



# **501 NAV101**

## **Cardinal Overview**

Web Based Training



# Welcome to Cardinal Training

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

This course, and the supplemental resources listed below, are located on the Cardinal website ([www.cardinalproject.virginia.gov](http://www.cardinalproject.virginia.gov)) under Training. Cardinal Reports Catalogs are located on the Cardinal website under Resources:

- Instructor led and web based training course materials
- Job aids on topics across all functional areas
- Variety of simulations
- Glossary of frequently used terms

The Cardinal screenshots included in this training course show system pages and processes that some users may not have access to due to security roles and/or how specific responsibilities relate to the overall transaction or process being discussed.

For a list of available roles and descriptions, see the Statewide Cardinal Security Handbook on the Cardinal website in the Security section under Resources.



# 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



# Agenda

1

Cardinal Functional Areas

2

Cardinal Budgets

3

Cardinal Chart of Accounts

4

Cardinal Integration and Interfaces



# Lesson 1: Introduction

1

## Cardinal Functional Areas

This lesson covers the following topics:

- Cardinal Overview
- Cardinal Functional Areas and Processes
  - Accounts Payable
  - Accounts Receivable
  - General Ledger
  - Procurement



# Lesson 1: Introduction (continued)

1

## Cardinal Functional Areas

This lesson covers the following topics:

- Project Accounting
- Time and Attendance
- Reports, Queries, and Inquiries



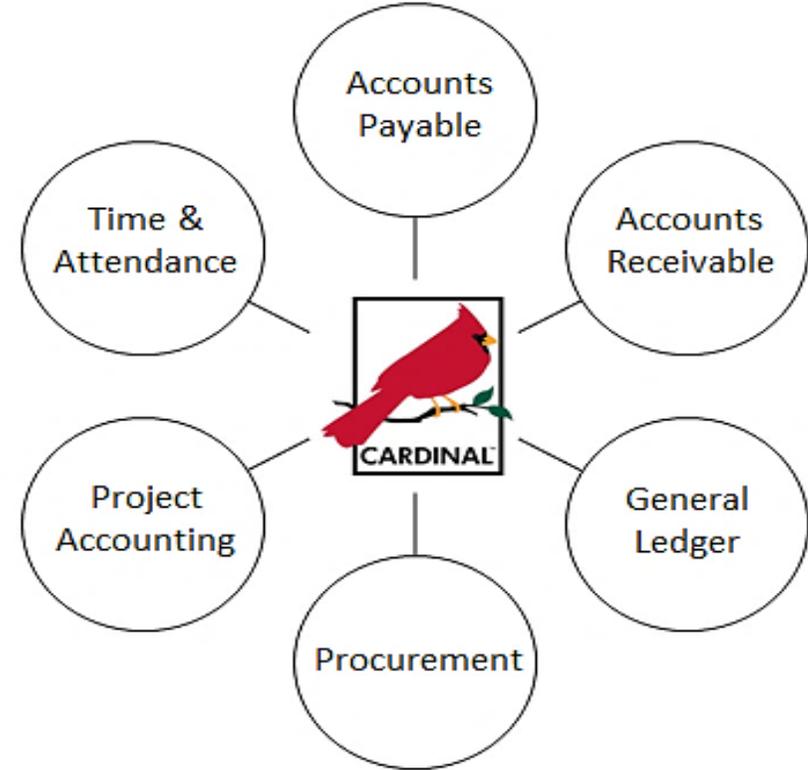
# Cardinal Overview

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





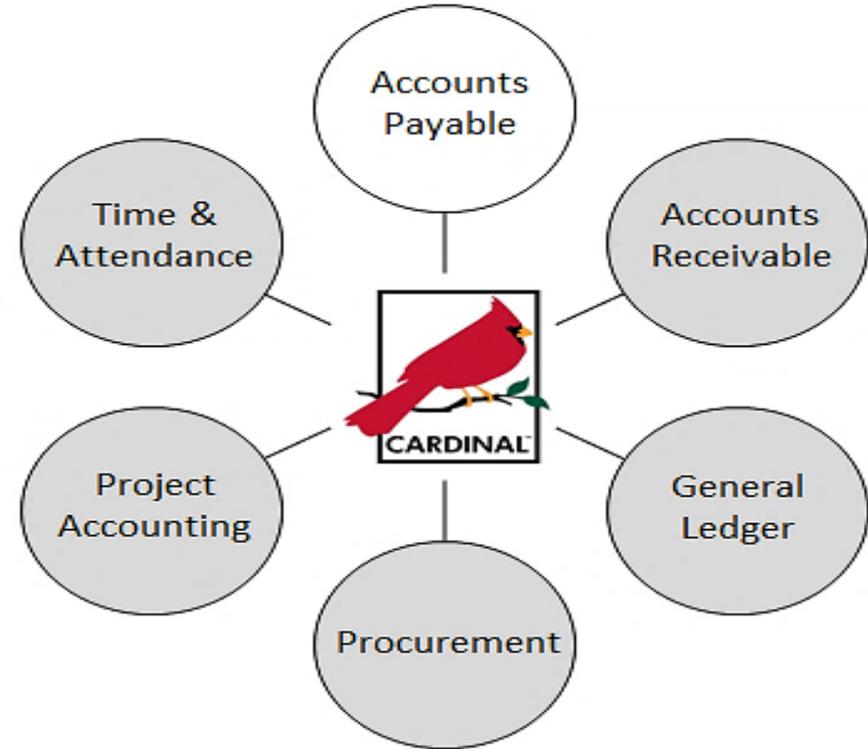
# Functional Areas: Accounts Payable

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



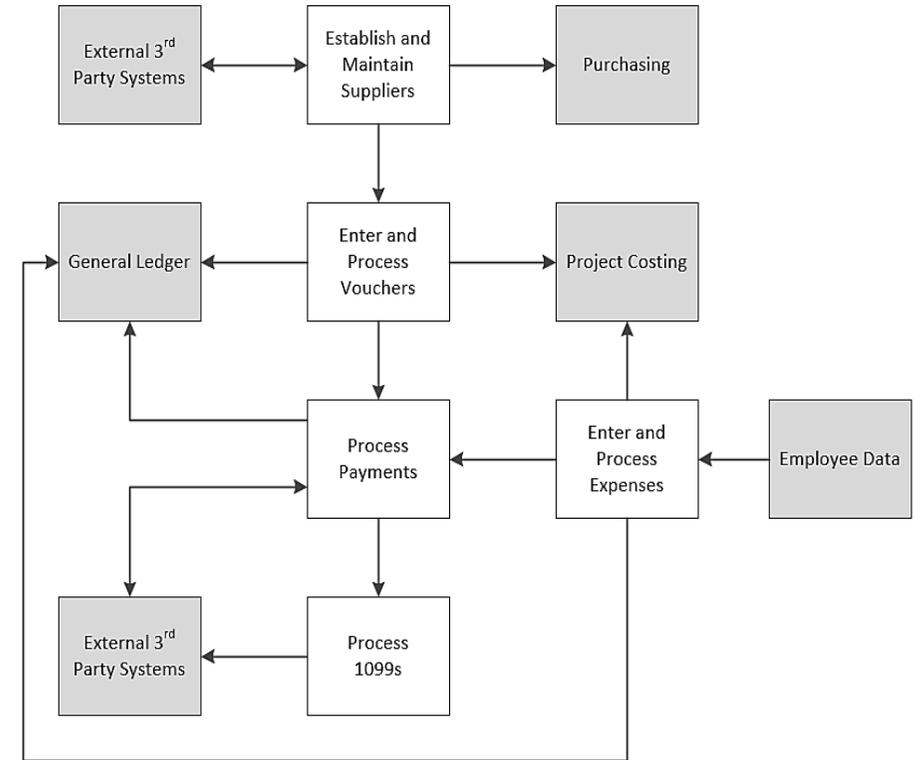


# Accounts Payable Processes

Key processes in the Accounts Payable functional area include:

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

For more detailed information about Accounts Payable, see the course entitled **501 AP110: Accounts Payable Overview** located on the Cardinal website in **Course Materials** under **Training**.



