FINANCIALS

Accounts Payable WorkCenter, Insights, and Other New Features

August 13, 2026

Cardinal UPGRADE

www.cardinalproject.virginia.gov

Agenda

01 Welcome & Cardinal Upgrade Overview

02 Accounts Payable WorkCenter

03 New Features

04 Financials Insights

05 Wrap-Up

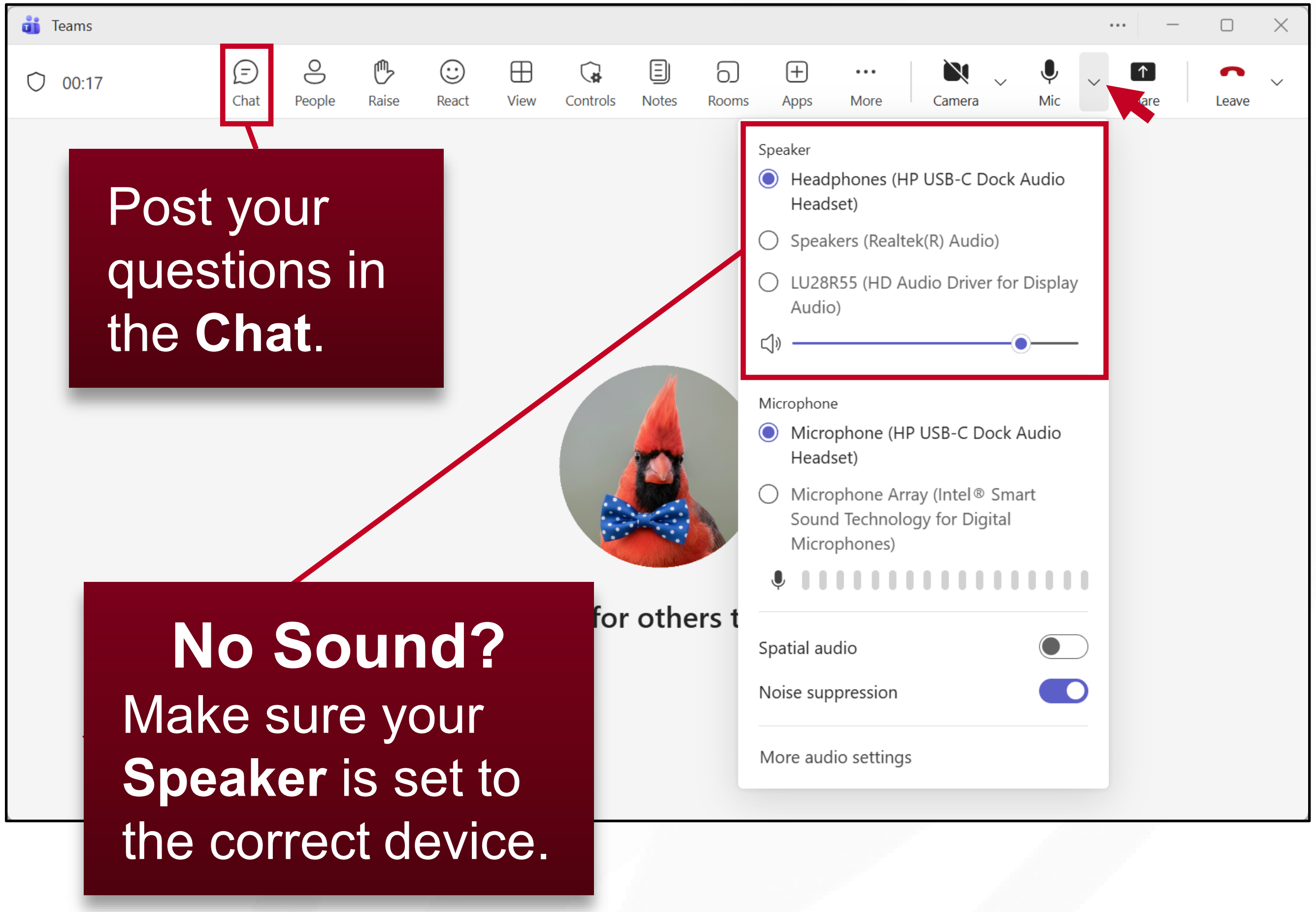
Cardinal

Welcome to Today's Webinar!

Q&A Format
Post your questions in the Chat. While we may not answer every question during today's session, all inquiries will be captured for follow-up.

Agency-Specific Questions
Will **not** be addressed today – please open a ticket instead.

All attendees have been muted.



What to Expect in This Webinar

- ✓ This session highlights new features and changes in the Cardinal Upgrade. It is an informational overview, not a formal training class.
- ✓ If we have not discussed a particular Cardinal function in today's webinar, it is likely unchanged as part of the upgrade.
- ✓ Agency users will not have access to a training environment to preview the upgraded system.
- ✓ All job aids, training, and support materials are being updated and will be made available before the upgrade.
- ✓ Retaking completed Cardinal training is **not required**.
- ✓ **This session is being recorded**. The recording will be made available shortly after the event.

What is the Cardinal Upgrade?

- The Cardinal team is enhancing the Financials (FIN) and Human Capital Management (HCM) applications.
- This upgrade will deliver a range of new features designed to improve system functionality and your overall user experience.
- Scheduled to go live on **September 8, 2026**.

Awareness & Preparation	Deployment	Go-Live	Support & Optimization
April - August	August	September 8	September - October
• Communications, Infographics, Videos, Website posts • Webinars showcasing new features for core users	• Comprehensive user guidance: What to know and when.		• Updated job aids and training • Webinars covering FAQs and Hot Topics

Cardinal Upgrade: Impact on Your Favorites

As Cardinal transitions to a modern navigation experience, existing Homepage personalizations and My Favorites will no longer exist. Please note the following impacts on your saved items:

- **Homepage Personalizations**: Automatically removed at go-live due to the new navigation structure.
- **My Favorites**: Existing favorites will be removed at go-live as the links will no longer work due to the new navigation structure.
  - **Note:** A communication will go out to all users with instructions about re-creating favorites in the upgraded system.
- **Queries & Run Controls**: Existing favorite queries and saved run control IDs will remain intact—no action required.

