

FINANCIALS

Accounts Receivable and Billing WorkCenters

July 30, 2026

Agenda

01

Welcome & Cardinal Upgrade Overview

02

AR & Billing WorkCenters

03

Live Demonstration

04

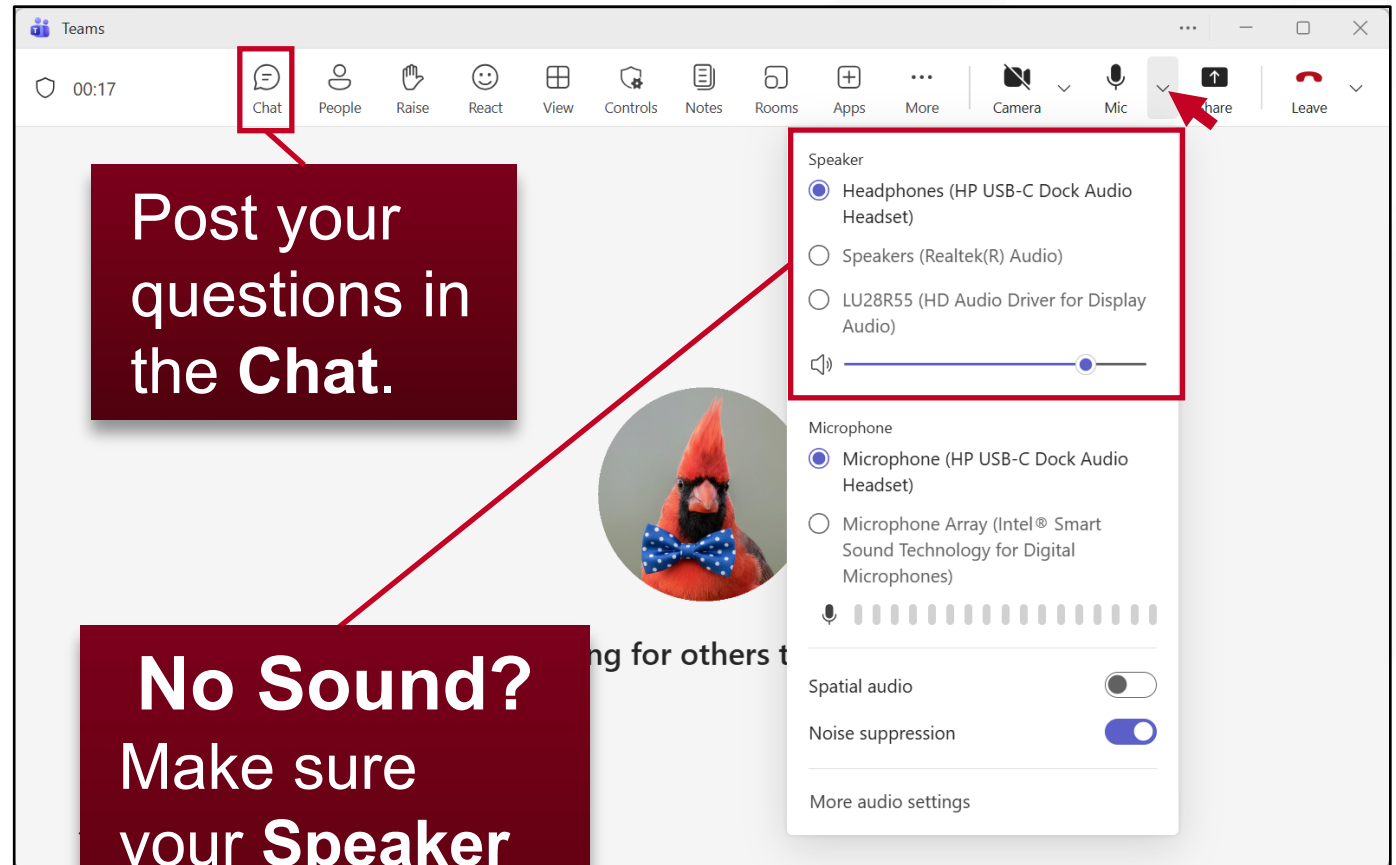
Wrap-Up and Q&A

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.

