FINANCIALS

General Ledger and Statewide Funds Receipt New Features

August 6, 2026

Cardinal UPGRADE

www.cardinalproject.virginia.gov

Agenda

01 Welcome & Cardinal Upgrade Overview

02 General Ledger WorkCenter & New Features

03 Receivables WorkCenter

04 General Ledger Insights

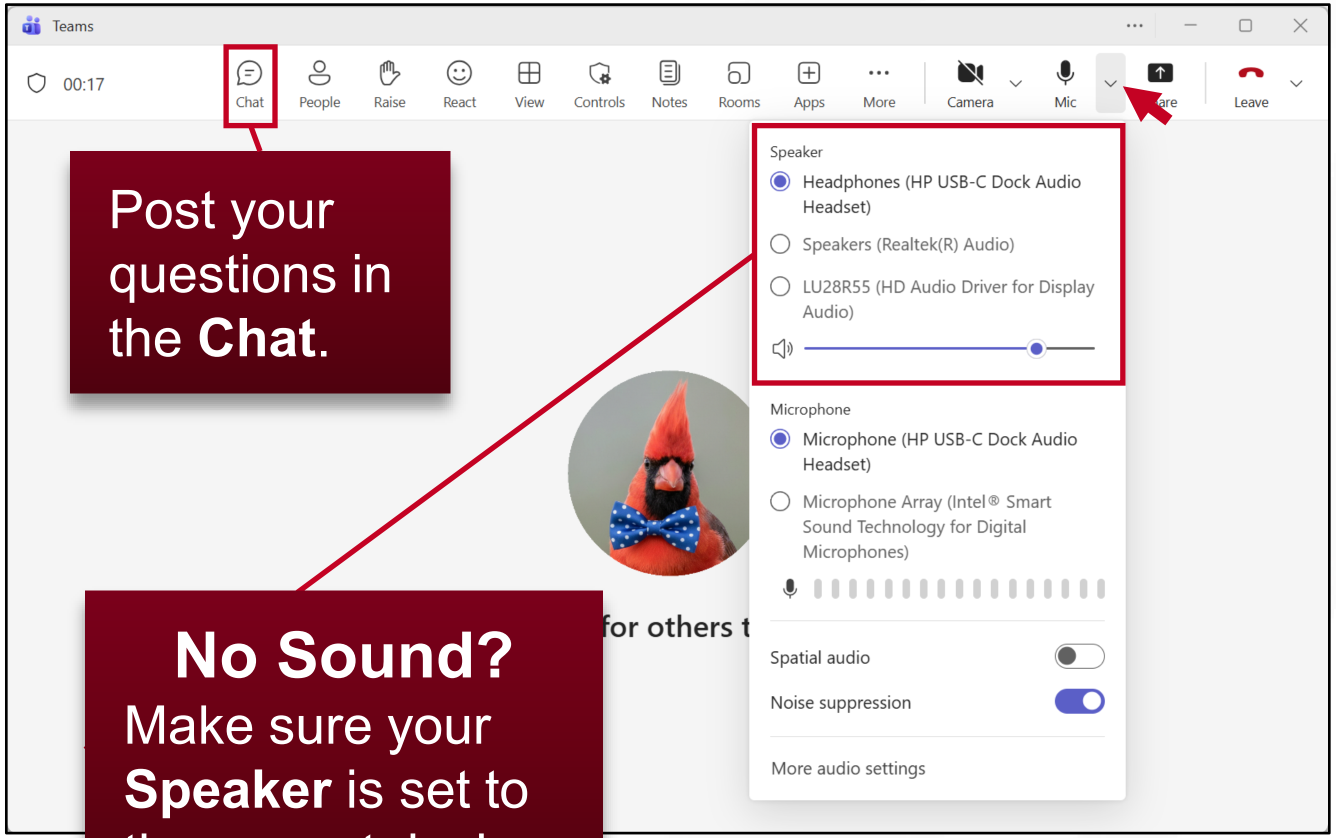
05 Wrap-Up and Question & Answer

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.



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 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.

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**.

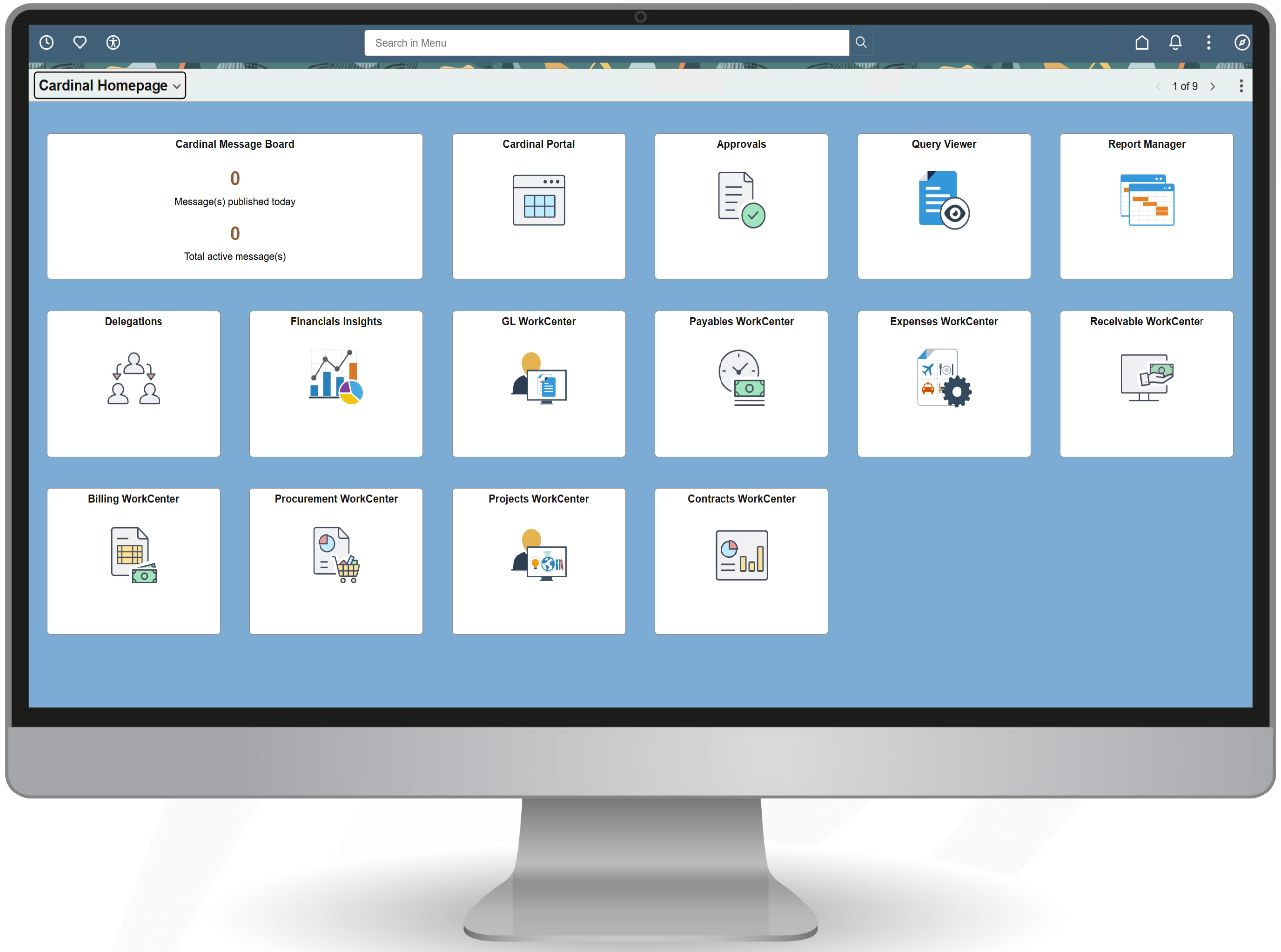
Awareness & Preparation	Deployment	Go-Live	Support & Optimization
April - August	August	September 8	September - October
• Communications, Infographics, Videos, Website posts • Webinars showcasing new features for core users	• Comprehensive user guidance: What to know and when.		• Updated job aids and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

