



Glossary

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| Term | Definition |
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| A | |
| Absence Entitlement | The hours or days of leave an employee has accrued for an absence type |
| Absence Event | The consecutive period of time an employee is absent for the same type of absence. |
| Absence Name | The name given to a specific type of absence. |
| Absence Reason | An additional classification of the absence type for an absence event that further describes the absence, e.g., Jury Duty, Civil, etc. |
| Absence Take | The absence type and amount of time an employee takes for an absence event. |
| Absence Type | The category of absence, e.g., Vacation, Sick, VSDP, etc. |
| Account Code | An account ChartField that categorizes the nature of a transaction as a specific type of revenue, expense, asset or liability. |
| Account Type | A balance sheet or revenue/expenditure account. Account types include asset, expense, liability, transfer, equity and revenue. Account types determine whether balances are carried forward at year-end. |
| Accounting Distribution | ChartField string that defines how a transaction is charged (i.e., which fund, program department, account, etc.). |
| Accounting Period | An interval of time for which an entity accumulates and summarizes transactions. |
| Accounts Payable | Functional area that includes all payment transactions. |
| Accounts Receivable – Funds Receipts | Functional area that includes the processing of all payments received. |
| Accrual Period | The time period for which an employee earns absence entitlements. For example, Vacation is accrued by the pay period; VSDP is accrued by the leave year, etc. |
| Action Code | In Accounts Receivable, an attribute attached to an item that identifies the action that needs to be taken when a specific condition exists, e.g., action codes track the collection status of individual items. |



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| Activity – Project Accounting | A ChartField that identifies the type of work or services performed |
| Ad Hoc Contracts | One time only Procurement contracts that are created outside the normal process. Also known as Release to Single PO Only contracts. |
| Adjustment | A manually entered increase / decrease that may be entered by users with appropriate security access, in various Cardinal modules, e.g., to entitlement balances in Absence Management, Contracts in Procurement, etc. |
| Adjustment Voucher | A voucher that adjusts the accounting distribution of a a previously created voucher without changing the amount or affecting payment to the vendor. |
| Aging | A means of calculating the age of outstanding customer accounts receivable balances. Aging is used to identify delinquent accounts. |
| Allotment Budget | The lower level or child of the Appropriation Budget or parent budget. Allotment budgets cannot exceed their Appropriation or parent budgets. |
| Amendment | An update or change to an existing contract. |
| Analysis Group | A tool used to examine project transactions by grouping analysis types. |
| Analysis Type | A tool used to group transactions for processing and reporting. For example, you could use the Budget and Actual Analysis Types to determine whether actual costs to date on a project are over or under budget estimates. |
| Appropriation Budget | The highest level of budgetary control, established for the Commonwealth to assure spending does not exceed the amount authorized by the General Assembly. |
| Approval | The process of reviewing a transaction, ensuring that it is valid and correct, and marking it approved so it can be processed further. |
| Asset | A ChartField used to track transactions related to a specific piece of property or equipment. |
| Attachment | Additional file(s) that can be attached to Cardinal. |
| B | |
| Batch Processing | A series of programs or jobs that run in sequence, generally without the need for user action. |
| Bid Factors | Weighted questions about a Bidder's or Offeror's products, services, company, etc., that are used to evaluate a bid. |



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| | Header bid factors relate to the overall Event; line bid factors related to a specific line. |
| Bidder / Offeror | Any person or entity who submits a Bid or Proposal on an Event. |
| Bids / Proposals | The response submitted by a Bidder / Offeror in response to an Event. |
| Bill Header | The section of the Bill that identifies: <ul style="list-style-type: none"> • Bill source • Bill Type • Where the bill is going • Customer information • When the bill is sent to the customer • Payment Terms |
| Bill Line | An individual item on a bill that contains descriptive information such as name, quantity, and price. |
| Bill Statement | An Invoice, Statement or Dunning Letter issued to a customer providing information about an account or amount due. |
| Bill Status | A classification that identifies the bill's processing stage: <ul style="list-style-type: none"> • NEW – Bill has just been created. • RDY – Bill is ready for batch processing. • INV – Bill has been processed and is ready to go out. • PND – Bill has been adjusted and is ready for review and approval. |
| Bill To | The customer receiving the invoice. |
| Bill Type | A category of activity that can be grouped together on a bill. |
| Budget Check | The comparison of a transaction to its related budget ledger to ensure its amount does not exceed the controlling budget. Transactions may pass, fail, or pass with a warning. |
| Budget Journal | A transaction that establishes or updates budget amounts in Cardinal. |
| Budget Keys | Key ChartFields that are required for budget journals. They define the ChartFields that are recorded on the commitment control ledgers. Additional ChartFields may also be entered, and they post to the actuals ledger but not to the commitment control ledger. |
| Budget Ledger | A ledger that defines the type of budget (e.g., expenditure, revenue) and the type of transaction (e.g., budget |



