
Cardinal Security Handbook

Cardinal Project

Commonwealth of Virginia

Part 1: Virginia Department of Transportation

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TABLE OF CONTENTS

Document Change Log	4
Cardinal Security Handbook.....	5
Cardinal Security Form	5
Cardinal Security Roles	5
Completing and Submitting the Cardinal Security Form	5
Logging into Cardinal.....	6
Accounts Payable User Roles	8
About this Section.....	8
Accounts Payable User Roles & Descriptions Table	9
Separation of Duties	13
Accounts Payable Workflow	14
About this Section.....	14
Accounts Payable Route Control Profiles Table	15
Accounts Receivable User Roles	17
About this Section.....	17
Accounts Receivable User Roles & Descriptions Table	18
Separation of Duties	20
General Ledger User Roles.....	21
About this Section.....	21
General Ledger User Roles & Descriptions Table	22
Separation of Duties	24
General Ledger Workflow	25
About this Section.....	25
The following General Ledger role(s) are tied to workflow:.....	25
General Ledger Route Control Profiles Table	25
Procurement User Roles.....	26
About this Section.....	26
Procurement User Roles & Descriptions Table.....	27
Separation of Duties	29
Procurement Workflow	30
About this Section.....	30

**VDOT Cardinal Project
Cardinal Security Handbook**

Procurement Route Control Profiles Table	30
Procurement WebIMS Route Control Profiles Document.....	31
Procurement User Preferences	32
About this Section.....	32
Purchasing User Preferences.....	32
Project Accounting User Roles	33
About this Section.....	33
Project Accounting User Roles & Descriptions Table.....	34
Separation of Duties	35
Time & Attendance User Roles.....	36
About this Section.....	36
Time & Attendance User Roles & Descriptions Table	37
Separation of Duties	39
Additional User Roles	40
About this Section.....	40
Additional User Roles & Descriptions Table	40

**VDOT Cardinal Project
Cardinal Security Handbook**

Document Change Log

Date	Version Number	Author	Change Description
November 1, 2011	1.0	Sunny Khera	Created from Role Mapping Workshop Materials
November 17, 2011	2.0	Sunny Khera	Added a new GL and TA role and made some additional updates
December 14, 2011	3.0	Lance Kaeberle	Updated text and links for Requisitioner Location Codes and Stock Location Codes
January 11, 2012	4.0	Sunny Khera	Added Voucher Supervisor Approver role, buddy role for Strategic Sourcing Buyer and included Cardinal Login Information
January 25, 2012	5.0	LaTanya Foreman	Updated PCard User description; Removed Separation of Duties for Strategic Sourcing Buyer; Updated link for Requisitioner Location Codes
February 1, 2012	6.0	LaTanya Foreman	Removed Bid Processor from Strategic Sourcing Buyer Role requirement and added SS Buyer to Bid Processor Role.
March 22, 2012	7.0	LaTanya Foreman	-Removed reference to Alias in Outlook (no longer exists in Outlook); Updated description of Expense Coordinator; Removed the word Statewide from Billing Specialist description; Updated Additional User Role section; Removed references to the role mapping spreadsheet under the Purchasing user preferences section
April 2, 2012	8.0	LaTanya Foreman	-Updated the description of the TA Delegation Role
April 25, 2012	9.0	LaTanya Foreman	-Updated hyperlinks.
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July 18, 2012	11.0	LaTanya Foreman	-Updated Logging into Cardinal Section; AP Separation of Duties Section
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September 28, 2012	13.0	LaTanya Foreman	-Added Security names to roles.
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June 26, 2013	16.0	LaTanya Foreman	-Removed DOA roles.
July 2, 2013	17.0	LaTanya Foreman	-Updated Construction Voucher Approver and Final Construction Voucher Approver descriptions; Removed ePro Administrator role.
October 15, 2013	18.0	LaTanya Foreman	-Removed Vendor Creator and Vendor Maintenance Roles.
November 25, 2013	19.0	LaTanya Foreman	-Updated TL_Administration and AP_Mananger roles descriptions.
December 4, 2013	20.0	LaTanya Foreman	-Updated Petty_Cash_Processor and Payment_Processor role descriptions.
February 20, 2014	21.0	LaTanya Foreman	-Updated Voucher Processor Maintenance description. -Updated some Buddy Role Descriptions with a NOTE. -Updated Store Keeper information
March 17, 2014	22.0	LaTanya Foreman	-Uploaded latest PR WebIMS documentation
June 3, 2014	23.0	LaTanya Foreman	-Added new role under Additional Roles – BI_ADHOC USER
August 20, 2014	24.0	LaTanya Foreman	-Updated description of V_AP_TRAVEL_EXPENSE_PROCESSOR role.

Cardinal Security Handbook

Cardinal users need to be assigned the appropriate roles and security settings in the Cardinal System to do their job.

This Cardinal Security Handbook is designed to help you with the process of requesting/updating security access for Cardinal users.

Cardinal Security Form

The Cardinal Security Form can be found on the [Cardinal Project Website](#) under VDOT Toolbox.

Please 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
- Deleting existing user from Cardinal

Cardinal Security Roles

Please use the Cardinal Security Handbook as needed while completing the Cardinal Security Form to get a better understanding of Cardinal roles and security settings. All Cardinal roles are listed by functional area in this handbook.

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

- Role descriptions
- Buddy roles
- Restricted roles
- Separation of duties

Completing and Submitting the Cardinal Security Form

Please complete the form in its entirety and provide all necessary information / signatures as required on the form for security requests. Instructions for filling out the form can be found on the Cardinal website under VDOT Toolbox.

Submit the completed form to the Cardinal Security Mailbox at:

CO.CardinalSecurity@vdot.virginia.gov.

Cardinal Coordinators need to do the following:

- Complete the Cardinal Security Form
- Obtain signature / approvals as needed on the form
- Submit the completed Cardinal Security Form to the Cardinal Security Mailbox at:
CO.CardinalSecurity@vdot.virginia.gov

VDOT Cardinal Project Cardinal Security Handbook

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



Notice and Warning:

This system is the property of the Commonwealth of Virginia. By accessing and using this computer system, you are consenting to system monitoring for law enforcement and other purposes. All activity on this system is monitored. Evidence of unauthorized access, unauthorized use, misuse or abuse of this system or the information contained in this system shall be promptly reported to appropriate agency management, security personnel, and federal, state and local law enforcement officials for investigation and criminal prosecution. You will also be subject to all criminal and civil penalties allowed by the law.