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**

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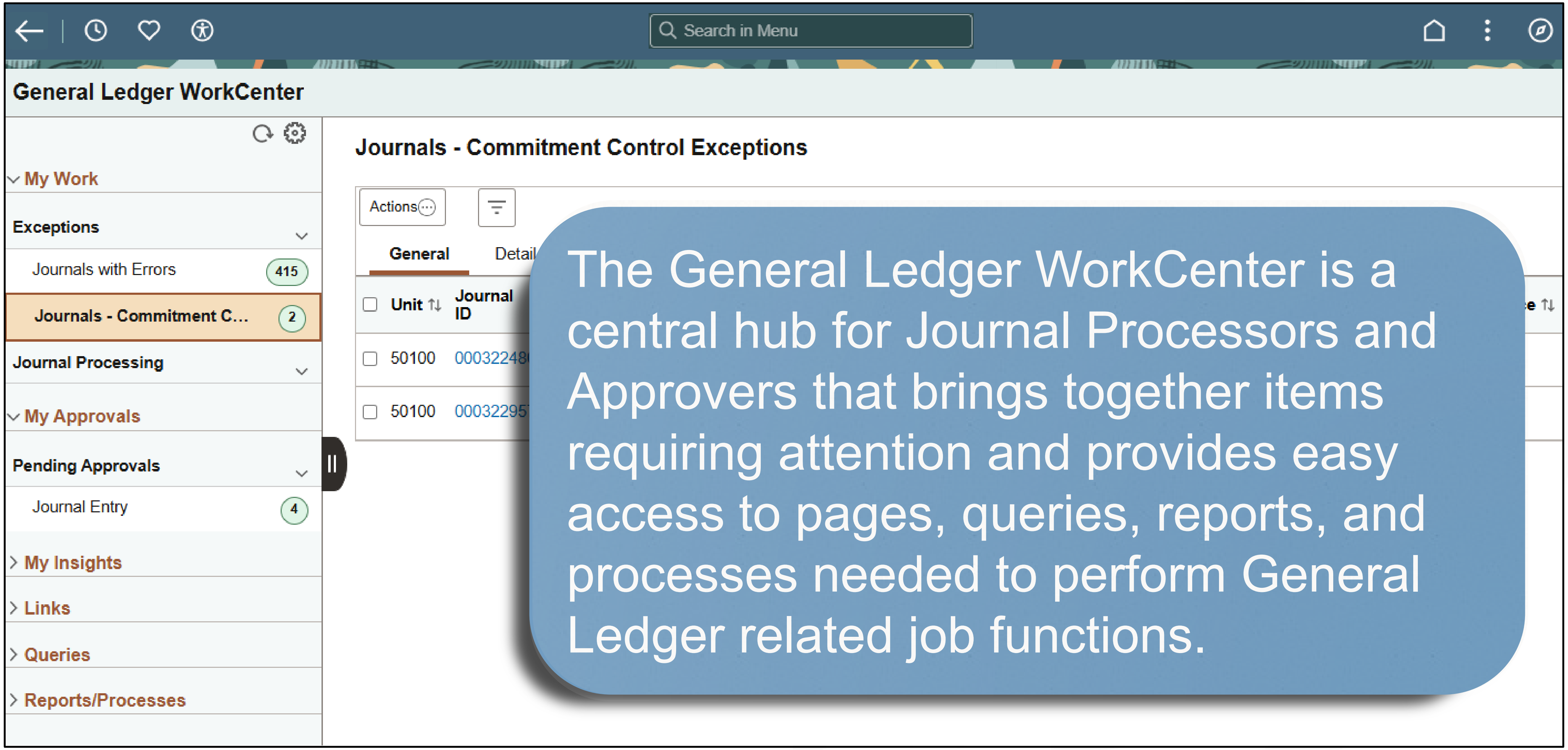
General Ledger WorkCenter



