

<b>Volume No. 3-Automated System Applications</b>	<b>TOPIC NO.</b>	<b>70210</b>
<b>Section No. 70200 — Cardinal</b>	<b>TOPIC</b>	<b>CARDINAL AGENCY INTERFACES</b>
	<b>DATE</b>	<b>May 2016</b>

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## Overview

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**Introduction** Cardinal offers a series of agency interfaces. Each interface is categorized as either an upload or an extract. A description of the available agency interfaces can be found in the Interface Description section.

**Cardinal Upload** – An interface that is **inbound** into Cardinal from agency systems.

**Cardinal Extract** – An interface that is **outbound** from Cardinal that can be loaded into agency systems.

Cardinal will not perform a crosswalk to Cardinal Chart of Accounts. Agencies are responsible for translating their elements to Cardinal Chart of Accounts.

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**Internal Control Audit** Agency procedures pertaining to the transaction approval process, submission of computer-generated transactions through electronic media, and assignment of Cardinal access capabilities at user levels for agency personnel are subject to an internal control audit by the Auditor of Public Accounts.

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**Interface Test Process** Before DOA agrees to accept and/or distribute any computer-generated media, an agency must complete testing with the Cardinal Post Production Support (PPS) Team.

A VCCC Help Desk ticket must be logged to initiate the testing procedure of a new or existing interface with PPS. When contacting the VCCC Help Desk be sure to reference “**Cardinal**” in your communication to ensure the ticket is routed appropriately. Afterwards, a member of the Cardinal PPS Team will contact your agency to coordinate testing.

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## Cardinal Interface Descriptions

**Introduction** Cardinal offers 6 agency upload interfaces and 11 agency extract interfaces across Accounts Payable (AP), Accounts Receivable (AR), and General Ledger (GL).

### AP Interfaces

Interface Name	Interface Number	Interface Description
1099 Extract	AP.973	This interface extracts 1099 reportable data from Cardinal for agency reporting to IRS. Alternatively to using the extract, Cardinal captures 1099-M reportable transactions and agencies can produce 1099 file to the IRS from Cardinal.
Cash Advance Extract	AP.969	This interface extracts any posted cash advances from the cash advance tables to help agencies reconcile Cardinal to their agency system.
Cash Advance Upload	AP.967	This interface uploads cash advance payment requests for your agency's employees. Cash advances to employees are captured as transactions on this interface and not through the Voucher Upload. Agencies that send employee cash advance transactions are required to have employee data in Cardinal.
Employee Profile Upload	AP.1048	This interface uploads new and updated employee profiles for agencies.
Expense Report Extract	AP.970	This interface extracts any posted expense reports from the expense tables to help agencies reconcile Cardinal to their agency system.
Expense Report Upload	AP.968	This interface uploads non-payroll and non-cash advance payment requests for your agency's employees. Expense reimbursements to employees are captured as transactions on this interface and not through the Voucher Upload. Agencies that send employee expense report transactions are required to have employee data in Cardinal.

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<b>Interface Name</b>	<b>Interface Number</b>	<b>Interface Description</b>
Payment Recon Extract	AP.705	This interface extracts newly posted and cancelled payments from Cardinal. It links voucher/cash advance/expense report data with payments/cancellations recorded in Cardinal.
Vendor Data Extract	AP.962	This interface extract provides new or updated vendors in the Cardinal Vendor tables. Vendors are considered any payee other than your own employees. It includes both eVA procurement vendors and fiscal vendors entered online in Cardinal. For recurring payments to vendors, Cardinal requires all vouchers to use a valid vendor. The Vendor Data Extract does not include One Time Vendors.
Voucher Extract	AP.965	This interface extracts posted vouchers from the voucher tables to help agencies reconcile Cardinal to their agency system.
Voucher Upload	AP.964	This interface uploads vouchers for vendor payments, agency to agency (ATA) payments to state agencies, and petty cash payments. For refund payments, one-time vendor vouchers may be created from agency systems and interfaced into Cardinal. This transaction will require additional vendor details in the Voucher Upload file.

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### AR Interfaces

<b>Interface Name</b>	<b>Interface Number</b>	<b>Interface Description</b>
Funds Receipt Extract	AR.730	This interface extracts posted funds receipt data from deposit tables to help agencies reconcile Cardinal to their agency system.
Funds Receipt Upload	AR.39	This interface uploads funds receipt and deposit certificate data sent to Cardinal. This includes Agency to Agency (ATA) deposits from other state agencies.

### GL Interfaces

<b>Interface Name</b>	<b>Interface Number</b>	<b>Interface Description</b>
Actuals Ledger Extract	GL.288A	This interface extracts posted summarized transactions from the actuals ledger in Cardinal.
Budget Ledger Extract	GL.288B	This interface extracts current and prior year budget data from the budget ledger in Cardinal for budgets
COA Extract	GL.102A	This interface extracts valid chart of account information from each of the ChartField tables in Cardinal that are applicable for use.
Journal Extract	GL.595	This interface extracts posted journal data from the journal tables to help agencies reconcile. Journal data will include journals entered online, sub module journals, spreadsheet journal upload, journal upload, CIPPS payroll journal, FAACS journals, and DOA entered journals.
Journal Upload	GL.600	This interface uploads journal data sent to Cardinal. A spreadsheet journal upload (available to all agencies) can also be used to load journal data into Cardinal. It is not recommended as an alternative for agencies that send frequent and/or large journals on a regular basis.

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## Cardinal Transaction IDs

**Introduction** Unique Transaction IDs are transmitted by agencies in upload interface files to uniquely identify transactions in Cardinal. Transaction IDs are returned to the agencies in the applicable extract interfaces. Cardinal will send Transaction IDs to CARS until CARS is retired at the end of FY2016.

**Voucher ID** An eight-digit field and must be unique within an Accounts Payable (AP) Business Unit in Cardinal.

Transaction Origin	Cardinal Processing Rules	CARS Processing Rules
Interfaced voucher or online voucher entered by interfacing agency*	7-digit agency assigned system value (e.g., 1234567)	From Jul-Aug, Cardinal adds an N (i.e., not payable) to the Cardinal ID (e.g., 1234567N). From Sep-Jun, Cardinal sends the 7-digit Cardinal ID to CARS (e.g., 1234567)
Online voucher entered by online agency	8-digit auto-generated number by AP BU (e.g., 00000001)	From Jul-Aug, Cardinal removes the first digit and adds an N (i.e., not payable) to the Cardinal ID (e.g., 0000001N). From Sep-Jun, Cardinal sends the 8-digit Cardinal ID to CARS (e.g., 00000001)

\*Note: After CARS is retired, the Voucher ID field will be opened up to eight positions for interfacing agencies

\*\*Note: Cardinal allows an interfacing agency to override the use of "NEXT" for auto-numbering of ID. Agencies can enter their own agency ID number when entering vouchers.

**Journal ID** A ten-digit field. Journal ID plus journal date must be unique within a General Ledger Business Unit in Cardinal.

Transaction Origin	Cardinal Processing Rules	CARS Processing Rules
Interfaced journal or online journal entered by interfacing agency*	10-digit agency assigned system value (e.g., 1234567890)	Cardinal removes the first 2 digits and sends the last 8 digits of the Cardinal ID (e.g., 34567890)
Online journal entered by online agency	10-digit auto-generated value by GL BU (e.g., 0000000001)	Cardinal removes the first 2 digits and sends the last 8 digits of the Cardinal ID (e.g., 00000001)

\*Note: Cardinal allows an interfacing agency to override the use of "NEXT" for auto-numbering of ID. Agencies can enter their own agency ID number when entering journals.

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**Deposit Certificate (DC) Number** An eight-digit field and must be unique within an Accounts Receivable (AR) Business Unit in Cardinal.

Transaction Origin	Cardinal Processing Rules	CARS Processing Rules
Interfaced Deposit Certificate	8-digit agency assigned system value (e.g., 00123456)	Cardinal sends the 8-digit value to CARS (e.g., 00123456)
Online Deposit Certificate	8-digit agency assigned system value (e.g., 00234567)	Cardinal sends the 8-digit value to CARS (e.g., 00234567)

Note: Deposits in Cardinal require a Cardinal Deposit ID in addition to the DC number. Cardinal will assign Cardinal Deposit IDs for interfaced deposits. The use of auto-numbered Cardinal Deposit IDs will be used for online and interfaced Deposits.

**Expense Report ID / Cash Advance ID** A ten-digit field and must be unique throughout the system in Cardinal; the same ID cannot exist in multiple Business Units.

Transaction Origin	Cardinal Processing Rules	CARS Processing Rules
Interfaced Expense Report/Cash Advance	3-character agency reference code plus the 7-character agency assigned system value (e.g., ITA1234567) <i>ITA = VITA*</i>  * Please see Appendix A – Agency Reference Codes for a list of valid agency reference codes	From Jul-Aug, Cardinal removes the 3-digit agency reference code and adds an N (i.e., not payable) to the 7-digit agency assigned system value (e.g., 1234567N). From Sep-Jun, Cardinal removes the first <b>2 digits</b> of the agency reference code and sends the 8-digit agency assigned system value to CARS (e.g., A1234567).
Online Expense Report/Cash Advance	10-digit auto-generated value across the system (e.g., 0000016789)	From Jul-Aug, Cardinal removes the first <b>3 digits</b> and adds an N (i.e., not payable) (e.g., 0016789N). From Sep-Jun, Cardinal removes the first <b>2 digits</b> (e.g., 00016789).

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## Interface Approval Workflow

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### Overview

Interfaced transactions uploaded into Cardinal are assumed to have been approved in the agency's system and do not require approval in Cardinal except for the following exceptions:

- Cash Advances
  - DOA Pre-Audit / Legal Services transactions
  - Transactions uploaded and then edited online in Cardinal
-

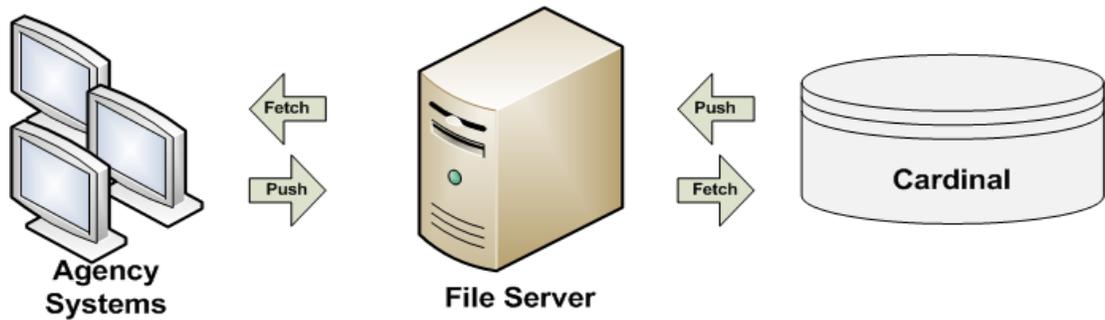
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## Interface File Delivery Standards

**Introduction** This section provides details regarding the file transfer process between agencies and Cardinal.

**Interface Architecture**

- A file server has been established for the transfer of files between agencies and Cardinal.
- File server access will be given to the agencies residing on and outside of the State-provided network.
- Secured file transfer protocols, FTPS or SFTP, must be used to exchange the interface files with Cardinal.
- Agencies using SFTP protocol will have the ability to use SSH keys instead of a password in order to be authenticated by the Cardinal file server.
- Agencies opting for FTPS connectivity should use **implicit mode** to communicate with Cardinal file server.



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**File Delivery Standards**

- Upload files should be in the agency **Inbound** folder before the Cardinal batch processes begin at 6 PM.
- Upload files will be removed from the file server and archived once they are picked up by the batch process.
- Extract files and Upload Error Reports will be in the agency **Outbound** folder after the Cardinal batch processes end, typically no later than 7 AM the next day.
- Extract files and Upload Error Reports will be available on the file server for 7 calendar days.
- Cardinal archives all uploads and extracts in a compressed format.
- Agencies needing to access archived files will submit a Cardinal help desk ticket to have the files retrieved.
- Extracts are available at a daily, weekly, or monthly frequency. The exceptions are the 1099 Extract which is run ad-hoc by agencies, and the Vendor Data Extract which is only available daily.
- Weekly extracts will run in Friday night’s batch and will be available Saturday morning, typically no later than 7 AM.
- Monthly extracts will follow the DOA close calendar and will be available the next morning, typically no later than 7 AM.

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## Cardinal Input Requirements

**Cardinal Filename Standards** Upload files received from agencies that do not align with the Cardinal interface file layout and/or filename standard will result in a file level error or transactional level error(s). Both errors types will be rejected by Cardinal and will need to be resubmitted by the agency.

Interface	Filename Standard
1099 Extract (AP.973)	CCCCC_AP973_OUT_MMDDYYYY_HHMI_001.DAT
Actuals Ledger Extract (GL.288A)	<u>Parent Agency Within an Assembled Group:</u> BBBBB_GL288A_OUT_MMDDYYYY_HHMI_001.DAT
	<u>Child Agency Within an Assembled Group:</u> PPPPP_BBBBB_GL288A_OUT_MMDDYYYY_HHMI_001.DAT
Budget Ledger Extract (GL.288B)	<u>Parent Agency Within an Assembled Group:</u> BBBBB_GL288B_OUT_MMDDYYYY_HHMI_001.DAT
	<u>Child Agency Within an Assembled Group:</u> PPPPP_BBBBB_GL288B_OUT_MMDDYYYY_HHMI_001.DAT
Cash Advance Extract (AP.969)	BBBBB_AP969_OUT_MMDDYYYY_HHMI_001.DAT
Cash Advance Upload (AP.967)	BBBBB_AP967_IN_MMDDYYYY_HHMI_999.DAT
COA Extract (GL.102A)	<u>ChartField Files:</u> SETID_GL102A_OUT_MMDDYYYY_HHMI_<CHARTFIELD>_001.DAT
	<u>Combo Data File:</u> STATE_GL102A_OUT_MMDDYYYY_HHMI_COMBODATA_001.DAT
	<u>Business Unit File:</u> STATE_GL102A_OUT_MMDDYYYY_HHMI_BUSUNIT_001.DAT
	<u>Department Tree File:</u> SETID_GL102A_OUT_MMDDYYYY_HHMI_DEPTTREE_001.DAT
Employee Profile Upload (AP.1048)	BBBBB_AP1048_IN_MMDDYYYY_HHMI_999.DAT
Expense Report Extract (AP.970)	BBBBB_AP970_OUT_MMDDYYYY_HHMI_001.DAT

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Interface	Filename Standard
Expense Report Upload (AP.968)	BBBBB_AP968_IN_MMDDYYYY_HHMI_999.DAT
Funds Receipt Extract (AR.730)	BBBBB_AR730_DIR_MMDDYYYY_HHMI_001.DAT
Funds Receipt Upload (AR.39)	BBBBB_AR039_IN_MMDDYYYY_HHMI_999.DAT
Journal Extract (GL.595)	BBBBB_GL595_OUT_MMDDYYYY_HHMI_001.DAT
Journal Upload (GL.600)	BBBBB_GL600_IN_MMDDYYYY_HHMI_999.DAT
Payment Recon Extract (AP.705)	BBBBB_AP705_OUT_MMDDYYYY_HHMI_001.DAT
Vendor Data Extract (AP.962)	<u>Full File:</u> AP962_INC_OUT_MMDDYYYY_HHMI_001.DAT
	<u>Incremental File:</u> AP962_ALL_OUT_MMDDYYYY_HHMI_001.DAT
Voucher Extract (AP.965)	BBBBB_AP965_OUT_MMDDYYYY_HHMI_001.DAT
Voucher Upload (AP.964)	BBBBB_AP964_IN_MMDDYYYY_HHMI_999.DAT

Legend:

PPPPP = Parent Agency Business Unit  
 BBBBB = Business Unit  
 CCCCC = Control ID  
 MM = 2 character month  
 DD = 2 character day  
 YYYY = 4 character year  
 HH = 2 digit hour (24-hour clock)  
 MI = 2 digit minute  
 001 = file sequence number

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## 1099 Extract (AP.973) – File Layout

- General Information**
- ASCII Pipe Delimited
  - Decimal points are explicit and should be displayed in the file
  - For signed numbers, (-) takes up a position in the file
  - Number fields are not padded
  - \* Indicates a Key Field

### 1099 Extract (AP.973) - Control Record (000)

Field Name	Field Type	Field Length	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	Y	000	Hard code to "000".	Record Type: This is the Control record.
CONTROL_ID	Character	10	Y	Needs to be a valid Control ID	Hard coded based on the module the interface falls under.	Business Unit: This is the sending / receiving agency's Business Unit.
FILE_NAME	Character	80	Y	Standard Naming Convention	Refer to the "Cardinal Filename Standards" section of this document	File Name: This is the name of the input / output file.
CREATED_DATE	Date	10	Y	N/A	Format: MM/DD/YYYY	File Creation Date: This is the date that the file was created.

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**1099 Extract (AP.973) – 1099 Reportable Detail (001)**

Field Name	Field Type	Field Length	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	Y	001	Set this value to '001'	RECORD_TYPE 001 identifies the row as being tied to the Withholding record
*BUSINESS_UNIT	Character	5	Y		Needs to be a valid AP Business Unit	Business Unit
*WTHD_CLASS	Character	5	Y	{01, 02, 03, 04, 05, 06, 07, 08, 10, 13, 14, 15A, 15B}	01 - Rents 02 - Royalties 03 - Prizes, Awards, etc. 04 - Federal Income Tax Withheld 05 - Fishing Boat Proceeds 06 - Medical and Health Care Pymnts 07 - Non-Employee Compensation 08 - Substitute Payments 10 - Crop Insurance Proceeds 13 - Excess Golden Parachute Pymnts 14 - Gross Attorney Proceeds 15A - Section 409A deferrals 15B - Section 409A Income	This field represents the 1099 reportable transaction class
*WTHD_RULE	Character	5	Y	{RULE0, RULE1, RULE2, RULE3}	RULE0 - Zero Percent Withholding Rule RULE1 - 1099 Standard Rule RULE2 - 1099 Rule for 28% Withholding RULE3 - 1099 Rule for 30% Withholding	Withholding Rule
*VENDOR_ID	Character	10	Y		This is the identifier used to track vendors in Cardinal.	The vendor ID is a unique identifier used to locate specific vendor information in Cardinal.
NAME1	Character	40	Y		This is the name of the vendor that is maintained in Cardinal and referenced on payment vouchers.	The Vendor name in Cardinal.
*ADDRESS_SEQ_NUM	Number	5	Y		Cardinal Vendor Address Sequence Number	Address Sequence Number

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**1099 Extract (AP.973) – 1099 Reportable Detail (001)**

Field Name	Field Type	Field Length	Required Field	Valid Values	Processing Rules	Description
ADDRESS1	Character	40	Y		NA	This is the withholding (1099 reportable) address for the vendor.
ADDRESS2	Character	40	Y		NA	This is an overflow field if the vendor address exceeds the field length of Address 1.
CITY	Character	30	Y		NA	City
STATE	Character	6	Y	2 character state value (E.g. VA)	NA	This is the vendor state for the address.
POSTAL	Character	12	Y	Format as 5-character zip code (12345) or 10-character zip code (12345-6789)	NA	The vendor postal code.
*VNDR_REGIST_ID	Character	20	Y		Cardinal Vendor TIN	Vendor TIN. The TIN of the vendor at the time of the voucher creation.
PYMNT_METHOD	Character	3	Y	{ACH, CHK, EFT, MAN, WIR}	ACH - Automated Clearing House CHK - System Check EFT - Electronic Funds Transfer MAN - Manual Check WIR - Wire Transfer	Payment Method.  Payment Method will be blank when creating a 1099 adjustment in Cardinal
PYMNT_ID_REF	Character	20	Y		Payment Reference Number. Applicable only if the withholding adjustment type (WTHD_ADJUST_TYPE) is "Original"	Payment Reference Number
PYMNT_DT	Date	10	Y		Format as MM/DD/YYYY	Payment Date
POST_DT	Date	10	Y		Format as MM/DD/YYYY	Payment posted date - Date the accounting entries were generated for the payment

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**1099 Extract (AP.973) – 1099 Reportable Detail (001)**

Field Name	Field Type	Field Length	Required Field	Valid Values	Processing Rules	Description
WTHD_BASIS_AMT	Number	28	Y		Amount before Backup Withholding was removed	Basis Amount - Portion of payment that is 1099 reportable prior to backup withholding being deducted
WTHD_LIABILITY_AMT	Number	28	N		NA	Liability Amount - Backup Withholding Amount owed to the IRS, if applicable
WTHD_ADJUST_TYPE	Character	8	Y	{Legacy, Original}	If WTHD_TRXN_TBL.PYMNT_ID ends with ".00", then set this field to "Legacy", otherwise set this field to "Original"	Withholding Adjustment Type
WTHD_DECL_DATE	Date	10	Y	MM/DD/YYYY	NA	The date used to determine the calendar year for 1099 reporting
PAID_AMT	Number	28	Y		NA	Backup Withholding amount Paid to the IRS, if applicable
DESCR100	Character	100	N		NA	The description for 1099 adjustments
CREATE_DATE	Date	10	Y		Format as MM/DD/YYYY	The date when the 1099 entry was entered into the Cardinal withholding tables.
CREATEOPRID	Character	30	Y		NA	User that created the 1099 entry. Will be the batch processor ID for 'Original' transactions and the agency user id for online adjustments

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**1099 Extract (AP.973) - Trailer Record (999)**

Field Name	Field Type	Field Length	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	Y	999	Hard code to "999".	Record Type: This is the Trailer record.
ROW_COUNT	Number	8	Y		Format: 99999999, where this is a integer between 1 and 99,999,999	Row Count: This is a count of the total number of rows in the file, including the Control Record and Record Trailer rows.

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## Actuals Ledger Extract (GL.288A) – File Layout

**General Information** - ASCII Fixed Length  
- \* Indicates a Key Field

### Actuals Ledger Extract (GL.288A) - Ledger

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*BUSINESS_UNIT	Character	5	1	5	Y	N/A	GL Business Unit for the Ledger	Business Unit
*LEDGER	Character	10	6	15	Y	N/A	Ledger value	Ledger
*FISCAL_YEAR	Number	4	16	19	Y	N/A	Fiscal Year for the Ledger	Fiscal Year
*ACCOUNTING_PERIOD	Number	3	20	22	Y	N/A	Accounting Period for the Ledger	Accounting Period
*FUND_CODE	Character	5	23	27	N	N/A	Fund Code for the Ledger	Fund Code
*ACCOUNT	Character	10	28	37	N	N/A	Account for the Ledger	Account
*PRODUCT	Character	6	38	43	N	N/A	Task for the Ledger	Task
*DEPTID	Character	10	44	53	N	N/A	Department ID for the Ledger	Department ID
*PROGRAM_CODE	Character	5	54	58	N	N/A	Future Use 1	Future Use 1
*PROJECT_ID	Character	15	59	73	N	N/A	Project ID for the Ledger	Project ID
*CHARTFIELD1	Character	10	74	83	N	N/A	Cost Center for the Ledger	Cost Center
*CHARTFIELD2	Character	10	84	93	N	N/A	Service Area for the Ledger	Service Area
*CHARTFIELD3	Character	10	94	103	N	N/A	Agency Use 1	Agency Use 1
*OPERATING_UNIT	Character	8	104	111	N	N/A	Asset for the Ledger	Asset

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**Actuals Ledger Extract (GL.288A) - Ledger**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*BUDGET_REF	Character	8	112	119	N	N/A	Agency Use 2	Agency Use 2
*CLASS_FLD	Character	5	120	124	N	N/A	FIPS for the Ledger	FIPS
*STATISTICS_CODE	Character	3	125	127	N	N/A	Statistics Code for the Ledger	Statistics Code
POSTED_TOTAL_AMT	Signed Number	23.3	128	155	Y	N/A	Posted Total Amount for the Ledger	Posted Total Amount

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## Budget Ledger Extract (GL.288B) – File Layout

**General Information** - ASCII Fixed Length  
- \* Indicates a Key Field

### Budget Ledger Extract (GL.288B) - Chartfield

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*BUDGET_PERIOD	Character	8	1	8	Y	N/A	The Budget Year for the budget	Budget Year
*LEDGER_GROUP	Character	10	9	18	Y	CC_ALLOT CC_APPROP CC_CASH CC_LOWLVL CC_OFCREV CC_OPRL CC_OPRLSUM CC_OPRPLAN CC_PROJ CC_PROJSUM CC_REVEST CC_TRANSFR	The Ledger Group for the budget	Ledger Group

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**Budget Ledger Extract (GL.288B) - Chartfield**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*LEDGER	Character	10	19	28	Y	C_ALLOT_B C_APPROP_B C_CASH_B C_LWLV_L_B C_OFCREV_B C_OPRPLN_B C_OPRSUM_B C_OPR_B C_PRJSUM_B C_PRJ_B C_REVEST_B C_TRNSFR_B	The Ledger for the budget	Ledger
KK_BUDG_TRANS_TYPE	Character	1	29	29	Y	N/A	The Budget Entry Type for the budget	Budget Entry Type
*BUSINESS_UNIT	Character	5	30	34	Y	N/A	The GL Business Unit for the budget	Business Unit
*FUND_CODE	Character	5	35	39	N	N/A	The Fund code for the budget	Fund Code
*ACCOUNT	Character	10	40	49	N	N/A	The Account for the budget	Account
*PRODUCT	Character	6	50	55	N	N/A	The Task for the budget	Task
*DEPTID	Character	10	56	65	N	N/A	The Department ID for the budget	Department ID
*PROGRAM_CODE	Character	5	66	70	N	N/A	Future Use 1	Future Use 1
*CHARTFIELD1	Character	10	71	80	N	N/A	The Cost Center for the budget	Cost Center
*CHARTFIELD2	Character	10	81	90	N	N/A	The Program for the budget	Program
*CHARTFIELD3	Character	10	91	100	N	N/A	Agency Use 1	Agency Use 1
*OPERATING_UNIT	Character	8	101	108	N	N/A	The Asset for the budget	Asset

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**Budget Ledger Extract (GL.288B) - Chartfield**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*BUDGET_REF	Character	8	109	116	N	N/A	Agency Use 2	Agency Use 2
*CLASS_FLD	Character	5	117	121	N	N/A	The FIPS code for the budget	FIPS
*BUSINESS_UNIT_PC	Character	5	122	126	N	N/A	The PC Business Unit for the budget	PC Business Unit
*PROJECT_ID	Character	15	127	141	N	N/A	The Project ID for the budget	Project ID
*ACTIVITY_ID	Character	15	142	156	N	N/A	The Activity for the budget	Activity
*RESOURCE_TYPE	Character	5	157	161	N	N/A	The Source Type for the budget	Source Type
FUND_SOURCE	Character	6	162	167	N	N/A	The Fund Source for the budget	Fund Source
CURRENCY_CD	Character	3	168	170	Y	N/A	The Currency code for the budget	Currency Code
MONETARY_AMOUNT	Signed Number	27	171	197	Y	N/A	The Monetary Amount for the budget	Signed Monetary Amount (23.3)

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## Cash Advance Extract (AP.969) – File Layout

### General Information

- ASCII Fixed Length
- Character fields are left-justified
- Numeric fields are right-justified
- Numeric fields for amount values will contain an explicit decimal point in the Cardinal Extract (e.g., 100.00)
- For numeric fields, Cardinal Extracts will NOT contain padded zeroes for values that are less than the field's length
- Positive numbers will not have a sign in front of the number
- Negative numbers will display with a negative sign (e.g., -50.56, -995.00)
- For signed numbers, (-) takes up a position in the file
- \* Indicates a Key Field

### Cash Advance Extract (AP.969) - Control Record (000)

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Yes	000	Hard code to "000".	Record Type: This is the Control record.
BUSINESS_UNIT	Character	5	4	8	Yes	N/A	The business unit for the group of transactions	EX Business Unit: This is the sending / receiving agency's Business Unit.
FILE_NAME	Character	80	9	88	Yes	Standard Naming Convention	Refer to the "Cardinal Filename Standards" section of this document	File Name: This is the name of the input / output file.
CREATED_DATE	Date	10	89	98	Yes	N/A	Format: MM/DD/YYYY	File Creation Date: This is the date that the file was created.
Filler	Character	380	99	478		Leave Blank	N/A	

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**Cash Advance Extract (AP.969) - Header Record (001)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Yes	001	Set this value to '001'	RECORD_TYPE 001 identifies the row as being tied to the Advance Header Record
BUSINESS_UNIT_GL	Character	5	4	8	Yes		Agency Business Unit	General Ledger Business Unit
*ADVANCE_ID	Character	10	9	18	Yes		The unique Cash Advance ID interfaced or entered online in Cardinal.	Cash Advance ID uniquely identifies the cash advance in Cardinal. Agency sends 10 character Cash Advance IDs (3 digit agency code plus 7 digit agency system value) to Cardinal. When the value is sent to CARS, Cardinal will remove the 3 digit agency code and add an N to the end of the ID value (e.g. 1234567N).
EMPLID	Character	11	19	29	Yes		Employee ID for whom the Cash Advance was created.	Employee ID. This is the employee's CIPPS ID which is typically the 9-digit PMIS number followed by two zeros.
ADV_STATUS	Character	3	30	32	No	{APY,CLS,PD,STG}	APY = Approved for Payment CLS = Closed PD = Paid STG = Staged	Advance Status
CREATION_DT	Date	10	33	42	No		Format as MM/DD/YYYY	Creation Date
SUBMISSION_DATE	Date	10	43	52	No		Format as MM/DD/YYYY	Submission Date
REFERENCE_ID	Character	10	53	62	No		Will contain the interfacing agency Cash Advance ID	Interfacing Agency Advance ID
ADVANCE_NAME	Character	30	63	92	Yes		Advance Description	Advance Name

