



Interface Kickoff

November 12, 2014



Agenda

- Welcome and Introductions
- Cardinal Interface Rollout Strategy
- Interface Impacts
- Cardinal Agency Interfaces
- Cardinal Transaction IDs
- Cardinal Reconciliation Model
- Wave 1 Key Points/Pilot Agency Guest Speaker
- Error Processing Overview
- Approval Workflow Overview
- Technical Considerations
- Interface Activities/Timeline
- Communication Channels



Welcome and Introductions

- Cardinal Project Team
 - Name
 - Project Role



Interface Rollout Strategy

Wave 1: The system was rolled out to agencies that primarily process transactions online. This wave also served as a pilot for interfacing agencies by rolling the system out to a small subset of these agencies.

- Department of Rail and Public Transportation
- Virginia Information Technologies Agency

Wave 2: The system will be rolled out to the remaining agencies. This will include the majority of the interfacing agencies that process some or all transaction types via a direct system interface.

	<i>Cardinal Part 3 Implementation Plan</i>																			
	Wave 2																			
	<i>Calendar Year</i>																			
	2014					2015							2016							
<i>Phase</i>	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



Interface Impacts

- Current CARS interfaces will be replaced by a *series* of Cardinal interfaces
- Cardinal interfaces are classified as “uploads” or “extracts”
 - **Uploads** are interfaces that are **inbound** into Cardinal from agency systems
 - **Extracts** are interfaces that are **outbound** from Cardinal that can be loaded into agency systems
- Cardinal interfaces are developed at a transaction type (e.g., journal, voucher) level
 - No batch types/No transaction codes
 - Agency to agency transactions will be handled by a new business process that will use vouchers, deposits and journals
- Agencies may have up to 16 (5 uploads, 11 extracts) interfaces with Cardinal. All interfaces will have standard file layouts and some fields may not be applicable or available for use
- Cardinal will not perform a crosswalk to Cardinal Chart of Accounts. Agencies will be responsible for translating their elements to Cardinal Chart of Accounts (e.g., crosswalks, source system modifications)



Agency Interfaces

Upload Interfaces

- Accounts Payable
 - Voucher Upload
 - Cash Advance Upload
 - Expense Report Upload
- Accounts Receivable
 - Funds Receipt Upload
- General Ledger
 - Journal Upload

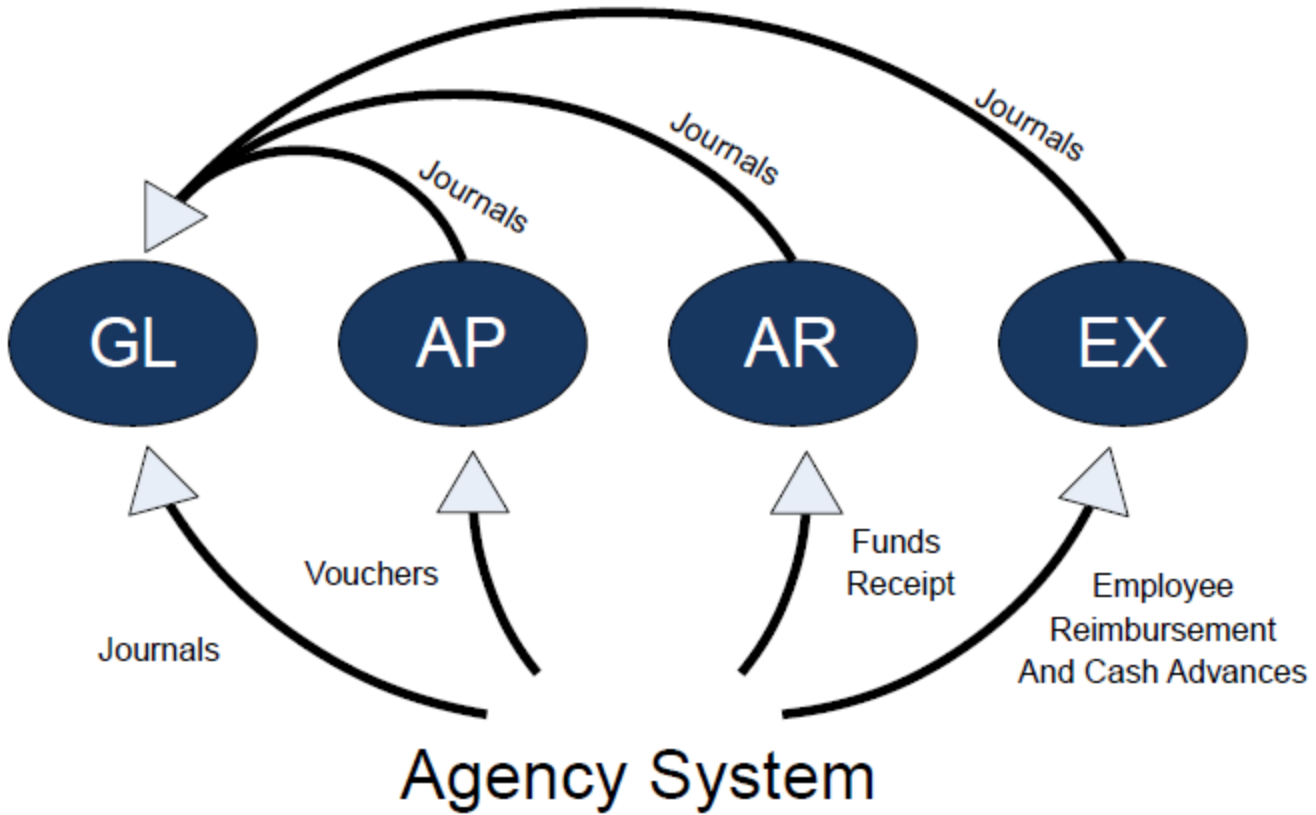
Extract Interfaces

- Accounts Payable
 - Vendor Data Extract
 - Voucher Extract
 - Payment Recon Extract
 - 1099 Extract
 - Cash Advance Extract
 - Expense Report Extract
- Accounts Receivable
 - Funds Receipt Extract
- General Ledger
 - Journal Extract
 - Actuals Ledger Extract
 - Budget Ledger Extract
 - Chart of Accounts Extract



