



Cardinal Security Officer Job Aid

Instructions for Completing the Cardinal Security Form (Cardinal SE-SW-001)

Overview

Cardinal security access is granted when the Cardinal Security Officer submits a properly completed Cardinal Security Form (Cardinal SE-SW-001) to the Cardinal.Security@doa.virginia.gov outlook mailbox.

- Forms will be returned to the Cardinal Security Officer if information required is not complete or correct.
- 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 Network Logon ID?
 - If no, contact VCCC/ VITA for assistance.
 - If your agency is out of scope/external verify the AUTH account has been established. If assistance is needed, please contact VCCC/VITA.
- Has the user been entered in Cardinal on the Employee Profile Page and assigned to the correct agency?
 - If not, please contact the users in your agency who have the Employee Profile Maintenance role to have the user entered or agency corrected.
 - Please review Job Aid '*SW AP316 Creating and Updating an Employee Profile*' found on the Cardinal Website if assistance is needed.
 - 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: **Statewide Toolbox > Cardinal Security > Cardinal Security Form (SE-SW-001)**.
- **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 an existing user's access, run the PT_SEC_USER_ROLES query to identify the user's current access using the following path:
 - Main Menu>Reporting Tools>Query>Query Viewer
 - Key in the Users ID



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- Job Aid for running query can be found on Cardinal Website.
- Provide all required signatures – user's, user's supervisor, Cardinal Security Officer and DOA Approver if conflicting roles or statewide roles are requested.
- Scan form and email to Cardinal.Security@doa.virginia.gov outlook mailbox.

➤ **To Lock Out User's Access**

- Check the Lock Out Existing User box under the Security Action Requested section and complete the User Information section of the Cardinal Security Form, providing all signatures. Scan form and send to Cardinal.Security@doa.virginia.gov outlook mailbox.
- In lieu of the Cardinal Security Form the Cardinal Security Officer may send an email to lock out a Cardinal account. Include the user's name, user's Network ID, Business Unit, Department ID, Employee ID number, and copy the user's supervisor on the email. Send email to Cardinal.Security@doa.virginia.gov outlook mailbox.



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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 Security Team once access is completed.

Security Action Requested Section

<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 Info Section Only)
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- 2 New User Setup** – Check this box to create a new user logon account.
- 3 Updated Existing User** – Check this box to update existing user account.
- 4 Lock Out Existing User** – Check this box if access to Cardinal needs to be Locked Out.

User Information Section (Required for all users)

USER INFORMATION		
Name - Last, First, Middle Initial <input type="text"/>		Email Address, e.g., <i>first.last@agency.virginia.gov</i> <input type="text"/>
Employee ID: <input type="text"/>	COV Network Logon ID: <input type="text"/>	
User's Job Title: <input type="text"/>	Business Unit: <input type="text"/>	Department ID: <input type="text"/>
Is the User a contract worker? If so, check box and provide User's Supervisor Name and COV Network Logon ID: <input type="checkbox"/>		
Supervisor Name: <input type="text"/>	Employee ID: <input type="text"/>	

- 5 Name** – Last, First, Middle Initial (ex: Doe, John B.)
- 6 Email Address** – Enter your email address (e.g., John.Doe@agency.virginia.gov) Check Outlook if you are unsure.
- 7 Employee ID** – Employee 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). Leave blank for contract workers.
- 8 Network Logon ID** – Is what a user uses to logon to the Network.
- 9 User's Job Title** – User's current job title. (e.g., Financial Services Specialist)
- 10 Business Unit** – 5 digit code for each agency (e.g., DOA-15100, VDOT-50100)
- 11 Department ID** – Enter your agency Department ID for your area.



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- 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.

User Setup (Required for all users)

USER SETUP	
REQUIRED: ROW LEVEL SECURITY -Use drop down list to choose the correct Row Level Security permission list. Only one per user.(a user can only view, enter, or process transactions for Business Units included in their Row Level Security permission list)	
Business Units 10000 to 59999:	Business Units 80000 to 99999:
<select one>	<select one>

- 13 Row Level Security** – Use drop down list to choose the correct Row Level Security permission list. Only one per user. (A user can only view, enter, or process transactions for Business Units included in their Row Level Security permission list). (e.g., If your agency Business Unit is 12200, you will choose the first drop down box because your Business Unit number falls between 10000 to 59999).
 - The choices for Business Unit 12200 are:
 - 12200-V_R_12200_USERS
 - 12200-V_R_DPB_STATEWIDE
 - Agencies Cardinal Security Officers will have a list of Row Level Security permissions for their agency to determine the correct access for each user.

