



501 INTRO101: Cardinal Overview

Web Based Training



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's Security Handbook, located on the Cardinal website, for a list of available roles and descriptions.





Introduction

Cardinal is a standard, web based financial management system. It offers powerful financial processing and reporting capabilities that conform to 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 budget concepts
- Understand key terms such as Chart of Accounts, ChartFields, SpeedCharts and SpeedTypes
- Understand the integration of Cardinal's modules
- Identify 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.



Course Topics

This course includes the following lessons:

- Lesson 1: Cardinal Functional Areas
- Lesson 2: Cardinal Budgets
- Lesson 3: Cardinal Chart of Accounts
- Lesson 4: Cardinal Reports, Queries, and Online Inquiries
- Lesson 5: Cardinal Integration and Interfaces





Lesson 1: Cardinal Functional Areas

This lesson covers the following topics:

- Cardinal Overview
- Cardinal Modules
- Cardinal Processes



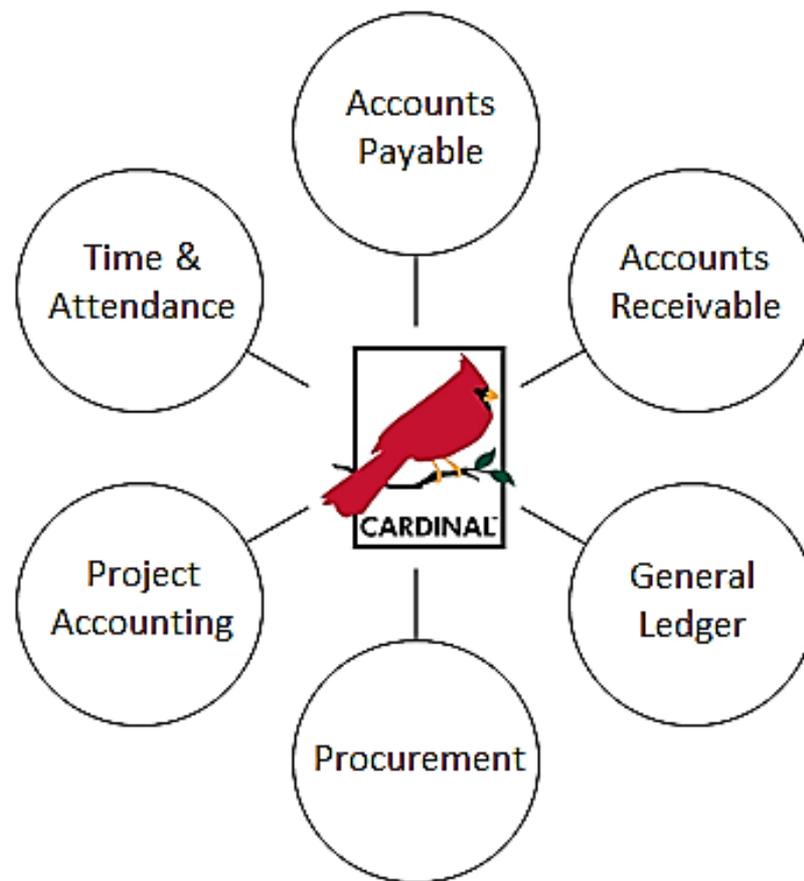
Cardinal Overview

Your agency has implemented six functional areas:

- Accounts Payable
- Accounts Receivable
- General Ledger
- Procurement
- Project Accounting
- Time & Attendance

Each functional area has one or more modules to handle its specific tasks and processes.

Cardinal Functional Areas





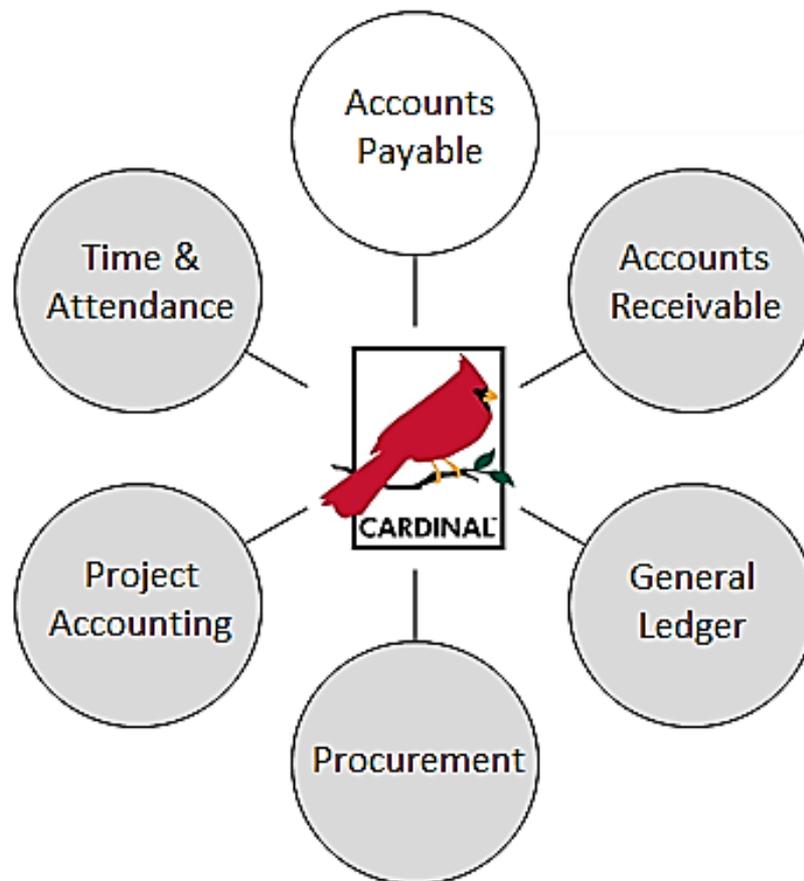
Functional Areas – Accounts Payable

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

Cardinal Functional Areas



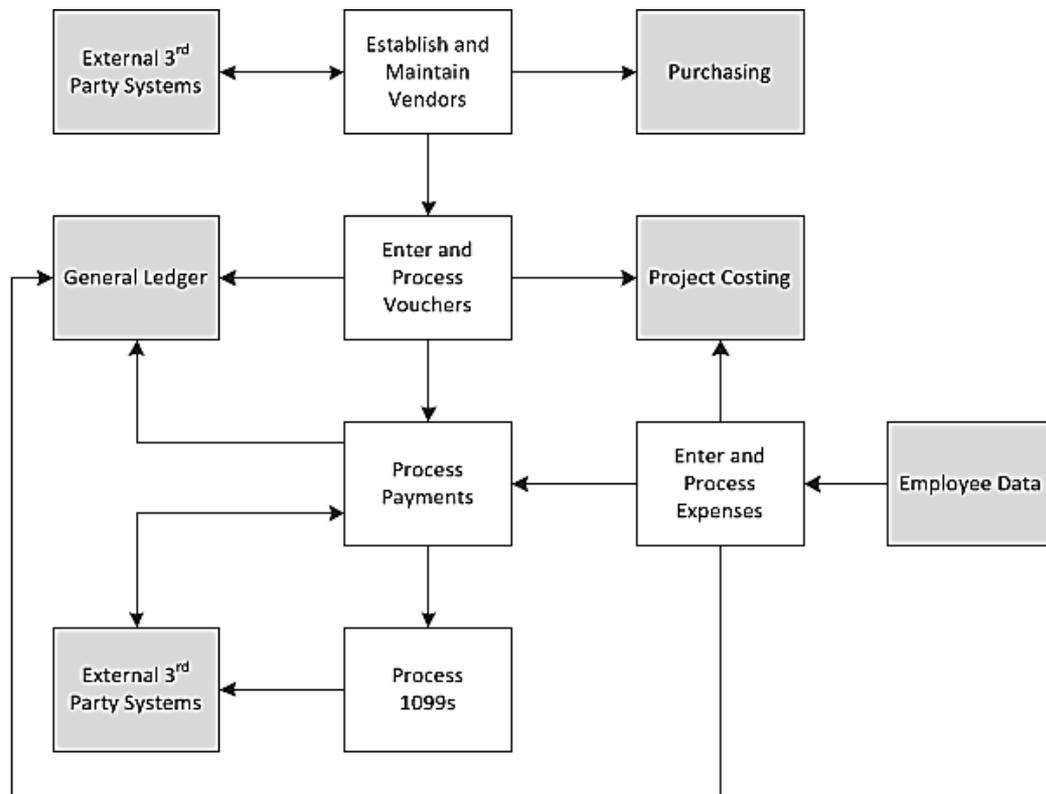


Accounts Payable Processes

Key processes in the Accounts Payable functional area include:

- Establish and Maintain Vendors
- Enter and Process Vouchers
- Process Payments
- Process 1099s
- Process Expenses

More information about Accounts Payable is available in the **501 INTRO110: Accounts Payable Overview** course.



Click on image to enlarge



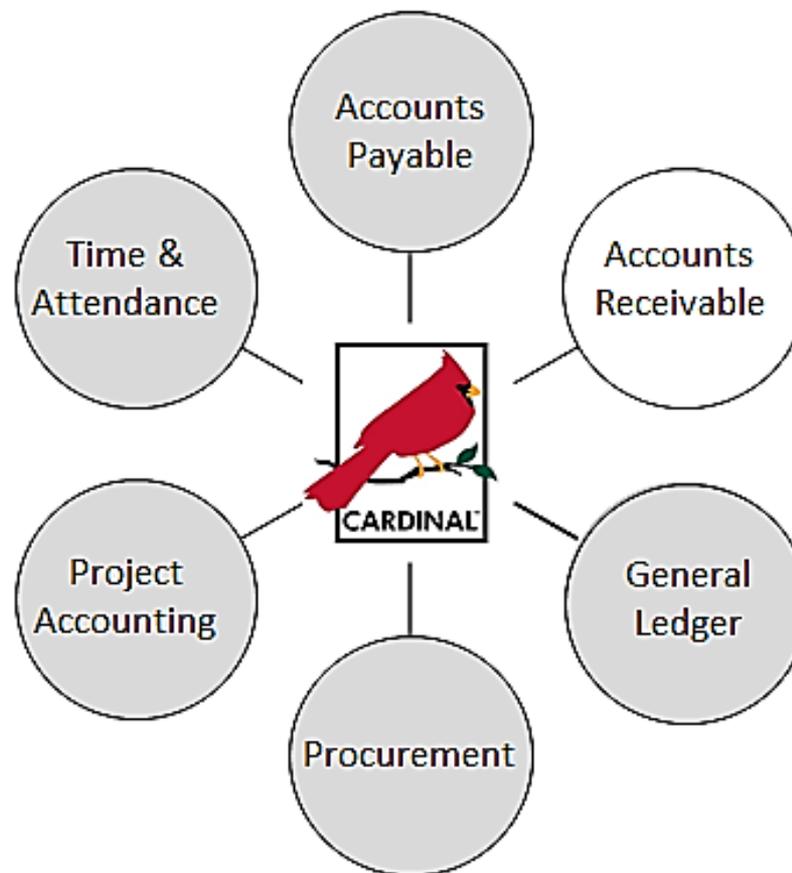
Functional Areas – Accounts Receivable

Accounts Receivable maintains various types of customer accounts (e.g., State and Federal agencies, businesses, individuals, etc.) and manages the billing process.

