



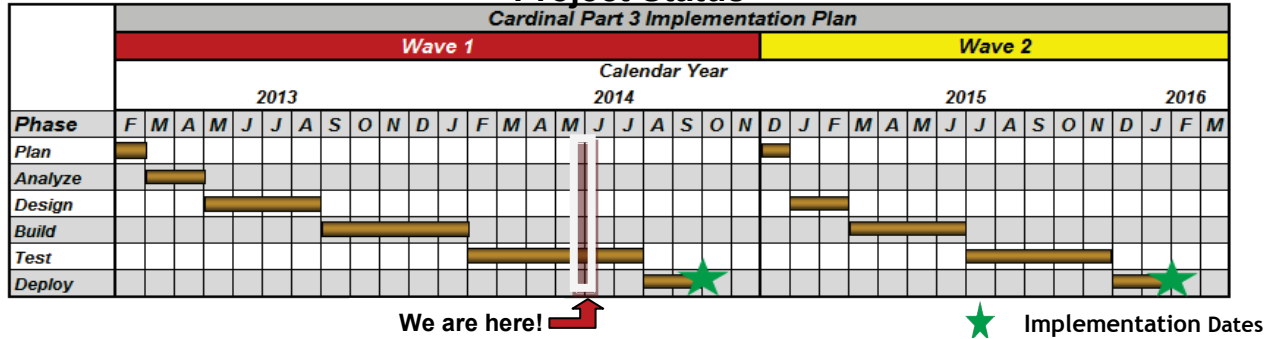
The Cardinal Project Newsletter

May 2014
Part 3, Issue 9

www.cardinalproject.virginia.gov

Email us at:
ProjectCardinal@DOA.Virginia.gov

Project Status



We continue the execution of test scripts in Cardinal to verify the functionality of the delivered and modified software. The Cardinal Project Team is also working with interfacing agencies to design, build, and test interfaces.

Activities completed during the last month include:

- Facilitation Skills Workshops and Mock Deliveries for Trainers
- April Interface Meeting Follow-Up
- Agency Role Mapping
- Monthly Steering Committee Meeting
- Accounting Fundamentals Training

Workflow

Most of the tasks you perform throughout the work day are part of a larger process which involves multiple steps and different people working together. Workflow is the tool Cardinal uses to route certain transactions through the approval process. For Part 3, general ledger journals, accounts payable vouchers, employee cash advances, employee expense reports, and travel authorizations will use workflow. Workflow is not used in accounts receivable funds receipts or general ledger budget journals; however, manual approval is required. Cardinal routes transactions for approval using workflow when a transaction is entered online into Cardinal or when a transaction is interfaced into Cardinal that requires online changes. When a transaction is interfaced into Cardinal and requires no online changes, the transaction will be routed through workflow and will bypass the agency-level approval step(s). If applicable, the transaction will route to DOA for required central approvals.

Workflow uses certain tools to route transactions to the appropriate approver(s):

- Routing triggers – Department ID is the initial trigger to route transactions for agency approval.
 - For journals, it is the Department assigned to the User ID entering the journal.
 - For vouchers, it is the Department specified in the Responsible Org field on the voucher header.
 - For expenses, it is the Department on the expense employee profile of the employee being reimbursed.
- Route Control Profiles – Route Control Profiles specify a range of Department values that a user is responsible for approving. Based on the Department trigger, Route Control Profiles direct vouchers and journals to the appropriate user's worklist.
- Rules – Rules are special criteria that prompt additional approval. One example is certain transactions require central approval by DOA if they relate to capital projects (program code 9980) or legal services (account code 5012430).
- Worklist – A worklist is a list unique to each approver that displays transactions ready for approval/review. (See Cardinal Newsletter Issue Part 3, Issue 3.) In order to review/approve the transaction, an approver can click the appropriate link on the worklist or navigate directly to an approval page for each transaction type. Worklists may either be pooled (i.e., when a transaction is routed to the worklist of two or more approvers; used for vouchers and journals) or non-pooled (when a transaction is routed to only one approver; used for expense reports, cash advances, and travel authorizations). Examples of actions approvers can take include either approving or denying the transaction.

Part 3 agencies and the Cardinal Project Team have been actively working to develop and implement workflow options suitable for each agency. There have been workflow workshops and several agency tasks related to workflow.

