

FINANCIALS

Accounts Payable WorkCenter, Insights, and Other New Features

August 13, 2026

Agenda

01

Welcome & Cardinal Upgrade Overview

02

Accounts Payable WorkCenter

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New Features

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Wrap-Up

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.

The screenshot shows the Microsoft Teams interface. At the top, the 'Chat' icon is highlighted with a red box and a callout that says 'Post your questions in the Chat.' To the right, the 'More' menu is open, showing 'Speaker' and 'Microphone' settings. The 'Speaker' section has three options: 'Headphones (HP USB-C Dock Audio Headset)' (selected), 'Speakers (Realtek(R) Audio)', and 'LU28R55 (HD Audio Driver for Display Audio)'. Below this is a volume slider. The 'Microphone' section has two options: 'Microphone (HP USB-C Dock Audio Headset)' (selected) and 'Microphone Array (Intel® Smart Sound Technology for Digital Microphones)'. Below this is a microphone activity indicator. At the bottom of the settings panel, there are toggles for 'Spatial audio' (off) and 'Noise suppression' (on), and a link to 'More audio settings'. A red arrow points to the 'More' menu icon. A second callout box at the bottom says 'No Sound? Make sure your Speaker is set to the correct device.'

Post your questions in the Chat.

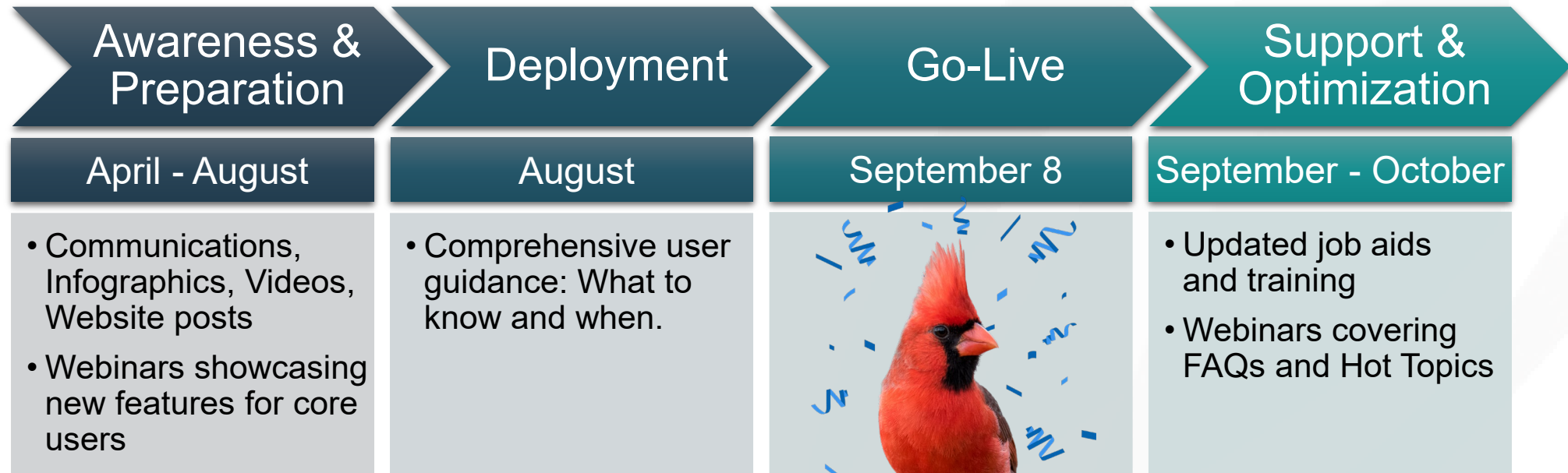
No Sound?
Make sure your Speaker is set to the correct device.

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**.



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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New Features

