



# Glossary

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<b>Term</b>	<b>Definition</b>
<b>A</b>	
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.
Adjustment Voucher	A voucher that adjusts a previously created voucher.
Allotment Budget	The lower level or child of the Appropriation Budget or parent budget. Allotment budgets cannot exceed their Appropriation or parent budgets.
Attachment	Additional documentation that provides additional information about a transaction.
<b>B</b>	
Batch Processing	A series of programs or jobs that run in sequence, generally without the need for user action.
Budget Check	An online or batch process that compares transactions to related budget ledgers to ensure budgets exist and/or amounts do not exceed the controlling budgets. 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 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.

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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).
<b>C</b>	
Calendar Period	The time period to which different types of accounting transactions are posted.
Cash Advance Request	A request for a cash for an employee, 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.
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.
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.
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<b>D</b>	
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.
<b>E</b>	
Electronic Payment	Payments transmitted electronically that are routed to the Department of the Treasury.
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).
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 that allows payments to be created on demand. Individual petty cash vouchers can be used to create express payments.
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<b>F</b>	
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.
Funds Receipt	Payment(s) that are being processed as a deposit.
<b>G</b>	
General Ledger	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.
<b>H</b> <b>I</b> <b>J</b>	
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.
Journal Voucher	A voucher that adjusts the accounting distribution of a voucher without changing the amount. A Journal Voucher can alter the charge distribution without affecting the payment to the vendor.
<b>K</b> <b>L</b>	
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.
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.
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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<b>M N O</b>	
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.
<b>P</b>	
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.
Payment (Accounts Payable)	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)	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 requests selected for payment. Generally, vouchers to the same vendor with the same due date are combined into one payment.
Payment Cycle	The regularly scheduled batch process that selects vouchers and other payment items meeting predefined selection criteria for payment.
Payment Handling Code	An element that indicates how a payment should be handled. Users can enter <b>3rd Party</b> if a payment is made to an alternate payee, <b>Review</b> 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.
Payment Offset	A reduction in the amount paid to a vendor. There are two types of offsets: - 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.
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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 checks and positive payment files.
Payment Post Process	A regularly scheduled batch process that runs after the Payment Output process to create accounting entries in Accounts Payable that are used by the 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	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.
Personal Data	An employee's biographical information, such as name, address, employee ID, etc. Cardinal does not use employee social security numbers.
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.
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 Summary Budget	Establishes a budget structure that maintains control over the amount budgeted for all project dollars.
<b>Q</b>	
Query	A tool used to obtain information directly from the Cardinal database.
<b>R</b>	
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.
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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.
<b>S</b>	
Security Role	Means of granting access to Cardinal. Security roles determine what you can view and enter into Cardinal.
SetID	An Identification code that segregates a particular set of rules applicable to a Business Unit. The SetID represents a set of control table information or TableSets. It provides an efficient way to share business rules among Business Units.
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.
<b>T</b>	
TableSet	A group of tables or records that define an agency's structure and processing options.
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.
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.
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.
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Tree Structure	A tool used to define the groupings and hierarchical relationships between ChartField values in the same database table.
<b>U</b> <b>V</b>	
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.
Voucher	A record that represents a vendor invoice that has been submitted for payment. Vouchers may be created online, using the vendor's invoice or created electronically (by uploading external files). Once approved, Cardinal processes them to generate payments to vendors, and sends related accounting entries to Cardinal's General Ledger.
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 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 Header	The part of the voucher that contains information common to all items on the voucher, e.g., vendor 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.
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Voucher Mass Maintenance	A process for making the same updates to the same fields in a group of selected vouchers, or for closing, unposting or deleting a group of vouchers. Voucher mass maintenance allows the user to perform updates to multiple vouchers in one process.
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 Style	The general purpose of a voucher (e.g., regular, adjustment or journal). 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.
<b>W</b>	
Withholding	A Cardinal term that describes vendors who may be subject to 1099 reporting or tax withholding from payments.
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.
Worklist	An organized list of items awaiting an approver's attention. The worklist provides a means of viewing, sorting and accessing worklist items.

**X**

**Y**

**Z**

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