

FINANCIALS

General Ledger and Statewide Funds Receipt New Features

August 6, 2026

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!

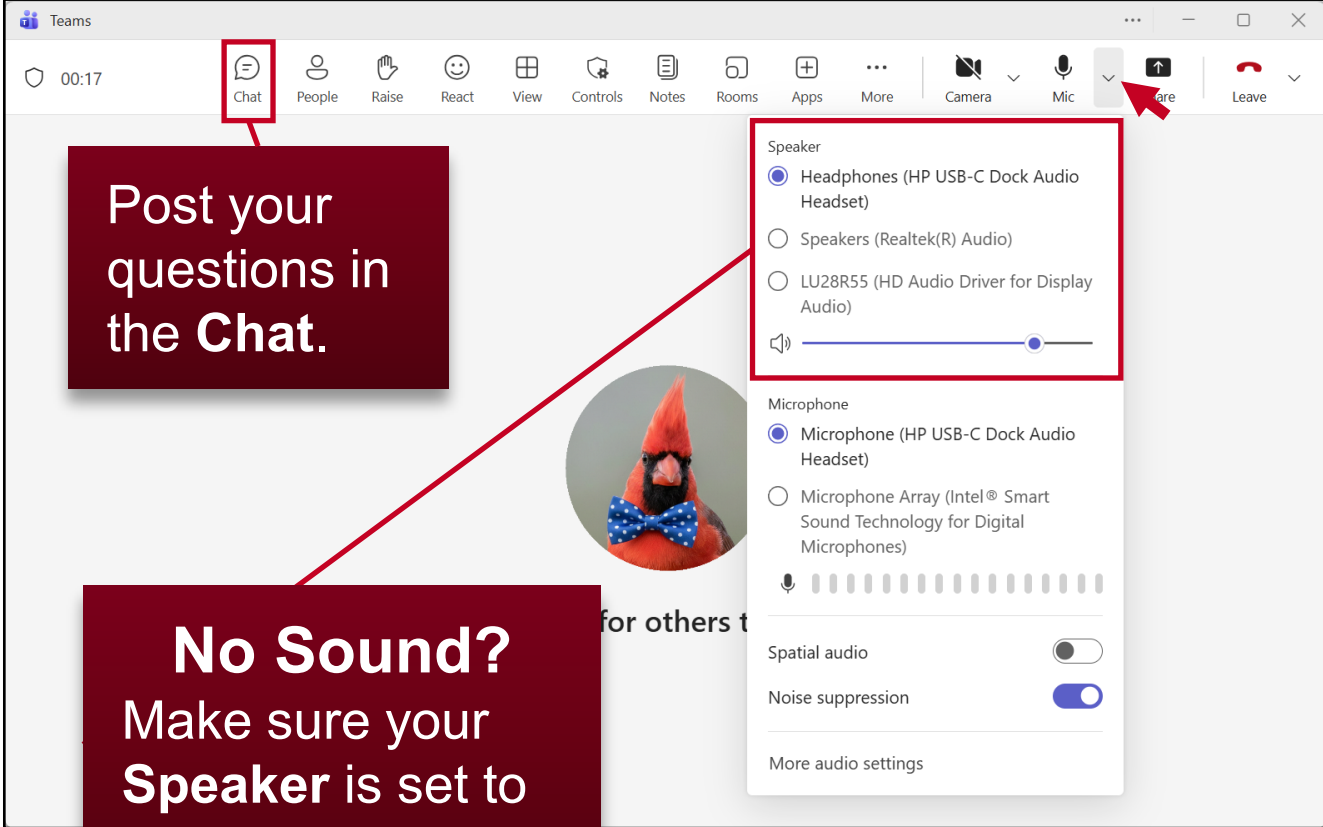
Q&A Format

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.



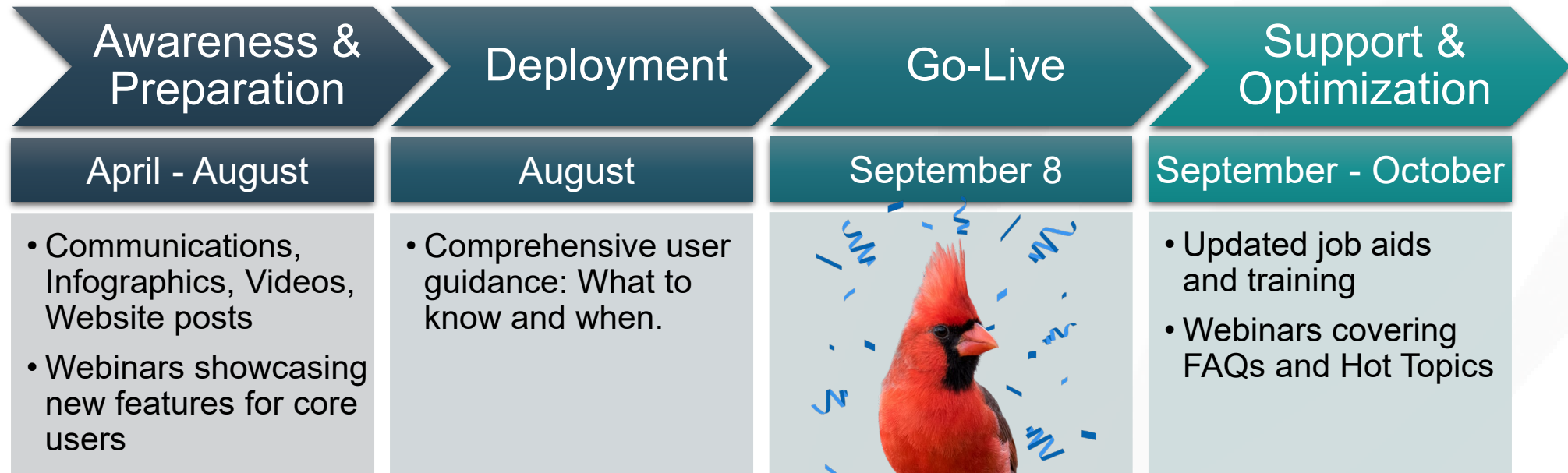
The screenshot shows the Microsoft Teams interface. At the top, the 'Chat' icon is highlighted with a red box. A red callout box points to it with the text: "Post your questions in the Chat." On the right side, the 'More' menu is open, showing the 'Speaker' and 'Microphone' settings. The 'Speaker' section has three options: "Headphones (HP USB-C Dock Audio Headset)" (selected), "Speakers (Realtek(R) Audio)", and "LU28R55 (HD Audio Driver for Display Audio)". A red arrow points to the 'More' menu icon. Below the speaker settings, the 'Microphone' section shows "Microphone (HP USB-C Dock Audio Headset)" as the selected device. A red callout box points to the microphone settings with the text: "No Sound? Make sure your Speaker is set to the correct device." The background shows a video feed of a person wearing a red cardinal hat and a blue bow tie.