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**Cash Advance Extract (AP.969) - Control Record (000)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
TRAVEL_AUTH_ID	Character	10	93	102	No		This is the travel authorization ID. This field will not be populated as in Cardinal the cash advance will not be linked with a travel authorization.	Travel Authorization ID
POST_STATUS_EX	Character	1	103	103	No	{C,P}	C = Closed P = Posted	Expenses Post Status
ACCOUNTING_DT	Date	10	104	113	Yes		Format as MM/DD/YYYY	Accounting Date
BUSINESS_PURPOSE	Character	5	114	118	Yes	{00001, 00002, 00003, 00004, 00005, 00006, 00007, 00008, 00009, 00010, 00011}	00001 = Conference 00002 = Recruitment 00003 = Presentation 00004 = Investigations 00005 = Education 00006 = Extraditions 00007 = Field Work 00008 = Meeting 00009 = Overtime Meal Reimbursement 00010 = Training 00011 = Other	Business Purpose
BALANCE	Signed Number	28	119	146	No		Format as '123.45'	Balance
COMMENTS	Text	254	147	400	No		Comment	Comment
TOTAL_AMT	Signed Number	28	401	428	No		Format as '123.45'	Total Amount
Filler	Character	50	429	478	No		Leave Blank	Filler

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**Cash Advance Extract (AP.969) - Line Record (002)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Yes	002	Set value to '002'	RECORD_TYPE 002 identifies the row as being tied to the Advance Line Record
BUSINESS_UNIT_GL	Character	5	4	8	Yes		Agency Business Unit	General Ledger Business Unit
*ADVANCE_ID	Character	10	9	18	Yes		The unique Cash Advance ID interfaced or entered online in Cardinal.	Cash Advance ID uniquely identifies the cash advance in Cardinal. Agency sends 10 character Cash Advance IDs (3 digit agency code plus 7 digit agency system value) to Cardinal. When the value is sent to CARS, Cardinal will remove the 3 digit agency code and add an N to the end of the ID value (e.g. 1234567N).
*LINE_NBR	Number	5	19	23	Yes		Format as '12345'	Line Number
EX_LINE_STATUS	Character	3	24	26	No	{APY,CLS,PD,STG}	APY = Approved for Payment CLS = Closed PD = Paid STG = Staged	Line Status
MONETARY_AMOUNT	Signed Number	28	27	54	Yes		Format as '123.45'	Monetary Amount
DESCR	Character	30	55	84	No		Description	Description
Filler	Character	394	85	478	No		Leave Blank	Filler

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**Cash Advance Extract (AP.969) - Distribution Record (003)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Yes	003	Set value to '003'	RECORD_TYPE 003 identifies the row as being tied to the Advance Distribution Line Record
BUSINESS_UNIT_GL	Character	5	4	8	Yes		Agency Business Unit	General Ledger Business Unit
*ADVANCE_ID	Character	10	9	18	Yes		The unique Cash Advance ID interfaced or entered online in Cardinal.	Cash Advance ID uniquely identifies the cash advance in Cardinal. Agency sends 10 character Cash Advance IDs (3 digit agency code plus 7 digit agency system value) to Cardinal. When the value is sent to CARS, Cardinal will remove the 3 digit agency code and add an N to the end of the ID value (e.g. 1234567N).
*LINE_NBR	Number	5	19	23	Yes		Format as '12345'	Line Number
*DISTRIB_LINE_NUM	Number	5	24	28	Yes		Format as '12345'	Distribution Line
ACCOUNT	Character	10	29	38	No		This is the Account value for the cash advance distribution line.	Account
FUND_CODE	Character	5	39	43	No		This is the Fund value for the cash advance distribution line.	Fund Code
CHARTFIELD2	Character	10	44	53	No		This is the Program value for the cash advance distribution line. A Program is required for all Expense account transactions.	Program Value
DEPTID	Character	10	54	63	No		This is the Department value for the cash advance distribution line.	Department ID
CHARTFIELD1	Character	10	64	73	No		This is the Cost Center value for the cash advance distribution line.	Cost Center

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**Cash Advance Extract (AP.969) - Distribution Record (003)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
PRODUCT	Character	6	74	79	No		This is the Task value for the cash advance distribution line.	Product
CLASS_FLD	Character	5	80	84	No		This is the FIPS value for the cash advance distribution line.	FIPS Value
OPERATING_UNIT	Character	8	85	92	No		This is the Asset value for the cash advance distribution line.	Operating Unit
CHARTFIELD3	Character	10	93	102	No		This is the Agency Use 1 value for the cash advance distribution line.	Agency Use 1
BUDGET_REF	Character	8	103	110	No		This is the Agency Use 2 value for the cash advance distribution line.	Agency Use 2
PROJECT_ID	Character	15	111	125	No		This is the Project ID value for the cash advance distribution line.	Project ID
AFFILIATE	Character	5	126	130	No		N/A	Affiliate (Reserved for future use)
AFFILIATE_INTRA1	Character	10	131	140	No		N/A	Fund Affiliate (Reserved for future use)
PROGRAM_CODE	Character	5	141	145	No		N/A	Future Use
AFFILIATE_INTRA2	Character	10	146	155	No		N/A	Operating Unit Affiliate (Reserved for future use)
MONETARY_AMOUNT	Signed Number	28	156	183	No		Format as '123.45'	Monetary Amount
JOURNAL_ID	Character	10	184	193	Yes		NA	Journal ID uniquely identifies the journal in Cardinal.
JOURNAL_DATE	Date	10	194	203	Yes		This is the date for the journal. The date format is MM/DD/YYYY.	Journal Date
POSTED_DATE	Date	10	204	213	Yes		Format: MM/DD/YYYY	Date Posted
JOURNAL_LINE	Number	9	214	222	Yes		Format as '0123456789'	GL Journal Line Number
UNPOST_SEQ	Number	2	223	224	Yes		0 = no action 1 = transaction has been unposted. Reserved for future use.	Signifies that the journal has been unposted from the General Ledger.

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<b>Cash Advance Extract (AP.969) - Distribution Record (003)</b>								
Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
Filler	Character	254	225	478	No		Leave Blank	Filler

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**Cash Advance Extract (AP.969) - Trailer Record (999)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Yes	999	Hard code to "999".	Record Type: This is the Trailer record.
TRANSACTION_COUNT	Number	6	4	9	Yes		Format: 999999, where this is a integer between 1 and 999,999	Transaction Count: This is a count of the total number of transactions (Cash Advances) contained in the file.
ROW_COUNT	Number	8	10	17	Yes		Format: 99999999, where this is a integer between 1 and 99,999,999	Row Count: This is a count of the total number of rows in the file, including the Control Record and Record Trailer rows.
V_COUNT1	Number	10	18	27	Yes	N/A	Format as 0123456789. Count of distinct 002 rows in file	The Line Count
V_COUNT2	Number	10	28	37	Yes	N/A	Format as 0123456789. Count of distinct 003 rows in file	The Distribution Count
PYMNT_AMT	Signed Number	28	38	65	Yes		Format as '123.45'	Sum of all the Cash Advances in the file
Filler	Character	413	66	478	N/A	Leave Blank	N/A	

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## Cash Advance Upload (AP.967) – File Layout

- General Information**
- ASCII Fixed Length
  - Character fields are left-justified
  - Numeric fields are right-justified
  - Decimal points are explicit and should be displayed in the file for values that are not integers. (.00) is optional for integer values
  - For signed numbers, (+) is optional for values greater than zero. (-) is required for values less than zero
  - For signed numbers, (-) takes up a position in the file
  - Numbers are acceptable with or without the padding of leading zeros
  - \* Indicates a Key Field

### Cash Advance Upload (AP.967) - Control Record (000)

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Yes	000	Hard code to "000".	Record Type: This is the Control record.
BUSINESS_UNIT	Character	5	4	8	Yes	N/A	The business unit for the group of transactions	EX Business Unit: This is the sending / receiving agency's Business Unit.
FILE_NAME	Character	80	9	88	Yes	Standard Naming Convention	Refer to the "Cardinal Filename Standards" section of this document	File Name: This is the name of the input / output file.
CREATED_DATE	Date	10	89	98	Yes	N/A	Format: MM/DD/YYYY	File Creation Date: This is the date that the file was created.

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**Cash Advance Upload (AP.967) - Header Record (001)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Yes	001	Set this value to '001'	RECORD_TYPE 001 identifies the row as being tied to the Cash Advance Header record.
*ADVANCE_ID	Character	10	4	13	Yes		The Advance ID sent in the interface file must be unique across all Business Units. This will print on the remittance.  Note: All alphabetical characters will be automatically converted to uppercase.	Advance ID uniquely identifies the cash advance in Cardinal. Agency sends 10 character Advance IDs (3 digit agency code plus 7 digit agency system value) to Cardinal.
EMPLID	Character	11	14	24	Yes		This is the employee's CIPPS ID which is typically the 9-digit PMIS number followed by two zeros.	Employee ID
REFERENCE_ID	Character	10	25	34	No		This is an optional field the agency can populate to more easily identify the cash advance.	Reference Number
ADVANCE_NAME	Character	30	35	64	Yes		This is a required field that the agency will populate to describe the cash advance header.	Report Description
BUSINESS_UNIT_GL	Character	5	65	69	Yes		This is the employee's agency Business Unit.	Agency ID (GL Business Unit)

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**Cash Advance Upload (AP.967) - Header Record (001)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
BUSINESS_PURPOSE	Character	5	70	74	Yes	00001 through 00011	00001 = Conference 00002 = Recruitment 00003 = Presentation 00004 = Investigations 00005 = Education 00006 = Extraditions 00007 = Field Work 00008 = Meeting 00009 = Overtime Meal Reimbursement 00010 = Training 00011 = Other	Business Purpose
COMMENTS	Text	254	75	328	No		Comment	Comment

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**Cash Advance Upload (AP.967) - Line Record (002)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Yes	002	Set value to '002'	RECORD_TYPE 002 identifies the row as being tied to the Cash Advance Line record.
*ADVANCE_ID	Character	10	4	13	Yes		The Advance ID sent in the interface file must be unique across all Business Units. This will print on the remittance.  Note: All alphabetical characters will be automatically converted to uppercase.	Advance ID uniquely identifies the cash advance in Cardinal. Agency sends 10 character Advance IDs (3 digit agency code plus 7 digit agency system value) to Cardinal.
*LINE_NBR	Number	5	14	18	Yes		Format as '1' and increment for each new line.	Advance Line Number
MONETARY_AMOUNT	Signed Number	28	19	46	Yes		Format as '+00000000000000000000123.45'	Monetary Amount
DESCR	Character	30	47	76	No		This field is populated by the agency to provide a description of the cash advance line.	Cash Advance Line Description

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**Cash Advance Upload (AP.967) - Trailer Record (999)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Yes	999	Hard code to "999".	Record Type: This is the Trailer record.
ROW_COUNT	Number	8	4	11	Yes		Format: 99999999, where this is a integer between 1 and 99,999,999	Row Count: This is a count of the total number of rows in the file, including the Control Record and Record Trailer rows.
V_COUNT1	Number	10	12	21	Yes		Format: 999999, where this is an integer between 1 and 999,999. Count of distinct 001 rows in file	Transaction Count: Count of cash advances in the file
TOTAL_AMT	Signed Number	28	22	49	Y	Value must be greater than 0	Format as '000000001234.56' sum of amounts from 002 Record	Total of the cash advances line amounts

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## COA Extract (GL.102A) – File Layout

**General Information** - ASCII Delimited File with a delimited value of |  
- \* Indicates a Key Field

### COA Extract (GL.102A) – Chartfield

Field Name	Field Type	Field Length	Required Field	Valid Values	Processing Rules	Description
N/A	Character	2	Y	CH	HARDCODE	Record Type; CH- Chartfield Line
SETID	Character	5	Y	N/A	Setid	Setid
EFFDT	Date	10	Y	N/A	Format: MM/DD/YYYY	Effective Date
EFF_STATUS	Character	1	Y	N/A	Effective Date will be blank for Projects Effective Status	Effective Status
CF_VALUE	Character	20	Y	N/A	Chartfield Value	Chartfield Value
DESCR	Character	30	Y	N/A	Description	Description

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**COA Extract (GL.102A) – Chartfield Attribute**

Field Name	Field Type	Field Length	Required Field	Valid Values	Processing Rules	Description
N/A	Character	2	Y	CA	HARDCODE	Record Type; CA - Chartfield Attribute
CF_VALUE	Character	20	Y	N/A	Chartfield Value	Chartfield Value
EFFDT	Date	10	Y	N/A	Format: MM/DD/YYYY	Effective Date
CF_ATTRIBUTE	Character	15	Y	N/A	Effective Date will be blank for Projects Chartfield Attribute Name	Chartfield Attribute Name
DESCR100	Character	100	Y	N/A	Chartfield Attribute Description	Chartfield Attribute Description
CF_ATTRIB_VALUE	Character	20	Y	N/A	Chartfield Attribute Value	Chartfield Attribute Value
DESCR60	Character	60	Y	N/A	ChartField Attribute Value Description	ChartField Attribute Value Description

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### COA Extract (GL.102A) – Project Attributes

Field Name	Field Type	Field Length	Required Field	Valid Values	Processing Rules	Description
N/A	Character	2	Y	PA	HARDCODE	Record Type; PA V_PRJ_TBL - Project Attribute Line
CF_VALUE	Character	20	Y	N/A	Chartfield Value	Chartfield Value
GRANTOR	Character	20	Y	N/A	Grantor	Grantor
V_PRJ_GRANTEE	Character	10	Y	N/A	Project Grantee	Project Grantee
V_PRJ_EXT_NBR	Number	20	Y	N/A	External Project number	External Project number
V_PRJ_FED_NBR	Character	15	Y	N/A	Fed Declaration Number	Fed Declaration Number
V_PRJ_AGY_DISASTER	Character	5	Y	N/A	Disaster Number	Disaster Number
V_PRJ_DISASTER_IND	Character	1	Y	N/A	Disaster Indicator	Disaster Indicator
V_PRJ_PROP_DMG_IND	Character	1	Y	N/A	Property Damage Indicator	Property Damage Indicator
V_PRJ_GRANT_ID_PFX	Character	12	Y	N/A	Grant ID Prefix	Grant ID Prefix
V_PRJ_GRANT_ID	Character	20	Y	N/A	Grantor Grant ID	Grantor Grant ID
V_PRJ_INOUT_IND	Character	1	Y	N/A	Grant In/Outbound Indicator	Grant In/Outbound Indicator
V_PRJ_GRANT_AMT	Signed Number	17	Y	N/A	Format: S12(Integer).3(Decimal)	Grant Amount
V_PRJ_SUBGRANT_IND	Character	1	Y	N/A	Sub-Grant Indicator	Sub-Grant Indicator
V_PRJ_SUBGRANT_NBR	Number	15	Y	N/A	Sub-Grant Number	Sub-Grant Number
V_PRJ_FED_CAT_NBR	Number	5	Y	N/A	Federal Catalog Number	Federal Catalog Number
V_PRJ_OBLIG_DT	Number	10	Y	N/A	Format: MM/DD/YYYY	Obligation Date
V_PRJ_OBLIG_DEADLN	Date	10	Y	N/A	Format: MM/DD/YYYY	Obligation Deadline
V_DOT_PROG_RPT_DT	Date	10	Y	N/A	Format: MM/DD/YYYY	Progress Report Date

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**COA Extract (GL.102A) – Project Attributes**

Field Name	Field Type	Field Length	Required Field	Valid Values	Processing Rules	Description
V_PRJ_PROG_STATUS	Character	10	Y	N/A	Progress Report Status	Progress Report Status
N/A	Character	2	Y	PA	HARDCODE	Record Type; PA V_PRJ_ROUTE_TBL - Project Route Attribute Line
CF_VALUE	Character	20	Y	N/A	Chartfield Value	Chartfield Value
BUDGET_REF	Character	8	Y	N/A	Agency Use 2	Agency Use 2
N/A	Character	2	Y	PA	HARDCODE	Record Type; PA V_PRJ_ASSET_TBL - Project asset Attribute Line
CF_VALUE	Character	20	Y	N/A	Chartfield Value	Chartfield Value
OPERATING_UNIT	Character	8	Y	N/A	Asset	Asset
BUDGET_AMOUNT	Signed Number	28	Y	N/A	Format: S23(Integer).3(Decimal)	Total Budget Amount
N/A	Character	2	Y	PA	HARDCODE	Record Type; PA V_PRJ_CAT_TBL - Project Category Attribute Line
CF_VALUE	Character	20	Y	N/A	Chartfield Value	Chartfield Value
V_PRJ_CATEGORY	Character	8	Y	N/A	Project Category	Project Category

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**COA Extract (GL.102A) – Department Tree**

Field Name	Field Type	Field Length	Required Field	Valid Values	Processing Rules	Description
*SETID	Character	5	Y	N/A	Setid	Setid
*TREE_NAME	Character	18	Y	N/A	Tree Name	Tree Name
*EFFDT	Date	10	Y	N/A	Format: MM/DD/YYYY	Effective Date
*TREE_NODE_NUM	Number	10	Y	N/A	Tree Node num	Tree Node num
*TREE_NODE	Character	20	Y	N/A	Tree Node	Tree Node
DESCR100	Character	100	Y	N/A	Department Description	Department Description
*TREE_BRANCH	Character	20	Y	N/A	Tree Branch	Tree Branch
TREE_NODE_NUM_END	Number	10	Y	N/A	Tree Node Num End	Tree Node Num End
TREE_LEVEL_NUM	Number	3	Y	N/A	Tree Level Num	Tree Level Num
TREE_NODE_TYPE	Character	1	Y	N/A	Tree Node Type	Tree Node Type
PARENT_NODE_NUM	Number	10	Y	N/A	Parent Node Num	Parent Node Num
PARENT_NODE_NAME	Character	20	Y	N/A	Parent Node Name	Parent Node Name

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**COA Extract (GL.102A) –Combo Data**

Field Name	Field Type	Field Length	Required Field	Valid Values	Processing Rules	Description
*SETID	Character	5	Y	N/A	The Setid for the Ledger	Setid
*PROCESS_GROUP	Character	10	Y	N/A	The Process Group for the Ledger	Process Group
*COMBINATION	Character	10	Y	N/A	The Combination for the Ledger	Combination
*ACCOUNT	Character	10	N	N/A	The Account for the Ledger	Account
ALTACCT	Character	10	N	N/A	The Alternate Account for the Ledger	Alternate Account
*DEPTID	Character	10	N	N/A	The Department ID for the Ledger	Department ID
*OPERATING_UNIT	Character	8	N	N/A	The Asset for the Ledger	Asset
*PRODUCT	Character	6	N	N/A	Task for the Ledger	Task
*FUND_CODE	Character	5	N	N/A	Fund Code for the Ledger	Fund Code
*CLASS_FLD	Character	5	N	N/A	FIPS for the Ledger	FIPS
*PROGRAM_CODE	Character	5	N	N/A	Future Use 1	Future Use 1
*BUDGET_REF	Character	8	N	N/A	Agency Use 2	Agency Use 2
*AFFILIATE	Character	5	N	N/A	Affiliate	Affiliate
*AFFILIATE_INTRA1	Character	10	N	N/A	Affiliate Intra1	Affiliate Intra1
AFFILIATE_INTRA2	Character	10	N	N/A	Affiliate Intra2	Affiliate Intra2
*CHARTFIELD1	Character	10	N	N/A	Cost Center for the Ledger	Cost Center
*CHARTFIELD2	Character	10	N	N/A	Program for the Ledger	Program
*CHARTFIELD3	Character	10	N	N/A	Agency Use 1	Agency Use 1
*PROJECT_ID	Character	15	N	N/A	Project ID for the Ledger	Project ID
*BOOK_CODE	Character	4	Y	N/A	Book Code for the Ledger	Book Code
*CURRENCY_CD	Character	3	Y	N/A	Currency Code for the Ledger	Currency Code

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**COA Extract (GL.102A) –Combo Data**

Field Name	Field Type	Field Length	Required Field	Valid Values	Processing Rules	Description
*STATISTICS_CODE	Character	3	Y	N/A	Statistics Code for the Ledger	Statistics Code
VALID_CODE	Character	1	Y	N/A	Valid code for the Ledger	Valid code
EFFDT_FROM	Date	10	Y	N/A	Format: MM/DD/YYYY	Effective Date From
EFFDT_OPEN	Character	1	Y	Y or N	Effective Date Open	Effective Date Open
EFFDT_TO	Date	10	Y	N/A	Format: MM/DD/YYYY	Effective Date To

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**COA Extract (GL.102A) – Business Unit**

Field Name	Field Type	Field Length	Required Field	Valid Values	Processing Rules	Description
*BUSINESS_UNIT	Character	5	Y	N/A	Business Unit	Business Unit
DESCR	Character	30	Y	N/A	Description	Description

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## Employee Profile Upload (AP.1048) – File Layout

### General Information

- ASCII Fixed Length
- Character fields are left-justified
- Numeric fields are right-justified
- Decimal points are explicit and should be displayed in the file for values that are not integers. (.00) is optional for integer values
- For signed numbers, (+) is optional for values greater than zero. (-) is required for values less than zero
- For signed numbers, (-) takes up a position in the file
- Numbers are acceptable with or without the padding of leading zeroes
- \* Indicates a Key Field

### Employee Profile Upload (AP.1048) - Control Record (000)

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Yes	000	Hard code to "000".	Record Type: This is the Control record.
BUSINESS_UNIT	Character	5	4	8	Yes	N/A	The business unit for the group of transactions	GL Business Unit: This is the sending / receiving agency's GL Business Unit.
FILE_NAME	Character	80	9	88	Yes	Standard Naming Convention	Refer to the "Cardinal Filename Standards" section of this document	File Name: This is the name of the input / output file.
CREATED_DATE	Date	10	89	98	Yes	N/A	Format: MM/DD/YYYY	File Creation Date: This is the date that the file was created.

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**Employee Profile Upload (AP.1048) - PERSONAL\_DATA Record (001)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Y	001	Set value to '001'	RECORD_TYPE 001 identifies the row as being tied to the staging record associated to the employee's personal data.
V_EMPL_TYPE_FLG	Character	1	4	4	Y	N = New U= Update	Enter 'N' if this is a new employee profile to be added to Cardinal. Enter 'U' if this is an existing employee profile to be updated.	Employee Type Flag - Indicates whether this is a new employee profile or an update to an existing employee profile.
*EMPLID	Character	11	5	15	Y		Validation error will occur if an employee is marked as new but already exists in Cardinal or if an employee is marked as update but does not exist in Cardinal. This is the employee's CIPPS ID which is typically the 9-digit PMIS number followed by two zeros.	Employee ID
LAST_NAME	Character	30	16	45	Y		Enter the last name of the employee.	Last Name of employee
FIRST_NAME	Character	30	46	75	Y		Enter the first name of the employee.	First Name of employee
ADDRESS1	Character	40	76	115	Y		Enter address line 1 of the employee's mailing address.	The address line 1 of the employee's mailing address. This is the address that check payments will be sent to.
ADDRESS2	Character	40	116	155	N		The address line 2 of the employee. Do not send both a street address and a P.O. Box address.	Address Line 2 of the employee's mailing address. This is the address that check payments will be sent to.
CITY	Character	30	156	185	Y		Enter the city of the employee's mailing address.	City
STATE	Character	6	186	191	Y		This value will be populated with the two digit state abbreviation.	State

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**Employee Profile Upload (AP.1048) - PERSONAL\_DATA Record (001)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
POSTAL	Character	12	192	203	Y		Format as '12345' (5 characters) or '12345-1234' (9 characters)	Postal Code

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**Employee Profile Upload (AP.1048) - EX\_EE\_ORG\_DTL Record (002)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Y	002	Set value to '002'	RECORD_TYPE 002 identifies the row as being tied to the staging record associated with an employee's organizational data.
*EMPLID	Character	11	4	14	Y		This is the employee's CIPPS ID which is typically the 9-digit PMIS number followed by two zeros.	Employee ID
EMPL_STATUS	Character	1	15	15	Y	A = Active T= Terminated	This indicates the current employment status of the employee.	Employment status
HIRE_DT	Date	10	16	25	Y		Format as MM/DD/YYYY. This value will be populated with the hire date of the employee.	Hire Date - the date the employee was hired
BUSINESS_UNIT_GL	Character	5	26	30	Y		Populate with agency GL business unit value (e.g., 15100) This value will populate all expense transactions created for the employee.	Agency GL Business Unit. This value cannot be changed on the employee's expense transactions (Cash Advance, Expense Report or Travel Authorization).
DEPTID	Character	10	31	40	Y		The Department for the employee. This value will default on all expense transactions (cash advance, expense report, and travel authorization).	The Department value cannot be changed on a Cash Advance transaction.

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**Employee Profile Upload (AP.1048) - EX\_EE\_ORG\_DTL Record (002)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
SUPERVISOR_ID	Character	11	41	51	Y		Employee ID of designated approver. This is the user who will approve expense transactions for this employee. This may or may not be the employee's actual supervisor.	Supervisor ID - Employee ID of designated approver.
FUND_CODE	Character	5	52	56	Y		For interfacing agencies this employee will not be the approver. This level will be skipped but the value has to be populated. Fund that will be populated on cash advances and will default on expense reports and travel authorizations for this employee.	Fund - Will be used when creating expense transactions for the employee.
CHARTFIELD1 (Cost Center)	Character	10	57	66	N		If provided, value will be populated on cash advances and will default on expense reports and travel authorizations for this employee.	Cost Center - Will be used when creating expense transactions for the employee.
CHARTFIELD2 (Program)	Character	10	67	76	N		If provided, value will be populated on cash advances and will default on expense reports and travel authorizations for this employee.	Program - Will be used when creating expense transactions for the employee.
PRODUCT (Task)	Character	6	77	82	N		If provided, value will be populated on cash advances and will default on expense reports and travel authorizations for this employee.	Task - Will be used when creating expense transactions for the employee.

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**Employee Profile Upload (AP.1048) - EX\_EE\_ORG\_DTL Record (002)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
CLASS_FLD (FIPS)	Character	5	83	87	N		If provided, value will be populated on cash advances and will default on expense reports and travel authorizations for this employee.	FIPS - Will be used when creating expense transactions for the employee.
OPERATING_UNIT (Asset)	Character	8	88	95	N		If provided, value will be populated on cash advances and will default on expense reports and travel authorizations for this employee.	Asset - Will be used when creating expense transactions for the employee.
CHARTFIELD3 (Agency Use 1)	Character	10	96	105	N		If provided, value will be populated on cash advances and will default on expense reports and travel authorizations for this employee.	Agency Use 1 - Will be used when creating expense transactions for the employee.
BUDGET_REF (Agency Use 2)	Character	8	106	113	N		If provided, value will be populated on cash advances and will default on expense reports and travel authorizations for this employee.	Agency Use 2 - Will be used when creating expense transactions for the employee.
AFFILIATE	Character	5	114	118	N		Leave Blank	This is a future use field and should not be populated.
PROGRAM_CODE	Character	5	119	123	N		Leave Blank	This is a future use field and should not be populated.

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**Employee Profile Upload (AP.1048) - EX\_EE\_AUTH\_TBL Record (003)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Y	003	Set value to '003'	RECORD_TYPE 003 identifies the row as being tied to the staging record associated to proxies.
*V_PROXY_FLG	Character	1	4	4	Y	N = New D = Delete	Enter 'N' if this is a new proxy for the employee. Enter 'D' if the existing proxy should be removed.	Proxy Flag - Indicates whether this is a new proxy to be added or a proxy to be deleted.
*EMPLID	Character	11	5	15	Y		This is the employee's CIPPS ID which is typically the 9-digit PMIS number followed by two zeros.	Employee ID
*AUTHORIZED_OPRID	Character	30	16	45	Y		Each employee requiring travel or expense reimbursements must have at least one proxy. Populate with Cardinal User ID and not employee ID.	User ID of user who is authorized to view or create expense transactions for the employee.

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**Employee Profile Upload (AP.1048) - Trailer Record (999)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Yes	999	Hard code to "999".	Record Type: This is the Trailer record.
ROW_COUNT	Number	8	4	11	Yes		Format: 99999999, where this is an integer between 1 and 99,999,999.	Row Count: This is a count of the total number of rows in the file, including the Control Record and Record Trailer rows.
V_COUNT1	Number	10	12	21	No	N/A	Format as 0123456789. Count of 001 rows in file	Count of the employees in the file

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## Expense Report Extract (AP.970) – File Layout

### General Information

- ASCII Fixed Length
- Character fields are left-justified
- Numeric fields are right-justified
- Numeric fields for amount values will contain an explicit decimal point in the Cardinal Extract (e.g., 100.00)
- For numeric fields, Cardinal Extracts will NOT contain padded zeroes for values that are less than the field's length
- Positive numbers will not have a sign in front of the number
- Negative numbers will display with a negative sign (e.g., -50.56, -995.00)
- For signed numbers, (-) takes up a position in the file
- \* Indicates a Key Field

### Expense Report Extract (AP.970) - Control Record (000)

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Y	000	Hard code to "000".	Record Type: This is the Control record.
BUSINESS_UNIT	Character	5	4	8	Y	N/A	The business unit for the group of transactions	EX Business Unit: This is the sending / receiving agency's Business Unit.
FILE_NAME	Character	80	9	88	Y	Standard Naming Convention	Refer to the "Cardinal Filename Standards" section of this document	File Name: This is the name of the input / output file.
CREATED_DATE	Date	10	89	98	Y	N/A	Format: MM/DD/YYYY	File Creation Date: This is the date that the file was created.
Filler	Character	446	99	544	Y	N/A	Leave Blank	Used to standardize the length of the file to make it the least common value among all 3 lines

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**Expense Report Extract (AP.970) - Header Record (001)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Y	'001'	Set to 001	Identifies row as expense header
*BUSINESS_UNIT_GL	Character	5	4	8	Y		Agency Business Unit	Transaction Business Unit
*EMPLID	Character	11	9	19	Y		Employee ID for whom the Expense Report was created	Employee ID. This is the employee's CIPPS ID which is typically the 9-digit PMIS number followed by two zeros.
*SHEET_ID	Character	10	20	29	Y		The unique Expense Report ID interfaced or entered online in Cardinal.	Expense Report ID uniquely identifies the expense report in Cardinal. Agency sends 10 character Expense Report IDs (3 digit agency code plus 7 digit agency system value) to Cardinal. When the value is sent to CARS, Cardinal will remove the 3 digit agency code and add an N to the end of the ID value (e.g. 1234567N).
SHEET_NAME	Character	30	30	59	Y		NA	Short description for the expense report

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**Expense Report Extract (AP.970) - Control Record (000)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
BUSINESS_PURPOSE	Character	5	60	64	Y	00001 00002 00003 00004 00005 00006 00007 00008 00009 00010 00011	Business Purpose - Reason for Expense creation  00001 - Conference 00002 - Recruitment 00003 - Presentation 00004 - Investigations 00005 - Education 00006 - Extraditions 00007 - Field Work 00008 - Meeting 00009 - Overtime Meal Reimbursement 00010 - Training 00011 - Other	Business Purpose - Reason for Expense creation. For interfaced expense reports this will be 00011.
CREATION_DT	Date	10	65	74	Y		Format as MM/DD/YYYY	Date when Expense Report was entered in Cardinal
SUBMISSION_DATE	Date	10	75	84	Y		Format as MM/DD/YYYY	Date when Expense Report was submitted for approval
APPROVAL_DT	Date	10	85	94	Y		Format as MM/DD/YYYY	Date when Expense Report was fully approved
ACCOUNTING_DT	Date	10	95	104	Y		NA	The Accounting Date is the date when the transaction was entered into Cardinal, except during year end when transactions are entered in Cardinal after the cutoff period, the Accounting Date will be set to July 1.

