



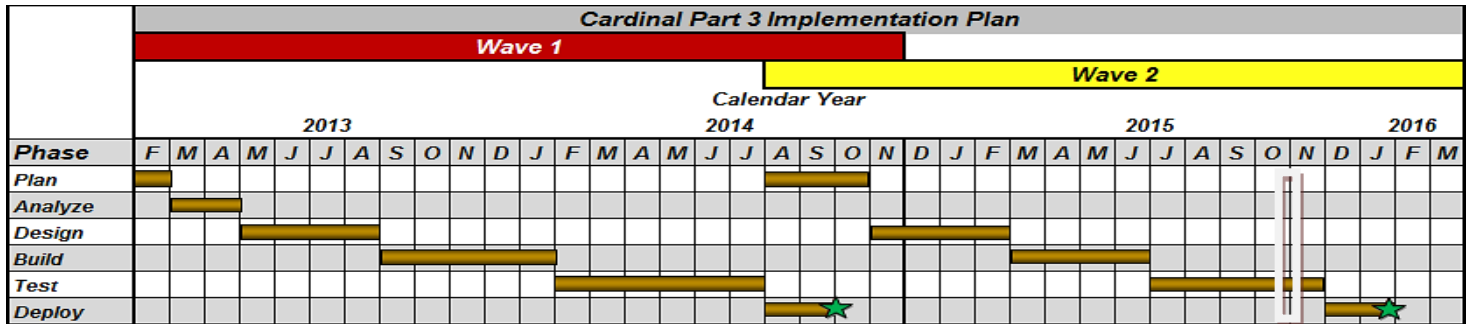
The Cardinal Project Newsletter

November 2015
Part 3, Issue 20

www.cardinalproject.virginia.gov

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Project Status



Implementation Dates

We are here!

The Project continues to move quickly as we are in the fifth and final month of the Test Phase for Wave 2 agencies. Wave 2 activities completed since our October 2015 newsletter was published include:

- Agency Trainer Mock Delivery and Teach Back Sessions
- Agency Trainer Preparation Labs for Accounts Payable, General Ledger, and Accounts Receivable Courses
- Updates to / Confirmation of: CIPPS SpeedType Values, Agency Specific ChartField Values, and Vendor Conversion Data

Wave 2 Interface Testing

The Wave 2 agencies are about 12 weeks into the scheduled 16 week Interface Testing Phase of Cardinal. Below are some metrics regarding Interface Testing as of the end of October, 2015. The metrics in parentheses represent the status of Interface Testing as of the last Newsletter issued October 1, 2015. The Cardinal Team continues to be very appreciative of all of the hard work the agencies are putting in to make progress in testing interfaces.

Baseline:

- 162 (162) upload interfaces and 288 (291) extract interfaces to be tested

In Progress Testing/Defects:

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

Validations:

- Each of the six types of upload interfaces has been successfully tested by at least one agency
- 94 (53) of 162 (162) agency upload files have been processed in Cardinal successfully across 39 (30) agencies
- 77 (61) of 288 (291) extracts have been validated
- 38 (37) of 47 (48) agencies completed Milestone 1
- 22 (8) of 37 (38) agencies validated (i.e., marked all conditions as passed in Task 55) all their Milestone 2 uploads
- 14 (2) of 46 (47) agencies validated (i.e., marked all conditions as passed in Task 55) all their Milestone 3 uploads
- 2 (2) of 37 (39) agencies completed Milestone 4
- 1 (0) of 42 agencies completed Milestone 5
- 3 (0) of 51 agencies completed all interface testing
- 1 (0) of 51 agencies completed onsite validation / certification (Congratulations James Madison University!)

Comprehensive and accurate testing is crucial to the success of the interfacing agencies and to the Commonwealth financial operations as a whole. Remember, every problem we find and correct now is one less problem that makes it into production.

Cardinal Training

The objective of Cardinal classes, training materials, and job aids is to teach students how to use Cardinal effectively. Web based training (WBT) courses provide foundational knowledge. Instructor led training (ILT) courses provide face to face instruction and provide users with an opportunity to experience Cardinal through scenarios and hands on practice.

Cardinal Training offers:

- Classes that explain the different functional areas and modules
- Simulations that guide users through transaction entry
- Exercises in the training environment to get hands on experience
- Job aids that serve as reference tools and/or step by step instructions to enter or update transactions in Cardinal
- Labs after go-live to assist users entering transactions in the system

There are some areas Cardinal training intentionally does not address. With over 200 agencies in Wave 2, agency specific business processes or issues are not identified. Training also does not focus on Statewide or Agency policies and procedures. The individual agencies have staff who can best address those areas.