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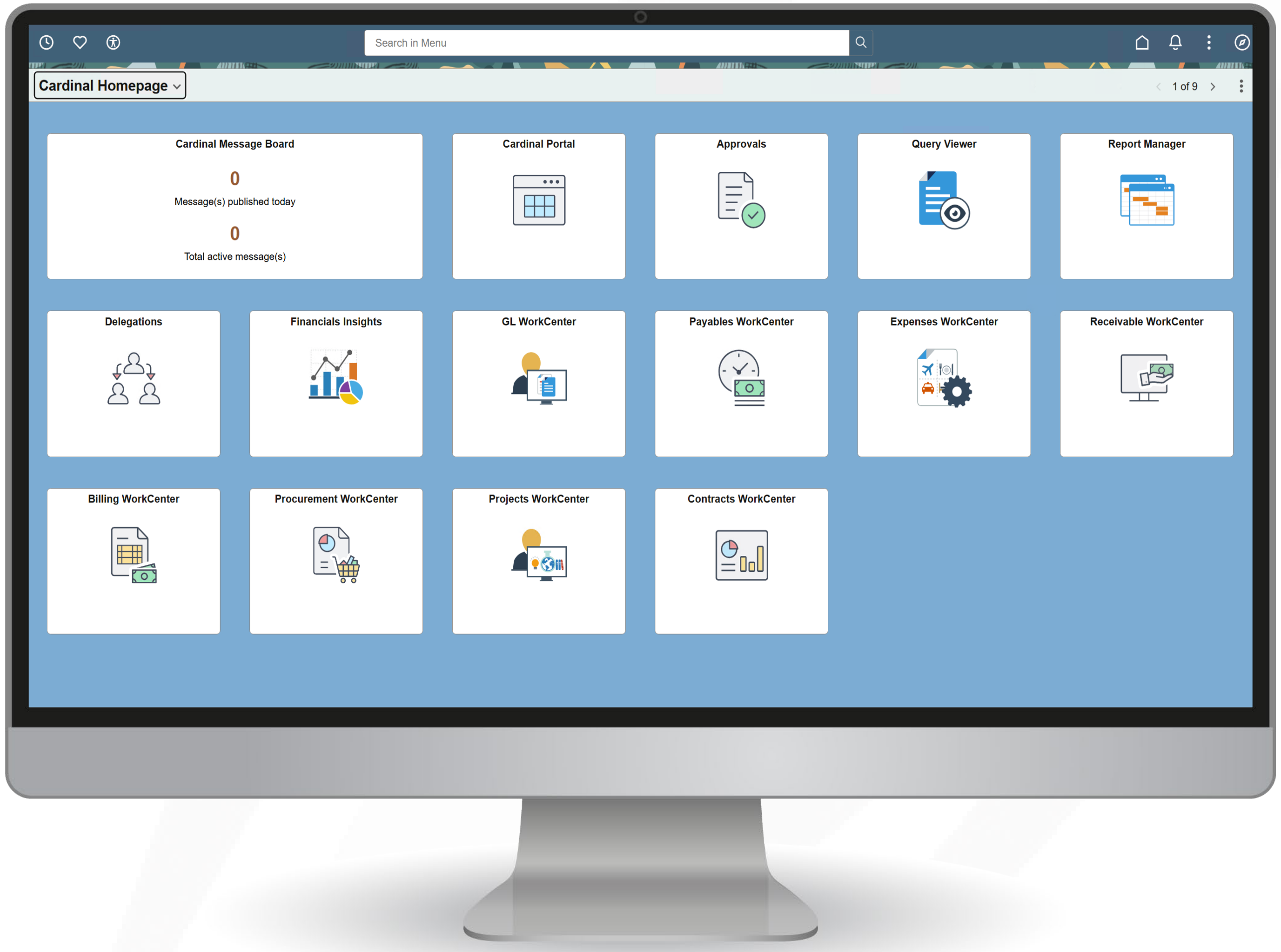
A Fresh New Look

Current State

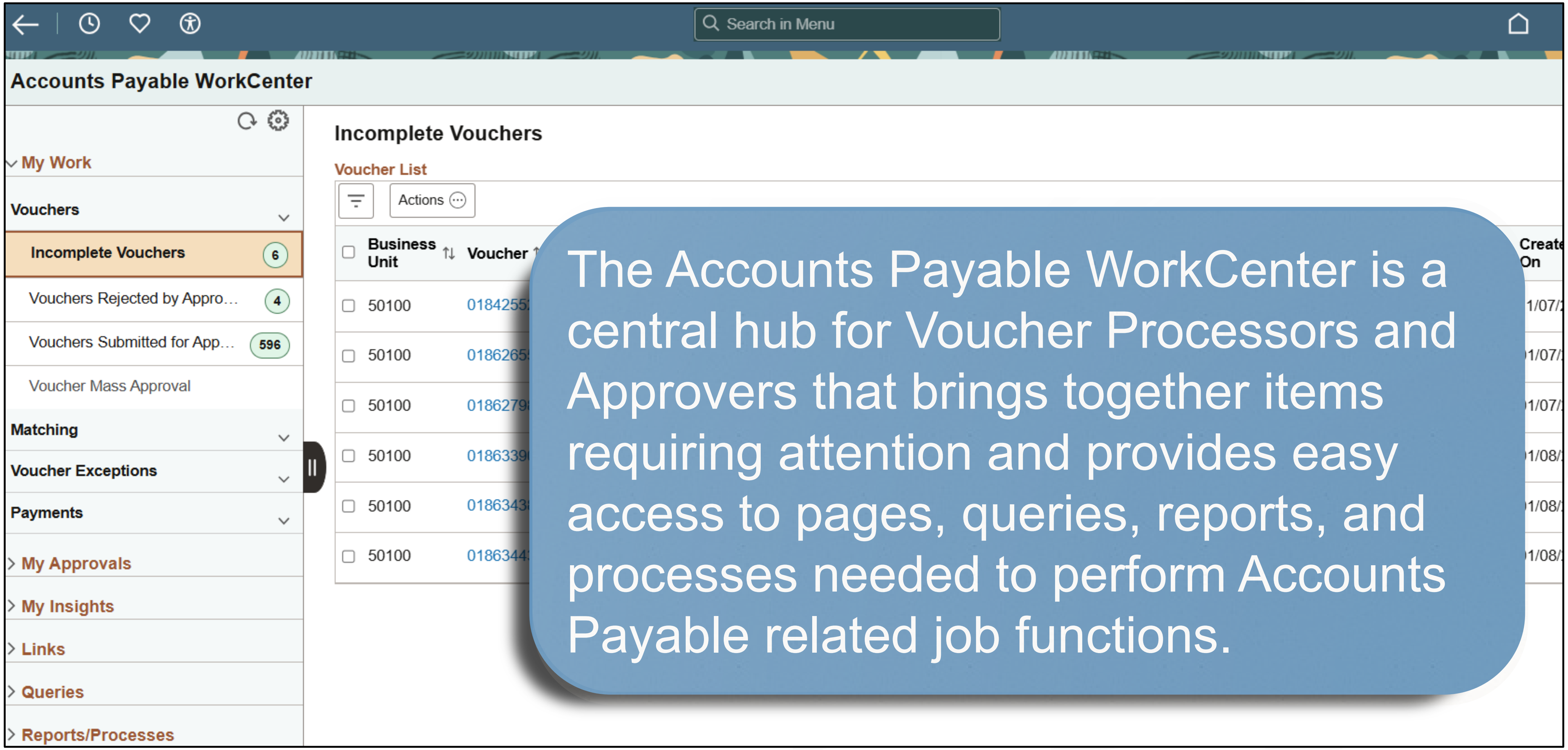
- Text heavy layout
- Lengthy menu lists
- Nested folders
- Excessive scrolls, hovers, and clicks