There are two modules in the Accounts Receivable functional area:

- Accounts Receivable
- Billing

Cardinal Functional Areas



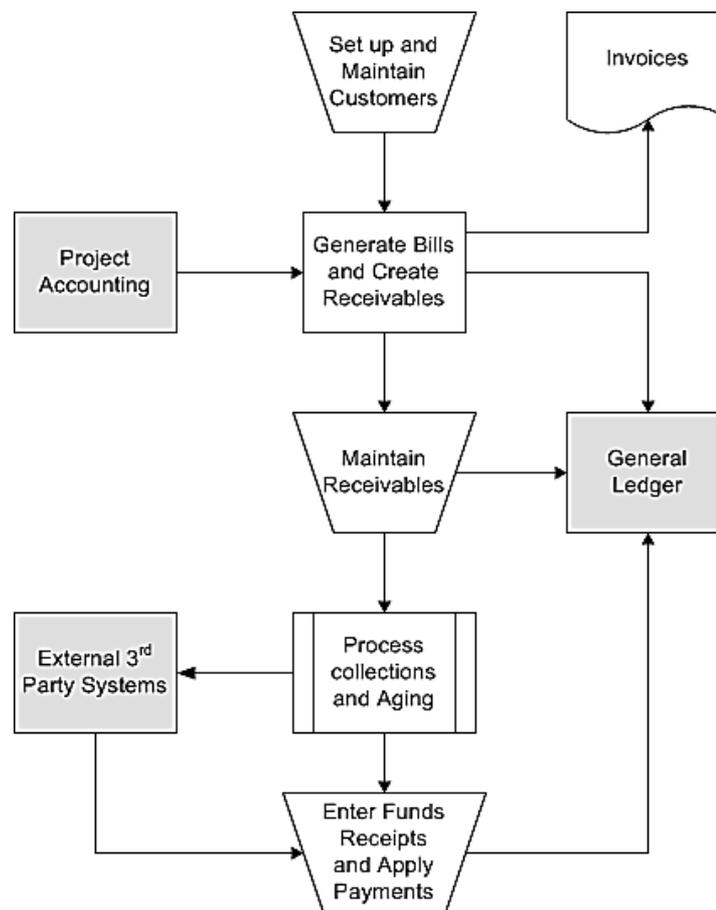


Accounts Receivable Processes

Key processes in the Accounts Receivable functional area include:

- Set up and Maintain Customers
- Generate Bills and Create Receivables
- Maintain Receivables
- Collections and Aging
- Enter Funds Receipts and Apply Payments

More information about Accounts Receivable is available in the **501 INTRO120: Billing and Accounts Receivable Overview** course.



Click on image to enlarge

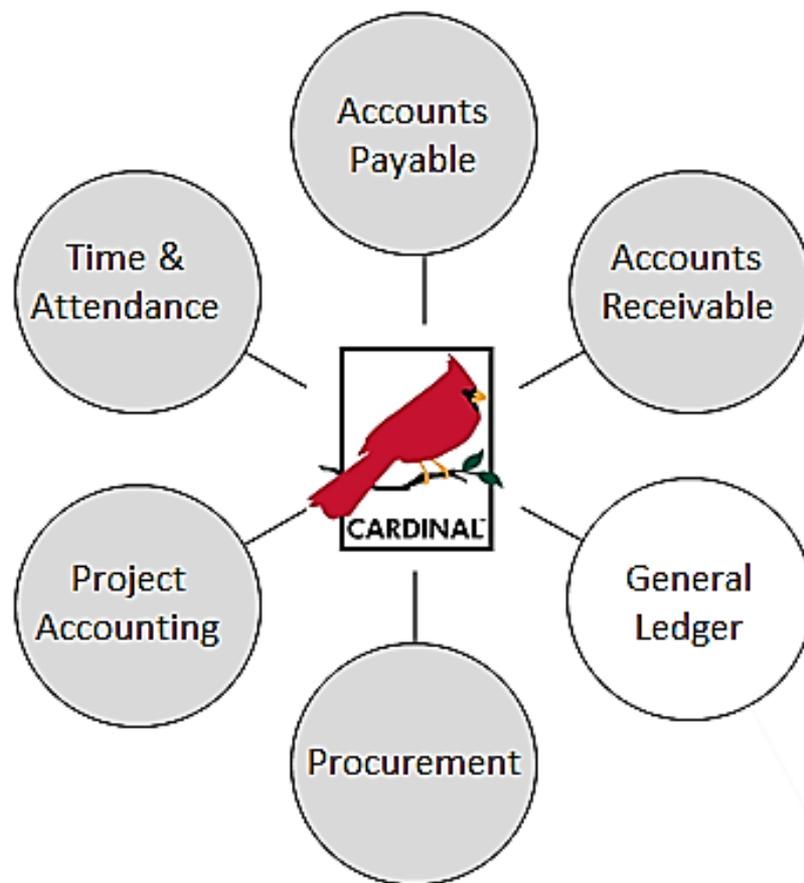


Functional Areas – General Ledger

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



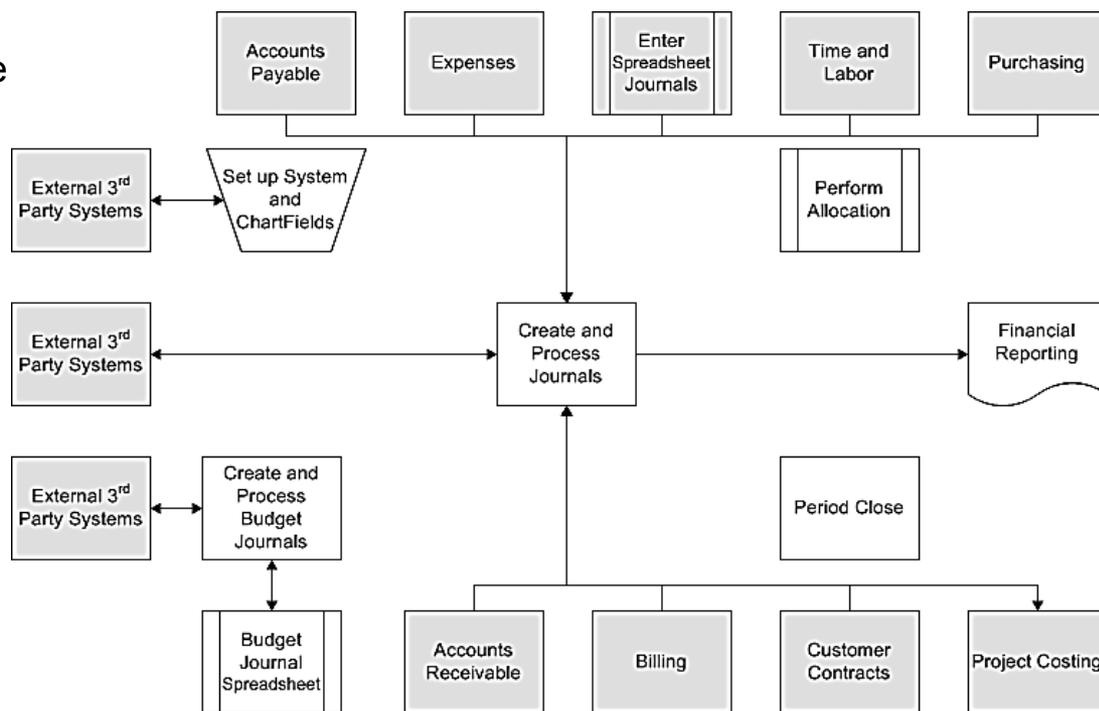


General Ledger Processes

Key processes in the General Ledger functional area include:

- Set up Cardinal's Accounting Structure
- Create and Process Budget Journals
- Create and Process Journals
- Perform Allocations
- Close Periods

More information on General Ledger is available in the **501 INTRO130: General Ledger Overview** course.



Click on image to enlarge



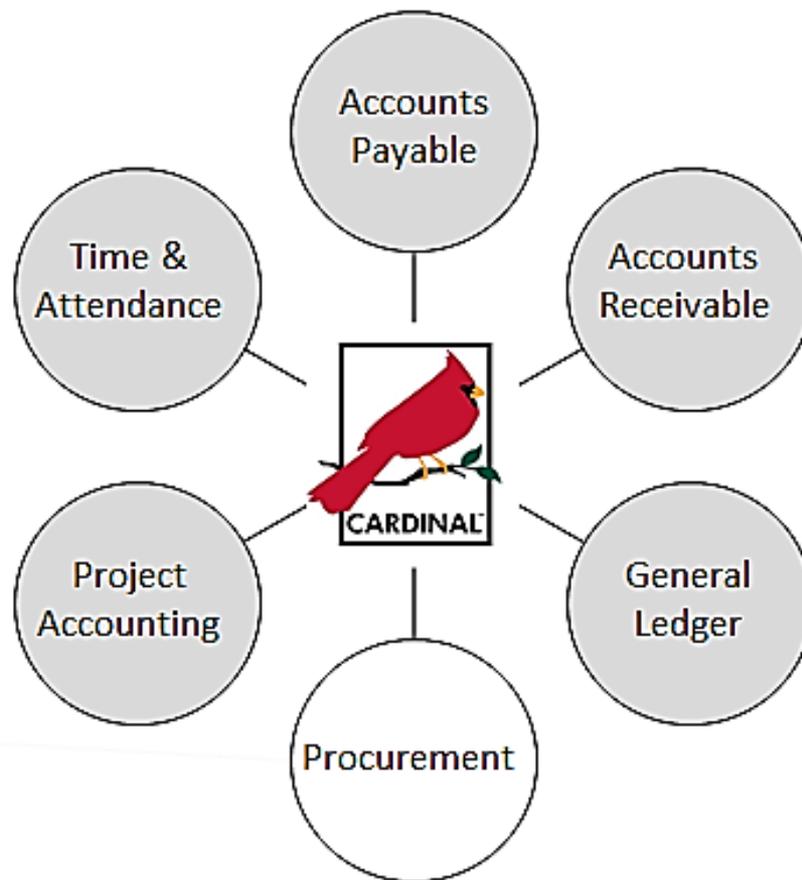
Functional Areas – Procurement

Procurement defines how goods and services are purchased in Cardinal.

