7	01/23/2019	01/23/2019 7:29:21PM	101010	101	01000		2150.900	Y								AUTOMATED VRS RECON
6	15100	VRS201812	01/23/2019	7	01/23/2019	01/23/2019 7:29:21PM	5011110	901	01000	799001	-2076.320	Y								AUTOMATED VRS RECON
7	15100	VRS201812	01/23/2019	7	01/23/2019	01/23/2019 7:29:21PM	5011140	901	01000	799001	122.910	Y								AUTOMATED VRS RECON



Cost Center Not In Tree Query (V_GL_TREE_AUDIT_COSTCENTER)

REVISED: 9/1/2026

DESCRIPTION:

This query tracks established Cost Center Codes that are not in the COST_CENTER_EDITS tree.

NAVIGATION PATHS:

- Query Viewer > V_GL_TREE_AUDIT_COSTCENTER
- GL WorkCenter > Links > Other Links > Query Viewer > V_GL_TREE_AUDIT_COSTCENTER
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_GL_TREE_AUDIT_COSTCENTER

INPUT / SEARCH CRITERIA:

None

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Cost Center Not In Tree Query Page

V_GL_TREE_AUDIT_COSTCENTER- Cost Center not in Tree							
Download results in : Excel Spreadsheet CSV Text File XML File (438 kb)							
View All				First 1-100 of 3482 Last			
Row	SetID	Cost Center	Eff Date	Status	Descr	Bud. Only	
1	50100	99999998	04/02/2012	I	Manual Conversion	N	
2	50100	99999997	01/01/1901	A	Cash Receipts Payments	N	
3	50100	011170141	01/01/1901	I	Snow Removal-ExpressLanes	N	
4	50100	99999999	01/01/1901	A	VDOT Default Cost Center	N	
5	23800	033	01/01/1901	A	Membership Revenue	N	
6	23800	034	01/01/1901	A	Other Museum	N	
7	23800	035	01/01/1901	A	Museum Grants-Federal	N	
8	23800	036	01/01/1901	A	Local Fund Support	N	
9	23800	038	01/01/1901	A	Sales of Photographs	N	
10	23800	039	01/01/1901	A	Exhibition Admissions	N	
11	23800	040	01/01/1901	A	Parking Lot Services	N	
12	23800	041	01/01/1901	A	Audio Tours	N	
13	23800	045	01/01/1901	A	Food Service Revenue	N	
14	23800	046	01/01/1901	A	Museum Shop Revenue	N	
15	23800	048	01/01/1901	A	Family Programs	N	
16	23800	049	01/01/1901	A	Teen Programs	N	
17	23800	050	01/01/1901	A	ERR and Preschool Programs	N	
18	23800	051	01/01/1901	A	Library Revenue	N	
19	23800	054	01/01/1901	A	Other Grants	N	
20	23800	055	01/01/1901	A	Foundation Support-Capital	N	



Cost Center Query (FIN0037_CHARTFIELD1)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATHS:

- Query Viewer > FIN0037_CHARTFIELD1
- GL WorkCenter > Links > Other Links > Query Viewer > FIN0037_CHARTFIELD1
- NavBar > Menu > Reporting Tools > Query > Query Viewer > FIN0037_CHARTFIELD1

INPUT / SEARCH CRITERIA:

SetID
Effective Date

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the ChartField1 (Cost Center) Query Page

FIN0037_CHARTFIELD1 - Chartfield1

SetID

Effective Date

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (3 kb)

[View All](#) First 1-10 of 10 Last

Row	SetID	Cost Center	Eff Date	Status	Descr	:2	Short Desc	Bud. Only	Long Name	Short Name	Field Name
1	10000	610010	01/01/1901	A	Page Program Costs	07/01/2019	PagePrg	N	Cost Center	Cost Center	CHARTFIELD1
2	10000	610020	01/01/1901	A	Session Costs	07/01/2019	Session	N	Cost Center	Cost Center	CHARTFIELD1
3	10000	610030	01/01/1901	A	Food Service Vendor Cost	07/01/2019	FoodVndr	N	Cost Center	Cost Center	CHARTFIELD1
4	10000	610040	01/01/1901	A	Chamber Cost	07/01/2019	Chamber	N	Cost Center	Cost Center	CHARTFIELD1
5	10000	610050	01/01/1901	A	Senate Room 3 Cost	07/01/2019	SR3	N	Cost Center	Cost Center	CHARTFIELD1
6	10000	610060	01/01/1901	A	Senate Room A Cost	07/01/2019	SRA	N	Cost Center	Cost Center	CHARTFIELD1
7	10000	610070	01/01/1901	A	Senate Room B Cost	07/01/2019	SRB	N	Cost Center	Cost Center	CHARTFIELD1
8	10000	610080	01/01/1901	A	Conference Room Cost	07/01/2019	ConfRoom	N	Cost Center	Cost Center	CHARTFIELD1
9	10000	611410	01/01/1901	A	Senate Finance Retreat Cost	07/01/2019	SFCRetreat	N	Cost Center	Cost Center	CHARTFIELD1
10	10000	611420	01/01/1901	A	Senate Finance Hearing Cost	07/01/2019	SFCHearing	N	Cost Center	Cost Center	CHARTFIELD1



Cross Business Unit Journal Query (V_GL_CROSS_BU_JOURNALS)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATHS:

- Query Viewer > V_GL_CROSS_BU_JOURNALS
- GL WorkCenter > Queries > ACTUALS Journals > Cross Business Unit Journals
- GL WorkCenter > Links > Other Links > Query Viewer > V_GL_CROSS_BU_JOURNALS
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_GL_CROSS_BU_JOURNALS

INPUT / SEARCH CRITERIA:

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

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Cross Business Unit Journals Query Page

V_GL_CROSS_BU_JOURNALS - Cross Business Unit Journals

Business Unit (% for All)

20100

Q

Fiscal Year

2019

Accounting Period From

2

Accounting Period To

2

View Results

Download results in :

Excel Spreadsheet

CSV Text File

XML File

(3159 kb)

View All

First 1-100 of 6052

Previous

Next

Last

Row	Business Unit	Interunit Business Unit	Journal ID	Journal Date	Source	Fiscal Year	Period	Posted Date	Journal Line	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project	Affiliate	Monetary Amount	Journal Line Ref	Line Descr	
1	14300	99700	0000979316	08/10/2018	ATA	2019	2	08/17/2018	1	255470	09041	740001	901										1056307.13		Susp Acct-Deposit Pend Distrib	
2	11700	99700	0000979316	08/10/2018	ATA	2019	2	08/17/2018	2	4002433	09117		05	R2433	R189								-250.00			Clients Protection Fund Fee
3	12300	99700	0000979316	08/10/2018	ATA	2019	2	08/17/2018	3	4009084	01000		EDUCATION		66000					12300	DMA71999		-378.00			Refund-Exp/Misc Disburse Pr Yr
4	12700	99700	0000979316	08/10/2018	ATA	2019	2	08/17/2018	4	4008149	02240	776001	98211100										-17150.00			VA Disaster Respnsse Fd Receipt
5	12800	99700	0000979316	08/10/2018	ATA	2019	2	08/17/2018	5	4006460	02128		00128	D190									-70.00			Mental Hosp Misc Revenue
6	15600	99700	0000979316	08/10/2018	ATA	2019	2	08/17/2018	6	4009998	02900		156										-280.00			Insurance Recoveries
7	18200	99700	0000979316	08/10/2018	ATA	2019	2	08/17/2018	7	255470	07182	470002	182										-1081.17			Susp Acct-Deposit Pend Distrib



Department Codes Query (FIN0011_DEPARTMENT_CODES)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATHS:

- Query Viewer > FIN0011_DEPARTMENT_CODES
- GL WorkCenter > Links > Other Links > Query Viewer > FIN0011_DEPARTMENT_CODES
- NavBar > Menu > Reporting Tools > Query > Query Viewer > FIN0011_DEPARTMENT_CODES

INPUT / SEARCH CRITERIA:

SetID
As Of Date

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Department Codes Query Page

FIN0011_DEPARTMENT_CODES - FIN0011-Department Codes

SetID

As Of Date

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First 1-3 of 3 Last

Row	SetID	Department	Description	Manager Name	As Of Date	Short Desc	Budgetary Only
1	26000	260999	Summary Department		07/01/2019	Sum Dept	N
2	26000	99998	Conversion-only Department		07/01/2019	CNV Dept	N
3	26000	99999	Agency Wide		07/01/2019	Agy Wide	N



Departments Not in Tree Query (V_GL_TREE_AUDIT_DEPTID)

REVISED: 9/1/2026

DESCRIPTION:

This query tracks established department IDs that are not in the DEPT_BUDGET tree.

NAVIGATION PATHS:

- Query Viewer > V_GL_TREE_AUDIT_DEPTID
- GL WorkCenter > Links > Other Links > Query Viewer > V_GL_TREE_AUDIT_DEPTID
- Main Menu > Reporting Tools > Query > Query Viewer > V_GL_TREE_AUDIT_DEPTID

INPUT / SEARCH CRITERIA:

None

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Departments Not in Tree Query Page

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



DOA Preaudit Query (V_GL_PREAUDIT_DETAIL)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATHS:

- Query Viewer > V_GL_PREAUDIT_DETAIL
- GL WorkCenter > Links > Other Links > Query Viewer > V_GL_PREAUDIT_DETAIL
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_GL_PREAUDIT_DETAIL

INPUT / SEARCH CRITERIA:

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

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the DOA PREAUDIT DETAIL Query Page

V_GL_PREAUDIT_DETAIL - Journal lines with CO/Legal

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

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (266 kb)

View All

First 1-100 of 850 Last

Row	Unit	Journal ID	Date	Status	Source	Line #	Ref	Account	Fund	Program	Project	Amount
1	12300	AP02242890	12/06/2022	Posted to Ledger(s)	AP	117	00044686	5012560	01000	998000	DMA10893	11450.000
2	12300	AP02242890	12/06/2022	Posted to Ledger(s)	AP	123	00044630	5012610	10000	998000	0000115739	2615.620
3	12300	AP02242890	12/06/2022	Posted to Ledger(s)	AP	124	00044630	5012610	09650	998000	0000115739	871.880
4	12300	AP02242890	12/06/2022	Posted to Ledger(s)	AP	125	00044631	5012610	10000	998000	0000115739	2525.000



Employee Name from PY Journal Query (V_GL_PY_JRNL_EMP_NAME)

REVISED: 9/1/2026

DESCRIPTION:

This query identifies the employee related to a particular Payroll (PY) Journal Line.

NAVIGATION PATHS:

- Query Viewer > V_GL_PY_JRNL_EMP_NAME
- GL WorkCenter > Links > Other Links > Query Viewer > V_GL_PY_JRNL_EMP_NAME
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_GL_PY_JRNL_EMP_NAME

INPUT / SEARCH CRITERIA:

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

OUTPUT FORMAT:

HTML
Excel
CSV

The **Line (0 for all lines)** field is used to provide data for either one specific Journal Line or for all Lines within a Journal. The **Show Line in Error** checkbox option is used to limit the Journal Lines returned to those with errors (see screenshot below).

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

When running for a specific Journal Line Number, it is advised to leave the **Show Line in Error** checkbox option unselected because when selected, the query will only return data for a Journal Line Number if it is in error. Please also be aware that the offset Journal Lines will not be returned as they do not directly relate to an employee.

Screenshot of the Employee Name from PY Journal Query Page

V_GL_PY_JRNL_EMP_NAME - Employee name from PY journal																								
Business Unit 50100																								
Journal ID TE01645988																								
Line (0 for all lines) 0																								
Show Line in Error ☐																								
View Results																								
Download results in : Excel Spreadsheet CSV Text File XML File (2225 kb)																								
View All																								
Row	Unit	Year	Period	Journal ID	Date	Line #	Amount	ID	Name	Rpt Dt	TRC	Quantity	LibDistAmt	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agnt		
1	50100	2021	5	TE01645988	11/05/2020	1371	120.000			10/15/2020	RGH	8.000000	120.000000	5011410 04100 604002	15061	11150001	70006	183					FRKI	
2	50100	2021	5	TE01645988	11/05/2020	1372	240.000			10/14/2020	RGH	8.000000	120.000000	5011410 04100 604003	15061	11160000	70104	183						
3	50100	2021	5	TE01645988	11/05/2020	1373	240.000			10/16/2020	RGH	8.000000	120.000000	5011410 04100 604003	15061	11160000	70104	183						
4	50100	2021	5	TE01645988	11/05/2020	1373	240.000			10/19/2020	RGH	8.000000	120.000000	5011410 04100 604003	15061	11160000	70156	183						
5	50100	2021	5	TE01645988	11/05/2020	1373	240.000			10/20/2020	RGH	8.000000	120.000000	5011410 04100 604003	15061	11160000	70156	183						
6	50100	2021	5	TE01645988	11/05/2020	1374	120.000			10/13/2020	RGH	8.000000	120.000000	5011410 04100 604003	15061	11160000	72206	183						
7	50100	2021	5	TE01645988	11/05/2020	1375	120.000			10/21/2020	RGH	8.000000	120.000000	5011410 04100 604003	15061	11160000	72228	183						
8	50100	2021	5	TE01645988	11/05/2020	270	635.040			10/16/2020	RGH	2.000000	52.920000	5011410 04100 604005	18004	11190010		015						
9	50100	2021	5	TE01645988	11/05/2020	270	635.040			10/19/2020	RGH	6.000000	158.760000	5011410 04100 604005	18004	11190010		015						
10	50100	2021	5	TE01645988	11/05/2020	270	635.040			10/21/2020	RGH	3.000000	79.380000	5011410 04100 604005	18004	11190010		015						
11	50100	2021	5	TE01645988	11/05/2020	270	635.040			10/23/2020	RGH	5.000000	132.300000	5011410 04100 604005	18004	11190010		015						
12	50100	2021	5	TE01645988	11/05/2020	270	635.040			10/13/2020	RGH	3.000000	79.380000	5011410 04100 604005	18004	11190010		015						
13	50100	2021	5	TE01645988	11/05/2020	270	635.040			10/15/2020	RGH	5.000000	132.300000	5011410 04100 604005	18004	11190010		015						
14	50100	2021	5	TE01645988	11/05/2020	63	822.500			10/19/2020	RGH	6.000000	105.000000	5011410 04100 604005	16070	11190010								
15	50100	2021	5	TE01645988	11/05/2020	63	822.500			10/20/2020	RGH	6.000000	105.000000	5011410 04100 604005	16070	11190010								
16	50100	2021	5	TE01645988	11/05/2020	63	822.500			10/21/2020	RGH	6.000000	105.000000	5011410 04100 604005	16070	11190010								
17	50100	2021	5	TE01645988	11/05/2020	63	822.500			10/22/2020	RGH	6.000000	105.000000	5011410 04100 604005	16070	11190010								
18	50100	2021	5	TE01645988	11/05/2020	63	822.500			10/23/2020	RGH	5.000000	87.500000	5011410 04100 604005	16070	11190010								
19	50100	2021	5	TE01645988	11/05/2020	63	822.500			10/13/2020	RGH	6.000000	105.000000	5011410 04100 604005	16070	11190010								



Expenditures by Phase Query (V_GL_PHASE_EXP)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATHS:

- Query Viewer > V_GL_PHASE_EXP
- GL WorkCenter > Links > Other Links > Query Viewer > V_GL_PHASE_EXP
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_GL_PHASE_EXP

INPUT / SEARCH CRITERIA:

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

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Expenditures by Phase Query Page

V_GL_PHASE_EXP - Expenditures by Phase

Business Unit

Ledger

Fiscal Year

Accounting Period From

Accounting Period To

Program (% for all)

Phase

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First 1-1 of 1 Last

Row	Business Unit	Ledger	Fiscal Year	Fund	Program	SUM(B.MONETARY_AMOUNT)
1	50100	ACTUALS	2019	04720	998000	13666184.70



FIPS Codes Query (FIN0053_VALID_APPROPRIATIONS)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATHS:

- Query Viewer > FIN0053_VALID_APPROPRIATIONS
- GL WorkCenter > Links > Other Links > Query Viewer > FIN0053_VALID_APPROPRIATIONS
- NavBar > Menu > Reporting Tools > Query > Query Viewer > FIN0053_VALID_APPROPRIATIONS

INPUT / SEARCH CRITERIA:

SetID (enter STATE)
As of Date

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Valid Appropriations (FIPS Codes) Query Page

FIN0053_VALID_APPROPRIATIONS - FIN0053-Valid Appropriations						
SetID STATE						
As of Date 07/01/2019						
View Results						
Download results in : Excel Spreadsheet CSV Text File XML File (37 kb)						
View All First 1-100 of 339 Last						
Row	SetID	FIPS	Description	Budgetary Only	:2	
1	STATE	001	Accomack	N	07/01/2019	
2	STATE	003	Albemarle	N	07/01/2019	
3	STATE	005	Alleghany	N	07/01/2019	
4	STATE	007	Amelia	N	07/01/2019	
5	STATE	009	Amherst County	N	07/01/2019	
6	STATE	011	Appomattox County	N	07/01/2019	
7	STATE	013	Arlington	N	07/01/2019	
8	STATE	015	Augusta	N	07/01/2019	
9	STATE	017	Bath	N	07/01/2019	
10	STATE	019	Bedford County	N	07/01/2019	
11	STATE	021	Bland	N	07/01/2019	
12	STATE	023	Botetourt	N	07/01/2019	
13	STATE	025	Brunswick	N	07/01/2019	
14	STATE	027	Buchanan County	N	07/01/2019	
15	STATE	029	Buckingham	N	07/01/2019	
16	STATE	031	Campbell	N	07/01/2019	
17	STATE	033	Caroline	N	07/01/2019	
18	STATE	035	Carroll	N	07/01/2019	
19	STATE	036	Charles City	N	07/01/2019	
20	STATE	037	Charlotte	N	07/01/2019	



Funds Not in Tree Query (V_GL_TREE_AUDIT_FUND)

REVISED: 9/1/2026

DESCRIPTION:

This query tracks established funds that are not in the FUND_ACFR tree.

NAVIGATION PATHS:

- Query Viewer > V_GL_TREE_AUDIT_FUND
- GL WorkCenter > Links > Other Links > Query Viewer > V_GL_TREE_AUDIT_FUND
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_GL_TREE_AUDIT_FUND

INPUT / SEARCH CRITERIA:

None

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of Funds Not in Tree Query Page

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



Funds Query (FIN0050_VALID_FUNDS)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATHS:

- Query Viewer > FIN0050_VALID_FUNDS
- GL WorkCenter > Links > Other Links > Query Viewer > FIN0050_VALID_FUNDS
- NavBar > Menu > Reporting Tools > Query > Query Viewer > FIN0050_VALID_FUNDS

INPUT / SEARCH CRITERIA:

SetID (enter STATE)
As of Date

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Valid Funds Query Page

FIN0050_VALID_FUNDS - FIN0050 - Valid Funds											
*SetID (STATE) Q											
*As Of Date (07/01/2025) [Q]											
View Results											
Download results in: Excel Spreadsheet CSV Text File XML File (2909 kb)											
View All											
First 1-100 of 6613 [A] Last											
Row	SetID	Fund	Descr	Budgetary Only	-2	Attribute	Attribute Value	Descript	Field Name	Long Name	Short Name
1	STATE	01000	General Fund	N	07/01/2025	ACFR FD CLASS	100	General	FUND_CODE	Fund	Fund
2	STATE	01000	General Fund	N	07/01/2025	ACFR FUND GROUP	GENERAL	General	FUND_CODE	Fund	Fund
3	STATE	01000	General Fund	N	07/01/2025	ACFR FUND TYPE	GOVERNMENTAL	Governmental	FUND_CODE	Fund	Fund
4	STATE	01000	General Fund	N	07/01/2025	DOA FUND	0100	General Fund	FUND_CODE	Fund	Fund
5	STATE	01000	General Fund	N	07/01/2025	MCI CLASS	GENERAL	General	FUND_CODE	Fund	Fund
6	STATE	02001	SUPCT Special Revenue Fund	N	07/01/2025	ACFR FD CLASS	105	Sp Revenue - Other	FUND_CODE	Fund	Fund
7	STATE	02001	SUPCT Special Revenue Fund	N	07/01/2025	ACFR FUND GROUP	SPECIAL REVENUE	Special Revenue	FUND_CODE	Fund	Fund
8	STATE	02001	SUPCT Special Revenue Fund	N	07/01/2025	ACFR FUND TYPE	GOVERNMENTAL	Governmental	FUND_CODE	Fund	Fund
9	STATE	02001	SUPCT Special Revenue Fund	N	07/01/2025	DOA FUND	0200	CARS 0200	FUND_CODE	Fund	Fund
10	STATE	02001	SUPCT Special Revenue Fund	N	07/01/2025	MCI CLASS	UNRESTRICTED	Unrestricted	FUND_CODE	Fund	Fund
11	STATE	02002	VCSC Special Revenue Fund	N	07/01/2025	ACFR FD CLASS	100	General	FUND_CODE	Fund	Fund
12	STATE	02002	VCSC Special Revenue Fund	N	07/01/2025	ACFR FUND GROUP	GENERAL	General	FUND_CODE	Fund	Fund
13	STATE	02002	VCSC Special Revenue Fund	N	07/01/2025	ACFR FUND TYPE	GOVERNMENTAL	Governmental	FUND_CODE	Fund	Fund
14	STATE	02002	VCSC Special Revenue Fund	N	07/01/2025	DOA FUND	0200	CARS 0200	FUND_CODE	Fund	Fund
15	STATE	02002	VCSC Special Revenue Fund	N	07/01/2025	MCI CLASS	UNRESTRICTED	Unrestricted	FUND_CODE	Fund	Fund



General Fund Cash Reversion Query (V_GL_GENERAL_FUND_REVERSION)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATHS:

- Query Viewer > V_GL_GENERAL_FUND_REVERSION
- GL WorkCenter > Links > Other Links > Query Viewer > V_GL_GENERAL_FUND_REVERSION
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_GL_GENERAL_FUND_REVERSION

INPUT / SEARCH CRITERIA:

Business Unit (% for All)

Fund Code (% for All)

Fiscal Year

Adjustment Period Include [checkbox]

OUTPUT FORMAT:

HTML

Excel

CSV

Screenshot of the General Fund Cash Reversion Query Page

V_GL_GENERAL_FUND_REVERSION - General Fund Cash Reversion						
Business Unit (% for All) 21200						
Fund Code (% for All) %						
Fiscal Year 2019						
Adjustment Period Include						
View Results						
Download results in : Excel Spreadsheet CSV Text File XML File (21 kb)						
View All						
First 1-100 of 176 Last						
Row	Business Unit	Fund	Project	Account Type	Balance	
1	21200			A	0.000	
2	21200	01000		A	73347.650	
3	21200	01000		E	8669927.120	
4	21200	01000		L	-1033.770	
5	21200	01000		T	-8942241.000	
6	21200	01000	VSU12733	A	0.000	
7	21200	01000	VSU12733	L	0.000	
8	21200	03000		A	268476318.820	
9	21200	03000		E	69092462.930	
10	21200	03000		L	-268476318.820	
11	21200	03000		R	-37672172.750	
12	21200	03000		T	-31420290.180	
13	21200	03010		A	4254873.340	
14	21200	03010		E	26712058.000	
15	21200	03010		L	-4142786.060	
16	21200	03010		Q	-258268.280	
17	21200	03010		R	-26608308.420	
18	21200	03010		T	42431.420	
19	21200	03010	VSU17871	A	-60760.360	
20	21200	03010	VSU17871	E	81564.160	



