



Cardinal Coordinator Job Aid

Instructions for completing the Cardinal Security Form (Cardinal SE-01)

Overview

Cardinal security access is granted when the Cardinal Security Officer submits a properly completed Cardinal Security Form (Cardinal SE-01) to the

CO.CardinalSecurity@vdot.virginia.gov outlook mailbox.

- Forms will be returned to the Cardinal Security Officer if information required is not complete.
- Cardinal Security has a three business day turn around for completing forms once received.
- An email will be sent to the Cardinal Security Officer when access is complete.

IMPORTANT: Before submitting a Cardinal Security form, please verify the following:

- Does the user have a COV Network Logon ID?
 - If no, contact VCCC/VITA for assistance.
- Has the user been entered in Cardinal on the Job Data page?
 - If no, please contact your Payroll Administrator to have user entered or confirm it is complete.
 - If user is a contract worker this is not needed.

Steps in completing the Cardinal Security Form:

- Retrieve the current version of the Cardinal Security Form from the Cardinal Project Website using the following path: ***VDOT Toolbox>Cardinal Security>Cardinal Security Form (SE-01)***.
- **To Add or Update User Access**
 - Complete the Cardinal Security Form, checking every role the user needs.
 - If you are submitting a form to delete a role, you will need to check every role the user currently needs and simply do not check the role you want deleted. The Cardinal Security Team will remove all roles that are not checked on the form.
 - When updating a user's access, run the PT_SEC_USER_ROLES query to identify the user's current access. Run the query in both FIN (Cardinal Financial Application) and in HCM (Cardinal Human Capital Management Application). Use the following path in Cardinal:
 - Main Menu>Reporting Tools>Query>Query Viewer
 - Key in the Users Logon ID



Cardinal Coordinator Job Aid

Instructions for completing the Cardinal Security Form (Cardinal SE-01)

- To view all of your Department users, run the V_PT_SEC_ROLE_USERS query. This query will show users and the roles assigned. You can also put in criteria to confirm if an account has been locked.
- Provide all required signatures – **Central Office** requires the user's supervisor, Cardinal Coordinator, Assistant Controller in Fiscal Division. **Districts** require the user's supervisor, Assistant Division Administrator for Business (ADAB) or Financial Accounting Manager (FAM). Send to the Cardinal Security mailbox.

➤ To Transfer a User's Access

- **Cardinal Coordinator for the location the user is transferring from:**
 - The Division or District may request the users account be locked out in Cardinal since they are no longer responsible for the users' access in the system. Complete the **Security Action Requested** and **User Information** sections of the Cardinal Security Form (Cardinal SE-01) providing all signatures. Send to the Cardinal Security mailbox.
 - You may also send an email - to lock out a Cardinal account. Include the user's name, Department ID, and Employee ID, copy the user's previous supervisor on the email and ADAB/FAM for Districts users. Send to the Cardinal Security mailbox.
- **Cardinal Coordinator for the location receiving user:**
 - Work with the user's new Supervisor to identify the roles the user will need. Complete the Cardinal Security Form (Cardinal SE-01) and email to the Cardinal Security mailbox.

➤ To Lock Out a User's Access

- Complete the **Security Action Requested** and **User Information** sections of the Cardinal Security Form (Cardinal SE-01) providing all signatures. Send to Cardinal Security mailbox.
- You may also send an email - to lock out a Cardinal account. Include the user's name, Department ID, and Employee ID, copy the user's supervisor on the email and ADAB/FAM for District users. Send to the Cardinal Security mailbox.



Cardinal Coordinator Job Aid

Instructions for completing the Cardinal Security Form (Cardinal SE-01)

Instructions for Completing the Cardinal Security Form (Cardinal SE-01)
 Cardinal security access is granted when the Cardinal Security Officer submits a properly completed Cardinal Security Form (Cardinal SE-01) to the Cardinal Security mailbox in Outlook. The [Cardinal Security Page](#) on the Cardinal Project website contains the most recent versions of the Security Form, Security Handbook and a listing of Cardinal Coordinators.

Security Access Entered By and Date

Security Access Entered By: <input type="text"/>	Date: <input type="text"/>
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- 1 Do not enter information in these fields.** This section is used by the Cardinal Support Team once access is completed.

