SW INTRO101: Cardinal Overview

Web Based Training

Rev 06/19/2014

Welcome

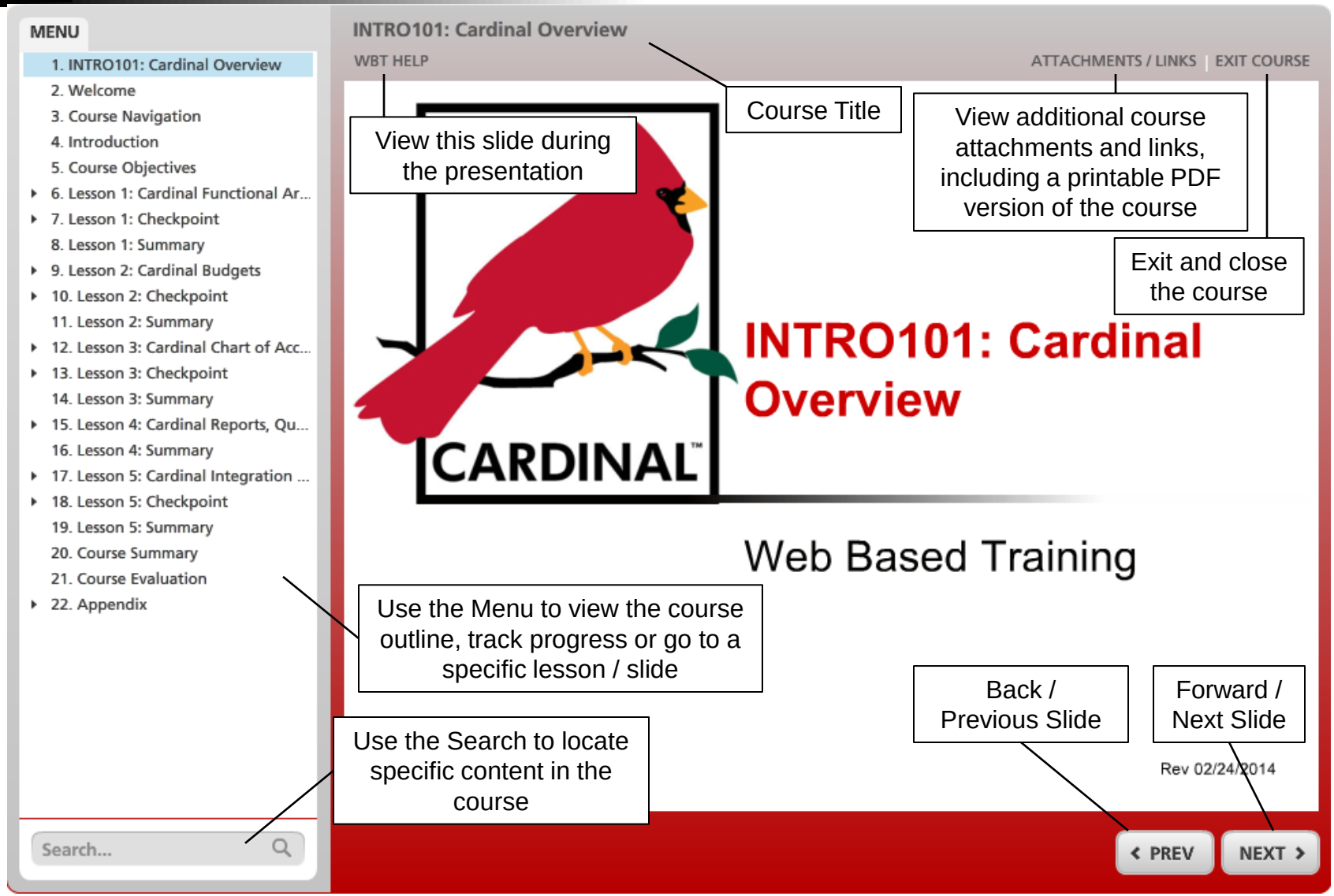
Welcome to Cardinal Training!

This training provides employees with the skills and information necessary to use Cardinal. It is not intended to replace existing Commonwealth and/or agency policies.

In this course, we will provide an overview of Cardinal.

These training materials include diagrams, charts, screenshots, etc., that clarify various Cardinal tasks and processes. The screenshots are taken from Cardinal and show pages that not all users can access. They are included here so you can see how your specific responsibilities relate to the overall transaction or process being discussed. See your Agency Security Handbook for a list of available roles and descriptions.

Course Navigation



Introduction

Cardinal is a standard, web based financial management system. It offers powerful financial and reporting capability that conforms with regulatory standards. Its enterprise focus supports all Commonwealth agencies. Its infrastructure is upgradable and supported by the vendor community.

For more information on the Cardinal Project, navigate to the Cardinal website.

Course Objectives

After completing this course, you will be able to:

- Identify key Cardinal modules and their purpose
- Recognize high-level budget concepts
- Understand key terms such as Chart of Accounts, ChartFields, SpeedCharts and SpeedTypes
- Understand the integration of Cardinal's modules at a high-level
- Identify which external systems Cardinal interfaces with
- Understand how Cardinal reports, queries and inquiries are used to extract or summarize information

Assessment questions at the end of each topic and / or lesson will check for your understanding.

Lesson 1: Cardinal Functional Areas

In this lesson, you will learn about the following topics:

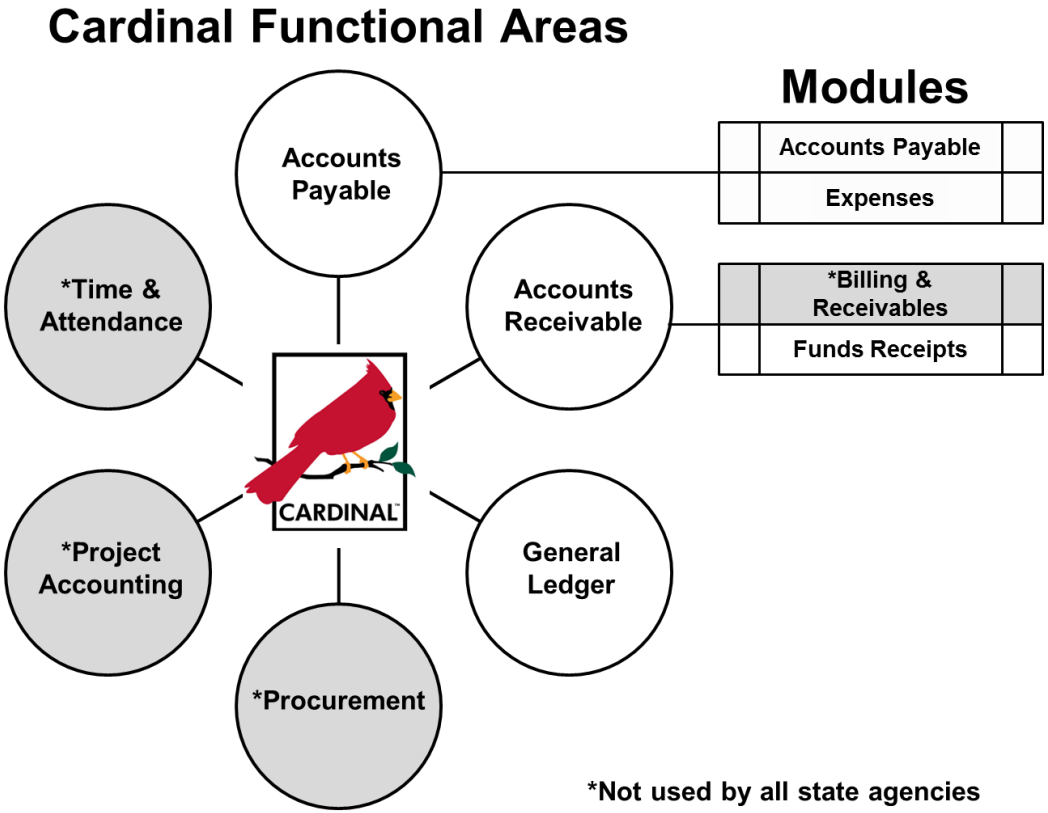
- Cardinal high-level processes
- Cardinal functionality
- Cardinal modules and their purpose in Cardinal

Cardinal Functionality

Three of Cardinal's functional areas are available for statewide use:

- Accounts Payable
- Accounts Receivable – Funds Receipts
- General Ledger

In this lesson we will review, at a high level, the key modules and processes included in each of the functional areas available for use statewide.

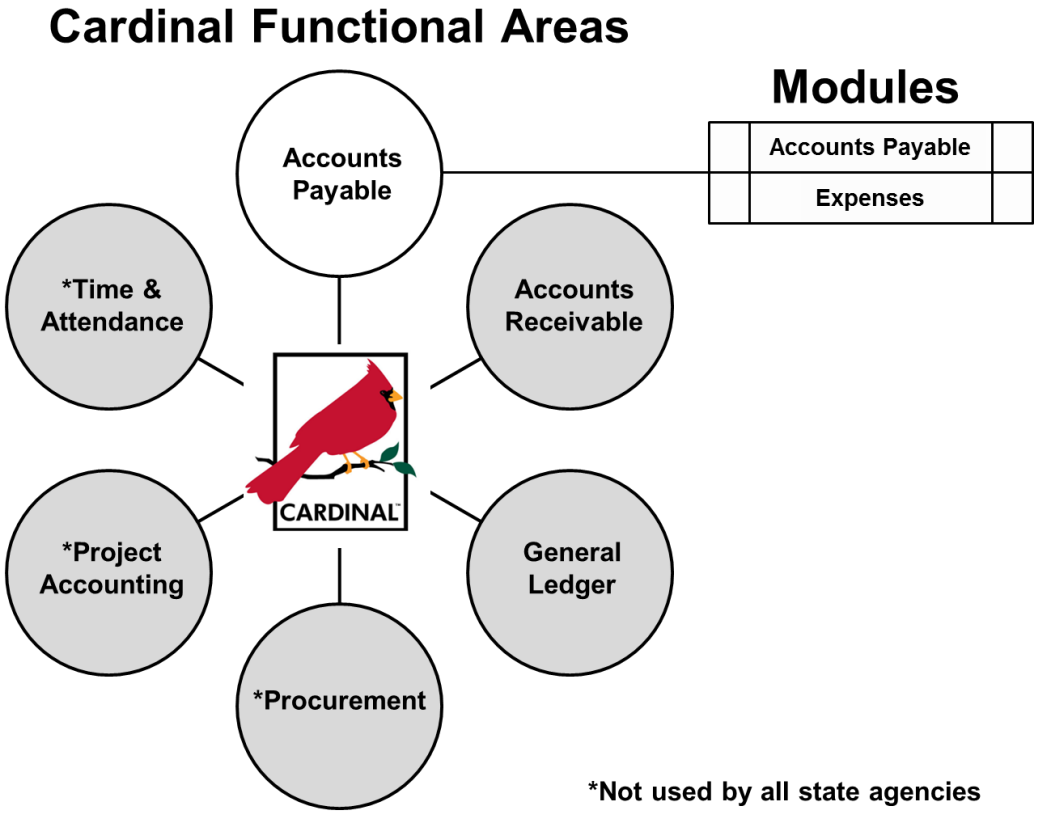


Functional Areas – Accounts Payable

Accounts Payable is the main source of all payment information for any financial entity.