Classes for Wave 2 Cardinal users are based on the job duties or “role(s)” they have in Cardinal. Their training will show them how to perform related tasks in the system (e.g., how to enter, update, and approve a transaction, run a report, etc.).

On October 5th, WBT and ILT courses were made available through the Commonwealth’s Knowledge Center (COVKC). You can log into COVKC and take WBTs online. They generally take one to two hours to complete. ILT classes are also available for enrollment through COVKC. By November 13th all Cardinal users must be enrolled in their ILTs which begin mid-November and generally take a half to a full day to complete.

Since WBTs and ILTs have been loaded in COVKC, the response has been tremendous!

Since October 5th, 1,352 WBTs have been completed by Wave 2 users. This represents approximately 23% of the total WBT courses needed by Wave 2 users. Users have enrolled in over 2,476 ILT classes, which is slightly over 72% of the total number. Eighty-nine classes are already filled to capacity!!

There are more than 250 ILT conducts being offered throughout the state. Most conducts are offered in the central region, which has locations in Richmond, Hanover, and Colonial Heights. A limited number of conducts are scheduled in Marion, Salem, Culpeper and Fredericksburg for users in other areas of the state.

If you have questions about enrolling, contact your COVKC administrator. [Click here](#) for a current listing.

What Are Job Aids?

A **job aid** is a step-by-step instructional document that guides users through processing specific Cardinal transactions. Think of a job aid as a cookbook for a chef or a playbook for a football player. Job aids have various formats. Some provide detailed how-to directions, multiple screen shots, and checklists. Others are reference materials where you can look up definitions, Chart of Account values, etc. Job aids are located on the Cardinal website under [Job Aids](#) in the Statewide Toolbox, arranged by functional area. The Cardinal website boasts of some of the best job aids around, so please become very familiar with these to help you during your transition to Cardinal.

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Home » Statewide Toolbox » Job Aids

Job Aids

Cardinal Training Job Aids are provided below by functional area.

Simulations can be viewed in 5 different modes:

- **See It** mode enables you to learn by watching a demonstration of tasks being performed.
- **Try It** mode enables you to learn the tasks by practicing with step-by-step instructions.
- **Know It** mode enables you to test your knowledge of each task.
- **Do It** mode guides you while you perform each task.
- **Print It** mode displays a document (job aid) that you can review online or print.

Accounts Payable

Job Aids

- [SW Agency to Agency Transactions Information Sheet \(Rev 9/14/2015\)](#)
- [SW AP312 1099 Processing \(Rev 6/24/2015\)](#)
- [SW AP312 Canceling a Payment - Disbursing Agency \(Rev 6/4/2015\)](#)
- [SW AP312 Creating Template Voucher \(Rev 9/1/2015\)](#)
- [Approving an Expense Report \(Rev 3/31/2015\)](#)
- [Approving an Expense Report](#)
- [Approving Vouchers \(Rev 2/25/2014\)](#)
- [Approving Vouchers](#)

