

Payment Cash Checking – Reports Overview

The payment cash checking process has been implemented in Cardinal to ensure all payments, including vouchers, employee expenses, and cash advances are checked against available cash before being released for payment each night.

The payment cash checking process runs in the nightly batch schedule after the pay cycle selection process, but before the pay cycle creation process. The process helps to make sure all payments have available cash in the respective Business Unit (agency)/Fund combinations to be paid for that night. Based on system priority, payments are bounced against the applicable ACTUALS ledger cash account balances, and a running total is kept until all payments are cleared or marked for insufficient funds.

The payment cash checking process utilizes several system configuration settings to provide some flexibility in how the payment requests are analyzed by the system.

For more detailed information on Payment Cash Checking, see the job aid entitled **SW AP312: Payment Cash Checking – Overview**, located on the Cardinal website in **Job Aids** under **Training**.

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Payment Cash Checking Reports

Cardinal contains several tools to assist in the monitoring and management of the payment cash checking process, including:

- **Notify Negative Cash Balances:** This process sends emails to the Department of Accounts (DOA) when particular Business Unit (agency)/Fund combinations have negative cash balances on the ACTUALS ledger at the end of the nightly batch. The list will be a consolidated list of all Business Unit (agency)/Fund combinations that are negative. DOA will follow up with those agencies.
- **Payment Cash Checking Results Online Inquiry:** This online inquiry provides the payment cash checking result details for a Business Unit (agency)/Fund combination, by processing date.
- **Review Results by Transaction Inquiry:** This online inquiry provides the payment cash checking results for a particular transaction.
- **Payment Cash Checking Results Query:** This query returns payment cash checking processing results, in detail and/or summary format, by processing date, General Ledger (GL) Business Unit, and Fund.

Two additional General Ledger reports are also available to assist with the pre-process monitoring of Payment Cash Checking. See the **Cardinal General Ledger Reports Catalog**, located on the Cardinal website in **Reports Catalog** under **Resources**, for additional information on the **Transactions Ready for Processing** and the **Transactions in Pending Status** reports.

Notify Negative Cash Balances

This message was sent with High importance.

From: FIN92SIT@covtest.virginia.gov
 To: Smith, John(VDOT); xx.John.Smith@VDOT.Virginia.gov
 Cc:
 Subject: FW: Negative Cash Balance

Message  vap1014_neg_fund.csv (4 KB)

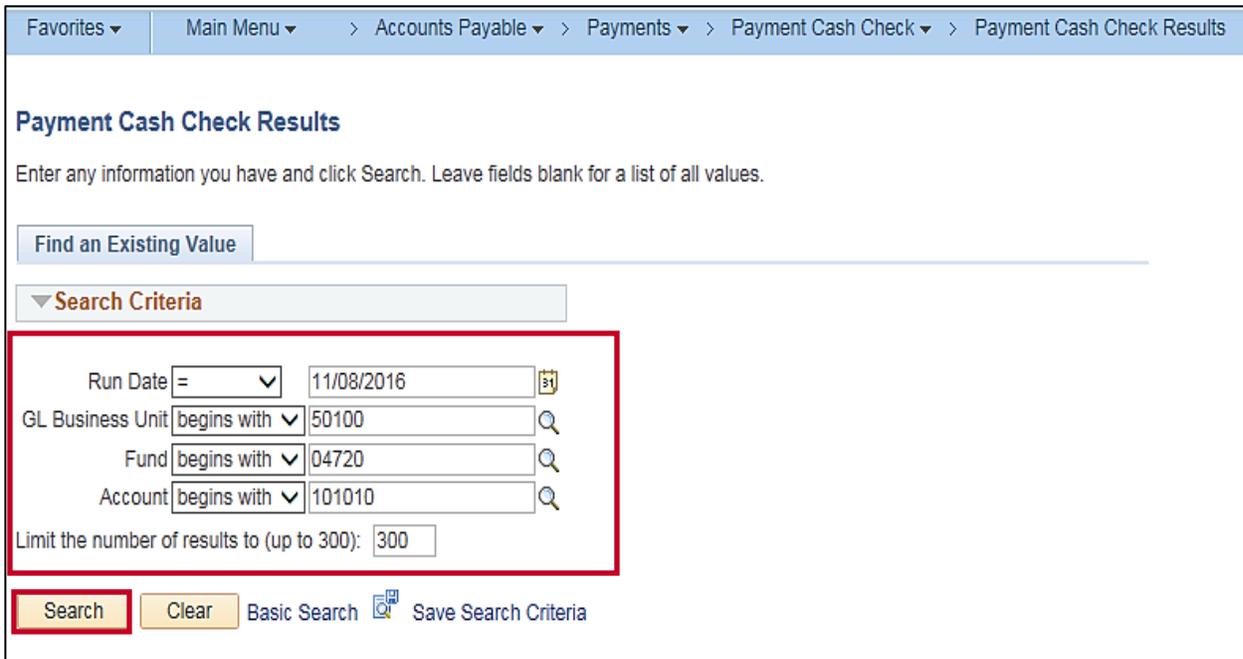
Ledger Balance as of 2017-03-22							
Business Unit	Curr FY	Fund Code	Account	BYPass	Override	Apply FY	Total Ledger Balance
50100	2017	07581	101010	Y	N	N	-5,855.49
50100	2017	07601	101010	Y	N	N	-258.7