There are two modules in the Accounts Payable functional area:

- Accounts Payable
- Expenses

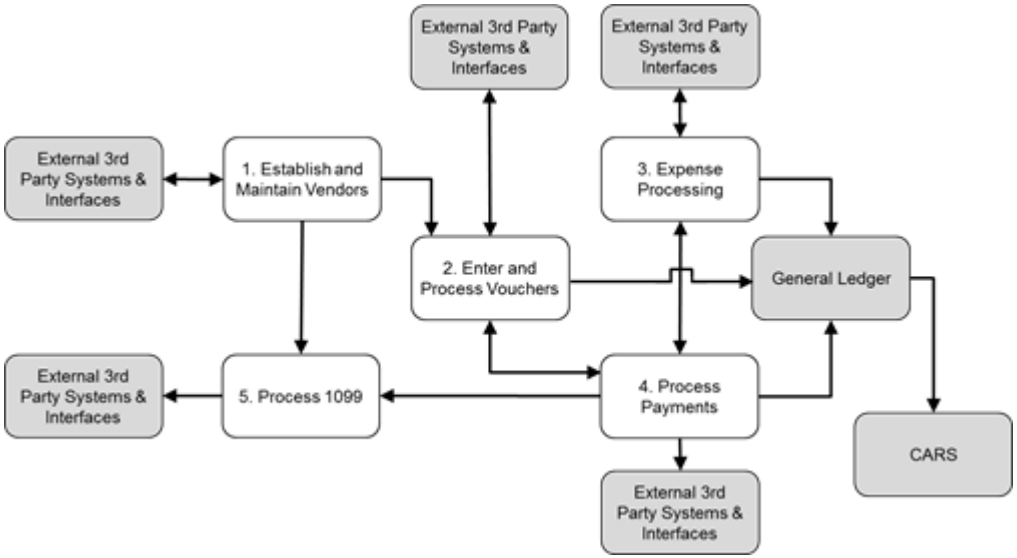


Accounts Payable Processes

Key processes in the Accounts Payable functional area include:

- Establish and Maintain Vendors
- Enter and Process Vouchers
- Process Payments
- Process 1099s
- Enter and Maintain Travel Authorizations, Cash Advances and Employee Expense Reports

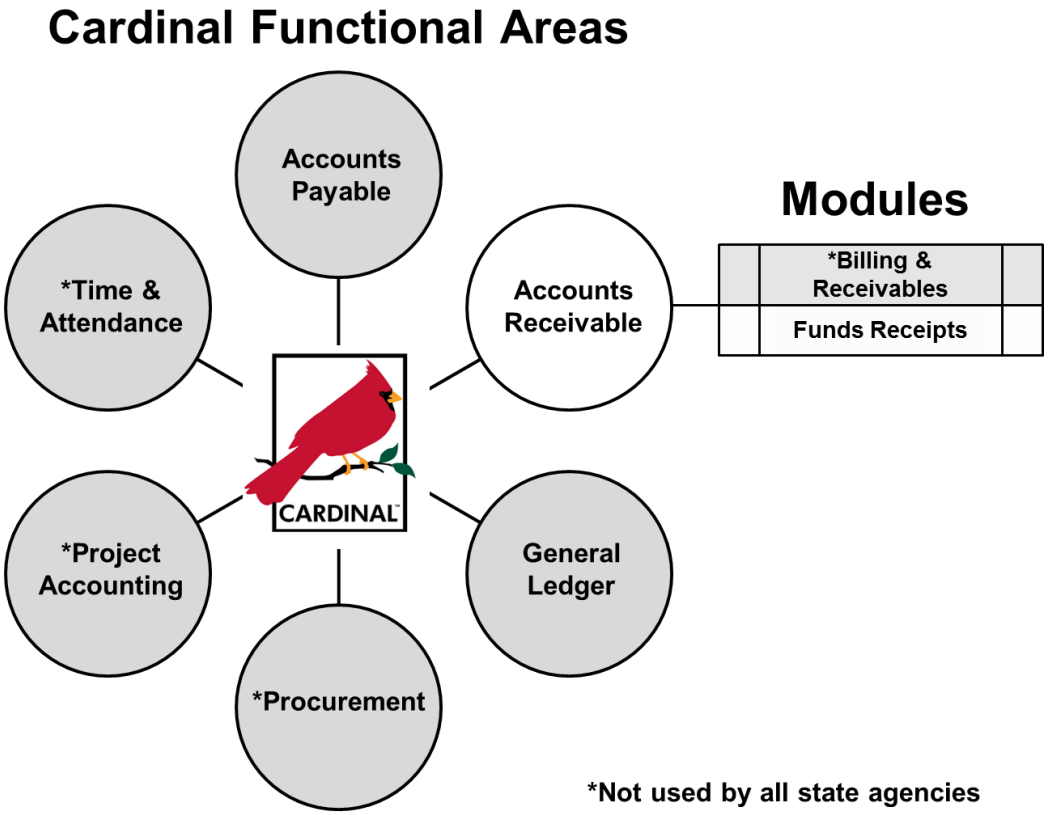
More information on Accounts Payable is available in the **Accounts Payable and Expenses Overview** course.



Click on image to enlarge

Functional Areas – Accounts Receivable – Funds Receipts

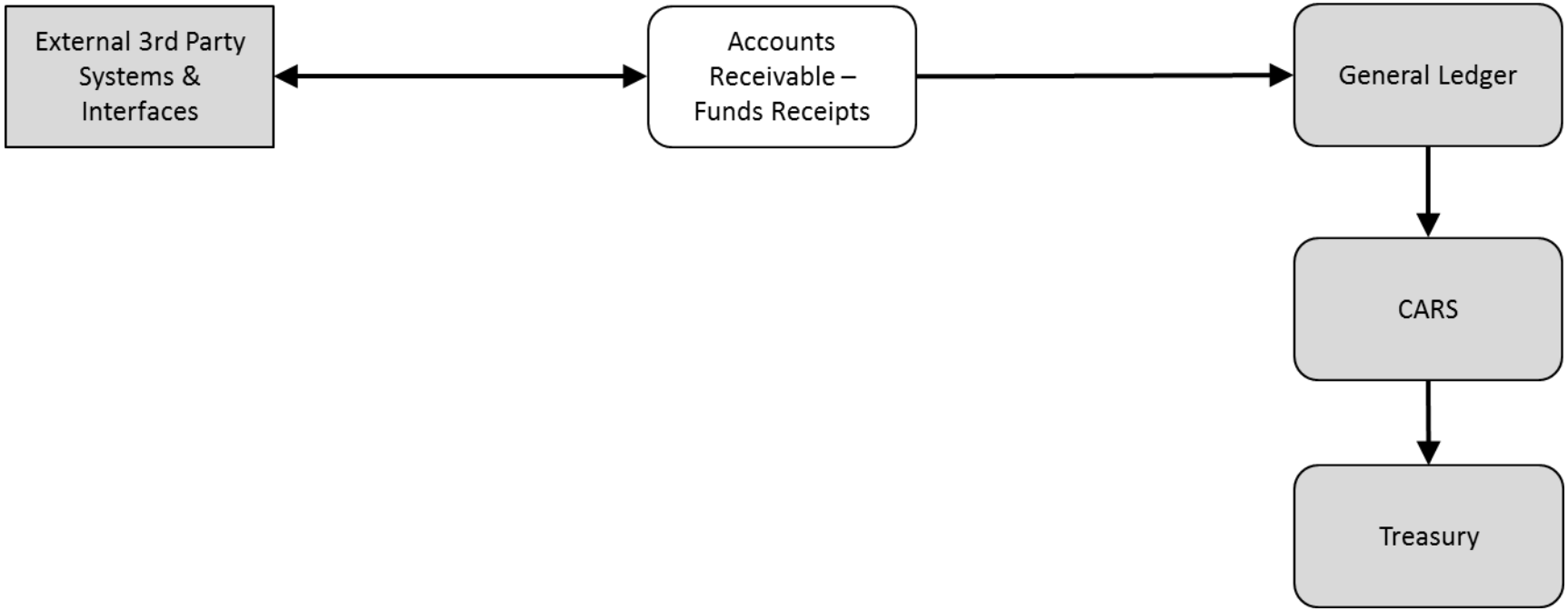
Accounts Receivable - Funds Receipts enables the recording of funds receipts as well as their associated accounting entries.



Accounts Receivable – Funds Receipts Process

The key process in Accounts Receivable – Funds Receipts is Enter Funds Receipts. This process generates journals to General Ledger, which then sends the corresponding deposit entries to CARS.

Accounts Receivable - Funds Receipts is used to receipt cash, checks and electronic fund transfers made to your agency.

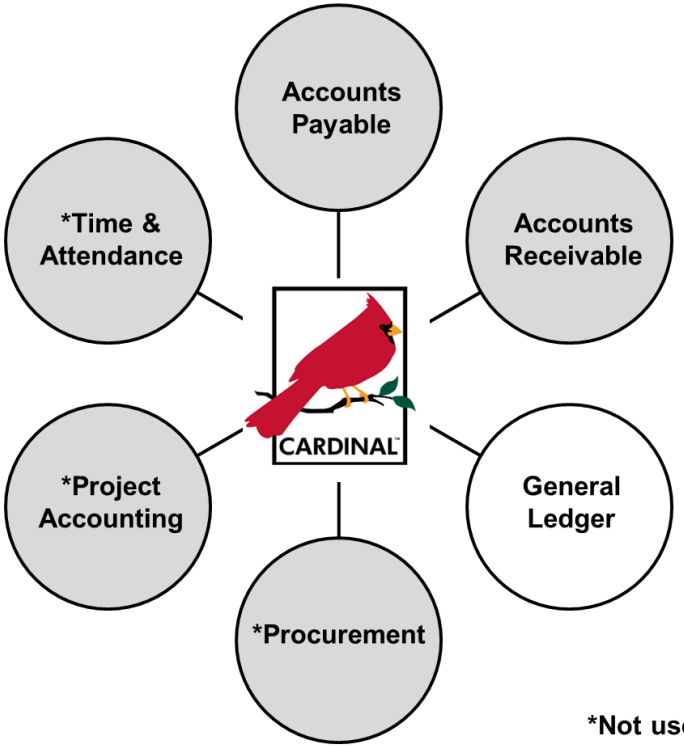


Functional Areas – General Ledger

General Ledger maintains the financial accounts used to:

- Create budget journals
- Record financial transactions and accumulate the results
- Provide source financial data for reporting purposes
- Generate financial statements

Cardinal Functional Areas



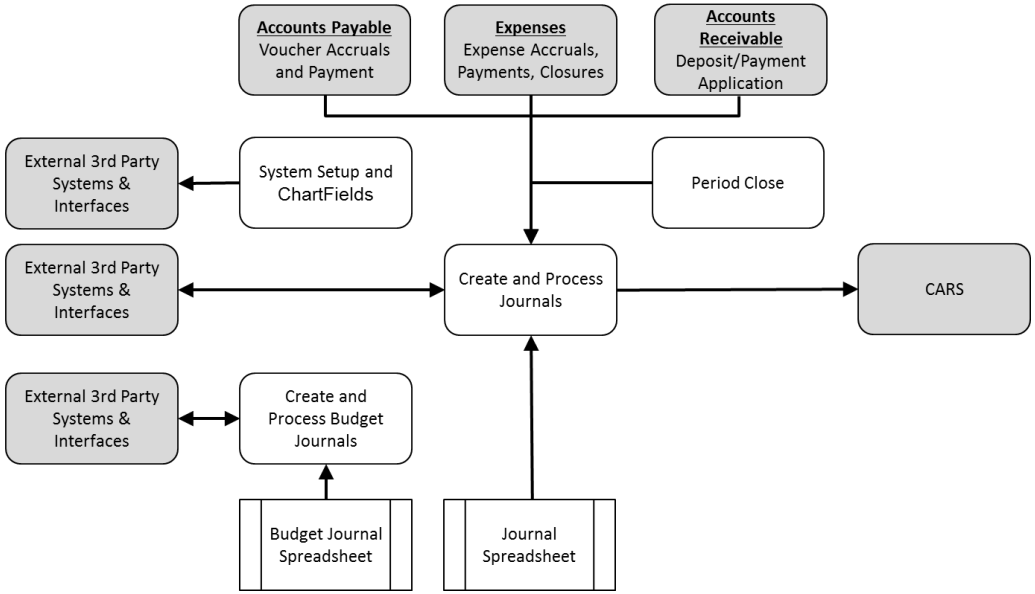
*Not used by all state agencies

General Ledger Processes

Key processes in the General Ledger functional area include:

- Set up Cardinal's Accounting Structure that Creates Hierarchies for Financial Data Elements
- Create and Process Budget Journals
- Create and Process Journals
- Close Periods

More information on General Ledger is available in the **General Ledger Overview** course.