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 do not discuss a particular Cardinal function, it is likely unchanged as part of the upgrade.
- ✓ All job aids, training, and support materials are being updated for the upgrade.
- ✓ Retaking completed Cardinal training is **not required**.
- ✓ **This session is being recorded.** The recording will be made available shortly after the event.

01

Welcome

02

Cardinal Upgrade Overview

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AR & Billing WorkCenters

04

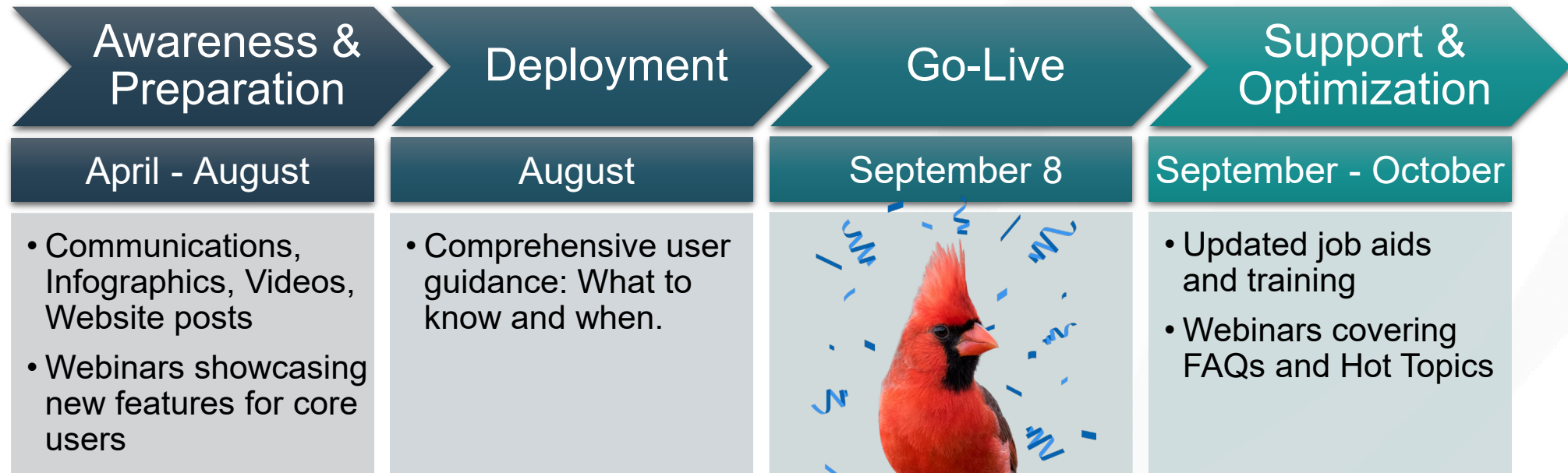
Live Demonstration

05

Wrap-Up and Q&A

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**.