Click on image to enlarge



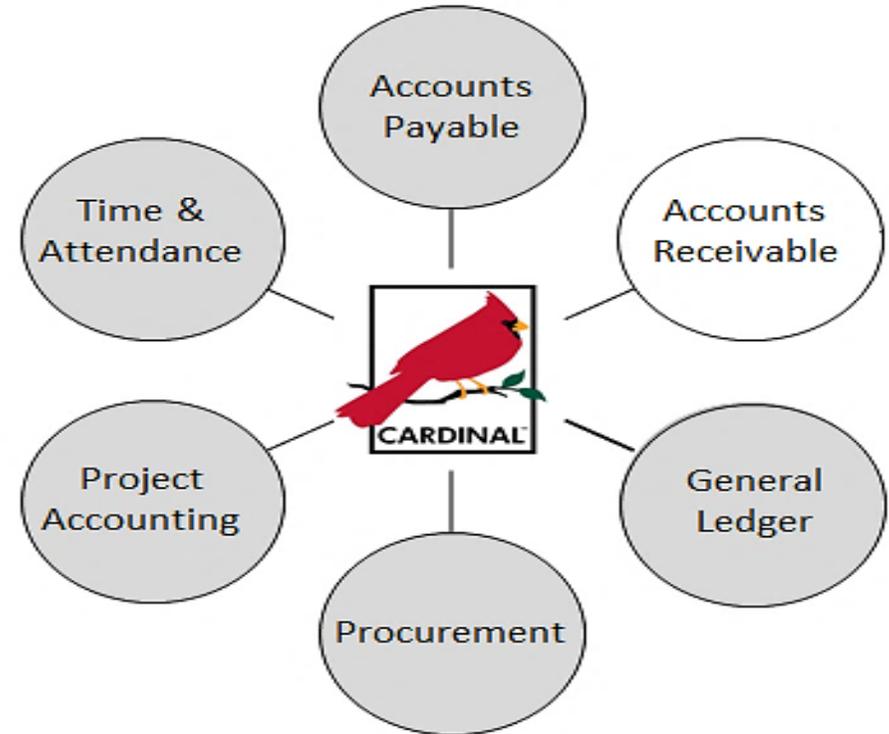
# Functional Areas: Accounts Receivable

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



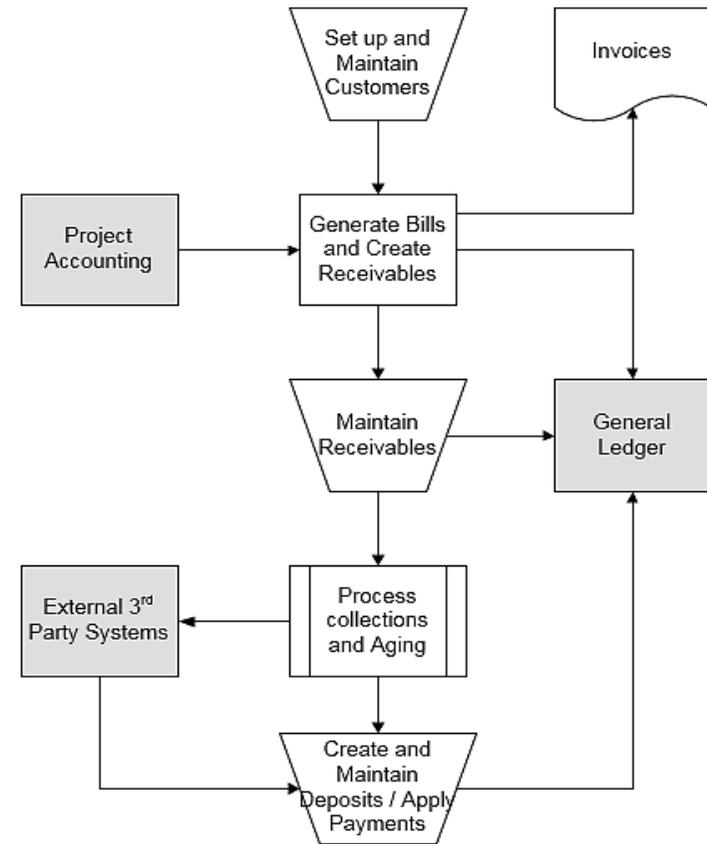


# Accounts Receivable Processes

Key processes in the Accounts Receivable functional area include:

- Set up and Maintain Customers
- Generate Bills and Create Receivables
- Maintain Receivables
- Process Collections and Aging
- Create and Maintain Deposits and Apply Payments

For more detailed information about Accounts Receivable, see the course entitled **501 AR120: Billing and Accounts Receivable Overview** located on the Cardinal website in **Course Materials** under **Training**.



Click on image to enlarge

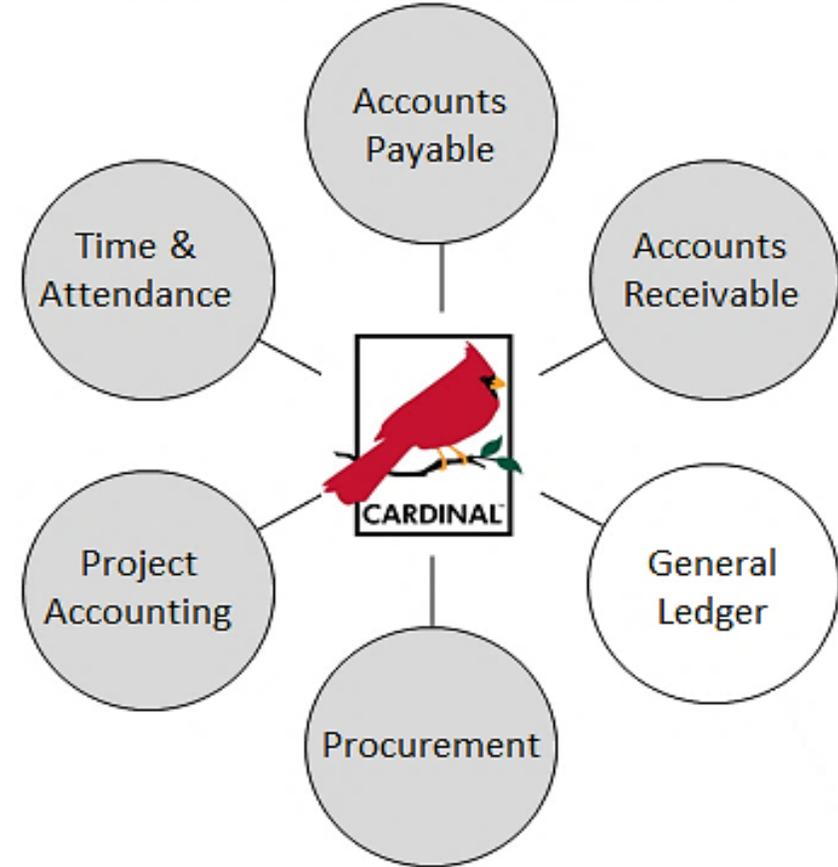


# Functional Areas: General Ledger

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



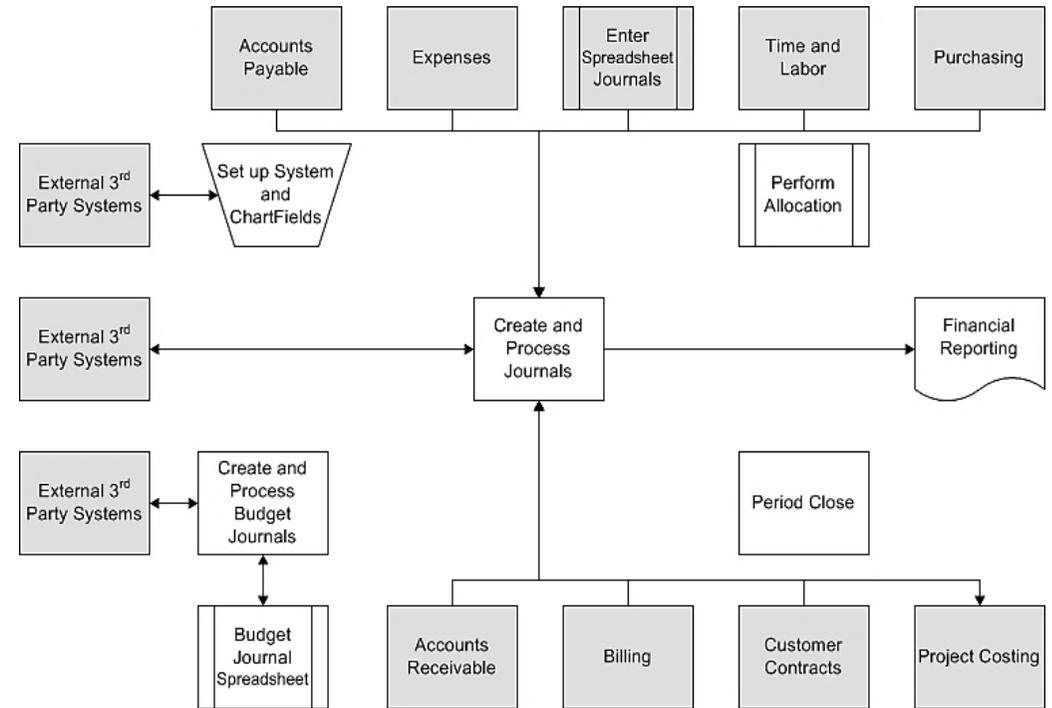


# General Ledger Processes

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

For more detailed information about General Ledger, see the course entitled **501 GL130: General Ledger Overview** located on the Cardinal website in **Course Materials** under **Training**.



