



Cardinal Project Commonwealth of Virginia

Cardinal Resource Guide



Cardinal User Resources

1. Cardinal Website – Statewide Toolbox
2. Agency Trainers
3. VCCC Help Desk
4. General Ledger Oversight Team
5. Cardinal Message Board
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Cardinal Website

www.cardinalproject.virginia.gov

Virginia.gov Skip to Content | Commonwealth Agencies | Governor

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Home

- Home
- Background & Scope
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- Frequently Asked Questions

News

Click [here](#) to see the New GL Journal Edits communication of 1/6/2016.

Click [here](#) to see the Final Cutover: GL.102A COA Extract Production File – Follow-up communication of

General Information

- Cardinal Security
- Glossary
- Training Overview
- Training Materials
- Forms
- Job Aids
- Cardinal Interfaces

Click [here](#) to see the attachment to the above communication.

Related Links

- [Virginia Department of Accounts](#)
- [Commonwealth of Virginia](#)
- [Commonwealth Agency Listing](#)



Website – Security

(Statewide Toolbox > Cardinal Security)

Cardinal Security

SECURITY ACCESS REQUEST

To gain access to Cardinal, a Cardinal Security Form must be completed, approved and submitted to the Cardinal Security Team. Training on Cardinal functionality and processes may also be required prior to access being granted.

- [Statewide Security Handbook](#)
- [Statewide Security Access Form \(SE-SW-001\)](#)
- [Instructions for Security Form](#)

Users should contact their respective [Cardinal Security Officer](#) if they have questions regarding security access to Cardinal.

INTERFACE ACCESS REQUEST

Access to Cardinal file server, to exchange the interface files with Cardinal, is granted via the Cardinal Security form SE-SW-002:

- [Interface Account Request Form \(Rev 9/26/14\)](#)
- [Instructions for Interface Account Request Form \(Rev 9/2/14\)](#)

Users should contact their respective Cardinal Coordinators if they have questions regarding security access to Cardinal.

- Security Form and Instructions
- Security Handbook
- Interface Account Request Form and Instructions



Website – Glossary

(Statewide Toolbox > Glossary)

Term	Definition
A	
Account Code	An account ChartField that categorizes the nature of a transaction as a specific type of revenue, expense, asset or liability.
Account Type	A balance sheet or revenue/expenditure account. Account types include asset, expense, liability, transfer, equity and revenue. Account types determine whether balances are carried forward at year-end.
Accounting Distribution	ChartField string that defines how a transaction is charged (i.e., which fund, program department, account, etc.).
Accounting Period	An interval of time for which an entity accumulates and summarizes transactions.
Accounts Payable	Functional area that includes all payment transactions.
Accounts Receivable – Funds Receipts	Functional area that includes the processing of all payments received.
Adjustment Voucher	A voucher that adjusts a previously created voucher.
Allotment Budget	The lower level or child of the Appropriation Budget or parent budget. Allotment budgets cannot exceed their Appropriation or parent budgets.
Attachment	Additional documentation that provides additional information about a transaction.

- Contains terms used in Cardinal
- Alphabetical



Website – Training Materials

(Statewide Toolbox > Training Materials)

Training Materials

Cardinal courses are available through the Commonwealth of Virginia Knowledge Center (COVKC). Some training is web based (WBT) and can be taken on line. Other training is instructor led (ILT) and is presented in a classroom. Both WBT and ILT courses are managed by COVKC. COVKC provides access to take WBTs and register for ILTs.

Cardinal WBT and ILT course presentations and simulations are listed below. **To receive credit for these courses, users must enroll and complete classes through COVKC.** Click [here](#) to see the Commonwealth of Virginia Knowledge Center (COVKC) Domain Administrators.