The **Negative Cash Balances** report is emailed to DOA at the end of batch processing each night. This report can be sent in the body of the email or as an attached report to the email, or both.

Payment Cash Checking Results Online Inquiry

1. Navigate to the **Payment Cash Check Results** page using the following path:

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



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

Payment Cash Check Results

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

Find an Existing Value

▼ Search Criteria

Run Date = [dropdown] 11/08/2016 [calendar icon]

GL Business Unit begins with [dropdown] 50100 [magnifying glass]

Fund begins with [dropdown] 04720 [magnifying glass]

Account begins with [dropdown] 101010 [magnifying glass]

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

Search Clear Basic Search Save Search Criteria

2. The **Payment Cash Checking Results** search page displays.
3. Enter a **Run Date** (the date that the Payment Cash Checking Process was run).
4. Enter the **GL Business Unit**.
5. Enter the **Fund**.
6. Enter the **Account (101010)**.
7. Click the **Search** button.

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

Payment Cash Check Results

GL Business Unit	50100	VA Dept of Transportation
Fund	04720	Highway Construction Fund
Account	101010	Cash With The Treasurer Of VA
Run Date	11/08/2016	

Filter Option

All Transactions
 Failed Transactions
 Passed Transactions

Filter

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

Fiscal Year 2017

Cash Check Beg Balance	250,893,367.15	11/08/2016 9:28:27PM
Cash Passed Amt	12,049,661.58	
Cash Failed Amt		
Calculated End Balance	238,843,705.57	
Batch End Ledger Balance	238,843,705.57	11/09/2016 2:41:15AM
Variance Amount		

Bypass Cash
 Override Cash
 Apply Fiscal Year

Error Message

8. The selected **GL Business Unit**, **Fund**, **Account**, and **Run Date** display in the Summary section.
9. The inquiry can be run to show **All Transactions** that were processed for the **Run Date** specified, **Failed Transactions** only, or **Passed Transactions** only.
10. Select the desired option, and click the **Filter** button.
The inquiry defaults to display **All Transactions**. The selected transactions display in the **Transaction List** section of the page.