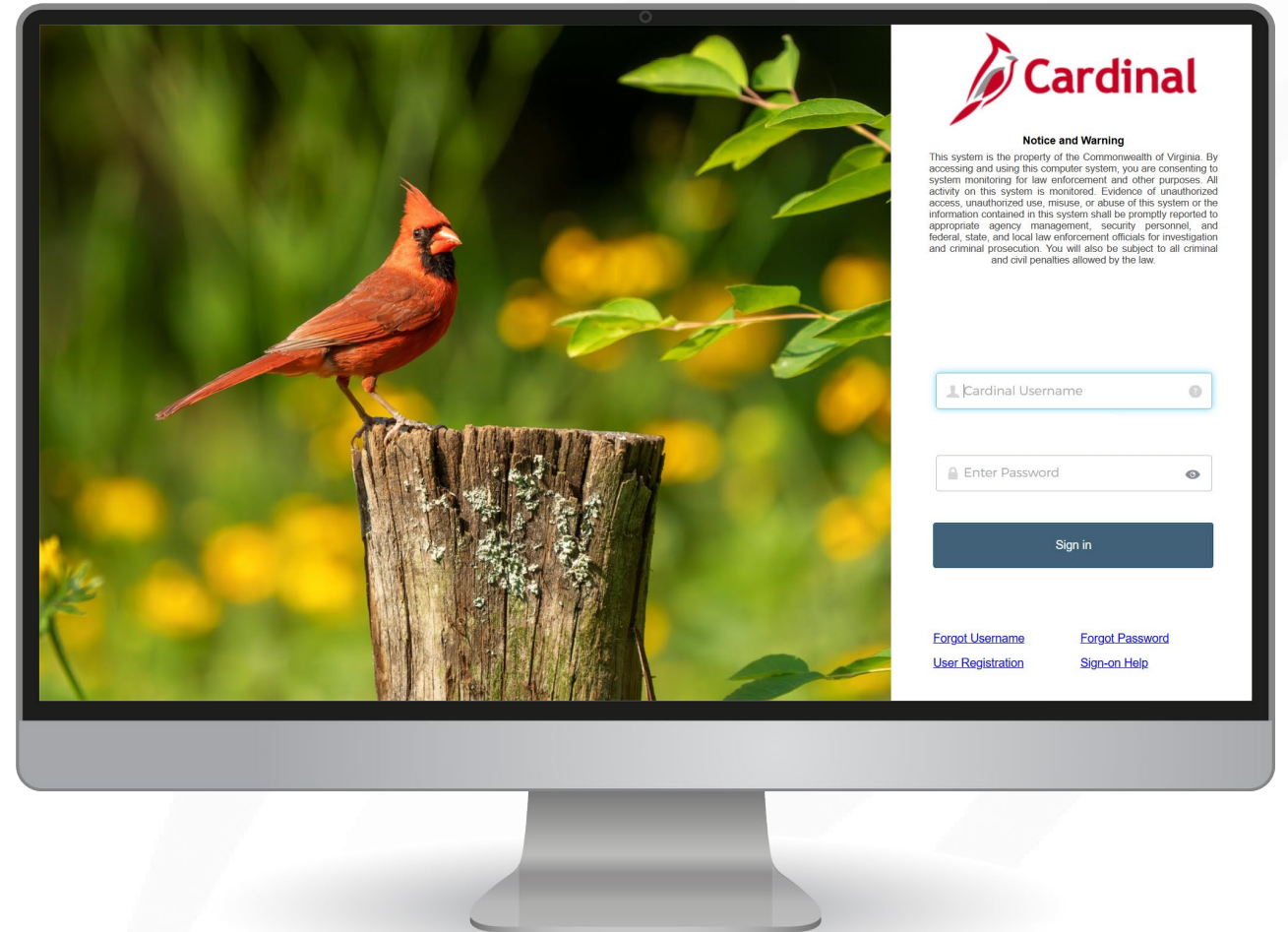
04

Financials Insights

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Wrap-Up

A Fresh New Look



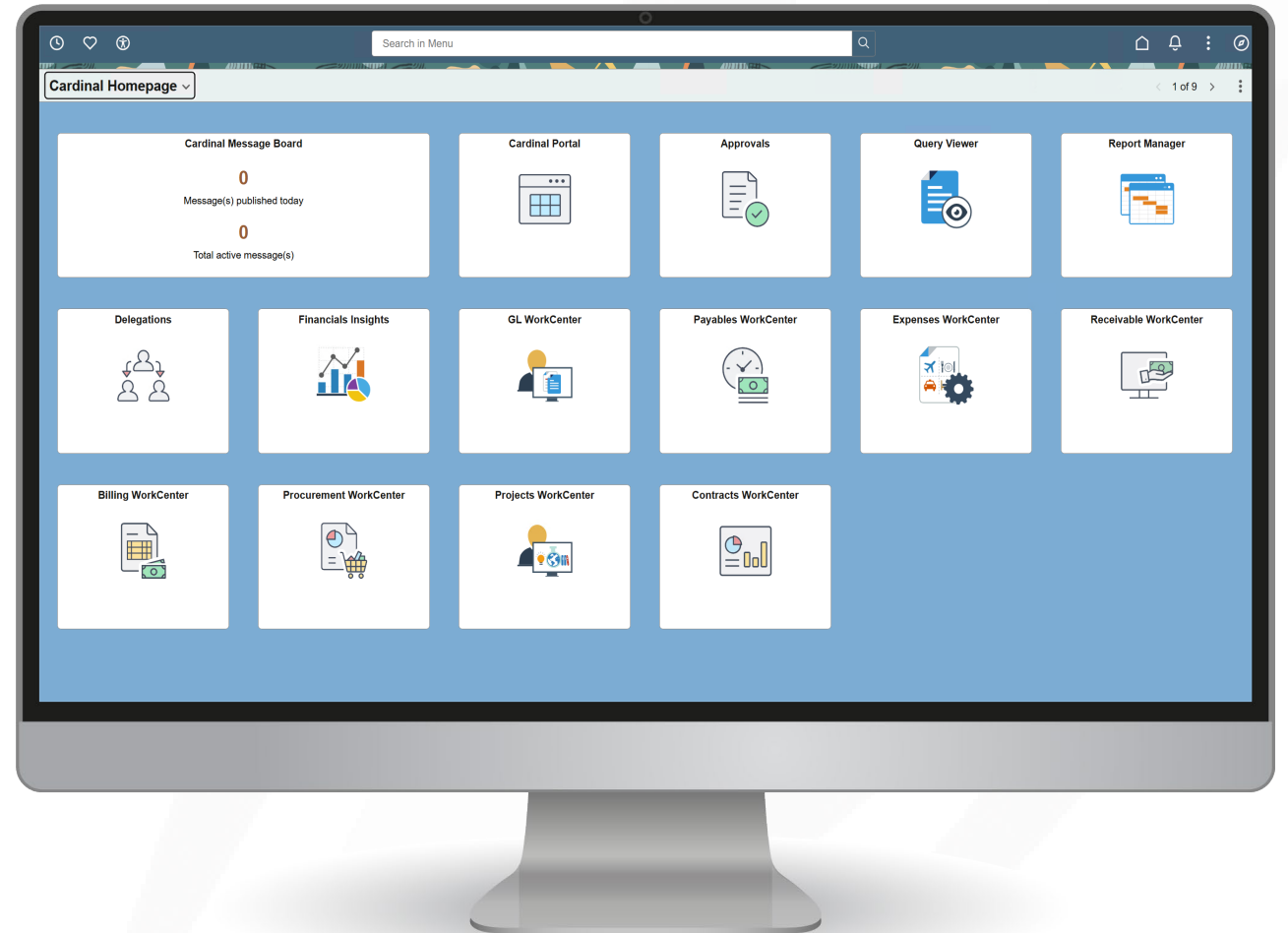
Current State

- **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 screenshot displays the Accounts Payable WorkCenter interface. The left sidebar contains a navigation menu with sections like 'My Work', 'Vouchers', 'Matching', 'Voucher Exceptions', 'Payments', 'My Approvals', 'My Insights', 'Links', 'Queries', and 'Reports/Processes'. The 'Vouchers' section is expanded, showing 'Incomplete Vouchers' with a count of 6. The main area displays a table of 'Incomplete Vouchers' with columns for 'Business Unit', 'Voucher', and 'Create On'. A blue callout box is overlaid on the right side of the interface.

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