User ID:

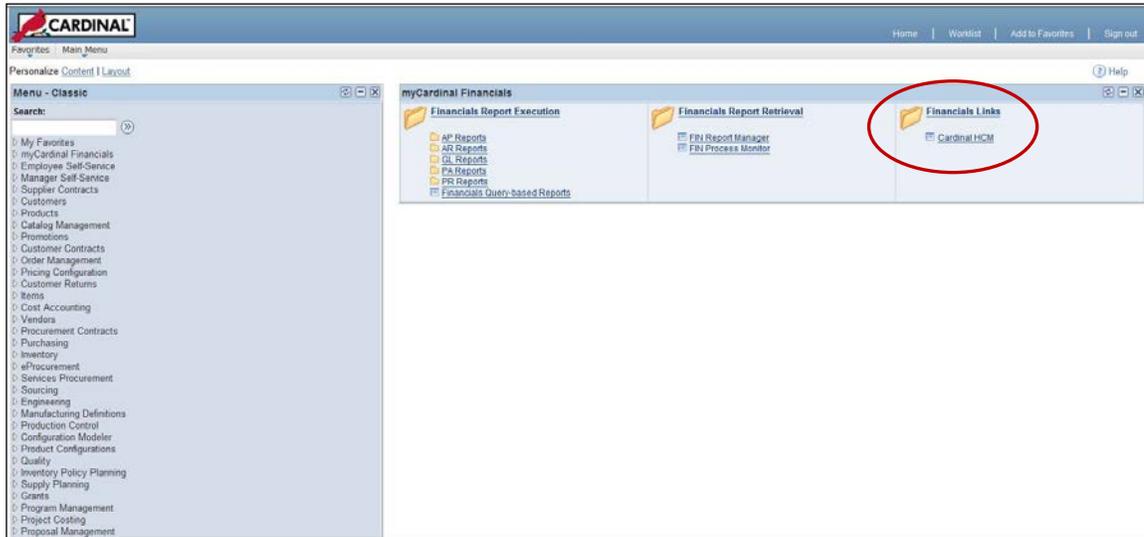
Password:

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.

VDOT Cardinal Project Cardinal Security Handbook



Accounts Payable User Roles

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

- Establish and Maintain 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 Accounts Payable in Cardinal. Please use the Accounts Payable User Roles & Descriptions Table below to determine the appropriate Accounts Payable roles needed by your users in Cardinal.

The Accounts Payable User Roles & Descriptions Table provides the following information:

- Role descriptions for the Accounts Payable roles
- Buddy roles within Accounts Payable
- Restricted Accounts Payable roles

Listed in this section, you will also find information on Separation of Duties related to the Accounts Payable roles.

**VDOT Cardinal Project
Cardinal Security Handbook**

Accounts Payable User Roles & Descriptions Table

**Please take note of restricted roles highlighted.*

Role Name	Role Description
1099 Administrator <i>V_AP_1099_ADMINISTRATOR</i>	This role has access to: <ul style="list-style-type: none"> • Process file to IRS • Process 1099 information <i>This role may only be selected by employees of the following division(s):</i> <ul style="list-style-type: none"> • Central Office – Fiscal Division
Vendor Conversation Processor <i>V_AP_VENDOR_CONVER_PROCESSOR</i>	This role is for users routinely involved in the Vendor Procure to Pay process and have a need to interact with vendors. This role has access to: <ul style="list-style-type: none"> • Record Vendor Conversations
Voucher Supervisor Approver <i>V_AP_VOUCH_SUPERVISOR_APPROVER</i>	This role has access to: <ul style="list-style-type: none"> • Approve vouchers created online by direct reports
Voucher Processor <i>V_AP_VOUCHER_PROCESSOR</i>	This role has access to: <ul style="list-style-type: none"> • Enter and maintain vouchers • Correct errors including budget check and voucher build errors • Review accounting entries • Process payment offsets • Process recurring contract vouchers
Voucher Processor – Maintenance <i>V_AP_VOUCH_PROC_MAINT_FLG</i>	An individual assigned to this role would get additional user preferences. This role has access to: <ul style="list-style-type: none"> • Manually schedule payments • Record manual payments <i>Users with this role must also have the following role(s):</i> <ul style="list-style-type: none"> • Voucher Processor <i>This role may only be selected by employees of the following division/district(s):</i> <ul style="list-style-type: none"> • Central Office – Fiscal Division • District Accounting Offices
Accounts Payable Manager <i>V_AP_MANAGER</i>	This role has access to everything the Voucher Processor has. In addition, this role has access to: <ul style="list-style-type: none"> • Delete and unpost vouchers • Manually schedule payments • Record manual payments <i>This role may only be selected by employees of the following division(s):</i> <ul style="list-style-type: none"> • Central Office – Fiscal Division

**VDOT Cardinal Project
Cardinal Security Handbook**

<p style="text-align: center;">Match Exceptions Manager V_AP_MATCH_EXCEPTIONS_MANAGER</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Correct/Override Match Exceptions • Match Exceptions Workbench (page that displays match exception transactions) <p><i>This role may only be selected by employees of the following division/district(s):</i></p> <ul style="list-style-type: none"> • Central Office – Fiscal Division • District Accounting Offices
<p style="text-align: center;">Human Resources Voucher Approver V_AP_HR_VOUCH_APPROVER</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Approve Employee Recognition vouchers <p><i>This role may only be selected by employees of the following division/district(s):</i></p> <ul style="list-style-type: none"> • Central Office – Human Resources Division • District – Human Resources
<p style="text-align: center;">Payroll Accountant Voucher Approver V_AP_PAYROLL_VOUCH_APPROVER</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Approve Moving and Relocation vouchers <p><i>This role may only be selected by employees of the following division(s):</i></p> <ul style="list-style-type: none"> • Central Office – Payroll
<p style="text-align: center;">Voucher Final Approver - Capital Outlay V_AP_VOUCH_FINAL_APP_CAP_OUT</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Perform final level of approval for Capital Outlay vouchers <p><i>This role may only be selected by employees of the following division/district(s):</i></p> <ul style="list-style-type: none"> • Central Office – Fiscal Division • District Accounting Offices
<p style="text-align: center;">Voucher Final Approver - Legal Services V_AP_VOUCH_FINAL_APP_LEG_SER</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Perform final level of approval for Legal Services vouchers <p><i>This role may only be selected by employees of the following division(s):</i></p> <ul style="list-style-type: none"> • Central Office – Fiscal Division
<p style="text-align: center;">Voucher Final Approver V_AP_VOUCH_FINAL_APPROVER</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Perform final level of approval for vouchers <p><i>This role may only be selected by employees of the following division/district(s):</i></p> <ul style="list-style-type: none"> • Central Office – Fiscal Division • District Accounting Offices
<p style="text-align: center;">Construction Voucher Approver V_AP_CONST_VOUCH_APPROVER</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Approve Site Manager vouchers <p><i>This role may only be selected by employees of the following division(s):</i></p> <ul style="list-style-type: none"> • District Construction Contract Administrators • Central Office – Fiscal Division

