

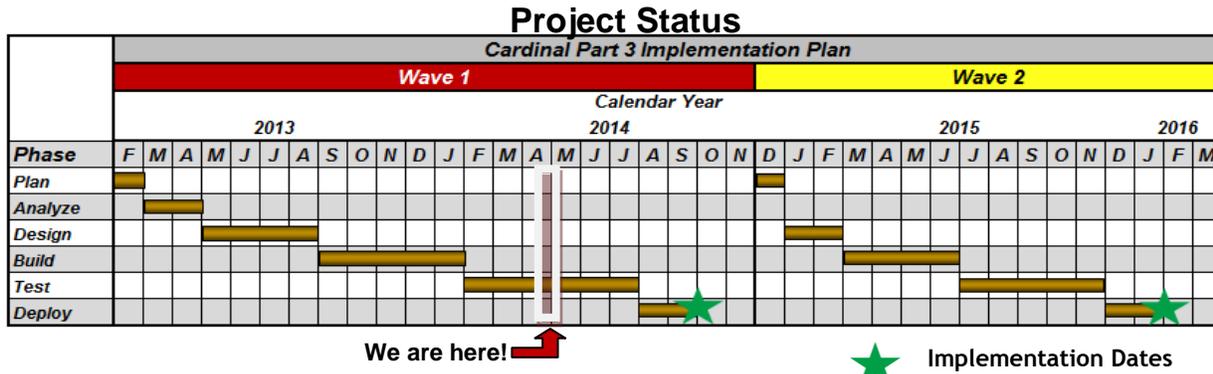


The Cardinal Project Newsletter

April 2014
Part 3, Issue 8

www.cardinalproject.virginia.gov

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The Testing Phase is halfway complete. We also continue to work with interfacing agencies to design, build, and unit test interfaces.

Activities started during the last month include:

- FY14 Data Cleanup Task to Wave 2 agencies
- Testing by agency trainers of web based training (WBT) courses
- Role Mapping Workshops and activities
- Accounting Fundamentals Training courses (sessions continue through May)

Spreadsheet Journals

If you are an Excel user and you wish to key a journal with many journal lines, you will be excited to hear about the Spreadsheet Journal upload process in Cardinal. This process saves time, as well as effort, and supports the creation of general ledger journals and budget journals. You create the journal by completing an offline Excel workbook embedded with macros, which can be downloaded from the Cardinal website. You then import the file into Cardinal and review the journal results, much like you would other journals.

The Excel file includes a Control or Home page with a menu for specifying setup defaults, entering data into the journal sheets, and writing the file. The template for entering data into the journal sheet, as shown below, is somewhat similar to the regular journal entry process in Cardinal in that each journal sheet has a journal header and journal lines. The column headings for the journal lines in the template are the ChartField names in Cardinal.

Journal Header		Sys ID	Unit	Journal ID	Date	Description
1009	NEXT	15100	NEXT	9/16/2012		

Sys ID	Journal ID	Line #	Unit	Ledger	Account	SpeedType	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agy Use 1	Agy Use 2	PC Bus	Unit	Project	Activity	An Type	Source	
1009	NEXT	1	15100	ACTUAL	101010		01000															
1009	NEXT	2	15100	ACTUAL	101010		33333															

Spreadsheet Journals reduce data entry and error correction. Data from another EXCEL spreadsheet can be copied and pasted into this EXCEL file as long as real values are copied and not formulas. You can enter thousands of journal lines into each journal sheet and SpeedTypes (see Cardinal Newsletter Issue 7) can also be used.

The **Uploading Spreadsheet ACTUAL and Budget Journals** job aid is located on the [Cardinal Website](http://www.cardinalproject.virginia.gov) under the **DOA Toolbox**.

Role Mapping

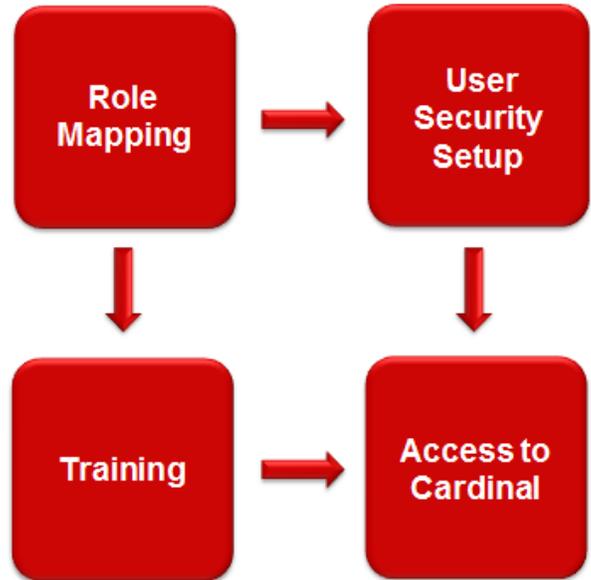
Role mapping is a critical intersection on the path to Cardinal implementation. In Cardinal, a role is the part an employee plays in completing work; roles are associated with functions and responsibilities. Typically, one role is associated with multiple responsibilities and generally one person will have multiple roles.

Roles are mapped to users via User Security Setup. User Security Setup determines what users can see or what pages (Cardinal screens) users can access. The security setup also determines what users can do on the pages they access. There are various combinations ranging from read-only access to entering and/or processing transactions to approving transactions (see "Workflow" tweet in August 2013 Cardinal Newsletter). Therefore, one employee may have five distinct Cardinal roles with each role allowing access to different Cardinal pages and unique functionality on each page.

Role mapping must also consider buddy requirements (roles that must be paired), separation of duty requirements (roles that must be separated), constraints (e.g., roles only assigned to a specified division or unit), or other role considerations.

Role mapping results are critical in determining the training courses Cardinal users will need to complete prior to implementation. The training is determined by the roles assigned to the user.

You may be asking how the appropriate access and training for all staff will be accomplished since this is quite complex and different than in the past. The Cardinal Project Team and agency representatives identified workflow related tasks in November 2013; gathered employee data from March through April 2014; are participating in Role Mapping workshops and activities from April through May 2014; and will maintain Role Mapping updates through implementation.



Forms

Forms are typically required when entering a transaction in any accounting system to identify specific required information and any optional data entry as well.

Cardinal forms are designed so that data is presented in the same order it is keyed into Cardinal. In many instances, there are job aids that list data entry values for some data elements. For example, values for Business Unit (agency code), Funds, Program, etc., can be found in a Chart of Accounts Job Aid, along with a crosswalk to the corresponding CARS values.

You can view forms currently in use on the [Cardinal Website](#) (See **DOA Toolbox > Forms**). These forms are being updated for Part 3 users. The Cardinal Project Team is working with DOA to ensure that all forms contain the requisite certification / authorization statements required by the Commonwealth.



Department of Accounts employee, Kim White of the Cardinal Project team reports that her son has heard her talk frequently of the Cardinal Project. So, he drew her a free form picture of a Cardinal to hang in her office.

What an artist!!



Upcoming Activities

- **Send/Receive Test Interface Files and Validate Data**
- **Provide Data for Vendor Conversion**
- **Train-the-Trainer Activities**
- **Continue Accounting Fundamentals Training Courses**