Overview

Course Presentations

- [SW INTRO101 Cardinal Overview \(Rev 9/22/2015\)](#)

Accounts Payable

Course Presentations

- [SW INTRO110 Accounts Payable and Expenses Overview \(Rev 9/22/2015\)](#)
- [SW AP312 Voucher Processing \(Rev 10/28/2015\)](#)
- [SW AP313 Approving Vouchers \(Rev 9/22/2015\)](#)
- [SW AP315 A Online Expense Processing \(Rev 10/27/2015\)](#)
- [SW AP315 B Interface Expense Processing \(Rev 9/22/2015\)](#)
- [SW AP316 Employees Expenses Administration \(Rev 9/22/2015\)](#)
- [SW AP317 Approving Employee Expenses \(Rev 9/22/2015\)](#)
- [SW AP320 Processing Petty Cash \(Rev 10/28/2015\)](#)

Simulations

- [Approving an Expense Report \(Rev 3/31/2014\)](#)
- [Approving Vouchers \(Rev 2/25/2014\)](#)

- Organized by functional area
- Presentations
- Simulations
- Web Based Training (WBTs) and Instructor Led Training (ILTs)



Website – Forms

(Statewide Toolbox > Forms)

Forms

Accounts Payable

- [Agency Signature Authorization for Vendor Maintenance \(Rev 9/26/14\)](#)
- [Cash Advance Request \(Rev 9/26/14\)](#)
- [Employee Profile Maintenance \(Rev 9/30/14\)](#)
- [Employee Proxy Request \(Rev 9/26/14\)](#)
- [Employee Travel Authorization and Expense Report \(Rev 11/2/15\)](#)
- [Payment Cash Checking Fund Level Bypass Request \(Rev 10/30/14\)](#)
- [Payment Cash Checking Transaction Level Override \(Rev 10/30/14\)](#)
- [Petty Cash Stop Payment Signature Authorization \(Rev 9/26/14\)](#)
- [Stop Payment Request EDI \(Rev 2/2/2015\)](#)
- [Stop Payment Request General Warrant \(Rev 2/2/15\)](#)
- [Stop/Void Payment Request Agency Petty Cash \(Rev 9/26/14\)](#)
- [Vendor Maintenance Request \(Rev 9/26/14\)](#)
- [Vendor Maintenance Request Forms Instructions \(Rev 9/30/14\)](#)
- [Voucher Transmittal \(Rev 9/30/14\)](#)

Accounts Receivable

- [Funds Receipt Transmittal \(Rev 9/25/14\)](#)

General Ledger

- [Budget Journal Entry \(Rev 9/26/14\)](#)
- [Create/Update Project Request \(Rev 9/30/14\)](#)
- [ChartField Maintenance Account \(Rev 10/1/14\)](#)
- [ChartField Maintenance Agency Use 1 \(Rev 10/1/14\)](#)
- [ChartField Maintenance Agency Use 2 \(Rev 10/1/14\)](#)
- [Chartfield Maintenance Asset \(Rev 10/1/14\)](#)
- [ChartField Maintenance Cost Center \(Rev 10/1/14\)](#)
- [ChartField Maintenance Department \(Rev 10/1/14\)](#)
- [ChartField Maintenance FIPS \(Rev 10/7/14\)](#)
- [ChartField Maintenance Fund \(Rev 4/6/15\)](#)
- [ChartField Maintenance Program \(Rev 10/7/14\)](#)
- [ChartField Maintenance Task \(Rev 10/1/14\)](#)
- [Journal Entry \(Rev 9/26/14\)](#)

- Organized by functional area
- Kept up to date (Note revision date)



Website – Job Aids

(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

Simulations (See It, Try It, Know It, Do It, and Print It options)

- [SW Agency to Agency Transactions Information Sheet \(Rev 9/14/2015\)](#)
- [SW AP312 1099 Processing \(Rev 11/10/2015\)](#)
- [SW AP312 Canceling a Payment - Disbursing Agency \(Rev 6/4/2015\)](#)
- [SW AP312 Creating Template Voucher \(Rev 9/1/2015\)](#)
- [SW AP312 Do Not Send to CARS Flag for Vouchers \(Rev 9/1/2015\)](#)
- [SW AP312 Entering Adjustment Vouchers \(Rev 8/28/2015\)](#)
- [SW AP312 Multiple SpeedCharts on Invoice Line \(Rev 9/1/2015\)](#)
- [SW AP312 Payment Cash Checking - Fund Level Processing Rules Updates \(Rev 9/1/2015\)](#)
- [SW AP312 Payment Cash Checking - Overview \(Rev 9/1/2015\)](#)
- [SW AP312 Payment Cash Checking - Reports \(Rev 9/1/2015\)](#)
- [SW AP312 Payment Cash Checking - Updating Transaction](#)
- [Approving an Expense Report \(Rev 3/31/2014\)](#)
Approving an Expense Report
- [Approving Vouchers \(Rev 2/25/2014\)](#)
Approving Vouchers
- [Perform Manual Cash Advance Reconciliation \(Rev 7/27/2015\)](#)
Perform Manual Cash Advance Reconciliation
- [Online Expense Processing \(Rev 9/24/2015\)](#)
Create and Process a Travel Authorization
Create an Expense Report
- [Voucher Processing \(Rev 9/22/2015\)](#)
Reviewing Voucher Errors

