

---

# Statewide Security Handbook

---

Cardinal  
Commonwealth of Virginia

---

January 2016

---

## **TABLE OF CONTENTS**

<b>Cardinal Security Handbook.....</b>	<b>3</b>
Cardinal Security Officers (CSO) .....	3
Cardinal Security Form .....	3
Cardinal User Roles.....	3
<b>Segregation of Duties Policy Exceptions .....</b>	<b>4</b>
<b>Accounts Payable User Roles .....</b>	<b>5</b>
About this Section.....	5
AP User Roles & Descriptions Table.....	5
<b>Accounts Payable Workflow .....</b>	<b>10</b>
About this Section.....	10
<b>Accounts Receivable User Roles .....</b>	<b>12</b>
About this Section.....	12
AR User Roles & Descriptions Table.....	12
<b>General Ledger User Roles.....</b>	<b>14</b>
About this Section.....	14
GL User Roles & Descriptions Table.....	14
<b>General Ledger Workflow .....</b>	<b>17</b>
About this Section.....	17
<b>Additional User Roles .....</b>	<b>18</b>
About this Section.....	18
Additional User Roles & Descriptions Table.....	18
<b>Appendix .....</b>	<b>19</b>
Statewide Central Roles .....	19
About this Section.....	19
Statewide Central Roles & Descriptions Table.....	19

## **Cardinal Security Handbook**

Each agency is established as a Business Unit in Cardinal and each user in Cardinal is assigned a Row Level Security permission list. This permission list determines the Business Units that the user can access. The purpose of Row Level Security is to prevent users from being able to modify or view data for other agencies. A user can only view, enter, or process transactions for Business Units included in their Row Level Security permission list.

Cardinal users need to be assigned the appropriate roles and security settings in the Cardinal System to have access to do their jobs. This Cardinal Security Handbook is designed to help agencies determine the correct roles for Cardinal users.

### **Cardinal Security Officers (CSO)**

The Cardinal Security Officers listed on the Department of Account (DOA) Authorized Signatories Form (DA-04-121) have been granted authority to authorize the Cardinal Security Team to add, update and delete users in Cardinal that are both preparers and approvers of transactions in Cardinal. By approving a transaction in Cardinal, the agency, department or institution, and its employees and agents, agree to the certifications contained in the Commonwealth Accounting Policy and Procedure Manual for the applicable transaction.

### **Cardinal Security Form**

The Cardinal Security Form must be completed by the applicable agency's Cardinal Security Officer (CSO). The form should include required signatures prior to submitting to the Cardinal Security Team, in order for access to be granted in Cardinal.

The Cardinal Security Form can be found in the Statewide Toolbox tab on the Cardinal website using the following path:

**Statewide Toolbox > Cardinal Security > Cardinal Security Form (SE-SW-001)**

Use this form to:

- Assign users to roles within Cardinal
- Update existing Cardinal user information
- Lock out users no longer requiring access to Cardinal

The Cardinal Security Officer will submit the completed form to the Cardinal Security Mailbox at: [cardinal.security@doa.virginia.gov](mailto:cardinal.security@doa.virginia.gov)

### **Cardinal User Roles**

Use the Cardinal Security Handbook as a reference when completing the Cardinal Security form. It defines Cardinal roles by functional area.

You will find the following information in the handbook regarding Cardinal roles:

- Role descriptions
- Segregation of duties
- Other role considerations

## Segregation of Duties Policy Exceptions:

Several combinations of Cardinal security roles have been noted as potential segregation of duty (SOD) conflicts in this handbook. As a general rule, SOD role combinations will not be granted to Cardinal users. Exceptions can be requested for agencies where limited staffing is available or special circumstances exist. Before completing or submitting a security form where an SOD role combination conflict is being requested for a user, the agency should first complete the following steps in order to obtain approval for an agency SOD conflict exception.

- Submit a written request to DOA's Director of General Accounting (email: [gacct@doa.virginia.gov](mailto:gacct@doa.virginia.gov)) that includes:
  - Exception requested
  - Justification for the exception
  - Description of the internal control implemented by the agency to mitigate the lack of segregation of duties
  - Approval (signature) from your Agency Head
- DOA General Accounting will notify the agency in writing if the exception is granted.

Once the SOD Exception has been approved by DOA General Accounting, the agency should take the following additional steps when submitting a Cardinal Security Form (SE-SW-001) for any user requesting SOD conflicting role combinations:

- Complete the Cardinal Security form (flagging the SOD Exception), attach a copy of the DOA General Accounting notification granting approval of the **applicable** agency exception
- Scan and email the form and exception approval notice to DOA's Director of General Accounting (email: [gacct@doa.virginia.gov](mailto:gacct@doa.virginia.gov))
- If approved, DOA General Accounting will sign the form, scan and email the approved form to Cardinal Security at [cardinal.security@doa.virginia.gov](mailto:cardinal.security@doa.virginia.gov) and to the Cardinal Security Officer for that agency

## Accounts Payable User Roles

Accounts Payable (AP) is the main source of all non-payroll payment information for a financial entity. AP includes the following processes:

- Establish and Maintain Vendors
- Enter and Process Vouchers
- Expense Processing
- Process Payments
- Process 1099

### ***About this Section***

This section outlines the available roles for AP in Cardinal. Use the AP User Roles and Descriptions Table below to determine the appropriate AP roles needed by agency users in Cardinal.