01

Welcome & Cardinal Upgrade Overview

02

AR & Billing WorkCenters

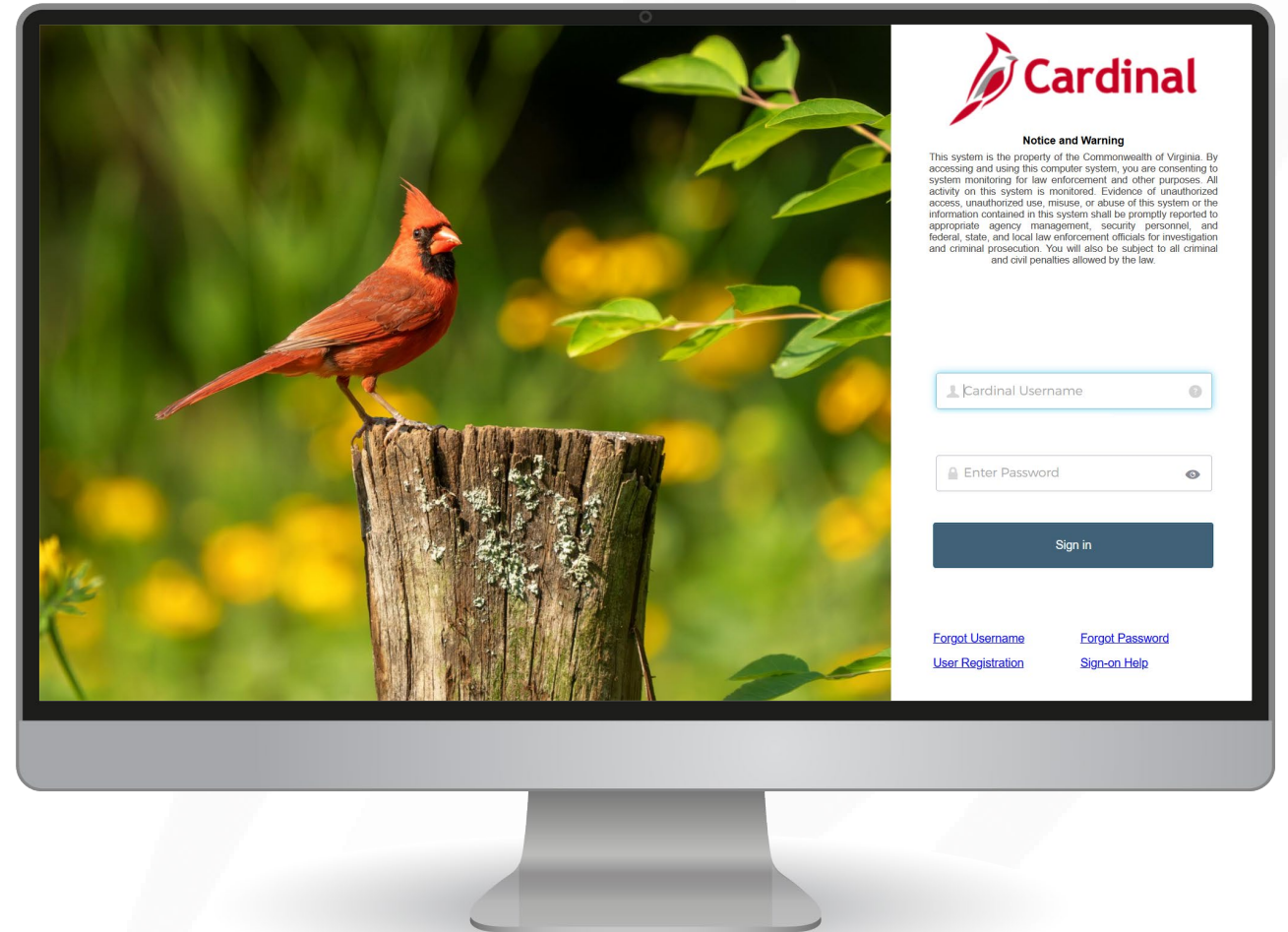
03

Live Demonstration

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Wrap-Up and Q&A

A Fresh New Look



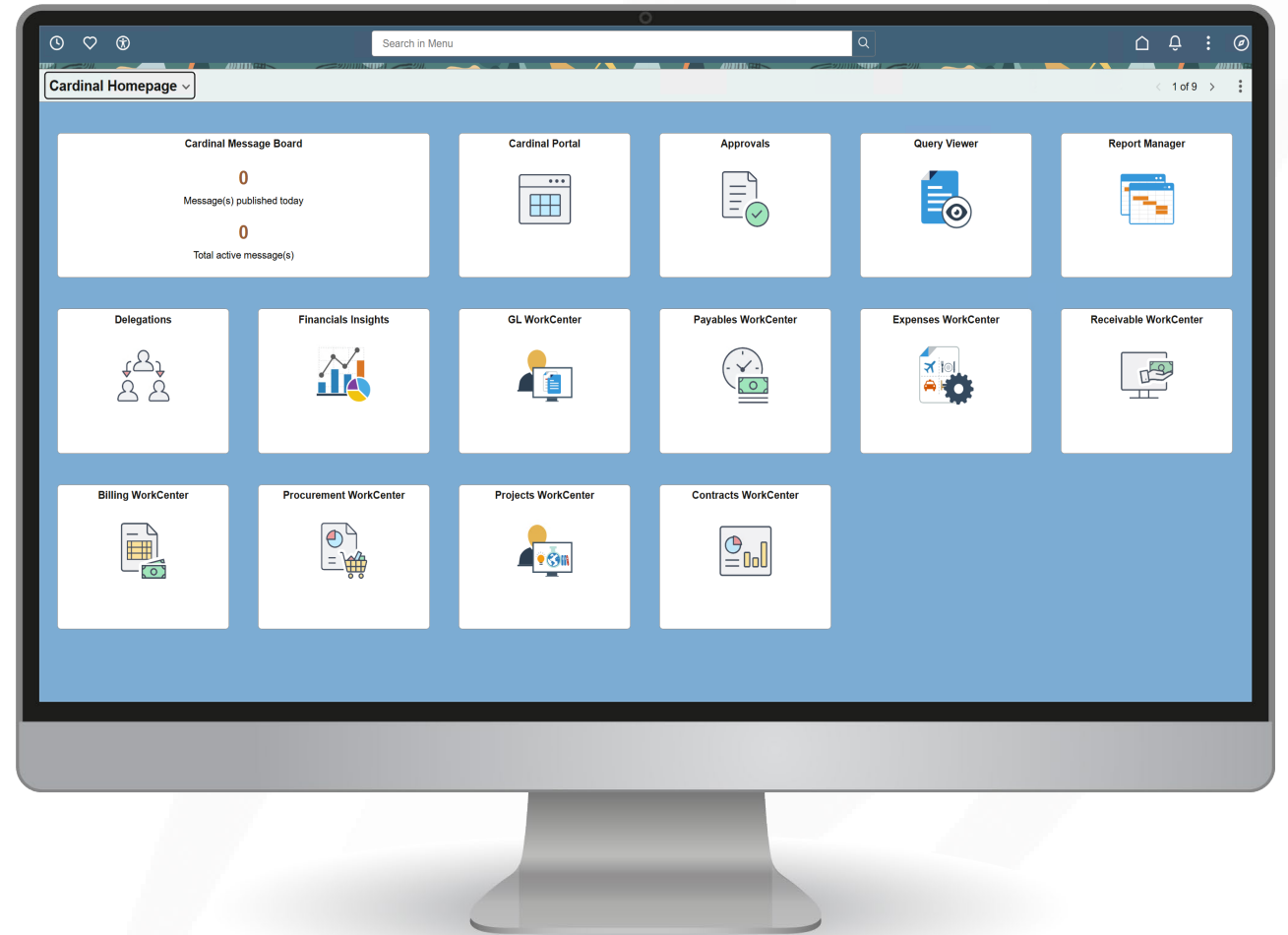
Current State

- **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**



Billing WorkCenter

The screenshot displays the Billing WorkCenter interface. On the left is a navigation sidebar with sections: 'My Work' (containing 'Invoices' and 'Exceptions'), 'Links', 'Queries', and 'Reports/Processes'. The 'Invoices Not Finalized' item is highlighted with a count of 92. The main area is titled 'Invoices Not Finalized' and shows a table with columns for 'Business Unit', 'Bill Status', and others. A large blue text box is overlaid on the right side of the interface.

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