The screenshot shows the Accounts Payable WorkCenter interface. The left sidebar contains a navigation menu with the following items: **My Work** (checked), **Vouchers** (dropdown), **Incomplete Vouchers** (6), **Vouchers Rejected by Appro...** (4), **Vouchers Submitted for App...** (596), **Voucher Mass Approval**, **Matching** (dropdown), **Voucher Exceptions** (dropdown), **Payments** (dropdown), **My Approvals**, **My Insights**, **Links**, **Queries**, and **Reports/Processes**. The main area displays a table titled "Incomplete Voucher List" with columns for Business Unit, Voucher Number, Amount, Currency, and Creation Date. The table contains several rows of data. Red lines connect callout boxes to specific menu items and table data.

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.

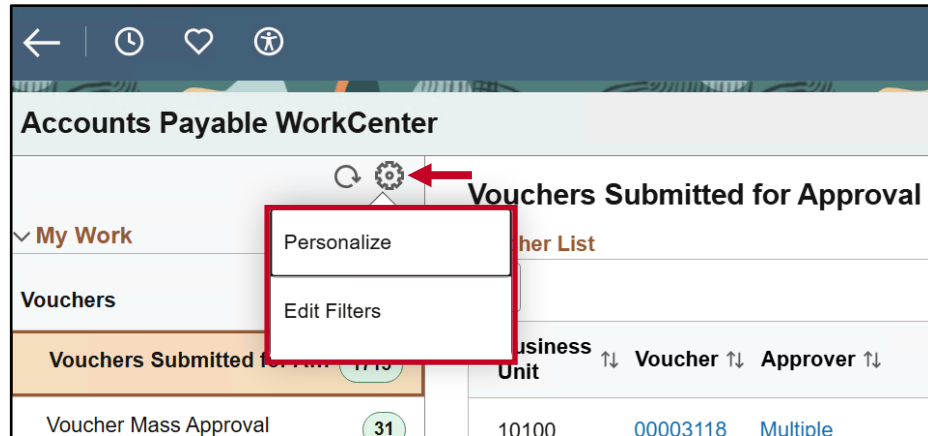
Links: Direct navigation to the pages used in day-to-day Accounts Payable tasks.

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.

