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# Cardinal Security Handbook

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Cardinal Project  
Commonwealth of Virginia  
Statewide

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## **Cardinal Security Handbook**

Each agency is established as a Business Unit in Cardinal and each user in Cardinal is assigned a Row Level Security permission list. This permission list determines the Business Units that the user can access. The purpose of Row Level Security is to prevent users from being able to modify or view data for other agencies. A user can only view, enter, or process transactions for Business Units included in their Row Level Security permission list.

Cardinal users need to be assigned the appropriate roles and security settings in the Cardinal System to have access to do their jobs. This Cardinal Security Handbook is designed to help agencies determine the correct roles for Cardinal users.

### **Cardinal Security Officers (CSO)**

The Cardinal Security Officers listed on the Department of Account (DOA) Authorized Signatories Form (DA-04-121) have been granted authority to authorize the Cardinal Security Team to add, update and delete users in Cardinal that are both preparers and approvers of transactions in Cardinal. By approving a transaction in Cardinal, the agency, department or institution, and its employees and agents, agree to the certifications contained in the Commonwealth Accounting Policy and Procedure Manual for the applicable transaction.

### **Cardinal Security Form**

The Cardinal Security Form must be completed by the applicable agency's Cardinal Security Officer (CSO). The form should include required signatures prior to submitting to the Cardinal Security Team, in order for access to be granted to Cardinal.

The Cardinal Security Form can be found in the Statewide Toolbox tab on the Cardinal website using the following path:

**Statewide Toolbox > Cardinal Security > Cardinal Security Form (SE-SW-001)**

Use this form to:

- Assign users to roles within Cardinal
- Update existing Cardinal user information
- Lock out users no longer requiring access to Cardinal

Submit the completed form to the Cardinal Security Mailbox at: [cardinal.security@doa.virginia.gov](mailto:cardinal.security@doa.virginia.gov)

### **Cardinal User Roles**

Use the Cardinal Security Handbook as a reference when completing the Cardinal Security form. It defines Cardinal roles by functional area.

You will find the following information in the handbook regarding Cardinal roles:

- Role descriptions
- Segregation of duties
- Other role considerations

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### **Segregation of Duties Policy Exceptions:**

Several combinations of Cardinal security roles have been noted as potential segregation of duty (SOD) conflicts in this handbook. As a general rule, SOD role combinations will not be granted to Cardinal users. Exceptions can be requested for agencies where limited staffing is available or special circumstances exist. Before submitting a completed security form to the Cardinal Security Team with an SOD role combination conflict, the agency should complete the following steps.

- Submit a written request to DOA's Director of General Accounting (email: [gacct@doa.virginia.gov](mailto:gacct@doa.virginia.gov)) that includes:
  - Exception requested
  - Justification for the exception
  - Description of the internal control implemented by the agency to mitigate the lack of segregation of duties
  - Approval (signature) from Agency Head
  - Users' Cardinal Security Form (SE-SW-001)

DOA will notify the agency in writing if the exception is granted. Upon approval, submit the following to Cardinal Security:

Submit the completed Cardinal Security form (flagged as SOD Exception) and sign under the DOA's Director of General Accounting signature line (Email: [cardinal.security@doa.virginia.gov](mailto:cardinal.security@doa.virginia.gov)).

## Accounts Payable User Roles

Accounts Payable (AP) is the main source of all non-payroll payment information for a financial entity. Cardinal AP includes the following processes:

- Establish and Maintain Vendors
- Enter and Process Vouchers
- Expense Processing
- Process Payments
- Process 1099

### ***About this Section***

This section outlines the available roles for AP in Cardinal. Use the AP User Roles and Descriptions Table below to determine the appropriate AP roles needed by agency users in Cardinal.