**VDOT Cardinal Project
Cardinal Security Handbook**

Final Construction Voucher Approver V_AP_FIN_CONST_VOUCH_APPROVER	This role has access to: <ul style="list-style-type: none"> • Approve Final Site Manager vouchers This role may only be selected by employees of the following division(s): <ul style="list-style-type: none"> • Central Office – Scheduling & Contracts Division • Central Office – Fiscal Division
PCard Accountant Voucher Approver V_AP_PCARD_VOUCH_APPROVER	This role has access to: <ul style="list-style-type: none"> • Approve PCard vouchers and ISSP vouchers This role may only be selected by employees of the following division/district(s): <ul style="list-style-type: none"> • Central Office – Fiscal Division • District Accounting Offices
Utility Voucher Approver V_AP_UTILITY_VOUCHER_APPROVER	This role has access to: <ul style="list-style-type: none"> • Perform mass voucher approval of Utility vouchers This role may only be selected by employees of the following division(s): <ul style="list-style-type: none"> • Central Office – Fiscal Division
Petty Cash Approver V_AP_PETTY_CASH_APPROVER_501P!	This role has access to: <ul style="list-style-type: none"> • Approve Petty Cash vouchers This role may only be selected by employees of the following division/district(s): <ul style="list-style-type: none"> • Central Office – Fiscal Division • District Accounting Offices
Petty Cash Processor V_AP_PETTY_CASH_PROCESSOR	This role has access to: <ul style="list-style-type: none"> • Run petty cash pay cycle • Update payment selection criteria • Resolve pay cycle exceptions • Print petty cash checks • View Accounting Entries This role may only be selected by employees of the following division/district(s): <ul style="list-style-type: none"> • Central Office – Fiscal Division • District Accounting Offices
Payment Processor V_AP_PAYMENT_PROCESSOR	This role has access to: <ul style="list-style-type: none"> • View pay cycle exceptionss This role may only be selected by employees of the following division(s): <ul style="list-style-type: none"> • Central Office – Fiscal Division
Petty Cash Reconciler V_AP_PETTY_CASH_RECONCILER	This role has access to: <ul style="list-style-type: none"> • Manually reconcile/unreconcile petty cash payments This role may only be selected by employees of the following division/district(s): <ul style="list-style-type: none"> • Central Office – Fiscal Division • District Accounting Offices
Travel Expense Processor V_AP_TRAVEL_EXPENSE_PROCESSOR	This role has access to: <ul style="list-style-type: none"> • Approve of Meal and Lodging vouchers • Create/update employee profiles

**VDOT Cardinal Project
Cardinal Security Handbook**

	<ul style="list-style-type: none"> • Cancel travel authorizations • Expense budget exceptions • Reconcile cash advances • Authorize an employee to enter expenses on behalf of another employee <p><i>This role may only be selected by employees of the following division/district(s):</i></p> <ul style="list-style-type: none"> • Central Office – Fiscal Division • District Accounting Offices
<p style="text-align: center;">Expenses Employee V_AP_EXPENSES_EMPLOYEE</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Enter travel authorizations • Enter cash advances • Enter expense reports • View their own employee profile • Delete travel authorization • Delete cash advance • Delete expense report • Perform expense inquiry <p><i>All VDOT Cardinal employees must request this role.</i></p>
<p style="text-align: center;">Expenses Approver V_AP_EXPENSE_APPROVER</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Approve expense transactions based on workflow
<p style="text-align: center;">Accounts Payable Configurator V_AP_CONFIGURATOR</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Maintain AP configuration such as conversation key words for vendor conversations, etc. <p><i>This role may only be selected by employees of the following division(s):</i></p> <ul style="list-style-type: none"> • Central Office – Fiscal Division • Central Office – Administrative Services Division
<p style="text-align: center;">Banking Configurator V_AP_BANKING_CONFIGURATOR</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Maintain banking configuration such as bank account, etc. <p><i>This role may only be selected by employees of the following division(s):</i></p> <ul style="list-style-type: none"> • Central Office – Fiscal Division
<p style="text-align: center;">Travel Expense Configurator V_AP_TRAVEL_EXPENSE_CONFIG</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Maintain Expenses configuration such as lodging rates, mileage rates, per diem, etc. <p><i>This role may only be selected by employees of the following division(s):</i></p> <ul style="list-style-type: none"> • Central Office – Fiscal Division
<p style="text-align: center;">Accounts Payable Batch Processor V_AP_BATCH_PROCESSOR</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Run all AP batch processes including any custom and delivered processes and reports <p><i>This role may only be selected by employees of the following division(s):</i></p> <ul style="list-style-type: none"> • Central Office – IT Production Control

VDOT Cardinal Project Cardinal Security Handbook

<p>Accounts Payable Security Administrator V_AP_SECURITY_ADMIN</p>	<p>This role has access to:</p> <ul style="list-style-type: none">• Maintain Approver, Approver List, Approver Assignment, Approver Types, Transaction Definition, Privilege Template, Approver Profile, Refinement Template, and Voucher Workflow Configuration <p><i>This role may only be selected by employees of the following division(s):</i></p> <ul style="list-style-type: none">• <i>Central Office – Fiscal Division</i>
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Separation of Duties

- The Petty Cash Processor role cannot be assigned to anyone who has the Petty Cash Reconciler role.
- The Petty Cash Processor role cannot sign checks.
- The Petty Cash Processor Approver role should not approve a voucher they created.
- Non-employees should not be assigned to any expense related roles unless they will be entering expenses on the behalf of others, which needs to be noted on the Cardinal Security form when requesting expense roles for Non-employees. (i.e., Expenses Employee and Expenses Approver). *(Note: All VDOT Cardinal employees should request the Expenses Employee role)*

Accounts Payable 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. 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 – Capital Outlay
- Voucher Final Approver – Legal Services
- 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.