There are four modules in the Procurement functional area:

- Purchasing
- eProcurement
- Strategic Sourcing
- Procurement Contracts

Cardinal Functional Areas





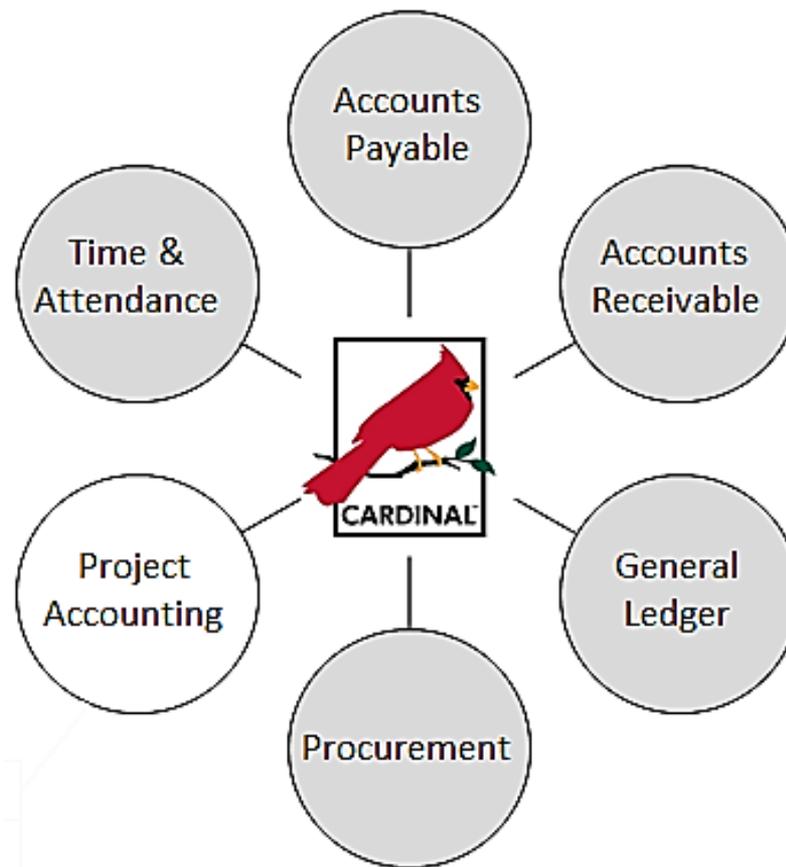
Functional Areas – Project Accounting

Project Accounting tracks project related costs and automatically bills any portion of those costs being paid by other entities.

There are two modules in the Project Accounting functional area:

- Project Costing
- Customer Contracts

Cardinal Functional Areas



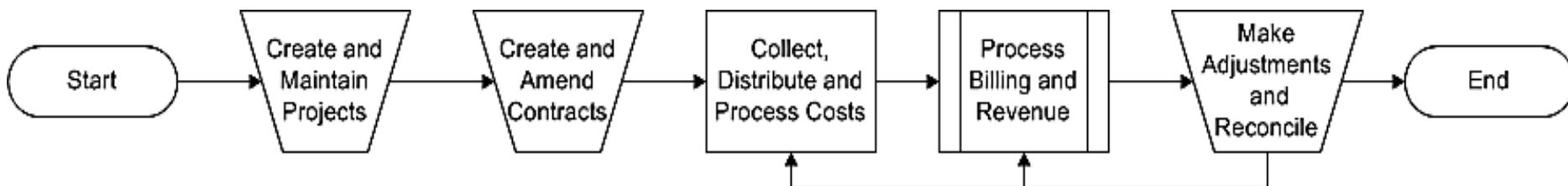


Project Accounting Processes

Key processes in the Project Accounting functional area include:

- Create and Maintain Projects
- Create and Amend Contracts
- Collect, Distribute, and Process Costs
- Process Billing and Revenue
- Make Adjustments and Reconcile

More information on Project Accounting is available in the **501 INTRO150: Project Accounting Overview** course.



Click on image to return



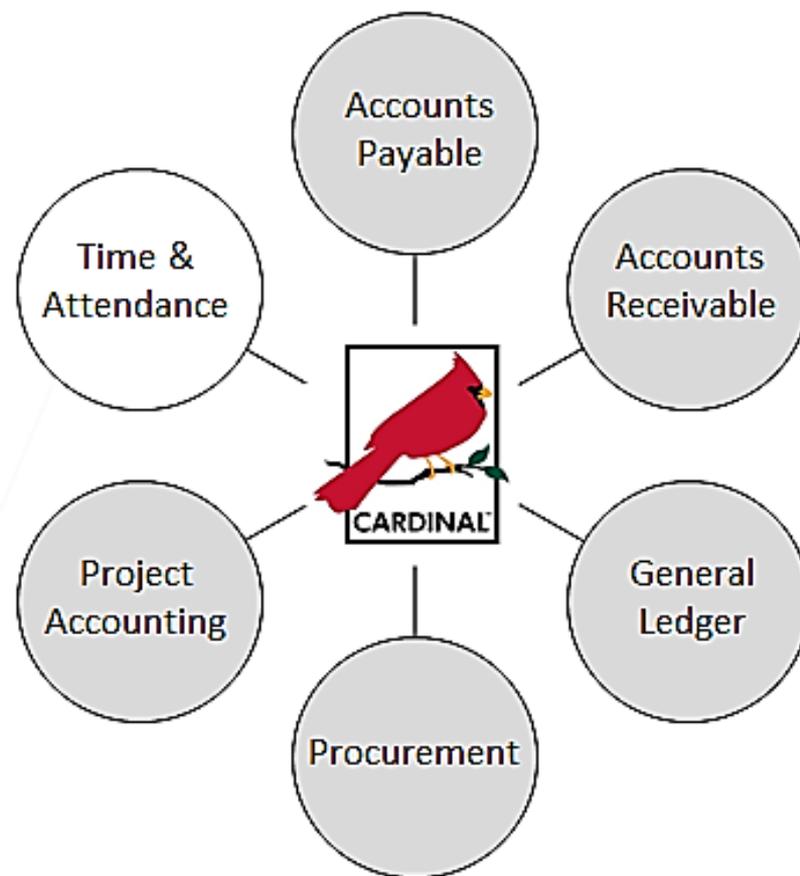
Functional Areas – Time & Attendance

Time & Attendance maintains employee time reporting, absence management, payroll integration, and cost allocation of payroll.

There are two modules in the Time & Attendance functional area:

- Time & Labor
- Absence Management

Cardinal Functional Areas

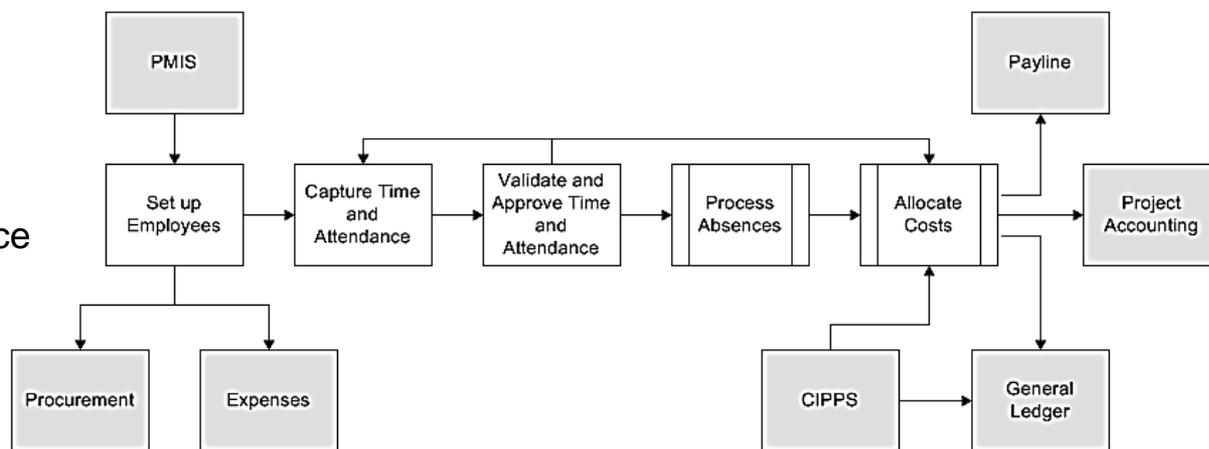




Time and Attendance Processes

Time & Attendance contains several key processes:

- Employee Setup
- Time & Attendance Capture
- Administer Time & Attendance Validation and Approval
- Absence Management Processing
- Payroll Integration and Cost Allocation



Click on image to enlarge

More information on Time & Attendance is available in the **501 TA362: Time & Attendance Employee Self Service** course.



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.



Cardinal includes 6 functional areas: Accounts Payable (AP), Accounts Receivable (AR), General Ledger (GL), Procurement (PR), Project Accounting (PA), and Time and Attendance (TA). Match the functional description to the functional area.

AP

AR

GL

PR

PA

TA



Lesson 1: Summary

In this lesson, you learned:

- Your agency uses six Cardinal functional areas: Accounts Payable, Accounts Receivable, General Ledger, Procurement, Project Accounting and Time & Attendance.
- Accounts Payable includes processes for vendor maintenance, processing vouchers and expenses, creating payments, and 1099 reporting.
- Accounts Receivable includes customer setup and maintenance, billing, receivables maintenance, collections and aging, funds receipt and applying payments.
- General Ledger includes setting up the Cardinal accounting structure, budget journals, journals, and closing periods.
- Procurement includes processes for Requisitions, Contracts, Strategic Sourcing, Purchase Orders, Goods receipt and inspection, and PCard.



Lesson 1: Summary (continued)

- Project Accounting involves project maintenance, contract maintenance, collection, distribution and pricing of project costs, project billing, and revenue.
- Time & Attendance contains processes for employee setup, time and attendance capture, validation and approval, absence management, payroll integration and cost allocation.
- Additional web based and instructor led courses provide more information about these six functional areas and the processes they contain.



Lesson 2: Cardinal Budgets

This lesson covers 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 serves 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 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 link the various budget structures as appropriate.

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).



Agency Controlled Budgets

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.



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

This lesson covers the following topics:

- Chart of Accounts
- ChartFields
- SpeedCharts and SpeedTypes



Chart of Accounts

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.