The AP User Roles & Descriptions Table provides the following information:

- Role Descriptions
- Segregation of Duties
- Other Role Considerations

### ***AP User Roles & Descriptions Table***

Descriptive Role Name	Role Description	Separation of Duties	Other Role Considerations
<p style="text-align: center;"><b>Vendor Conversation Processor</b> <b>V_AP_COVA_VENDOR_CONVERSATION</b></p>	<p>This role is for users routinely involved in the Vendor Procure to Pay process who have a need to interact with vendors. This role has access to:</p> <ul style="list-style-type: none"> <li>• Record Vendor Conversations</li> </ul>	N/A	N/A
<p style="text-align: center;"><b>Voucher Processor</b> <b>V_AP_COVA_VOUCHER_PROCESSOR</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Enter and maintain vouchers</li> <li>• Review voucher accounting entries</li> <li>• Delete vouchers</li> </ul>	<p>Should not be given to a user with the Voucher Approver or Final Voucher Approver roles.</p>	N/A

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Descriptive Role Name	Role Description	Separation of Duties	Other Role Considerations
<b>Special Voucher Processor</b> <b>V_AP_COVA_SPEC_VCHR_PROCESSOR</b>	This role has access to everything the Voucher Processor has. In addition, this role has access to: <ul style="list-style-type: none"> <li>• Manually schedule payments</li> <li>• Record manual payments</li> <li>• Update vouchers with payment offsets (liens, garnishments)</li> <li>• Close vouchers</li> <li>• Place holds on vouchers</li> </ul>	Should not be given to a user with the Voucher Approver or Final Voucher Approver roles.	This role is the only role who is able to update/correct Scheduled Due Date when the 00PP pay term is used.
<b>Voucher Approver</b> <b>V_AP_COVA_VOUCHER_APPROVER</b>	This role has access to: <ul style="list-style-type: none"> <li>• Approve vouchers</li> </ul>	Should not be given to a user with the Final Voucher Approver, Voucher Processor, Petty Cash Processor or Special Voucher Processor roles.	N/A
<b>Final Voucher Approver</b> <b>V_AP_COVA_VCHR_FINAL_APPROVER</b>	This role has access to: <ul style="list-style-type: none"> <li>• Approve vouchers</li> </ul> <p>Note: There must be a user with the Voucher Approver level role for the Final Voucher Approver level role to be used. This is an option for a 2nd level of agency voucher approval.</p>	Should not be given to a user with the Voucher Approver, Voucher Processor, Petty Cash Processor or Special Voucher Processor roles.	N/A
<b>Voucher Upload Error Reporter</b> <b>V_AP_COVA_VCHR_ERROR_REPORTER</b>	This role provides access to view and execute the voucher upload error report. <p>Note: This report can contain sensitive data, so this role should only</p>	N/A	This role is only available for interfacing agencies.

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Descriptive Role Name	Role Description	Separation of Duties	Other Role Considerations
	be assigned to authorized users based on agency secure data policies.		
<b>Payment Reconciler</b> <b>V_AP_COVA_PAYMENT_RECONCILER</b>	This role has access to: <ul style="list-style-type: none"> <li>• Manually reconcile petty cash payments</li> </ul>	N/A	N/A
<b>1099 Administrator</b> <b>V_AP_COVA_1099_ADMINISTRATOR</b>	This role has access to: <ul style="list-style-type: none"> <li>• Create 1099 reporting file to IRS</li> <li>• Create vendor Copy-B reports</li> <li>• Run 1099 processes</li> <li>• Make adjustments for 1099 reporting</li> <li>• Run 1099 reports and queries containing sensitive data</li> </ul>	N/A	This role will have access to sensitive data, as it will be able to view Vendor TIN on the vendor record.
<b>Expenses Employee</b> <b>V_AP_COVA_EXPENSES_EMPLOYEE</b>	This role has access to: <ul style="list-style-type: none"> <li>• Enter travel authorizations</li> <li>• Enter cash advances</li> <li>• Enter expense reports for self or as a proxy to others</li> <li>• View their own employee profile</li> <li>• Delete travel authorizations</li> <li>• Delete cash advances</li> <li>• Delete expense reports</li> <li>• Cancel travel authorizations</li> </ul>	Should not be given to a user with the Expense Approver role.	Any user designated by the agency to be an Expense Proxy is required to have this role.