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| | encumbrance, expense, or collected revenue) that will be recorded on the ledger. |
| Budget Ledger Group | A group of budget ledgers that have a common structure. Budget ledgers are grouped by budget structures defined by the Commonwealth (e.g., appropriation, allotment, lower level) with a ledger for each type of transaction that will be processed by the structure (e.g., revenue, expenditure). The budget ledger group is attached to the budget structure. The control ChartField defined for each budget structure determines the ChartField values that are subject to commitment control by the structure. |
| Budget Period | The period of time over which budgets are divided. Budget periods can be defined by creating budget period calendars. |
| Budget Structure | A set of processing rules for each budget ledger. |
| Budget Translation Trees | Method used to relate transactions to their proper budget. Budget Translation Trees also provide a convenient means of budgeting at a high level, while using detail level ChartFields in transactions. |
| Business Unit | An operational subset of an organization. In Cardinal, each state agency is an operational subset (or business unit). |
| Buy Event | The purchase of goods and/or services through a Bid, / Proposal or RFP (Request for Proposal). |
| C | |
| Calculate Absence and Payroll Process | A nightly batch or ad hoc HCM (Human Capital Management) process that calculates absence data for the pay period. |
| Calendar Period | The time period to which different types of accounting transactions are posted. |
| Cash Advance Request | A request for an employee to receive cash, in anticipation of business travel expenses. The related reimbursement is reduced by the amount of any cash advanced to the employee. |
| Cash Control Budget | Structure used to verify that adequate cash budget balance is available by Fund, by comparing collected revenue and budget checked expenditures. |
| Chart of Accounts | The accounting structure that sets hierarchies and rollups for financial data. The COA structure and values are maintained in General Ledger and aids in the recording and reporting of accounting information. |



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| ChartField | A field on the Chart of Accounts. It represents one category of data (e.g., Business Unit, Department, Account, etc.), with various values that further define a transaction. A combination of ChartFields defines an accounting distribution used on a transaction. |
| ChartKey | Defines one or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination of fields. |
| Class Field | Federal Information Processing Standards (FIPS) codes used to identify cities, counties and towns. |
| Combination Code | A defined combination of ChartFields. |
| Combination Edit | Rules that determine which ChartField values are required in combination in order for an accounting entry to be posted. |
| Commitment Control | Tool used to enable the tracking or controlling of expenses against budgets and revenues against estimates. |
| Comptroller's Debt Setoff (CDS) | A process used to reduce or offset a payment to a vendor by the amount it owes to a state agency. The Department of Taxation manages the CDS process and provides updates (of adjusted payment amounts) that are loaded into Cardinal. |
| Contract Reference | A page that allows entry of additional contract information (e.g., Resp Org, Contract Category, etc.). |
| Contract Version | A modified contract. Users can see the history of the contract by viewing the different versions of a contract and seeing modifications that have been made. |
| Corporate Contract | A contract used statewide by all state agencies or business units. A non-corporate contract is restricted to use by specific business units. |
| Correspondence Customer | The customer who receives Dunning, Invoices and/or other types of customer documents. |
| Customer | The person or entity responsible for paying for goods and/or services. The four customer types include: <ul style="list-style-type: none"> • Government (Federal, City, County, or Town) • Business • Individual • State Agency |
| Customer Contract | In Project Accounting, an agreement between the department and a customer. |
| Customer Contract Line | In Project Accounting, a tab on the Customer Contracts page that identifies the products and amounts contracted, as well as links to details about the contract and its billing. |
| Customer Contract Line Billing Amount | In Project Accounting, the maximum amount a customer can be billed. |