- Human Resources Voucher Approver
- Voucher Final Approver – Capital Outlay
- Voucher Final Approver
- Construction Voucher Approver
- Travel Expense Processor

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.**

**VDOT Cardinal Project
Cardinal Security Handbook**

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

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 Project
Cardinal Security Handbook**

Expense Approver Profile	Profile Description
Agency Head	<p>Approval of expense reports and travel authorizations containing expense amounts over the allowable amount.</p> <p>This role may only be selected by employees of the following divisions:</p> <ul style="list-style-type: none"> • Central Office - Fiscal Division
Chief	<p>Approval of expense reports and travel authorizations over \$1000</p> <p>This role may only be selected by employees of the following divisions:</p> <ul style="list-style-type: none"> • Central Office - Fiscal Division
District / Division Administrator	<p>Description - approval of expense reports and travel authorizations over \$1000</p> <p>This role may only be selected by employees of the following divisions/districts:</p> <ul style="list-style-type: none"> • Central Office - Fiscal Division • District Accounting Offices
Expense Coordinator	<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 role may only be selected by employees of the following divisions/districts:</p> <ul style="list-style-type: none"> • Central Office - Fiscal Division • District Accounting Offices <p>The Expense Coordinator Profile also has a separate security role called V_AP_EXPENSE_COORDINATOR. This role is used to allow users to reassign expenses to users with the Expense Approver role.</p>
Non-Travel Approver	<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 role may only be selected by employees of the following divisions/districts:</p> <ul style="list-style-type: none"> • Central Office - Fiscal Division • District Accounting Offices
HR Representative	<p>Approval of expense reports for education reimbursements.</p> <p>This role may only be selected by employees of the following divisions:</p> <ul style="list-style-type: none"> • Central Office - HR Division

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). Accounts Receivable 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 Accounts Receivable in Cardinal. Please use the Accounts Receivable User Roles & Descriptions Table below to determine the appropriate Accounts Receivable roles needed by your users in Cardinal.

The Accounts Receivable User Roles & Descriptions Table provides the following information:

- Role descriptions for Accounts Receivable roles
- Buddy roles within Accounts Receivable
- Restricted Accounts Receivable roles

Listed in this section, you will also find information on Separation of Duties related to the Accounts Receivable roles.

**VDOT Cardinal Project
Cardinal Security Handbook**

Accounts Receivable User Roles & Descriptions Table

**Please take note of restricted roles highlighted in blue / gray.*

Role Name	Role Description
<p style="text-align: center;">Accounts Receivable Batch Processor V_AR_BATCH_PROCESSOR</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Run all AR batch processes including any custom and delivered processes and reports <p><i>This role may only be selected by employees of the following division(s):</i></p> <ul style="list-style-type: none"> • <i>Central Office – IT Production Control</i>
<p style="text-align: center;">Billing Processor V_AR_STATE_BILLING_PROCESSOR</p>	<p>This is the basic billing role. This role has access to:</p> <ul style="list-style-type: none"> • Create, review, cancel, and re-bill an invoice • Generate pro forma invoices, but cannot finalize and print bills • Update customer information <p><i>This role may only be selected by employees of the following division/district(s):</i></p> <ul style="list-style-type: none"> • <i>Central Office – Fiscal Division</i> • <i>District Accounting Offices</i>
<p style="text-align: center;">Billing Specialist V_AR_STATE_BILLING_SPECIAL</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"> • Approve Bills • Finalize and Invoice Bills • Update customer information <p><i>This role may only be selected by employees of the following division/district(s):</i></p> <ul style="list-style-type: none"> • <i>Central Office – Fiscal Division</i> • <i>District Accounting Offices</i>
<p style="text-align: center;">Collections Specialist V_AR_COLLECTION_SPECIALIST</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Aging and dunning functionality and interfaces with Taxation • Pages with secure information • Update customer information <p><i>This role may only be selected by employees of the following division(s):</i></p> <ul style="list-style-type: none"> • <i>Central Office – Fiscal Division</i>
<p style="text-align: center;">Accounts Receivable Specialist V_AR_SPECIALIST</p>	<p>This is the basic Accounts Receivable role. This role has access to:</p> <ul style="list-style-type: none"> • Review item information • Perform item maintenance (adjust and transfer) • Update customer information <p><i>This role may only be selected by employees of the following division(s):</i></p> <ul style="list-style-type: none"> • <i>Central Office – Fiscal Division</i>
<p style="text-align: center;">Accounts Receivable Supervisor V_AR_SUPERVISOR</p>	<p>This role has access to everything the Accounts Receivable Specialist role has. In addition, this role has access to:</p> <ul style="list-style-type: none"> • Approve adjustments <p><i>This role may only be selected by employees of the following</i></p>

**VDOT Cardinal Project
Cardinal Security Handbook**

	<p><i>division(s):</i></p> <ul style="list-style-type: none"> • Central Office – Fiscal Division
<p>Accounts Receivable Configurator V_AR_CONFIGURATOR</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Maintain Accounts Receivable and Billing related settings (such as: Bill Type, Bill Sources, Entry Types, Entry Reasons, Dunning and Statement settings, Add Charge Codes) <p><i>This role may only be selected by employees of the following division(s):</i></p> <ul style="list-style-type: none"> • Central Office – Fiscal Division
<p>Accounts Receivable Fiscal Manager V_AR_FISCAL_MANAGER</p>	<p>This role has access to perform all Accounts Receivable and Billing functions. In addition, this role has access to:</p> <ul style="list-style-type: none"> • Make adjustments and corrections <p><i>Users with this role must also have the following role(s):</i></p> <ul style="list-style-type: none"> • Accounts Receivable Supervisor • Billing Specialist • Collections Specialist • Bill Adjustment Specialist • Billing Approver • Billing Worksheet Approver • FHWA Specialist <p><i>This role may only be selected by employees of the following division(s):</i></p> <ul style="list-style-type: none"> • Central Office – Fiscal Division
<p>Funds Receipts Processor V_AR_FUNDS_RECEIPTS_PROCESS</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Enter payments and deposits • Apply payments to customer's items using a worksheet • Enter directly journaled payments <p><i>This role may only be selected by employees of the following division/district(s):</i></p> <ul style="list-style-type: none"> • Central Office – Fiscal Division • District Accounting Offices
<p>Funds Receipts Manager V_AR_FUNDS_RECEIPTS_MANAGER</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"> • Run Payment Predictor • Group and approve deposits with a custom deposit certificate transaction to CARS <p><i>This role may only be selected by employees of the following division(s):</i></p> <ul style="list-style-type: none"> • Central Office – Fiscal Division
<p>Payment Unpost V_AR_UNPOST</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Unpost payments <p><i>This role may only be selected by employees of the following division(s):</i></p> <ul style="list-style-type: none"> • Central Office – Fiscal Division