Future State

- Clean Modern Layout
- Simplified tile-based navigation
- One click away from key tasks

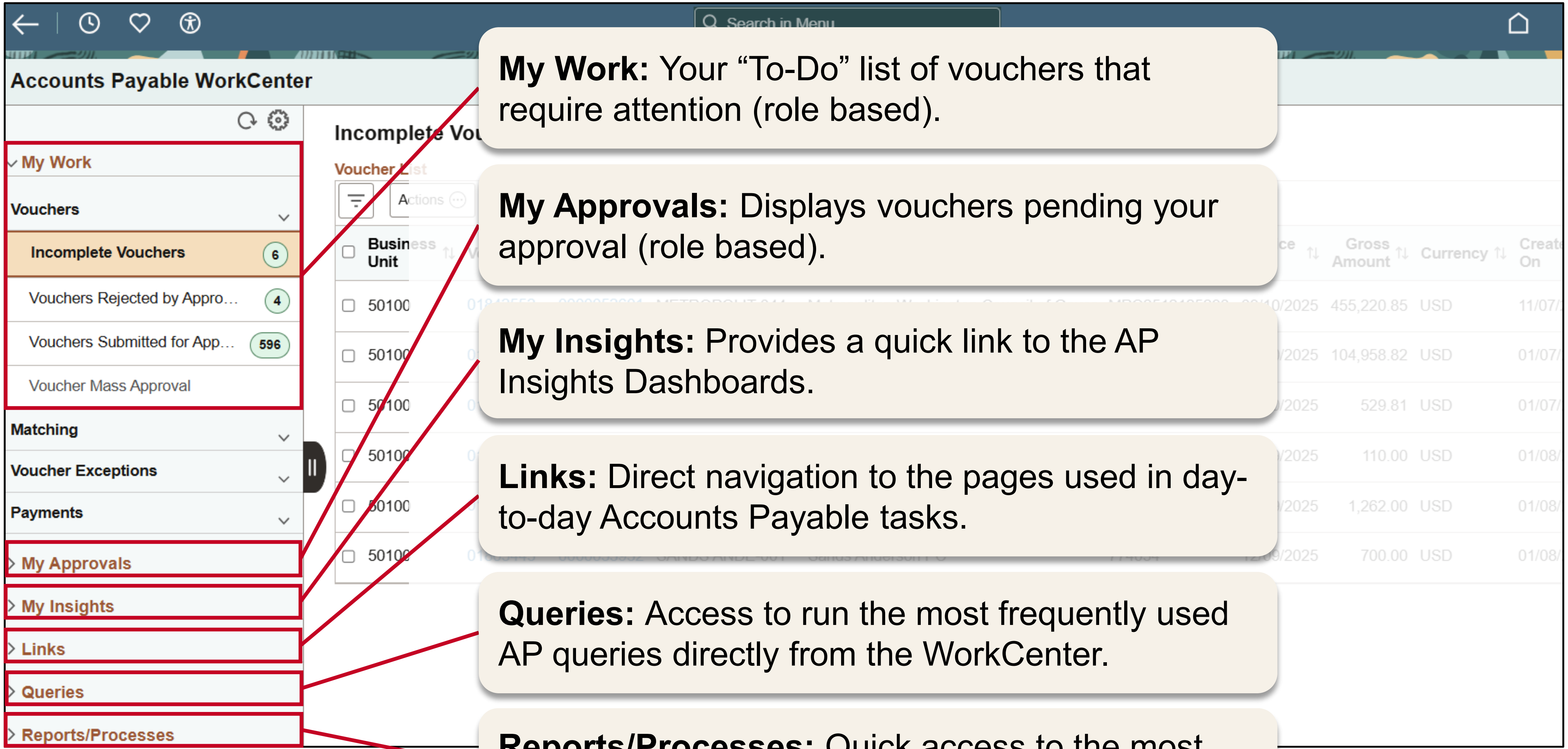


Accounts Payable WorkCenter



The Accounts Payable WorkCenter is a central hub for Voucher Processors and Approvers that brings together items requiring attention and provides easy access to pages, queries, reports, and processes needed to perform Accounts Payable related job functions.

Accounts Payable WorkCenter



My Work: Your “To-Do” list of vouchers that require attention (role based).

My Approvals: Displays vouchers pending your approval (role based).

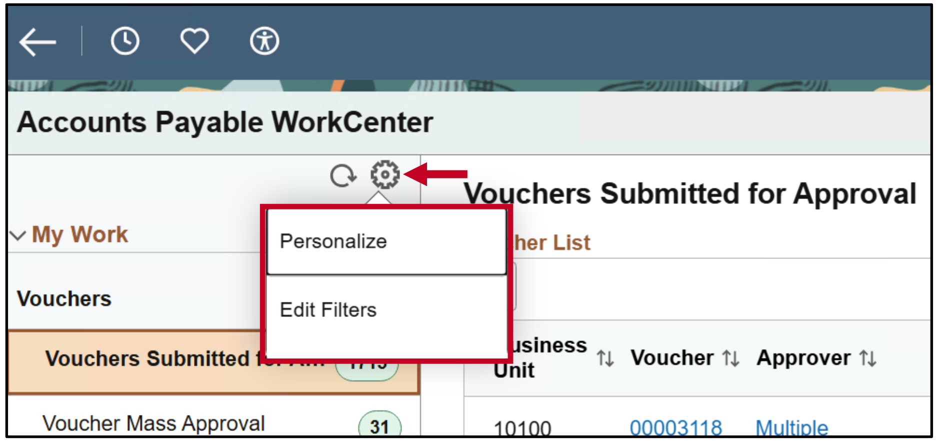
My Insights: Provides a quick link to the AP Insights Dashboards.