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

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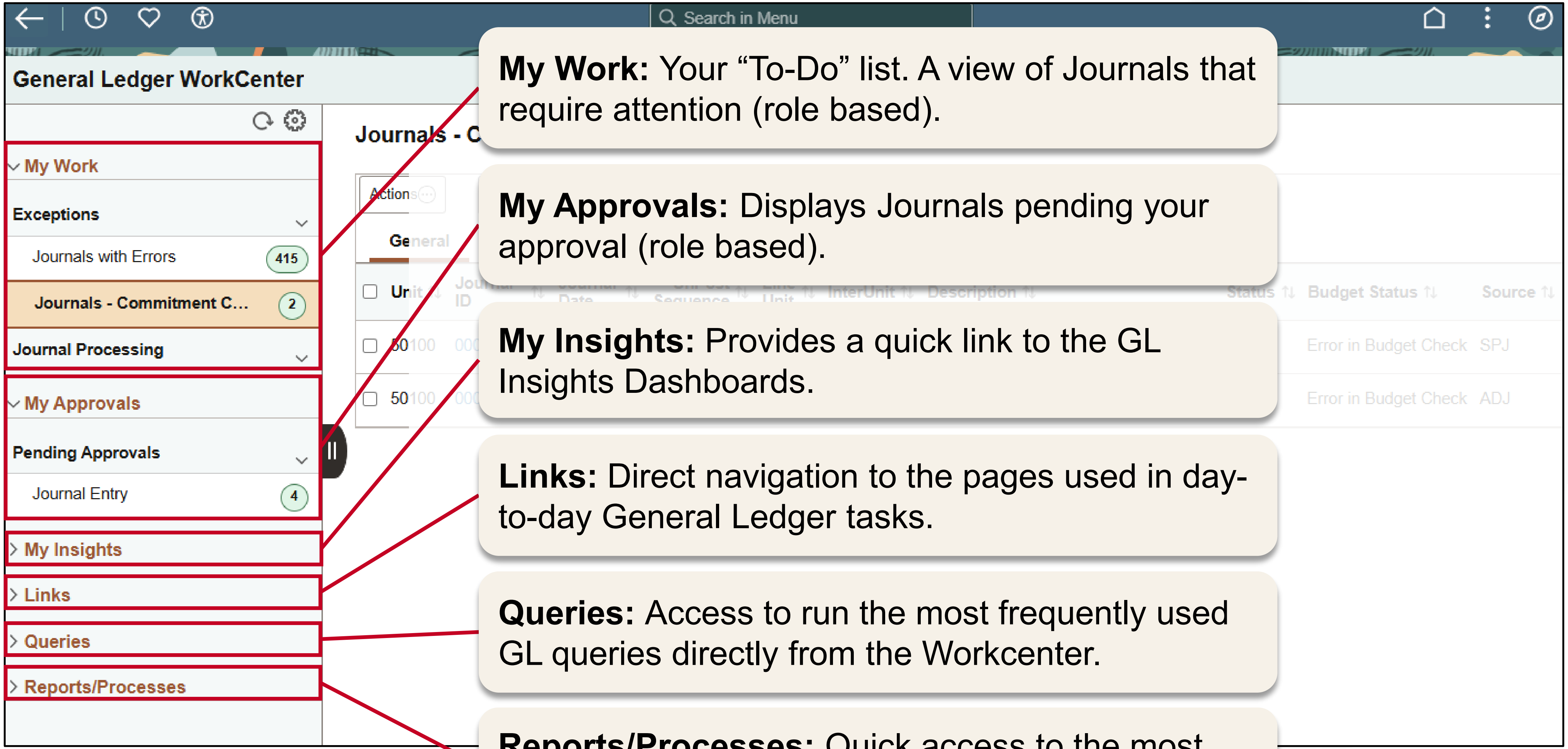
General Ledger WorkCenter



My Work: Your "To-Do" list. A view of Journals that require attention (role based).

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

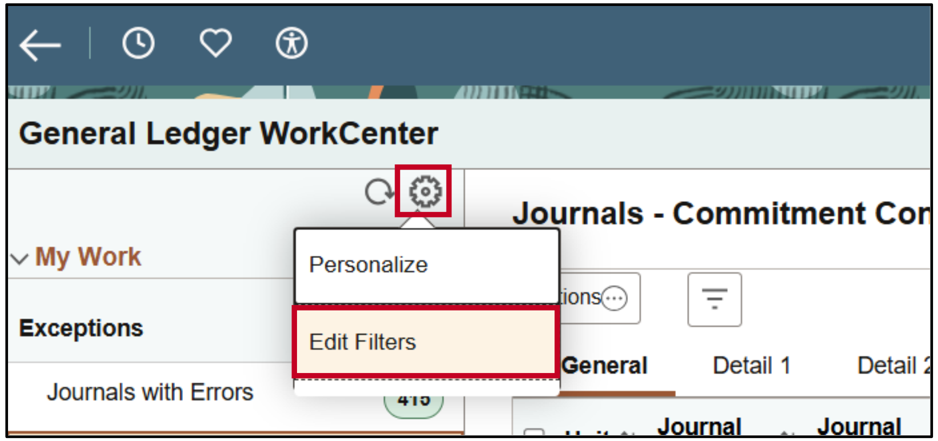
My Insights: Provides a quick link to the GL Insights Dashboards.

Links: Direct navigation to the pages used in day-to-day General Ledger tasks.

Queries: Access to run the most frequently used GL queries directly from the Workcenter.

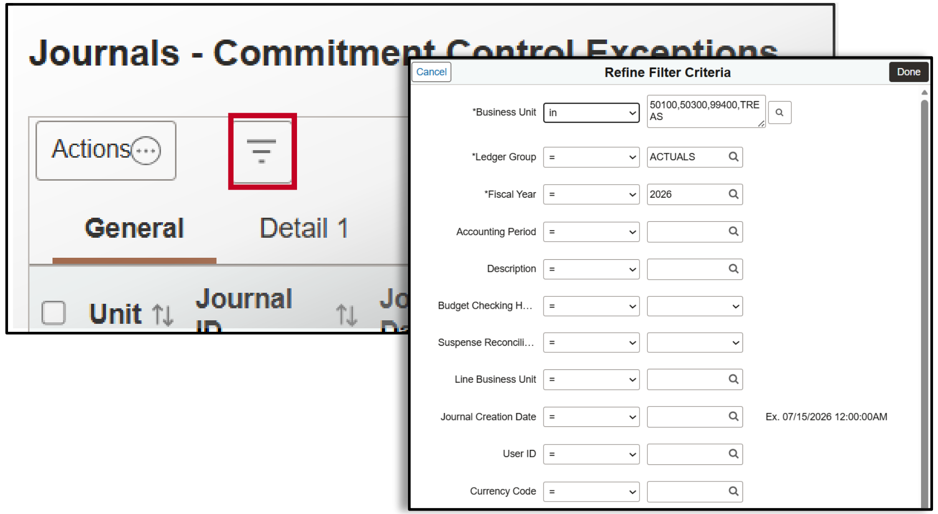
Reports/Processes: Quick access to the most common GL Reports and Processes.

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.

What's Changing?