**VDOT Cardinal Project
Cardinal Security Handbook**

<p style="text-align: center;">Bill Adjustment Specialist V_AR_BILL_ADJUST_SPECIALIST</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Make adjustments to bills • Correct bill adjustment errors <p><i>This role may only be selected by employees of the following division(s):</i></p> <ul style="list-style-type: none"> • <i>Central Office – Fiscal Division</i>
<p style="text-align: center;">Billing Approver V_AR_BILLING_APPROVER</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Change the status of bills entered in the system • Update the status of a bill to a ready status to indicate availability for processing • Run the batch process to automatically set bill status from New to Ready for project bills created in batch <p><i>This role may only be selected by employees of the following division(s):</i></p> <ul style="list-style-type: none"> • <i>Central Office – Fiscal Division</i>
<p style="text-align: center;">Billing Worksheet Approver V_AR_BILLING_WRKT_APPROVER</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Approve worksheets • Update worksheet status <p><i>This role may only be selected by employees of the following division(s):</i></p> <ul style="list-style-type: none"> • <i>Central Office – Fiscal Division</i>
<p style="text-align: center;">FHWA Specialist V_AR_FHWA_SPECIALIST</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Run the FHWA Extract process • Access FHWA content <p><i>This role may only be selected by employees of the following division(s):</i></p> <ul style="list-style-type: none"> • <i>Central Office – Fiscal Division</i>

Separation of Duties

- The Funds Receipt Manager cannot be assigned to the Billing, Accounts Receivable or Collections roles

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. General Ledger 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 General Ledger in Cardinal. Please use the General Ledger User Roles & Descriptions Table below to determine the appropriate General Ledger roles needed by your users in Cardinal.

The General Ledger User Roles & Descriptions Table provides the following information:

- Role descriptions for General Ledger roles
- Buddy roles within General Ledger
- Restricted General Ledger roles

Listed in this section, you will also find information on Separation of Duties related to the General Ledger roles.

**VDOT Cardinal Project
Cardinal Security Handbook**

General Ledger User Roles & Descriptions Table

**Please take note of the restricted roles highlighted in blue / gray.*

Role Name	Role Description
<p style="text-align: center;">Agency Budget Approver V_GL_BUDGET_APPROVER</p>	<p>The Budget Approver is responsible for Agency-level Budgets. This role has access to:</p> <ul style="list-style-type: none"> • Post budget journal through online or batch process • Delete budget journal through online or batch process • Post budget transfer and adjustments <p><i>This role may only be selected by employees of the following division(s):</i></p> <ul style="list-style-type: none"> • <i>Central Office – Financial Planning Division</i>
<p style="text-align: center;">Agency Budget Processor V_GL_BUDGET_PROCESSOR</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"> • Enter budget journals, budget transfers and budget adjustments • Upload journals using the Spreadsheet Budget Journal upload • Review and correct budget journal errors • Define funding sources and funding source allocations <p><i>This role may only be selected by employees of the following division(s):</i></p> <ul style="list-style-type: none"> • <i>Central Office - Financial Planning Division</i>
<p style="text-align: center;">Agency ChartField Administrator V_GL_CHARTFIELD_ADMIN</p>	<p>This role has access:</p> <ul style="list-style-type: none"> • Maintain Agency controlled ChartFields (Department, Project, Activity, Cost Center, Task, Asset, Agency Use 1, Statistics Code, Agency Use 2) • Define SpeedTypes/SpeedCharts (Non-Central ChartFields) <p><i>This role may only be selected by employees of the following division(s):</i></p> <ul style="list-style-type: none"> • <i>Central Office - Fiscal Division</i>
<p style="text-align: center;">Agency Use 1 ChartField Administrator V_GL_AGENCYUSE_1_CF_ADMIN</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Add/update Agency Use 1 Chart of Account Values <p><i>*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.</i></p> <p><i>All VDOT Cardinal users will receive this role; pre-checked on security form.</i></p>

**VDOT Cardinal Project
Cardinal Security Handbook**

<p>Agency General Ledger System Administrator V_GL_SYSTEM_ADMINISTRATOR</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Define ChartField Value Sets • Define Journal Generator templates <p><i>This role may only be selected by employees of the following division(s):</i></p> <ul style="list-style-type: none"> • Central Office - Fiscal Division
<p>Operational Budget Processor V_GL_OPER_BUDGET_PROCESS</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Review and correct operational budget journal errors • Post operational budget journals
<p>General Ledger System Processor V_GL_SYSTEM_PROCESSOR</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Define and create Standard Journal Entries templates • Define Average Daily Balance • Define Allocation • Define Allocation Group • Run the process to calculate ADB • Run Allocations • Execute Journal Generator to generate subsystem journal entries (batch process) <p><i>This role may only be selected by employees of the following division(s):</i></p> <ul style="list-style-type: none"> • Central Office - Fiscal Division
<p>General Ledger nVision Developer V_GL_NVISION_DEVELOPER</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Create nVision layouts • Register layouts on server • Register drill down layouts <p><i>This role may only be selected by employees of the following division(s):</i></p> <ul style="list-style-type: none"> • Central Office - Fiscal Division • Central Office – IT Production Control
<p>General Ledger nVision Executer V_GL_NVISION_EXECUTER</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Define the scope of nVision reports • Create nVision report requests <p><i>This role may only be selected by employees of the following division(s):</i></p> <ul style="list-style-type: none"> • Central Office - Fiscal Division
<p>Agency Journal Approver V_GL_JOURNAL_APPROVER</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Post journals through batch process or online • Review journal lines • Upload import file • Execute Spreadsheet Upload process (batch process) • Execute Journal Edit through batch process • Execute Journal Budget Check through batch process • Execute Journal Posting process

**VDOT Cardinal Project
Cardinal Security Handbook**

	<p><i>This role may only be selected by employees of the following agency/division(s):</i></p> <ul style="list-style-type: none"> • Central Office - Fiscal Division • District Accounting Offices
<p style="text-align: center;">Journal Processor V_GL_JOURNAL_PROCESSOR</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Enter online journals • Enter journals in spreadsheet journal • Edit journals online • Budget check journals online • Copy a journal • Execute Spreadsheet Upload process (batch process)
<p style="text-align: center;">General Ledger Batch Processor V_GL_BATCH_PROCESSOR</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Run all General Ledger batch processes including any custom and delivered processes and reports <p><i>This role may only be selected by employees of the following division(s):</i></p> <ul style="list-style-type: none"> • Central Office – IT Production Control
<p style="text-align: center;">General Ledger Security Administrator V_GL_SECURITY_ADMIN</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Maintain Approver, Approver List, Approver Assignment, Approver Types, Transaction Definition, Privilege Template, Approver Profile, Refinement Template, and Workflow Configuration <p><i>This role may only be selected by employees of the following division(s):</i></p> <ul style="list-style-type: none"> • Central Office – Fiscal Division

Separation of Duties

- Agency Budget Approver cannot be assigned to the Agency Budget Processor, or Operational Budget Processor roles
- Operational Budget Processor cannot be assigned to the Agency Budget Processor role

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. Procurement 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 Procurement in Cardinal. Please use the Procurement User Roles & Descriptions Table below to determine the appropriate Procurement roles needed by your users in Cardinal.