GL COA Journal Query (V_GL_JRNL_INQ_BY_COA)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATHS:

- Query Viewer > V_GL_JRNL_INQ_BY_COA
- GL WorkCenter > Queries > ACTUALS Journals > GL COA Journal Query
- GL WorkCenter > Links > Other Links > Query Viewer > V_GL_JRNL_INQ_BY_COA
- Main Menu > Reporting Tools > Query > Query Viewer > V_GL_JRNL_INQ_BY_COA

INPUT / SEARCH CRITERIA:

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

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the GL COA Journal Query Page

V_GL_JRNL_INQ_BY_COA - GL COA Journal Query

Business Unit

Fund (% for all)

Program (% for all)

Account (% for all)

Department (% for all)

Cost Center (% for all)

Project (% for all)

Journal Date From

Journal Date To

Include Long Description? ☒

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (15360 kb)

[View All](#)

First 1-100 of 14826 Last

Row	GL Business Unit	Fiscal Year	Accounting Period	Journal Source	Journal ID	Journal Date	Date Posted	Jrnl Line Nbr	Fund	Program	Account	Department	Cost Center	Task	PC Bus Unit	Project	Activity	FIPS	Asset	Agency Use 1	Agency Use 2	Amount	Journal Line Reference	Jrnl Line Description	Long Description (if included)
1	13600	2019		7 SPJ	0001116850	01/01/2019	02/04/2019	18 09051			101010	090										10314.150	QTR2AGY	2nd Qtr Interest Agency	To record 2nd Quarter FY 2019 interest earnings to Agencies.
2	13600	2019		7 SPJ	0001116850	01/01/2019	02/04/2019	19 09281			101010	098										90544.440	QTR2AGY	2nd Qtr Interest Agency	To record 2nd Quarter FY 2019 interest earnings to Agencies.
3	13600	2019		7 SPJ	0001116850	01/01/2019	02/04/2019	20 09320			101010	099										251.170	QTR2AGY	2nd Qtr Interest Agency	To record 2nd Quarter FY 2019 interest earnings to Agencies.
4	13600	2019		7 SPJ	0001116850	01/01/2019	02/04/2019	284 09051			4007108	090										-10314.150	QTR2AGY	2nd Qtr Interest Agency	To record 2nd Quarter FY 2019 interest earnings to Agencies.
5	13600	2019		7 SPJ	0001116850	01/01/2019	02/04/2019	285 09281			4007108	098										-90544.440	QTR2AGY	2nd Qtr Interest Agency	To record 2nd Quarter FY 2019 interest earnings to Agencies.
6	13600	2019		7 SPJ	0001116850	01/01/2019	02/04/2019	286 09320			4007108	099										-251.170	QTR2AGY	2nd Qtr Interest Agency	To record 2nd Quarter FY 2019 interest earnings to Agencies.
7	13600	2019		7 CIP	CIP1094165	01/01/2019	01/03/2019	1 06137	899001	5011490	745											870.000	136052	00136895 2019-01-04	CIPPS Journal Upload - DCA



GL COA Journal Query (V_GL_POSTED_JRNL_DTL)

REVISED: 9/1/2026

DESCRIPTION:

This query is used to research and review Journal detail information. The query will display Journal and Chart of Accounts (COA) information related to a particular Fund, Program, Department, and account criteria for the ACTUALS Ledger.

NAVIGATION PATHS:

- Query Viewer > V_GL_POSTED_JRNL_DTL
- GL WorkCenter > Queries > ACTUALS Journals > GL Posted Journal COA Detail
- GL WorkCenter > Links > Other Links > Query Viewer > V_GL_POSTED_JRNL_DTL
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_GL_POSTED_JRNL_DTL

INPUT / SEARCH CRITERIA:

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

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the GL COA Journal Query Page

V_GL_POSTED_JRNL_DTL - GL COA Journal Query

Business Unit (% for all)

Fund (% for all)

Program (% for all)

Account (% for all)

Department (% for all)

Cost Center (% for all)

Project (% for all)

Journal Date From

Journal Date To

View Results

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (15360 kb)

[View All](#)

First 1-100 of 32961 [Last](#)

Row	GL Business Unit	Fiscal Year	Accounting Period	Journal Source	Journal ID	Journal Date	Date Posted	Jrnl Line Nbr	Fund	Program	Account	Department	Cost Center	Task	PC Bus Unit	Project	Activity	FIPS Asset	Agency Use 1	Agency Use 2	Amount	Journal Line Reference
1	50100	2019	7	EXA	00001313	01/01/2019	01/29/2019	7	07822		101420	10155	52060000								5698.68	
2	50100	2019	7	EXA	00001313	01/01/2019	01/29/2019	8	07822		4007116	10155	52060000								-5698.68	
3	50100	2019	7	EXA	00001313	01/01/2019	01/29/2019	9	07824		101420	10155	52080000								2168.84	
4	50100	2019	7	EXA	00001313	01/01/2019	01/29/2019	10	07824		4007116	10155	52080000								-2168.84	
5	50100	2019	7	EXA	00001313	01/01/2019	01/29/2019	11	07823		101420	10155	52070041								13693.41	
6	50100	2019	7	EXA	00001313	01/01/2019	01/29/2019	12	07823		4007116	10155	52070041								-13693.41	
7	50100	2019	7	SPJ	0001116850	01/01/2019	02/04/2019	188	04220		101010	10014	17000010								117752.56	QTR2AGY
8	50100	2019	7	SPJ	0001116850	01/01/2019	02/04/2019	189	04220		101010	10014	17000010								1110714.26	QTR2AGY
9	50100	2019	7	SPJ	0001116850	01/01/2019	02/04/2019	190	04310		101010	10014	31000010								3.73	QTR2AGY
10	50100	2019	7	SPJ	0001116850	01/01/2019	02/04/2019	191	04311		101010	10014	32000010								44444.85	QTR2AGY
11	50100	2019	7	SPJ	0001116850	01/01/2019	02/04/2019	192	04312		101010	10014	33000010								94.47	QTR2AGY



GL COA Journal Query by Ledger (V_GL_JRNL_INQ_BY_COA_LEDGER)

REVISED: 9/1/2026

DESCRIPTION:

This query is used to research and review employee expense transactions. The query displays Journal and COA information related to a particular Fund, Program, Department, and Account criteria for the defined Ledger.

NAVIGATION PATHS:

- Query Viewer > V_GL_JRNL_INQ_BY_COA_LEDGER
- GL WorkCenter > Queries > ACTUALS Journals > GL COA Journal Query by Ledger
- GL WorkCenter > Links > Other Links > Query Viewer > V_GL_JRNL_INQ_BY_COA_LEDGER
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_GL_JRNL_INQ_BY_COA_LEDGER

INPUT / SEARCH CRITERIA:

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

OUTPUT FORMAT:

HTML
Excel
CSV



Screenshot of the GL COA Journal Query by Ledger Page

V_GL_JRNL_INQ_BY_COA_LEDGER - GL COA Journal Query by Ledger

Business Unit: 50100

Ledger: ACTUALS

Fund (% for all): %

Program (% for all): %

Account (% for all): %

Department (% for all): 10017

Cost Center (% for all): %

Project (% for all): %

Journal Date From: 01/01/2019

Journal Date To: 02/23/2019

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1748 kb)

[View All](#)

Row	GL Business Unit	Ledger	Fiscal Year	Accounting Period	Journal Source	Journal ID	Journal Date	Date Posted	Jrnl Line Nbr	Fund	Program	Account	Department	Cost Center	Task	PC Bus Unit	Project	Activity
1	50100	ACTUALS	2019		7 CIP	CIP1094245	01/01/2019	01/03/2019	16	04100	60400501	5011410	10017	11070010				
2	50100	ACTUALS	2019		7 CIP	CIP1094245	01/01/2019	01/03/2019	17	04100	60400501	5011120	10017	11070040				
3	50100	ACTUALS	2019		7 AP	AP01094468	01/02/2019	01/02/2019	3461	04100	699001	5022180	10017	11120010				
4	50100	ACTUALS	2019		7 EX	EX01094418	01/02/2019	01/02/2019	1	04100	699001	5012880	10017			50100	0000114342	984
5	50100	ACTUALS	2019		7 EX	EX01094418	01/02/2019	01/02/2019	3	04100	699001	5012880	10017			50100	0000114342	984
6	50100	ACTUALS	2019		7 EX	EX01094418	01/02/2019	01/02/2019	5	04100	699001	5012880	10017			50100	0000114342	984

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

First 1-100 of 1653 [Last](#)

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



GL to CARS Interface Detail Query (V_GL_CARS_INTERFACE_DTL_BY_BAT)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATHS:

- Query Viewer > V_GL_CARS_INTERFACE_DTL_BY_BAT
- GL WorkCenter > Links > Other Links > Query Viewer > V_GL_CARS_INTERFACE_DTL_BY_BAT
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_GL_CARS_INTERFACE_DTL_BY_BAT

INPUT / SEARCH CRITERIA:

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

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the GL to CARS Interface Detail Query Page

V_GL_CARS_INTERFACE_DTL_BY_BAT - GL to CARS Interface Detail

DOA Agency (% for all)

DOA Batch Date - From

DOA Batch Date - To

DOA Batch Number 100 to 999

To DOA Batch Number 100 to 999

Batch Creation Date - From

Batch Creation Date - To

Batch Type (% for all)

View Results

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (288 kb)

View All

Row	DOA Agency Field	DOA Batch Date	DOA Batch Number 100 to 999	DOA Fiscal Year	DOA Batch Type	DOA Agency List	DOA Batch Sequence Number	DOA Transaction Code	DOA Line Bank Code	DOA Fund Group	DOA Fund Detail	DOA Program Code	DOA Sub Program Code	DOA Element	DOA Project	DOA Object Code	DOA Subobject Code	DOA Revenue Code	DOA Cost Code	DOA FIPS	DOA GLA Account	DOA Current Document Number
1	151	01/04/2016	685	2016	6	0	00001	380		01	00	799	01	00		12	09					
2	151	01/04/2016	685	2016	6	0	00002	590		01	00											
3	151	01/04/2016	685	2016	6	0	00003	189		06	09	711	08	00								
4	151	01/04/2016	685	2016	6	0	00004	380		06	09	711	08	00		12	79					
5	151	01/04/2016	685	2016	6	0	00005	590		06	09											
6	151	01/04/2016	685	2016	6	0	00006	595		06	09											
7	151	01/04/2016	685	2016	6	0	00007	380		06	09	711	08	00		12	27					
8	151	01/04/2016	685	2016	6	0	00008	590		06	09											
9	151	01/04/2016	685	2016	6	0	00009	380		06	09	711	08	00		12	27					
10	151	01/04/2016	685	2016	6	0	00010	590		06	09											
11	151	01/04/2016	685	2016	6	0	00011	380		06	09	711	08	00		12	27					
12	151	01/04/2016	685	2016	6	0	00012	590		06	09											
13	151	01/04/2016	685	2016	6	0	00013	380		06	09	711	08	00		12	27					
14	151	01/04/2016	685	2016	6	0	00014	590		06	09											



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

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



Interest Calc – Cash Balances Query (V_GL_DAILY_CASH_BAL)

REVISED: 9/1/2026

DESCRIPTION:

This query will provide DOA with cash balances for specific Agency/Fund combinations and accounts. This information will be used quarterly to calculate interest on Agency cash balances.

NAVIGATION PATHS:

- Query Viewer > V_GL_DAILY_CASH_BAL
- GL WorkCenter > Links > Other Links > Query Viewer > V_GL_DAILY_CASH_BAL
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_GL_DAILY_CASH_BAL

INPUT / SEARCH CRITERIA:

Business Unit (% for all)

Fund (% for all)

Date From

Date To

OUTPUT FORMAT:

HTML

Excel

CSV

Screenshot of the Interest Calc - Cash Balances Query Page

V_GL_DAILY_CASH_BAL - Interest Calc – Cash Balances					
Business Unit (% for all) 50100					
Fund (% for all) %					
Date From 01/01/2019					
Date To 02/23/2019					
View Results					
Download results in : Excel Spreadsheet CSV Text File XML File (233 kb)					
View All					
First 1-100 of 2014 Last					
Row	Business Unit	Fund	Amount	Date	Account
1	50100	02700	32952.5	01/01/2019	101010
2	50100	02700	33687.5	01/02/2019	101010
3	50100	02700	33687.5	01/03/2019	101010
4	50100	02700	33687.5	01/04/2019	101010
5	50100	02700	33687.5	01/05/2019	101010
6	50100	02700	33687.5	01/06/2019	101010
7	50100	02700	33687.5	01/07/2019	101010
8	50100	02700	735	01/08/2019	101010
9	50100	02700	16390.5	01/09/2019	101010
10	50100	02700	16390.5	01/10/2019	101010
11	50100	02700	16390.5	01/11/2019	101010
12	50100	02700	16390.5	01/12/2019	101010
13	50100	02700	16390.5	01/13/2019	101010
14	50100	02700	17395	01/14/2019	101010
15	50100	02700	17395	01/15/2019	101010
16	50100	02700	17395	01/16/2019	101010
17	50100	02700	17395	01/17/2019	101010
18	50100	02700	17395	01/18/2019	101010
19	50100	02700	17395	01/19/2019	101010
20	50100	02700	17395	01/21/2019	101010



Journal Not Posted Query (V_GL_JRNL_NOT_POSTED)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATHS:

- Query Viewer > V_GL_JRNL_NOT_POSTED
- GL WorkCenter > Queries > ACTUALS Journals > Journals that are not posted
- GL WorkCenter > Links > Other Links > Query Viewer > V_GL_JRNL_NOT_POSTED
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_GL_JRNL_NOT_POSTED

INPUT / SEARCH CRITERIA:

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

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Journal Not Posted Query Page

V_GL_JRNL_NOT_POSTED - Journals that are not posted										
Business Unit (% for all) %										
Journal Date From 01/01/2019										
Journal Date To 08/02/2019										
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	Business Unit IU	Journal ID	Journal Date	Fiscal Year	Accounting Period	Source	Journal Header Status	Budget Status	Journal Processing Request
1	14900	24100	0001279513	05/29/2019	2019	11 SPJ	Errors	Not Chk'd	None	
2	21100	21100	J030076	07/11/2019	2020	1 EXA	Valid	Error	None	
3	21400	21400	00AV004423	07/15/2019	2020	1 EX2	Errors	Not Chk'd	None	
4	24100	24100	0001279513	05/29/2019	2019	11 SPJ	Errors	Not Chk'd	None	
5	50100	50100	0001282176	08/01/2019	2020	2 ONL	Valid	Valid	Pending Approval	
6	50100	50100	0001282188	08/01/2019	2020	2 ONL	Valid	Valid	Pending Approval	
7	50100	50100	0001282201	08/01/2019	2020	2 ONL	Valid	Valid	Pending Approval	
8	50100	50100	0001282240	08/01/2019	2020	2 ONL	Valid	Valid	Pending Approval	
9	50100	50100	0001282256	08/01/2019	2020	2 ONL	Valid	Valid	Pending Approval	
10	50100	50100	0001283560	08/02/2019	2020	2 SPJ	Valid	Valid	Pending Approval	
11	50100	50100	0001283565	08/02/2019	2020	2 ONL	Valid	Valid	Pending Approval	
12	50100	50100	0001283583	08/02/2019	2020	2 SPJ	Valid	Valid	Pending Approval	
13	50100	50100	0001283604	08/02/2019	2020	2 ONL	Valid	Valid	Pending Approval	
14	50100	50100	0001283620	08/02/2019	2020	2 ONL	Valid	Valid	Pending Approval	
15	50100	50100	0001283672	08/02/2019	2020	2 ONL	Valid	Valid	Pending Approval	
16	50100	50100	0001286349	07/31/2019	2020	1 SPJ	Valid	Valid	Pending Approval	
17	70100	75600	0001282193	08/01/2019	2020	2 ONL	Valid	Valid	Approved to Post	
18	75600	75600	0001282193	08/01/2019	2020	2 ONL	Valid	Valid	Pending Approval	
19	75600	75700	0001282273	08/01/2019	2020	2 ONL	Valid	Valid	Approved to Post	
20	75700	75700	0001282273	08/01/2019	2020	2 ONL	Valid	Valid	Pending Approval	



Journal Same Requester and Approver Query (V_GL_JRNL_SAME_REQ_AND_APPR)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATHS:

- Query Viewer > V_GL_JRNL_SAME_REQ_AND_APPR
- GL WorkCenter > Links > Other Links > Query Viewer > V_GL_JRNL_SAME_REQ_AND_APPR
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_GL_JRNL_SAME_REQ_AND_APPR

INPUT / SEARCH CRITERIA:

Business Unit
Journal Date From
Journal Date To

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Journal Same Requester and Approver Query Page

V_GL_JRNL_SAME_REQ_AND_APPR - Jnl Same Requestr and Approvr												
Business Unit Q												
Journal Date From 01/31/2016												
Journal Date To 02/22/2017												
View Results												
Download results in: Excel Spreadsheet CSV Text File XML File (3 kb)												
View All First 1-8 of 8 Last												
Business Unit	Journal ID	Source	Journal Date	Status	Fiscal Year	Accounting Period	Date Posted	Requester	Department	Approver	Level	Action
1	0000208283	Online Journal Entry	03/15/2016	P	2016		9 03/23/2016		10015		1st Level Approver	Approved
2	0000215010	Spreadsheet Journal Entry	03/17/2016	P	2016		9 03/17/2016		13008		1st Level Approver	Approved
3	0000237398	Online Journal Entry	04/12/2016	P	2016		10 04/21/2016		10015		1st Level Approver	Approved
4	0000281378	Online Journal Entry	05/31/2016	P	2016		11 05/31/2016		19047		1st Level Approver	Approved
5	0000291562	Online Journal Entry	06/08/2016	P	2016		12 06/20/2016		19047		1st Level Approver	Approved
6	0000291569	Online Journal Entry	06/08/2016	P	2016		12 06/20/2016		19047		1st Level Approver	Approved
7	0000427030	Online Journal Entry	11/21/2016	V	2017		5		10015		Marked to Post without Approver	MARKPOST
8	AR00427097	Accounts Receivable	01/16/2017	P	2017		7 01/16/2017		95400		Marked to Post without Approver	MARKPOST



Journal Source Audit Query (V_GL_JRNL_SOURCE_QRY)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATHS:

- Query Viewer > V_GL_JRNL_SOURCE_QRY
- GL WorkCenter > Links > Other Links > Query Viewer > V_GL_JRNL_SOURCE_QRY
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_GL_JRNL_SOURCE_QRY

INPUT / SEARCH CRITERIA:

Business Unit
Journal Date From
Journal Date To

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Journal Source Audit Query Page

V_GL_JRNL_SOURCE_QRY - Journal Source Audit Query

Business Unit

Journal Date From

Journal Date To

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

[View All](#) First 1-3 of 3 Last

Row	Business Unit	Journal ID	Journal Date	Ledger	Source	System Source	OPRID	Name
1	15100	0000125668	06/30/2015		CLO	NVS		
2	15100	0000126192	06/30/2015		CLO	PNL	URW74386	
3	15100	0000330470	06/30/2016		CLO	NVS	NDK67578	



Ledger Balance by Account, Fund, Project Query (V_GL_LEDGER_BALANCE)

REVISED: 9/1/2026

DESCRIPTION:

This query provides ledger balances for one or all business units within a specified fiscal year up to a designated accounting period, summarized by Account and Fund. Additionally, users can choose to include project-level summarization.

NAVIGATION PATHS:

- Query Viewer > V_GL_LEDGER_BALANCE
- GL WorkCenter > Queries > Ledger > Ledger Balance by Account, Fund, Project
- GL WorkCenter > Links > Other Links > Query Viewer > V_GL_LEDGER_BALANCE
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_GL_LEDGER_BALANCE

INPUT / SEARCH CRITERIA:

Business Unit (% for All)
Fiscal Year
Accounting Period (As of)
Account (% available)
Fund (% for All)
*Display Project ID

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the GL Ledger Balance Query Page

V_GL_LEDGER_BALANCE							
Business Unit (% for All) 15100							
Fiscal Year 2026							
Accounting Period (As of) 7/1/26							
Account (% available) %							
Fund (% for All) %							
*Display Project ID ☒							
View Results							
Download results in: Excel Spreadsheet CSV Text File XML File (67 kb)							
View All							
Row	Business Unit	Account	Fund	Project ID	Fiscal Year	Sum Total Amt	
1	15100	101010			2026	0.000	
2	15100	101010	01000		2026	9437236.610	
3	15100	101010	01000	0000103772	2026	0.000	
4	15100	101010	01000	0000107711	2026	0.000	
5	15100	101010	02011		2026	0.000	
6	15100	101010	02081		2026	0.000	
7	15100	101010	02111		2026	15767306.390	
8	15100	101010	02700		2026	10069.500	
9	15100	101010	06011		2026	26646789.070	
10	15100	101010	06011	0000107711	2026	0.000	
11	15100	101010	06011	0000109681	2026	0.000	
12	15100	101010	06011	0000114412	2026	0.000	
13	15100	101010	06011	0000115782	2026	0.000	
14	15100	101010	06011	0000128362	2026	149725.040	
15	15100	101010	06080		2026	2666854.372	
16	15100	101010	06090		2026	20009118.020	
17	15100	101010	06090	0000103772	2026	0.000	
18	15100	101010	06090	0000107711	2026	0.000	
19	15100	101010	06090	0000108880	2026	0.000	
20	15100	101010	06090	0000115110	2026	0.000	
21	15100	101010	06090	0000115782	2026	0.000	
22	15100	101010	06090	0000128264	2026	0.000	
23	15100	101010	06090	0000128362	2026	160470.240	
24	15100	101010	06150		2026	2172935.060	



Ledger Template Query (FIN0023_LEDGER_TEMPLATE)

REVISED: 9/1/2026

DESCRIPTION:

This query displays information, including the layout, about Ledger Templates.