Additional General Ledger enhancements coming with the Cardinal Upgrade

Spreadsheet Journal Upload

Improved page and functionality

Approvals

Replacing Worklist Functionality

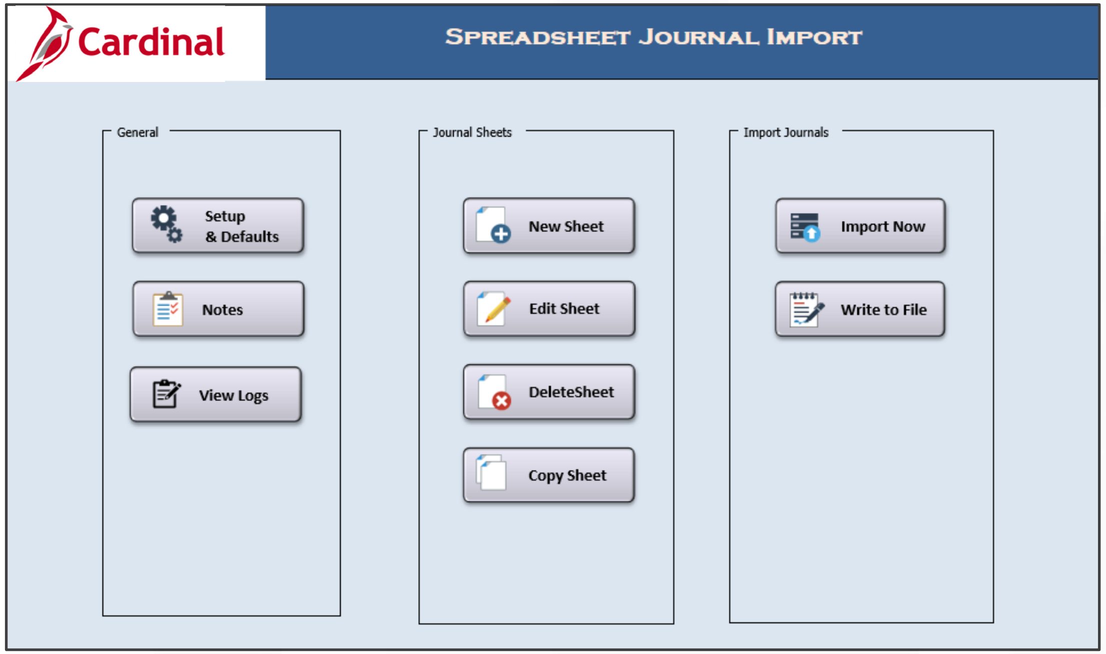
Delegation

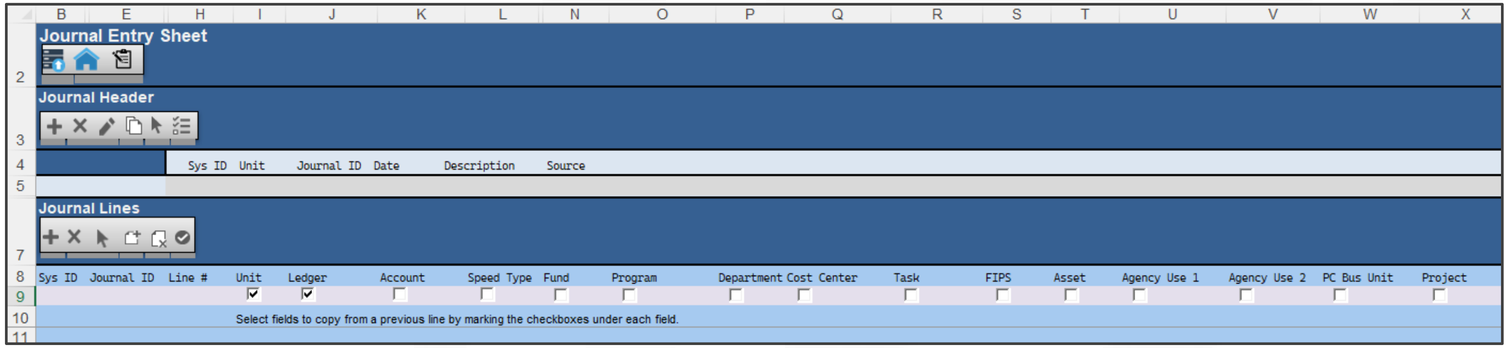
New Delegation Tile

Spreadsheet Journal Upload Enhancements

Refreshed Interface: Updated layout across both the Spreadsheet Journal Import Home Page and the import spreadsheets.

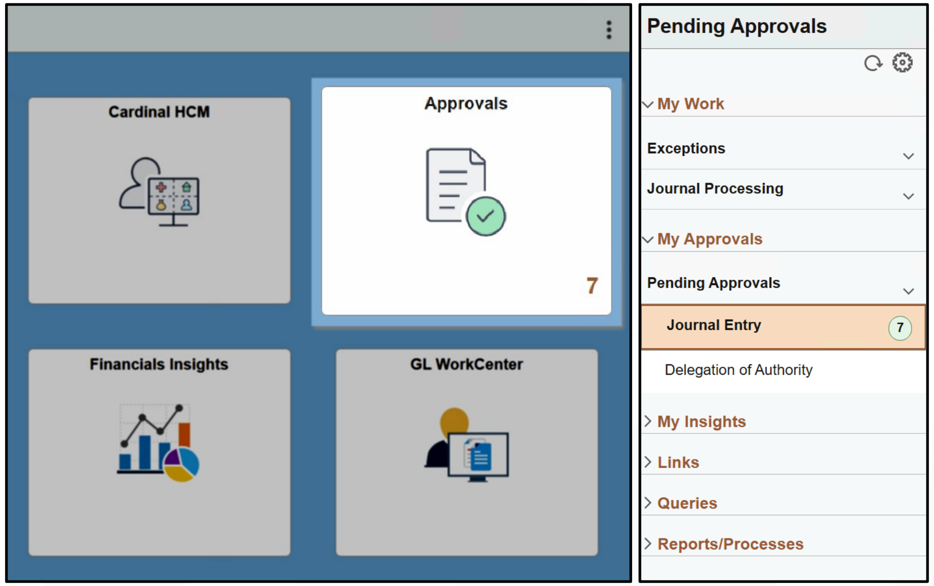
Updated Templates Required: Legacy files will not work. Users must download the new spreadsheet and macro files.



