# Table of Contents

## **Table of Contents,** Continued

# Overview

**Introduction**   The Commonwealth Accounting and Reporting System (CARS) provides up-to-date financial information through financial inquiry to the online user.  The financial inquiry subsystem allows the user to inquire upon four of the system's master files.  This provides the user with financial information that has been successfully posted in CARS as of the last CARS edit/update cycle.

**Screens**   The **APPROPRIATION FILE INQUIRY** screen provides appropriation status concerning an agency's expenditures compared to allotment and appropriation balances.  See "*Appropriation File Inquiry*" for a complete discussion.

The **CASH CONTROL FILE INQUIRY** screen displays available cash balances for agencies and funds.  See "*Cash Control File Inquiry*" for a complete discussion.

The **DOCUMENT FILE INQUIRY** screen allows an agency to track specific document balances, such as travel advances from creation through final liquidation.  See "*Document File Inquiry*" for a complete discussion.

The **VENDOR PAYMENT FILE AND VENDOR PAYMENTS DISPLAY INQUIRY** screens expedite vendor payment inquires by allowing agencies to inquire on transactions pertaining to a specific agency vendor. See "*Vendor Payment File Inquiry*" and "*Vendor Payment Display*" for a complete discussion.

**Purpose**   The primary purpose of the CARS financial inquiry subsystem is to provide the online user with timely financial information.

## **Overview,** Continued

**On-line Access**  Financial Inquiry is provided by the following functions on the CARS Master Menu:

   61 — Appropriations
   62 — Cash Control
   63 — Document
   65 — Vendor Payment Detail
   66  —Vendor Payment Display

**Security**  Access to the Financial Inquiry Subsystem is based upon security authorization established for the user ID in the CARS Security Table.  If a user attempts to access a function and he/she does not have security clearance, a "Z11 - SECURITY VIOLATION" message will appear on the terminal screen.  A user can only inquire upon those agencies defined as access agencies for that user ID on the Security Table.  All other inquiries will result in a "Z11 – SECURITY VIOLATION" message.

**Screen Functions**  All CARS Financial Inquiry screens allow the user to perform four basic functions as follows:

| | | |
|---|---|---|
| **S** | = | **START READ,** CARS will read and display the financial records beginning with the information requested. |
| **N** | = | **NEXT RECORD,** CARS will read and display the next record on the system based on what is currently displayed. |
| **C** | = | **CLEAR SCREEN,** CARS will clear the screen of all financial data but prompt will remain. |
| **PF13** | = | Return to the master menu. |

When an entry key is entered, the **START READ** function displays the item requested.  If no key is entered, the first CARS record the user has security access to displays.

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## **Overview,** Continued

**NEXT RECORD** function instructs the system to display the next record to which the user has security access, based upon what is currently displayed in the entry key on the inquiry screen.  This provides the user with the ability to page/scroll through the records.

**CLEAR** function instructs the system to clear the entry key and financial information from the screen so the user may perform another inquiry based on a different set of key elements.  Prompts and captions remain on the screen.

**PF13 or MENU** function instructs the system to return to the Master Menu so other system functions can be performed.

# Appropriation File Inquiry

**Purpose**  The APPROPRIATION FILE INQUIRY screen provides the ability to obtain summary level financial information concerning appropriations, allotments, and expenditures as of the last update cycle.

**Accessing**  Access the APPROPRIATION FILE INQUIRY screen by entering function '61' on the CARS Master Menu, and depressing the Enter key.

**Screen Format**

```
ACTL0610                    C A R S - APPROPRIATION FILE INQUIRY                S610

      ENTER FUNCTION:        (S=START READ,  N=NEXT PAGE,  C=CLEAR,    PF13=MENU)

  AGY:          FUND:          FFY:      PGM              PROJECT:

              CLOSE DATE:                OVER EXPEND DATE:

                         CURRENT MONTH      PRIOR MONTH          PRIOR YEAR
  APPROPRIATIONS:
  TRANSFERS:
  REVERSIONS:
  RESTRICTIONS:
    NET APPROPRIATIONS:
  ALLOTMENTS
  ENCUMBRANCES
  EXPEDITURES
    AVAIL ALLOT BALANCE:
    AVAIL APPN BALANCE:
  REVENUES:
```

**Screen Functions**  Refer to "Screen Functions."

**Entry Key**  The APPROPRIATION FILE INQUIRY screen allows the user to inquire upon information by AGENCY, FUND, FFY, PGM, AND PROJECT (key elements).  To inquire upon the data, enter all of the key elements or only selected key elements.  If a partial key element is entered, enter field data on the screen without omission from left to right (left justified).

