



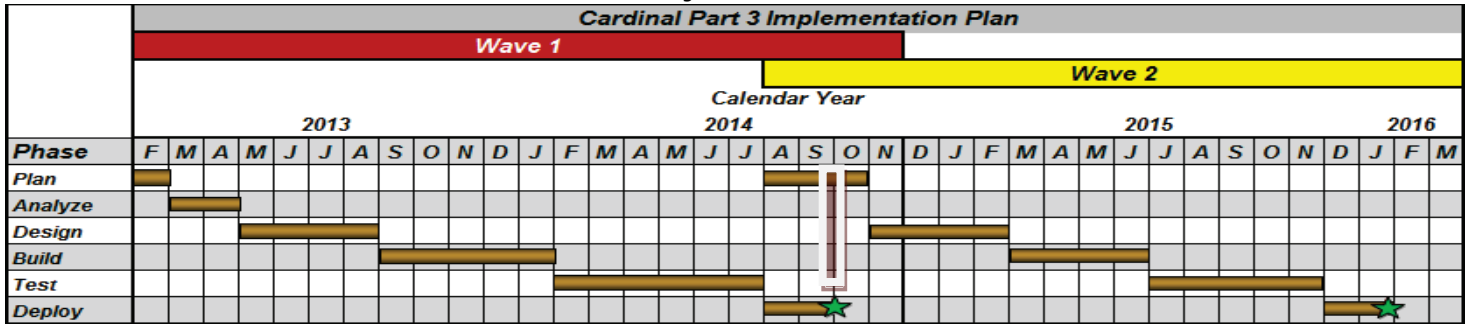
The Cardinal Project Newsletter

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Part 3, Issue 13

www.cardinalproject.virginia.gov

Email us at:
ProjectCardinal@DOA.Virginia.gov

Project Status



We are here!

Implementation Dates

Cardinal will be implemented October 1, 2014 for Part 3 Wave 1 agencies. Many thanks to the Wave 1 agencies for their time and effort. The Deployment Phase activities completed this month include:

- Instructor-led and web-based Training
- Preparations for Wave 1 agency cutover to Cardinal and final conversion reconciliation
- Change Network Meeting #5
- Identification of Wave 2 Change Network members

Part 3 Wave 1 Agencies Go-Live

Authorized users from COV network agencies and authorized users from Non-COV Network agencies will log into Cardinal on October 1, 2014, using one of two methods:

Part 3 Wave 1 Agencies Go-Live – COV Network Agencies:

On October 1, 2014, a link to Cardinal will be on the desktop of users who have been granted access to Cardinal. The link will display as:



Double click on the link to access Cardinal and a Sign In Window will appear, as displayed to the right.

Your Cardinal User ID is your Alias in Outlook. (Exception: Department of Forestry users will be using **first name.last name** as the User ID.)

Your Cardinal Password is the same as the one you use to access Windows. Your Cardinal Password will automatically update whenever you are prompted to change your Windows password. Once you have entered your Cardinal User ID and Password, click the Sign in Button to go directly into Cardinal.

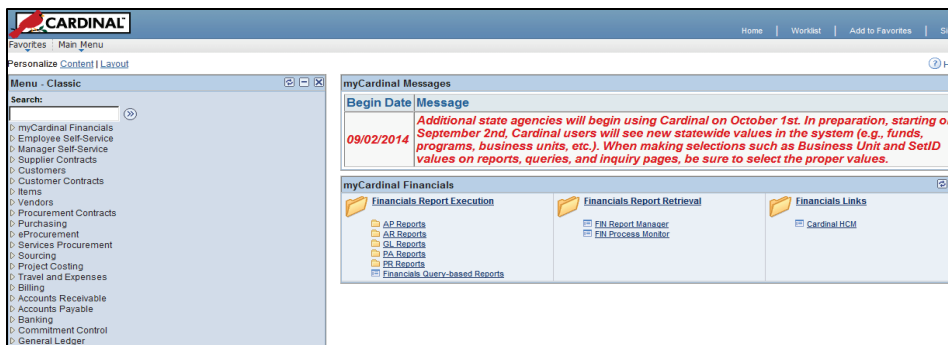
Part 3 Wave 1 Agencies Go-Live – Non-COV Network Agencies:

Users who have been granted access to Cardinal will login to SWAP. (SWAP is a secured web application portal supported by VITA which provides secured access to Cardinal without exposing Cardinal servers directly to the Internet.) Once logged into SWAP, the Cardinal production URL will appear. Credentials specified in Agency Task #98 will be used for both SWAP and Cardinal access.

Cardinal Resources for Part 3 Wave 1 Agencies Go-Live

There are many resources available if you encounter an issue or question with Cardinal.

- The Cardinal Message Board is displayed on the Cardinal Main Menu screen and includes messages about production issues, fiscal cut-off dates and important reminders. An example is displayed below.
- The [Cardinal Website](#) includes a Statewide Toolbox and has training materials (organized by functional area for both web-based training and instructor-led training (ILT) courses), forms, and job aids. (Job aids include simulations and job aids for reports are under the Navigation, Reporting, and Approvals section.)
- The Department of Accounts' Commonwealth Accounting Policies and Procedures Manual ([CAPP Manual](#)) is being updated to include a CAPP Manual for Cardinal. There is a link on the Cardinal website to the DOA website.
- Frequently Asked Questions (FAQs) can also be accessed from the Cardinal website home page. The FAQs are updated regularly with the Parking Lot questions from the ILT training, sorted by functional area, and linked to relevant materials.
- Agency trainers and testers are available for additional help, so reach out to them with questions.
- User Labs will be offered after October 1, 2014 and are described at the bottom of this page.
- Finally, if your question or issue is not resolved by any of the above resources, contact the VITA Customer Care Center (VCCC) as explained immediately below.



Cardinal Help Desk

- If a resolution is not found using the above resources, the VITA Customer Care Center (VCCC) Help Desk may be contacted in one of three ways:
 - Phone – To open a VCCC ticket via phone, please call 1-866-637-8482 (for agencies both on and off the COV network)
 - Email – To open a VCCC ticket via email, please email VCCC@vita.virginia.gov
 - Note: To report time critical issues or outages impacting an agency, call the VCCC directly
 - Online – To open / track your own tickets (if you are on COV network) go to <https://sd.itsm.northropgrumman.com/VSM/ServiceManager.aspx?lite>
- Be sure to reference “CARDINAL” when you contact VCCC
- Include information such as error message, keystrokes, and screen shots
- The Cardinal Project is handling all Cardinal Help Desk tickets; VCCC is being used for tracking and routing purposes.

Cardinal User Labs

The Cardinal Project Team is offering User Labs after October 1, 2014. The labs provide an opportunity for users to receive assistance with their actual work in Cardinal. The labs will be staffed by Cardinal Project trainers, DOA Subject Matter Experts, and members of the Cardinal Project application team. Assistance can be received for all functional areas (General Ledger, Accounts Payable, and Accounts Receivable). It is not necessary to make an appointment to attend a lab. Simply show up at one of the designated times and locations and bring your actual work. We will post the schedule of the labs on the [Cardinal website](#) week by week, depending on the number of attendees.



Upcoming Activities

- Budget Journal Support Labs
- Validate Data for Conversion
- User Labs
- Wave 2 Change Network Launch
- Wave 2 Chart of Accounts Kickoff