The Cardinal Project Newsletter

June 2014
Part 3, Issue 10

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Project Status

Cardinal Part 3 Implementation Plan
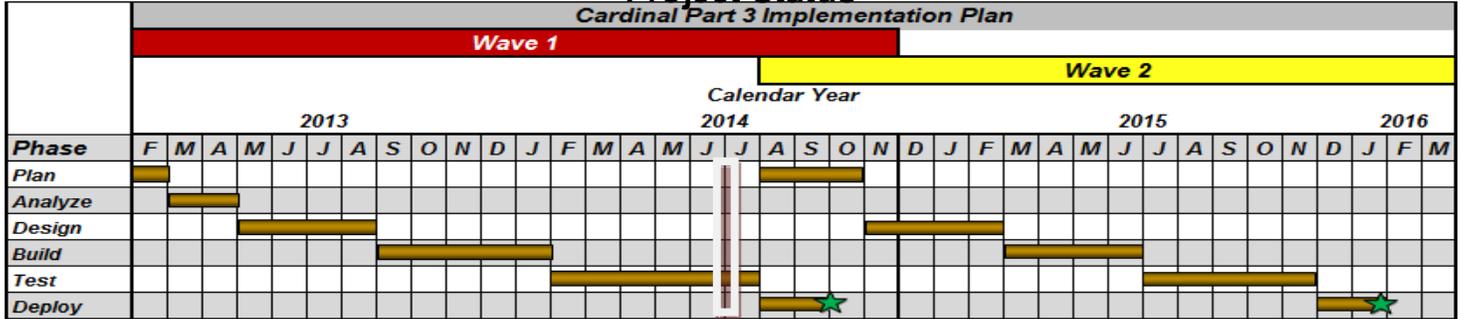
We are here!

⭐ **Implementation** Dates

The above chart represents a revised Cardinal Part 3 Implementation Plan. The Implementation Plan for Wave 1 agencies has not changed. Based on feedback from Wave 1 pilot interfacing agencies, a revised Implementation Plan for Wave 2 agencies has been approved and is further explained on Page 2 of the Cardinal Newsletter. Project activities completed during the last month include:

- Completion of Train-the-Trainer Sessions for Instructor Led Training
- Interface Testing with Pilot Agencies
- Change Network Meeting #4
- Release of Tasks to Update ChartField Values and Conversion Values

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Attachment Functionality in Cardinal

Cardinal allows you to attach a scanned document or supporting file (such as an authorization, receipt, email, or flight confirmation) to a transaction (such as a journal, travel authorization, cash advance request, or expense report) keyed into Cardinal. This attachment functionality places the supporting documentation on the same page as the recorded transaction in Cardinal for ease of access and viewing capability.

Attachments can be uploaded easily into Cardinal. In the example below, two documents are attached to the journal header; each attachment is assigned an unique attachment ID and may be viewed by clicking the attachment link. The attachment functionality can be extremely helpful when seeking approvals, analyzing transactions, or answering audit questions.

Be aware, these Cardinal attachments should not be considered the official retention source for the agencies. Agencies are still required to comply with applicable retention requirements for original documents, such as Federal, State, Locality, and contractual retention requirements. For further details regarding State retention requirements, see State, agency specific or other relevant policy and procedural guidelines.

