The Cardinal Project Newsletter

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www.cardinalproject.virginia.gov

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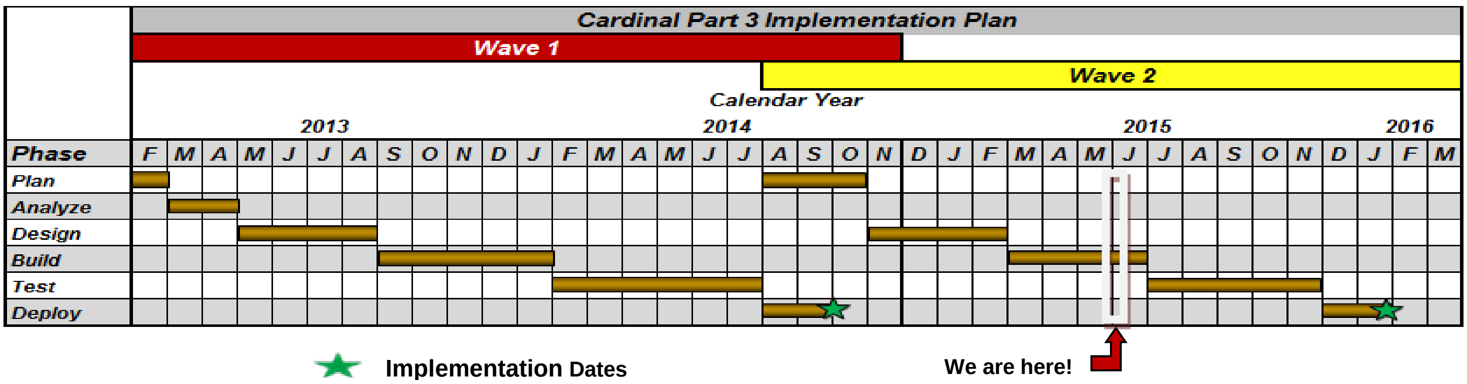
Project Status



The Project is beginning the fourth and final month of the Build Phase for Wave 2 agencies. Activities completed since our April 2015 newsletter include:

- Meetings/workshops related to: Interfacing Partners Kickoffs, Business Process Workshops, Accounting Fundamentals Training, May Interface Meeting, and Cardinal System Demonstration
- Distribution of communications/agency tasks related to: Project Balancing, Agency Network, Agency Trainers, Agency Impact Analysis, Vendor Data Extract, Updated Interface Designs and Layouts – Production and Mock Data, Employee Data, and Offset Bypass

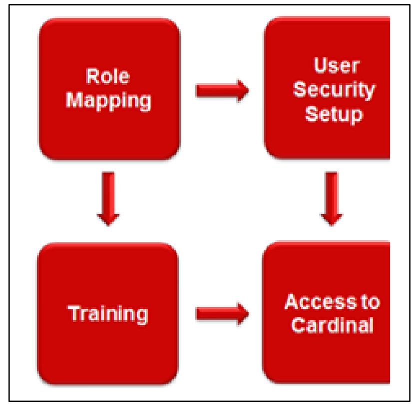
Cardinal Transaction Cross Reference

In Cardinal, transactions are processed as module based transactions rather than through batch types. Below is an overview of how they translate from Cardinal Module Transactions to CARS Batch Types:

Cardinal Module Transaction	Description	CARS Batch Type Translation
AP – Voucher	Vendor (i.e., all non-employee) payment requests, including payments to Commonwealth agencies for goods/services and also petty cash payments (for non-employees).	Batch Type 3, 4, D, P, R, X, 2 (for non-agency employees)
AP – Cash Advance	Cash advance payment requests for <u>your</u> agency's employees. Note: In Cardinal, employees cannot receive X batch (attachments) or specials (expedited payments).	Batch Type 3 (for agency employees)
AP – Expense Report	Non-payroll and non-cash advance payment requests for <u>your</u> agency's employees. Note: In Cardinal, employees cannot receive X batch (attachments) or specials (expedited payments).	Batch Type 2, 3 (for agency employees)
AR – Funds Receipt	Funds receipt and deposit certificate data, including, but not limited to, receipts related to goods/services provided by another agency of the Commonwealth and deposits to petty cash bank accounts.	Batch Type 4, 7
GL – Journal	Journal data including online entry, CIPPS interfaced journals, FAACS interfaced journals (released in Wave 2), spreadsheet journal uploads, and sub-module journals.	Batch Type 4, 5, 6, 9, F, A

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 view 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 levels of access ranging from read-only acccess to approval access. 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 is also where agencies will identify the Business Units to which their users will need access (for agencies that process transactions for multiple Business Units or who have Petty Cash accounts). It is also where agencies will identify their Cardinal approvers.

Role mapping considers buddy requirements (paired roles), separation of duty requirements (separated roles), constraints (e.g., roles only assigned to a select division or unit and other considerations. Role mapping results are critical in determining the training Cardinal users will need to complete prior to implementation.

You may be asking how the access and training for all staff will be accomplished since this is quite complex and different than in CARS. Agency representatives will attend role mapping workshops where they will learn more about the process, so they can complete role mapping activities from July 2015 through August 2015. Agencies will then maintain role mapping updates through the implementation.

Petty Cash

The Commonwealth is using Cardinal to provide detailed petty cash information, which fosters transparency and enhances an agency's ability to effectively monitor and manage petty cash transactions.

