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# VDOT Security Handbook

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Cardinal  
Commonwealth of Virginia

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## **TABLE OF CONTENTS**

<b>Cardinal Security Handbook.....</b>	<b>4</b>
Cardinal Security Officers (CSO) .....	4
Cardinal Security Form .....	4
Cardinal User Roles.....	5
Logging into Cardinal.....	6
<b>Accounts Payable User Roles .....</b>	<b>7</b>
About this Section.....	7
AP User Roles & Descriptions Table.....	7
<b>Accounts Payable Workflow .....</b>	<b>13</b>
About this Section.....	13
Accounts Payable Route Control Profiles Table .....	13
<b>Accounts Receivable User Roles .....</b>	<b>16</b>
About this Section.....	16
AR User Roles & Descriptions Table .....	16
<b>General Ledger User Roles.....</b>	<b>20</b>
About this Section.....	20
GL User Roles & Descriptions Table .....	20
<b>General Ledger Workflow .....</b>	<b>24</b>
About this Section.....	24
General Ledger Route Control Profiles Table .....	24
<b>Procurement User Roles.....</b>	<b>25</b>
About this Section.....	25
PR User Roles & Descriptions Table .....	25
<b>Procurement Workflow .....</b>	<b>29</b>
About this Section.....	29
Procurement Route Control Profiles Table .....	29
StoreKeeper Setup .....	30
<b>Project Accounting User Roles .....</b>	<b>32</b>
About this Section.....	32
PA User Roles & Descriptions Table .....	32
<b>Time &amp; Attendance User Roles.....</b>	<b>35</b>

**VDOT  
Cardinal Security Handbook**

---

About this Section..... 35  
    TA User Roles & Descriptions Table .....35

**Additional User Roles .....39**

About this Section..... 39  
    Additional User Roles & Descriptions Table .....39

## Cardinal Security Handbook

Each agency is established as a Business Unit in Cardinal and each user in Cardinal is assigned a Row Level Security permission list. The permission list determines the Business Units that the user can access. The purpose of Row Level Security is to prevent users from being able to modify or view data for other agencies. A user can only view, enter, or process transactions for Business Units included in their Row Level Security permission list.

Cardinal users need to be assigned the appropriate roles and security settings in the Cardinal System to have access to do their jobs. This Cardinal Security Handbook is designed to help agencies determine the correct roles for Cardinal users.

### Cardinal Security Officers (CSO)

The Cardinal Security Officers listed on the Department of Account (DOA) Authorized Signatories Form (DA-04-121, available on the DOA website) have been granted authority to authorize the Cardinal Security Team to add, update and delete users in Cardinal that are both prepares and approvers of transactions in Cardinal. By approving a transaction in Cardinal, the agency, department or institution, and its employees and agents, agree to the certifications contained in the Commonwealth Accounting Policy and Procedures Manual for the applicable transaction.

Authority has also been extended to VDOT's District Offices Cardinal Coordinators who are listed on the approved Cardinal Authorized Signatories Form (SE-50100-002, found on the Cardinal Website) to authorize the Cardinal Security Team to add, update and delete users in Cardinal that are both prepares and approvers of transactions in Cardinal. By approving a transaction in Cardinal, the agency, department or institution, and its employees and agents, agree to the certifications contained in the Commonwealth Accounting Policy and Procedures Manual for the applicable transaction.

### Cardinal Security Form

The Cardinal Security form must be completed by the applicable agency's Cardinal Security Officer or District Cardinal Coordinator. The form should include required signatures prior to submitting to the Cardinal Security Team, in order for access to be granted in Cardinal.

The Cardinal Security Form can be found in the VDOT Toolbox on the Cardinal website using the following path:

**VDOT Toolbox > Cardinal Security > Cardinal Security Form (SE-01-50100)**

Use this form for the following security related tasks:

- Adding new hire / new user in Cardinal
- Updating existing Cardinal user information
- Providing information on existing user's Name Change
- Providing information on existing user's Transfer
- Lock out users no longer requiring access to Cardinal

The Cardinal Security Officer or District Cardinal Coordinator will submit the completed form to the Cardinal Security Mailbox at [co.cardinalsecurity@vdot.virginia.gov](mailto:co.cardinalsecurity@vdot.virginia.gov) .

## Cardinal User Roles

Use the Cardinal Security Handbook as a reference when completing the Cardinal Security Form. It defines Cardinal roles by functional area.

You will find the following information in the handbook regarding Cardinal roles:

- Role descriptions
- Segregation of duties
- Other role consideration

## Restricted Roles and Segregation of Duties Policy Exceptions:

### Restricted roles within VDOT's Division/District Offices

There are several Restricted Roles noted for specific divisions/districts within VDOT. Users outside of these divisions/districts will need approval by VDOT's Fiscal Officer for an exception. The Cardinal Security Form (SE-50100-001) must be submitted to Fiscal Division before submitting to Cardinal Security for access. VDOT's Fiscal Officer will sign on the third page of the security form under VA Department of Transportation Restricted Approval signature section.

### Segregation of Duty roles for VDOT

Several combinations of Cardinal security roles have been noted as potential segregation of duty (SOD) conflicts in this handbook. As a general rule, SOD role combinations will not be granted to Cardinal users. Exceptions can be requested for agencies where limited staffing is available or special circumstances exist. Before completing or submitting a security form where an SOD role combination conflict is being requested for a user, the agency should first complete the following steps in order to obtain approval for an agency SOD conflict exception.

- VDOT Fiscal Officer must submit a written request to DOA's Director of General Accounting (email:gacct@doa.virginia.gov) that includes:
  - Exception requested
  - Justification for the exception
  - Description of the internal control implemented by the agency to mitigate the lack of segregation of duties
  - Approval (signature) from your Agency Head
- DOA General Accounting will notify the agency in writing if the exception is granted.

Once the SOD Exception has been approved by DOA General Accounting, the agency should take the following additional steps when submitting a Cardinal Security Form (SE-50100-001) for any user requesting SOD conflicting role combinations:

- Complete the Cardinal Security form (flagging the SOD Exception), attach a copy of the DOA General Accounting notification granting approval of the **applicable** agency exception
- Scan and email the form and exception approval notice to DOA's Director of General Accounting (email:gacct@doa.virginia.gov)
- If approved, DOA General Accounting will sign the form, scan and email the approved form to Cardinal Security at CO.CardinalSecurity@vdot.virginia.gov and to the Cardinal Security Officer for that agency.

## Logging into Cardinal

A link to Cardinal has been downloaded to your desktop. If you have been given access to Cardinal, you will be able to:

- Click this icon  on your desktop

If the icon does not appear, you can access Cardinal by going to the following website:  
<https://cardinal.cov.virginia.gov/>

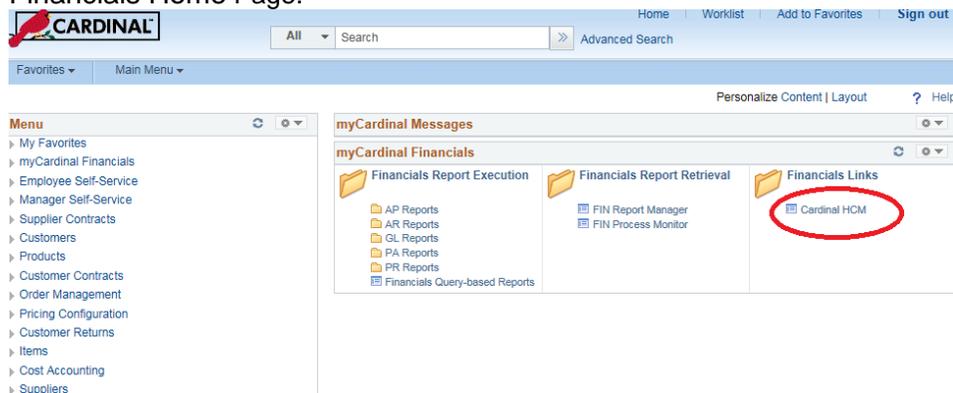
- Enter your User ID and Password



Your User ID is normally the same as the one you use to access the network – generally your first name.last name in all Caps (example: JANE.DOE). (*Do not* use full email address)

Your Password is the same as the one you use to access the network. Your Cardinal Password will automatically update whenever you are prompted to change your network password. Once you have entered your User ID and Password, click the Sign in Button to go directly to the Cardinal Financial Application.

Cardinal is made up of two separate applications: Cardinal Financials and Cardinal HCM (Human Capital Management). Each has its own worklist. Time and Attendance uses Cardinal HCM. All other transactions are managed in Cardinal Financials. When you log into Cardinal, you go to Financials, but you can easily go to HCM by clicking the link on your Financials Home Page.