The AP User Roles & Descriptions Table provides the following information:

- Role Descriptions
- Segregation of Duties
- Other Role Considerations

### ***AP User Roles & Descriptions Table***

Descriptive Role Name	Role Description	Segregation of Duties	Other Role Considerations
<p style="text-align: center;"><b>Vendor Conversation Processor</b> <b>V_AP_COVA_VENDOR_CONVERSATION</b></p>	<p>This role is for users routinely involved in the Vendor Procure to Pay process who have a need to interact with vendors. This role has access to:</p> <ul style="list-style-type: none"> <li>• Record Vendor Conversations</li> </ul>	N/A	N/A
<p style="text-align: center;"><b>Voucher Processor</b> <b>V_AP_COVA_VOUCHER_PROCESSOR</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Enter and maintain vouchers</li> <li>• Review voucher accounting entries</li> <li>• Delete vouchers</li> </ul>	Should not be given to a user with the Voucher Approver or Final Voucher Approver roles.	N/A

**Cardinal Project  
Cardinal Security Handbook**

Descriptive Role Name	Role Description	Segregation of Duties	Other Role Considerations
<p><b>Special Voucher Processor</b> <b>V_AP_COVA_SPEC_VCHR_PROCESSOR</b></p>	<p>This role has access to everything the Voucher Processor has. In addition, this role has access to:</p> <ul style="list-style-type: none"> <li>• Manually schedule payments</li> <li>• Record manual payments</li> <li>• Update vouchers with payment offsets (liens, garnishments)</li> <li>• Unpost Vouchers</li> <li>• Close vouchers</li> <li>• Place holds on vouchers</li> </ul>	<p>Should not be given to a user with the Voucher Approver or Final Voucher Approver roles.</p>	<p>This role is the only role that is able to update/correct Scheduled Due Date when the 00PP pay term is used.</p>
<p><b>Voucher Approver</b> <b>V_AP_COVA_VOUCHER_APPROVER</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Approve vouchers</li> </ul>	<p>Should not be given to a user with the Final Voucher Approver, Voucher Processor, Petty Cash Processor Special Voucher Processor or Workflow System Administrator roles.</p>	<p>N/A</p>
<p><b>Final Voucher Approver</b> <b>V_AP_COVA_VCHR_FINAL_APPROVER</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Approve vouchers</li> </ul> <p>Note: There must be a user with the Voucher Approver level role for the Final Voucher Approver level role to be used. This is an option for a 2nd level of agency voucher approval.</p>	<p>Should not be given to a user with the Voucher Approver, Voucher Processor, Petty Cash Processor Special Voucher Processor or Workflow System Administrator roles.</p>	<p>N/A</p>

**Cardinal Project  
Cardinal Security Handbook**

Descriptive Role Name	Role Description	Segregation of Duties	Other Role Considerations
<b>Voucher Upload Error Reporter</b> <b>V_AP_COVA_VCHR_ERROR_REPORTER</b>	This role has access to: <ul style="list-style-type: none"> <li>• View and execute the voucher upload error report.</li> </ul> Note: This report can contain sensitive data, so this role should only be assigned to authorized users based on agency secure data policies.	N/A	This role is only available for interfacing agencies.
<b>Payment Reconciler</b> <b>V_AP_COVA_PAYMENT_RECONCILER</b>	This role has access to: <ul style="list-style-type: none"> <li>• Manually reconcile petty cash payments</li> </ul>	N/A	N/A
<b>1099 Administrator</b> <b>V_AP_COVA_1099_ADMINISTRATOR</b>	This role has access to: <ul style="list-style-type: none"> <li>• Create 1099 reporting file to IRS</li> <li>• Create vendor Copy-B reports</li> <li>• Run 1099 processes</li> <li>• Make adjustments for 1099 reporting</li> <li>• Run 1099 reports and queries containing sensitive data</li> </ul>	N/A	This role will have access to sensitive data, as it will be able to view Vendor TIN on the vendor record.
<b>Expenses Employee</b> <b>V_AP_COVA_EXPENSES_EMPLOYEE</b>	This role has access to: <ul style="list-style-type: none"> <li>• Enter travel authorizations</li> <li>• Enter cash advances</li> <li>• Enter expense reports for self or as a proxy to others</li> <li>• View their own employee profile</li> <li>• Delete travel authorizations</li> <li>• Delete cash advances</li> <li>• Delete expense reports</li> <li>• Cancel travel authorizations</li> </ul>	Should not be given to a user with the Expense Approver role.	Users with this role must be designated by the agency as an Expense Proxy.