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

Payment Cash Check Results

GL Business Unit 50100 VA Dept of Transportation
 Fund 04720 Highway Construction Fund
 Account 101010 Cash With The Treasurer Of VA
 Run Date 11/08/2016

Filter Option
 All Transactions
 Failed Transactions
 Passed Transactions

Filter

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

Fiscal Year 2017

Bypass Cash
 Override Cash
 Apply Fiscal Year

Cash Check Beg Balance	250,893,367.15	11/08/2016 9:28:27PM
Cash Passed Amt	12,049,661.58	
Cash Failed Amt		
Calculated End Balance	238,843,705.57	
Batch End Ledger Balance	238,843,705.57	11/09/2016 2:41:15AM
Variance Amount		
Error Message		

11. The **Payment Cash Check Results** section displays the **Fiscal Year** and the **Cash Check Beg** (beginning) **Balance**. The payment cash checking process first copies the ACTUALS cash balances from the ledger by Business Unit/Fund combination into the payment cash checking tables. The time the ACTUALS cash balances were copied is recorded on the page.
12. The payment cash checking process checks the vouchers and expenses selected by the pay cycle selection process against the cash balances by Business Unit/Fund combination. The process takes into account transactions that are configured on the **Transaction Level Overrides** page, and funds that are configured on the **Fund Level Processing Rules** page, Bypass, Fund Level Overrides, and the Fiscal Year Option if selected.
13. Transactions that reference a Business Unit/Fund combination that has sufficient cash are part of the **Cash Passed Amount**.
14. Transactions that reference a Business Unit/Fund combination that has insufficient cash are part of the **Cash Failed Amount**.

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

Payment Cash Check Results

GL Business Unit 50100	VA Dept of Transportation
Fund 04720	Highway Construction Fund
Account 101010	Cash With The Treasurer Of VA
Run Date 11/08/2016	

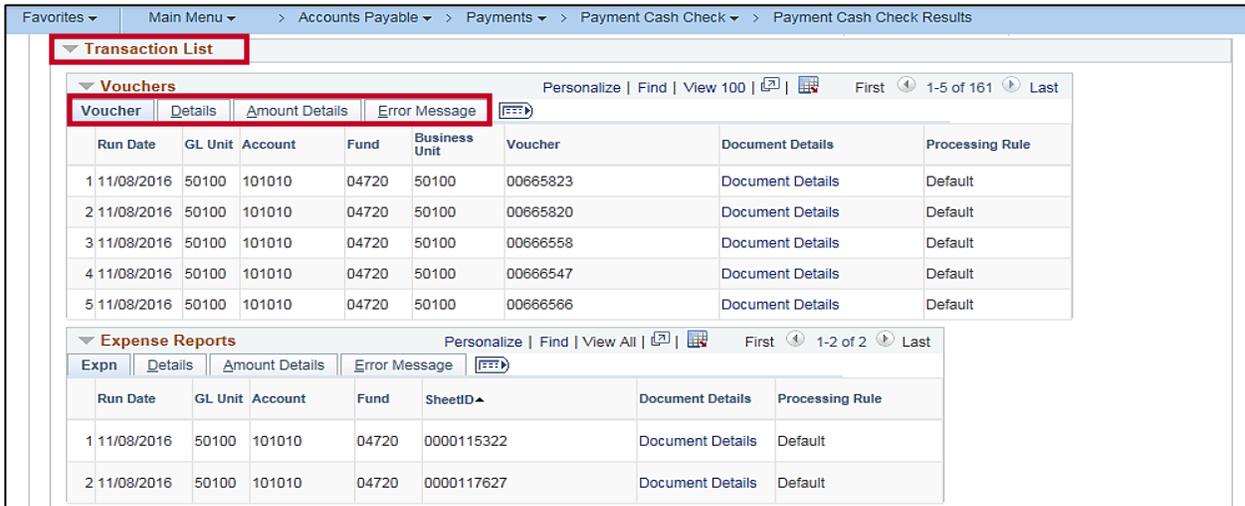
Filter Option

All Transactions
 Failed Transactions
 Passed Transactions

Payment Cash Check Results		Find View All	First	1 of 1	Last
Fiscal Year	2017				
Cash Check Beg Balance	250,893,367.15	11/08/2016 9:28:27PM			
Cash Passed Amt	12,049,661.58				
Cash Failed Amt					
Calculated End Balance	238,843,705.57				
Batch End Ledger Balance	238,843,705.57	11/09/2016 2:41:15AM			
Variance Amount					
Error Message					