Accounts Receivable

Job Aids

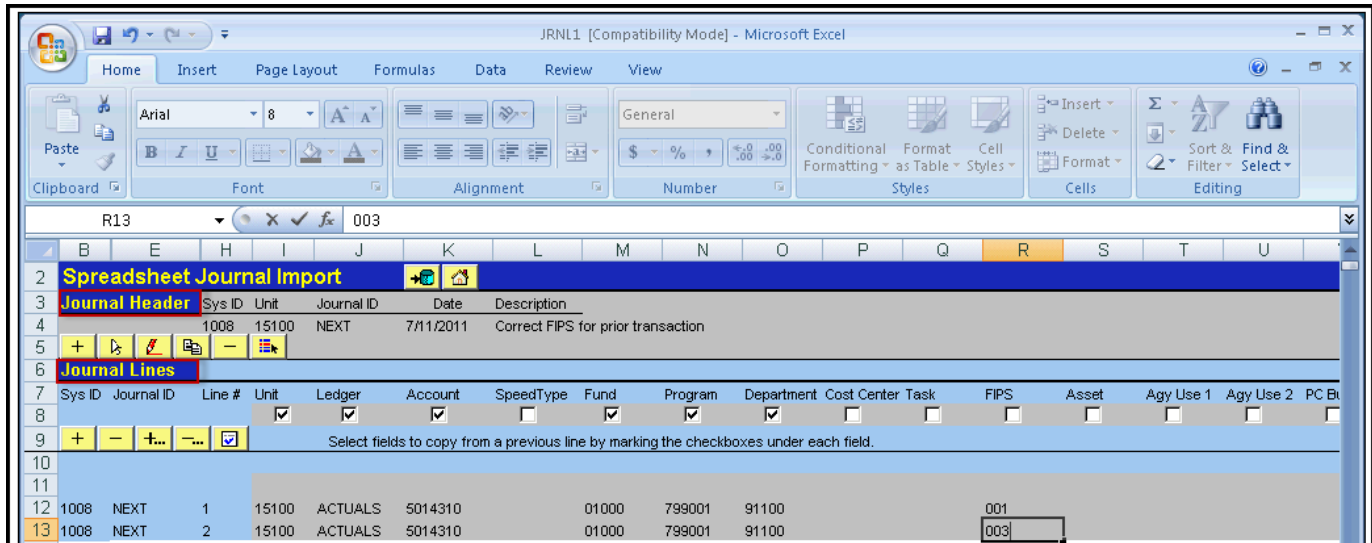
- [SW Agency to Agency Transactions Information Sheet \(Rev 9/14/2015\)](#)
- [Bank Code Crosswalk \(Rev 9/3/2015\)](#)
- [Accounts Receivable - Funds Receipts \(Rev 4/30/2014\)](#)
- [Entering a Payment](#)
- [Processing Direct Journals](#)
- [Finalizing a Payment](#)

During the initial delivery of instructor led training (ILT) courses, Instructors will provide copies of several of the job aids. There are many others on the Cardinal website that may be helpful as you begin using Cardinal. They are the most frequently accessed item on the website and are continuously revised to keep them current with Commonwealth processes and Cardinal updates.

Spreadsheet Journals

If you are an Excel user and you wish to key a journal with many journal lines, you will be excited to hear about the Spreadsheet Journal Upload process in Cardinal. This process saves time, as well as effort, and supports the creation of general ledger journals and budget journals. You create the journal by completing an offline Excel workbook embedded with macros, which can be downloaded from the Cardinal website. You then import the file into Cardinal and review the journal results, much like you would other journals.

The Excel file includes a Control or Home page with a menu for specifying setup defaults, entering data into the journal sheets, and writing the file. The template for entering data into the journal sheet, as shown below, is somewhat similar to the regular journal entry process in Cardinal in that each journal sheet has a journal header and journal lines. The column headings for the journal lines in the template are the ChartField names in Cardinal.



Spreadsheet Journals reduce data entry and error correction. Data from another EXCEL spreadsheet can be copied and pasted into this EXCEL file as long as real values are copied and not formulas. You can enter thousands of journal lines into each journal sheet and SpeedTypes (see Cardinal Newsletter [Issue 7](#)) can also be used.

The **Uploading Spreadsheet Journal and Uploading Spreadsheet Budget Journals** job aids are under the General Ledger Job Aids in the [Statewide Toolbox](#) on the Cardinal website.

~~~~~ Upcoming Activities for Wave 2 Agencies

Initiation of Activities During November 2015	Continuation of Activities During November 2015
Cardinal and Agency Trainers Perform Conducts of Assigned Instructor Led Training (ILT) Courses	Cardinal Users Take Web Based Training (WBT)
Cardinal Users Take ILT Courses	Interface Contacts Connect to Cardinal Production Server
General Ledger (GL) Subject Matter Experts (SMEs) Define SpeedType/SpeedChart Values	
Primary Contacts (PCs) and Security Contacts Maintain and Submit Updates to Agency Role Mapping (2 nd Submission)	Completion of Activities During November 2015
Technical Contacts Create and Confirm AUTH User Accounts for Wave 2 Agencies not on COV Network	Agency Training Contacts Verify Cardinal Users Are Enrolled in Required ILT Courses and Have Mapped Out Completion Dates for Required WBTs
PCs and Technical Contacts Confirm the Installation of Crystal Viewer for Agencies That Are Required to Print Checks	Interface Contacts and Applicable SMEs Send/Receive Test Interface Files and Validate Data
GL SMEs Confirm CIPPS Configuration Updates for Wave 2 Agencies Processing Payroll	
PCs Provide Updates to Employee Data	