NAVIGATION PATHS:

- Query Viewer > FIN0023_LEDGER_TEMPLATE
- GL WorkCenter > Links > Other Links > Query Viewer > FIN0023_LEDGER_TEMPLATE
- NavBar > Menu > Reporting Tools > Query > Query Viewer > FIN0023_LEDGER_TEMPLATE

INPUT / SEARCH CRITERIA:

Ledger Template

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Ledger Template Query Page

FIN0023_LEDGER_TEMPLATE - FIN0023-Ledger Template												
Ledger Template STANDARD x Q												
View Results												
Download results in : Excel Spreadsheet CSV Text File XML File (1 kb)												
View All												
Row	Ledger Template		Ledger Type	Record (Table) Name			Journal Header Tmp		Journal Line Tmp	Account ChartField		
1	STANDARD	Standard Detail Ledger	Detail Ledger	LEDGER JP_PST_TAO	JP_PST2_TAO	JRNL_HEADER	JP_JHDR_TAO	JRNL_LN	JP_JLN_TAO	GL_ACCOUNT_TBL	LEDGER_ADB	JGEN_WRK_TMP

Screenshot of the Ledger Template Query Page (scrolled right)

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

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

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



Payroll Journals Query (V_GL_PAY_RECON)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATHS:

- Query Viewer > V_GL_PAY_RECON
- GL WorkCenter > Links > Other Links > Query Viewer > V_GL_PAY_RECON
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_GL_PAY_RECON

INPUT / SEARCH CRITERIA:

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

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Payroll Journals Query Page

V_GL_PAY_RECON - Query for Payroll Journals

Business Unit

Journal ID (% for all)

Account (% for all)

Cost Center (% for all)

Journal Date From

Journal Date To

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1606 kb)

[View All](#) First 1-100 of 4295 [Last](#)

Row	GL Business Unit	Journal Source	Journal ID	Journal Date	Fund	Program	Account	Department	Cost Center	Amount	Jrnl Line Reference	Jrnl Line Description	Long Description
1	15100	ONL	0001035232	10/18/2018	06011	711008	101010	95100		60000.000	46061	Cash With The Treasurer Of VA	WCA Request for Agy 151- autho
2	15100	ONL	0001035277	10/18/2018	06011	711008	101010	95100		1000000.000	46062	Cash With The Treasurer Of VA	WCA Request for Agy 151- autho
3	15100	ONL	0001045929	11/01/2018	06011	711008	101010	95100		150000.000	46067	Cash With The Treasurer Of VA	WCA Request for Agy 151- autho
4	15100	ONL	0001045940	11/01/2018	06011	711008	101010	95100		50000.000	46068	Cash With The Treasurer Of VA	WCA Request for Agy 151- autho
5	15100	ONL	0001054956	11/08/2018	06011	711008	101010	95100		101000.000	46070	Cash With The Treasurer Of VA	WCA Request for Agy 151- autho
6	15100	ONL	0001076882	11/30/2018	06011	711008	101010	95100		-751294.960	46076	Cash With The Treasurer Of VA	WCA Repayment Request for Agy
7	15100	ONL	0001076884	11/30/2018	06011	711008	101010	95100		1100000.000	46077	Cash With The Treasurer Of VA	WCA Request for Agy 151- autho
8	15100	ONL	0001087299	12/19/2018	06011	711008	101010	95100		350000.000	46089	Cash With The Treasurer Of VA	WCA Request for Agy 151- autho
9	15100	ONL	0001031645	10/15/2018	06090	711008	101010	95700		-3062.320	46055	Cash With The Treasurer Of VA	Quarterly Interest Charge on D
10	15100	ONL	0001035107	10/18/2018	06090		101010	95700		685000.000	46057	Cash With The Treasurer Of VA	DOA (15100) Drawdown Request o
11	15100	ONL	0001035238	10/18/2018	06090		101010	95700		750000.000	46060	Cash With The Treasurer Of VA	DOA (15100) Drawdown Request o



Potential Fixed Asset Query (V_GL_POTENTIAL_FIXED_ASSETS)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATHS:

- Query Viewer > V_GL_POTENTIAL_FIXED_ASSETS
- GL WorkCenter > Queries > Capitalization > Potential Fixed Asset Report
- GL WorkCenter > Links > Other Links > Query Viewer > V_GL_POTENTIAL_FIXED_ASSETS
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_GL_POTENTIAL_FIXED_ASSETS

INPUT / SEARCH CRITERIA:

Business Unit:
Journal Date From
Journal Date To

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Potential Fixed Asset Query Page

V_GL_POTENTIAL_FIXED_ASSETS - Potential Fixed Asset Report

Business Unit12800

Journal Date From10/01/2018

Journal Date To02/23/2019

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (48 kb)

View All

First 1-77 of 77 Last

Row	Business Unit	Journal ID	Journal Date	Supplier ID	Supplier Name	Voucher	Voucher Line	Invoice	Account	Account Descr	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Bus Unit	Project ID	Activity	Amount
1	12800	AP01034474	10/17/2018	0000031103	Department of General Services Parking Marking Inc	00002833	1	SB007331	5012610	Architectural & Engineering Svc	02128	430013	00128	0260									1136.00
2	12800	AP01036753	10/19/2018	0000077510		00002852	1	30861	5013510	Building Repair & Maint Materl	02128	430013	00128	0155									2950.00
3	12800	0001047461	10/30/2018						5022710	Household Equipment	02128	430013	00128	0180									2048.00
4	12800	0001047461	10/30/2018						5013510	Building Repair & Maint Materl	02128	430013	00128	0053									791.00
5	12800	0001047461	10/30/2018						5022830	Mechanical Equipment	02128	430013	00128	0155									99.99
6	12800	0001047461	10/30/2018						5022420	Medical & Dental Equipment	02128	430013	00128	0020									120.00
7	12800	0001047461	10/30/2018						5022640	Office Machines	02128	430013	00128	0020									1682.67
8	12800	0001047461	10/30/2018						5013510	Building Repair & Maint Materl	02128	430013	00128	0155									216.59



Program Query (FIN0038_CHARTFIELD2)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATHS:

- Query Viewer > FIN0038_CHARTFIELD2
- GL WorkCenter > Links > Other Links > Query Viewer > FIN0038_CHARTFIELD2
- NavBar > Menu > Reporting Tools > Query > Query Viewer > FIN0038_CHARTFIELD2

INPUT / SEARCH CRITERIA:

SetID (enter STATE)
Effective Date

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the ChartField2 (Program) Query Page

FIN0038_CHARTFIELD2 - Chartfield2								
SetID STATE Q								
Effective Date 12/29/2018 D								
View Results								
Download results in : Excel Spreadsheet CSV Text File XML File (310 kb)								
View All First 1-100 of 1829 P Last								
Row	SetID	Program	Eff Date	Status	Descr	:2	Short Desc	Budgetary Only
1	STATE	1000	01/01/1901	A	HE-Educational & General Pgms	12/29/2018	E&G Pgms	Y
2	STATE	100000	01/01/1901	A	HE-Educational & General Pgms	12/29/2018	E&G Pgms	N
3	STATE	100001	01/01/1901	A	Higher Education Instruction	12/29/2018	HE Instrcn	N
4	STATE	100095	01/01/1901	A	Conv Svc Area Tier 3 Fnd Alloc	12/29/2018	CnvSvTier3	N
5	STATE	1000999	01/01/1901	A	Program 1000 FAACS Only	12/29/2018	FAACS Only	N
6	STATE	1010	01/01/1901	A	Higher Education Instruction	12/29/2018	HE Instruc	Y
7	STATE	101000	01/01/1901	A	Higher Education Instruction	12/29/2018	HE Instruc	N
8	STATE	101010	01/01/1901	A	General Academic Instruction	12/29/2018	Acad Inst	N
9	STATE	101020	01/01/1901	A	Remedial Instruction	12/29/2018	Remed Inst	N
10	STATE	101030	01/01/1901	A	Vocational Education	12/29/2018	Vocatnl Ed	N
11	STATE	101040	01/01/1901	A	Community Education	12/29/2018	Commnty Ed	N
12	STATE	101060	01/01/1901	A	Dentistry Instruction	12/29/2018	Dentistry	N
13	STATE	101070	01/01/1901	A	Medicine Instruction	12/29/2018	Med Instr	N
14	STATE	101071	01/01/1901	A	Family Practice Resid Instruct	12/29/2018	Fam Pract	N
15	STATE	101080	01/01/1901	A	Veterinary Instruction	12/29/2018	Vet Instr	N
16	STATE	101091	01/01/1901	A	Unique Academic Pgm Activities	12/29/2018	Unique Pgm	N
17	STATE	1010999	01/01/1901	A	Program 1010 FAACS Only	12/29/2018	FAACS Only	N
18	STATE	1020	01/01/1901	A	Higher Education Research	12/29/2018	HE Resrch	Y
19	STATE	102000	01/01/1901	A	Higher Education Research	12/29/2018	HE Resrch	N



Program Not in Tree Query (V_GL_TREE_AUDIT_PROGRAM)

REVISED: 9/1/2026

DESCRIPTION:

This query tracks established programs that are not in the ALL_PROGRAMS tree.

NAVIGATION PATHS:

- Query Viewer > V_GL_TREE_AUDIT_PROGRAM
- GL WorkCenter > Links > Other Links > Query Viewer > V_GL_TREE_AUDIT_PROGRAM
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_GL_TREE_AUDIT_PROGRAM

INPUT / SEARCH CRITERIA:

None

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Program Not in Tree Query Page

V_GL_TREE_AUDIT_PROGRAM- Program not in Tree						
Download results in : Excel Spreadsheet CSV Text File XML File (1 kb)						
View All				First 1-4 of 4 Last		
Row	SetID	Program	Eff Date	Status	Descr	Bud. Only
1	STATE	9999999	01/01/1901	A	All Programs Roll Up	Y
2	STATE	31011	01/02/1901	I	Sex Offendr Registry Pgm Enfrc	N
3	STATE	728020	01/01/1901	A	Distrib HistTrianglSalesTaxCol	N
4	STATE	114001	01/01/1901	A	InState Undrgrd Tuition Mod	N



Project IDs Query (FIN0013_VALID_PROJECT_IDS)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATHS:

- Query Viewer > FIN0013_VALID_PROJECT_IDS
- GL WorkCenter > Links > Other Links > Query Viewer > FIN0013_VALID_PROJECT_IDS
- NavBar > Menu > Reporting Tools > Query > Query Viewer > FIN0013_VALID_PROJECT_IDS

INPUT / SEARCH CRITERIA:

SetID

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Valid Project IDs Query Page

FIN0013_VALID_PROJECT_IDS - Valid Project Ids								
SetID 19900								
View Results								
Download results in : Excel Spreadsheet CSV Text File XML File (107 kb)								
View All								
First 1-100 of 424 Last								
Row	SetID	Project	Proj Type	Descr	Program	Field Name	Long Name	Short Name
1	19900	0000108463	STATE	STATE GRANT OPERATIONS SUPPORT	N	PROJECT_ID	Project	Project
2	19900	0000108464	STATE	MAP MODERNIZATION MGT SUP	N	PROJECT_ID	Project	Project
3	19900	0000108465	STATE	VA NPS THE CEDARS	N	PROJECT_ID	Project	Project
4	19900	0000108481	STATE	Grant USDA	N	PROJECT_ID	Project	Project
5	19900	0000108482	STATE	Grant DEQ	N	PROJECT_ID	Project	Project
6	19900	0000108489	STATE	Equestrian Parking Lot	N	PROJECT_ID	Project	Project
7	19900	0000108528	STATE	Mason Neck Visitors Center	N	PROJECT_ID	Project	Project
8	19900	0000108786	STATE	DGIF JS in Rock Island Creek	N	PROJECT_ID	Project	Project
9	19900	0000108788	STATE	VDOT Data Collection Prepartio	N	PROJECT_ID	Project	Project
10	19900	0000108846	STATE	Belle Isle SP Access Enh	N	PROJECT_ID	Project	Project
11	19900	0000108847	STATE	VA CAJO Signage	N	PROJECT_ID	Project	Project
12	19900	0000108918	STATE	Equestrian Parking Lot	N	PROJECT_ID	Project	Project
13	19900	0000108922	STATE	Bull Run Mountain Survey	N	PROJECT_ID	Project	Project
14	19900	0000108986	STATE	DGIF/JS in Tye River	N	PROJECT_ID	Project	Project
15	19900	0000109063	STATE	Winter Storm Jonas	N	PROJECT_ID	Project	Project
16	19900	0000109088	STATE	Chippokes General	N	PROJECT_ID	Project	Project
17	19900	0000109333	STATE	Acquistn Land for State Parks	N	PROJECT_ID	Project	Project
18	19900	0000109334	STATE	Acquistn Land Ntrl Area Prsrv	N	PROJECT_ID	Project	Project
19	19900	0000109524	STATE	DEQ Natural Landscape Assessme	N	PROJECT_ID	Project	Project



Query of all Funds (V_GL_ALL_FUNDS)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATHS:

- Query Viewer > V_GL_ALL_FUNDS
- GL WorkCenter > Links > Other Links > Query Viewer > V_GL_ALL_FUNDS
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_GL_ALL_FUNDS

INPUT / SEARCH CRITERIA:

As of Date

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the V_GL_ALL_FUNDS query

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



Query of all GL Business Units (V_GL_ALL_BUS_UNIT)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATHS:

- Query Viewer > V_GL_ALL_BUS_UNIT
- GL WorkCenter > Links > Other Links > Query Viewer > V_GL_ALL_BUS_UNIT
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_GL_ALL_BUS_UNIT

INPUT / SEARCH CRITERIA:

None

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Query of GL Business Units Query

V_GL_ALL_BUS_UNIT- Query of GL Business Units

Inbox - janis.henricks@dcf.virginia.gov - Commonwealth of Virginia Mail

https://mail.google.com/mail/u/0/#inbox

Download results in : Excel Spreadsheet CSV Text File XML File (28 kb)

View All

First 1-100 of 295 Last

Row	Business Unit	Description	Short Description
1	10000	Senate	SOV
2	10100	House of Delegates	HDEL
3	10200	Legis Dep Reversion Clear Acct	LDRCA
4	10300	Magistrate System	MAG
5	10400	Jud Dept Reversion Clear Acct	JDRCA
6	10500	VA Commission on Intergov Coop	VCIC
7	10700	Div of Legislative Services	DLS
8	10800	Virginia Code Commission	VCC
9	10900	Div Legislative Automated Sys	DLAS
10	11000	Joint Legis Audit & Review Com	JLARC
11	11100	Supreme Court	SUPCT
12	11200	Jud Inquiry and Review Comm	JIRC
13	11300	Circuit Courts	CCV
14	11400	General District Courts	GDC
15	11500	Juv and Domestic Relations Crt	JDRC
16	11600	Combined District Courts	CDC
17	11700	Virginia State Bar	VSF
18	11800	VA Coal and Energy Commission	VCEC
19	11900	Lieutenant Governor	LTGOV
20	12100	Office of the Governor	GOV
21	12200	Dept of Planning and Budget	DPB
22	12300	Department of Military Affairs	DMA
23	12500	Court of Appeals of Virginia	CAV
24	12700	Dept of Emergency Management	DEM



Projects Not in Tree Query (V_GL_TREE_AUDIT_PROJECT)

REVISED: 9/1/2026

DESCRIPTION:

This query tracks established Projects that are not in the ALL_PRJCTS tree.

NAVIGATION PATHS:

- Query Viewer > V_GL_TREE_AUDIT_PROJECT
- GL WorkCenter > Links > Other Links > Query Viewer > V_GL_TREE_AUDIT_PROJECT
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_GL_TREE_AUDIT_PROJECT

INPUT / SEARCH CRITERIA:

None

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Projects Not in Tree Query Page

V_GL_TREE_AUDIT_PROJECT- Projects not in Tree					
Download results in : Excel Spreadsheet CSV Text File XML File (1089 kb)					
View All					
First 1-100 of 9901 Last					
Row	Unit	Project	Status	Descr	
1	18100	DLI68121	A	OSHA 23G GRANT-2021	
2	18100	DLI68122	A	OSHA 23G GRANT-2022	
3	20100	DOE95992	A	Doing What Works	
4	20100	DOE95995	A	EPFC Funding VBAEF	
5	19700	APE46099	A	Cardinal Proj 46099	
6	19700	APE46101	A	Cardinal Proj 46101	
7	19700	APE60541	A	CTE Equipment/State Payments	
8	19700	APE60555	A	CTE Post Secondary Fed Payts	
9	19700	APE60560	A	Vocational Student Org	
10	19700	APE60561	A	Virginia STAR IT Initiative	
11	19700	APE60565	A	Title IVB-21st Century	
12	19700	APE60610	A	Integrated Mfg Special Grants	
13	19700	APE60615	A	College Readiness Center Pilot	
14	19700	APE60630	A	Industry Based Cert Sp Grants	
15	19700	APE60648	A	TchRecruit PrepPilot Init STEM	
16	19700	APE60665	A	VA Career Educ Foundation	
17	19700	APE60666	A	Yr Round Sch Planning Grants	
18	19700	APE60667	A	Start Up Grants	
19	19700	APE46132	A	Cardinal Proj 46132	
20	18100	DLI68516	A	OSHA DATA GRANT-2016	
21	18100	DLI68517	A	OSHA DATA GRANT-2017	
22	15600	DSP84032	A	Wythe County Manhunt - Jaccard	
23	15600	DSP84033	A	Sale of Land	



Record Groups Query (FIN0016_RECORD_GROUPS)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATHS:

- Query Viewer > FIN0016_RECORD_GROUPS
- GL WorkCenter > Links > Other Links > Query Viewer > FIN0016_RECORD_GROUPS
- NavBar > Menu > Reporting Tools > Query > Query Viewer > FIN0016_RECORD_GROUPS

INPUT / SEARCH CRITERIA:

None

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Record Groups Query Page

FIN0016_RECORD_GROUPS- FIN0016-Record Groups			
Download results in : Excel Spreadsheet CSV Text File XML File (721 kb)			
View All		First 1-100 of 6216 Last	
Row	Group ID	Description	Record
1	AM_01	Agencies	AGENCY_TBL
2	AM_02	Book Definition	BOOK_DEFN_TBL
3	AM_02	Book Definition	BOOK_DEFN_VW
4	AM_02	Book Definition	SP_BOOK_CLSVW
5	AM_02	Book Definition	SP_BOOK_NONVW
6	AM_02	Book Definition	SP_BOOK_OPRVW
7	AM_03	Asset Property	AM_PROP_SUBC
8	AM_04	C.A.P. Types	CAP_TYPE_TBL
9	AM_05	AM Indexes	AM_INDEX_DETAIL
10	AM_05	AM Indexes	AM_INDEX_TBL
11	AM_06	Units of Production Tables	UOP_DET_TBL
12	AM_06	Units of Production Tables	UOP_TBL
13	AM_09	Depreciation Tables	AM_REVERSAL_RSN
14	AM_09	Depreciation Tables	CONV_BOOK_VW
15	AM_09	Depreciation Tables	CONV_BU_BOOK_VW
16	AM_09	Depreciation Tables	CONV_BU_VW
17	AM_09	Depreciation Tables	CONV_DT_TBL
18	AM_09	Depreciation Tables	CONV_DT_TBL_VW
19	AM_09	Depreciation Tables	CONV_SETID_VW
20	AM_09	Depreciation Tables	CONV_TBL
21	AM_09	Depreciation Tables	DEPR_CAP_TBL
22	AM_09	Depreciation Tables	DEPR_CAP_YR_TBL
23	AM_09	Depreciation Tables	DEPR_LIM_TBL



Restorative Maintenance Query (V_GL_RESTORATIVE_MAINTENANCE)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATHS:

- Query Viewer > V_GL_RESTORATIVE_MAINTENANCE
- GL WorkCenter > Links > Other Links > Query Viewer > V_GL_RESTORATIVE_MAINTENANCE
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_GL_RESTORATIVE_MAINTENANCE

INPUT / SEARCH CRITERIA:

Business Unit
Fiscal Year
From Period
To Period
Reporting Category
Program

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Restorative Maintenance Query Page

V_GL_RESTORATIVE_MAINTENANCE - Restorative Maintenance

Business Unit

Fiscal Year

From Period

To Period

Reporting Category

Program

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (54 kb)

[View All](#) First 1-100 of 316 [Last](#)

Row	Unit	Project	Year	Amount	Program	Reporting Category	Account	Fund
1	50100	0000020152	2019	142.00	998000	CAPOUT	5015410	04720
2	50100	0000020155	2019	1670.05	998000	CAPOUT	5012610	04720
3	50100	0000020155	2019	426.00	998000	CAPOUT	5015410	04720
4	50100	0000020161	2019	35.11	998000	CAPOUT	5011110	04720
5	50100	0000020161	2019	16.35	998000	CAPOUT	5011120	04720
6	50100	0000020161	2019	2.92	998000	CAPOUT	5011140	04720
7	50100	0000020161	2019	53.88	998000	CAPOUT	5011150	04720
8	50100	0000020161	2019	220.83	998000	CAPOUT	5011230	04720
9	50100	0000020161	2019	88.72	998000	CAPOUT	50112301	04720
10	50100	0000020164	2019	2493.74	998000	CAPOUT	5012610	04720
11	50100	0000020165	2019	8002.15	998000	CAPOUT	5012610	04720
12	50100	0000020165	2019	9750.56	998000	CAPOUT	5012680	04720
13	50100	0000020165	2019	84333.80	998000	CAPOUT	5023220	04720
14	50100	0000020165	2019	135826.24	998000	CAPOUT	5023280	04720



Right of Way Expenditures Query (V_GL_RIGHT_OF_WAY)

REVISED: 9/1/2026

DESCRIPTION:

This query retrieves posted expenditures associated with a particular Program and Fund.