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**Expense Report Extract (AP.970) - Control Record (000)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
OPRID_ENTERED_BY	Character	30	105	134	Y		ID of User who created the Expense Report	Operator ID. This is the proxy for the employee ID. This is the Cardinal user ID which is typically the alias.
TOTAL_AMT	Signed Number	28	135	162	Y		Format as '123.45' or '-123.45'	Total Report amount (including amounts that are non-reimbursable)
TOTAL_REIMB_AMT	Signed Number	28	163	190	Y		Format as '123.45' or '-123.45'	Total Reimbursement Amount - Lists only that amount which is due to the employee. This is the total amount less any cash advance amounts.
OPRID_LAST_UPDT	Character	30	191	220	Y		ID of User who last updated the Expense Report	Last Operator Update ID
LAST_UPDATE_DT	Date	10	221	230	Y		Format as MM/DD/YYYY	Date when Report was Last Updated
COMMENTS	Character	254	231	484	Y		Additional details about expense report. Truncated to 254 characters	Comments
Filler	Character	60	485	544	N			

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**Expense Report Extract (AP.970) – Advance Details Record (002)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Y	'002'	Set to 002	Identifies row as expense distribution
*BUSINESS_UNIT_GL	Character	5	4	8	Y		Agency Business Unit	Transaction Business Unit
*EMPLID	Character	11	9	19	Y		Employee ID for whom the Expense Report was created	Employee ID
*SHEET_ID	Character	10	20	29	Y		The unique Expense Report ID interfaced or entered online in Cardinal.	Expense Report ID uniquely identifies the expense report in Cardinal. Agency sends 10 character Expense Report IDs (3 digit agency code plus 7 digit agency system value) to Cardinal. When the value is sent to CARS, Cardinal will remove the 3 digit agency code and add an N to the end of the ID value (e.g. 1234567N).
*SHEET_NAME	Character	30	30	59	Y		NA	Short description for the expense report
ADVANCE_ID	Number	10	60	69	Y		Format as '01234'	Cardinal Cash Advance ID
AMOUNT_APPLIED	Number	28	70	97	Y	Will be greater than 0	Format as '123.45'	Advance amount applied against expense
Filler	Character	447	98	544	Y			

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**Expense Report Extract (AP.970) – Line Record (003)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Y	'003'	Set to 003	Identifies row as expense line
*BUSINESS_UNIT_GL	Character	5	4	8	Y		Agency Business Unit	Transaction Business Unit
*EMPLID	Character	11	9	19	Y		Employee ID for whom the Expense Report was created	Employee ID
*SHEET_ID	Character	10	20	29	Y		The unique Expense Report ID interfaced or entered online in Cardinal.	Expense Report ID uniquely identifies the expense report in Cardinal. Agency sends 10 character Expense Report IDs (3 digit agency code plus 7 digit agency system value) to Cardinal. When the value is sent to CARS, Cardinal will remove the 3 digit agency code and add an N to the end of the ID value (e.g. 1234567N).
*SHEET_NAME	Character	30	30	59	Y		NA	Short description for the expense report
*LINE_NBR	Number	5	60	64	Y		This will always be '1' if the expense report is interfaced. In all other cases, there may be more than one line in the report. Format as '00001'	Expense Report Line Number
EXPENSE_TYPE	Character	7	65	71	Y		Nature of expense	Expense Type
TRANS_DT	Date	10	72	81	Y		Format as MM/DD/YYYY	Expense Date - Date when the expense was incurred
TXN_AMOUNT	Signed Number	28	82	109	Y		Format as '123.45' or '-123.45'	Expense Line Amount

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**Expense Report Extract (AP.970) – Line Record (003)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
TXN_LOCATION	Character	30	110	139	Y	Description from EX_LOCATION_TBL for EX_SHEET_LINE.TXN_LOCATION	Where the expense occurred. May contain a value for online expense reports.	Expense Location
DESCR254	Character	254	140	393	Y		The expense line description. Would be defaulted to 'Interfaced Expense Reports' if the expense report is not entered online.	The Expense Line Description
Filler	Character	151	394	544	Y		Leave Blank	Used to make all records in the file to be the same length

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**Expense Report Extract (AP.970) – Distribution Record (004)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Y	004'	Set to 004	Identifies row as expense distribution
*BUSINESS_UNIT_GL	Character	5	4	8	Y		Agency Business Unit	Transaction Business Unit
*EMPLID	Character	11	9	19	Y		Employee ID for whom the Expense Report was created	Employee ID
*SHEET_ID	Character	10	20	29	Y		The unique Expense Report ID interfaced or entered online in Cardinal.	Expense Report ID uniquely identifies the expense report in Cardinal. Agency sends 10 character Expense Report IDs (3 digit agency code plus 7 digit agency system value) to Cardinal. When the value is sent to CARS, Cardinal will remove the 3 digit agency code and add an N to the end of the ID value (e.g. 1234567N).
*SHEET_NAME	Character	30	30	59	Y		NA	Short description for the expense report
*LINE_NBR	Number	5	60	64	Y		Format as '01234'	Expense Report Line Number
*DISTRIB_LINE_NUM	Number	5	65	69	Y		Format as '01234'	Expense Line Distribution Number
MONETARY_AMOUNT	Signed Number	28	70	97	Y		Format as '123.45' or '-123.45'	Distribution line amount
ACCOUNT	Character	10	98	107	Y		Account Code to which expense will be charged	Account
FUND_CODE	Character	5	108	112	Y		Fund Code to which expense will be charged	Fund Code
CHARTFIELD2	Character	10	113	122	Y		Program Code to which expense will be charged	Program Code
DEPTID	Character	10	123	132	Y		Department to which expense will be charged	Department ID

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**Expense Report Extract (AP.970) – Distribution Record (004)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
CHARTFIELD1	Character	10	133	142	Y		Cost Center to which expense will be charged	Cost Center
PRODUCT	Character	6	143	148	Y		Task to which expense will be charged	Task
CLASS_FLD	Character	5	149	153	Y		FIPS	FIPS
OPERATING_UNIT	Character	8	154	161	Y		Asset against which expense will be charged	Operating Unit
CHARTFIELD3	Character	10	162	171	Y		flexible field reserved for tracking either agency reporting fields or agency specific use	Agency Use 1
BUDGET_REF	Character	8	172	179	Y		flexible field reserved for tracking either agency reporting fields or agency specific use	Agency Use 2
BUSINESS_UNIT_PC	Character	5	180	184	Y		Use only when project ID is specified	PC Business Unit
PROJECT_ID	Character	15	185	199	Y		Project to which expense will be charged	Project ID
ACTIVITY_ID	Character	15	200	214	Y		Activity to which expense will be charged	Activity ID
ANALYSIS_TYPE	Character	3	215	217	Y		Currently not used and reserved for future use	Analysis Type
RESOURCE_TYPE	Character	5	218	222	Y		Project's resource type. Reserved for future use	Project Resource Type
RESOURCE_CATEGORY	Character	5	223	227	Y		Currently not used and reserved for future use	Category
RESOURCE_SUB_CAT	Character	5	228	232	Y		Currently not used and reserved for future use	SubCategory
AFFILIATE	Character	5	233	237	Y		Currently not used and reserved for future use	Affiliate

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**Expense Report Extract (AP.970) – Distribution Record (004)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
AFFILIATE_INTRA1	Character	10	238	247	Y		Currently not used and reserved for future use	Fund Affiliate
PROGRAM_CODE	Character	5	248	252	Y		Currently not used and reserved for future use	Future Use 1
AFFILIATE_INTRA2	Character	10	253	262	Y		Currently not used and reserved for future use	Operating Unit Affiliate
JOURNAL_ID	Character	10	263	272	Y		NA	Journal ID uniquely identifies the journal in Cardinal.
JOURNAL_DATE	Date	10	273	282	Y		This is the date for the journal. The date format is MM/DD/YYYY.	Journal Date
POSTED_DATE	Date	10	283	292	Y		Format: MM/DD/YYYY	Date Posted
JOURNAL_LINE	Number	9	293	301	Y		Format as '0123456789'	GL Journal Line Number
UNPOST_SEQ	Number	2	302	303	Y	{0,1}	0 = no action 1 = transaction has been unposted. Reserved for future use.	Signifies that the journal has been unposted from the General Ledger.
Filler	Character	241	304	544	Y	Will always be 0	Leave Blank	Used to make all records in the file to be the same length

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**Expense Report Extract (AP.970) – Trailer Record (999)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Y	999	Hard code to "999".	Record Type: This is the Trailer record.
ROW_COUNT	Number	8	4	11	Y		Format: 99999999, where this is a integer between 1 and 99,999,999	Row Count: This is a count of the total number of rows in the file, including the Control Record and Record Trailer rows.
V_COUNT1	Number	10	12	21	Y	N/A	Format as 99999999999. Count of distinct 001 rows in file	Count of all the expense report rows in the file
TOTAL_AMT	Signed Number	28	22	49	Y	N/A	Format as '000000001234.56' sum of amounts from 001 Record	Total of the expense reports header amounts
Filler	Character	495	50	544	N		Leave Blank	Used to make all records in the file to be the same length

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## Expense Report Upload (AP.968) – File Layout

### General Information

- ASCII Fixed Length
- Character fields are left-justified
- Numeric fields are right-justified
- Decimal points are explicit and should be displayed in the file for values that are not integers. (.00) is optional for integer values
- For signed numbers, (+) is optional for values greater than zero. (-) is required for values less than zero
- For signed numbers, (-) takes up a position in the file
- Numbers are acceptable with or without the padding of leading zeroes
- \* Indicates a Key Field

### Expense Report Upload (AP.968) - Control Record (000)

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Y	000	Hard code to "000".	Record Type: This is the Control record.
BUSINESS_UNIT	Character	5	4	8	Y	N/A	The business unit for the group of transactions	Submitting GL Business Unit: This is the submitting agency's Business Unit.
FILE_NAME	Character	80	9	88	Y	Standard Naming Convention	Refer to the "Cardinal Filename Standards" section of this document	File Name: This is the name of the input / output file.
CREATED_DATE	Date	10	89	98	Y	N/A	Format: MM/DD/YYYY	File Creation Date: This is the date that the file was created.

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**Expense Report Upload (AP.968) - Header Record (001)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Y	001	Set this value to '001'	RECORD_TYPE 001 identifies the row as being tied to the Expense Report and Expense Report Cash Advance Tracking records.
*SHEET_ID	Character	10	4	13	Y		The Expense Report ID sent in the interface file must be unique by AP Business Unit. This will print on the remittance.  Note: All alphabetical characters will be automatically converted to uppercase.	Expense Report ID uniquely identifies the expense report in Cardinal. Agency sends 10 character Expense Report IDs (3 digit agency code plus 7 digit agency system value) to Cardinal.
SHEET_NAME	Character	30	14	43	Y		This is a short description of the Expense Report.	Expense Report Name
BUSINESS_UNIT_GL	Character	5	44	48	Y		This is the employee's agency Business Unit.	Agency ID (GL Business Unit)
*EMPLID	Character	11	49	59	Y		This is the employee's CIPPS ID which is typically the 9-digit PMIS number followed by two zeros.	Employee ID.
ADVANCE_ID	Character	10	60	69	N		This field will contain the Cardinal Cash Advance ID that is applied to the Expense Report.	Cardinal Cash Advance ID

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**Expense Report Upload (AP.968) - Header Record (001)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
AMOUNT_APPLIED	Signed Number	28	70	97	N	Value must be greater than 0 and must be less than or equal to the expense report total amount (TXN_AMOUNT)	Format as '+000000000000000000001234.56'	Total Cash Advance Applied
REFERENCE_ID	Character	10	98	107	N		This is an optional field for agency specific use	Reference ID
COMMENTS	Text	254	108	361	N		Comment	Comment

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**Expense Report Upload (AP.968) - Line Record (002)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Y	002	Set value to '002'	RECORD_TYPE 002 identifies the row as being tied to the Expense Report Line record.
*SHEET_ID	Character	10	4	13	Y		The Expense Report ID sent in the interface file must be unique by AP Business Unit.  Note: All alphabetical characters will be automatically converted to uppercase.	Expense Report ID uniquely identifies the expense report in Cardinal. Agency sends 10 character Expense Report IDs (3 digit agency code plus 7 digit agency system value) to Cardinal.
*LINE_NBR	Number	5	14	18	Y	{1,2,3,...}	Set value to next incremental number.	Line Number
TRANS_DT	Date	10	19	28	Y	MM/DD/YYYY	Format as MM/DD/YYYY Will contain the first day of incurred expense.	Transaction Date
TXN_AMOUNT	Signed Number	28	29	56	Y	Value must be greater than 0	Format as '+000000000000000000001234.56'	Transaction Amount

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**Expense Report Upload (AP.968) - Distribution Record (003)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Y	003	Set value to '003'	RECORD_TYPE 003 identifies the row as being tied to the Expense Report Distribution Line record.
*SHEET_ID	Character	10	4	13	Y		The Expense Report ID sent in the interface file must be unique by AP Business Unit.  Note: All alphabetical characters will be automatically converted to uppercase.	Expense Report ID uniquely identifies the expense report in Cardinal. Agency sends 10 character Expense Report IDs (3 digit agency code plus 7 digit agency system value) to Cardinal.
BUSINESS_UNIT_GL	Character	5	14	18	Y		This is the employee's agency Business Unit.	Agency ID (GL Business Unit)
*LINE_NBR	Number	5	19	23	Y	{1,2,3,...}	Set value to next incremental number.	Line Number
*DISTRIB_LINE_NUM	Number	5	24	28	Y	{1,2,3,...}	Set value to next incremental number	Distribution Line
ACCOUNT	Character	10	29	38	Y		This is the Account value for the journals being entered into the system.	This is the Account value.
FUND_CODE	Character	5	39	43	Y		This is the Fund value for the journals being entered into the system.	Fund Code
CHARTFIELD2 (Program)	Character	10	44	53	Y		This is the Program value for the journals being entered into the system.	This is the Program value.
DEPTID	Character	10	54	63	Y		This is the Department value for the journals being entered into the system.	Department ID

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**Expense Report Upload (AP.968) - Distribution Record (003)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
CHARTFIELD1 (Cost Center)	Character	10	64	73	N		This is the Cost Center value for the journals being entered into the system.	Cost Center
PRODUCT (Task)	Character	6	74	79	N		This is the Task value for the journals being entered into the system.	Task
CLASS_FLD (FIPS)	Character	5	80	84	N		This is the FIPS value for the journals being entered into the system.	FIPS
OPERATING_UNIT (Asset)	Character	8	85	92	N		This is the Asset value for the journals being entered into the system.	Asset
CHARTFIELD3 (Agency Use 1)	Character	10	93	102	N		This is the Agency Use 1 value for the journals being entered into the system.	Agency Use 1
BUDGET_REF (Agency Use 2)	Character	8	103	110	N		This is the Agency Use 2 value for the journals being entered into the system.	Agency Use 2
BUSINESS_UNIT_PC	Character	5	111	115	N		The Project's Business Unit.  This field is required if Project is populated and should be blank if Project is not populated	The Project's Business Unit.

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**Expense Report Upload (AP.968) - Distribution Record (003)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
PROJECT_ID	Character	15	116	130	N		This is the Project ID value for the journals being entered into the system.	Project ID
ACTIVITY_ID	Character	15	131	145	N		This field is required if PC Business Unit is populated and should be blank if PC Business Unit is not populated. The project's activity id. This is a future use field and should not be populated.	Activity ID
ANALYSIS_TYPE	Character	3	146	148	N		The project's analysis type. This is a future use field and should not be populated.	Analysis Type
RESOURCE_TYPE	Character	5	149	153	N		The project's resource type. This is a future use field and should not be populated.	Project Resource Type
RESOURCE_CATEGORY	Character	5	154	158	N		The project's resource category. This is a future use field and should not be populated.	Project Resource Category
RESOURCE_SUB_CAT	Character	5	159	163	N		The project's resource sub category. This is a future use field and should not be populated.	Project Resource Sub-Category
AFFILIATE	Character	5	164	168	N		Leave Blank	This is not currently used in Cardinal.
AFFILIATE_INTRA1 (Fund Affiliate)	Character	10	169	178	N		Leave Blank	This is not currently used in Cardinal.
PROGRAM_CODE (Future Use)	Character	5	179	183	N		Leave Blank	This is not currently used in Cardinal.

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<b>Expense Report Upload (AP.968) - Distribution Record (003)</b>								
Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
MONETARY_AMOUNT	Signed Number	28	184	211	Y	Value must be greater than 0	Format as '+000000000000000000001234.56'	Transaction Amount

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**Expense Report Upload (AP.968) - Trailer Record (999)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Y	999	Hard code to "999".	Record Type: This is the Trailer record.
ROW_COUNT	Number	8	4	11	Y		Format: 99999999	Row Count: This is a count of the total number of rows in the file, including the Control Record and Record Trailer rows.
V_COUNT1	Number	10	12	21	Y	N/A	Format as 99999999999. Count of distinct 001 rows in file	Count of all the expense report rows in the file
TOTAL_AMT	Signed Number	28	22	49	Y	Value must be greater than 0	Format as '000000001234.56' sum of amounts from 002 Record	Total of the expense reports line amounts

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## Funds Receipt Extract (AR.730) – File Layout

### General Information

- ASCII Fixed Length
- Character fields are left-justified
- Numeric fields are right-justified
- Numeric fields for amount values will contain an explicit decimal point in the Cardinal Extract (e.g., 100.00)
- For numeric fields, Cardinal Extracts will NOT contain padded zeroes for values that are less than the field's length
- Positive numbers will not have a sign in front of the number
- Negative numbers will display with a negative sign (e.g., -50.56, -995.00)
- For signed numbers, (-) takes up a position in the file
- \* Indicates a Key Field

### Funds Receipt Extract (AR.730) - Control Record (000)

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Yes	000	Hard code to "000".	Record Type: This is the Control record.
BUSINESS_UNIT	Character	5	4	8	Yes	N/A	The business unit for the group of transactions	AR Business Unit: This is the sending / receiving agency's Business Unit.
FILE_NAME	Character	80	9	88	Yes	Standard Naming Convention	Refer to the "Cardinal Filename Standards" section of this document	File Name: This is the name of the input / output file.
CREATED_DATE	Date	10	89	98	Yes	MM/DD/YYYY	Format: MM/DD/YYYY	File Creation Date: This is the date that the file was created.
Filler	Character	212	99	310	N/A	N/A	Leave Blank	Filler

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**Funds Receipt Extract (AR.730) – Deposit Certificate Record (001)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Y	001	Set this value to '001'	Type of Record. This identifies the record as a header
*DEPOSIT_BU	Character	5	4	8	Y		This identifies the agency business unit on the deposit.	Agency AR Business Unit.
*V_DC_TICKET_NBR	Character	8	9	16	Y		This is the deposit identifier	Agency defined, sequentially numbered groups of deposits (batches) It uniquely identifies a batch of deposits be posted to an account.
CONTROL_AMT	Signed Number	28	17	44	Y		Format: S24(9).2(9). Ex:'123.45' or '-123.45' Agencies will send up to two digits for the decimal places.	Sum of all Deposits in Group.
CONTROL_CNT	Number	6	45	50	Y		The control count is a 6 digit whole number.	Count of all Deposits in Group.
DATE_APPROVED	Date	10	51	60	Y	MM/DD/YYYY	Format: MM/DD/YYYY	Date deposits are approved.
ENTERED_DT	Date	10	61	70	Y	MM/DD/YYYY	Format: MM/DD/YYYY	Date deposits are taken to the bank.
V_DOA_SEND	Character	1	71	71	Y		Format: MM/DD/YYYY A flag to note if the deposit certificate should be sent to CARS (Y) or if it already exists in CARS and should not be sent (N). The CARS interface will not process any certificates with a value of N.	A flag to note if the deposit certificate should be sent to CARS (Y) or if it already exists in CARS and should not be sent (N). The CARS interface will not process any certificates with a value of N.
APPROVEOPRID	Character	30	72	101	Y		This represents the name of the user that approved the deposit certificate transactions. If the transaction is approved via the interface program, a generic name will be assigned.	This represents the name of the user that approved the deposit certificate transactions. If the transaction is approved via the interface program, a generic name will be assigned.

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**Funds Receipt Extract (AR.730) - Control Record (000)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
Filler	Character	209	102	310	N/A	N/A	Leave Blank	Filler

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**Funds Receipt Extract (AR.730) – Deposit Control Record (002)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Y	002	Set this value to '002'	Identifies row as a deposit
*DEPOSIT_BU	Character	5	4	8	Y		This identifies the agency business unit on the deposit.	Agency AR Business Unit. This value should be the same value as the header to relate the header to the line transaction.
*DEPOSIT_ID	Character	15	9	23	Y		A Deposit ID is created once deposit data is entered and saved.	Deposit ID. System generated, sequential number that identifies deposits.
ACCOUNTING_DT	Date	10	24	33	Y	MM/DD/YYYY	Format: MM/DD/YYYY	Accounting Date- The date that represents which period the deposit posts to the General Ledger. Should reflect the date funds were physically deposited in the bank.
CONTROL_AMT	Sign	28	34	61	Y		Format: S24(9).2(9). Ex:'123.45' or '-123.45' Agencies will send up to two digits for the decimal places.	Sum of all Payments in Group.
CONTROL_CNT	Number	6	62	67	Y		The control count is a 6 digit whole number.	Count of all Payments in Group.
DEPOSIT_TYPE	Character	1	68	68	Y	Use value of 1 - 8	1 - Cash and Check 2 - Lock Box 3 - Wire-In 4 - Automated Clearinghouse 5 - Credit Card 6 - ZBA Transfers 7 - Bank Credit Memos 8 - Bank Debit Memos	Specifies the type of deposit group. This field is equivalent to the multi-purpose code in CARS.

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**Funds Receipt Extract (AR.730) – Deposit Control Record (002)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
BANK_CD	Character	5	69	73	Y		Valid Bank Code tied to the Business Unit.	This is the bank code identifier. This will be provided by the agency. Available Bank Codes vary based on the deposit BU.
*V_DC_TICKET_NBR	Character	8	74	81	Y		This is the deposit identifier	Agency defined, sequentially numbered groups of deposits (batches) It uniquely identifies a batch of deposits be posted to an account. This value should be the same value as the header to relate the header to the line transaction.
Filler	Character	229	82	310	N/A	N/A	Leave Blank	Filler

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**Funds Receipt Extract (AR.730) – Payment Record (003)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Y	003	Set value to '003'	Identifies row as payment line within the deposit
*DEPOSIT_BU	Character	5	4	8	Y		This identifies the agency business unit on the deposit.	Agency AR Business Unit. This value should be the same value as the header to relate the header to the line transaction.
*DEPOSIT_ID	Character	15	9	23	Y		A Deposit ID is created once deposit data is entered and saved.	Deposit ID. System generated, sequential number that identifies deposits. This value should be the same value as the 002 record to relate the 002 record to the 003 record.
*V_DC_TICKET_NBR	Character	8	24	31	Y		This is the deposit identifier	Agency defined, sequentially numbered groups of deposits (batches) It uniquely identifies a batch of deposits be posted to an account. This value should be the same value as the header to relate the header to the line transaction.
*PAYMENT_SEQ_NUM	Number	6	32	37	Y		The payment sequence number is a 6 digit whole number.	Sequential number. Multiple payments within a batch.
PAYMENT_ID	Character	15	38	52	Y		User defined.	Agency defined value for the payment. Example, check number.
PAYMENT_AMT	Signed Number	28	53	80	Y		Format: S24(9).2(9). Ex:'123.45' or '-123.45' Agencies will send up to two digits for the decimal places.	Represents the monetary amount of the payment.

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**Funds Receipt Extract (AR.730) – Payment Record (003)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
PAYMENT_METHOD	Character	3	81	83	Y	Payment Methods will be: Check, Clearing House (ACH), Electronic Fund Transfer (EFT), Agency To Agency Transfer (ATA), Lockbox, Money Order, Wire Transfer	Must be a valid Payment Method.	Identifies the manner in which the payment was received.
DATA_SOURCE	Character	3	84	86	Y	ONL (online) INT (interfaced) IN2 (interfaced, manual intervention required)	Must be a valid Cardinal data source.	Defines how the transaction was entered into Cardinal.
CUST_ID	Character	15	87	101	Y		Must be a valid Customer ID	Populated for ATAs only. Lists the Cardinal Customer ID of the agency that received goods/services in the ATA transaction.
NAME1	Character	40	102	141	Y		The NAME field populates when valid Customer ID is selected.	Lists the name of the agency that received goods/services in the ATA transactions.

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<b>Funds Receipt Extract (AR.730) – Payment Record (003)</b>								
Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
Filler	Character	169	142	310	N/A	N/A	Leave Blank	Filler

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**Funds Receipt Extract (AR.730) – Payment Distribution Record (004)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Y	004	Set value to '004'	Identifies row as accounting distribution(s) of payment line(s).
*DEPOSIT_BU	Character	5	4	8	Y		This identifies the agency business unit on the deposit.	Agency AR business unit/ deposit business unit. This value should be the same value as the header to relate the header to the line transaction.
*V_DC_TICKET_NBR	Character	8	9	16	Y	N/A	This is the deposit identifier	Agency defined, sequentially numbered groups of deposits (batches) It uniquely identifies a batch of deposits be posted to an account. This value should be the same value as the header to relate the header to the line transaction.
*DEPOSIT_ID	Character	15	17	31	Y	N/A	A Deposit ID is created once deposit data is entered and saved.	Deposit ID. System generated, sequential number that identifies deposits. This value should be the same value as the 003 record to relate the 003 record to the 004 record.
*PAYMENT_SEQ_NUM	Number	6	32	37	Y	N/A	A 6 digit whole number	This specifies the sequence number of a payment within a group. This value should be the same value as the 003 record to relate the 003 record to the 004 record.
*DST_SEQ_NUM	Number	4	38	41	Y	N/A	Sequential numbering based on each accounting distribution for a payment.	Represents each accounting distribution for a payment.
*BUSINESS_UNIT_GL	Character	5	42	46	Y		This indicate the General Ledger Business Unit of the journal line.	Business Unit needs to be populated. This value should be the same value as the header to relate the header to the line transaction.

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**Funds Receipt Extract (AR.730) – Payment Distribution Record (004)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
ACCOUNT	Character	10	47	56	Y		The Account ChartField is used to define the purpose of the transaction and specify the balance sheet account or operating account (i.e. expenditure or revenue object codes) on financial transactions.	This is the Account value for the journals being entered into the system.
FUND_CODE	Character	5	57	61	Y		The Fund ChartField defines a fiscal and accounting entity with a self-balancing set of accounts. It records cash and other financial resources, together with related liabilities and residual equities or balances, and any corresponding changes.	This is the Fund value for the journals being entered into the system.
CHARTFIELD2 (Program)	Character	10	62	71	Y		The Program ChartField accumulates financial information related to activities or sets of activities. This ChartField will capture the cost of programs across funds and provides the basis for program budget formulation and control.	This is the Program value for the journals being entered into the system.
DEPTID	Character	10	72	81	Y		This ChartField identifies the financial management organizational entity associated with a financial transaction. The Commonwealth uses this ChartField to capture the agency organization chart.	This is the Department value for the journals being entered into the system.

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**Funds Receipt Extract (AR.730) – Payment Distribution Record (004)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
CHARTFIELD1 (Cost Center)	Character	10	82	91	N		Used to capture administrative or operational related financial costs (e.g., Administration and Support, Training, Employee Programs, Research and Development).	This is the Cost Center value for the journals being entered into the system.
PRODUCT (Task)	Character	6	92	97	N		Identifies the work or services performed and can be associated with a project	This is the Task value for the journals being entered into the system.
CLASS_FLD (FIPS)	Character	5	98	102	N		The FIPS Chatfield is used to capture the cities, counties and towns of the Commonwealth of Virginia. Utilized to track costs associated with these geographic designations.	This is the FIPS value for the journals being entered into the system.
OPERATING_UNIT (Asset)	Character	8	103	110	N		Used to capture financial transactions associated with various assets of an agency such as: buildings, lots, structures, facilities, or equipment.	This is the Asset value for the journals being entered into the system.
CHARTFIELD3 (Agency Use 1)	Character	10	111	120	N		Is a flexible field reserved for tracking either agency reporting fields or agency specific use.	This is the Agency Use 1 value for the journals being entered into the system.
BUDGET_REF (Agency Use 2)	Character	8	121	128	N		Is another flexible ChartField reserved for tracking either agency reporting fields or agency specific use.	This is the Agency Use 2 value for the journals being entered into the system.
BUSINESS_UNIT_PC	Character	5	129	133	N		This field is required if Project is populated in the Journal Line record.	The Project's Business Unit. This is the same value as the GL BU.