Click on image to enlarge



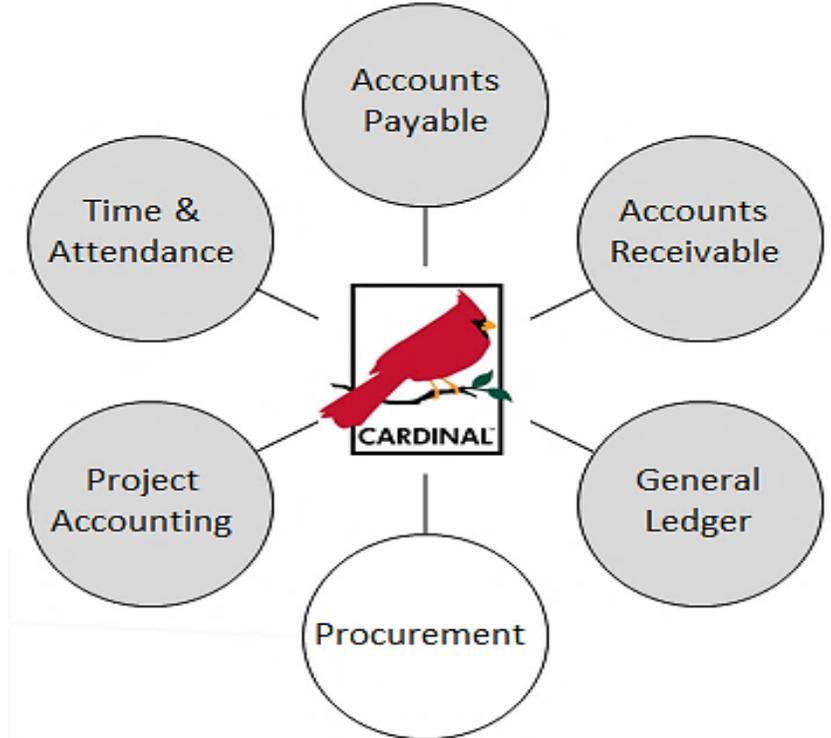
# Functional Areas: Procurement

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







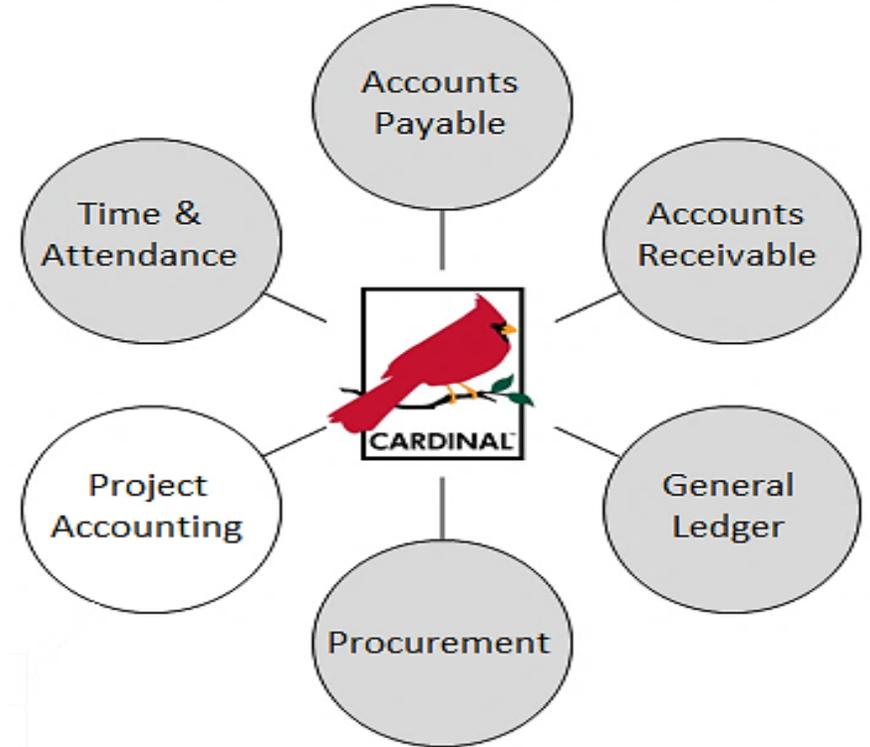
# Functional Areas: Project Accounting

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



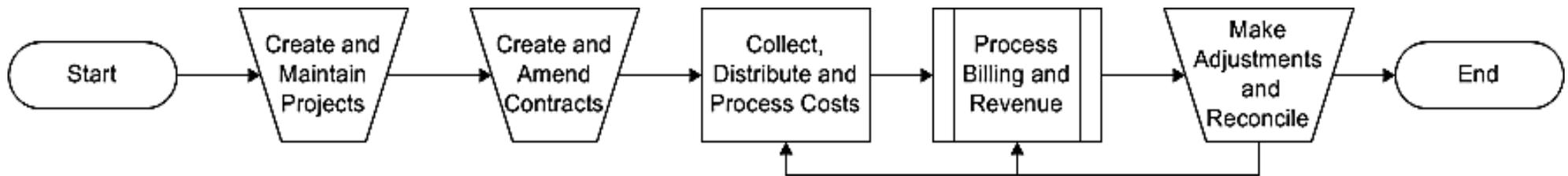


# Project Accounting Processes

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

For more detailed information about Project Accounting, see the course entitled **501 PA150: Project Accounting Overview** located on the Cardinal website in **Course Materials** under **Training**.



