

Cardinal FIN Roles to Training Course Mapping

This document serves as a comprehensive resource, providing a detailed table that maps Cardinal Financials (FIN) roles that require formal training to their corresponding courses.

Understanding Your Cardinal FIN Roles

Your assigned training is directly tied to the specific roles you hold within the Cardinal FIN application. To identify your current roles, contact your supervisor or Fiscal Officer, or run the PT_SEC_USER_ROLES query (**Navigation:** Main Menu > Reporting Tools > Query > Query Viewer > PT_SEC_USER_ROLES). Refer to the [NAV220 Running a FIN Query](#) job aid for assistance.

Accessing and Managing Cardinal Training

All Cardinal FIN training courses are assigned and managed through the Commonwealth of Virginia Learning Center (COVLC). Course assignments are updated weekly based on data extracted from the Cardinal system.

Training is delivered in two primary formats:

- Web-Based Training (WBT)
- Instructor-Led Training (ILT)

Prerequisite Training: Cardinal Financials Foundations

All FIN Core users are required to complete the Cardinal Financials Foundations curriculum before enrolling in any additional assigned courses. This foundational web-based training curriculum provides a thorough introduction to the FIN application's core functionalities and includes the following three WBT courses:

- INTRO101 – Overview of Cardinal Financials (FIN)
- NAV200 – Navigation in Cardinal FIN
- NAV220 – Introduction to Cardinal Financials Reporting

Accounts Payable User Roles	
Descriptive Role Name	Required Training Courses
1099 Administrator V_AP_COVA_1099_ADMINISTRATOR	Cardinal Financials Foundations (WBT) AP110 Accounts Payable and Expenses Overview (WBT)
Banking Configurator V_AP_COVA_BANKING_CONFIGURATOR	Cardinal Financials Foundations (WBT) AP110 Accounts Payable and Expenses Overview (WBT)
DOA Special Paycycle Processor V_AP_COVA_DOA_SPC_PYCYCL_PROC	Cardinal Financials Foundations (WBT) AP110 Accounts Payable and Expenses Overview (WBT)
EDI Coordinator V_AP_EDC_COORDINATOR	Cardinal Financials Foundations (WBT) AP110 Accounts Payable and Expenses Overview (WBT)
EDI VIEWER V_AP_COVA_EDC_SRC	Cardinal Financials Foundations (WBT)
Employee Profile Sync Maintenance V_AP_COVA_EMP_PRFL_SYNC_MAINT	Cardinal Financials Foundations (WBT) AP110 Accounts Payable and Expenses Overview (WBT) AP315A Online Expense Processing (ILT)
Expenses Approver V_AP_COVA_EXPENSES_APPROVER	Cardinal Financials Foundations (WBT) AP110 Accounts Payable and Expenses Overview (WBT) AP315A Online Expense Processing (ILT)
Expenses Employee V_AP_COVA_EXPENSES_EMPLOYEE	Cardinal Financials Foundations (WBT) AP110 Accounts Payable and Expenses Overview (WBT) AP315A Online Expense Processing (ILT)
Expenses Processor V_AP_COVA_EXPENSES_PROCESSOR	Cardinal Financials Foundations (WBT) AP110 Accounts Payable and Expenses Overview (WBT) AP315A Online Expense Processing (ILT)
Expenses Reassign V_AP_COVA_EXPENSES_REASSIGN	Cardinal Financials Foundations (WBT) AP110 Accounts Payable and Expenses Overview (WBT)
HCM Voucher Processor V_AP_HCM_VCHR_PROCESSOR	Cardinal Financials Foundations (WBT) AP110 Accounts Payable and Expenses Overview (WBT) AP312 Voucher Processing (ILT)
Oversight Viewer V_OVERSIGHT_VIEWER	Cardinal Financials Foundations (WBT) AP110 Accounts Payable and Expenses Overview (WBT)
Paycycle Configurator V_AP_PAYCYCLE_CONFIGURATOR	Cardinal Financials Foundations (WBT) AP110 Accounts Payable and Expenses Overview (WBT)
Payment Cash Configurator V_AP_COVA_PYMNT_CASH_CONFIG	Cardinal Financials Foundations (WBT) AP110 Accounts Payable and Expenses Overview (WBT)
Payment Cash Transaction Override V_COVA_PYMNT_CASH_TRANSOVRD	Cardinal Financials Foundations (WBT) AP110 Accounts Payable and Expenses Overview (WBT)
Payment Processor V_AP_COVA_PAYMENT_PROCESSOR	Cardinal Financials Foundations (WBT) AP110 Accounts Payable and Expenses Overview (WBT)