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**Funds Receipt Extract (AR.730) – Payment Distribution Record (004)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
PROJECT_ID	Character	10	134	143	N		Used to capture a planned undertaking of something to be accomplished or produced, having a finite beginning and a finite ending, for which expenditures/costs and revenues are to be tracked. Designed to track project and grant financial activity, which can cross budget years, funds, and departments.	This is the Project ID value for the journals being entered into the system.
ACTIVITY_ID	Character	15	144	158	N		This identifies the activity in Cardinal that generated the transaction.	The project's activity id. This is a future use field and should not be populated.
ANALYSIS_TYPE	Character	3	159	161	N		This provides analysis information on a journal that is referencing a project ID.	The project's analysis type. This is a future use field and should not be populated.
RESOURCE_TYPE	Character	5	162	166	N		This is a Project Costing specific ChartField. Agencies using the Project Costing module may elect to use this field.	The project's resource type. This is a future use field and should not be populated.
RESOURCE_CATEGORY	Character	5	167	171	N		This is a Project Costing specific ChartField. Agencies using the Project Costing module may elect to use this field.	The project's resource category. This is a future use field and should not be populated.
RESOURCE_SUB_CAT	Character	5	172	176	N		This is a Project Costing specific ChartField. Agencies using the Project Costing module may elect to use this field.	The project's resource sub category. This is a future use field and should not be populated.

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**Funds Receipt Extract (AR.730) – Payment Distribution Record (004)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
PROGRAM_CODE (Future Use)	Character	5	177	181	N	N/A	This field is reserved for future use.	This is not currently used in Cardinal. This is a future use field and should not be populated.
MONETARY_AMOUNT	Signed Number	28	182	209	Y	N/A	This indicates the amount of the individual line on the journal. Format: '123.45' or '-123.45'	The base currency amount.
JRNL_LN_REF	Character	10	210	219	N	N/A	This is an additional reference field that agencies can use to record agency specific information.	For example, some agencies want to store license #'s in this field on the journal line.
JOURNAL_ID	Character	10	220	229	Y	N/A	The system generated Journal ID.	Journal ID uniquely identifies the journal in Cardinal.
JOURNAL_DATE	Date	10	230	239	Y	N/A	This is the date for the journal. The date format is MM/DD/YYYY.	Journal Date
POSTED_DATE	Date	10	240	249	Y	N/A	Format: MM/DD/YYYY	Date Posted
JOURNAL_LINE	Number	9	250	258	Y	N/A	Format as '0123456789'	GL Journal Line Number
UNPOST_SEQ	Number	2	259	260	Y	N/A	0 = no action 1 = transaction has been unposted	Signifies that the journal has been unposted from the General Ledger. This is a future use field and should not be populated.
Filler	Character	50	261	310	N/A	N/A	N/A	Leave Blank

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**Funds Receipt Extract (AR.730) – Trailer Record (999)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Yes	999	Hard code to "999".	Record Type: This is the Trailer record.
ROW_COUNT	Number	8	4	11	Yes		Format: 99999999, where this is an integer between 1 and 99,999,999 left padded with zeros.	Row Count: This is a count of the total number of rows in the file, including the Control Record and Record Trailer rows.
V_COUNT1	Number	10	12	21	Yes	N/A	Format as 0123456789. Count of distinct 001 rows in file	Count of all the deposit certificate rows in the file
TOTAL_AMT	Signed Number	28	22	49	Yes	N/A	Format as '000000001234.56' or '-00000001234.56' Sum of amounts from 002 Record	Total of the deposit control amounts in the file
Filler	Character	261	50	310	N/A	N/A	N/A	Leave Blank

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## Funds Receipt Upload (AR.39) – File Layout

### General Information

- ASCII Fixed Length
- Character fields are left-justified
- Numeric fields are right-justified
- Decimal points are explicit and should be displayed in the file for values that are not integers. (.00) is optional for integer values
- For signed numbers, (+) is optional for values greater than zero. (-) is required for values less than zero
- For signed numbers, (-) takes up a position in the file
- Numbers are acceptable with or without the padding of leading zeroes
- \* Indicates a Key Field

### Funds Receipt Upload (AR.39) - Control Record (000)

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Yes	000	Hard code to "000".	Record Type: This is the Control record.
BUSINESS_UNIT	Character	5	4	8	Yes	N/A	The business unit for the group of transactions	AR Business Unit: This is the sending / receiving agency's Business Unit.
FILE_NAME	Character	80	9	88	Yes	Standard Naming Convention	Refer to the "Cardinal Filename Standards" section of this document	File Name: This is the name of the input / output file.
CREATED_DATE	Date	10	89	98	Yes	N/A	Format: MM/DD/YYYY	File Creation Date: This is the date that the file was created.

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**Funds Receipt Upload (AR.39) – Deposit Certificate Record (001)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Y	001	This is a method to separate the multiple row types within the interface file	This identifies the header within the file.
*DEPOSIT_BU	Character	5	4	8	Y		This identifies the agency business unit or petty cash business unit. This value will be sent by the agencies.	Agency AR business unit/ deposit certificate business unit or petty cash business unit.
*V_DC_TICKET_NBR	Character	8	9	16	Y		This is the deposit identifier	Agency defined, sequentially numbered groups of deposits (batches) It uniquely identifies a batch of deposits be posted to an account.
*ENTERED_DT	Date	10	17	26	Y	MM/DD/YYYY	Note: All alphabetical characters will be automatically converted to uppercase. This should represent the date that the funds were deposited to the bank. Format: MM/DD/YYYY	The date the funds were deposited.
V_DOA_SEND	Character	1	27	27	Y	Y or N	A flag to note if the deposit certificate should be sent to CARS (Y) or if it already exists in CARS and should not be sent (N). The CARS interface will not process any certificates with a value of N.	A flag to note if the deposit certificate should be sent to CARS (Y) or if it already exists in CARS and should not be sent (N). The CARS interface will not process any certificates with a value of N.
DEPOSIT_TYPE	Character	1	28	28	Y	Use value of 1 - 8	1 - Cash and Check 2 - Lock Box 3 - Wire-In 4 - Automated Clearinghouse 5 - Credit Card 6 - ZBA Transfers 7 - Bank Credit Memos 8 - Bank Debit Memos	Specifies the type of deposit group. This field is equivalent to the multi-purpose code in CARS.

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**Funds Receipt Upload (AR.39) – Deposit Certificate Record (001)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
BANK_CD	Character	5	29	33	Y		Valid Bank Code tied to the Business Unit.	This is the bank code identifier. This will be provided by the agency. Available Bank Codes vary based on the deposit BU.
ACCOUNTING_DT	Date	10	34	43	Y	MM/DD/YYYY	Format: MM/DD/YYYY. This should reflect the same date as the Entered_Date	Accounting Date - The date that represents which period the deposit posts to the General Ledger. Should reflect the date funds were deposited in the bank.
CONTROL_AMT	Signed Number	28	44	71	Y		Must be balanced or the transaction will fail.	Total sum of the payments amounts associated with the deposit certificate.
CONTROL_CNT	Number	6	72	77	Y		Must be balanced or the transaction will fail.	Total count of payments associated with the deposit certificate.

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**Funds Receipt Upload (AR.39) – Payment Record (002)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Y	002	This is a method to separate the multiple row types within the interface file	This identifies the payment line within the file.
*DEPOSIT_BU	Character	5	4	8	Y		This identifies the agency business unit or petty cash business unit. This value will be sent by the agencies.	Agency AR business unit/ deposit certificate business unit or petty cash business unit. This value should be the same value as the header to relate the header to the line transaction.
*V_DC_TICKET_NBR	Character	8	9	16	Y		This is the deposit identifier  Note: All alphabetical characters will be automatically converted to uppercase.	Agency defined, sequentially numbered groups of deposits (batches) It uniquely identifies a batch of deposits be posted to an account. This value should be the same value as the header to relate the header to the line transaction.
*PAYMENT_SEQ_NUM	Number	6	17	22	Y		Sequential numbering based on each payment in a deposit.	Represents each payment in a deposit.
PAYMENT_ID	Character	15	23	37	Y		User defined	Agency defined value for the payment. Example, check number.
PAYMENT_AMT	Signed Number	28	38	65	Y		Format: S24(9).2(9)	Represents the monetary amount of the payment.

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**Funds Receipt Upload (AR.39) – Payment Record (002)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
PAYMENT_METHOD	Character	3	66	68	Y	CHK, ACH, EFT, GE, ATA, LBX, MO, CC, or WIR	CHK - Check ACH - Clearing House EFT - Electronic Funds Transfer GE - Giro-EFT ATA - Agency Transfer LBX - Lockbox MO - Money Order WIR - Wire Transfer CC- Credit Card	Identifies the manner in which the payment was received.
CUST_ID	Character	15	69	83	Y - for ATA	Y only for ATA	<b>This field is linked to the deposit type field on the Deposit Certificate record type.</b> Must be a valid Customer ID. Cardinal Customer ID's are 10 digits.	Populated for ATA's only. Lists the Cardinal Customer ID of the agency that received goods/services in the ATA transaction.
*ENTERED_DT	Date	10	84	93	Y	MM/DD/YYYY	This should represent the date that the funds were deposited to the bank. Format: MM/DD/YYYY	The date the funds were deposited.

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**Funds Receipt Upload (AR.39) – Payment Distribution Record (003)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Y	003	This is a method to separate the multiple row types within the interface file	This identifies the distribution line within the file.
*DEPOSIT_BU	Character	5	4	8	Y		This identifies the agency business unit or petty cash business unit. This value will be sent by the agencies.	Agency AR business unit/ deposit certificate business unit or petty cash business unit. This value should be the same value as the header to relate the header to the line transaction.
*V_DC_TICKET_NBR	Character	8	9	16	Y		This is the deposit identifier  Note: All alphabetical characters will be automatically converted to uppercase.	Agency defined, sequentially numbered groups of deposits (batches) It uniquely identifies a batch of deposits be posted to an account. This value should be the same value as the header to relate the header to the line transaction.
*PAYMENT_SEQ_NUM	Number	6	17	22	Y		Sequential numbering based on each payment in a deposit.	Represents each payment in a deposit. This value should be the same value as the line to relate the distribution to the line transaction.
*DST_SEQ_NUM	Number	4	23	26	Y		Sequential numbering based on each accounting distribution for a payment.	Represents each accounting distribution for a payment.
BUSINESS_UNIT_GL	Character	5	27	31	Y		Business Unit needs to be populated.	This indicates the General Ledger Business Unit of the journal line. In most cases, this would be the same as the AR Business Unit; however, in cases where that payment needs to be posted to a different agency, the Business Unit of that agency is sent in this field.

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**Funds Receipt Upload (AR.39) – Payment Distribution Record (003)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
ACCOUNT	Character	10	32	41	Y		The Account ChartField is used to define the purpose of the transaction and specify the balance sheet account or operating account (i.e. expenditure or revenue object codes) on financial transactions.	This is the Account value for the journals being entered into the system.
FUND_CODE	Character	5	42	46	Y		The Fund ChartField defines a fiscal and accounting entity with a self-balancing set of accounts. It records cash and other financial resources, together with related liabilities and residual equities or balances, and any corresponding changes.	This is the Fund value for the journals being entered into the system.
CHARTFIELD2 (PROGRAM)	Character	10	47	56	N		The Program ChartField accumulates financial information related to activities or sets of activities. This ChartField will capture the cost of programs across funds and provides the basis for program budget formulation and control. If this is an expenditure transaction this field is required.	This is the Program value for the journals being entered into the system.
DEPTID	Character	10	57	66	Y		This ChartField identifies the financial management organizational entity associated with a financial transaction. The Commonwealth uses this ChartField to capture the agency organization chart.	This is the Department value for the journals being entered into the system.

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**Funds Receipt Upload (AR.39) – Payment Distribution Record (003)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
CHARTFIELD1 (COST CENTER)	Character	10	67	76	N		Used to capture administrative or operational related financial costs (e.g., Administration and Support, Training, Employee Programs, Research and Development).	This is the Cost Center value for the journals being entered into the system.
PRODUCT (TASK)	Character	6	77	82	N		Identifies the work or services performed and can be associated with a project	This is the Task value for the journals being entered into the system.
CLASS_FLD (FIPS)	Character	5	83	87	N		The FIPS Chatfield is used to capture the cities, counties and towns of the Commonwealth of Virginia. Utilized to track costs associated with these geographic designations.	This is the FIPS value for the journals being entered into the system.
OPERATING_UNIT (ASSET)	Character	8	88	95	N		Used to capture financial transactions associated with various assets of an agency such as: buildings, lots, structures, facilities, or equipment.	This is the Asset value for the journals being entered into the system.
CHARTFIELD3 (AGENCY USE 1)	Character	10	96	105	N		Is a flexible field reserved for tracking either agency reporting fields or agency specific use.	This is the Agency Use 1 value for the journals being entered into the system.
BUDGET_REF (AGENCY USE 2)	Character	8	106	113	N		Is another flexible ChartField reserved for tracking either agency reporting fields or agency specific use.	This is the Agency Use 2 value for the journals being entered into the system.
BUSINESS_UNIT_PC	Character	5	114	118	N		This field is required if Project is populated and should be blank if Project is not populated.	The Project's Business Unit. This is the same value as the GL BU.

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**Funds Receipt Upload (AR.39) – Payment Distribution Record (003)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
PROJECT_ID	Character	15	119	133	N		Used to capture a planned undertaking of something to be accomplished or produced, having a finite beginning and a finite ending, for which expenditures/costs and revenues are to be tracked. Designed to track project and grant financial activity, which can cross budget years, funds, and departments.	This is the Project ID value for the journals being entered into the system.
ACTIVITY_ID	Character	15	134	148	N		This field is required if PC Business Unit is populated and should be blank if PC Business Unit is not populated This identifies the activity in Cardinal that generated the transaction.	The project's activity id. This is a future use field and should not be populated.
ANALYSIS_TYPE	Character	3	149	151	N		This provides analysis information on a journal that is referencing a project ID.	The project's analysis type. This is a future use field and should not be populated.
RESOURCE_TYPE	Character	5	152	156	N		This is a Project Costing specific ChartField. Agencies using the Project Costing module may elect to use this field.	The project's resource type. This is a future use field and should not be populated.
RESOURCE_CATEGORY	Character	5	157	161	N		This is a Project Costing specific ChartField. Agencies using the Project Costing module may elect to use this field.	The project's resource category. This is a future use field and should not be populated.

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**Funds Receipt Upload (AR.39) – Payment Distribution Record (003)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
RESOURCE_SUB_CAT	Character	5	162	166	N		This is a Project Costing specific ChartField. Agencies using the Project Costing module may elect to use this field.	The project's resource sub category. This is a future use field and should not be populated.
PROGRAM_CODE	Character	5	167	171	N		This field is reserved for future use.	This is not currently used in Cardinal. This is a future use field and should not be populated.
JRNL_LN_REF	Character	10	172	181	N		This is an additional reference field that agencies can use to record agency specific information.	For example, some agencies want to store license #'s in this field on the journal line.
MONETARY_AMOUNT	Signed Number	28	182	209	Y		Should be a negative number unless the transaction is an adjustment.	This indicates the amount of the individual line on the journal.
*ENTERED_DT	Date	10	210	219	Y	MM/DD/YYYY	This should represent the date that the funds were deposited to the bank. Format: MM/DD/YYYY	The date the funds were deposited.

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**Funds Receipt Upload (AR.39) - Trailer Record (999)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Yes	999	Hard code to "999".	Record Type: This is the Trailer record.
ROW_COUNT	Number	8	4	11	Yes		Format: 99999999, where this is an integer between 1 and 99,999,999 left padded with zeros.	Row Count: This is a count of the total number of rows in the file, including the Control Record and Record Trailer rows.
V_COUNT1	Number	10	12	21	Yes	N/A	Format as 0123456789. Count of distinct 001 rows in file	Count of all the deposit certificate rows in the file
TOTAL_AMT	Signed Number	28	22	49	Yes	N/A	Format as '000000001234.56' or '-000000001234.56' Sum of amounts from 002 Record	Total of the deposit control amounts in the file

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## Journal Extract (GL.595) – File Layout

### General Information

- ASCII Fixed Length
- Character fields are left-justified
- Numeric fields are right-justified
- Numeric fields for amount values will contain an explicit decimal point in the Cardinal Extract (e.g., 100.00)
- For numeric fields, Cardinal Extracts will NOT contain padded zeroes for values that are less than the field's length
- Positive numbers will not have a sign in front of the number
- Negative numbers will display with a negative sign (e.g., -50.56, -995.00)
- For signed numbers, (-) takes up a position in the file
- \* Indicates a Key Field

### Journal Extract (GL.595) - Control Record (000)

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Y	000	Hard code to "000".	Record Type: This is the Control record.
BUSINESS_UNIT	Character	5	4	8	Y	N/A	The business unit for the group of transactions	GL Business Unit: This is the sending / receiving agency's Business Unit.
FILE_NAME	Character	80	9	88	Y	Standard Naming Convention	Refer to the "Cardinal Filename Standards" section of this document	File Name: This is the name of the input / output file.
CREATED_DATE	Date	10	89	98	Y	N/A	Format: MM/DD/YYYY	File Creation Date: This is the date that the file was created.

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**Journal Extract (GL.595) - Control Record (000)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
Filler	Character	452	99	550	Y	Leave Blank	N/A	Used to standardize the length of the file to make it the least common value among all lines

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**Journal Extract (GL.595) - Header Record (001)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Y	001	Set value to '001'	Default to '001'
*BUSINESS_UNIT	Character	5	4	8	Y		This field is used to indicate the General Ledger Business Unit associated with the journal.	The business unit for the journal.
*JOURNAL_ID	Character	10	9	18	Y	Agency Specified Journal ID	The unique journal ID interfaced or entered online in Cardinal.	Journal ID uniquely identifies the journal in Cardinal. Agencies can send up to 10 character Journal ID's to Cardinal. It is recommended that agencies include left padded zeros for Journal ID's less than 10 characters.
*JOURNAL_DATE	Date	10	19	28	Y	MM/DD/YYYY	This is the date for the journal. The date format is MM/DD/YYYY.	Journal Date on Posted Journal. Journal Date derives the Fiscal year and Accounting Period.
BUSINESS_UNIT_IU	Character	5	29	33	Y		This is the interunit business unit for the journal.	Interunit Business Unit.
ADJUSTING_ENTRY	Character	1	34	34	N	{C, N, Y}	C - Fiscal Year Close N - Non-Adjusting Entry Y - Adjusting Entry	Adjusting Entry. This is a future use field and will be defaulted to "N".
FISCAL_YEAR	Number	4	35	38	N		This is the 4 digit fiscal year of the transaction. Format as '1234'	Fiscal Year derived from Journal Date
ACCOUNTING_PERIOD	Number	3	39	41	N		This is the 3 digit accounting period of the transaction. Format as '123'	Accounting Period derived from Journal Date
LEDGER_GROUP	Character	10	42	51	Y	ACTUALS	This indicates the Ledger Group that this journal applies to.	The Ledger Group field should be populated with ACTUALS. In the future, different values may be used for this field.

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**Journal Extract (GL.595) - Header Record (001)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
REVERSAL_CD	Character	1	52	52	Y	{B, D, E, N, R, U, X}	B - Beginning of Next Period D - On Date Specified By User E - End of Next Period N - Do Not Generate Reversal R - Created by Reversal Process U - Adjustment Period X - Next Day	Reversal Code
REVERSAL_DATE	Date	10	53	62	N	MM/DD/YYYY	Format: "MM/DD/YYYY"	Reversal Date
REVERSAL_ADJ_PER	Number	3	63	65	N		This is the 3 digit adjustment accounting period of the transaction. Format as '123'	Reversal Adjustment Period
JRNL_TOTAL_LINES	Number	9	66	74	N		This is the total count of lines within the journal. Format as '123456789'	Journal Total Lines
JRNL_TOTAL_DEBITS	Signed Number	28	75	102	N		This represents the total debits in the journal. Format as '123456.78' or '-123456.78'	Journal Total Debits
JRNL_TOTAL_CREDITS	Signed Number	28	103	130	N		This represents the total credits in the journal. Format as '123456.78' or '-123456.78'	Journal Total Credits
JRNL_NET_UNITS	Signed Number	17	131	147	N		This represents the total net statistical units in the journal. Format as '123456.78' or '-123456.78'	Journal Net Statistical Units. This is a future use field and should not be populated.

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**Journal Extract (GL.595) - Header Record (001)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
SOURCE	Character	3	148	150	Y	** See "SOURCE" section on the "Valid Values" tab.	This indicates the journal origination.	Source
TRANS_REF_NUM	Character	8	151	158	N		This is a reference field which is available for agency use.	Reference Number
JRNL_HDR_STATUS	Character	1	159	159	Y	P	P - Posted to Ledger(s)	Journal Header Status
POSTED_DATE	Date	10	160	169	N	MM/DD/YYYY	Format: "MM/DD/YYYY"	Date Posted
OPRID	Character	30	170	199	N		The user ID of the user created the transaction.	User ID
JRNL_CREATE_DTTM	Date Time	10	200	209	N		This represents the date the journal was created.	Journal Creation Date
DESCR254	Character	30	210	239	N		Cardinal will truncate to include only the date. Format: "MM/DD/YYYY" The 254 character description of the journal.	Long Description
*UNPOST_SEQ	Number	2	240	241	N		0 = no action 1 = transaction has been unposted	Signifies that the journal has been unposted from the General Ledger. This is a future use field and should not be populated.
UNPOST_JRNL_DATE	Date	10	242	251	N		This is the date the journal was unposted	Date the journal was unposted. This is a future use field and will be defaulted to the Journal Date.
APPROVER_OPRID	Character	30	252	281	N		This is the Operator ID of the last approver	Operator ID of the last approver

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**Journal Extract (GL.595) - Header Record (001)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
Approver Name (OPRDEFNDESC)	Character	40	282	321	N		This is the name of the last approver.	Name of last approver
Approved Date (EOAWDTTM_MODIFIED - Datetime modified )	Date	10	322	331	N		This is the date of the approval.	Approved Date
Filler	Character	219	332	550	Y	Leave Blank		Used to standardize the length of the file to make it the least common value among all lines

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**Journal Extract (GL.595) - Line Record (002)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Y	002	Set value to '002'	
*BUSINESS_UNIT	Character	5	4	8	Y		This indicates the General Ledger Business Unit of the journal line.	Business Unit
*JOURNAL_ID	Character	10	9	18	Y		The Journal ID sent in the interface file must be unique by Business Unit and Journal Date. Should match Journal ID from associated Journal Header.	Journal ID in Journal Line should be same value as Journal ID in the Journal Header to relate the header to the line transaction.
*JOURNAL_DATE	Date	10	19	28	Y	MM/DD/YYYY	Format: "MM/DD/YYYY"	Journal Date in Journal Line should be same value as Journal Date in the Journal Header to relate the header to the line transaction.
*JOURNAL_LINE	Number	9	29	37	Y		Format as '999999999'	GL Journal Line Number
*LEDGER	Character	10	38	47	Y		This is the Ledger for the journal line.	Ledger
ACCOUNT	Character	10	48	57	N		The Account ChartField is used to define the purpose of the transaction and specify the balance sheet account or operating account (i.e. expenditure or revenue object codes) on financial transactions.	Account

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**Journal Extract (GL.595) - Line Record (002)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
FUND_CODE	Character	5	58	62	N		The Fund ChartField defines a fiscal and accounting entity with a self-balancing set of accounts. It records cash and other financial resources, together with related liabilities and residual equities or balances, and any corresponding changes.	Fund
CHARTFIELD2 (Program)	Character	10	63	72	N		Accumulates financial information related to activities or sets of activities. Captures the cost of programs across funds	Program
DEPTID	Character	10	73	82	N		This ChartField identifies the financial management organizational entity associated with a financial transaction. The Commonwealth uses this ChartField to capture the agency organization chart.	Department
CHARTFIELD1 (Cost Center)	Character	10	83	92	N		Used to capture administrative or operational related financial costs (e.g., Administration and Support, Training, Employee Programs, Research and Development).	Cost Center
PRODUCT (Task)	Character	6	93	98	N		Identifies the work or services performed and can be associated with a project or cost center	Task

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**Journal Extract (GL.595) - Line Record (002)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
CLASS_FLD (FIPS)	Character	5	99	103	N		The FIPS Chatfield is used to capture the cities, counties and towns of the Commonwealth of Virginia. Utilized to track costs associated with these geographic designations.	FIPS
OPERATING_UNIT (Asset)	Character	8	104	111	N		Used to capture financial transactions associated with various assets of an agency such as: buildings, lots, structures, facilities, or equipment.	Asset
CHARTFIELD3 (Agency Use 1)	Character	10	112	121	N		Is a flexible field reserved for tracking either agency reporting fields or agency specific use.	Agency Use 1
BUDGET_REF (Agency Use 2)	Character	8	122	129	N		Is another flexible ChartField reserved for tracking either agency reporting fields or agency specific use.	Agency Use 2
BUSINESS_UNIT_PC	Character	5	130	134	N		This field is required if Project is populated in the Journal Line record.	PC Business Unit. This is same value as GL Business Unit.

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**Journal Extract (GL.595) - Line Record (002)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
PROJECT_ID	Character	15	135	149	N		Used to capture a planned undertaking of something to be accomplished or produced, having a finite beginning and a finite ending, for which expenditures/costs and revenues are to be tracked. Designed to track project and grant financial activity, which can cross budget years, funds, and departments.	Project
ACTIVITY_ID	Character	15	150	164	N		This identifies the activity in Cardinal that generated the transaction.	Activity. This is a future use field and should not be populated.
ANALYSIS_TYPE	Character	3	165	167	N		This provides analysis information on a journal that is referencing a project ID.	The project's analysis type. This is a future use field and should not be populated.
RESOURCE_TYPE	Character	5	168	172	N		This is a Project Costing specific ChartField. Agencies using the Project Costing module may elect to use this field.	The project's resource type. This is a future use field and should not be populated.
RESOURCE_CATEGORY	Character	5	173	177	N		This is a Project Costing specific ChartField. Agencies using the Project Costing module may elect to use this field.	The project's resource category. This is a future use field and should not be populated.
RESOURCE_SUB_CAT	Character	5	178	182	N		This is a Project Costing specific ChartField. Agencies using the Project Costing module may elect to use this field.	The project's resource sub category. This is a future use field and should not be populated.

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**Journal Extract (GL.595) - Line Record (002)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
PROGRAM_CODE (Future Use)	Character	5	183	187	N		This field is reserved for future use.	Program Code - This is a future use field and should not be populated.
STATISTICS_CODE	Character	3	188	190	N		This specifies the statistics code if this line is for a statistical amount.	Statistics Code - This is a future use field and should not be populated.
MONETARY_AMOUNT	Signed Number	28	191	218	N		Format as '123456.78' or '-123456.78'	Monetary Amount
STATISTIC_AMOUNT	Signed Number	17	219	235	N		Format as '123456.78' or '-123456.78'	Statistic Amount. This is a future use field and should not be populated.
JRNL_LN_REF	Character	10	236	245	N		This is an additional reference field that agencies can use to record agency specific information.	Journal Line Reference
LINE_DESCR	Character	30	246	275	N		This is a description field for the journal line.	Journal Line Description
*UNPOST_SEQ	Number	2	276	277	N	{0, 1}	0 = no action 1 = transaction has been unposted	Signifies that the journal has been unposted from the General Ledger. This is a future use field and should not be populated.
Filler	Character	273	278	550	Y	Leave Blank	N/A	Used to standardize the length of the file to make it the least common value among all lines

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**Journal Extract (GL.595) - Trailer Record (999)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Y	999	Hard code to "999".	Record Type: This is the Trailer record.
TRANSACTION_COUNT	Number	6	4	9	Y		Format: 999999, where this is an integer between 1 and 999,999 left padded with zeros.	Transaction Count: This is a count of the total number of transactions (vouchers, journals, expense reports, etc.) contained in the file.
ROW_COUNT	Number	8	10	17	Y		Format: 99999999, where this is an integer between 1 and 99,999,999 left padded with zeros.	Row Count: This is a count of the total number of rows in the file, including the Control Record and Record Trailer rows.
Filler	Character	533	18	550	Y	N/A	Leave Blank	Used to standardize the length of the file to make it the least common value among all lines

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## Journal Upload (GL.600) – File Layout

### General Information

- ASCII Fixed Length
- Character fields are left-justified
- Numeric fields are right-justified
- Decimal points are explicit and should be displayed in the file for values that are not integers. (.00) is optional for integer values
- For signed numbers, (+) is optional for values greater than zero. (-) is required for values less than zero
- For signed numbers, (-) takes up a position in the file
- Numbers are acceptable with or without the padding of leading zeroes
- \* Indicates a Key Field

### Journal Upload (GL.600) - Control Record (000)

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Yes	000	Hard code to "000".	Record Type: This is the Control record.
BUSINESS_UNIT	Character	5	4	8	Yes	N/A	The business unit for the group of transactions	GL Business Unit: This is the sending agency's Business Unit.
FILE_NAME	Character	80	9	88	Yes	Standard Naming Convention	Refer to the "Cardinal Filename Standards" section of this document	File Name: This is the name of the input / output file.
CREATED_DATE	Date	10	89	98	Yes	N/A	Format: MM/DD/YYYY	File Creation Date: This is the date that the file was created.