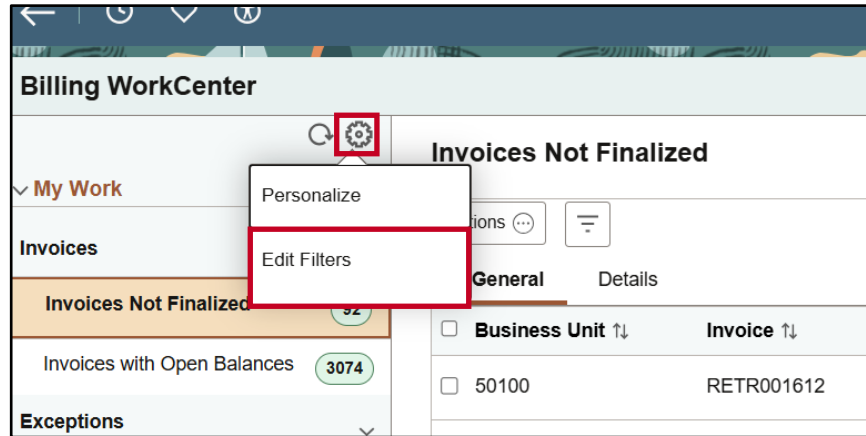
Billing WorkCenter

The screenshot shows the Billing WorkCenter interface. On the left is a navigation sidebar with sections: **My Work** (containing Invoices, Exceptions, and Budget Check Errors with counts), **Links**, **Queries**, and **Reports/Processes**. The main area displays a table of invoices with columns for Business Unit, Invoice #, Bill To, Customer Name, Invoice Amount, Currency, and Bill Status. Four callout boxes provide descriptions of the interface elements:

- My Work:** Your “To-Do” list. View of invoices and exceptions requiring review or correction (role based).
- Links:** Provide direct access to pages you visit frequently when performing day-to-day task.
- Queries:** Access to run the most frequently used Billing queries directly from the WorkCenter.
- Reports/Processes:** Quick access to the most common Billing Reports/Processes.