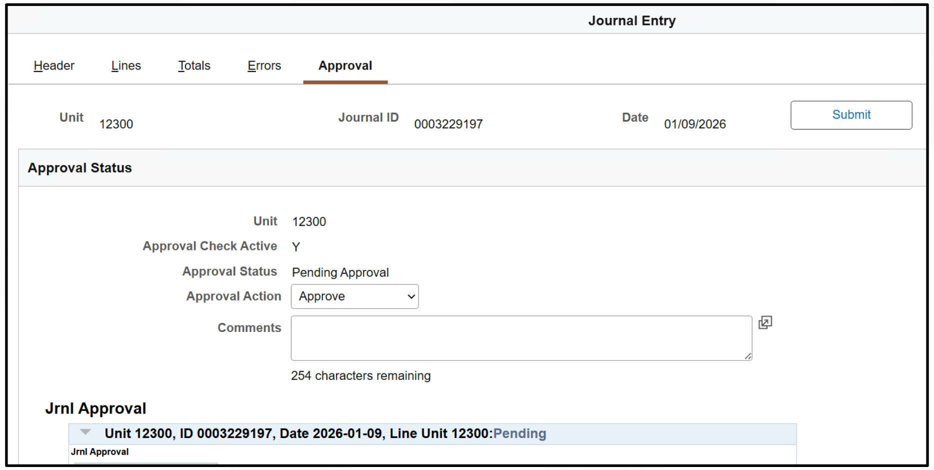


Approvals

Approvals can be accessed through the new **Approvals Tile**, in the **WorkCenter** under **My Work**, or in the **WorkCenter** under **My Approvals.**



Journals can also be approved on the **Journal Entry page** under the **Approval** tab.

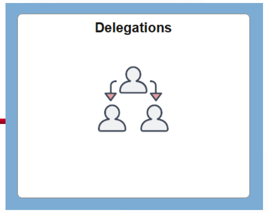


Approval Route and General Ledger Posting

Journal posting behavior depends on where the user is initiating the approval action from.

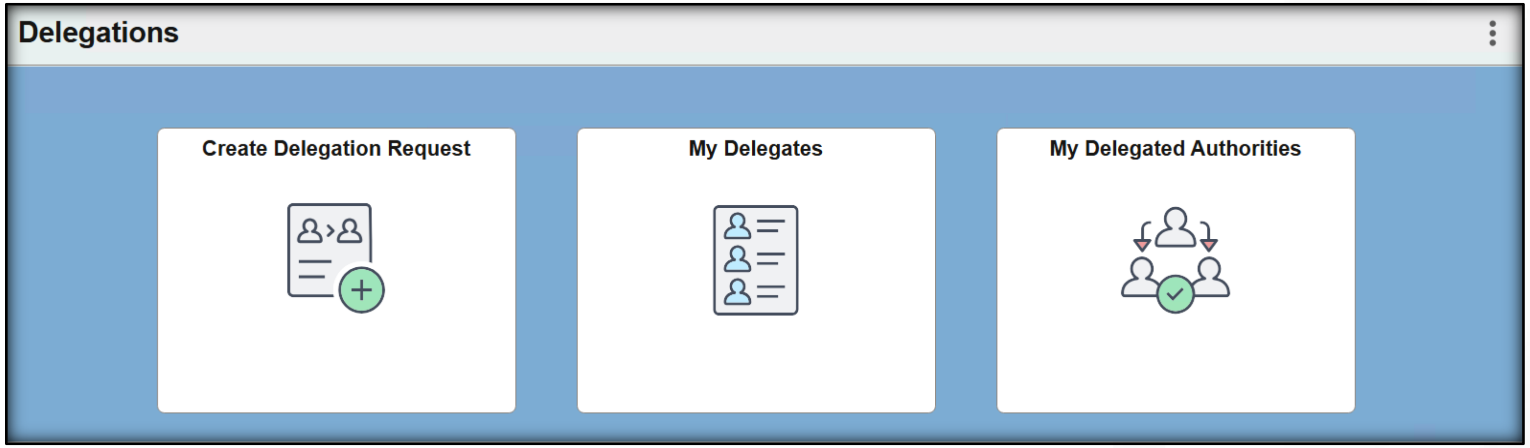
Approvals Tile or GL WorkCenter – My Approvals	Approve in Pending Approvals	Automatically posts to GL
Approvals Tab on Journal Entry	From Approval Tab - Select Approve and click Submit	Manually post to GL or allow Nightly Batch to post

