



February Interface Meeting

February 25, 2015



Agenda

- Update / Current Status
 - Interface Timeline & Agency Tasks
- Employee
 - Employee Profile Overview
 - Task #46 – Review and Provide Employee Data
- Vendor
 - Vendor Data Extract Overview
 - Vendor Address vs. Vendor Location
 - Vendor Data Extract – Full vs. Incremental File
 - Task #60 – Vendor Conversion
 - Vendor Maintenance
- Upcoming Tasks
 - Task #28 – Design and Build Interfaces / Update Agency Systems for Cardinal
 - Task #84 – Define Business Unit Tree



Welcome & Introductions

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



Update/Current Status

- Complete: GL.595 Journal Extract file layout - added the "CARS Field (CARS History Interface Record Layout)" column
- Complete: GL.288A Actuals Ledger Extract file layout- added agency system mapping columns
- Complete: Updated EMPLID processing rules for clarification to "This is the employee's CIPPS ID which is typically the 9-digit PMIS number followed by two zeros" (AP.967 Cash Advance Upload, AP.969 Cash Advance Extract, AP.968 Expense Report Upload, AP.970 Expense Report Extract, AP.705 Payment Recon Extract)
- AP.962 Vendor Data Extract
 - Complete: updated Key Field and Required Field columns to "N" for the DESCR field on VENDOR_LOC tab of the file layout (previously it was blank)
 - Complete: Updated VNDR_LOC processing rules in the file layout to include examples
 - Complete: Updated V_AUDT_VNDR_TIN record description to indicate a '002' row will exist only if a vendor's TIN or TIN type has been changed
 - In Progress: Additional updates to AP.962 Vendor Data Extract (will be discussed further on slide 11)



Update/Current Status (Cont.)

- Complete: Updated field lengths in the following three file layouts (see slide 6)
 - AP.965 Voucher Extract
 - AP.973 1099 Extract
 - GL.102A COA Extract
- Complete: AP.705B Payment Recon Extract – updated field lengths and made adjustments based on feedback from Treasury (see slide 6)
- In Progress: AR.730 Funds Receipt Extract - adding the DATA_SOURCE field to the Payment record. DATA_SOURCE will define how a transaction was entered into Cardinal



File Layout Updates

AP.965 – Voucher Extract File Layout

- ACCOUNT: 7 to 10 characters
- CHARTFIELD2 (Program): 6 to 10 characters
- DEPTID: 5 to 10 characters
- CHARTFIELD1 (Cost Center): 8 to 10 characters
- PRODUCT (Task): 5 to 6 characters
- CLASS_FLD (FIPS): 3 to 5 characters
- OPERATING_UNIT: 5 to 8 characters
- CHARTFIELD3 (Agency Use 1): 8 to 10 characters
- BUDGET_REF (Agency Use 2): 5 to 8 characters
- UNPOST_SEQ: 1 to 2 numbers

AP.973 - 1099 Extract File Layout

- VNDR_REGIST_ID: 35 to 20 characters
- WTHD_BASIS_AMT: 26 to 28 numbers
- WTHD_LIABILITY_AMT: 26 to 28 numbers
- PAID_AMT: 26 to 28 numbers
- STATE: 2 to 6 characters

GL.102A - COA Extract File Layout

- SETID: 10 to 5 characters
- TREE_NODE_NUM: 12 to 10 numbers
- TREE_NODE_NUM_END: 12 to 10 numbers
- TREE_LEVEL_NUM: 12 to 3 numbers
- PARENT_NODE_NUM: 12 to 10 numbers

AP.705B – Payment Recon Extract File Layout & Design

- Added fields BANK_CD and DESCRSHORT on the Payment Table
- Updated PYMNT_STATUS field length from 1 to 12 on the Payment Table
- Updated ADDRESS1, ADDRESS2, ADDRESS3, and ADDRESS4 field length from 55 characters to 40 characters on the Payment Table