Click on image to enlarge

Lesson 1: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question, select your answer and click **Submit** to see if you chose the correct response.

Match the functional description to its functional area.

AP	-- Select --
AR	-- Select --
GL	-- Select --

Lesson 1: Summary

In this lesson you learned:

- Three Cardinal functional areas are available for statewide use: Accounts Payable, Accounts Receivable – Funds Receipts, and General Ledger.
- Accounts Payable includes the processes for establishing and maintaining vendors, entering and processing vouchers, processing employee expenses, processing payments, and processing 1099s.
- Accounts Receivable – Funds Receipts includes the processing of payments received.
- General Ledger includes the processes for setting up the Cardinal accounting structure that creates hierarchies for financial data elements, creating and processing budget journals, creating and processing journals, and closing periods.

Lesson 2: Cardinal Budgets

In this lesson, you will learn about the following topics:

- Centrally controlled budgets
- Agency controlled budgets

Cardinal Budgets

The Department of Planning and Budget (DPB) prepares the Executive Budget and Executive Amendments to the appropriation Act for the Commonwealth of Virginia, which serve as the basis for the centrally controlled Cardinal budgets. The Commonwealth and each of its agencies define **Budgets** with a **Ledger** for each type of transaction processed by the structure.

Cardinal uses both centrally controlled budgets and agency specific budgets. An agency's centrally controlled budget and agency specific budget are established under its unique agency identification number or **SetID**.

Agency level budgets are optional. Agencies may use various agency budget structures to track and/or limit expenditures at a summary level or at a detailed level.

Both centrally controlled and agency annual **Budget Calendars** align with the fiscal calendar.

Cardinal Commitment Control can limit and/or track expenditures against related budgets, and revenues against related estimates.

Centrally Controlled Budgets

Cardinal uses **Parent / Child Budget** relationships to ensure that control budgets are not exceeded.

Centrally controlled budgets are established in Cardinal by the Department of Accounts:

- **Appropriation budget**: All appropriations authorized by the General Assembly are controlled at this level and include the executive budget, capital budget, and other special appropriations. The appropriation budget assures that spending does not exceed the amount authorized by the General Assembly. It is the highest level of budgetary control for the Commonwealth. The appropriation budget is established at a summary level, while agency budgets are typically established at a lower level of detail.

- **Allotment budgets**: Allotment budgets limit spending level authority. An allotment budget is configured as a child of the appropriation budget so that the total of the allotment budgets cannot exceed the parent budget. The difference between the appropriation budget and the related allotment budgets is the unallotted amount.

- **Operating Plan budgets**: The Operating Plan is used to budget to a lower level than the Appropriation budget. Agencies are required to submit their operating plan budgets to the Department of Planning and Budget (DPB).

- **Cash Control budget:** The Cash Control budget is used to meet the requirement of the Commonwealth to verify cash is available prior to disbursement.

Lesson 2: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question, select your answer and click **Submit** to see if you chose the correct response.

Who is responsible for entering the centrally controlled budgets into Cardinal?

- Department of General Services (DGS)
- Department of Accounts (DOA)
- Department of Planning and Budget (DPB)

An agency level budget is optional.

- ○ True
- ○ False

Lesson 2: Summary

In this lesson you learned:

- The Department of Planning and Budget (DPB) is responsible for preparing centrally controlled budgets for the Commonwealth of Virginia.
- The Department of Accounts is responsible for entering centrally controlled budgets into Cardinal.
- A budget defines the processing rules for each budget ledger.
- Use of agency budgets is optional.

Lesson 3: Cardinal Chart of Accounts

In this lesson you will learn about the following topics:

- Chart of Accounts
- ChartFields
- SpeedCharts and SpeedTypes

Chart of Accounts Definition and Design

The Chart of Accounts (COA) is an accounting structure that creates hierarchies for financial data elements. It is a mechanism to segregate and categorize financial transactions and budget data. The Cardinal Chart of Accounts provides a standard accounting structure for the Commonwealth of Virginia.

The Cardinal Chart of Accounts is designed to:

- Establish a common Chart of Accounts structure that serves as a statewide standard, while providing flexibility for agency-specific needs.
- Build hierarchies that facilitate Comprehensive Annual Financial Report (CAFR) reporting, along with other statewide, agency and external reporting.
- Support ongoing operational reporting.

Chart of Accounts Maintenance

The Cardinal Chart of Accounts structure and values are maintained in General Ledger. Many of the COA elements are controlled at the agency level, but some are controlled by the central agencies (Department of Accounts, Department of Planning and Budget).

ChartFields may only be used for the purpose specified (e.g. Fund, Program, etc.) and cannot have alternative uses. For example, if your agency does not track Asset information, an alternative use for the Asset ChartField (i.e., to identify a location, reason, transaction type, etc.) is not allowed.

GL Business Unit	Account	Fund	Program
Department	Cost Center	Task	FIPS
Asset	Agency Use 1	Agency Use 2	PC Business Unit
Project			

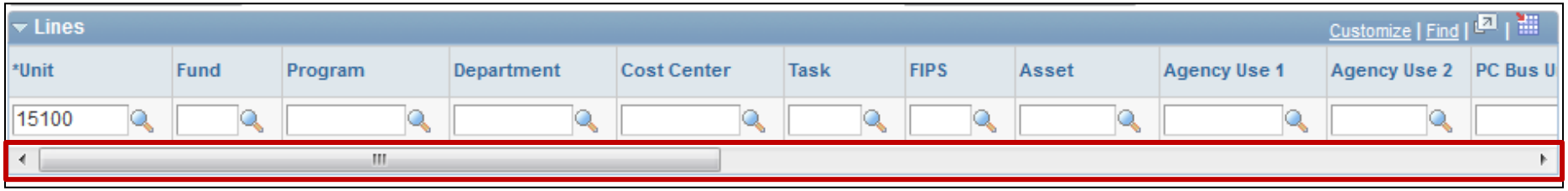
Key:

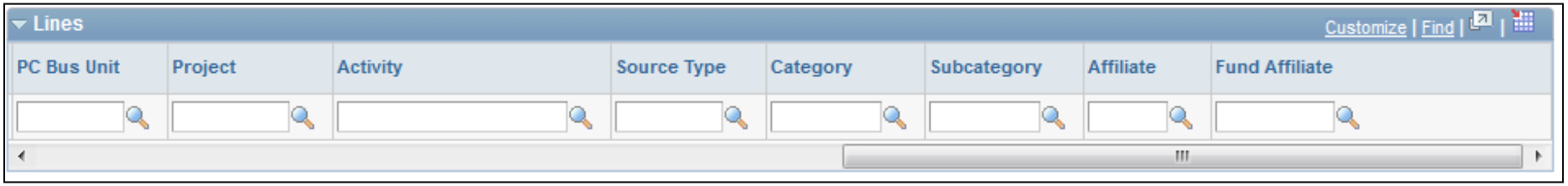
Agency Controlled	Centrally Controlled

The Project ChartField is agency controlled except for capital outlay and Commonwealth-wide initiatives.

Accounting Distribution

The Cardinal transaction grid is used on most business transactions in Cardinal that require an accounting distribution. The transaction grid captures the COA via individual fields called **ChartFields**. Each ChartField provides a bit of information about the transaction. ChartFields provide a structure that allows transactions to be classified and grouped for reporting purposes.





ChartFields

The ChartFields in the Cardinal Chart of Accounts are:

- **Unit (Business Unit)**: An operational subset of an organization. In Virginia, each state agency is an operational subset (or business unit) of the Commonwealth. The business unit number identifies each operational subset or agency of the Commonwealth (e.g., **DOA** is **15100**).

- **Fund:** A self-balancing set of accounts (e.g., **01000** is **General Fund**).

- **Program**: A distinct set of expenses directed at a specific objective of the Commonwealth (e.g., **799001** is **General Management & Direction**).

- **Department**: An organization within an agency (e.g., for DOA's **Business Unit 15100**, **Comptroller** is **91100**).

- **Cost Center**: A collection of financial information related to administrative and operations (not of a project nature). Typically, it does not have a finite end and does not require life to date budget and actual reporting (e.g., VDOT's **Cost Center 11120010** is **Administration & Support**).

- **FIPS**: The Federal Information Processing Standards codes that identify cities, counties and towns in the Commonwealth of Virginia (e.g., **Richmond City** is **760**).

ChartFields (continued)

- **Asset**: A collection of financial information related to a specific agency asset, when budgets and expenses need to be tracked at an asset or asset category level (e.g., **00001** is **G. Washington Memorial Parkway Bridge**).

- **Agency Use 1**: A unique classification element needed by an agency to classify financial transactions for purposes other than the previously defined Chart of Accounts elements.

- **Agency Use 2:** A unique classification element needed by an agency to classify financial transactions for purposes other than the previously defined Chart of Accounts elements.

- **Account**: A type of transaction. In Cardinal, these include General Ledger Accounts, Expense Detail Accounts, and Revenue Detail Accounts (e.g., **Salaries, Classified** is **5011230**).

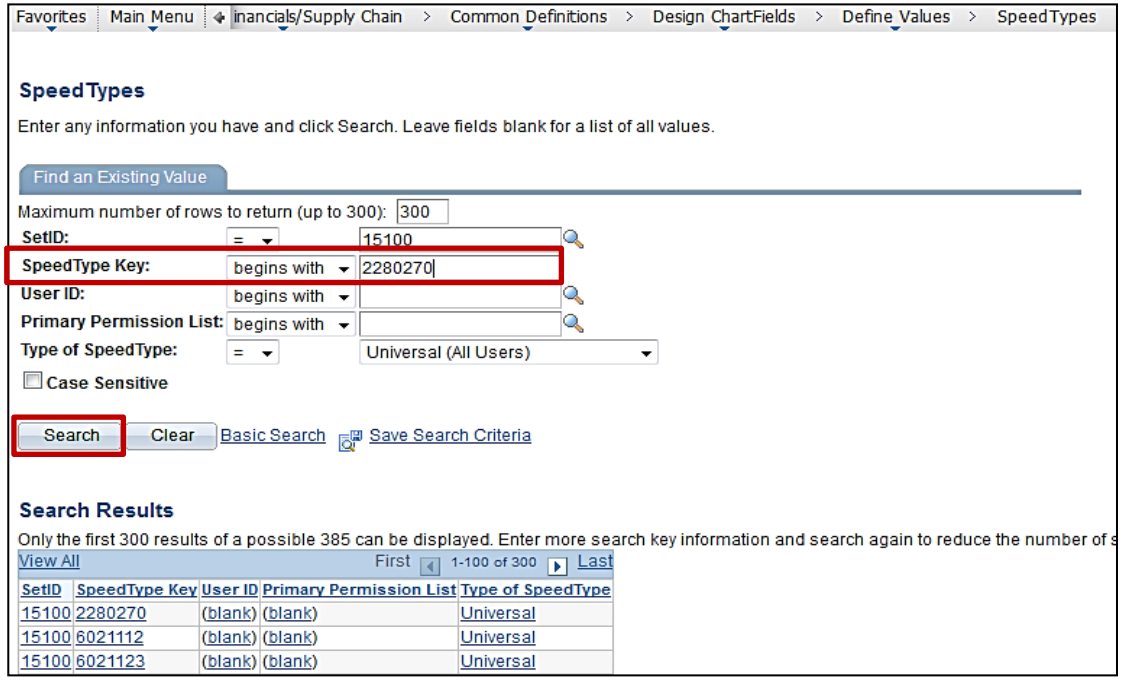
Remember, if your agency does not use a ChartField for its intended purpose, it cannot be assigned an alternate use – e.g. **FIPS** cannot be used to identify district or zip codes.