Security Action Requested Section

Security Action Requested		
<input type="checkbox"/> New User Setup (complete all applicable fields and roles)	<input type="checkbox"/> Update Existing User (Complete all applicable fields and roles)	<input type="checkbox"/> Lock Out Existing User (Complete User Information Section Only)

- 2 New User Setup** – Check this box to create a new users’ account or if account was previously locked.
- 3 Update Existing User** – Check this box if access to Cardinal needs to be updated.
- 4 Lock Out Existing User** – Check this box if user account needs to be locked.

User Information Section (Required for all users)

User Information	
Name - Last, First, Middle Initial <input type="text"/> <input type="checkbox"/> Name Change	Email Address (<i>first.last@vdot.virginia.gov</i>) <input type="text"/>
Department ID: <input type="text"/>	Employee ID: <input type="text"/>
User's Job Title: <input type="text"/>	User's Work Location: <input type="text"/>
Check box, if contract worker? <input type="checkbox"/>	If yes, then provide the User's Supervisor and Supervisor ID below.
User's Supervisor: <input type="text"/>	Supervisor ID: <input type="text"/>

- 5 Name** – Last, First, Middle Initial (**ex: Doe, John B.**)
- 6 Name Change** – Check box if this is an existing user with a name change.
- 7 Email Address** – Enter your email address (e.g., John.Doe@vdot.virginia.gov) Check Outlook if you are unsure.



Cardinal Coordinator Job Aid

Instructions for completing the Cardinal Security Form (Cardinal SE-01)

- 8 Department ID** – Enter your Division/District 5-digit Department ID (e.g., 10015-Fiscal Division , 12041-Salem District, etc.)
- 9 EMPL ID** – Employee ID (also known as HR ID) number is an 11 digit number that is generally composed of 2 leading zeroes and 2 (or more) zeros at the end (e.g., 00123456700).
- 10 User’s Job Title** – User’s current job title. (e.g., Financial Services Specialist)
- 11 User’s Work Location** - Central Office/Section or District/Residency or Section (e.g., **Central Office/Fiscal Division** or **Salem District/Bedford Residency**)
- 12 Check box if contract worker?** - Check this box only if the user is a contract worker (e.g., non-salaried without an Employee ID). If yes, enter the supervisor’s Name and Employee ID number.
 - a. User’s Supervisor** – User’s supervisor name should be in the following format (e.g., firstname.lastname – JANE.DOE)
 - b. User’s Supervisor EMPL ID** – Employee ID (also known as HR ID) number is an 11 digit number that is generally composed of 2 leading zeroes and 2 (or more) zeros at the end. (e.g., 00123456700)

Requester Information Section (Required for all users)

Requestor Information (required for all users):			
SHIP TO CODE:	<input type="text" value="<select one>"/>	BILL TO CODE:	<input type="text" value="<select one>"/>
Phone:	<input type="text"/>	Fax:	<input type="text"/>

Note: **Ship To** and **Bill To** are **codes**, not addresses. Contact VDOT’s Cardinal Security Officers in Central Office Fiscal Division for a listing if needed.

- 13 Ship To Code** - Use drop down feature to select the correct code.
- 14 Bill To Code** - Use drop down feature to select the correct code.
- 15 Phone** - User’s current phone number including the area code (e.g., 804-555-1212)
- 16 Fax** - (Optional) (e.g., 804-555-1212)



Cardinal Coordinator Job Aid

Instructions for completing the Cardinal Security Form (Cardinal SE-01)

User Setup

USER SETUP		
<input checked="" type="checkbox"/> Cardinal Viewer	<input checked="" type="checkbox"/> Cardinal Reporter	<input checked="" type="checkbox"/> PeopleSoft User
<input type="checkbox"/> Auditor (Restricted)	<input type="checkbox"/> BI Adhoc User (Restricted)	<input type="checkbox"/> VDOT Special (Restricted)

- 17. All Cardinal Users will receive the three pre-checked roles on the security form.
- 18. There are three restricted roles that will require additional approvals before access can be granted.

Functional Area Roles Section

This Section lists the roles available by Functional Area. Some roles are available to all users and are prechecked. Others (like Time & Attendance Self Service) are available to all employees, but not to contract personnel. Refer to the Cardinal Security Handbook on the [Cardinal Website](#) for information about Cardinal roles and security.

