



December Interface Meeting

December 2, 2015



Welcome & Introductions

- Cardinal Presenters
 - Lance Kaeberle
 - Maggie Rice
 - Kim White



Agenda

- Project Update / Current Status
- Interface Timeline and Agency Tasks
- Interface Testing
 - Supplemental Interface Testing
- Production Preparation
 - Task #76 – Connect To Cardinal Production
 - Interface File Delivery Standards
 - Production Vendor Data Extract
 - Deployment Cutover Calendar
 - Task #77 – Confirm Interface Contingency Plan



Project Timeline

	<i>Cardinal Part 3 Implementation Plan</i>																					
	Wave 2																					
	<i>Calendar Year</i>																					
	2014					2015								2016								
Phase	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M		
<i>Reintroduction and Planning</i>	■																					
<i>Design</i>				■																		
<i>Build</i>								■														
<i>Test</i>												■										
<i>Deploy</i>																		■		★		



We are here!

- Wave 2 Go-Live: February 1, 2016
- Retire CARS: July 2016



Update/Current Status

- Performance Consideration: Cardinal has a 500 Invoice or Distribution line limit on the Voucher Upload for performance reasons when opening online to view or modify
- Complete: Updated the interface documentation for the following interfaces for any changes since the August Monthly Interface Meeting (8/11/15). New documentation has been posted to the Cardinal Website, and a detailed list of the updates was communicated to agencies by emails on 10/7/15 and 12/1/15
 - AP.962 – Vendor Data Extract Functional Design
 - Updated Step 5 of the Processing Overview section to indicate that the files will remain on the file server for seven calendar days. The next day's Vendor Data Extract files will not overwrite existing files
 - AP.964 – Voucher Upload File Layout
 - Updated Processing Rules for PROJECT_ID and BUSINESS_UNIT_PC to indicate that both fields must be either populated or blank
 - Updated VOUCHER_ID Processing Rules to indicate any lowercase alphabetical characters included in the field will be automatically converted to uppercase
 - Updated Description on the Voucher Header record for the EFTPS amount fields (TAX_AMT, AMOUNT_2, AMOUNT_3) to clarify when they should be filled out
 - AP.965 – Voucher Extract File Layout
 - Provided further clarification on the V_DOA_SEND field. This field will be “Y” when the voucher should be sent to CARS and “N” when the voucher should not be sent to CARS
 - Updated the VCHR_TTL_LINES field on the Voucher Header record to a Number field. Previously it was listed as a Character field
 - AP.968 – Expense Report Upload File Layout
 - Updated Processing Rules for PROJECT_ID and BUSINESS_UNIT_PC to indicate that both fields must be either populated or blank
 - Updated SHEET_ID Processing Rules to indicate any lowercase alphabetical characters included in the field will be automatically converted to uppercase



Update/Current Status

- AP.967 – Cash Advance Upload File Layout
 - Updated ADVANCE_ID Processing Rules to indicate any lowercase alphabetical characters included in the field will be automatically converted to uppercase
- AP.969 – Cash Advance Extract Functional Design and File Layout
 - Added five fields to the 003 Distribution record (JOURNAL_ID, JOURNAL_DATE, POSTED_DATE, JOURNAL_LINE, UNPOST_SEQ)
 - Updated the Processing Rules for PYMNT_AMT
- AP.973 – 1099 Extract File Layout
 - Updated the Description of the Liability Amount (WTHD_LIABILITY_AMT). Updated the Description and Processing Rules of the Paid Amount (PAID_AMT). Previously incorrect
 - Updated the description of the PYMNT_METHOD field to indicate Payment Method will be blank when creating a 1099 adjustment in Cardinal
- AR.039 – Funds Receipt Upload File Layout
 - Updated Processing Rules for PROJECT_ID and BUSINESS_UNIT_PC to indicate that both fields must be either populated or blank
 - Updated V_DC_TICKET_NBR Processing Rules to indicate any lowercase alphabetical characters included in the field will be automatically converted to uppercase
- GL.600 – Journal Upload File Layout
 - Updated Processing Rules for PROJECT_ID and BUSINESS_UNIT_PC to indicate that both fields must be either populated or blank
 - Updated JOURNAL_ID Processing Rules to indicate any lowercase alphabetical characters included in the field will be automatically converted to uppercase
- GL.595 – Journal Extract File Layout
 - Updated the description of ADJUSTING_ENTRY and UNPOST_JRNL_DATE to indicate that they will not be blank. ADJUSTING_ENTRY will be defaulted to "N". UNPOST_JRNL_DATE will be defaulted to the Journal Date
- GL.102A – COA Extract File Layout
 - Updated the Processing Rules of EFFDT to indicate Effective Date will be blank for Projects