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## Appropriation File Inquiry, Continued

**Screen Element
Description**

| Element | Description |
|---|---|
| Appropriations | Financial balance indicating appropriation amount of the specified program/project. <br><br> Includes reappropriations, subsequent Executive Appropriations, subsequent legislative Appropriations, and Deficit Appropriations. |
| Transfers | Appropriation amounts transferred into or out of a particular appropriations account |
| Reversions | Defines amounts reverted into the General Fund for appropriations with an unexpended balance or an appropriation that is negated by the General Assembly. |
| Restrictions | Appropriation amount which has been legally withheld from the allotment process. |
| Net Appropriations | Balance of the appropriation after transfers, reversions, and restrictions. |
| Allotment | Amount of appropriation approved for expending during a particular fiscal period. |
| Encumbrances | Financial balance which reflects the outstanding obligations for that account.  (Not currently used.) |
| Expenditures | Cumulative expenditures recorded against an appropriations record. |
| Available Allotment Balance | Balance of the allotment less expenditures. |
| Available Appropriation Balance | Balance of appropriations after expenditures. |
| Revenues | Revenues for a fiscal period.  (Not currently used.) |

Once the key elements are entered, the Appropriation File Inquiry Screen displays financial information from various accumulators in the Appropriation File for the current month (CM-0), the prior month (CM-1), and the prior year (PY-0).  Only Capital Outlay project balances are available.

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## Appropriation File Inquiry, Continued

The current month field represents financial amounts from the beginning of the year through the last Input Edit Update Cycle.  The prior month field represents financial amounts from the beginning of the year through the end of the last fiscal month.  The prior year field represents financial amounts from the beginning of the prior year through the end of the prior year.

**Inquiry Procedures**

The key elements are the only fields that you can enter.  The remaining elements are for information only and are displayed for the specified key.  A partial key must be entered consecutively from left to right to have a successful inquiry.  If no key elements are entered, the first record of the first access agency will be displayed.

Financial amounts are displayed for appropriations, transfers, reversions, restrictions, net appropriations, allotments, expenditures, available allotment balance, and available appropriation balance.

A close date is displayed if the keyed appropriation element was closed to financial processing.  The over expend date displays if a transaction exceeding the available allotment balances has been entered as a funds control override. If you enter an invalid function or key element, you will be prompted by a maximum of three error messages displayed at the bottom of the terminal screen.

# Cash Control File Inquiry

**Purpose**     The CASH CONTROL FILE INQUIRY screen provides the ability to obtain summary level information pertaining to an agency's cash status as maintained in the CARS database as of the last edit update.

**Accessing**     Access the CASH CONTROL FILE INQUIRY by entering function '62' on the CARS Master Menu, and depressing the Enter key.

**Screen Format**

```
ACTL0620                    C A R S - CASH CONTROL FILE INQUIRY                S620

        ENTER FUNCTION:          (S=START READ,   N=NEXT RECORD,   C=CLEAR,   PF13=MENU)
                           AGY:        FUND:        FFY:
                           OVER EXPEND DATE:

                                   CURRENT MONTH       PRIOR MONTH        PRIOR YEAR
    BEGINNING BALANCE:
    TRANSFERS:
    REVENUE COLLECTIONS:
    OTHER COLLECTIONS:
    EXPEND DISBURSEMENTS:
    OTHER DISBURSEMENTS:
        CASH BALANCE:
    WARRANTS IN PROCESS:
      AVAIL CASH BALANCE:
    INVESTMENTS:
    PETTY CASH:
```

**Screen Functions**     Refer to "Screen Functions."

**Entry Key**     The CASH CONTROL FILE INQUIRY screen allows you to inquire on information by AGENCY, FUND, and FUNDING FISCAL YEAR, (key elements).  To inquire upon the data, enter all of the key elements or only selected key elements.  If a partial key element is entered, enter field data on the screen without omission from left to right (left justified).