Interface Overview

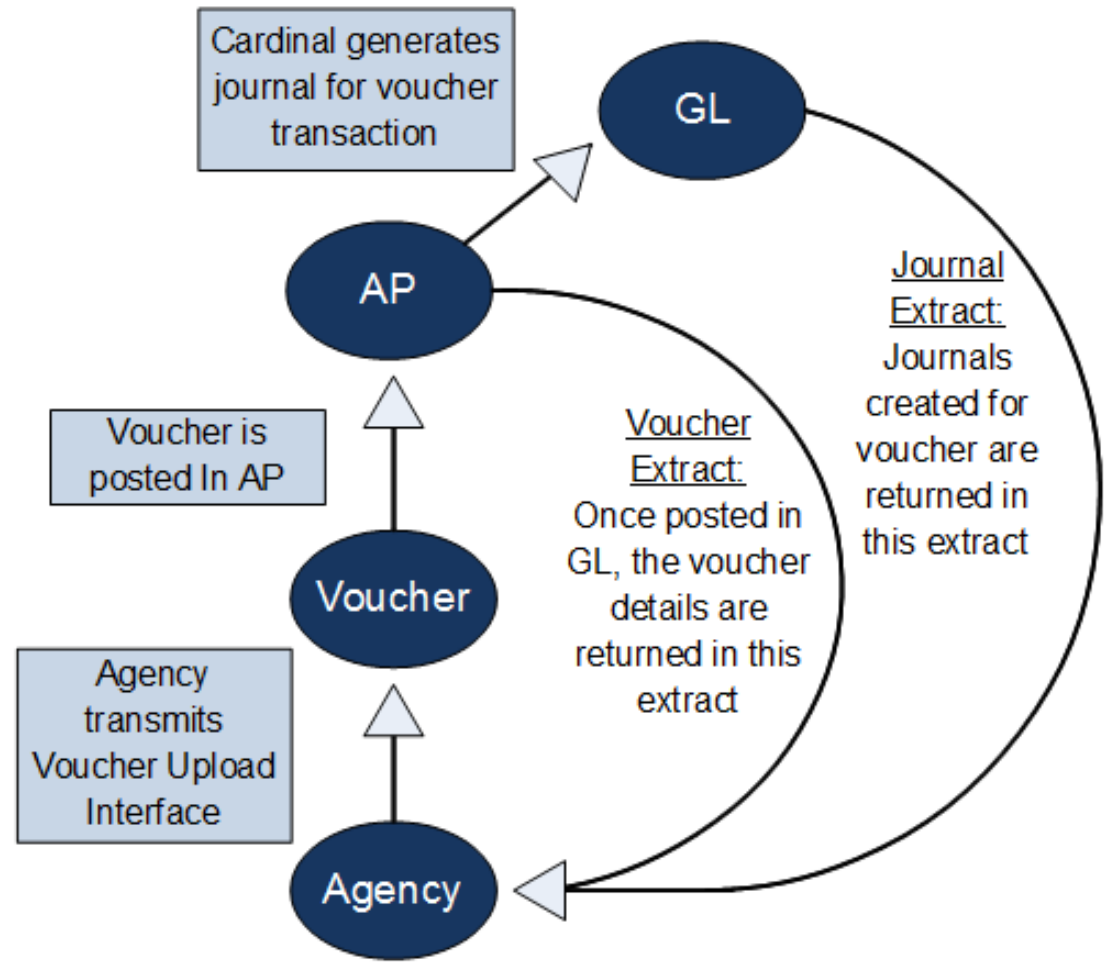
Cardinal Module Integration





Interface Overview

Extract Relationship Example





Accounts Payable

Module Area	Cardinal Interface Number	Interface Name	Batch Type or CARS Interface Cross Reference	Cardinal Interface Description
AP	AP.962	Vendor Data Extract	New Interface	<p>This interface extract provides new or updated vendors in the Cardinal Vendor tables. Vendors are considered any payee other than your own employees. It includes both eVA procurement vendors and fiscal vendors entered online in Cardinal. For recurring payments to vendors, Cardinal requires all vouchers to use a valid vendor.</p> <p>**Vendors that receive refund payments (e.g., tax refunds, student refunds) will be treated as one-time vendors and will not be sent in the Vendor Data Extract. See Voucher Upload for more information.</p> <p>**If you receive an eVA vendor extract file today, you will use this Cardinal extract in its place.</p> <p>**The extract contains data from the Department of Small Business and Supplier Diversity (DSBSD). Cardinal receives weekly certification data from DSBSD. Agencies will no longer receive a feed from DSBSD.</p>