Interface Timeline & Agency Tasks

Cardinal Part 3 Wave 2 Interface Timeline - Test/Deploy

Task	November												December				January			
	November					December				January										
	2	9	16	23	30	7	14	21	28	4	11	18	25							
Cardinal Test Phase	Dark Blue																			
Cardinal System Test	Light Green																			
Task #55 Send / Receive Test Interface Files	Light Green					Light Green														
Task #55 Validate Data in Cardinal	Orange Dotted					Orange Dotted	Orange Dotted													
Agencies attend Monthly Interface Meeting				Orange Dotted																
Task #76 Connect to Cardinal Production Server	Light Green					Light Green														
Cardinal Deploy Phase						Dark Blue														
Task #77 Confirm Interface Contingency Plan							Light Green	Light Green	Light Green											
Supplemental Interface Testing (Optional)										Light Green	Light Green	Light Green								

We are here 

	Cardinal Phase
	Cardinal/Agency Tasks
	Agency On Site

- Task #55 – Send/Receive Test Interface Files and Validate Data: 8/17/15 – **12/18/15**
- Task #73 – Attend December 2015 Interface Meeting: 12/2/15
- Task #76 – Connect to Cardinal Production Server: 10/16/15 – 12/9/15
- Task #77 – Confirm Interface Contingency Plan: 12/14/15 – 12/29/15
- Supplemental Interface Testing (Optional): 1/6/16 – 1/21/16
- Task #80 – Attend January 2016 Interface Meeting - **Cancelled**



Interface Testing



Testing Status As Of 11/30/15

Status Description	Quantity
Upload Interfaces Processed Successfully and Passed	131 of 175
Total Testing Iterations of Upload Files	604
Extract Interfaces Processed Successfully and Passed	182 of 303
Cardinal Defects Documented and Resolved	101
Agency Defects Documented and Resolved	332
Off-Site and On-Site Validation Completed	13 of 48
Off-Site Validation Completed and On-Site Scheduled	13
Off-Site Validation (Extracts Only) Completed	1 of 3



Supplemental Interface Testing

– Goals

- Cardinal will be offering a supplemental interface testing opportunity from 1/6/16 – 1/21/16 to exchange agency files in the context of Cardinal automated batch
- **Agency participation is optional**
- Goals of the supplemental testing:
 - Test of Production-like files
 - Test automatic file exchange
 - Regression test of agency system changes (e.g., upgrade) that occurred after Task #55 was completed
 - Production-like simulation for interface processing only (i.e., no online error correction or data entry)



Supplemental Interface Testing – Logistics

- Agencies must complete all of Task #55 including On-Site Validation prior to participating in the supplemental interface testing
- Cardinal will not stage/enter transactions for agencies
- Automated processing will occur from 1/6/16 – 1/21/16, but will not occur on Friday nights, weekends, or holidays
- On 1/4/16, Cardinal will remove all upload files from agency Inbound and Outbound folders on the Cardinal Test Server for agencies who have completed Task #55
- Agencies may post files to their Inbound folder on the **Test File Server** starting on 1/5/16
- Processing will occur once a day beginning at 10 AM on 1/6/16. Files submitted after 10 AM will not be processed until the next batch process
- Extracts and Upload Error Reports will be available in the agency's Outbound folder the following day by 10 AM
- This is not a task and will not be tracked



