



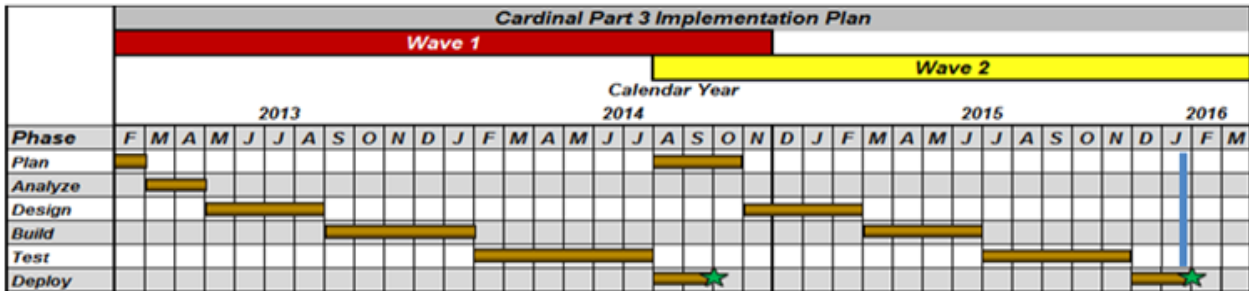
# The Cardinal Project Newsletter

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[www.cardinalproject.virginia.gov](http://www.cardinalproject.virginia.gov)

Email us at:  
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## Project Status



### ★ Implementation Dates

We are here! ↑

We are counting down the final days to the finish line. Wave 2 Cardinal agencies will go live February 1, 2016. Wave 2 activities completed since our December 2015 newsletter include:

- Continuation of Web Based Training (WBT) and Instructor Led Training (ILT)
- December 2015 Interface Meeting
- Change Network Meeting #4
- Deployment communications sent out
- Supplemental Interface Testing

## Part 3 Wave 2 Agencies Go-Live

Authorized users from both COV network agencies and Non-COV network agencies will log into Cardinal on **February 1, 2016** using one of the following two methods:

### COV Network Agencies:

On February 1, the Cardinal login page will be accessible by double clicking the Cardinal Desktop Icon (as displayed below)

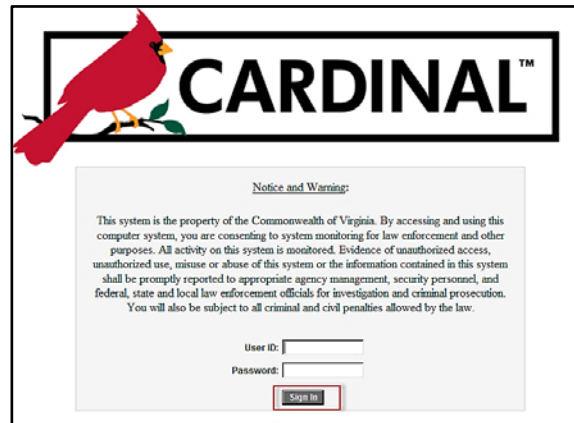


or by entering <https://cardinal.cov.virginia.gov> in any supported browser.

By double clicking on the Cardinal Desktop Icon, a Sign-In-Window will appear as displayed to the right.

Enter your User ID and a Password. Your Cardinal User ID is your Alias in Outlook. (Exception: Users at the Department of Mines, Minerals and Energy and some users at the Virginia Employment Commission.)

Your Cardinal Password is the password 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.



### Non-COV Network Agencies:

Users who have been granted access to Cardinal will log into 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, a Web Bookmark to Cardinal Production will appear. Credentials specified in Agency Task #70 (Create and Confirm the Active Directory Accounts) will be used for both SWAP and Cardinal access.