To explore each of these ChartFields in more detail, review the **Chart of Accounts Overview** job aid located on the Cardinal website under **Toolbox > Job Aids**.

SpeedTypes and SpeedCharts

SpeedTypes and **SpeedCharts** are shorthand keys that simplify the entry of accounting distributions. They populate multiple ChartField values (such as **Fund**, **Program**, **Department**) on a distribution line when selected. You can then enter additional ChartFields but should not change those that default. The use of SpeedTypes or SpeedCharts is not required in Cardinal, but is highly recommended.

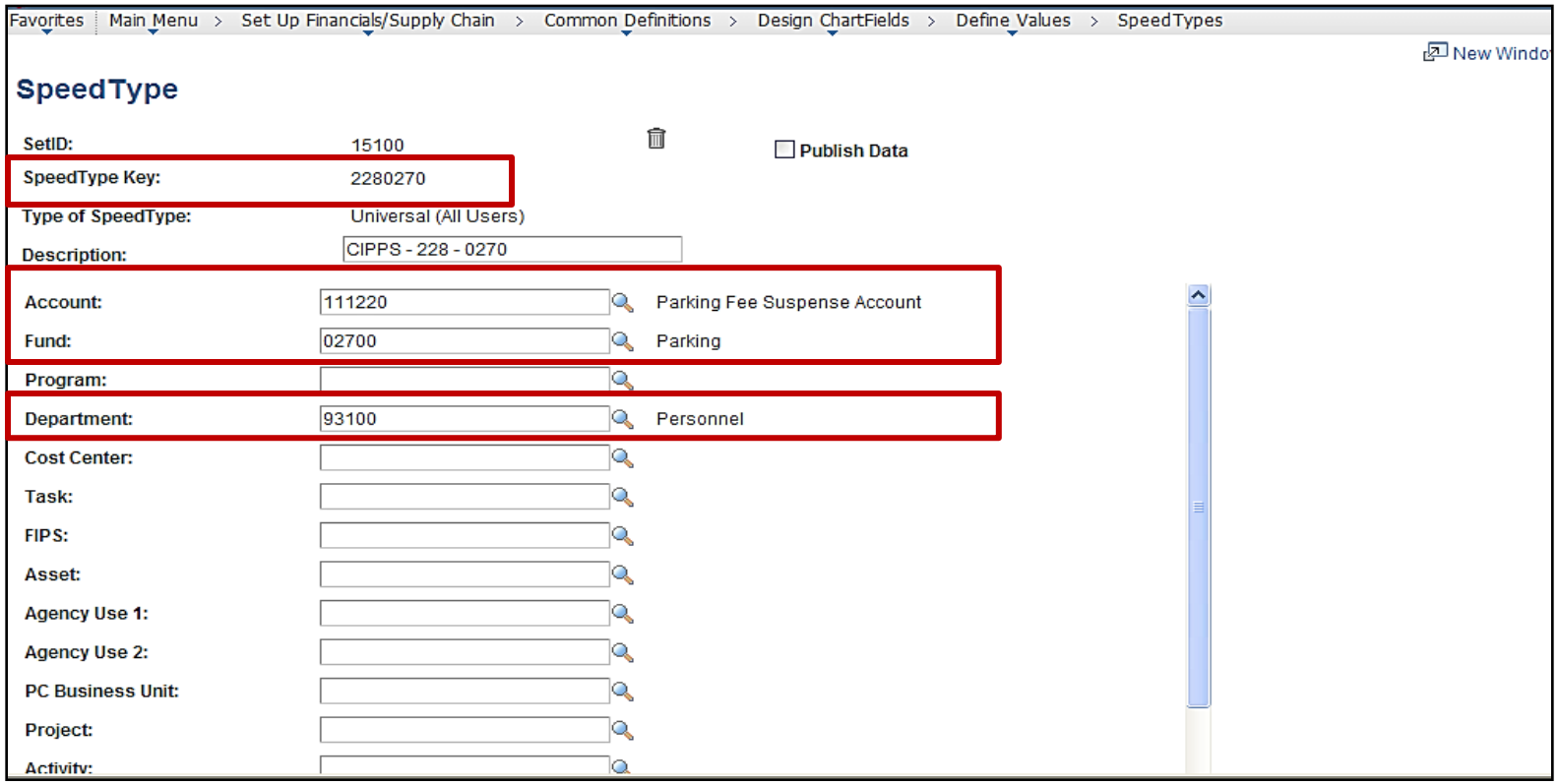
Below, the **SpeedType Key** value 2280270 has been selected. The next slide shows the auto-populated ChartFields.



Click on image to enlarge

SpeedTypes and SpeedCharts (continued)

This **SpeedType** page shows ChartField values that default when you select **SpeedType Key 2280270.** The SpeedType populates the **Account**, **Fund**, and **Department** ChartField values. You can enter additional ChartField values as appropriate.



Click on image to enlarge

Lesson 3: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question, select your answer and click **Submit** to see if you chose the correct response.

The _____ is a standard accounting structure for the Commonwealth of Virginia that creates hierarchies for financial data elements.

- Transaction grid
- Cardinal Chart of Accounts (COA)
- SpeedChart

Which of the following is true about SpeedTypes and SpeedCharts?

- Simplifies data entry
- Auto-populates some ChartField values on a distribution line (that should not be modified)
- Facilitates the processing of transactions
- Not required on transactions, but highly recommended
- All of the above

Lesson 3: Summary

In this lesson, you learned:

- The Chart of Accounts uses ChartFields to provide information about financial transactions.
- SpeedTypes and SpeedCharts are shorthand keys that simplify entry of ChartField values on transactions.

Lesson 4: Cardinal Reports, Queries and Online Inquiries

In this lesson you will learn about the following topics:

- How to access Cardinal reports
- How to use Cardinal public queries
- How to use Cardinal online inquiries

For more information on reports, queries and online inquires, please refer to the **Introduction to Reporting in Cardinal** course. The most frequently used reports and queries are listed in the Cardinal Reports Catalogue located on the Cardinal website under **Toolbox > Job Aids**.

Running and Retrieving Ad Hoc Reports

Ad hoc reports are reports that can be run real time by users to display high volumes of data and summarize data across one or more functional area. The majority are specific to a module and can be generated through the module's menu path. For example:

- Payment History by Vendor reports are accessed via Accounts Payable.
- Payment Summary reports are accessed via Accounts Receivable.
- Trial Balance reports are accessed via General Ledger.

Ad Hoc Reports - Summary Payment History by Vendor Report

The **Summary Payment History by Vendor** report is an example of an ad hoc report in Cardinal. This Accounts Payable report lists payments by vendor generated by a specified cycle and payment method for a specified date range.

You can navigate to the Run Control page for this report using the following path:

Main Menu > Accounts Payable > Reports > Vendor > Payment History by Vendor

Commonwealth of Virginia

SUMMARY PAYMENT HISTORY BY VENDOR

Page No. 1
Run Date 6/2/2014
Run Time 5:08:05 PM

Report ID: VRAP0998

AP Business Unit: %
Responsible Org: %

Payment From Date: 02/01/2013
Payment To Date: 02/28/2013

AP Business Unit: 50100
Remit Vendor: STATE 0000065384
Bank Code: 1100

Payment Ref	Date	Handling	Status	Remit Addr#	Remit to	Pay Cycle	Seq	Payment Amount	Payment Method
20042237	02/01/2013	Regular Payment	Paid	3	Xerox Corporation	TRCHK	283	1,372.00	Check
20043510	02/13/2013	Regular Payment	Paid	3	Xerox Corporation	TRCHK	291	1,372.00	Check
					Total for Check Payments			2,744.00	
					Total for Bank Account:			2,744.00	
					Grand Total for ALL Payments			2,744.00	
					Grand Total for ALL Bank Account:			2,744.00	

Click on image to enlarge

Ad Hoc Reports - Payment Summary Report

The **Payment Summary Report** is another example of an ad hoc report in Cardinal. This Accounts Receivable report lists the status for all payments within a deposit. You can navigate to the Run Control page for this report using the following path:

Main Menu > Accounts Receivable > Payments > Reports > Payment Summary

PeopleSoft Receivables
PAYMENT SUMMARY
For 01-MAY-2012 through 31-MAY-2012

Report ID: AR20003
Deposit BU: 50100%
Report Currency: Base Amount
Deposit ID: ALL VALUES
OPRID: ALL VALUES
Post Status: Not Posted

Page No. 2
Run Date 07/18/2012
Run Time 15:42:45

Entry Dt	Dep BU	Deposit ID	OPRID	Assn OPRID	Post Status	Seq	Acctg Dt	Payment ID	Pymt Status	Entered Amount
05/23/2012	50100	50371	IRVINA.WILLI	IRVINA.WILLIAM	Not Posted	1	05/25/2012	7501F553	Ident	3,587,158.13 USD
								TOTAL FOR 50371		3,587,158.13 USD
		50393	IRVINA.WILLI	IRVINA.WILLIAM	Not Posted	1	05/29/2012	7501F554	Ident	8,055,817.76 USD
								TOTAL FOR 50393		8,055,817.76 USD
								TOTAL FOR 50100		11,642,975.89 USD
								TOTAL FOR 05/23/2012		11,642,975.89 USD

Ad Hoc Reports – Cardinal Trial Balance Report

The **Cardinal Trial Balance Report** is another example of an ad hoc report in Cardinal. This General Ledger report provides the beginning and ending ledger balance. You can navigate to the Run Control page for this report using the following path:

Main Menu > General Ledger > General Reports > Cardinal Trial Balance Report

Commonwealth of Virginia
CARDINAL TRIAL BALANCE REPORT
Run Date: 03/01/2012 Run Time: 11:36 00
Report ID: VGLR001
Page No. 1 of 2
Business Unit : 50100 VA Dept of Transportation
Fiscal Year : 2012 Accounting Period : 7
Account Details : Summary Ledger Selection : ACTUALS
ChartField Selection : By BU,Fund Adj. Period :

Business Unit	Fund Code	Account	Description	Begining Balance	Net Activity	Ending Balance
50100	4100					
		101010	Cash With The Treasurer Of VA	237,561,287.84	-15,832,540.84	221,728,747.00
		112051	A/R - Federal Government	0	21,153.71	21,153.71
		112052	A/R-Cities, Counties and Towns	417,737.06	-86,655.04	331,082.02
		112053	A/R - State Agencies	845,589.08	-161,318.34	684,270.74
		112054	A/R - Other	10,217,140.48	-533,742.97	9,683,397.51
		112061	A/R Federal-Unbilled	0	0	0
		112062	A/R Localities-Unbilled	0	0	0
		112063	A/R State Agy-Unbilled	0	0	0
		112064	A/R Other-Unbilled	0	0	0
		112070	Allowance For Doubtful Accts	-124,798.35	0	-124,798.35
		131030	Petty Cash Advances	225,000.00	0	225,000.00
		131050	Employee Travel Advance	5,626.73	-635	4,991.73
		153500	Inventory-Materials & Supplies	53,792,522.56	-1,993,252.68	51,799,269.88
		153510	Inventory - Returns	0	0	0
		154005	Prepaid Expenses	-2,572.26	-19,430.91	-22,003.17
		154600	Deferred Charges	1,322,361.40	-110	1,322,251.40
		154601	Petty Cash Operations	-1,065,024.37	0	-1,065,024.37
		154602	Petty Cash-Travel Advances	-29,176.06	0	-29,176.06
		154604	Site Manager A/R Deferred	610,389.16	247,793.62	858,182.78
		183705	Mobile Radios	0	0	0
		183709	Other Equip - Shop	0	0	0
Asset Total :				303,776,083.27	-18,358,738.45	285,417,344.82
		205020	Accounts Payable	7.89	0	7.89

Click on image to enlarge

Overnight Batch Report Processing

Cardinal runs some reports during overnight batch processing. You can access them via **Cardinal's FIN Report Manager**. These reports provide many different types of financial information in a variety of formats, such as fiscal year, accounting period, etc.