- Organized by functional area
- Job Aids
- Simulations
- Kept up to date (Note revision date)



Website – Reports Job Aids

(Statewide Toolbox > Job Aids)

Navigation, Reporting and Approvals

Job Aids

- [SW NAV201 Navigation Tips \(Rev 3/27/2014\)](#)
- [SW NAV220 Reports Crosswalk CARS to Cardinal \(Rev 6/11/2014\)](#)
- [Reports Catalogue \(Rev 3/12/2015\)](#)
- [Workflow Reassignment \(Rev 10/8/2014\)](#)

Simulations (See It, Try It, Know It, Do It, and Print It options)

- [Introduction to Reporting in Cardinal \(Rev 7/15/2014\)](#)
 - Run an Ad Hoc Report
 - Run a Query
- [Navigation in Cardinal \(Rev 6/11/2014\)](#)
 - Navigating Cardinal
 - Searching in Cardinal
 - Using Grids

- Job Aids for the Reports are under the Navigation, Reporting and Approvals section



Reports Catalogue

(Statewide Toolbox > Job Aids)

Contents

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- Organized by functional area
- Each module lists frequently used Inquiries, Queries and Reports, including:
 - Description
 - Navigation path
 - How to run
 - Exhibit



Reports Crosswalk

(Statewide Toolbox > Job Aids > SW NAV220)

CARS			Cardinal			
CARS Report ID	CARS Report Option	CARS Report Name	Cardinal Report ID	Cardinal Report Name	Cardinal Navigation	Report Type
ACTB0800		CARS Edit Activity Report (Error File)	RGL593	Journal Upload Error Report	General Ledger > General Reports > Journal Upload Error Report	Batch & Ad Hoc Report
ACTB1040	various	Fund Ledger Account Analysis	GLS7003	Ledger Summary Report	General Ledger > General Reports > Ledger Summary	Ad Hoc Report
ACTB1360		Report of Federal Tax Payments Made Through EFTPS	RAP611	Report of Federal Tax Payments Made Through	Accounts Payable > Reports > Payments > EFTPS Payments	Ad Hoc Report
ACTB1361		Report of Federal Tax Payments Made Through EFTPS	RAP611	Report of Federal Tax Payments Made Through	Accounts Payable > Reports > Payments > EFTPS Payments	Ad Hoc Report
ACTB1463		Estimated Revenue by Agency within Source within Fund	RGL008	Revenue Status Report	Commitment Control > Budget Reports > Revenue Status Report	Ad Hoc Report
ACTR1426		Agency Organization Expenditures Cost Code	RGL0614	Budget to Actual - Cost Center by Account	Reporting Tools > Report Manager > CSC Exp Account	nVision
ACTB1496	B	Report of All 'P' Vouchers by Agency for GLA 962	VAPR0520	Voucher & Expense Accrual Report	Accounts Payable > Reports > Vouchers > Voucher & Expense Accrual Rpt	Ad Hoc Report
ACTB1496		Report of 'P' Vouchers by Agency	VAPR0520	Voucher & Expense Accrual Report	Accounts Payable > Reports > Vouchers > Voucher & Expense Accrual Rpt	Ad Hoc Report
ACTB1497	B	Accounts Payable Report by Agency/Fund/Revenue Class for GLA 962	VAPR0520	Voucher & Expense Accrual Report	Accounts Payable > Reports > Vouchers > Voucher & Expense Accrual Rpt	Ad Hoc Report
ACTB1497		Accounts Payable Report by Agency/Fund/Program	VAPR0520	Voucher & Expense Accrual Report	Accounts Payable > Reports > Vouchers > Voucher & Expense Accrual Rpt	Ad Hoc Report
ACTB1610		Net Federal Revenue by Agency, Source, Fund	RGL010	GL Transaction Report	General Ledger > General Reports > GL Transaction Report	Ad Hoc Report
ACTB1613		Net Federal Revenue by Agency	RGL010	GL Transaction Report	General Ledger > General Reports > GL Transaction Report	Ad Hoc Report
ACTB1614		Days Held from Expenditure Recording Date to Payment Date for Federal Funds	RAP589	CMIA Report - Days Held from Expenditure	Accounts Payable > Payments > CMIA Report - Days Held	Ad Hoc Report
ACTR0107		Weekly Reconciliation Report Transactions not Posted	N/A	Voucher Error Report	Reporting Tools > Query > Query Viewer > V_AP_VCHR_ERROR	Query

