



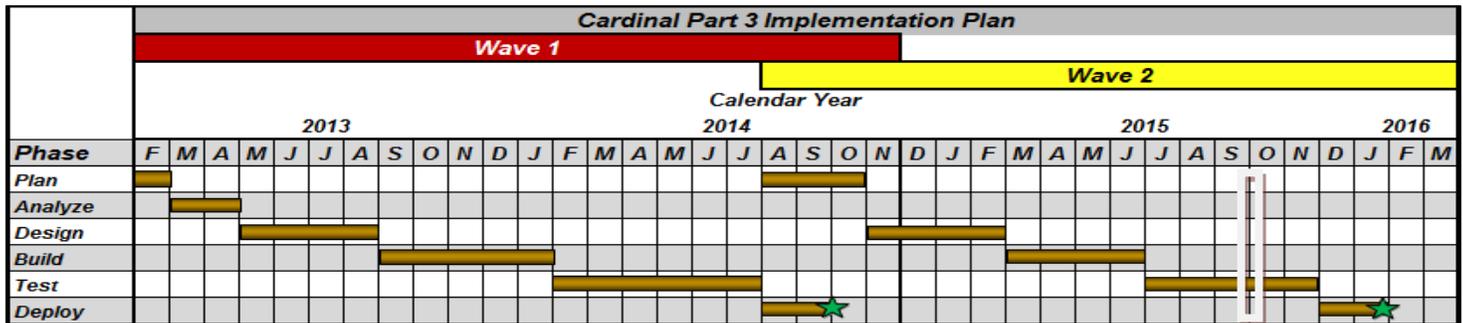
The Cardinal Project Newsletter

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Project Status



★ Implementation Dates

We are here! ↑

Testing is the longest phase in Wave 2. Several different types of testing are in progress and include agency interface testing, conversion testing, and system testing. Wave 2 activities completed in the last two months include:

- Meetings related to: August 2015 Interface Meeting, Change Network Meeting #3, Agency Trainer Facilitation Skills Workshop, and Mock Deliveries and Teach Backs for Instructor Led Training
- Activities related to: Role Mapping, Web Based Training Review, End User Workstation Requirements, and Mock Conversion Data Validation (Pass 1)

Wave 2 Interface Testing

The Wave 2 agencies are about eight weeks into the scheduled 16 week Interface Testing Phase of Cardinal. The Cardinal Team is very appreciative of all of the hard work the agencies are putting in to make progress in testing interfaces. We are behind schedule, but making some great progress. Here are some metrics on the collective progress we have made to date:

Baseline:

- 162 upload interfaces and 291 extract interfaces to be tested

In Progress Testing/Defects:

- 354 upload testing iterations received/reviewed/processed by the Cardinal test team
- 38 Cardinal defects have been identified and resolved
- 177 agency defects have been identified

Validations:

- Each of the six types of upload interfaces has been successfully tested by at least one agency
- 53 of 162 agency upload files have been processed in Cardinal successfully across 30 agencies
- 61 of 291 extracts have been validated
- 37 of 48 agencies completed Milestone 1
- 8 of 38 agencies validated (i.e., marked all conditions as passed in Task 55) all their M2 uploads
- 2 of 47 agencies validated (i.e., marked all conditions as passed in Task 55) all their M3 uploads
- 2 of 39 agencies completed Milestone 4

Comprehensive and accurate testing is crucial to the success of the interfacing agencies and to the Commonwealth financial operations as a whole. Remember, every bug we find and correct now is one less bug that makes it into production. Thanks to all the Wave 2 interfacing agencies dedicated to making these tests thorough!

Cardinal Training

Wave 2 users will begin taking web based training (WBT) courses online in the Commonwealth of Virginia Knowledge Center (COVKC) next week. WBTs are open to everyone. These introductory courses will require one to two hours each to complete.

All Wave 2 users should take at least two WBTs: SW INTRO101 and SW NAV201. These provide an overview of Cardinal's structure, along with basic navigation and reporting information. They are also prerequisites for the instructor led training courses (ILTs) that show users how to process journals, vouchers, expenses, and funds receipts.

All WBTs are available on COVKC. If you do not have a COVKC account, you may obtain one by contacting your [Wave 2 Agency COVKC Administrator](#) (click to access a listing).

WBTs include:

WBT #	WBT Title	WBT Prerequisites				
Level 100	INTRODUCTORY	1	2	3	4	5
SW INTRO 101	Cardinal Overview	N/A				
SW INTRO 110	Accounts Payable and Expenses Overview	SW INTRO 101				
SW INTRO 130	General Ledger Overview	SW INTRO 101				
Level 200	NAVIGATION	1	2	3	4	5
SW NAV 201	Navigation in Cardinal	SW INTRO 101				
SW NAV 210	Introduction to Approvals in Cardinal	SW INTRO 101	SW NAV 201			
Level 300	ROLE BASED FUNCTIONAL	1	2	3	4	5
SW AP 313	Approving Vouchers	SW INTRO 101	SW INTRO 110	SW NAV 201	SW NAV 210	SW AP 312
SW AP 315B	Interfacing Processing Employee Expenses	SW INTRO 101	SW INTRO 110	SW NAV 201		
SW AP 316	Employee Expense Administration	SW INTRO 101	SW INTRO 110	SW NAV 201	SW AP 315A/B	
SW AP 317	Approving Employee Expenses	SW INTRO 101	SW INTRO 110	SW NAV 201	SW NAV 210	SW AP 315A/B
SW GL333	Approving Journals	SW INTRO 101	SW INTRO 130	SW NAV 201	SW NAV 210	SW GL 332

ILT classes will be available through COVKC in November, 2015. The November 2015 newsletter will provide a complete schedule of ILTs with dates offered and locations! ILT courses include:

ILT #	ILT Title	ILT Prerequisites				
Level 300	ROLE BASED FUNCTIONAL	1	2	3	4	5
SW AP 312	Voucher Processing	SW INTRO 101	SW INTRO 110	SW NAV 201		
SW AP 315A	Online Processing Employee Expenses	SW INTRO 101	SW INTRO 110	SW NAV 201		
SW AP 320	Processing Petty Cash	SW INTRO 101	SW INTRO 110	SW NAV 201	SW AP 312	
SW AR 326	Accounts Receivable	SW INTRO 101	SW NAV 201			
SW GL 332	Processing Journal Entries	SW INTRO 101	SW INTRO 130	SW NAV 201		
SW GL 334	Processing Budget Journals	SW INTRO 101	SW INTRO 130	SW NAV 201		
SW GL 336	General Ledger Maintenance	SW INTRO 101	SW INTRO 130	SW NAV 201		
SW NAV 220	Reporting in Cardinal	SW INTRO 101	SW NAV 201			

Notes:

- SW AP315A is for agencies that enter employee expense transactions online into Cardinal.
- SW AP315B is for agencies that interface employee expense transactions into Cardinal.
- SW NAV220 is taught both before and after go-live. If you will have view-only access to Cardinal, please take it prior to go-live.