# Cash Control File Inquiry, Continued

**Screen Element
Description**

| Element | Description |
|---|---|
| Beginning Balance | Balance as of the beginning of the fiscal year. |
| Transfers | Net amount of transfers in and transfers out. |
| Revenue Collections | Financial balance that reflects collected revenues. |
| Other Collections | Financial balances which reflect collections other than revenues. |
| Expend Disbursements | Reflects the cumulative expenditures recorded. |
| Other Disbursements | Disbursements other than expenditures. |
| Cash Balance | Financial balance showing the cash account after adjustments for net Transfers, Revenue Collections, Other Collections, Expenditure and Other Disbursements. |
| Warrants in Process | Restricted use for Department of Medical Assistance Services. |
| Available Cash Balance | Cash balance plus the warrant in process amount. |
| Investments | Amount expended to acquire property or other assets in order to produce revenue.  (Not currently used.) |
| Petty Cash | Amount set aside for agency operating use.  (Not currently used.) |

The CASH CONTROL FILE INQUIRY screen displays financial information from various accumulators in the Cash Control File for the current month (CM-0), the prior month (CM-1), and the prior year (PY-0).  The current month field represents financial amounts from the beginning of the year through the last Input Edit Update.  The prior month field represents financial amounts from the beginning of the year through the end of the last month. The prior year field represents financial amounts from the beginning of the prior year through the end of the prior year.

## Cash Control File Inquiry, Continued

**Inquiry Procedures**

The key elements (see "Entry Key") are the only fields that can be entered. The remaining elements are for information only and display for the specified key. A partial key must be entered consecutively from left to right to have a successful inquiry. If no key elements are entered, the first record for first access agency displays.

The CASH CONTROL FILE INQUIRY screen displays an informational element for the over expend date. This date displays when a transaction causing available cash to be exceeded is entered with a funds control override.

# Document File Inquiry

**Purpose**     The DOCUMENT FILE INQUIRY screen provides the ability to obtain document level balance as of the last Input Edit Update.

**Accessing**     Access the DOCUMENT FILE INQUIRY screen by entering function '63' on the CARS Master Menu, and depressing the enter key.

**Screen Format**

```
ACTL0630                        C A R S - DOCUMENT FILE INQUIRY                    S630

        ENTER FUNCTION:          (S=START READ,   N=NEXT RECORD,   C=CLEAR,   PF13=MENU)
                AGY:        DOCUMENT-ID:                          FFY:          GLA:
        FUND:      PGM:      S-PGM:      ELE:      OBJ:          ORG-LEVELS:
        PROJECT:            CLOSE DATE:
        VENDOR-ID:                  VENDOR NAME:
                                     CURRENT MONTH       PRIOR MONTH       PRIOR YEAR
        DOCUMENT AMOUNT:
        ADJUSTMENT AMOUNT:
        LIQUIDATION AMOUNT:
        DOCUMENT BALANCE:

        PAYMENTS:
```

**Screen Functions**     Refer to "Screen Functions."

**Entry Key**     The DOCUMENT FILE INQUIRY allows you to inquire upon document detail information by AGENCY, DOCUMENT IDENTIFICATION, FUNDING FISCAL YEAR, and GENERAL LEDGER ACCOUNT (key elements). To inquire upon the data, enter all of the key elements or only selected key elements. If a partial key element is entered, enter field data on the screen without omission from left to right (left justified).

# Document File Inquiry, Continued

**Screen Element Description**

| Element | Description |
|---|---|
| Vendor ID | Twelve-digit identification of the vendor associated with the particular document. |
| Vendor Name | Name of the vendor associated with the specific ID. |
| Document Amount | Financial balance that reflects the original amount of a particular document (i.e., amount of a travel advance, or deposit certificate). |
| Adjustment Amount | Subsequent increases or decreases in document amount. |
| Liquidation Amount | Cumulative amount of liquidations that have been posted on the individual record. |
| Document Balance | Document amount after adjustments and liquidations. |
| Payments | Cumulative amount of payments that have been made against a document record. |

Once the key is entered, the DOCUMENT FILE INQUIRY screen displays financial information from various accumulators in the Document File for the current month (CM-0), the prior month (CM-1), and the prior year (PY-0). The current month field represents financial amounts from the beginning of the year through the last Input Edit Update.  The prior month field represents financial amounts from the beginning of the year through the end of the last month.  The prior year field represents financial amounts from the beginning of the prior year through the end of the prior year.

**Inquiry Procedures**

The key elements (See "Entry Key") are the only fields that can be entered. The remaining elements are for information only and display for the specified key.  A partial key must be entered consecutively from left to right to have a successful inquiry.  If no key elements are entered, the first record for first access agency displays.