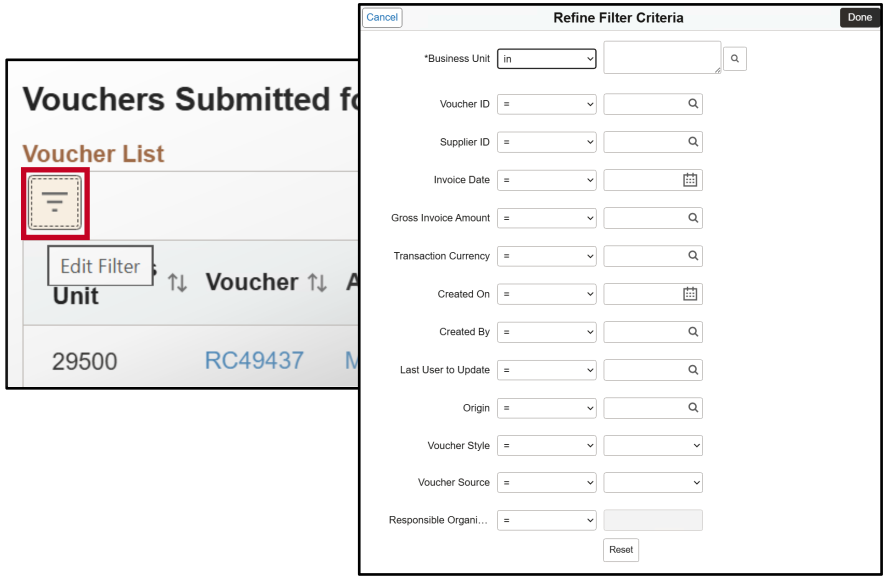
Links: Direct navigation to the pages used in day-to-day Accounts Payable tasks.

Queries: Access to run the most frequently used AP queries directly from the WorkCenter.

Reports/Processes: Quick access to the most common AP Reports and Processes.

WorkCenter Filters





Set Default Filters

Users may update the pre-set filters using the **Edit Filters** available in the Navigation panel. This is saved and will be applied every time the user accesses the WorkCenter.

Set Temporary Filters

While working with a category, a user may refine the filter in the Transaction panel to temporarily focus on a particular Business Unit(s) or other criteria by using the **Refine Filter** option.

Required filters are pre-populated based on user Business Unit access and can be updated by the user.

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What's Changing?

Additional Accounts Payable enhancements coming with the Cardinal Upgrade.

Vouchers

Improvements to Voucher processing and functionality

Approvals

New Approval Tile

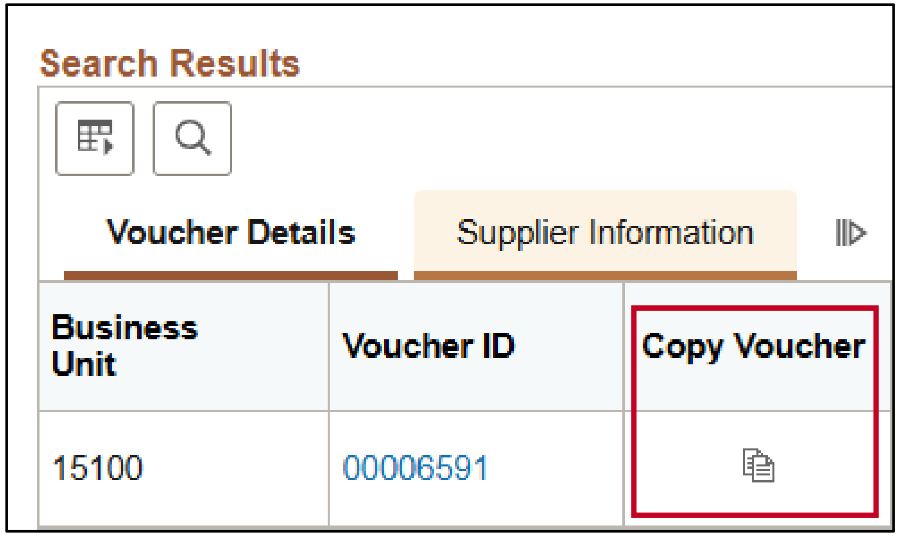
Delegation

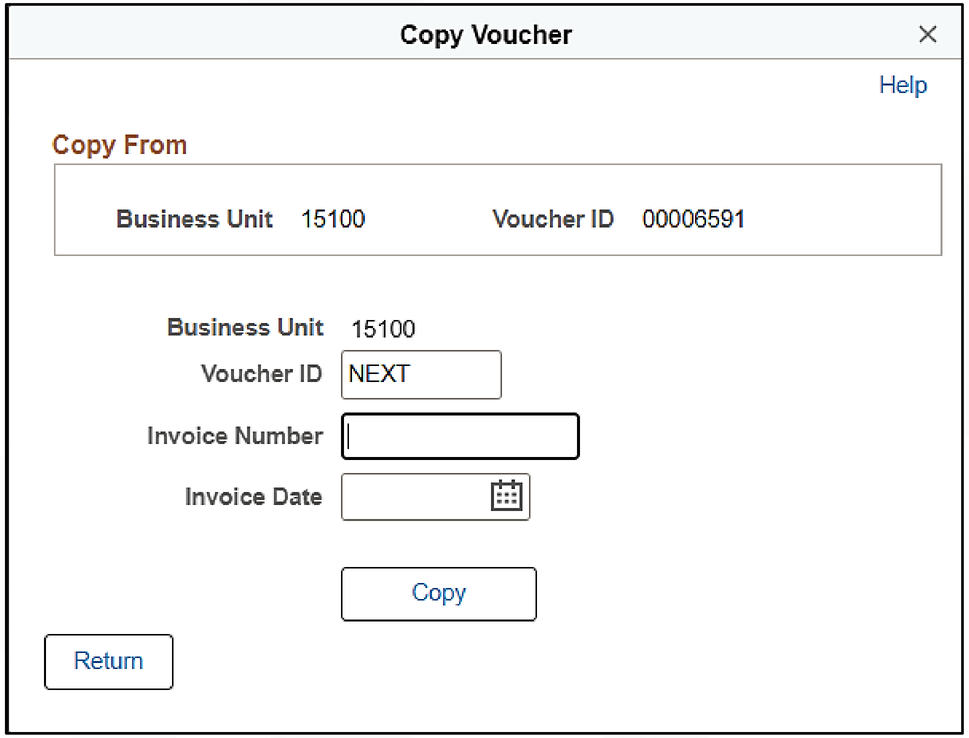
New Delegation Tile

Copy Voucher Feature

Users will be able to copy from a previously created Voucher, including Vouchers that were Saved for Later.