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| Customer Contract Line Rate Set | In Project Accounting, a field on the contract line that specifies the participation rate applied to expenditures when calculating the billable amount. |
| Customer Contract Line Transaction Identifier | In Project Accounting, a field that associates Federal appropriation codes to the corresponding obligation amount on the Customer Contract Line. |
| Customer Contract Number | In Project Accounting, a number that uniquely identifies the contract. Cardinal auto-generates sequential numbers for all non-federal contracts. Federal contract numbers use the Federal Project Number as the Contract number. |
| Customer Statement | A document that lists customer activity for a period, including billing, payments, and balances. |
| Customer Contract Transaction Limit | The maximum amount a customer can be billed for a specific Transaction Identifier. Transaction Limits are used for Federal Highway Administration contracts. |
| D | |
| Deny | An action taken by an approver to disapprove a transaction. Some modules do not allow a denied transaction to be updated and resubmitted by the originator. The originator must create a new transaction and submit for approval, if appropriate. |
| Deposit Certificate Number | Number manually entered into the Custom Deposit Process page by a manager. The number is associated with a group of deposit IDs generated in Cardinal and is then interfaced to the Department of Accounts and sent to the Department of Treasury. |
| Deposit ID | The unique key reference for deposits in Cardinal. This number is associated with one deposit and can be used as a lookup to view details of a deposit, including control totals and status. |
| Deposit Type | Value used to categorize different types of deposits. The Deposit Type in Cardinal is the same as CARS' multi-purpose code. A Deposit Type must be specified when entering a deposit online. |
| Deposit Unit | The Agency credited with the deposit. |
| Deposits | Payments that have been received and are being processed. |
| Direct Journal Payments | Payments that do not correspond to open receivable items in Cardinal. These payments are directly journalled into Cardinal as cash receipts. |



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| Dunning Letter | A notice to a customer of an account balance that is past due and requires payment. Dunning letters are created by a batch process that runs daily. |
| E | |
| Electronic Payment | Payments transmitted electronically. |
| Employee Profile | Data used to correctly route employee travel authorizations and expense reports through workflow for approval, and also to send related payments to the correct mailing address or bank (if employee is set up for electronic payments). |
| Entitlement | The paid time off (e.g., days, hours) that are available to employees for an absence type (e.g., Vacation, Sick, etc.) |
| eProcurement | A web-based application for procuring goods and/or services. |
| Error | A condition that indicates an exception or warning and that generally prevents a transaction being processed further. |
| eVA | An electronic procurement system used by the Commonwealth to manage the procurement process. eVA is the source for Cardinal procurement vendor information, which is uploaded nightly. |
| Event | See Strategic Sourcing Event |
| Event Format | The form in which the solicitation process occurs: <ul style="list-style-type: none"> • Buy • RFI (Request for Information) |
| Event Type | In the Procurement Module, the means by which a solicitation occurs: <ul style="list-style-type: none"> • IFB (Invitation for Bid) • RFP (Request for Proposal) • RFI (Request for Information) |
| Event Workbench | A tool used to manage an Event, from the creation of the Event to its award. It allows users to view the progression of the Event. |
| Exception | A condition that indicates an error or warning that requires review or attention to a transaction. |
| Expanded Current Earnings | The earnings information that is received from CIPPS (Commonwealth Integrated Payroll and Personnel System) once a payroll has been processed by CIPPS. |



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| Expense Report | The document that details travel or other business expenses incurred by an employee. Once it is approved, it is used to generate reimbursement to the employee. |
| Expense Type | A category of expense (e.g., Lodging, Airline Travel, etc.) that is used on employee Travel Authorizations and Expense Reports to define types of expenses. |
| Express Payment | An alternative to the regular Pay Cycle processing, available to petty cash only. Express Payment processing allows petty cash payments to be created on demand. |
| External Sale – Non-State Agency | Any sale to an entity (e.g., private contractor) or a governmental entity that is not a state agency. |
| External Sale – State Agency | Any sale to another state agency. |
| F | |
| Financial Sanctions Status | A tool used by the United States Treasury to identify vendors that have a status of Blocked and are ineligible for use. |
| Forecasting | In the HCM (Human Capital Management) application, a process that allows an employee to project the anticipated absence entitlement balance to determine whether the balance available will be sufficient for an absence event. |
| Funds Receipt | One or multiple payment(s) that are being processed as a deposit. |
| Frequency-Based Entitlements | The absence hours or days earned at regular time intervals, e.g., vacation earned for each semi-monthly pay period, VSDP (Virginia Short Term Disability Program) earned at the beginning of each leave year. |
| Funds Distribution | The allocation of funds to one or more ChartField account strings. Funds may be allocated to one or more accounting distributions. |
| G | |
| General Ledger | The functional area that provides a collection of accounts (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. |