Click on image to enlarge



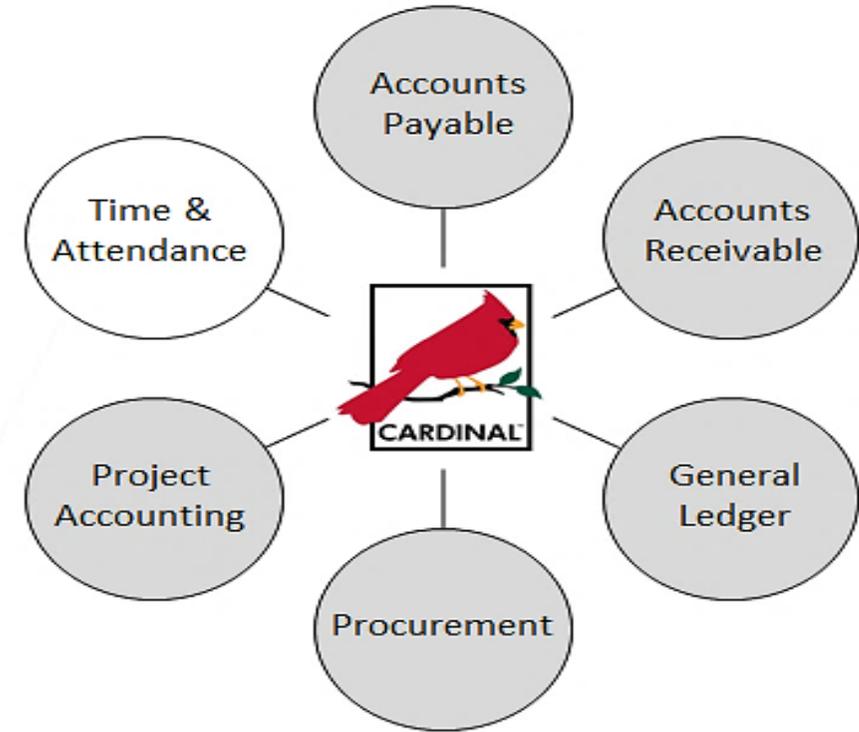
# Functional Areas: Time & Attendance

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

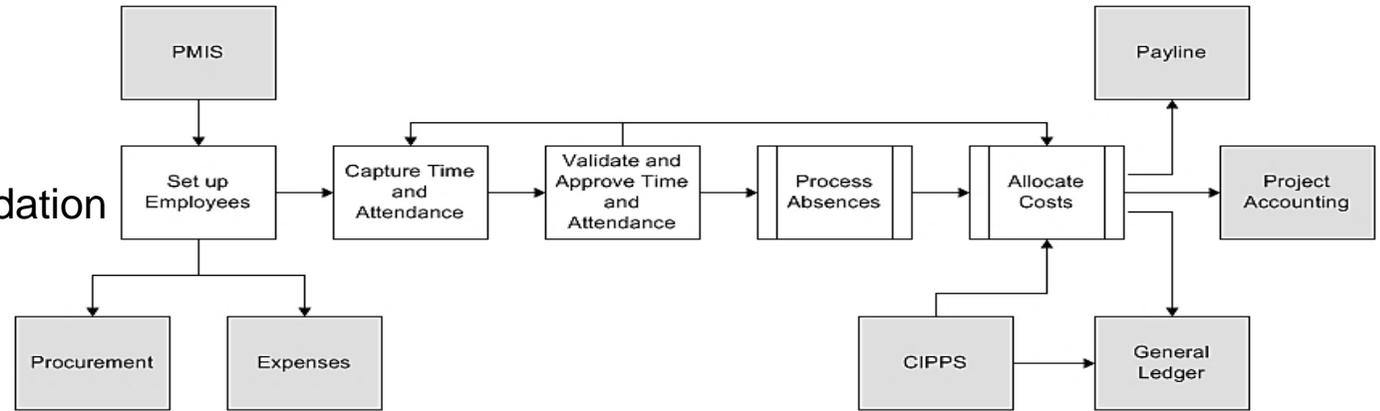




# Time and Attendance Processes

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.



# Reports, Queries, and Online Inquiries

You can access information using reports, public queries, and online inquiries:

**Reports:** Cardinal runs nVision reports nightly during batch processing. nVision reports typically display high volumes of data and summarize data across one or more functional areas. They are available through the **FIN Report Manager** link in the **myCardinal Financials** portlet on your **Home** page. Ad hoc reports generally display data specific to one module or functional area, and are accessible via that module's menu path. For example:

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

**Queries:** Queries extract data directly from Cardinal. You can access public queries via the **Query Viewer** by:

- Navigating to **Main Menu > Reporting Tools > Query > Query Viewer**
- Clicking the **Financials Query-based Reports** link in the **myCardinal Financials** portlet on your **Home** page.



# Reports, Queries, and Online Inquiries (continued)

**Inquiries:** Online inquiries provide a mechanism for users to view or print information relevant to the data stored in Cardinal. You can run inquiries for most functional areas. Navigation and inquiry methods vary by module.

For more detailed information about reports, queries, and online inquiries, see the course entitled **SW NAV220: Cardinal Reporting** located on the Cardinal website in **Course Materials** under **Training**.

For access to frequently used Cardinal reports, queries, and online inquiries, see the **Cardinal Reports Catalogs** located on the Cardinal website in **Reports Catalog** under **Resources**.



# Lesson 1: Checkpoint

Now is your opportunity to check your understanding of the course material.

Read the question on the next slide(s), select answer(s) 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

1

## Cardinal Functional Areas

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 supplier maintenance, processing vouchers and expenses, creating payments, and 1099 reporting.
- Accounts Receivable includes customer setup and maintenance, billing, receivables maintenance, collections and aging, funds receipts, 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.
- 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 provides more information about these six functional areas and the processes they contain.



# Lesson 2: Introduction

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

The Cardinal budget structure uses parent/child relationships to link the various budget structures as appropriate. The control option of each different budget structure is set depending on the purpose of the budget.

Statewide budget structures are centrally controlled. They are established at the parent budget level and are provided by and maintained by the Commonwealth's Department of Planning and Budget (DPB). They are:

- **Appropriation budget structure:** highest level of budgetary control established for the Commonwealth. The Appropriation budget is established at a summary level of the ChartFields, while agency budgets are typically established at a lower level of detail. All appropriations authorized by the General Assembly are controlled by this budget structure and include the executive budget, capital budget, and other special appropriations. This budget structure assures that spending does not exceed the amount authorized by the General Assembly.
- **Allotment budget structure:** used to limit spending level authority. The structure is configured as a child of the appropriation budget so that the total of the allotment budget lines cannot exceed the parent budget. The difference between the appropriation budget and the related allotment budgets is the unallotted amount.



# Agency Controlled Budgets

Agency level budgets are optional. They are established as the child budget level to the statewide budget. Agencies' annual budget calendars are aligned with the fiscal calendar. Multiple child agency budgets need to be manually summed to verify they do not exceed the parent budget. Agency budget structures are created and maintained by the agency and may include:

- **Agency lower level budget** (expenditure budget): breakdown of the appropriation budget that can be used by agencies to manage or control agency budgets.
- **Operational summary budget** (expenditure budget): establishes a budget structure between the lower level and the operational budget structure to maintain control of the amount budgeted at the operational budget structure for all non-project related budget dollars.
- **Agency operational budget** (expenditure budget): detailed agency operating budget structure configured as a child to the operational summary budget.
- **Project summary budget** (expenditure budget): establishes a budget structure between the lower level and the project budget structure to maintain control over the amount budgeted at the project budget for all project related budget dollars.



## Agency Controlled Budgets (continued)

- **Agency project budget** (expenditure budget): configured as a child to the project summary budget.
- **Funding source budget** (expenditure budget): establishes funding sources to allocate to specific projects.
- **Agency revenue estimate budget** (revenue budget): used to track the recognition and collection of revenues against a revenue estimate.
- **Transfer budget** (transfer budget): used to track amounts of ingoing and outgoing transfers against an estimated amount.



## Lesson 2: Checkpoint

Now is your opportunity to check your understanding of the course material.

Read the question on the next slide(s), select answer(s) 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

2

### Cardinal Budgets

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: Introduction

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.

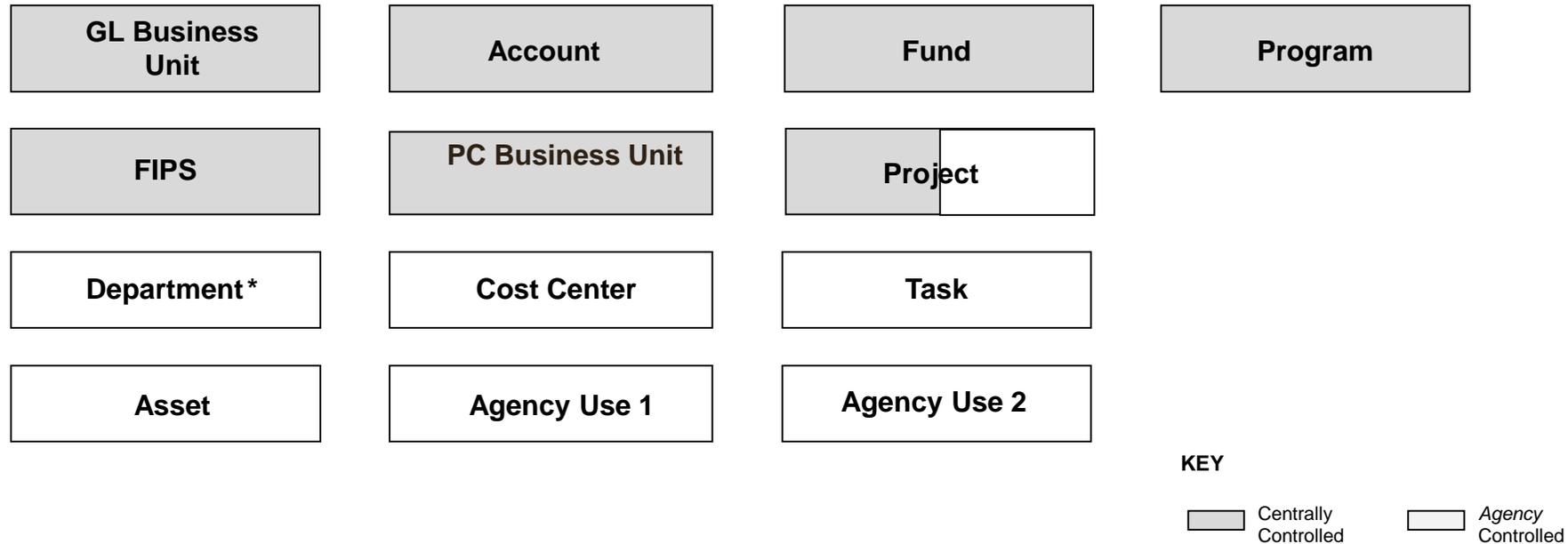
In Cardinal, the Chart of Accounts is designed to:

- Provide 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 **621**).