NAVIGATION PATHS:

- Query Viewer > V_GL_RIGHT_OF_WAY
- GL WorkCenter > Links > Other Links > Query Viewer > V_GL_RIGHT_OF_WAY
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_GL_RIGHT_OF_WAY

INPUT / SEARCH CRITERIA:

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

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Right of Way Expenditures Query Page

V_GL_RIGHT_OF_WAY - Right of Way Expenditures

Business Unit

Fiscal Year

Accounting Period From

Accounting Period To

Program (% for all)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (73 kb)

[View All](#) First 1-100 of 443 Last

Row	Business Unit	Fiscal Year	Cost Center	Project	Fund	Program	SUM(B.MONETARY_AMOUNT)
1	50100	2019		0000094185	04100	604002	412.47
2	50100	2019		0000104504	04100	604002	0.00
3	50100	2019		0000107852	04100	604002	847.44
4	50100	2019		0000110706	04100	604003	420.19
5	50100	2019		0000105397	04314	603023	0.00
6	50100	2019		0000110088	04720	603020	2208.94
7	50100	2019		0000110901	04720	603020	6224.88
8	50100	2019		0000104185	04720	603020	97326.36
9	50100	2019		0000110112	04720	603020	3125.74
10	50100	2019		0000082510	04720	603020	22903.01
11	50100	2019		0000098813	04720	603020	3388.57
12	50100	2019		0000062650	04720	603020	857.24
13	50100	2019		0000109790	04720	603021	6634.20
14	50100	2019		0000107458	04720	603022	1680.73



SetIDs Query (FIN0017_VALID_SET_IDS)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATHS:

- Query Viewer > FIN0017_VALID_SET_IDS
- GL WorkCenter > Links > Other Links > Query Viewer > FIN0017_VALID_SET_IDS
- NavBar > Menu > Reporting Tools > Query > Query Viewer > FIN0017_VALID_SET_IDS

INPUT / SEARCH CRITERIA:

None

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Valid SetIDs Query Page

FIN0017_VALID_SET_IDS- FIN0017-Valid Set IDs			
Download results in : Excel Spreadsheet CSV Text File XML File (43 kb)			
View All		First 1-100 of 452 Last	
Row	SetID	Description	Short Desc
1	10000	Senate	SOV
2	10100	House of Delegates	HDEL
3	10200	Legis Dep Reversion Clear Acct	LDRC
4	10300	Magistrate System	MAG
5	10400	Jud Dept Reversion Clear Acct	JDRCA
6	10500	VA Commission on Intergov Coop	VCIC
7	10700	Div of Legislative Services	DLS
8	10800	Virginia Code Commission	VCC
9	10900	Div Legislative Automated Sys	DLAS
10	11000	Joint Legis Audit & Review Com	JLARC
11	11100	Supreme Court	SUPCT
12	11200	Jud Inquiry and Review Comm	JIRC
13	11300	Circuit Courts	CCV
14	11400	General District Courts	GDC
15	11500	Juv and Domestic Relations Crt	JDR
16	11600	Combined District Courts	CDC
17	11700	Virginia State Bar	VSB
18	11800	VA Coal and Energy Commission	VCEC
19	11900	Lieutenant Governor	LTGOV
20	12100	Office of the Governor	GOV
21	121P0	GOV Petty Cash	GOV PC
22	12200	Dept of Planning and Budget	DPB
23	12300	Department of Military Affairs	DMA



SpeedCharts Query (APY0005_SPEEDCHARTS)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATHS:

- Query Viewer > APY0005_SPEEDCHARTS
- GL WorkCenter > Links > Other Links > Query Viewer > APY0005_SPEEDCHARTS
- NavBar > Menu > Reporting Tools > Query > Query Viewer > APY0005_SPEEDCHARTS

INPUT / SEARCH CRITERIA:

SetID
Effective Date

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the SpeedCharts Query Page

APY0005_SPEEDCHARTS - SpeedCharts

SetID 15100

Effective Date 02/23/2019

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (18 kb)

View All

First 1-29 of 29 Last

Row	SetID	SetID_Descr	:2	SpeedChart	Description	Speedtype_short	Type	User	Prim Perm List	Eff Date	Account	Asset	Fund	Department	FIPS	Agency Use 2	Task	Project	Cost Center	Program	Agency Use 1	Affiliate	Fund Affiliate	Stat	Percent	GL Unit
1	15100	Department of Accounts	02/23/2019	1	Credit Card Rebate	U	Universal			01/01/1901	4009026		02111	95400											100.00	
2	15100	Department of Accounts	02/23/2019	91100	Comptroller	U	Universal			01/01/1901			01000	91100						799001					100.00	
3	15100	Department of Accounts	02/23/2019	91200	EDI Prenotes Administration	U	Universal			01/01/1901			01000	91200						799001					100.00	
4	15100	Department of Accounts	02/23/2019	92100	Administration	U	Universal			01/01/1901			01000	92100						799001					100.00	
5	15100	Department of Accounts	02/23/2019	93100	Human Resources	U	Universal			01/01/1901			01000	93100						799001					100.00	
6	15100	Department of Accounts	02/23/2019	94100	Internal Audit	U	Universal			01/01/1901			01000	94100						737002					100.00	
7	15100	Department of Accounts	02/23/2019	95100	CIPPS Replacement	U	Universal			01/01/1901			06011	95100						711008					100.00	
8	15100	Department of Accounts	02/23/2019	95200	Financial Reporting	U	Universal			01/01/1901			01000	95200						737004					100.00	
9	15100	Department of Accounts	02/23/2019	95400	General Accounting	U	Universal			01/01/1901			01000	95400						737001					100.00	
10	15100	Department of Accounts	02/23/2019	9540001	General Accounting	U	Universal			01/01/1901			01000	95400						737001					100.00	
11	15100	Department of Accounts	02/23/2019	9540002	General Accounting Disburs Rev	U	Universal			01/01/1901			01000	95400						737002					100.00	



SpeedTypes Query (FIN0007_SPEEDTYPES)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATHS:

- Query Viewer > FIN0007_SPEEDTYPES
- GL WorkCenter > Links > Other Links > Query Viewer > FIN0007_SPEEDTYPES
- NavBar > Menu > Reporting Tools > Query > Query Viewer > FIN0007_SPEEDTYPES

INPUT / SEARCH CRITERIA:

SetID

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the SpeedTypes Query Page

FIN0007_SPEEDTYPES - FIN0007-SpeedTypes

SetID 15100

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (29 kb)

View All

First 1-57 of 57 Last

Row	SetID	SpeedType	Operator	Class	Description	Type	Account	Asset	Department	Task	Fund	FIPS	Agency Use 2	Affiliate	Fund Affiliate	Cost Center	Program	Agency Use 1	Project	Currency	Stat
1	15100	1			Credit Card Rebate	Universal	4009026		95400		02111						737001				
2	15100	2080100			CIPPS-208	Universal	4009060		99999		01000						799001				
3	15100	944			CIPPS-944	Universal			94400		01000						737002			USD	
4	15100	2280270			CIPPS - 228 - 0270	Universal	111220		93100		02700									USD	
5	15100	911			CIPPS-911	Universal			91100		01000						799001			USD	
6	15100	921			CIPPS-921	Universal			92100		01000						799001			USD	
7	15100	931			CIPPS-931	Universal			93100		01000						799001			USD	
8	15100	91100			Comptroller	Universal			91100		01000						799001			USD	
9	15100	92100			Administration	Universal			92100		01000						799001			USD	
10	15100	93100			Human Resources	Universal			93100		01000						799001			USD	
11	15100	952			CIPPS-952	Universal			95200		01000						737004			USD	
12	15100	95200			Financial Reporting	Universal			95200		01000						737004			USD	
13	15100	954			CIPPS-954	Universal			95400		01000						737001			USD	
14	15100	955			CIPPS-955	Universal			95500		01000						737001			USD	
15	15100	957			CIPPS-957	Universal			95700		06090						711008		0000103772	USD	



Task Codes Query (FIN0012_Valid_Product_Codes)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATHS:

- Query Viewer > FIN0012_Valid_Product_Codes
- GL WorkCenter > Links > Other Links > Query Viewer > FIN0012_Valid_Product_Codes
- NavBar > Menu > Reporting Tools > Query > Query Viewer > FIN0012_Valid_Product_Codes

INPUT / SEARCH CRITERIA:

SetID
As Of Date

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Valid Product (Task) Codes Query Page

FIN0012_VALID_PRODUCT_CODES - FIN0012-Valid Product Codes							
SetID 12300							
As Of Date 02/23/2019							
View Results							
Download results in : Excel Spreadsheet CSV Text File XML File (19 kb)							
View All First 1-100 of 143 Last							
Row	SetID	Task	Description	Short Desc	Budgetary Only	As of Date	
1	12300	10200	Air Guard Red Horse	Red Horse	N	02/23/2019	
2	12300	10300	Security AASF	Sec AASF	N	02/23/2019	
3	12300	10400	J-SIIDS	J-SIIDS	N	02/23/2019	
4	12300	20000	Richmond CSMS Buildings	CSMS	N	02/23/2019	
5	12300	20100	Sandston FMS1	SandFMS1	N	02/23/2019	
6	12300	20200	Sandston Beulah FMS2	SandFMS2	N	02/23/2019	
7	12300	20300	Winchester FMS 3	WINFMS3	N	02/23/2019	
8	12300	20500	Norfolk FMS 5	NorFMS	N	02/23/2019	
9	12300	20600	Portsmouth FMS 6	PortsFMS	N	02/23/2019	
10	12300	20700	Fredericksburg FMS7 Bldg 2	FredFMS	N	02/23/2019	
11	12300	20800	Danville FMS 8 Building 5	DanFMS	N	02/23/2019	
12	12300	20900	Gate City FMS 9	GC FMS	N	02/23/2019	
13	12300	21000	Rocky Mount FMS	RockyMT 10	N	02/23/2019	
14	12300	21100	Lynchburg FMS 11	LynchFMS	N	02/23/2019	
15	12300	21200	Staunton FMS 12	StaFMS12	N	02/23/2019	
16	12300	21300	Belvoir FMS 13 1949	Bel FMS	N	02/23/2019	
17	12300	21400	Richlands FMS 14	RichFMS	N	02/23/2019	
18	12300	21500	Picket FMS 15	FMS 15	N	02/23/2019	
19	12300	22100	Waller Depot	WallerDept	N	02/23/2019	



Tasks Not in Tree Query (V_GL_TREE_AUDIT_TASK)

REVISED: 9/1/2026

DESCRIPTION:

This query tracks established tasks that are not in the ALL_TASKS tree.

NAVIGATION PATHS:

- Query Viewer > V_GL_TREE_AUDIT_TASK
- GL WorkCenter > Links > Other Links > Query Viewer > V_GL_TREE_AUDIT_TASK
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_GL_TREE_AUDIT_TASK

INPUT / SEARCH CRITERIA:

None

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Task Not in Tree Query Page

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



General Ledger Reports

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AP-GL Reconciliation Report (RGL022)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATH:

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

RUN CONTROL PARAMETERS:

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

OUTPUT FORMAT:

PDF
CSV

Screenshot of the Reconciliation Report Run Control Page

← Query Viewer

AP-GL Reconciliation

AP-GL Reconciliation

Run Control ID

AP_GL_Reconciliation_Rpt

Report Manager

Process Monitor

Run

*Business Unit (% for all)

15100

Q

*Fiscal Year

2017

*Accounting Period From

7

*Accounting Period To

7

System Source

☒ EX Source

☒ AP Source

Save

Notify

Add

Update/Display



Screenshot of the AP-GL Reconciliation Report

 CARDINAL [®]		Commonwealth of Virginia AP-GL RECONCILIATION		Run Date: 01/13/2017 Run Time: 10:54 00	
Report ID: RGL022					
				Page No. 1 of 4	
Business Unit: 15100					
Fiscal Year: 2017					
Accounting Period From: 7					
Accounting Period To: 7					
System Source: AP,EX					
JOURNAL LINES WITH UNMATCHING CHART FIELDS COMBINATIONS OR DEBIT BETWEEN GL AND AP:					
<u>Journal ID</u>	<u>Source</u>	<u>Journal Date</u>	<u>GL total Debit</u>	<u>AP total Debit</u>	<u>Variance</u>
AP00348342	AP	01/13/2017	600.00	100.00	500.00
<u>Unmatching Lines:</u>					
<u>Journal Line#</u>	<u>Voucher ID</u>	<u>Voucher Line</u>			
27	00001645	1			
<u>Unmatching chart fields:</u>			<u>GL Value</u>	<u>AP Value</u>	
	Amount		(100.00)	(50.00)	(50.00)
<u>Journal Line#</u>	<u>Voucher ID</u>	<u>Voucher Line</u>			
30	00001645	1			
<u>Unmatching chart fields:</u>			<u>GL Value</u>	<u>AP Value</u>	
	Amount		700.00	150.00	550.00



AR-GL Reconciliation Report (RGL631)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATH:

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

RUN CONTROL PARAMETERS:

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

OUTPUT FORMAT:

PDF
CSV

Screenshot of the AR-GL Reconciliation Report Run Control Page

The screenshot shows the 'AR-GL Reconciliation' report run control page. At the top, there is a navigation bar with a back arrow and the text 'AP-GL Reconciliation' on the left, and 'AR-GL Reconciliation' on the right. Below this, the title 'AR-GL Module Recon Rpt' is displayed. The main area contains the 'Run Control ID' set to 'AR_GL_Reconciliation_Rpt', with links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Business Unit (% for all)' is set to '50100'. The 'Fiscal Year' is '2014', 'From Period' is '1', and 'To Period' is '10'. The 'Transaction Source' section has three checked options: 'BI', 'AR Items', and 'Direct Journals'. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

← AP-GL Reconciliation		AR-GL Reconciliation	
AR-GL Module Recon Rpt			
Run Control ID	AR_GL_Reconciliation_Rpt	Report Manager	Process Monitor Run
*Business Unit (% for all)	50100	Transaction Source	
*Fiscal Year	2014	☒ BI	
*From Period	1	☒ AR Items	
*To Period	10	☒ Direct Journals	
Save	Notify	Add	Update/Display



Screenshot of the AR-GL Reconciliation Report

Report ID: RGL631

Commonwealth of Virginia
AR-GL RECONCILIATION

Run Date: 04/04/2014
Run Time: 04:42 00

Page No. 1 of 10

Business Unit: 50100 VA Dept of Transportation
Fiscal Year: 2014
Accounting Period From: 1
Accounting Period To: 10
System Source: BI,AR Items,Direct Journals

JOURNAL LINES WITH UNMATCHING CHART FIELDS COMBINATIONS OR AMOUNT FOR BI:

<u>Journal ID</u>	<u>Journal Date</u>	<u>GL total Amount</u>	<u>AR total Amount</u>	<u>Variance</u>
BI00021984	07/03/2013	17.50	0.00	17.50

Unmatching Lines:

<u>JOURNAL LINE#</u>	<u>INVOICE</u>	<u>AR AMOUNT</u>
218	GENE001046	222.00
218	GENE001047	148.00
218	GENE001048	111.00
218	GENE001049	37.00
218	GENE001050	74.00
218	GENE001051	259.00
218	GENE001052	111.00
218	GENE001053	74.00
218	GENE001054	333.00
218	GENE001055	37.00
218	GENE001056	111.00
218	GENE001057	111.00
218	GENE001058	27.00
218	GENE001059	27.00
218	GENE001060	222.00
218	GENE001061	37.00



Cardinal Trial Balance Report (VGLR001)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATHS:

- GL WorkCenter > Reports/Processes > General Reports > Cardinal Trial Balance Report
- NavBar > Menu > General Ledger > General Reports > Cardinal Trial Balance Report

RUN CONTROL PARAMETERS:

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

OUTPUT FORMAT:

PDF



Screenshot of the Cardinal Trial Balance Report Run Control Page

[← AR-GL Module Recon Rpt](#)[Trial Balance Report](#)

Trial Balance Report

Run Control ID: TRIAL_BAL

Report Manager

Process Monitor

Run

Report Request Parameters

*Business Unit: (%for All BUs)

50100

Q

*Fiscal Year:

Accounting Period:

0

Include Adjustment Periods

	Adjustment Period		
1			

ChartField Selection

☐ By BU/FUND

☐ By BU/Fund/Project

☐ By FundGroup

☒ By All Accounts

☐ By Fund

Ledger Selection

☐ Full Accrual

☐ Modified Accrual

☐ Cash Basis

☒ Actuals

(All Ledgers selected will be summed together)

Account Details

☒ Summary

☐ Detail

Save

Notify

Refresh

Add

Update/Display



Screenshot of the Cardinal Trial Balance Report - Summary View

		Commonwealth of Virginia CARDINAL TRIAL BALANCE REPORT			Run Date: 12/18/2019 Run Time: 03:45 00
Report ID: VGLR001					
Business Unit : 50100		VA Dept of Transportation		Page No. 1 of 3	
Fiscal Year : 2019		Accounting Period : 1			
Account Details : Summary		Ledger Selection : ACTUALS			
ChartField Selection : By All Accounts		Adj. Period :			
<u>Business Unit</u>	<u>Account</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Net Activity</u>	<u>Ending Balance</u>
50100	101010	Cash With The Treasurer Of VA	2,032,676,072.20	(59,483,456.98)	1,973,192,615.22
	101090	Cash With Fiscal Agent	39,363,731.57	0.00	39,363,731.57
	101420	Amt Held By Trustee-Treasury	10,735,681.18	443,598.45	11,179,279.63
	101430	Amt Held By Outside Trustee	511,199,916.43	(19,296,966.97)	491,902,949.46
	103480	Investments - Other	41,327,274.96	0.00	41,327,274.96
	111220	Parking Fee Suspense Account	0.00	0.00	0.00
	112051	A/R - Federal Government	26,815.30	27,921,503.55	27,948,318.85
	112052	A/R-Cities, Counties and Towns	1,971,061.65	(927,133.84)	1,043,927.81
	112053	A/R - State Agencies	4,067,826.30	(801,330.58)	3,266,495.72
	112054	A/R - Other	65,014,568.22	(18,489,031.42)	46,525,536.80
	112061	A/R Federal-Unbilled	0.00	0.00	0.00
	112062	A/R Localities-Unbilled	0.00	136,585.82	136,585.82
	112063	A/R State Agy-Unbilled	0.00	0.00	0.00
	112064	A/R Other-Unbilled	0.00	(1,517,710.47)	(1,517,710.47)
	112070	Allowance For Doubtful Accts	0.00	0.00	0.00
	112140	Receivable-Overpayment	0.00	0.00	0.00
	112500	AR Maintenance Control	0.00	0.00	0.00
	123380	Dua From Other Funds	309,175,160.48	9,304,210.55	318,479,371.03
	131030	Petty Cash Advances	120,550.00	0.00	120,550.00
	131050	Employee Travel Advance	13.89	(13.89)	0.00
	153500	Inventory-Materials & Supplies	87,028,030.10	455,895.61	87,483,925.71
	154005	Prepaid Expenses	0.00	0.00	0.00
	154600	Deferred Charges	0.00	0.00	0.00
	154601	Petty Cash Operations	0.00	0.00	0.00
	154602	Petty Cash-Travel Advances	0.00	0.00	0.00
	154604	Site Manager A/R Deferred	2,535,746.00	(111,260.64)	2,424,485.36
	155150	Amt To Be Raised - Redeen Bond	3,590,351,896.98	232,609.46	3,590,584,506.44
	155200	Amt Provide-Bond Anticipn Note	0.00	0.00	0.00
	162060	Loans Receivable	183,336,767.67	(1,073,671.13)	182,263,096.54
	182650	Land	33,756,218.66	0.00	33,756,218.66
	182651	Land Rwy Right of Way	2,700,967,269.14	0.00	2,700,967,269.14
	182720	Construction In Progress	72,696,624.06	0.00	72,696,624.06
	182721	Rwy Construction In Progress	3,238,230,934.23	0.00	3,238,230,934.23
	183660	Buildings	418,534,334.73	0.00	418,534,334.73
	183670	Accm Dep-Infrastructure	(134,700,883.12)	(1,294,416.69)	(135,995,299.81)

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

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



Screenshot of the Cardinal Trial Balance Report - Detail View

Report ID: VGLR001

Commonwealth of Virginia
CARDINAL TRIAL BALANCE REPORT

Run Date: 12/18/2019

Run Time: 03:56 00

Page No. 1 of 9

Business Unit : 50100 VA Dept of Transportation
Fiscal Year : 2019 Accounting Period : 1
Account Details : Detail Ledger Selection : ACTUALS
ChartField Selection : By All Accounts Adj. Period :

Business Unit	Account	Description	Beginning Balance	Net Activity	Ending Balance
50100	101010	Cash With The Treasurer Of VA	2,032,676,072.20	(59,483,456.98)	1,973,192,615.22
	101090	Cash With Fiscal Agent	39,363,731.57	0.00	39,363,731.57
	101420	Amt Held By Trustee-Treasury	10,735,681.18	443,598.45	11,179,279.63
	101430	Amt Held By Outside Trustee	511,199,916.43	(19,296,966.97)	491,902,949.46
	103480	Investments - Other	41,327,274.96	0.00	41,327,274.96
	111220	Parking Fee Suspense Account	0.00	0.00	0.00
	112051	A/R - Federal Government	26,815.30	27,921,503.55	27,948,318.85
	112052	A/R-Cities, Counties and Towns	1,971,061.65	(927,133.84)	1,043,927.81
	112053	A/R - State Agencies	4,067,826.30	(801,330.58)	3,266,495.72
	112054	A/R - Other	65,014,568.22	(18,489,031.42)	46,525,536.80
	112061	A/R Federal-Unbilled	0.00	0.00	0.00
	112062	A/R Localities-Unbilled	0.00	136,585.82	136,585.82
	112063	A/R State Agy-Unbilled	0.00	0.00	0.00
	112064	A/R Other-Unbilled	0.00	(1,517,710.47)	(1,517,710.47)
	112070	Allowance For Doubtful Accts	0.00	0.00	0.00
	112140	Receivable-Overpayment	0.00	0.00	0.00
	112500	AR Maintenance Control	0.00	0.00	0.00
	123380	Due From Other Funds	309,175,160.48	9,304,210.55	318,479,371.03
	131030	Petty Cash Advances	120,550.00	0.00	120,550.00
	131050	Employee Travel Advance	13.89	(13.89)	0.00
	153500	Inventory-Materials & Supplies	87,028,030.10	455,895.61	87,483,925.71
	154005	Prepaid Expenses	0.00	0.00	0.00
	154600	Deferred Charges	0.00	0.00	0.00
	154601	Petty Cash Operations	0.00	0.00	0.00
	154602	Petty Cash-Travel Advances	0.00	0.00	0.00
	154604	Site Manager A/R Deferred	2,535,746.00	(111,260.64)	2,424,485.36
	155150	Amt To Be Raised - Redeem Bond	3,590,351,896.98	232,609.46	3,590,584,506.44
	155200	Amt Provide-Bond Anticipn Note	0.00	0.00	0.00
	162060	Loans Receivable	183,336,767.67	(1,073,671.13)	182,263,096.54
	182650	Land	33,756,218.66	0.00	33,756,218.66
	182651	Land Hwy Right of Way	2,700,967,269.14	0.00	2,700,967,269.14
	182720	Construction In Progress	72,696,624.06	0.00	72,696,624.06
	182721	Hwy Construction in Progress	3,238,230,934.23	0.00	3,238,230,934.23
	183660	Buildings	418,534,334.73	0.00	418,534,334.73
	183670	Accm Dep-Infrastructure	(134,700,883.12)	(1,294,416.69)	(135,995,299.81)