## Accounts Payable User Roles

Accounts Payable (AP) is the main source of all non-payroll payment information for a financial entity. AP includes the following processes:

- Establish and Maintain Suppliers/Vendors
- Enter and Process Vouchers
- Integration with Purchasing (Matching)
- Expense Processing
- Process Payments
- Process 1099

### About this Section

This section outlines the available roles for AP in Cardinal. Use the AP User Roles and Descriptions Table below to determine the appropriate AP roles needed by agency users in Cardinal.

The AP User Roles & Descriptions Table provides the following information:

- Role Descriptions
- Segregation of Duties
- Other Role Considerations

### AP User Roles & Descriptions Table

Descriptive Role Name	Role Description	Segregation of Duties	Other Role Consideration
<p style="text-align: center;"><b>1099 Administrator</b> <b>V_AP_1099_ADMINISTRATOR</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Process file to IRS</li> <li>• Process 1099 information</li> </ul>	<p>This role may only be selected by employees of the following division(s):</p> <ul style="list-style-type: none"> <li>• Central Office – Fiscal Division</li> </ul>	N/A
<p style="text-align: center;"><b>Supplier Conversation Processor</b> <b>V_AP_VENDOR_CONVER_PROCESSOR</b></p>	<p>This role is for users routinely involved in the Supplier/Vendor Procure to Pay process and have a need to interact with suppliers/vendors. This role has access to:</p> <ul style="list-style-type: none"> <li>• Record Supplier/Vendor Conversations</li> </ul>	N/A	N/A

**VDOT  
Cardinal Security Handbook**

Descriptive Role Name	Role Description	Segregation of Duties	Other Role Consideratio
<p style="text-align: center;"><b>Voucher Processor</b> <b>V_AP_VOUCHER_PROCESSOR</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Enter and maintain vouchers</li> <li>• Correct errors including budget check and voucher build errors</li> <li>• Review accounting entries</li> <li>• Process payment offsets</li> <li>• Process recurring contract vouchers</li> </ul>	<p>N/A</p>	<p>N/A</p>
<p><b>Voucher Processor – Maintenance</b> <b>V_AP_VOUCH_PROC_MAINT_FLG</b></p>	<p>An individual assigned to this role would get additional user preferences. This role has access to:</p> <ul style="list-style-type: none"> <li>• Manually schedule payments</li> <li>• Record manual payments</li> </ul>	<p>This role may only be selected by employees of the following division/district(s):</p> <ul style="list-style-type: none"> <li>• Central Office – Fiscal Division</li> <li>• District Accounting Offices</li> </ul>	<p>This role requires the user to also have the <b>Voucher Processor</b> role.</p>
<p><b>Accounts Payable Manager</b> <b>V_AP_MANAGER</b></p>	<p>This role has access to everything the Voucher Processor has. In addition, this role has access to:</p> <ul style="list-style-type: none"> <li>• Delete and unpost vouchers</li> <li>• Manually schedule payments</li> <li>• Record manual payments</li> </ul>	<p>This role may only be selected by employees of the following division(s):</p> <ul style="list-style-type: none"> <li>• Central Office – Fiscal Division</li> </ul>	<p>N/A</p>
<p><b>Match Exceptions Manager</b> <b>V_AP_MATCH_EXCEPTIONS_MANAGER</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Correct/Override Match Exceptions</li> <li>• Match Exceptions Workbench (page that displays match exception transactions)</li> </ul>	<p>This role may only be selected by employees of the following division/district(s):</p> <ul style="list-style-type: none"> <li>• Central Office – Fiscal Division</li> <li>• District Accounting Offices</li> </ul>	<p>N/A</p>

**VDOT  
Cardinal Security Handbook**

Descriptive Role Name	Role Description	Segregation of Duties	Other Role Consideration
<p><b>Human Resources Voucher Approver</b> V_AP_HR_VOUCH_APPROVER</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Approve Employee Recognition vouchers</li> </ul>	<p>This role may only be selected by employees of the following division/district(s):</p> <ul style="list-style-type: none"> <li>• Central Office- Human Resources Division</li> <li>• District – Human Resources</li> </ul>	<p>N/A</p>
<p><b>Payroll Accountant Voucher Approver</b> V_AP_PAYROLL_VOUCH_APPROVER</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Approve Moving and Relocation vouchers</li> </ul>	<p>This role may only be selected by employees of the following division(s):</p> <ul style="list-style-type: none"> <li>• Central Office – Payroll</li> </ul>	<p>N/A</p>
<p><b>Voucher Final Approver</b> V_AP_VOUCH_FINAL_APPROVER</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Perform final level of approval for vouchers</li> </ul>	<p>This role may only be selected by employees of the following division/district(s):</p> <ul style="list-style-type: none"> <li>• Central Office – Fiscal Division</li> <li>• District Accounting Offices</li> </ul>	<p>N/A</p>
<p><b>Construction Voucher Approver</b> V_AP_CONST_VOUCH_APPROVER</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Approve Site Manager vouchers</li> </ul>	<p>This role may only be selected by employees of the following division(s):</p> <ul style="list-style-type: none"> <li>• District Construction Contract Administrators</li> <li>• Central Office – Fiscal Division</li> </ul>	<p>N/A</p>
<p><b>Final Construction Voucher Approver</b> V_AP_FIN_CONST_VOUCH_APPROVER</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Approve Final Site Manager vouchers</li> </ul>	<p>This role may only be selected by employees of the following division(s):</p> <ul style="list-style-type: none"> <li>• Central Office – Scheduling &amp; Contracts Division</li> <li>• Central Office – Fiscal Division</li> </ul>	<p>N/A</p>

**VDOT  
Cardinal Security Handbook**

Descriptive Role Name	Role Description	Segregation of Duties	Other Role Consideration
<p style="text-align: center;"><b>PCard Accountant Voucher Approver</b> <b>V_AP_PCARD_VOUCH_APPROVER</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Approve PCard vouchers and ISSP vouchers</li> </ul>	<p>This role may only be selected by employees of the following division/district(s):</p> <ul style="list-style-type: none"> <li>• Central Office – Fiscal Division</li> <li>• District Accounting Offices</li> </ul>	<p>N/A</p>
<p style="text-align: center;"><b>Utility Voucher Approver</b> <b>V_AP_UTILITY_VOUCHER_APPROVER</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Perform mass voucher approval of Utility vouchers</li> </ul>	<p>This role may only be selected by employees of the following division(s):</p> <ul style="list-style-type: none"> <li>• Central Office – Fiscal Division</li> </ul>	<p>N/A</p>
<p style="text-align: center;"><b>Petty Cash Approver</b> <b>V_AP_PETTY_CASH_APPROVER_501P!</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Approve Petty Cash vouchers</li> </ul>	<p>This role may only be selected by employees of the following division/district(s):</p> <ul style="list-style-type: none"> <li>• Central Office – Fiscal Division</li> <li>• District Accounting Offices</li> </ul>	<p>N/A</p>
<p style="text-align: center;"><b>Petty Cash Processor</b> <b>V_AP_PETTY_CASH_PROCESSOR</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Run petty cash pay cycle</li> <li>• Update payment selection criteria</li> <li>• Resolve pay cycle exceptions</li> <li>• Print petty cash checks</li> <li>• View Accounting Entries</li> </ul>	<p>Should not be given to a user with the <b>Petty Cash Reconciler</b> role.</p> <p>This role may only be selected by employees of the following division/district(s):</p> <ul style="list-style-type: none"> <li>• Central Office – Fiscal Division</li> <li>• District Accounting Offices</li> </ul>	<p>N/A</p>
<p style="text-align: center;"><b>Payment Processor</b> <b>V_AP_PAYMENT_PROCESSOR</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• View pay cycle exceptions</li> </ul>	<p>This role may only be selected by employees of the following division(s):</p> <ul style="list-style-type: none"> <li>• Central Office – Fiscal Division</li> </ul>	<p>N/A</p>