## Cardinal Resources for Part 3 Wave 2 Agencies Go-Live

- The **Statewide Toolbox** can be accessed from the home page of the **Cardinal Website** ([www.cardinalproject.virginia.gov](http://www.cardinalproject.virginia.gov)), as displayed to the right. The **Statewide Toolbox** has a folder for *Cardinal Security* which includes the Security Form, the Security Handbook, and the Interface Account Request Form. The *Training Materials* folder features all of the informative training materials organized by functional area for both WBT and ILT. *Forms* are also organized by functional area. The *Job Aids* folder includes almost fifty instructive job aids as well as simulations.
- **Frequently Asked Questions** (FAQs) are located on 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.
- The Department of Accounts (DOA) website has a link to the [Commonwealth Accounting Policies and Procedures \(CAPP\) Manual for Cardinal](#).
- Agency trainers are available for additional help, so reach out to them with questions.
- User Labs will be offered during February and March 2016 and are described in the article below.
- The General Ledger Oversight (GLO) Team is a dedicated group within DOA General Accounting responsible for working closely with agencies and the Cardinal Post Production Support team.
- Finally, if your question or issue is not resolved by any of the above resources, contact the VITA Customer Care Center (VCCC) as explained below.



## User Labs

The Cardinal Project Team is offering User Labs after February 1, 2016. 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, Accounts Receivable, Reporting, and Reconciliation). Dates and locations of labs and the process for registration were emailed to Change Network members on January 12, 2016. The user lab schedule is now posted on the home page of the Cardinal website. Users who plan to attend User Labs should come prepared with Cardinal User IDs, passwords, and actual transactions to be processed.

## VITA Customer Care Center (VCCC)

- If a resolution cannot be found using the above resources, the VITA Customer Care Center (VCCC) 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](mailto:VCCC@vita.virginia.gov) (for agencies both on and off the COV network)
    - 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. Screen shots are extremely helpful.
- The Cardinal Project is handling all Cardinal Help Desk tickets; VCCC is being used for tracking and routing purposes only.

## Cardinal Home Page and Main Menu

The screenshot shows the Cardinal Home Page interface. At the top, the 'Navigation Header' contains links for Home, Worklist, Add to Favorites, and Sign Out. Below this is the 'myCardinal Messages' section, which includes a 'Help' link and a message about holiday schedule extensions. The 'myCardinal Financials' section provides links for Financials Report Execution, Retrieval, and Links. A 'Main Menu' on the left is customized to list items like myCardinal Financials, Employee Self-Service, and Manager Self-Service. A 'Personalize Your Menu!!' box explains how to use the 'Add to Favorites' tool for quick access to frequently used pages.

**Navigation Header** - has links to your Home page, your Worklist (for approving transactions), Add to Favorites and Sign Out

**Main Menu**  
Customized to list the items you need

**Cardinal Message Board**  
Includes messages about production issues, fiscal cut-off dates, reminders, etc.

**myCardinal Financials**  
Provides links to run commonly used AP Reports, AR Reports, and GL Reports as well as queries (Financials Query Based Reports). It also provides a quick link to the report manager and process monitor where you can retrieve previously generated reports.

**Personalize Your Menu!!**  
Use the Add to Favorites tool on the Navigation Header to add pages to your Favorites for quick access.  
For example, if your tasks include creating Cardinal Vouchers, you can create a direct link to the Add/Update page in your Favorites menu, instead of navigating Main Menu>Accounts Payable>Vouchers>Add/Update.

This is your Cardinal Home page – the page you see when you first log into Cardinal. It is customized to display only the menu items you need based on the security you have been assigned in Cardinal. You can personalize your Home page by adding quick links in your Favorites folder for frequently used pages. You can also update or modify the Content and Layout. Be sure to review the Message Board for important messages.

## How Long Will CARS Be the Official Financial System?

While the Commonwealth Accounting and Reporting System (CARS) will remain the Commonwealth's official financial system until the Comprehensive Accounting Financial Report (CAFR) is generated for FY 2016, accounting transactions should be entered in Cardinal beginning February 1, 2016. These transactions will be interfaced to CARS from Cardinal.

During the interim period between an agency's Cardinal implementation and the end of FY 2016, each agency will reconcile Cardinal to CARS (and the agency's internal accounting system if applicable). 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 for Wave 2 Agencies

- Cardinal Go-Live Wave 2 February 1, 2016
- Communications Related to the Prompt Pay Report and 1099 Reportable Payments
- Post Go-Live User Support Labs
- Change Network Meeting #5