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

						Page No. 2 of 9
<u>Business Unit</u>	<u>Account</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Net Activity</u>	<u>Ending Balance</u>	
	183671	Accm Dep-Hwy Infrastructure	(16,427,087,411.41)	0.00	(16,427,087,411.41)	
	183680	Infrastructure	294,849,007.33	0.00	294,849,007.33	
	183681	Hwy Infrastructure	38,209,567,364.76	0.00	38,209,567,364.76	
	183690	Accm Depreciation - Bldgs	(181,588,903.86)	(862,941.82)	(182,451,845.68)	
	183700	Equipment	0.00	0.00	0.00	
	183702	Expendable Equipment	145,913,618.90	0.00	145,913,618.90	
	183703	Other Equipment - ASD	67,105,479.45	0.00	67,105,479.45	
	183704	Rental Equipment	510,045,045.92	0.00	510,045,045.92	
	183706	Expendable Equip-Controlled	0.00	0.00	0.00	
	183707	Rental Equip - Controlled	0.00	0.00	0.00	
	183708	Mobile Radios - Controlled	0.00	0.00	0.00	
	183730	Accm Depreciation - Equipment	0.00	0.00	0.00	
	183734	Accum Depr-Rental Equip	(335,785,711.79)	0.00	(335,785,711.79)	
	183736	Accum Depreciation-ASD Other	(47,112,882.53)	0.00	(47,112,882.53)	
	183737	Accum Deprec Expandable Equip	(105,912,103.18)	0.00	(105,912,103.18)	
Asset Total :			35,338,409,114.22	(65,363,530.99)	35,273,045,583.23	
	205020	Accounts Payable	(14,528,744.94)	1,777,495.30	(12,751,249.64)	
	205023	Accounts Payable-Retainage	(2,656,940.04)	(151,156.42)	(2,808,096.46)	
	2050239	AP-Converted Retainage	0.00	0.00	0.00	
	205025	Accts Payable-AP/EX Accruals	(42,634,738.06)	(12,496,152.97)	(55,130,891.03)	
	205028	AR Refund Control	(804.12)	(36,121.15)	(36,925.27)	
	206240	Temporary Loans Payable	(3,400,000.00)	0.00	(3,400,000.00)	
	213080	Due To Other Funds	(309,175,160.48)	(9,304,210.55)	(318,479,371.03)	
	220540	Susp Acct-Guarantee Deposits	(16,513,148.40)	709,725.80	(15,803,422.60)	
	220558	Susp Acct-Payroll Tax Pay94105	0.00	0.00	0.00	
	2402507	Def Rev-Highway Toll Rev-Patron	(62,629,002.60)	99,264.00	(62,529,738.60)	
	24025071	Def Rev-Highway Toll Rev-Retail	(923,965.00)	0.00	(923,965.00)	
	2403007	Def Rev-Sale Goods/Svc St Ent	(2,856,189.96)	0.00	(2,856,189.96)	
	2404000	Def Rev-Priv Donatn/Gift/Grant	(4,346,262.81)	0.00	(4,346,262.81)	
	24042011	De Rev-Loc Prj Participation	(6,064,471.19)	0.00	(6,064,471.19)	
	24042012	Def Rev-Coal Severance Tax	(1,515,250.42)	0.00	(1,515,250.42)	
	2407301	Def Rev-Rent Lnd/Bldg-Op Lease	(13,000.00)	1,000.00	(12,000.00)	
	2409060	Def Rev-Miscellaneous Revenues	(1,985,455.26)	0.00	(1,985,455.26)	
	255040	Matured Debt Payable	0.00	0.00	0.00	
	255470	Susp Acct-Deposit Pend Distrib	(3,326,804.52)	(37,295.17)	(3,364,099.69)	
	255471	Susp Acct-Sales Tax Liability	(2,638.97)	212.06	(2,426.91)	
	255630	Stop Pay Clearing-Payroll	0.00	(835.00)	(835.00)	
	256430	Outside Trustee Fund Balance	(511,199,916.43)	19,296,966.97	(491,902,949.46)	
	257980	Investment General Fixed Asset	(28,459,478,001.29)	2,157,358.51	(28,457,320,642.78)	
	257990	Res For Adj To Accrual Basis	(885,641.77)	0.00	(885,641.77)	
	290603	Bond Anticipation Note Payable	0.00	0.00	0.00	
	292604	Public Debt 9-C Bonds	(8,060,000.00)	0.00	(8,060,000.00)	
	292612	Public Transportation Bonds	(3,582,291,896.98)	(232,609.46)	(3,582,524,506.44)	

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

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



CARS Interface Summary Report (RGL002)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATH:

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

RUN CONTROL PARAMETERS:

Business Unit
CARS Extract Create Date

OUTPUT FORMAT:

PDF
CSV

Screenshot of the CARS Interface Report Run Control Page

[← Trial Balance Report](#)CARS Interface Summary Report

CARS Interface Summary Report

Run Control ID

CARS_Interface_Summary_Rpt

Report Manager

Process Monitor

Run

Report Request Parameters

*Business Unit15100Q

*CARS Extract Create Date03/31/2026

SaveNotify

AddUpdate/Display



Screenshot of the CARS Interface Report

 CARDINAL Report ID: RGL002	Commonwealth of Virginia CARS INTERFACE REPORT-SUMMARY	Run Date: 03/01/2017 Run Time: 03:28 00																																																																																															
CARS Extract Create Date: 03/30/2016		Page No. 1 of 1																																																																																															
DA-03-265 REV 1/87																																																																																																	
Department of Accounts Identification Information																																																																																																	
Agency Name: <u>Department of Accounts</u>		Agency Code: <u>15100</u>																																																																																															
		Volume/Serial Number: _____																																																																																															
***** ***** Batches Included in Dataset *****																																																																																																	
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Agency	Date	Type	No	BATCH AMOUNT																																																																																													



CARS-Cardinal Reconciliation Report (VGLR0025)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATH:

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

RUN CONTROL PARAMETERS:

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

OUTPUT FORMAT:

PDF
CSV

Screenshot of the CARS-Cardinal Reconciliation Report Run Control Page

[← CARS Interface Summary Report](#)

CARS-Cardinal Reconciliation

CARS/Cardinal Reconciliation

Run Control ID CARS_Cardinal_Recon_Rpt

Report Manager

Process Monitor

Run

*Business Unit

50100

*Fiscal Year

2017

*Accounting Period

01

☐ Summary By Object

Save

Notify

Add

Update/Display



Screenshot of the CARS-Cardinal Reconciliation Report

Report ID: VGLR0025

Commonwealth of Virginia
CARS-CARDINAL RECONCILIATION

Run Date: 03/01/2017

Run Time: 03:59 00

Business Unit: 50100
Fiscal Year: 2017
Accounting Period: 01
Summary by Object: N

Page No. 1 of 1340

Cardinal to Reconcile with CARS

Source	Batch Agency	Batch Date	Batch Type	Batch Number	Batch Sequence	Fiscal Year	Fiscal Month	Trans Code	Pund	Program	Object	Rev Source	Project	Voucher	Amount
CARDINAL	501	07/26/2016	2	188	00024	2017	01	598	0100					0104001N	228.43
	No CARS Record Found														
CARDINAL	501	07/26/2016	2	188	00025	2017	01	598	0100					0104003N	122.01
	No CARS Record Found														

Source	Batch Agency	Batch Date	Batch Type	Batch Number	Batch Sequence	Fiscal Year	Fiscal Month	Trans Code	Pund	Program	Object	Rev Source	Project	Voucher	Amount
NO MATCH FOUND															

Source	Batch Agency	Batch Date	Batch Type	Batch Number	Batch Sequence	Fiscal Year	Fiscal Month	Trans Code	Pund	Program	Object	Rev Source	Project	Voucher	Amount
CARDINAL	501	07/26/2016	2	177	00001	2017	01	598	0410					0101218N	63.35
	No CARS Record Found														
CARDINAL	501	07/26/2016	2	177	00002	2017	01	598	0410					0101470N	152.00
	No CARS Record Found														
CARDINAL	501	07/26/2016	2	177	00003	2017	01	598	0410					0101645N	152.00
	No CARS Record Found														
CARDINAL	501	07/26/2016	2	177	00004	2017	01	598	0410					0101745N	1,500.00
	No CARS Record Found														
CARDINAL	501	07/26/2016	2	177	00005	2017	01	598	0410					0101939N	148.25
	No CARS Record Found														
CARDINAL	501	07/26/2016	2	177	00006	2017	01	598	0410					0101954N	310.60
	No CARS Record Found														
CARDINAL	501	07/26/2016	2	177	00007	2017	01	598	0410					0101977N	78.75
	No CARS Record Found														



Combination Rules Report (GLS4002)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATH:

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

RUN CONTROL PARAMETERS:

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

OUTPUT FORMAT:

PDF

Screenshot of the Combination Rules Report Run Control Page

The screenshot shows the 'ChartField Combination Editing Rule Report' interface. At the top, there is a navigation bar with a back arrow and the text 'CARS/Cardinal Reconciliation'. Below this, the title 'ChartField Combination Editing Rule Report' is displayed. The main area contains several input fields and buttons. On the left, there are labels for 'Run Control ID' (set to 'Combination_Rules_Rpt') and 'Language' (set to 'English'). To the right of these are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below these is a section titled 'Report Request Parameters' which contains three input fields: 'SetID' (set to 'STATE'), 'Combination Rule' (empty), and 'As of Date' (set to '12/19/2019'). At the bottom of the form are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.

Screenshot of the Combination Rules Report

The screenshot shows the output of the Combination Rules Report. It includes a header section with report details and a main table of results.

Report ID: GLS4002	PeopleSoft Financials	Page No. 1
Set ID: STATE--Statewide SetID	CHARTFIELD COMBINATION RULES	Run Date 12/19/2019
As Of Date: 12/19/2019		Run Time 10:00:56
Combination Rule: ACCTACTUAL		
Description: Invalid Account/Actuals Effective Date From: 01/01/1901 To: 01/01/2099 Combo CF Definition: ACCTACTUAL		
<u>Require Valid ChartField Value</u>		
FUND_CODE		
<u>ChartField</u>	<u>How Specified</u>	<u>SetID</u> <u>Tree Name</u> <u>Tree Level</u> <u>Selected Value</u>
ACCOUNT	Selected Detail Values	
		101001
		101002
		101003
		101005
		101007
		101008
		103001
		103002
		103003
		103004
		103600
		103601
		103602



Screenshot of the Combination Rules Report (continued)

Report ID: GLS4002

PeopleSoft Financials

Page No. 23

Set ID: STATE--Statewide SetID

CHARTFIELD COMBINATION RULES

Run Date 12/19/2019

As Of Date: 12/19/2019

Run Time 10:00:56

Combination Rule: INVDEPTFD

Description: Invalid Fund for Dept Effective Date From: 01/01/1901 To: 01/01/2099 Combo CF Definition: FUND_DEPT

Require Valid ChartField Value

<u>ChartField</u>	<u>How Specified</u>	<u>SetID</u>	<u>Tree Name</u>	<u>Tree Level</u>	<u>Selected Value</u>
FUND_CODE	Selected Detail Values				01000
DEPTID	Selected Tree Nodes	15100	DEPT_15100		FUND 01000
FUND_CODE	Selected Detail Values				02011
DEPTID	Selected Tree Nodes	15100	DEPT_15100		FUND 02011
FUND_CODE	Selected Detail Values				02054
DEPTID	Selected Tree Nodes	15100	DEPT_15100		FUND 02054
FUND_CODE	Selected Detail Values				02111
DEPTID	Selected Tree Nodes	15100	DEPT_15100		FUND 02111
FUND_CODE	Selected Detail Values				02700
DEPTID	Selected Tree Nodes	15100	DEPT_15100		FUND 02700
FUND_CODE	Selected Detail Values				06080
DEPTID	Selected Tree Nodes	15100	DEPT_15100		FUND 06080



Commitment Control Budget Control Report (GLC8051)

REVISED: 9/1/2026

DESCRIPTION:

This report provides information regarding the commitment control ledger configuration.

NAVIGATION PATH:

NavBar > Menu > Commitment Control > Budget Reports > Budget Control Report

RUN CONTROL PARAMETERS:

SetID
Ledger Group Option – All
Ledger Group Option – Specify, then Ledger Group
Commit Control Date Option – All
Commit Control Date Option – Specify, then As of Date

OUTPUT FORMAT:

PDF
XLS
TXT

Screenshot of the Commitment Control Budget Control Report Run Control Page

[← Combination Rule Report](#)[Commitment Control Budget Control Report](#)

Run Control IDCommit_Control_Budget_Control

Report ManagerProcess MonitorRun

LanguageEnglish

Report Request Parameters

SetIDSTATE

Ledger Group Option

☒ All☐ Specify

Ledger Group

Commit Control Date Option

☐ All☒ Specify

As of Date

SaveNotify

AddUpdate/Display



Screenshot of the Commitment Control Budget Control Report

ORACLE	Report ID: GLX8051	Oracle PeopleSoft General Ledger <u>CONTROL BUDGET OPTION</u>	Page Run Date Time	1 of 10 12/19/19 10:08:21 AM
SETID:	STATE			
As of Date:	Specify			
Ledger Option:	All			

Ledger Group:	CC_ALLOT				
Effective Date:	1901-01-01	Effective Status:	Active	Description:	CC Allotment
Budget Type:	Expense			Associated Expenditure Budget:	
Tolerance Percent:	0			Parent Control Budget:	CC_APPROP
Ruleset and Control Chartfields					
Ruleset Chartfield:	Program	Tree Name:	PROGRAM_BUDGET	Level Name:	LEVEL_1
Control Chartfield:	Fund	Default Ruleset:	DEFAULT		
Commitment Control Options					
Enable Statistical Budgeting:	N	Control Option:	Control	Enable Funding Source:	N
Entered Must Balance:	N	Budget Status:	Open	Revenue Track:	
Child Budgets Exceed Option:	N				



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

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATHS:

- GL WorkCenter > Reports/Processes > General Reports > Control/Track Budget-Exp by CF
- NavBar > Menu > General Ledger > General Reports > Control/Track Budget-Exp by CF

RUN CONTROL PARAMETERS:

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

OUTPUT FORMAT:

PDF
CSV



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

[← Budget Control Report](#)[Control/Track Budget-Exp by CF](#)

Control/Track Budget-Exp by CF

Run Control ID

CONTRL_TRK_CF

Report Manager

Process Monitor

Run

SetID

Request Parameters

*Business Unit

50100

*Fiscal Year

2019

☐ Show Account Description

*Budget Ledger

C_APPROP_B

*As of Period

1

Values by Chartfields

*Field Name:

Account

*How Specified:

Selected Detail Values

☐ Sub-Total

Tree Node Selector

Select Values/Nodes

*Select Value

Save

Notify

Add

Update/Display

Include History

Correct History

Screenshot of the Control / Track Budget Expenditures by ChartField Report

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

Rev 9/1/2026

Page 114 of 176



Cross Business Unit Journals Report

REVISED: 9/1/2026

DESCRIPTION:

This report enhances the existing V_GL_CROSS_BU_JRNL query by supporting larger-volume multi-business unit journals and includes the applicable ACFR Class for each line item for easier review.

NAVIGATION PATH:

- GL WorkCenter > Reports/Processes > General Reports > Cross Business Unit Journals
- NavBar > Menu > General Ledger > General Reports > Cross Business Unit Journals

RUN CONTROL PARAMETERS:

Journal ID (% for all)
Journal Date From
Journal Date To
Journal Header Status
Source (% for all)

OUTPUT FORMAT:

PDF
CSV

Screenshot of the Cross Business Unit Journals Run Control Page

Journals that Cross Business Units

Cross Business Unit Journals

Run Control ID

CORE_BU

Report Manager

Process Monitor

Run

Report Request Parameters

*Journal ID (% for all)

*Journal Date From

*Journal Date To

Journal Header Status

*Source (% for all)

Save

Notify

Add

Update/Display

Screenshot of the Cross Business Unit Journals Report

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
1	Cross Business Unit Journals																									
2	Date: 2026-08-24																									
3																										
4	Business Unit Inter Unit Business Unit Journal Id	Journal Date	Source	Fiscal Year	Accounting Period	Posted Date	Journal Line	Account	Fund	Fund ACFR Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project	Affiliate	Amount	Journal Line Ref	Journal Line Descr			
5	74300	99700 0003220153	1/2/2026 ONL	2026	7	12/30/2025	1	5011230 01000 100		998002 100																
6	99700	99700 0003220153	1/2/2026 ONL	2026	7	12/30/2025	2	22051462 77997 100		999999 77200																
7	74300	99700 0003220153	1/2/2026 ONL	2026	7	12/30/2025	3	101010 01000 100		999999 77200																
8	99700	99700 0003220153	1/2/2026 ONL	2026	7	12/30/2025	4	101010 77997 100		999999 77200																
9	70300	99700 0003220159	1/2/2026 ONL	2026	7	12/30/2025	1	5011230 01000 100		998001 00200																
10	99700	99700 0003220159	1/2/2026 ONL	2026	7	12/30/2025	2	22051462 77997 100		999999 77200																
11	70300	99700 0003220159	1/2/2026 ONL	2026	7	12/30/2025	3	101010 01000 100		999999 77200																
12	99700	99700 0003220159	1/2/2026 ONL	2026	7	12/30/2025	4	101010 77997 100		999999 77200																
13	87600	87600 0003222183	1/5/2026 ONL	2026	7	1/5/2026	1	5012640 01000 100		704001 87600																
14	10700	87600 0003222183	1/5/2026 ONL	2026	7	1/5/2026	2	5012640 01000 100		784001 10700																
15	10700	87600 0003222183	1/5/2026 ONL	2026	7	1/5/2026	3	101010 01000 100		999999 77200																
16	87600	87600 0003222183	1/5/2026 ONL	2026	7	1/5/2026	4	101010 01000 100		999999 77200																
17	16100	99700 0003222185	1/2/2026 ONL	2026	7	1/5/2026	1	101010 07200 100		999999 77200																
18	16100	99700 0003222185	1/2/2026 ONL	2026	7	1/5/2026	2	22051462 77997 100		999999 77200																
19	83400	83400 0003222186	1/5/2026 ONL	2026	7	1/5/2026	1	5012170 01000 100		701009 83400																
20	10700	83400 0003222186	1/5/2026 ONL	2026	7	1/5/2026	2	5012170 01000 100		784001 10700																
21	10700	83400 0003222186	1/5/2026 ONL	2026	7	1/5/2026	3	101010 01000 100		999999 77200																

Rev 9/1/2026

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

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATH:

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

RUN CONTROL PARAMETERS:

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

OUTPUT FORMAT:

PDF
CSV

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

[← Control/Track Budget-Exp by CF](#)

COVA Analysis of Appropriation

COVA Analysis of Appropriation

Run Control ID

Funding_An_Approp_Allot_Expend

Report Manager

Process Monitor

Run

Business Unit: (%for All)

%

☒ Consolidated Summary Report

*Fiscal Year:

2019

*Accounting Period:

1

Save

Notify

Add

Update/Display



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

Report ID: RGL006A

Commonwealth of Virginia
FUNDING ANALYSIS OF APPROPRIATIONS, ALLOTMENTS AND EXPENDITURES

Run Date: 12/19/2019

Run Time: 10:20 00

Page No. 1 of 203

Business Unit %
Fiscal Year 2019
Accounting Period 1
Consolidate Report Summary Y
As of Date 31-JUL-2018

Business Unit	Program	Project	Fund	Approp Type	Appropriation	Allotment	Expenditures YTD	Unexpended Appropriations	Unexpended Allotments
1000			01000	ORIGINAL	1,598,627,012.00				
				REAPPROP	0.00				
				SUBEXEC	2,000,000.00				
				SUBLEG	0.00				
				TRANSFER	(1,597,627,012.00)				
Program Total					3,000,000.00	3,000,000.00	0.00	3,000,000.00	3,000,000.00
1080				ORIGINAL	310,996,700.00				
				REAPPROP	0.00				
				SUBEXEC	0.00				
				TRANSFER	6,688.00				
Program Total					311,003,388.00	311,003,388.00	1,159,731.41	309,843,656.59	309,843,656.59
1100				ORIGINAL	72,347,911.00				
				REAPPROP	0.00				
				SUBEXEC	0.00				
				TRANSFER	195,860.00				
Program Total					72,543,771.00	64,543,771.00	5,824,431.79	66,719,339.21	58,719,339.21
1110				ORIGINAL	22,003,124.00				
				SUBLEG	0.00				
				TRANSFER	(6,762,890.00)				
Program Total					15,240,234.00	8,696,818.00	770,121.32	14,470,112.68	7,926,696.68
1130				ORIGINAL	6,494,408.00				
				TRANSFER	(6,494,408.00)				
Program Total					0.00	0.00	0.00	0.00	0.00
1370				ORIGINAL	2,250,046.00				
Program Total					2,250,046.00	2,250,046.00	232,275.07	2,017,770.93	2,017,770.93



GL Transaction Report (RGL010)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATHS:

- GL WorkCenter > Reports/Processes > General Reports > GL Transaction Report
- NavBar > Menu > General Ledger > General Reports > GL Transaction Report

RUN CONTROL PARAMETERS:

SetID
Business Unit
Ledger
Source (% for all)
Account Type
Fiscal Year
Accounting Period From
Accounting Period To
Include Adjustment Periods / Accounting Period
ChartField Selection (various fields)

OUTPUT FORMAT:

PDF
CSV

ADDITIONAL INFORMATION:

The subtotal amount option is not available in CSV format.



Screenshot of the GL Transaction Report Run Control Page

← COVA Analysis of Appropriation GL Transaction Report

GL Transaction Report

Run Control ID: GL Report Manager Process Monitor Run

Report Request Parameters 1 of 1 | View All

*Business Unit: 15100 *Fiscal Year: 2019

*Ledger: ACTUALS *Accounting Period From: 1

*Source (% for all): % *Accounting Period To: 2

*Account Type: L Include Adjustment Periods

Accounting Period: 1 1 2

Chartfield Selection 1 of 1 | View All

All Values: ☒ *Field Name: Fund How Specified: Selected Detail Values

Show Description: ☒ Show Subtotals: ☐

Tree Node Selector Select Values/Nodes

1-1 of 1 | View All

Select Value

Save Notify Add Update/Display

Screenshot of the GL Transaction Report without Subtotals

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



Screenshot of the GL Transaction Report with Subtotals (continued)

 Report ID: RGL010		Commonwealth of Virginia GL TRANSACTION REPORT	Run Date: 12/18/2019 Run Time: 04:46 00
Business Unit: 15100 Department of Accounts Ledger: ACTUALS Fiscal Year: 2019 Period: 1 to 2 Source: All Account Type: L Adjustment Period:		Page No. 1 of 1	
<u>Fund</u>	<u>Description</u>	<u>AMOUNT</u>	
01000	General Fund	80,060.00	
Total for 01000		80,060.00	
06011	Enterprise App - HCM	(819,044.12)	
Total for 06011		(819,044.12)	
06080	Payroll Service Bureau Service	(2,032.18)	
Total for 06080		(2,032.18)	
06090	Enterprise App - Cardinal	1,023,931.23	
Total for 06090		1,023,931.23	
06150	Enterprise App-Perf Budgeting	217,536.85	
Total for 06150		217,536.85	
15000	General Fixed Asset Acct Group	11,111.18	
Total for 15000		11,111.18	
Total		\$ 511,562.96	



Journal Edit Errors Report (GLS7011)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATH:

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

RUN CONTROL PARAMETERS:

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

OUTPUT FORMAT:

PDF
CSV

Screenshot of the Journal Edit Errors Report Run Control Page

[← GL Transaction Report](#)[Journal Edit Errors Report](#)

Run Control ID JRNL_EDIT_ERR

Language English

[Report Manager](#)[Process Monitor](#)[Run](#)

Report Request Parameters

Request Number 1

*Description ReportsCatalog

Unit 15100

Ledger Group ACTUALS

Source

Journal ID From

Journal ID To

Journal Date From 02/01/2017

Journal Date To 03/01/2017

Leave a field blank to select all its values.