Interface Timeline & Agency Tasks

Cardinal Part 3 Wave 2 Interface Timeline - Design/Build																								
Task	Feb				Mar					Apr				May				Jun						
	2	9	16	23	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29		
Cardinal Design Phase																								
Cardinal creates Functional Designs																								
Cardinal creates Technical Designs																								
Agencies complete data mapping (Task #12 due 2/27)																								
Cardinal Build Phase																								
Cardinal builds interfaces																								
Agencies attend Monthly Interface Meetings																								
Agencies design, build and unit test interfaces (Task #28A-F)																								
Agencies Complete Task #28A																								
Agencies Complete Task #28B																								
Agencies Complete Task #28C																								
Agencies Complete Task #28D																								
Agencies define business unit tree (Task #84)																								
Agencies provide data for Employee Conversion (Task #46A)																								

We are here

- Task #12 – Complete data mapping: 12/22/14 – 2/27/15
- Task #28A-D – Agency Design/Build/Unit Test/Update System

- Checkpoint A: 2/25/15 – 3/13/15
- Checkpoint B: 4/15/15 – 4/22/15
- Checkpoint C: 5/13/15 – 5/20/15
- Checkpoint D: 6/17/15 – 6/24/15

- Task #84 – Define Business Unit tree: 3/16/15 – 3/31/15
- Task #46A - Review and Provide Employee Data: 4/20/15 – 5/8/15
- Task #60A – Provide Data for Vendor Conversion: 7/20/15 – 8/14/15



Employee Profile Overview

- Any non-payroll payment (including cash advances) made to employees of your agency **must** be processed through the Expenses module and cannot be paid from petty cash
- An employee record in Cardinal must have a PMIS generated employee ID
- Agency employees are stored on the employee table and are not considered vendors
- In Cardinal, an Employee Profile must be set up for:
 - All employees that receive expense reimbursements or cash advances
 - All employees who will be given access to Cardinal
- Employee Profiles must be maintained by agencies in Cardinal online
 - Cardinal is considering the creation of a new Employee Upload interface from agencies
- Employee EDI banking information is interfaced from CIPPS to Cardinal after the Employee Profile is created



Task #46 - Review and Provide Employee Data

- Cardinal will distribute Task #46A on 4/20 including a file containing all employees reimbursed via a CARS Batch Type 2 by your agency over the past 12 months
- Using this file, agencies will compile a list of all employees requiring an Employee Profile in Cardinal at the time of go-live (February 2016)
- Agencies will populate the Task #46A spreadsheet with the data Cardinal requires to create the Employee Profiles and return the spreadsheet by 5/8
- The Cardinal Team will review the completed spreadsheets and follow-up on issues
- Task #46B – Employee Resubmission will provide an opportunity for agencies to send any updates prior to go-live
- Cardinal will only load employee data that was returned in Task #46
- Any employee not included in Task #46 will have to be manually added online in Cardinal after go-live



Vendor Data Extract Goals and Key Challenges

- Goals:
 - Standardize vendors in a single master vendor database (Cardinal) shared by the Commonwealth
 - Provide agencies with all vendor data needed for their business in a single file from Cardinal, eliminating the need for eVA and DSBSD vendor file extracts to state agencies
- Key Challenges:
 - Two system sources for vendors with different objectives and different data structures:
 - Procurement vendors originate in eVA
 - Fiscal vendors originate in Cardinal
 - Ensure all required eVA and DSBSD vendor data fields are available to agencies from the Cardinal Vendor Data Extract