An 'N/A' in the Cardinal Report ID column indicates an online query



Website – Archived Newsletters

(Website > Archives > Newsletters)



The Cardinal Project Newsletter

November 2015
Part 3, Issue 20

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.

Journal Header																
SysID	Unit	JournalID	Date	Description												
1000	NEXT	77110014		Correct FPS for prior transaction												
Journal Lines																
SysID	JournalID	Line#	Unit	Ledger	Account	SpeedType	Fund	Program	Department	Cost Center	Task	FPS	Asset	Agr Use 1	Agr Use 2	PC
1000	NEXT	1	151 00	ACTUALS	501431 0		01 000	756001	81 100				001			
1000	NEXT	2	151 00	ACTUALS	501431 0		01 000	758001	81 100				002			

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.

- Previous newsletters in Archives
- Current newsletter on homepage



Website – Archived Presentations

(Website > Archives > Presentations)



**Accounting
Fundamentals**

Instructor Led Training



**Cardinal Project
Commonwealth of Virginia**

**General Ledger &
Accounts Receivable
Business Process Workshop**
April 2015



**December Interface
Meeting**

December 2, 2015

- Accounting Fundamentals
- Cardinal Business Process Workshops
 - General Ledger and Accounts Receivable
 - Accounts Payable
- Cardinal Monthly Interface Meetings



Cardinal Help Desk Process



User encounters issue or question



User investigates resources for answers (Training materials, FAQs, Job Aids, agency SMEs, etc.)



If resolution is not found the VCCC Help Desk is contacted



The VCCC Help Desk routes the ticket to the Cardinal Team for resolution





Cardinal Help Desk

For Cardinal issues you cannot resolve via toolbox, job aids, agency SMEs, etc.

- **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
 - *Please note: To report time critical issues or outages impacting an agency, please 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, screen shot
- The Cardinal Project is handling all Cardinal Help Desk tickets, including those from Non-COV agencies. VCCC is being used for tracking and routing purposes



Sample Email to VCCC

To: VCCC@vita.virginia.gov ← All agencies should report Cardinal problems to the VCCC
Subject: **CARDINAL** Ticket ← Be sure to use the name **CARDINAL**!

Please assign a help desk ticket to **CARDINAL** to report the following problem.

When attempting to run the Payment History by Vendor report in Cardinal, I receive the following error message:

“The process type Crystal for the program selected is not valid for server PSUNX1 (65,123).”
Screen shots are provided below.

Be sure to include full screen shots in your email submission!