Accounts Payable

Module Area	Cardinal Interface Number	Interface Name	Batch Type or CARS Interface Cross Reference	Cardinal Interface Description
AP	AP.964	Voucher Upload	3, 4, D, P, R, X, 2 (for non-agency employees)	<p>This interface uploads vouchers for vendor payments, agency to agency (ATA) payments to state agencies, and petty cash payments. For refund payments, one-time vendor vouchers (as noted in Vendor Data Extract) will be created from agency systems and interfaced into Cardinal. This transaction will require additional vendor details in the Voucher Upload file.</p> <p>**Agencies that use this interface are required to use valid Cardinal Vendors on their vouchers and we highly recommend receiving the Vendor Data Extract (AP.962) from Cardinal.</p> <p>**DOA will require all agencies to record petty cash payments in Cardinal. Petty cash should not be used to reimburse employees.</p>
AP	AP.965	Voucher Extract	3, 4, D, P, R, X, 2 (for non-agency employees)	<p>This interface extracts posted vouchers from the voucher tables to help agencies reconcile Cardinal to their agency system.</p>



Accounts Payable

Module Area	Cardinal Interface Number	Interface Name	Batch Type or CARS Interface Cross Reference	Cardinal Interface Description
AP	AP.967	Cash Advance Upload	3 and X (for agency employees)	<p>This interface uploads cash advance payment requests for your agency's employees.</p> <p>**Cash advances to employees are captured as transactions on this interface and not through the Voucher Upload.</p> <p>**Agencies that send employee cash advance transactions are required to have employee data in Cardinal. Cardinal will work with agencies to perform a one-time conversion of employees who have been paid for travel from CARS.</p> <p>**PMIS is the system of record for employees and Cardinal will not provide an employee extract interface.</p> <p>**In Cardinal, employees cannot receive X batch (attachments) or specials (expedited payments).</p>
AP	AP.969	Cash Advance Extract	3 and X (for agency employees)	<p>This interface extracts any posted cash advances from the cash advance tables to help agencies reconcile Cardinal to their agency system.</p>



Accounts Payable

Module Area	Cardinal Interface Number	Interface Name	Batch Type or CARS Interface Cross Reference	Cardinal Interface Description
AP	AP.968	Expense Report Upload	2, 3 and X (for agency employees)	<p>This interface uploads non-payroll and non-cash advance payment requests for your agency's employees.</p> <p>**Expense reimbursements to employees are captured as transactions on this interface and not through the Voucher Upload.</p> <p>**Agencies that send employee expense report transactions are required to have employee data in Cardinal. Cardinal will work with agencies to perform a one-time conversion of employees who have been paid for travel from CARS.</p> <p>**PMIS is the system of record for employees and Cardinal will not provide an employee extract interface.</p> <p>**In Cardinal, employees cannot receive X batch (attachments) or specials (expedited payments).</p>
AP	AP.970	Expense Report Extract	2, 3 and X (for agency employees)	<p>This interface extracts any posted expense reports from the expense tables to help agencies reconcile Cardinal to their agency system.</p>



Accounts Payable

Module Area	Cardinal Interface Number	Interface Name	Batch Type or CARS Interface Cross Reference	Cardinal Interface Description
AP	AP.705	Payment Recon Extract	Invoices Paid File Extract	This interface extracts newly posted and cancelled payments from Cardinal. It links voucher/cash advance/expense report data with payments/cancellations recorded in Cardinal.
AP	AP.973	1099 Extract	1099 Data from Reports	This interface extracts 1099 taxable data from Cardinal for agency reporting to IRS. Alternatively , Cardinal captures 1099-M reportable transactions and agencies can produce 1099 file to the IRS from Cardinal.



Accounts Receivable

Module Area	Cardinal Interface Number	Interface Name	Batch Type or CARS Interface Cross Reference	Cardinal Interface Description
AR	AR.39	Funds Receipt Upload	4, 7	This interface uploads funds receipt and deposit certificate data sent to Cardinal. This includes Agency to Agency (ATA) deposits from other state agencies.
AR	AR.730	Funds Receipt Extract	4, 7	This interface extracts posted funds receipt data from deposit tables to help agencies reconcile Cardinal to their agency system.



General Ledger

Module Area	Cardinal Interface Number	Interface Name	Batch Type or CARS Interface Cross Reference	Cardinal Interface Description
GL	GL.600	Journal Upload	4, 6, A	<p>This interface uploads journal data sent to Cardinal.</p> <p>**A spreadsheet journal upload (available to all agencies) can also be used to load journal data into Cardinal. It is not recommended as an alternative for agencies who send frequent and/or large journals on a regular basis.</p> <p>**For Wave 1, agencies were required to enter their batch type F into Cardinal as a journal (online or through this interface). In Wave 2, FAACS will have a direct interface with Cardinal and agencies will not need to enter these journals.</p>
GL	GL.595	Journal Extract	CARS History file	<p>This interface extracts posted journal data from the journal tables to help agencies reconcile. Journal data will include journals entered online, sub module journals, spreadsheet journal upload, journal upload, CIPPS payroll journal, and DOA entered journals. In Wave 2, FAACS journals will be included.</p>



General Ledger

Module Area	Cardinal Interface Number	Interface Name	Batch Type or CARS Interface Cross Reference	Cardinal Interface Description
GL	GL102a	Chart of Accounts Extract	CARS Descriptor Table Extract	This interface extracts valid chart of account information from each of the ChartField tables in Cardinal that are applicable for use.
GL	GL.288a	Actuals Ledger Extract	Operating File Extracts	This interface extracts expenditures and revenue posted summarized transactions from the actuals ledger in Cardinal.
GL	GL.288b	Budget Ledger Extract	8, 0	This interface extracts current and prior year budget data from the budget ledger in Cardinal for budgets.