Many of the overnight batch reports are nVision reports. nVision's Excel based format allows you to sort, filter and reformat report data to meet specific reporting needs. It also provides drilldown functionality that allows you to drill down on a value in a cell to obtain detail information about what is included in that value.

nVision Reports - Budget to Actual by Program Report

The **Budget to Actual by Program Report** compares budgets to the expenses incurred per period by Program and Department. Sample column headings are: Current Year Expenditures, (Over) Under Budget, % of Budget Remaining. You can navigate to the **FIN Report Manager** using the following path:

Main Menu > MyCardinal Financials > Financial Report Retrieval > FIN Report Manager

Commonwealth of Virginia

Budget to Actual - Program, Department

6	**Report ID:**	RGL3_003						
7	**Layout ID:**	VGLR003						
8	**Scope:**	GL003_LV3						
9	**Period Ending:**	June 30, 2012						
10	**Business Unit:**	50100	VA Dept of Transportation					
11	**Department:**	10015	Fiscal					
14	**Program**	**Description**	**Lower Level Budget**	2012-1	2012-2	2012-3	2012-4	2012-5
16		All Programs						
19		Grnd Trans Pln&Rsrch	0.00	0.00	245,572.07	(171,993.00)	74.87	291.08
24		Hwy Sys Acq&Constrct	0.00	(719.91)	(289,283.95)	150,697.77	(27,986.92)	568,222.45
32		Hwy Sys Maint&Opertn	0.00	25,462.22	(55,188.17)	30,775.54	(7,045.35)	(289,039.03)
33		Fin Asst Grnd Trans	0.00	0.00	0.00	0.00	0.00	0.00
36		Admin&Support Svcs	10,294,317.00	705,755.55	534,624.97	430,477.12	404,813.13	460,532.18
37		Capital Outlay Prjs	0.00	0.00	0.00	0.00	0.00	0.00
38		**All Programs**	$10,294,317.00	$730,497.86	$435,724.92	$439,957.43	$369,855.73	$740,006.68

Click on image to enlarge

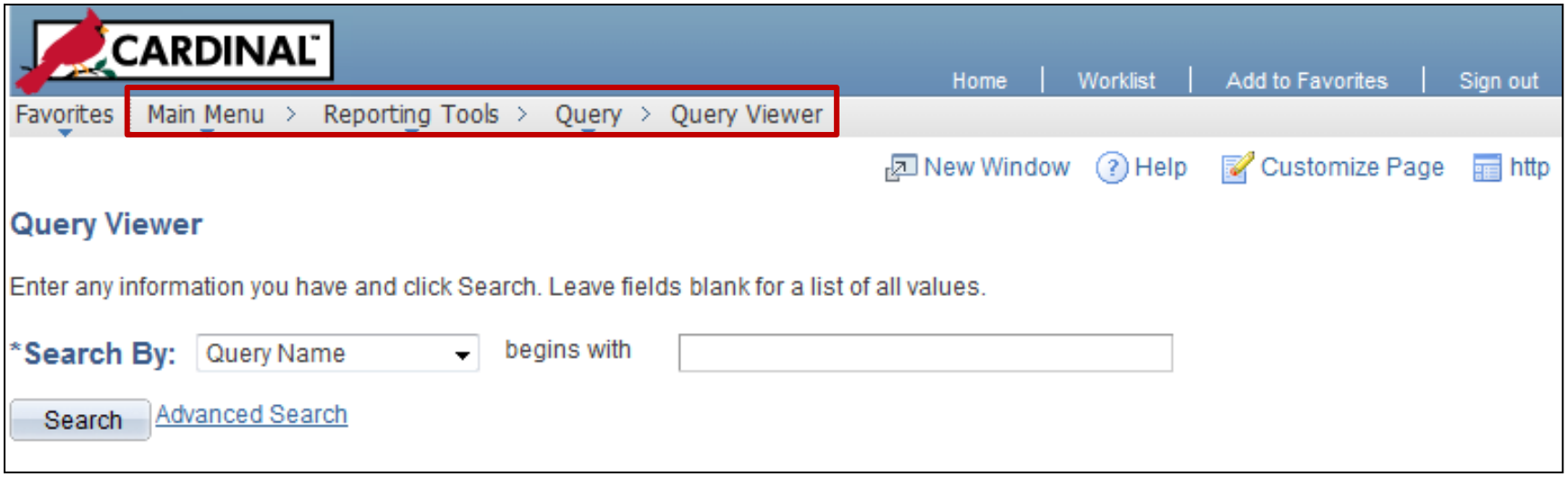
Public Queries

Cardinal provides queries to extract data directly from Cardinal. You can access public queries via the **Query Viewer** using the following path:

Main Menu > Reporting Tools > Query > Query Viewer

You can also use the **Financials Query-based Reports** link on your home page.

Public queries are best used for simple data pulls, since they interact with the Cardinal database directly.



Voucher Error Report Query

The **Voucher Error Report (V_AP_VCHR_ERROR)** query displays vouchers with errors for the specified **Business Unit** and **Responsible Org**. You can display the query on the screen, export it to Excel, or print it.

V_AP_VCHR_ERROR - Voucher Error Report

Business Unit: 15100

Responsible Org (% for All): %

View Results

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

View All

First 1-3 of 3 Last

	Business Unit	Responsible Org	Current Date	Voucher ID	Entry Status	Budget Status
1	15100	10000	05/29/2014	00000452	P	E
2	15100	99999	05/29/2014	00000446	R	N
3	15100	99999	05/29/2014	00000445	R	N

Online Inquiries

Online inquiries can be run for most functional areas. Online inquiries provide a mechanism for users to view or print information relevant to the data stored in Cardinal.

Navigation and inquiry methods vary by module.

Voucher Online Inquiry

The **Voucher Online Inquiry** is used to search for and list vouchers meeting your search criteria and display basic information about them, as well as to navigate to pages with more detail. You can navigate to the Online Inquiry Search page for this inquiry using the following path:

Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher

Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher

Display Currency Criteria

Voucher Inquiry Results — Customize | Find | View All | First 1-52 of 52 Last

Voucher Details | Amounts | More Details | Vendor Details

Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Entry Status	Accounting Entries	Match Status	Payment Information	Scheduled Payments	Short Vendor Name
15100	00000019	FM102	06/25/2012	0000055011	Postable		Not Applicable			JRM-001
15100	00000020	MP123-D	06/25/2012	0000015050	Postable		Not Applicable			RAINBOW GR-001
15100	00000021	MP123-E	06/25/2012	0000015099	Postable		Not Applicable			ARMAN GHOD-001
15100	00000022	MP123-F	06/25/2012	0000015255	Postable		Not Applicable			GFS CHEMICALS
15100	00000023	MP123-G	06/25/2012	0000016229	Postable		Not Applicable			NORTHFIELD TEL
15100	00000024	258952A	06/26/2012	0000017055	Postable		Not Applicable			BEST BUY GOV L
15100	00000025	258953A	06/26/2012	0000017055	Postable		Not Applicable			BEST BUY GOV L
15100	00000026	258954A	06/26/2012	0000017055	Postable		Not Applicable			BEST BUY GOV L
15100	00000027	258955A	06/26/2012	0000017055	Postable		Not Applicable			BEST BUY GOV L
15100	00000028	FM102A	06/26/2012	0000055011	Postable		Not Applicable			JRM-001

Click on image to enlarge

Lesson 4: Summary

In this lesson, you learned:

- Reports are available for all functional areas.
- Some reports are run ad hoc, from the main menu. Cardinal runs nVision reports overnight during batch processes.
- A Cardinal query allows users to execute public queries directly against the database. The Query Viewer tool allows you to search for and view a public query in Cardinal.
- Online inquiries provide a mechanism for accessing information that meets specific criteria or search criteria. Search criteria vary by inquiry.
- For more information on reports, queries and online inquires, please refer to the **Introduction to Reporting in Cardinal** course. The most frequently used reports and queries are listed in the Cardinal Reports Catalogue located on the Cardinal website under **Toolbox > Job Aids**.

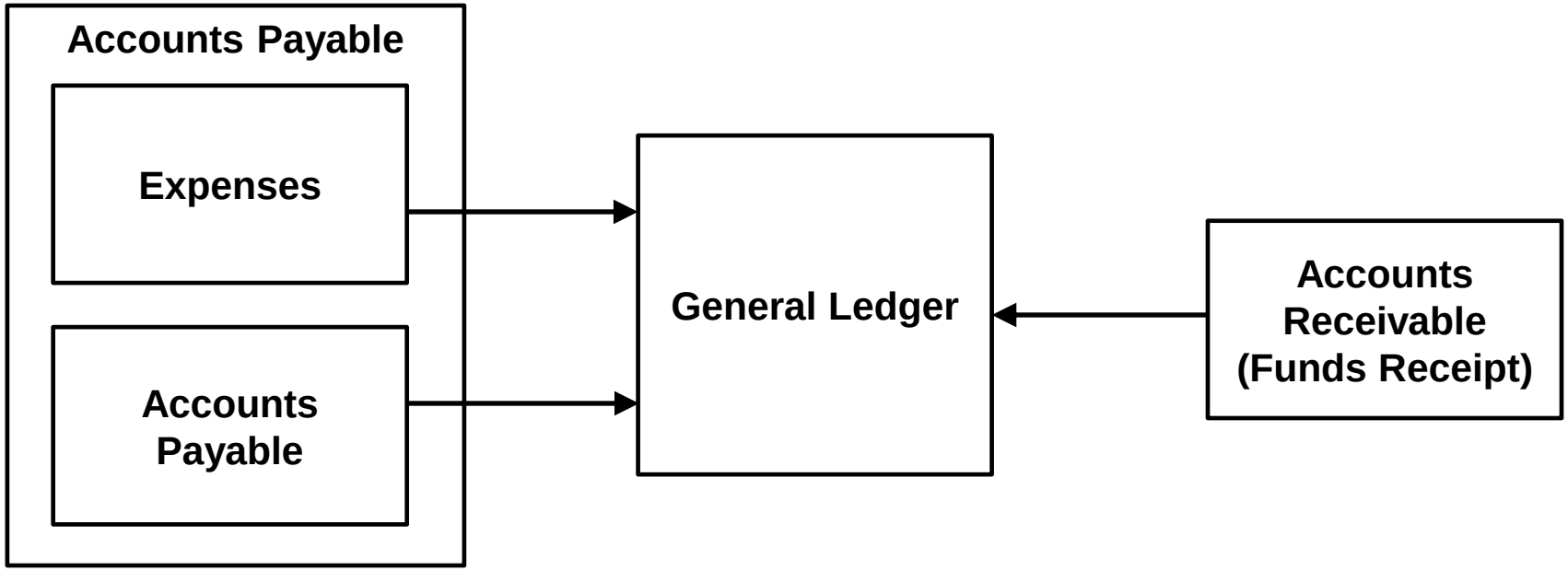
Lesson 5: Cardinal Integration and Interfaces