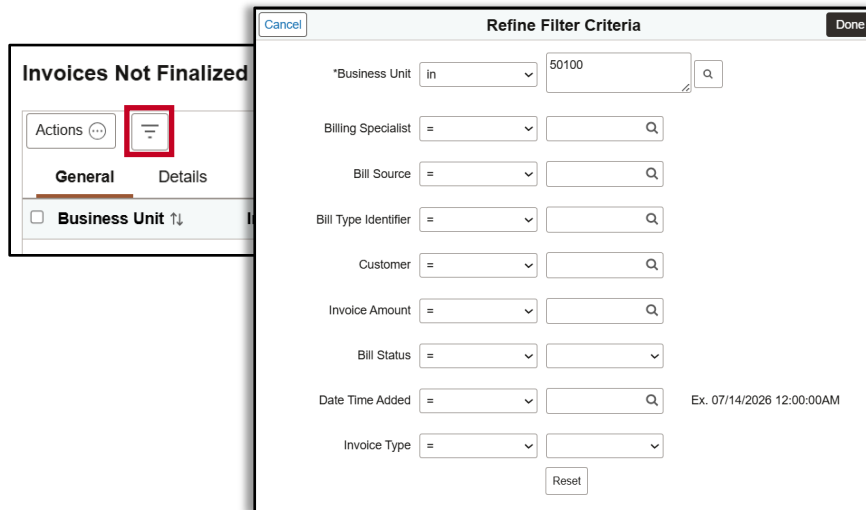
Business Unit	Invoice #	Bill To	Customer Name	Invoice Amount	Currency	Bill Status
50100	167,192.24			167,192.24	USD	NEW
50100	-167,192.24			-167,192.24	USD	RDY
50100	-588.82		F&B CONTRACTORS, LTD	-588.82	USD	RDY
50100	750.00			750.00	USD	NEW
50100	-2,150,173.40			-2,150,173.40	USD	NEW
50100	39,214,476.52			39,214,476.52	USD	NEW
50100	428,695.00			428,695.00	USD	NEW
50100	-6,865.30			-6,865.30	USD	NEW
50100	3,281.03			3,281.03	USD	NEW