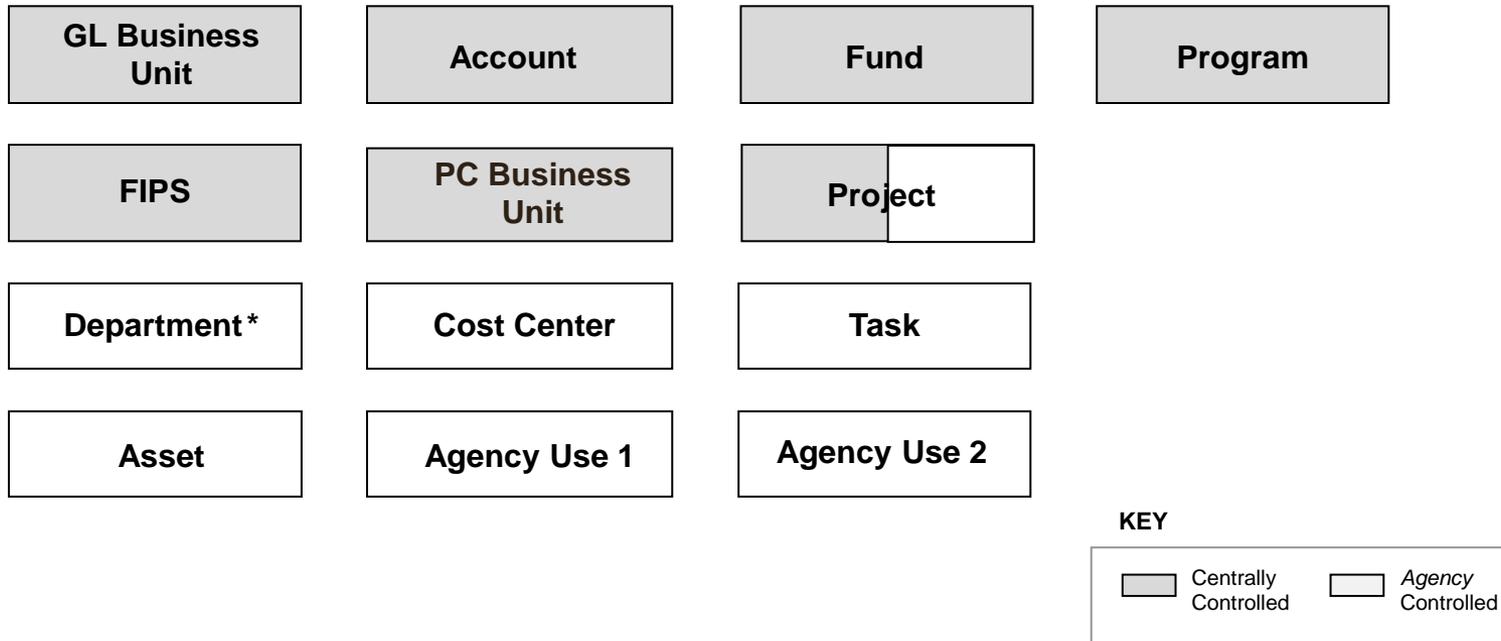
In Cardinal, the Chart of Accounts is designed to:

- Provides a common Chart of Accounts structure that serves as a statewide standard, while providing flexibility for agency-specific needs.
- Build hierarchies and rollups to 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 (e.g., VDOT, etc.), but some are controlled by the central agencies (Department of Accounts, Department of Planning and Budget).



- The Project ChartField is agency controlled except for capital outlay and Commonwealth-wide initiatives.
- The PC Business Unit ChartField is only used on transactions with populated Project ChartFields.



ChartFields

The ChartFields in the Cardinal Chart of Accounts are:

- **General Ledger (GL) 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; VDOT is 50100**).
- **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**).
- **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**).



ChartFields (continued)

- **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**).
- **Task:** The type of work or services performed for non-project (Cost Center) charges (e.g., Annual Leave is **913**). In general, Tasks and Activities will contain the same set of values. Tasks are used in conjunction with select cost centers. Activities are required for all projects.
- **FIPS:** The Federal Information Processing Standards codes that identify cities, counties and towns in the Commonwealth of Virginia (e.g., **Richmond City is 760**).
- **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.



ChartFields (continued)

- **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.
- **Project Costing (PC) Business Unit:** An operational subset of an agency; it is used to identify select project defaults (e.g., statewide is **99999**).
- **Project:** A planned undertaking with a finite beginning and a finite end. Typically it requires both fiscal year and life to date budget and actual reporting (e.g., Upgrade signal at Harry Byrd Hwy & Sterling Blvd is **0000094859**).
- **Activity:** The type of work or services performed for project charges and can only be used on project transactions (e.g., Staff Appraising is **I621**).

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 job aid located on the [Cardinal website](#) under VDOT 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, etc.) 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.

CARDINAL

Favorites | Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > SpeedTypes

SpeedTypes

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

Maximum number of rows to return (up to 300):

SetID:

SpeedType Key: begins with

User ID: begins with

Primary Permission List: begins with

Type of SpeedType: =

Case Sensitive

Search Results

View All First 1-100 of 277 Last

SetID	SpeedType Key	User ID	Primary Permission List	Type of SpeedType
15100	2280270	(blank)	(blank)	Universal
15100	6021112	(blank)	(blank)	Universal
15100	6021123	(blank)	(blank)	Universal
15100	91100	(blank)	(blank)	Universal
15100	91100C	(blank)	(blank)	Universal
15100	91100D	(blank)	(blank)	Universal



SpeedTypes and SpeedCharts (continued)

The **SpeedType** page below shows ChartField values that default at the Department of Accounts (Set ID 15100) when a user selects **SpeedType 2280270**. The SpeedType populates the Account, Fund, and Department ChartFields. Account and Fund defaults are established at a Statewide level and are the same for all state agencies. Your agency may elect to assign default values for some other ChartFields. In the example below, the Department of Accounts (SetID 15100) has established a default of 93100 for Department as well.

You can enter additional ChartField values as appropriate, but should not change the default values.

CARDINAL Home

Favorites | Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > SpeedTypes

SpeedType

SetID: 15100 Publish Data

SpeedType Key: 2280270

Type of SpeedType: Universal (All Users)

Description: CIPPS - 228 - 0270

Account:	111220	Parking Fee Suspense Account
Fund:	02700	Parking
Program:		
Department:	93100	Personnel
Cost Center:		
Task:		
FIPS:		
Asset:		
Agency Use 1:		
Agency Use 2:		
PC Business Unit:		
Project:		
Activity:		



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.



Which of the following is true about SpeedTypes and SpeedCharts?

- Simplifies data entry
- Updates 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

This lesson covers 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 **SW NAV220: Reporting in Cardinal** course. The most frequently used reports and queries are listed in the Cardinal Reports Catalogue located on the Cardinal website under **VDOT Toolbox > Job Aids**.



Running and Retrieving Ad Hoc Reports

Many Cardinal reports can be run ad hoc by the user. 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
- Absence Request History Reports are accessed via Time and Attendance
- Trial Balance Reports are accessed via General Ledger



Ad Hoc Reports – Summary Payment History by Vendor

The **Summary Payment History by Vendor** report is an example of an ad hoc report. It lists payments for a specific vendor during a specified date range. It can be run at a summary level (shown below), which provides **Payment Ref, Date, Status, Remit Address**, etc. or at a detail level, which provides additional information, such as **Voucher ID, Invoice ID, Invoice Date**, etc.

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

CARDINAL		Commonwealth of Virginia		SUMMARY PAYMENT HISTORY BY VENDOR		Page No. 1		Run Date 4/7/2016		Run Time 12:10:10 PM	
Report ID: VRAP0998											
AP Business Unit:	50100	Payment From Date:	04/01/2016								
Responsible Org:	%	Payment To Date:	04/07/2016								
AP Business Unit:	50100										
Remit Vendor:	STATE	0000011252									
Bank Code:	1100										
Payment Ref	Date	Handling	Status	Remit Addr#	Remit to	Pay Cycle	Seq	Payment Amount	Payment Method		
90047943	04/01/2016	Regular Payment	Paid	3	Asplundh Tree Expert Co	TREDI	1,075	56,080.60	EFT		
								Total for EFT Payments	56,080.60		
								Total for Bank Account:	56,080.60		
								Grand Total for ALL Payments	56,080.60		
								Grand Total for ALL Bank Account:	56,080.60		

Click on image to enlarge



Ad Hoc Reports – Absence Request History

The **Absence Request History** report is a Time & Attendance report that lists all absences requested by an employee for a specified date range.

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

Cardinal HCM > Main Menu > Self Service > Time Reporting > View Time > Absence Request History

Cardinal Home | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Time Reporting > View Time > Absence Request History

Absence Request History

Your Name
Your Position

Specify the date range of interest. To retrieve a complete history, leave From and Through dates blank and select the Refresh button. Select the absence name link to view request details. Select edit button to modify or delete the request.

From : Through :

Absence Name	Status	Start Date	End Date	Duration	Edit
Vacation	Approved	09/10/2012	09/10/2012	8 Hours	<input type="button" value="Edit"/>
Vacation	Approved	09/04/2012	09/07/2012	32 Hours	<input type="button" value="Edit"/>
Vacation	Approved	08/29/2012	08/29/2012	3.5 Hours	<input type="button" value="Edit"/>
VSDP Personal Leave	Approved	08/08/2012	08/08/2012	1 Hours	<input type="button" value="Edit"/>
Vacation	Approved	07/13/2012	07/13/2012	8 Hours	<input type="button" value="Edit"/>
VSDP Personal Leave	Approved	06/20/2012	06/20/2012	2 Hours	<input type="button" value="Edit"/>
Vacation	Approved	06/15/2012	06/15/2012	4 Hours	<input type="button" value="Edit"/>
VSDP Sick Leave	Approved	06/11/2012	06/11/2012	3 Hours	<input type="button" value="Edit"/>
VSDP Sick Leave	Approved	06/08/2012	06/08/2012	4 Hours	<input type="button" value="Edit"/>



Ad Hoc Reports – Payment Summary

The **Payment Summary** report is an example of an Accounts Receivable ad hoc report. For a specified date range, it lists all deposits with the individual payments and their status

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										Page No. 2	
PAYMENT SUMMARY										Run Date 07/18/2012	
For 01-MAY-2012 through 31-MAY-2012										Run Time 15:42:45	
Report ID: AR20003	50100\$										
Deposit BU:	Base Amount										
Report Currency:	ALL VALUES										
Deposit ID:	ALL VALUES										
OPRID:	Not Posted										
Post Status:											
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
										=====	

Click on image to enlarge



Ad Hoc Reports – Cardinal Trial Balance Report

The **Cardinal Trial Balance Report** is an example of a General Ledger ad hoc report. It provides the **Beginning Balance, Net Activity, and Ending Balance** for **Assets, Liabilities, Equity, Revenue, Expenses** and **Transfers**.

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, Department

This General Ledger nVision report compares a Department’s budget to its expenditure by Program, showing each month’s expenditures, year to date totals and provide amounts over/under budget in dollars and by percent. You can navigate to the Budget to Actual – Program, Department Report using the following path:

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

In the **Folder** drop down field select **APPROP BUD ACTUAL**; in the **Name** field enter **10015**. Then click the **Refresh** button to access the report.