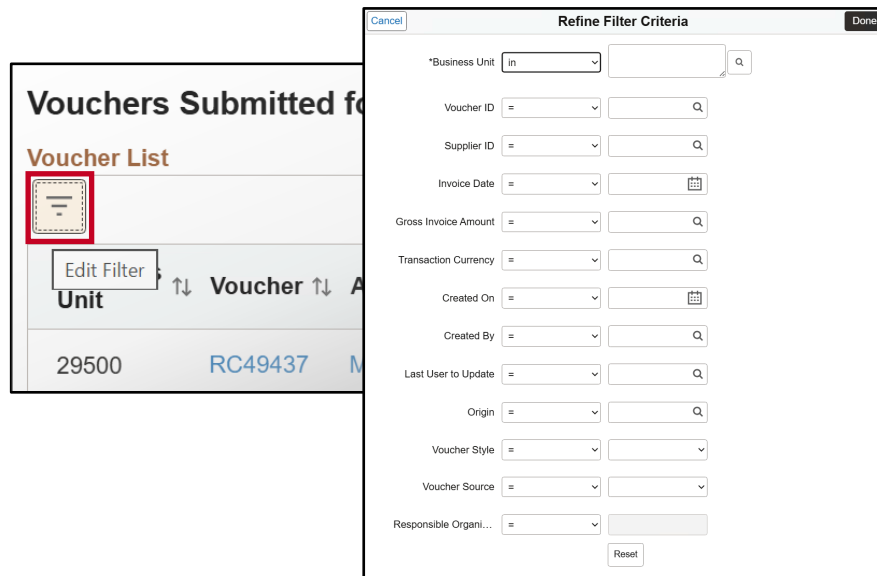


WorkCenter Filters



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.

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Wrap-Up

What's Changing?

Additional Accounts Payable enhancements coming with the Cardinal Upgrade.



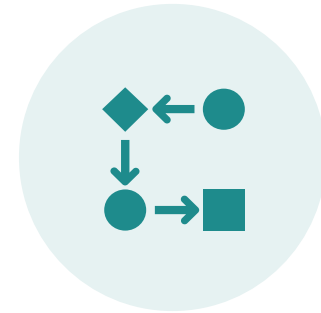
Vouchers

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

Search Results

Voucher Details **Supplier Information** 

Business Unit	Voucher ID	Copy Voucher
15100	00006591	



Copy Voucher × [Help](#)

Copy From

Business Unit 15100 Voucher ID 00006591

Business Unit 15100
Voucher ID
Invoice Number
Invoice Date 

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.

Accounts Payable WorkCenter													
My Work Vouchers Incomplete Vouchers1 Vouchers Rejected by App...1 Vouchers Submitted for App...4 Voucher Exceptions Recycled Vouchers1 Budget Check Errors	Vouchers Rejected by Approvers												
	Voucher List												
	1 row												
	Business Unit	Voucher	Approver	Approval History	Supplier	Short Supplier Name	Supplier Name	Invoice No	Invoice Date	Gross Amount	Currency	Created On	Created By
	15100	00006578	ROSES, RED	Approval History	0000050730	COMMONWEAL-191	Commonwealth of Virginia	DSS Voucher	04/09/2026	6,000.00	USD	04/09/2026	NGG32567

Edit Voucher

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

Voucher
[Pending Approvals](#) > [Header](#)

750.00 USD

 In Process

Approve

Deny

More

Summary

Business Unit	15100	Voucher ID	00006574
Invoice Number	123456789	Created By	
Supplier Name	Xerox Corporation	Modified By	
Due Date	04/22/26	Invoice Date	03/23/26
Voucher Source	Online	Voucher Style	Regular Voucher

Edit Voucher

Summary | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

Business Unit	15100	Invoice Date	03/23/2026
Voucher ID	00006574	Invoice No	123456789
Voucher Style	Regular	Invoice Total	750.00 USD
Supplier Name	Xerox Corporation 200 Westgate Parkway Ste 104 VA10000108 EVAAD11190 Richmond, VA 23233		
Entry Status	Postable	Pay Terms	Net 30
Match Status	No Match	Voucher Source	Online
Approval Status	Pending	Origin	ONL
Post Status	Unposted	Created On	03/23/2026 12:33PM
		Created By	
		Last Update	06/15/2026 4:08PM
		Modified By	
Budget Status	Valid	ERS Type	Not Applicable
Budget Misc Status	Valid	Close Status	Open
*View Related	Payment Inquiry	Go	

Return to Search

Notify

Refresh

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

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.

Cardinal Financials

Cardinal Message Board

0
Message(s) published today

0
Total active message(s)

Cardinal Portal

Approvals

2

Query Viewer

Report Manager

Accounts Payable WorkCenter

My Work

Vouchers

Vouchers Submitted for App...