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**Journal Upload (GL.600) - Header Record (001)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
RECORD_TYPE	Character	3	1	3	Y	001	N/A	Default to '001'
*BUSINESS_UNIT	Character	5	4	8	Y		This field is used to indicate the General Ledger Business Unit associated with the journal.	The business unit for the journal.
*JOURNAL_ID	Character	10	9	18	Y	Agency Specified Journal ID	The Journal ID sent in the interface file must be unique by Business Unit and Journal Date.  Note: All alphabetical characters will be automatically converted to uppercase.	Journal ID uniquely identifies the journal in Cardinal. Agencies can send up to 10 character Journal ID's to Cardinal. It is recommended that agencies include left padded zeros for Journal ID's less than 10 characters.
*JOURNAL_DATE	Date	10	19	28	Y		This is the date for the journal. The date format is MM/DD/YYYY.	The journal date. <b>The fiscal year and accounting period will be derived based on the date in this field.</b> Therefore, it is important that when journal entries are entered in the first few days of the current month, but should apply to the prior month, they must have a prior month journal date. For example, if an entry is being made on 9/3/2013 that should be reflected in August's financial results, the journal date needs to be 8/31/2013. If the entry has a 9/3/2013 date, it will be reflected in September's financial results.
SOURCE	Character	3	29	31	Y	EXA	All journal entries will have a source of EXA. Other Source values may be used in the future.	This indicates the journal origination. Agencies should only send EXA journal source.

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**Journal Upload (GL.600) - Header Record (001)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
TRANS_REF_NUM	Character	8	32	39	N		This is a reference field which is available for agency use.	Reference Number
LEDGER_GROUP	Character	10	40	49	Y	ACTUALS	This indicates the Ledger Group that this journal applies to.	The Ledger Group field should be populated with ACTUALS. In the future, different values may be used for this field.
ADJUSTING_ENTRY	Character	1	50	50	N	N	This indicates whether this entry is for the Adjustment Period.	The adjusting entry flag, Y or N. The option to flag a journal as an adjusting journal (Y) is not currently used and is a future use consideration. The value N should be used for all journals.
ADJUSTING_PERIOD	Number	3	51	53	N	N/A	This is the accounting period that the journal adjustment will affect.	Adjusting Period is not currently being used. This field should be blank for all journals in the file. This is for future use.
JRNL_TOTAL_DEBITS	Signed Number	28	54	81	Y	N/A	This represents the total debits in the journal. The format is: (+99999999999999999999.99)	Jrnl Total Debits. This value must be positive.
JRNL_TOTAL_CREDITS	Signed Number	28	82	109	Y	N/A	This represents the total credits in the journal. The format is: (+99999999999999999999.99)	Jrnl Total Credits. This value must be positive.
JRNL_TOTAL_LINES	Number	9	110	118	Y	N/A	This represents the total number of lines in the journal.	Jrnl Total Lines
DESCR254	Character	30	119	148	N	N/A	This is the description associated with the journal. This populates DESCR field on Journal Header.	Description

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**Journal Upload (GL.600) - Header Record (001)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
V_DOA_SEND	Character	1	149	149	Y	Y or N	The agencies should populate this field with N if the journal should not go to CARS in the case where it already has. Otherwise, the field will default to Y if blank.	A flag to note if the journal should be sent to CARS (Y) or if it already exists in CARS and should not be sent (N). The CARS interface will not process any journals with a value of N.

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**Journal Upload (GL.600) - Line Record (002)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Y	002	N/A	Journal Line -- '002'
*SRC_BUS_UNIT_GL	Character	5	4	8	Y		This indicates the General Ledger Business Unit of the Journal Header.	Business Unit needs to be populated.
*BUSINESS_UNIT	Character	5	9	13	Y		This indicates the General Ledger Business Unit of the journal line.	Business Unit needs to be populated.
*JOURNAL_ID	Character	10	14	23	Y	Agency Specified Journal ID.	The Journal ID sent in the interface file must be unique by Business Unit and Journal Date. Should match Journal ID from associated Journal Header.	Journal ID uniquely identifies the journal in Cardinal. Agencies can send up to 10 character Journal ID's to Cardinal. It is recommended that agencies include left padded zeros for Journal ID's less than 10 characters. This value should be the same value as in the header to relate the header to the line transaction.
*JOURNAL_DATE	Date	10	24	33	Y		Note: All alphabetical characters will be automatically converted to uppercase. This is the date for the journal. The date format is MM/DD/YYYY. Should match Journal Date from associated Journal Header.	The journal date. The fiscal year and accounting period will be derived based on the date in this field. This value should be the same value as in the header to relate the header to the line transaction.
*JOURNAL_LINE	Number	9	34	42	Y		This represents the journal line number within file for the journal. Agencies would assign line numbers in the file.	The journal line number.

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**Journal Upload (GL.600) - Line Record (002)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
ACCOUNT	Character	10	43	52	Y		The Account ChartField is used to define the purpose of the transaction and specify the balance sheet account or operating account (i.e. expenditure or revenue object codes) on financial transactions.	This is the Account value for the journals being entered into the system.
FUND_CODE	Character	5	53	57	Y		The Fund ChartField defines a fiscal and accounting entity with a self-balancing set of accounts. It records cash and other financial resources, together with related liabilities and residual equities or balances, and any corresponding changes.	This is the Fund value for the journals being entered into the system.
CHARTFIELD2 (Program)	Character	10	58	67	N		Accumulates financial information related to activities or sets of activities. Captures the cost of programs across funds	This is the Program value for the journals being entered into the system. A Program is required for all Expense account transactions.
DEPTID	Character	10	68	77	Y		This ChartField identifies the financial management organizational entity associated with a financial transaction. The Commonwealth uses this ChartField to capture the agency organization chart.	This is the Department value for the journals being entered into the system.
CHARTFIELD1 (Cost Center)	Character	10	78	87	N		Used to capture administrative or operational related financial costs (e.g., Administration and Support, Training, Employee Programs, Research and Development).	This is the Cost Center value for the journals being entered into the system.

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**Journal Upload (GL.600) - Line Record (002)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
PRODUCT (Task)	Character	6	88	93	N		Identifies the work or services performed and can be associated with a project or cost center.	This is the Task value for the journals being entered into the system.
CLASS_FLD (FIPS)	Character	5	94	98	N		The FIPS Chartfield is used to capture the cities, counties and towns of the Commonwealth of Virginia. Utilized to track costs associated with these geographic designations.	This is the FIPS value for the journals being entered into the system.
OPERATING_UNIT (Asset)	Character	8	99	106	N		Used to capture financial transactions associated with various assets of an agency such as: buildings, lots, structures, facilities, or equipment.	This is the Asset value for the journals being entered into the system.
CHARTFIELD3 (Agency Use 1)	Character	10	107	116	N		Is a flexible field reserved for tracking either agency reporting fields or agency specific use.	This is the Agency Use 1 value for the journals being entered into the system.
BUDGET_REF (Agency Use 2)	Character	8	117	124	N		Is another flexible ChartField reserved for tracking either agency reporting fields or agency specific use.	This is the Agency Use 2 value for the journals being entered into the system.
BUSINESS_UNIT_PC	Character	5	125	129	N		This field is required if Project is populated in the Journal Line record. This field should be blank if Project is unpopulated.	The Project Business Unit. This is the same value as your GL Business Unit.

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**Journal Upload (GL.600) - Line Record (002)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
PROJECT_ID	Character	10	130	139	N		Used to capture a planned undertaking of something to be accomplished or produced, having a finite beginning and a finite ending, for which expenditures/costs and revenues are to be tracked. Designed to track project and grant financial activity, which can cross budget years, funds, and departments.	This is the Project ID value for the journals being entered into the system.
ACTIVITY_ID	Character	15	140	154	N		This field is required if PC Business Unit is populated and should be blank if PC Business Unit is not populated This identifies the activity in Cardinal that generated the transaction.	The project's activity id. This is a future use field and should not be populated.
ANALYSIS_TYPE	Character	3	155	157	N		This provides analysis information on a journal that is referencing a project ID.	The project's analysis type. This is a future use field and should not be populated.
RESOURCE_TYPE	Character	5	158	162	N		This is a Project Costing specific ChartField. Agencies using the Project Costing module may elect to use this field.	The project's resource type. This is a future use field and should not be populated.
RESOURCE_CATEGORY	Character	5	163	167	N		This is a Project Costing specific ChartField. Agencies using the Project Costing module may elect to use this field.	The project's resource category. This is a future use field and should not be populated.

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**Journal Upload (GL.600) - Line Record (002)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
RESOURCE_SUB_CAT	Character	5	168	172	N		This is a Project Costing specific ChartField. Agencies using the Project Costing module may elect to use this field.	The project's resource sub category. This is a future use field and should not be populated.
PROGRAM_CODE (Future Use)	Character	5	173	177	N		This field is reserved for future use.	This is a future use field and should not be populated.
MONETARY_AMOUNT	Signed Number	28	178	205	Y		This indicates the amount of the individual line on the journal. The format is: (+/-99999999999999999999.99)	The base currency amount.
JRNL_LN_REF	Character	10	206	215	N		This is an additional reference field that agencies can use to record agency specific information.	For example, some agencies want to store license #'s in this field on the journal line.
LINE_DESCR	Character	30	216	245	N		This is a description field for the journal line.	The journal line description.
STATISTIC_AMOUNT	Signed Number	17	246	262	N		This contains the amount of the journal if the account referenced is a statistical amount. This is only valid for statistical accounts or for lines with statistic codes. The format is (+/-999999999999.99)	This is a future use field and should not be populated.
STATISTICS_CODE	Character	3	263	265	N		This specifies the statistics code if this line is for a statistical amount.	This is a future use field and should not be populated.

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**Journal Upload (GL.600) - Trailer Record (999)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
RECORD_TYPE	Character	3	1	3	Y	999	N/A	Default to '999'
ROW_COUNT	Number	8	4	11	Y		Format: 99999999, where this is an integer between 1 and 99,999,999 left padded with zeros.	Row Count: This is a count of the total number of rows in the file, including the Control Record and Record Trailer rows.
V_COUNT1	Number	10	12	21	Y	N/A	Format as 0123456789. Count of distinct 001 rows in file	Count of the journals in the file

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## Payment Recon Extract (AP.705) – File Layout

### General Information

- ASCII Fixed Length
- Character fields are left-justified
- Numeric fields are right-justified
- Numeric fields for amount values will contain an explicit decimal point in the Cardinal Extract (e.g., 100.00)
- For numeric fields, Cardinal Extracts will NOT contain padded zeroes for values that are less than the field's length
- Positive numbers will not have a sign in front of the number
- Negative numbers will display with a negative sign (e.g., -50.56, -995.00)
- For signed numbers, (-) takes up a position in the file
- \* Indicates a Key Field

### Payment Recon Extract (AP.705) - Control Record (000)

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Y	000	Hard code to "000".	Record Type: This is the Control record.
BUSINESS_UNIT	Character	5	4	8	Y	N/A	The business unit for the group of transactions	AP/GL Business Unit: AP BU for vouchers, GL BU for expenses and cash advances.
FILE_NAME	Character	80	9	88	Y	Standard Naming Convention	Refer to the "Cardinal Filename Standards" section of this document	File Name: This is the name of the input / output file.
CREATED_DATE	Date	10	89	98	Y	N/A	Format: MM/DD/YYYY	File Creation Date: This is the date that the file was created.
Filler	Character	581	99	679	N/A	N/A	Leave Blank	Filler

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<b>Payment Recon Extract (AP.705) - Payment Record (001)</b>								
Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Y	001	This is a method to separate the multiple row types within the interface file.	PAYMENT_TBL record
*BUSINESS_UNIT	Character	5	4	8	Y		The business unit for the group of transactions	AP/GL Business Unit: AP BU for vouchers (including petty cash for agencies), GL BU for expenses and cash advances.
*PYMNT_ID_REF	Character	20	9	28	Y		This is a reference number given to agencies to track a payment in Cardinal.	Payment identification number
REMIT_VENDOR	Character	10	29	38	Y		This is the remit vendor ID specified on the voucher.	Remit Vendor ID
VNDR_LOC	Character	10	39	48	Y		This field is used to differentiate vendor locations if more than one is defined for the vendor.	The vendor location. An identifier (10 characters) for the location (e.g., MAIN). For EDI locations when there is more than one location the second location forward would be EDI-XX where XX equals the CARS suffix.
EMPLID	Character	11	49	59	Y		This is the employee's CIPPS ID which is typically the 9-digit PMIS number followed by two zeros. This value is specified on the expense report or cash advance.	Employee ID
NAME1	Character	40	60	99	Y		This is the name of the vendor or employee that is referenced on payment vouchers	Vendor or Employee Name
ADDRESS1	Character	40	100	139	Y		NA	The Payment Address line 1
ADDRESS2	Character	40	140	179	Y		NA	The Payment Address line 2

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**Payment Recon Extract (AP.705) - Payment Record (001)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
ADDRESS3	Character	40	180	219	Y		NA	For voucher payments, this represents the VLIN. This will be blank if this is an employee payment.
ADDRESS4	Character	40	220	259	Y		NA	The eVA address identifier.
CITY	Character	30	260	289	Y		NA	City
STATE	Character	6	290	295	Y		NA	This is the vendor state for the address.
POSTAL	Character	12	296	307	Y		NA	The vendor postal code.
COUNTRY	Character	3	308	310	Y		NA	This is the country in which the vendor is located.
CREATION_DT	Date	10	311	320	Y		NA	This indicates the date that the payment was created (MM/DD/YYYY).
PYMNT_DT	Date	10	321	330	Y		NA	For checks this field will contain the check date. For electronic payments this date represents when the bank will settle the payment.
PYMNT_AMT	Signed Character	28	331	358	Y		The amount of the payments generated. Format as '1234.56' or '-1234.56'	Payment amount
PYMNT_METHOD	Character	3	359	361	N	{ACH, CHK, EFT, GE, MAN, WIR}	ACH - Automated Clearing House CHK - System Check EFT - Electronic Funds Transfer GE - Giro - EFT (ePayables) MAN - Manual Check WIR - Wire Transfer	Payment method

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**Payment Recon Extract (AP.705) - Payment Record (001)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
PYMNT_STATUS	Character	12	362	373	Y	P(Paid) S(Stopped) V(Void) Stop Payment (Stopped for Treasury file only)	The status of the payment. Agencies will see 'S' for stopped payments. Treasury only will see 'Stopped Payment'.	Payment Status - Issued payments will have a status of P. Cancelled payments would have a status of S or V for the agency file. Treasury only would have a status of 'Stopped Payment'.
*BANK_CD	Character	5	374	378	N		The code to identify a bank online and when running processes and reports.	Bank Identification code.
DESCRSHORT	Character	10	379	388	N		NA	This is a short description of the bank identification code selected. This field is mapped back to the Bank Code field in CARS today. Values can be identified in Bank Code Cross walk
CANCEL_DT	Date	10	389	398	Y	MM/DD/YYYY	NA	This indicates the date that the payment was cancelled (MM/DD/YYYY).
CANCEL_ACTION	Character	1	399	399	Y	R-Reissue N-No Cancellation C - Do not reissue/close liability H-Do not reissue/place on hold	NA	This describes what action was taken after the payment was cancelled.

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**Payment Recon Extract (AP.705) - Payment Record (001)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
SOURCE_TXN	Character	4	400	403	N	VCHR (Voucher) EXPN (Expense Report) EXAD (Cash Advance Report)	NA	This indicates the source of the payment transaction.
DESCRLONG	Character	254	404	657	N		This field has no character limit in PeopleSoft and will be truncated to pull only the first 254 characters.	This field contains the cancellation description.
JOURNAL_ID	Character	10	658	667	Y		NA	Journal ID uniquely identifies the journal in Cardinal.
JOURNAL_DATE	Date	10	668	677	Y		This is the date for the journal. The date format is MM/DD/YYYY.	Journal Date
UNPOST_SEQ	Number	2	678	679	Y		0 = no action 1 = transaction has been unposted The default is 0	Signifies that the journal has been unposted from the General Ledger. This is a future use field and should not be populated.

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**Payment Recon Extract (AP.705) - Payment Advice Record (002)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Y	002	NA	This is a method to separate the multiple row types within the interface file.
*BUSINESS_UNIT	Character	5	4	8	Y		NA	This is the identifier used to differentiate which agency the payment voucher originated from.
*PYMNT_ID_REF	Character	20	9	28	Y		NA	This is a reference number given to agencies to track a payment in Cardinal.
SOURCE_TXN	Character	4	29	32	Y	VCHR (Voucher), EXPN (Expense Report), EXAD (Cash Advance)	NA	This is the source of the document being paid.
*PAY_DOC_ID	Character	20	33	52	N		NA	The actual document ID number (voucher ID, report ID, or advance ID). If multiple transactions (e.g., vouchers) are consolidated on a single payment, there will be a row in this file for each transaction.
PAID_AMT	Signed Character	28	53	80	Y		NA	The amount of the payments generated for that PAY_DOC_ID (VCHR or EXAD or EXPN). Format as '1234.56' or '-1234.56'
INVOICE_ID	Character	30	81	110	Y		NA	This is the number used to identify the invoice for which the payment voucher was created. This field will only be populated for voucher payments. For expense reports/cash advances, this field will only report expenses and cash advance transactions.

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**Payment Recon Extract (AP.705) - Payment Advice Record (002)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
V_CUST_ACCT_NBR	Character	20	111	130	N		Cardinal accepts up to 20 characters for Customer Account Numbers specified on vouchers loaded into Cardinal through the Voucher Upload which matches what is available when entering a voucher online. The Customer Account Number is truncated to 15 characters when populating the payment remittance advice. Only the first 15 characters of Customer Account Number are returned in the Voucher Extract. The full 20 characters are returned in the Payment Recon Extract.	The field used to identify the customer account number.
PYMENT_MESSAGE	Character	30	131	160	N			This is the message that the agency has entered on the voucher. This will be included on the remit section of the check and electronic payments.
Filler	Character	518	161	679	Filler	N/A	Leave Blank	Filler

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**Payment Recon Extract (AP.705) - Trailer Record (999)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Y	999	Hard code to "999".	Record Type: This is the Trailer record.
ROW_COUNT	Number	8	4	11	Y		Format: 99999999, where this is a integer between 1 and 99,999,999	Row Count: This is a count of the total number of rows in the file, including the Control Record and Record Trailer rows.
V_COUNT1	Number	8	12	19	Y		Format: 999999, where this is a integer between 1 and 999,999	Transaction Count: This is a count of the total number of transactions (Payments - 001) contained in the file.
TOTAL_AMT	Signed Number	28	20	47	Y	N/A	Format as '1234.56' or '-1234.56' Sum of amounts from 001 Record	Total payment amounts in the file
Filler	Character	632	48	679	N/A	N/A	Leave Blank	Filler

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## Vendor Data Extract (AP.962) – File Layout

### General Information

- ASCII Fixed Length
- Character fields are left-justified
- Numeric fields are right-justified
- Numeric fields for amount values will contain an explicit decimal point in the Cardinal Extract (e.g., 100.00)
- For numeric fields, Cardinal Extracts will NOT contain padded zeroes for values that are less than the field's length
- Positive numbers will not have a sign in front of the number
- Negative numbers will display with a negative sign (e.g., -50.56, -995.00)
- For signed numbers, (-) takes up a position in the file
- \* Indicates a Key Field

### Vendor Data Extract (AP.962) - Control Record (000)

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Yes	000	Hard code to "000".	Record Type: This is the Control record.
FILE_NAME	Character	80	4	83	Yes	Standard Naming Convention	Refer to the "Cardinal Filename Standards" section of this document	File Name: This is the name of the input / output file.
CREATED_DATE	Date	10	84	93	Yes	N/A	Format: MM/DD/YYYY	File Creation Date: This is the date that the file was created.
Filler	Character	507	94	600	N/A	N/A	Leave Blank	Filler

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**Vendor Data Extract (AP.962) - Vendor Record (001)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Y	001	Hard code to "001".	This is a method used to separate the multiple row types within the interface file.
*SETID	Character	5	4	8	Y	STATE	This is an identifier used for configuration of the vendors in Cardinal.	The SetID is STATE for all vendors.
*VENDOR_ID	Character	10	9	18	Y		This is the identifier used to track vendors in Cardinal.	The vendor ID is a unique identifier used to locate specific vendor information in Cardinal.
NAME1	Character	40	19	58	Y		This is the name of the vendor that is maintained in Cardinal and referenced on payment vouchers.	The Vendor name in Cardinal.
NAME2	Character	40	59	98	N		This provides additional name information for the vendor if the Name1 field is not sufficient.	The Vendor name 2 field in Cardinal.
VENDOR_STATUS	Character	1	99	99	Y	{A, I, E}	A - Approved I - Inactive E - Unapproved	The Vendor Status. This is the vendor status in the Cardinal system.
VENDOR_CLASS	Character	1	100	100	Y	{R, B, O, F, S, L, Q}	R - Supplier B - Board Member O - Non-Vendor Payee F - Federal Government S - State Government L - Local Government Q - Foreign Entity	This is the vendor classification in the Cardinal system.

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**Vendor Data Extract (AP.962) - Vendor Record (001)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
WTHD_SW	Character	1	101	101	Y	{Y, N}	Y- Yes N - No	The withholding switch. This field indicates that the vendor is 1099 reportable or withholding-applicable. If the vendor is 1099 reportable the fields on the Withholding Vendor Information page become required.
VNDR_FIELD_C30_B	Character	30	102	131	N		Either send "eVA Interfaced Vendor" or blank	This field is used to identify the source of the Vendor. The vendor will either be blank or if interfaced from eVa will contain "eVA Interfaced Vendor".
VNDR_FIELD_C30_G	Character	30	132	161	N		This field will be used to identify the agency number associated to the vendor if applicable (e.g., 151 will be specified on the DOA vendor).	This field will be used to identify the agency number associated to the vendor if applicable (e.g., 151 will be specified on the DOA vendor).
VNDR_TYPE	Character	1	162	162	N	{O, P, R,S, T, V, W, X}	O - Other P - Partnership R - Corporation S - Proprietorship T - Trust V - Government W - Estate X - Reportable Corporation	The vendor type or contractor type.
*STD_ID_NUM_QUAL	Character	3	163	165	N	{ATN, ITN, OTH, SSN, W8, EIN}	ATN - Adoption Taxpayer ID ITN - Individual Taxpayer ID OTH - Other SSN - Social Security Number W8 - W8 Identification Number EIN - Employer ID Number	The field captures the TIN Type. The Standard id number qualifications field holds the value or the type of the ID number.

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**Vendor Data Extract (AP.962) - Vendor Record (001)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
STD_ID_NUM	Character	35	166	200	N		The Standard ID number is the actual number qualified.	This field captures the TIN number.
VNDR_FIELD_C30_A	Character	1	201	201	N	{0, 1, 2, 3, 4, 5, 6, 7, 8}	0 - TIN and Name combination matches IRS record 1 - Missing TIN or TIN not 9-digit numeric 2 - TIN entered is not currently issued 3 - TIN and Name combination does not match IRS record 4 - Invalid TIN Matching request 5 - Duplicate TIN Matching request 6 - TIN and Name combination matches IRS SSN records 7 - TIN and Name combination matches IRS EIN records 8 - TIN and Name combination matches IRS SSN and EIN records	This field identifies the IRS TIN Matching status of the vendor's TIN against IRS records.
OFAC_STATUS	Character	1	202	202	N	{B, C, R, V}	B - Blocked C - Cleared R - Review V - Valid	This field identifies the vendor's financial sanction status. Blocked vendors should not be used on transactions.
OFAC_STATUS_DT	Date	10	203	212	N	MM/DD/YYYY	Formatted as MM/DD/YYYY	This field identifies the date of the vendor's financial sanction status update.

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**Vendor Data Extract (AP.962) - Vendor Record (001)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
CORPORATE_VENDOR	Character	10	213	222	N		Will either be the same value as the Vendor ID or a different value if the Vendor has a parent.	This field stores the parent / child vendor relationship (from eVA). When a child vendor has a separate TIN and a separate Cardinal vendor ID, the parent Cardinal vendor ID is stored in this field.
Filler	Character	378	223	600	N/A	N/A	Leave Blank	Filler

**Vendor Data Extract (AP.962) - V\_AUDT\_VNDR\_TIN Record (002)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Y	002	Hard code to '002'.	This is a method used to separate the multiple row types within the interface file.
*SETID	Character	5	4	8	Y	STATE	This is an identifier used for configuration of the vendors in Cardinal.	The SetID is STATE for all vendors.
*VENDOR_ID	Character	10	9	18	Y		This is the identifier used to track vendors in Cardinal.	The vendor ID is a unique identifier used to locate specific vendor information in Cardinal.
*AUDIT_STAMP	Datetime	26	19	44	Y		N/A	The date/time that the TIN was updated.
*AUDIT_ACTN	Character	1	45	45	Y	{A, C, D, K, N}	A - Add C - Change Old D - Delete K - Key Values Change (Old Value) N - Key Values Change (New Value)	This is the type of change that occurred.

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**Vendor Data Extract (AP.962) - V\_AUDT\_VNDR\_TIN Record (002)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*STD_ID_NUM_QUAL	Character	3	46	48	N	{ATN, ITN, OTH, SSN, W8, EIN}	ATN - Adoption Taxpayer ID ITN - Individual Taxpayer ID OTH - Other SSN - Social Security Number W8 - W8 Identification Number EIN - Employer ID Number	The field captures the TIN Type. The Standard id number qualifications field holds the value or the type of the ID number.
STD_ID_NUM	Character	35	49	83	N		The Standard ID number is the actual number qualified. This is the old TIN number.	This field captures the TIN number.
Filler	Character	517	84	600	N/A	N/A	Leave Blank	Filler

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**Vendor Data Extract (AP.962) - VENDOR\_ADDR Record (003)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Y	003	Hard code to '003'.	This is a method used to separate the multiple row types within the interface file.
*SETID	Character	5	4	8	Y	STATE	This is an identifier used for configuration of the vendors in Cardinal.	The SetID is STATE for all vendors.
*VENDOR_ID	Character	10	9	18	Y		The vendor ID is a unique identifier used to locate specific vendor information in Cardinal.	This is the identifier used to track vendors in Cardinal.
*ADDRESS_SEQ_NUM	Number	5	19	23	Y		Format as '1' and increment for each new address. A vendor can have multiple address sequence numbers.	This is the sequence of the address that is placed on voucher and documents.
*EFFDT	Date	10	24	33	Y	MM/DD/YYYY	Format as MM/DD/YYYY. Sends current and future dated addresses.	This is the date in which the vendor address was activated or inactivated.
EFF_STATUS	Character	1	34	34	N	{A, I}	A - Active I - Inactive	This is the status for the vendor address to identify if a payment can be sent to that address.
NAME1	Character	40	35	74	N		NA	The name associated with the address. This contains the alternate payee name 1. If this field is populated this is what will be printed on a check.
NAME2	Character	40	75	114	N		NA	This is the overflow field for alternate payee Name1 (NAME1). This does not print on the check.
DESCR	Character	30	115	144	N		NA	This is a description of the address of vendor.

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**Vendor Data Extract (AP.962) - VENDOR\_ADDR Record (003)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
VNDR_ADDRESS_TYPE	Character	4	145	148	N	{BI, MN, PA, PR, SH, WH}	BI - Invoicing MN - Main PA - Remitting PR - Ordering SH - Shipping WH - Withholding	This contains the vendor address type.
EMAILID	Character	70	149	218	N	NA	NA	This is the email ID for the vendor.
COUNTRY	Character	3	219	221	N	NA	NA	This is the country in which the vendor is located.
ADDRESS1	Character	40	222	261	N	NA	NA	This is the address for the vendor where the payment is sent.
ADDRESS2	Character	40	262	301	N	NA	NA	This is an overflow field if the vendor address exceeds the field length of Address 1.
ADDRESS3	Character	40	302	341	N	NA	NA	The vendors address line 3. This contains the VLIN number.
ADDRESS4	Character	40	342	381	N	NA	NA	The eVA address identifier.
CITY	Character	30	382	411	N	NA	NA	City
COUNTY	Character	30	412	441	N	NA	NA	County. This is the DUNS number.
STATE	Character	6	442	447	N	NA	NA	This is the vendor state for the address.
POSTAL	Character	12	448	459	N	NA	NA	The vendor postal code.
V_PREFRD_ORD_MTHD	Character	4	460	463	N	{EXCP, PRNT, URL, Blank}	EXCP - Exception PRNT - Print URL - URL	This field identifies the vendor's preferred method for receiving dispatched Purchase Orders. This is procurement related and is being sent from eVA.

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**Vendor Data Extract (AP.962) - VENDOR\_ADDR Record (003)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
V_EVA_RGS_TYPE	Character	1	464	464	N	S, V	S - State-Entered V - Self-Registered	The way the vendor was registered in eVA.
V_EVA_VENDOR_CODE	Character	20	465	484	N		NA	This is the eVA Customer number.
CC_ACCEPT_CC	Character	1	485	485	N	Y, N	Y - Yes N - No	The PCard switch field indicates if the vendor accepts PCards.
CC_CARD_TYPE	Character	4	486	489	N	AMEX, CORP, DEBT, MC, PHON,PRCR, VISA	AMEX - American Express CORP - Corporate card DEBT - Debit Card MC - MasterCard PHON - Phone Card PRCR - Procurement Card VISA - Visa	Type of PCard the vendor accepts.
Filler	Character	111	490	600	N/A	N/A	Leave Blank	Filler

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**Vendor Data Extract (AP.962) - VENDOR\_ADDR\_PHN Record (004)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Y	004	Hard code to '004'.	This is a method used to separate the multiple row types within the interface file.
*SETID	Character	5	4	8	Y	STATE	This is an identifier used for configuration of the vendors in Cardinal.	The SetID is STATE for all vendors.
*VENDOR_ID	Character	10	9	18	Y		This is the identifier used to track vendors in Cardinal.	The vendor ID is a unique identifier used to locate specific vendor information in Cardinal.
*ADDRESS_SEQ_NUM	Number	5	19	23	Y		This is the address that is placed on a procurement document. A vendor can have multiple address sequence numbers.	Address Sequence Number
*EFFDT	Date	10	24	33	Y	MM/DD/YYYY	This is the date in which the address was activated or inactivated.	The address effective date.