**VDOT  
Cardinal Security Handbook**

Descriptive Role Name	Role Description	Segregation of Duties	Other Role Consideration
<p style="text-align: center;"><b>Petty Cash Reconciler</b> <b>V_AP_PETTY_CASH_RECONCILER</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>Manually reconcile/unreconcile petty cash payments</li> </ul>	<p>Should not be given to a user with the <b>Petty Cash Processor</b> role.</p> <p>This role may only be selected by employees of the following division/district(s):</p> <ul style="list-style-type: none"> <li>Central Office – Fiscal Division</li> <li>District Accounting Offices</li> </ul>	<p>N/A</p>
<p style="text-align: center;"><b>Travel Expense Processor</b> <b>V_AP_TRAVEL_EXPENSE_PROCESSOR</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>Approve of Meal and Lodging vouchers</li> <li>Create/update employee profiles</li> <li>Cancel travel authorizations</li> <li>Expense budget exceptions</li> <li>Reconcile cash advances</li> <li>Authorize an employee to enter expenses on behalf of another employee</li> </ul>	<p>This role may only be selected by employees of the following division/district(s):</p> <ul style="list-style-type: none"> <li>Central Office – Fiscal Division</li> <li>District Accounting Offices</li> </ul>	<p>N/A</p>
<p style="text-align: center;"><b>Expenses Employee</b> <b>V_AP_EXPENSES_EMPLOYEE</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>Enter travel authorizations</li> <li>Enter cash advances</li> <li>Enter expense reports</li> <li>View their own employee profile</li> <li>Delete travel authorization</li> <li>Delete cash advance</li> <li>Delete expense report</li> <li>Perform expense inquiry</li> </ul>	<p>N/A</p>	<p>All VDOT Cardinal employees must request this role.</p> <p>Non-employees are assigned this role only if they will be entering expenses on behalf of others. (requires note on the form when requesting for non-employees)</p>
<p style="text-align: center;"><b>Expenses Approver</b> <b>V_AP_EXPENSE_APPROVER</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>Approve expense transactions based on workflow</li> </ul>	<p>N/A</p>	<p>Non-employees should not be assigned this role.</p>

**VDOT  
Cardinal Security Handbook**

Descriptive Role Name	Role Description	Segregation of Duties	Other Role Consideration
<b>Accounts Payable Configurator</b> <b>V_AP_CONFIGURATOR</b>	This role has access to: <ul style="list-style-type: none"> <li>• Maintain AP configuration such as conversation key words for vendor conversations, etc.</li> </ul>	This role may only be selected by employees of the following division(s): <ul style="list-style-type: none"> <li>• Central Office – Fiscal Division</li> <li>• Central Office – Administrative Services Division</li> </ul>	N/A
<b>Accounts Payable Security Administrator</b> <b>V_AP_SECURITY_ADMIN</b>	This role has access to: <ul style="list-style-type: none"> <li>• Maintain Approver, Approver List, Approver Assignment, Approver Types, Transaction Definition, Privilege Template, Approver Profile, Refinement Template, and Voucher Workflow Configuration</li> </ul>	This role may only be selected by employees of the following division(s): <ul style="list-style-type: none"> <li>• Central Office – Fiscal Division</li> </ul>	N/A
<b>Workflow System Administrator</b> <b>V_WF_WL_REASSIGN</b>	This role has access to: <ul style="list-style-type: none"> <li>• Move worklist items from one user to another and to set the Alternate User ID to which future transactions will flow.</li> <li>• The Alternate User ID is the log-on of the Alternate User to whom you would like to forward your worklist.</li> </ul>	Should not be given to a user with the <b>Final Voucher Approver</b> role.  This role may only be selected by employees of the following division(s): <ul style="list-style-type: none"> <li>• Central Office – Fiscal Division</li> <li>• Central Office – Administrative Services Division</li> </ul>	This role should be assigned to one user and one backup per division.

## Accounts Payable Workflow

### *About this Section*

Workflow is an automated process that takes a Cardinal transaction and routes it to the next approver level for action (approve or deny). AP Workflow governs the voucher and expenses approval (and denial) process.

The following Accounts Payable role(s) are tied to workflow:

- Human Resources Voucher Approver
- Payroll Accountant Voucher Approver
- Voucher Final Approver
- Construction Voucher Approver
- Final Construction Voucher Approver
- PCard Accountant Voucher Approver
- Utility Voucher Approver
- Petty Cash Approver
- Travel Expense Processor
- Expense Approver

Users assigned to the following Accounts Payable workflow roles will be assigned route control profiles (listed in the table below) to properly route transactions for workflow. The route control profiles assigned to a user will be determined based on the user's Department ID / location listed on the Cardinal Security Form. **You do not need to provide any additional information for users tied to these workflow roles.**

- Voucher Final Approver
- Construction Voucher Approver
- Travel Expense Processor

### Accounts Payable Route Control Profiles Table

Route Control Profiles	Description
District 10 - 50100	Central Office
District 11 - 50100	Bristol District Office
District 12 - 50100	Salem District Office
District 13 - 50100	Lynchburg District Office
District 14 - 50100	Richmond District Office
District 15 - 50100	Hampton Roads District Office
District 16 - 50100	Fredericksburg District Office
District 17 - 50100	Culpeper District Office
District 18 - 50100	Staunton District Office
District 19 - 50100	Northern Virginia District Office

**VDOT  
Cardinal Security Handbook**

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Users assigned to the following Accounts Payable workflow roles will need to select the appropriate District(s) location as specified on the security form.

- Human Resources Voucher Approver

<b>Route Control Profiles</b>	<b>Description</b>
District 10 - 50100	Central Office
District 11 - 50100	Bristol District Office
District 12 - 50100	Salem District Office
District 13 - 50100	Lynchburg District Office
District 14 - 50100	Richmond District Office
District 15 - 50100	Hampton Roads District Office
District 16 - 50100	Fredericksburg District Office
District 17 - 50100	Culpeper District Office
District 18 - 50100	Staunton District Office
District 19 - 50100	Northern Virginia District Office

The remaining workflow roles that are not tied to route control profiles are routed based on role and user's assigned to the roles, except for the Expense Approver role which is routed based on Department IDs. Read on to learn more about the Expense Approver role and workflow routing for this role.

The following Expense role(s) are tied to workflow:

- Expense Approver

Because the Expense Approver role deals with the approval of expenses, only employees can be assigned to this role. Non-employees should not be assigned to this role.

Supervisors who are assigned the Expense Approver role will be able to approve travel expenses for users they supervise.

In addition, users who are assigned the Expense Approver role may need to be assigned to an Expense Approver role profile to properly route expense related workflow transactions according to their position / role. The profile and department ID's an employee can approve expense related transactions for, will determine how the expense related transactions route through workflow.

Please use the information provided below to select the appropriate Expense Approver workflow profile for your users in Cardinal and list the department ID ranges the user will approve expenses for. Please keep in mind, a user can only be assigned to one of the below expense approver profiles:

**VDOT  
Cardinal Security Handbook**

Expense Approver Profile	Profile Description
<b>Agency Head</b>	<p>Approval of expense reports and travel authorizations containing expense amounts over the allowable amount.</p> <p>This profile may only be selected by employees of the following divisions:</p> <ul style="list-style-type: none"> <li>• Central Office</li> </ul>
<b>Chief</b>	<p>Approval of expense reports and travel authorizations over the allowable amount.</p> <p>This profile may only be selected by employees of the following divisions:</p> <ul style="list-style-type: none"> <li>• Central Office</li> <li>• Districts</li> </ul>
<b>District / Division Administrator</b>	<p>Description - approval of expense reports and travel authorizations over the allowable amount.</p> <p>This profile may only be selected by employees of the following divisions/districts:</p> <ul style="list-style-type: none"> <li>• Central Office</li> <li>• Districts</li> </ul>
<b>Expense Coordinator</b>	<p>This is the final approver role for approval of travel related expense reports, travel authorizations, cash advances, education, overtime meals, business calls, and registration fees.</p> <p>This profile may only be selected by employees of the following divisions/districts:</p> <ul style="list-style-type: none"> <li>• Central Office - Fiscal Division</li> <li>• District Accounting Offices</li> </ul> <p>The Expense Coordinator Profile also has a separate security role called <b>V_AP_EXPENSE_COORDINATOR</b>. This role is used to allow users to reassign expenses to users with the Expense Approver role.</p>
<b>Non-Travel Approver</b>	<p>This is the final approver role for the approval of expense reports for non-travel expenses such as work boots and office supplies.</p> <p>This profile may only be selected by employees of the following divisions/districts:</p> <ul style="list-style-type: none"> <li>• Central Office - Fiscal Division</li> <li>• District Accounting Offices</li> </ul>
<b>HR Representative</b>	<p>Approval of expense reports for education reimbursements.</p> <p>This profile may only be selected by employees of the following divisions:</p> <ul style="list-style-type: none"> <li>• Central Office – Human Resources Division</li> </ul>

## Accounts Receivable User Roles

Accounts Receivable (AR) is the functional area that handles a series of accounting transactions dealing with the billing and maintenance of different types of customers (i.e. state agencies, government, business and individuals). AR includes the following processes:

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

### About this Section

This section outlines the available roles for AR in Cardinal. Use the AR User Roles & Descriptions Table below to determine the appropriate AR roles needed by your agency users in Cardinal.