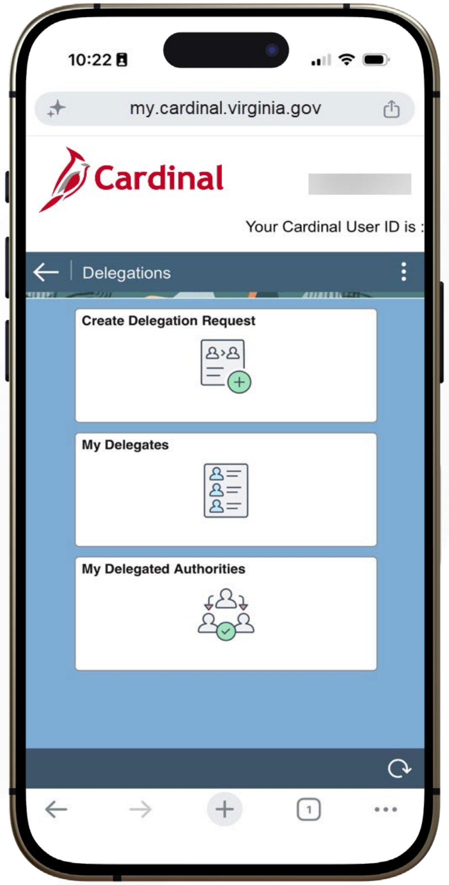
Delegation



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

General Ledger WorkCenter

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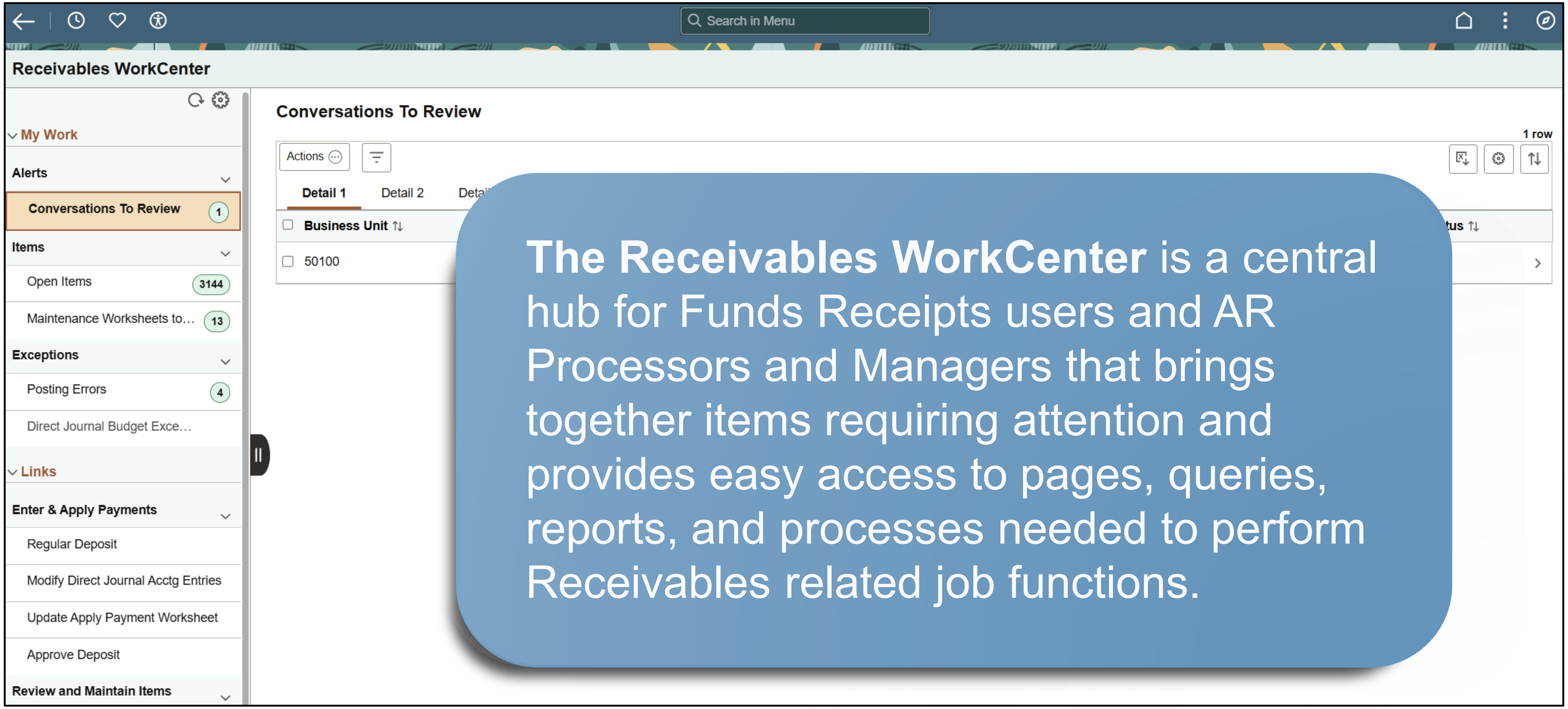
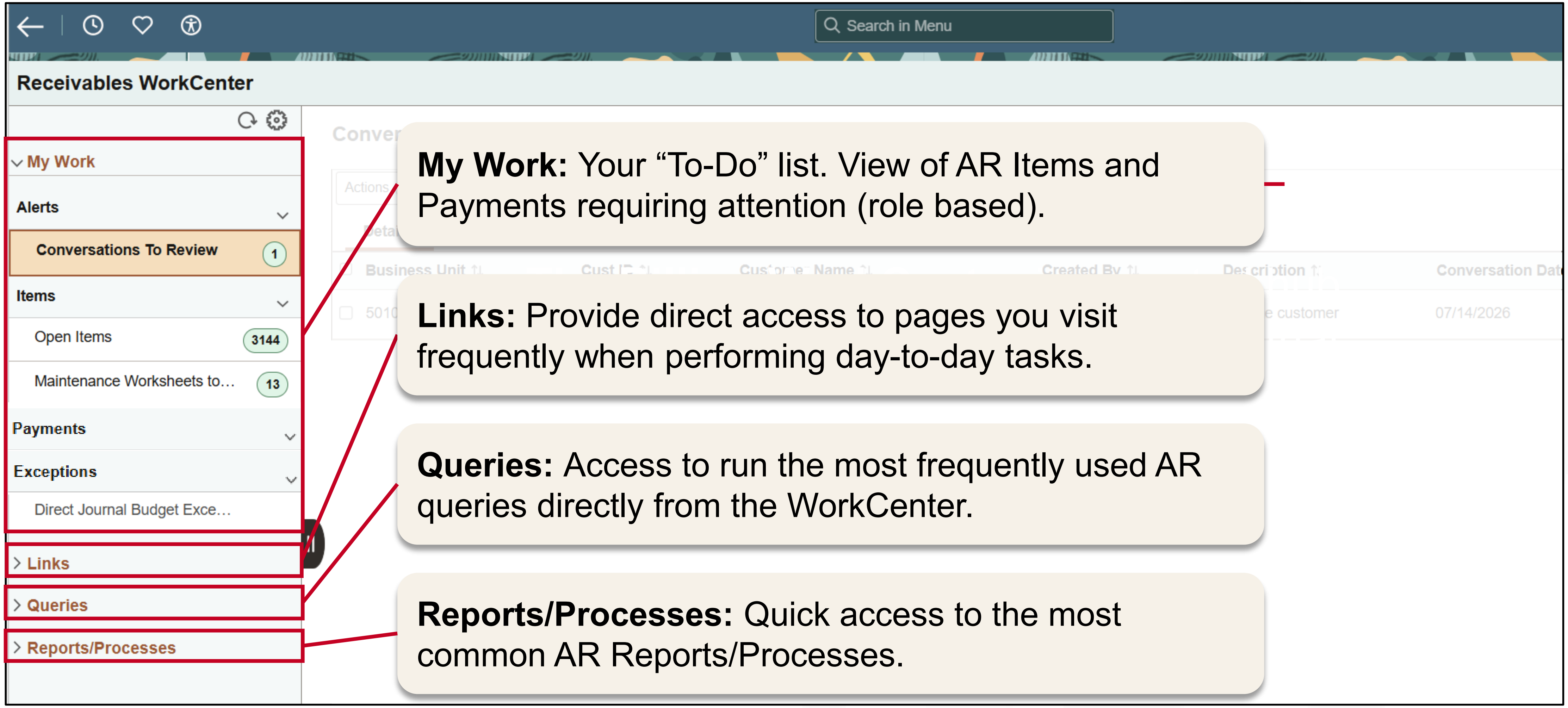
Q&A

Receivables WorkCenter



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



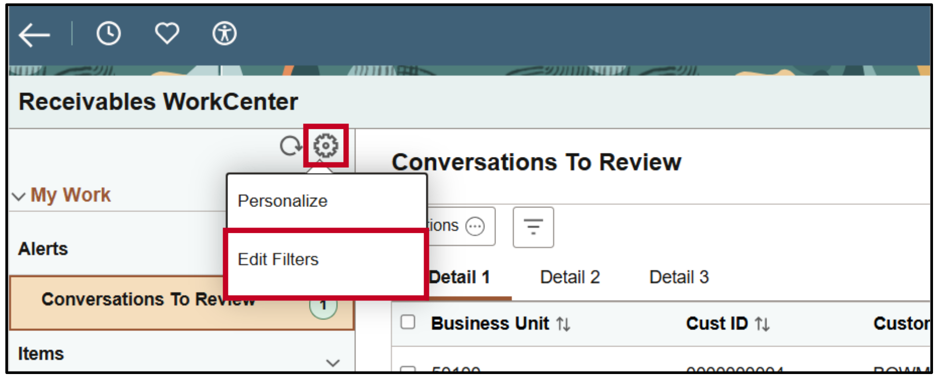
My Work: Your "To-Do" list. View of AR Items and Payments requiring attention (role based).