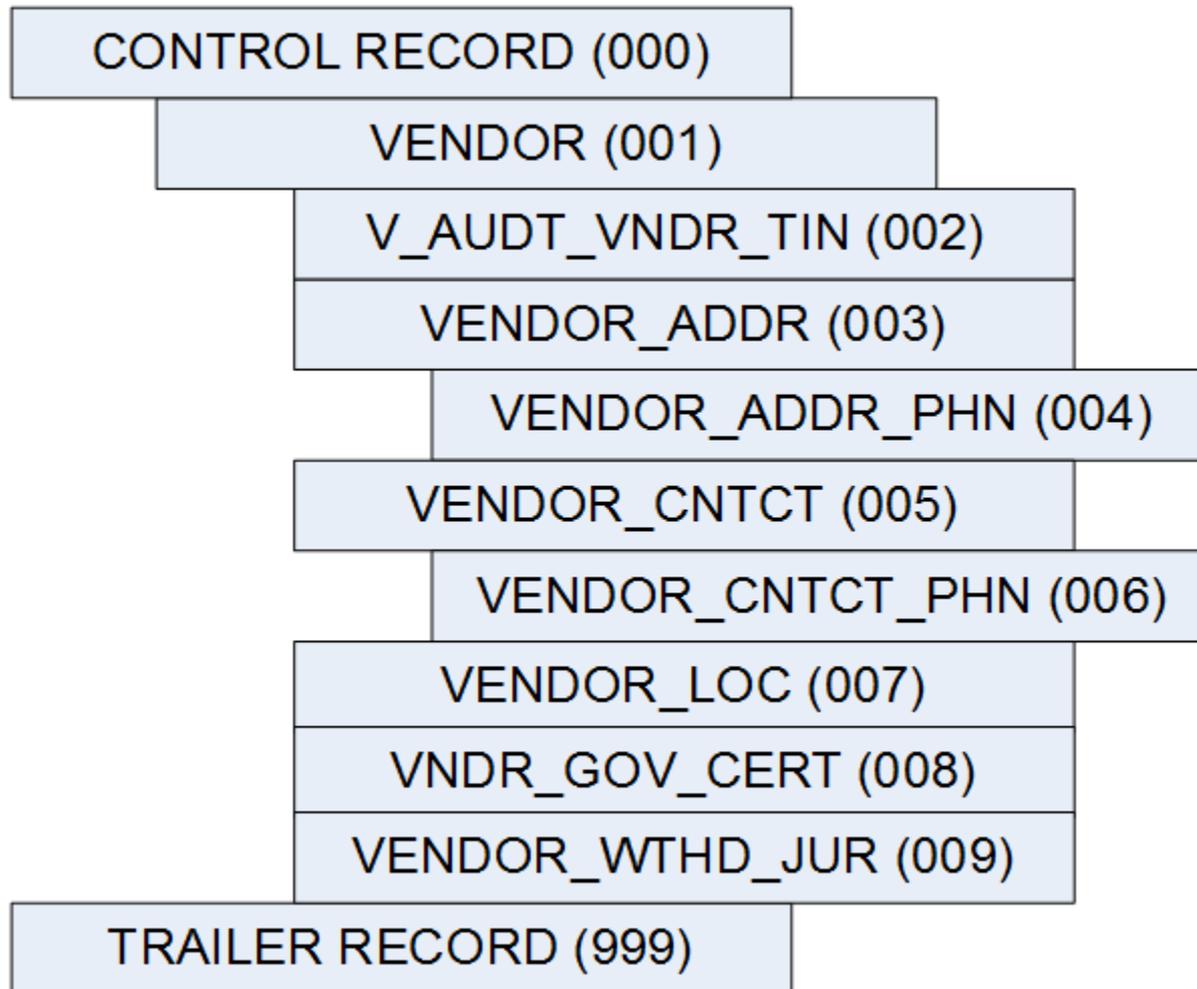


Vendor Extract Updates

Issue/Update	Reason
Field for Payment Method on '007' VENDOR_LOC record	To indicate EDI vendors
Field for eVA Registration Method on '003' VENDOR_ADDR	To provide designation of Self Registered vs. State Entered eVA vendors
Fields for PCard Acceptance on '003' VENDOR_ADDR	To indicate which vendors accept PCards and the type of card accepted
Field for eVA Vendor ID on '003' VENDOR_ADDR	To provide agencies with additional eVA identifier
Field for VNDR_GOV_CERT for SWAM micro business designation on '008' VNDR_GOV_CERT record (pending direction from DSBSD)	To add certification for SWAM reporting
New VENDOR_STATUS value of 'E' for Unapproved vendors on '001' VENDOR record	To provide all eVA vendors to agencies for procurement usage prior to CVG approval in Cardinal for payment activity
New record '009' (VENDOR_WTHD_JUR) for 1099 reporting	To provide 1099 information including 1099 address
Add additional filler space on each record	To leave room for future growth of vendor data