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| H | |
| Header | The section on a page in Cardinal, containing information that applies to all tabs or pages for a specific transaction, such as status, source, identifying number, etc. |
| I | |
| IFB (Invitation for Bid) | A competitive bidding event type where specified goods and/or services are solicited from Bidders / Offerers. |
| Inquiry | A means of accessing data in the Cardinal database to view-only. |
| Installment Billing | An Accounts Receivable process that invoices customers periodically for a portion of the total amount due. |
| Invoice | In the Accounts Receivable functional area, a bill issued by an agency for goods or services provided to the customer |
| Invoice (Voucher) Line | In the Accounts Payable functional area, the additional information about item(s) included in a voucher. Payment vouchers generally contain item, description, quantity, unit of measure, unit price, and total price information on each line. |
| Invoice Status | An indicator of an Accounts Receivable Invoice's processing : <ul style="list-style-type: none"> • NEW – Just entered • RDY – Ready • PND – Pending • INV - Invoiced |
| ISSP (Integrated Supply Services Program) | A supplier of parts. Every VDOT location has a unique card number that identifies where transactions occur. |
| Item – Accounts Receivable | An amount invoiced to a customer, that the customer's payment(s) are applied against until the invoice is paid in full. |
| Item - Procurement | A good or service provided by a vendor. Each item has a unique identifier or number. |



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| Item Category | A group of similar items. |
| J | |
| Job Data | The information about an employee's position, department, job code and compensation. |
| Journal | An accounting entry used to post transactions to a ledger. |
| Journal Date | A journal's transaction date. |
| Journal Header | The overall journal information that applies to all lines in the journal. |
| Journal ID | A unique, sequentially generated number assigned to online journals, sub-module journals, and interfaced transactions. |
| Journal Lines | The accounting lines entered on a journal that provide the accounting ChartField distribution values and amounts. |
| K L | |
| Ledger | A record of monetary transactions by account (e.g., Budget, Actuals, Modified Accrual, Full Accrual, and Cash). A ledger group is a group that includes ledgers that have a common physical structure. |
| Line Item | In Procurement, a line of a requisition that identifies the item, quantity and contract information. |
| Limit Amount | In Project Accounting, the obligation amount for the specified Transaction Identifier (Federal appropriation code). |
| Ledger Group | Ledgers that share a common structure based on the ledger template. The ledger group has unique characteristics, such as its own base currency. |
| Location | A field that identifies the location (District, etc.) |
| Lower Level Budget | A breakdown of the Appropriation Budget. It can be used by agencies to manage or control agency budgets. |



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| M | |
| Manager Self Service | In HCM (Human Capital Management) application, the entry and approval of time and/or absence requests on behalf of another employee. |
| Match Exception | A condition in which the Matching process identifies inconsistencies between a voucher and its corresponding PO (Purchase Order), receiving record and/or inspection record quantities and/or dollar amounts. |
| Match Rules | A series standards that control the Matching process. Match Rules may require: <ul style="list-style-type: none"> • Two-Way Matching – between the Voucher and PO (Purchase Order) • Three-Way Matching – among the Voucher, PO and receiving record • Four-Way Matching – among the Voucher, PO, receiving record and inspection record. • Tolerances – may allow some minor inconsistencies. |
| Match Workbench | The Cardinal page that displays match exceptions and provides a tool for managing and correcting them |
| Matching | An automated process that compares a voucher to its corresponding PO (Purchase Order), receiving record, and/or inspection record to ensure that the quantities and dollar amounts are consistent. |
| Multi-round Event | A tool used to evaluate RFP (Request for Proposal) offers once the initial proposals are received. Multi-round events may be helpful when substantive changes to an Event are made that require additional input from the Bidders / Offerers, or when a smaller group of Bidders / Offerers has been identified for further negotiation. |
| N | |
| NIGP (National Institute of Governmental Procurement) | A commodity / services code listing that provides standardized identification codes for use when procuring goods / services. |
| Non-PO (Purchase Order) Voucher | See Voucher. |