Cardinal Transaction IDs

- Unique Transaction IDs are transmitted by agencies in Upload interface files to uniquely identify transactions in Cardinal
 - Voucher Upload: Voucher ID (VOUCHER_ID)
 - Expense Report Upload: Expense Report ID (SHEET_ID)
 - Cash Advance Upload: Cash Advance ID (ADVANCE_ID)
 - Funds Receipt Upload: Deposit Certificate Number (V_DC_TICKET_NBR)
 - Journal Upload: Journal ID (JOURNAL_ID)
- Transaction IDs will be displayed on the error report generated by Cardinal for transactions that are not able to be loaded into the system
- Transaction IDs can be used to locate the transaction in Cardinal
- Transaction IDs can be used to identify Cardinal transactions on Extract interface files
- Transaction IDs will be sent to CARS



Cardinal Transaction IDs

- **Deposit Certificate (DC) number is an eight-digit field and must be unique within an Accounts Receivable (AR) Business Unit in Cardinal**

Transaction	Agency System	Cardinal	CARS
Interfaced Deposit Certificate	Assumes an 8-digit agency system value (e.g., 00123456)	8-digit agency assigned system value (e.g., 00123456)	Cardinal sends the 8-digit value to CARS (e.g., 00123456)
Online Deposit Certificate		8-digit agency assigned system value (e.g., 00234567)	Cardinal sends the 8-digit value to CARS (e.g., 00234567)

Note: Deposits in Cardinal require a Cardinal Deposit ID in addition to the DC number. Cardinal will assign Cardinal Deposit IDs for interfaced deposits. The use of auto-numbered Cardinal Deposit IDs will be used for online and interfaced Deposits.

- **Expense Report ID/Cash Advance ID is a ten-digit field and must be unique throughout the system in Cardinal; the same ID cannot exist in multiple Business Units**

Transaction	Agency System	Cardinal	CARS
Interfaced Expense Report/Cash Advance	Assumes a 7-digit agency system value (e.g., 1234567)	3-digit agency reference code plus the 7-digit agency assigned system value (e.g., ITA1234567) <i>ITA = VITA</i>	From Jul-Aug, Cardinal removes the 3-digit agency reference code and adds an N (i.e., not payable) to the 7-digit agency assigned system value (e.g., 1234567N)
			From Sep-Jun, Cardinal removes the 3-digit agency reference code and sends the 7-digit agency assigned system value to CARS (e.g., 1234567)
Online Expense Report/Cash Advance		10-digit auto-generated value across the system (e.g., 0000016789)	From Jul-Aug, Cardinal removes the first 4 digits and adds an N (i.e., not payable) (e.g., 016789N)
			From Sep-Jun, Cardinal removes the first 3 digits (e.g., 0016789)



Cardinal Transaction IDs

- **Voucher ID is an eight-digit field and must be unique within an Accounts Payable (AP) Business Unit in Cardinal**

Transaction	Agency System	Cardinal	CARS
Interfaced voucher or online voucher entered by interfacing agency*	Assumes a 7-digit agency system value (e.g., 1234567)	7-digit agency assigned system value (e.g., 1234567)	From Jul-Aug, Cardinal adds an N (i.e., not payable) to the Cardinal ID (e.g., 1234567N)
			From Sep-Jun, Cardinal sends the 7-digit Cardinal ID to CARS (e.g., 1234567)
Online voucher entered by online agency		8-digit auto-generated number by AP BU (e.g., 00000001)	From Jul-Aug, Cardinal removes the first digit and adds an N (i.e., not payable) to the Cardinal ID (e.g., 0000001N)
			From Sep-Jun, Cardinal sends the 8-digit Cardinal ID to CARS (e.g., 00000001)

Note: After CARS is retired, the Voucher ID field will be opened up to eight positions for interfacing agencies

- **Journal ID is a ten-digit field and must be unique within a General Ledger Business Unit in Cardinal**

Transaction	Agency System	Cardinal	CARS
Interfaced journal or online journal entered by interfacing agency*	Assumes an 8-digit agency system value (e.g., 12345678)	8-digit agency assigned system value (e.g., 12345678)	Cardinal sends the 8-digit value to CARS (e.g., 12345678)
Online journal entered by online agency		10-digit auto-generated value by GL BU (e.g., 0000000001)	Cardinal removes the first 2 digits and sends the last 8 digits of the Cardinal ID (e.g., 00000001)

Note: After CARS is retired, the Journal ID field would be opened up to 10 positions for interfacing agencies

* Cardinal allows an interfacing agency to override the use of “NEXT” for auto-numbering of ID. Agencies can enter their own agency ID number when entering vouchers or journals.



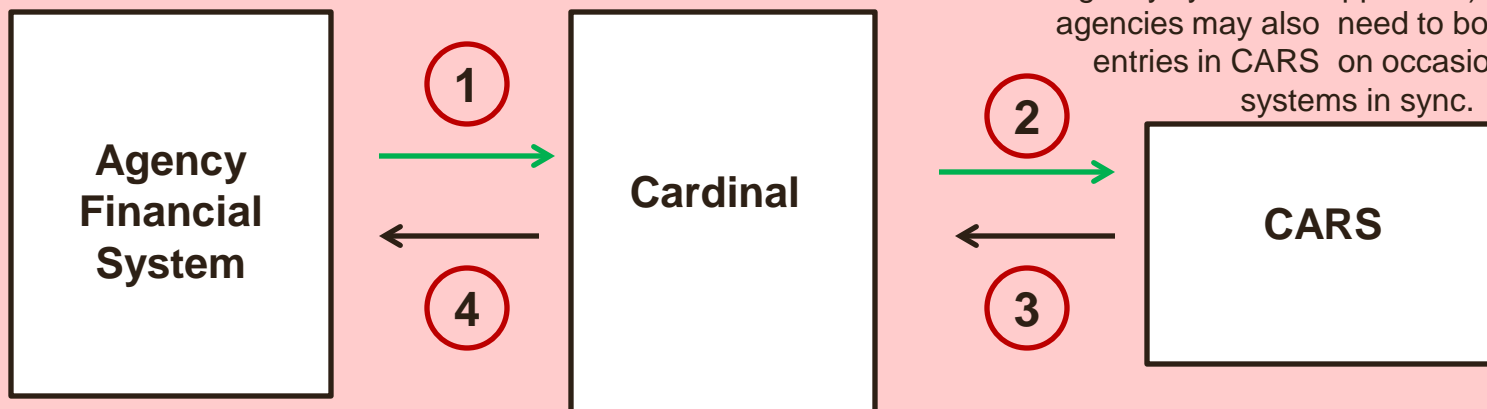
Cardinal Reconciliation Model

Wave 2 Interfacing Agencies will be required to reconcile the three systems (Agency System, Cardinal and CARS) until CARS is retired.