Supplemental Interface Testing – Cardinal Environment Data

- Cardinal has an environment dedicated to the supplemental testing effort. Data previously uploaded and staged during Task #55 will not be in the system
- This environment will have the following agency specific data:
 - FY16 FM3 beginning balances for Appropriation, Allotment, and DPB Operating Plan, as well as adjustments through September
 - Same Vendor IDs and Vendor information as the 12/8/15 Production Vendor file extract
 - Employee data from the cleansed Task #46A – Employee Conversion spreadsheets
 - Agency level budget data from Task #91 – Determine FY 2016 Agency Level Budgets in Cardinal
 - Agency COA values submitted in Task #22A/B – Determine Agency Specific ChartField Values



Supplemental Interface Testing – Upload Expectations

- Agencies should test Production-like files (e.g., normal volume, no manual intervention)
 - The supplemental testing is not intended to be used as a stress test. Cardinal conducts its own Performance Testing
 - Focus is on processing files that simulate a normal day of transactions. Cardinal does not recommend negative testing to force errors
- No Capital Outlay or Legal Services approvals will occur online in Cardinal
- Up to five (5) uploaded Cash Advances will be approved per assembled agency (Cardinal will not be staging Cash Advance transactions online)
 - Cash Advances will require 2 days to appear on the Cash Advance Extract
- Cardinal Team will not be reviewing error reports or sending defect notifications
- Cardinal Team will only investigate issues when prompted by the agency
- Payment Cash Checking will be excluded from the supplemental test
- Agency-controlled ChartField value updates identified during testing will be the responsibility of the agency to apply in Production once Cardinal has deployed, unless a conversion related issue is identified



Supplemental Interface Testing – Upload Expectations Cont.

- Validation Office Hours will be held from 1 PM – 3 PM each afternoon of Tuesday, Wednesday, and Thursday of testing at Paragon Place
 - Agency resources may attend the Office Hours to view transactions online in Cardinal with the help of a Cardinal Project team member and job aids
 - Participation is optional
 - As a courtesy, please send an email to the Cardinal Interface Mailbox and copy your liaison, if you plan to attend



Supplemental Interface Testing - Extract Expectations

- Agencies will receive an extract file on a daily basis for each extract interface they selected. This is regardless of the frequency specified in Task #85 - Determine Frequency of Receipt for Extract Files
 - 1099 Extracts will not be transmitted as this interface will be initiated manually by agency users in Cardinal Production
- Extract files will only contain data uploaded by an agency. Cardinal will not be entering or modifying transactions online
- Agencies that do not upload data will receive blank extract files unless another agency uploads a transaction for that agency. Cardinal will not coordinate data between agencies
- Agencies will receive the extract files and error reports corresponding to the interfaces they have selected
 - Agencies with an upload and **not** the corresponding extract will receive the related posted transaction query results on CN SharePoint by 10 AM the following day. Note – Upon Go-Live agencies will run these queries online
- Central Agency Interface data (e.g., FAACS, CIPPS, CDS) will not be included in the agency extract files