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| O | |
| Operational Budget | An agency budget structure. An Operational Budget is configured as a child to the Lower Level Budget. |
| Operational Summary Budget | A budget structure used to maintain control of the amount budgeted at the Operational Budget level at a summary level. |
| P | |
| 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. |
| Partial Day | In HCM (Human Capital Management) application, any portion of a day taken for an absence that is less than the employee's scheduled work hours. |
| Payable Time | In HCM, hours that are successfully processed through Time Administration and sent to the employee's supervisor for approval. |
| Paygroup | In HCM, employees that are grouped based on specific characteristics, such as type (hourly or salary) or frequency (bi-weekly or semi-monthly). |
| Payment (Accounts Payable) | In the Accounts Payable functional area, checks or other types of transfers (electronic funds transfers) that are generated by the Accounts Payable functional area, to vendors or other payees. Payments are typically issued either for goods and/or services received from vendors or to reimburse employees for business expenses incurred. Payments are generated in the Accounts Payable functional area. |
| Payment (Accounts Receivable) | In the Accounts Receivable functional area, Funds (via cash, check, electronically transfers, etc.) received by the Agency, |
| Payment Creation Process | A regularly scheduled batch process (part of Pay Cycle) that identifies transactions selected for payment. Generally, vouchers to the same vendor with the same due date are combined into one payment. |
| Pay Cycle | The regularly scheduled batch process that selects vouchers and other payment transactions meeting predefined selection criteria for payment. |
| Payment Handling Code | An element that indicates how a payment should be handled. Users can enter 3rd Party if a payment is made to an alternate payee, Review if the payment requires special review, etc. |
| Payment Hold | An option that prevents a payment from being created, even when the voucher would otherwise be selected for payment. |



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| Payment Offset | <p>A reduction in the amount paid to a vendor. There are two types of offsets:</p> <ul style="list-style-type: none"> - Comptroller's Debt Set Off (CDS) - These reductions are maintained by the Department of Taxation, rather than by each individual agency. Taxation provides information on offsets to Cardinal. - Legally mandated offsets - Tax liens, garnishment or other court ordered offsets require the Agency to reduce the amount of the payment to the vendor, pay the third party identified, and track the offset until the total amount, date, or other specified criteria is met. |
| Payment Predictor | In Accounts Receivable, a tool that matches payments received to open items, and creates payment worksheets based on rules. |
| PCard Feature | The tool that supports employee credit card and ISSP (Integrated Supply Services Program) purchases. |
| PCard Issuer | The financial institution that issued the card. Cardinal interfaces with the Bank Card issuer to import PCard and ISSP (Integrated Supply Services Program) transaction information. |
| PCard Reconciliation | The process that reconciles PCard and ISSP (Integrated Supply Services Program) Cardinal transactions to the monthly PCard and ISSP statements received from the card issuer. |
| Payment Output Process | A regularly scheduled batch process that runs as part of the Pay Cycle. Payment Output Process uses the results of the Payment Creation process to create output files for actual payments. These files include electronic data interface (EDI) payment files, warrant check files, petty cash express checks and positive payment files. |
| Payment Post Process | A regularly scheduled batch process that runs after the Payment Output process. The Payment Post Process creates the Accounts Payable accounting entries used by Journal Generator to generate General Ledger journals. |
| Payment Selection Process | Process in the Pay Cycle that selects vouchers and other items for payment processing. Most payment selection is automatic based on payment configuration, but payments may also be selected manually. |
| Payment Status | In the Accounts Receivable functional area, a code that identifies a payment's status as it is processed. A direct journal deposit has a payment status of Unidentified when entered as a regular deposit, implying that no customer or item is referenced on the payment. The status changes to Directly Journalled when the deposit accounting entries are created and marked complete. |



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| Persistence | The frequency of a vendor's transactions. In Cardinal, all vendors have a Persistence of Regular . |
| Personal Data | An employee's biographical information, such as name, address, employee ID, etc. Cardinal does not use employee social security numbers. |
| Position Data | Information about a position, such as Department ID and Reports To. |
| Posting | The final step in the accounting entry process. When an entry is free of errors, it can be posted. |
| Pre-Budget Checking | An online tool that allows users to check whether funds are available for a voucher. This action is not an actual budget check and does not deduct amounts from the budget. The actual budget check occurs during batch processing. |
| Prepaid | In Project Accounting, funds received in advance of project billing. The prepaid is applied to the Customer Contract and drawn down based on subsequent billed amounts. |
| Pro Forma | In Accounts Receivable, a preview of the Billing Invoice, that allows the user to print and/or view an invoice before finalizing the bill. |
| Procurement | The functional area in Cardinal that manages the purchasing of goods and services. |
| Procurement Contract | A binding understanding between a state agency and a vendor, arising from a strategic sourcing event or purchase requisition. |
| Project | A structure used to track costs, generally over an extended period of time. |
| Project Budget | A tool used to establish funding sources and allocate budgeted amounts for specific projects. |
| Project Costing Business Unit (PCBU) | An operational subset of an agency. |
| Project Costing ChartFields | Chart of Account elements (i.e. ChartFields) that capture project information on a transaction: <ul style="list-style-type: none"> • Project Costing Business Unit (PCBU) • Project • Activity • Source Type • Category • Subcategory |
| Project ID | An auto-generated sequential number used on all project transactions that allows them to be associated with a particular project. |