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Descriptive Role Name	Role Description	Separation of Duties	Other Role Considerations
<b>Expenses Processor</b> <b>V_AP_COVA_EXPENSES_PROCESSOR</b>	This role has access to: <ul style="list-style-type: none"> <li>• Reconcile cash advances</li> <li>• Close expense reports</li> <li>• View expense accounting entries</li> <li>• Authorize an employee to enter expenses on behalf of another employee (proxy configuration)</li> <li>• Create templates</li> <li>• Run Expense reports with sensitive data</li> <li>• View Expense Report and Cash Advance payments and cancelations.</li> </ul>	N/A	N/A
<b>Employee Profile Maintenance</b> <b>V_AP_COVA_EMP_PROFILE_MAINT</b>	This role has access to: <ul style="list-style-type: none"> <li>• Create/update employee profiles not including banking information</li> </ul>	N/A	The agency will need to maintain employee profiles. There should be at least one individual at each agency with this role.
<b>Expense Approver</b> <b>V_AP_COVA_EXPENSES_APPROVER</b>	This role has access to: <ul style="list-style-type: none"> <li>• Approve expense transactions</li> </ul>	Should not be given to a user with the Expenses Employee role.	Any user that may approve expenses should be given this role, even if they are not designated as a Fiscal Officer or Agency Head.
<b>Expenses Reassign</b> <b>V_AP_COVA_EXPENSES_REASSIGN</b>	This role has access to: <ul style="list-style-type: none"> <li>• Move expense transactions from one approver's worklist to another</li> </ul>	N/A	N/A

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Descriptive Role Name	Role Description	Separation of Duties	Other Role Considerations
<b>Secure Payment Reporter</b> <b>V_AP_COVA_SECURE_PMNT_REPORTER</b>	This role has access to: <ul style="list-style-type: none"> <li>• Run payment reports containing sensitive data</li> <li>• Run Payment History by Vendor, Payment History by Bank, Payment History by Payment, and Trial Register reports</li> </ul>	N/A	N/A
<b>Petty Cash Processor</b> <b>V_AP_COVA_PETTY_CASH_PROCESSOR</b>	This role has access to: <ul style="list-style-type: none"> <li>• Create petty cash checks via express pay page</li> </ul>	Should not be given to a user with the Voucher Approver or Final Voucher Approver roles.	N/A
<b>Payment Cash Configurator</b> <b>V_AP_COVA_PYMNT_CASH_CONFIG</b>	This role has access to: <ul style="list-style-type: none"> <li>• Set payment priorities for specific vouchers, expense reports, and/or cash advances via cash checking transaction priority page</li> </ul>	N/A	N/A
<b>WF System Administrator</b> <b>V_COVA_WF_WL_REASSIGN</b>	This role has access to: <ul style="list-style-type: none"> <li>• Move worklist items from one User to another.</li> <li>• Set the Alternate User ID to which future transactions will flow.</li> </ul>	Should not be given to a user with approval access to Vouchers and Journals.	This role should be assigned to one User and one backup per agency.

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## Accounts Payable Workflow

### ***About this Section***

Workflow is an automated process that takes a Cardinal transaction and routes it to the next approver level for action (approve or deny).

### **Expenses Workflow**

The Expense Approver role is routed based on Department IDs. Read on to learn more about the Expense Approver role and workflow routing for this role.

The following Expense role(s) are tied to workflow:

- Expense Approver

Because the Expense Approver role deals with the approval of expenses, as a general rule, only employees can be mapped to this role. Non-employees should not typically be mapped to this role. When an expense transaction is entered for an employee, the person who is identified as their supervisor in their Cardinal expense profile will be the first level of approval. This is not necessarily their operational supervisor, as not all employees have user ids in Cardinal.