The AR User Roles & Descriptions Table provides the following information:

- Role Descriptions
- Segregation of Duties
- Other Role Considerations

### AR User Roles & Descriptions Table

Descriptive Role Name	Role Description	Segregation of Duties	Other Role Consideration
<p style="text-align: center;"><b>Billing Processor</b> <b>V_AR_STATE_BILLING_PROCESSOR</b></p>	<p>This is the basic billing role. This role has access to:</p> <ul style="list-style-type: none"> <li>• Create, review, cancel, and re-bill an invoice</li> <li>• Generate pro forma invoices, but cannot finalize and print bills</li> <li>• Update customer information</li> </ul>	<p>This role may only be selected by employees of the following division/district(s):</p> <ul style="list-style-type: none"> <li>• Central Office – Fiscal</li> <li>• Division/District Accounting Offices</li> </ul>	N/A
<p style="text-align: center;"><b>Billing Specialist</b> <b>V_AR_STATE_BILLING_SPECIAL</b></p>	<p>This role has access to everything the Billing Processor has. In addition, this role has access to:</p> <ul style="list-style-type: none"> <li>• Approve Bills</li> <li>• Finalize and Invoice Bills</li> <li>• Update customer information</li> </ul>	<p>This role may only be selected by employees of the following division/district(s):</p> <ul style="list-style-type: none"> <li>• Central Office – Fiscal Division</li> <li>• District Accounting Offices</li> </ul>	N/A

**VDOT  
Cardinal Security Handbook**

Descriptive Role Name	Role Description	Segregation of Duties	Other Role Consideration
<b>Collections Specialist</b> <b>V_AR_COLLECTION_SPECIALIST</b>	This role has access to: <ul style="list-style-type: none"> <li>• Aging and dunning functionality and interfaces with Taxation</li> <li>• Pages with secure information</li> <li>• Update customer information</li> </ul>	This role may only be selected by employees of the following division/district(s): <ul style="list-style-type: none"> <li>• Central Office – Fiscal Division</li> <li>• District Accounting Offices</li> </ul>	N/A
<b>Accounts Receivable Specialist</b> <b>V_AR_SPECIALIST</b>	This is the basic Accounts Receivable role. This role has access to: <ul style="list-style-type: none"> <li>• Review item information</li> <li>• Perform item maintenance (adjust and transfer)</li> <li>• Update customer information</li> </ul>	This role may only be selected by employees of the following division/district(s): <ul style="list-style-type: none"> <li>• Central Office – Fiscal Division</li> </ul>	N/A
<b>Accounts Receivable Supervisor</b> <b>V_AR_SUPERVISOR</b>	This role has access to everything the Accounts Receivable Specialist role has. In addition, this role has access to: <ul style="list-style-type: none"> <li>• Approve adjustments</li> </ul>	This role may only be selected by employees of the following division(s): <ul style="list-style-type: none"> <li>• Central Office – Fiscal Division</li> </ul>	N/A
<b>Accounts Receivable Fiscal Manager</b> <b>V_AR_FISCAL_MANAGER</b>	This role has access to perform all Accounts Receivable and Billing functions. In addition, this role has access to: <ul style="list-style-type: none"> <li>• Make adjustments and corrections</li> </ul>	This role may only be selected by employees of the following division(s): <ul style="list-style-type: none"> <li>• Central Office – Fiscal Division</li> </ul>	<i>This role requires the user to also have the following roles:</i> <ul style="list-style-type: none"> <li>• Accounts Receivable Supervisor</li> <li>• AR Specialist</li> <li>• AR Fiscal Manager</li> <li>• Billing Specialist</li> <li>• Billing Processor</li> <li>• Collections Specialist</li> <li>• Bill Adjustment Specialist</li> <li>• Billing Approver</li> <li>• Billing Worksheet Approver</li> <li>• FHWA Specialist</li> </ul>

**VDOT  
Cardinal Security Handbook**

Descriptive Role Name	Role Description	Segregation of Duties	Other Role Consideration
<p style="text-align: center;"><b>Funds Receipts Processor</b> <b>V_AR_FUNDS_RECEIPTS_PROCESS</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Enter payments and deposits</li> <li>• Apply payments to customer's items using a worksheet</li> <li>• Enter directly journaled payments</li> </ul>	<p>This role may only be selected by employees of the following division/district(s):</p> <ul style="list-style-type: none"> <li>• Central Office – Fiscal Division</li> <li>• District Accounting Offices</li> </ul>	<p>N/A</p>
<p style="text-align: center;"><b>Funds Receipts Manager</b> <b>V_AR_FUNDS_RECEIPTS_MANAGER</b></p>	<p>This role has access to everything the Funds Receipts Processor role has. In addition, this role has access to:</p> <ul style="list-style-type: none"> <li>• Run Payment Predictor</li> <li>• Group and approve deposits with a custom deposit certificate transaction to CARS</li> </ul>	<p>Should not be given to a user with <b>Billing, Accounts Receivable</b> or <b>Collection</b> roles.</p> <p>This role may only be selected by employees of the following division(s):</p> <ul style="list-style-type: none"> <li>• Central Office – Fiscal Division</li> </ul>	<p>N/A</p>
<p style="text-align: center;"><b>Payment Unpost</b> <b>V_AR_UNPOST</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Unpost payments</li> </ul>	<p>This role may only be selected by employees of the following division(s):</p> <ul style="list-style-type: none"> <li>• Central Office – Fiscal Division</li> </ul>	<p>N/A</p>
<p style="text-align: center;"><b>Bill Adjustment Specialist</b> <b>V_AR_BILL_ADJUST_SPECIALIST</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Make adjustments to bills</li> <li>• Correct bill adjustment errors</li> </ul>	<p>This role may only be selected by employees of the following division(s):</p> <ul style="list-style-type: none"> <li>• Central Office – Fiscal Division</li> </ul>	<p>N/A</p>
<p style="text-align: center;"><b>Billing Approver</b> <b>V_AR_BILLING_APPROVER</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Change the status of bills entered in the system</li> <li>• Update the status of a bill to a ready status to indicate availability for processing</li> <li>• Run the batch process to automatically set bill status from New to Ready for project bills created in batch</li> </ul>	<p>This role may only be selected by employees of the following division(s):</p> <ul style="list-style-type: none"> <li>• Central Office – Fiscal Division</li> </ul>	<p>N/A</p>

**VDOT  
Cardinal Security Handbook**

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Descriptive Role Name	Role Description	Segregation of Duties	Other Role Consideration
<p><b>Billing Worksheet Approver</b>  <b>V_AR_BILLING_WRKT_APPROVER</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Approve worksheets</li> <li>• Update worksheet status</li> </ul>	<p>This role may only be selected by employees of the following division(s):</p> <ul style="list-style-type: none"> <li>• Central Office – Fiscal Division</li> </ul>	<p>N/A</p>
<p><b>FHWA Specialist</b>  <b>V_AR_FHWA_SPECIALIST</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Run the FHWA Extract process</li> <li>• Access FHWA content</li> </ul>	<p>This role may only be selected by employees of the following division(s):</p> <ul style="list-style-type: none"> <li>• Central Office – Fiscal Division</li> </ul>	<p>N/A</p>

## General Ledger User Roles

General Ledger (GL) is the functional area that handles a set of financial accounts used to: accumulate the results of transaction processing, create budgets, generate financial statements and provide source financial data for reporting purposes. Cardinal GL includes the following processes:

- System Setup and ChartFields
- Create and Process Budget Journals
- Create and Process Journals
- Perform Allocations
- Period Close

### ***About this Section***

This section outlines the available roles for GL in Cardinal. Use the GL User Roles & Descriptions Table below to determine the appropriate GL roles needed by your agency users in Cardinal.

The GL User Roles & Descriptions Table provides the following information:

- Role Descriptions
- Segregation of Duties
- Other Role Considerations

### **GL User Roles & Descriptions Table**

Descriptive Role Name	Role Description	Segregation of Duties	Other Role Consideration
<p><b>Agency Budget Approver</b> <b>V_GL_BUDGET_APPROVER</b></p>	<p>The Budget Approver is responsible for Agency-level Budgets. This role has access to:</p> <ul style="list-style-type: none"> <li>• Post budget journal through online or batch process</li> <li>• Delete budget journal through online or batch process</li> </ul> <p>Post budget transfer and adjustments</p>	<p>Should not be given to a user with the <b>Budget Processor</b> or <b>Operational Budget Processor</b> roles. <b>(No Exceptions Allowed)</b></p> <p>This role may only be selected by employees of the following division(s):</p> <ul style="list-style-type: none"> <li>• Central Office – Financial Planning Division</li> </ul>	N/A