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

- Role descriptions for Procurement roles
- Buddy roles within Procurement
- Restricted Procurement roles

Listed in this section, you will also find information on Separation of Duties related to the Procurement roles.

**VDOT Cardinal Project
Cardinal Security Handbook**

Procurement User Roles & Descriptions Table

**Please take note of the restricted roles highlighted in blue / gray.*

Role Name	Role Description
Purchasing Requisition Processor V_PR_REQUISITION_PROCESSOR	<p>This role has access to:</p> <ul style="list-style-type: none"> • Create and update requisitions • Add and update receivers • View purchase orders, contracts and strategic sourcing events (bids) • View purchasing items, categories and locations • Approve requisitions, if you are a supervisor <p><i>All VDOT Cardinal users will receive this role; roles is pre-checked on security form.</i></p>
StoreKeeper V_PR_WEBIMS_STOREKEEPER	<p>This role has access to:</p> <ul style="list-style-type: none"> • Issue WebIMS stock • Create restock orders • Receive replenishment stock
Strategic Sourcing Collaborator V_PR_STRATEGIC_SOURCING_COLLAB	<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"> • Review sourcing events (bid) • Provide feedback and evaluation for an event (bid) during event creation and award <p><i>Users with this role will also be assigned the following role(s):</i></p> <ul style="list-style-type: none"> • Event Collaborator (<i>Does not appear on security form</i>) <p><i>All VDOT Cardinal users will receive this role; role is pre-checked on security form.</i></p>
Buyer V_PR_BUYER	<p>This role has access to:</p> <ul style="list-style-type: none"> • Create, update and dispatch Purchase Orders
Strategic Sourcing Buyer V_PR_STRATEGIC_SOURCING_BUYER	<p>This role has access to:</p> <ul style="list-style-type: none"> • Add and update award events (bids) • Award events (bids) into Purchase Orders / Contracts • Assign Strategic Sourcing Collaborators to events (bids) <p><i>Users with this role must also have the following role(s):</i></p> <ul style="list-style-type: none"> • Buyer • Purchasing Contracts Administrator <p><i>This role may only be selected by employees of the following division/district(s):</i></p> <ul style="list-style-type: none"> • Central Office – Administrative Services Division • District – Administrative Services Division
Bid Processor V_PR_BID_PROCESSOR	<p>This role has access to:</p> <ul style="list-style-type: none"> • Enter and update Bid responses • Enter and update vendor responses in Strategic Sourcing (RFQ)

**VDOT Cardinal Project
Cardinal Security Handbook**

	<p><i>Users with this role must also have the following role(s):</i></p> <ul style="list-style-type: none"> • <i>Strategic Sourcing Buyer</i> <p>(NOTE: BUDDY ROLES FOR STRATEGIC SOURCING BUYER IS NOT NEEDED when user primary role is Bid Processor)</p>
<p>Purchasing Contracts Administrator V_PR_CONTRACTS_ADMIN</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Add and update Contracts • Create new versions of Contracts (new effective dates) • Maintain Contracts • Approve Contracts
<p>Procurement Manager V_PR_PROCUREMENT_MANAGER</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Assign requisitions to Buyers for processing • Approve Strategic Sourcing events (bids) that are above the Buyer's delegated authority • Approve Purchase Order change orders that exceed the APSPM (Agency Procurement and Surplus Property Manual), if required <p><i>Users with this role must also have the following role(s):</i></p> <ul style="list-style-type: none"> • Buyer • Purchasing Contracts Administrator • Strategic Sourcing Buyer <p><i>This role may only be selected by employees of the following division/district(s):</i></p> <ul style="list-style-type: none"> • Central Office – Administrative Services Division • District – Administrative Services Division
<p>Senior Procurement Manager V_PR_SR_PROCUREMENT_MANAGER</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Approve Strategic Sourcing events (bids) that are above the Procurement Manager's delegated authority • Approve Purchase Order change orders that exceed the APSPM (Agency Procurement and Surplus Property Manual), if required <p><i>Users with this role must also have the following role(s):</i></p> <ul style="list-style-type: none"> • Buyer • Purchasing Contracts Administrator • Strategic Sourcing Buyer <p><i>This role may only be selected by employees of the following division/district(s):</i></p> <ul style="list-style-type: none"> • Central Office – Administrative Services Division • District – Administrative Services Division
<p>Administrative Services Division Director V_PR_ASD_DIRECTOR</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Review and approve any and all transactions in the Procurement module • Approve Purchase Order change orders that exceed the APSPM (Agency Procurement and Surplus Property Manual), if required • Handle escalations <p><i>Users with this role must also have the following role(s):</i></p> <ul style="list-style-type: none"> • Buyer

**VDOT Cardinal Project
Cardinal Security Handbook**

	<ul style="list-style-type: none"> • <i>Purchasing Contracts Administrator</i> • <i>Strategic Sourcing Buyer</i> <p><i>This role may only be selected by employees of the following division(s):</i></p> <ul style="list-style-type: none"> • <i>Central Office – Administrative Services Division</i>
<p>Fiscal Inventory Manager V_PR_FISCAL_INVENTORY_MANAGER</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Add and update items and categories • Add and update locations <p><i>This role may only be selected by employees of the following division(s):</i></p> <ul style="list-style-type: none"> • <i>Central Office – Fiscal Division</i>
<p>PCard User V_PR_PCARD_USER</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Review and verify PCard transactions • Dispute transactions as necessary • ISSP Reconciler
<p>PCard Supervisor SUPERVISOR</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Review and approve PCard transactions • ISSP Approver <p><i>Users with this role must also have the following role(s):</i></p> <ul style="list-style-type: none"> • <i>PCard User (does not require card to be issued)</i>
<p>PCard Administrator V_PR_PCARD_ADMINISTRATOR</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Associate credit cards to users • Maintain user credit card information • Add and maintain proxies (associate the supervisor to the card)
<p>Procurement System Administrator V_PR_PROCUREMENT_SYSTEM_ADMIN</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"> • Provide support • Resolve issues <p><i>This role may only be selected by employees of the following division(s):</i></p> <ul style="list-style-type: none"> • <i>Central Office – Administrative Services Division</i>
<p>Purchasing Batch Processor V_PR_BATCH_PROCESSOR</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Run all PR batch processes including any custom and delivered processes and reports <p><i>This role may only be selected by employees of the following division(s):</i></p> <ul style="list-style-type: none"> • <i>Central Office – IT Division</i>

Separation of Duties

- PCard Administrator cannot be assigned to the PCard User role.