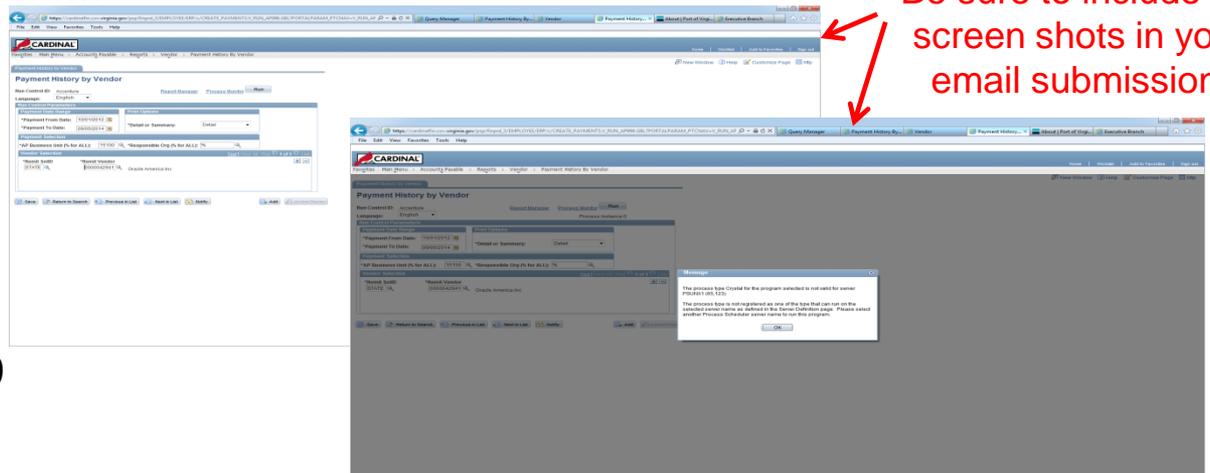
Thanks,

Sally Smith

Agency ###

804-555-5555

Cardinal User ID XX5415R9





General Ledger Oversight (GLO) Team

- Dedicated group within DOA General Accounting responsible for working closely with agencies and Cardinal Post Production Support team
- Responsibilities include:
 - Reviewing of the CIPPS Journal upload and working with agencies to ensure errors are resolved
 - Advising on Cardinal to CARS reconciliation issues such as assisting with identifying reconciling items and the need for entries
 - Performing frequent analyses to detect and resolve issues before period close
 - Performing specific account level analyses for appropriate and accurate use
 - Interpreting CAPP Manual and updates
- Can be contacted at glo@doa.virginia.gov



General Ledger Oversight (GLO) Team



Pictured (left to right): David Porter, Andrew McCarty, Pam Wingfield, Valerie Dunmars-Hurdle, Geri Hayes, Annette Sherrill, Nekheeta Washington, Taylor Williams



Cardinal Message Board

The screenshot shows the Cardinal Main Menu interface. On the left is a sidebar titled 'Menu - Classic' with a search bar and a list of menu items including 'myCardinal Financials', 'Employee Self-Service', 'Manager Self-Service', 'Supplier Contracts', 'Customers', 'Customer Contracts', 'Items', 'Vendors', 'Procurement Contracts', 'Purchasing', 'eProcurement', 'Services Procurement', 'Sourcing', 'Project Costing', 'Travel and Expenses', 'Billing', 'Accounts Receivable', 'Accounts Payable', 'Banking', 'Commitment Control', 'General Ledger', 'Allocations', 'Set Up Financials/Supply Chain', 'Enterprise Components', 'Worklist', 'Tree Manager', 'Reporting Tools', 'PeopleTools', 'Cardinal Interfaces', 'Change My Password', 'My Personalizations', and 'My System Profile'. A yellow arrow points from the 'myCardinal Financials' item in the sidebar to the 'myCardinal Messages' section on the right. The 'myCardinal Messages' section contains a table with the following data:

Begin Date	Message
11/19/2015	Due to holiday schedule, DOA is extending due dates for the Certification. Certification will be due 01/08/16.

Below the messages is the 'myCardinal Financials' section, which includes 'Financials Report Execution' and 'Financials Report Retrieval'. Under 'Financials Report Execution' are links for AP Reports, AR Reports, CL Reports, FA Reports, and FR Reports, along with 'Financials Query-based Reports'. Under 'Financials Report Retrieval' are links for 'FR Report Manager' and 'FR Process Monitor'.

- Cardinal Main Menu screen
- Production issues
- Period end cut-off dates
- Important Reminders



CAPP Manual – Cardinal

- DOA website has been updated to include a CAPP Manual for Cardinal
- DOA website provides a link to Cardinal website

Virginia.gov Agencies | Governor Search Virginia.Gov

Financial Accountability. Reporting Excellence.

DOA Virginia Department of Accounts

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Department of Accounts Home Page

Links...