WorkCenter Filters



Set Default Filters

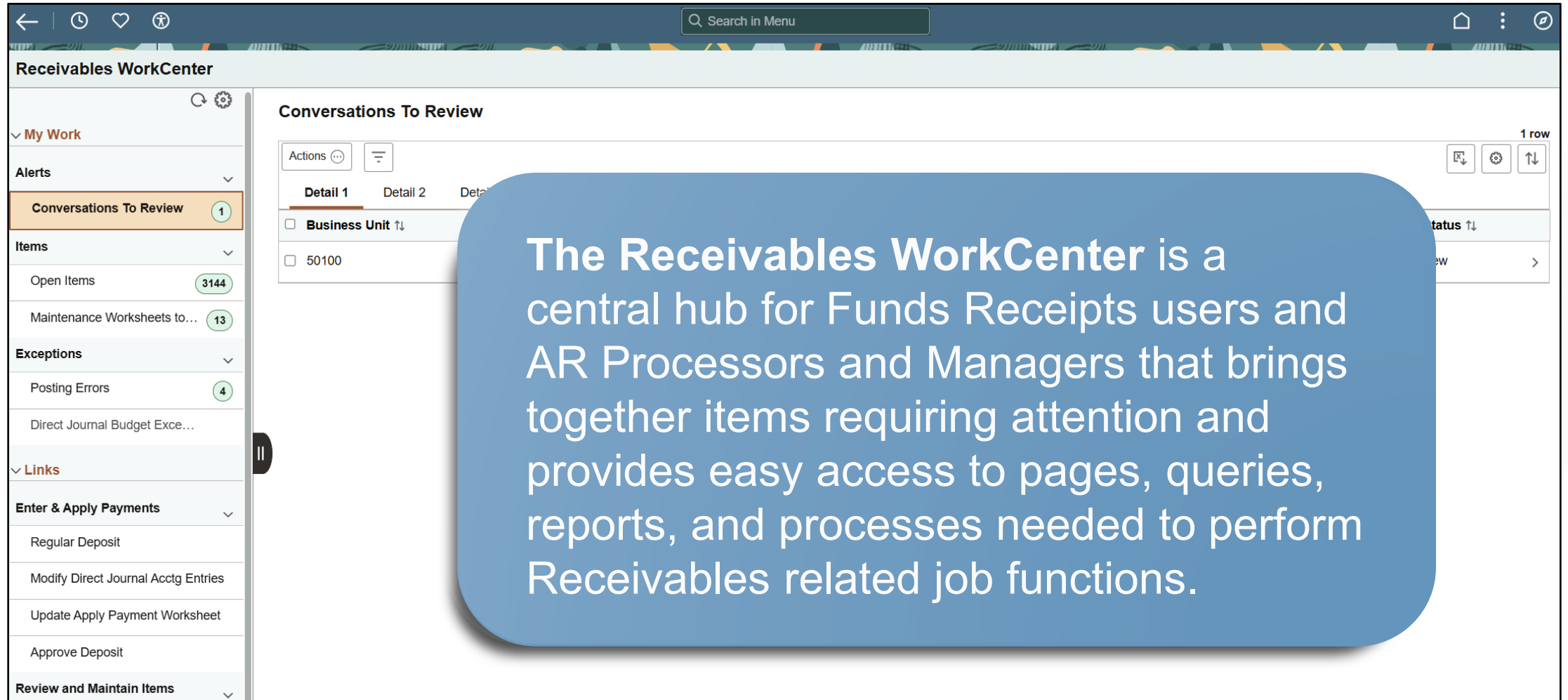
Users may update the pre-set filters using the **Edit Filters** icon available in the left-hand pane. Selections are saved and will be applied every time the user accesses the WorkCenter.



Set Temporary Filters

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

Receivables WorkCenter



The screenshot displays the 'Receivables WorkCenter' interface. On the left is a navigation sidebar with sections: 'My Work' (containing 'Alerts' and 'Conversations To Review' with a badge of 1), 'Items' (containing 'Open Items' with a badge of 3144 and 'Maintenance Worksheets to...' with a badge of 13), 'Exceptions' (containing 'Posting Errors' with a badge of 4 and 'Direct Journal Budget Exce...'), 'Links' (containing 'Enter & Apply Payments' with sub-items: 'Regular Deposit', 'Modify Direct Journal Acctg Entries', 'Update Apply Payment Worksheet', and 'Approve Deposit'), and 'Review and Maintain Items'. The main area is titled 'Conversations To Review' and shows a table with columns 'Detail 1', 'Detail 2', and 'Detail 3'. The first row is 'Business Unit' with a dropdown arrow, and the second row is '50100'. A blue text box is overlaid on the right side of the interface.

The Receivables WorkCenter is a central hub for Funds Receipts users and AR Processors and Managers that brings together items requiring attention and provides easy access to pages, queries, reports, and processes needed to perform Receivables related job functions.

Receivables WorkCenter

The screenshot shows the Receivables WorkCenter interface. The left sidebar contains a navigation menu with the following items: **My Work** (expanded), Alerts, Conversations To Review (1), Items (3144), Maintenance Worksheets to... (13), Payments, Exceptions, Direct Journal Budget Exce..., > Links, > Queries, and > Reports/Processes. The main area displays a table with columns: Business Unit, Customer ID, Customer Name, Created By, Description, and Conversation Date. A table row is visible with the value 5010 in the Customer ID column and 07/14/2026 in the Conversation Date column. Four callout boxes provide descriptions for the navigation menu items: **My Work**: Your “To-Do” list. View of AR Items and Payments requiring attention (role based). **Links**: Provide direct access to pages you visit frequently when performing day-to-day task. **Queries**: Access to run the most frequently used AR queries directly from the WorkCenter. **Reports/Processes**: Quick access to the most common AR Reports/Processes.