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.

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

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

****For users with the Senior Procurement Manager Role, you will need to select the appropriate District(s) location as specified on the security form.***

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

VDOT Cardinal Project Cardinal Security Handbook

For users with the Storekeeper role, you will need to select the appropriate WebIMS Route Control profiles (listed in the table below) 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 WebIMIS 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 (see example below).

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: 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 of 1 | Last

From Value:	To Value:	
<input type="text" value="9506"/>	<input type="text" value="9506"/>	+ -

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):

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"/>	+ -

Procurement WebIMS Route Control Profiles Document



Web IMS RC Profiles
for Storekeeper Role

Procurement User Preferences

About this Section

User Preferences are additional user specific settings related to certain roles that need to be captured for users.

In Procurement, user specific user preference information needs to be gathered for the following Procurement roles:

- Purchasing Requisition Processor (given to all VDOT users)
- Buyer

Use the information provided below to complete the Requestor information for users on the Cardinal Security Form.

Purchasing User Preferences

For the Purchasing Requisition Processor role (which is given to all VDOT users), please provide the following user preferences information on the Cardinal Security Form:

- Ship To
- Bill To Location (see below)
- Phone - provide in the following format (XXX/XXX-XXXX)
- Fax - provide in the following format (XXX/XXX-XXXX)

For the Buyer role, provide the following user specific information on the Cardinal Security Form:

- Ship To
- Location (see below)
- Phone - provide in the following format (XXX/XXX-XXXX)
- Fax - provide in the following format (XXX/XXX-XXXX)
- Buyers User is Authorized For – provide in the following format (FIRSTNAME. LASTNAME)
- Current Buyers that should have authorization for the new/updated user – provide in the following format (FIRSTNAME. LASTNAME)

For Requisitioner Location Codes:



Location Codes as of
(02.20.2014).xls

For Stock Location Codes:



IMS_Stk_Loc_by_Dis
trict_(as_of_01.23.14

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. Project Accounting 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. Please use the Project Accounting User Roles & Descriptions Table below to determine the appropriate Project Accounting roles needed by your users in Cardinal.

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

- Role descriptions for Project Accounting roles
- Buddy roles within Project Accounting
- Restricted Project Accounting roles

Listed in this section, you will also find information on Separation of Duties related to the Project Accounting roles.

**VDOT Cardinal Project
Cardinal Security Handbook**

Project Accounting User Roles & Descriptions Table

**Please take note of the restricted roles highlighted in blue / gray.*

Role Name	Role Description
<p style="text-align: center;">Projects Manager V_PA_PROJECT_MANAGER</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Enter and update projects and associated activities • Update the Project Manager associated with a project <p><i>This role may only be selected by employees of the following division(s):</i></p> <ul style="list-style-type: none"> • Central Office - Programming Division • Central Office – Fiscal Division • Central Office – Transportation Planning Division • Central Office – Research Council • Central Office – Financial Planning Division
<p style="text-align: center;">Accounting Distribution Specialist V_PA_ACCOUNT_DISTRIB_SPECIAL</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Enter and update project distributions • View funds distribution rules • Review funds distribution errors <p><i>This role may only be selected by employees of the following division(s):</i></p> <ul style="list-style-type: none"> • Central Office - Programming Division • Central Office – Fiscal Division • Central Office – Transportation Planning Division • Central Office – Research Council • Central Office – Financial Planning Division
<p style="text-align: center;">Accounting Distribution Approver V_PA_ACCOUNT_DISTRIB_APPROVER</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Enter and update project distributions • Approve project distributions • View funds distribution rules • Review funds distribution errors <p><i>This role may only be selected by employees of the following division(s):</i></p> <ul style="list-style-type: none"> • Central Office – Fiscal Division
<p style="text-align: center;">Project Status Approver V_PA_PROJECT_STATUS_APPROVER</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Update and approve project status <p><i>This role may only be selected by employees of the following division(s):</i></p> <ul style="list-style-type: none"> • Central Office – Fiscal Division

**VDOT Cardinal Project
Cardinal Security Handbook**

<p>Contracts Manager V_PA_CONTRACTS_MANAGER</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Enter and amend contracts (agreements to bill customers i.e., FHWA, localities, property damage) <p><i>This role may only be selected by employees of the following division(s):</i></p> <ul style="list-style-type: none"> • <i>Central Office – Fiscal Division</i>
<p>Project Accounting Batch Processor V_PA_BATCH_PROCESSOR</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Run all PA batch processes including any custom and delivered processes and reports <p><i>This role may only be selected by employees of the following division(s):</i></p> <ul style="list-style-type: none"> • <i>Central Office – IT Production Control</i>
<p>Project Accounting Configurator V_PA_CONFIGURATOR</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Add/Update Project Accounting configuration <p><i>This role may only be selected by employees of the following division(s):</i></p> <ul style="list-style-type: none"> • <i>Central Office – Fiscal Division</i>
<p>WBS Control Status Processor V_PA_WBS_CONTROL_STATUS</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Update/maintain the Work Breakdown Structure (WBS) for project activities (maintain the activity association to the appropriate phase) <p><i>This role may only be selected by employees of the following division(s):</i></p> <ul style="list-style-type: none"> • <i>Central Office – Fiscal Division</i>

Separation of Duties

- Accounting Distribution Approver cannot be assigned to the Accounting Distribution Specialist (exception for Fiscal Division)
- Project Status Approver cannot be assigned to the Accounting Distribution Specialist (exception for Fiscal Division)
- Projects Manager cannot be assigned to the Project Status Approver (exception for Fiscal Division)

Time & Attendance User Roles

Time and Attendance (T&A) is the functional area that handles the time reporting, absence management and payroll integration functions for VDOT. Time & Attendance 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 Time & Attendance in Cardinal. Please use the Time & Attendance User Roles & Descriptions Table below to determine the appropriate Time & Attendance roles needed by your users in Cardinal.