14	Program	Description	Lower Level Budget	2012-1	2012-2	2012-3	2012-4	2012-5
15								
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&Constret	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
39								
40								

Click on image to enlarge



Public Queries

Cardinal provides queries that extract data directly from Cardinal. You can access public queries via the main menu under Reporting Tools, or through Financials Query-based Reports on your home page.

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

Use **Search By** to locate your query and click **Search**.

The screenshot shows the 'Query Viewer' interface in the CARDINAL system. At the top, there is a blue header with the 'CARDINAL' logo and a breadcrumb trail: 'Favorites | Main Menu > myCardinal Financials > Financials Report Execution > Financials Query'. Below the header, the title 'Query Viewer' is displayed. A instruction reads: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' The form contains several search criteria, each with a dropdown menu set to 'begins with' and an adjacent text input field: 'Query Name', 'Description', 'Uses Record Name', 'Uses Field Name', 'Access Group Name', and 'Folder Name'. The 'Access Group Name' field has a magnifying glass icon to its right. Below these are two more criteria: '*Query Type' with an equals sign and a dropdown menu set to 'User', and 'Owner' with an equals sign and a dropdown menu. At the bottom, there is a note: 'When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMP'. Finally, there are three buttons: 'Search', 'Clear', and 'Basic Search'.



Voucher Error Report

This Accounts Payable query displays vouchers with errors for the specified Business Unit and Responsible Organization. You can display the query on the screen, export it to Excel, or print it. You can navigate to the Query Viewer using the following path:

Main Menu > Reporting Tools > Query > Query Viewer

V_AP_VCHR_ERROR - Voucher Error Report

Business Unit:

Responsible Org (% for All):

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

View All First Last

	Business Unit	Responsible Org	Current Date	Voucher ID	Entry Status	Budget Status
1	15100	99999	07/11/2012	00000039	P	E
2	15100	99999	07/11/2012	00000019	P	E
3	15100	99999	07/11/2012	00000047	R	N

Click on image to enlarge



Online Inquiries

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

Navigation and inquiry methods will vary by module.



Voucher Online Inquiry

This 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 through the following path:

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

Then specify your Search parameters.

The screenshot displays the 'Voucher Inquiry Results' page in the CARDINAL system. The page includes a navigation breadcrumb: 'Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher'. Below the breadcrumb, there are tabs for 'Voucher Details', 'Amounts', 'More Details', and 'Vendor Details'. The main content is a table with the following columns: Business Unit, Voucher ID, Invoice Number, Invoice Date, Vendor ID, Entry Status, Accounting Entries, Match Status, Payment Information, Scheduled Payments, and Short Vendor Name. The table contains 11 rows of data, all with a 'Match Status' of 'Not Applicable'.

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		<input type="checkbox"/>	JRM-001
15100	00000020	MP123-D	06/25/2012	0000015050	Postable		Not Applicable	<input type="checkbox"/>		RAINBOW GR-001
15100	00000021	MP123-E	06/25/2012	0000015099	Postable		Not Applicable	<input type="checkbox"/>		ARMAN GHOD-001
15100	00000022	MP123-F	06/25/2012	0000015255	Postable		Not Applicable	<input type="checkbox"/>		GFS CHEMICALS
15100	00000023	MP123-G	06/25/2012	0000016229	Postable		Not Applicable	<input type="checkbox"/>		NORTHFIELD TEL
15100	00000024	258952A	06/26/2012	0000017055	Postable		Not Applicable		<input type="checkbox"/>	BEST BUY GOV L
15100	00000025	258953A	06/26/2012	0000017055	Postable		Not Applicable		<input type="checkbox"/>	BEST BUY GOV L
15100	00000026	258954A	06/26/2012	0000017055	Postable		Not Applicable		<input type="checkbox"/>	BEST BUY GOV L
15100	00000027	258955A	06/26/2012	0000017055	Postable		Not Applicable		<input type="checkbox"/>	BEST BUY GOV L
15100	00000028	FM102A	06/26/2012	0000055011	Postable		Not Applicable		<input type="checkbox"/>	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.
- You can use Query Viewer to search for and view a public query in Cardinal. Cardinal executes public queries directly against the database.
- 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 **SW NAV220: Reporting in Cardinal** course. The most frequently used reports and queries are listed in the Cardinal Reports Catalogue located on the Cardinal website under **VDOT Toolbox > Job Aids**.



Lesson 5: Cardinal Integration and Interfaces

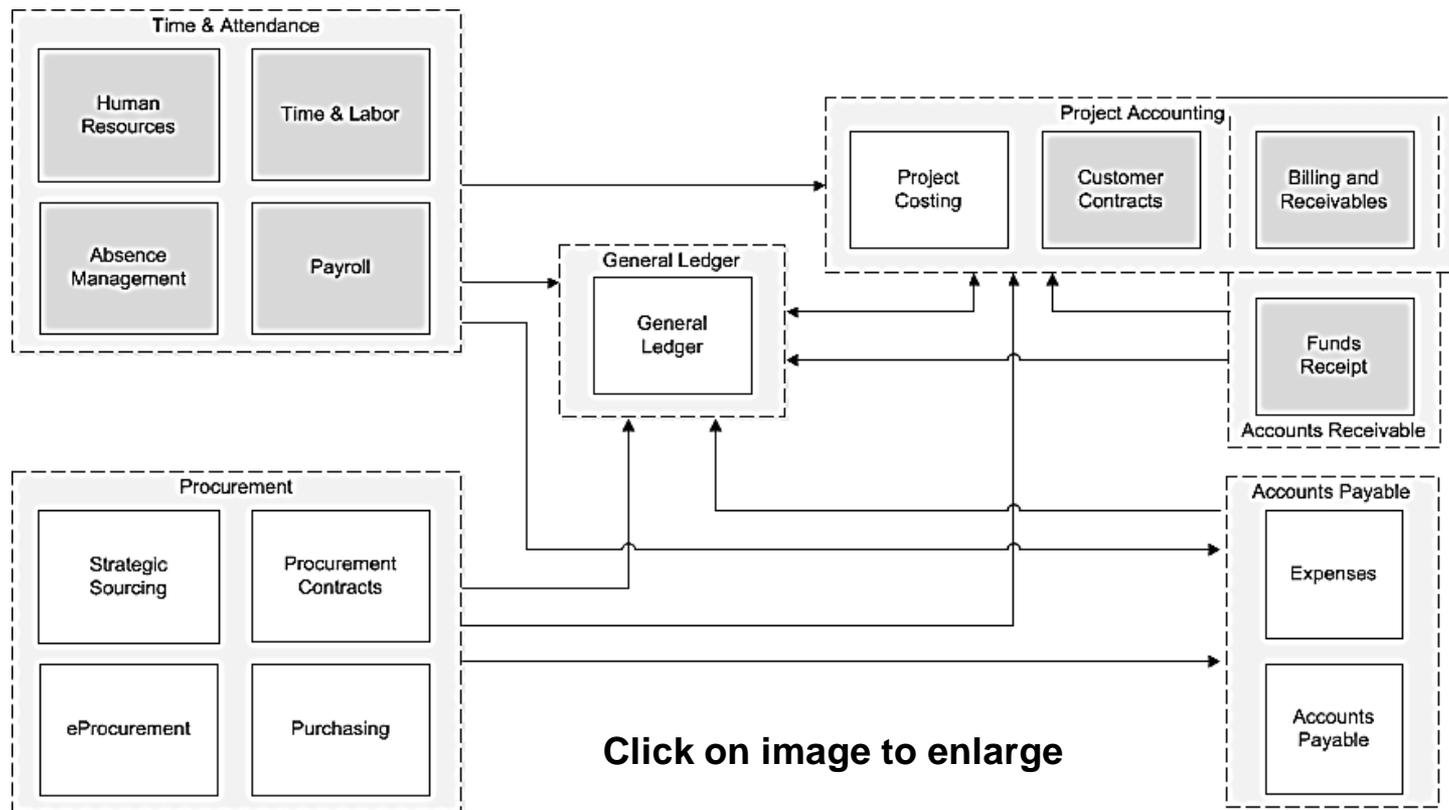
This lesson covers the following topics:

- Cardinal internal module integration
- Cardinal external systems interfaces



Module Integration

There are multiple integration points among the different Cardinal modules. The data you enter is often used by multiple modules and functional areas. For example, the timesheet data you enter into the Time and Labor module is sent to both Project Costing and to General Ledger. Because data is shared, its accuracy can affect multiple areas. This diagram shows some of the integration points among Cardinal modules.



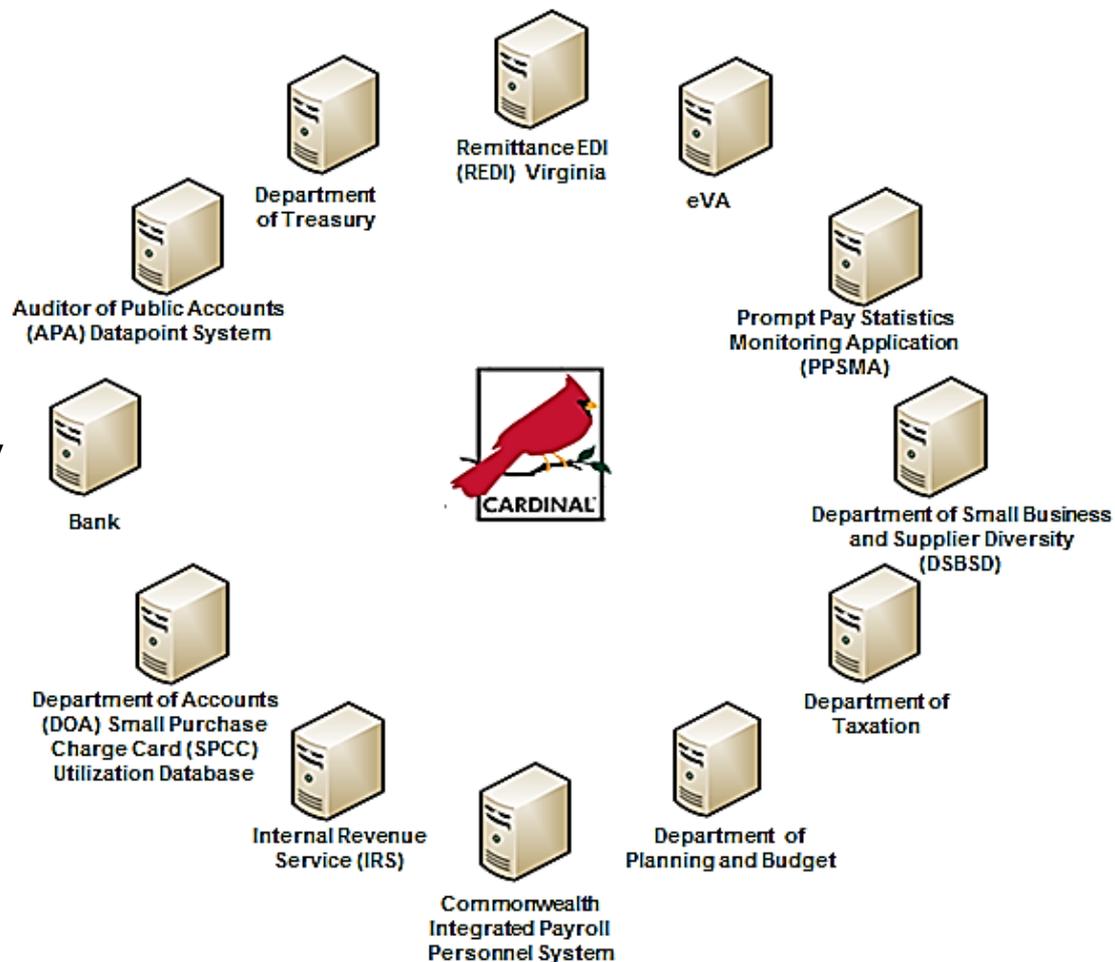
Click on image to enlarge



External Interfaces

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

- Department of Treasury
- Department of Planning and Budget
- eVA
- Banks
- Small Business and Supplier Diversity
- Department of Taxation
- Internal Revenue Service
- Auditor of Public Accounts
- Department of Accounts
- Commonwealth Integrated Payroll Personnel System



Click on image to enlarge



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, General Ledger Procurement, Project Accounting and Time & Attendance.
- 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 to:

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



Course Evaluation

Congratulations! You successfully completed the **501 INTRO101: Cardinal Overview** course. Please use the evaluation link to assess this course.