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.

For more detailed information about ChartFields, see the job aid entitled **Chart of Accounts Mapping** located on the Cardinal website in **Job Aids** under **Training**.



# 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.

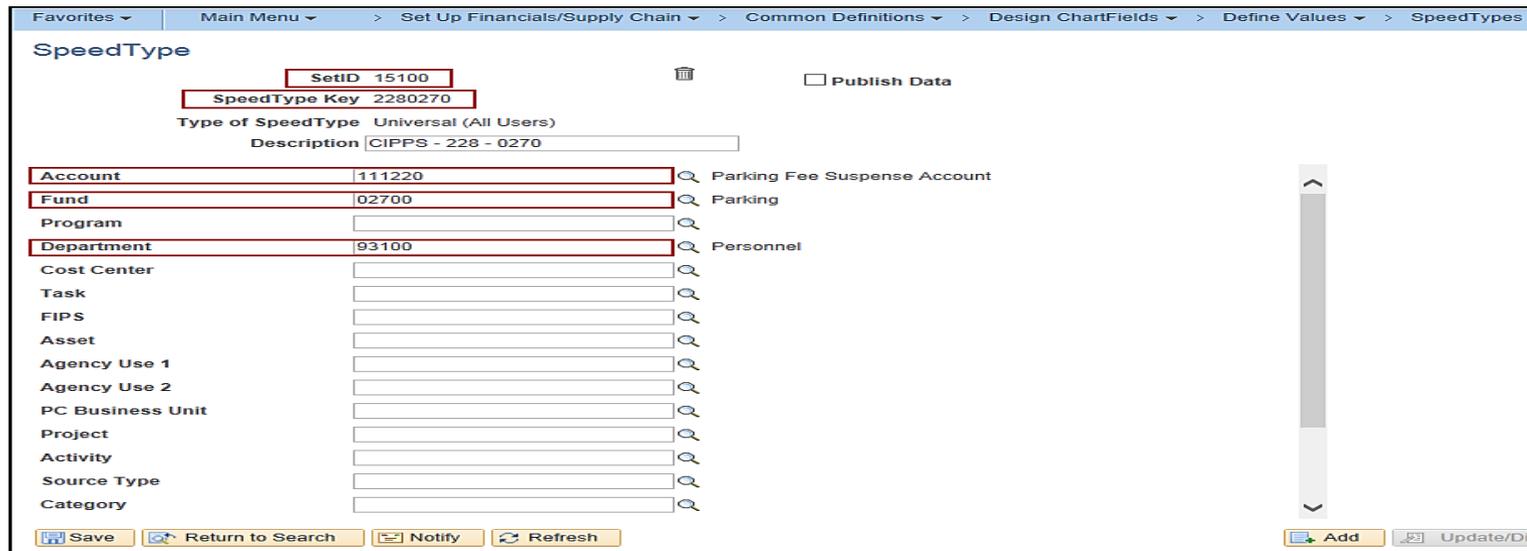
The screenshot shows the 'CARDINAL' software interface. The breadcrumb trail is: Favorites > Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > SpeedTypes. The page title is 'SpeedTypes'. Below the title, there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' (highlighted with a red box) and 'Add a New Value'. Below this is a 'Search Criteria' section with several fields: 'SetID' (dropdown menu, value '15100'), 'SpeedType Key' (dropdown menu, value '2280270', highlighted with a red box), 'User ID' (dropdown menu, value 'begins with'), 'Primary Permission List' (dropdown menu, value 'begins with'), and 'Type of SpeedType' (dropdown menu, value 'Universal (All Users)'). There is also a 'Case Sensitive' checkbox (unchecked) and a 'Limit the number of results to (up to 300):' field with the value '300'. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. A footer bar contains the text 'Find an Existing Value | Add a New Value'.



# SpeedTypes and SpeedCharts (continued)

The **SpeedType** page below shows ChartField values that default to 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.



SpeedType

SetID 15100

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		
Source Type		
Category		

Save Return to Search Notify Refresh Add Update/Dis



## Lesson 3: Checkpoint

Now is your opportunity to check your understanding of the course material.

Read the question on the next slide(s), select answer(s) 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

3

## Cardinal Chart of Accounts

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: Introduction

4

## Cardinal Integration and Interfaces

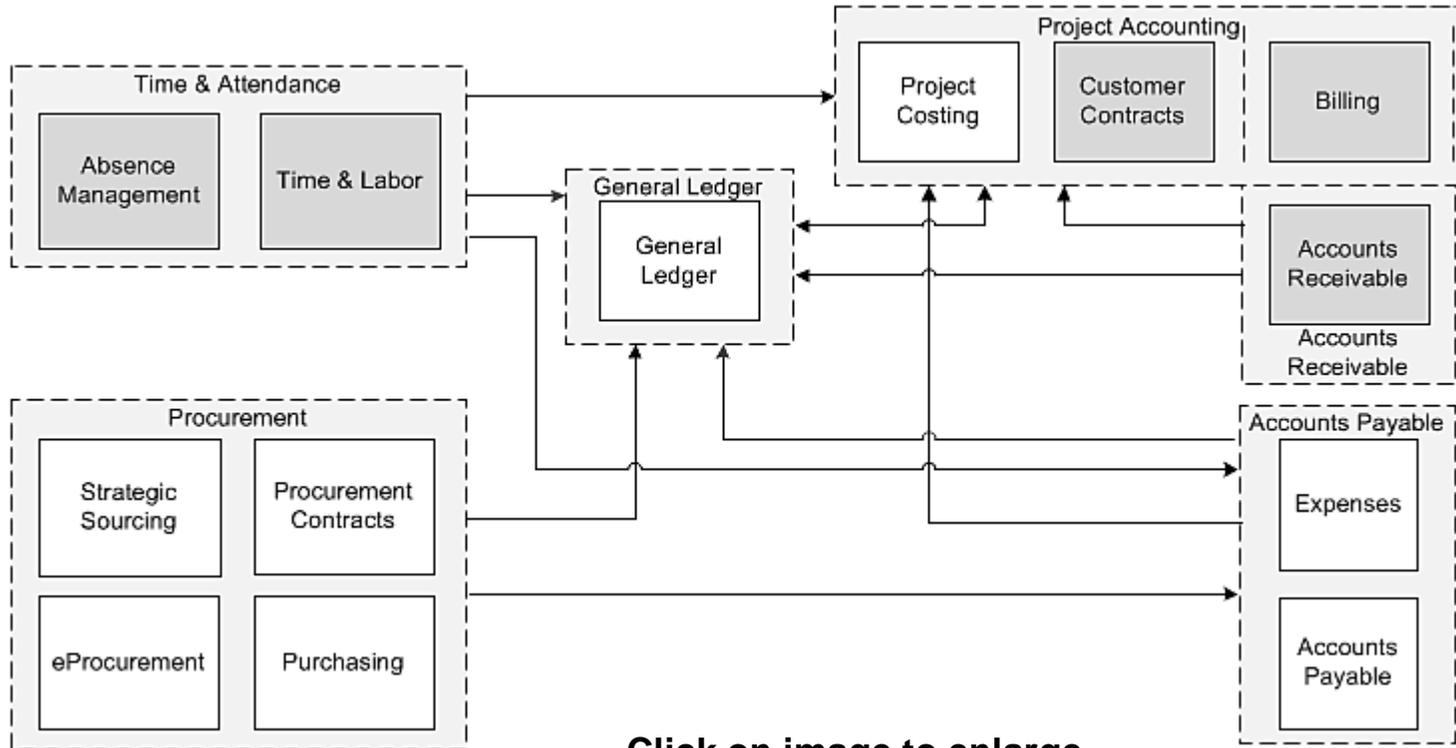
This lesson covers the following topics:

- 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.



