The Cardinal Project Newsletter

October 2013
Part 3, Issue 4

Project Status

We are here!

Implementation Dates

The Build Phase for Part 3, Wave 1, is well underway. Requirements have been finalized and the necessary configuration, reports, interfaces, modifications, and conversion programs are being built. As we progress, the pace of activities has intensified. Agency activities during the past two months include:

- Completion of five Interface Workshops for Wave 1 interfacing agencies covering AP, AR, and GL interfaces (see picture on Page 2)
- Interface agencies worked on Task #15 to map agency system fields to Cardinal fields
- Tasks #66 (Department, Cost Center, Project, and Task), #67 (Asset), #68 (Agency Use 1), and #69 (Agency Use 2) to collect ChartField values that correspond with the agency's Chart of Accounts mapping task completed during the design phase

Agency to Agency Transactions (ATAs) to Replace Interagency Transfers (IATs)

In CARS, accounting transactions between Commonwealth agencies for the exchange of goods/services, the pass throughs of Federal funding, and cash transfers (e.g. state grants, appropriations, or cash collected on behalf of another agency) are generally processed via the Interagency Transfer (IAT) process. With the transition to Cardinal, IATs will be phased out and replaced with the Agency To Agency (ATA) process.

In the time period between the implementation of Cardinal at Wave 1 agencies (fall 2014) and the implementation at Wave 2 agencies (winter 2016), agencies will utilize the new ATA process as follows:

Type of Agency to Agency Transaction	Transactions Between:		
	Two Wave 1 Agencies	Two Wave 2 Agencies	A Wave 1 & Wave 2 Agency
Payment / Receipt for Goods / Services	Voucher / Deposit	IAT	Voucher / Deposit
Cash Transfers	Journal	IAT	IAT in CARS (to record transactions for both agencies) and a Journal in Cardinal (to record Wave 1 Agency side of the transaction)

Once all agencies are migrated to Cardinal, all IATs will be replaced with either the ATA Voucher / ATA Deposit process or the ATA Journal process. In addition, there will be a shift in policy to require that payments made via the new ATA Voucher process be compliant with the terms of the Prompt Payment Act (Virginia Public Procurement Act).

Cardinal Transactions Cross Reference

In Cardinal, transactions are processed as module based transactions rather than through batch types. Below is an overview of how they translate from Cardinal Module Transactions to CARS Batch Types:

Cardinal Module Transaction	Description	CARS Batch Type Translation
AP – Voucher	Vendor (i.e., all non-employee) payment requests, including payments to Commonwealth agencies for goods/services and also petty cash payments (for non-employees).	Batch Type 3, 4, D, P, R, X, 2 (for non-agency employees)
AP – Cash Advance	Cash advance payment requests for <u>your</u> agency's employees. Note: In Cardinal, employees cannot receive X batch (attachments) or specials (expedited payments).	Batch Type 3 (for agency employees)
AP – Expense Report	Non-payroll and non-cash advance payment requests for <u>your</u> agency's employees. Note: In Cardinal, employees cannot receive X batch (attachments) or specials (expedited payments).	Batch Type 2, 3 (for agency employees)
AR – Funds Receipt	Funds receipt and deposit certificate data, including receipts related to goods/services provided by another agency of the Commonwealth and deposits to petty cash bank accounts.	Batch Type 4, 7
GL – Journal	Journal data including online entry, CIPPS interfaced journals, FAACS interfaced journals (released in Wave 2), spreadsheet journal uploads, and sub-module journals.	Batch Type 4, 5, 6, 9, F, A

Interface Workshops were well attended. April Kochon and Vivian Shields (pictured above) represented Virginia College Savings Plan.

CARDINAL TWEETS!!
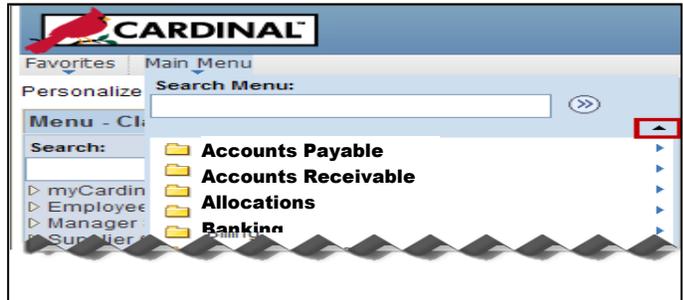
Cardinal Home Page > Main Menu > Search Menu:

You can alphabetize the items on your Main Menu page in Cardinal. Just click the **Sort Menu** icon (see red box above), and the menu automatically displays in alphabetical order!

Upcoming Activities

- September 2013 to April 2014 – Design, build, and unit test interfaces
- October to December 2013 – Configuration build tasks
- November 2013 – Change Network #3 Meeting
- November to December 2013 – Complete end user count training survey and identify agency trainers
- November 2013 – Workflow workshops