[Save](#)[Notify](#)[Add](#)[Update/Display](#)



Screenshot of the Journal Edit Errors Report

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



Journal Entry Detail Report (FIN2001)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATHS:

- GL WorkCenter > Reports/Processes > General Reports > Journal Entry Detail
- NavBar > Menu > General Ledger > General Reports > Print Journal Entry Detail

RUN CONTROL PARAMETERS:

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

OUTPUT FORMAT:

PDF
CSV



Screenshot of the Journal Entry Detail Report Run Control Page

[← Cardinal Financials](#)[Journal Entry Detail Report](#)

Run Control ID: JRNENTRYDETAIL
Language: English

Report Manager Process Monitor Run

Report Request Parameters

Unit: 15100

Ledger Group: ACTUALS

Source:

From Date: 02/01/2019

Journal Status: Posted (by posting dates)

Ledger: ACTUALS

Journal ID:

To Date: 03/01/2019

Date Code: All

☒ Show Description on Report ☐ Show Statistics Amount ☐ Display Full Numeric Field

Refresh

ChartField Selection

1-25 of 25

Sequence	ChartField Name	Include CF	Desor
4	Department	☒	☒
5	Cost Center	☐	☐
6	Task	☐	☐
7	FIPS	☒	☒
8	Asset	☐	☐
9	Agency Use 1	☐	☐
10	Agency Use 2	☐	☐
11	PC Business Unit	☒	☒
12	Project	☒	☒
13	Activity	☐	☐
14	Source Type	☐	☐
15	Category	☐	☐

Screenshot of the Journal Entry Detail Report

Report ID: FIN2001

Bus. Unit: 15100--Department of Accounts

Ledger Grp: ACTUALS --Actuals

Ledger: ACTUALS --Actuals

For the period 02/01/2019 through 03/01/2019

Source: ALL Journal ID: ALL Status: P (posted journals by posted date range) Date Code: ALL

PeopleSoft Financials

JOURNAL ENTRY DETAIL REPORT

Page No. 1

Run Date 03/25/2020

Run Time 16:39:24

Line	Description	Reference	Program	Entry Event	Currency	Debit	Credit
Account		Fund					
Department		FIPS					
PC Bus Unit		Project					
Journal ID: 000118243 Journal Date: 01/31/2019 Source: ONL--Online Journal Entry Reversal: Status: P--Posted Posted Date: 02/01/2019 Description To charge agency 151 for 941 EPTVS deposit dated 01/31/2019 (FICA adjustment -							
1	Salary Social Security&Medicare						
5011120	Salary Social Security&Medicare	01000 General Fund	799001				
92100	Admin Svcs & Public Records						
					USD	7.50	0.00
3	Cash With The Treasurer Of VA						
101010	Cash With The Treasurer Of VA	01000 General Fund					
99999	DOA						
					USD	0.00	7.50
					Total USD	7.50	7.50



Journal Entry Detail with ChartField Attributes Report (FIN2005)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATH:

NavBar > Menu > General Ledger > General Reports > Journal Entry Attributes Rpt

RUN CONTROL PARAMETERS:

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

OUTPUT FORMAT:

PDF
CSV



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

[← Journal Entry Detail](#)Journal Entry with Attributes Report

Run Control ID JEATTRIB
Language English

Report Manager Process Monitor Run

Report Request Parameters

Unit 15100

Ledger Group ACTUALS

Source

From Date 02/01/2019

Journal Status Posted (by posting dates)

☒ Show Description on Report

☐ Show Statistics Amount

☐ Display Full Numeric Field

Refresh

Ledger ACTUALS

Journal ID

To Date 03/01/2019

ChartField Selection

1-25 of 25

Sequence	ChartField Name	Include CF	Value
1	Account	☒	
2	Fund	☒	01000
3	Program	☐	
4	Department	☐	
5	Cost Center	☐	

Screenshot of the Journal Entry with ChartField Attributes Report

Report ID: FIN2005

Bus. Unit: 15100--Department of Accounts

Ledger Grp: ACTUALS --Actuals

Ledger: ACTUALS --Actuals

For the period 02/01/2019 through 03/01/2019

Source: ALL Journal ID: ALL Status: P (posted journals by posted date range)

PeopleSoft Financials

JOURNAL ENTRY WITH CHARTFIELD ATTRIBUTES REPORT

Page No. 1

Run Date 02/09/2023

Run Time 09:45:49

Line

Account

Fund

Cur

Debit

Credit

Journal ID: 0001118243 Journal Date: 01/31/2019 Source: ONL--Online Journal Entry Reversal: N--None Status: P--Posted Posted Date: 02/01/2019

Description To charge agency 151 for 941 EFTPS deposit dated 01/31/2019 (FICA adjustment - F.Spurlock)

1

5011120 Salary Social Security&Medicare 01000 General Fund

USD

7.50

0.00

Attributes

ACCOUNT CIPPS_EXP_CODE 1112

ACCOUNT DOA GLA 901

ACCOUNT DOA OBJ_RS 1112

ACCOUNT SWAM REPORTABLE NON - SWAM REPORTABL

FUND_CODE ACFR FD CLASS 100

FUND_CODE ACFR FUND GROUP GENERAL

FUND_CODE ACFR FUND TYPE GOVERNMENTAL

FUND_CODE DOA FUND 0100

FUND_CODE MCI CLASS GENERAL

3

101010 Cash With The Treasurer Of VA 01000 General Fund

USD

0.00

7.50

Attributes

ACCOUNT DOA GLA 101

FUND_CODE ACFR FD CLASS 100

FUND_CODE ACFR FUND GROUP GENERAL

FUND_CODE ACFR FUND TYPE GOVERNMENTAL

FUND_CODE DOA FUND 0100

FUND_CODE MCI CLASS GENERAL

Total USD

7.50

7.50



Journal Upload Error Report (GL593)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATH:

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

RUN CONTROL PARAMETERS:

From Date

To Date

Tree Name (select BU_TREE_INTFC_GL)

How Specified (select Detail – Selected Parents)

Tree Node Selector (select the Tree View icon)

Click + to expand the BU_TREE_INTFC_GL link
and then click on the desired Business Unit

OUTPUT FORMAT:

PDF

ADDITIONAL INFORMATION:

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



Screenshot of the Journal Upload Error Report Run Control Page

[← Journal Entry with Attributes](#)Journal Upload Error Report

Journal Upload Error Report

Run Control ID: JRNL_UPL_ERR

Report Manager Process Monitor

Run

Date Range

*From Date: 02/01/2016

*To Date: 02/29/2016

File Parameters

* Sequence: 001

☐ Output to File Server

Business Unit Selection

*Tree Name: BU_TREE_INTFC_GL

*How Specified: Detail - Selected Parents

Tree Node Selector

Select Values/Nodes

First Previous Next Last Left Right

BU TREE INTFC GL - BU TREE INTFC GL

11100

11700

12000

13300

13800

14000

14100

15100

15200

16000

16500

16700

16800

16900

17100

17200

17400

18200

*Business Unit	Description		
15100	Department of Accounts		

Save Notify

Add Update/Display

Screenshot of the Journal Upload Error Report

Report ID: GL593

Commonwealth of Virginia
JOURNAL UPLOAD ERROR REPORT

Run Date: 03/23/2016
Run Time: 11:07 00

Page No. 1 of 1

Submitting GL BU: 13600
Upload Date Range: 01-FEB-2016 to 29-FEB-2016

File Name: 13600_GL600_IN_02042016_1442_001.DAT
Upload Date: 04-FEB-2016
File Success: File is processed successfully with no errors.

File Name: 13600_GL600_IN_02092016_1257_001A.DA
Upload Date: 09-FEB-2016
File Success: File is processed successfully with no errors.



Journal Line / Accounting Entry Reconciliation Report (GLS8012)

REVISED: 9/1/2026

DESCRIPTION:

This report matches and reconciles Journal Lines and accounting entries and lists the differences.

NAVIGATION PATH:

NavBar > Menu > General Ledger > General Reports > Jnl to Acctg Entry Recon Rpt

RUN CONTROL PARAMETERS:

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

OUTPUT FORMAT:

PDF

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

[← Journal Upload Error Report](#)[Journal Line/Accounting Entry Reconciliation Report](#)

Run Control ID JRNL_LINE_ACCTG_RECON

Report Manager Process Monitor Run

Language English

Report Request Parameters

*Unit 50100

*Ledger ACTUALS

*Accounting Definition

*Fiscal Year 2012

*From Period 12

Journal Status Posted to Ledger(s)

Journal ID

☐ Include Adjustment Period

*To Period 12

Refresh

ChartField Selection

1-25 of 25

Sequence	ChartField Name	Include CF	Descr	Value	To Value
1	Account	☐	☐		
2	Fund	☐	☐		
3	Program	☐	☐		
4	Department	☐	☐		
5	Cost Center	☐	☐		
6	Task	☐	☐		
7	FIPS	☐	☐		
8	Asset	☐	☐		
9	Agency Use 1	☐	☐		
10	Agency Use 2	☐	☐		



Screenshot of the Journal Line/Accounting Entry Reconciliation Report

Report ID: GLS9012		PeopleSoft GL			Page No.	
Bus. Unit: 59100--VA Dept of Transportation		JOURNAL LINE/ACCOUNTING ENTRY RECONCILIATION REPORT			Run Date	
Ledger: ACTUALS -- Actuals					Run Time	
Fiscal Year 2012 From Period 12 To 12						
Journal ID	Journal Date	AP	Acctg Defn	Jrnl Status	Journal Amt	Acctg Line Amt
Warning - No ChartFields selected.						
EX00005955	06/01/2012	12	EXDEFN	Posted	0.00	-4,607.06
EX00005933	06/02/2012	12	EXDEFN	Posted	0.00	-14,180.05
EX00006039	06/05/2012	12	EXDEFN	Posted	0.00	-22,466.01
EX00006112	06/06/2012	12	EXDEFN	Posted	0.00	-15,084.35
EX00006157	06/06/2012	12	EXDEFN	Posted	0.00	-9,190.68
EX00006207	06/08/2012	12	EXDEFN	Posted	0.00	-15,043.21
EX00006258	06/09/2012	12	EXDEFN	Posted	0.00	-13,459.04
EX00006319	06/12/2012	12	EXDEFN	Posted	0.00	-17,642.28
EX00006374	06/13/2012	12	EXDEFN	Posted	0.00	-28,915.70
EX00006446	06/14/2012	12	EXDEFN	Posted	0.00	-19,454.40
EX00006493	06/15/2012	12	EXDEFN	Posted	0.00	-6,950.19
EX00006565	06/16/2012	12	EXDEFN	Posted	0.00	-21,628.61
EX00006628	06/19/2012	12	EXDEFN	Posted	0.00	-17,155.68
EX00006709	06/20/2012	12	EXDEFN	Posted	0.00	-3,822.69



Ledger Activity Report (GLS7002)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATH:

NavBar > Menu > General Ledger > General Reports > Print Ledger Activities

RUN CONTROL PARAMETERS:

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

OUTPUT FORMAT:

PDF
CSV



Screenshot of the Ledger Activity Report Run Control Page

← Journal Line/Acctg Reconcil

Ledger Activity Report

Run Control ID GL_Ledger_Activity

Report Manager Process Monitor Run

Language English

Report Request Parameters

Unit 15100

Ledger ACTUALS

Fiscal Year 2020

Currency USD

From Period 1

To Period 1

Date Code All

Include Adjustment Period

1

Adjustment Period

1

0

0

☐ Show Discrepancies Only

☒ Show Journal Detail

☐ Display Full Numeric Field

☐ Display Closing Entry

Refresh

ChartField Selection

1-16 of 16

1

2

3

4

Account

Fund

Program

Department

Include CF

Summarize

Detail

All Values

Value

To Value

Screenshot of the Ledger Activity Report

PeopleSoft GL GENERAL LEDGER ACTIVITY									
Report ID: GLS7002					Page No. 1				
Bus. Unit: 15100--Department of Accounts					Run Date 12/20/2019				
Ledger: ACTUALS -- Actuals					Run Time 10:46:43				
Ledger Code: --									
For Fiscal Year 2020 Period 1 to 1									
Currency Code: USD Date Code 0									
Cur	Journal Date	Journal ID	Seq Line	Account	Fund	Debit	Credit	Balance	
USD	Beginning Balance:								0.00
	07/01/2019	0001242354	55	101010	01000	3,921,555.00	0.00		
	07/01/2019	0001242354	56	101010	01000	8,080,478.00	0.00		
	07/01/2019	0001242354	57	101010	01000	1,491,063.00	0.00		
	07/01/2019	0001242354	507	409560	01000	0.00	3,921,555.00		
	07/01/2019	0001242354	508	409560	01000	0.00	8,080,478.00		
	07/01/2019	0001242354	509	409560	01000	0.00	1,491,063.00		
	07/01/2019	0001251117	1	4009060	01000	0.00	0.15		
	07/01/2019	0001251117	2	101010	01000	0.15	0.00		
	07/01/2019	AP01255597	1	205025	06150	0.00	13,090.00		
	07/01/2019	AP01255597	2	5012740	06150	13,090.00	0.00		
	07/01/2019	AP01257052	1	205025	06090	0.00	1,257.00		
	07/01/2019	AP01257052	2	5012640	06090	1,257.00	0.00		
	07/01/2019	AR01256730	1	5011230	01000	0.00	118.59		
	07/01/2019	AR01256730	2	101010	01000	118.59	0.00		
	07/01/2019	AR01256730	3	5015450	01000	0.00	98.00		
	07/01/2019	AR01256730	4	101010	01000	98.00	0.00		
	07/01/2019	CIP1249618	1	4009060	01000	0.00	0.15		
	07/01/2019	CIP1249618	2	4009060	01000	0.00	4.05		
	07/01/2019	CIP1249618	3	4009060	01000	0.00	1.50		
	07/01/2019	CIP1249618	4	4009060	01000	0.00	2.25		
	07/01/2019	CIP1249618	5	4009060	01000	0.00	0.15		
	07/01/2019	CIP1249618	6	4009060	01000	0.00	0.60		
	07/01/2019	CIP1249618	7	4009060	01000	0.00	3.90		
	07/01/2019	CIP1249618	8	4009060	01000	0.00	0.60		
	07/01/2019	CIP1249618	9	4009060	01000	0.00	0.60		
	07/01/2019	CIP1249618	10	4009060	01000	0.00	2.25		
	07/01/2019	CIP1249618	11	101010	01000	16.05	0.00		
	07/01/2019	CIP1250900	1	4009060	01000	0.00	6.00		
	07/01/2019	CIP1250900	2	4009060	01000	0.00	7.65		
	07/01/2019	CIP1250900	3	4009060	01000	0.00	0.60		
	07/01/2019	CIP1250900	4	4009060	01000	0.00	6.00		
	07/01/2019	CIP1250900	5	4009060	01000	0.00	1.50		
	07/01/2019	CIP1250900	6	4009060	01000	0.00	2.40		
	07/01/2019	CIP1250900	7	4009060	01000	0.00	0.45		
	07/01/2019	CIP1250900	8	4009060	01000	0.00	0.75		
	07/01/2019	CIP1250900	9	4009060	01000	0.00	1.05		



Ledger Summary Report (GLS7003)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATH:

NavBar > Menu > General Ledger > General Reports > Print Ledger Summary Report

RUN CONTROL PARAMETERS:

Unit
Ledger
Currency Code (USD)
Fiscal Year
To Period
Click on Refresh
Sequence (enter sequence number)
Include CF [checkbox]
Value

OUTPUT FORMAT:

PDF
CSV

Screenshot of the Ledger Summary Report Run Control Page

← Ledger Activity

Ledger Summary Report

Run Control ID LEDGER_SUMM

Report Manager Process Monitor

Run

Language English

Report Request Parameters

Unit 50100

Ledger ACTUALS

Currency Code USD

Fiscal Year 2019

To Period 1

Date Code All

Refresh

ChartField Selection

Sequence	ChartField Name	Include CF	Value
1	Account	☒	
2	Fund	☒	
3	Program	☒	
4	Department	☒	
5	Cost Center	☒	
6	Task	☐	
7	FIPS	☒	
8	Asset	☐	



Screenshot of the Ledger Summary Report

Report ID: GLS7003 Bus. Unit: 50100--VA Dept of Transportation Ledger: ACTUALS -- Actuals For Fiscal Year 2019 Period 1 To 1 Currency Code USD Date Code 0										PeopleSoft GL LEDGER SUMMARY	Page No. 1 Run Date 12/19/2019 Run Time 12:06:54
Account	Journal Date	Journal ID	Seq	Line	Account Cost Center	Fund FIPS	Program Currency	Department	Debit	Credit	Balance
101010	Cash With The Treasurer Of VA USD										
	07/01/2018	0000933044	336		101010	01000	USD	99999	40,000,000.00	0.00	
	07/01/2018	0000940106	2		10000001	04100	60400501	12000	0.00	4.54	
	07/01/2018	0000940925	2		11070040	04720	USD	10014	0.00	7,900,000.00	
	07/01/2018	0000951909	5		12000990	99999999	USD	99999	0.00	9,358,790.11	
	07/01/2018	0000951909	6		99999999	07204	USD		9,358,790.11	0.00	
	07/01/2018	AP00943163	1		AP00943163	04100	USD		1,758.17	0.00	
	07/01/2018	AP00946157	1		AP00946157	USD			2,887.50	0.00	
	07/01/2018	AP00948136	1		AP00948136	USD			75.45	0.00	
	07/01/2018	CIP0938555	523		CIP0938555	02700	USD		15,312.50	0.00	
	07/01/2018	CIP0938555	524		CIP0938555	04100	USD				

Screenshot of the Ledger Summary Report (continued)

Report ID: GLS7003 Bus. Unit: 50100--VA Dept of Transportation Ledger: ACTUALS -- Actuals For Fiscal Year 2019 Period 1 To 1 Currency Code USD Date Code 0										PeopleSoft GL LEDGER SUMMARY		Page No. 32587 Run Date 12/19/2019 Run Time 12:06:54	
Account	Journal Date	Journal ID	Seq	Line	Account Cost Center	Fund FIPS	Program Currency	Department	Debit	Credit	Balance		
	07/01/2018	0000951909	3		609830	04010	USD	10014					
	07/31/2018	0000967622	1		40000990	04472	USD	10198	9,358,790.11	0.00			
	07/31/2018	0000971784	1		42006010	07822	USD	10155	100,000.00	0.00			
	07/31/2018	0000971785	1		52060990		USD		246,888.03	0.00			
	07/31/2018	0000971785	1				USD		67,699.42	0.00			
	07/31/2018	0000973198	1			04710	USD	10015					
					14000990				36,891,764.16	0.00			
609830	Cash Transfer Out - Non-GF USD												
									Beginning Balance:		0.00		
									Total Activity:	46,665,141.72			
									Ending Balance:	46,665,141.72			
609831	Cash Transfer Out-NGF Othr Agy USD												
	07/01/2018	0000940925	1		609831	04720	USD	10014					
					12000990				7,900,000.00	0.00			
	07/24/2018	0000970219	4				USD		450,000.00	0.00			
	07/26/2018	0000964655	4			07191	USD						
	07/31/2018	0000971712	1		44000010	04720	USD	10015	29,407,372.53	0.00			
	07/31/2018	0000974651	1		12000990	04100	USD		333,337.00	0.00			
					11000900		USD		4,100,991.00	0.00			
609831	Cash Transfer Out-NGF Othr Agy USD												
									Beginning Balance:		0.00		
									Total Activity:	42,191,700.53			
									Ending Balance:	42,191,700.53			
609840	Cash Transfer In - GF/Non-GF USD												
									Beginning Balance:		0.00		
									Total Activity:		0.00		



Ledger vs Journal Integrity Report (GLS7010)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATH:

NavBar > Menu > General Ledger > General Reports > Ledger vs Jrnl Integrity Rpt

RUN CONTROL PARAMETERS:

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

OUTPUT FORMAT:

PDF
CSV

Screenshot of the Ledger vs Journal Integrity Run Control Page

← Ledger Summary

Ledger vs Journal Integrity Report

Run Control ID LEDGR_VS_JRNL

Report Manager Process Monitor Run

Language English

Report Request Parameters

*Unit 15100

*Ledger ACTUALS

*Fiscal Year 2019

Date Code All

From Period 1

To Period 1

☒ Compare Foreign Currency Amt

☒ Compare Statistics Amount

☐ Show Journal

☐ Display Full Numeric Field

Refresh

ChartField Selection

1-17 of 17

Sequence	ChartField Name	Include CF	Value	To Value
1	Account	☒		
2	Fund	☒		
3	Program	☒		
4	Department	☒		
5	Cost Center	☐		
6	Task	☐		
7	FIPS	☒		



Screenshot of the Ledger vs Journal Integrity Report

Report ID: GLS7010						PeopleSoft GL		Page No. 1	
Bus. Unit: 15100--Department of Accounts						LEDGER VS. JOURNAL INTEGRITY REPORT		Run Date 12/19/2019	
Ledger: ACTUALS -- Actuals								Run Time 13:08:37	
Fiscal Year:2019 Date Code 0									
<u>Period</u>	<u>Account</u>	<u>Fund</u>	<u>Program</u>	<u>Department</u>	<u>FIPS</u>	<u>Journal Amount</u>	<u>Ledger Amount</u>	<u>Difference</u>	<u>Stat</u>
No discrepancy found for Periods 1 thru 1									



LTD Capital Projects Report (RGL597)

REVISED: 9/1/2026

DESCRIPTION:

This report provides the Appropriation Budgets and actual expenditures for Capital Projects on a Month-to-Date (MTD), Year-to-Date (YTD), and Lifetime-to-Date (LTD) basis. The report can be used to monitor an Agency's Appropriation Budget for Capital Outlay Projects.