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| Project Status | A field that determines when budget and expenditure transactions can be entered by specifying whether a project is Pending, Budget Hold, Open or Closed . |
| Project Summary Budget | Establishes a budget structure that maintains control over the amount budgeted for all project dollars. |
| Project Template | Preconfigured project records with specific activities based on Project Type. New projects are created using the predefined project template. |
| Project Tree | A hierarchical structure depicting the relationships of projects to one another. |
| Project Type | A field that identifies the project category, e.g., Administrative, Construction, Capital Outlay, Maintenance, and Research and Planning. |
| Proposal / Bid | A submission of an offer in response to a strategic sourcing event or requisition. |
| Purchase Order | A commitment from an agency to purchase goods and/or services from a vendor. In Cardinal, information from the PO (e.g., vendor, amount, charge distribution, etc.) can be copied into the related voucher or another PO. |
| PO (Purchase Order) Change Order | A change to the PO that affects the Quantity, Price or Ship To fields. |
| PO (Purchase Order) Voucher | See voucher. |
| Push Back | An action that allows an approver to send some types of transactions back to the prior approver for an update or change. |
| Q | |
| Query | A tool used to obtain information directly from the Cardinal database. |
| R | |
| Receivable | An amount owed to the agency from an individual or other entity. |
| Receiving | The process of documenting the receipt of goods and/or services against a PO (Purchase Order). |
| Receipt | A confirmation of the receipt of goods and/or services. |
| Recurring Bill | A bill generated on a set schedule, which allows for the reproduction of part or all of the bill and invoice, by using a template. |
| Remit From | In Accounts Receivable, the customer responsible for payment. |



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| Reported Time | In HCM (Human Capital Management) application, hours recorded on a timesheet and either saved or submitted, but not yet processed through the Time Administration batch process. |
| Reports To | In HCM (Human Capital Management) application, the position (identified by number, not name) that another position reports to. |
| Requestor | The individual who requests that a requisition for goods and/or services be entered into Cardinal. |
| Request for Proposal (RFP) | A competitive negotiation event type that solicits proposals for goods and/or services from Bidders / Offerors. |
| Requisition | An online request for goods and/or services, created from the eProcurement or Purchasing module. |
| Restock | A type of requisition to purchase items that replenish the Web IMS (Inventory Management System) stock. |
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| Revenue Estimate Budget | The revenue estimates for all of the Commonwealth's funds. |
| Ruleset | A structure that defines a group of ChartField values sharing common budgetary attribute(s), such as keys, calendars, and translation trees. Rulesets are used to allow different kinds of budgetary structures to be housed in the same commitment control ledger group. A commitment control budget definition must have at least one default ruleset, but may have many rulesets defined. |
| Run Control ID | An identifier that is used in conjunction with a user's ID to uniquely identify a process. Cardinal does not prompt for saved values the next time the user runs that process. |
| S | |
| Security Role | Means of granting access to Cardinal. Security roles determine what you can view and enter into Cardinal. |
| Schedule | In Procurement, a means of identifying when and where items are delivered. Schedule includes the Due Date , Ship Date , and Ship To . |
| Scheduled Time | In the HCM (Human Capital Management) application, the hours and days an employee is set up to work. |
| Self-Service | The processes used by employees to enter their own Travel Authorization Requests, Expense Reports, Cash Advance Requests, Timesheet transactions, and Absence Requests. |
| SetID | An Identification code that segregates a particular set of rules applicable to a Business Unit. The SetID represents a set of |



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| | control table information or TableSets. It provides an efficient way to share business rules among Business Units. |
| Sold To | In Procurement, the customer who receives the goods and/or services. |
| Solicitation Type | An event classification that specifies the means of procurement. Values include: <ul style="list-style-type: none"> • Emergency • IFB Sealed • IFB Unsealed • Prof Services • Request for Response • Standard Contract • Small Purchase • Sole Source • Step Bidding • Unsealed Contract |
| Sourcing | The process of creating POs (Purchase Orders) from requisitions. |
| Special Pay | An employee payroll payment that is generated by direct entry into CIPPS (Commonwealth's Integrated Payroll and Personnel System) rather than by entry of time into Time and Attendance. Special pays are usually for bonuses or other unique payments. |
| SpeedChart | A shorthand key that auto populates some ChartFields in one or more accounting distributions. |
| SpeedType | A shortcut that auto populates some ChartFields on a transaction. |
| Spreadsheet Journal | A journal created using Microsoft Excel and then imported into Cardinal. Spreadsheet Journals are generally used when there are multiple lines. |
| Stage Payments | Batch processes used by Accounts Payable to generate payments after approved transactions are posted. |
| Standard Bill | In Accounts Receivable, a regular bill created by manual online entry. |
| Strategic Sourcing | The process of soliciting quotes, bids / proposals and/or offers to establish Contracts and/or POs (Purchase Orders). |
| Status | A field that identifies the point to which an item or transaction has been processed. Examples of status include: Pending, Budget Hold, Open, Approved, Denied, Closed, etc. Status options vary, depending on the type of transaction. |