In this lesson you will learn about the following topics:

- Cardinal internal module integration
- Cardinal external systems interfaces

Module Integration

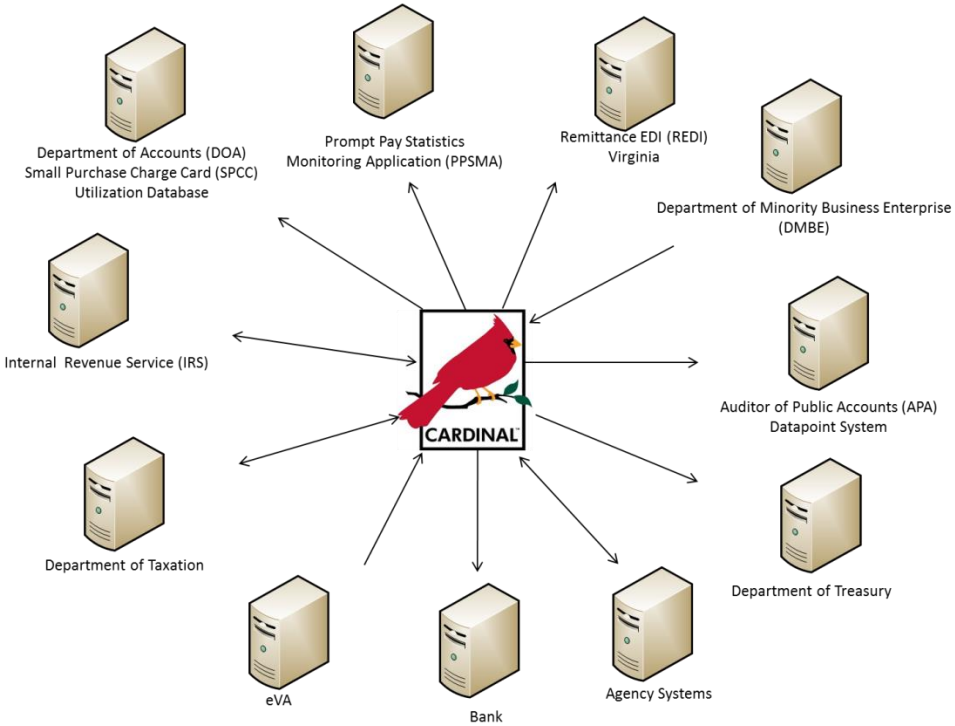
There are multiple integration points among the different Cardinal modules. Some processes are impacted by multiple modules because data is sent and received between multiple functional areas. Since data is shared across multiple modules the accuracy of data entry can affect more than one module. This diagram depicts integration of Accounts Payable and Accounts Receivable journals feeding GL.



External Interfaces

Cardinal also has numerous interfaces with outside systems / entities. Some examples include:

- Department of Treasury
- Department of Planning and Budget
- eVA
- Banks
- Department of Minority Business Enterprise
- Department of Taxation
- Internal Revenue Service
- Auditor of Public Accounts
- Department of Accounts
- Commonwealth Integrated Payroll Personnel System
- Commonwealth Accounting and Reporting System
- Agency Systems



Click on image to enlarge

External Agency System Interfaces

The following inbound interfaces upload transactions from agency systems into Cardinal:

- **Voucher Upload:** Used to upload vouchers for vendor payments, payments to other state agencies, and petty cash payments.
- **Expense Reports Upload:** Used to upload non-payroll and non-cash advance payment requests for your agency's employees.
- **Journal Upload:** Used to upload general ledger journals.
- **Funds Receipts Upload:** Used to upload funds receipt and deposit certificate data.

External Agency System Interfaces (continued)

The following outbound interfaces send data extracts from Cardinal to agencies for reconciliation with their external agency systems:

- **Voucher Extract**: Detailed information for vouchers that have been journal generated and posted to general ledger.
- **Expense Report Extract:** All posted expense reports from the Expenses module of Cardinal.
- **Payment Reconciliation Extract:** Newly posted and cancelled payments from Cardinal. It links voucher/cash advance/expense report data with payments/cancellations recorded in Cardinal.
- **Journal Extract:** All posted journal data from the General Ledger module of Cardinal.
- **Funds Receipt Extract:** Posted funds receipt data from the Accounts Receivable module of Cardinal.

Lesson 5: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question, select your answer and click **Submit** to see if you chose the correct response.

There are multiple integration points between the different modules in Cardinal.

- True
- False

There are no interfaces between Cardinal and other systems.

- ○ True
- ○ False

Lesson 5: Summary

In this lesson you learned:

- There are integration points between Accounts Payable, Accounts Receivable – Funds Receipts, and General Ledger.

- There are interfaces between Cardinal, other agency systems, as well as systems external to the agency (e.g., other State agencies, Federal Agencies, other business entities, etc.).

Course Summary

In this course, you learned about:

- Some of the high level processes of Cardinal
- Cardinal's modules and their purposes in Cardinal
- Some budget concepts
- The Chart of Accounts
- Cardinal ChartFields
- SpeedCharts and SpeedTypes
- Cardinal reports, queries and inquiries are used to extract or summarize information
- Integration of Cardinal's modules
- Cardinal's interfaces with other external systems

Congratulations! You successfully completed the **INTRO101: Cardinal Overview** course.

Appendix

- Key Terms
- Diagrams and Screenshots
- Flow Chart Key

Key Terms

Accounting Distribution: ChartField string that defines how a transaction is charged (i.e., which fund, program, department, account, etc.)

Accounts Payable: The functional area that handles all Commonwealth of Virginia (COVA) payments and consists of two modules, the Accounts Payable module and the Expenses module.

Accounts Receivable: The module in Cardinal which allows COVA agencies to manage funds received through deposit creation and the recording of cash, revenue, and other funds receipts (e.g., petty cash).

Agency Level Budget: A budget set up and maintained by the agency. Agencies can set up operating, project, revenue estimate, and lower-level budgets.

Budget Calendars: A tool used to define the budget period (e.g., monthly, quarterly, annual, etc.).

Budget Journal: A transaction that establishes or updates budget amounts in Cardinal.

Business Unit: An operational subset of an organization. In Cardinal, each state agency is a Business Unit.

Key Terms (continued)

Chart of Accounts (COA): The accounting structure that sets hierarchies and rollups for financial data. COA structure and values are maintained in General Ledger.

ChartField: A field on the Chart of Accounts. It represents one category of data (e.g., Fund, Department, Account, etc.), with various values that further define a transaction. A combination of ChartFields defines an accounting distribution used on a transaction.

General Ledger: The module that contains all the ledgers (e.g. Budget, Actuals, Modified Accrual, Full Accrual and Cash) used to track accounting transactions. The General Ledger serves as the basis for the preparation of financial statements.

Journal: An entry used to post accounting entries to a ledger.

Ledger: A record of monetary transactions by account (e.g. Budget, Actuals, Modified Accrual, Full Accrual, and Cash).

Key Terms (continued)

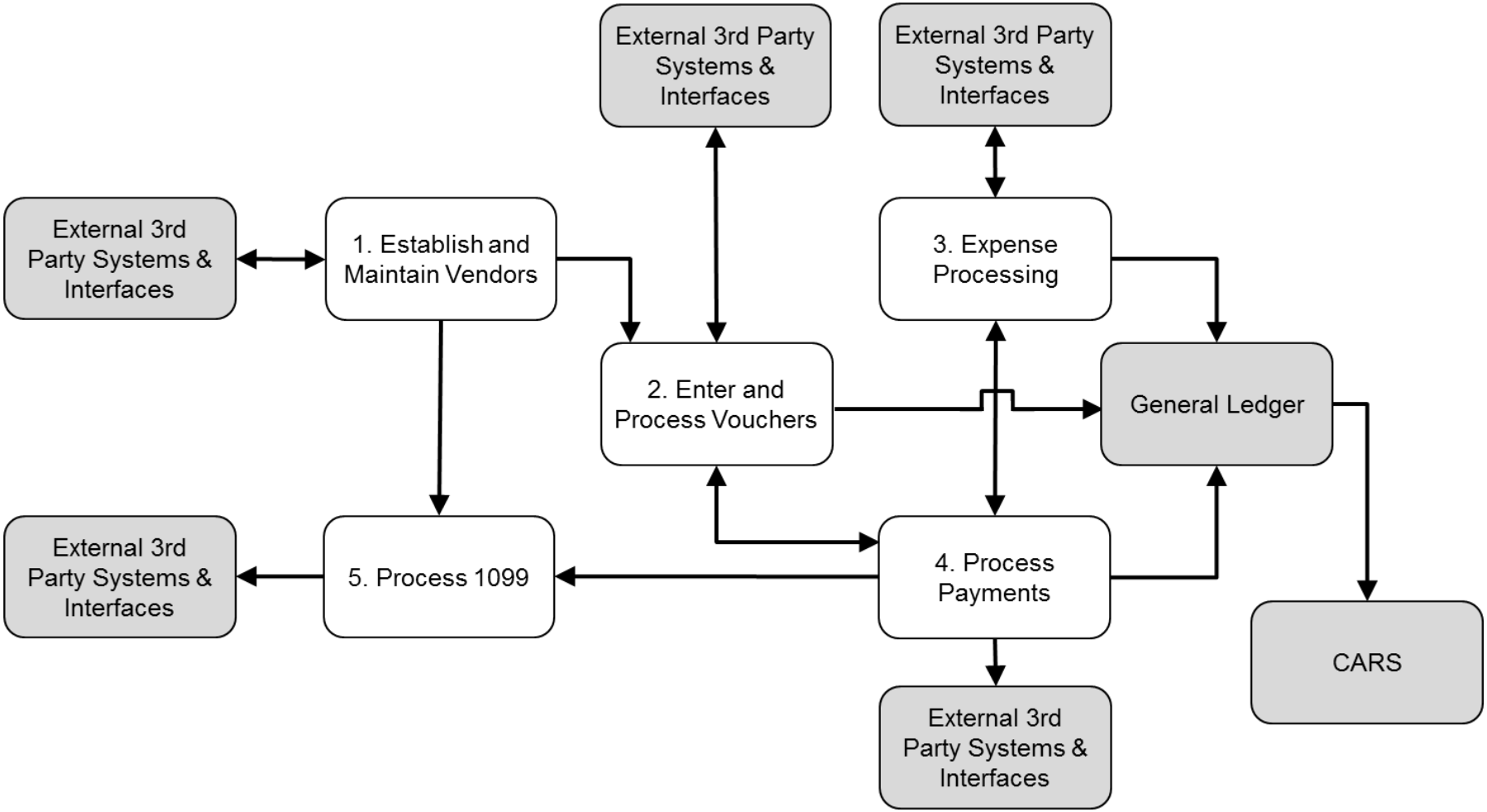
Parent/Child Budget: A tool used to define a budget hierarchy between higher and lower level budgets. A parent budget has one or more child budgets. The budget amounts for all child budgets together cannot exceed the amount of their parent's budget.

