



# Cardinal Security Officer Job Aid

## Instructions for Completing the Cardinal Security Form (Cardinal SE-SW-001)

### Overview

Cardinal security access is granted by submitting a properly completed Cardinal Security Form (Cardinal SE-SW-001) to the [Cardinal.Security@doa.virginia.gov](mailto:Cardinal.Security@doa.virginia.gov) mailbox in Outlook.

### To Add or Update User Access

- Complete the Cardinal Security Form, checking every role the user needs.
- If you are submitting a form to delete a role, you will need to check every role the user currently needs and simply do not check the role you want deleted. The Cardinal Security Team will remove all roles that are not checked on the form.
- When updating a user's access, run the PT\_SEC\_USER\_ROLES query to identify the user's current access. Click on link to view job aid: [PT\\_SEC\\_USER\\_ROLES](#).
- Provide all required signatures – user's, user's supervisor, Cardinal Security Officer and DOA Approver if conflicting Roles exists or statewide roles are requested. Send to the [Cardinal.Security@doa.virginia.gov](mailto:Cardinal.Security@doa.virginia.gov) mailbox.

### To Lock Out User's Access

- Check the Lock Out Existing User box under the **Security Action Requested** section and complete the **User Information** section of the Cardinal Security Form (Cardinal SE-SW-001) providing all signatures. Send to [Cardinal.Security@doa.virginia.gov](mailto:Cardinal.Security@doa.virginia.gov) mailbox.
- The Cardinal Security Officer may also send an email to lock out a Cardinal account. Include the user's name, user's COV Network ID, Business Unit, Department ID, Employee ID number, and copy the user's supervisor on the email. Send to [Cardinal.Security@doa.virginia.gov](mailto:Cardinal.Security@doa.virginia.gov) mailbox.



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### Instructions for Completing the Cardinal Security Form (Cardinal SE-SW-001)

Cardinal security access is granted by submitting a properly completed Cardinal Security Statewide Form (Cardinal SE-SW-001) to [Cardinal.Security@doa.viriniag.gov](mailto:Cardinal.Security@doa.viriniag.gov) mailbox in Outlook. The [Cardinal Security Page](#) on the Cardinal website contains the most recent versions of the Security Form and Security Handbook.

### Security Access Entered By and Date

Security Access Entered By: <input type="text"/>	Date: <input type="text"/>
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- Do not enter information in these fields.** This section is used by the Cardinal Security Support Team once access is completed.

### Security Action Requested Section

<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)
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- New User Setup** – Check this box to create a new user logon account.
- Updated Existing User** – Check this box to update existing user account.
- Lock Out Existing User** – Check this box if access to Cardinal needs to be Locked Out.

### User Information Section (Required for all users)

USER INFORMATION	
Name - Last, First, Middle Initial <input type="text"/>	Email Address, e.g., <i>first.last@agency.virginia.gov</i> <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: <input type="checkbox"/>	
Supervisor Name: <input type="text"/>	COV Network Logon ID: <input type="text"/>

- Name** – Last, First, Middle Initial (ex: **Doe, John B.**)
- Email Address** – Enter your email address (e.g., [John.Doe@agency.virginia.gov](mailto:John.Doe@agency.virginia.gov))  
Check Outlook if you are unsure.
- Employee ID** – Employee ID number is an 11 digit number that is generally composed of 2 leading zeroes and 2 (or more) zeros at the end (e.g., 00123456700).
- COV Network Logon ID** – Is what a user uses to logon on the Network.



# Cardinal Security Officer Job Aid

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- 9 User's Job Title** – User's current job title. (e.g., Financial Services Specialist)
- 10 Business Unit** – 5 digit code for each agency (e.g., DOA-15100, VDOT-50100)
- 11 Department ID** – Enter your agency Department ID for your area. (e.g., DJJ-50513, VADOC-124)
- 12 Check box if contract worker?** - Check this box only if the user is a contract worker (e.g., non-salaried without an Employee ID). If yes, enter the Supervisor's Name and COV Network Logon ID.

### User Setup

USER SETUP		
Does the user work with Petty Cash?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

- 13 Petty Cash – Yes or No** must be checked in order for Security to set user up with the correct Row Level Security access needed.