NAVIGATION PATH:

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

RUN CONTROL PARAMETERS:

Business Unit (% for All)
Fiscal Year
Accounting Period

OUTPUT FORMAT:

PDF
CSV

Screenshot of the LTD Capital Projects Report Run Control Page

[← Ledger vs Journal Integrity](#)LTD Capital Projects Report

LTD Capital Projects Report

Run Control ID

LTD_Capital_Projects

Report Manager

Process Monitor

Run

*Business Unit (% for All)

50100

Q

*Fiscal Year

2019

*Accounting Period

1

Save

Notify

Add

Update/Display



Screenshot of the LTD Capital Projects Report

Commonwealth of Virginia
LTD CAPITAL PROJECTS REPORT

Run Date: 12/19/2019
Run Time: 01:15 00

Page No. 1 of 1

Business Unit: 50100
Fiscal Year: 2019
Accounting Period: 1

Business Unit	Projects	Fund	Current Year Administrative Appropriation	Current Year Legislative Appropriation	LTD Administrative Appropriation	LTD Legislative Appropriation	Expended MTY	Expended YTD	Expended LTD	Project to Date (Over) Under Appropriation
50100	C15663	04720	0.00	0.00	258,250.00	0.00	0.00	0.00	407,250.08	(149,000.08)
50100	C15732	04720	1,500,000.00	0.00	1,500,000.00	21,494,000.00	871,249.24	871,249.24	71,822,207.94	(48,828,207.94)
50100	C16127	04720	(0.44)	0.00	481,896.97	0.00	0.00	0.00	823,838.25	(341,941.28)
50100	C16129	04720	0.00	0.00	(7,201.97)	0.00	0.00	0.00	5,302,797.03	(5,309,999.00)
50100	C16130	04720	0.00	0.00	416,531.00	0.00	434.16	434.16	3,136,527.33	(2,719,996.33)
50100	C16140	04720	0.00	0.00	4,404,469.00	0.00	131.26	131.26	13,381,188.57	(8,976,719.57)
50100	C16369	04720	0.00	0.00	(840,104.00)	0.00	0.00	0.00	21,472,687.85	(22,312,791.85)
50100	C16672	04720	0.00	0.00	(572,577.43)	0.00	0.00	0.00	1,265,888.13	(1,838,465.56)
50100	C16673	04720	0.00	0.00	(120,084.97)	0.00	0.00	0.00	6,102,245.91	(6,222,330.88)
50100	C16674	04720	0.00	0.00	32,623,635.00	0.00	777,613.48	777,613.48	3,605,859.71	29,017,775.29
50100	C16675	04720	0.00	0.00	(2,118.92)	0.00	0.00	0.00	6,587,457.08	(6,589,576.00)
50100	C16676	04720	0.00	0.00	0.00	0.00	0.00	0.00	223,565.72	(223,565.72)
50100	C16678	04720	0.00	0.00	(152,644.00)	0.00	0.00	0.00	0.00	(152,644.00)
50100	C16960	08065	0.00	0.00	0.00	0.00	0.00	0.00	3,256,376.14	(3,256,376.14)
50100	C16981	04720	0.00	0.00	(89,803.42)	0.00	0.00	0.00	97,697.58	(187,501.00)
50100	C16983	04720	0.00	0.00	77,661.67	0.00	0.00	0.00	1,714,661.67	(1,637,000.00)
50100	C16984	04720	0.00	0.00	0.00	0.00	0.00	0.00	76,804.94	(76,804.94)
50100	C17086	04720	(733.22)	0.00	(1,710.84)	0.00	0.00	0.00	11,697,582.38	(11,699,293.22)
50100	C17165	04010	0.00	0.00	0.00	0.00	0.00	0.00	258,050.55	(258,050.55)
50100	C17165	04100	0.00	0.00	0.00	0.00	0.00	0.00	821,643.43	(821,643.43)
50100	C17165	04720	0.00	0.00	0.00	0.00	0.00	0.00	312,679.00	(312,679.00)
50100	C17796	08076	0.00	0.00	0.00	0.00	0.00	0.00	750,092.80	(750,092.80)
50100	C18038	04720	0.00	0.00	166,200.00	1,722,000.00	20,372.93	20,372.93	1,771,024.60	117,175.40
50100	C18039	04720	0.00	0.00	6,724,238.00	7,198,000.00	246,683.68	246,683.68	8,473,133.10	5,449,104.90
50100	C18040	04720	0.00	0.00	(2,757,556.00)	6,920,000.00	9,372.50	9,372.50	2,727,051.96	1,435,392.04
50100	C18041	04720	(1,500,000.00)	0.00	19,643,047.00	9,250,000.00	140,065.36	140,065.36	20,352,192.15	8,541,454.85
50100	C18129	04720	0.00	0.00	(1,149,000.00)	2,298,000.00	0.00	0.00	0.00	1,149,000.00
50100	C18130	04720	(20,000,000.00)	0.00	(63,977,284.00)	128,880,000.00	951,838.60	951,838.60	65,113,688.39	(210,972.39)
50100	C18130	08200	0.00	20,000,000.00	0.00	20,000,000.00	0.00	0.00	0.00	20,000,000.00

End of Report



Other Agency Transactions Report (VGLR011)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATH:

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

RUN CONTROL PARAMETERS:

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

OUTPUT FORMAT:

PDF
CSV

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

The screenshot shows the 'Other Agency Transactions Report' run control page. At the top, there is a navigation bar with a back arrow and 'LTD Capital Projects Report' on the left, and 'Other Agency Transactions Report' on the right. Below this, the page title 'Other Agency Transactions' is displayed. The main content area includes a 'Run Control ID' field with the value 'Other_Agency_Transactions', and links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located to the right. Below these elements, there is a form for inputting parameters. The form includes fields for '*Business Unit:' (with value '15100' and a search icon), '*Fiscal Year:' (with value '2017'), and '*Accounting Period:' (with value '1'). To the right of these fields is an 'Options' section with radio buttons for 'Summary' and 'Detail'. Below the 'Options' section is a checkbox labeled 'Exclude CIPPS Payroll Certification Transactions (Batch Type 9 – Batch # 4)' which is checked. At the bottom of the form, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

Note: Select the **Summary** or **Detail** radio button option before running the report.



Screenshot of the Other Agency Transactions Report – Summary View

 Report ID: VGLR011	Commonwealth of Virginia CARS TO RECONCILE WITH CARDINAL	Run Date: 03/02/2017 Run Time: 10:55 00				
Business Unit : 15100 Department of Accounts Fiscal Year : 2017 Accounting Period : 1 Exclude CIPPS Payroll Certification Transactions : Y		Page No. 1 of 1				
<u>OTHER AGENCY TRANSACTIONS - SUMMARY</u>						
<u>Batch Type</u>	<u>Trans Code</u>	<u>Fund</u>	<u>Program</u>	<u>Rev Source</u>	<u>Project</u>	<u>Amount</u>
5	022	0601	7110000	00000	00000	0.00
5	200	0100	0000000	00000	00000	12,602,753.00

Screenshot of the Other Agency Transaction Report - Detail View

 Report ID: VGLR011	Commonwealth of Virginia CARS TO RECONCILE WITH CARDINAL	Run Date: 03/02/2017 Run Time: 10:55 00										
Business Unit : 15100 Department of Accounts Fiscal Year : 2017 Accounting Period : 1 Exclude CIPPS Payroll Certification Transactions : Y		Page No. 1 of 1										
<u>OTHER AGENCY TRANSACTIONS - DETAIL</u>												
<u>Batch Type</u>	<u>Batch Agency</u>	<u>Batch Date</u>	<u>Batch Number</u>	<u>Batch Sequence</u>	<u>Trans Code</u>	<u>Fund</u>	<u>Program</u>	<u>Object</u>	<u>Rev Source</u>	<u>Project</u>	<u>Voucher</u>	<u>Amount</u>
5	997	15-JUN-2016	375	00115	200	0100	0000000		00000	00000	00000001	3,376,976.00
5	997	15-JUN-2016	375	00117	200	0100	0000000		00000	00000	00000001	7,788,304.00
5	997	15-JUN-2016	375	00119	200	0100	0000000		00000	00000	00000001	1,437,473.00
5	997	30-JUN-2016	300	00196	022	0601	7110000		00000	00000	21700003	0.00



Posted Journal Summary Report (GLS7009)

REVISED: 9/1/2026

DESCRIPTION:

This report provides a list of all posted Journals.

NAVIGATION PATH:

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

RUN CONTROL PARAMETERS:

Begin Process
End Process
User
Unit
Ledger Group
Ledger
Begin Date
End Date
Summarize By (ChartField, Journal ID)
Show Foreign Curr Amt [checkbox]
Show Statistics Amount [checkbox]
Display Full Numeric Field [checkbox]

OUTPUT FORMAT:

PDF
CSV

Screenshot of the Posted Journal Summary Report Run Control Page

[← Other Agency Transactions](#)Posted Journal Summary Report

Run Control ID POST_JRNL_SUMM

Report Manager Process Monitor [Run](#)

Language English

Report Request Parameters

*Begin Process 200

Unit 15100

Begin Date 02/01/2019

☒ Show Foreign Curr. Amt

*End Proces 10183852

Ledger Group ACTUALS

End Date 03/01/2019

☒ Show Statistics Amount

User

Ledger ACTUALS

*Summarize by Journal ID

☐ Display Full Numeric Field

[Save](#) [Notify](#)

[Add](#) [Update/Display](#)



Screenshot of the Posted Journal Summary Report

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



Project Status Report (GL618)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATH:

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

RUN CONTROL PARAMETERS:

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

OUTPUT FORMAT:

PDF
CSV

Screenshot of the Project Status Report Run Control Page

[← Journal Summary](#)Project Status Report

Project Status Report

Run Control ID: Project_Status_RptReport ManagerProcess MonitorRun

Report Request Parameters

*Business Unit15100

*LedgerACTUALS

*Fiscal Year2019

Project Range From

Project Range To

*Accounting Period From1

*Accounting Period To2

Save

Notify

Add

Update/Display

Include History

Correct History



Screenshot of the Project Status Report

 Report ID: GL618		Commonwealth of Virginia PROJECT STATUS REPORT		Run Date: 12/19/2019 Run Time: 01:44 00							
Business Unit: 15100 Ledger: ACTUALS Fiscal Year: 2019 Accounting Period From: 1 To: 2 Project Range From: To:				Page No. 1 of 1							
Project Id: 0000109881											
Account	Account Description	Actual Amount	Task	Fund	Department	Program	FIPS	Agency Use1	Agency Use2	Cost Center	Asset
5011110	Employer Retire Contrb-Def Ben	\$ 18,608.65		06011	95100	711008					
5011120	Salary Social Security&Medicare	\$ 10,292.89		06011	95100	711008					
5011140	Group Life Insurance	\$ 1,803.90		06011	95100	711008					
5011150	Employer Health Ins Premium	\$ 17,952.60		06011	95100	711008					
5011160	Retiree Health Ins Cr Premium	\$ 1,613.80		06011	95100	711008					
5011170	VSDS & Longterm Disability Ins	\$ 864.77		06011	95100	711008					
5011230	Salaries, Classified	\$ 137,699.05		06011	95100	711008					
5011380	Deferred Comp Match Payments	\$ 500.00		06011	95100	711008					
5012160	Telecom Services (VITA)	\$ 10,481.85		06011	95100	711008					
5012210	Organization Memberships	\$ 105.00		06011	95100	711008					
5012240	Employee Training/Workshop/Conf	\$ 1,050.00		06011	95100	711008					
5012780	VITA It Infrastructure Srvc	\$ 17,588.39		06011	95100	711008					
5012790	Computer Software Developmt Cst	\$ 1,519,342.62		06011	95100	711008					
5012820	Travel, Personal Vehicle	\$ 19.62		06011	95100	711008					
5015390	Bldg Rental-NonState DGS Adm	\$ 43,036.41		06011	95100	711008					
Total Expenditure:		\$ 1,780,959.55									
Total Net Activity:		\$ 1,780,959.55									



Revenue Status Report (RGL008)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATHS:

- GL WorkCenter > Reports/Processes > Budget Reports > Revenue Status Report
- NavBar > Menu > Commitment Control > Budget Reports > Revenue Status Report

RUN CONTROL PARAMETERS:

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

OUTPUT FORMAT:

PDF
CSV

Screenshot of the Revenue Status Report Run Control Page

The screenshot shows the 'Revenue Status Report' run control page. At the top, there is a navigation bar with a back arrow and 'Project Status Report' on the left, and 'Revenue Status Report' on the right. Below this, the title 'Revenue Status Report' is centered. The main area contains a 'Run Control ID' field with the value 'Revenue_Status_Report', and links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located to the right. Below these, the 'Report Requested Parameters' section is enclosed in a box. It includes input fields for '*Business Unit (% for all)' (value: 15100), '*Rev Ledger Group' (value: CC_APPROP), '*Fiscal Year' (value: 2019), and '*To Period' (value: 1). There are also radio buttons for sorting: 'Sort - Business unit, Fund, Account' (selected) and 'Sort - Fund, Account, Business unit'. A checkbox for 'Sub Totals' is also present. At the bottom of the page, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.



Screenshot of the Revenue Status Report



Report ID: RGL008

Commonwealth of Virginia

REVENUE STATUS REPORT

Run Date: 12/19/2019

Run Time: 01:53 00

Business Unit: 15100 : Department of Accounts

Revenue Budget Ledger: CC APPROP

Fiscal Year: 2019

Accounting Period To: 1

Page No. 1 of 2

Bus Unit	Fund	Account	Description	Estimated Revenue	Year to Date Current Year	Year to Date Last Year	Month - 01 Current Year	Month - 01 Last Year
15100	01000	4009060	Miscellaneous Revenues	0.00	6,641.51	6,557.17	6,641.51	6,557.17
		4009084	Refund-Exp/Misc Disburse Pr Yr	0.00	(9.00)	0.00	(9.00)	0.00
		5099001	Budget Roll up Account	(13,493,096.00)	0.00	0.00	0.00	0.00
	02011	5099001	Budget Roll up Account	(433,726.00)	0.00	0.00	0.00	0.00
	02111	5099001	Budget Roll up Account	(559,094.00)	0.00	0.00	0.00	0.00
	06011	5099001	Budget Roll up Account	(5,000,000.00)	0.00	0.00	0.00	0.00
	06080	5099001	Budget Roll up Account	(2,682,503.00)	0.00	0.00	0.00	0.00
	06090	5099001	Budget Roll up Account	(18,480,000.00)	0.00	0.00	0.00	0.00
	06150	5099001	Budget Roll up Account	(2,660,587.00)	0.00	0.00	0.00	0.00

Screenshot of the Revenue Status Report (continued)

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



Statement of Appropriations, Allotments and Expenditures Report (RGL006)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATHS:

- GL WorkCenter > Reports/Processes > General Reports > Statement of Appropriations
- NavBar > Menu > General Ledger > General Reports > Appr, Allot & Expense Report

RUN CONTROL PARAMETERS:

Business Unit (% for All)
Appropriation Ledger (C_APPROP_B)
Allotment Ledger (C_ALLOT_B)
Fiscal Year
Period
Run for Capital Outlay Only [checkbox]

OUTPUT FORMAT:

PDF
CSV

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

← Revenue Status Report

Appr,Allot & Expense Report

Statement of Appropriations

Run Control ID

Approp_Allot_Expenditures

Report Manager

Process Monitor

Run

Business Unit: (%for All)

50100

Q

Appropriation Ledger:

C_APPROP_B

Allotment Ledger:

C_ALLOT_B

*Fiscal Year:

2019

Run for Capital Outlay Only?: ☐

*Period:

1

Save

Notify

Add

Update/Display



Screenshot of the Statement of Appropriations, Allotments and Expenditures Report

Commonwealth of Virginia
STATEMENT OF APPROPRIATIONS, ALLOTMENTS AND EXPENDITURES REPORT

Run Date: 12/19/2019
Run Time: 02:00 00

Page No. 1 of 7

Business Unit : 50100
Appr. Ledger : C APPROP B
Allt. Ledger : C ALLOT_B
Fiscal Year : 2019

Period: 1

<u>Business Unit</u>	<u>Program</u>	<u>Project</u>	<u>Fund</u>	<u>Appropriation</u>	<u>Allotment</u>	<u>Unallotted</u>	<u>Expended MTD</u>	<u>Expended YTD</u>	<u>Available Appropriation</u>	
50100	5140		04720	24,060,509.00	24,060,509.00	0.00	1,045,829.93	1,045,829.93	23,014,679.07	
Program 5140 Total				24,060,509.00	24,060,509.00	0.00	1,045,829.93	1,045,829.93	23,014,679.07	
6020				04010	20,173,297.00	20,173,297.00	0.00	1,185,020.00	1,185,020.00	18,988,277.00
				04100	12,555,369.00	12,555,369.00	0.00	928,348.13	928,348.13	11,627,020.87
				04720	41,936,254.00	41,936,254.00	0.00	5,094,634.06	5,094,634.06	36,841,619.94
Program 6020 Total				74,664,920.00	74,664,920.00	0.00	7,208,002.19	7,208,002.19	67,456,917.81	
6030				04010	793,345,573.00	793,345,573.00	0.00	6,690,239.43	6,690,239.43	786,655,333.57
				04220	698,068.00	698,068.00	0.00	0.00	0.00	698,068.00
				04312	206,416.00	206,416.00	0.00	0.00	0.00	206,416.00
				04314	503,919,450.00	503,919,450.00	0.00	2,715,778.35	2,715,778.35	501,203,671.65
				04500	435,153.00	435,153.00	0.00	0.00	0.00	435,153.00
				04720	1,034,660,002.00	1,034,660,002.00	0.00	103,494,359.66	103,494,359.66	931,165,642.34
				04730	42,500,000.00	42,500,000.00	0.00	0.00	0.00	42,500,000.00
				07191	110,500,000.00	110,500,000.00	0.00	143,965.67	143,965.67	110,356,034.33
				07201	85,693,244.00	85,693,244.00	0.00	1,901,679.33	1,901,679.33	83,791,564.67
				07581	8,200,000.00	8,200,000.00	0.00	38,256.70	38,256.70	8,161,743.30



Statement of Cash Position of Funds Report (RGL018)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATHS:

- GL WorkCenter > Reports/Processes > General Reports > Stmt of Cash Position of Funds
- NavBar > Menu > General Ledger > General Reports > Stmt of Cash Position of Funds

RUN CONTROL PARAMETERS:

Business Unit (% for all)

OUTPUT FORMAT:

PDF
CSV

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

The screenshot shows the 'Statement of Cash Position of Funds' run control page. At the top, there is a navigation bar with a back arrow and 'Statement of Appropriations' on the left, and 'Statement of Cash Position of Funds' on the right. Below this, the title 'Stmt of Cash Position of Fnds' is displayed. The main area contains a 'Run Control ID' field with the value 'Statement_Cash_Position_Funds', and links for 'Report Manager' and 'Process Monitor'. A 'Run' button is also present. Under the 'Report Requested Parameters' section, there is a text input field for '*Business Unit (%for all)' with the value '15100' and a search icon. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

Statement of Appropriations		Statement of Cash Position of Funds	
Stmt of Cash Position of Fnds			
Run Control ID	Statement_Cash_Position_Funds	Report Manager	Process Monitor
		Run	
Report Requested Parameters			
*Business Unit (%for all)		15100	
Save	Notify	Add	Update/Display



Screenshot of the Statement of Cash Position of Funds Report

Commonwealth of Virginia
STATEMENT OF CASH POSITION OF FUNDS

Run Date: 12/19/2019
Run Time: 02:03 00

Page No. 1 of 1

Business Unit : 15100 : Department of Accounts

Bus Unit	BU Description	Fund	Fund Description	Current Period FY:2020 Period:6	Prior Period FY:2020 Period:5
15100	Department of Accounts	01000	General Fund	12,190,107.18	12,190,107.18
		02011	DOA Statewide Accounting Svcs	0.00	0.00
		02054	Cost Recovery Audit Fund	0.00	0.00
		02081	Non-Tax Collection Servs Fund	0.00	0.00
		02111	Charge Card Rebate Fund	0.00	0.00
		02700	Parking	0.00	0.00
		06011	Enterprise App - HCM	1,588,293.59	1,588,293.59
		06080	Payroll Service Bureau Service	335,654.52	335,654.52
		06090	Enterprise App - Cardinal	766,899.71	766,899.71
		06150	Enterprise App-Perf Budgeting	387,629.14	387,629.14
		09151	Federal Repayment Reserve Fund	32,803,552.67	32,803,552.67
		09362	Commonwealth Health Research	0.00	0.00

End of Report



Summary Fluctuation Analysis Report (RGL028)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATH:

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

RUN CONTROL PARAMETERS:

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

OUTPUT FORMAT:

PDF
CSV

Screenshot of the Summary Fluctuation Analysis Run Control Page

The screenshot displays the 'Summary Fluctuation Analysis' run control page. The page is divided into several sections for parameter configuration:

- Report Request Parameters:** Includes a search bar, navigation icons, and a 'View All' link. The 'Business Unit' is set to '15100'.
- Ledger Selection:** A group box containing checkboxes for 'Actuals' (checked), 'Cash', 'Modified Accrual', 'Full Accrual', and 'Forecast'. A note states: '(Each Ledger selected above will be summed together)'.
- Fiscal Year Range:** Includes fields for 'Base Fiscal Year' (2019), 'Accounting Period From' (1), and 'Accounting Period To' (1). It also has a section for 'FY To Be Compared Against Base' with 'Fiscal Year 1' (2018) and 'Fiscal Year 2'.
- Chartfield Selection:** Includes a search bar, navigation icons, and a 'View All' link. It has checkboxes for 'Show CF Description?' and 'Subtotal?'. The '*Field Name' is set to 'Fund'. The 'How Specified' dropdown is set to 'Selected Detail Values'. Below this is a 'Tree Node Selector' and a 'Select Values/Nodes' section with a search bar and a 'View All' link. The '*Select Value' field contains 'p1000'.

At the bottom of the page, there are buttons for 'Save', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'.



Screenshot of the Summary Fluctuation Analysis Report



Report ID: RGL028

Commonwealth of Virginia

SUMMARY FLUCTUATION ANALYSIS REPORT

Run Date: 12/19/2019

Run Time: 02:10 00

Business Unit: 15100

Base Fiscal Year: 2019

Ledger Group(s): Actuals

Accounting Periods: 1 - 1

Page No. 1 of 1

	<u>Base FY : 2019</u>	<u>FY1 : 2018</u>	<u>Change</u>	<u>% Change</u>	<u>FY2 : 0</u>	<u>Change</u>	<u>% Change</u>
01000	<u>1,383,926.03</u>	<u>1,282,732.92</u>	<u>(101,193.11)</u>	<u>(7.31)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total	<u>1,383,926.03</u>	<u>\$ 1,282,732.92</u>	<u>(\$101,193.11)</u>	<u>(7.31)\$</u>	<u>0.00</u>	<u>\$ 0.00</u>	<u>0.00</u>



Summary Ledger Detail Report (GLS1001)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATH:

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

RUN CONTROL PARAMETERS:

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

OUTPUT FORMAT:

PDF
CSV

Screenshot of the Summary Ledger Detail Run Control Page

[← Summary Fluctuation Analysis](#)Summary Ledger Detail Report

Run Control ID SUMM_LEDG_DTL

Report Manager Process Monitor Run

Language English

Report Request Parameters

*Unit 15100

*Ledger SACTUALS

*Fiscal Year 2019

*From Period 1

Ledger Code

*To Period 2

☐ Display Full Numeric Field

Refresh

ChartField Selection

1 Fund

2 Program

3 Account

4 Currency Code

1-4 of 4

Include CF

☒

☒

☒

☐

Save Notify

Add Update/Display



Screenshot of the Summary Ledger Detail Report

Report ID: GLS1001			PeopleSoft GL	Page No. 1
Bus. Unit: 15100--			SUMMARY LEDGER - DETAIL	Run Date 12/19/2019
Ledger: SACTUALS -- Summary Actuals				Run Time 14:16:57
Ledger Code:				
As of Fiscal Year 2019 from Period 1 to Period 2 ()				
<u>Fund</u>	<u>Program</u>	<u>Account</u>		<u>Balance</u>
01000		101010		11,096,632.97
		205025		80,060.00
		609560	<	13,493,096.00>
	724001	5011110		12,533.20
		5011120		6,797.72
		5011140		1,215.06
		5011150		11,980.30
		5011160		1,087.38
		5011170		583.75
		5011280		91,733.63
		5011380		320.00
		5022310		5,530.00
	724002	5011110		20,169.58
		5011120		10,928.17
		5011140		1,955.04
		5011150		20,300.20
		5011160		1,748.77
		5011170		936.00
		5011280		147,717.44
		5011380		530.00
	724004	5012660		13,855.00
	737001	101010		462.50
		5011110		49,403.78
		5011120		30,007.48
		5011130		97.37
		5011140		5,128.34
		5011150		62,446.75
		5011160		4,588.27
		5011170		2,357.39
		5011230		383,616.59
		5011250		17,489.37
		5011380		1,145.00
		5011410		2,020.57
		5011530		5,770.55
		5011620		646.75
		5011640		103.48
		5011660		3,445.20
		5012210		345.00
		5012660		6,832.64
		5015460	<	462.50>
	737002	5011110		4,979.50
		5011120		2,760.37



Track without Budget – Expenditures by ChartField Report (RGL007B)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATHS:

- GL WorkCenter > Reports/Processes > General Reports > Track W/O Budget – Exp by CF
- NavBar > Menu > General Ledger > General Reports > Track W/O Budget – Exp by CF

RUN CONTROL PARAMETERS:

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

OUTPUT FORMAT:

PDF
CSV

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

The screenshot displays the 'Track W/O Budget - Exp by CF' run control page. At the top, there is a navigation bar with a back arrow and 'Summary Ledger Detail' on the left, and the report title 'Track W/O Budget - Exp by CF' on the right. Below this, the page title 'Track W/O Budget-Exp by CF' is centered. The main content area includes a 'Run Control ID' field with the value 'TRK-WO-BUD-EX-CF', and buttons for 'Report Manager', 'Process Monitor', and 'Run'. A 'SetID' field is also present. The 'Request Parameters' section contains fields for '*Business Unit' (15100), '*Fiscal Year' (2019), '*Budget Ledger' (C_OPR_B), and '*As of Period' (1). There is a checkbox for 'Show Account Description'. Below this, the 'Values by Chartfields' section has a search bar, a dropdown for '*Field Name' (set to 'Fund'), a dropdown for '*How Specified' (set to 'Selected Detail Values'), and a checkbox for 'Sub-Total'. The 'Tree Node Selector' section shows a tree view with a search bar and a dropdown for '*Select Value'. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.