[Click here to access the survey](#)

Once you have completed and submitted the survey, close the survey window. To close the web based training course, click the 'X' button in the upper right corner.





Appendix

- Key Terms
- Diagrams and Screenshots
- Flowchart Key



Key Terms

Account Code: An account ChartField that categorizes the nature of a transaction as a specific type of revenue, expense, asset, or liability

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.



Key Terms (continued)

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

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.

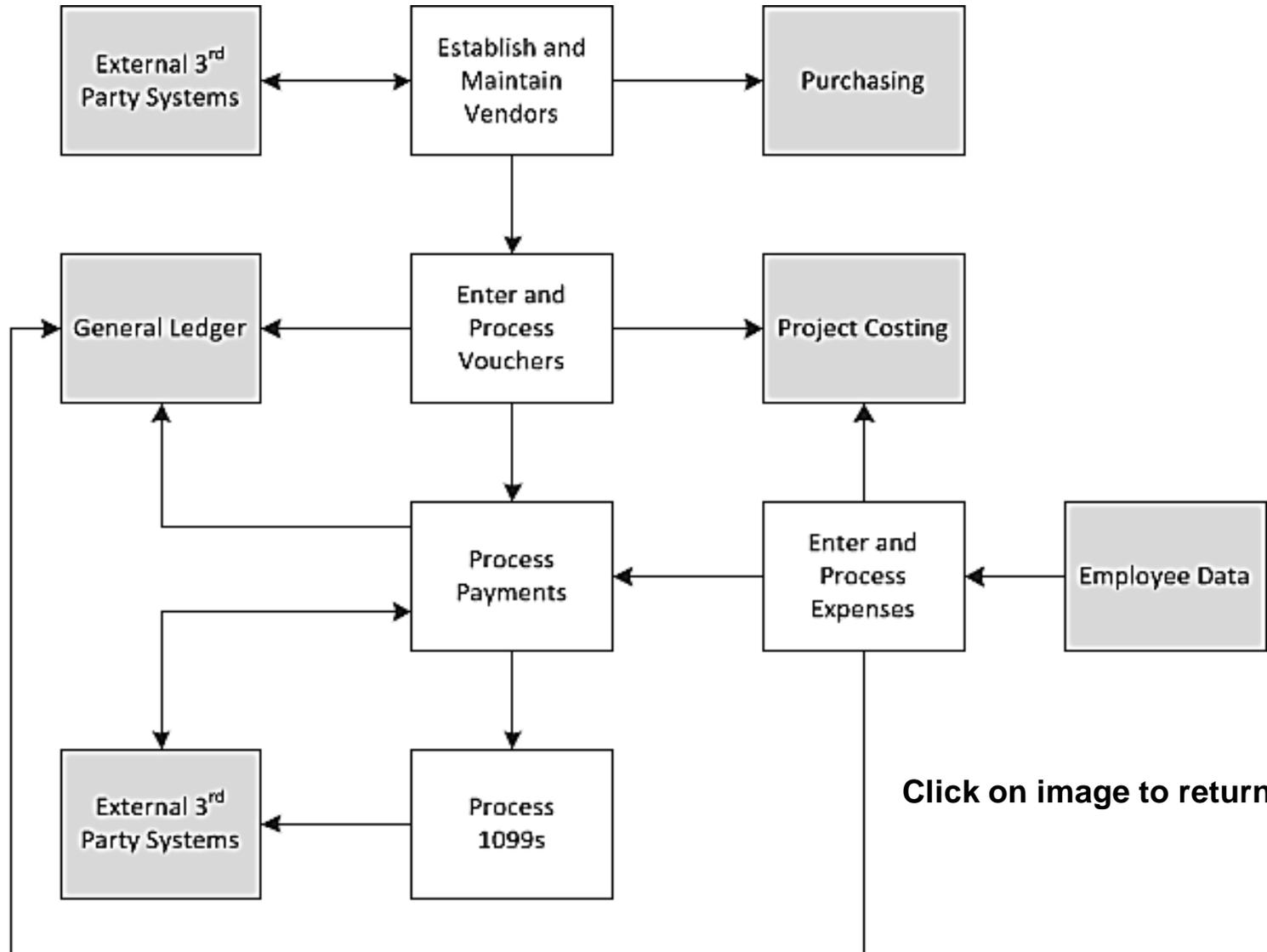
Payments: In the Accounts Receivable module, this term refers to funds received from a customer. In Accounts Payable, this term refers to a payment to a vendor. Payments are created by Accounts Payable vouchers that represent invoices submitted by vendors. Payments are also generated for employee Travel 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.