<b>DJJ Only:</b> If the user works with Petty Cash, please list the <b>Petty Cash Business Unit(s)</b> for which the user should have access:	
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- 14 DJJ Only** – List the Petty Cash Business Units for which the user should have access. (e.g., 77700-ADMIN PETTY CASH). If user needs all Business Units, key in the word 'ALL' then the agency name. (e.g., ALL-DJJ Petty Cash Business Units).

<b>VADOC, House, DPB and DOA Only,</b> List <b>General Ledger Business Unit(s)</b> for which user should have access to enter, view and process transactions.	
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- 15 VADOC, House, DPB and DOA Only** – List the General Ledger Business Units for which the user should have access to enter, view and process transactions. (e.g., VADOC-71700, 73000 etc.; House-???). If user needs ALL Business Units, key in the word 'ALL' then the agency name (e.g., -????)

If user is an <b>Expenses Approver</b> , please select which expense profile is needed:	<input type="checkbox"/> Agency Head	<input type="checkbox"/> Fiscal Officer
	<input type="checkbox"/> DOA Pre Audit ( <b>DOA Only-Statewide</b> )	
If <b>Agency Head</b> or <b>Fiscal Officer</b> , enter <b>Department ID number(s)</b> user approves.		

- 16 Expenses Approver Profiles** – If user is an Expenses Approver and need a profile for transactions to route based on Department IDs, please check only one profile per users. You must supply the Department ID Numbers user approves for Agency Head and Fiscal Officer. If user needs ALL Department ID Numbers, key in the word 'ALL' then the agency name (e.g., - ?????)



# Cardinal Security Officer Job Aid

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### Functional Area Roles Section

This Section lists the roles available by Functional Area. Refer to the Cardinal Security Handbook on the [Cardinal Website](#) for information about Cardinal roles and security.

#### 17 Accounts Payable (check all roles requested)

Accounts Payable (check all roles requested)		
<input type="checkbox"/> 1099 Administrator	<input type="checkbox"/> Employee Profile Maintenance	<input type="checkbox"/> Expenses Approver
<input type="checkbox"/> Expenses Employee	<input type="checkbox"/> Expenses Processor	<input type="checkbox"/> Expenses Reassign
<input type="checkbox"/> Vendor Conversation Processor	<input type="checkbox"/> Payment Reconciler	<input type="checkbox"/> Special Voucher Processor
<input type="checkbox"/> Voucher Processor	<input type="checkbox"/> Voucher Approver *	<input type="checkbox"/> Final Voucher Approver
<input type="checkbox"/> Secure Payment Reporter	<input type="checkbox"/> Payment Cash Configurator	<input type="checkbox"/> Petty Cash Processor
<input type="checkbox"/> Workflow System Administrator	<input type="checkbox"/> Voucher Upload Error Report (Interfacing Only)	
Department of Accounts Only Statewide Roles:		
<input type="checkbox"/> Banking Configurator	<input type="checkbox"/> EDI Coordinator	<input type="checkbox"/> Paycycle Configurator
<input type="checkbox"/> Payment Processor	<input type="checkbox"/> Statewide Pre Audit Approver	<input type="checkbox"/> Vendor Maintenance Specialist
<input type="checkbox"/> Special Payment Processor	<input type="checkbox"/> Payment Cash Transaction Override	
*If <b>Voucher Approver</b> , enter <b>Accounts Payable Business Unit number(s)</b> user approves.		
* <b>DJJ ONLY</b> - If <b>Voucher Approver</b> , also enter <b>Department ID number(s)</b> user approves.		

- **Voucher Approver\* role** – if checked you must list the **Accounts Payable Business Unit Numbers** user approves. **DJJ Only** must also list the **Department ID Numbers** user approves.
- **Department of Accounts Only Statewide Roles** – Are not available to agencies. These roles are occupied by Department of Accounts (DOA), Commonwealth Vendor Group (CVG) and Cardinal PPS Team and Department of Treasury.