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**Vendor Data Extract (AP.962) - VENDOR\_ADDR\_PHN Record (004)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*PHONE_TYPE	Character	4	34	37	Y	(PGR2, TELX, BUSN, CAMP, CELL, DORM, FAX, HOME, MAIN, OTR, PGR1)	This indicator identifies the type of phone number that is associated with this address.  PGR2 - Pager 2 TELX - Telex BUSN - Business Phone CAMP - Campus Phone CELL - Cellular Phone DORM - Dormitory Phone FAX - FAX HOME - Home Phone MAIN - Main OTR - Other PGR1 - Pager 1	Phone Type
*COUNTRY_CODE	Character	3	38	40	N	NA		This indicator identifies the country in which the phone number is located in if outside of the US.
PHONE	Character	24	41	64	N	NA		This is the main phone number for the vendor.
EXTENSION	Character	6	65	70	N	NA		This is the phone number extension for the vendor.
LOCATION_DESCR	Character	30	71	100	N	NA		This is the description of the phone in Cardinal
Filler	Character	500	101	600	N/A	N/A	Leave Blank	Filler

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**Vendor Data Extract (AP.962) - VENDOR\_CNTCT Record (005)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Y	005	Hard Code to '005'.	This is a method used to separate the multiple row types within the interface file.
*SETID	Character	5	4	8	Y	STATE	This is an identifier used for configuration of the vendors in Cardinal.	The SetID is STATE for all vendors.
*VENDOR_ID	Character	10	9	18	Y		This is the identifier used to track vendors in Cardinal.	The vendor ID is a unique identifier used to locate specific vendor information in Cardinal.
*CNTCT_SEQ_NUM	Number	5	19	23	Y		Format as '1' and increment for each new contact. A vendor can have multiple contact sequence numbers.	Vendor Sequence Number
*EFFDT	Date	10	24	33	N	MM/DD/YYYY	Format as MM/DD/YYYY	This is the date in which the contact was activated or inactivated.
ADDRESS_SEQ_NUM	Number	5	34	38	N		Format as '1'	This is the sequence of the address for the contact.
EFF_STATUS	Character	1	39	39	N	{A, I}	A - Active I - Inactive	Status as of Effective Date. This is the date in which the address was activated or inactivated.
CONTACT_NAME	Character	50	40	89	N		The contact name for the specific vendor.	The Vendor Contact Name

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**Vendor Data Extract (AP.962) - VENDOR\_CNTCT Record (005)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
CONTACT_TYPE	Character	1	90	90	N	{B, C, D, E, G, I, L, M, O, P, R, S, V, W}	B - Billing Contact C - Contract Collaborator D - Commercial Paper Contact E - External Contact G - General I - Internal Corporate Contact L - Line of Credit Contact M - Executive Management O - Investment Pool Contact P - Accounts Payable R - Broker S - Sales Contact V - Service Contact W - Warehousing/Shipping Contact	The contact type for the specific vendor.
CONTACT_TITLE	Character	35	91	125	N		The contact title for the specific vendor	Contact Title
EMAILID	Character	70	126	195	N		The email ID of the vendor contact	Email ID
DESCR	Character	30	196	225	N		The vendor contact description	Contact Description
Filler	Character	375	226	600	N/A	N/A	Leave Blank	Filler

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**Vendor Data Extract (AP.962) - VNDR\_CNTCT\_PHN Record (006)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Y	006	Hard code to '006'.	This is a method used to separate the multiple row types within the interface file.
*SETID	Character	5	4	8	Y	STATE	This is an identifier used for configuration of the vendors in Cardinal.	The SetID is STATE for all vendors.
*VENDOR_ID	Character	10	9	18	Y		This is the identifier used to track vendors in Cardinal.	The vendor ID is a unique identifier used to locate specific vendor information in Cardinal.
*CNTCT_SEQ_NUM	Number	5	19	23	Y		This is used to capture the vendor contact sequence number attached to the phone.	Vendor Sequence Number
*EFFDT	Date	10	24	33	Y	MM/DD/YYYY	Format as MM/DD/YYYY	This is the date in which the contact was activated or inactivated.
*PHONE_TYPE	Character	4	34	37	Y	{BUSN, CAMP, CELL, DORM, FAX, HOME, MAIN, OTR, PGR1, PGR2, TELX}	BUSN - Business Phone CAMP - Campus Phone CELL - Cellular Phone DORM - Dormitory Phone FAX - FAX HOME - Home Phone MAIN - Main OTR - Other PGR1 - Pager 1 PGR2 - Pager 2 TELX - Telex	The phone type for the contact.
*COUNTRY_CODE	Character	3	38	40	N		NA	Int'l Prefix. The country code for the vendor contact
*PHONE	Character	24	41	64	N		NA	The phone number for the vendor contact.

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**Vendor Data Extract (AP.962) - VNDR\_CNTCT\_PHN Record (006)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
EXTENSION	Character	6	65	70	N		NA	The phone extension for the vendor contact.
LOCATION_DESCR	Character	30	71	100	N		NA	Location. The description of the contact phone.
Filler	Character	500	101	600	N/A	N/A	Leave Blank	Filler

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**Vendor Data Extract (AP.962) - VENDOR\_LOC Record (007)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Y	007	Hard code to '007'.	This is a method used to separate the multiple row types within the interface file.
*SETID	Character	5	4	8	Y	STATE	This is an identifier used for configuration of the vendors in Cardinal.	The SetID is STATE for all vendors.
*VENDOR_ID	Character	10	9	18	Y		This is the identifier used to track vendors in Cardinal.	The vendor ID is a unique identifier used to locate specific vendor information in Cardinal.
*VNDR_LOC	Character	10	19	28	Y		This field is used to differentiate vendor locations if more than one is defined for the vendor. Example values: MAIN, EPAY, EDI-XX (where XX is CARS suffix), and LEVY-XXX (where XXX is the agency number).	The vendor location. An identifier (10 characters) for the location (e.g., MAIN). For EDI locations when there is more than one location the second location forward would be EDI-XX where XX equals the CARS suffix.
DESCR	Character	30	29	58	N		This field contains a short description of the vendor location	Vendor Location Description.
*EFFDT	Date	10	59	68	Y	MM/DD/YYYY	Format as MM/DD/YYYY	This is the date that the location was active or inactive.
EFF_STATUS	Character	1	69	69	N	{A, I}	A - Active I - Inactive	This is the status of the vendor location. An address can still be referenced even if a location has been inactivated.
REMIT_VENDOR	Character	10	70	79	Y		This is the identifier used to track the vendors the payment is issued to in Cardinal.	The Cardinal Vendor number.
REMIT_LOC	Character	10	80	89	Y		This indicates the location that payments will be remitted to.	Remit Location.

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**Vendor Data Extract (AP.962) - VENDOR\_LOC Record (007)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
REMIT_ADDR_SEQ_NUM	Number	5	90	94	Y		Format as '1'	This is the sequence of the remit address. A vendor can have multiple address sequence numbers.
ADDR_SEQ_NUM_ORDR	Number	5	95	99	Y		Format as '1'	This is the sequence of the ordering address. A vendor can have multiple address sequence numbers. Passed from eVA.
PRICE_LOC	Character	10	100	109	Y		The Purchasing module uses the shipping method associated with this pricing location.	This is the location for pricing. Passed from eVA.
RETURN_VENDOR	Character	10	110	119	Y		This is the vendor to whom goods are returned.	Return Vendor. Passed from eVA.
RET_ADDR_SEQ_NUM	Number	5	120	124	Y		Format as '1'	This is the vendor address to whom goods are returned. Passed from eVA.
PRIM_ADDR_SEQ_NUM	Number	5	125	129	N		Format as '1'	Designates the address from which the vendor location sends invoices.
ADDR_SEQ_NUM_SHFR	Number	5	130	134	N		The address from which the vendor ships	Shipping address sequence number. Passed from eVA.
PYMNT_METHOD	Character	3	135	137	N	{ACH, CHK, EFT, GE, MAN, WIR, blank}	ACH - Automated Clearing House CHK or blank - System Check EFT - Electronic Funds Transfer GE - Giro - EFT MAN - Manual Check WIR - Wire	Method of payment to vendor. GE is used for ePayables. ACH is used for CCD+ payment format. EFT is used for CTX payment format.
Filler	Character	463	138	600	N/A	N/A	Leave Blank	Filler

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**Vendor Data Extract (AP.962) - VNDR\_GOV\_CERT Record (008)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Y	008	Hard code to '008'.	This is a method used to separate the multiple row types within the interface file.
*SETID	Character	5	4	8	N	STATE	This is an identifier used for configuration of the vendors in Cardinal.	The SetID is STATE for all vendors.
*VENDOR_ID	Character	10	9	18	N		This is the identifier used to track vendors in Cardinal.	The vendor ID is a unique identifier used to locate specific vendor information in Cardinal.
*CERTIF_SOURCE	Character	10	19	28	Y	{DBE} {VDMBE}	DBE - Disadvantaged Business Enterprise VDMBE - Virginia Dept of Minority & Business Enterprise	Certification Source The Unique Certification Source values need to be listed in the Extract.
*GOV_CLASS	Character	10	29	38	N	{ACDBE} {DBE} {M} {DBE/MBE} {M,W} {S} {S,M} {S,M,W} {S,W} {W} {DBE/WBE} {Blank}	ACDBE - Airport Concessions Disadvantaged Business Entp DBE - Disadvantaged Business Enterprise M - Minority Business DBE/MBE - Minority Business Enterprise M,W - Minority, Woman Business S - Small Business S,M - Small, Minority Business S,M,W - Small, Minority, Woman Business W - Woman Business DBE/WBE - Women Business Enterprise	SWAM Type/Small

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**Vendor Data Extract (AP.962) - VNDR\_GOV\_CERT Record (008)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*EFFDT	Date	10	39	48	N	MM/DD/YYYY	Format as MM/DD/YYYY. Sends current and future dated addresses.	This is the MAX date in which the government certification was activated or inactivated.
GOV_CERTIF_NBR	Character	50	49	98	N	N/A	N/A	Certification Number
CERTIFICATE_EXP_DT	Date	10	99	108	N	N/A	N/A	SWAM Expire Date
CERTIFICATE_BEG_DT	Date	10	109	118	N	N/A	N/A	Certification Approval Date
Filler	Character	482	119	600	N/A	N/A	Leave Blank	Filler

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**Vendor Data Extract (AP.962) - VENDOR\_WTHD\_JUR Record (009)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Y	009	Hard code to '009'.	This is a method used to separate the multiple row types within the interface file.
*SETID	Character	5	4	8	Y	STATE	This is an identifier used for configuration of the vendors in Cardinal.	The SetID is STATE for all vendors.
*VENDOR_ID	Character	10	9	18	Y		This is the identifier used to track vendors in Cardinal.	The vendor ID is a unique identifier used to locate specific vendor information in Cardinal.
*VNDR_LOC	Character	10	19	28	Y		This field is used to differentiate vendor locations if more than one is defined for the vendor. Example values: MAIN, EPAY, EDI-XX (where XX is CARS suffix), and LEVY-XXX (where XXX is the agency number).	The vendor location. An identifier (10 characters) for the location (e.g., MAIN). For EDI locations when there is more than one location the second location forward would be EDI-XX where XX equals the CARS suffix.
DESCR	Character	30	29	58	N		This field contains a short description of the vendor location.	Vendor Location Description.
*EFFDT	Date	10	59	68	Y	MM/DD/YYYY	Format as MM/DD/YYYY	This is the date that the location was active or inactive.
WTHD_ENTITY	Character	5	69	73	N	IRS	The 'IRS' withholding entity will be used.	The entity (tax authority) to which the withholding amounts are reported. More than one entity can be defined for a vendor location.
ADDRESS_SEQ_NUM	Number	5	74	78	Y		Format as '1'	Designates the address seq number for withholding.
VENDOR_CATEGORY	Character	5	79	83	N	{RPT, WTHD}	The value 'RPT' is used for 1099 reporting. The value 'WTHD' is used for withholding.	Vendor Category. The withhold status for the withholding class combination and vendor location.

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**Vendor Data Extract (AP.962) - VENDOR\_WTHD\_JUR Record (009)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
DEFAULT_CLASS	Character	5	84	88	Y	{01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15A, 15B}	01 - Rents 02 - Royalties 03 - Prizes, Awards, etc. 04 - Federal Income Tax Withheld 05 - Fishing Boat Proceeds 06 - Medical and Health Care Pymnts 07 - Non-Employee Compensation 08 - Substitute Payments 10 - Crop Insurance Proceeds 13 - Excess Golden Parachute Pymnts 14 - Gross Attorney Proceeds 15A - Section 409A deferrals 15B - Section 409A income	This field identifies the vendor's withholding class. This field will contain a value only if the vendor is eligible for withholding. The default value is usually '07'. A vendor can have more than one class.
WTHD_JUR_CD	Character	5	89	93	Y	FED	This field identifies if a vendor's withholding code.	Vendor withholding jurisdiction
DEFAULT_JUR_FLG	Character	1	94	94	Y	{Y, N}	This field identifies if a vendor's withholding jurisdiction is its default or not.	Vendor default jurisdiction flag. Each vendor will only have one default jurisdiction.
Filler	Character	506	95	600	N/A	N/A	Leave Blank	Filler

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**Vendor Data Extract (AP.962) - Trailer Record (999)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Y	999	Hard code to "999".	Record Type: This is the Trailer record.
ROW_COUNT	Number	8	4	11	Y		Format: 99999999, where this is a integer between 1 and 99,999,999	Row Count: This is a count of the total number of rows in the file, including the Control Record and Record Trailer rows.
V_COUNT1	Number	8	12	19	Y		Format: 999999, where this is a integer between 1 and 999,999	Transaction Count: This is a count of the total number of transactions (Vendors) contained in the file.
Filler	Character	581	20	600	N/A	N/A	Leave Blank	Filler

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## Voucher Extract (AP.965) – File Layout

### General Information

- ASCII Fixed Length
- Character fields are left-justified
- Numeric fields are right-justified
- Numeric fields for amount values will contain an explicit decimal point in the Cardinal Extract (e.g., 100.00)
- For numeric fields, Cardinal Extracts will NOT contain padded zeroes for values that are less than the field's length
- Positive numbers will not have a sign in front of the number
- Negative numbers will display with a negative sign (e.g., -50.56, -995.00)
- For signed numbers, (-) takes up a position in the file
- \* Indicates a Key Field

### Voucher Extract (AP.965) - Control Record (000)

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Yes	000	Hard code to "000".	Record Type: This is the Control record.
*BUSINESS_UNIT	Character	5	4	8	Yes	N/A	Submitting Agency Business Unit	AP Business Unit of the agency for which the extract will be created
FILE_NAME	Character	80	9	88	Yes	Standard Naming Convention	Refer to the "Cardinal Filename Standards" section of this document	File Name: This is the name of the input / output file.
CREATED_DATE	Date	10	89	98	Yes	N/A	Format: MM/DD/YYYY	File Creation Date: This is the date that the file was created.
Filler	Character	218	99	316	N/A	N/A	Filler	Filler

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**Voucher Extract (AP.965) – Voucher Header Record (001)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
RECORD_TYPE	Character	3	1	3	Y	001	Default to "001"	Record Type - Voucher Header
*BUSINESS_UNIT	Character	5	4	8	Y	N/A	This field contains the Agency Business Unit	Agency AP Business Unit
*VOUCHER_ID	Character	8	9	16	Y	N/A	N/A	Voucher ID
*INVOICE_ID	Character	30	17	46	Y	N/A	N/A	Invoice ID
INVOICE_DT	Date	10	47	56	Y	N/A	N/A	Invoice Date
INV_RECPT_DT	Date	10	57	66	N	N/A	N/A	Invoice Receipt Date
RECEIPT_DT	Date	10	67	76	N	N/A	N/A	Goods and Services Receipt Date
*VENDOR_ID	Character	10	77	86	Y	N/A	N/A	Cardinal Vendor ID
NAME1	Character	40	87	126	Y	N/A	N/A	Vendor Name Field 1
*VNDR_LOC	Character	10	127	136	Y	N/A	N/A	Vendor Location to which payment will be issued (when voucher is paid)
*ADDRESS_SEQ_NUM	Number	5	137	141	Y	N/A	N/A	Address to which payment will be issued
ADDRESS3	Character	40	142	181	Y	N/A	This field will contain the eVA Vendor Location Identification Number (VLIN). VLIN to be obtained based on the remit vendor ID and remit address sequence number	Vendor Address Line 3 (VLIN)
ACCOUNTING_DT	Date	10	182	191	Y	N/A	N/A	Accounting Date
ORIGIN	Character	3	192	194	Y	{ONL, AGY, AG2}	N/A	Voucher Origin indicates how voucher was created (Online or interfaced). Also tracks if interfaced voucher was modified online or not
V_RESPONSE_ORG	Character	10	195	204	Y	N/A	N/A	Responsible Organization

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**Voucher Extract (AP.965) - Control Record (000)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
V_CUST_ACCT_NBR	Character	15	205	219	N	N/A	Cardinal accepts up to 20 characters for Customer Account Numbers specified on vouchers loaded into Cardinal through the Voucher Upload which matches what is available when entering a voucher online. The Customer Account Number is truncated to 15 characters when populating the payment remittance advice. Only the first 15 characters of Customer Account Number are returned in the Voucher Extract. The full 20 characters are returned in the Payment Recon Extract.	Customer Account Number
VCHR_TTL_LINES	Number	5	220	224	Y	N/A	N/A	Total Voucher Lines for Voucher
GROSS_AMT	Signed Number	28	225	252	Y	N/A	Format as '1234.56' or '-1234.56'	Voucher Gross Amount (Includes CDS Offset Amount)
V_DOA_SEND	Character	1	253	253	Y	N/A	This value will be "N" if the voucher should not be sent to CARS (i.e. Cardinal Voucher is only for recording a CARS Transaction) and "Y" if it should go to CARS.	Do Not Send to CARS
CLOSE_STATUS	Character	1	254	254	Y	{C,O}	C = Closed O = Open	The Closed Status identifies whether a voucher is open or it has been closed.
Filler	Character	62	255	316	N/A		Filler	Filler

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**Voucher Extract (AP.965) – Voucher Line Record (002)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
RECORD_TYPE	Character	3	1	3	Y	002	Default to "002"	Record Type - Voucher line
*BUSINESS_UNIT	Character	5	4	8	Y	N/A	Agency AP Business Unit	Agency AP Business Unit
*VOUCHER_ID	Character	8	9	16	Y	N/A	Voucher ID	Voucher ID
*VOUCHER_LINE_NUM	Number	5	17	21	Y	N/A	Voucher Line number	Voucher Line number
TOTAL_DISTRIBS	Number	5	22	26	N	N/A	N/A	Total number of distribution lines for the voucher line
UNIT_PRICE	Number	15	27	41	N	N/A	N/A	Unit Price of item being paid
QTY_VCHR	Number	15	42	56	N	N/A	N/A	quantity of items in invoice
DESCR	Character	30	57	86	N	N/A	Description of goods or services or the associated PO ID. This data passes to the GL journal line reference field.	Voucher Line description
MERCHANDISE_AMT	Signed Number	28	87	114	N	N/A	Format as '1234.56' or '-1234.56'	Voucher Line Amount
Filler	Character	202	115	316	N/A	N/A	Filler	Filler

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**Voucher Extract (AP.965) – Voucher Distribution Record (003)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
RECORD_TYPE	Character	3	1	3	Y	003	Default to "003"	Record Type - Voucher Distrib line
*BUSINESS_UNIT	Character	5	4	8	Y	N/A	Agency AP Business Unit	Agency AP Business Unit
*VOUCHER_ID	Character	8	9	16	Y	N/A	Voucher ID	Voucher ID
*VOUCHER_LINE_NUM	Number	5	17	21	Y	N/A	Voucher Line number	Voucher Line number
*DISTRIB_LINE_NUM	Number	5	22	26	Y	N/A	Distribution Line Number	Distribution Line Number
MONETARY_AMOUNT	Signed Number	28	27	54	Y	N/A	Format as '123.45' or '-123.45'	Distribution line amount
BUSINESS_UNIT_GL	Character	5	55	59	Y	N/A	N/A	GL Business unit of Agency to which voucher will be charged
ACCOUNT	Character	10	60	69	Y	N/A	N/A	Account Code to which Voucher will be charged
FUND_CODE	Character	5	70	74	Y	N/A	N/A	Fund Code to which voucher will be charged
CHARTFIELD2 (Program)	Character	10	75	84	Y	N/A	N/A	Program Code to which voucher will be charged
DEPTID	Character	10	85	94	Y	N/A	N/A	Department to which voucher will be charged
CHARTFIELD1 (Cost Center)	Character	10	95	104	N	N/A	N/A	Cost Center to which voucher will be charged
PRODUCT (Task)	Character	6	105	110	N	N/A	N/A	Task to which voucher will be charged
CLASS_FLD (FIPS)	Character	5	111	115	N	N/A	N/A	FIPS
OPERATING_UNIT (Asset)	Character	8	116	123	N	N/A	N/A	Asset against which voucher will be charged

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**Voucher Extract (AP.965) – Voucher Distribution Record (003)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
CHARTFIELD3 (Agency Use 1)	Character	10	124	133	N	N/A	N/A	flexible field reserved for tracking either agency reporting fields or agency specific use
BUDGET_REF (Agency Use 2)	Character	8	134	141	N	N/A	N/A	flexible field reserved for tracking either agency reporting fields or agency specific use
BUSINESS_UNIT_PC	Character	5	142	146	N	N/A	N/A	Use only when project ID is specified
PROJECT_ID	Character	10	147	156	N	N/A	N/A	Project to which voucher will be charged
ACTIVITY_ID	Character	15	157	171	N	N/A	N/A	Currently not used and reserved for future use
ANALYSIS_TYPE	Character	3	172	174	N	N/A	N/A	Currently not used and reserved for future use
RESOURCE_TYPE	Character	5	175	179	N	N/A	N/A	Project's resource type. Reserved for future use
RESOURCE_CATEGORY	Character	5	180	184	N	N/A	N/A	Currently not used and reserved for future use
RESOURCE_SUB_CAT	Character	5	185	189	N	N/A	N/A	Currently not used and reserved for future use
AFFILIATE	Character	5	190	194	N	N/A	N/A	Currently not used and reserved for future use
AFFILIATE_INTRA1	Character	10	195	204	N	N/A	N/A	Currently not used and reserved for future use
PROGRAM_CODE (Future Use)	Character	5	205	209	N	N/A	N/A	Currently not used and reserved for future use
AFFILIATE_INTRA2	Character	10	210	219	N	N/A	N/A	Currently not used and reserved for future use
STATISTICS_CODE	Character	3	220	222	N	N/A	N/A	Currently not used and reserved for future use

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**Voucher Extract (AP.965) – Voucher Distribution Record (003)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
STATISTIC_AMOUNT	Signed Number	17	223	239	N	N/A	N/A	Currently not used and reserved for future use
JOURNAL_ID	Character	10	240	249	Y	N/A	N/A	Journal ID uniquely identifies the journal in Cardinal.
JOURNAL_DATE	Date	10	250	259	Y	N/A	N/A	This is the date for the journal. The date format is MM/DD/YYYY.
POSTED_DATE	Date	10	260	269	Y	N/A	Format: MM/DD/YYYY	Date Posted
JOURNAL_LINE	Number	9	270	278	Y	N/A	Format as '0123456789'	GL Journal Line Number
UNPOST_SEQ	Number	2	279	280	Y	{0,1}	0 = no action 1 = transaction has been unposted.	Signifies that the journal has been unposted from the General Ledger.
Filler	Character	36	281	316	N/A	N/A	0 Reserved for future use. Filler	Filler

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**Voucher Extract (AP.965) - Trailer Record (999)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Y	999	Hard code to "999".	Record Type: This is the Trailer record.
ROW_COUNT	Number	8	4	11	Y	N/A	Format: 99999999, where this is a integer between 1 and 99,999,999	Row Count: This is a count of the total number of rows in the file, including the Control Record and Record Trailer rows.
V_COUNT1	Number	10	12	21	Y	N/A	Format as 99999999999. Count of distinct 001 rows in file	Count of all the Voucher Header rows in the file
TOTAL_AMT	Signed Number	28	22	49	Y	N/A	Format as '000000001234.56' sum of amounts from 001 Record	Total of the Voucher header amounts
Filler	Character	267	50	316	N/A	N/A	Filler	Filler

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## Voucher Upload (AP.964) – File Layout

### General Information

- ASCII Fixed Length
  - Character fields are left-justified
  - Numeric fields are right-justified
  - Decimal points are explicit and should be displayed in the file for values that are not integers. (.00) is optional for integer values
  - For signed numbers, (+) is optional for values greater than zero. (-) is required for values less than zero
  - For signed numbers, (-) takes up a position in the file
- Numbers are acceptable with or without the padding of leading zeroes
- \* Indicates a Key Field

### Voucher Upload (AP.964) - Control Record (000)

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Yes	000	Hard code to "000".	Record Type: This is the Control record.
BUSINESS_UNIT	Character	5	4	8	Yes	N/A	The business unit for the group of transactions	AP Business Unit: This is the sending / receiving agency's AP Business Unit.
FILE_NAME	Character	80	9	88	Yes	Standard Naming Convention	Refer to the "Cardinal Filename Standards" section of this document	File Name: This is the name of the input / output file.
CREATED_DATE	Date	10	89	98	Yes	N/A	Format: MM/DD/YYYY	File Creation Date: This is the date that the file was created.

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**Voucher Upload (AP.964) - Vendor Record (001)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Y	001	Set value to '001'	RECORD_TYPE 001 identifies the row as being tied to the Vendor configuration records
*STD_ID_NUM_QUAL	Character	3	4	6	Y	(SSN, EIN)	SSN = Social Security Number EIN = Employer Identification Number	TIN Type
*STD_ID_NUM	Character	9	7	15	Y		The TIN number for the one time vendor.	TIN
NAME1	Character	40	16	55	Y		Format with all capital letters	Vendor Name
ADDRESS1	Character	40	56	95	Y		The address line 1 of the one time vendor. Do not send both a street address and a P.O. Box address.	Address Line 1
ADDRESS2	Character	40	96	135	N		The address line 2 of the one time vendor. Do not send both a street address and a P.O. Box address.	Address Line 2
CITY	Character	30	136	165	Y		N/A	City
STATE	Character	6	166	171	Y		This value will be populated with the two digit state abbreviation	State
POSTAL	Character	12	172	183	Y		Format as '12345' (5 characters) or '12345-1234' (9 characters)	Postal Code
*VOUCHER_ID	Character	8	184	191	Y		The Voucher ID sent in the interface file must be unique by AP Business Unit. This must agree to the Voucher ID on the Voucher Header record for the voucher being submitted for this one time vendor.	Voucher ID uniquely identifies the voucher in Cardinal. Agency should only send 7 character Voucher IDs to Cardinal until CARS is retired. After CARS is retired, the agency can send 8 character Voucher IDs.
							Note: All alphabetical characters will be automatically converted to uppercase.	

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**Voucher Upload (AP.964) - Voucher Header Record (002)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Y	002	Set this value to '002'	RECORD_TYPE 002 identifies the row as being tied to the Voucher Header and Voucher Payment staging records
*BUSINESS_UNIT	Character	5	4	8	Y		N/A	Agency AP business unit including petty cash.
*VOUCHER_ID	Character	8	9	16	Y		The Voucher ID sent in the interface file must be unique by AP Business Unit.  Note: All alphabetical characters will be automatically converted to uppercase.	Voucher ID uniquely identifies the voucher in Cardinal. Agency should only send 7 character Voucher IDs to Cardinal until CARS is retired. After CARS is retired, the agency can send 8 character Voucher IDs.
V_CUST_ACCT_NBR	Character	20	17	36	N		Cardinal accepts up to 20 characters for Customer Account Numbers specified on vouchers loaded into Cardinal through the Voucher Upload which matches what is available when entering a voucher online. The Customer Account Number is truncated to 15 characters when populating the payment remittance advice. Only the first 15 characters of Customer Account Number are returned in the Voucher Extract. The full 20 characters are returned in the Payment Recon Extract.	Customer Account Number - Will be included in the remittance data
V_DOA_SEND	Character	1	37	37	Y	Y/N	The default is to send the voucher data field to CARS. The default value is 'Y'.	Do Not Send to CARS Flag. This is a future use field. If you want this functionality you need to create the voucher online.