**Cardinal Project  
Cardinal Security Handbook**

Descriptive Role Name	Role Description	Segregation of Duties	Other Role Considerations
<b>Expenses Processor</b> <b>V_AP_COVA_EXPENSES_PROCESSOR</b>	This role has access to: <ul style="list-style-type: none"> <li>• Reconcile cash advances</li> <li>• Close expense reports</li> <li>• View expense accounting entries</li> <li>• Authorize an employee to enter expenses on behalf of another employee (proxy configuration)</li> <li>• Create templates</li> <li>• Run Expense reports with sensitive data</li> <li>• View Expense Report and Cash Advance payments and cancelations.</li> </ul>	N/A	N/A
<b>Employee Profile Maintenance</b> <b>V_AP_COVA_EMP_PROFILE_MAINT</b>	This role has access to: <ul style="list-style-type: none"> <li>• Create/update employee profiles not including banking information</li> </ul>	N/A	The agency will need to maintain employee profiles. There should be at least one individual at each agency with this role.
<b>Expense Approver</b> <b>V_AP_COVA_EXPENSES_APPROVER</b>	This role has access to: <ul style="list-style-type: none"> <li>• Approve expense transactions</li> </ul>	Should not be given to a user with the Expenses Employee role.	Any user that may approve expenses should be given this role, even if they are not designated as a Fiscal Officer or Agency Head. Users with this role must be designated by the agency as an Expense Proxy.
<b>Expenses Reassign</b> <b>V_AP_COVA_EXPENSES_REASSIGN</b>	This role has access to: <ul style="list-style-type: none"> <li>• Move expense transactions from one approver's worklist to another</li> </ul>	N/A	N/A



**Cardinal Project  
Cardinal Security Handbook**

Descriptive Role Name	Role Description	Segregation of Duties	Other Role Considerations
<b>Secure Payment Reporter</b> <b>V_AP_COVA_SECURE_PMNT_REPORTER</b>	This role has access to: <ul style="list-style-type: none"> <li>• Run payment reports containing sensitive data</li> <li>• Run Payment History by Vendor, Payment History by Bank, Payment History by Payment, and Trial Register reports</li> </ul>	N/A	N/A
<b>Petty Cash Processor</b> <b>V_AP_COVA_PETTY_CASH_PROCESSOR</b>	This role has access to: <ul style="list-style-type: none"> <li>• Create petty cash checks via express pay page</li> </ul>	Should not be given to a user with the Voucher Approver or Final Voucher Approver roles.	N/A
<b>Payment Cash Configurator</b> <b>V_AP_COVA_PYMNT_CASH_CONFIG</b>	This role has access to: <ul style="list-style-type: none"> <li>• Set payment priorities for specific vouchers, expense reports, and/or cash advances via cash checking transaction priority page</li> </ul>	N/A	N/A
<b>WF System Administrator</b> <b>V_COVA_WF_WL_REASSIGN</b>	This role has access to: <ul style="list-style-type: none"> <li>• Move worklist items from one User to another.</li> <li>• Set the Alternate User ID to which future transactions will flow.</li> </ul>	Should not be given to a user with approval access to Vouchers and Journals.	This role should be assigned to one User and no more than 2 backups per agency.
<b>EDI VIEWER</b> <b>V_AP_COVA_EDI_SRC</b>	This role has access to: <ul style="list-style-type: none"> <li>• Run the query for the EDI vendor list.</li> </ul> <p>Note: This role is available to Tier II and Tier III agencies only.</p>	N/A	This role will have access to sensitive data, as it will be able to view Vendor TIN.

## Accounts Payable Workflow

### *About this Section*

Workflow is an automated process that takes a Cardinal transaction and routes it to the next approver level for action (approve or deny).

### Expenses Workflow

Expense transactions are routed for approval based on Department IDs

The following Expense role(s) are tied to workflow:

- Expense Approver

As a general rule, only employees assigned to the Expense Approver role because it deals with the approval of expenses. Non-employees cannot be assigned to this role. When an expense transaction is entered for an employee, the person who is identified in Cardinal as their supervisor in their expense profile will be the first level of Cardinal approval for online agencies. This is not necessarily their operational supervisor, as not all supervisors have users IDs in Cardinal. The supervisor approver level does not apply for interfacing agencies.

Please use the information provided below to select the appropriate Expense Approver workflow profile for your users in Cardinal and list the department ID ranges for which the user will approve. **A user can only be assigned to one of the below expense approver profiles and only one user per profile/department range combination.**

Expense Approver Profile	Profile Description
Fiscal Officer	Approval of all expense reports, travel authorizations, and cash advances. This approval level is optional for online agencies.
Agency Head	Approval of expense reports and travel authorizations containing expense amounts over the allowable amount and/or over \$500. Interfacing agencies will not have the Agency Head approval level in Cardinal.
DOA Pre Audit	Approval of expense reports for Capital Outlay projects. This role may only be selected by employees of the following agency(s): Department of Accounts – General Accounting

### ***Voucher Workflow***

Users assigned the following role will be assigned the agency specific route control profile(s) in order to properly route transactions for approval. Route control profiles are assigned to users to identify the areas on which they work.