My Approvals

Pending Approvals

Voucher Approvals

Delegation of Authority

My Insights

Links

Queries

Reports/Processes

Pending Approvals

My Work

Vouchers

My Approvals

Pending Approvals

Voucher Approvals 13

Delegation of Authority

My Insights

Links

Queries

Reports/Processes

Voucher

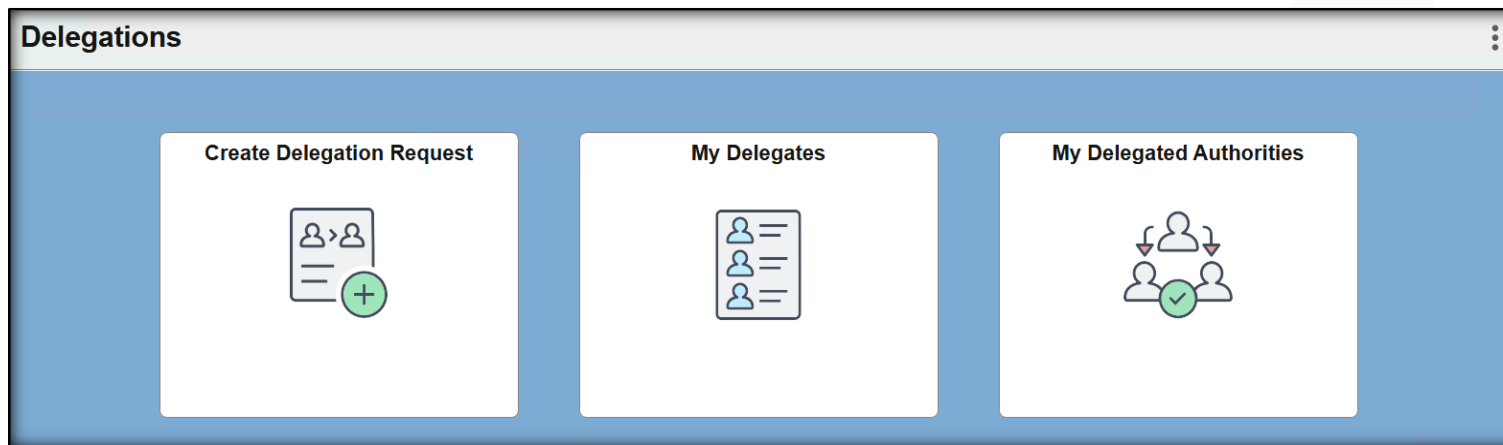
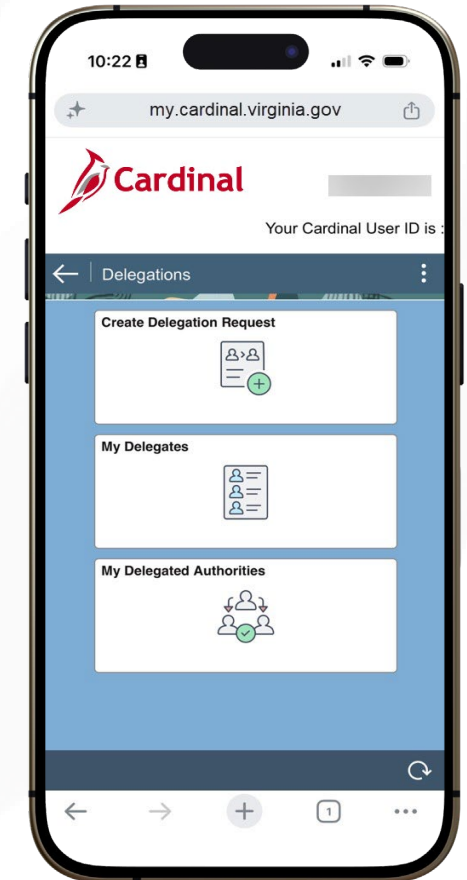
Pending Approvals

13 rows			
Voucher	26100 / 2260795 / 2-M23SW170 Control-M Batch User AP team	Routed	>
135,648.26 USD	△ Medium Priority	01/08/2026	
Voucher	26100 / 2260803 / 030359 Control-M Batch User AP team	Routed	>
12,624.00 USD	△ Medium Priority	01/08/2026	
Voucher	26100 / 2260801 / 538137 Control-M Batch User AP team	Routed	>
2,270.00 USD	△ Medium Priority	01/08/2026	
Voucher	26100 / 2260798 / 95193 Control-M Batch User AP team	Routed	>
4,888.00 USD	△ Medium Priority	01/08/2026	
Voucher	26100 / 2260802 / 030585 Control-M Batch User AP team	Routed	>
9,343.00 USD	△ Medium Priority	01/08/2026	
Voucher	28000 / CH80560 / 3856 Control-M Batch User AP team	Routed	>
4,364.80 USD	△ Medium Priority	01/08/2026	