If user is an Expenses Approver , please select which expense profile is needed. May leave blank if user is a Supervisor or backup approver:	<input type="checkbox"/> Agency Head	<input type="checkbox"/> Fiscal Officer
	<input type="checkbox"/> Check box if profile is to be removed from existing user.	<input type="checkbox"/> DOA Pre Audit (<i>DOA Only-Statewide</i>)
If Agency Head or Fiscal Officer , enter Business Unit(s) and Department ID number(s) user approves.		

- 14 Expenses Approver Profiles** – If user is an Expenses Approver and need a profile for transactions to route based on Department IDs, please check only one profile per user. You must supply the Department ID Numbers user approves for Agency Head and Fiscal Officer. If user needs ALL Department ID Numbers, key in the word 'ALL' then the agency name
- 15 Removal of Expense Profile** – If expense profile is no longer needed on user setup, please check box to have it removed.



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Functional Area Roles Section

This Section lists the roles available by Functional Area. Refer to the Cardinal Security Handbook on the Cardinal Project Website for information about Cardinal Roles and security.

17 Accounts Payable (check all roles requested)

Accounts Payable (check all roles requested)		
<input type="checkbox"/> Vendor Conversation Processor	<input type="checkbox"/> Voucher Processor	<input type="checkbox"/> Special Voucher Processor
<input type="checkbox"/> Voucher Approver*	<input type="checkbox"/> Final Voucher Approver*	<input type="checkbox"/> Voucher Upload Error (Interfacing Only)
<input type="checkbox"/> Payment Reconciler	<input type="checkbox"/> 1099 Administrator	<input type="checkbox"/> Expense Employee
<input type="checkbox"/> Expense Processor	<input type="checkbox"/> Employee Profile Maintenance	<input type="checkbox"/> Expense Approver
<input type="checkbox"/> Expense Reassign	<input type="checkbox"/> Secure Payment Reporter	<input type="checkbox"/> Petty Cash Processor
<input type="checkbox"/> Payment Cash Configurator	<input type="checkbox"/> Workflow System Administrator	<input type="checkbox"/> EDI Viewer (Tier II and Tier III Only)
Department of Accounts Only Statewide Roles:		<input type="checkbox"/> Vendor Maintenance Specialist
<input type="checkbox"/> EDI Coordinator	<input type="checkbox"/> Payment Processor	<input type="checkbox"/> Special Payment Processor
<input type="checkbox"/> Banking Configurator	<input type="checkbox"/> Paycycle Configurator	<input type="checkbox"/> Travel Expense Configurator
<input type="checkbox"/> DOA Special Paycycle Processor	<input type="checkbox"/> Statewide Pre Audit Approver	<input type="checkbox"/> Voucher Spreadsheet Processor
<input type="checkbox"/> Voucher Spreadsheet Approver	<input type="checkbox"/> Payment Cash Trans Override	<input type="checkbox"/> Oversight Viewer
*If Voucher or Final Voucher Approver, enter Accounts Payable Business Unit number(s) user approves.		
*DJJ, DBHDS, Treasury, DOA & CSA ONLY-If Voucher or Final Voucher Approver, also enter Dept ID number(s) user approves.		

- **Voucher Approver* and Final Voucher Approver*role** – if checked you must list the **Accounts Payable Business Unit Numbers** user approves. **DJJ, DBHDS, Treasury, DOA and CSA ONLY** must also list the **Department ID Numbers** user approves.
- **AP Department of Accounts Only Statewide Roles** – Are not available to agencies. These roles may only be selected by Department of Accounts (DOA) users.

18 Accounts Receivable (check all roles requested)

Accounts Receivable (check all roles requested)	
<input type="checkbox"/> Funds Receipts Processor	<input type="checkbox"/> Funds Receipts Manager
<input type="checkbox"/> Funds Receipts Processor for Multiple GL BU (Restricted)	<input type="checkbox"/> Funds Receipts Manager Multi BU (Restricted)

- **AR Restricted Roles** – Refer to Security Handbook for required signatures.