Accounts Payable Roles

Accounts Payable (check all roles requested)		
Does the user work with Petty Cash?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
Statewide:	<input type="checkbox"/> Expenses Employee	<input type="checkbox"/> Voucher Processor
	<input type="checkbox"/> Expenses Approver	<input type="checkbox"/> Voucher Supervisor Approver
Expense Approver Profile for Workflow (only select one per user):		Check if removing from existing user: <input type="checkbox"/> Remove Profile
<input type="checkbox"/> Agency Head	<input type="checkbox"/> Chief	<input type="checkbox"/> District/Division Administrator
<input type="checkbox"/> Expense Coordinator	<input type="checkbox"/> Non-Travel Approver	<input type="checkbox"/> HR Representative
If Expense Approver Profile is checked, enter range of DEPTIDs user approves: From		To
Central Office Fiscal Division or District Accounting Offices:		
<input type="checkbox"/> Voucher Processor - Maintenance	<input type="checkbox"/> Voucher Final Approver	<input type="checkbox"/> Match Exceptions Manager
<input type="checkbox"/> PCard Accountant Voucher Approver	<input type="checkbox"/> Petty Cash Approver	<input type="checkbox"/> Petty Cash Processor
<input type="checkbox"/> Petty Cash Reconciler	<input type="checkbox"/> Travel Expense Processor	<input type="checkbox"/> Voucher Final Approver - Capital Outlay
Central Office Fiscal Division:		
<input type="checkbox"/> 1099 Administrator	<input type="checkbox"/> Payment Processor	<input type="checkbox"/> Payroll Acct Voucher Appr (CO Payroll Only)
<input type="checkbox"/> Voucher Final Approver - Legal Services	<input type="checkbox"/> Accounts Payable Manager	<input type="checkbox"/> Utility Voucher Approver
<input type="checkbox"/> Accounts Payable Security Admin		
Central Office Fiscal Division or Central Office ASD:	<input type="checkbox"/> Accounts Payable Configurator	<input type="checkbox"/> Workflow System Administrator
Central Office Fiscal Division and Scheduling & Contracts Division:		<input type="checkbox"/> Final Construction Voucher Approver
Central Office Fiscal Division and District Construction Contract Administration:		<input type="checkbox"/> Construction Voucher Approver
District / Central Office Human Resources:		<input type="checkbox"/> Human Resources Voucher Approver*
*If HR Voucher Approver role is checked, please select District # user is responsible for:		<input type="checkbox"/> Central Office -10 <input type="checkbox"/> Bristol -11
<input type="checkbox"/> Salem - 12	<input type="checkbox"/> Lynchburg -13	<input type="checkbox"/> Richmond -14
<input type="checkbox"/> HPTRDS-15	<input type="checkbox"/> Fredbrg-16	<input type="checkbox"/> Culpeper-17
<input type="checkbox"/> Staunton-18	<input type="checkbox"/> NOVA-19	

- 19. Check **Yes** or **No** (NO is defaulted on form) to indicate whether the user works with Petty Cash.
- 20. If the user is an employee, check the **Expenses Employee** role.
- 21. If the user is a supervisor and approves other employees' travel and expenses, check the **Expenses Approver** role.
- 22. If the user has an expense approver profile, enter the range of Departments the user approves for.
- 23. If the **Human Resources Voucher Approver** role is needed, please check the District # user is responsible for.



Cardinal Coordinator Job Aid

Instructions for completing the Cardinal Security Form (Cardinal SE-01)

Accounts Receivable Roles

Accounts Receivable (check all roles requested)			
District Accounting Offices or Central Office Fiscal Division:			
<input type="checkbox"/> Billing Processor	<input type="checkbox"/> Billing Specialist	<input type="checkbox"/> Funds Receipts Processor	
Central Office Fiscal Division:			
<input type="checkbox"/> Collections Specialist	<input type="checkbox"/> AR Specialist	<input type="checkbox"/> AR Supervisor	
<input type="checkbox"/> Funds Receipts Manager	<input type="checkbox"/> Payment Unpost	<input type="checkbox"/> AR Fiscal Manager	<input type="checkbox"/> Bill Adjustment Specialist
<input type="checkbox"/> Billing Approver	<input type="checkbox"/> FHWA Specialist	<input type="checkbox"/> Billing Worksheet Approver	

24. Accounts Receivable roles are restricted to District Accounting Offices, Central Office Fiscal Division and Production Control.

