

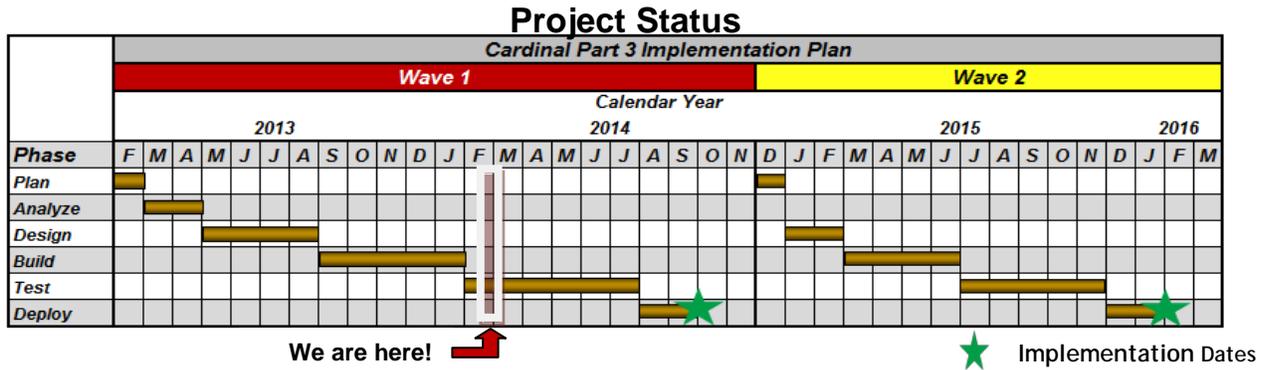


# The Cardinal Project Newsletter

February 2014  
Part 3, Issue 6

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The Cardinal Project began testing in February. Testing is the longest phase of the project. During the Test Phase, scripted transactions are entered into Cardinal to validate the configurations, conversions, processing functions, interfaces and reports. Variances between actual and expected test results are logged and any identified defects are fixed. We have over 150 test scripts to execute.

Activities completed during the last two months include:

- Launch of Business Process Workshops
- 1099 Report Definition Needs
- Design, Build, and Unit Test Interfaces and Conditions
- Confirm Agency Network Information
- January Interface Meeting

## Petty Cash

The last Cardinal Newsletter featured an article about travel expenses, one of the most highly scrutinized types of public spending. The Commonwealth is using Cardinal to provide detailed travel information, which ensures transparency and enhances an agency's ability to effectively monitor and manage travel expenses.

Guess what! The very same is true of petty cash. Many agencies have petty cash or imprest funds. Typically, petty cash funds are used for small, incidental expenditures, like postage. Here are some of the changes you will see in Cardinal's Petty Cash processes:

- The biggest change is the direct entry of petty cash transactions into Cardinal, which involves multiple steps. Petty cash payments are entered as regular vouchers. Users select the agency's petty cash Business Unit so the voucher is processed as a petty cash payment. To reimburse the agency's Petty Cash Account, a replenishment voucher is created for the petty cash vouchers that have not yet been reimbursed. These payments are then deposited to the agency's petty cash account.
- Cardinal has the capability to print petty cash checks, functionality not available in CARS.
- Cardinal tracks 1099 reportable payments made through Petty Cash so no manual adjustments are required at year end.
- Petty Cash uses the Cardinal Statewide vendor database, so payees must be set up as vendors to be paid via voucher, including petty cash vouchers.
- In Cardinal, agencies do not set up their employees as vendors to reimburse them. Employees who incur travel or other business expenses as part of their employment are not reimbursed for business travel or other expenses through their agency's petty cash fund. They request reimbursement via the Cardinal Expenses module instead.

## Effective Dating

The Effective Date is the date that specific setup / configuration data becomes valid or effective in Cardinal. The significant benefits of Effective Dating are:

- **Current** information appears as the first effective dated record. It is used for processing current transactions. In the fictitious example below, the first row has an Effective Date of 7/1/13, and the description is "Assurance and Compliance Office."
- **Historical** information appears after the current effective dated row. There is a complete running history of the values in effect at every point in time. You may inactivate an effective dated row, yet it remains in existence for documentation and historical reporting. The last row below is dated 1/1/1901 (the date used for all converted setup data). All values displayed in the last row will be attached to Department 10200 transactions dated after conversion and before 7/1/13. For example, the Description of Department 10200 prior to 7/1/13 is "Internal Audit."
- **Future** dated changes can also be inserted. Cardinal will automatically begin using the updated value on the future dated record, once that date is reached.

The screenshot shows the 'Department' setup screen in Cardinal. The SetID is 52000 and the Department is 10020. The 'Effective Date' section shows two rows of data:

Effective Date	Status	Description	Short Description	Manager ID	Manager Name	Company	Location Code	Location SetID
07/01/2013	Active	Assurance and Compliance Office	ACO			DOO	10	52000
01/01/1901	Active	Internal Audit	Internal A			DOO	10	52000

## Cardinal Tweet!! Budget Control Options



Cardinal has several different budget structures (e.g., Appropriation and Lower Level) and each has its own set of rules. One of the rules is called the Control Option. The Control Option is like an edit which defines the degree of budgetary control placed on the transaction.

There are three types of **Control Options**:

**Control:** The transaction will not pass if the expense amount exceeds the available budgeted amount. Examples of budget structures set at the Control level are the State Appropriation and Allotment budgets.

**Tracking with Budget:** The transaction will pass if a budget line exists for the ChartField string, even when the budget amount is exceeded. A budget line must be established for the ChartField string but may be established at zero. Examples include the Agency Lower Level Budget and the Agency Operating Budget.

**Track without Budget:** All transactions pass without error. A budget line need not be established. Examples include the Agency Revenue Estimate and State Official Revenue Estimate budgets.



## Upcoming Activities

- **Business Process Workshops** – February through March 2014
- **Role Mapping Workshops and activities** – beginning in April 2014. Role mapping will define the end users' access to screens and data in Cardinal, as well as their training requirements.
- **Employee and Vendor Data conversion activities** - March through April 2014