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19 General Ledger (check all roles requested)

General Ledger (check all roles requested)		
<input type="checkbox"/> Journal Processor	<input type="checkbox"/> Journal Processor - Interfacing	<input type="checkbox"/> Journal Approver*
<input type="checkbox"/> Agency Chartfield Administrator	<input type="checkbox"/> Budget Processor	<input type="checkbox"/> Budget Approver
<input type="checkbox"/> GL nVision Executer (BOA&DOA Only)	<input type="checkbox"/> CAFR Processor (BOA&DOA Only)	
Department of Accounts Only Statewide Roles:		
<input type="checkbox"/> Statewide Journal Approver	<input type="checkbox"/> Statewide ChartField Admin	<input type="checkbox"/> GL Tree Combo Maintenance
<input type="checkbox"/> Statewide GL Sys Administrator	<input type="checkbox"/> Statewide GL Sys Processor	<input type="checkbox"/> Statewide Budget Administrator
<input type="checkbox"/> Statewide Budget Processor	<input type="checkbox"/> Statewide Budget Approver	<input type="checkbox"/> GL Revenue Reporter (Tax & DOA)
<input type="checkbox"/> DOA Journal Bypass		
*If Journal Approver, enter General Ledger Business Unit Number(s) user approves.		
*DJJ, DBHDS, Treasury, DOA, and CSA ONLY - If Journal Approver, also enter Department ID number(s) user approves.		

- **Journal Approver* role** – if checked you must list the **General Ledger Business Unit Numbers** user approves. **DJJ, DBHDS, Treasury, DOA and CSA ONLY** must also list the **Department ID Numbers** user approves.
- **Restricted Roles** – require additional approval signatures. (check security handbook)
- **GL Department of Accounts Only Statewide Roles** – Are not available to agencies. These roles may only be selected by Department of Accounts (DOA) and Tax users.

20 Additional Roles

Additional Roles		
<input checked="" type="checkbox"/> Cardinal Viewer	<input checked="" type="checkbox"/> Cardinal Reporter	<input checked="" type="checkbox"/> PeopleSoft User
<input type="checkbox"/> BI Adhoc User (Restricted)	<input type="checkbox"/> APA Audit Special (Restricted)	<input type="checkbox"/> Audit Inquiry (Restricted)

- **Prechecked roles** on the form will be given to all users.
- **Restricted roles** require additional approvals; please refer to the Cardinal Security Handbook for additional information.



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21 Signatures / Approvals.

Signatures / Approvals			
By signing below, I acknowledge that I understand transactions added/ updated in the Cardinal system should be in accordance with the Commonwealth Accounting Policy and Procedures Manual Cardinal Topics 20310 and Cardinal Topic 70220.		By signing below, I certify that the Cardinal access requested for this user is necessary to perform his/her current job responsibilities. I also acknowledge this request is in accordance with the Commonwealth Accounting Policies and Procedures Manual Cardinal Topics 20310 and 70220.	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
User Name	Date	Supervisor Name	Date
<input type="text"/>		<input type="text"/>	
User Signature (sign above)		Supervisor Signature (sign above)	
I have reviewed this request for access and certify it is in accordance with the Commonwealth Accounting Policies and Procedures Manual Cardinal Topic 20310, Cardinal Topic 70220, and the Cardinal Security Handbook.			
<input type="text"/>			<input type="text"/>
Cardinal Security Officer Name			Date
<input type="text"/>			
Cardinal Security Officer Signature (sign above)			

- Certification statement - User's Name, Signature and Date.
- Certification statement - Supervisor's Name, Signature and Date.
- Certification statement - Your agency's Cardinal Security Officer Name, Signature and Date.

22 Segregation of Duties Exception Approval.

Segregation of Duties Exception Approval - Are Conflicting Roles Identified?	<input type="checkbox"/> Yes and Approval Signature Below.
Department of Accounts Segregation of Duties Approval:	
<input type="text"/>	<input type="text"/>
DOA Director of General Accounting Name	Date
<input type="text"/>	
DOA Director of General Accounting Signature (sign above)	

As a general rule, SOD role combinations will not be granted to Cardinal users. Exceptions can be requested for agencies where limited staffing is available or special circumstances exist. Before completing or submitting a security form where an SOD role combination conflict is being requested for a user, the agency should first complete the following steps in order to obtain approval for an agency SOD conflict exception.

- Submit a written request to DOA's Director of General Accounting (email:gacct@doa.virginia.gov) that includes:
 - Exception requested
 - Justification for the exception
 - Description of the internal control implemented by the agency to mitigate the lack of segregation of duties
 - Approval (signature) from your Agency Head



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- DOA General Accounting will notify the agency in writing if the exception is granted.

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

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

23 Department of Accounts Statewide Role(s) Approval.

Department of Accounts Statewide Role(s) Approval:	
<input type="text"/>	<input type="text"/>
DOA Approver Name	Date
<input type="text"/>	
DOA Approver Signature (sign above)	

- DOA Approval needed for Department of Accounts Only Statewide Roles.

24 Comments/Notes.

Comments/Notes
<input type="text"/>

- Area for comments/notes.