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**.



01

Welcome & Cardinal Upgrade Overview

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Receivables WorkCenter

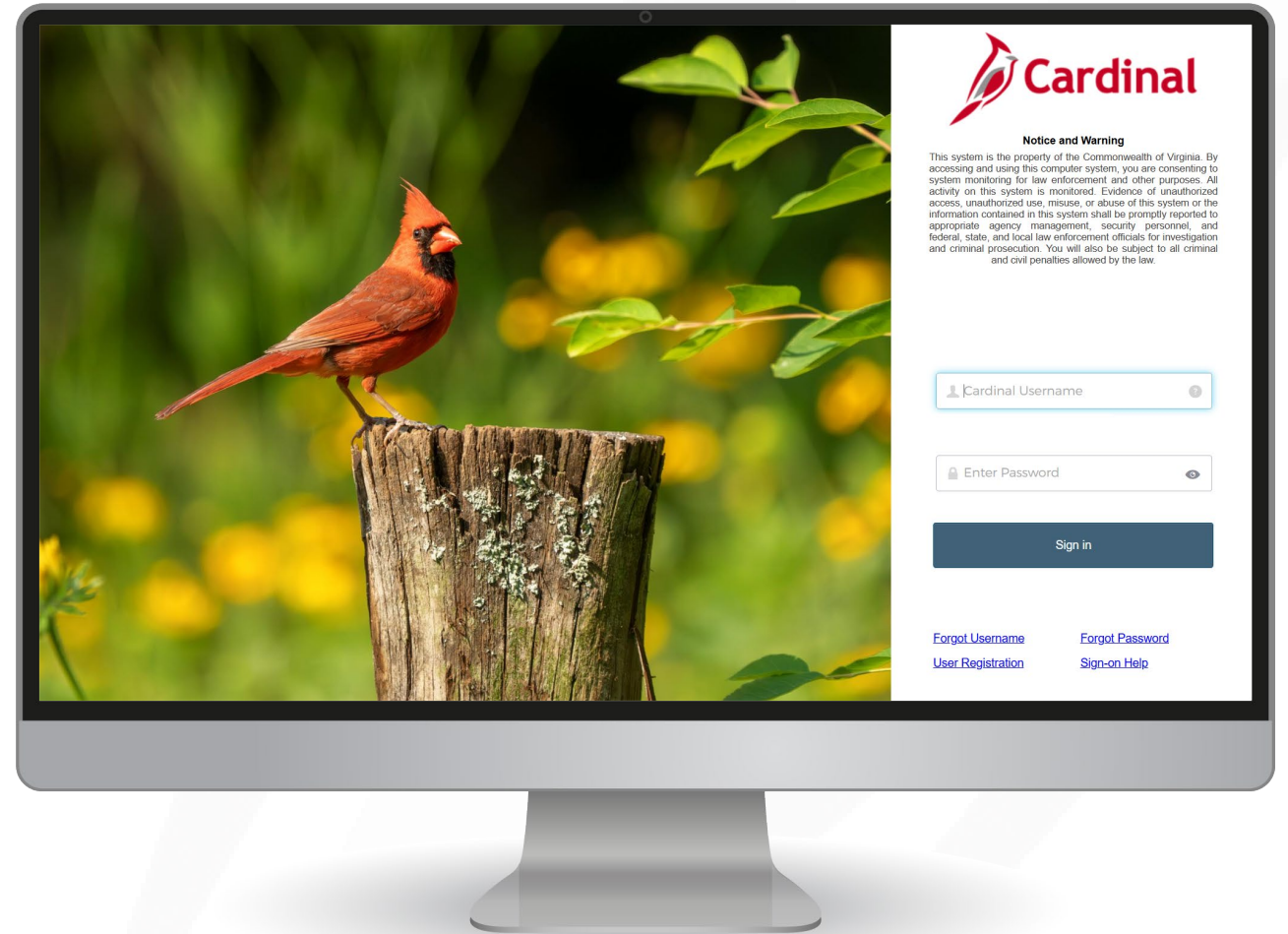
04

General Ledger Insights

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Wrap-Up and Question & Answer