Bypass Cash
 Override Cash
 Apply Fiscal Year

15. The **Calculated End Balance** displays the ending cash balance for the Business Unit/Fund combination.
16. The payment cash checking process copies the ACTUALS ledger cash balances by Business Unit/Fund at the end of the nightly batch processing in Cardinal. The amount displays on the **Batch End Ledger Balance** row. The time the ACTUALS cash balances were copied is recorded on the page.
17. If the **Calculated End Balance** and the batch end balance do not match, the amount of the variance displays. If Bypass Cash is configured for this Business Unit/Fund, the variance displays. Running cash balances are not maintained in the payment cash checking process for Business Unit/Fund combinations set to Bypass.
18. The boxes for **Bypass Cash**, **Override Cash**, and/or **Apply Fiscal Year** are checked if this configuration is set on the **Fund Level Processing Rules** configuration page for this Business Unit/Fund.



The screenshot shows the 'Payment Cash Check Results' page. At the top, there is a breadcrumb trail: 'Favorites > Main Menu > Accounts Payable > Payments > Payment Cash Check > Payment Cash Check Results'. Below this, the 'Transaction List' section is expanded, showing three sub-sections: 'Vouchers', 'Expense Reports', and 'Expense Reports'.

Vouchers Section: This section has tabs for 'Voucher', 'Details', 'Amount Details', and 'Error Message'. The 'Voucher' tab is selected. The table below shows five rows of voucher data:

Run Date	GL Unit	Account	Fund	Business Unit	Voucher	Document Details	Processing Rule
1 11/08/2016	50100	101010	04720	50100	00665823	Document Details	Default
2 11/08/2016	50100	101010	04720	50100	00665820	Document Details	Default
3 11/08/2016	50100	101010	04720	50100	00666558	Document Details	Default
4 11/08/2016	50100	101010	04720	50100	00666547	Document Details	Default
5 11/08/2016	50100	101010	04720	50100	00666566	Document Details	Default

Expense Reports Section: This section has tabs for 'Expn', 'Details', 'Amount Details', and 'Error Message'. The 'Expn' tab is selected. The table below shows two rows of expense report data:

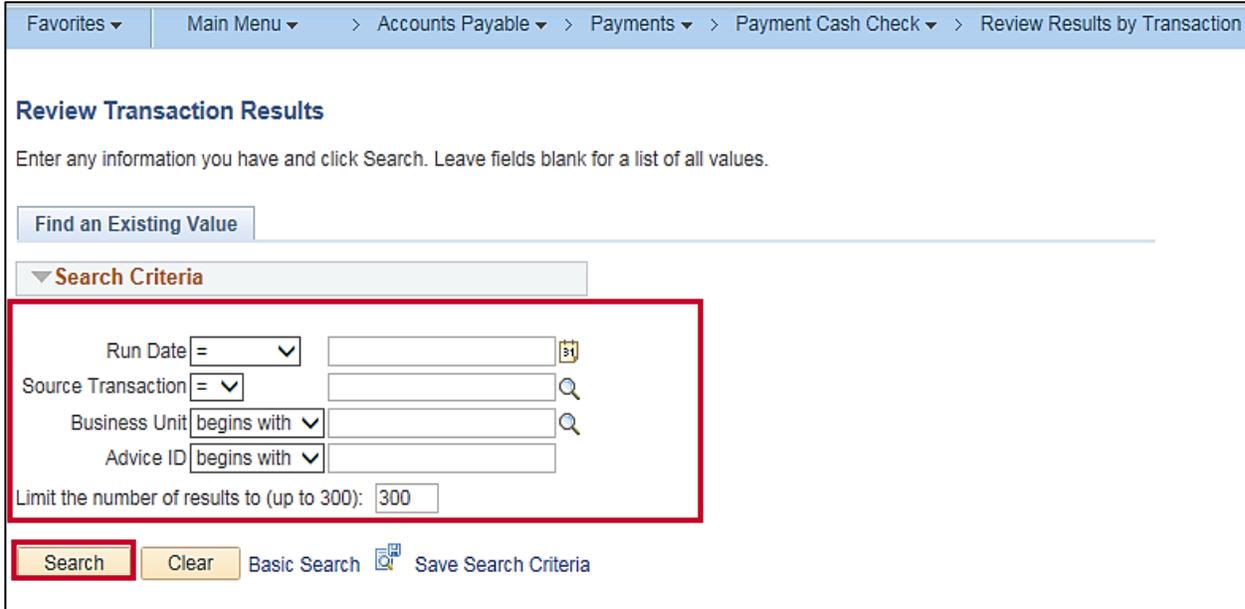
Run Date	GL Unit	Account	Fund	SheetID	Document Details	Processing Rule
1 11/08/2016	50100	101010	04720	0000115322	Document Details	Default
2 11/08/2016	50100	101010	04720	0000117627	Document Details	Default