Vendor Data Extract Data Structure





Vendor Address vs. Vendor Location

- Cardinal requires a valid VENDOR_ID, ADDRESS_SEQ_NUM, and VNDR_LOC in the Voucher Upload
- Vendor Address (ADDRESS_SEQ_NUM on the '003' record) – physical address of the vendor
 - Stores alternate payee name and Vendor Location Identification Number (VLIN) from eVA
 - If alternate payee name is blank, then the name on the '001' record will be used on the payment
- Vendor Location (VNDR_LOC on the '007' record) - determines the payment method (e.g., ePayables, EDI bank account), similar to CARS suffix. Example values: MAIN, EPAY, EDI-XX (where XX is CARS suffix), and LEVY-XXX (where XXX is the agency number)
 - If the vendor is set up for EDI, then the MAIN location will typically represent the 00 suffix
 - Cardinal suggests prioritizing the locations in the following order with the caveat that exceptions to this order could exist:
 - ePayables > Levy > Main/EDI
 - Currently in production there are 112,156 active vendors and 1,087 active vendors with multiple locations. Out of the 1,087 active vendors with multiple locations:
 - 770 vendors contain an ePayables location and one EDI/Check location
 - 24 vendors contain a Levy related location and at least one EDI/Check location
 - 293 vendors contain multiple EDI locations (108 state agencies, 120 localities, 65 vendors)



Vendor Address vs. Vendor Location

- Vendors can have multiple addresses and multiple locations
- Vendor Address and Vendor Location are independent of each other. Any address sequence number (ADDRESS_SEQ_NUM) can be used with any Vendor Location (VNDR_LOC)
- Agencies **should not choose** values to store in their system based on REMIT_VENDOR, REMIT_LOC, and REMIT_ADDR_SEQ_NUM fields on the VENDOR_LOC '007' record
 - These are online defaults only
- Address Type **should not** be used to determine which ADDRESS_SEQ_NUM to send to Cardinal
 - An ADDRESS_SEQ_NUM with any Address Type can be sent to Cardinal
 - Not all vendors have a Remitting Address Type ('PA')
 - Vendors may have multiple addresses with a Remitting Address Type ('PA')



Vendor Address/Location Example

Henrico County (vendor ID 0000046249) and example vendor addresses:

Addr Seq # (ADDRESS_S EQ_NUM)	Address Type (VNDR_ADDR ESS_TYPE)	Address Line 1 (ADDRESS1)	VLIN (ADDRESS3)	Doing Business As Name (NAME1 on '003' record)
2	Invoicing (BI)	8247 Hermitage Road	VA10060423	
4	Remitting (PA)	P.O. Box 90775	VA10060423	
9	Main (MN)	3820 Nine Mile Road		Henrico County Public Schools
15	Remitting (PA)	P.O. Box 23120	VA00053499	Henrico County Public Schools

Henrico County (vendor ID 0000046249) has only one vendor location:

Vendor Location (VNDR_LOC)	Description (DESCR)
MAIN	Henrico County



Vendor Address/Location Example

Lynchburg City (vendor ID 0000046250) and example vendor addresses:

Addr Seq # (ADDRESS_S EQ_NUM)	Address Type (VNDR_ADDR ESS_TYPE)	Address Line 1 (ADDRESS1)	VLIN (ADDRESS3)	Doing Business As Name (NAME1 on '003' record)
1	Withholding (WH)	Juvenile Services 99 Ninth Street		City of Lynchburg Juvenile Services
3	Remitting (PA)	P.O. Box 60	VA10060424	City of Lynchburg Juvenile Services
5	Main (MN)	301 Grove Street		
6	Remitting (PA)	900 Church Street		

Lynchburg City (vendor ID 0000046250) and example vendor addresses:

Vendor Location (VNDR_LOC)	Description (DESCR)
MAIN	Lynchburg City
EDI-01	Lynchburg City - Education
EDI-10	Lynchburg City – State Local Foster Care



Vendor Extract - Full vs. Incremental File

Cardinal will make two Vendor Extract files available to agencies daily after Cardinal goes live:

Full Vendor Data Extract File:

- Selects all unapproved and approved regular vendors
- Excludes one time vendors and inactive vendors
- Selects current and future effective dated rows for data that is effective dated
- Excludes historical effective dated rows

Incremental Vendor Data Extract File

- Vendor data included if vendor is modified or added since the last run date
- Selects unapproved, approved, and inactive vendors
- Excludes one time vendors
- Selects current and future effective dated rows for data that is effective dated
- Excludes historical effective dated rows