# Vendor Payment File Inquiry

**Purpose**    The VENDOR PAYMENT FILE INQUIRY screen allows the user to inquire upon detailed payment information at the transaction level pertaining to a specific vendor.

**Accessing**    Access the VENDOR PAYMENT DETAIL INQUIRY screen by entering function '65' on the CARS Master Menu, and depressing the Enter key.

**Screen Format**

```
ACTL0650                  C A R S - VENDOR PAYMENT FILE INQUIRY/SELECTION                    S650

        ENTER FUNCTION:      (S=START READ,   N=NEXT RECORD,   C=CLEAR,  U=UPDATE,  PF13=MENU)
        SEARCH TYPE:         (1=VENDOR-ID,   2=AGY VOUCHER,   3=VENDOR NAME)

   AGY:         VENDOR-ID:                        CUSTOMER ACCOUNT:
                AGY-VOUCHER:
                VENDOR-NAME:

                ADDR1:
                ADDR2:
                CITY:                                            ST:      ZIP:

   TRANS-ID:                              STATUS:

   DUE-DATE          CHECK-NO:            CHECK-DATE            BANK:          TYPE:

   INV-DATE:         INV-NO:                   INV-DESC:

   TRANSACTION ACMOUNT:              EIN/SSN:                1099-IND:
```

**Screen Functions**    Refer to "Screen Functions," and below:

U = UPDATE, allows a user with proper security access to update the payment status.

**Entry Key**    The VENDOR PAYMENT FILE INQUIRY/SELECTION screen allows you to determine the Entry key to be used for inquiry based upon a search type.

The search type entered in the financial inquiry transaction for vendor payments instructs the system to perform the inquiry in three different ways:
- Search type 1: Inquire by agency and vendor identification.
- Search type 2: Inquire by agency and agency voucher number.
- Search type 3: Inquire by agency and vendor name.

# Vendor Payment File Inquiry, Continued

Like other financial inquiry functions, you may enter a full or partial key element to initiate an inquiry. Key elements are VENDOR IDENTIFICATION, AGENCY VOUCHER, and VENDOR NAME. Agency number is always required for a partial key element. Additionally, vendor identification, agency voucher number, or vendor name may be entered based upon the search type that you select.

Once the search type and key elements are entered and when the financial inquiry request is initiated, transaction detail pertaining to the specific vendor will be displayed.

**Screen Element Description**

| Element | Description |
|---|---|
| AGY | Three-digit identification number indicating the organizational unit of the Commonwealth |
| Vendor-ID | Vendor Identification |
| Customer Account | Agency's customer account number with the vendor. |
| Agy-Voucher | Agency voucher number |
| Vendor-Name | Name of vendor associated with the Vendor-ID |
| Address 1 | First line of the vendor's address |
| Address 2 | Additional address line if needed |
| City/State/Zip | City, state, and zip code related to the vendor address |
| Trans-ID | Uniquely identifies transactions input to the system; includes Batch ID, Batch Seq No. and Dup Record Indicator |
| Status | A one-digit code and description indicating the status of a payment |

| Value | Definition |
|---|---|
| 1 | AWAITING DUE DATE FOR DISBURSEMENT |
| 2 | WARRANT WRITING IN PROCESS |
| 3 | WARRANT WRITTEN & CHECK # RETURNED |
| 4 | DELETED |

# Vendor Payment File Inquiry, Continued

**Screen Element Description** (continued)

| Value | Definition |
|---|---|
| 5 | MANUALLY SELECTED FOR NEXT CYCLE |
| 6 | MANUAL WARRANT |
| 7 | CDS OFFSET |

| Element | Description |
|---|---|
| Due-Date | Date by which payment must be mailed to the vendor |
| Check-No | Check number printed on a check or trace number for EDI payment |
| Check-Date | Date of the check |
| Bank | Identifies the bank and bank account on which the disbursement was made |
| Type | Identifies the type of check used for a disbursement |
| Inv-Date | Date of the vendor's invoice; not the due date |
| Inv-No | Vendor's invoice number |
| Inv-Desc | Description of the item contained on the invoice or other pertinent data |
| Transaction Amount | The monetary amount of an input transaction record. |
| EIN/SSN | Nine-digit tax identification associated with the payment |
| 1099-IND | A one-digit field used by agencies participating in the 1099 reporting program to denote transactions as 1099 reportable. |

**Inquiry Procedures**

The key elements (see "Entry Key,") are the only fields that can be entered. The selected Search Type determines the required key elements.