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| Submitted Time | In the HCM (Human Capital Management) application, time that is reported and submitted to Time Administration for batch processing. |
| T | |
| 1099 | See Withholding |
| TableSet | A group of tables or records that define an agency's structure and processing options. |
| Take | In the HCM (Human Capital Management) application, the number of hours or days an employee takes for an absence event. |
| Take Element | In the HCM (Human Capital Management) application, a means of defining rules for allowing an absence type as paid time off. |
| Task Profile | In HCM, a means of charging a specific task to one or more combination codes and/or sets of ChartField values. A task profile may allocate a task to multiple charge distributions by percent or quantity. |
| Taskgroup | In HCM, a group of employees that must complete the same fields when reporting time. All VDOT employees are in Taskgroup VDOT COMREQ . |
| Tax Identification Number (TIN) | A number issued by the Internal Revenue Service that identifies entities (both individuals and companies). Cardinal requires a TIN type (e.g., social security number, employer identification number, etc.) and number for every vendor entered. |
| Telecommuting | A field on the employee timesheet that identifies hours worked while telecommuting. Field value for telecommuting is TELE . |
| Template | A tool that allows transaction (e.g., voucher, requisition, etc.) values to be saved (as a template) rather than processed. Information from the saved template can then be copied into future transactions. |
| Template Voucher | A voucher format that can be saved and reused, when much of the data (vendor information, accounting distribution, etc.) is similar. Template vouchers are created, saved and then retrieved for use as a starting point. |
| Three-Way Matching | A tool that compares quantities and amounts entered on the Purchase Order with those on the related receiving record and voucher, to verify agreement among the three records. |
| Time Administration | A batch process that validates reported time against time reporting rules and generates payable time and/or exceptions to reported time. |



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| Time Reporter | An employee who reports time worked and/or absences. |
| Time Reporter Data | The employee information (e.g., workgroup, taskgroup, etc.) that must be set up before an employee can report time in Cardinal. |
| Time Reporting Code (TRC) | A code used to classify timesheet hours, e.g., RGS – Regular, EOT – Emergency Overtime, CPE – Compensatory time earned, etc. |
| Time Reporting Rules | The standards that Time Administration uses to validate Reported Time, for example: Scheduled overtime for salaried nonexempt employees cannot be reported unless 40 productive hours have been worked in the week. |
| Transaction Identifier – Project Accounting | See Customer Contract Line Transaction Identifier. |
| Transaction Limit – Project Accounting | A field used to establish the maximum amount a customer can be billed for a specific Transaction Identifier. |
| Transaction Type | Category of business event entered in Cardinal. Transaction types provide a means of identifying specific types of transactions for processing. |
| Travel Authorization | A request to approve proposed travel. The travel authorization includes details of the proposed travel and expenses. It can be used to auto populate an Expense Report, when requesting reimbursement for travel expenses. |
| Tree | A hierarchical structure depicting the relationships of a business entity. A tree represents a group of summarization rules or rollups for a particular ChartField. |
| Tree Structure | A tool used to define the groupings and hierarchical relationships between ChartField values in the same database table. |
| Two Step Bid | A procurement event type where an existing supplier is asked to provide a bid to continue providing goods and/or services on an existing contract. |
| Tree Structure | A tool used to define the groupings and hierarchical relationships between ChartField values in the same database table. |