- New Information!
- Stimulus Accounting and Reporting Information
- Systems Security Access Forms
- Accounts Receivable
- ARMICS
- CAPP Manual - CARS
- CAPP Manual - Cardinal
- Cardinal Project

➤ CAPP Manual - CARS

➤ CAPP Manual - Cardinal

➤ Cardinal Project



Frequently Asked Questions (FAQs)

(Website > Frequently Asked Questions)

Frequently Asked Cardinal Questions (12/3/2015)				
Item No.	Category	Question / Item	Answer	Links
107	General Ledger	Upload spreadsheet journal lines are copying down even if ChartField isn't checked. Why?	The journal spreadsheet upload excel sheet will copy down the amount line even when not checked.	
108	Accounts Payable	How do cash controls work and what will keep transactions from posting if there isn't available cash?	The Payment Cash checking process was developed to validate there is cash available by Business Unit and Fund for all disbursements (Vouchers, Expense Reports and Cash Advances). During the nightly processing transactions that are pulled for payment will be compared against the available cash balance for the Business Unit and Fund. When insufficient cash balances exist, the transaction will not be paid. It will get picked up again for processing the next night. There are job aids available on the Cardinal website that explain this process.	http://www.cardinalproject.virginia.gov
109	General Ledger	If you upload multiple journals and one of them fails, do they all fail?	Only journals with edit check errors will fail the upload. Journals without edit check errors will upload successfully.	
110	General Ledger	After a journal entry is sent to the approver, can the processor make any changes to the journal entry?	If the processor makes changes, they will have to resubmit the journal for approval.	
111	General Ledger	Is the Ledger Summary Page used to reconcile CARS?	No. See Job Aid SW GL332 Reconciling Cardinal to CARS for more information.	http://www.cardinalproject.virginia.gov

- Updated regularly
- Searchable, sortable
- Links to relevant materials
- Parking Lot questions from ILT Training are being added



Security and Vendor Requests



Cardinal Security Form

(Statewide Toolbox > Cardinal Security)

		Cardinal Security Form	
Security Access Entered By: <input type="text"/>		Date: <input type="text"/>	
SECURITY ACTION REQUESTED (select one)			
<input type="checkbox"/> New User Setup (complete all applicable fields and roles)		<input type="checkbox"/> Update Existing User (complete all applicable fields and roles)	<input type="checkbox"/> Lock Out Existing User (complete User Info Section Only)
USER INFORMATION			
Name - Last, First, Middle Initial <input type="text"/>		Email Address, e.g., first.last@agency.virginia.gov <input type="text"/>	
Employee ID: <input type="text"/>		COV Network Logon ID: <input type="text"/>	
User's Job Title: <input type="text"/>		Business Unit: <input type="text"/>	Department ID: <input type="text"/>
Is the User a contract worker? If so, check box and provide: User's Supervisor Name and COV Network Logon ID:			
Supervisor Name: <input type="text"/>		Employee ID: <input type="text"/>	
USER SETUP			
REQUIRED: ROW LEVEL SECURITY-Use drop down list to choose the correct Row Level Security permission list. Only one per user.(a user can only view, enter, or process transactions for Business Units included in their Row Level Security permission list)			
Business Units 10000 to 59999: <input type="text"/>		Business Units 60000 to 99999: <input type="text"/>	
If user is an Expense Approver , please select which expense profile is needed. May leave blank if user is a Supervisor or backup approver:		<input type="checkbox"/> Agency Head	<input type="checkbox"/> Fiscal Officer
<input type="checkbox"/> Check box if profile is to be removed from existing user.		<input type="checkbox"/> DOA Pre Audit (DOA Only-Statewide)	
If Agency Head or Fiscal Officer, enter Business Unit(s) and Department ID number(s) user approves.		<input type="text"/>	
Accounts Payable (check all roles requested)			
<input type="checkbox"/> Vendor Conversation Processor	<input type="checkbox"/> Voucher Processor	<input type="checkbox"/> Special Voucher Processor	
<input type="checkbox"/> Voucher Approver*	<input type="checkbox"/> Final Voucher Approver*	<input type="checkbox"/> Voucher Upload Error (Interfacing Only)	
<input type="checkbox"/> Payment Reconciler	<input type="checkbox"/> 1099 Administrator	<input type="checkbox"/> Expense Employee	
<input type="checkbox"/> Expense Processor	<input type="checkbox"/> Employee Profile Maintenance	<input type="checkbox"/> Expense Approver	
<input type="checkbox"/> Expense Reassign	<input type="checkbox"/> Secure Payment Reporter	<input type="checkbox"/> Petty Cash Processor	
<input type="checkbox"/> Payment Cash Configurator	<input type="checkbox"/> Workflow System Administrator	<input type="checkbox"/> EDI Viewer (Tier II and Tier III Only)	
Department of Accounts Only Statewide Roles:		<input type="checkbox"/> Vendor Maintenance Specialist	
<input type="checkbox"/> EDI Coordinator	<input type="checkbox"/> Payment Processor	<input type="checkbox"/> Special Payment Processor	
<input type="checkbox"/> Banking Configurator	<input type="checkbox"/> Paycycle Configurator	<input type="checkbox"/> Travel Expense Configurator	
<input type="checkbox"/> DOA Special Paycycle Processor	<input type="checkbox"/> Statewide Pre Audit Approver	<input type="checkbox"/> Voucher Spreadsheet Processor	
<input type="checkbox"/> Voucher Spreadsheet Approver	<input type="checkbox"/> Payment Cash Trans Override	<input type="checkbox"/> Oversight Viewer	
SE-SW-001		Rev. 01/29/16 Page 1 of 3	