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

- Role descriptions for Time & Attendance roles
- Buddy roles within Time & Attendance
- Restricted Time & Attendance roles

Listed in this section, you will also find information on Separation of Duties related to the Time & Attendance roles.

**VDOT Cardinal Project
Cardinal Security Handbook**

Time & Attendance User Roles & Descriptions Table

**Please take note of the restricted roles highlighted in blue / gray.*

Role Name	Role Description
<p style="text-align: center;">Time & Attendance Configurator V_TA_ADMINISTRATOR</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Update and maintain TA configuration • View/update installation tables • View/update Absence Management configuration tables • View/update Time & Labor configuration pages (earnings code) • View/update Human Resources configuration pages (job code, PMIS transaction code mapping) • View/update custom VDOT payroll/integration configuration pages <p><i>This role may only be selected by employees of the following division(s):</i></p> <ul style="list-style-type: none"> • <i>Central Office - Fiscal Division</i>
<p style="text-align: center;">Time & Attendance Batch Processor V_TA_BATCH_PROCESSOR</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Run all TA batch processes including any custom and delivered processes and reports <p><i>This role may only be selected by employees of the following division(s):</i></p> <ul style="list-style-type: none"> • <i>Central Office – IT Production Control</i>
<p style="text-align: center;">Time & Attendance Security Administrator V_TA_SECURITY_ADMINISTRATOR</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Maintain Approver, Approver List, Approver Assignment, Approver Types, Transaction Definition, Privilege Template, Approver Profile, Refinement Template, and all the workflow settings for Absence Management and Time & Labor <p><i>This role may only be selected by employees of the following division(s):</i></p> <ul style="list-style-type: none"> • <i>Central Office – Fiscal Division</i>
<p style="text-align: center;">Time & Labor Administrator V_TA_TL_ADMINISTRATOR</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Enter and process time (including mass time) for employees • View and correct timesheet errors • Update and enroll employee time reporting information <p><i>Users with this role must also be assigned the following role(s):</i></p> <ul style="list-style-type: none"> • <i>Employee Setup Administrator</i> <p><i>This role may only be selected by employees of the following division(s):</i></p> <ul style="list-style-type: none"> • <i>Central Office - Fiscal Division</i> • <i>District Accounting Offices</i>
<p style="text-align: center;">Payroll Administrator V_TA_PAYROLL_ADMINISTRATOR</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Execute payroll and reconciliation processing • Run the Time Admin Process to finalize timesheet entries and make them available for approval, if needed

**VDOT Cardinal Project
Cardinal Security Handbook**

	<p><i>Users with this role must also be assigned the following role(s):</i></p> <ul style="list-style-type: none"> • <i>Time & Labor Administrator</i> • <i>Absence Management Processor</i> <p><i>This role may only be selected by employees of the following division(s):</i></p> <ul style="list-style-type: none"> • <i>Central Office - Fiscal Division</i>
<p style="text-align: center;">Absence Management Processor V_TA_AM_PROCESSOR</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Perform leave donation processing • Process and adjust absence balances • Run absence management processes and verify results <p><i>This role may only be selected by employees of the following division(s):</i></p> <ul style="list-style-type: none"> • <i>Central Office - Fiscal Division</i>
<p style="text-align: center;">Employee Setup Administrator V_TA_EMPLOYEE_SETUP_ADMIN</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Update employee job data and personal information • View results of PMIS interface • Update position data • Update and enroll employee time reporting information • Assign eligibility for leave benefits • Assign schedules to employees • Enroll comp time and overtime leave plans to employees <p><i>This role may only be selected by employees of the following division(s):</i></p> <ul style="list-style-type: none"> • <i>Central Office - Fiscal Division</i> • <i>District – Accounting Office</i>
<p style="text-align: center;">Absence Management Administrator V_TA_AM_ADMINISTRATOR</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Submit leave requests/events for employees • Enter/Approve extended leave requests • Adjust leave balances • Perform leave donation processing • Authorize extended absences (e.g. FMLA, STD) • Audit employee leave <p><i>This role may only be selected by employees of the following division(s):</i></p> <ul style="list-style-type: none"> • <i>Central Office - Fiscal Division</i> • <i>Central Office – Human Resources Division</i> • <i>District – Human Resources</i> • <i>District Accounting Offices</i>

**VDOT Cardinal Project
Cardinal Security Handbook**

<p>TA Delegation Administrator V_TA_DELEGATION_ADMIN</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Add and manage delegation requests on behalf of others • Delegate and reassign worklist items for approval <p><i>The assignment of this role requires additional approvals; please submit to Central Office - Fiscal Division for approval before sending to Cardinal Security.</i></p>
<p>Time & Attendance Approver V_TA_APPROVER</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Enter and adjust time for employees • Approve productive time and leave requests • Allow and correct timesheet errors • Assign schedules to employees
<p>Timekeeper V_TA_TIMEKEEPER</p>	<p>This role has access to:</p> <ul style="list-style-type: none"> • Enter time for multiple employees at the same time • Enter and view time and leave • View and correct timesheet errors • View time entry processing status
<p>Time & Attendance Self-service User V_TA_SS_USER</p>	<p>This is the basic time entry role. This role has access to:</p> <ul style="list-style-type: none"> • Report time • Request absences • View and correct timesheet errors <p><i>All VDOT Cardinal employees must request this role.</i></p>

Separation of Duties

- Timekeeper cannot be assigned to the Employee Setup Administrator
- Timekeeper cannot be assigned to the Payroll Administrator
- Timekeeper cannot be assigned to the Time & Attendance Security Administrator

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

Role Name	Role Description
Cardinal PeopleSoft User V_PEOPLESOFT_USER	Default role given to all users for access in the system. This role has access to: <ul style="list-style-type: none"> • Run public queries <i>All VDOT Cardinal users will receive this role.</i>
Cardinal Viewer V_CARDINAL_VIEWER	This role has access to: <ul style="list-style-type: none"> • Read-only pages in Cardinal <i>All VDOT Cardinal users will receive this role.</i>
Cardinal Reporter V_CARDINAL_REPORTER	This role has access to: <ul style="list-style-type: none"> • Run reports in Cardinal <i>All VDOT Cardinal users will receive this role.</i>
BI Adhoc User V_BI_ADHOCUSER_FIN	This role is for select users designated as Cardinal reporting super users. This role has access to: <ul style="list-style-type: none"> • Develop ad hoc private reports and queries in the Cardinal Business Intelligence (BI) application <i>This role may only be selected by limited users who have been approved to participate in the Cardinal BI Pilot.</i> <i>Special approval is required by Enterprise Application Director to obtain this role until further notice.</i>