#### 18 Accounts Receivable (check all roles requested)

Accounts Receivable (check all roles requested)	
<input type="checkbox"/> Funds Receipts Processor	<input type="checkbox"/> Funds Receipts Manager



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### 19 General Ledger (check all roles requested)

General Ledger (check all roles requested)		
<input type="checkbox"/> Journal Processor	<input type="checkbox"/> Journal Processor - Interfacing	<input type="checkbox"/> Journal Approver*
<input type="checkbox"/> Agency Chartfield Administrator	<input type="checkbox"/> Budget Processor	<input type="checkbox"/> Budget Approver
<input type="checkbox"/> GL nVision Executer (BOA&DOA Only)	<input type="checkbox"/> CAFR Processor (BOA Only)	
<b>Department of Accounts Only Statewide Roles:</b>		
<input type="checkbox"/> Statewide Journal Approver	<input type="checkbox"/> Statewide ChartField Admin	<input type="checkbox"/> GL Tree Combo Maintenance
<input type="checkbox"/> Statewide GL Sys Administrator	<input type="checkbox"/> Statewide GL Sys Processor	<input type="checkbox"/> Statewide Budget Administrator
<input type="checkbox"/> Statewide Budget Processor	<input type="checkbox"/> Statewide Budget Approver	<input type="checkbox"/> BI Adhoc User (Restricted)
*If Journal Approver, enter <b>General Ledger Business Unit Number(s)</b> user approves.		
*DJJ ONLY - If Journal Approver, also enter <b>Department ID number(s)</b> user approves.		

- **Journal Approver\* role** – if checked you must list the **General Ledger Business Unit Numbers** user approves. **DJJ** must also list the **Department ID Numbers** user approves.
- **BI Adhoc User role (Restricted)** – can only be selected by limited users who have been approved to participate in the Cardinal BI Pilot. Special approval is required by the Enterprise Application Director.
- **Department of Accounts Only Statewide Roles** – Are not available to agencies. These roles are occupied by Department of Accounts (DOA), Commonwealth Vendor Group (CVG) and Cardinal PPS Team and Department of Treasury.

### 20 Additional Roles

Additional Roles		
<input checked="" type="checkbox"/> Cardinal Viewer	<input checked="" type="checkbox"/> Cardinal Reporter	<input checked="" type="checkbox"/> PeopleSoft User

- **Prechecked roles** on the form will be given to all users.



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## Instructions for Completing the Cardinal Security Form (Cardinal SE-SW-001)

### 21 Signatures / Approvals.

Signatures / Approvals			
The user's signature below is in agreement with the certifications contained in the Commonwealth's Accounting Policy and Procedure Manual for all Transactions/Security in accordance with the CAPP-Cardinal Topics 20310 and 70220.		I certify that the requested Cardinal security roles are necessary for the User to perform their current job responsibilities and this request is in accordance with the CAPP-Cardinal Topics 20310 and 70220.	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
User Name	Date	Supervisor Name	Date
<input type="text"/>		<input type="text"/>	
User Signature (sign above)		Supervisor Signature (sign above)	
I have reviewed the above requested Cardinal security roles and certify that the requested roles are in accordance with the Cardinal Security Handbook, CAPP-Cardinal Topics 20310 and 70220.			
<input type="text"/>			<input type="text"/>
Cardinal Security Officer Name			Date
<input type="text"/>			
Cardinal Security Officer Signature (sign above)			

- Certification statement - User's Name, Signature and Date.
- Certification statement - Supervisor's Name, Signature and Date.
- Certification statement - Your agency's Cardinal Security Officer Name, Signature and Date.

### 21 Segregation of Duties Exception Approval.

Segregation of Duties Exception Approval - <i>Are Conflicting Roles Identified?</i>	<input type="checkbox"/> Yes and Approval Signature Below.
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- Agencies that are very limited on staff may request an exception to the segregation of duties requirements contained in the Cardinal Security Handbook by submitting an exception request that includes the following:
  - 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))



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### 22 Department of Accounts Segregation of Duties Approval.

Department of Accounts Segregation of Duties Approval:	
<input type="text"/>	<input type="text"/>
DOA Director of General Accounting Name	Date
<input type="text"/>	
DOA Director of General Accounting Signature (sign above)	

- Department of Accounts Approval needed for Segregation of Duties Roles(s).

### 23 Department of Accounts Statewide Role(s) Approval.

Department of Accounts Statewide Role(s) Approval:	
<input type="text"/>	<input type="text"/>
DOA Approver Name	Date
<input type="text"/>	
DOA Approver Signature (sign above)	

- DOA Approval needed for Department of Accounts Only Statewide Roles and Segregation of Duties Exception Approval.

### 24 Comments/Notes.

Comments/Notes
<input type="text"/>

- Area for comments/notes.

#### **Notes:**

1. Forms will be returned to the Cardinal Security Officer if information required is not complete.
2. Cardinal Security has a three day turn around for completing forms once received.
3. An email will be sent when access is complete.