- Copies all fields from the selected Voucher and places it in a “Recycle” Status
- Copied Vouchers must be reviewed and saved

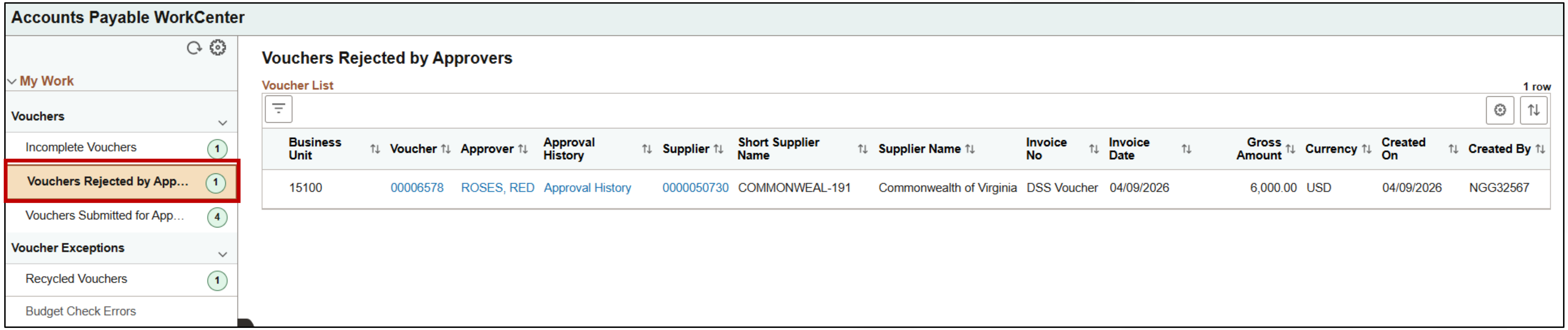




Vouchers Rejected by Approver (New Page)

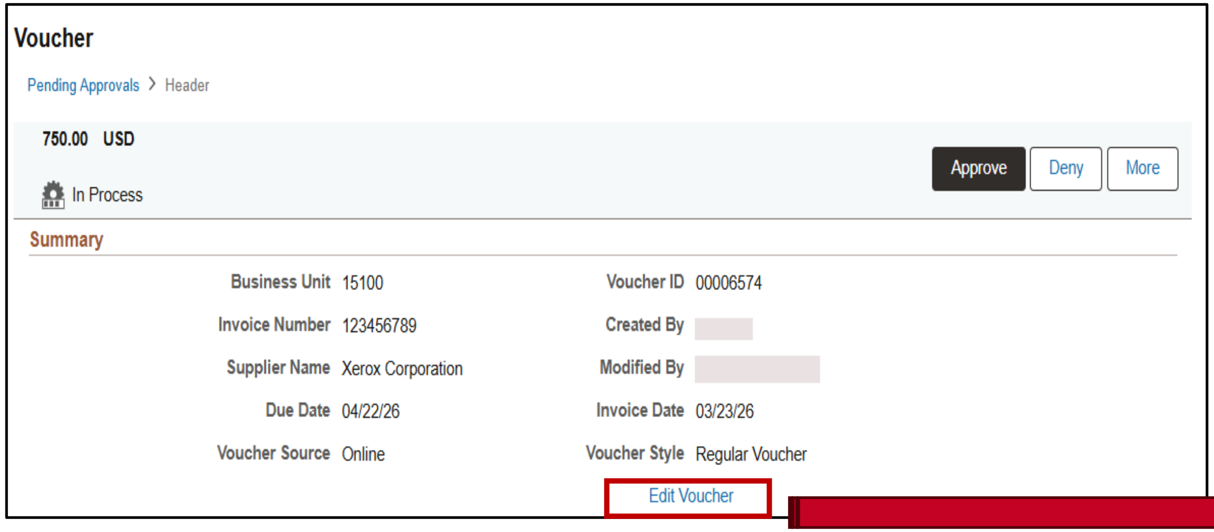
Voucher Processors can view and update **denied vouchers** on the Vouchers Rejected by Approver page, located under **My Work** in the Accounts Payable WorkCenter.

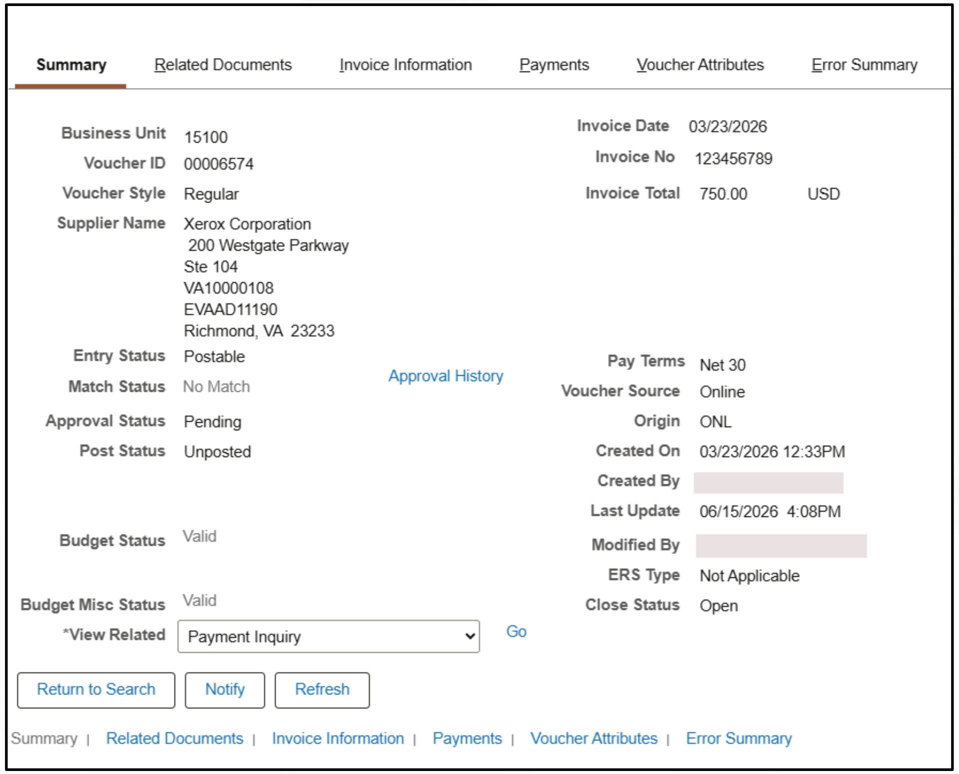
Open any rejected voucher directly from this page to review and make updates.