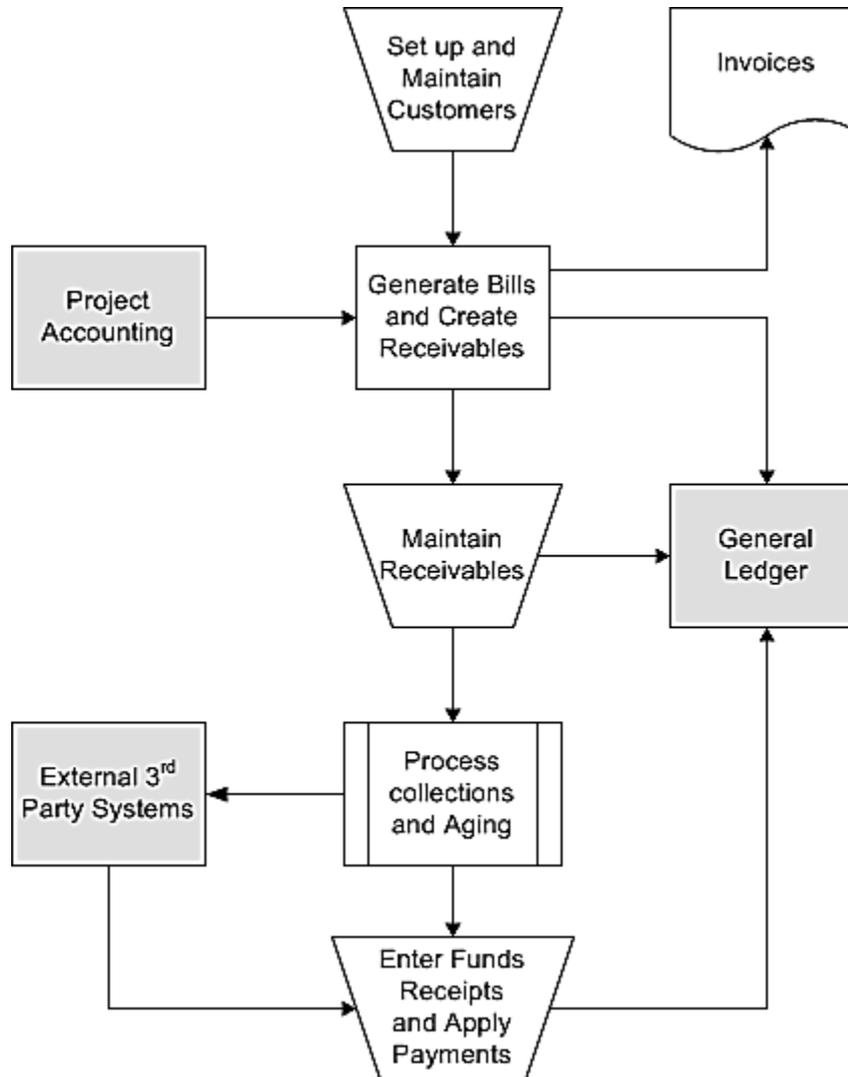


Accounts Payable Processes





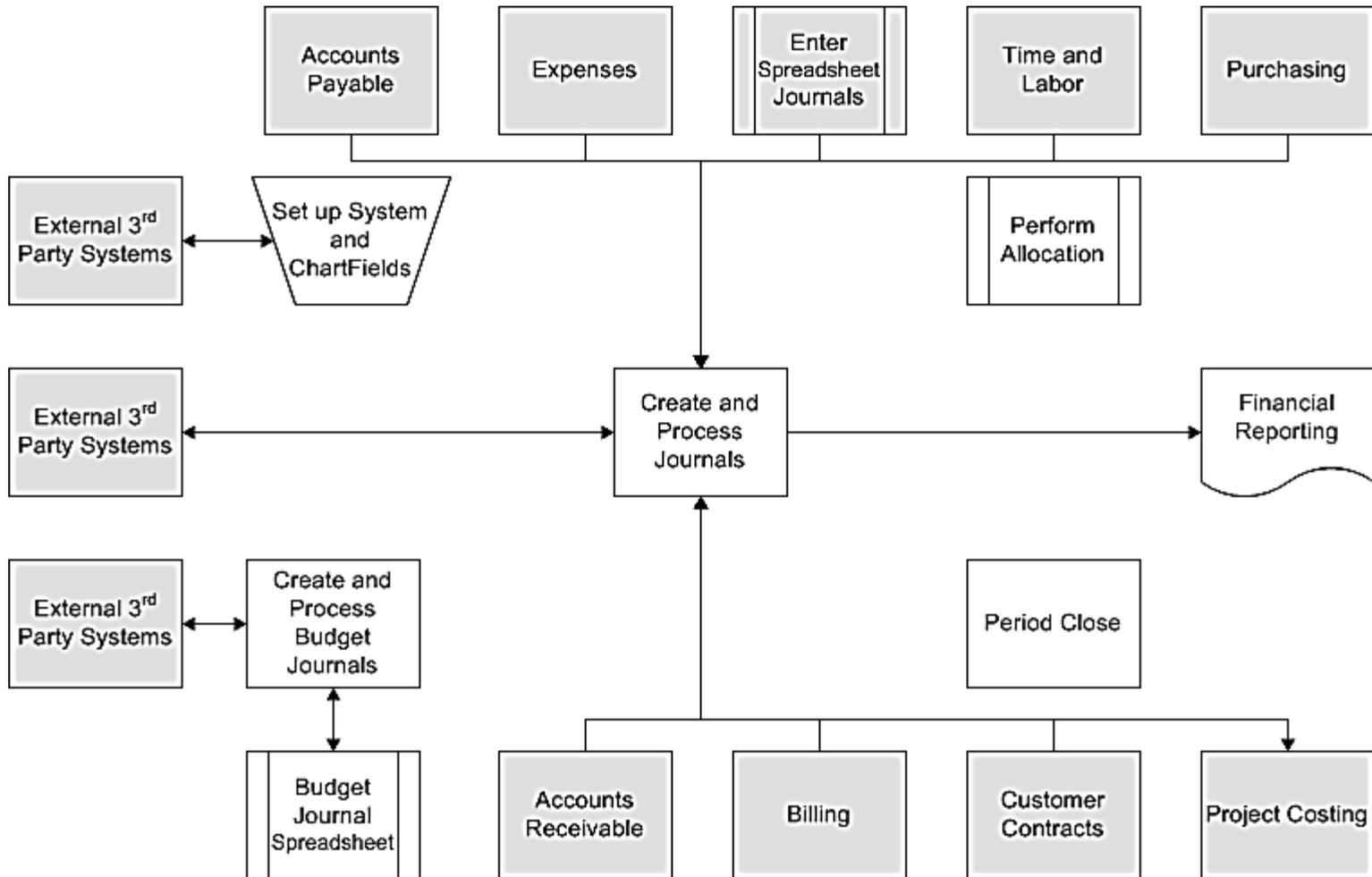
Accounts Receivable Processes



Click on image to return



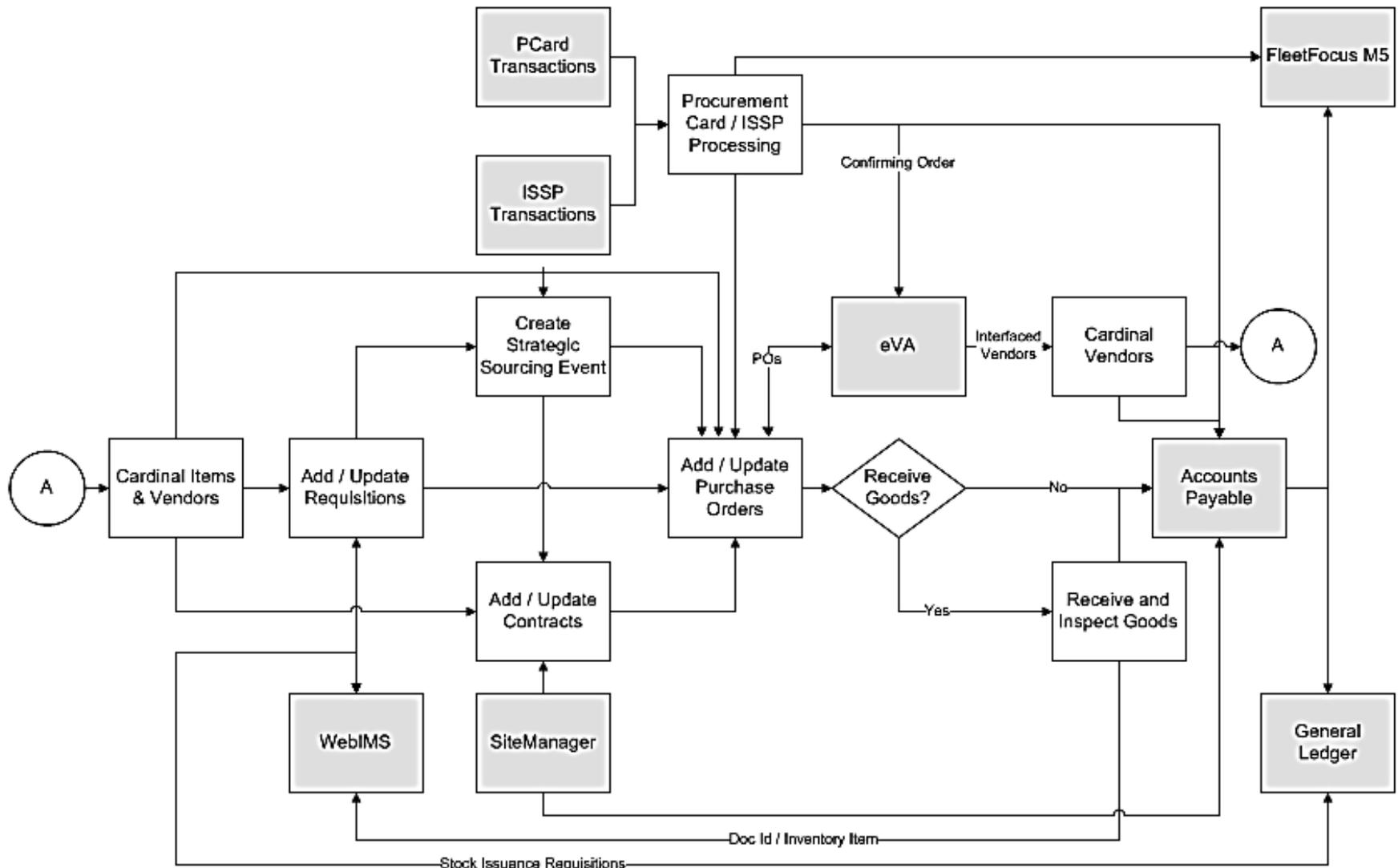
General Ledger Processes



Click on image to return



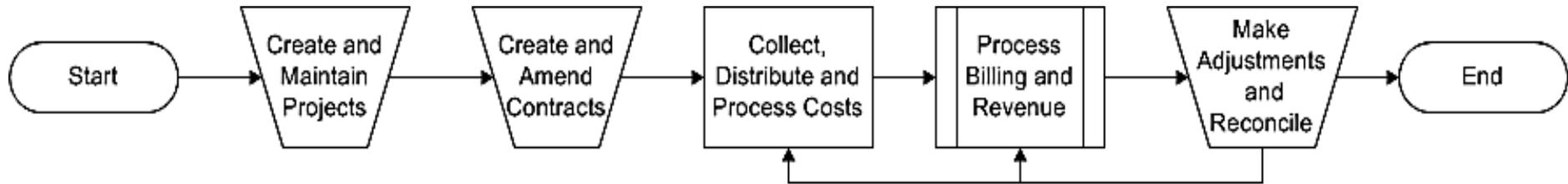
Procurement Processes



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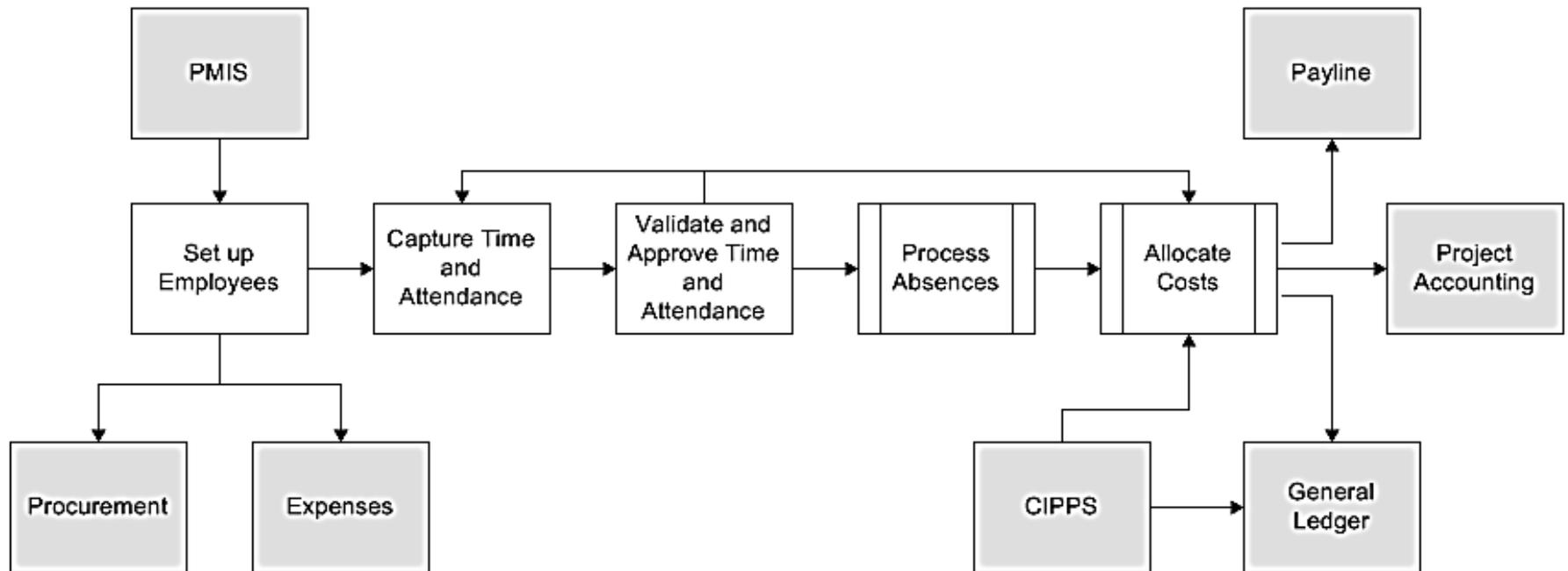
Project Accounting Processes



Click on image to return



Time and Attendance Processes



Click on image to return



Summary Payment History by Vendor

ORACLE Report ID: APY2000 PeopleSoft Accounts Payable Page No. 4
SUMMARY PAYMENT HISTORY BY VENDOR Run Date 7/18/2012
 Front: 01/01/2012 To: 06/30/2012 Run Time 5:55:16 PM