Payments: In the Accounts Receivable module, this term refers to funds received from a customer. In Accounts Payable, this term refers to a payment to a vendor. Payments are created by Accounts Payable vouchers that represent invoices submitted by vendors. Payments are also generated for employee Travel and Expense reimbursements or for revenue refunds. Payments may be generated in different forms, like checks or EDI.

SpeedChart / SpeedType: A predetermined Chart of Accounts value string which populates the accounting distribution line when entered on a transaction.

Vendor: Any person or other entity that provides goods or services or receives refunds, including suppliers, federal, state or local government entities and other fiscal payees. All procurement vendors are interfaced from eVA to Cardinal. Non-procurement vendors (also called Fiscal Payees) will be created directly in Cardinal. Employees are not vendors for their own agencies.

Accounts Payable Processes



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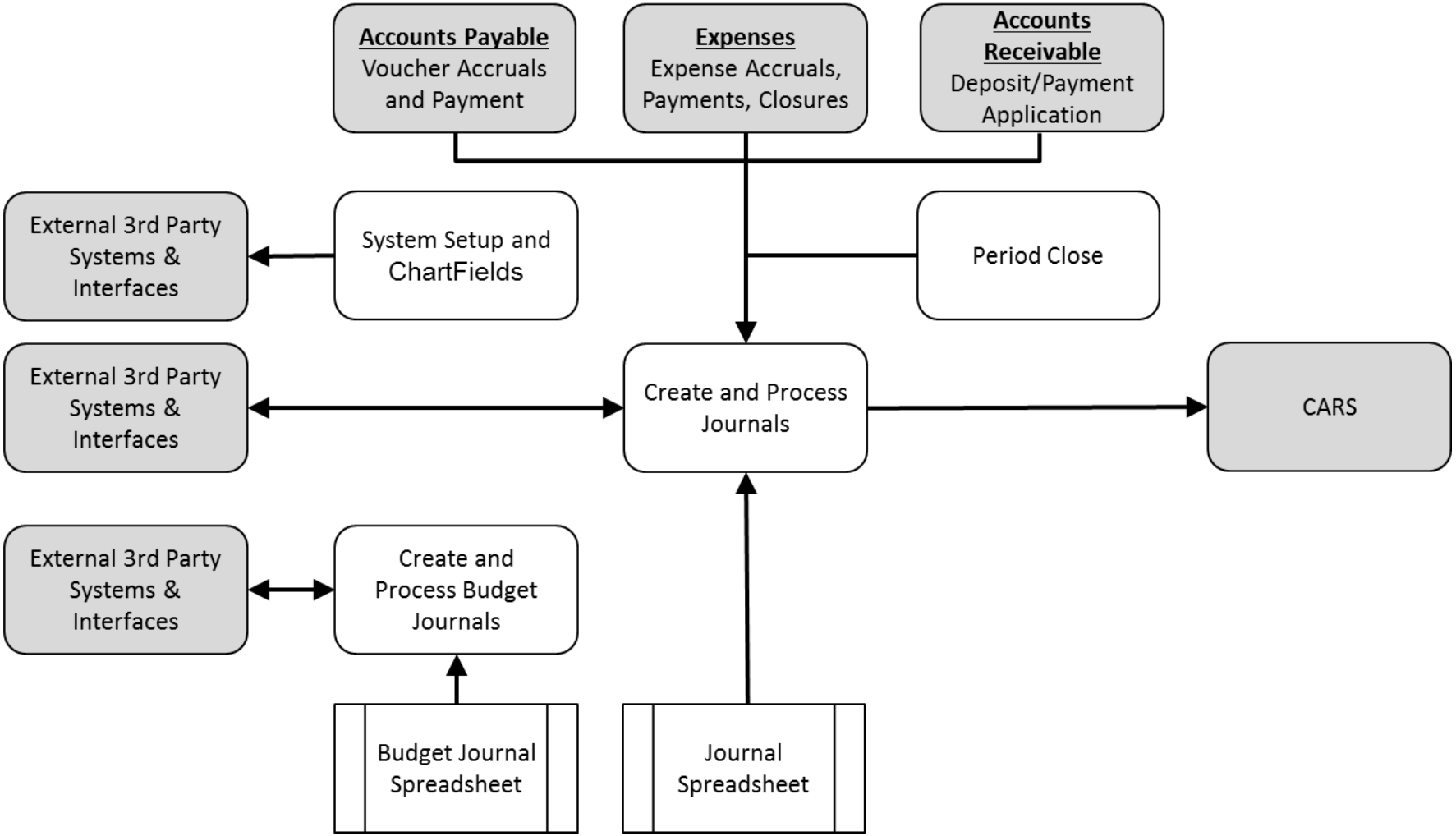
General Ledger Processes



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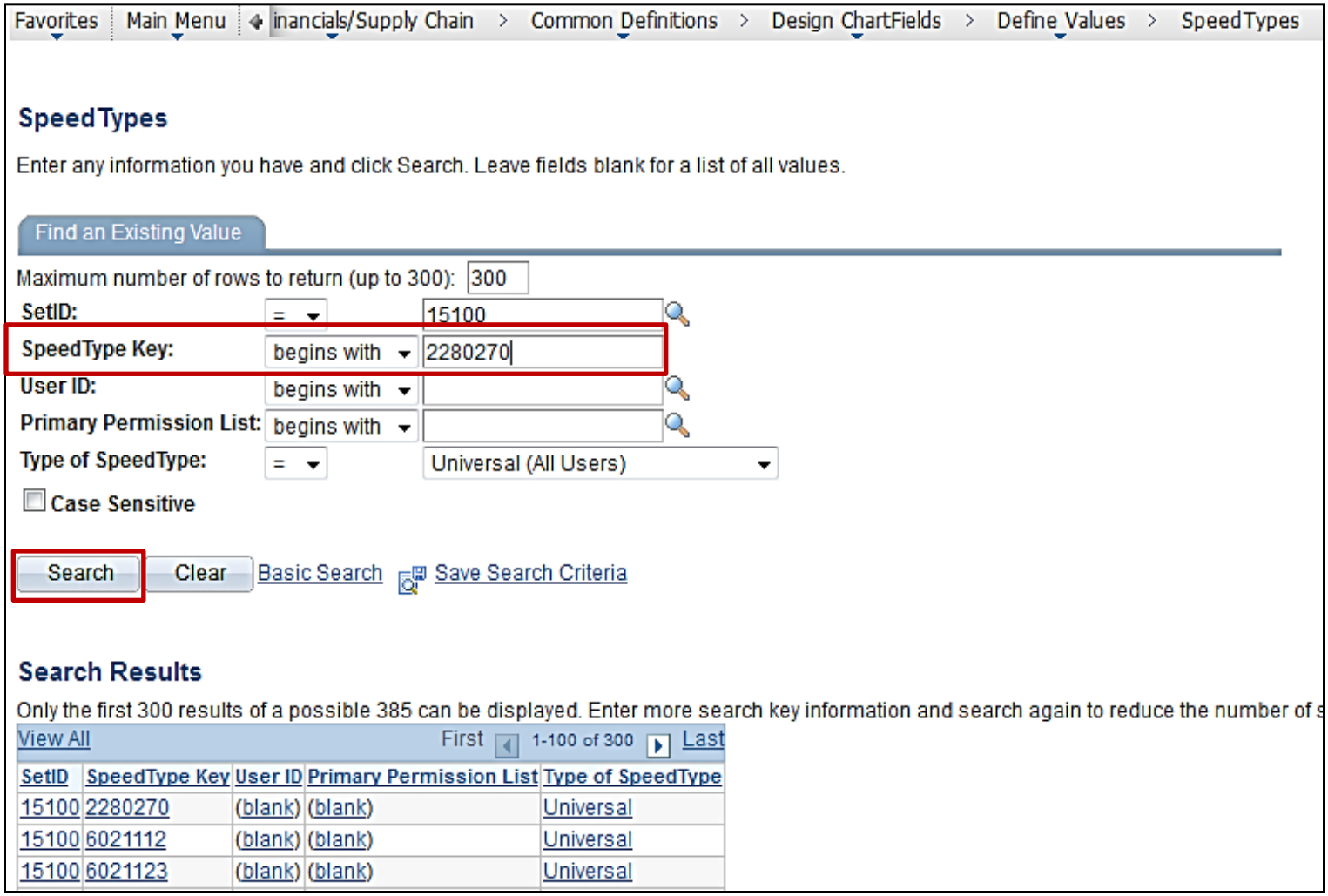
SpeedTypes and SpeedCharts



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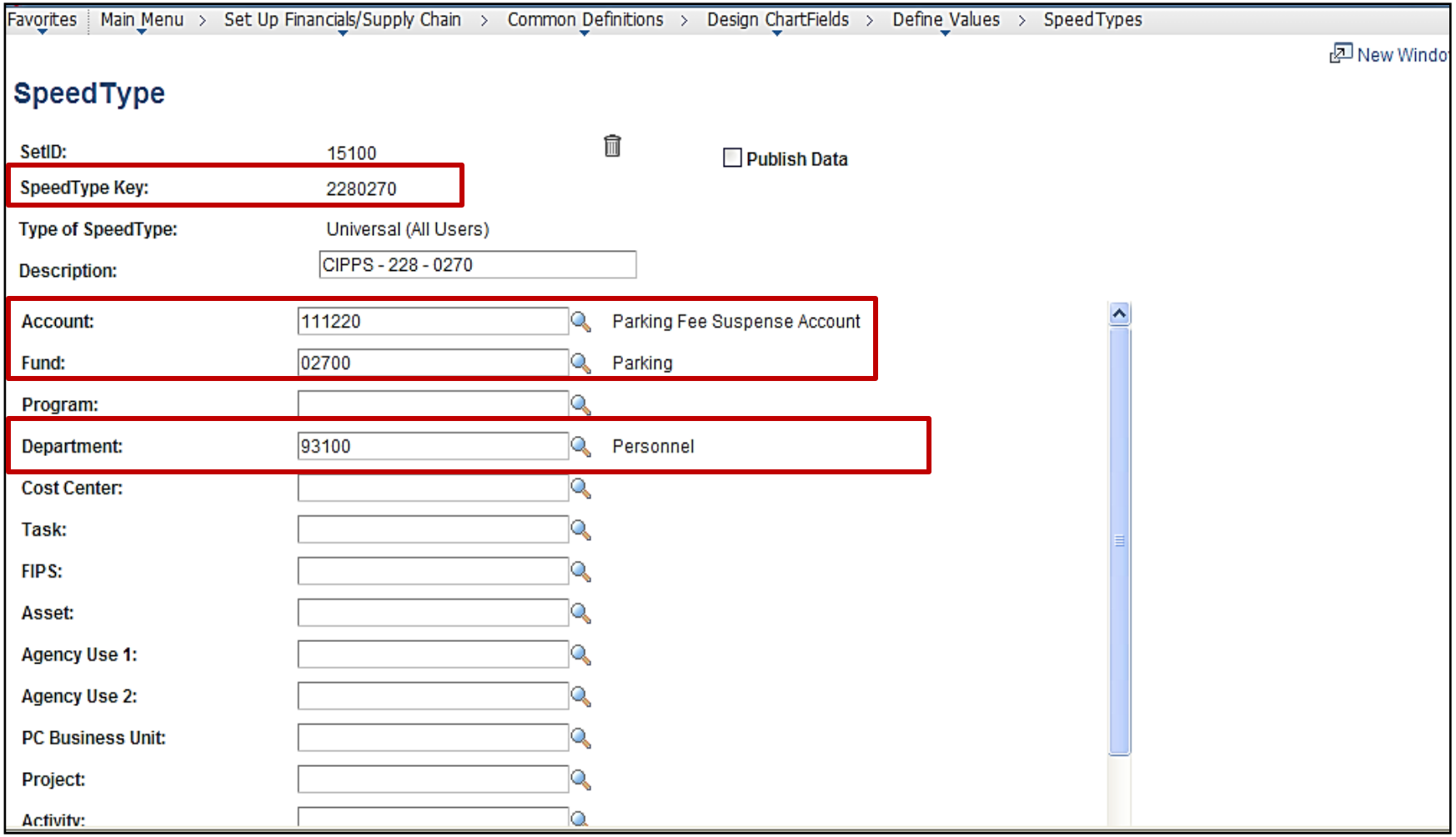
SpeedTypes and SpeedCharts (continued)