General Ledger Roles

General Ledger (check all roles requested)			
Statewide:	<input type="checkbox"/> Journal Processor	<input checked="" type="checkbox"/> Agency Use 1 ChartField Administrator	<input type="checkbox"/> Operational Budget Processor
Central Office Fiscal Division and District Accounting Offices:			<input type="checkbox"/> Agency Journal Approver
Financial Planning Division:	<input type="checkbox"/> Agency Budget Approver	<input type="checkbox"/> Agency Budget Processor	
Central Office Fiscal Div:	<input type="checkbox"/> Agency ChartField Administrator	<input type="checkbox"/> Agency GL System Administrator	
	<input type="checkbox"/> GL nVision Executer	<input type="checkbox"/> GL System Processor	
Central Office Fiscal Division or Production Control Unit :		<input type="checkbox"/> GL nVision Developer	

25. The Agency Use 1 Chartfield Administrator role is prechecked for all users.

Procurement Roles

Procurement (check all roles requested)					
Statewide:	<input checked="" type="checkbox"/> Purchasing Requisition Processor	<input type="checkbox"/> Storekeeper	<input type="checkbox"/> Buyer		
	<input checked="" type="checkbox"/> Strategic Sourcing Collaborator	<input type="checkbox"/> PCard User	<input type="checkbox"/> Bid Processor		
	<input type="checkbox"/> PCard Administrator	<input type="checkbox"/> PCard Supervisor	<input type="checkbox"/> Purchasing Contracts Administrator		
Location Names(s) and Code(s) for stock locations requested (required for Storekeeper role):					
Name: <input type="text"/>	Code: <input type="text"/>	Name: <input type="text"/>	Code: <input type="text"/>	Additional codes added on page 3 in the 'Additional Comments Section' of form.	
Name: <input type="text"/>	Code: <input type="text"/>	Name: <input type="text"/>	Code: <input type="text"/>	Name: <input type="text"/>	Code: <input type="text"/>
Central Office and District Administrative Services:	<input type="checkbox"/> Strategic Sourcing Buyer	<input type="checkbox"/> Procurement System Administrator			
	<input type="checkbox"/> Procurement Manager*	<input type="checkbox"/> Senior Procurement Manager**			
If Procurement or Senior Procurement Manager** Role checked, select District # for user:				<input type="checkbox"/> Central Office -10	<input type="checkbox"/> Bristol -11
<input type="checkbox"/> Salem - 12	<input type="checkbox"/> Lynchburg -13	<input type="checkbox"/> Richmond -14	<input type="checkbox"/> HPTRDS-15	<input type="checkbox"/> Fredbrg-16	<input type="checkbox"/> Culpeper-17
<input type="checkbox"/> Staunton-18	<input type="checkbox"/> NOVA-19				
Central Office Administrative Services & Consultant Procurement Divisions:			<input type="checkbox"/> ASD Director		
Central Office Fiscal Division:			<input type="checkbox"/> Fiscal Inventory Manager		

26. The **Purchasing Requisition Processor** and **Strategic Sourcing Collaborator** roles are prechecked for all users.

27. If the **StoreKeeper** role is checked, enter the Location Name(s) and 4-digit Number Code(s) for the StoreKeepers' Location (ex: 1234) for each Stock Location.

28. If the **Buyer** role is checked, fill out the 3rd page of the Security form for Buyer Setup.

29. If the **Senior Procurement Manager** role is checked, check the district user is responsible for.

30. For a list of Stock Location Codes, please review the [Cardinal Security Handbook](#).



Cardinal Coordinator Job Aid

Instructions for completing the Cardinal Security Form (Cardinal SE-01)

Project Accounting Roles

Project Accounting (check all roles requested)			
Fiscal, Financial Planning, Programming, Transportation Planning or Virginia Center for Transportation Innovation and Research:			
<input type="checkbox"/>	Projects Manager	<input type="checkbox"/>	Accounting Distribution Specialist
Central Office Fiscal Division:	<input type="checkbox"/>	Accounting Distribution Approver	<input type="checkbox"/>
	<input type="checkbox"/>	Project Status Approver	<input type="checkbox"/>
	<input type="checkbox"/>	Contracts Manager	
	<input type="checkbox"/>	Project Accounting Configurator	<input type="checkbox"/>
		Work Breakdown Structure Control Status Processor	

- 31. Project Accounting roles are restricted to the following divisions: Fiscal, Financial Planning, Programming, Transportation Planning or Virginia Center for Transportation Innovation and Research.