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**Voucher Upload (AP.964) - Voucher Header Record (002)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
INVOICE_ID	Character	30	38	67	Y		The invoice ID must be unique for an AP Business Unit and Vendor combination.	Invoice ID - Will be included in the remittance data.
INVOICE_DT	Date	10	68	77	Y	MM/DD/YYYY	Format as MM/DD/YYYY	Invoice Date - This is the date on the vendor's invoice.
VENDOR_ID	Character	10	78	87	Y		To pay a One Time vendor, populate with the Vendor TIN if the Vendor Row ('001') is populated. Populate with the Cardinal Vendor ID if the Vendor Row ('001') is not populated. If the VENDOR_ID field value is a TIN, then the agency will not populate Vendor Location and Address Sequence Number. These values will need to be provided if a Cardinal Vendor ID value is used for the VENDOR_ID field.	TIN or Cardinal Vendor ID
VNDR_LOC	Character	10	88	97	Y		If the VENDOR_ID field value is a TIN, then the agency will not populate Vendor Location and Address Sequence Number. These values will need to be provided if a Cardinal Vendor ID value is used for the VENDOR_ID field.	Vendor Location
ADDRESS_SEQ_NUM	Number	5	98	102	Y		If the VENDOR_ID field value is a TIN, then the agency will not populate Vendor Location and Address Sequence Number. These values will need to be provided if a Cardinal Vendor ID value is used for the VENDOR_ID field.	Address Sequence Number need to be populated from the input file

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**Voucher Upload (AP.964) - Voucher Header Record (002)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
GROSS_AMT	Signed Number	28	103	130	Y		Format as '+000000000000000000001234.56' or '-000000000000000000001234.56'	Gross Invoice Amount - Credit vouchers may be entered into Cardinal. The voucher will not be processed unless a debit voucher is present to offset the credit.
INV_RECPT_DT	Date	10	131	140	Y	MM/DD/YYYY	Format as MM/DD/YYYY. This is one of the dates the system uses to calculate the scheduled due date.	Invoice Receipt Date - The date the agency received the proper invoice.
RECEIPT_DT	Date	10	141	150	Y	MM/DD/YYYY	Format as MM/DD/YYYY. This is one of the dates the system uses to calculate the scheduled due date. This date is also used to calculate the year end accruals.	Goods and Services Receipt Date - The date the goods and services were received.
V_RESPONSE_ORG	Character	10	151	160	Y		Voucher are routed to the appropriate approver for the department (responsible org) indicated.	Responsible Org - Populate this field with the department responsible for approving this transaction. Agencies will define department values to be used in this field as part of a Chart of Accounts configuration build task.
PYMNT_TERMS_CD	Character	5	161	165	N	(00, 00PP, 30)	If populated with 00 or 00PP, then Due Date is required. If Payment Terms is provided, then it will override vendor defaults. If Payment Terms is blank, then the Payment Terms value will be defaulted from the vendor.	Payment Terms Code

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**Voucher Upload (AP.964) - Voucher Header Record (002)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
DUE_DT	Date	10	166	175	N		Only required if Payment Terms Code is 00 or 00PP. If provided without a Payment Terms Code, the voucher will be rejected. Format as MM/DD/YYYY	Due Date
A_PAYER_TIN	Character	9	176	184	N		Used only when paying IRS for certain tax types (CAPP Topic 20319). This field will contain the Payer's Social Security Number	Payer Social Security Number
TAX_AMT	Signed Number	28	185	212	N		Used only when paying IRS for certain tax types (CAPP Topic 20319) Format as '+000000000000000000001234.56' or '-000000000000000000001234.56'	Social Security Amount - Related to EFTPS.  <b><i>This should be the only field populated when the Account is 2220553, 220558, 2205581, 50129701 or 5012970</i></b>
AMOUNT_2	Signed Number	28	213	240	N		Used only when paying IRS for certain tax types (CAPP Topic 20319) Format as '+000000000000000000001234.56' or '-000000000000000000001234.56'	MediCare Amount - Related to EFTPS.  <b><i>This field should be populated when the account is 220558. The program will ignore if any other account is used.</i></b>
AMOUNT_3	Signed Number	28	241	268	N		Used only when paying IRS for certain tax types (CAPP Topic 20319) Format as '+000000000000000000001234.56' or '-000000000000000000001234.56'	Withhold Amount - Related to EFTPS.  <b><i>This field should be populated when the account is 220558. The program will ignore if any other account is used.</i></b>

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**Voucher Upload (AP.964) - Voucher Header Record (002)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
REPORT_PERIOD	Date	10	269	278	N	MM/DD/YYYY	Used only when paying IRS for certain tax types (CAPP Topic 20319) Format as MM/DD/YYYY	Tax Period End Date - Related to EFTPS.
ONE_TIME	Character	1	279	279	Y	Y/N	Y = VENDOR_ID field contains a 9 character TIN value N = VENDOR_ID field contains a 10 character Cardinal Vendor ID value	One Time Vendor Flag
PYMNT_MESSAGE	Character	30	280	309	N		If no value is provided, field will be populated with "Remittance".	Payment Message - Will be included in the remittance data.
PYMNT_HANDLING_CD	Character	2	310	311	Y	(RE, AT)	RE - Regular Payments AT - Attachment  SETID= STATE *	Payment Handling Code - 'AT' value used to identify if a payment requires an attachment by the agency (replaces CARS X-Batch functionality).
V_ROW_AQN_ID	Character	18	312	329	N		Used when processing child support payments to DSS or 529 program payments to Virginia College Savings Plan	This field will be used to store the nine digit SSN number on Vouchers when processing child support payments to DSS or 529 program payments to VCSP.

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**Voucher Upload (AP.964) - Voucher Line Record (003)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Y	003	Set value to '003'	RECORD_TYPE 003 identifies the row as being tied to the Voucher Line staging record
*BUSINESS_UNIT	Character	5	4	8	Y		N/A	Agency AP business unit including petty cash. This value should be the same value as the header to relate the header to the line transaction.
*VOUCHER_ID	Character	8	9	16	Y		The Voucher ID sent in the interface file must be unique by AP Business Unit.  Note: All alphabetical characters will be automatically converted to uppercase.	Voucher ID uniquely identifies the voucher in Cardinal. Agency should only send 7 character Voucher IDs to Cardinal until CARS is retired. After CARS is retired, the agency can send 8 character Voucher IDs.
INVOICE_ID	Character	30	17	46	Y		N/A	Invoice ID - Will be included in the remittance data.
VENDOR_ID	Character	10	47	56	Y		To pay a One Time vendor, populate with the Vendor TIN if the Vendor Row ('001') is populated. Populate with the Cardinal Vendor ID if the Vendor Row ('001') is not populated.	TIN or Cardinal Vendor ID
*VOUCHER_LINE_NUM	Number	5	57	61	Y		Format as '1' and increment for each new line.	Voucher Line Number
DESCR	Character	30	62	91	N		N/A	Description of goods or services or the associated PO ID. This data passes to the GL journal line reference field. This field does NOT pass to the remittance data.
MERCHANDISE_AMT	Signed Number	28	92	119	Y		Format as '+000000000000000000001234.56' or '-000000000000000000001234.56'	Merchandise Amount - Invoice Line Amount

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**Voucher Upload (AP.964) - Voucher Distribution Record (004)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Y	004	Set value to '004'	RECORD_TYPE 004 identifies the row as being tied to the Voucher Distribution Line staging record
*BUSINESS_UNIT	Character	5	4	8	Y		N/A	Agency AP business unit including petty cash. This value should be the same value as the header to relate the header to the line transaction.
*VOUCHER_ID	Character	8	9	16	Y		The Voucher ID sent in the interface file must be unique by AP Business Unit.  Note: All alphabetical characters will be automatically converted to uppercase.	Voucher ID uniquely identifies the voucher in Cardinal. Agency should only send 7 character Voucher IDs to Cardinal until CARS is retired. After CARS is retired, the agency can send 8 character Voucher IDs.
INVOICE_ID	Character	30	17	46	Y		N/A	Invoice ID - Will be included in the remittance data.
VENDOR_ID	Character	10	47	56	Y		To pay a One Time vendor, populate with the Vendor TIN if the Vendor Row ('001') is populated. Populate with the Cardinal Vendor ID if the Vendor Row ('001') is not populated.	TIN or Cardinal Vendor ID
*VOUCHER_LINE_NUM	Number	5	57	61	Y		Format as '1' and increment for each new line.	Voucher Line Number
*DISTRIB_LINE_NUM	Number	5	62	66	Y		Format as '1' and increment for each new distribution line.	Distribution Line Number

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**Voucher Upload (AP.964) - Voucher Line Record (003)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*BUSINESS_UNIT_GL	Character	5	67	71	Y		N/A	This indicates the General Ledger Business Unit of the distribution line. This must be the same as the AP Business Unit. For vouchers processed under an AP Petty Cash Business Unit, the GL Business Unit in the distribution line must be the one to which the AP Petty Cash Business Unit is associated.
ACCOUNT	Character	10	72	81	Y		N/A	This is the Account value for the journals being entered into the system.
FUND_CODE	Character	5	82	86	Y		N/A	This is the Fund value for the journals being entered into the system.
CHARTFIELD2 (Program)	Character	10	87	96	N		N/A	This is the Program value for the journals being entered into the system. A Program is required for all Expense account transactions.
DEPTID	Character	10	97	106	Y		N/A	This is the Department value for the journals being entered into the system.
CHARTFIELD1 (Cost Center)	Character	10	107	116	N		N/A	This is the Cost Center value for the journals being entered into the system.
PRODUCT (Task)	Character	6	117	122	N		N/A	This is the Task value for the journals being entered into the system.
CLASS_FLD (FIPS)	Character	5	123	127	N		N/A	This is the FIPS value for the journals being entered into the system.

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**Voucher Upload (AP.964) - Voucher Line Record (003)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
OPERATING_UNIT (Asset)	Character	8	128	135	N		N/A	This is the Asset value for the journals being entered into the system.
CHARTFIELD3 (Agency Use 1)	Character	10	136	145	N		N/A	This is the Agency Use 1 value for the journals being entered into the system.
BUDGET_REF (Agency Use 2)	Character	8	146	153	N		N/A	This is the Agency Use 2 value for the journals being entered into the system.
BUSINESS_UNIT_PC	Character	5	154	158	N		This field is required if Project is populated and should be blank if Project is not populated.	The Project's Business Unit. This is the same value as the GL BU.
PROJECT_ID	Character	15	159	173	N		This field is required if PC Business Unit is populated and should be blank if PC Business Unit is not populated	This is the Project ID value for the journals being entered into the system.
ACTIVITY_ID	Character	15	174	188	N		N/A	The project's activity id. This is a future use field and should not be populated.
ANALYSIS_TYPE	Character	3	189	191	N		N/A	The project's analysis type. This is a future use field and should not be populated.
RESOURCE_TYPE	Character	5	192	196	N		N/A	The project's resource type. This is a future use field and should not be populated.
RESOURCE_CATEGORY	Character	5	197	201	N		N/A	The project's resource category. This is a future use field and should not be populated.
RESOURCE_SUB_CAT	Character	5	202	206	N		N/A	The project's resource sub category. This is a future use field and should not be populated.

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**Voucher Upload (AP.964) - Voucher Line Record (003)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
PROGRAM_CODE (Future Use)	Character	5	207	211	N		Leave Blank	This is a future use field and should not be populated.
STATISTIC_AMOUNT	Signed Number	17	212	228	N		Leave Blank	This is a future use field and should not be populated.
STATISTICS_CODE	Character	3	229	231	N		Leave Blank	This is a future use field and should not be populated.
MERCHANDISE_AMT	Signed Number	28	232	259	Y		Format as '+0000000000000000000000001234.56' or '-0000000000000000000000001234.56'	Merchandise Amount - Distribution Line Amount

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**Voucher Upload (AP.964) - Voucher Trailer Record (999)**

Field Name	Field Type	Field Length	First Position	Last Position	Required Field	Valid Values	Processing Rules	Description
*RECORD_TYPE	Character	3	1	3	Y	999	Hard code to "999".	Record Type: This is the Trailer record.
ROW_COUNT	Number	8	4	11	Y		Format: 99999999, where this is an integer between 1 and 99,999,999.	Row Count: This is a count of the total number of rows in the file, including the Control Record and Record Trailer rows.
V_COUNT1	Number	10	12	21	Y	N/A	Format as 0123456789. Count of distinct 002 rows in file	Count of the vouchers in the file
TOTAL_AMT	Signed Number	28	22	49	Y	N/A	Format as '000000001234.56' or '-00000001234.56' Sum of amounts from 002 Record	Total of the voucher header invoice amounts in the file

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## Extract Related Queries/Reports/Inquiries

**Introduction** The majority of agency extract interfaces have a related query, report, or inquiry available to all agencies that output the same or similar data.

Extract Interface	Related Query/Report/Inquiry
1099 Extract (AP.973)	Vendor 1099 Data Extract Query
Actuals Ledger Extract (GL.288A)	GL – GL Transaction Report
Budget Ledger Extract (GL.288B)	GL – Budget Extract Query
Cash Advance Extract (AP.969)	AP – Posted Cash Advance Extract Query
COA Extract (GL.102A)	GL – Accounts Query GL-SS – Valid Funds Query GL-SS – Chartfield 2 – Program Codes Query GL – Department Codes Query GL – Valid Appropriations – Display FIPS Codes Query GL – FIN0012_VALID_PRODUCT_CODES (Task) Query GL – FIN0037_CHARTFIELD1 (Cost Center) Query GL – FIN0032_OPERATING_UNITS (Asset) Query GL – FIN0039_CHARTFIELD3 (Agency Use 1) Query GL – Valid Project IDs Query GL-SS – Budget Reference Query (Agency Use 2)
Expense Report Extract (AP.970)	AP – Posted Expense Report Extract Query
Funds Receipt Extract (AR.730)	AR – Posted Deposit Extract Query
Journal Extract (GL.595)	GL – GL COA Journal Query
Payment Recon Extract (AP.705)	AP – Posted Payments Extract Query
Vendor Data Extract (AP.962)	Review Vendor Inquiry (No vendor query/report is in scope due to the amount of vendor information)

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Extract Interface	Related Query/Report/Inquiry
Voucher Extract (AP.965)	AP – Posted Voucher Extract Query

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More information on reports and queries can be found in the Reports Catalog located on the Cardinal Website (Navigation: Statewide Toolbox > Job Aids > Navigation, Reporting, and Approvals section > Reports Catalog)

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## Error Processing

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**Introduction** Data sent to Cardinal can encounter errors during the upload process or during downstream processing after the transaction successfully made it into Cardinal.

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**Upload Errors** Upload files received from agencies that do not align with the Cardinal interface file layouts will result in either a file level error or a transactional level error. Both error types will be rejected by Cardinal and will need to be resubmitted by the agency.

A file level error will occur if the file cannot be read by Cardinal (e.g., corrupted file or invalid file name). If a file level error occurs, none of the transaction data in the file is uploaded into Cardinal. The file must be corrected by the Agency and re-sent to Cardinal for processing.

A transaction level error occurs if the file is successfully recognized and processed by Cardinal, but individual transaction(s) contain a data error (e.g., combination edit errors or missing required fields for a transaction). If a transaction level error occurs, only the errored transaction(s) are rejected and all other transactions in the file are uploaded into Cardinal. The errored transaction(s) must be corrected in the Agency system and re-sent to Cardinal or entered manually online in Cardinal.

Upload Error Reports are PDF documents that display the file and transactional level errors Cardinal encountered when processing an agency's upload file. The nightly batch process posts the report to the Report Manager in Cardinal within the agency specific folder, and to the file server for agencies to retrieve automatically outside of Cardinal. Reports are available in Report Manager for 30 calendar days and on the file server for 7. End users also have the option to re-generate the report at any time online in Cardinal (see below for the location of each report). When one or more errors are present in a given report, the word "**ERRORS**" is embedded into the file name of the error report that contain at least one file or transactional level error.

Please see Appendix B – Error Messages for a description of possible error messages.

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<b>Error Report</b>	<b>Cardinal Navigation</b>
Cash Advance Upload Error Report (AP.988)	Main Menu > Travel and Expenses > Manage Accounting > Print Reports > Cash Advance Upload Err Rpt
Employee Upload Error Report (AP.1051)	Main Menu > Travel and Expenses > Manage Accounting > Print Reports > Employee Profile Upload Err Rpt
Expense Report Upload Error Report (AP.989)	Main Menu > Travel and Expenses > Manage Accounting > Print Reports > Expense Report Upload Err Rpt
Funds Receipt Upload Error Report (AR.731)	Main Menu > Accounts Receivable > Payments > Reports > Funds Receipt Upload Error Report
Journal Upload Error Report (GL.593)	Main Menu > General Ledger > General Reports > Journal Upload Error Report
Voucher Upload Error Report (AP.966)	Main Menu > Accounts Payable > Reports > Vouchers > Voucher Upload Error Report

More information on the Upload Error Reports can be found in the Reports Catalog located on the Cardinal Website (Navigation: Statewide Toolbox > Job Aids > Navigation, Reporting, and Approvals section > Reports Catalog)

**Downstream Errors**

Interfaced transactions can encounter edit/budget check errors after they have been successfully uploaded to Cardinal.

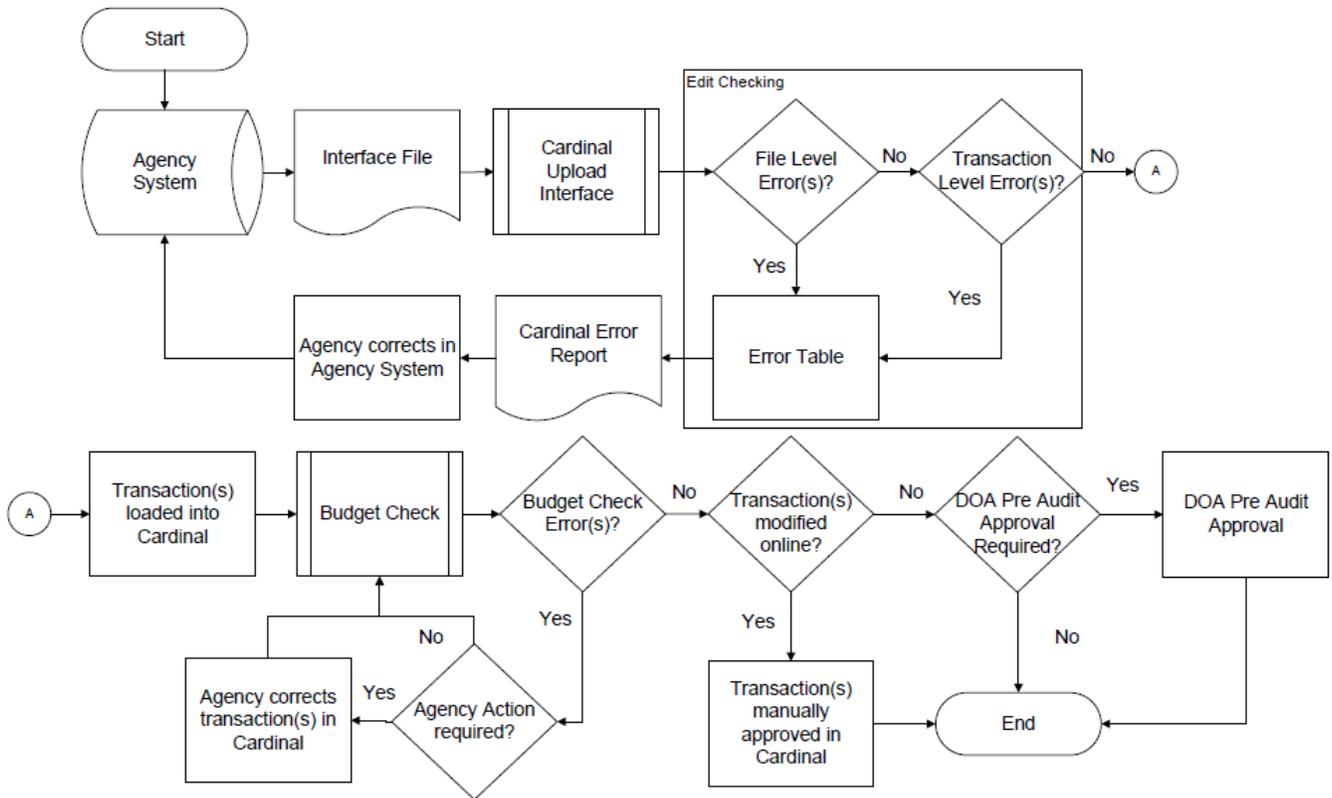
Transactions that fail edit/budget check must be corrected online in Cardinal. Agencies would know a transaction has failed edit/budget check by either:

- Receiving an extract file from Cardinal and identifying a missing transaction. Transactions that fail edit/budget check will not be posted to the GL module until they have been manually corrected and approved online in Cardinal.
- Performing a similar reconciliation analysis with queries/reports that mimic the extract.
- Using Cardinal inquiry pages to search for transactions with edit/budget check errors.

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**Process Flow**

This diagram shows the error handling process of a file uploaded to Cardinal. Note, all cash advances require approval online in Cardinal.



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## Appendix A – Agency Reference Codes

### Introduction

All Expense Reports and Cash Advances IDs interfaced to Cardinal will need to contain the 3-character agency reference code plus the 7-digit agency assigned system value. For example, a proper Expense Report ID/Cash Advance ID interfaced by the Department of Alcoholic Beverage Control may be ABC1234567. This is because transaction IDs must be unique across all Business Units throughout the Expense module in Cardinal.

Agency Number	Agency Name	Agency Reference Codes
10300	Magistrate System	MAG
11100	Supreme Court	SUP
11200	Judicial Inquiry and Review Commission	JIR
11300	Circuit Courts	CCV
11400	General District Courts	GDC
11500	Juvenile and Domestic Relations District Courts	JDR
11600	Combined District Courts	CDC
11700	Virginia State Bar	VSB
12300	Department of Military Affairs	DMA
12500	Court of Appeals of Virginia	CAV
12700	Department of Emergency Management	DEM
12800	Virginia Veterans Care Center	VVC
13300	Auditor of Public Accounts	APA
14000	Department of Criminal Justice Services	CJS
14100	Attorney General and Department of Law	OAG
14300	Division of Debt Collection	DDC
15200	Department of the Treasury	TRD
15400	Department of Motor Vehicles	DMV
15500	Treasury Board	TRB
15600	Department of State Police	DSP
15700	Compensation Board	CBD
15800	Virginia Retirement System	VRS

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<b>Agency Number</b>	<b>Agency Name</b>	<b>Agency Reference Codes</b>
16000	Virginia Criminal Sentencing Commission	CSC
16100	Department of Taxation	TAX
16200	Department of Accounts Transfer Payments	ATP
16500	Department of Housing and Community Development	HCD
17100	State Corporation Commission	SCC
17200	Virginia Lottery	VAL
17400	Virginia College Savings Plan	CSP
18100	Department of Labor and Industry	DLI
18200	Virginia Employment Commission	VEC
19100	Virginia Workers' Compensation Commission	VWC
19400	Department of General Services	DGS
19700	Direct Aid to Public Education	APE
19900	Department of Conservation and Recreation	DCR
20000	Comprehensive Services for At-Risk Youth and Families	CSA
20100	Department of Education, Central Office Operations	DOE
20200	The Library of Virginia	LVA
20300	Woodrow Wilson Rehabilitation Center	WWR
20400	The College of William and Mary in Virginia	CWM
20700	University of Virginia	UVA
20800	Virginia Polytechnic Institute and State University	VPI
20900	University of Virginia Medical Center	UVH
21100	Virginia Military Institute	VMI
21200	Virginia State University	VSU
21300	Norfolk State University	NSU
21400	Longwood University	LWU
21500	University of Mary Washington	UMW
21600	James Madison University	JMU
21700	Radford University	RAD
22100	Old Dominion University	ODU
22900	Virginia Cooperative Extension and Agricultural Experiment Station	AES
23400	Cooperative Extension and Agricultural Research Services	VSC
23600	Virginia Commonwealth University	VCU
24100	Richard Bland College	RBC
24200	Christopher Newport University	CNU
24600	University of Virginia's College at Wise	UVW

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<b>Agency Number</b>	<b>Agency Name</b>	<b>Agency Reference Codes</b>
24700	George Mason University	GMU
26000	Virginia Community College System	VCC
26100	Virginia Community College System - Central Office	COF
26200	Department for Aging and Rehabilitative Services	ARS
26300	Virginia Rehabilitation Center for the Blind and Vision Impaired	RCB
26800	Virginia Institute of Marine Science	IMS
27500	New River Community College	NRV
27600	Southside Virginia Community College	SSV
27700	Paul D. Camp Community College	PDC
27800	Rappahannock Community College	RAP
27900	Danville Community College	DAN
28000	Northern Virginia Community College	NVA
28200	Piedmont Virginia Community College	PVA
28300	J. Sargeant Reynolds Community College	JSR
28400	Eastern Shore Community College	ESC
28500	Patrick Henry Community College	PHC
28600	Virginia Western Community College	VAW
28700	Dabney S. Lancaster Community College	DSL
28800	Wytheville Community College	WYT
29000	John Tyler Community College	JTC
29100	Blue Ridge Community College	BRC
29200	Central Virginia Community College	CVA
29300	Thomas Nelson Community College	TNC
29400	Southwest Virginia Community College	SWV
29500	Tidewater Community College	TDW
29600	Virginia Highlands Community College	VAH
29700	Germanna Community College	GER
29800	Lord Fairfax Community College	LFF
29900	Mountain Empire Community College	MTN
30100	Department of Agriculture and Consumer Services	ACS
30700	Agricultural Council	VAC
35000	Department of Small Business and Supplier Diversity	SBD
40300	Department of Game and Inland Fisheries	GIF
40700	Virginia Port Authority	VPA
40900	Department of Mines, Minerals and Energy	MME

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<b>Agency Number</b>	<b>Agency Name</b>	<b>Agency Reference Codes</b>
41300	Commission on the Virginia Alcohol Safety Action Program	ASA
42500	Jamestown-Yorktown Foundation	JYF
44000	Department of Environmental Quality	DEQ
50600	Motor Vehicle Dealer Board	MVD
53000	Department of Motor Vehicles Transfer Payments	MVT
60100	Department of Health	VDH
60200	Department of Medical Assistance Services	MAS
60600	Virginia Board for People with Disabilities	BPD
70200	Department for the Blind and Vision Impaired	BVI
70300	Central State Hospital	CSH
70400	Eastern State Hospital	ESH
70500	Southwestern Virginia Mental Health Institute	SWH
70600	Western State Hospital	WSH
70700	Central Virginia Training Center	CVT
70800	Commonwealth Center for Children and Adolescents	CCA
71100	Virginia Correctional Enterprises	VCE
72000	Department of Behavioral Health and Developmental Services	BHD
72300	Southeastern Virginia Training Center	SET
72400	Catawba Hospital	CAT
72500	Northern Virginia Training Center	NVT
72600	Southside Virginia Training Center	SVT
72800	Northern Virginia Mental Health Institute	NVH
72900	Piedmont Geriatric Hospital	PGH
73800	Southwestern Virginia Training Center	SWT
73900	Southern Virginia Mental Health Institute	SVH
74800	Hiram Davis Medical Center	HDM
75100	Department for the Deaf and Hard-Of-Hearing	DHH
76500	Department of Social Services	DSS
79000	Grants to Localities	BHG
79200	Mental Health Treatment Centers	MHT
79300	Intellectual Disabilities Training Centers	IDT
79400	Virginia Center for Behavioral Rehabilitation	CBR
84100	Department of Aviation	DAV
85100	Tobacco Indemnification and Community Revitalization Commission	TOB
85200	Virginia Foundation for Healthy Youth	FHY

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<b>Agency Number</b>	<b>Agency Name</b>	<b>Agency Reference Codes</b>
91200	Department of Veterans Services	DVS
92200	Sitter & Barfoot Veterans Care Center	SBV
94100	Virginia College Building Authority	CBA
94800	Southwest Virginia Higher Education Center	SWE
99300	Treasury Construction Financing	TCF
99400	Department of the Treasury-Trust Funds	TTF
99600	Department of the Treasury-Statewide Activity	TRS
99700	Dept of Accounts-Statewide Accounts	DAS
99800	City/County Treasurers	CCT
99900	Department of Alcoholic Beverage Control	ABC

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## Appendix B – Error Messages

<b>Generic Errors</b> (Apply To All Agency Upload Interfaces)			
#	Error	Description	Outcome
1	Agency <value> filename sent has already been processed by Cardinal	Agency sends a file with a file name which has already been processed by Cardinal	File rejected
2	Agency <value> Upload file not received in valid file format	This scenario would occur if the file naming convention was correct, but the data in the file was corrupted or in a format impossible for the interface to read (e.g., binary vs. ASCII)	File rejected
3	Agency <value> Upload file received with no control record	Agency sends a file that does not contain a '000' row	File rejected
4	Agency <value> upload file received with no trailer record	Agency sends a file that does not contain a '999' row	File rejected
5	The total number of rows in the file does not match the row count given in trailer row	The total number of rows in the file does not equal the total number of rows mentioned in the trailer record	File rejected
6	The total amount in the file does not match the amount given in trailer row	The total amount of all the transactions in the file does not equal the total amount mentioned in the trailer record  <i>Note: There is no amount field in the Journal Upload trailer, therefore, this error does not apply to Journal Upload Interface.</i>	File rejected
7	The total transaction in the file does not match transaction count given in trailer row	The total of all the transactions in the file does not equal the total transaction count mentioned in the trailer record	File rejected
8	Invalid Date Format	Example: Agency sends a file in DD/MM/YYYY format instead of MM/DD/YYYY	File rejected
9	Amount fields are not right justified or contain non-numeric characters	Agency sends alpha character in numeric field. Also, Numeric fields must be right justified.	File rejected
10	The trailer row for this transaction on the agency upload file contains one or more amount fields that are using more than two digits to the right of the decimal.	Example: Agency sends a file in which one of the transactions has an amount field value \$50.556 (decimal field has 3 digits)  <i>Note: There is no amount field in the Journal Upload trailer, therefore, this error does not apply to Journal Upload Interface</i>	File Rejected
11	BU <value> in the control record is not a submitting BU	Example: Agency sends a file which has BU 26100 on the control record of the file but the submitting BU is 26000.	File Rejected
12	BU <value> is not configured to submit interface file.	This scenario could occur if the BU on the control record (000) is not configured as an interfacing agency.	File Rejected
13	BU <value> is not configured in Cardinal	This scenario could occur if BU on the control record (000) is not configured in Cardinal	File Rejected