**VDOT  
Cardinal Security Handbook**

Descriptive Role Name	Role Description	Segregation of Duties	Other Role Consideration
<p><b>Agency Budget Processor</b> <b>V_GL_BUDGET_PROCESSOR</b></p>	<p>The Budget Processor is responsible for budget journals at the Agency-level. This role has access to:</p> <ul style="list-style-type: none"> <li>• Enter budget journals, budget transfers and budget adjustments</li> <li>• Upload journals using the Spreadsheet Budget Journal upload</li> <li>• Review and correct budget journal errors</li> <li>• Define funding sources and funding source allocations</li> </ul>	<p>Should not be given to a user with the <b>Budget Approver</b> or <b>Operational Budget Processor</b> roles. <b>(No Exceptions Allowed)</b></p> <p>This role may only be selected by employees of the following division(s):</p> <ul style="list-style-type: none"> <li>• Central Office - Financial Planning Division</li> </ul>	<p>N/A</p>
<p><b>Agency ChartField Administrator</b> <b>V_GL_CHARTFIELD_ADMIN</b></p>	<p>This role has access:</p> <ul style="list-style-type: none"> <li>• Maintain Agency controlled ChartFields (Department, Project, Activity, Cost Center, Task, Asset, Agency Use 1, Statistics Code, Agency Use 2)</li> <li>• Define SpeedTypes/ SpeedCharts (Non-Central ChartFields)</li> </ul>	<p>This role may only be selected by employees of the following division(s):</p> <ul style="list-style-type: none"> <li>• Central Office - Fiscal Division</li> </ul>	<p>N/A</p>
<p><b>Agency Use 1 ChartField Administrator</b> <b>V_GL_AGENCYUSE_1_CF_ADMIN</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Add/update Agency Use 1 Chart of Account Values</li> </ul>	<p>N/A</p>	<p>*VDOT users will use the Agency Use 1 field to track "Function" work efforts or initiatives of a miscellaneous nature that should not be linked to automated billing contracts. This field is similar to FMS II Operational Projects that are not billed (ex. One time mowing). No specific naming or numbering convention has been identified for the Agency Use 1 field at this time but the character limit for this field has a length of 10.</p> <p>All VDOT Cardinal users will receive this role; pre-checked on security form.</p>

**VDOT  
Cardinal Security Handbook**

Descriptive Role Name	Role Description	Segregation of Duties	Other Role Consideration
<b>Agency General Ledger System Administrator</b> <b>V_GL_SYSTEM_ADMINISTRATOR</b>	This role has access to: <ul style="list-style-type: none"> <li>• Define ChartField Value Sets</li> <li>• Define Journal Generator templates</li> </ul>	This role may only be selected by employees of the following division(s): <ul style="list-style-type: none"> <li>• Central Office - Fiscal Division</li> </ul>	N/A
<b>Operational Budget Processor</b> <b>V_GL_OPER_BUDGET_PROCESS</b>	This role has access to: <ul style="list-style-type: none"> <li>• Review and correct operational budget journal errors</li> <li>• Post operational budget journals</li> </ul>	Should not be given to users with the <b>Agency Budget Processor</b> or <b>Agency Budget Approver</b> roles. <b>(No Exceptions Allowed)</b>	N/A
<b>General Ledger System Processor</b> <b>V_GL_SYSTEM_PROCESSOR</b>	This role has access to: <ul style="list-style-type: none"> <li>• Define and create Standard Journal Entries templates</li> <li>• Define Average Daily Balance</li> <li>• Define Allocation</li> <li>• Define Allocation Group</li> <li>• Run the process to calculate ADB</li> <li>• Run Allocations</li> <li>• Execute Journal Generator to generate subsystem journal entries (batch process)</li> </ul>	This role may only be selected by employees of the following division(s): <ul style="list-style-type: none"> <li>• Central Office - Fiscal Division</li> </ul>	N/A
<b>General Ledger nVision Developer</b> <b>V_GL_NVISION_DEVELOPER</b>	This role has access to: <ul style="list-style-type: none"> <li>• Create nVision layouts</li> <li>• Register layouts on server</li> <li>• Register drill down layouts</li> </ul>	This role may only be selected by employees of the following division(s): <ul style="list-style-type: none"> <li>• Central Office - Fiscal Division</li> <li>• Central Office – IT Production Control</li> </ul>	N/A
<b>General Ledger nVision Executer</b> <b>V_GL_NVISION_EXECUTER</b>	This role has access to: <ul style="list-style-type: none"> <li>• Define the scope of nVision reports</li> <li>• Create nVision report requests</li> </ul>	This role may only be selected by employees of the following division(s): <ul style="list-style-type: none"> <li>• Central Office - Fiscal Division</li> </ul>	N/A

**VDOT  
Cardinal Security Handbook**

Descriptive Role Name	Role Description	Segregation of Duties	Other Role Consideration
<p><b>Agency Journal Approver</b> <b>V_GL_JOURNAL_APPROVER</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Post journals through batch process or online</li> <li>• Review journal lines</li> <li>• Upload import file</li> <li>• Execute Spreadsheet Upload process (batch process)</li> <li>• Execute Journal Edit through batch process</li> <li>• Execute Journal Budget Check through batch process</li> <li>• Execute Journal Posting process</li> </ul>	<p>This role may only be selected by employees of the following agency/division(s):</p> <ul style="list-style-type: none"> <li>• Central Office - Fiscal Division</li> <li>• District Accounting Offices</li> </ul>	<p>N/A</p>
<p><b>Journal Processor</b> <b>V_GL_JOURNAL_PROCESSOR</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Enter online journals</li> <li>• Enter journals in spreadsheet journal</li> <li>• Edit journals online</li> <li>• Budget check journals online</li> <li>• Copy a journal</li> <li>• Execute Spreadsheet Upload process (batch process)</li> </ul>	<p>N/A</p>	<p>N/A</p>
<p><b>Mark Journal Post</b> <b>V_GL_COVA_JOURNAL_MARKPOST</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Mark Journals for Posting page</li> </ul> <p>The page provides users with the ability to mark a journal that has been successfully edit and budget checked for posting.</p> <p>Journals manually set to “Mark to Post” will automatically bypass the approval process and post in Cardinal.</p>	<p>This role may only be selected by employees of the following agency/division(s):</p> <ul style="list-style-type: none"> <li>• Central Office - Fiscal Division</li> </ul>	<p>Special approval is required by DOA General Accounting Approvers.</p>

## General Ledger Workflow

### *About this Section*

Workflow is an automated process that takes a Cardinal transaction and routes it to the next approver level to approve or deny. GL Workflow governs the journal approval (and denial) process.

The following General Ledger role(s) are tied to workflow:

- Journal Processor
- Journal Approver

Users assigned to the following General Ledger workflow roles will be assigned route control profiles (listed in the table below) to properly route transactions for workflow.

- Journal Processor
- Journal Approver

The route control profiles assigned to a user will be determined based on the user's Department ID / location by the Cardinal Security Team. **You do not need to provide any additional information for users tied to these workflow roles.**

### General Ledger Route Control Profiles Table

Route Control Profiles	Description
District 10 - 50100	Central Office
District 11 - 50100	Bristol District Office
District 12 - 50100	Salem District Office
District 13 - 50100	Lynchburg District Office
District 14 - 50100	Richmond District Office
District 15 - 50100	Hampton Roads District Office
District 16 - 50100	Fredericksburg District Office
District 17 - 50100	Culpeper District Office
District 18 - 50100	Staunton District Office
District 19 - 50100	Northern Virginia District Office

## Procurement User Roles

Procurement (PR) is the process of obtaining goods and services to accomplish the goals of the enterprise. PR includes the following processes:

- Maintain Items
- Enter and Process Requisitions
- Enter and Maintain Contracts
- Strategic Sourcing
- Enter and Process Purchase Orders
- Receive and Inspect Goods
- Procurement Card Processing

### ***About this Section***

This section outlines the available roles for PR in Cardinal. Use the PR User Roles & Descriptions Table below to determine the appropriate PR roles needed by your agency users in Cardinal.

The PR User Roles & Descriptions Table provides the following information:

- Role Descriptions
- Segregation of Duties
- Other Role Considerations

### **PR User Roles & Descriptions Table**

Descriptive Role Name	Role Description	Segregation of Duties	Other Role Consideration
<b>Purchasing Requisition Processor</b> <b>V_PR_REQUISITION_PROCESSOR</b>	This role has access to: <ul style="list-style-type: none"> <li>• Create and update requisitions</li> <li>• Add and update receivers</li> <li>• View purchase orders, contracts and strategic sourcing events (bids)</li> <li>• View purchasing items, categories and locations</li> <li>• Approve requisitions, if you are a supervisor</li> </ul>	N/A	All VDOT Cardinal users will receive this role; role is pre-checked on security form.