A Fresh New Look



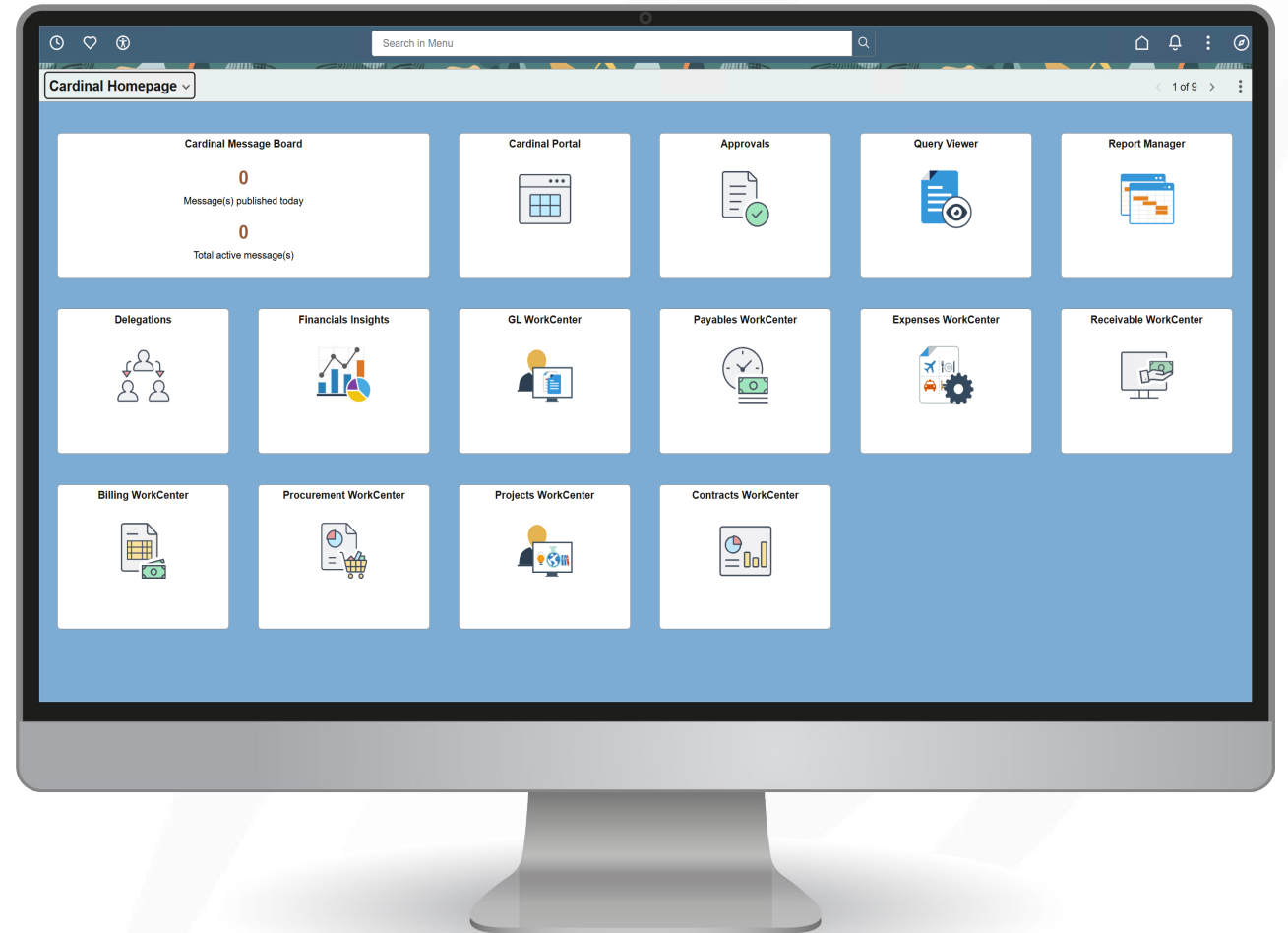
Current State

- **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**



General Ledger WorkCenter

The screenshot displays the General Ledger WorkCenter interface. The top navigation bar includes a search bar labeled "Search in Menu" and icons for back, home, and user profile. The left sidebar contains a navigation menu with sections: "My Work", "Exceptions", "Journal Processing", "My Approvals", "Pending Approvals", "My Insights", "Links", "Queries", and "Reports/Processes". The "Exceptions" section is expanded, showing "Journals with Errors" (415) and "Journals - Commitment C..." (2). The "Journals - Commitment C..." item is selected, leading to the "Journals - Commitment Control Exceptions" page. This page has tabs for "General" and "Detail". The "General" tab is active, showing a table with columns "Unit" and "Journal ID". The table lists two entries: "50100 00032248" and "50100 00032295". A blue callout box is overlaid on the right side of the interface, containing text about the General Ledger WorkCenter's role as a central hub.

General Ledger WorkCenter

Journals - Commitment Control Exceptions

Actions... [Menu Icon]

General Detail

☐ Unit ↑↓	Journal ID
☐ 50100	00032248
☐ 50100	00032295

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.

General Ledger WorkCenter

The screenshot shows the General Ledger WorkCenter interface. The left sidebar contains a navigation menu with the following sections: **My Work** (containing Exceptions, Journals - Commitment C..., and Journal Processing), **My Approvals** (containing Pending Approvals and Journal Entry), **My Insights**, **Links**, **Queries**, and **Reports/Processes**. The main area displays a table of Journals with columns for Unit, ID, Date, Sequence, Unit, InterUnit, Description, Status, Budget Status, and Source. The table lists two entries with IDs 50100 and 50100, both with a status of 'Error in Budget Check'.

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

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

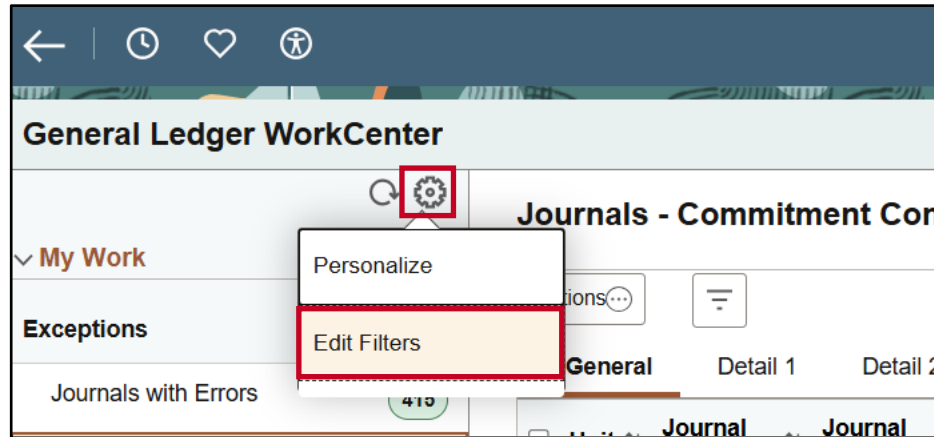
My Insights: Provides a quick link to the GL Insights Dashboards.