Employees who are mapped to the Expense Approver role may need to be assigned to an Expense Approver route profile in order to properly route expense related workflow transactions according to their position / role.

Please use the information provided below to select the appropriate Expense Approver workflow profile for your users in Cardinal and list the department ID ranges for which the user will approve. Please keep in mind, a user can only be assigned to one of the expense approver profiles listed below, and only one user can be established per profile/department range combination.

Expense Approver Profile	Profile Description
Fiscal Officer	Approval of all expense reports, travel authorizations, and cash advances. This approval level is optional for online agencies.
Agency Head	Approval of expense reports and travel authorizations containing expense amounts over the allowable amount and/or over \$500. Interfacing agencies will not have the Agency Head approval level in Cardinal.

## **Voucher Workflow**

Users mapped to the following role will be assigned the agency specific route control profile(s) in order to properly route transactions for approval. Route control profiles are assigned to users to identify the areas on which they work.

- Voucher Approver or Final Voucher Approver

If the user is mapped to the Voucher Approver or Final Voucher Approver role, agencies will need to identify the Business Unit number(s) for which that user can perform approvals. Please note, the Final Voucher Approver role is only applicable to agencies that have previously selected two levels of voucher approval.

## Accounts Receivable User Roles

Accounts Receivable (AR) is the functional area that handles a series of accounting transactions dealing with funds receipts. Cardinal AR includes the following process:

- Enter Funds Receipts

### ***About this Section***

This section outlines the available roles for AR in Cardinal. Use the AR User Roles & Descriptions Table below to determine the appropriate AR roles needed by agency users in Cardinal.

The AR User Roles & Descriptions Table provides the following information:

- Role Descriptions
- Segregation of Duties
- Other Role Considerations

AR User Roles & Descriptions Table

Descriptive Role Name	Role Description	Separation of Duties	Other Role Considerations
<b>Funds Receipt Processor</b> <b>V_AR_COVA_FUNDS_REC_PROCESSOR</b>	This role has access to: <ul style="list-style-type: none"> <li>• Enter deposits for miscellaneous payments</li> <li>• Enter direct journal accounting entries for deposits</li> </ul>	N/A	N/A
<b>Funds Receipt Manager</b> <b>V_AR_COVA_FUNDS_REC_MANAGER</b>	This role has access to everything the Funds Receipts Processor role has. In addition, this role has access to: <ul style="list-style-type: none"> <li>• Review and Complete direct journal accounting entries</li> <li>• Budget Check journal entries online</li> <li>• Group and approve deposits with a custom deposit certificate for submission to CARS and the Dept. of Treasury.</li> </ul>	N/A	N/A

## General Ledger User Roles

General Ledger (GL) is the functional area that handles the set of financial accounts used to: accumulate the results of transaction processing, create budgets, generate financial statements and provide source financial data for reporting purposes. Cardinal GL includes the following processes:

- System Setup and ChartFields
- Create and Process Budget Journals
- Create and Process Journals
- Period Close

### ***About this Section***

This section outlines the available roles for GL in Cardinal. Use the GL User Roles & Descriptions Table below to determine the appropriate GL roles needed by agency users in Cardinal.

The GL User Roles & Descriptions Table provides the following information:

- Role Descriptions
- Segregation of Duties
- Other Role Considerations

### ***GL User Roles & Descriptions Table***

Descriptive Role Name	Role Description	Separation of Duties	Other Role Considerations
<b>Journal Processor</b> <b>V_GL_COVA_JOURNAL_PROCESSOR</b>	This role has access to: <ul style="list-style-type: none"> <li>• Enter online journals</li> <li>• Enter spreadsheet journals</li> <li>• Edit journals online</li> <li>• Budget check journals online</li> <li>• Copy a journal</li> <li>• Execute Spreadsheet Upload process (batch process)</li> <li>• Review budget check exceptions</li> </ul>	Should not be given to a user with the Journal Approver role.	Agencies cannot enter an “agency to agency” (ATA) journal that crosses business units outside of their control group. Agencies will need to submit requests to DOA General Accounting when an ATA journal is needed (see CAPP Cardinal Topic 20405 for details).
<b>Journal Processor - Interfacing</b> <b>V_GL_COVA_JRNL_PROCESSOR_INT</b>	This role is the same as the Journal Processor role above, but it is only available to Interfacing Agencies.	Should not be given to a user with the Journal Approver role.	N/A