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14	Invalid Time Format <value>	Example: Agency sends a file name BBBBB_AP964_IN_MMDDYYYY_HHMM_999.DAT instead of BBBBB_AP964_IN_MMDDYYYY_HHMI_999.DAT	File Rejected
15	Invalid File Seq # <value>	Example: Agency sends a file name BBBBB_AP964_IN_MMDDYYYY_HHMM_9999.DAT instead of BBBBB_AP964_IN_MMDDYYYY_HHMI_999.DAT	File Rejected
16	Agency <value> Upload file is blank	Agency sends a file which is completely blank.	File Rejected
17	No value provided for a required field	Agency sends blank data for required field identified	Transaction rejected
18	Field not in required format	Agency sends an invalid format for the field identified	Transaction rejected
19	Invalid field value compared with configuration/prompt table or use of a field value that is "Inactive"	Agency provides a <value> that does not exist in Cardinal	Transaction rejected
20	Transaction has missing required record(s) in interface file	Agency file contains a header record with no matching lines	Transaction rejected
21	Combination edit errors	Agency sends a file with one or more ChartField values where the combination of those values is not valid in Cardinal.	Transaction rejected
22	ChartField errors: <value>	Agency sends a ChartField value that is either blank or incorrect for processing in Cardinal.	Transaction rejected
23	Duplicate transactions when compared to the existing data in Cardinal	Agency sends a transaction where that value (i.e., voucher, deposit certificate, journal, etc.) already exists in Cardinal.	Transactions rejected
24	Duplicate transactions when compared to the data in a single file	Agency sends a transaction where that value (i.e., voucher, deposit certificate, journal, etc.) already exists in the same file.	Both Transactions rejected
25	Transaction that is not balanced or summarized correctly	Example: Agency sends a file in which one of the headers totals 700 lines, but there are actually 570 lines under that header	Transaction rejected
26	Accounting Date <value> is not within the open period: fiscal year.	Agency sends a file in which one of the transactions has a header with a transaction date not in an open period	Transaction rejected
27	This transaction contains a ChartField identified as budgetary-only	Agency sends a file in which one of the transactions has a budgetary-only ChartField. Budgetary only ChartFields can only be used on budget journals.	Transaction rejected
28	This transaction is attempting to use an account identified as a control account	Agency sends a file in which one of the transactions has a control account ChartField.	Transaction rejected
29	Not a valid transaction Business Unit for submitting Business Unit	Example: Agency 50100 sends a transaction for Business Unit 71700, which is not configured as transaction Business Unit for submitting Business Unit 50100	Transaction rejected

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30	PC Business Unit is required when Project ID is transmitted	A transaction in the file contains Project ID, but the PC Business Unit is blank.	Transaction rejected
31	PC BU is not valid for GL BU or no projects defined for the PC BU	Example: The PC Business Unit 79000 on the expense line is not valid for the GL Business Unit 72000 on the expense line.	Transaction rejected
32	Value exists for inactive ChartField: PROGRAM_CODE. This field is reserved for future use.	Agency sends a value in PROGRAM_CODE field, which is an inactive ChartField in Cardinal.	Transaction rejected
33	Project ID is required when PC Business Unit is transmitted	A transaction in the file contains PC Business Unit, but the Project ID is blank.	Transaction rejected

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<b>Voucher Upload Errors</b>			
<b>#</b>	<b>Error</b>	<b>Example</b>	<b>Outcome</b>
34	Agency <value> Upload file is blank	The agency sends a file which contains only a control row (000) or a trailer row (999).	File rejected
35	One time vendor does not exist in the file	Agency sends a Voucher Upload file in which one of the transactions has a one-time vendor, but the one time vendor does not exist in vendor record (001)	Transaction rejected
36	The one time Vendor is not associated with any vouchers to be processed	Agency sends a Voucher Upload file which has a one-time vendor in the vendor record (001), but it is not used in any voucher transaction	Transaction rejected
37	The regular Vendor ID on voucher header row either does not exist, is unapproved, or is inactive in Cardinal	Agency sends a Voucher Upload file in which one of the transactions has regular vendor, but the vendor either does not exist in Cardinal, is unapproved, or has status of Inactive	Transaction rejected
38	Due date is required when Payment Terms Code is 00 or 00PP for Business Unit <value>	Agency sends a Voucher Upload file in which one of the transactions has Payment Terms Code of 00 or 00PP, but agency does not send a due date	Transaction rejected
39	Due date should be blank when no value is provided for Payment Terms Code for Business Unit <value>	Agency sends a Voucher Upload file in which one of the transactions has Payment Terms code of blank, but agency populated due date  <i>Note: If the Payment Terms Code and Due Date are left blank, the Payment Terms Code 30 will be used</i>	Transaction rejected
40	Due date should be blank when Payment Terms Code is 30 for Business Unit <value> and Voucher <value>	Agency sends a Voucher Upload file in which one of the transactions has Payment Terms Code of 30, but agency populated due date	Transaction rejected
41	When Payment Terms Code is 30, Invoice Receipt Date (INV_RECPT_DT) and Receipt Date (RECEIPT_DT) are required for Business Unit and Voucher ID	Agency sends a Voucher Upload file in which one of the transactions has Payment Terms code of 30, but agency left Invoice Receipt Date (INV_RECPT_DT) and/or Receipt Date (RECEIPT_DT) as blank	Transaction rejected
42	Invalid Responsible Org Code	The responsible org code (Department) does not exist in Cardinal	Transaction rejected
43	The GL Business Unit: <value> on the distribution line for Voucher ID: <value> Invoice ID: <value> does not match the GL Business Unit associated with the header AP Business Unit.	Example: Agency sends voucher with a header GL Business Unit of 71700. They send a distribution line associated to that same voucher with a distribution GL Business Unit of 15100	Transaction rejected
44	The vendor location on the voucher header is not a valid location for Business Unit <value> and Voucher <value>	The location provided on the header record does not exist in Cardinal	Transaction rejected

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45	The payment handling code provided on voucher header is not a valid code in Cardinal	Payment handling code does not exist in Cardinal	Transaction rejected
46	Voucher contains EFTPS information, but the Vendor ID is not the IRS Vendor for Business Unit <value> and Voucher <value>	Agency sends a Voucher Upload file in which one of the transactions has EFTPS information fields populated, but vendor is not the IRS Vendor ID	Transaction rejected
47	Voucher has EFTPS information, but contains more than one invoice/distribution line for Business Unit <value> and Voucher <value>	Agency sends a Voucher Upload file in which one of the transactions has more than one distribution line, but voucher has EFTPS information fields populated	Transaction rejected
48	Voucher has EFTPS information, but the account value on the distribution is not configured for EFTPS for Business Unit <value> and Voucher <value> Invoice ID <value>	Agency sends a Voucher Upload file in which one of the transactions has EFTPS information, but the account on the distribution line is not an EFTPS account	Transaction rejected
49	Voucher has EFTPS information for tax type 941, but Social Security Amount is missing for Business Unit <value> and Voucher <value> Invoice ID <value>	Agency sends a Voucher Upload file in which one of the transactions has EFTPS information populated for tax type 941, but the social security information field is blank	Transaction rejected
50	Voucher has EFTPS information, but Tax Amount is missing for Business Unit <value> and Voucher <value> Invoice ID <value>	Agency sends a Voucher Upload file in which one of the transactions has EFTPS information populated, but the tax amount field is blank	Transaction rejected
51	Voucher has EFTPS information, but sum of tax amount (Social Security, Medicare, Withholding) does not equal to total voucher amount for Business Unit <value> and Voucher <value> Invoice ID <value>	Example: Agency sends a Voucher Upload file in which one of the transactions has EFTPS information populated and the total voucher amount is \$1000, but the Social Security amount is \$200, the Medicare amount is \$300, and the Withholding amount is \$100.	Transaction rejected
52	Voucher has EFTPS information, but tax amount does not equal to total voucher amount for Business Unit <value> and Voucher <value> Invoice ID <value>	Example: Agency sends a Voucher Upload file in which one of the transactions has EFTPS information populated and the total voucher amount is \$500, but –social security amount is \$600	Transaction rejected
53	Voucher has EFTPS information, but the EFTPS Amount is not provided for Business Unit: <value> and Voucher <value>	The voucher sent contains EFTPS information, however, the EFTPS amount is blank.	Transaction Rejected

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54	A row for this transaction contains one or more amount fields that are using more than two digits to the right of the decimal.	Example: Agency sends a file in which one of the transactions has an amount field value \$50.556 (decimal field has 3 digits)	Transaction rejected
55	The one time Vendor TIN contains non-numeric characters.	Example: The TIN number provided in the file is L00384136	Transaction rejected
56	The Vendor TIN type is not valid. Only SSN and EIN are supported. As a result, this vendor and all corresponding vouchers in the file will be set to a status of Error	Agency sends a Voucher Upload file in which one of the transactions has vendor TIN type which is not valid in Cardinal  Example: The Vendor TIN Type provided in the file is OTH, not EIN or SSN.	Transaction rejected.
57	The total on the voucher line in the file does not match the sum of the amounts for the voucher distribution lines in the file for Business Unit <valid value> and Voucher <valid value>	The sum of the distribution lines must equal the associated voucher amount.	Transaction Rejected
58	The Vendor Addr Seq on voucher header row either does not exist or inactive in Cardinal.	Agency sends a file where the address sequence number for a vendor either does not exist or that address is inactive. Cardinal cannot process a payment for a vendor without a valid address.	Transaction rejected
59	Invoice ID for Distrib Line is different from Header for Business Unit <value> and Voucher <value> Invoice ID <value>	Agency sends a file where the Invoice ID on the 004 record is different from the Invoice ID on the associated 002 record (for the same voucher ID)	Transaction rejected
60	The Vendor ID references a regular vendor in Cardinal. This vendor and all corresponding vouchers in the file will be set to a status of Error.	Agency sends a transaction for a one time vendor but that vendor already exists in Cardinal as a regular vendor	Transaction rejected
61	Voucher has EFTPS information, but the EFTPS Report Period is not provided for Business Unit <agency value> and Voucher <agency value> Invoice ID <agency value>	Agency sends a Voucher Upload file in which one of the transactions has EFTPS information populated, but the EFTPS Report Period field is blank	Transaction rejected
62	Distribution line is missing for Business Unit <value> and Voucher <value> Invoice ID <value>	Agency sends a file in which the distribution lines are missing. All Vouchers must contain at least one 002 (Voucher Header), 003 (Voucher Line) and 004 (Voucher Distribution) records.	Transaction rejected
63	The total on the voucher header in the file does not match the sum of the amounts for the voucher distribution lines in the file for Business Unit <value> and Voucher <value> Invoice ID <value>	Agency sends a Voucher Header with a total amount that does not equal the sum of the distribution lines accompanying that voucher	Transaction rejected

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64	The total on the voucher header in the file does not match the sum of the amounts for the voucher lines in the file Business Unit <value> and Voucher <value> Invoice ID <value>	Agency sends a Voucher Header with a total amount that does not equal the sum of the voucher lines accompanying that voucher	Transaction rejected
65	Invoice ID for Voucher Line is different from Header Business Unit <value> and Voucher <value> Invoice ID <value> Business Unit	Agency sends a file where the Invoice ID on the 003 record is different from the Invoice ID on the associated 002 record (for the same voucher ID)	Transaction rejected
66	This voucher is associated with a vendor that has one or more errors. Please check the report for vendor errors.	Agency sends a voucher where the associated one time Vendor has errors. The specific errors are recorded on the error report in the vendor section.	Transaction rejected
67	The Voucher Id in one time Vendor is not associated with any vouchers in the file for this vendor.	Agency associates a Voucher ID to a one time Vendor on the 001 record but there are no voucher transaction rows (002) containing that one time vendor TIN.	Transaction rejected
68	Business Unit <value>, Voucher ID <value> is not associated with a valid one time Vendor	A 001 record is not present in the file for the TIN specified in the voucher header row (002).	Transaction rejected
69	Payment Terms Code is invalid for Business Unit <agency value> and Voucher <agency value> Invoice ID <agency value>	Agency sends a file with an invalid Payment Terms code (i.e., not 00, 00PP or 30)	Transaction rejected
70	Duplicate Voucher line number in the file for Business Unit <value> and Voucher <value>	Agency sends a file in which there are multiple voucher lines for one voucher but two or more of those voucher lines have the same line number. The voucher lines should be distinct.	Transaction rejected
71	Duplicate Distribution line number in the file for Business Unit <value> and Voucher <value> Invoice ID <value>	Agency sends a file in which there are multiple distribution lines for one voucher but two or more of those distribution lines have the same line number. The distribution lines should be distinct.	Transaction rejected
72	Incorrect postal code format. Valid formats are 99999 or 99999-9999.	Example: Agency sends a file which includes a post code as 232619999 or 23261-	Transaction rejected

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### Expense Report Upload Errors

#	Error	Example	Outcome
73	Agency <value> Upload file is blank	The agency sends a file which contains only a control row (000) or a trailer row (999).	File rejected
74	The monetary amount field on the expense report distribution line contains more than two digits to the right of the decimal.	Example: Agency sends a file in which one of the transactions has an amount field value \$50.556 (decimal field has 3 digits)	Transaction rejected
75	The amount applied field on the expense report header contains more than two digits to the right of the decimal.	Example: Agency sends a file in which the amount applied field on the header record has an amount field value \$50.556 (decimal field has 3 digits)	Transaction rejected
76	Invalid Employee <value> for Business Unit: <value>	Employee ID which was used on the expense report does not exist in Cardinal	Transaction rejected
77	The Cash Advance ID referenced on the expense report does not exist	Cash advance ID referenced on the expense report does not exist in Cardinal	Transaction rejected
78	The total advance amount on the expense report in the file is greater than the expense report amount	Example: The cash advance amount of \$100 applied to the expense report is greater than the expense report amount \$80	Transaction rejected
79	The advance amount for sheet ID <value> is greater than the cash advance balance for advance ID <value>	Example: The cash advance balance available for advance ID is \$50, but advance amount applied to expense report is \$80	Transaction rejected
80	Advance ID <value> is being applied against multiple expense reports and the sum of the advance amount for those is greater than the cash advance balance	Example: The cash advance balance available for advance ID is \$50, same advance ID is used on two expense reports. The sum of the two advance amounts applied is \$70	Transaction rejected
81	The sheet ID <value> is associated with an expense report in Cardinal that has been deleted	The agency sends a sheet ID which was previously deleted in Cardinal.	Transaction rejected
82	The GL Business Unit <value> on the distribution line for Sheet ID <value> does not match the employee's agency GL Business Unit	Example: The GL Business Unit on the distribution line for Sheet ID is 50100, but employee's GL Business Unit is 15100	Transaction rejected
83	Applied Advance Amount must be greater than zero	The cash advance ID is populated in the file for the transaction, but advance amount is zero or less than zero (negative amount)	Transaction rejected
84	Cash Advance ID is required when the total applied amount is populated	The advance applied amount on the header record is greater than zero and advance ID is blank	Transaction rejected

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85	The Expense Sheet ID must be 10 characters for Business Unit <value> and Expense ID <value>	The length of the Expense Sheet ID is less than 10 characters.	Transaction rejected
86	Expense distribution line is missing for Business Unit <value> and Expense ID: <value>	Agency sends a file which does not include a distribution line record (003) for the corresponding header record (001).	Transaction rejected
87	Expense line is missing for Business Unit:<value> and Expense ID: <value>	Agency sends a file which does not include an expense line (002) record for the corresponding header record (001).	Transaction rejected
88	Expense header is missing	Agency sends a file which does not include an expense header record (001). In this case, an error message may also be received stating that Expense Line is missing a Header for the Sheet ID or Expense Distribution Line is missing a Header for the Sheet ID.	Transaction rejected
89	Employee <value> is not active in Cardinal	Agency sends a file with an employee that has been terminated in Cardinal.	Transaction rejected
90	A row for this transaction contains one or more amount fields that are not right justified or contain non-numeric characters.	Agency sends a file in which ones of the transactions has a value in the amount field that is not a number or the value is less than zero (negative amount) or the data is not right justified.	Transaction rejected
91	Header contains Duplicate Distrib Lines	The distribution sequence number is used more than once for the same Expense Report ID. Example:  <pre> REC_TYPE  SHEET_ID      BUSINESS_UNIT_GL  LINE_NBR  DISTRIB_LINE_NUM 003        VAL0000008      17200            1          1 003        VAL0000008      17200            1          1 </pre>	Transaction rejected
92	The total on the expense report line in the file does not match the sum of the amounts for the expense report distribution lines.	Example: The amount on the expense report line is \$100 but the sum of the amounts on the expense distribution lines is \$75.	Transaction rejected

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### Journal Upload Errors

#	Error	Example	Outcome
93	Agency <value> Upload file is blank	The agency sends a file which contains only a control row (000) or a trailer row (999).	File rejected
94	A row for this transaction contains one or more amount fields that are using more than two digits to the right of the decimal.	Example: Agency sends a file in which one of the transactions has an amount field value \$50.556 (decimal field has 3 digits)	Transaction rejected
95	Journal header does not balance by total debits and credits.	Example: The total debits mentioned in the journal header row (\$1000) does not equal the total credits (\$500)	Transaction rejected
96	The total debits and credits on the journal header do not match the sum of the debits and credits for the lines	Example: The total debits mentioned in the journal header is \$1000, but sum of all the debits in the lines is \$700  The total credits mentioned in the journal header is \$1000, but sum of all the credits in the lines is \$400	Transaction rejected
97	The journal is not balanced by Business Unit	Example: The credit amount for Business Unit is \$500, but debit amount for Business Unit and Fund Code is \$400	Transaction rejected
98	The total number of journal lines on the header row does not match with the actual number of journal lines	Example: The total number of lines on the header record indicates 2, but the journal contains 3 lines	Transaction rejected
99	The Ledger and Ledger Group are not valid for Business Unit	The ledger and ledger group do not exist in Cardinal for the Business Unit which was populated on the transaction	Transaction rejected
100	Not a valid Journal line transaction Business Unit for submitting Business Unit	The Business unit given in the journal line is not a valid Business unit. The business unit may not exist or may not be a valid child business unit under the submitting business unit.	Transaction rejected
101	Not a valid Journal header transaction Business Unit for submitting Business Unit	The Business unit given in the journal header is not a valid Business unit. The business unit may not exist or may not be a valid child business unit under the submitting business unit.	Transaction rejected
102	Duplicate Business Unit, Journal ID, and Journal Date found in Cardinal	A previous journal with the provided Business Unit, Journal ID, and Journal Date already exists in Cardinal. One or more of the journal unique identifiers must be changed to avoid a duplicate error.	Transaction rejected
103	The sum of amounts for cash accounts does not equal to \$0.	The total amount between all cash accounts for this journal should net to \$0. In the given file the sum of the amounts in the journal is not equal to 0. Check all cash accounts to make sure the sum is correct.	Transaction rejected
104	The sum of amounts for Transfer Pair accounts does not equal to \$0.	The total amount between all transfer accounts pairs for this journal should net to \$0. In the given file the sum of the amounts is not equal to 0. Check all transfer accounts to make sure the sum is correct.	Transaction rejected

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105	The Business Unit, Project and Activity combination is not Valid.	The provided values Business Unit, Project and Activity are not a valid combination for those fields.	Transaction rejected															
<b>Fund Receipt Upload Errors</b>																		
#	Error	Example	Outcome															
106	Agency <value> Upload file is blank	The agency sends a file which contains only a control row (000) or a trailer row (999).	File rejected															
107	A row for this transaction contains one or more amount fields that are using more than two digits to the right of the decimal.	Example: Agency sends a file in which one of the transactions has an amount field value \$50.556 (decimal field has 3 digits)	Transaction rejected															
108	Invalid Deposit Type for Business Unit <value> and Deposit Ticket Number <value>	The Deposit Type which is populated on the deposit does not exist in Cardinal.	Transaction rejected															
109	Invalid Bank Code for Business Unit <value> and Deposit Ticket Number <value>	The Bank Code which is populated on the deposit does not exist in Cardinal.	Transaction rejected															
110	Duplicate Payment Sequence Number for Business Unit <value> and Deposit Ticket Number <value>.	The payment sequence number is used more than once for the same deposit. Example:  <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>REC_TYPE</td> <td>DEP_BU</td> <td>TICKET_NUM</td> <td>PAY_SEQ_NUM</td> </tr> <tr> <td>002</td> <td>50100</td> <td>DEP00001</td> <td><b>000001</b></td> </tr> <tr> <td>002</td> <td>50100</td> <td>DEP00001</td> <td><b>000001</b></td> </tr> </table>	REC_TYPE	DEP_BU	TICKET_NUM	PAY_SEQ_NUM	002	50100	DEP00001	<b>000001</b>	002	50100	DEP00001	<b>000001</b>	Transaction rejected			
REC_TYPE	DEP_BU	TICKET_NUM	PAY_SEQ_NUM															
002	50100	DEP00001	<b>000001</b>															
002	50100	DEP00001	<b>000001</b>															
111	Duplicate Distribution Sequence within a Payment for Business Unit <value> and Deposit Ticket Number <value>.	The distribution sequence number is used more than once for the same deposit and for the same payment sequence number. Example:  <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>REC_TYPE</td> <td>DEP_BU</td> <td>TICKET_NUM</td> <td>PAY_SEQ_NUM</td> <td>DST_SEQ_NUM</td> </tr> <tr> <td>003</td> <td>50100</td> <td>DEP00001</td> <td>000001</td> <td><b>0001</b></td> </tr> <tr> <td>003</td> <td>50100</td> <td>DEP00001</td> <td>000001</td> <td><b>0001</b></td> </tr> </table>	REC_TYPE	DEP_BU	TICKET_NUM	PAY_SEQ_NUM	DST_SEQ_NUM	003	50100	DEP00001	000001	<b>0001</b>	003	50100	DEP00001	000001	<b>0001</b>	Transaction rejected
REC_TYPE	DEP_BU	TICKET_NUM	PAY_SEQ_NUM	DST_SEQ_NUM														
003	50100	DEP00001	000001	<b>0001</b>														
003	50100	DEP00001	000001	<b>0001</b>														
112	Invalid Payment Method for Business Unit <value> and Deposit Ticket Number <value>.	The payment method which is populated on the deposit does not exist in Cardinal.	Transaction rejected															
113	Customer ID does not exist in Cardinal	The Customer ID does not exist in Cardinal.	Transaction rejected															
114	Cust ID is Inactive in Cardinal for Business Unit: <value> and Deposit ticket number <value>	The Customer ID is inactive in Cardinal.	Transaction Rejected															
115	The total payment amount in the file does not match the sum of the amounts for the distribution lines in the file for Business Unit: <value> and Deposit ticket <value>:	Example: The Agency sends a file where the payment amount in the deposit is \$100.00 but the sum of the amounts for the distribution lines in the deposit is \$50.00.	Transaction rejected															
116	Invalid GL Business Unit for Business Unit: <value> and Deposit ticket number <value>.	Example: The GL Business Unit on the payment distribution line for the deposit is 117P0, which is not a valid GL Business Unit.	Transaction rejected															

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117	The total deposit control amount in the file does not match the sum of the payment amounts in the file for Business Unit: <value> and Deposit ticket number < value>:	Example: The Agency sends a file containing a deposit with a control amount of \$42,640.22 but the payment amounts sum to \$42,639.72	Transaction rejected
118	The control count does not equal the total payment count for Business Unit: <value> and Deposit ticket number: <value>	Example: Agency sends a file where a deposit containing multiple payments are included but the control count on the header indicates only one payment associated with the deposit.	Transaction rejected
119	Cust ID is required for ATA deposits for Business Unit: <value> and Deposit ticket number: <value>	Agency sends a Funds Receipt Upload file which contains a deposit with ATA as the payment method but does not include the Cardinal Customer ID of the agency that supplied the goods/services in the ATA transaction.	Transaction rejected

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<b>Employee Profile Upload Errors</b>																		
120	The proxy flag is invalid as the proxy user does not exist for employee in Cardinal.	In order to delete a proxy from Cardinal, that proxy must already exist for the employee. Example:  <table border="0"> <tr> <td>REC_TYPE</td> <td>V_PROXY_FLG</td> <td>EMPLID</td> <td>AUTHORIZED_OPRID</td> </tr> <tr> <td>003</td> <td>D</td> <td>12345678900</td> <td><b>98765432100</b></td> </tr> </table> AUTHORIZED_OPRID 98765432100 does not exist for Employee 12345678900 in Cardinal. Therefore, the value for V_PROXY_FLG for this ID cannot be 'D'.	REC_TYPE	V_PROXY_FLG	EMPLID	AUTHORIZED_OPRID	003	D	12345678900	<b>98765432100</b>	Transaction rejected							
REC_TYPE	V_PROXY_FLG	EMPLID	AUTHORIZED_OPRID															
003	D	12345678900	<b>98765432100</b>															
121	The proxy user for employee does not exist in Cardinal.	The User ID being added as a Proxy does not exist in Cardinal.	Transaction rejected															
122	The proxy flag is invalid as the proxy user already exists for employee in Cardinal.	The proxy being added is already defined as a proxy for the employee. Example:  <table border="0"> <tr> <td>REC_TYPE</td> <td>V_PROXY_FLG</td> <td>EMPLID</td> <td>AUTHORIZED_OPRID</td> </tr> <tr> <td>003</td> <td>N</td> <td>12345678900</td> <td><b>V_18100_PROXY</b></td> </tr> </table> AUTHORIZED_OPRID V_18100_PROXY already exists for Employee 12345678900 in Cardinal. Therefore, the value for V_PROXY_FLG for this ID cannot be 'N'.	REC_TYPE	V_PROXY_FLG	EMPLID	AUTHORIZED_OPRID	003	N	12345678900	<b>V_18100_PROXY</b>	Transaction rejected							
REC_TYPE	V_PROXY_FLG	EMPLID	AUTHORIZED_OPRID															
003	N	12345678900	<b>V_18100_PROXY</b>															
123	The employee's proxy user does not have access to employee profile in Cardinal.	Proxy User ID does not have access to the agency in which the employee is defined.	Transaction rejected															
124	Not a valid employee profile Business Unit for submitting Business Unit to update <value>	Example: The GL Business Unit on the Employee Profile is 60100, but the submitting Business Unit is 15100. 15100 does not have permission to make updates to employee profiles listed under GL Business Unit 60100.	Transaction rejected															
125	The Employee Profile has no Employee Data records.	The Agency sends a file which does not include an Employee Data record.	Transaction rejected															
126	The Employee Profile has multiple Organizational Data rows.	An Organizational Data record (002) for an Employee is included in the file multiple times, causing a duplicate error. Example:  <table border="0"> <tr> <td>REC_TYPE</td> <td>EMPLID</td> <td>EMPL_STATUS</td> <td>HIRE_DT</td> <td>BUSINESS_UNIT_GL</td> </tr> <tr> <td><b>002</b></td> <td><b>12345678900</b></td> <td>A</td> <td>01/01/2015</td> <td>60100</td> </tr> <tr> <td><b>002</b></td> <td><b>12345678900</b></td> <td>A</td> <td>01/01/2015</td> <td>60100</td> </tr> </table>	REC_TYPE	EMPLID	EMPL_STATUS	HIRE_DT	BUSINESS_UNIT_GL	<b>002</b>	<b>12345678900</b>	A	01/01/2015	60100	<b>002</b>	<b>12345678900</b>	A	01/01/2015	60100	Transaction rejected
REC_TYPE	EMPLID	EMPL_STATUS	HIRE_DT	BUSINESS_UNIT_GL														
<b>002</b>	<b>12345678900</b>	A	01/01/2015	60100														
<b>002</b>	<b>12345678900</b>	A	01/01/2015	60100														
127	The Employee Profile has no Organizational Data rows.	The Agency sends a file which does not include an Organizational Data record (002).	Transaction rejected															
128	The Supervisor does not exist in Cardinal.	An Employee Profile does not exist in Cardinal for the Supervisor ID specified for the Employee.	Transaction rejected															
129	The Supervisor does not have access to employee profile in Cardinal.	The Supervisor which was referenced on the Employee Profile does not have access to the agency for which the employee is defined.	Transaction rejected															

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130	The Employee Type Flag is invalid as employee profile exists in Cardinal.	The Employee being added in the file already exists in Cardinal. Example:  <pre>REC_TYPE  V_EMPL_TYPE_FLG  EMPLID          LAST_NAME    FIRST_NAME 001      N                12345678900    Cardinal     Joe</pre> Employee Profile already exists in Cardinal. Therefore, the value for V_EMPL_TYPE_FLG for this ID cannot be 'N'.	Transaction rejected
131	The Employee Type Flag is invalid as employee profile does not exist in Cardinal.	The Employee being updated in the file does not exist in Cardinal. Example:  <pre>REC_TYPE  V_EMPL_TYPE_FLG  EMPLID          LAST_NAME    FIRST_NAME 001      U                12345678911    Cardinal     Jane</pre> Employee Profile does not exist in Cardinal. Therefore, the value for V_EMPL_TYPE_FLG for this ID cannot be 'U'.	Transaction rejected
132	Duplicate Employee ID found in Employee Staging Tables either to update/add for Business Unit: <value> and Employee ID: <value>	The Employee ID which was referenced in the file is present in another agency file for that night's batch run.	Transaction rejected
133	The Employee ID must be 11 characters in length	The length of the employee ID is less than 11 characters in length.	Transaction rejected
134	The state is invalid.	The state value is not left justified. Example:  <pre>REC_TYPE  EMPLID          LAST_NAME  FIRST_NAME  ADDRESS1  CITY    STATE 001      12345678911    Cardinal   Jane        123 Main  Richmond VA 001      12345678900    Cardinal   Joe         123 Main  Richmond VA</pre>	Transaction rejected
135	Incorrect postal code format. Valid formats are 99999 or 99999-9999.	Example: Agency sends a file which includes a post code as 232619999 or 23261-	Transaction rejected

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### Cash Advance Upload Errors

136	A row for this transaction contains one or more amount fields that are using more than two digits to the right of the decimal.	Example: Agency sends a file in which one of the transactions has an amount field value \$50.556 (decimal field has 3 digits)	Transaction rejected
137	The length of the cash advance ID should be 10 characters for the cash advance header and line record.	The length of the cash advance ID on the header record and/or line record is less than 10 characters.	Transaction rejected
138	Employee does not exist in Cardinal.	Employee ID which was used on the Cash Advance does not exist in Cardinal	Transaction rejected
139	Employee belongs to a different Business Unit in Cardinal.	Example: Agency 50100 sends a file which includes a cash advance for an employee who is tied to Business Unit 40300.	Transaction rejected
140	The cash advance header line is missing.	Agency sends a file which does not include a cash advance header record (001).	Transaction rejected
141	The cash advance line is missing.	Agency sends a file which does not include a cash advance line record (002).	Transaction rejected
142	Employee <value> is not validated for Expenses.	Agency sends a file with an employee ID that is present in Cardinal but has not been validated.	Transaction rejected
143	Employee <value> is not active in Cardinal.	Agency sends a file with an employee that has been terminated in Cardinal.	Transaction rejected