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

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

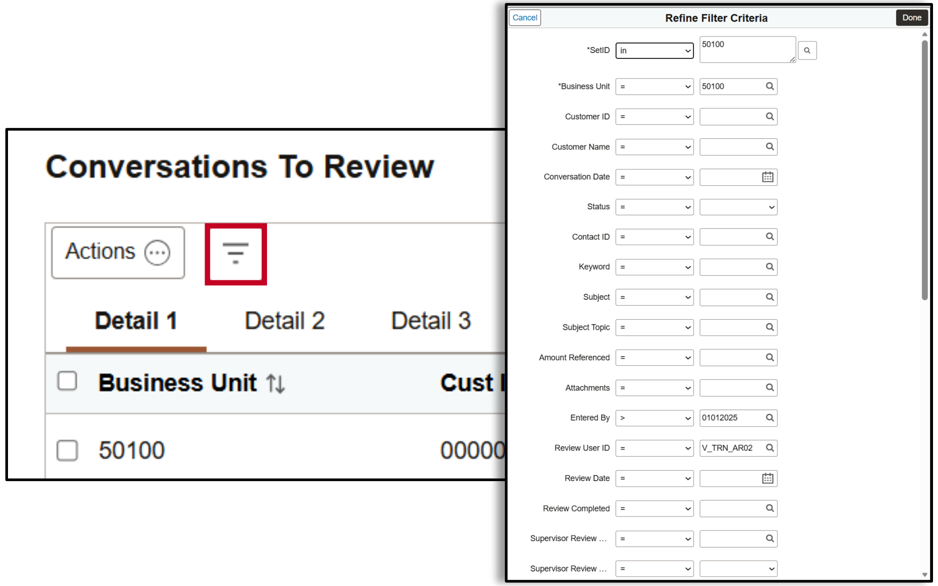
Reports/Processes: Quick access to the most common AR Reports/Processes.

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.



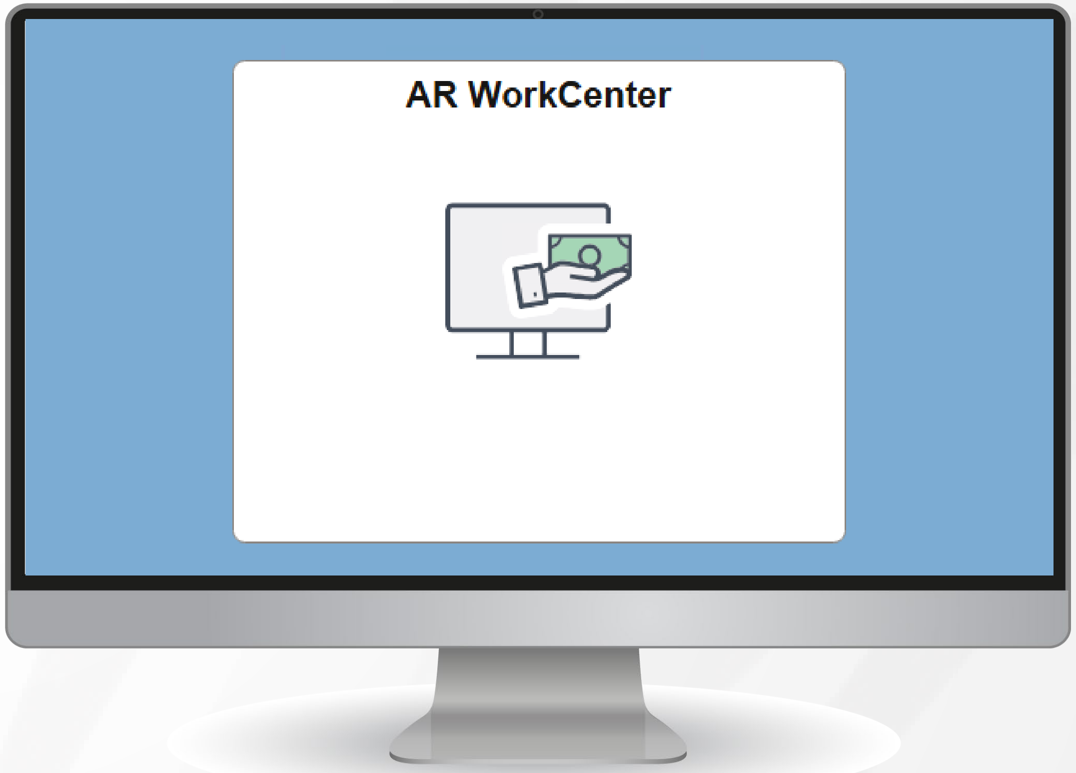
Set Temporary Filters

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.

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

LIVE DEMONSTRATION

Receivables WorkCenter



Q&A

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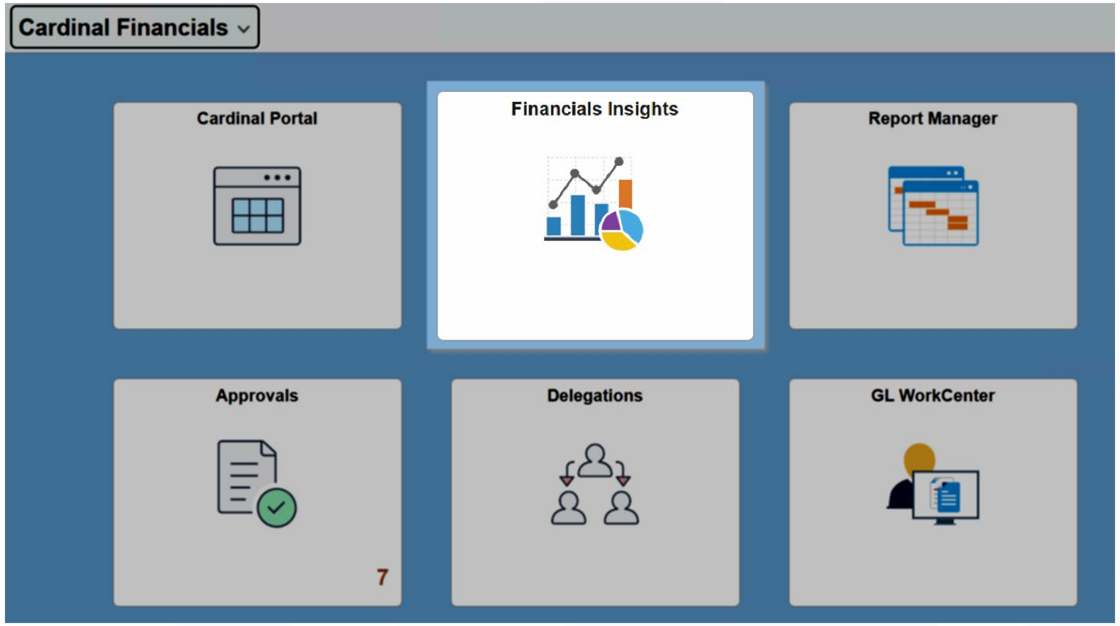
General Ledger Insights