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| Use Sequence – Project Accounting | A field that identifies the order in which each Transaction Identifier (Appropriation Code) is used for Federal billing. |
| User Field 1 | A field that identifies whether the timesheet data has been sent to GL (General Ledger) and PA (Project Accounting) for a specific period. |
| User Field 2 | A field that identifies whether timesheet data has been extracted and sent to CIPPS (Commonwealth Integrated Payroll / Personnel System) in the payroll data for a specific period. |
| User Field 3 | A field that identifies whether timesheet data has been included in the allocation process for a specific pay period. |
| V | |
| Vendor | Any entity (e.g., individual, company, etc.) that provides goods and/or services, or receives refunds. Vendors include suppliers, federal, state and local governments, and other fiscal payees. All procurement vendors are interfaced from eVA to Cardinal. Non-procurement vendors (i.e., Fiscal Payees) are created directly in Cardinal. |
| Vendor Classification | A category of vendor (e.g., Supplier, Board Member, Non-Vendor Payee, Federal Government, State, Government, Local Government, or Foreign Entity). In conjunction with TIN Type, Vendor Classification is used to identify 1099 reportable or withholding vendors. |
| Vendor Location Identification Number (VLIN) | A vendor data standards number used to identify eVA vendors. All procurement vendors are loaded into Cardinal via interface with eVA. Every vendor location in eVA has a unique VLIN. VLINs are stored in Cardinal's Address 3 field of the Vendor record. (Non-procurement or fiscal vendors are created directly in Cardinal and do not have VLINs.) |
| Vendor Name | Legal or full name of the vendor. If the vendor name is different from the legal name, the legal name can be specified as a Payment Alternate Name. |
| Vendor Status | The Cardinal field used to identify the status of a vendor as Approved or Inactive. All vendors are created in the Approved Status. |
| Version History | A means of viewing the complete and detailed history of a contract for changes, attachments, dispatches, collaboration. Every time the contract is modified, versioning control increments the version number by 1. |



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| Voucher | A record that represents a vendor invoice that has been submitted for payment. Once approved, it generates payments to vendors, and sends related accounting entries to Cardinal's General Ledger. Purchase Order Vouchers are associated with other documents (including a receiver and Purchase Order), and must be matched with the associated documents. A non-PO voucher is not subject to matching. |
| Voucher Delete | A process that marks a voucher for deletion, so it can no longer be accessed or processed. Vouchers may only be deleted if they are unposted and are not associated with existing adjustment vouchers. |
| Voucher Header | The part of the voucher that contains information common to all items on the voucher, e.g., vendor information, invoice information, totals, etc. There is one voucher header per voucher. |
| Voucher Line | The part of the voucher that corresponds to the lines on a vendor invoice. Each voucher line includes the item, quantity, unit of measure (UOM), unit price, and total price. Each voucher line also includes at least one Distribution line, which identifies where the item is charged. |
| Voucher Posting | The process that creates accounting entries in an Accounts Payable table and then posts them to General Ledger. Voucher posting is part of a batch process that occurs after vouchers are budget checked and approved. Once vouchers are posted, they can be processed for payment. |
| Voucher Scheduled Due Date | The date a voucher is due for payments. Cardinal automatically calculates the due date in conformance with the Commonwealth's Prompt Pay, unless different terms are specified. |
| Voucher Style | The general purpose of a voucher (e.g., regular or adjustment). Regular vouchers are used to pay vendors. Adjustment and journal vouchers are special purpose vouchers that can be used to adjust a previously created voucher or modify accounting information. |
| W | |
| W-9 | An Internal Revenue Service form use to record a vendor's taxpayer identification number and withholding status. |
| Withholding | A Cardinal term that describes vendors who may be subject to 1099 reporting or tax withholding from payments. |



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| Work Schedule | The days and hours an employee is scheduled to work. Work Schedules are used to validate time and calculate absences. |
| Workflow | A means of routing transactions through Cardinal to the appropriate worklist for review and/or approval. A workflow path may include more than one approval, depending on the type of transaction or other specified criteria. |
| Workgroup | The Time Reporters who share the same time reporting requirements: <ul style="list-style-type: none"> • VDOTEMHRLY – VDOT Emergency Hourly • VDOT EXCEPT – VDOT Executive • VDOTEXTPB4 – Salaried Exempt Pay Band 4 • VDOTEXTPB5 – Salaried Exempt Pay Band 5 and above • VDOTHRLY – VDOT Hourly Employees • VDOTNOEXOT – VDOT Salaried Non Exempt OT Leave Eligible • VDOTNONEXM – VDOT Salaried Non Exempt |
| Worklist | An organized list of items awaiting an approver's attention. The worklist provides a means of viewing, sorting and accessing worklist items. |
| Worksheet | In Accounts Receivable, a tool used to apply a payment to items when the payment is not an exact match for an open item. The worksheet is created to apply the payment. |

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