**VDOT  
Cardinal Security Handbook**

Descriptive Role Name	Role Description	Segregation of Duties	Other Role Consideration
<p style="text-align: center;"><b>StoreKeeper</b> <b>V_PR_WEBIMS_STOREKEEPER</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Issue WebIMS stock</li> <li>• Create restock orders</li> <li>• Receive replenishment stock</li> </ul>	N/A	N/A
<p style="text-align: center;"><b>Strategic Sourcing Collaborator</b> <b>V_PR_STRATEGIC_SOURCING_COLLAB</b></p>	<p>This is any user the Strategic Sourcing buyer wants to receive input from and is also used to route potential awards to Procurement management for approval. This role has access to:</p> <ul style="list-style-type: none"> <li>• Review sourcing events (bid)</li> <li>• Provide feedback and evaluation for an event (bid) during event creation and award</li> </ul>	N/A	<p>This role requires the user to also have the Event Collaborator role. (Does not appear on security form-security will automatically grant role)</p> <p>All VDOT Cardinal users will receive this role; role is pre-checked on security form.</p>
<p style="text-align: center;"><b>Buyer</b> <b>V_PR_BUYER</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Create, update and dispatch Purchase Orders</li> </ul>	N/A	N/A
<p style="text-align: center;"><b>Strategic Sourcing Buyer</b> <b>V_PR_STRATEGIC_SOURCING_BUYER</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Add and update award events (bids)</li> <li>• Award events (bids) into Purchase Orders / Contracts</li> <li>• Assign Strategic Sourcing Collaborators to events (bids)</li> </ul>	<p>This role may only be selected by employees of the following division/district(s):</p> <ul style="list-style-type: none"> <li>• Central Office – Administrative Services Division</li> <li>• District – Administrative Services Division</li> </ul>	<p>This role requires the user to also have the <b>Buyer</b> and <b>Purchasing Contracts Administrator</b> roles.</p>
<p style="text-align: center;"><b>Bid Processor</b> <b>V_PR_BID_PROCESSOR</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Enter and update Bid responses</li> <li>• Enter and update vendor responses in Strategic Sourcing (RFQ)</li> </ul>	N/A	<p>This role requires the user to also have the <b>Strategic Sourcing Buyer</b> role. <i>(NOTE: BUDDY ROLES FOR STRATEGIC SOURCING BUYER IS NOT NEEDED when user primary role is Bid Processor)</i></p> <p>Bid Processor should only be assigned to two users per district.</p>

**VDOT  
Cardinal Security Handbook**

Descriptive Role Name	Role Description	Segregation of Duties	Other Role Consideration
<p style="text-align: center;"><b>Purchasing Contracts Administrator</b> <b>V_PR_CONTRACTS_ADMIN</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Add and update Contracts</li> <li>• Create new versions of Contracts (new effective dates)</li> <li>• Maintain Contracts</li> </ul> <p>Approve Contracts</p>	N/A	N/A
<p style="text-align: center;"><b>Procurement Manager</b> <b>V_PR_PROCUREMENT_MANAGER</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Assign requisitions to Buyers for processing</li> <li>• Approve Strategic Sourcing events (bids) that are above the Buyer's delegated authority</li> <li>• Approve Purchase Order change orders that exceed the APSPM (Agency Procurement and Surplus Property Manual), if required</li> </ul>	<p>This role may only be selected by employees of the following division/district(s):</p> <ul style="list-style-type: none"> <li>• Central Office – Administrative Services Division</li> <li>• District – Administrative Services Division</li> </ul>	<p>This role requires the user to also have the <b>Buyer, Purchasing Contracts Administrator</b> and <b>Strategic Sourcing Buyer</b> roles.</p>
<p style="text-align: center;"><b>Senior Procurement Manager</b> <b>V_PR_SR_PROCUREMENT_MANAGER</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Approve Strategic Sourcing events (bids) that are above the Procurement Manager's delegated authority</li> <li>• Approve Purchase Order change orders that exceed the APSPM (Agency Procurement and Surplus Property Manual), if required</li> </ul>	<p>This role may only be selected by employees of the following division/district(s):</p> <ul style="list-style-type: none"> <li>• Central Office – Administrative Services Division</li> <li>• District – Administrative Services Division</li> </ul>	<p>This role requires the user to also have the <b>Buyer, Purchasing Contracts Administrator</b> and <b>Strategic Sourcing Buyer</b> roles.</p>
<p style="text-align: center;"><b>Administrative Services Division Director</b> <b>V_PR_ASD_DIRECTOR</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Review and approve any and all transactions in the Procurement module</li> <li>• Approve Purchase Order change orders that exceed the APSPM (Agency Procurement and Surplus Property Manual), if required</li> <li>• Handle escalations</li> </ul>	<p>This role may only be selected by employees of the following division(s):</p> <ul style="list-style-type: none"> <li>• Central Office – Administrative Services Division</li> <li>• Central Office – Consultant Procurement Division</li> </ul>	<p><i>This role requires the user to also have the <b>Buyer, Purchasing Contracts Administrator (Not needed for Consultant Procurement Division)</b> and <b>Strategic Sourcing Buyer (Not needed for Consultant Procurement Division)</b>.</i></p>

**VDOT  
Cardinal Security Handbook**

Descriptive Role Name	Role Description	Segregation of Duties	Other Role Consideratio
<p style="text-align: center;"><b>Fiscal Inventory Manager</b> <b>V_PR_FISCAL_INVENTORY_MANAGER</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Add and update items and categories</li> <li>• Add and update locations</li> </ul>	<p>This role may only be selected by employees of the following division(s):</p> <ul style="list-style-type: none"> <li>• Central Office – Fiscal Division</li> </ul>	<p>N/A</p>
<p style="text-align: center;"><b>PCard User</b> <b>V_PR_PCARD_USER</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Review and verify PCard transactions</li> <li>• Dispute transactions as necessary</li> <li>• ISSP Reconciler</li> </ul>	<p>N/A</p>	<p>N/A</p>
<p style="text-align: center;"><b>PCard Supervisor</b> <b>SUPERVISOR</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Review and approve PCard transactions</li> <li>• ISSP Approver</li> </ul>	<p>N/A</p>	<p>This role requires the user to also have the <b>PCard User</b> role (does not require card to be issued)</p>
<p style="text-align: center;"><b>PCard Administrator</b> <b>V_PR_PCARD_ADMINISTRATOR</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Associate credit cards to users</li> <li>• Maintain user credit card information</li> <li>• Add and maintain proxies (associate the supervisor to the card)</li> </ul>	<p><i>Should not be given to a user with the <b>PCard User</b> role. (Exception for Mancon &amp; Supervisors – but must not have a card in the users’s name)</i></p>	<p>N/A</p>
<p style="text-align: center;"><b>Procurement System Administrator</b> <b>V_PR_PROCUREMENT_SYSTEM_ADMIN</b></p>	<p>This role has full access to all of Procurement including correction mode. In addition, this role has access to:</p> <ul style="list-style-type: none"> <li>• Provide support</li> <li>• Resolve issues</li> </ul>	<p>This role may only be selected by employees of the following division(s):</p> <ul style="list-style-type: none"> <li>• Central Office – Administrative Services Division</li> </ul>	<p>N/A</p>

## Procurement Workflow

### *About this Section*

Workflow is an automated process that takes a Cardinal transaction and routes it to the next approver level to approve or deny. Procurement workflow governs the approval (and denial) of Procurement related transactions.

In Procurement, requisitions are routed to the requestor's supervisor for approval and purchase orders not related to a requisition are routed to the buyer's supervisor for approval. There is no role or route controls profile required for the approval of these transactions; it will be done automatically in Cardinal based on supervisor information. Listed below are the roles that will require route control profile information for transaction approval.

The following Procurement role(s) are tied to workflow:

- Procurement Manager
- Senior Procurement Manager
- Administrative Services Division Director
- Storekeeper

Users assigned to the following Procurement workflow roles will be assigned route control profiles (listed in the table below) to properly route transactions for workflow.

- Administrative Services Division Director

The route control profiles assigned to a user will be determined based on the user's Department ID / location.

### Procurement Route Control Profiles Table

Route Control Profiles	Description
District 10 - 50100	Central Office
District 11 - 50100	Bristol District Office
District 12 - 50100	Salem District Office
District 13 - 50100	Lynchburg District Office
District 14 - 50100	Richmond District Office
District 15 - 50100	Hampton Roads District Office
District 16 - 50100	Fredericksburg District Office
District 17 - 50100	Culpeper District Office
District 18 - 50100	Staunton District Office
District 19 - 50100	Northern Virginia District Office

Users assigned to the following Accounts Payable workflow roles will need to select the appropriate District(s) location as specified on the security form.

- Procurement Manager
- Senior Procurement Manager

Route Control Profiles	Description
District 10 - 50100	Central Office
District 11 - 50100	Bristol District Office
District 12 - 50100	Salem District Office
District 13 - 50100	Lynchburg District Office
District 14 - 50100	Richmond District Office
District 15 - 50100	Hampton Roads District Office
District 16 - 50100	Fredericksburg District Office
District 17 - 50100	Culpeper District Office
District 18 - 50100	Staunton District Office
District 19 - 50100	Northern Virginia District Office

### ***StoreKeeper Setup***

For users with the Storekeeper role, you will need to select the appropriate WebIMS Route Control profiles that should be assigned to the user. The WebIMS route control profiles outline the stock locations a Storekeeper has WebIMS security to issue and receive stock for.