Effective Dated Logic

Vendor Data Extract Run Date – 2/25/15

Address Seq. # (ADDRESS_SEQ_NUM)	Address Line 1 (ADDRESS1)	Effective Date (EFFDT)	Included in Vendor Data Extract?
1	1600 N. Main Street	3/20/15	Yes
1	200 Ballard Street	1/20/15	Yes
1	1501 E. Broad Street	10/22/14	No

Vendor Data Extract Run Date – 4/1/15

Address Seq. # (ADDRESS_SEQ_NUM)	Address Line 1 (ADDRESS1)	Effective Date (EFFDT)	Included in Vendor Data Extract?
1	1600 N. Main Street	3/20/15	Yes
1	200 Ballard Street	1/20/15	No
1	1501 E. Broad Street	10/22/14	No



Vendor Conversion

- In production, Cardinal currently contains 112,156 active vendors:
 - eVA Procurement vendors
 - VDOT and DOA Fiscal vendors
 - Wave 1 agency Fiscal vendors
 - Wave 1 agency EDI vendors from CARS
- In Wave 2, will convert remaining Wave 2 vendors:
 - Wave 2 agency EDI vendors from CARS
 - Wave 2 agency Fiscal Vendors
- Cardinal will compare production vendor table to the Wave 2 agencies' vendor information from the CARS Payment History File to identify vendors that have been paid within the past 18 months for your agency
 - These vendors are not automatically converted; they are provided to you as part of Task #60A Vendor Conversion



Task #60 - Provide data for Vendor Conversion

- Agencies identify vendors they would like to be available in Cardinal at go-live (February 2016). To assist in this effort, the Cardinal team will provide agencies with four files:
 - File 1 – Taxpayer Identification Numbers (TINs) that were paid by your agency in CARS during the past 18 months and are currently not in Cardinal
 - File 2 – CARS Payment Remittance Addresses for the TINs listed in File 1
 - File 3 – Cardinal TINs and the related Cardinal Payment Remittance Addresses for the TINs that were paid by your agency in CARS during the past 18 months that are already in Cardinal
 - File 4 – Cardinal TINs and the related CARS Payment Remittance Addresses for the TINs that were paid by your agency in CARS during the past 18 months that are already in Cardinal
- Agencies review the files provided and update the Task #60A spreadsheet with the vendors they need entered into Cardinal
- Task will be distributed 7/20 and the completed spreadsheet will need to be uploaded to the Change Network SharePoint site by 8/14
- Agencies will provide updates to existing vendors directly to CVG (e.g., address changes) by completing Vendor Maintenance Request forms
 - The Agency Signature Authorization for Vendor Maintenance form will have to be completed before an agency employee can submit Vendor Maintenance Request forms. This form will be included in Task #60A
- Task #60B will be released late in the Test Phase to gather new vendors that are added after Task #60A submission



Vendor Maintenance

- After completion of Task #60B and go-live:
 - New fiscal vendor requests should be submitted to CVG through the Vendor Maintenance Request form on the Cardinal Website
 - CVG will manually enter new fiscal vendors into Cardinal and provide the Vendor ID to the requesting agency
 - Procurement vendors will be interfaced to Cardinal from eVA
 - The Vendor Maintenance Request form must be submitted to CVG to create one time vendors without TINs
 - One time vendors with TINs do not require a form to CVG. Agencies will include these one time vendors in the Voucher Upload interface file, and Cardinal will create the one time vendors during the upload process

Cardinal Vendor Maintenance Request form location:

URL: <http://www.cardinalproject.virginia.gov/>

Navigation: Statewide Toolbox > Forms > Vendor Maintenance Request



Vendor or Employee?

Employee – any payee receiving payment through your agency’s payroll

Vendor – any payee other than your own employees

Scenario	Vendor or Employee
Agency employee (including students) paid for expense reimbursement	Employee
Agency employee not receiving reimbursement	Not entered in Cardinal unless employee has a Cardinal User ID
Reimbursing employee of other agency	Option 1: Vendor when there is no billing arrangement between the agencies Option 2: The employee’s agency reimburses employee through Expense Report and bills the other agency following the ATA process
Contractor services	Vendor
Board member	Vendor
Refunds (including students)	Vendor if already established in Cardinal as a regular vendor. Otherwise, a one time vendor