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Descriptive Role Name	Role Description	Separation of Duties	Other Role Considerations
<b>Journal Approver</b> <b>V_GL_JOURNAL_APPROVER</b>	This role has access to: <ul style="list-style-type: none"> <li>• Approve journals</li> <li>• Post journals through batch process or online</li> <li>• Review journal lines</li> <li>• Execute Spreadsheet Upload process (batch process)</li> <li>• Execute Journal Edit through batch process</li> <li>• Execute Journal Budget Check through batch process</li> </ul>	This role should not be given to a user with the Journal Processor or Journal Processor – Interfacing roles.	N/A
<b>Agency ChartField Administrator</b> <b>V_GL_COVA_AGENCY_CF_ADMIN</b>	This role has access to: <ul style="list-style-type: none"> <li>• Maintain Agency controlled ChartFields (Department, Project, Cost Center, Task, Asset, Agency Use 1, Agency Use 2)</li> <li>• Maintain SpeedTypes/SpeedCharts</li> </ul>	N/A	N/A
<b>Budget Processor</b> <b>V_GL_COVA_BUDGET_PROCESSOR</b>	The Budget Processor is responsible for budget journals at the agency-level. This role has access to: <ul style="list-style-type: none"> <li>• Enter budget journals, budget transfers and budget adjustments</li> <li>• Upload journals using the Spreadsheet Budget Journal upload</li> <li>• Review and correct budget journal errors</li> </ul>	Should not be given to a user with the Budget Approver role.	N/A
<b>Budget Approver</b> <b>V_GL_COVA_BUDGET_APPROVER</b>	The Budget Approver is responsible for agency-level budgets. This role has access to: <ul style="list-style-type: none"> <li>• Post budget journals through online or batch process</li> <li>• Delete budget journals through online or batch process</li> <li>• Post budget transfers and adjustments</li> <li>• Override agency level budget exceptions</li> </ul>	Should not be given to a user with the Budget Processor role.	N/A

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Descriptive Role Name	Role Description	Separation of Duties	Other Role Considerations
	<ul style="list-style-type: none"> <li>• Upload spreadsheet budget journals</li> </ul>		
<p><b>General Ledger nVision Executer</b> <b>V_GL_COVA_NVISION_EXECUTER</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Maintain the scope of nVision reports</li> <li>• Create nVision report requests</li> </ul>	N/A	<p>This role requires the user to also have the CAFR Processor role.</p>
<p><b>CAFR Processor</b> <b>V_GL_COVA_CAFR_PROCESSOR</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Enter and report on CAFR ledgers (Cash, Modified Accrual, Full Accrual)</li> </ul>	N/A	<p>This role has to be assigned in conjunction with the Journal Processor role in order to be able to enter journal entries to the CAFR ledgers.</p> <p>This role has to be assigned in conjunction with the Journal Approver role to be able to post CAFR entries, although there is no approval process for CAFR entries.</p>

## General Ledger Workflow

### *About this Section*

Workflow is an automated process that takes a Cardinal transaction and routes it to the next approver level to approve or deny. The GL Journal Approver is tied to workflow.

Users mapped to the following role will be assigned the agency specific route control profile(s), to properly route transactions for approval. Route control profiles are assigned to users to identify the areas on which they work.

- Journal Approver

If the user is mapped to the Journal Approver role, agencies will need to enter the Business Unit number(s) for which that user can perform approvals.