Delegation

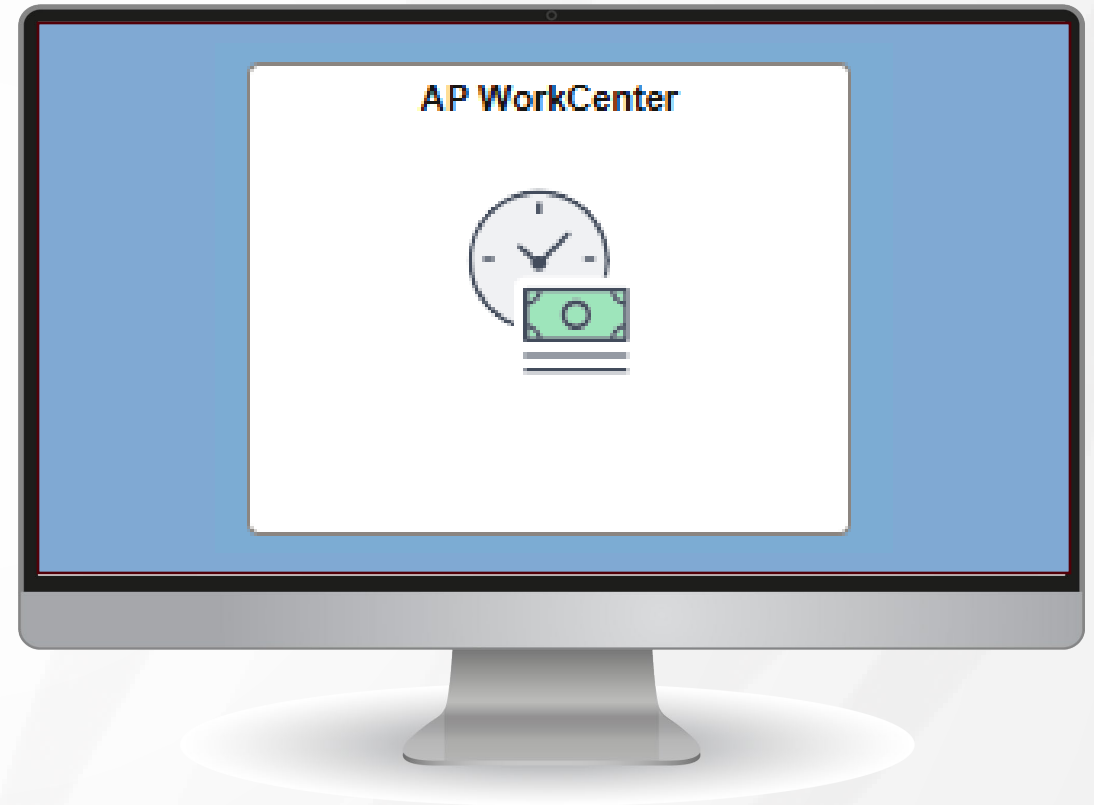
Manage **Delegation** using the Delegation tile to handle tasks and permissions on your computer or your mobile device.

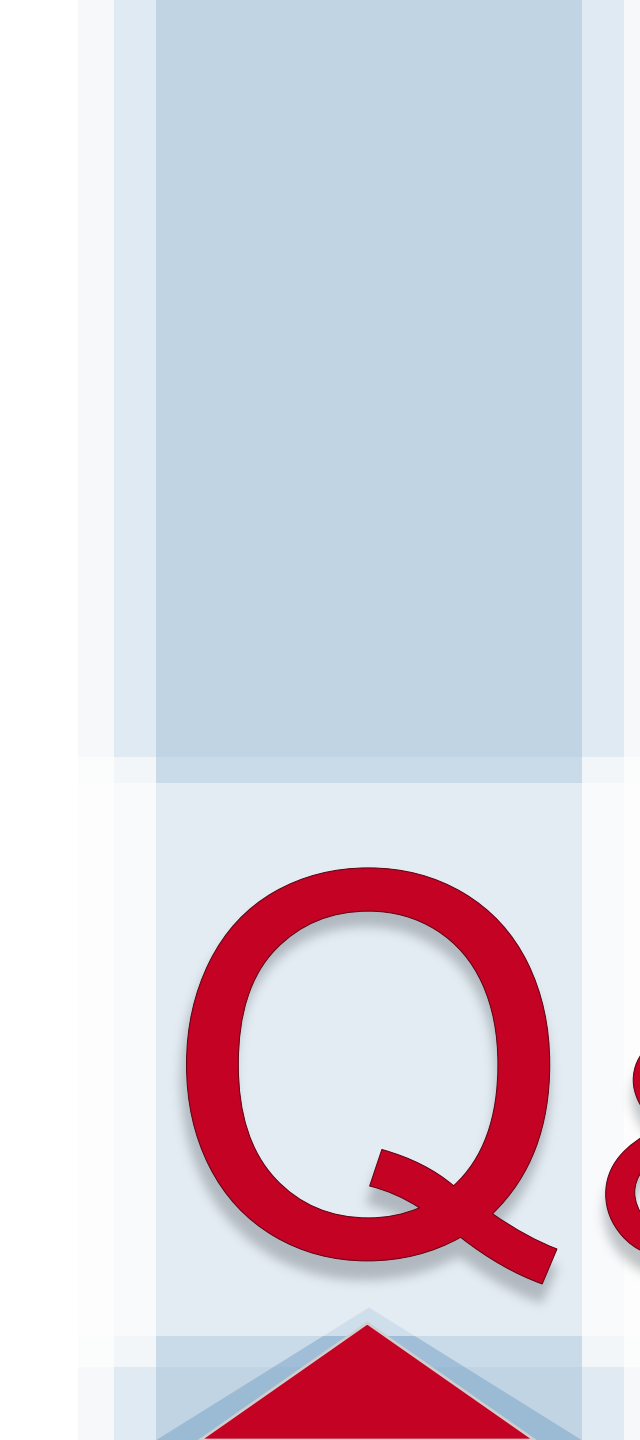
- **Create Delegation Request:** Delegate your approval authority to another approver.
- **My Delegates:** Track and review the requests you have assigned to others.
- **My Delegated Authorities:** View Transactions delegated to you by another approver.