Agency system will be the primary point of entry and approval for agency accounting transactions. *

Interfacing agencies may need to book adjusting entries in Cardinal on occasion to keep systems in sync.

Until CARS is retired (after Fiscal Year 2016), Central Journal Processing (e.g., DGS Parking) will be initiated in CARS (Cardinal agencies will need to manually replicate these entries in Cardinal and the agency system as applicable). Interfacing agencies may also need to book adjusting entries in CARS on occasion to keep systems in sync.



- 1 – New automated interfaces will feed agency transactions to Cardinal.*
- 2 – Existing automated interface will feed Cardinal transactions to CARS (voucher payment detail will NOT go to CARS).
- 3 – Existing automated interface will feed CARS history transactions to Cardinal, where they will be used ONLY for analysis purposes to assist in the reconciliation process (these transactions will not be processed in Cardinal as accounting entries).
- 4 – New automated interfaces will feed Cardinal history transactions to Agency system. FINDS will be retired when CARS is retired after June 2016. Agencies that use FINDS download for reconciliation with CARS will need to use Cardinal extract interfaces to obtain detail.

* Agency will interact with Cardinal in the same manner as they did with CARS. Not all agencies interface every transaction type. If you entered a transaction type directly into CARS, these will continue to be entered directly into Cardinal.



Wave 1 Key Points - Interfaces

Key Point	Considerations
<p>Financial data will not be loaded into FINDS once CARS is retired (after June 2016). Agencies that use FINDS downloads for reconciliation with CARS will need to use Cardinal reports and queries to obtain detail (as Cardinal will not be interfaced to CARS or FINDS). Do not discount what you use FINDS for today.</p>	<p>Evaluate your agency's uses of FINDS to determine what is needed from Cardinal</p>
<p>Cardinal <u>transaction extracts</u> (e.g., voucher extract) should be used for agency reporting and reconciliation (not for creating transactions in your agency-based systems)</p>	<p>Determine what data you need/want from Cardinal today for reporting and reconciliation</p>
<p>Determine impacts to agency systems and processes beyond the system updates/programs needed to generate an interface file</p>	<p>Plan for system changes in your project preparations. Assess all systems within the business process (e.g., Access databases, Excel files) to determine impact.</p>
<p>Interface File Layouts were key to assessing agency interface needs and system updates. This is not a simple crosswalk exercise</p>	<p>Pilot agencies strongly recommended Cardinal provide agencies the file layouts ASAP to provide clarity into the scope of each interface</p>



Wave 1 Pilot Agency Lessons Learned (Dana Smith, VITA)

- Assign your best folks to the project
- Attend the meetings – reviewing PowerPoints is not enough
- Dedicate a project manager
- Don't procrastinate – manage against a schedule
- Consider postponing related projects, such as upgrades
- PeopleSoft users – this isn't a cakewalk
- Give due consideration to your chart of accounts -- to map or not to map
- Consider implications to monthly reconciliation to CARS and Cardinal – 3 way
- You may not need all of the interfaces – don't do unnecessary work
- Consider other systems/interfaces impacted by Cardinal changes
- The switch to a statewide vendor edit table is a really big deal – be ready
- Employees/employee expenses very different in Cardinal (expense module)
- IAT's go away – be ready for uptick in REDI Virginia activity
- Plan for cutover from CARS to Cardinal – like an upgrade with production downtime



Upload Interfaces: Error Processing Overview

- Upload files received from agencies that do not align with the Cardinal interface file layouts will result in errors:
 - File Level Errors: The **file** is not able to be processed by Cardinal and is rejected. The **file** must be corrected and re-sent to Cardinal
 - Transaction Errors: The file is successfully recognized and processed by Cardinal but individual **transactions** have errors. The **transactions** must be corrected and re-sent to Cardinal
 - Errors will be displayed on an error report that will be run for agencies automatically each night
 - Error Reports are available in Cardinal for agency viewing
- After a transaction is loaded in Cardinal, it will need to be edit/budget checked:
 - Transactions that fail edit/budget check will need to be corrected **online** in Cardinal