Accounts Payable User Roles	
Descriptive Role Name	Required Training Courses
Payment Reconciler V_AP_COVA_PAYMENT_RECONCILER	Cardinal Financials Foundations (WBT) AP110 Accounts Payable and Expenses Overview (WBT)
Petty Cash Processor V_AP_COVA_PETTY_CASH_PROCESSOR	Cardinal Financials Foundations (WBT) AP110 Accounts Payable and Expenses Overview (WBT)
Secure Payment Reporter V_AP_COVA_SECURE_PMNT_REPORTER	Cardinal Financials Foundations (WBT)
Special Payment Processor V_AP_COVA_SPEC_PYMNT_PROCESSOR	Cardinal Financials Foundations (WBT) AP110 Accounts Payable and Expenses Overview (WBT)
Special Voucher Processor V_AP_COVA_SPEC_VCHR_PROCESSOR	Cardinal Financials Foundations (WBT) AP110 Accounts Payable and Expenses Overview (WBT) AP312 Voucher Processing (ILT)
Statewide Pre Audit Approver V_AP_PRE_AUDIT_APPROVER	Cardinal Financials Foundations (WBT) AP110 Accounts Payable and Expenses Overview (WBT) AP312 Voucher Processing (ILT) AP313 Approving Vouchers (WBT)
Supplier Conversation Processor V_AP_COVA_VENDOR_CONVERSATION	Cardinal Financials Foundations (WBT) AP110 Accounts Payable and Expenses Overview (WBT)
Supplier Maint Spreadsheet Upload V_AP_COVA_VENDOR_SPD_UPLD	Cardinal Financials Foundations (WBT) AP110 Accounts Payable and Expenses Overview (WBT)
Supplier Maintenance Specialist V_AP_VENDOR_MAIN_SPECIAL	Cardinal Financials Foundations (WBT) AP110 Accounts Payable and Expenses Overview (WBT)
Travel Expense Configurator V_AP_TRAVEL_EXPENSE_CONFIG	Cardinal Financials Foundations (WBT) AP110 Accounts Payable and Expenses Overview (WBT)
Voucher Approver V_AP_COVA_VOUCHER_APPROVER	Cardinal Financials Foundations (WBT) AP110 Accounts Payable and Expenses Overview (WBT) AP312 Voucher Processing (ILT) AP313 Approving Vouchers (WBT)
Voucher Processor V_AP_COVA_VOUCHER_PROCESSOR	Cardinal Financials Foundations (WBT) AP110 Accounts Payable and Expenses Overview (WBT) AP312 Voucher Processing (ILT)
Voucher Spreadsheet Approver V_AP_COVA_DOA_SPD_APPR	Cardinal Financials Foundations (WBT) AP110 Accounts Payable and Expenses Overview (WBT) AP312 Voucher Processing (ILT)
Voucher Spreadsheet Processor V_AP_COVA_DOA_VCHR_SPD	Cardinal Financials Foundations (WBT) AP110 Accounts Payable and Expenses Overview (WBT) AP312 Voucher Processing (ILT)

**Accounts Payable User Roles**

Descriptive Role Name	Required Training Courses
Voucher Upload Error Reporter V_AP_COVA_VCHR_ERROR_REPORTER	Cardinal Financials Foundations (WBT) AP110 Accounts Payable and Expenses Overview (WBT)
Workflow System Administrator V_COVA_WF_WL_REASSIGN	Cardinal Financials Foundations (WBT)