Time & Attendance Roles

Time & Attendance (check all roles requested)			
Statewide:	<input type="checkbox"/>	Time & Attendance Approver	<input type="checkbox"/>
	<input type="checkbox"/>	Timekeeper	<input type="checkbox"/>
	<input type="checkbox"/>	Time & Attendance Self-Service User	<input type="checkbox"/>
	<input type="checkbox"/>	TA Delegation Administrator (Restricted Role)	
Central Office Fiscal Division, District Accounting, District / Central Office Human Resources:	<input type="checkbox"/>	Absence Management Administrator	
Central Office Fiscal Division and District Accounting:	<input type="checkbox"/>	Time & Labor Administrator	<input type="checkbox"/>
	<input type="checkbox"/>	Employee Setup Administrator	
Central Office Fiscal Division:	<input type="checkbox"/>	Absence Management Processor	<input type="checkbox"/>
	<input type="checkbox"/>	Payroll Administrator	<input type="checkbox"/>
	<input type="checkbox"/>	Time & Attendance Configurator	<input type="checkbox"/>
		Allocation Processor	

- 32. Check the **Time & Attendance Self-Service User** role for all employees.
- 33. If the user approves other employees' timesheets and absence requests, check the **Time & Attendance Approver** role.
- 34. The **TA Delegation Administrator** role is a restricted role which requires the Coordinator to submit the form to Central Office Fiscal Division's Cardinal Security Officers to have the role approved by VDOT's Fiscal Officer.

Approval Section (Required)

Approvals		
<input type="text"/>	<input type="text"/>	<input type="text"/>
Supervisor Name	Supervisor Signature (sign above)	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Cardinal Coordinator Name	Cardinal Coordinator Signature (sign above)	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
ADA-B, FAM or Assistant Controller Name	ADA-B, FAM or Assistant Controller (sign above)	Date
Additional Comments:	<input type="text"/>	

- 35. Supervisor Signature and printed name are required and Date.
- 36. Cardinal Coordinator Signature and printed name and Date
- 37. All forms for users with a District Department ID must be signed by the Assistant District Administrator for Business (ADAB) or the District Financial Accounting Manager (FAM). If the ADAB or FAM is out, the District Administrator may sign in their place.



Cardinal Coordinator Job Aid

Instructions for completing the Cardinal Security Form (Cardinal SE-01)

- 38. All forms for users with a Central Office Department ID must be signed by the Coordinator and Assistant Controller in Fiscal Division. If the Cardinal Coordinator is out, the Division Administrator may sign in their place.

Buyer Setup Section (Required for users with Buyer role)

Buyer Setup (Optional)	
Note: if authorized to buy goods or services other than SPCC	
<div style="border: 1px solid black; height: 30px; width: 100%;"></div>	
<small>Signature: District Procurement Manager or Assistant Division Administrator of Administrative Services Division *Signature indicates approval for role and that the requesting user has completed general Procurement training.</small>	
Date	
SHIP TO CODE: <select one>	BILL TO CODE: <select one>
Phone:	Fax:
Buyers user is authorized for:	Current Buyers that should have authorization for the new/updated user:
Additional Comments:	

- 39. The Buyer role requires approval of the user’s **District Procurement Manager** or **Assistant Division Administrator of Administrative Services Division for Central Office Users**.

Note: Ship To and Bill To are codes, not addresses.

- 40. **Ship To Code** - Use drop down feature to select the correct code.
- 41. **Bill To Code** - Use drop down feature to select the correct code.
- 42. **Phone** - User’s current phone number including the area code (e.g., 804-555-1212)
- 43. **Fax** - (Optional) (e.g., 804-555-1212)
- 44. **Buyers’ user is authorized for** – List buyers’ firstname.lastname that the user is authorized to update Purchase Orders for. (e.g., firstname.lastname – JANE.DOE)



Cardinal Coordinator Job Aid

Instructions for completing the Cardinal Security Form (Cardinal SE-01)

- 45. **Current Buyers that should have authorization for the new/updated user** - List buyers' firstname.lastname who will have access to update the requested user's PO's. (e.g., firstname.lastname – JANE.DOE)
- 46. **Additional Comments** - Field may be used for any additional comments, additional buyer names, or additional stock location name and codes.