Supplemental Interface Testing Calendar

January 2016

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>4</p> <p>Cardinal removes all files on the Cardinal Test Server for agencies who have completed Task #55</p>	<p>5</p> <p>Agencies may begin posting Upload files to the Cardinal Test Server</p>	<p>6</p> <p>Batch processing begins at 10AM</p>	<p>7</p> <p>Extracts and Upload Error Reports available by 10AM</p> <p>Batch processing begins at 10AM</p> <p>Agency Validation Office Hour Session (1PM - 3PM)</p>	<p>8</p> <p>Extracts and Upload Error Reports available by 10AM</p> <p>No processing on Fridays and weekends</p>
<p>11</p> <p>Batch processing begins at 10AM</p>	<p>12</p> <p>Extracts and Upload Error Reports available by 10AM</p> <p>Batch processing begins at 10AM</p> <p>Agency Validation Office Hour Session (1PM - 3PM)</p>	<p>13</p> <p>Extracts and Upload Error Reports available by 10AM</p> <p>Batch processing begins at 10AM</p> <p>Agency Validation Office Hour Session (1PM - 3PM)</p>	<p>14</p> <p>Extracts and Upload Error Reports available by 10AM</p> <p>Batch processing begins at 10AM</p> <p>Agency Validation Office Hour Session (1PM - 3PM)</p>	<p>15</p> <p>Extracts and Upload Error Reports available by 10AM</p> <p>Holiday - No Processing</p> <p>No processing on Fridays and weekends</p>
<p>18</p> <p>Holiday - No Processing</p>	<p>19</p> <p>Batch processing begins at 10AM</p> <p>Agency Validation Office Hour Session (1PM - 3PM)</p>	<p>20</p> <p>Extracts and Upload Error Reports available by 10AM</p> <p>Batch processing begins at 10AM</p> <p>Agency Validation Office Hour Session (1PM - 3PM)</p>	<p>21</p> <p>Extracts and Upload Error Reports available by 10AM</p> <p>Last day for batch processing which begins at 10AM</p> <p>Agency Validation Office Hour Session (1PM - 3PM)</p>	<p>22</p> <p>Extracts and Upload Error Reports available by 10AM</p> <p>Testing Complete</p>

* No processing on the weekends



Production Preparation



Task #76 – Connect to Cardinal Production Server

- **What:** Task #76 establishes and confirms an agency's connection to the Cardinal Production Server
- **How:** Agencies should have received their login credentials for the Cardinal Production Server via a phone call to the point of contact listed on the agency's Interface Account Request Form. Cardinal has posted a blank test file to the Agency's Outbound folder to test connectivity
- **When:** Task #76 was distributed on 10/16/15 and is due by 12/9/15. To complete Task #76, agencies must send an email to the Cardinal Interface Team confirming successful retrieval of the blank test file posted to the agency's Outbound folder of the Cardinal Production Server
- **Current Status:** 15 out of 51 assembled agencies have completed Task #76 as of 11/30/15



Interface File Delivery Standards - Production

- Upload files should be in the agency **Inbound** folder before the Cardinal batch processes begin at 6 PM
 - The first set of Production upload files will be processed the evening of 2/1/16
- Upload files will be removed from the file server and archived once they are picked up by the batch process
- Extract files and Upload Error Reports will be in the agency **Outbound** folder after the Cardinal batch processes end, typically no later than 7 AM the next day
 - The first set of Production Extract files and Upload Error Reports will be available the morning of 2/2/16
- Extract files and Upload Error Reports will be available on the file server for 7 calendar days
- Cardinal archives all uploads and extracts in a compressed format
- Agencies needing to access archived files will submit a Cardinal help desk ticket to have the files retrieved
- Weekly extracts will run in Friday night's batch and will be available Saturday morning, typically no later than 7 AM
- Monthly extracts will follow the DOA close calendar and will be available the next morning, typically no later than 7 AM



Production Vendor Data Extract File

- Agencies will receive the AP.962 Vendor Data Extract File generated from the **Cardinal Production environment by end of day 12/8/15**
- Agencies will continue to receive daily full and incremental Vendor Data Extract Files from the Cardinal Production environment after 12/8/15
- The file will be located in the “AP962” folder within your agency’s Outbound folder on the Cardinal Production File Server (established via Task #76)
- The file will contain all active vendors currently in Cardinal Production including converted Wave 2 EDI Vendors and Wave 2 Task #60A/B Vendors with final vendor information
- Vendors that failed the IRS TIN Match were converted as Unapproved. Agencies will need to work with CVG to correct the vendor information before they will be approved and available for use in Cardinal
- Vendor Extract files received prior to 12/8/15 **should not** be loaded into the agency Production database, since these are test files. **Agencies who load or use a non-Production file in their agency systems(s) risk sending payments to the incorrect vendor, incorrect address, and/or incorrect bank account**