LIVE DEMONSTRATION

Accounts Payable (AP) WorkCenter





Q & A

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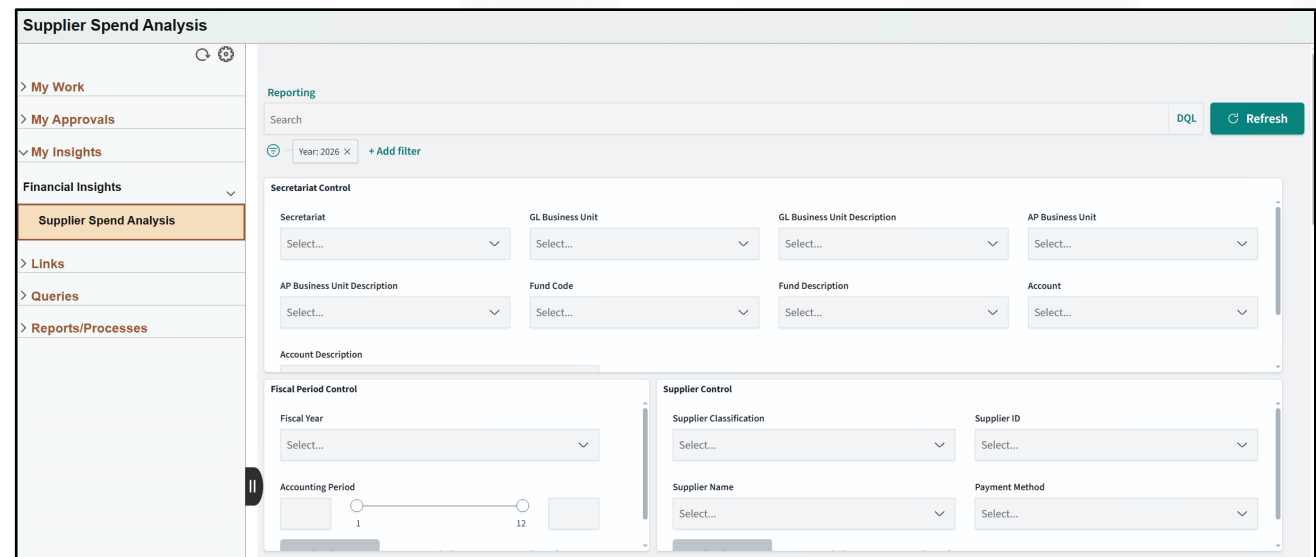
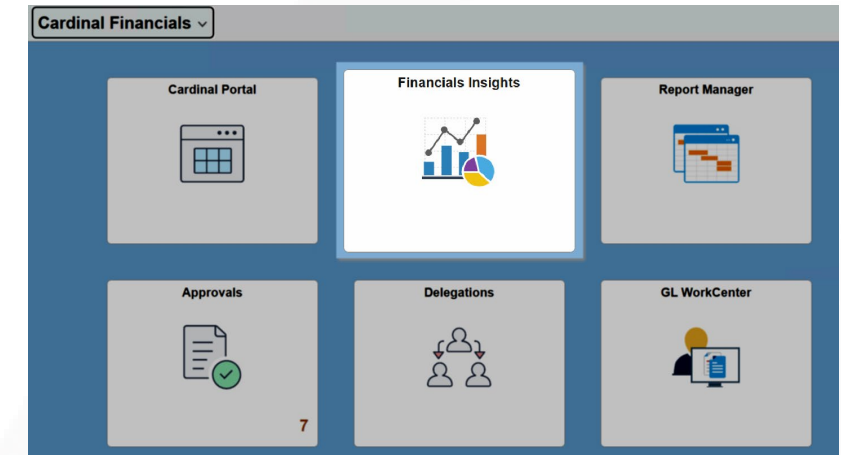
Financials Insights