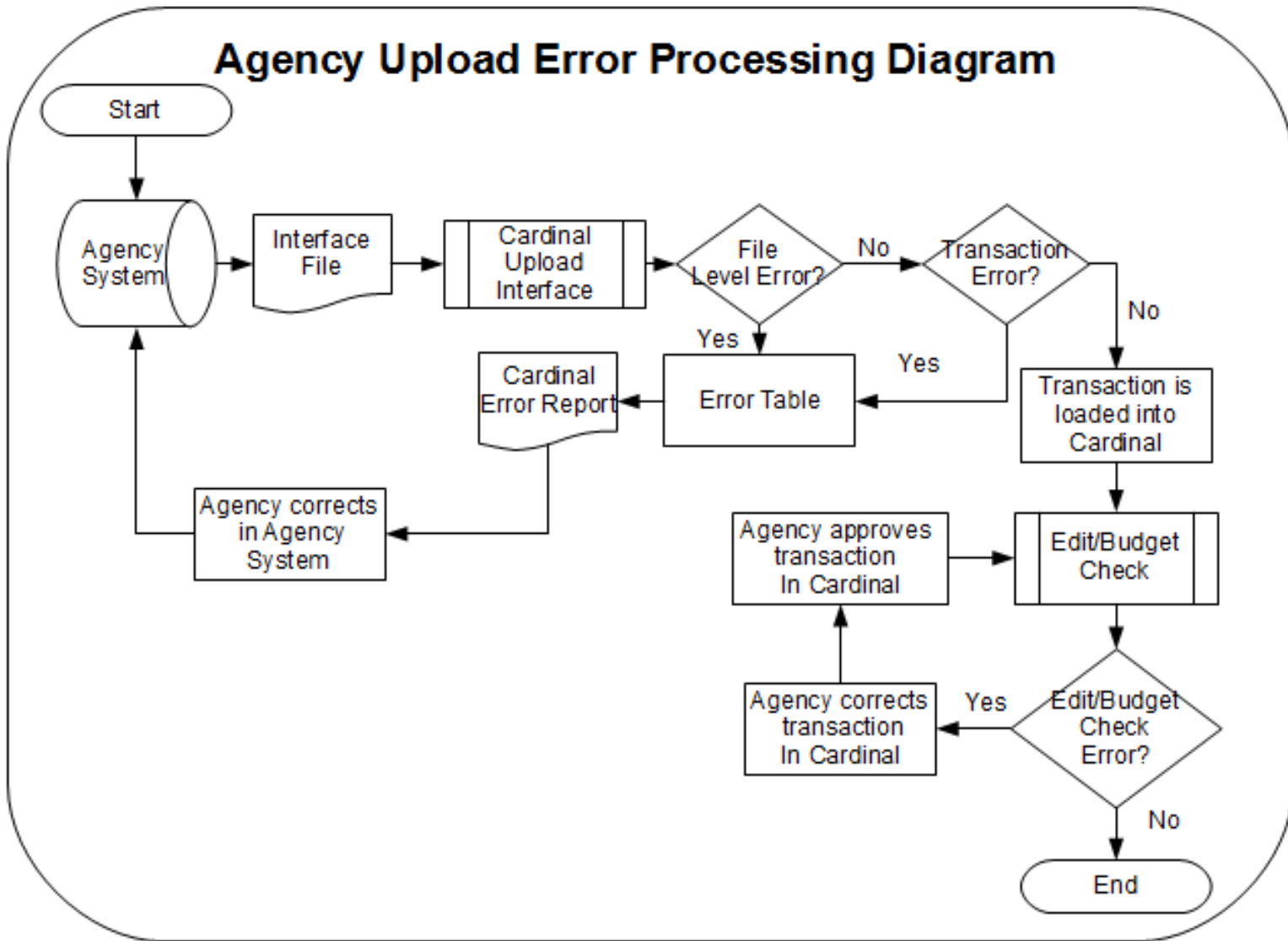


Upload Interfaces: Approval Workflow Overview

- Interfaced transactions are assumed to have been approved in the agency's system and do not require approval in Cardinal
- Interfaced transactions edited online will require approval in Cardinal before the transaction can be processed further
 - For example, interfaced transactions that fail budget check will require approval in Cardinal if the coding to the transaction is corrected online
- Interfaced cash advances always require online approval in Cardinal before they can be processed further



Upload Interfaces: Error Processing Diagram





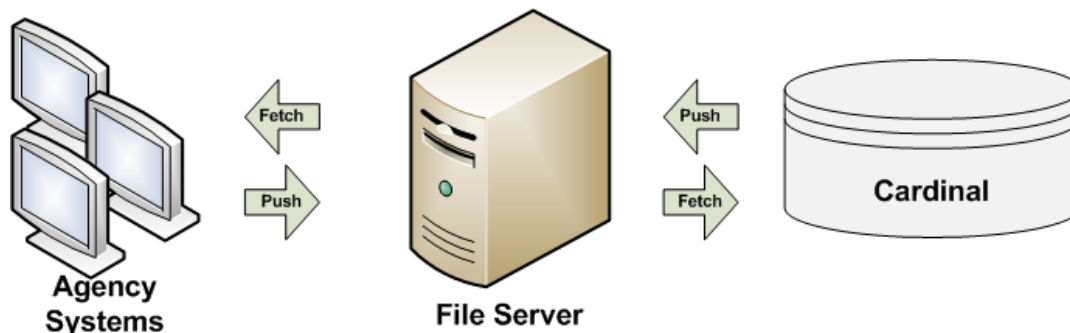
Interface File Format

- The Cardinal standard interface flat file format is ASCII fixed width
- File standards will include specific row types, including:
 - Control Total row: contains file information including originating agency and transmission dates
 - Detail rows: contains transaction level data with data hierarchy as necessary (e.g., main vendor record and multiple vendor address records)
 - File Trailer row: contains file counts and totals
- Issues with the Control or Trailer row will cause a file level error and the entire file will be rejected. Issues with a Detail row will cause a transaction level error and the transaction will be rejected
- File names must follow the specific naming standard listed in the interface file layout. File layouts will be discussed in detail during the Interface Workshops in December



Interface Architecture

- A file server will be used for the transfer of files between agencies and Cardinal
- The file server is internet facing and accessible to users from their network. Firewall rules must be opened in order to connect
- Only secured protocols SFTP and FTPS* will be used to exchange the interface files
- Agencies must transfer their upload files before Cardinal's evening batch processing starts (currently 6 p.m.). Cardinal will remove agency upload files from the file server after they are processed. Extract files will remain on the file server for 7 days. Agencies have the option of removing extract files from their folder earlier