## Additional User Roles

The additional roles that follow relate to reporting, queries and PeopleSoft user system setup. These are default roles that all Cardinal users will receive.

### ***About this Section***

This section outlines additional roles in Cardinal. Please use the Additional User Roles & Descriptions Table below to understand the roles all Cardinal users will receive.

The Additional User Roles & Descriptions Table provides the following information:

- Role Descriptions
- Segregation of Duties
- Other Role Considerations

### ***Additional User Roles & Descriptions Table***

Descriptive Role Name	Role Description	Separation of Duties	Other Role Considerations
<b>Cardinal Viewer</b> <b>V_COVA_CARDINAL_VIEWER</b>	This role has access to: <ul style="list-style-type: none"> <li>• Read only pages in Cardinal deemed to be exclusive of sensitive data</li> </ul>	N/A	N/A
<b>Cardinal Reporter</b> <b>V_COVA_CARDINAL_REPORTER</b>	This role has access to: <ul style="list-style-type: none"> <li>• Run reports in Cardinal deemed to be exclusive of sensitive data</li> </ul>	N/A	N/A
<b>Cardinal PeopleSoft User</b> <b>V_COVA_PEOPLESOFT_USER</b>	This role has access to: <ul style="list-style-type: none"> <li>• Run public queries deemed to be exclusive of sensitive data</li> </ul>	N/A	N/A

## Appendix

### ***Statewide Central Roles***

The roles listed here are ones that exist within the Cardinal system, but are only available to select agencies/operations. These organizations include: Department of Accounts (DOA), Department of Treasury, Commonwealth Vendor Group (CVG), and others as noted. Any request to assign a Statewide Central Role requires approval from a designated Cardinal DOA Approver (or specific designee noted in the table that follows).

### ***About this Section***

This section outlines central roles in Cardinal. Please use the Statewide Central Roles & Descriptions Table below to understand the roles in Cardinal that will be controlled by central departments.

The Additional User Roles & Descriptions Table provides the following information:

- Role Descriptions
- Restrictions
- Other Role Considerations

### ***Statewide Central Roles & Descriptions Table***

Descriptive Role Name	Role Description	Restrictions	Other Role Considerations
<b>Vendor Maintenance Specialist</b> <b>V_AP_VENDOR_MAIN_SPECIAL</b>	This role has access to: <ul style="list-style-type: none"> <li>• Enter vendors</li> <li>• Maintain vendors including financial sanctions, TIN matching, and 1099 reporting class setup</li> <li>• Configure DMBE certification types and conversation keywords</li> </ul>	This role may only be selected by employees of the following agency/division(s): <ul style="list-style-type: none"> <li>• CVG</li> <li>• Department of Accounts: General Accounting</li> </ul>	Vendor additions and maintenance will be owned by CVG.
<b>EDI Coordinator</b> <b>V_AP_EDICoORDINATOR</b>	This role has access to: <ul style="list-style-type: none"> <li>• Enter EDI banking information for vendors and employees</li> </ul>	This role may only be selected by employees of the following agency/division(s): <ul style="list-style-type: none"> <li>• CVG</li> </ul>	Vendor additions and maintenance will be owned by CVG.

