



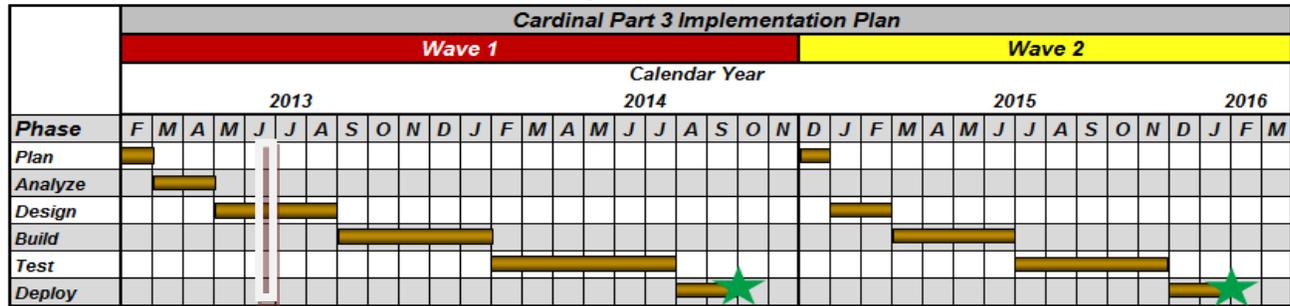
The Cardinal Project Newsletter

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Project Status



We are here!

The Design Phase for Part 3, Wave 1, is well underway. During the Design Phase, Cardinal will be configured and modified according to defined requirements. This phase includes the design of reports and extensions or modifications to the software. It also includes the configuration of workflow, a tool that routes transactions that need approval. During this phase the design of data conversion is also addressed, along with interfaces and a security and control approach. To date, Wave 1 agencies have participated in major design activities including seven Chart of Accounts (COA) Workshops with over 80 attendees, individually scheduled COA Office Hours, and six Budget Structure Kickoff sessions with approximately 70 attendees.

Cardinal Change Network

Cardinal Project
Cardinal Team Staff

Agency Readiness Liaisons
Cardinal Team Staff

Agency Change Network Members
Assembled Agency Staff

Agency
Assembled Agency Staff

The Cardinal Change Network facilitates communication between the **Cardinal Project** and the agencies by having the Agency Readiness Liaisons work closely with the Agency Change Network Members.

The **Agency Readiness Liaisons** are members of the Cardinal Project Team whose objective is to help agencies prepare for the transition to Cardinal by providing tools and support for Cardinal related activities.

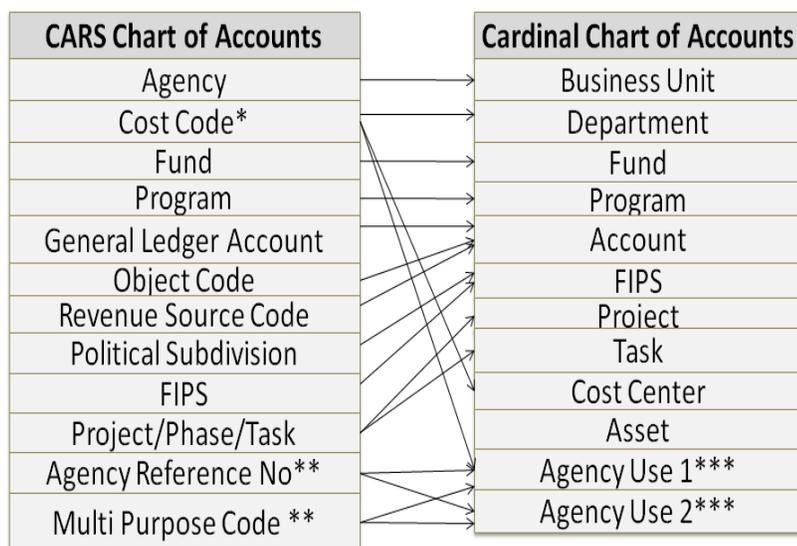
Agency Change Network Members are assigned for each assembled agency. Each assembled **Agency** is a logical group of related agencies. Some assembled agencies contain only one agency, while others contain multiple agencies. Click [here](#) to see the listing of assembled agencies for both Wave 1 and Wave 2.

The Wave 1 Agency Change Network consists of over 100 individuals representing approximately 150 agencies. Each Change Agent serves in one or more of seven roles: Primary Contact, Subject Matter Experts (for General Ledger, Accounts Payable, Accounts Receivable – Funds Receipts), Technical/Interface Contact, Training Contact, and Security Contact. They are charged with representing the needs of their assembled agency's business needs as Cardinal processes and tools are designed, built, tested and deployed. Click [here](#) to see the list of Wave 1 assembled agencies and their change network members. Wave 2 change network members will be identified in late 2014.

The Wave 1 change network was launched May of 2013. At this meeting, change network members learned of their responsibilities, upcoming tasks, and saw a demonstration of Cardinal. They also met their Agency Readiness Liaisons. Click [here](#) to view the change network launch presentation.

Chart of Accounts (COA)

A Chart of Accounts (COA) structure is used to categorize financial transactions. With the implementation of Cardinal, you will see a new Commonwealth COA. Cardinal's COA is somewhat similar to CARS's COA. However, the new COA is more flexible and facilitates consistent financial reporting across all agencies. Each ChartField provides a bit of information about the transaction. Here is a crosswalk between the two different COAs:



Notice the similarities in some COA values:

	<u>CARS</u>	<u>Cardinal</u>
Agency	151	15100
Fund	0410	04100
Account	1123	50112300

* Agencies use Cost Code for multiple purposes so it may map to several Cardinal ChartFields.

** These CARS fields are not true COA fields; they are not summarized to the ledger. Depending on an agency's usage, they may map to various Cardinal COA ChartFields.

*** Each agency has two available fields in Cardinal that can be used for its specific purposes.

The Cardinal transaction grid captures the COA via individual fields called ChartFields. Here is an example of the grid you will use throughout Cardinal:

The screenshot shows a grid of input fields for a transaction. The top row includes fields for *Unit, Account, Fund, Program, Department, Cost Center, Task, and FIPS. The bottom row includes fields for Asset, Agency Use 1, Agency Use 2, PC Bus Unit, and Project. Each field has a search icon and a scroll bar.

Upcoming Events for Wave 1

Cardinal Introductory Sessions: Through June 2013 – Agency Primary Contacts deliver a presentation about Cardinal to their agency stakeholders and staff.

Accounts Payable (AP) Questionnaire: July 2013 – AP Subject Matter Experts complete AP questionnaire to provide input on design phase activities.

CARS FY13 Project Data Clean-up: June – July 17, 2013 – Agencies review CARS ACTRO402C1 and determine projects that need to be closed and not converted.

Budget Structure Office Hours and Task: June – July 2013 – Agencies using Agency Level Budgets meet with COA project team members to determine their Cardinal agency budget structures.

Interface Kickoff and Activities: Starting in July 2013 – Wave 1 pilot interfacing agencies (Virginia Information Technologies Agency, Virginia Correctional Enterprises, Department of Education, Virginia College Savings Plan, and Department of Rail and Public Transportation) will attend a kickoff to learn about interfaces between Cardinal and their systems, and to begin preparations.

Cardinal Tweets – How Did Cardinal Get Its Name?

During Part 1, several potential names were suggested for the Commonwealth's system. After deliberation and because the system is more than just a financial system, Cardinal was selected. It is not an acronym, but does have both literal meaning "of prime importance" and a symbolic meaning as the state bird of Virginia.