Remit Vendor: STATE 0000026154
 Payment Currency: USD
 Bank Account: 1100

Payment Ref	Date	Handling	Status	Remit to	Pay Cycle	Seq	Payment Amount	Document Sequence
90002556	04/25/2012	RE	Paid	E. V. Williams, Inc. P O BOX 65128 VA10060176 EVAAND0755 VIRGINIA BEACH 00765516 VA 23467-5128 United States	TREDI	110	93,679.17 USD	
90002744	05/03/2012	RE	Paid	E. V. Williams, Inc. P O BOX 65128 VA10060176 EVAAND0755 VIRGINIA BEACH 00765516 VA 23467-5128 United States	TREDI	116	120,000.00 USD	
90002784	05/04/2012	RE	Paid	E. V. Williams, Inc. P O BOX 65128 VA10060176 EVAAND0755 VIRGINIA BEACH 00765516 VA 23467-5128 United States	TREDI	117	151,941.34 USD	
							Total for EFT Payments	2,474,698.55 USD
							Total for Bank Account:	2,474,698.55 USD
							Total For Currency	2,474,698.55 USD

End of Report

Click on image to return



Payment Summary

Report ID: AR20003		PeopleSoft Receivables		Page No. 2
Deposit BU: 50100		PAYMENT SUMMARY		Run Date 07/18/2012
Report Currency: Base Amount		For 01-MAY-2012 through 31-MAY-2012		Run Time 15:42:45
Deposit ID: ALL VALUES				
OPRID: ALL VALUES				
Post Status: Not Posted				

Entry Dt	Dep BU	Deposit ID	OPRID	Asn 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

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	Beginning 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



nVision Reports – Budget to Actual by Program, Department

3			Commonwealth of Virginia					
4			Budget to Actual - Program, Department					
5								
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					
12								
13								
14	Program	Description	Lower Level Budget	2012-1	2012-2	2012-3	2012-4	2012-5
15								
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
39								
40								

Click on image to return



V_AP_VCHR_ERROR Query

V_AP_VCHR_ERROR - Voucher Error Report

Business Unit:

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	99999	07/11/2012	00000039	P	E
2	15100	99999	07/11/2012	00000019	P	E
3	15100	99999	07/11/2012	00000047	R	N

Click on image to return



Voucher Online Inquiry

CARDINAL Home | Worklist

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

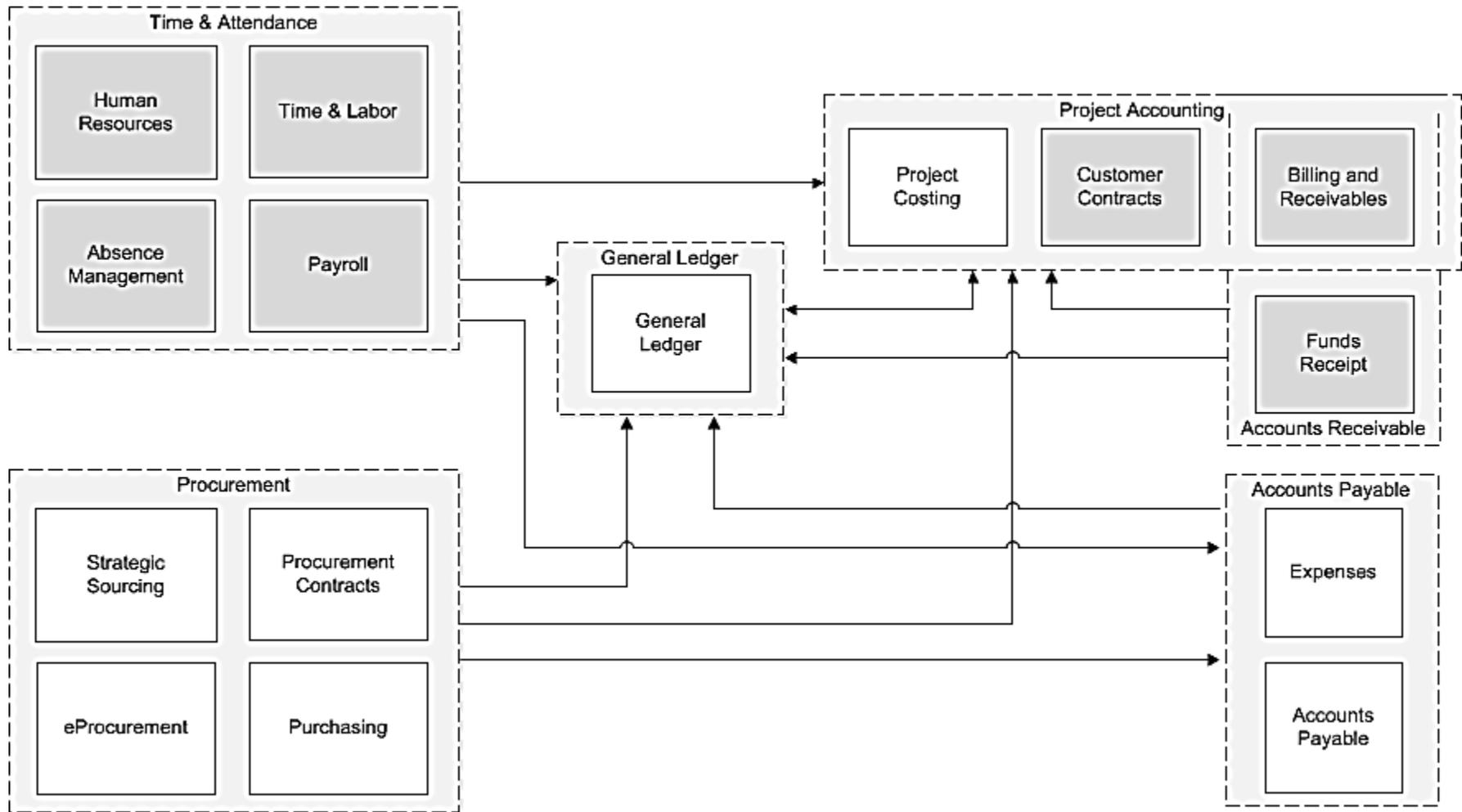
Voucher Details | Amounts | More Details | Vendor Details

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
15100	00000029	MP123-H	06/26/2012	0000015050	Postable		Not Applicable			RAINBOW GR-001

Click on image to return



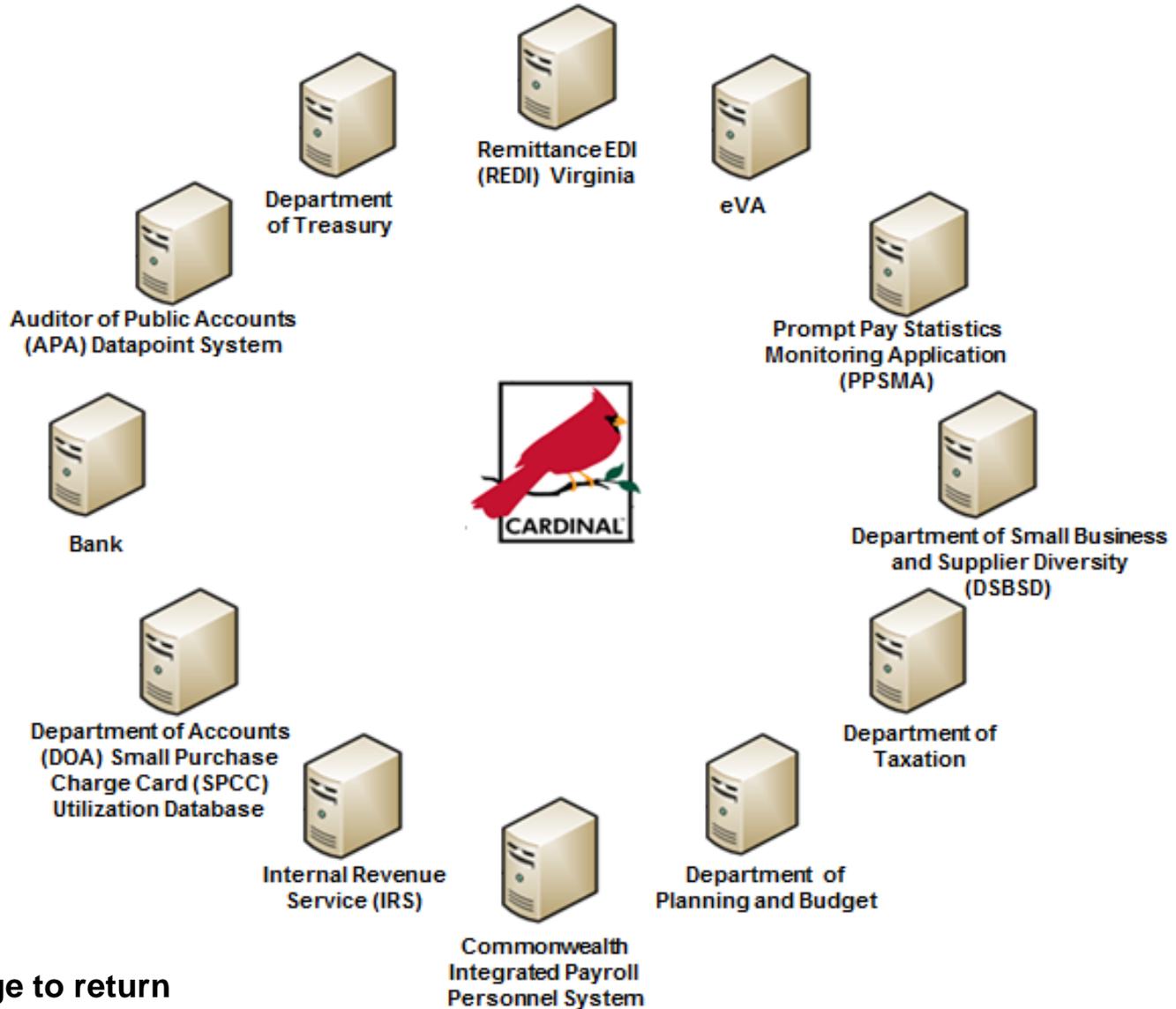
Module Integration



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External Interfaces

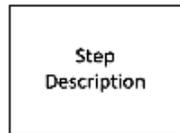


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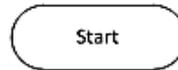


Flowchart Key

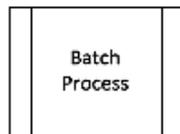
Flowchart Key



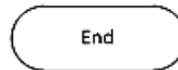
Depicts a process step or interface.



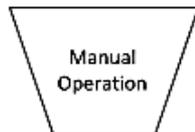
Indicates point at which the process begins.
Does not represent any activity.



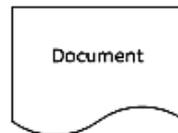
Specifies a batch process.



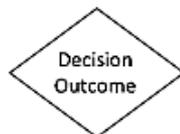
Indicates point at which the process ends.
Does not represent any activity.



Depicts a process step that is performed manually.



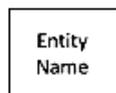
Depicts a document of any kind, either electronic or had copy.



Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.



Indicates an On-Page or Intra Process Connector.
Used to avoid complex overlapping connector lines or to continue a process on a subsequent page.



Represents an entity (person, organization, etc.).



Connects steps between business processes.