- Use this form for any updates to user security
- Form and instructions for submission are posted on the Cardinal website
- Allow up to three business days for turnaround



Cardinal Security Handbook

(Statewide Toolbox > Cardinal Security)

Statewide Security Handbook

Cardinal
Commonwealth of Virginia

January 2016

- Complete form in conjunction with:
 - Cardinal Security Handbook
 - Cardinal CAPP Manual Policy
 - Form instructions
- Role definitions, based on function
- Separation of duties considerations



Cardinal Vendor Maintenance Request Form

(Statewide Toolbox > Forms)

- Use this form for Cardinal Vendor updates after Go-Live
- Form and instructions will be posted on the Cardinal website
- Allow up to five business days for turnaround

Vendor Maintenance Request



*Requested By: _____ *Approval Signature: _____
*Agency Number: _____ *Phone: _____ *Approval Name: _____
*Email: _____ *Approval Date: _____

* Denotes Required Field Expedite *Action Requested: Add New Vendor Update Existing Vendor

Identifying Information:

Vendor ID: _____ (*Required when Updating an Existing Vendor) Corporate Vendor: Yes No

*Vendor Name 1: _____

Vendor Name 2: _____

Vendor Short Name: _____ Corporate Vendor ID: _____
Of Parent Company if applicable

Vendor Status - INACTIVE: (*Required when Updating an Existing Vendor to Inactive)

*Classification: Board Member Non-Vendor Payee *Persistence: One Time



Cardinal Vendor Maintenance Signature Authorization (Statewide Toolbox > Forms)

 Agency Signature Authorization for Vendor Maintenance

Business Unit Name: _____
Business Unit ID: _____

1 _____
Name: _____
 Add New Authorizer Remove Existing Authorizer _____
Signature: _____

2 _____
Name: _____
 Add New Authorizer Remove Existing Authorizer _____
Signature: _____

3 _____
Name: _____
 Add New Authorizer Remove Existing Authorizer _____
Signature: _____

4 _____
Name: _____
 Add New Authorizer Remove Existing Authorizer _____
Signature: _____

5 _____
Name: _____
 Add New Authorizer Remove Existing Authorizer _____
Signature: _____

6 _____
Name: _____
 Add New Authorizer Remove Existing Authorizer _____
Signature: _____

As Fiscal Officer or Designee, I grant permission to the above individual(s) to request updates and/or changes to any vendor information in Cardinal, on behalf of the named agency.

Fiscal Officer or Designee

Signature

Date

Note: If designee signs, a delegation of signing authority must be on file with the Department of Accounts. This form only authorizes requests for changes to vendor records in Cardinal.

SW AP 501 Rev. 07/25/14

- Vendor Maintenance Request forms require the approval of agency staff listed on the Agency Signature Authorization for Vendor Maintenance form