Revised Wave 2 Schedule
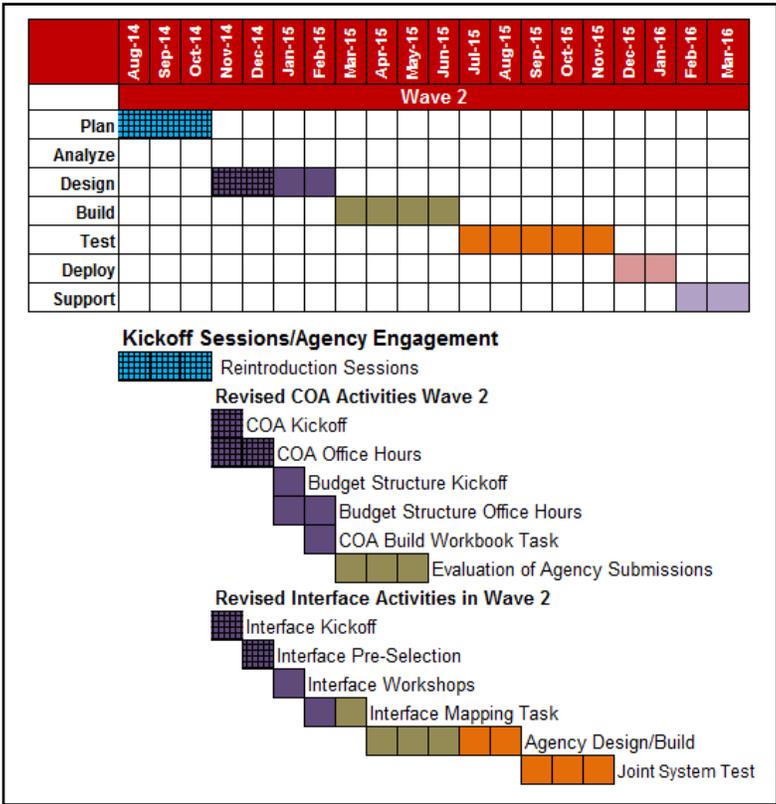
During Wave 1, the interface pilot agencies provided feedback that the evaluation of agency system changes to integrate with Cardinal was more challenging than expected and required more time to execute tasks. In order to give interfacing agencies more time for design and evaluation in Wave 2, the schedule will be lengthened. The end date for Part 3 remains intact to prepare for CARS retirement; however, the Wave 2 schedule will now begin in August 2014 rather than beginning in December 2014.

The activities that are most impactful to engaging the interfacing agencies earlier include: reintroduction sessions to kickoff Wave 2, supporting change network activities, Chart of Account (COA) activities, and interface activities.

The reintroduction sessions will include materials from the original agency kickoff sessions plus Cardinal topics and processes that are believed to have the most effect on agency systems (e.g., COA changes, interfaces, travel, petty cash). Change network activities will begin as soon as the reintroduction sessions are conducted in an effort to assist agencies in getting an earlier start on their interfacing activities.

Wave 2 COA activities will begin in November 2014 to support interface development by the agencies. These include the COA kickoff, COA mapping task/office hours, and budget structure selection/office hours. The interface activities will also begin in November 2014. These include the Interface kickoff, pre-selection of Cardinal interfaces, design overview and mapping workshops, and support of the mapping task.

Cardinal Tweet!! User Acceptance Testing

Cardinal Project Team members have been testing the system thus far (see Cardinal Newsletter, Issue 6 February 2014). Planning for User Acceptance Testing (UAT) started May 2014. UAT is not an exhaustive test of the system, but builds on prior test execution. Beginning August 2014, a cross-sectional team of approximately 20 end users selected from several Wave 1 agencies representing various functional areas will perform additional testing at the Cardinal Project location.

UAT Does:
- Validate the key business processes using Cardinal
- Confirm the integrity of configuration and the use of converted data
- Identify areas of emphasis for training
- Provide select end users the opportunity to view and transact in a fully functioning test system

UAT Does Not:
- Test the comprehensive list of reports, processes and/or interfaces
- Reconcile converted data
- Test the performance or speed of the system (volume/stress)
- Allow users to key in their own test scenarios

The end users will be assigned a selection of test scripts to execute, test results will be reviewed by Cardinal team members, and defects will be resolved. UAT testing runs through the month of August 2014.

Upcoming Activities

- Completion of CARS Data FY 2014 Cleanup for Wave 2 Agencies
- Monthly Steering Committee Meetings

- Preparation for Wave 1 End User Training and UAT
- Updates to Wave 1 Agency Role Mapping Worksheets