Edit Voucher

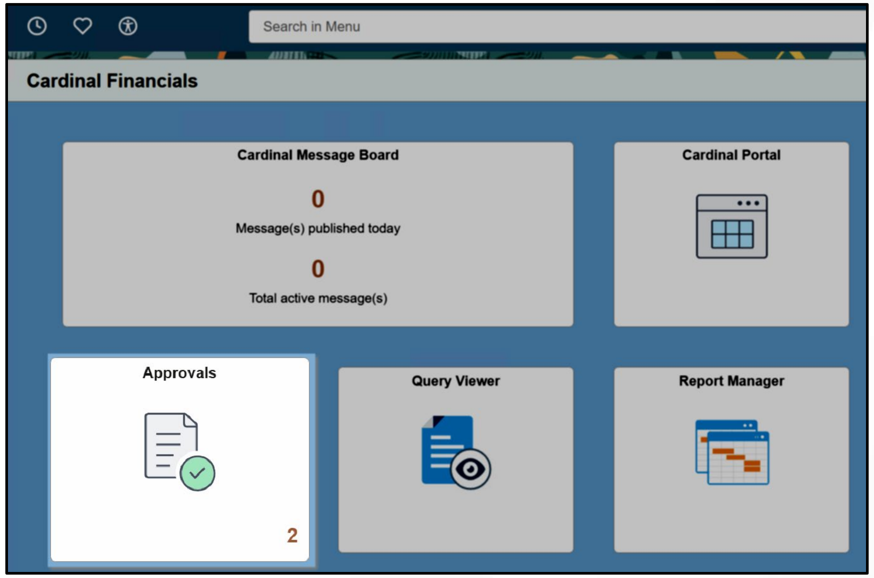
The **Edit Voucher** link, available on the Voucher Approval page, can be used to view the full Voucher details prior to approving.

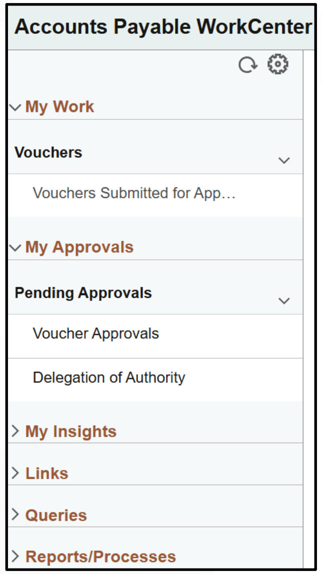




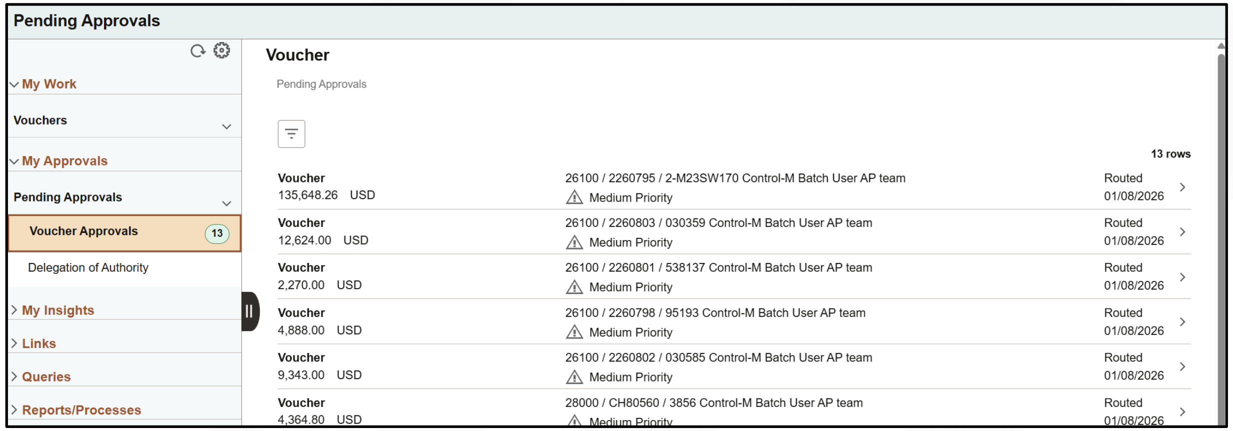
Approvals

Approvals can be accessed via the **Approvals tile** from the Financials homepage or in the **Accounts Payable WorkCenter** under **My Approvals**.

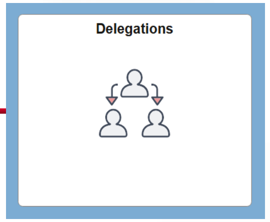




Vouchers requiring approval will be listed on the **Pending Approvals** page.