Screenshot of the Track Without Budget Expenditures By ChartField Report

 Report ID: RGL007B		Commonwealth of Virginia TRACK WITHOUT BUDGET - EXPENDITURES BY CHARTFIELD			Run Date: 12/19/2019 Run Time: 02:24 00
Business Unit : 15100 Fiscal Year : 2019 As of Period : 1 Budget Ledger : C_OPR_B		Page No. 1 of 1			
<u>Fund Code</u>	<u>Account</u>	<u>Budgeted Amount</u>	<u>Month Expended</u>	<u>Year-to-Date Expended</u>	<u>Unexpended Amount</u>
5011110		0.00	178,049.43	178,049.43	(178,049.43)
5011120		0.00	101,862.13	101,862.13	(101,862.13)
5011130		0.00	626.31	626.31	(626.31)
5011140		0.00	17,793.35	17,793.35	(17,793.35)
5011150		0.00	231,121.60	231,121.60	(231,121.60)
5011160		0.00	15,936.65	15,936.65	(15,936.65)
5011170		0.00	8,386.35	8,386.35	(8,386.35)
5011220		0.00	21,570.87	21,570.87	(21,570.87)
5011230		0.00	1,195,134.41	1,195,134.41	(1,195,134.41)
5011250		0.00	12,520.47	12,520.47	(12,520.47)
5011280		0.00	145,195.05	145,195.05	(145,195.05)
5011380		0.00	5,081.50	5,081.50	(5,081.50)
5011410		0.00	8,329.10	8,329.10	(8,329.10)
5011530		0.00	12,916.57	12,916.57	(12,916.57)
5011620		0.00	2,521.58	2,521.58	(2,521.58)
5011640		0.00	103.48	103.48	(103.48)
5011660		0.00	5,032.57	5,032.57	(5,032.57)
5012140		0.00	125.12	125.12	(125.12)
5012270		0.00	354.76	354.76	(354.76)
5012440		0.00	501,645.00	501,645.00	(501,645.00)
5012660		0.00	15,112.00	15,112.00	(15,112.00)
5012740		0.00	14,073.00	14,073.00	(14,073.00)
5012750		0.00	126,995.75	126,995.75	(126,995.75)
5012780		0.00	27,497.22	27,497.22	(27,497.22)
5012790		0.00	389,500.00	389,500.00	(389,500.00)
5012820		0.00	84.87	84.87	(84.87)
5012850		0.00	106.62	106.62	(106.62)
5012880		0.00	21.00	21.00	(21.00)
5014150		0.00	4,914.00	4,914.00	(4,914.00)
5015390		0.00	47,201.00	47,201.00	(47,201.00)
5015450		0.00	588.00	588.00	(588.00)
5015470		0.00	1,677.55	1,677.55	(1,677.55)
5022310		0.00	5,530.00	5,530.00	(5,530.00)
Total for the Report :		0.00	3,097,607.31	3,097,607.31	(3,097,607.31)
End of Report					



Transactions in Pending Status Report (VGLR620B)

REVISED: 9/1/2026

DESCRIPTION:

This report provides transactions that are pending for processing in the General Ledger, Accounts Receivable, Purchasing, Expenses, Accounts Payable, and Project Costing modules. The Purchasing and Project Costing modules are currently only applicable to Business Unit 50100 (VDOT).

Transactions that are pending for processing have not been successfully entered, edit checked, budget checked, and approved in the various modules. The transactions are waiting for a user to take action before being eligible to be processed further in Cardinal.

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

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

NAVIGATION PATH:

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

RUN CONTROL PARAMETERS:

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

OUTPUT FORMAT:

PDF
CSV

**ADDITIONAL INFORMATION:**

The report will return transactions that currently reside in the module sub-groupings below:

General Ledger – Incomplete Journals
General Ledger – Journals Not Edited
General Ledger – Journals Not Budget Checked
General Ledger – Journals Not Approved
Accounts Receivable – Applied Payments Not Run Thru Revenue Estimate*
Accounts Receivable – Applied Payments Not Approved*
Accounts Receivable – Applied Payments Not Successfully Budget Checked*
Accounts Receivable – Incomplete AR Direct Journals
Accounts Receivable – AR Direct Journals Not Budget Checked
Accounts Receivable – AR Direct Journals Not Approved
Accounts Receivable – Applied Payment Not Posted*
Purchasing – Requisition Accounting Entries Not Created*
Expenses – Expense Advances Not Submitted
Expenses – Expense Advances Not Approved
Expenses – Expense Reports Not Submitted
Expenses – Expense Reports Not Approved
Expenses – Expense Reports Not Budget Checked
Accounts Payable – Vouchers Not Matched*
Accounts Payable – Vouchers Not Budget Checked
Accounts Payable – Vouchers Not Approved
Accounts Payable – Voucher Payments On Hold
Project Costing – Project Accounting Splitter Error*
Project Costing - Project Accounting Splitter Cash Accounting not Created*



Screenshot of the Transactions in Pending Status Run Control Page

← Track W/O Budget-Exp by CF

Transactions in Pending Status

Pending Transactions

TRANSACTIONS PENDING FOR PROCESSING

Run Control ID TransactionsPending Report Manager Process Monitor Run

Language English

Report Request Parameters

*Business Unit 40900

*Ledger ACTUALS

*From Date 05/01/2019

*To Date 10/10/2019

Modules

☒ GL: All Sections use Journal Date

☒ AR: All Sections use Accounting Date

☒ PR: All Sections use Budget Date

☒ EX: All Sections use Accounting Date

☒ AP: All Sections use Scheduled Pay Date

☒ PC: All Sections use Accounting Date

Refresh

ChartField Selection

1 Account

2 Fund

3 Program

Sequence	ChartField Name	Include CF	Value	To Value
1	Account	☒		
2	Fund	☒	08200	08200
3	Program	☐		

Screenshot of the Transactions in Pending Status Report



Commonwealth of Virginia

TRANSACTIONS IN PENDING STATUS

Run Date: 10/10/2019

Run Time: 10:21:00

Report ID: VOLAC208

Page No. 1 of 1

Business Unit: 40900 16992

From Date: 05/01/2019

To Date: 10/10/2019

Ledger: ACTUALS

Module: GL,AR,PR,EX,AP,PA

Account: All Values

Fund: From: 08200 To: 08200

Module: General Ledger

Journals Not Budget Checked

GL BR	JOURNAL ID	JOURNAL DATE	JOURNAL Hdr Status	Budget Hdr Status	JOURNAL Process Request	Account	Fund	Monetary Amount
40900	0001211330	06/13/2019	Valid	Error	No Request	6011110	08200	3,050.00
40900	0001211330	06/13/2019	Valid	Error	No Request	101010	08200	(3,050.00)
Transaction Grouping Total: (Total Journals: 2)								0.00
Report Total:								0.00



Transactions Ready for Processing Report (VGLR620A)

REVISED: 9/1/2026

DESCRIPTION:

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

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

The report can be run ad hoc by Agency users to monitor and review the cash transactions that are ready for processing. By running the report for the Cash Account (101010) and specific fund value(s), an Agency user can foresee the potential impact to the beginning cash balance(s) on the Ledger before Pay Cycle and the Payment Cash Checking processing begins.

NAVIGATION PATH:

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

RUN CONTROL PARAMETERS:

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

OUTPUT FORMAT:

PDF
CSV



ADDITIONAL INFORMATION:

The report will return transactions that currently reside in the module sub-groupings below:

General Ledger – Journals Not Posted

Accounts Receivable – AR Direct Journals Not Journal Generated

Accounts Receivable – Applied Payment Not Journal Generated*

Purchasing – Requisitions Not Journal Generated*

Expenses - Expense Payments Not Journal Generated

Expenses – Expense Reports Ready to be Paid

Expenses – Expense Advances Ready to be Paid

Accounts Payable – Voucher Payments Not Journal Generated

Accounts Payable – Vouchers Ready to be Paid

Project Costing – Project Accounting Splitter Cash Not Journal Generated*

Screenshot of the Transactions Ready for Processing Run Control Page

← Pending Transactions

Transactions Ready for Process

Ready Transactions

TRANSACTIONS READY FOR PROCESSING

Run Control ID TransactionsReady

Report Manager Process Monitor Run

Language English

Report Request Parameters

*Business Unit 19900

*Ledger ACTUALS

*From Date 05/01/2019

*To Date 10/10/2019

Modules

☒ GL: All sections use journal date

☒ AR: All sections use accounting date

☒ PR: All sections use accounting date

☒ EX: All sections use accounting date

☒ AP: Section Ready to be Paid uses scheduled pay date

All other sections use accounting date

☒ PC: All sections use accounting date

Refresh

ChartField Selection

1-16 of 16

Sequence	ChartField Name	Include CF	Value	To Value
1	Account	☒		
2	Fund	☒	01000	08200



Screenshot of the Transactions Ready for Processing Report



CARDINAL

Commonwealth of Virginia

TRANSACTIONS READY FOR PROCESSING

Run Date: 10/10/2019

Run Time: 10:18:00

Report ID: VOLR620A

Business Unit: 19900 DCK

From Date: 05/01/2019

To Date: 10/10/2019

Ledger: ACTUALS

Module: GL,AR,PR,EX,AP,PA

Account: All Values

Fund: From: 01000 To: 08200

Page No. 1 of 17

Module: General Ledger

Journals Not Posted

GL BU	Journal ID	Journal Date	Journal Hdr Status	Budget Hdr Status	JOURNAL Process REQUEST	ACCOUNT	FUND	Monetary Amount
19900	0001211331	06/13/2019	Valid	Valid	Post	101010	01000	(181.00)
19900	0001211331	06/13/2019	Valid	Valid	Post	101010	08200	181.00
19900	0001211331	06/13/2019	Valid	Valid	Post	5011110	08200	(181.00)
19900	0001211331	06/13/2019	Valid	Valid	Post	5012880	01000	181.00
Transaction Grouping Total: (Total Journals: 4)								0.00



General Ledger nVision Reports

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

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATH:

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

RUN CONTROL PARAMETERS:

Business Unit

OUTPUT FORMAT:

Excel version 2007 or higher

ADDITIONAL INFORMATION:

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

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

		Commonwealth of Virginia Budget to Actual-Cost Center by Account			
Report ID:	RGL0614				
Layout ID:	VGLR0614				
Scope:	VGLR0614				
Period Ending:	June 30, 2020				
Business Unit:	41100	Department of Forestry			
Cost Center:	100	Salary Payroll			
Account	Description	Operational Budget	2020-1	2020-2	2020-3
5011110	Employer Retire Contrib-Def Ben	1,432,072.00	161,823.86	109,471.56	109,532.85
5011120	Salary Social Security&Medicare	810,307.00	93,156.82	62,080.41	62,014.29
5011140	Group Life Insurance	138,759.00	16,346.22	11,056.00	11,069.33
5011150	Employer Health Ins Premium	2,642,007.00	366,494.75	243,743.50	246,063.50
5011160	Retiree Health Ins Cr Premium	123,929.00	14,599.11	9,874.25	9,886.15
5011170	VSD& Longterm Disability Ins	65,672.00	6,166.60	4,169.63	4,175.97
5011220	Salaries, Appointed Officials	144,984.00	18,122.88	12,081.92	12,081.92
5011230	Salaries, Classified	9,435,216.00	1,188,944.35	793,846.71	790,067.06
5011280	Salaries, Info Techn Employees	497,548.00	56,125.85	34,115.02	38,968.18
5011310	Bonuses & Incentives	0.00	0.00	0.00	50.00
5011380	Deferred Comp Match Payments	47,040.00	7,262.50	4,890.00	4,850.00
5011510	Workers' Compensation Awards	0.00	0.00	0.00	722.98
5011520	Supplementl Workers' Comp Award	0.00	0.00	0.00	0.00
5011530	Short-Term Disability Benefits	0.00	6,114.40	3,497.76	5,696.70
5011620	Salaries, Annual Leave Balance	0.00	13,405.84	4,617.18	3,392.63
5011630	Salaries, Sick Leave Balance	0.00	5,000.00	0.00	0.00
5011640	Salaries, Comp Leave Balance	0.00	0.00	386.46	290.50
5011660	DefContMatch-VRS HybridRetPlan	0.00	6,862.82	4,727.96	4,708.76
	Expenditures	\$15,337,534.00	\$1,960,426.00	\$1,298,558.36	\$1,303,570.82

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

[illegible]



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

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATH:

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

RUN CONTROL PARAMETERS:

Business Unit

OUTPUT FORMAT:

Excel version 2007 or higher

ADDITIONAL INFORMATION:

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

Screenshot of the Budget to Actual By Department and Account Report

		Commonwealth of Virginia			
		Budget to Actual-Department by Account			
Report ID:	RGL0615				
Layout ID:	WGLR0615				
Scope:	WGLR0615				
Period End:	June 30, 2020				
Business Unit:	41100	Department of Forestry			
Department:	4300	Reforestation of Timberlands			
Account	Description	Operational Budget	2020-1	2020-2	2020-3
5011110	Employer Retire Contrib-Def Bo	68,358.00	8,580.40	5,806.26	5,806.26
5011120	Salary Social Security&Medica	38,679.00	4,848.18	3,283.72	3,283.51
5011140	Group Life Insurance	6,623.00	\$49.85	575.08	575.08
5011150	Employer Health Ins Premium	134,796.00	18,168.00	11,921.00	11,921.00
5011160	Retiree Health Ins Cr Premium	5,916.00	759.05	513.64	513.64
5011170	VSDB & Longterm Disability Ins	3,135.00	191.24	129.36	129.36
5011230	Salaries, Classified	505,603.00	66,109.86	44,094.24	44,094.24
5011380	Deferred Comp Match Payment	2,400.00	367.50	245.00	245.00
5011660	DefContMatch-VRS HybridRetF	0.00	190.61	128.94	128.94
5012240	Employee Training/Workshop Co	300.00	200.00	0.00	150.00
5012560	Mechanical Repair & Maint Svc	1,500.00	0.00	0.00	0.00
5012680	Skilled Services	212,827.00	0.00	0.00	0.00
5012780	WTA It Infrastructure Svc	55,415.00	4,618.00	0.00	0.00
5012790	Computer Software Developmt C	12,500.00	0.00	0.00	0.00
5012830	Travel, Public Carrier	200.00	0.00	0.00	367.97
5012850	Travel, Subistence & Lodging	800.00	0.00	0.00	0.00
5012880	Travel, Meal Reimb-Nat Rpt Ins	700.00	0.00	96.25	41.25
5013110	Apparel Supplier	250.00	0.00	165.00	0.00
5013230	Gasoline	0.00	0.00	0.00	0.00
5013430	Field Supplier	500.00	0.00	0.00	0.00
5013540	Mechanical Repair & Maint Matrl	2,000.00	0.00	0.00	0.00
5013710	Agricultural Supplier	300.00	0.00	0.00	0.00
5014180	Incentive	2,510,562.00	0.00	0.00	13,275.00
5014320	Payments In Lieu Of Taxes	15,688.00	0.00	0.00	0.00
5015550	Workers' Compensation	15,487.00	0.00	0.00	0.00
5022430	Field Equipment	500.00	0.00	0.00	0.00
5022510	Agricultural Vehicular Equip	500,000.00	0.00	0.00	0.00
	Expenditures	\$4,095,039.00	\$104,882.69	\$66,958.49	\$80,501.25



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

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATH:

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

RUN CONTROL PARAMETERS:

Business Unit

OUTPUT FORMAT:

Excel version 2007 or higher

ADDITIONAL INFORMATION:

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

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

		Commonwealth of Virginia			
		COVA Standard Budget to Actual - Fund, Program, Account			
Report ID:	RGL004A			Run Date:	December 20, 2019
Layout ID:	VGLR004A			Run Time:	12:08:36 AM
Scope:	VGLR004A				
Period Ending:	June 30, 2020				
Business Unit:	41100	Department of Forestry			
Fund:	02640	State Forest Fund			
Program:	501004	Tree Restre/Imprv/Nurs/St Land			
Account	Description	Operational Budget	Expenditures	(Over) Under Operational Budget	% of Budget Remaining
5011110	Employer Retire Contrib-Def Ben	81,121.00	41,249.04	39,871.96	0.49
5011120	Salary Social Security&Medicare	47,991.00	24,176.00	23,805.00	0.50
5011140	Group Life Insurance	7,860.00	4,056.10	3,803.90	0.48
5011150	Employer Health Ins Premium	142,884.00	72,598.00	70,288.00	0.49
5011160	Retiree Health Ins Cr Premium	7,020.00	3,622.35	3,397.65	0.48
5011170	VSOB & Longterm Disability Ins	3,720.00	744.10	2,975.90	0.80
5011230	Salaries, Classified	600,011.00	308,914.31	291,096.69	0.49
5011380	Deferred Comp Match Payments	2,544.00	2,015.00	529.00	0.21
5011410	Wages, General	26,000.00	14,635.79	11,364.21	0.44
5011510	Workers' Compensation Awards	0.00	1,879.75	(1,879.75)	0.00



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

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATH:

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

RUN CONTROL PARAMETERS:

Business Unit

OUTPUT FORMAT:

Excel version 2007 or higher

ADDITIONAL INFORMATION:

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

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

		Commonwealth of Virginia COVA Standard Budget to Actual - Program, Fund		
Report ID:	RGL003A			
Layout ID:	VGLR003A			
Scope:	FNDS_15100			
Period Ending:	June 30, 2020			
Business Unit:	15100	Department of Accounts		
Fund:	01000	General Fund		
Program	Description	Appropriation	2020-1	2020-2
				2020-3
	ALL_PROGRAMS			
	Fin Sys Develop&Mgmt	3,921,555.00	210,229.53	131,801.74
	Accounting Services	8,080,478.00	1,022,697.04	711,484.56
	Admin&Support Svcs	1,614,099.00	181,133.99	128,256.58
	ALL_PROGRAMS	\$13,616,132.00	\$1,414,060.56	\$971,542.88
				\$984,925.21

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

[illegible]



Project Expenditure by Account Report (VPAR106B - nVision)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATH:

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

RUN CONTROL PARAMETERS:

Business Unit

OUTPUT FORMAT:

Excel version 2007 or higher

ADDITIONAL INFORMATION:

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

Screenshot of the Project Expenditures by Account Report

		Commonwealth of Virginia			
		Financial Summary - Project Expenditure by Account			
Report ID:	VPAR106B				
Layout ID:	VPAR106B				
Scope:	VPAR106B				
Period Ending	June 30, 2026				
Business Unit	12700	Dept of Emergency Management			
Project:	0000116211	Hurricane Dorian			
Account	Description	Project Budget	2020-3	2020-4	2020-5
5012190	Inbound Freight Services	0.00	120.00	0.00	0.00
5012530	Equipment Repair & Maint Svcs	0.00	0.00	0.00	2,951.50
5012640	Food & Dietary Services	0.00	9,666.93	0.00	0.00
5012680	Skilled Services	0.00	900.00	2,108.35	4,059.79
5012750	Computer Software Maint Svcs	0.00	54,384.00	0.00	0.00
5012820	Travel, Personal Vehicle	0.00	217.57	130.39	0.00
5012850	Travel, Subrentance & Lodging	0.00	12,662.76	7,676.74	0.00
5012880	Travel, Meal Reimb-Hat Rpt Ltr	0.00	2,151.56	467.50	0.00
5013120	Office Supplier	0.00	27.89	0.00	0.00
5013230	Garoline	0.00	24.00	0.00	0.00
5013430	Field Supplier	0.00	53.83	0.00	0.00
5013520	Custodial Repair & Maint Matrl	0.00	13.61	0.00	0.00
5013620	Food & Dietary Supplier	0.00	2,745.19	0.00	0.00
5013630	Food Service Supplier	0.00	495.79	0.00	0.00
5014340	Director Aid-Local Government	0.00	0.00	171,422.15	0.00
5014530	Out-Of-State Political Entity	0.00	0.00	0.00	0.00
5022170	Other Computer Equipment	0.00	1,319.93	0.00	0.00
5022180	Computer Software Purchases	0.00	2,304.75	0.00	0.00
5022320	Photographic Equipment	0.00	69.99	0.00	0.00
	Total	\$0.00	\$87,157.80	\$181,805.13	\$7,011.29



Project Expenditure by Task Report (VPAR106C - nVision)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATH:

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

RUN CONTROL PARAMETERS:

Business Unit

OUTPUT FORMAT:

Excel version 2007 or higher

ADDITIONAL INFORMATION:

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

Screenshot of the Project Expenditure by Task Report

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

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

[illegible]



Project Financial Summary Report (VPAR0567 - nVision)

REVISED: 9/1/2026

DESCRIPTION:

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

NAVIGATION PATH:

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

RUN CONTROL PARAMETERS:

Business Unit

OUTPUT FORMAT:

Excel version 2007 or higher

ADDITIONAL INFORMATION:

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

Screenshot of the Project Financial Summary Report

			Commonwealth of Virginia				
			Project Financial Summary Report				
Report ID:	VPAR0567						
Layout ID:	VPAR0567						
Scope:	VPAR0567						
Period Ending:	June 30, 2020						
Business Unit:	41100	Department of Forestry					
Project ID	Description	Appropriation	Project Budget	2020-1	2020-2	2020-3	2020-4
Capital		32,413,082.38	9,095,614.65	0.00	23,387.22	4,375.29	424,689.27
Operating		0.00	6,804,479.61	123,233.80	90,925.79	45,139.36	108,176.48
Overall Total Amounts		\$32,413,082.38	\$15,900,094.26	\$123,233.80	\$114,313.01	\$49,514.67	\$532,867.75

Screenshot of the Project Financial Summary Report (scrolled right)

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