19. Click the **Transaction List** to see details of the individual transactions that were processed by the payment cash checking process. **All**, **Failed**, or **Passed** transactions display depending on the filter option chosen. The different tabs in the **Transaction List** display the following:
- **Vouchers: Expense Reports** and **Advance** sections under the **Transaction List** - display **GL Unit, Fund, Account, Voucher, SheetID** or **Advance Id** and a hyperlink to get to the document details on the **Review Results by Transaction** page.
 - **Details:** displays additional details for the transactions including **Supplier** or **Emplid**, **Supplier** or **Employee Name**, **Scheduled to Pay date**, **Due Date**, and **Payment Method**.
 - **Amount Details:** displays additional details including **Payment Amount**, **Fund Passed Amount**, and **Fund Failed Amount**.
 - **Error Message:** displays the Payment Cash Checking Error Message for Failed Transactions:
 - **No Cash row found in Ledger table:** Business Unit/Fund code/Account combination does not exist.
 - **No remaining Cash Fund:** Business Unit/Fund code combination has no remaining cash available.
 - **Other Fund/voucher exists with no remaining Cash for document:** another distribution line on the transaction with a different Business Unit/Fund code combination has no remaining cash available.

Review Results by Transactions Online Inquiry

1. Navigate to the **Review Transaction Results** page using the following path:

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



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

Review Transaction Results

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

Find an Existing Value

▼ Search Criteria

Run Date = ▾ 

Source Transaction = ▾ 

Business Unit begins with ▾ 

Advice ID begins with ▾

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

Search Clear Basic Search  Save Search Criteria

2. Enter a **Run Date** (the date that the payment cash checking process was run).
3. Enter the **Source Transaction** (**EXAD** Advances Definition, **EXPN** Expense Sheet Definition, **VCHR** Accounts Payable Vouchers).
4. Enter the **GL Business Unit**.
5. Enter the **Advice ID** (the **Advance ID**, **Expense Report ID**, **Voucher ID**).
6. Click the **Search** button.

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

Review Results By Transaction

Business Unit 50100
 Voucher Id 00653168
 Remit Supplier 0000053579 Virginia Electric and Power Company
 Payment Amount 216.03
 Budget Status Valid Approval Status A
 Scheduled Pay Dt 11/10/2016 Due Date 11/10/2016

Distribution Details Personalize | Find | View All | [Print] [Refresh] First 1 of 1 Last

