The Cardinal Project Newsletter
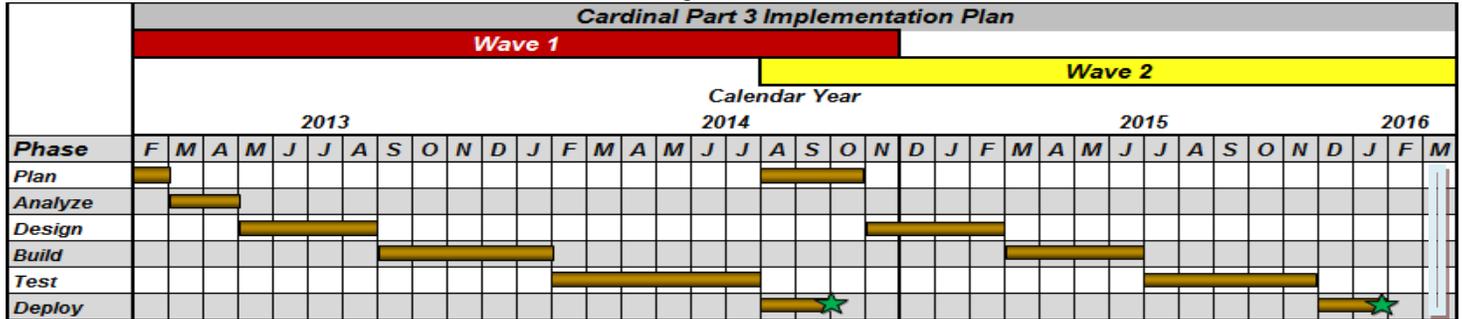
March 2016
Part 3, Issue 23

www.cardinalproject.virginia.gov

Email us at:
ProjectCardinal@DOA.Virginia.gov

Project Status

Cardinal Part 3 Implementation Plan

Wave 1 / Wave 2

Phase	F M A M J J A S O N D (2013)	J F M A M J J A S O N D (2014)	J F M A M J J A S O N D (2015)	J F M (2016)
Plan				
Analyze				
Design				
Build				
Test				
Deploy				

★ Implementation Dates

We are here!

Thanks to a lot of hard work, dedication, and great attitudes, the last wave of Cardinal was successfully implemented February 1, 2016. Activities since our last newsletter include:

- Wave 2 Agency System Go-Live
- Completion of Reports Training for Wave 2 agencies
- Continuation of Cardinal User Support Labs

- Post Go-Live communications distributed
- Agency Task List – Release 17 and Master Agency Status (MARS) file as of January 31, 2016
- Validation of Data for Conversion of Wave 2 Agencies (Pass 3)
- Change Network Meeting #5

Cardinal – A Statewide ERP Implementation

February 1, 2016 marked the completion of the successful implementation of Cardinal, reaching over 280 Commonwealth of Virginia agencies. By replacing CARS with Cardinal, the entire Commonwealth will be able to take advantage of proven enterprise resource planning (ERP) software (PeopleSoft). Cardinal provides a statewide focus, robust reporting tools and a flexible Chart of Accounts structure.

In an effort to reduce risks, Cardinal was implemented in three separate parts:
- Part 1 at Virginia Department of Transportation December 5, 2011
- Part 2 at Department of Accounts October 1, 2012
- Part 3 Wave 1 at approximately 140 mostly online agencies October 1, 2014; Part 3 Wave 2 at nearly 140 mostly interfacing agencies February 1, 2016

Each Part was implemented on time and within budget!! A successful implementation, however, would not have been possible without using a team approach. The Cardinal Project is especially grateful to:

- State Agency staff for working so hard on over 100 tasks that were needed for successful implementation, and for providing trainers to deliver end-user training
- Cardinal Steering Committee for defining the high-level project scope, providing guidance on cross-agency issues, and championing the Cardinal Project
- Executive Sponsors for securing the necessary resources, resolving inter-agency issues, and offering top management commitment

As a collective team, we celebrated wins, dealt with setbacks, conducted knowledge transfer and developed lasting relationships. Good team dynamics were mandatory. As a result, we implemented the first new Commonwealth statewide accounting system since the 1978 CARS implementation. Thanks to all of you!

Upcoming Projects

The Cardinal Project Team is excited about two future projects – Cardinal Business Intelligence (BI) application and Cardinal Payroll.

Key objectives of BI are to leverage the ERP PeopleSoft reporting investment, focus on easy access to information, and empower management to make data driven decisions. While ERP PeopleSoft reporting facilitates daily business transactions and enables real-time reporting to support operational decision making, BI reporting produces highly interactive reports to support analytical decision making. Watch for upcoming communications announcing the Cardinal BI release dates soon.

Software support for the Commonwealth Integrated Personnel and Payroll System (CIPPS) will be discontinued as of May 2018. Accordingly, the Commonwealth will expand Cardinal to include additional modules necessary to meet payroll and related business process needs. The Cardinal Payroll project will officially commence in the next few months.

General Ledger Oversight Team

The General Ledger Oversight (GLO) Team, pictured at the left, includes (first row, left to right) David Porter, Pam Wingfield, Geri Hayes, Nekheeta Washington (second row, left to right) Andy McCarty, Valerie Dunmars-Hurdle, Annette Sherrill, and Taylor Williams.

GLO is a dedicated group within Department of Accounts General Accounting responsible for working closely with state agencies and the Cardinal Post Production Support Team. Their responsibilities consist of, but are not limited to:

➢ Reviewing the CIPPS Journal upload and working with agencies to ensure errors are resolved
➢ Assisting agencies with Cardinal to CARS reconciliation by helping them identify reconciling items and any required adjusting entries
➢ Performing frequent analysis at the account level to detect and resolve issues before period close

The GLO Team can be contacted at glo@doa.virginia.gov

Cardinal Project Statistics

Training: Approximately 1,147 users took one or more of the ten web based training (WBT) courses, with 5,773 training instances in total. The users also took one or more of the instructor led training (ILT) courses. There were 271 conducts of eight different ILT courses in 11 training locations to 1,147 users representing 3,400 ILT seats.

Cardinal Processing: On February 1, 2016 Wave 2 agencies began entering transactions into Cardinal. During the first month after Go-Live, agencies processed approximately 36,870 deposits, 6,002 expense reports, 154,755 vouchers, and over 6,252 general ledger journals (exclusive of sub-system generated journals). After Go-Live, approximately 200 users came to one or more labs, where they entered transactions for the first time or got help from one of the Cardinal team members.

Helpdesk Tickets: The Cardinal team received a total of 665 Helpdesk tickets during February 2016 (which included all Cardinal agencies, not just Wave 2) and resolved 578 of them. Please continue to use the VITA Customer Care Center for Cardinal support services. This helps ensure your support request is routed to the appropriate group for follow-up.

Cardinal Helpful Hints

The Cardinal Project Team has compiled a list of monitoring tips to provide some guidance on ways to review your financial activities in the system. These tips are not intended to be a complete listing of everything you should be doing to ensure you are meeting all the requirements related to accurate and compliant financial processing, but instead are some key tasks that may give you a good jump start as you begin to navigate your way through your new monitoring processes. Click here to see general monitoring tips for all modules; here to see GL monitoring tips with screenshots; here to see AR monitoring tips with screenshots; and here to see AP and EX query details.

卐卐卐卐卐卐卐卐卐卐卐卐卐卐卐卐卐卐卐卐卐卐

Upcoming Activities
User Support Labs and Accounting Fundamentals Course