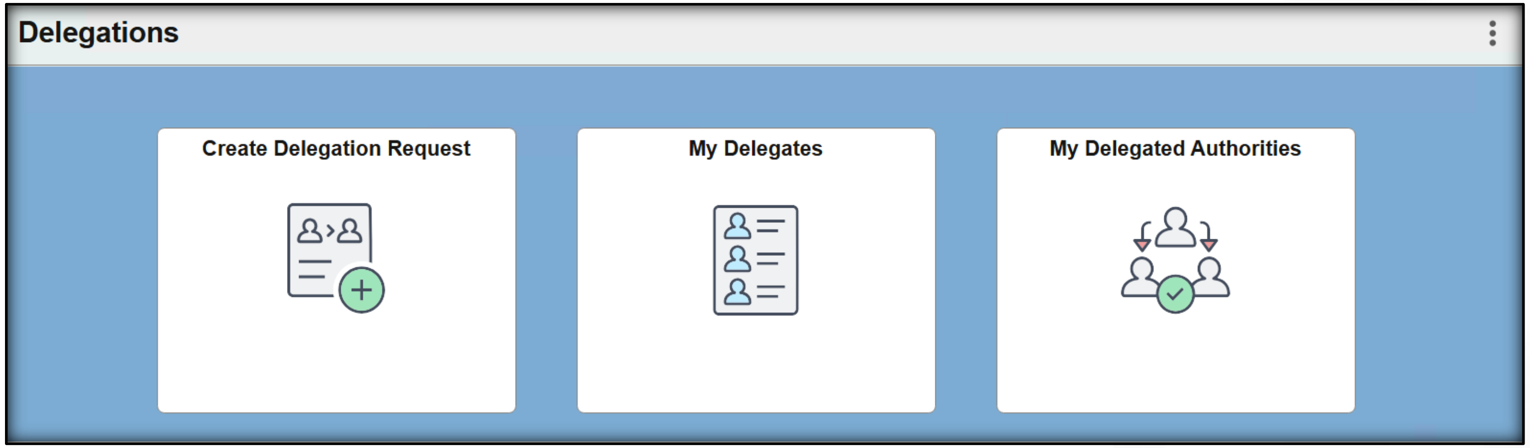


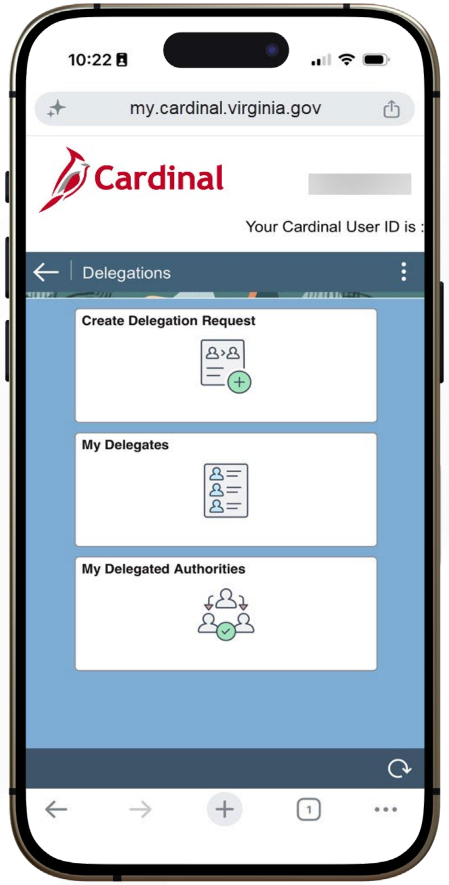
Delegation



Manage **Delegation** using the Delegation tile to handle tasks and permissions on your computer or your mobile device.

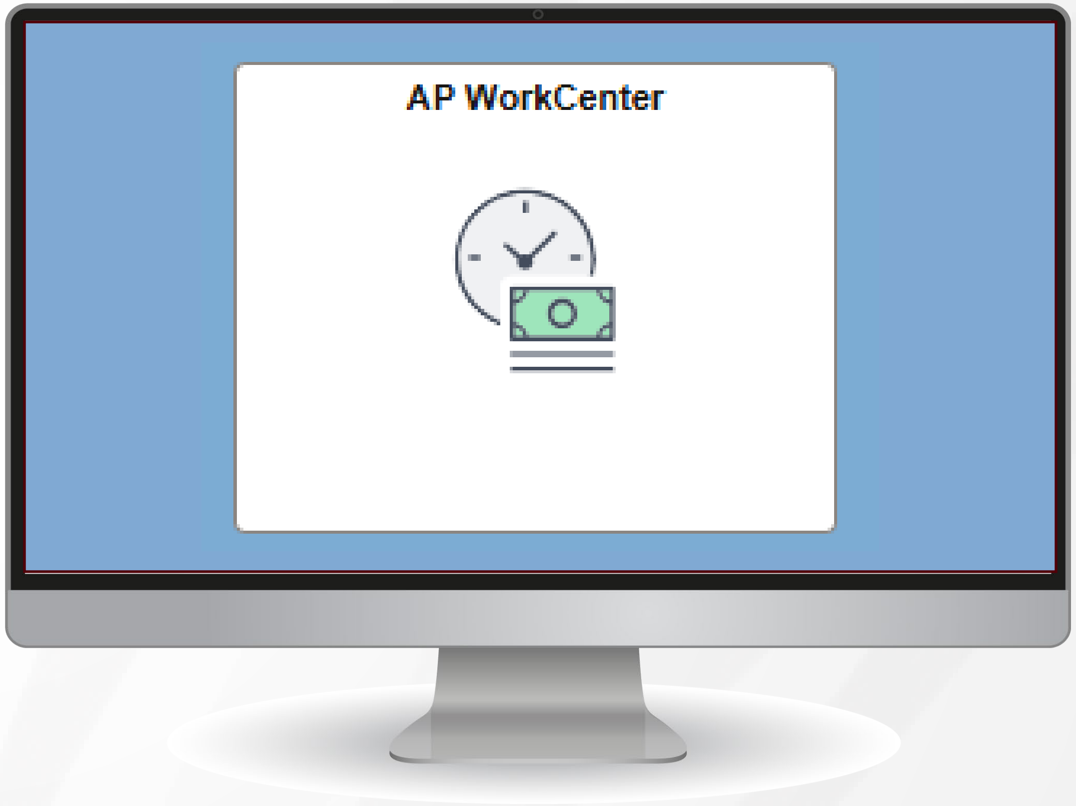
- **Create Delegation Request**: Delegate your approval authority to another approver.
- **My Delegates**: Track and review the requests you have assigned to others.
- **My Delegated Authorities**: View Transactions delegated to you by another approver.