- Voucher Approver or Final Voucher Approver

If the user is assigned to the Voucher Approver or Final Voucher Approver role, agencies will need to identify the Business Unit number(s) for which that user can perform approvals. Please note, the Final Voucher Approver role is only applicable to agencies that have previously selected two levels of voucher approval.

## Accounts Receivable User Roles

Accounts Receivable (AR) is the functional area that handles a series of accounting transactions dealing with funds receipts. AR includes the following process:

- Enter Funds Receipts

### ***About this Section***

This section outlines the available roles for AR in Cardinal. Use the AR User Roles & Descriptions Table below to determine the appropriate AR roles needed by agency users in Cardinal.

The AR User Roles & Descriptions Table provides the following information:

- Role Descriptions
- Segregation of Duties
- Other Role Considerations

### ***AR User Roles & Descriptions Table***

Descriptive Role Name	Role Description	Segregation of Dutie	Other Role Consideration
<b>Funds Receipt Processor</b> <b>V_AR_COVA_FUNDS_REC_PROCESSOR</b>	This role has access to: <ul style="list-style-type: none"> <li>• Enter deposits for miscellaneous payments •</li> <li>Enter direct journal accounting entries for deposits</li> </ul>	N/A	N/A
<b>Funds Receipt Manager</b> <b>V_AR_COVA_FUNDS_REC_MANAGER</b>	This role has access to everything the Funds Receipts Processor role has. In addition, this role has access to: <ul style="list-style-type: none"> <li>• Review and Complete direct journal accounting entries</li> <li>• Budget Check journal entries online</li> <li>• Group and approve deposits with a custom deposit certificate for submission to CARS and the Department of Treasury.</li> </ul>	N/A	N/A

**Cardinal Project  
Cardinal Security Handbook**

Descriptive Role Name	Role Description	Segregation of Duties	Other Role Consideration
<p align="center"><b>Funds Receipts Processor for Multiple GL BU</b> <b>V_AR_COVA_FUNDS_REC_MULTIBU</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Enter payments and deposits</li> <li>• Enter directly journaled payments</li> <li>• Process for multiple GL business units on a Funds Receipt transaction</li> </ul>	<p>The role will be restricted to a select group of users from the Department of the Treasury.</p>	<p>Approval is required by a designated Cardinal DOA Approver to obtain this role.</p>
<p align="center"><b>Funds Receipt Manager Multi BU</b> <b>V_AR_COVA_FUNDS_REC_MGR_MULT I</b></p>	<p>This role has access to everything the Funds Receipts Multi BU Processor role has. In addition, this role has access to:</p> <ul style="list-style-type: none"> <li>• Review and Complete direct journal accounting entries for Multi BU transactions</li> <li>• Budget Check journal entries online for Multi BU transactions</li> </ul> <p>Group and approve deposits with a custom deposit certificate for submission to CARS and the Department of Treasury.</p>	<p>N/A</p>	<p>Approval is required by a designated Cardinal DOA Approver to obtain this role.</p>

## General Ledger User Roles

General Ledger (GL) is the functional area that handles the set of financial accounts used to: accumulate the results of transaction processing, create budgets, generate financial statements and provide source financial data for reporting purposes. GL includes the following processes:

- System Setup and ChartFields
- Create and Process Budget Journals
- Create and Process Journals
- Period Close

### ***About this Section***

This section outlines the available roles for GL in Cardinal. Use the GL User Roles & Descriptions Table below to determine the appropriate GL roles needed by agency users in Cardinal.

The GL User Roles & Descriptions Table provides the following information:

- Role Descriptions
- Segregation of Duties
- Other Role Considerations

### ***GL User Roles & Descriptions Table***

Descriptive Role Name	Role Description	Segregation of Duties	Other Role Considerations
<p style="text-align: center;"><b>Journal Processor</b> <b>V_GL_COVA_JOURNAL_PROCESSOR</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Enter journals online</li> <li>• Enter spreadsheet journals</li> <li>• Edit journals online</li> <li>• Budget check journals online</li> <li>• Copy a journal</li> <li>• Execute Spreadsheet Upload process (batch process)</li> <li>• Review budget check exceptions</li> </ul>	Should not be given to a user with the Journal Approver role.	Agencies cannot enter an “agency to agency” (ATA) journal that crosses business units outside of their control group. Agencies will need to submit requests to DOA General Accounting when an ATA journal is needed (see CAPP Cardinal Topic 20405 for details).
<p style="text-align: center;"><b>Journal Processor Interfacing</b> <b>V_GL_COVA_JRNL_PROCESSOR_INT</b></p>	This role is the same as the Journal Processor role above, but it is only available to Interfacing Agencies.	Should not be given to a user with the Journal Approver role.	N/A