Workflow in Cardinal has many benefits, including providing users with tools to control work processes to avoid loss of transactions and aid in prioritization, automating operational and managerial approvals, supporting separation of duties and providing an audit trail of approval history, and helping to enforce policies and procedures. Users will learn more about workflow in Cardinal training.

Transaction IDs

In Cardinal, transaction IDs can either be provided from the agency interfacing system or auto-generated. When Cardinal auto-generates transaction IDs, the next sequential number is assigned to the transaction within that transaction type. Auto-generated numbers are unique either at the State level (i.e., no two business units may have the same ID number) or at the business unit level (two or more business units may have the same ID number). The following matrices explain which transaction IDs are auto-generated and their level of uniqueness. The matrices also crosswalk the IDs from agency system to Cardinal to CARS for interfaced and online transactions and may be useful when reconciling one system to another.

Deposit Certificate (DC) number is an eight digit field and must be unique within an Accounts Receivable (AR) Business Unit in Cardinal.

Transaction	Agency System	Cardinal	CARS
Interfaced deposit	8-digit agency system value (e.g., DC123456)	8-digit agency system value (e.g., DC123456)	Cardinal sends the 8-digit value to CARS (e.g., DC123456)
Online deposit		8-digit agency system value (e.g., DC234567)	Cardinal sends the 8-digit value to CARS (e.g., DC234567)

Note: Deposits in Cardinal require a Deposit ID in addition to the DC number. Cardinal will assign Deposit IDs for interfaced deposits. The use of auto-numbered Deposit IDs will be used for deposits entered online.

Expense Report ID is a ten digit field and must be unique throughout the State in Cardinal; the same ID cannot exist in multiple Business Units.

Transaction	Agency System	Cardinal	CARS
Interfaced Expense Report	3-digit agency code plus the 7-digit agency system value (e.g., VIT1234567)	3-digit agency code plus the 7-digit agency system value (e.g., VIT1234567)	From Jul-Aug, Cardinal removes the 3-digit agency code and adds an N (i.e., not payable) to the ID (e.g., 1234567N)
			From Sep-Jun, Cardinal removes the 3-digit agency code and sends the 7-digit agency system value to CARS (e.g., 1234567)
Online Expense Report/Cash Advance		10-digit auto-generated value across the system (e.g., 0000016789)	From Jul-Aug, Cardinal removes the first 4 digits and adds an N (i.e., not payable) (e.g., 016789N)
			From Sep-Jun, Cardinal removes the first 3 digits (e.g., 0016789)

Note: Cash advances and travel authorizations will not be interfaced into Cardinal.

Voucher ID is an eight-digit field and must be unique within an Accounts Payable (AP) Business Unit in Cardinal.

Transaction	Agency System	Cardinal	CARS
Interfaced voucher or online voucher entered by an interfacing agency*	7- digit agency system value (e.g., 1234567)	7- digit agency system value (e.g., 1234567)	From Jul-Aug, Cardinal adds an N (i.e., not payable) to the ID (e.g., 1234567N)
			From Sep-Jun, Cardinal sends the 7-digit value to CARS (e.g., 1234567)
Online voucher		8- digit auto-generated number by AP BU (e.g., 00000001)	From Jul-Aug, Cardinal removes the first digit and adds an N (i.e., not payable) to the ID (e.g., 0000001N)
			From Sep-Jun, Cardinal sends the 8-digit value to CARS (e.g., 00000001)

Note: After CARS is retired, the Voucher ID field will be opened up to eight positions for interfacing agencies.

Journal ID is a ten digit field and must be unique within a General Ledger Business Unit in Cardinal.

Transaction	Agency System	Cardinal	CARS
Interfaced journal or online journal entered by an interfacing agency*	8-digit agency system value (e.g., 12345678)	8-digit agency system value (e.g., 12345678)	Cardinal sends the 8-digit value to CARS (e.g., 12345678)
Online journal		10-digit auto-generated value by GL BU (e.g., 0000000001)	Cardinal removes the first 2 digits (e.g., 00000001)

Note: After CARS is retired, the Journal ID field will be opened up to 10 positions for interfacing agencies.

* Cardinal allows an interfacing agency to override the use of auto-numbering of ID. Interfacing agencies can enter their own agency ID number when entering vouchers or journals online.

Upcoming Activities

- Train-the-Trainer Activities
- Monthly Interface Workshop
- Updates on Role Mapping Activities
- Change Network Meeting #4