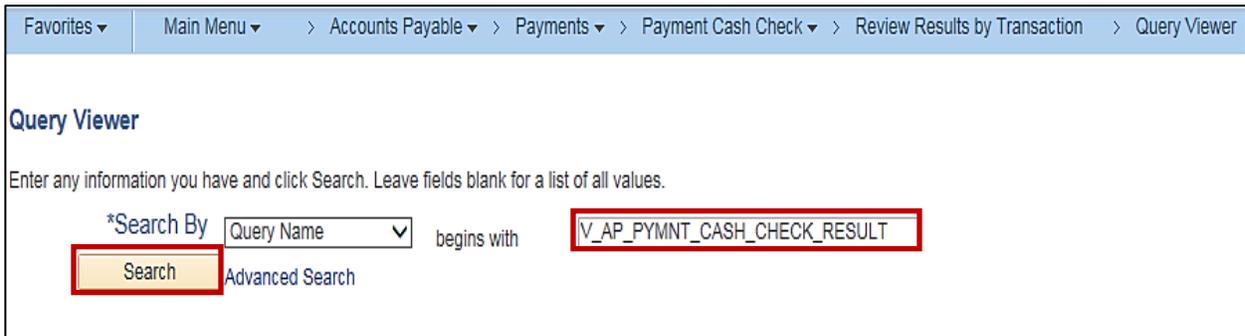
Amount	Error						
Line Number	Distribution Line	Fund	Bypass Cash	Override Cash	Cash Check Status	Passed Amount	Failed Amount
1		1 04100	<input type="checkbox"/>	<input type="checkbox"/>	Passed	216.03	

7. The **Review Results by Transaction** page displays. The **Business Unit**, Transaction ID, Supplier information, **Payment Amount**, **Budget Status**, **Approval Status**, **Scheduled Pay Dt**, and **Due Date** of the transaction displays in the header.
8. The **Distribution Details** section displays the details of the distribution line of the transaction, the **Fund**, if marked **Bypass Cash** or **Override Cash**, the **Passed** or **Failed** Status, and the **Passed** or **Failed** Amounts.
9. The **Error** tab displays the Payment Cash Checking Error Message for Failed Transactions.

Payment Cash Checking Results Query

1. Navigate to the **Query Viewer** using the following path:

Main Menu > Reporting Tools > Query > Query Viewer



The screenshot shows the 'Query Viewer' interface. At the top, there is a breadcrumb trail: 'Favorites > Main Menu > Accounts Payable > Payments > Payment Cash Check > Review Results by Transaction > Query Viewer'. Below the breadcrumb, the title 'Query Viewer' is displayed. A message reads: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' The search criteria are defined as follows: '*Search By' is set to 'Query Name' (selected from a dropdown), and 'begins with' is set to 'V_AP_PYMNT_CASH_CHECK_RESULT'. A 'Search' button is highlighted with a red box, and an 'Advanced Search' link is also visible.

2. Search for the **Query Name** using **V_AP_PYMNT_CASH_CHECK_RESULT**. This query provides the same data as the **Payment Cash Checking Results Inquiry**, but in query format.
3. Click the **Search** button.



Accounts Payable Job Aid

SW AP312: Payment Cash Checking – Reports

V_AP_PYMNT_CASH_CHECK_RESULT - Payment Cash Check Results

Run Date Q

Seq Num (1-9 or % for All) Q

GL Unit Q

Fund (Enter % for all values)

View By

Report Option

View Results

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(27 kb\)](#)