**Cardinal Project  
Cardinal Security Handbook**

Descriptive Role Name	Role Description	Segregation of Duties	Other Role Considerations
<p style="text-align: center;"><b>Journal Approver</b> <b>V_GL_JOURNAL_APPROVER</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Approve journals</li> <li>• Post journals through batch process or online</li> <li>• Review journal lines</li> <li>• Execute Spreadsheet Upload process (batch process)</li> <li>• Execute Journal Edit through batch process</li> <li>• Execute Journal Budget Check through batch process</li> </ul>	<p>This role should not be given to a user with the Journal Processor, Journal Processor – Interfacing or Workflow System Administrator roles.</p>	<p>N/A</p>
<p style="text-align: center;"><b>Agency ChartField Administrator</b> <b>V_GL_COVA_AGENCY_CF_ADMIN</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Maintain Agency controlled ChartFields (Department, Project, Cost Center, Task, Asset, Agency Use 1, Agency Use 2)</li> <li>• Maintain SpeedTypes/ SpeedCharts</li> </ul>	<p>N/A</p>	<p>N/A</p>
<p style="text-align: center;"><b>Budget Processor</b> <b>V_GL_COVA_BUDGET_PROCESSOR</b></p>	<p>The Budget Processor is responsible for budget journals at the agency-level. This role has access to:</p> <ul style="list-style-type: none"> <li>• Enter budget journals, budget transfers and budget adjustments</li> <li>• Upload journals using the Spreadsheet Budget Journal upload</li> <li>• Review and correct budget journal errors</li> </ul>	<p>Should not be given to a user with the Budget Approver role.</p>	<p>N/A</p>
<p style="text-align: center;"><b>Budget Approver</b> <b>V_GL_COVA_BUDGET_APPROVER</b></p>	<p>The Budget Approver is responsible for agency-level budgets. This role has access to:</p> <ul style="list-style-type: none"> <li>• Post budget journals through online or batch process</li> <li>• Delete budget journals through online or batch process</li> <li>• Post budget transfers and adjustments</li> <li>• Override agency level budget exceptions</li> </ul> <p>Upload spreadsheet budget journals</p>	<p>Should not be given to a user with the Budget Processor role.</p>	<p>N/A</p>

**Cardinal Project  
Cardinal Security Handbook**

Descriptive Role Name	Role Description	Segregation of Duties	Other Role Considerations
<p><b>General Ledger nVision Executer</b> <b>V_GL_COVA_NVISION_EXECUTER</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Maintain the scope of nVision reports</li> <li>• Create nVision report requests</li> </ul>	<p>This role may only be selected by employees of the following agency/division(s):</p> <ul style="list-style-type: none"> <li>• Department of Accounts</li> <li>• BOA</li> </ul>	<p>This role requires the user to also have the CAFR Processor role.</p>
<p><b>CAFR Processor</b> <b>V_GL_COVA_CAFR_PROCESSOR</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Enter and report on CAFR ledgers (Cash, Modified Accrual, Full Accrual)</li> </ul>	<p>This role may only be selected by employees of the following agency/division(s):</p> <ul style="list-style-type: none"> <li>• Department of Accounts</li> <li>• BOA</li> </ul>	<p>This role has to be assigned in conjunction with the Journal Processor role in order to be able to enter journal entries to the CAFR ledgers.</p> <p style="text-align: center;">&lt;or&gt;</p> <p>This role has to be assigned in conjunction with the Journal Approver role to be able to post CAFR entries, although there is no approval process for CAFR entries.</p>



## General Ledger Workflow

### *About this Section*

Workflow is an automated process that takes a Cardinal transaction and routes it to the next approver level to approve or deny. The GL Journal Approver is tied to workflow.

Users assigned to the following role will be assigned the agency specific route control profile(s), to properly route transactions for approval. Route control profiles are assigned to users to identify the areas on which they work.

- Journal Approver

If the user is assigned to the Journal Approver role, agencies will need to enter the Business Unit(s) for which that user can perform approvals.

## Additional User Roles

The additional roles that follow relate to reporting, queries, PeopleSoft user system setup and Special Approval roles.

### About this Section

This section outlines additional roles in Cardinal. Please use the Additional User Roles & Descriptions Table below to understand the roles all Cardinal users will receive.

The Additional User Roles & Descriptions Table provides the following information:

- Role Descriptions
- Segregation of Duties
- Other Role Considerations

### Additional User Roles & Descriptions Table

Descriptive Role Name	Role Description	Segregation of Duties	Other Role Consideration
<b>Cardinal Viewer</b> <b>V_COVA_CARDINAL_VIEWER</b>	This role has access to: <ul style="list-style-type: none"> <li>• Read only pages in Cardinal that do not contain sensitive data</li> </ul>	N/A	All Cardinal Users will receive this role.
<b>Cardinal Reporter</b> <b>V_COVA_CARDINAL_REPORTER</b>	This role has access to: <ul style="list-style-type: none"> <li>• Run public queries that do not contain sensitive data</li> </ul>	N/A	All Cardinal Users will receive this role.
<b>Cardinal PeopleSoft User</b> <b>V_COVA_PEOPLESOFT_USER</b>	This role has access to: <ul style="list-style-type: none"> <li>• Run public queries that do not contain sensitive data</li> </ul>	N/A	All Cardinal Users will receive this role.
<b>BI_Adhoc_User</b> <b>V_BI_ADHOCUSER_FIN</b>	This role is for select users designated as Cardinal BI reporting super users. This role has access to: <ul style="list-style-type: none"> <li>• Develop ad hoc private reports and queries in the Cardinal Business Intelligence (BI) application</li> </ul>	This role may only be selected by limited users who have been approved to participate in the Cardinal BI Pilot.	Special approval is required by Enterprise Application Director to obtain this role until further notice.
<b>APA Audit Special</b> <b>V_ALLPAGES_APA_RO</b>	This role is designated for APA Staff responsible for auditing the Cardinal Financial System. <ul style="list-style-type: none"> <li>• Read Only access to production database for all business units</li> <li>• Create private queries</li> <li>• Read Only access to Remote Desktop, SQL Developer Read Only &amp; Application Designer</li> </ul>	Only PeopleSoft User, Cardinal Reporter, and Cardinal Viewer roles can be assigned to users with the APA role.	Special approval is required by a designated Cardinal DOA Approver to obtain this role.
<b>Audit Inquiry</b> <b>V_AUDITOR</b>	This role is for designated Audit Staff responsible for conducting agency audits. This role has access to: <ul style="list-style-type: none"> <li>• Comprehensive Read Only inquiry including sensitive data.</li> </ul>	Only PeopleSoft User, Cardinal Reporter, and Cardinal Viewer roles can be assigned to users with the Auditor Inquiry role.	

## Appendix

### Statewide Central Roles

Statewide Central Roles are only available to select agencies and/or operations, for example: Department of Accounts (e.g., General Accounting, Commonwealth Vendor Group), Department of Treasury, etc. Any request to assign a Statewide Central Role requires approval from a designated Cardinal DOA Approver or specific designee noted in the table that follows.

### About this Section

This section outlines central roles in Cardinal. Please use the Statewide Central Roles & Descriptions Table below to understand the roles in Cardinal that will be controlled by central departments.

The Additional User Roles & Descriptions Table provides the following information:

- Role Descriptions
- Restrictions
- Other Role Considerations

### Statewide Central Roles & Descriptions Table

Descriptive Role Name	Role Description	Restrictions	Other Role Considerations
<b>Vendor Maintenance Specialist</b> <b>V_AP_VENDOR_MAIN_SPECIAL</b>	This role has access to: <ul style="list-style-type: none"> <li>• Enter vendors</li> <li>• Maintain vendors including financial sanctions, TIN matching, and 1099 reporting class setup</li> <li>• Configure Department of Small Business and Supplier Diversity (DSBSD) certification types and conversation keywords</li> </ul>	This role may only be selected by employees of the following agency/division(s): <ul style="list-style-type: none"> <li>• Department of Accounts: CVG</li> <li>• Department of Accounts: General Accounting</li> </ul>	Vendor additions and maintenance will be owned by CVG. Users assigned to this role must also be assigned the Vendor Conversation Processor role.
<b>EDI Coordinator</b> <b>V_AP_EDI_COORDINATOR</b>	This role has access to: <ul style="list-style-type: none"> <li>• Enter EDI banking information for vendors and employees</li> </ul>	This role may only be selected by employees of the following agency/division(s): <ul style="list-style-type: none"> <li>• Department of Accounts: General Accounting</li> </ul>	N/A

**Cardinal Project  
Cardinal Security Handbook**

Descriptive Role Name	Role Description	Restrictions	Other Role Considerations
<p style="text-align: center;"><b>Payment Processor</b> <b>V_AP_COVA_PAYMENT_PROCESSOR</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• View pay cycle exceptions</li> <li>• Cancel payments</li> </ul>	<p>This role may only be selected by employees of the following agency/division(s):</p> <ul style="list-style-type: none"> <li>• Department of Accounts: General Accounting</li> </ul>	<p>N/A</p>
<p style="text-align: center;"><b>Special Payment Processor</b> <b>V_AP_COVA_SPEC_PYMNT_PROCESSOR</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Use the Express Payment page to process Emergency Checks</li> </ul>	<p>This role may only be selected by employees of the following agency/division(s):</p> <ul style="list-style-type: none"> <li>• Department of Accounts: General Accounting</li> </ul>	<p>N/A</p>
<p style="text-align: center;"><b>Banking Configurator</b> <b>V_AP_COVA_BANKING_CONFIGURATOR</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Set up Commonwealth of Virginia bank accounts</li> </ul>	<p>This role may only be selected by employees of the following agency/division(s):</p> <ul style="list-style-type: none"> <li>• Department of Accounts: General Accounting</li> </ul>	<p>N/A</p>
<p style="text-align: center;"><b>Paycycle Configurator</b> <b>V_AP_PAYCYCLE_CONFIGURATOR</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Update check write dates on Pay Cycle</li> </ul>	<p>This role may only be selected by employees of the following agency/division(s):</p> <ul style="list-style-type: none"> <li>• Department of Accounts: General Accounting</li> </ul>	<p>N/A</p>
<p style="text-align: center;"><b>Travel Expense Configurator</b> <b>V_AP_TRAVEL_EXPENSE_CONFIG</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Maintain Expense configuration such as locations, lodging rates, mileage rates, per diem, etc.</li> </ul>	<p>This role may only be selected by employees of the following agency/division(s):</p> <ul style="list-style-type: none"> <li>• Department of Accounts</li> </ul>	