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.

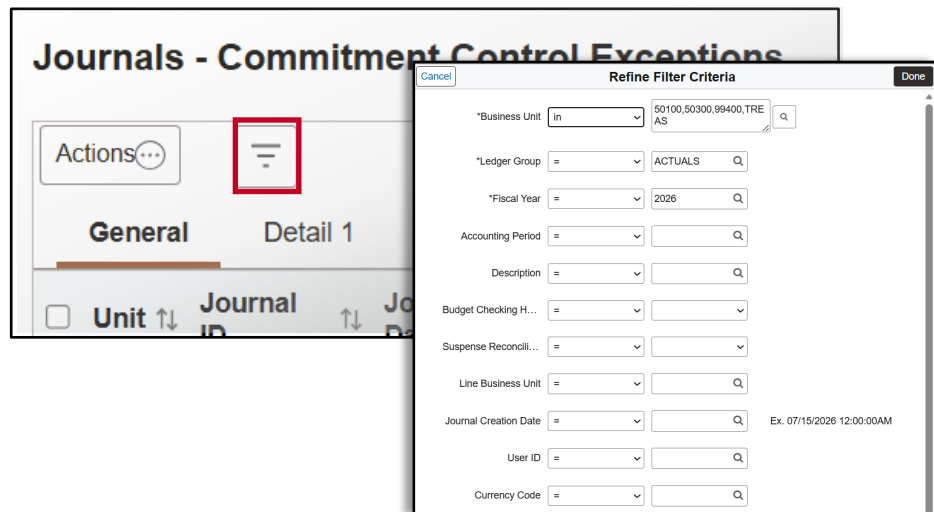
Reports/Processes: Quick access to the most common GL Reports and Processes.

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



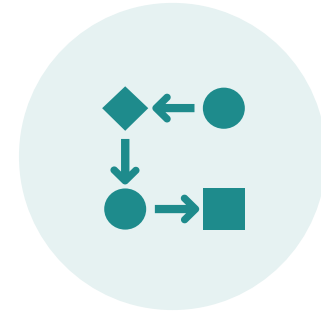
Spreadsheet Journal Upload

Improved page and functionality



Approvals

Replacing Worklist Functionality



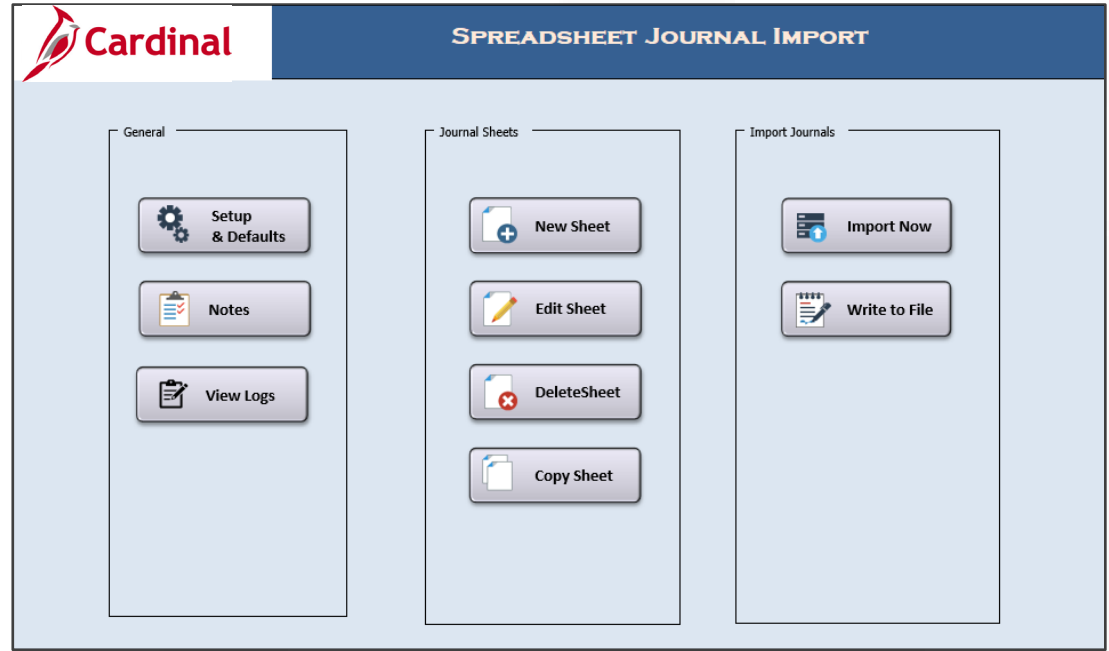
Delegation

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.



The screenshot shows a spreadsheet template titled 'Journal Entry Sheet'. It includes a 'Journal Header' section with columns for 'Sys ID', 'Unit', 'Journal ID', 'Date', 'Description', and 'Source'. Below this is a 'Journal Lines' section with a table of columns: 'Sys ID', 'Journal ID', 'Line #', 'Unit', 'Ledger', 'Account', 'Speed Type', 'Fund', 'Program', 'Department', 'Cost Center', 'Task', 'FIPS', 'Asset', 'Agency Use 1', 'Agency Use 2', 'PC Bus Unit', and 'Project'. A note at the bottom states: 'Select fields to copy from a previous line by marking the checkboxes under each field.'

Sys ID	Journal ID	Line #	Unit	Ledger	Account	Speed Type	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Bus Unit	Project
			☒	☒													

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.