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



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

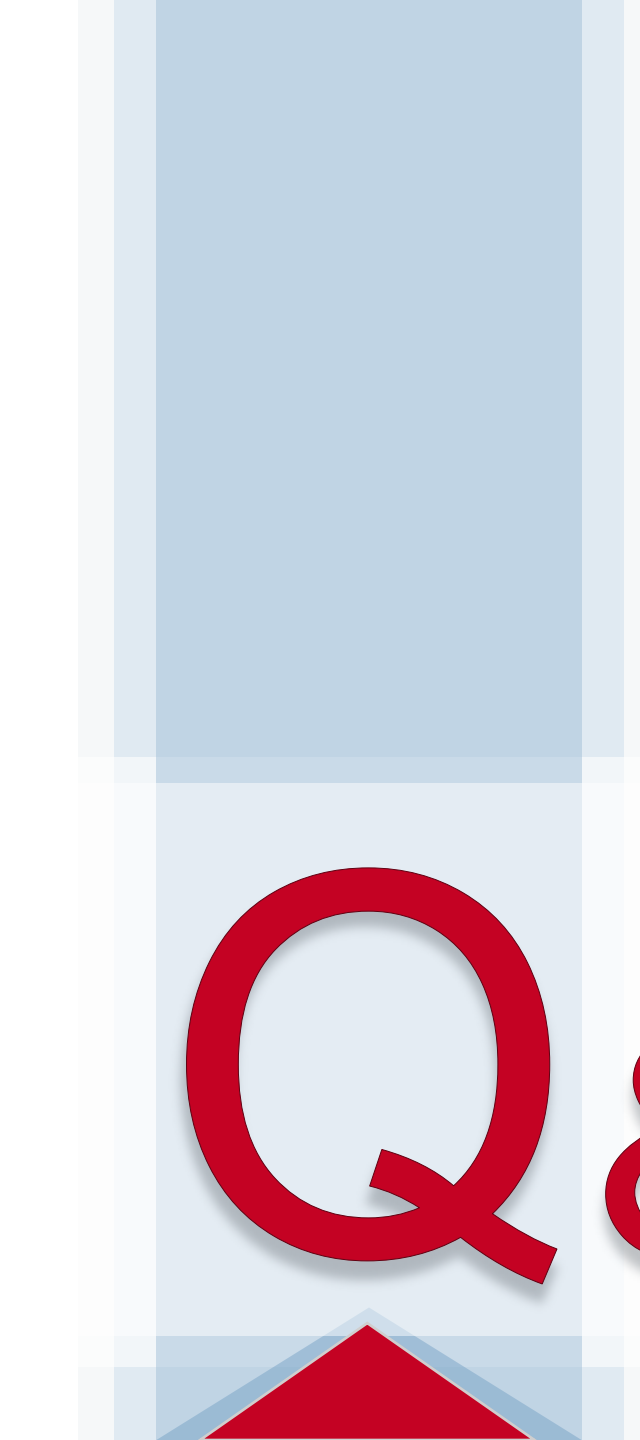
- If an expected value is not listed, start typing the exact name (case-sensitive) or the correct number.

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!

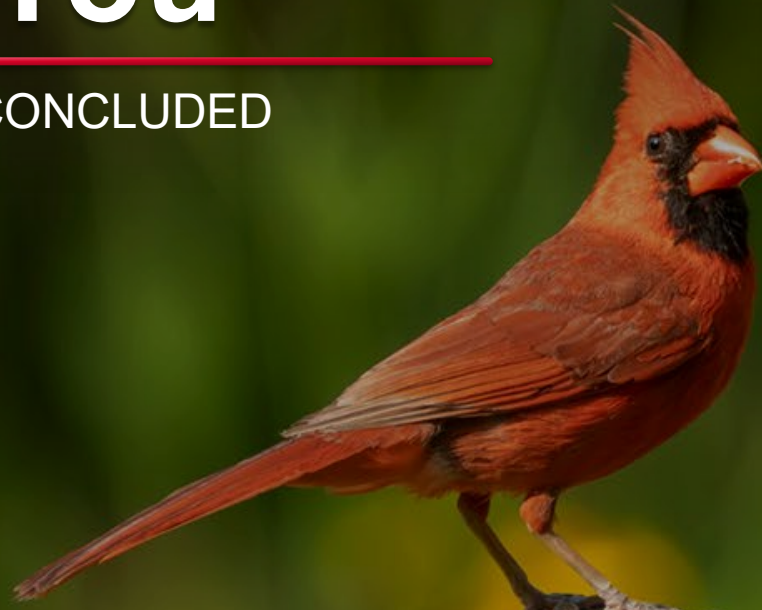
Scan the QR code or click the link below to take a brief survey.



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

Thank You

PRESENTATION CONCLUDED



We Value Your Feedback!

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



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

A copy of this presentation and the recording will be sent to all attendees and invitees.

www.cardinalproject.virginia.gov