



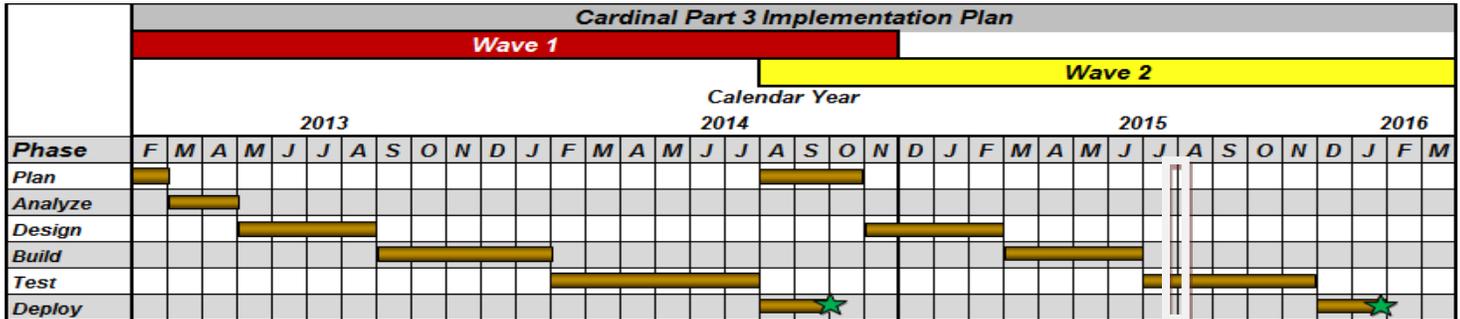
The Cardinal Project Newsletter

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Project Status



Implementation Dates

We are here!

We are beginning the second of the five-month Test Phase, the last phase prior to deployment. Tasks continue to build on each other and become more complex. Activities completed during the last two months include:

- Meetings/workshops related to: Interface Office Hours, Accounting Fundamentals Training, Chart of Accounts Extract Discussions, and Role Mapping Workshops
- Distribution of communications/agency tasks related to: File Layout Updates, Connectivity Test, Vendor Conversion, Role Mapping, Agency Trainer Information, and Design and Build Interfaces/Update Agency Systems

Cardinal Account ChartField

The Account ChartField incorporates a lot of important information into a single field. For example, it specifies whether the account is a balance sheet account or an operating account (account class). It also classifies the particular general ledger account (GLA), and categorizes the particular type of expenditure or revenue.

You may be asking “How can one field cover so much and how hard will it be to learn the new Account codes?” The summary table below may help answer these questions.

Cardinal Account ChartField Structure	Cardinal Account Class	CARS GLA Range	Cardinal to CARS Crosswalk Examples			
			Cardinal Account	Cardinal Account Description	CARS GLA	CARS Revenue Source or Object Code
1XXXXXX	ASSET	100-499	101010	Cash With The Treasurer Of VA	101	N/A
2XXXXXX	LIABILITY	500-799	220556	Payrl Susp-Deferred Comp	556	N/A
3XXXXXX	EQUITY	800	308000	Fund Balance	800	N/A
4XXXXXX, 5XXXXXX, 6XXXXXX	OPERATING	801-999	4009060	Miscellaneous Revenues	961	09060
			5011230	Salaries, Classified	901	1123
			609840	Cash Transfer In - GF/Non-GF	984	N/A

The [Chart of Accounts \(COA\) Mapping](#) for Account, Fund, Program, and FIPS (Federal Information Processing Standards) is located in the **Statewide Toolbox** under **Job Aids** on the [Cardinal Website](#) and will be updated prior to Go-Live for Wave 2 agencies.

Transaction ID Numbers

To help facilitate the tracking of transactions from agency systems to Cardinal and subsequently to CARS, interfacing agencies will transmit transaction ID numbers (e.g., Voucher ID, Journal ID) to Cardinal in the upload interfaces. The following matrices crosswalk the ID numbers from system to system for Deposit Certificate numbers, Expense Report IDs, Voucher IDs, and Journal IDs. These crosswalks may be very useful when reconciling from one system to another and may also be useful for online agencies as detailed below.

Deposit Certificate (DC) number is an eight digit field and must be unique within an Accounts Receivable (AR) Business Unit in Cardinal.

Transaction	Agency System	Cardinal	CARS
Interfaced Deposit	Assumes an 8-digit agency system value (e.g., 00123456)	8-digit agency assigned system value (e.g., 00123456)	Cardinal sends the 8-digit value to CARS (e.g., 00123456)
Online Deposit		8-digit agency assigned system value (e.g., 00234567)	Cardinal sends the 8-digit value to CARS (e.g., 00234567)

Note (1): Deposits in Cardinal require a Deposit ID in addition to the DC number. Cardinal will assign Deposit IDs for interfaced deposits. The use of auto-numbered Deposit IDs will be used for deposits entered online.

Note (2): Starting July 2016, Deposit Date will become part of the key, in addition to Deposit Certificate (DC) Number and AR Business Unit.

Expense Report ID is a ten digit field and must be unique throughout the system in Cardinal; the same ID cannot exist in multiple Business Units.

Transaction	Agency System	Cardinal	CARS
Interfaced Expense Report/Cash Advance	Assumes a 7-digit agency system value (e.g., 1234567)	3-digit agency reference code plus the 7-digit agency assigned system value (e.g., ITA1234567) <i>ITA = VITA</i>	From Jul-Aug, Cardinal removes the 3-digit agency reference code and adds an N (i.e., not payable) to the 7-digit agency assigned system value (e.g., 1234567N)
			From Sep-Jun, Cardinal removes the first 2 digits and sends the last 8 digits of the agency assigned system value to CARS (e.g., A1234567)
Online Expense Report/Cash Advance		10-digit auto-generated value across the system (e.g., 0000016789)	From Jul-Aug, Cardinal removes the first 3 digits and adds an N (i.e., not payable) (e.g., 0016789N)
			From Sep-Jun, Cardinal removes the first 2 digits (e.g., 00016789)

Voucher ID is an eight-digit field and must be unique within an Accounts Payable (AP) Business Unit in Cardinal.