The screenshot displays the Cardinal HCM WorkCenter interface. On the left, a grid of tiles includes 'Cardinal HCM', 'Approvals' (highlighted with a blue border and a green checkmark icon), 'Financials Insights', and 'GL WorkCenter'. The 'Approvals' tile shows a count of 7. On the right, a sidebar menu lists navigation options: 'My Work', 'Exceptions', 'Journal Processing', 'My Approvals', 'Pending Approvals', 'Journal Entry' (highlighted with an orange background and a green checkmark icon), 'Delegation of Authority', 'My Insights', 'Links', 'Queries', and 'Reports/Processes'. Below the sidebar, the 'Journal Entry' page is shown with the 'Approval' tab selected. The page header includes 'Unit 12300', 'Journal ID 0003229197', and 'Date 01/09/2026'. The 'Approval Status' section shows 'Unit 12300', 'Approval Check Active Y', 'Approval Status Pending Approval', and 'Approval Action Approve'. A comments field is present with a 254-character limit. The 'Jrnl Approval' section shows a dropdown for 'Unit 12300, ID 0003229197, Date 2026-01-09, Line Unit 12300:Pending'.

Approval Route and General Ledger Posting

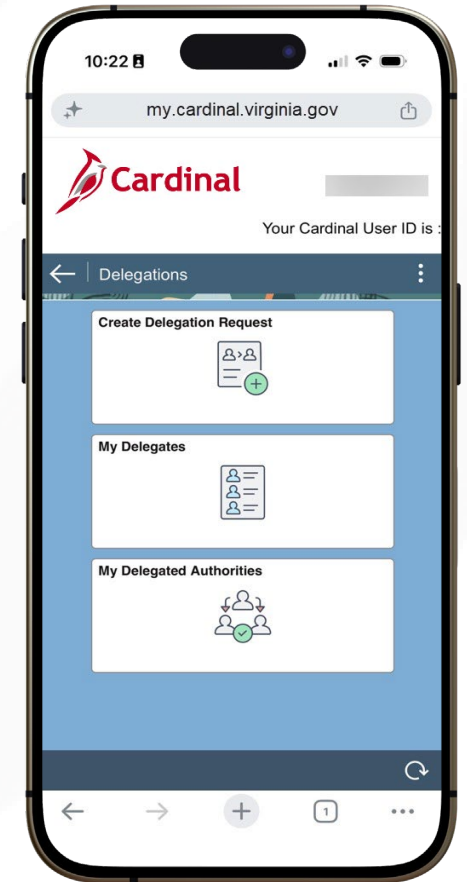
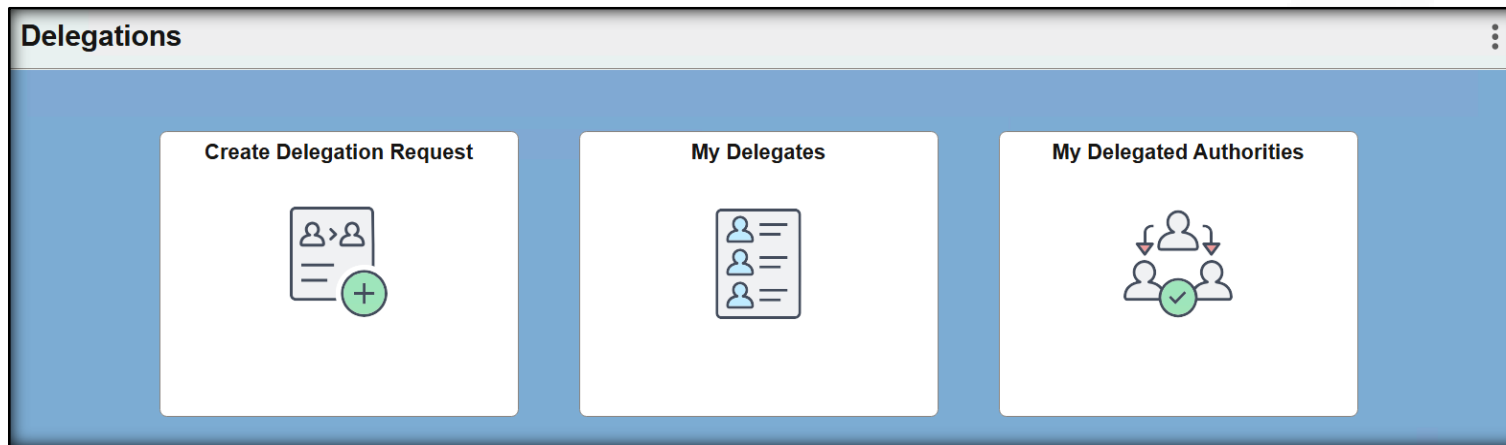
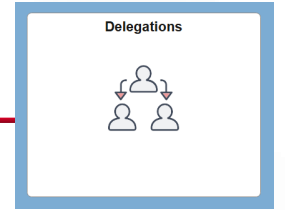
Journal posting behavior depends on where the user is initiating the approval action from.