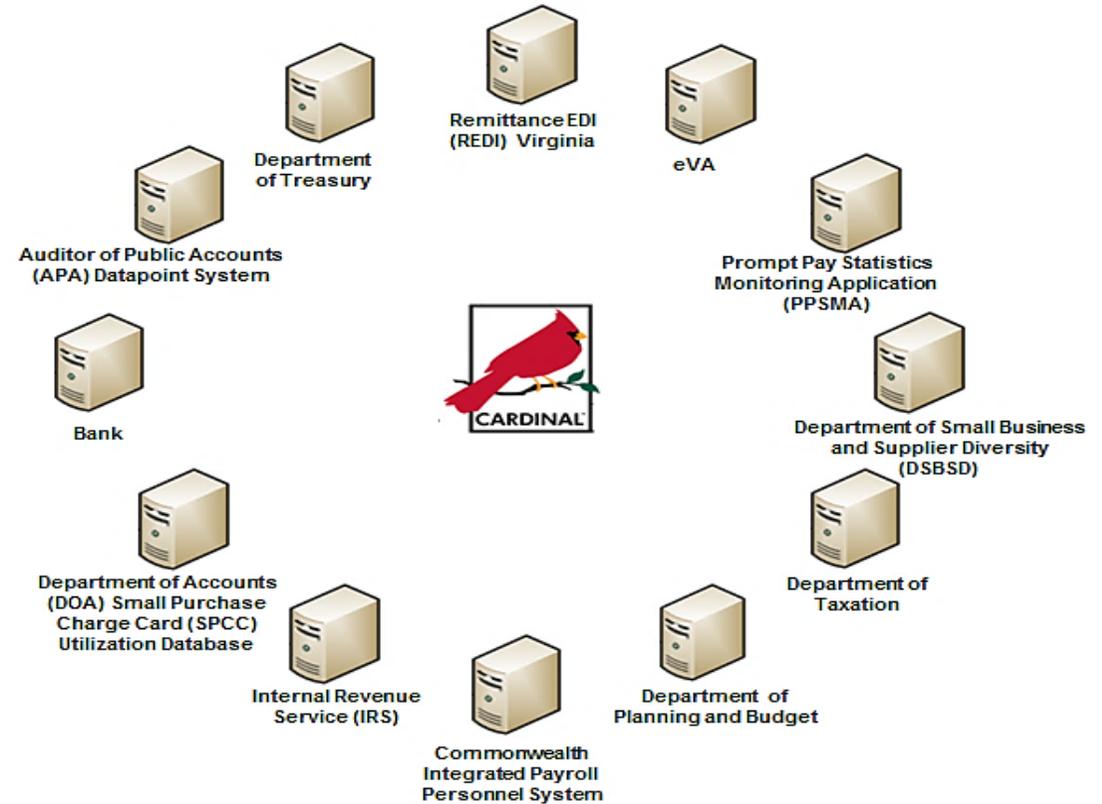
Click on image to enlarge



# External Interfaces

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

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



Click on image to enlarge



## Lesson 4: Checkpoint

Now is your opportunity to check your understanding of the course material.

Read the question on the next slide(s), select answer(s) 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 4: Summary

4

## Cardinal Integration and Interfaces

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

NAV101

Cardinal Overview

In this course, you learned:

- 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



# Course Evaluation

Congratulations! You successfully completed the **501 NAV101: Cardinal Overview** course.

Click [here](#) to access the evaluation survey for this course.

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 deposits (e.g., petty cash).

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

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

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

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

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



## Key Terms (continued)

**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.

**eVA:** Virginia's online, electronic procurement system.

**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).

**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 supplier. Payments are created by Accounts Payable vouchers that represent invoices submitted by suppliers. 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 (Electronic Data Interchange).



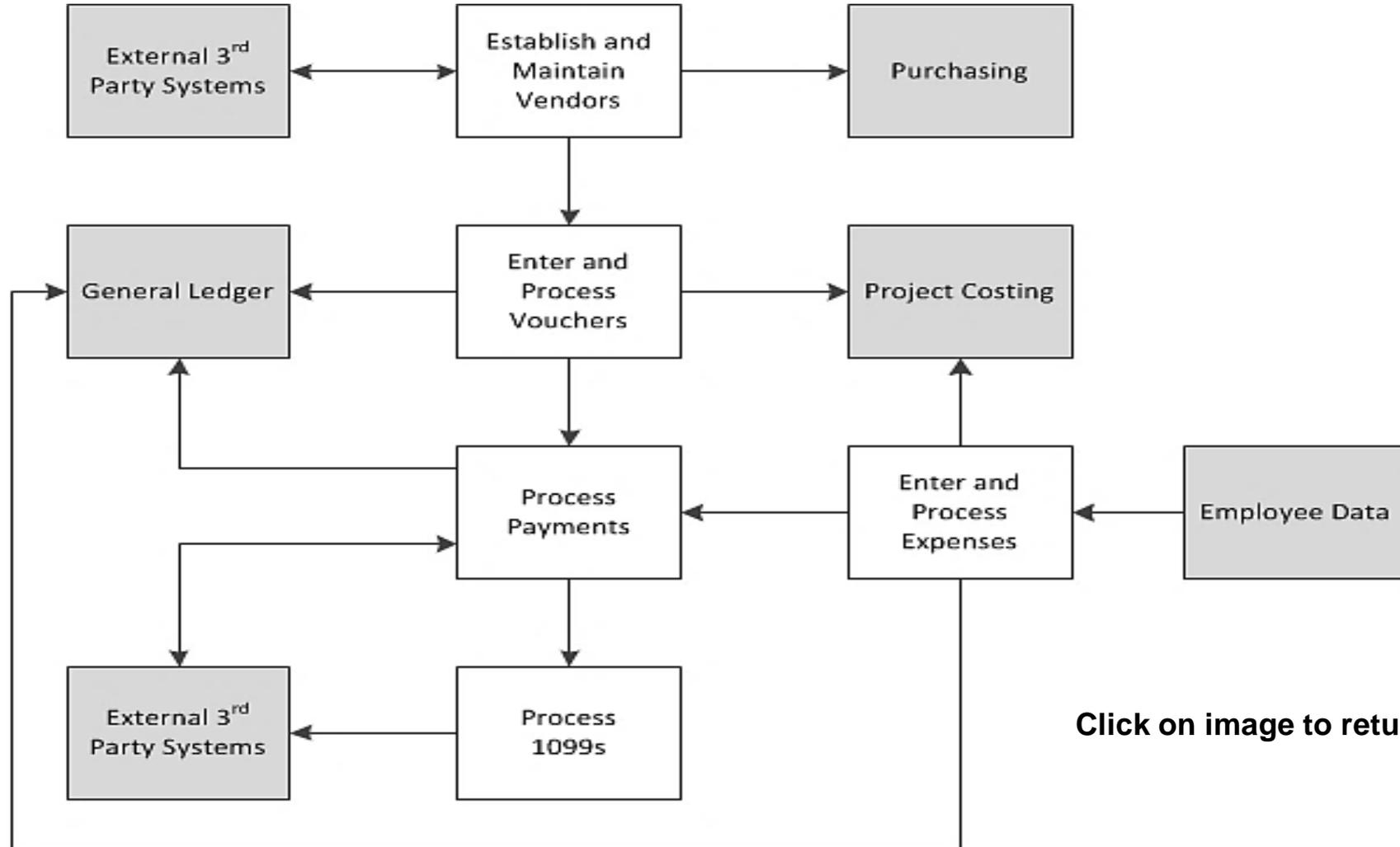
## Key Terms (continued)

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

**Supplier:** 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 suppliers are interfaced from eVA to Cardinal. Non-procurement suppliers (also called Fiscal Payees) will be created directly in Cardinal. Employees are not suppliers for their own agencies.