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Descriptive Role Name	Role Description	Restrictions	Other Role Considerations
<p style="text-align: center;"><b>Payment Processor</b> <b>V_AP_COVA_PAYMENT_PROCESSOR</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• View pay cycle exceptions</li> <li>• Cancel payments</li> </ul>	<p>This role may only be selected by employees of the following agency/division(s):</p> <ul style="list-style-type: none"> <li>• Department of Accounts: General Accounting</li> </ul>	<p>N/A</p>
<p style="text-align: center;"><b>Special Payment Processor</b> <b>V_AP_COVA_SPEC_PYMNT_PROCESSOR</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Use the Express Payment page to process Emergency Checks</li> </ul>	<p>This role may only be selected by employees of the following agency/division(s):</p> <ul style="list-style-type: none"> <li>• Department of Accounts: General Accounting</li> </ul>	<p>N/A</p>
<p style="text-align: center;"><b>Banking Configurator</b> <b>V_AP_COVA_BANKING_CONFIGURATOR</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Set up Commonwealth of Virginia bank accounts</li> </ul>	<p>This role may only be selected by employees of the following agency/division(s):</p> <ul style="list-style-type: none"> <li>• Department of Accounts: General Accounting</li> </ul>	<p>N/A</p>
<p style="text-align: center;"><b>Paycycle Configurator</b> <b>V_AP_PAYCYCLE_CONFIGURATOR</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Update check write dates on Pay Cycle</li> </ul>	<p>This role may only be selected by employees of the following agency/division(s):</p> <ul style="list-style-type: none"> <li>• Department of Accounts: General Accounting</li> </ul>	<p>N/A</p>
<p style="text-align: center;"><b>Statewide Pre Audit Approver</b> <b>V_AP_PRE_AUDIT_APPROVER</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Approve Capital Outlay transactions</li> <li>• Approve Legal Services transactions</li> </ul>	<p>This role may only be selected by employees of the following agency/division(s):</p> <ul style="list-style-type: none"> <li>• Department of</li> </ul>	<p>N/A</p>

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Descriptive Role Name	Role Description	Restrictions	Other Role Considerations
		Accounts: General Accounting	
<b>Payment Cash Transaction Override</b> <b>V_COVA_PYMNT_CASH_TRANSOVRD</b>	This role has access to: <ul style="list-style-type: none"> <li>• Record specific business unit/fund combinations for cash checking fund level processing rules of bypass, override and fiscal year option</li> <li>• Record specific vouchers, expense reports, and/or cash advances on cash checking transaction override page</li> </ul>	This role may only be selected by employees of the following agency/division(s): <ul style="list-style-type: none"> <li>• Department of Accounts: General Accounting</li> </ul>	N/A
<b>Funds Receipts Processor for Multiple GL BU</b> <b>V_AR_COVA_FUNDS_REC_MULTIBU</b>	This role has access to: <ul style="list-style-type: none"> <li>• Enter payments and deposits</li> <li>• Enter directly journaled payments</li> <li>• Select multiple GL business units on a Funds Receipt transaction</li> </ul>	The role will be restricted to a select group of users from the Department of the Treasury	N/A
<b>Statewide Journal Approver</b> <b>V_GL_STATE_JRNL_APPROVER</b>	This role has access to: <ul style="list-style-type: none"> <li>• Approve Journals</li> <li>• Post journals through batch process or online</li> <li>• Review journal lines</li> <li>• Upload import file</li> <li>• Execute Spreadsheet Upload process (batch process)</li> <li>• Execute Journal Edit through batch process</li> <li>• Execute Journal Budget Check through batch process</li> </ul>	This role may only be selected by employees of the following agency/division(s): <ul style="list-style-type: none"> <li>• Department of Accounts: General Accounting</li> </ul>	N/A