* Implicit passive mode only



Interface Activities: Design Phase

- Agencies confirm Cardinal interface usage (Agency Task #10A)
- Agencies attend Interface Workshops (Agency Task #11)
 - Review Cardinal functional designs/file layouts
 - Introduce data mapping task (Agency Task #12)
- Agencies reconfirm Cardinal interface usage (Agency Task #10B)
- Agencies complete data mapping (Agency Task #12)
- Cardinal provides a project plan template for agencies to follow during the design, build and unit test of interfaces and the completion of any related system updates
 - During the Build and Test Phases, agencies will report their status against the project plan in a series of tasks (Agency Task #28A-F)
- Agencies communicate questions and issues to the Cardinal project



Interface Activities: Build Phase

- Agencies design, build, and unit test interfaces; perform updates to their system; and provide status reports to Cardinal (Agency Task #28A-F)
- Cardinal begins conducting Monthly Interface Meetings with agencies. These meetings are used to share information around current/upcoming tasks, communicate changes to designs, answer questions, and provide support to agencies
- Cardinal builds and unit tests new Wave 2 interfaces
- Cardinal provides interface architecture, file transfer and batch overview to agencies
- Agencies review test scenarios/conditions (Agency Task #41)
- Cardinal prepares standard interface test scripts for each new/updated interface
- Cardinal prepares test environments
- Agencies obtain test server access (Agency Task #47A) and transfer test files (Agency Task #47B) to verify connection to Cardinal
- Agencies communicate questions and issues to the Cardinal project



Interface Activities: Test Phase

- Agencies complete the design, build, and unit test of their interfaces along with any necessary updates to their system. Agencies continue to provide status reports to Cardinal until these activities are complete (Agency Task #28A-F)
- Cardinal communicates testing process and schedule to agencies
- Agencies execute Cardinal Interface Testing (Agency Task #55)
 - Attend facilitated on-site validation of inbound interface data by agencies
 - Sign off on results to signify completion of testing
- Agencies continue to attend Monthly Interface Meetings when necessary
- Agencies communicate questions and issues to the Cardinal project



Cardinal Interface Testing Order

- Cardinal plans to test the agency interfaces in the following order. It is recommended that agencies prioritize their interface 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



Interface Activities: Deploy Phase

- Cardinal communicates deployment plan and timing
 - Communicate interface calendar
 - Communicate batch impact (batch window)
- Agencies establish connection to the Cardinal Production server (Agency Task #76) and begin processing new interfaces with Cardinal after go-live
- Agencies continue to attend Monthly Interface Meetings if necessary
- Agencies communicate questions and issues to the Cardinal project



Interface Timeline/Tasks – Design Phase

Cardinal Part 3 Wave 2 Interface Timeline - Design Phase																											
Task	2014														2015												
	Nov				Dec					Jan					Feb				Mar								
	3	10	17	24	1	8	15	22	29	5	12	19	26	2	9	16	23	2	9	16	23	30					
Cardinal Design Phase	[Dark Blue Bar]																										
Cardinal creates Functional Designs	[Light Green Bar]																										
Cardinal creates Technical Designs	[Light Green Bar]																										
Agencies attend Interface Kickoff (Task #9)	[Hatched Bar]																										
Agencies confirm interfaces (Task #10A)	[Light Green Bar]																										
Cardinal sends invites to Interface Workshops	[Light Green Bar]																										
Agencies attend Interface Workshops (Task #11)	[Hatched Bar]																										
Agencies complete data mapping (Task #12)	[Light Green Bar]																										
Agencies reconfirm their interface selections (Task #10B)	[Light Green Bar]																										
Agencies attend Monthly Interface Meetings	[Hatched Bar]																										
Agencies design, build and unit test interfaces (Task #28A-F)	[Light Green Bar]																										

[Light Green Box]	Cardinal/Agency Tasks
[Hatched Box]	Agency On Site

- Agency Task #10A – Confirm interfaces: 11/12/14 – 11/20/14
- Agency Task #11 – Attend interface workshops: 12/8/14 – 12/18/14
- Agency Task #12 – Complete data mapping: 12/22/14 – 2/27/15
- Agency Task #10B – Reconfirm interfaces: 1/9/15 – 1/23/15
- Agency Task #28A-F – Design and Build Interfaces / Update Agency Systems for Cardinal: 2/11/15 – 8/14/15



Agency Task #10A: Confirm Agency Interfaces

What: Agency Task #10A: Confirm Agency Interfaces

Who: The task should be submitted by the Primary Contacts for the Wave 2 interfacing agencies. One task is to be submitted for each assembled agency (assuming each assembled agency uses the same single system)

Why: This task will confirm the interfaces that your agency plans to use in Cardinal. The results will help the Cardinal Team determine which Interface Workshop sessions each assembled interfacing agency will need to attend