Many agencies have petty cash or imprest funds. Typically, petty cash funds are used for small, incidental expenditures, such as postage. Here are some of the changes you will see in Cardinal's Petty Cash processes:

- **Online agencies** will enter petty cash transaction details directly into Cardinal as regular vouchers using the agency's petty cash Business Unit. To reimburse the agency's Petty Cash Account, a replenishment voucher will be created for the petty cash vouchers. The resulting reimbursed cash will be deposited to the agency's petty cash account.
- **Interfacing agencies** will submit the petty cash vouchers, as well as the replenishment voucher, to Cardinal through the Voucher Upload interface.
- Cardinal can actually print petty cash checks using your petty cash check stock (provided the stock meets Cardinal check printing format requirements).
- Cardinal tracks 1099 reportable payments made through Petty Cash, so no manual adjustments are required at year end.
- Petty Cash utilizes the Cardinal Statewide vendor database. Therefore, payees must be set up as vendors to be paid via a petty cash voucher.
- Agencies will not set up their employees as vendors to reimburse them. Employees who incur travel or other business expenses as part of their employment are not reimbursed for business travel or other expenses through their agency's petty cash fund. Instead, they should request reimbursement via the Cardinal Expenses module.

The Commonwealth Accounting Policies and Procedures for handling petty cash in Cardinal are documented in the *CAPP – Cardinal Manual* found on the Department of Accounts' website. Suggested petty cash forms, such as the Cardinal Voucher Form, the Cardinal Petty Cash Stop Payment Signature Authorization Form and the Cardinal Stop/Void Payment Authorization Form-Agency Petty Cash, can be found on the Cardinal website by navigating to the Statewide Toolbox > Forms. Please note that the Cardinal website is not part of the Commonwealth Accounting Policies and Procedures. Our instructor led training (to be offered before implementation) will also include a *Processing Petty Cash* class. Suggested training materials can be found on the Cardinal website by navigating to the Statewide Toolbox > Training Materials.

Tweet: Commitment Control

Commitment Control represents the Cardinal terminology for budgetary accounting. Cardinal budget structures enable the tracking or controlling of expenditures against expenditure budgets and revenues against revenue estimates.

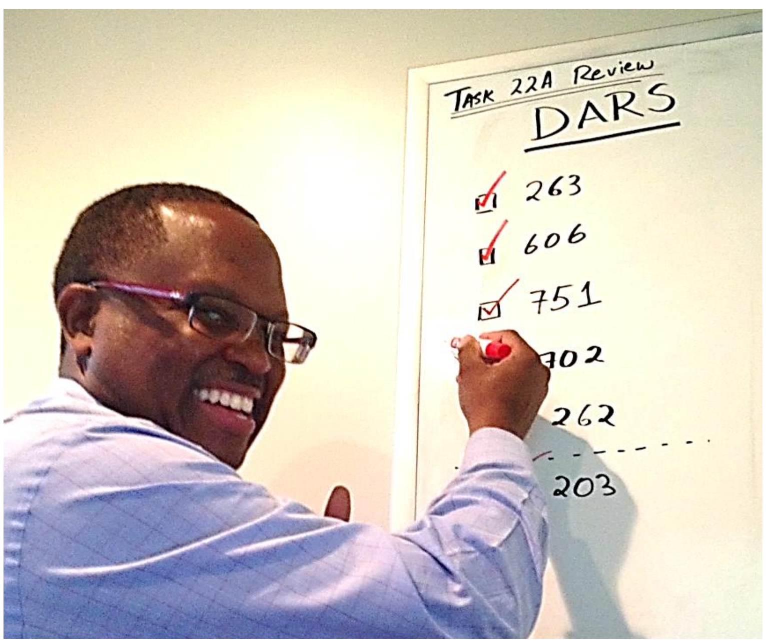
Cardinal will have several **Statewide Budget Structures** (Appropriation, Allotment, Operating Plan, and Official Revenue Estimate) and each of these is interfaced from the Department of Planning and Budget's Performance Budgeting system into Cardinal. In addition to Statewide Budget Structures, some Wave 2 agencies have elected to establish **Agency Budget Structures** (e.g., Agency Operating Budget, Agency Project Budget, and Agency Revenue Estimate Budget).

Each set of budget structures has its own set of rules. One of the rules is called the Control Option. The Control Option defines the degree of budgetary control assigned to the transaction. There are three types of Control Options:

- Control: The transaction will not pass if the expense amount exceeds the available budgeted amount. Examples of budget structures set at the Control level are the State Appropriation and Allotment budgets.
- Tracking with Budget: The transaction will pass if a budget line exists for the ChartField string, even when the budget amount is exceeded. A budget line must be established for the ChartField string but may be established at zero. An example includes the Agency Operating Budget.
- Track without Budget: All transactions pass without error. A budget line need not be established. Examples include the Agency Revenue Estimate and Official Revenue Estimate budgets.

Agency Budget Structures are designed to provide for more detailed reporting of budgets based solely on the agency's needs. These budget structures allow for better operational budget to actual reporting and could replace offline Excel spreadsheets, enabling decision makers to make more informed agency level decisions.

The agency's use (or lack thereof) of Agency Budget Structures will affect which budget reports are available. The Reports Catalogue lists some of the more frequently used budget to actual reports and provides a description of each. The Reports Catalogue can be found on the Cardinal website by navigating to the Statewide Toolbox > Job Aids.



John Thaniel, the Primary Contact for Department for Aging and Rehabilitative Services, cheerfully shares his Agency's status for Agency Task #22A: Determine Agency-Specific ChartField Values for the agencies within his assembled group.

Upcoming Activities for Wave 2 Agencies

- Role Mapping Workshops and Activities
- Accounting Fundamentals Training
- Facilitation Skills Workshops (Agency Trainers)
- Design and Build Interfaces/Update Agency Systems for Cardinal Checkpoint - D
- Data for Vendor Conversion