When selecting WebMIS route control profiles for users assigned to the Storekeeper role, you can select route controls that are location specific, for an entire residency location or for an entire district location.

*Some locations in the route control profiles table are specifically listed with the WebIMS number in the description (ex: **Storekeeper Bristol 9506**):*

#### **Route Control Profile**

Route Control Profile: Store Keeper Bristol 9506

Description:

**Routing Control** Find | View All | First 1 of 1 Last

"Route Control"  + -

Type:

**Range** Find | View All | First 1 of 1 Last

From Value:  + -

To Value:  + -

*Some locations are grouped together for a Residency or District (ex: **Storekeeper Fred Saluda** route control profile gives a user access to the range of Web IMS locations listed below):*

# VDOT Cardinal Security Handbook

## Route Control Profile

Route Control Profile: Store Keeper Fred Saluda

Description: WebIMS locations Storekeeper has permissions to. Uses Sector field on location table.

Routing Control Find | View All | First 1 of 1 Last

\*Route Control  + -

Type:

Range Find | View All | First 1-3 of 6 Last

From Value:	To Value:		
<input type="text" value="2820"/>	<input type="text" value="2899"/>	+	-
<input type="text" value="3610"/>	<input type="text" value="3699"/>	+	-
<input type="text" value="4910"/>	<input type="text" value="4999"/>	+	-

Chart shows additional grouped locations:

Bristol	Salem	Lynchburg
Store Keeper Bristol All	Store Keeper Salem All	Store Keeper Lynchburg All
Store Keeper Bristol Abingdon	Store Keeper Salem Bedford	Store Keeper Lynch Amherst
Store Keeper Bristol Jonesvle	Store Keeper Salem Christnsbrg	Store Keeper Lynch Appomattox
Store Keeper Bristol Lebanon	Store Keeper Salem Hillsville	Store Keeper Lynch Chatham
Store Keeper Bristol Tazewell	Store Keeper Salem Martinsvle	Store Keeper Lynch Dillwyn
Store Keeper Bristol Wise	Store Keeper Salem Res	Store Keeper Lynch Halifax
Store Keeper Bristol Wythevle	Store Keeper Salem Rocky Mount	
Richmond	HamptonRds	Fredericksburg
Store Keeper Richmond All	Store Keeper Hmp Rds All	Store Keeper Fred All
Store Keeper Rich Amelia	Store Keeper HR Accomac	Store Keeper Fred Bowling Grn
Store Keeper Rich Ashland	Store Keeper HR Franklin	Store Keeper Fred Fredericksburg
Store Keeper Rich Chesterfield	Store Keeper HR Hmp Rds	Store Keeper Fred Saluda
Store Keeper Rich Petersburg	Store Keeper HR Waverly	Store Keeper Fred Warsaw
Store Keeper Rich Sandston	Store Keeper HR Williamsburg	
Store Keeper Rich South Hill		
Culpeper	Staunton	NOVA
Store Keeper Culpeper All	Store Keeper Staunton All	Store Keeper NOVA All
Store Keeper Culp Charlottsvle	Store Keeper Staunt Edinburg	Store Keeper NOVA Fairfax
Store Keeper Culp Culpeper	Store Keeper Staunt Harrisonbg	Store Keeper NOVA Leesburg
Store Keeper Culp Louisa	Store Keeper Staun Lexington	Store Keeper NOVA Manassas
Store Keeper Culp Warrenton	Store Keeper Staunt Luray	
	Store Keeper Staunt Verona	

## Project Accounting User Roles

Project Accounting (PA) provides the ability to track project related costs and to automatically bill entities for the portion of costs incurred for which the entity has agreed to provide reimbursement. In addition, PA provides the ability to report on the financial status of projects which can be used by management to manage projects. PA includes the following processes:

- Create and Maintain Projects
- Create and Amend Contracts
- Collect, Distribute, and Price
- Process Billing and Revenue
- Adjustments and Reconciliation

### *About this Section*

This section outlines the available roles for Project Accounting in Cardinal. Use the PA User Roles & Descriptions Table below to determine the appropriate PA roles needed by your agency users in Cardinal.

The Project Accounting User Roles & Descriptions Table provides the following information:

- Role Descriptions
- Segregation of Duties
- Other Role Considerations

### PA User Roles & Descriptions Table

Descriptive Role Name	Role Description	Segregation of Duties	Other Role Consideratio
<p style="text-align: center;"><b>Projects Manager</b> <b>V_PA_PROJECT_MANAGER</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Enter and update projects and associated activities</li> <li>• Update the Project Manager associated with a project</li> </ul>	<p>This role may only be selected by employees of the following division(s):</p> <ul style="list-style-type: none"> <li>• Central Office - Programming Division</li> <li>• Central Office – Fiscal Division</li> <li>• Central Office – Transportation Planning Division</li> <li>• Central Office – Research Council</li> <li>• Central Office – Financial Planning Division</li> </ul>	N/A

**VDOT  
Cardinal Security Handbook**

Descriptive Role Name	Role Description	Segregation of Duties	Other Role Consideration
<b>Accounting Distribution Specialist</b> <b>V_PA_ACCOUNT_DISTRIB_SPECIAL</b>	This role has access to: <ul style="list-style-type: none"> <li>• Enter and update project distributions</li> <li>• View funds distribution rules</li> <li>• Review funds distribution errors</li> </ul>	This role may only be selected by employees of the following division(s): <ul style="list-style-type: none"> <li>• Central Office - Programming Division</li> <li>• Central Office – Fiscal Division</li> <li>• Central Office – Transportation Planning Division</li> <li>• Central Office – Research Council</li> <li>• Central Office – Financial Planning Division</li> </ul>	N/A
<b>Accounting Distribution Approver</b> <b>V_PA_ACCOUNT_DISTRIB_APPROVER</b>	This role has access to: <ul style="list-style-type: none"> <li>• Enter and update project distributions</li> <li>• Approve project distributions</li> <li>• View funds distribution rules</li> <li>• Review funds distribution errors</li> </ul>	This role may only be selected by employees of the following division(s): <ul style="list-style-type: none"> <li>• Central Office – Fiscal Division</li> </ul>	N/A
<b>Project Status Approver</b> <b>V_PA_PROJECT_STATUS_APPROVER</b>	This role has access to: <ul style="list-style-type: none"> <li>• Update and approve project status</li> </ul>	This role may only be selected by employees of the following division(s): <ul style="list-style-type: none"> <li>• Central Office – Fiscal Division</li> </ul>	N/A
<b>Contracts Manager</b> <b>V_PA_CONTRACTS_MANAGER</b>	This role has access to: <ul style="list-style-type: none"> <li>• Enter and amend contracts (agreements to bill customers i.e., FHWA, localities, property damage)</li> </ul>	This role may only be selected by employees of the following division(s): <ul style="list-style-type: none"> <li>• Central Office – Fiscal Division</li> </ul>	N/A
<b>Project Accounting Configurator</b> <b>V_PA_CONFIGURATOR</b>	This role has access to: <ul style="list-style-type: none"> <li>• Add/Update Project Accounting configuration</li> </ul>	This role may only be selected by employees of the following division(s): <ul style="list-style-type: none"> <li>• Central Office – Fiscal Division</li> </ul>	N/A

**VDOT  
Cardinal Security Handbook**

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Descriptive Role Name	Role Description	Segregation of Duties	Other Role Consideration
<b>WBS Control Status Processor</b> <b>V_PA_WBS_CONTROL_STATUS</b>	This role has access to: <ul style="list-style-type: none"> <li>Update/maintain the Work Breakdown Structure (WBS) for project activities (maintain the activity association to the appropriate phase)</li> </ul>	This role may only be selected by employees of the following division(s): <ul style="list-style-type: none"> <li>Central Office – Fiscal Division</li> </ul>	N/A

## Time & Attendance User Roles

Time and Attendance (TA) is the functional area that handles the time reporting, absence management and payroll integration functions for VDOT. TA includes the following processes:

- Employee Setup
- Time and Attendance Capture
- Administer Time and Attendance Validation and Approval
- Absence Management Processing
- Payroll Integration and Labor Distribution to the General Ledger & Project Accounting

### ***About this Section***

This section outlines the available roles for TA in Cardinal. Please use the User Roles & Descriptions Table below to determine the appropriate TA roles needed by your agency users in Cardinal.