When: Please return the completed task no later than Thursday, November 20, 2014

How: The task will be distributed later today with instructions



Agency Task #10A: Confirm Agency Interfaces

	A	B	C	D	E	F	G
1							
2	Agency Information		CARS Interfaces		Cardinal Interfaces		
3	Parent Agency Name	Parent Agency Number	Legacy Interface Name	Upload/Extract	Module	Cardinal Interface Number	Interface Name
4	SUPREME COURT	111	CARS Interface Transactions (ACT185D) Load	Upload	AP	AP.968	Cardinal Expense Report Upload
5	SUPREME COURT	111	CARS Interface Transactions (ACT185D) Load	Upload	AP	AP.964	Cardinal Voucher Upload
6	SUPREME COURT	111	CARS Interface Transactions (ACT185D) Load	Upload	GL	GL.600	Cardinal Journal Upload
7	SUPREME COURT	111	CARS Interface Transactions (ACT185D) Load	Upload	AR	AR.39	Cardinal Funds Receipt Upload
8	SUPREME COURT	111	INVOICES PAID FILE EXTRACTS	Extract	AP	AP.705	Cardinal Payment Recon Extract
9	SUPREME COURT	111	CARS History Extract Interface	Extract	AP	AP.970	Cardinal Expense Report Extract
10	SUPREME COURT	111	CARS History Extract Interface	Extract	AP	AP.965	Cardinal Voucher Extract
11	SUPREME COURT	111	CARS History Extract Interface	Extract	GL	GL.595	Cardinal Journal Extract
12	SUPREME COURT	111	CARS History Extract Interface	Extract	AR	AR.730	Cardinal Funds Receipt Extract
13	SUPREME COURT	111	CARS Interface Transactions (ACT185D) Load	Upload	AP	AP.967	Cardinal Cash Advance Upload
14	SUPREME COURT	111	CARS History Extract Interface	Extract	AP	AP.969	Cardinal Cash Advance Extract
15	SUPREME COURT	111	New Vendor Data Extract Interface	Extract	AP	AP.962	Cardinal Vendor Data Extract
16	VIRGINIA STATE BAR	117	CARS Interface Transactions (ACT185D) Load	Upload	AP	AP.968	Cardinal Expense Report Upload
17	VIRGINIA STATE BAR	117	CARS Interface Transactions (ACT185D) Load	Upload	AP	AP.964	Cardinal Voucher Upload
18	VIRGINIA STATE BAR	117	CARS Interface Transactions (ACT185D) Load	Upload	GL	GL.600	Cardinal Journal Upload
19	VIRGINIA STATE BAR	117	CARS Interface Transactions (ACT185D) Load	Upload	AR	AR.39	Cardinal Funds Receipt Upload
20	VIRGINIA STATE BAR	117	INVOICES PAID FILE EXTRACTS	Extract	AP	AP.705	Cardinal Payment Recon Extract
21	VIRGINIA STATE BAR	117	CARS History Extract Interface	Extract	AP	AP.970	Cardinal Expense Report Extract
22	VIRGINIA STATE BAR	117	CARS History Extract Interface	Extract	AP	AP.965	Cardinal Voucher Extract



Agency Task #10A: Confirm Agency Interfaces

	A	B	C	D	E	F	G	H
1	Parent Agency #:		250					
2	Parent Agency Name:		Sample Parent Agency					
3	Prepared By:		Jane Doe					
4	Date:		11/12/2014					
5								
6	Directions: Place an X (in Column A) next to the Cardinal Interfaces your agency intends to use							
7								
8	Agency will use interface?	Module Area	Cardinal Interface Number	Interface Name	Batch Type or CARS Interface Cross Reference	Cardinal Interface Description	If any of your agencies in your assembled group are excluded from this interface, please list the excluded agency number(s)	Comments
9		AP	AP.965	Voucher Extract	3, 4, D, P, R, X, 2 (for non-agency employees)	This interface extracts posted vouchers from the voucher tables to help agencies reconcile Cardinal to their agency system.		
10	X	AP	AP.705	Payment Recon Extract	Invoices Paid File Extract	This interface extracts newly posted and cancelled payments from Cardinal. It links voucher/cash advance/expense report data with payments/cancellations recorded in Cardinal.		
11		AP	AP.973	1099 Extract	1099 Data from Reports	This interface extracts 1099 taxable data from Cardinal for agency reporting to IRS. Alternatively, Cardinal captures 1099-M reportable transactions and agencies can produce 1099 file to the IRS from Cardinal.		
12	X	AP	AP.967	Cash Advance Upload	3 and X (for agency employees)	<p>This interface uploads cash advance payment requests for your agency's employees.</p> <p>**Cash advances to employees are captured as transactions on this interface and not through the Voucher Upload.</p> <p>**Agencies that send employee cash advance transactions are required to have employee data in Cardinal. Cardinal will work with agencies to perform a one-time conversion of employees who have been paid for travel from CARS.</p> <p>**PMIS is the system of record for employees and Cardinal will not provide an employee extract interface.</p> <p>**In Cardinal, employees cannot receive X batch (attachments) or specials (expedited payments).</p>	255	Agency 255 will not use cash advances
13		AP	AP.969	Cash Advance Extract	3 and X (for agency employees)	This interface extracts any posted cash advances from the cash advance tables to help agencies reconcile Cardinal to their agency system.		

Instructions

CARS vs. Cardinal Interfaces

Determine Cardinal Interfaces

Sample

Gaps





Communication Channels

- **Interface Workshops:** Used to communicate Cardinal interface designs/file layouts, answer questions, and resolve issues (calendar invitations will be sent no later than November 25)
- **Cardinal Interface Mailbox:** A dedicated mailbox will be used to capture questions and feedback from the agencies
- **Monthly Interface Meeting:** Used to share information around current/upcoming tasks, changes to designs, answer questions and provide support to agencies
- **Change Network:** Will be leveraged to distribute the necessary tasks and information to agencies. The agency roles that will be involved include the Primary Contact, the Technical/Interface Contact, and the Functional SME's (AP, AR, GL)



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>

(For your reference, DRAFT copies of the interface functional designs and file layouts have been posted in the Statewide Toolbox > Cardinal Interfaces navigation. It is strongly recommended that agencies do not start Cardinal interface design efforts before attending the Interface Workshops in mid-December)

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