LIVE DEMONSTRATION

Accounts Payable (AP) WorkCenter



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Q&A

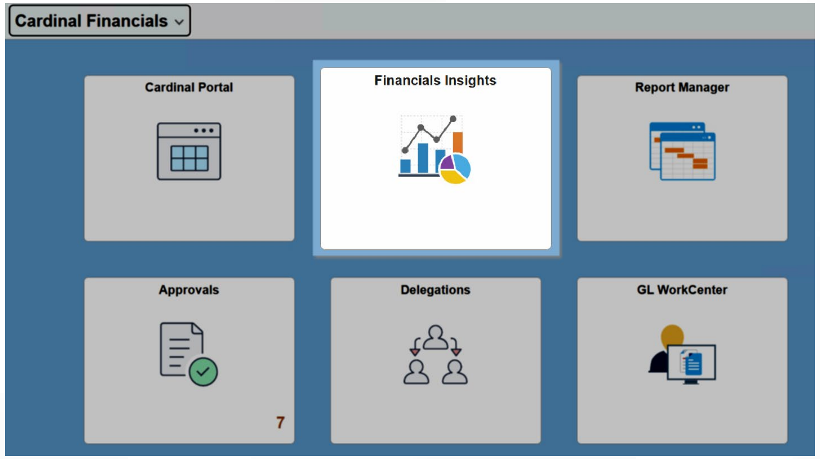
Financials Insights

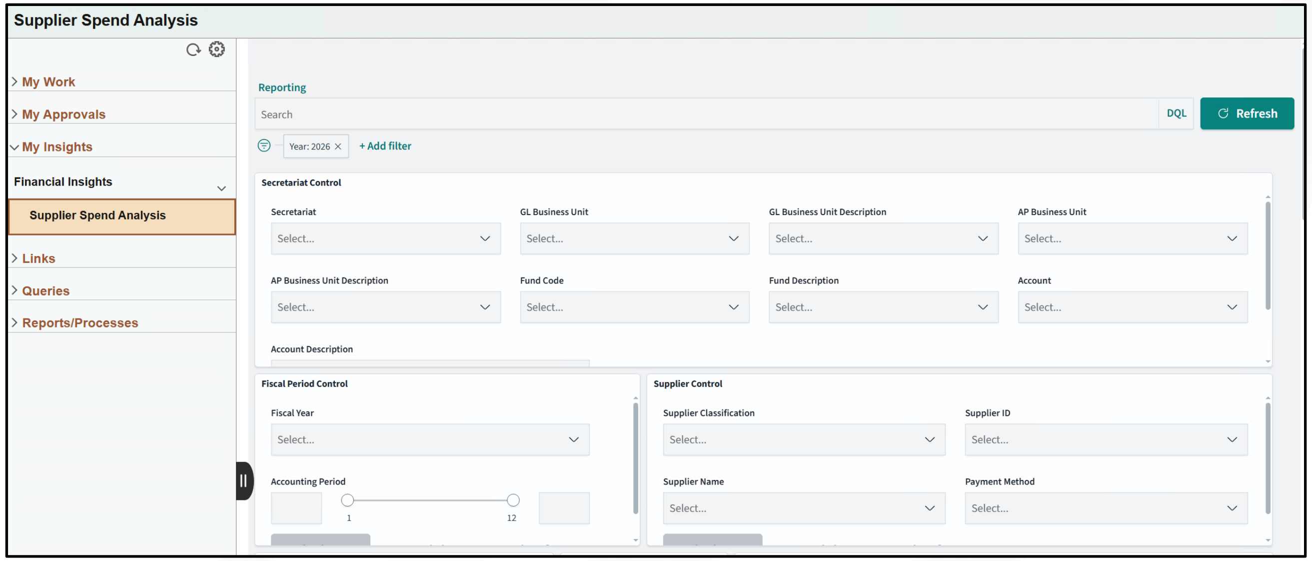
Available via the **Financials Insights** tile or direct link in the related **WorkCenter**.

Visual Dashboards: Features multiple visualizations of revenue and expenditures data.

Scope: Provides access across all Business Units.

Flexible Filtering: Easily filter by agency, expense type, or specific employees to drill into detailed information.





LIVE DEMONSTRATION

Financials Insights

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Tips for Financials Insights

Use Filters

- Focus on relevant data by selecting only the filters you need.

Apply Changes

- Always click Apply Changes after selecting filters to update your view.

Use Dropdowns

- Select values from drop-down menus whenever possible to prevent case-sensitive errors.

Search Values

- If an expected value is not listed, start typing the exact name (case-sensitive) or the correct number.

Export Data

- Export raw data to Excel if you need additional custom calculations or deep-dive analysis.

Masked Data

- Be aware that sensitive information may appear redacted with asterisks.

Q&A

Next Steps

EXPLORE THE CARDINAL UPGRADE WEBPAGE

cardinalproject.virginia.gov/upgrade

- Communications & Infographics
- Videos
- Webinar Recordings & Presentations
- Go-Live Resources

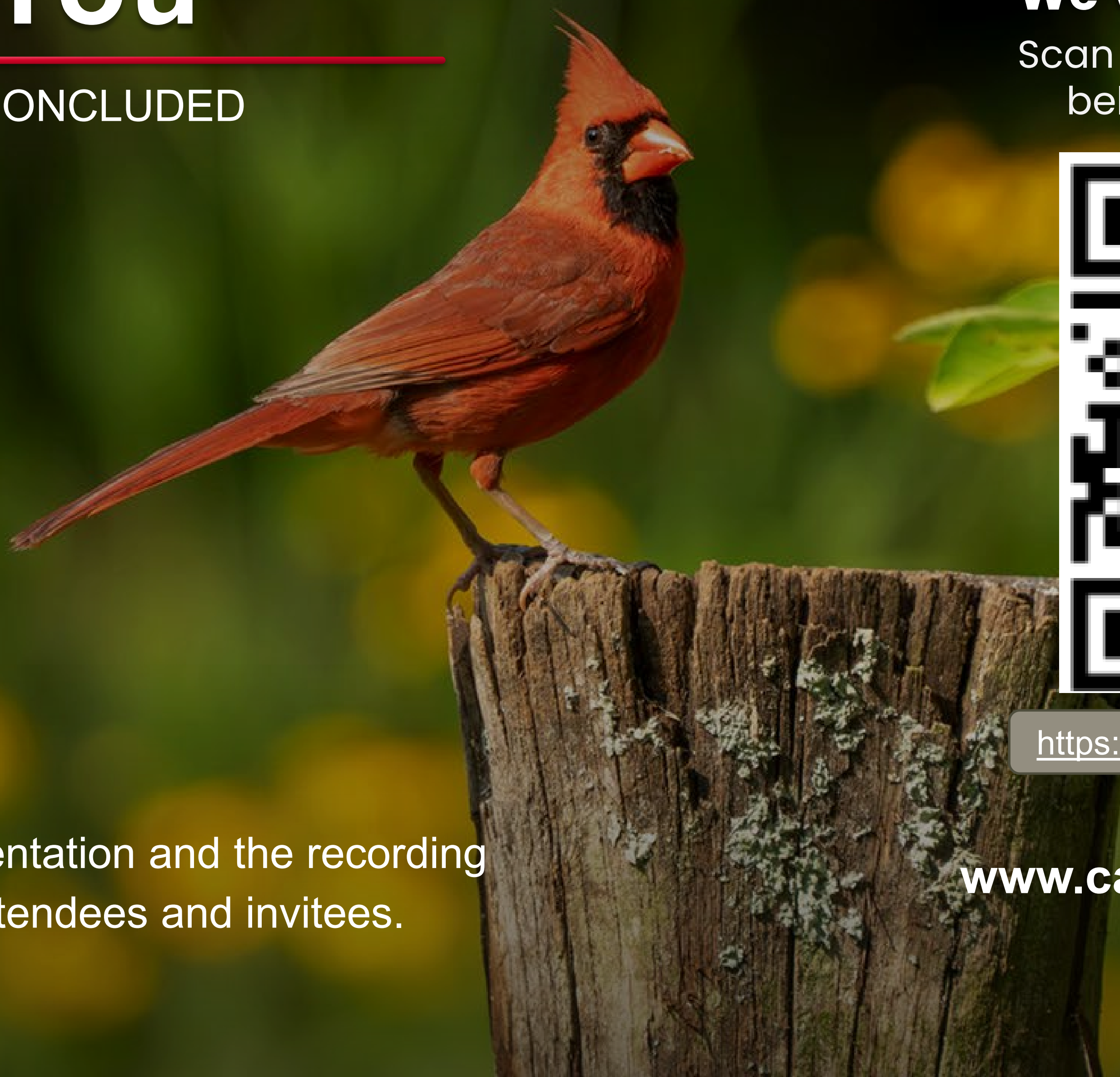
Share Your Feedback!

Scan the QR code or click the link below to take a brief survey.

https://forms.office.com/g/Q3UGqZePEr

Thank You

PRESENTATION CONCLUDED



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