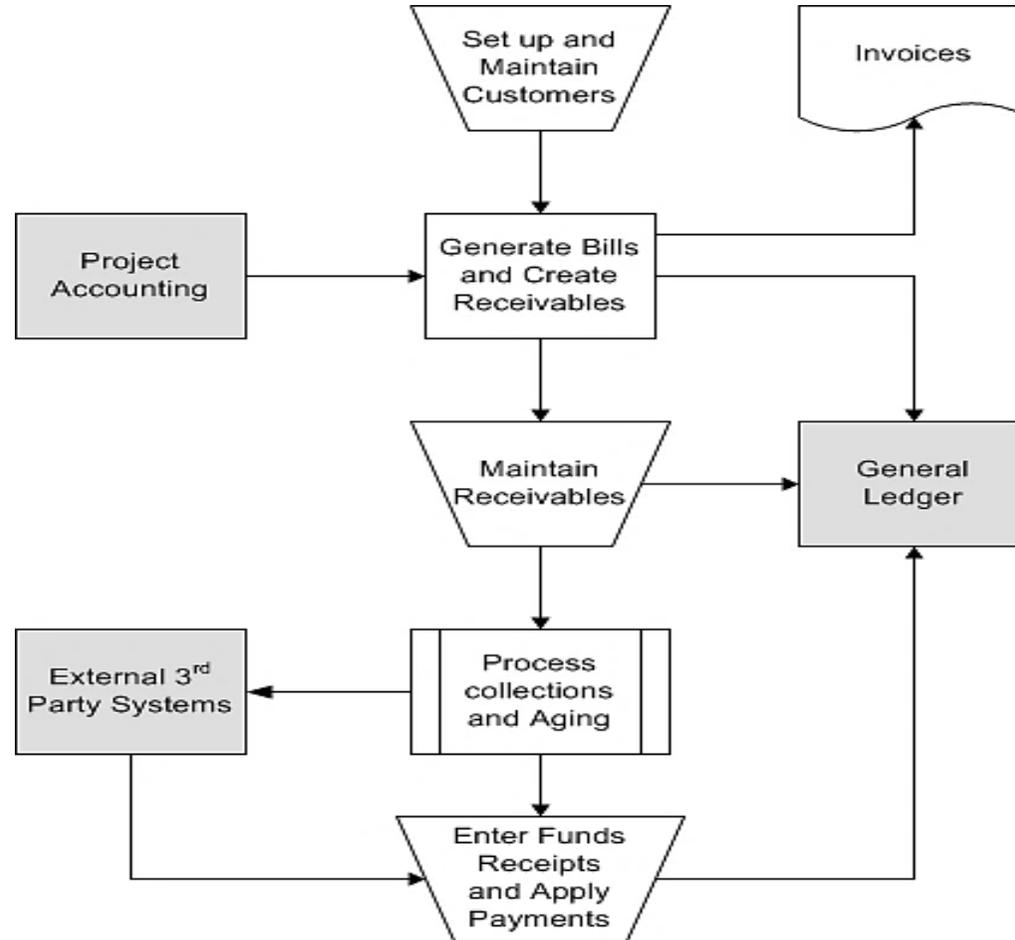
# Accounts Payable Processes



Click on image to return



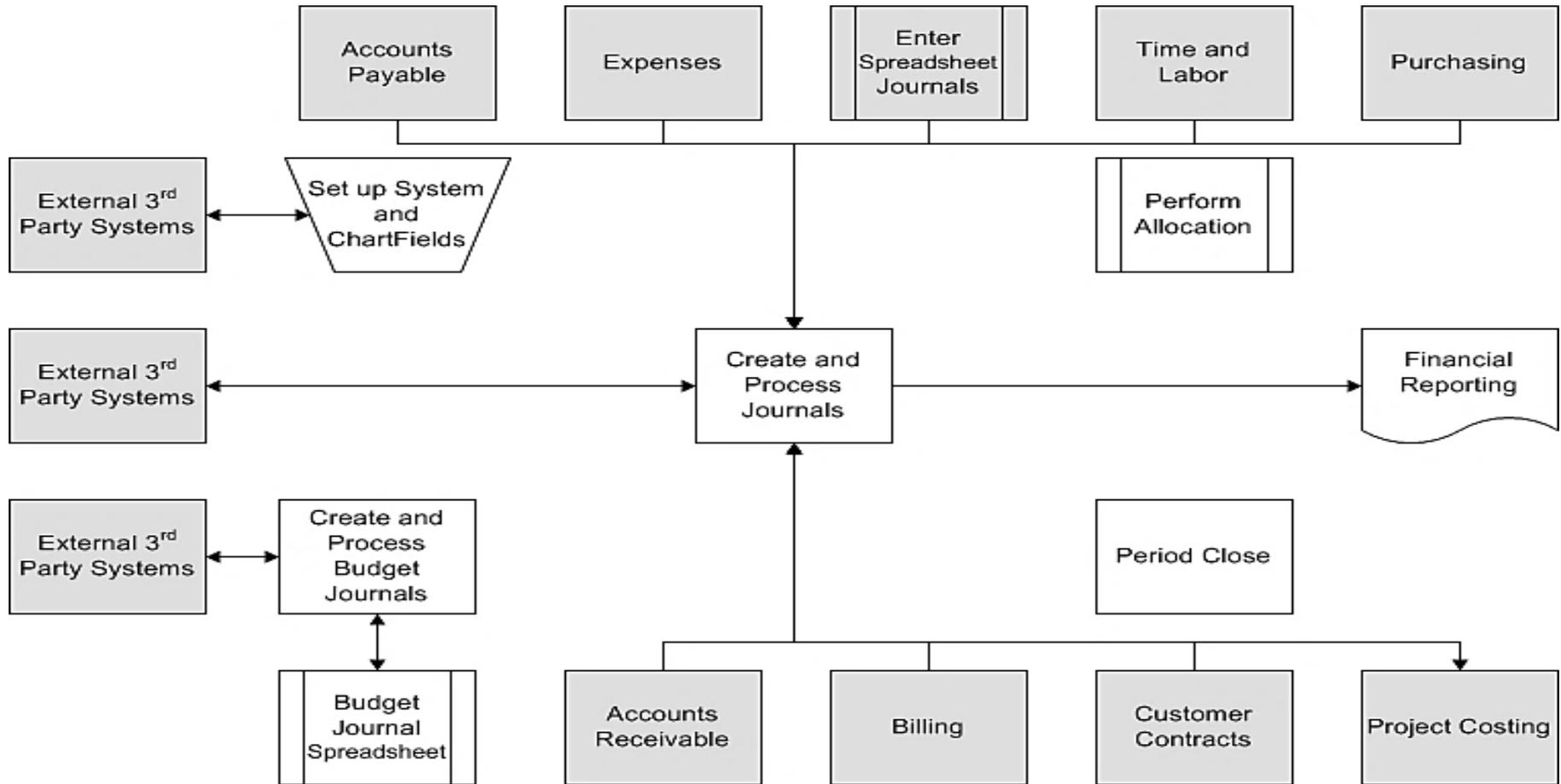
# Accounts Receivable Processes



Click on image to return



# General Ledger Processes

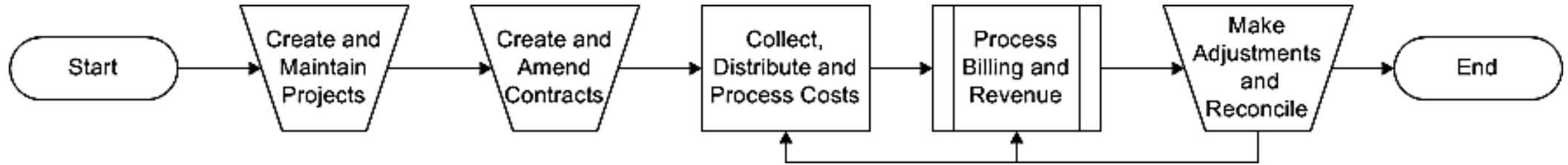


Click on image to return





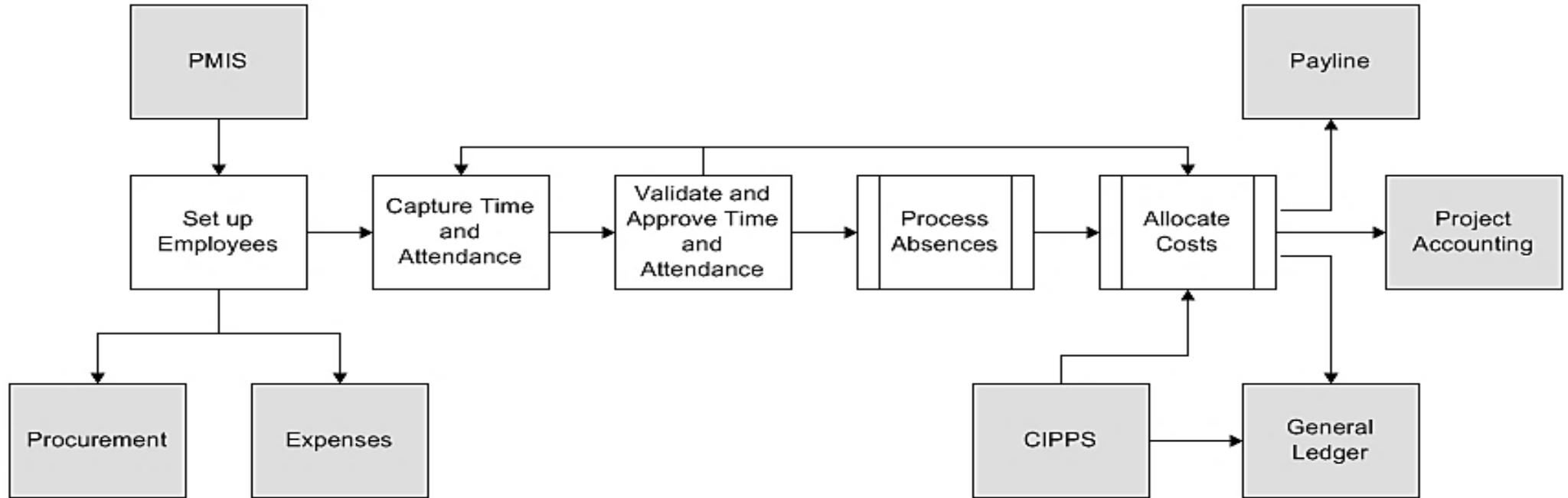
# Project Accounting Processes



Click on image to return



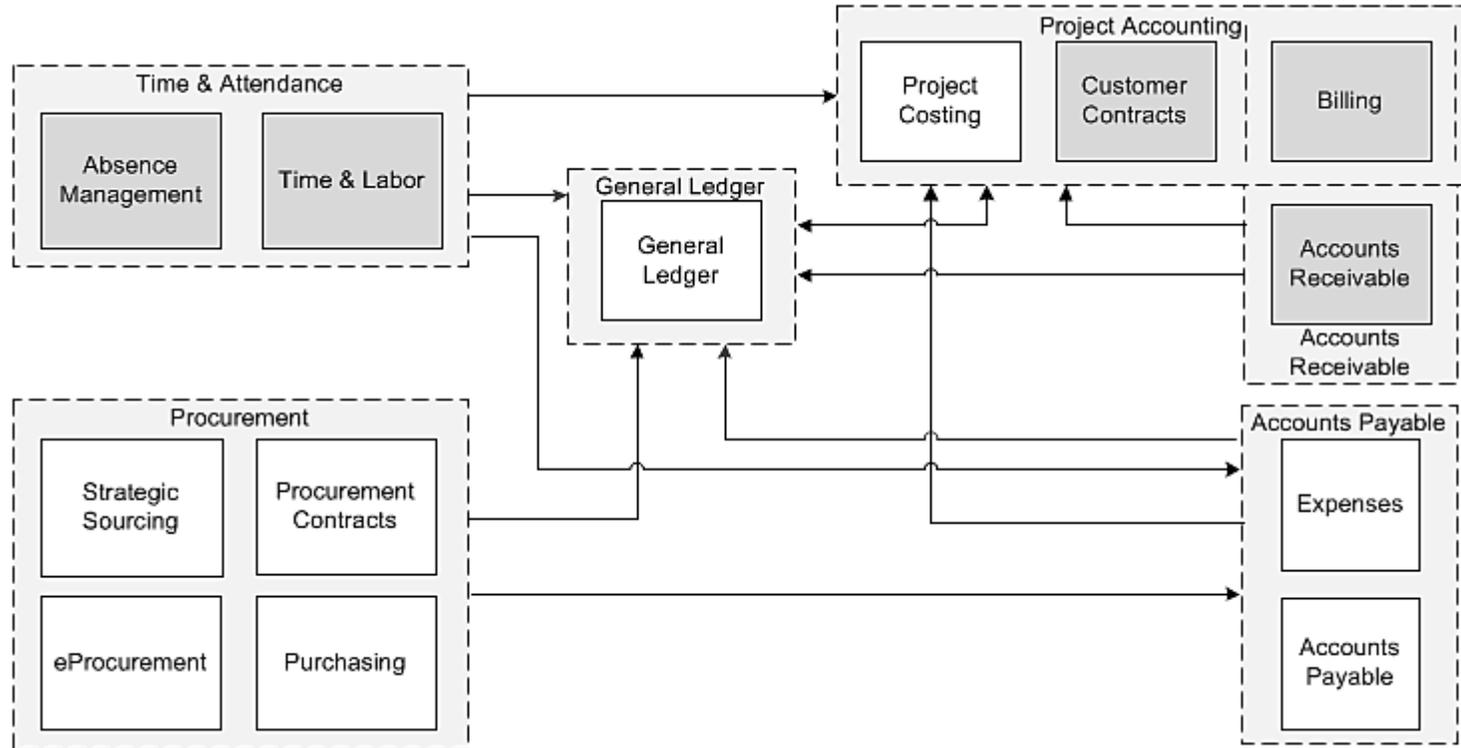
# Time and Attendance Processes



Click on image to return



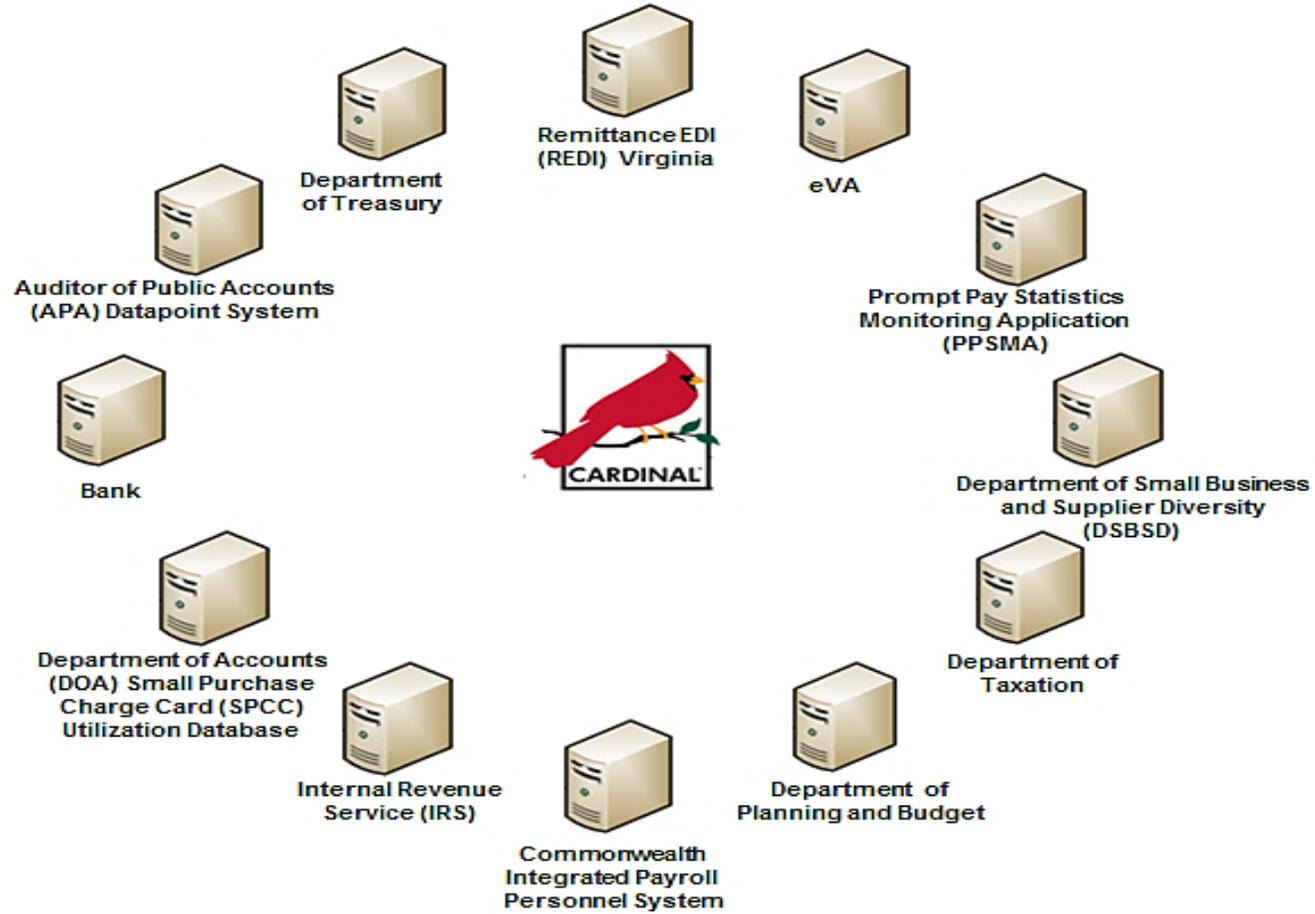
# Module Integration



Click on image to enlarge



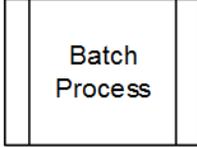
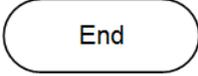
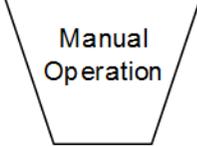
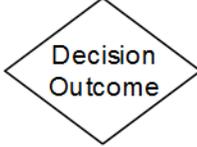
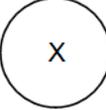
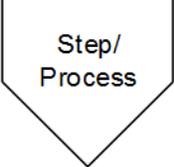
# External Interfaces



Click on image to return



# 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 preformed manually.		Depicts a document of any kind, either electronic or hard 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.