Signatures for Restricted Roles and Segregation of Duties Section

VA Department of Transportation Restricted Role Approval		
VDOT Fiscal Officer	VDOT Fiscal Officer Signature (sign above)	Date
Department of Accounts Segregation of Duties Approval		
DOA Approver	DOA Approver Signature (sign above)	Date
Notes:		

- 47. Requests for roles that are restricted should have VDOT's Fiscal Officer signature before the form is submitted to Cardinal Security.
- 48. Requests for any Segregation of Duties roles should have a DOA's Approver signature before submitting to Cardinal Security. *(Please see detailed instructions in the Cardinal Handbook).*

Example
 The next 3 pages show an example of a user who needs the following access - **Time Entry**-to key in own time, **Buyer Access** and **StoreKeeper Access**.



Cardinal Coordinator Job Aid

Instructions for completing the Cardinal Security Form (Cardinal SE-01)

		Cardinal Security Form	
Security Access Entered By: <input type="text"/>		Date: <input type="text"/>	
Security Action Requested			
<input checked="" type="checkbox"/> New User Setup <small>(Complete all applicable fields and roles)</small>	<input type="checkbox"/> Update Existing User <small>(Complete all applicable fields and roles)</small>	<input type="checkbox"/> Lock Out Existing User <small>(Complete User Information section only)</small>	
User Information			
Name - Last, First, Middle Initial <input type="checkbox"/> Name Change		Email Address (first.last@vdot.virginia.gov)	
<input type="text" value="Doe John B."/>		<input type="text" value="John.Doe@vdot.virginia.gov"/>	
Department ID: <input type="text" value="1 0 0 1 5"/>	Employee ID: <input type="text" value="0 0 1 2 3 4 5 6 7 0 0"/>		
User's Job Title: <input type="text" value="Business Analyst"/>	User's Work Location: <input type="text" value="Central Office / Fiscal Division"/>		
Check box, if contract worker? <input type="checkbox"/>	If yes, then provide the User's Supervisor and Supervisor ID below.		
User's Supervisor: <input type="text"/>	Supervisor ID: <input type="text"/>		
Requestor Information (required for all users):			
SHIP TO CODE: <input type="text" value="CNTRL OFF3"/>	BILL TO CODE: <input type="text" value="CNTRL OFF3"/>		
Phone: <input type="text" value="804-123-4567"/>	Fax: <input type="text" value="804-555-5555"/>		
USER SETUP			
<input checked="" type="checkbox"/> Cardinal Viewer	<input checked="" type="checkbox"/> Cardinal Reporter	<input checked="" type="checkbox"/> Auditor (Restricted)	
<input type="checkbox"/> Auditor (Restricted)	<input type="checkbox"/> BI Adhoc User (Restricted)	<input type="checkbox"/> BI Adhoc User (Unrestricted)	
Accounts Payable (check all roles requested)			
Does the user work with Petty Cash? <input type="checkbox"/>	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
Statewide: <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Expenses Employee	<input type="checkbox"/> Voucher Processor	<input type="checkbox"/> Supplier Conversation Processor
	<input type="checkbox"/> Expenses Approver	<input type="checkbox"/> Voucher Supervisor Approver	
Expense Approver Profile for Workflow (only select one per user):		Check if removing from existing user: <input type="checkbox"/> Remove Profile	
<input type="checkbox"/> Agency Head	<input type="checkbox"/> Chief	<input type="checkbox"/> District/Division Administrator	
<input type="checkbox"/> Expense Coordinator	<input type="checkbox"/> Non-Travel Approver	<input type="checkbox"/> HR Representative	
If Expense Approver Profile is checked, enter range of DEPTIDs user approves: From <input type="text"/> To <input type="text"/>			
Central Office Fiscal Division or District Accounting Offices:			
<input type="checkbox"/> Voucher Processor - Maintenance	<input type="checkbox"/> Voucher Final Approver	<input type="checkbox"/> Match Exceptions Manager	
<input type="checkbox"/> PCard Accountant Voucher Approver	<input type="checkbox"/> Petty Cash Approver	<input type="checkbox"/> Petty Cash Processor	
<input type="checkbox"/> Petty Cash Reconciler	<input type="checkbox"/> Travel Expense Processor	<input type="checkbox"/> Voucher Final Approver - Capital Outlay	
Central Office Fiscal Division:			
<input type="checkbox"/> 1099 Administrator	<input type="checkbox"/> Payment Processor	<input type="checkbox"/> Payroll Acct Voucher Appr (CO Payroll Only)	
<input type="checkbox"/> Voucher Final Approver - Legal Services	<input type="checkbox"/> Accounts Payable Manager	<input type="checkbox"/> Utility Voucher Approver	
<input type="checkbox"/> Accounts Payable Security Admin			
Central Office Fiscal Division or Central Office ASD: <input type="checkbox"/> Accounts Payable Configurator		<input type="checkbox"/> Workflow System Administrator	
Central Office Fiscal Division and Scheduling & Contracts Division: <input type="checkbox"/> Final Construction Voucher Approver		<input type="checkbox"/> Construction Voucher Approver	
Central Office Fiscal Division and District Construction Contract Administration: <input type="checkbox"/> Construction Voucher Approver		<input type="checkbox"/> Human Resources Voucher Approver*	
District / Central Office Human Resources: <input type="checkbox"/> Human Resources Voucher Approver*		*If HR Voucher Approver role is checked, please select District # user is responsible for:	
<input type="checkbox"/> Central Office -10	<input type="checkbox"/> Bristol -11		
<input type="checkbox"/> Salem - 12	<input type="checkbox"/> Lynchburg -13	<input type="checkbox"/> Richmond -14	<input type="checkbox"/> HPRTRDS-15
<input type="checkbox"/> Fredbrg-16	<input type="checkbox"/> Culpeper-17	<input type="checkbox"/> Staunton-18	<input type="checkbox"/> NOVA-19
Accounts Receivable (check all roles requested)			
District Accounting Offices or Central Office Fiscal Division:			
<input type="checkbox"/> Billing Processor	<input type="checkbox"/> Billing Specialist	<input type="checkbox"/> Funds Receipts Processor	
Central Office Fiscal Division:			
<input type="checkbox"/> Collections Specialist	<input type="checkbox"/> AR Specialist	<input type="checkbox"/> AR Supervisor	