Updating Vendor Data

- To create a new Cardinal Vendor or to update an existing Vendor, agencies will need to complete a Vendor Maintenance Request form found on the Cardinal Project website. Completed forms should be sent to the Commonwealth Vendor Group (CVG) via the e-mail CVG@doa.virginia.gov
 - Vendor Maintenance Request Form Navigation: Cardinal Website > Statewide Toolbox > Forms > Vendor Maintenance Request ([link](#))
 - Vendor Maintenance Request Form Instructions: Cardinal Website > Statewide Toolbox > Forms > Vendor Maintenance Request Forms Instructions ([link](#))
- Before your agency can submit a Vendor Maintenance Request form, the Fiscal Officer for your agency must submit an Agency Signature Authorization for Vendor Maintenance form. This form should have been completed with Task #60A/B and submitted to CVG via the e-mail CVG@doa.virginia.gov
 - Agency Signature Authorization for Vendor Maintenance Navigation: Cardinal Website > Statewide Toolbox > Forms > Agency Signature Authorization Vendor Maintenance ([link](#))
- All international vendors need to be submitted to the CVG through the Vendor Maintenance Request Form as they were not converted in Task #60A/B
- Agencies can submit Vendor Maintenance Request Forms prior to Wave 2 Go-Live for any new vendors or updates to existing vendors



Deployment Cutover Calendar

Date	Cardinal Considerations
Ongoing	Cardinal sends deployment readiness communications
12/8/15	Agencies begin receiving AP.962 - Vendor Data Extract from Production if selected
1/5/16	Agencies begin receiving GL.102A - COA Extract files from Production if selected
1/11/16	Agencies attend Change Network (CN) #4 Meeting
1/22/16	Agencies receive an ad-hoc run of the GL.288B - Budget Ledger Extract if selected
2/1/16	Cardinal Wave 2 Go-Live. End users granted access to Cardinal. First day for agencies to enter transactions online in Cardinal (beginning with FM08). First day for agencies to provide upload interface files (beginning with FM08)
2/2/16	Agencies begin receiving extract interfaces and upload error reports



Deployment Cutover Calendar

Date	CARS Considerations
1/26/16	All January Batch Types 2, 3, X, 4, R, and P must be released/interfaced to CARS
1/29/16	All January Batch Type D must be released/interfaced to CARS
2/2/16	All January Batch Type 7 must be released/interfaced to CARS
2/4/16	All January Batch Type 6 must be released/interfaced to CARS
2/5/16	All Wave 2 FM07 transactions must be cleared from error file in CARS
2/14/16	FM07 GL data is converted to Cardinal from CARS



Task #77 – Confirm Interface Contingency Plan

- **What:** Task #77 establishes a contingency plan to be enacted in the event an agency cannot interface transactions on 2/1/16
- **How:** Agencies review the Cardinal Interface Contingency Plan, which predominantly involves agencies keying transactions online in Cardinal if they are not able to meet the Cardinal Go-Live date of 2/1/16
- **Who:** Agency Primary Contacts will be responsible for completing this task
- **When:** This task will be communicated on 12/14/15 and is due back to the Cardinal Interface Team on 12/29/15



Contact Information

Your agency is encouraged to visit the Cardinal website for additional information about the project. The website can be found at: <http://www.cardinalproject.virginia.gov>

Please e-mail any general Cardinal project questions you have to the following e-mail address:
ProjectCardinal@doa.virginia.gov

Please e-mail any Interface questions you have to the following e-mail address:
Cardinal.Interfaces@doa.virginia.gov