**Cardinal Project  
Cardinal Security Handbook**

Descriptive Role Name	Role Description	Restrictions	Other Role Considerations
<p align="center"><b>DOA Special Paycycle Processor</b> <b>V_AP_DOA_SPEC_PAYCYCLE_PROC</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Run the special Paycycles for Petty Cash, Wire and Treasury Accounts Payable Business Units</li> </ul>	<p>This role may only be selected by employees of the following agency/division(s):</p> <ul style="list-style-type: none"> <li>• Department of Accounts: General Accounting</li> </ul>	<p>Users assigned this role should also be assigned the V_R_DOA_SPC_PAY Row Level Security Permission List.</p>
<p align="center"><b>Statewide Pre Audit Approver</b> <b>V_AP_PRE_AUDIT_APPROVER</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Approve Capital Outlay transactions</li> <li>• Approve Legal Services transactions</li> </ul>	<p>This role may only be selected by employees of the following agency/division(s):</p> <ul style="list-style-type: none"> <li>• Department of Accounts: General Accounting</li> </ul>	<p>N/A</p>
<p align="center"><b>Voucher Spreadsheet Processor</b> <b>V_AP_COVA_DOA_VCHR_SPD</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Load vouchers into Cardinal using the Spreadsheet Upload</li> </ul>	<p>This role may only be selected by employees of the following agency/division(s):</p> <ul style="list-style-type: none"> <li>• Department of Accounts: General Accounting</li> </ul>	<p>Should not be given to users who have the Voucher Spreadsheet Approver, Voucher Approver, or Final Voucher Approver roles.</p>
<p align="center"><b>Voucher Spreadsheet Approver</b> <b>V_AP_COVA_DOA_SPD_APPR</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Approve Spreadsheet Vouchers using the mass approval page</li> </ul>	<p>This role may only be selected by employees of the following agency/division(s):</p> <ul style="list-style-type: none"> <li>• Department of Accounts: General Accounting</li> </ul>	<p>Should not be given to users who have the Final Voucher Approver, Voucher Spreadsheet Processor, Petty Cash Processor, Special Voucher Processor, or Workflow System Administrator roles. Users assigned this role should also be assigned the COVA Voucher Approver Role.</p>

**Cardinal Project  
Cardinal Security Handbook**

Descriptive Role Name	Role Description	Restrictions	Other Role Considerations
<p><b>Payment Cash Transaction Override</b> <b>V_COVA_PYMNT_CASH_TRANSOVRD</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Record specific business unit/fund combinations for cash checking fund level processing rules of bypass, override and fiscal year option</li> <li>• Record specific vouchers, expense reports, and/or cash advances on cash checking transaction override page</li> </ul>	<p>This role may only be selected by employees of the following agency/division(s):</p> <ul style="list-style-type: none"> <li>• Department of Accounts: General Accounting</li> </ul>	<p>N/A</p>
<p><b>Oversight Viewer</b> <b>V_OVERSIGHT_VIEWER</b></p>	<p>This role has view only access to:</p> <ul style="list-style-type: none"> <li>• Accounts Payable</li> <li>• Expenses</li> <li>• Vendors</li> <li>• Payments</li> </ul>	<p>This role may only be selected by employees of the following agency/division(s):</p> <ul style="list-style-type: none"> <li>• Department of Accounts</li> </ul>	<p>N/A</p>
<p><b>Statewide Journal Approver</b> <b>V_GL_STATE_JOURNAL_APPROVER</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Approve Journals</li> <li>• Post journals through batch process or online</li> <li>• Review journal lines</li> <li>• Upload import file</li> <li>• Execute Spreadsheet Upload process (batch process)</li> <li>• Execute Journal Edit through batch process</li> <li>• Execute Journal Budget Check through batch process</li> </ul>	<p>This role may only be selected by employees of the following agency/division(s):</p> <ul style="list-style-type: none"> <li>• Department of Accounts: General Accounting</li> </ul>	<p>N/A</p>