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Summary Payment History by Vendor Report

Commonwealth of Virginia

SUMMARY PAYMENT HISTORY BY VENDOR

Page No. 1
Run Date 6/2/2014
Run Time 5:08:05 PM

Report ID: VRAP0998

AP Business Unit: %
Responsible Org: %

Payment From Date: 02/01/2013
Payment To Date: 02/28/2013

AP Business Unit: 50100
Remit Vendor: STATE 0000065384
Bank Code: 1100

Payment Ref	Date	Handling	Status	Remit Addr#	Remit to	Pay Cycle	Seq	Payment Amount	Payment Method
20042237	02/01/2013	Regular Payment	Paid	3	Xerox Corporation	TRCHK	283	1,372.00	Check
20043510	02/13/2013	Regular Payment	Paid	3	Xerox Corporation	TRCHK	291	1,372.00	Check

Total for Check Payments	2,744.00
Total for Bank Account:	2,744.00
Grand Total for ALL Payments	2,744.00
Grand Total for ALL Bank Account:	2,744.00

Click on image to return

Cardinal Trial Balance Report

Commonwealth of Virginia

CARDINAL TRIAL BALANCE REPORT

Run Date: 03/01/2012 Run Time: 11:36 00

Report ID: VGLR001

Page No. 1 of 2

Business Unit :	50100	VA Dept of Transportation	
Fiscal Year :	2012	Accounting Period :	7
Account Details :	Summary	Ledger Selection :	ACTUALS
ChartField Selection :	By BU,Fund	Adj. Period :	

Business Unit	Fund Code	Account	Description	Begining Balance	Net Activity	Ending Balance
50100	4100					
		101010	Cash With The Treasurer Of VA	237,561,287.84	-15,832,540.84	221,728,747.00
		112051	A/R - Federal Government	0	21,153.71	21,153.71
		112052	A/R-Cities, Counties and Towns	417,737.06	-86,655.04	331,082.02
		112053	A/R - State Agencies	845,589.08	-161,318.34	684,270.74
		112054	A/R - Other	10,217,140.48	-533,742.97	9,683,397.51
		112061	A/R Federal-Unbilled	0	0	0
		112062	A/R Localities-Unbilled	0	0	0
		112063	A/R State Agy-Unbilled	0	0	0
		112064	A/R Other-Unbilled	0	0	0
		112070	Allowance For Doubtful Accts	-124,798.35	0	-124,798.35
		131030	Petty Cash Advances	225,000.00	0	225,000.00
		131050	Employee Travel Advance	5,626.73	-635	4,991.73
		153500	Inventory-Materials & Supplies	53,792,522.56	-1,993,252.68	51,799,269.88
		153510	Inventory - Returns	0	0	0
		154005	Prepaid Expenses	-2,572.26	-19,430.91	-22,003.17
		154600	Deferred Charges	1,322,361.40	-110	1,322,251.40
		154601	Petty Cash Operations	-1,065,024.37	0	-1,065,024.37
		154602	Petty Cash-Travel Advances	-29,176.06	0	-29,176.06
		154604	Site Manager A/R Deferred	610,389.16	247,793.62	858,182.78
		183705	Mobile Radios	0	0	0
		183709	Other Equip - Shop	0	0	0
Asset Total :				303,776,083.27	-18,358,738.45	285,417,344.82
		205020	Accounts Payable	7.89	0	7.89

Click on image to return

Budget to Actual by Program Report

Commonwealth of Virginia

Budget to Actual - Program, Department

6	Report ID:	RGL3_003						
7	Layout ID:	VGLR003						
8	Scope:	GL003_LV3						
9	Period Ending:	June 30, 2012						
10	Business Unit:	50100	VA Dept of Transportation					
11	Department:	10015	Fiscal					
14	Program	Description	Lower Level Budget	2012-1	2012-2	2012-3	2012-4	2012-5
16		All Programs						
19		Grnd Trans Pln&Rsrch	0.00	0.00	245,572.07	(171,993.00)	74.87	291.08
24		Hwy Sys Acq&Constrct	0.00	(719.91)	(289,283.95)	150,697.77	(27,986.92)	568,222.45
32		Hwy Sys Maint&Opertn	0.00	25,462.22	(55,188.17)	30,775.54	(7,045.35)	(289,039.03)
33		Fin Asst Grnd Trans	0.00	0.00	0.00	0.00	0.00	0.00
36		Admin&Support Svcs	10,294,317.00	705,755.55	534,624.97	430,477.12	404,813.13	460,532.18
37		Capital Outlay Prjs	0.00	0.00	0.00	0.00	0.00	0.00
38		All Programs	$10,294,317.00	$730,497.86	$435,724.92	$439,957.43	$369,855.73	$740,006.68

Click on image to return

Voucher Online Inquiry

Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher

Display Currency Criteria

Voucher Inquiry Results — Customize | Find | View All | First 1-52 of 52 Last

Voucher Details | Amounts | More Details | Vendor Details

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15100	00000019	FM102	06/25/2012	0000055011	Postable		Not Applicable			JRM-001
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15100	00000021	MP123-E	06/25/2012	0000015099	Postable		Not Applicable			ARMAN GHOD-001
15100	00000022	MP123-F	06/25/2012	0000015255	Postable		Not Applicable			GFS CHEMICALS
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15100	00000025	258953A	06/26/2012	0000017055	Postable		Not Applicable			BEST BUY GOV L
15100	00000026	258954A	06/26/2012	0000017055	Postable		Not Applicable			BEST BUY GOV L
15100	00000027	258955A	06/26/2012	0000017055	Postable		Not Applicable			BEST BUY GOV L
15100	00000028	FM102A	06/26/2012	0000055011	Postable		Not Applicable			JRM-001
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]		Not [illegible]			[illegible]

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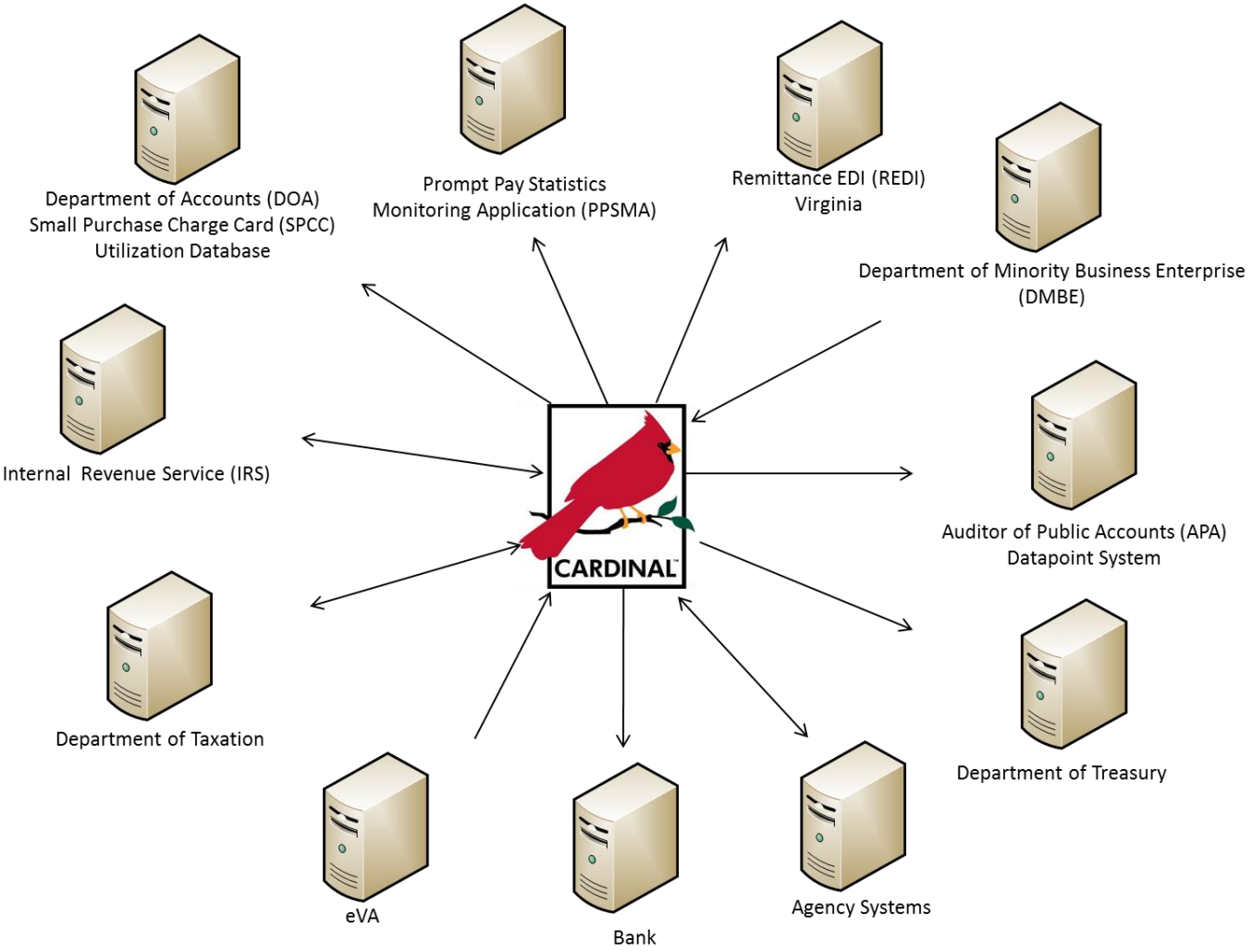
External Interfaces



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Flow Chart Key

FLOW CHART KEY

Step Description	Depicts a process step or interface.	Start	Indicates point at which the process begins. Does not represent any activity.
Batch Process	Specifies a batch process.	End	Indicates point at which the process ends. Does not represent any activity.
Manual Operation	Depicts a process or step that is performed manually.	Document	Depicts a document of any kind, either electronic or hard copy
Decision Outcome	Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.	X	Indicates an On-Page or Intra Process Connector which is used to avoid complex overlapping connector lines or to continue a process on another page.
Entity Name	Specifies an entity (person, organization, etc.).	Budget YE Close GL	Connects steps between business processes.
Process	Depicts a process.		