Please answer this question before choosing any roles.

Check for all VDOT Employee



Cardinal Coordinator Job Aid

Instructions for completing the Cardinal Security Form (Cardinal SE-01)

<input type="checkbox"/> Funds Receipts Manager	<input type="checkbox"/> Payment Unpost	<input checked="" type="checkbox"/> Prechecked for all Users.	<input type="checkbox"/> Bill Adjustment Specialist
<input type="checkbox"/> Billing Approver	<input type="checkbox"/> FHWA Specialist	<input type="checkbox"/> []	<input type="checkbox"/> []
General Ledger (check all roles requested)			
Statewide:	<input type="checkbox"/> Journal Processor	<input checked="" type="checkbox"/> Agency Use 1 ChartField Administrator	<input type="checkbox"/> Operational Budget Processor
Central Office Fiscal Division and District Accounting Offices:		<input type="checkbox"/> Agency Journal Approver	
Financial Planning Division:	<input type="checkbox"/> Agency Budget Approver <input type="checkbox"/> Agency Budget Processor		
Central Office Fiscal Div:	<input type="checkbox"/> Agency ChartField Administrator <input type="checkbox"/> Agency GL System Administrator		
	<input type="checkbox"/> GL nVision Executer <input type="checkbox"/> GL System Processor		
	<input type="checkbox"/> [] Fiscal Division or Production Control Unit : <input type="checkbox"/> GL nVision Developer		
Procurement (check all roles requested)			
<input checked="" type="checkbox"/> Purchasing Requisition Processor	<input checked="" type="checkbox"/> Storekeeper	<input checked="" type="checkbox"/> Buyer	
<input checked="" type="checkbox"/> Strategic Sourcing Collaborator	<input type="checkbox"/> PCard User	<input type="checkbox"/> Bid Processor	
<input type="checkbox"/> PCard Administrator	<input type="checkbox"/> PCard Supervisor	<input type="checkbox"/> Purchasing Contracts Administrator	
Name(s) and Code(s) for stock locations requested (required for Storekeeper role):			
Name: Chester A H	Code: 2024	Name: []	Code: []
Additional codes added on page 3 in the 'Additional Comments Section' of form.			
[]	Code: []	Name: []	Code: []
[]	Code: []	Name: []	Code: []
Office and District Administrative		<input type="checkbox"/> Strategic Sourcing Buyer <input type="checkbox"/> Procurement System Administrator	
		<input type="checkbox"/> Procurement Manager* <input type="checkbox"/> Senior Procurement Manager**	
Procurement* or Senior Procurement Manager** Role checked, select District # for user:			
<input type="checkbox"/> Central Office -10		<input type="checkbox"/> Bristol -11	
<input type="checkbox"/> Salem - 12	<input type="checkbox"/> Lynchburg -13	<input type="checkbox"/> Richmond -14	<input type="checkbox"/> HPTRDS-15
<input type="checkbox"/> Fredbrg-16	<input type="checkbox"/> Culpeper-17	<input type="checkbox"/> Staunton-18	<input type="checkbox"/> NOVA-19
Central Office Administrative Services & Consultant Procurement Divisions:		<input type="checkbox"/> ASD Director	
Central Office Fiscal Division:		<input type="checkbox"/> Fiscal Inventory Manager	
Project Accounting (check all roles requested)			