**Cardinal Project  
Cardinal Security Handbook**

Descriptive Role Name	Role Description	Restrictions	Other Role Considerations
<p align="center"><b>Statewide ChartField Administrator</b> <b>V_GL_COVA_STATE_CF_ADMIN</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Maintain all Chart of Accounts values</li> <li>• Maintain SpeedTypes/ Speed Charts</li> </ul>	<p>This role may only be selected by employees of the following agency/division(s):</p> <ul style="list-style-type: none"> <li>• Department of Accounts: General Accounting</li> </ul>	<p>N/A</p>
<p align="center"><b>General Ledger Tree Combo Maintenance</b> <b>V_GL_COVA_TREE_COMBO_MAINT</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Maintain trees in Cardinal Financials</li> <li>• Maintain Combination Edits</li> </ul>	<p>This role may only be selected by employees of the following agency/division(s):</p> <ul style="list-style-type: none"> <li>• Department of Accounts: General Accounting</li> </ul>	<p>N/A</p>
<p align="center"><b>Statewide General Ledger System Administrator</b> <b>V_GL_COVA_STATE_SYSTEM_ADMIN</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Update Open Periods</li> <li>• Maintain TableSet Controls</li> <li>• Maintain Business Units</li> <li>• Maintain Calendars</li> <li>• Maintain Journal Sources</li> <li>• Maintain Ledger Configuration</li> <li>• Maintain ChartField Value Sets</li> <li>• Maintain Actuals Closing Rules</li> <li>• Maintain Journal Generator templates</li> <li>• Maintain Accounting Entry Definitions</li> <li>• Run ChartField Configurator</li> <li>• Execute and Validate Actuals Close processes</li> </ul>	<p>This role may only be selected by employees of the following agency/division(s):</p> <ul style="list-style-type: none"> <li>• Department of Accounts: General Accounting</li> </ul>	<p>N/A</p>

**Cardinal Project  
Cardinal Security Handbook**

Descriptive Role Name	Role Description	Restrictions	Other Role Considerations
<p style="text-align: center;"><b>Statewide General Ledger System Processor</b> <b>V_GL_COVA_STATE_SYST_PROCESSOR</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Unlock budget processes and GL Journals</li> </ul>	<p>This role may only be selected by employees of the following agency/division(s):</p> <ul style="list-style-type: none"> <li>• Department of Accounts: General Accounting</li> </ul>	<p>N/A</p>
<p style="text-align: center;"><b>Statewide Budget Administrator</b> <b>V_GL_COVA_STATE_BUDGET_ADMIN</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Maintain budget periods</li> <li>• Maintain budget structures</li> <li>• Maintain budget closing rules</li> <li>• Execute and validate Budget Close processes</li> </ul>	<p>This role may only be selected by employees of the following agency/division(s):</p> <ul style="list-style-type: none"> <li>• Department of Accounts: General Accounting</li> </ul>	<p>N/A</p>
<p style="text-align: center;"><b>Statewide Budget Processor</b> <b>V_GL_COVA_ST_BUDGET_PROCESSOR</b></p>	<p>The Statewide Budget Processor is responsible for Central-level Budgets. This role has access to:</p> <ul style="list-style-type: none"> <li>• Enter and delete budget journals</li> <li>• Enter budget transfers and adjustments</li> <li>• Review and correct budget journal errors</li> <li>• Upload spreadsheet budget journals</li> </ul>	<p>This role may only be selected by employees of the following agency/division(s):</p> <ul style="list-style-type: none"> <li>• Department of Accounts: General Accounting</li> </ul>	<p>N/A</p>



**Cardinal Project  
Cardinal Security Handbook**

Descriptive Role Name	Role Description	Restrictions	Other Role Considerations
<p><b>Statewide Budget Approver</b> <b>V_GL_COVA_ST_BUDGET_APPROVER</b></p>	<p>The Statewide Budget Approver is responsible for Central-level Budgets. This role has access to:</p> <ul style="list-style-type: none"> <li>•Post budget journals through online or batch process</li> <li>•Delete budget journals through online or batch process</li> <li>•Override budgets</li> <li>•Post budget transfers and adjustments</li> <li>•Upload using Spreadsheet Budget Journal upload</li> <li>•Run the budget interface from Performance Budgeting</li> </ul>	<p>This role may only be selected by employees of the following agency/division(s):</p> <ul style="list-style-type: none"> <li>• Department of Accounts: General Accounting</li> </ul>	<p>N/A</p>
<p><b>GL Revenue Reporter</b> <b>V_GL_COVA_REVENUE_REPORTER</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>•Run and receive the RGL304 General Fund/ Statement of Revenue Collections, Estimates &amp; Transfers report</li> </ul>	<p>This role may only be selected by employees of the following agency/division(s):</p> <ul style="list-style-type: none"> <li>• Department of Accounts: General Accounting</li> <li>• Department of Taxation</li> </ul>	<p>N/A</p>
<p><b>DOA Journal Bypass</b> <b>V_GL_COVA_DOA_JRNL_BYPASS</b></p>	<p>This role has access to:</p> <ul style="list-style-type: none"> <li>•Bypass the Cash Account balancing and Transfer Account balancing Journal Edits</li> </ul>	<p>This role may only be selected by employees of the following agency/division(s):</p> <ul style="list-style-type: none"> <li>• Department of Accounts: General Accounting</li> </ul>	<p>This role has to be assigned in conjunction with the Journal Processor or Journal Approver or Statewide Journal Approver role.</p>