Delegation

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

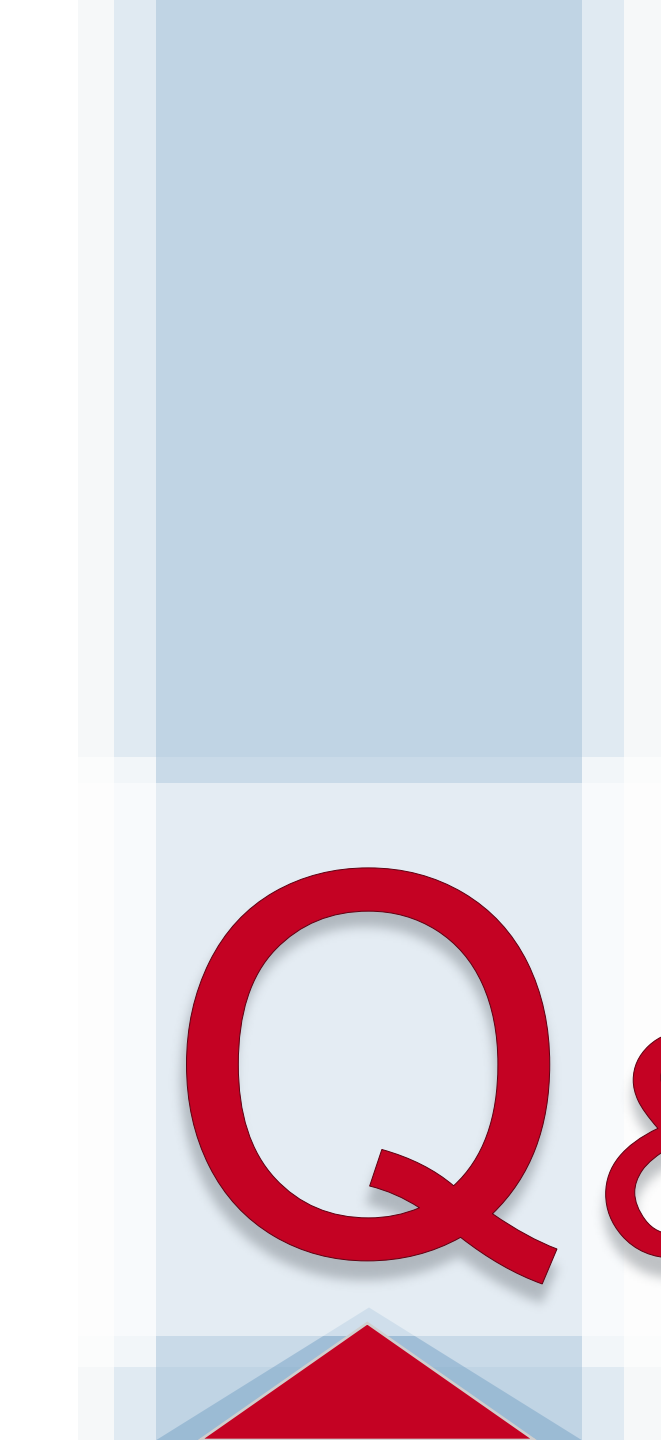
- **Create Delegation Request:** Delegate your approval authority to another approver.
- **My Delegates:** Track and review the requests you have assigned to others.
- **My Delegated Authorities:** View Transactions delegated to you by another approver.



LIVE DEMONSTRATION

General Ledger WorkCenter





Q & A

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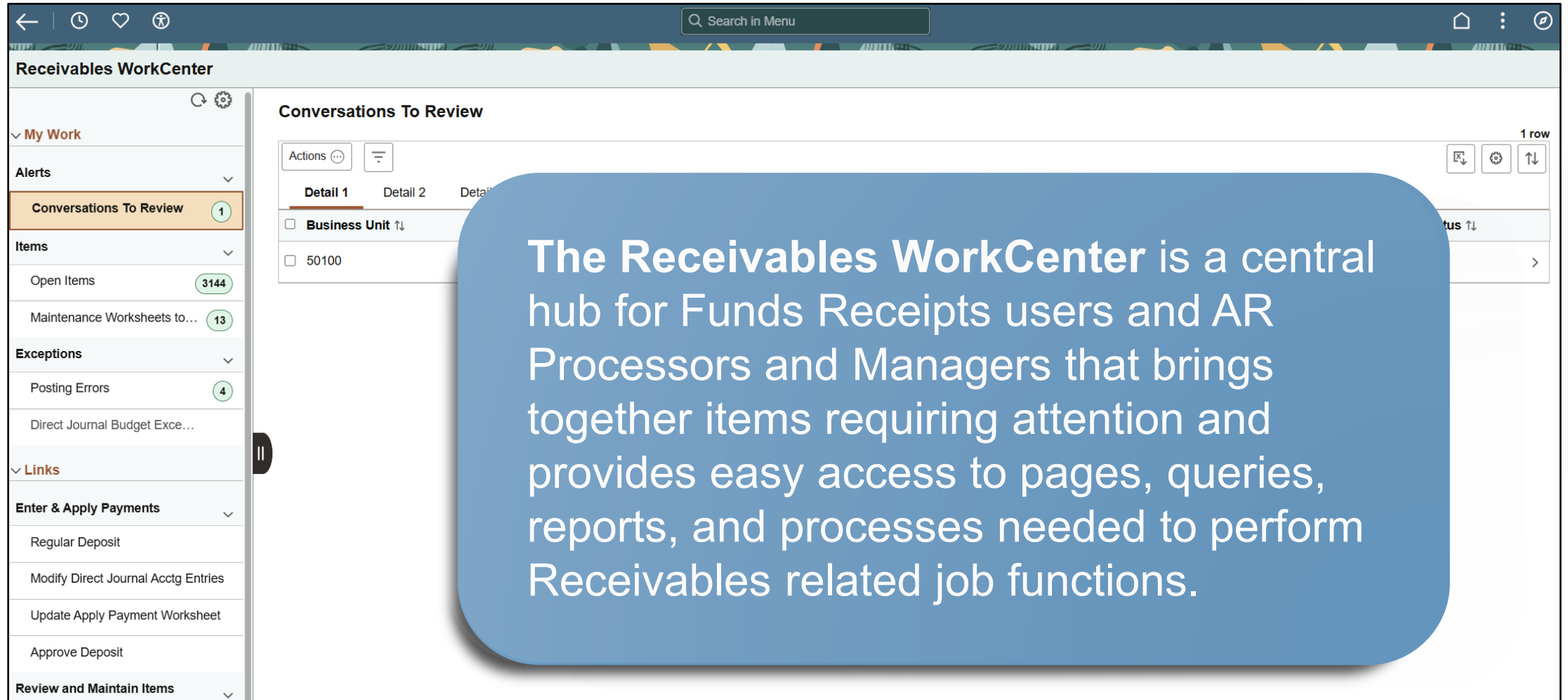
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Wrap-Up and Question & Answer

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 count of 1), 'Items' (containing 'Open Items' with 3144 and 'Maintenance Worksheets to...' with 13), 'Exceptions' (containing 'Posting Errors' with 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 expanded, showing 'Business Unit' and '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), Open 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 Name, Created By, Description, and Conversation Date. A table row is visible with the value 5010 in the Customer Name 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 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.