| Search Type | Action |
|---|---|
| 1 = Vendor-ID | Enter agency and vendor identification. |
| 2 = Agy-Voucher | Enter agency and voucher number. |
| 3 = Vendor-Name | Enter agency and vendor name. |

To change the status of a payment, enter a "U" in the function field. (DOA Personnel Only.) The status of a payment is the only field that can be updated. Valid values are:

# Vendor Payment File Inquiry, Continued

| Value | Definition |
|---|---|
| 1 | AWAITING DUE DATE FOR DISBURSEMENT |
| 2 | WARRANT WRITING IN PROCESS |
| 3 | WARRANT WRITTEN & CHECK # RETURNED |
| 4 | DELETED |
| 5 | MANUALLY SELECTED FOR NEXT CYCLE |
| 6 | MANUAL WARRANT |
| 7 | CDS OFFSET |

When you enter valid combinations of function, search type, and key elements, the system responds by retrieving all data elements associated with the key elements.

# Vendor Payment Display

**Purpose**     The VENDOR PAYMENTS DISPLAY screen allows the user to inquire upon multiple disbursement transactions.

**Accessing**     Access the VENDOR PAYMENT DISPLAY screen by pressing Function **66** on the CARS Master Menu, and depressing the Enter key.

**Screen Format**

```
ACTL0660                    C A R S - VENDOR PAYMENTS DISPLAY                    S660

        ENTER FUNCTION:        (S=START READ,   N=NEXT RECORD,   C=CLEAR,   PF13=MENU)
        SEARCH TYPE:           (1=VENDOR-ID,   2=AGY-VOUCHER,   3=VENDOR-NAME)

    AGY:        VENDOR-ID/SFX:        AGY-VOUCHER        VENDOR-NAME
        STATUS      CHECK-ID               DUE-DATE:      CHECK-DATE       INV-NO        AMOUNT
```

**Screen Functions**     Refer to "Screen Functions."

**Entry Key**     The VENDOR PAYMENTS DISPLAY screen allows you to determine the data elements to be used for inquiry based upon a search type.

The search type entered in the financial inquiry transaction instructs the system to perform the inquiry in three different ways.

- Search type 1: Inquire by agency and vendor identification.
- Search type 2: Inquire by agency and agency voucher number.
- Search type 3: Inquire by agency and vendor name.

Consistent with other financial inquiry functions, you may enter a full or partial key element to initiate an inquiry. Key elements are VENDOR IDENTIFICATION, AGENCY VOUCHER, and VENDOR NAME. Agency number is always required for a partial key element. Additionally, vendor identification, agency voucher number or vendor name may be entered based upon the search type that is selected.

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# Vendor Payment Display, Continued

**Screen Element
Description**

| Element | Description |
|---|---|
| AGY | Three-digit identification number indicating the organizational unit of the Commonwealth |
| Vendor-ID | Ten-digit data element assigned to a particular vendor |
| Agy-Voucher | Eight-digit data element used by the batching agency to associate transactions with a source document |
| Vendor-Name | Name of vendor associated with Vendor-ID |
| Status | One-digit code indicating the status of a payment. Valid values are: |

| | Value | Definition |
|---|---|---|
| | 1 | AWAITING DUE DATE FOR DISBURSEMENT |
| | 2 | WARRANT WRITING IN PROCESS |
| | 3 | WARRANT WRITTEN & CHECK # RETURNED |
| | 4 | DELETED |
| | 5 | MANUALLY SELECTED FOR NEXT CYCLE |
| | 6 | MANUAL WARRANT |
| | 7 | CDS OFFSET |
| Check-ID | Group of data elements consisting of Bank code, Check Type, and Check Number used for disbursement transactions |
| Due-Date | Date by which payment must be mailed to the vendor |
| Check-Date | Date of a disbursement check |
| Inv-No | Vendor's invoice number |
| Amount | Element indicating the monetary amount of an input transaction record |

**Inquiry
Procedures**

The key elements (see "Entry Key,") are the only fields that can be entered. The Selected Search Type determines the required key elements.

| Search Type | Actions |
|---|---|
| 1 = Vendor-ID | Enter agency and vendor identification. |
| 2 = Agy-Voucher | Enter agency and voucher number. |
| 3 = Vendor-Name | Enter agency and vendor name. |

## Vendor Payment Display, Continued

When you have entered valid combinations of function, search type, and key elements, the system responds by retrieving all data elements associated with the key elements.

## Contacts

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