The Cardinal Project Newsletter
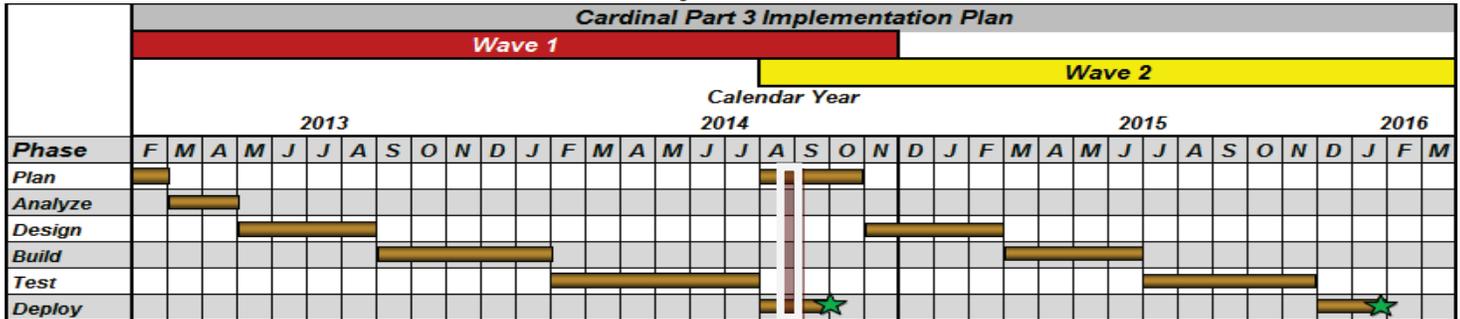
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Project Status

Cardinal Part 3 Implementation Plan

We are here! Implementation Dates

The Cardinal Project Team is fast approaching the October 1, 2014 finish line for Wave 1 implementation. We have begun the Deployment Phase and this month's activities include:

- The last of four Training Preparation Labs. The Labs provided additional training support and were a huge success.
- Completion of the definition of SpeedTypes and/or SpeedCharts for Wave 1 agency use
- Final update to Agency Role Mapping for Wave 1 agencies

- Execution of User Acceptance Testing (UAT) by selected participants from various Wave 1 agencies to validate Cardinal's business processes. Thanks to all who participated!
- Conducts of the Wave 2 Reintroduction Meetings. Topics included the revised implementation schedule for Wave 2, lessons learned from Wave 1, and agency interface impacts.
- Instructor Led Training began

Inquiries, Queries, and Reports

Cardinal provides a variety of reporting tools that facilitate analysis, transparency, and effective decision making. There are three ways to extract data from Cardinal: inquiries, queries, and reports.

Most **inquiries** display information on a Cardinal page or screen where you can view details about a specific item or transaction. Click here to view a Journal Inquiry as an example.

Queries access the database directly. Many queries have flexible parameters that allow you to retrieve data with criteria specific to your needs. Click here to view a Deposit Not Sent to CARS Query as an example.

Reports may be the best choice when you need higher volumes of data or data summarized across functional areas. There are two types of Cardinal reports: ad hoc and batch. You can run ad hoc reports real time on demand; they are especially useful in providing individual informational needs. Batch reports are usually generated overnight and most display in Excel format. Users can drill down on a Chart of Accounts element within an nVision report (in Excel format) and view detailed transactions included in a total amount. Click here to view a Budget to Actual – Account, Department, Program, Cost Center report as an example.

Job Aids for reports are available on the Cardinal website. The Reports Catalogue Job Aid lists some of the more frequently used Cardinal inquiries, queries and reports. It provides the report names, descriptions, purpose, etc., along with sample reports. The Reports Crosswalk CARS to Cardinal Job Aid crosswalks CARS reports to their Cardinal equivalents. Click here to view the Cardinal website and navigate to the **Statewide Toolbox > Job Aids > Navigation, Reporting, and Approvals** to view the reporting job aids. There is also a "NAV220: Introduction to Reporting in Cardinal" class that provides hands-on report training.

Commonwealth Vendor Group and Vendor Maintenance

Each month, Commonwealth agencies process thousands of payments to vendors. In order to process these payments correctly, an accurate table of vendor information is critical. In CARS (Commonwealth Accounting and Reporting System) each individual agency is responsible for the accuracy of its vendor data. In Cardinal there is one centralized vendor table shared by all state agencies. The Commonwealth Vendor Group (CVG) is responsible for the maintenance and approval of vendor data in the centralized vendor table.

The vendor table contains two types of vendors – procurement and fiscal. Any individual, public body, or business that sells goods or services to the Commonwealth is a procurement vendor and eVA is the source of all procurement vendor data in Cardinal. That data is loaded into Cardinal nightly through an interface from eVA. A fiscal vendor is a payee who receives payments not related to a procurement, for example, a refund. New fiscal vendors are added directly into Cardinal by the CVG. Authorized individuals from agencies can request updates to vendor data by submitting a Vendor Maintenance Request form to the CVG.

Vendor information in Cardinal includes data such as:
- Address: A vendor may have many addresses (e.g., billing, ordering, remit). For procurement vendors, the eVA VLIN is stored on the address record.
- Contacts: Contact information includes name, title, address, email address, and phone number. A vendor may have multiple contacts, such as one for billing and another for ordering.
- SWAM (Small, Women, and Minority-owned Business) Status: SWAM information is provided via interface from the Department of Small Business and Supplier Diversity.
- Location: A vendor location contains default information and processing rules for the vendor. A vendor may have multiple locations due to EDI banking or e-Payables information.

Employees are not set up as vendors in Cardinal. Travel or other non-payroll reimbursements to employees use data from the employee's profile (e.g., name, address) in Cardinal to process these transactions in the Cardinal Expenses module.

Additional differences between vendor maintenance in CARS and Cardinal include:
- Cardinal automatically assigns a Vendor ID number to uniquely identify the vendor. CARS uses taxpayer identification number (TIN).
- Cardinal requires that pre-existing vendor data be used when entering a voucher. CARS allows users to edit vendor information while creating the voucher.
- Cardinal allows creation of a one-time vendor for processing refunds, etc., which is inactivated thereafter. CARS does not use one-time vendors.

Summary vendor information, displayed below, can be accessed by navigating to the **Main Menu > Vendors > Vendor Information > Add/Update > Vendor.**

Cardinal Tweet!! How Long Will CARS Be the Official Financial System?

Cardinal will be implemented for Wave 1 agencies October 1, 2014 and for Wave 2 agencies February 1, 2016. However, the Commonwealth Accounting and Reporting System (CARS) will remain the Commonwealth's official financial system until the Comprehensive Accounting Financial Report (CAFR) is generated from it at the end of FY 2016.

During the interim period between an agency's Cardinal implementation and the end of FY 2016, each agency will reconcile Cardinal to CARS. Cardinal detail information will be available only in Cardinal; summary level information will remain available in CARS until the end of FY 2016.

Upcoming Activities

- Instructor Led Training and Web Based Training for Wave 1 users continues
- Change Network Meeting #5

- Preparations for Wave 1 agency cutover to Cardinal and final conversion reconciliation