Task #28 Design and Build Interfaces / Update Agency Systems for Cardinal

- This task will be used by agencies to report the planned start/complete dates, status and actual start/complete dates of the design and build/unit test of interfaces and any related updates to agency systems
- Agencies are asked to submit the task on a monthly basis until the overall planned build complete date (August 14, 2015), after which testing with Cardinal will start
- Task #28B will begin tracking the status of open issues reported in Task #12 – Data Mapping

Due Dates	
Task #28 A	2/25/15 – 3/13/15
Task #28 B	4/15/15 - 4/22/15
Task #28 C	5/13/15 - 5/20/15
Task #28 D	6/17/15 - 6/24/15



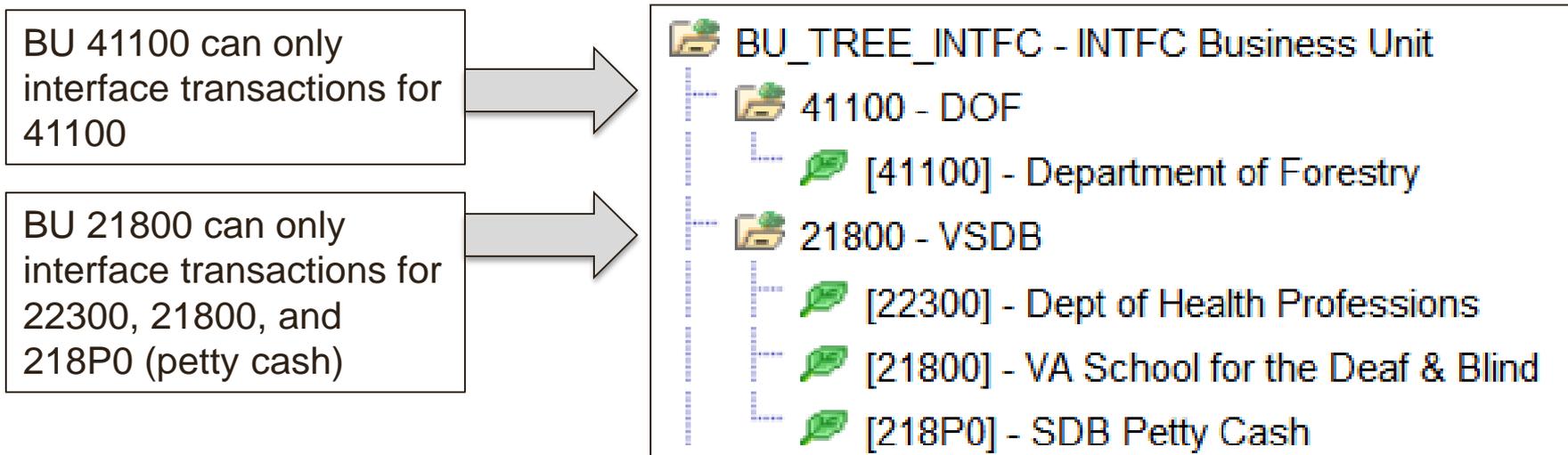
Interface Testing Sequence

- **Agencies must be ready to begin testing all selected interfaces with Cardinal by August 14, 2015**
- Cardinal plans to test the agency interfaces in the following order. It is recommended that agencies prioritize their interface design/build in a similar order in preparation for Cardinal Interface Testing (Agency Task #55)
 - Vendor Data Extract
 - Voucher Upload/Extract
 - Funds Receipt Upload/Extract
 - Expense Report Upload/Extract
 - Journal Upload/Extract
 - Cash Advance Upload/Extract
 - Payment Recon Extract
 - Chart of Accounts Extract
 - Actuals Ledger Extract
 - Budget Ledger Extract
 - 1099 Extract



Task #84 – Define Business Unit Tree

- One interface file in Cardinal can contain transactions for multiple Business Units
- The submitting agency (i.e., Business Unit on '001' Control record) can interface transactions for agencies they have authority to process for (i.e., Business Units at the transaction level)
- This authority will be configured on a Business Unit Tree defined in Task #84
- Any transaction interfaced by an agency that does not comply with the authority configured on this Business Unit Tree will result in a transaction level error and will be rejected by Cardinal
- Task #84 will be distributed on 3/16/15 and due on 3/31/15





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