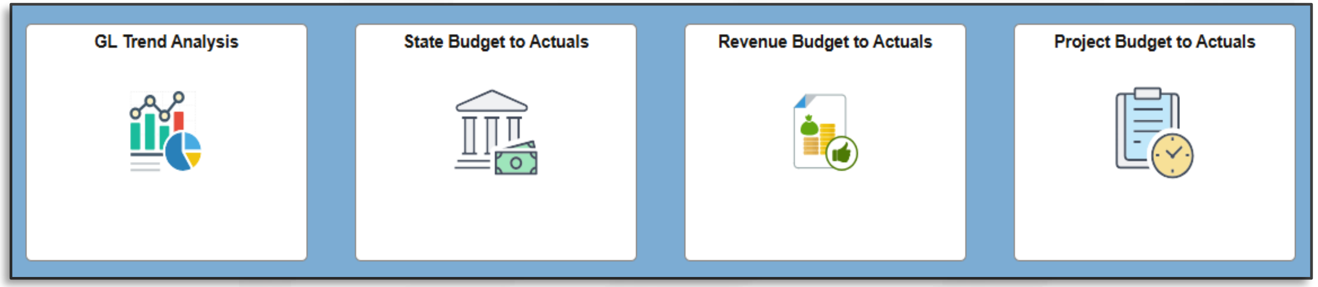
Available via the **Financials Insights** tile or direct link in the related **WorkCenter**.

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

Scope: Provides access across all Business Units.

Flexible Filtering: Easily filter by fiscal year, agency, Secretariat, account, fund and program, and 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

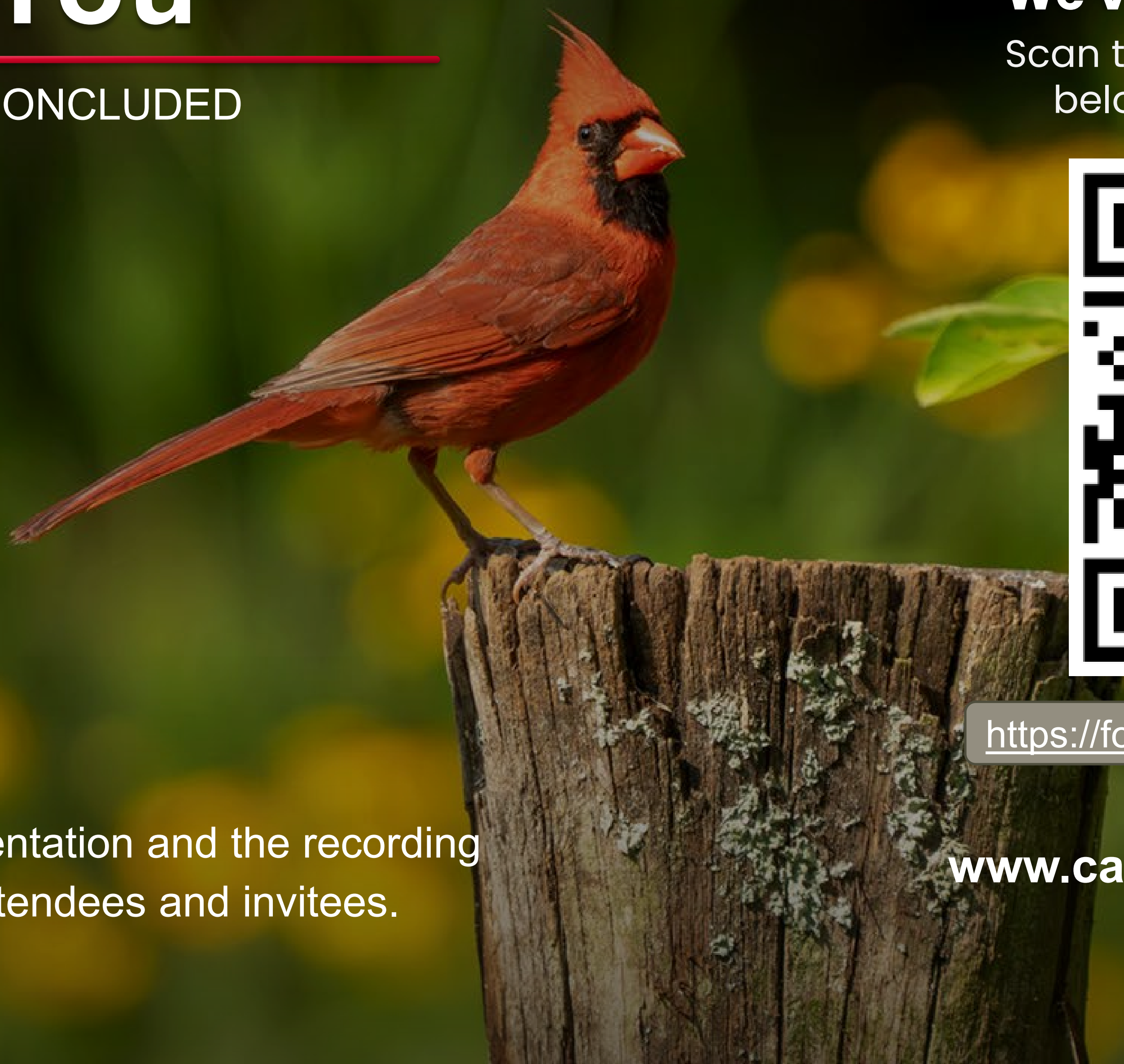
Share Your Feedback!

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

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