Fiscal, Financial Planning, Programming, Transportation Planning or Virginia Center for Transportation Innovation and Research:			
<input type="checkbox"/> Projects Manager		<input type="checkbox"/> Accounting Distribution Specialist	
Central Office Fiscal Division:	<input type="checkbox"/> Accounting Distribution Approver <input type="checkbox"/> Project Status Approver <input type="checkbox"/> Contracts Manager		
	<input type="checkbox"/> Project Accounting Configurator <input type="checkbox"/> Work Breakdown Structure Control Status Processor		
Time & Attendance (check all roles requested)			
Statewide:	<input type="checkbox"/> Time & Attendance Approver		<input type="checkbox"/> Timekeeper
	<input checked="" type="checkbox"/> Time & Attendance Self-Service User		<input type="checkbox"/> TA Delegation Administrator (Restricted Role)
Central Office Fiscal Division, District Accounting, District / Central Office Human Resources:			
Central Office Fiscal Division and District Accounting:		<input type="checkbox"/> Absence Management Administrator	
		<input type="checkbox"/> Time & Labor Administrator <input type="checkbox"/> Employee Setup Administrator	
Central Office Fiscal Division:	<input type="checkbox"/> Absence Management Processor <input type="checkbox"/> Payroll Administrator		
	<input type="checkbox"/> Time & Attendance Configurator <input type="checkbox"/> Allocation Processor		
Approvals			
User's Supervisor Name		User's Supervisor Signature	
Supervisor Name		Supervisor Signature (sign above)	
		05/01/2017	
		Date	
User's Cardinal Coordinator Name		User's Cardinal Coordinator Signature	
Cardinal Coordinator Name		Cardinal Coordinator Signature (sign above)	
		05/01/2017	
		Date	
Assistant Controller Name		Assistant Controller Signature	
ADA-B, FAM or Assistant Controller Name		ADA-B, FAM or Assistant Controller (sign above)	
		05/01/2017	
		Date	
Additional Comments:			

Purchasing Req. Processor & Strategic Sourcing Collab. Prechecked for all users.

Fill out 3rd page for Buyer Setup.

Location name and Code needed for StoreKeeper Role.

Check for all VDOT Employees

Cardinal Form SE-50100-001 (Rev. 05/01/17)



Cardinal Coordinator Job Aid

Instructions for completing the Cardinal Security Form (Cardinal SE-01)

Buyer access will not be granted without signatures.

Buyer Setup (Optional) Note: if authorized to buy goods or services			
Central Office Buyer needs Assistant Division Administrator of ASD Signature			05/02/2017
Signature: District Procurement Manager or Assistant Division Administrator of Administrative Services Division *Signature indicates approval for role and that the requesting user has completed general Procurement training.			Date
SHIP TO CODE:	CNTRL OFF3	BILL TO CODE:	CNTRL OFF3
Phone:	804-123-4567	Fax:	804-555-5555
Buyers user is authorized for:	Jane.Doe	Current Buyers that should have authorization for the new/updated user:	Cathy.Cardinal
Additional Comments:			
VA Department of Transportation Restricted Role Approval			
VDOT Fiscal Officer		VDOT Fiscal Officer Signature (sign above)	Date
Department of Accounts Segregation of Duties Approval			
DOA Approver		DOA Approver Signature (sign above)	Date
Notes:			

Print Form