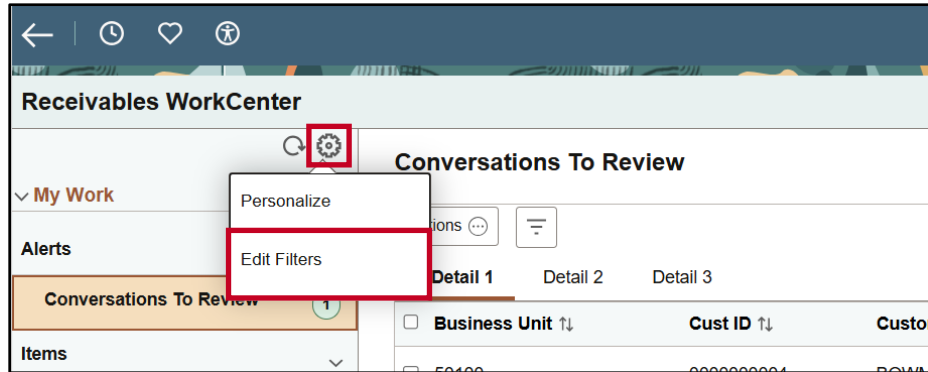
My Work: Your “To-Do” list. View of AR Items and Payments requiring attention (role based).

Links: Provide direct access to pages you visit frequently when performing day-to-day task.

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

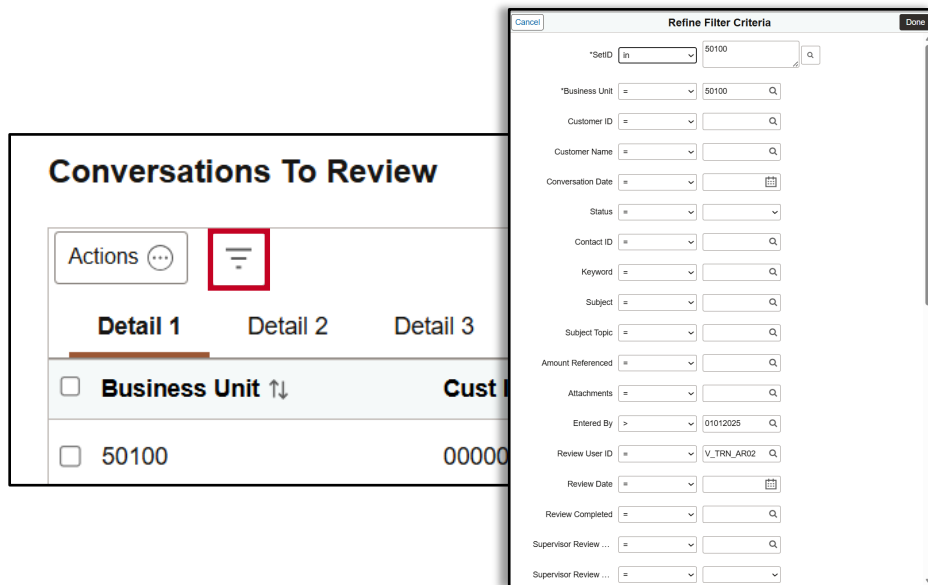
Reports/Processes: Quick access to the most common AR Reports/Processes.

WorkCenter Filters



Set Default Filters

Users may update the pre-set filters using the **Edit Filters** icon available in the left-hand pane. Selections are 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 to temporarily focus on a particular Business Unit(s) or other criteria by using the **Refine Filter** option for the WorkCenter item.