Accounts Receivable User Roles

Descriptive Role Name	Required Training Courses
Funds Receipt Manager Multi BU V_AR_COVA_FUNDS_REC_MGR_MULTI	Cardinal Financials Foundations (WBT) AR120 Billing and Accounts Receivable Overview (WBT) AR326 Accounts Receivable Funds Receipt (ILT)
Funds Receipt Manager V_AR_COVA_FUNDS_REC_MANAGER	Cardinal Financials Foundations (WBT) AR120 Billing and Accounts Receivable Overview (WBT) AR326 Accounts Receivable Funds Receipt (ILT)
Funds Receipt Processor V_AR_COVA_FUNDS_REC_PROCESSOR	Cardinal Financials Foundations (WBT) AR120 Billing and Accounts Receivable Overview (WBT) AR326 Accounts Receivable Funds Receipt (ILT)
Funds Receipts Processor for Multiple GL BU V_AR_COVA_FUNDS_REC_MULTIBU	Cardinal Financials Foundations (WBT) AR120 Billing and Accounts Receivable Overview (WBT) AR326 Accounts Receivable Funds Receipt (ILT)

General Ledger User Roles

Descriptive Role Name	Required Training Courses
Agency ChartField Administrator V_GL_COVA_AGENCY_CF_ADMIN	Cardinal Financials Foundations (WBT) GL130 General Ledger Overview (WBT)
Budget Approver V_GL_COVA_BUDGET_APPROVER	Cardinal Financials Foundations (WBT) GL130 General Ledger Overview (WBT)
Budget Processor V_GL_COVA_BUDGET_PROCESSOR	Cardinal Financials Foundations (WBT) GL130 General Ledger Overview (WBT)
Journal Bypass V_GL_COVA_DOA_JRNL_BYPASS	Cardinal Financials Foundations (WBT) GL130 General Ledger Overview (WBT) GL332 Processing Journal Entries (ILT)
General Ledger Tree Combo Maintenance V_GL_COVA_TREE_COMBO_MAINT	Cardinal Financials Foundations (WBT) GL130 General Ledger Overview (WBT)



General Ledger User Roles	
Descriptive Role Name	Required Training Courses
GL Revenue Reporter V_GL_COVA_REVENUE_REPORTER	Cardinal Financials Foundations (WBT) GL130 General Ledger Overview (WBT)
Journal Approver V_GL_JOURNAL_APPROVER	Cardinal Financials Foundations (WBT) GL130 General Ledger Overview (WBT) GL332 Processing Journal Entries (ILT)
Journal Processor Interfacing V_GL_COVA_JRNL_PROCESSOR_INT	Cardinal Financials Foundations (WBT) GL130 General Ledger Overview (WBT) GL332 Processing Journal Entries (ILT)
Journal Processor V_GL_COVA_JOURNAL_PROCESSOR	Cardinal Financials Foundations (WBT) GL130 General Ledger Overview (WBT) GL332 Processing Journal Entries (ILT)
Journal Source Bypass V_GL_COVA_SRC_BYPASS	Cardinal Financials Foundations (WBT) GL130 General Ledger Overview (WBT) GL332 Processing Journal Entries (ILT)
Statewide Budget Administrator V_GL_COVA_STATE_BUDGET_ADMIN	Cardinal Financials Foundations (WBT) GL130 General Ledger Overview (WBT)
Statewide Budget Approver V_GL_COVA_ST_BUDGET_APPROVER	Cardinal Financials Foundations (WBT) GL130 General Ledger Overview (WBT)
Statewide Budget Processor V_GL_COVA_ST_BUDGET_PROCESSOR	Cardinal Financials Foundations (WBT) GL130 General Ledger Overview (WBT)
Statewide ChartField Administrator V_GL_COVA_STATE_CF_ADMIN	Cardinal Financials Foundations (WBT) GL130 General Ledger Overview (WBT)
Statewide General Ledger System Administrator V_GL_COVA_STATE_SYSTEM_ADMIN	Cardinal Financials Foundations (WBT) GL130 General Ledger Overview (WBT)
Statewide General Ledger System Processor V_GL_COVA_STATE_SYST_PROCESSOR	Cardinal Financials Foundations (WBT) GL130 General Ledger Overview (WBT)
Statewide Journal Approver V_GL_STATE_JOURNAL_APPROVER	Cardinal Financials Foundations (WBT) GL130 General Ledger Overview (WBT) GL332 Processing Journal Entries (ILT)