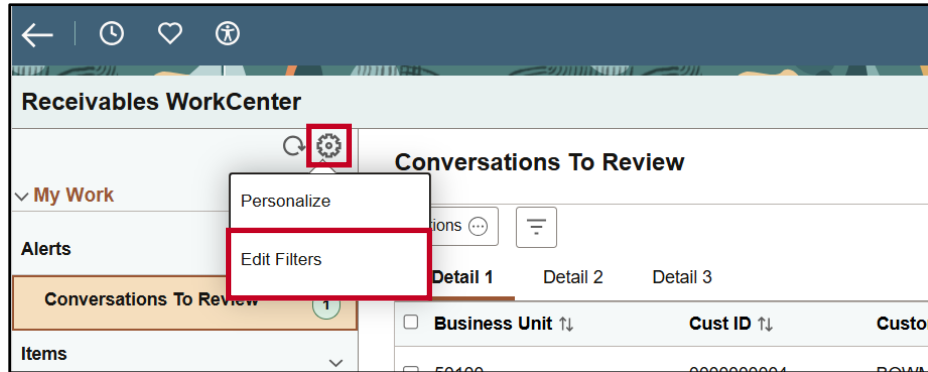
My Work: Your “To-Do” list. View of AR Items and Payments requiring attention (role based).

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.

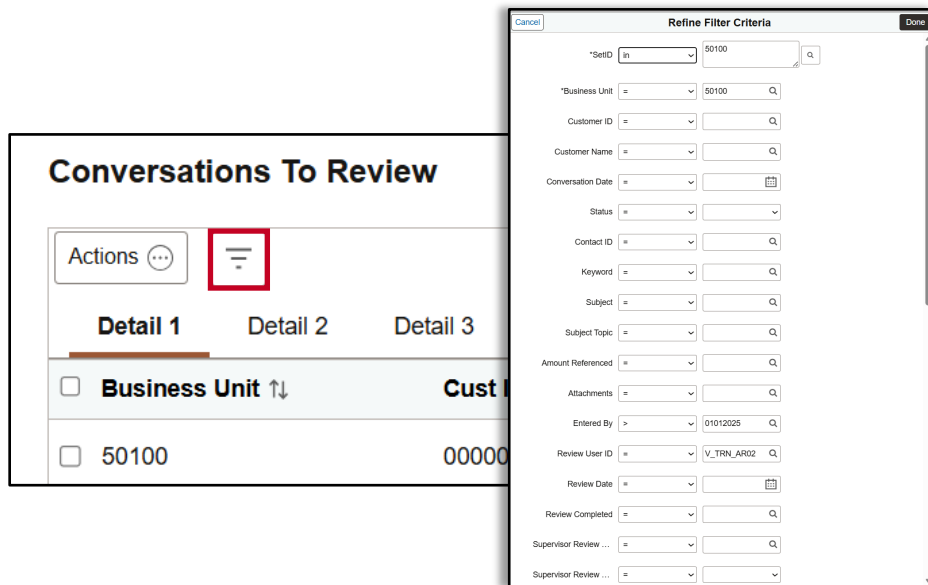
Reports/Processes: Quick access to the most common AR Reports/Processes.

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.

LIVE DEMONSTRATION

Receivables WorkCenter





Q & A

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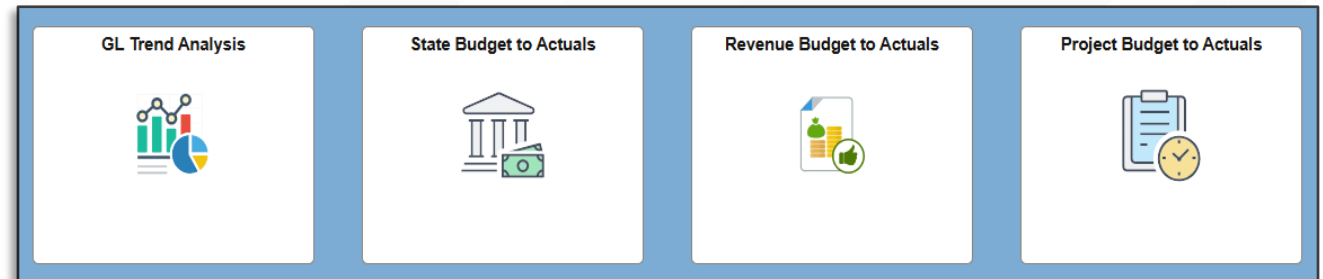
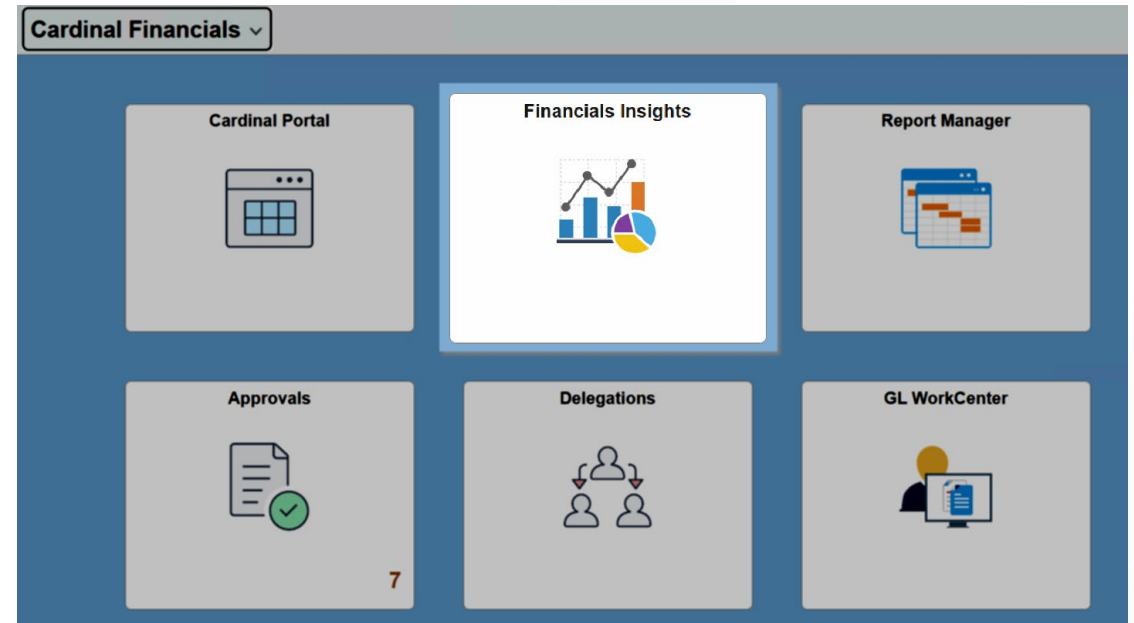
General Ledger Insights