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Descriptive Role Name	Role Description	Restrictions	Other Role Considerations
<p style="text-align: center;"><b>Statewide ChartField Administrator</b> <b>V_GL_COVA_STATE_CF_ADMIN</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Maintain all Chart of Accounts values</li> <li>• Maintain SpeedTypes/Speed Charts</li> </ul>	<p>This role may only be selected by employees of the following agency/division(s):</p> <ul style="list-style-type: none"> <li>• Department of Accounts: General Accounting</li> </ul>	<p>N/A</p>
<p style="text-align: center;"><b>General Ledger Tree Combo Maintenance</b> <b>V_GL_COVA_TREE_COMBO_MAINT</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Maintain trees in Cardinal Financials</li> <li>• Maintain Combination Edits</li> </ul>	<p>This role may only be selected by employees of the following agency/division(s):</p> <ul style="list-style-type: none"> <li>• Department of Accounts: General Accounting</li> </ul>	<p>N/A</p>
<p style="text-align: center;"><b>Statewide General Ledger System Administrator</b> <b>V_GL_COVA_STATE_SYSTEM_ADMIN</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Update Open Periods</li> <li>• Maintain TableSet Controls</li> <li>• Maintain Business Units</li> <li>• Maintain Calendars</li> <li>• Maintain Journal Sources</li> <li>• Maintain Ledger Configuration</li> <li>• Maintain ChartField Value Sets</li> <li>• Maintain Actuals Closing Rules</li> <li>• Maintain Journal Generator templates</li> <li>• Maintain Accounting Entry Definitions</li> <li>• Run ChartField Configurator</li> <li>• Execute and Validate</li> </ul>	<p>This role may only be selected by employees of the following agency/division(s):</p> <ul style="list-style-type: none"> <li>• Department of Accounts: General Accounting</li> </ul>	<p>N/A</p>

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Descriptive Role Name	Role Description	Restrictions	Other Role Considerations
	Actuals Close processes		
<b>Statewide General Ledger System Processor</b> <b>V_GL_COVA_STATE_SYST_PROCESSOR</b>	This role has access to: <ul style="list-style-type: none"> <li>• Unlock budget processes and GL Journals</li> </ul>	This role may only be selected by employees of the following agency/division(s): <ul style="list-style-type: none"> <li>• Department of Accounts: General Accounting</li> </ul>	N/A
<b>Statewide Budget Administrator</b> <b>V_GL_COVA_STATE_BUDGET_ADMIN</b>	This role has access to: <ul style="list-style-type: none"> <li>• Maintain budget periods</li> <li>• Maintain budget structures</li> <li>• Maintain budget closing rules</li> <li>• Execute and validate Budget Close processes</li> </ul>	This role may only be selected by employees of the following agency/division(s): <ul style="list-style-type: none"> <li>• Department of Accounts: General Accounting</li> </ul>	N/A
<b>Statewide Budget Processor</b> <b>V_GL_COVA_ST_BUDGET_PROCESSOR</b>	The Statewide Budget Processor is responsible for Central-level Budgets. This role has access to: <ul style="list-style-type: none"> <li>• Enter and delete budget journals</li> <li>• Enter budget transfers and adjustments</li> <li>• Review and correct budget journal errors</li> <li>• Upload spreadsheet budget journals</li> </ul>	This role may only be selected by employees of the following agency/division(s): <ul style="list-style-type: none"> <li>• Department of Accounts: General Accounting</li> </ul>	N/A

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Descriptive Role Name	Role Description	Restrictions	Other Role Considerations
<p><b>Statewide Budget Approver</b> <b>V_GL_COVA_ST_BUDGET_APPROVER</b></p>	<p>The Statewide Budget Approver is responsible for Central-level Budgets. This role has access to:</p> <ul style="list-style-type: none"> <li>• Post budget journals through online or batch process</li> <li>• Delete budget journals through online or batch process</li> <li>• Override budgets</li> <li>• Post budget transfers and adjustments</li> <li>• Upload using Spreadsheet Budget Journal upload</li> <li>• Run the budget interface from Performance Budgeting</li> </ul>	<p>This role may only be selected by employees of the following agency/division(s):</p> <ul style="list-style-type: none"> <li>• Department of Accounts: General Accounting</li> </ul>	<p>N/A</p>
<p><b>BI Adhoc User</b> <b>V_BI_ADHOCUSER_FIN</b></p>	<p>This role is for select users designated as Cardinal BI reporting super users. This role has access to:</p> <ul style="list-style-type: none"> <li>• Develop ad hoc private reports and queries in the Cardinal Business Intelligence (BI) application</li> </ul>	<p>This role may only be selected by limited users who have been approved to participate in the Cardinal BI Pilot.</p>	<p>Special approval is required by Enterprise Application Director to obtain this role until further notice.</p>