LIVE DEMONSTRATION

Billing and Accounts Receivable WorkCenters



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02

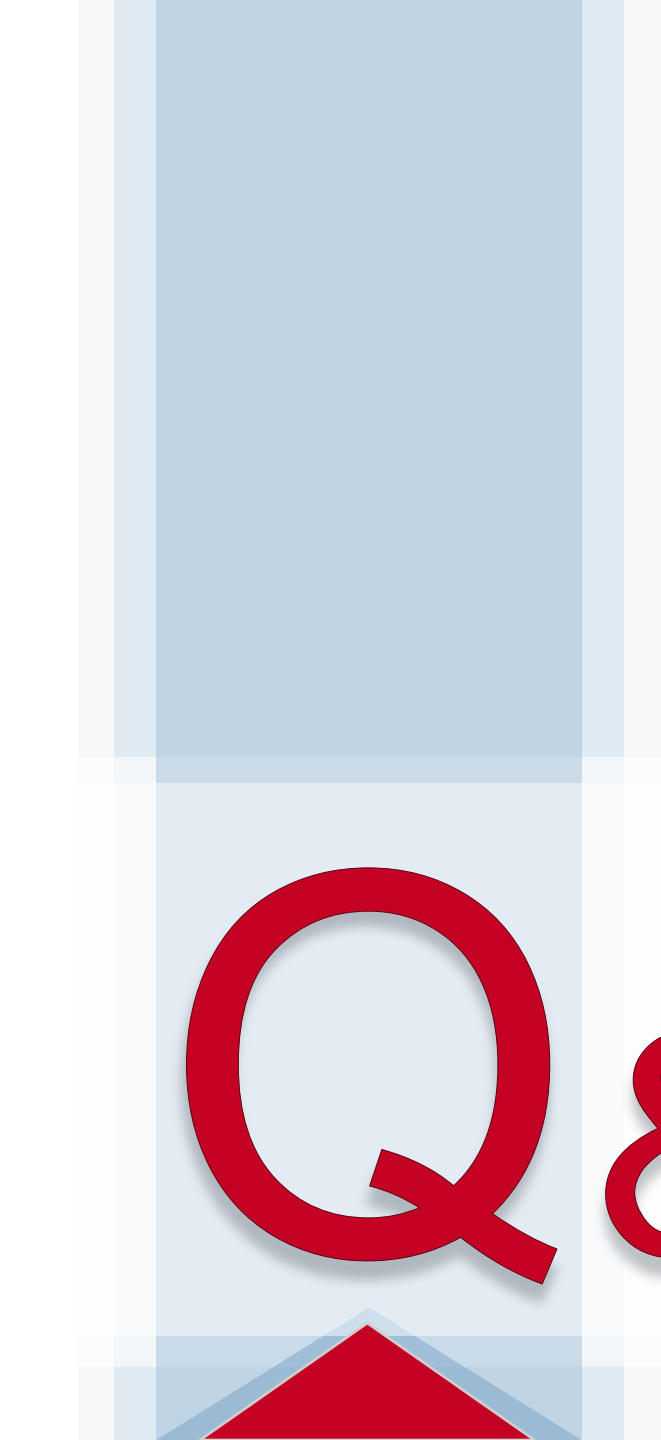
Payroll WorkCenter & Enhancements

03

Live Demonstration

04

Wrap-Up and Q&A



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!

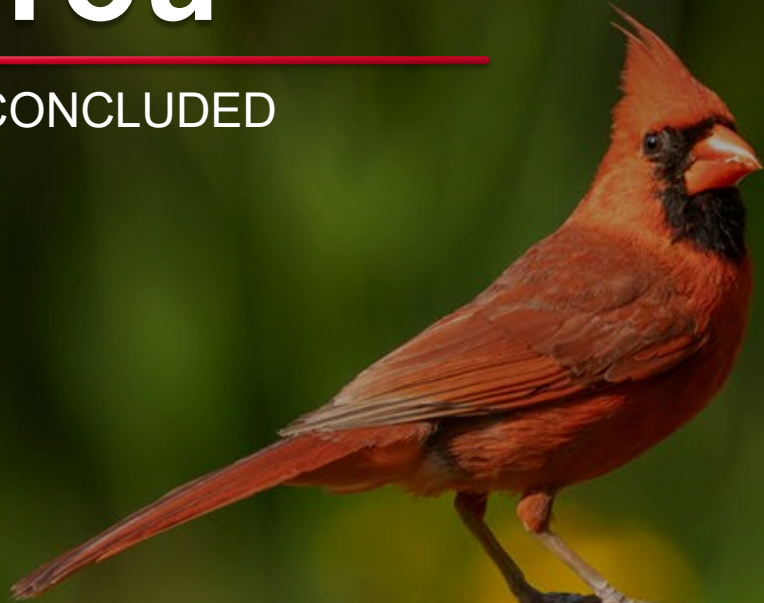
Scan the QR code or click the link below to take a brief survey.



<https://forms.office.com/g/mn8Qni7PzF>

Thank You

PRESENTATION CONCLUDED



We Value Your Feedback!

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



forms.office.com/g/mn8Qni7PzF

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

www.cardinalproject.virginia.gov