View All First 1-48 of 48 Last

Row Identifier	Run Date	Sequence number	GL Unit	Fund	Account	Fiscal Year	Bypass Cash	Override Cash	Apply FY	CY Ledger Beg Balance	PY Ledger Beg Balance	Cash Check Beg Balance	Batch End Cash Balance	Processed Amount	Failed Amount	Source Transaction	Transaction BU	Document ID	Schd Pay Date	Payment Method	Payee
1	Summary	12/13/2017	1	60200	01000	101010	2018	N	N	Y	2821151460.31	0.00	2821151460.31	0.00	0.00						
2	Summary	12/13/2017	1	60200	02044	101010	2018	N	N	N	995.10	0.00	995.10	0.00	0.00						
3	Summary	12/13/2017	1	60200	02104	101010	2018	N	N	N	8123620.67	0.00	8123620.67	0.00	0.00						
4	Summary	12/13/2017	1	60200	02207	101010	2018	N	N	N	7752172.92	0.00	7752172.92	0.00	0.00						
5	Summary	12/13/2017	1	60200	02235	101010	2018	N	N	N	3510.47	0.00	3510.47	0.00	0.00						
6	Summary	12/13/2017	1	60200	02420	101010	2018	N	N	N	0.00	0.00	0.00	0.00	0.00						
7	Summary	12/13/2017	1	60200	02602	101010	2018	N	N	N	14999125.48	0.00	14999125.48	0.00	0.00						
8	Summary	12/13/2017	1	60200	02700	101010	2018	N	N	N	0.00	0.00	0.00	0.00	0.00						
9	Summary	12/13/2017	1	60200	07113	101010	2018	N	N	N	0.00	0.00	0.00	0.00	0.00						
10	Summary	12/13/2017	1	60200	07720	101010	2018	N	N	N	486346855.24	0.00	486346855.24	0.00	0.00						
11	Summary	12/13/2017	1	60200	09033	101010	2018	N	N	N	7659064.30	0.00	7659064.30	0.00	0.00						
12	Summary	12/13/2017	1	60200	09105	101010	2018	N	N	N	944562.03	0.00	944562.03	0.00	0.00						
13	Summary	12/13/2017	1	60200	09470	101010	2018	N	N	N	0.00	0.00	0.00	0.00	0.00						
14	Summary	12/13/2017	1	60200	09490	101010	2018	N	N	N	91690144.44	0.00	91690144.44	0.00	0.00						
15	Summary	12/13/2017	1	60200	10000	101010	2018	N	N	N	3641071.55	0.00	3641071.55	0.00	0.00						
16	Summary	12/13/2017	1	60200	10010	101010	2018	Y	N	N	0.00	0.00	0.00	0.00	0.00						
17	Summary	12/13/2017	2	60200	01000	101010	2018	N	N	Y	2821151460.31	0.00	2821151460.31	0.00	0.00						
18	Summary	12/13/2017	2	60200	02044	101010	2018	N	N	N	995.10	0.00	995.10	0.00	0.00						
19	Summary	12/13/2017	2	60200	02104	101010	2018	N	N	N	8123620.67	0.00	8123620.67	0.00	0.00						
20	Summary	12/13/2017	2	60200	02207	101010	2018	N	N	N	7752172.92	0.00	7752172.92	0.00	0.00						
21	Summary	12/13/2017	2	60200	02235	101010	2018	N	N	N	3510.47	0.00	3510.47	0.00	0.00						
22	Summary	12/13/2017	2	60200	02420	101010	2018	N	N	N	0.00	0.00	0.00	0.00	0.00						
23	Summary	12/13/2017	2	60200	02602	101010	2018	N	N	N	14999125.48	0.00	14999125.48	0.00	0.00						
24	Summary	12/13/2017	2	60200	02700	101010	2018	N	N	N	0.00	0.00	0.00	0.00	0.00						
25	Summary	12/13/2017	2	60200	07113	101010	2018	N	N	N	0.00	0.00	0.00	0.00	0.00						
26	Summary	12/13/2017	2	60200	07720	101010	2018	N	N	N	486346855.24	0.00	486346855.24	0.00	0.00						
27	Summary	12/13/2017	2	60200	09033	101010	2018	N	N	N	7659064.30	0.00	7659064.30	0.00	0.00						

4. Enter or select the following:
 - a. **Run Date**
 - b. **Seq Num (1-9 or % for All)**
 - c. **GL Unit**
 - d. **Fund**
 - e. **View By: All Transaction, Failed Transactions, Passed Transactions**
 - f. **Report Option: Summary, Detail (Transaction List) or Both**
5. Click the **View Results** button.