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



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

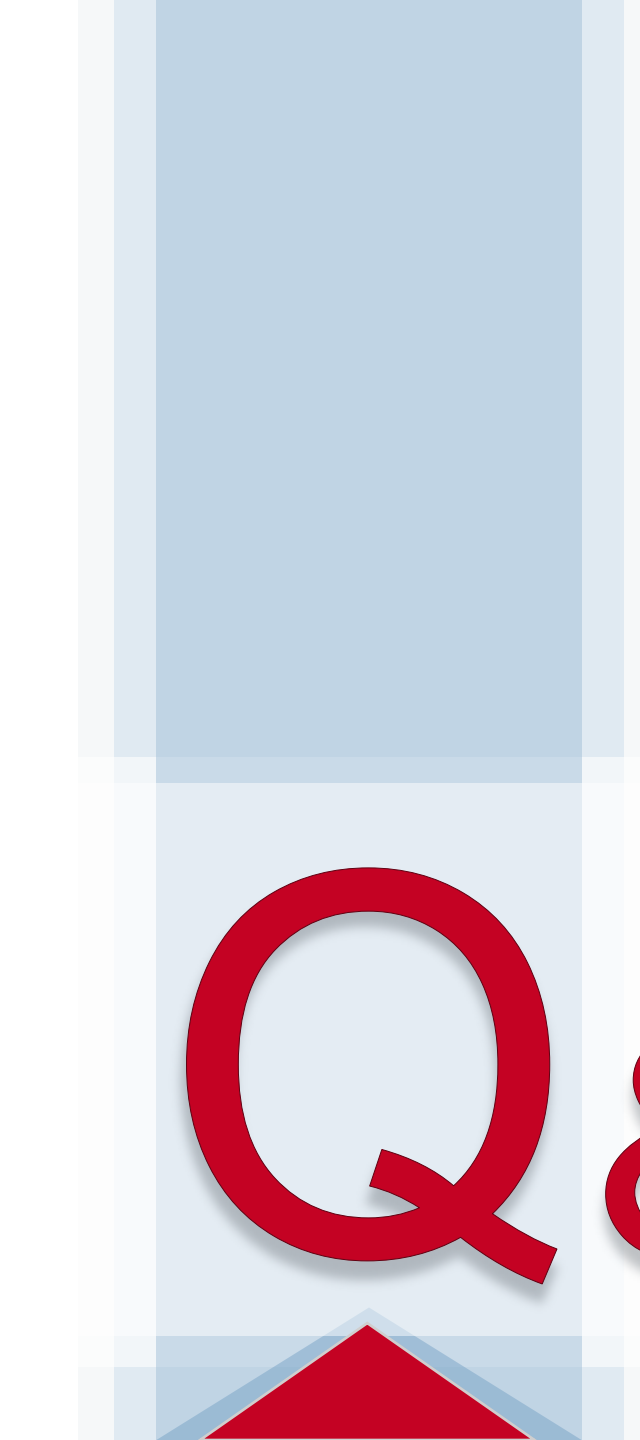
- If an expected value is not listed, start typing the exact name (case-sensitive) or the correct number.

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!

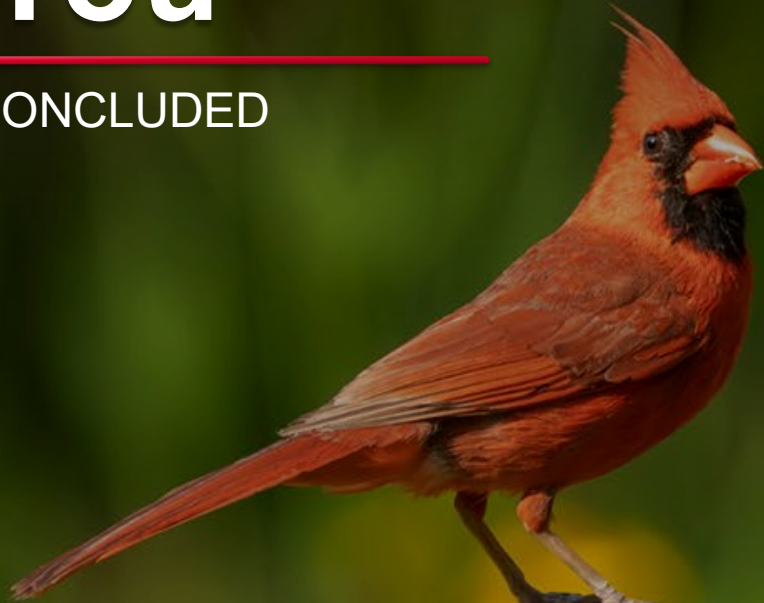
Scan the QR code or click the link below to take a brief survey.



<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>

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