The Time & Attendance User Roles & Descriptions Table provides the following information:

- Role Descriptions
- Segregation of Duties
- Other Role Considerations

### **TA User Roles & Descriptions Table**

Descriptive Role Name	Role Description	Segregation of Duties	Other Role Consideration
<b>Time &amp; Attendance Configurator</b> <b>V_TA_ADMINISTRATOR</b>	This role has access to: <ul style="list-style-type: none"> <li>• Update and maintain TA configuration</li> <li>• View/update installation tables</li> <li>• View/update Absence Management configuration tables</li> <li>• View/update Time &amp; Labor configuration pages (earnings code)</li> <li>• View/update Human Resources configuration pages (job code, PMIS transaction code mapping)</li> <li>• View/update custom VDOT payroll/integration configuration pages</li> </ul>	This role may only be selected by employees of the following division(s): <ul style="list-style-type: none"> <li>• Central Office - Fiscal Division</li> </ul>	N/A

**VDOT  
Cardinal Security Handbook**

Descriptive Role Name	Role Description	Segregation of Duties	Other Role Consideration
<b>Time &amp; Labor Administrator</b> <b>V_TA_TL_ADMINISTRATOR</b>	This role has access to: <ul style="list-style-type: none"> <li>• Enter and process time (including mass time) for employees</li> <li>• View and correct timesheet errors</li> <li>• Update and enroll employee time reporting information</li> </ul>	This role may only be selected by employees of the following division(s): <ul style="list-style-type: none"> <li>• Central Office - Fiscal Division</li> <li>• District Accounting Offices</li> </ul>	This role requires the user to also have the <b>Employee Setup Administrator</b> role.
<b>Payroll Administrator</b> <b>V_TA_PAYROLL_ADMINISTRATOR</b>	This role has access to: <ul style="list-style-type: none"> <li>• Execute payroll and reconciliation processing</li> <li>• Run the Time Admin Process to finalize timesheet entries and make them available for approval, if needed</li> </ul>	Should not be given to a user with the <b>Timekeeper</b> role.  This role may only be selected by employees of the following division(s): <ul style="list-style-type: none"> <li>• Central Office - Fiscal Division</li> </ul>	This role requires the user to also have the <b>Time &amp; Labor Administrator</b> and <b>Absence Management Processor</b> roles.
<b>Absence Management Processor</b> <b>V_TA_AM_PROCESSOR</b>	This role has access to: <ul style="list-style-type: none"> <li>• Perform leave donation processing</li> <li>• Process and adjust absence balances</li> <li>• Run absence management processes and verify results</li> </ul>	This role may only be selected by employees of the following division(s): <ul style="list-style-type: none"> <li>• Central Office - Fiscal Division</li> </ul>	N/A
<b>Employee Setup Administrator</b> <b>V_TA_EMPLOYEE_SETUP_ADMIN</b>	This role has access to: <ul style="list-style-type: none"> <li>• Update employee job data and personal information</li> <li>• View results of PMIS interface</li> <li>• Update position data</li> <li>• Update and enroll employee time reporting information</li> <li>• Assign eligibility for leave benefits</li> <li>• Assign schedules to employees</li> <li>• Enroll comp time and overtime leave plans to employees</li> </ul>	Should not be given to a user with the <b>Timekeeper</b> role.  This role may only be selected by employees of the following division(s): <ul style="list-style-type: none"> <li>• Central Office - Fiscal Division</li> <li>• District – Accounting Office</li> </ul>	N/A

**VDOT  
Cardinal Security Handbook**

Descriptive Role Name	Role Description	Segregation of Duties	Other Role Consideration
<p style="text-align: center;"><b>Absence Management Administrator</b> <b>V_TA_AM_ADMINISTRATOR</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Submit leave requests/events for employees</li> <li>• Enter/Approve extended leave requests</li> <li>• Adjust leave balances</li> <li>• Perform leave donation processing</li> <li>• Authorize extended absences (e.g. FMLA, STD)</li> <li>• Audit employee leave</li> </ul>	<p>This role may only be selected by employees of the following division(s):</p> <ul style="list-style-type: none"> <li>• Central Office - Fiscal Division</li> <li>• Central Office – Human Resources Division</li> <li>• District – Human Resources</li> <li>• District Accounting Offices</li> </ul>	<p>N/A</p>
<p style="text-align: center;"><b>TA Delegation Administrator</b> <b>V_TA_DELEGATION_ADMIN</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Add and manage delegation requests on behalf of others</li> <li>• Delegate and reassign worklist items for approval</li> </ul>	<p>N/A</p>	<p>The assignment of this role requires additional approvals; please submit to <b>VDOT’s Cardinal Security Officers in Fiscal Division</b> for approval before sending to Cardinal Security.</p>
<p style="text-align: center;"><b>Time &amp; Attendance Approver</b> <b>V_TA_APPROVER</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Enter and adjust time for employees</li> <li>• Approve productive time and leave requests</li> <li>• Allow and correct timesheet errors</li> <li>• Assign schedules to employees</li> </ul>	<p>N/A</p>	<p>N/A</p>
<p style="text-align: center;"><b>Timekeeper</b> <b>V_TA_TIMEKEEPER</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Enter time for multiple employees at the same time</li> <li>• Enter and view time and leave</li> <li>• View and correct timesheet errors</li> <li>• View time entry processing status</li> </ul>	<p>Should not be given to a user with the <b>Employee Setup Administrator</b> and <b>Payroll Administrator</b> roles.</p>	<p>If Non-employees are assigned this role to enter time for others. (requires note on the form when requesting for non-employees)</p>

**VDOT  
Cardinal Security Handbook**

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Descriptive Role Name	Role Description	Segregation of Duties	Other Role Consideration
<p><b>Time &amp; Attendance Self-service User</b> <b>V_TA_SS_USER</b></p>	<p>This is the basic time entry role. This role has access to:</p> <ul style="list-style-type: none"> <li>• Report time</li> <li>• Request absences</li> <li>• View and correct timesheet errors</li> </ul>	<p>N/A</p>	<p>All VDOT Cardinal employees must request this role.</p>
<p><b>Allocation Processor</b> <b>V_TA_ALLOCATION_PROCESSOR</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Execute payroll and reconciliation processing</li> </ul>	<p>This role may only be selected by employees of the following division(s):</p> <ul style="list-style-type: none"> <li>• Central Office - Fiscal Division</li> </ul>	<p>N/A</p>

## Additional User Roles

The additional roles listed here relate to reporting, queries and PeopleSoft user system setup.

### ***About this Section***

This section outlines additional roles in Cardinal. Please use the Additional User Roles & Descriptions Table below to understand the roles all VDOT Cardinal users will receive with access to Cardinal.

The Additional User Roles & Descriptions Table provides the following information:

- Role descriptions for Additional roles

### **Additional User Roles & Descriptions Table**

Descriptive Role Name	Role Description	Segregation of Duties	Other Role Consideration
<b>Cardinal PeopleSoft User</b> <b>V_PEOPLESOFT_USER</b>	This role has access to: <ul style="list-style-type: none"> <li>• Run public queries</li> </ul>	N/A	Default role given to all users for access in the system. All VDOT Cardinal users will receive this role.
<b>Cardinal Viewer</b> <b>V_CARDINAL_VIEWER</b>	This role has access to: <ul style="list-style-type: none"> <li>• Read-only pages in Cardinal</li> </ul>	N/A	<i>All VDOT Cardinal users will receive this role.</i>
<b>Cardinal Reporter</b> <b>V_CARDINAL_REPORTER</b>	This role has access to: <ul style="list-style-type: none"> <li>• Run reports in Cardinal</li> </ul>	N/A	All VDOT Cardinal users will receive this role.
<b>Audit Inquiry</b> <b>V_AUDITOR</b>	This role is for designated Audit Staff responsible for conducting agency audits. This role has access to: <ul style="list-style-type: none"> <li>• Comprehensive Read Only inquiry including sensitive data.</li> </ul>	N/A	N/A
<b>BI Adhoc User</b> <b>V_BI_ADHOCUSER_FIN</b>	This role is for select users designated as Cardinal reporting super users. This role has access to: <ul style="list-style-type: none"> <li>• Develop ad hoc private reports and queries in the Cardinal Business Intelligence (BI) application</li> </ul>	This role may only be selected by limited users who have been approved to participate in the Cardinal BI Pilot.	Special approval is required by DOA Enterprise Application Director to obtain this role until further notice.

**VDOT  
Cardinal Security Handbook**

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<b>Descriptive Role Name</b>	<b>Role Description</b>	<b>Segregation of Duties</b>	<b>Other Role Consideration</b>
<b>VDOT Special</b> <b>V_VDOT_SPECIAL</b>	This role has access to: <ul style="list-style-type: none"><li>• RDP/SQL Read Only Access</li></ul>	This role may only be selected by limited users in the Central Office Fiscal Division's Financial Systems and Training Section.	Special approval is required by VDOT's Fiscal Officer and a DOA Approver.