Transaction	Agency System	Cardinal	CARS
Interfaced voucher or online voucher entered by interfacing agency*	Assumes a 7-digit agency system value (e.g., 1234567)	7-digit agency assigned system value (e.g., 1234567)	From Jul-Aug, Cardinal adds an N (i.e., not payable) to the Cardinal ID (e.g., 1234567N)
			From Sep-Jun, Cardinal sends the 7-digit Cardinal ID to CARS (e.g., 1234567)
Online voucher entered by online agency		8-digit auto-generated number by AP BU (e.g., 00000001)	From Jul-Aug, Cardinal removes the first digit and adds an N (i.e., not payable) to the Cardinal ID (e.g., 0000001N)
			From Sep-Jun, Cardinal sends the 8-digit Cardinal ID to CARS (e.g., 00000001)

Note: After CARS is retired, the Voucher ID field will be opened up to eight positions for interfacing agencies.

Journal ID is a ten digit field and must be unique within a General Ledger Business Unit in Cardinal.

Transaction	Agency System	Cardinal	CARS
Interfaced journal or online journal entered by interfacing agency*	Assumes an 10-digit agency system value (e.g., 1234567890)	10-digit agency assigned system value (e.g., 1234567890)	Cardinal removes the first 2 digits and sends the last 8-digits of the Cardinal ID to CARS (e.g., 34567890)
Online journal entered by online agency		10-digit auto-generated value by GL BU (e.g., 0000000001)	Cardinal removes the first 2 digits and sends the last 8 digits of the Cardinal ID to CARS (e.g., 00000001)

Note: Interfacing agencies may send a 10-digit agency system value, but this will be truncated to 8 digits when sent to CARS.

* Cardinal allows an interfacing agency to override the use of "NEXT" for auto-numbering of ID. Interfacing agencies can enter their own agency ID number when entering vouchers or journals.

Payment Cash Checking

The payment cash checking process in Cardinal confirms a payment request is checked against the available cash balance in Account 101010 (Cash with the Treasurer of VA) by Business Unit and Fund combination before being released for payment. The Department of Accounts (DOA) has exempted certain Business Unit and Fund combinations from the payment cash checking process.

So how does the Payment Cash Checking process work? After General Ledger and Accounts Receivable transactions are processed and posted to the ledger during the nightly batch process, cash accounts are updated in the Actuals ledger. Updated 101010 account balances for all Business Unit and Fund combinations are calculated and temporarily stored.

The Payment Cash Checking process in Cardinal applies only to Accounts Payable vouchers, employee expense reports, and employee cash advances. Cardinal processes these payment requests according to a sorting level or processing order established by DOA. This process has four levels and is similar to the sorting process used in Excel.

- First Level Sort = **Transaction Type**. The processing order is (1) Vouchers, (2) Expenses, (3) Advances.
- Second Level Sort = **Payment Method**. The processing order is (1) ACH, (2) EFT, (3) GE-ePayables, and (4) CHK.
- Third Level Sort = **Scheduled Due Date**. The system default order of Scheduled Due Date is utilized.
- Fourth Level Sort = **Transaction ID**. The system default order of Transaction ID is utilized.

Using these criteria, the payment amount for each transaction is compared to the running cash balance of the respective Business Unit and Fund combination. If the running cash balance is sufficient, the transaction is selected and sent for payment. If the balance is not sufficient, the transaction is deselected and evaluated in the next night's batch process. All distribution lines on the transaction must pass the payment cash check process before it is released for payment.

All agencies (interfacing and online) are expected to review the results daily of the payment cash checking process online to monitor errors (rejected payments) and negative cash accounts to confirm any issues are addressed promptly. Some of the key sources of information that will help in the review process are:

Name of Cardinal Report/Query	Description of Report/Query	Navigation
Pre-Process Monitoring in General Ledger		
Transactions Ready for Processing Report	Reports transactions that are approved and ready to be posted to the Actuals Ledger with an impact to Account 101010	Main Menu>General Ledger>General Reports>Payment Cash Reports>Transactions Ready for Process
Transactions in Pending Status Report	Reports transactions in a pending status with an impact to Account 101010	Main Menu>General Ledger>General Reports>Payment Cash Reports>Transactions in Pending Status
Post-Process Monitoring in Accounts Payable		
Payment Cash Checking Results Online Inquiry	Provides the detail results of the payment cash checking process for a business unit/fund combination by processing date	Main Menu>Accounts Payable>Payment>Payment Cash Check>Payment Cash Check Results
Review Results by Transaction Online Inquiry	Provides the payment cash checking results for a particular transaction	Main Menu>Accounts Payable>Payment>Payment Cash Check>Review Results by Transaction
V_AP_PYMNT_CASH_CHECK_RESULT Query	Returns the payment cash checking processing results, by detail and/or summary format, by processing date, General Ledger Business Unit, and Fund	Main Menu>Reporting Tools>Query>Query Viewer

Click [here](#) to view Payment Cash Checking job aids on the Cardinal website.

Upcoming Activities for Wave 2 Agencies

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| <ul style="list-style-type: none"> • Agency Trainer Facilitation Skills Workshop • Data Validation for Mock Conversion (Pass 1) • August Interface Meeting • Change Network Meeting #3 | <ul style="list-style-type: none"> • Confirmation of CIPPS Configuration Updates • Mock Delivery and Teach-Back for Instructor Led Training Courses |
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