CARDINAL IMPLEMENTATION
AND ITS IMPACT TO YOUR
PROCESSES

Changes Effective Date: February 1st, 2016

AGENDA

- Cardinal
  - Cardinal Vendor ID number
  - Procurement Vendor
  - Fiscal Vendor
  - Prompt Pay
  - New Vendors & Update Forms
- Electronic Payments
- Debt Set Off
CARDINAL

- Replaces CARS
- DOA:
  - Wave 1 – Most on-line agencies interfaced to Cardinal
  - Wave 2 – Remaining agencies online by February 1st, 2016

What does this mean to us?

- All Agencies will share the same statewide vendor database. Every vendor will be given a cardinal vendor identification number that will be stored in Banner.
- Vendor Create Process is changing
- A vendor payment can only be processed if the vendor has a **cardinal vendor identification number**.

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What is the Cardinal ID number and where is it stored?

Cardinal uses Vendor ID numbers to uniquely identify vendors. The vendor Taxpayer ID number (TIN) and Vendor Location Identification Number (VLIN) are stored in Cardinal and can also be used to search for and identify a vendor.

[Image of a window with data fields and notes about Cardinal vendor ID numbers and where it is stored.]
CARDINAL — VENDOR TYPES

The Cardinal vendor table contains two types of vendors: procurement and fiscal.

- Procurement vendors are defined as any individual, public body, or business that sells goods or services to the Commonwealth. Procurement vendors are entered and updated in eVA and interfaced nightly from eVA to Cardinal.

- Fiscal vendors are defined as any entity that an agency needs to pay specific to the nature of the agency’s business (such as utilities, individuals or companies receiving refunds) that is not a procurement vendor. Fiscal vendors are created and updated directly in Cardinal by the CVG.

Cardinal requires a vendor, whether procurement or fiscal, to be set up and active in the system before a voucher can be processed to pay that vendor.

CARDINAL — VENDOR TYPES — PROCUREMENT VENDOR

- Vendor whose transactions processed through eVA.

- These vendors can be self-registered or state entered.

- Self-registered vendors will work directly with eVA customer care team to provide Substitute W-9 to Cardinal Vendor Group (CVG).

- State Entered vendors will be submitted to eVA to obtain a Cardinal Vendor ID.
PROCUREMENT VENDOR

- All W&M/VIMS vendors will need to be listed in the eVA vendor database for orders to be properly submitted and approved **before** an order is entered in eVA.

- Ad Hoc'ing a vendor will **no longer** be possible.
  - If vendor is not self-registered, department must reach out to the vendor and request vendor self-register in eVA (documentation may be requested).
  
    - If vendor refuses, and W&M/VIMS is unable to find another viable source, department must receive a completed Commonwealth of VA Substitute W-9 and email it to procurement.
  
    - Procurement will contact you when vendor has been created in eVA for department to create and complete purchase order (expect the vendor create process to take a minimum of 3 business days from receipt of necessary forms).

PROCUREMENT VENDOR - PROCESS

1. Department goes into eVA to verify if vendor exists in eVA, if not, and:
   a. Department is unable to find another viable source
   b. Department is unsuccessful in getting vendor to self-register with eVA

2. Department solicits Commonwealth of VA Substitute W-9 AND submits the completed W-9 to Procurement at eVAvendor@wm.edu (expect minimum of 3 business day turn-around time).

3. Procurement will submit state-entered vendor request in eVA.

4. Cardinal ID number is assigned.

5. Department will be notified that vendor is now in eVA for department to proceed with entering eVA order.

6. Procurement provides W-9 to AP.

7. AP creates vendor in Banner

8. Nightly process will update Banner with Cardinal Vendor ID.

9. Department will submit all required documentation for AP to process.
CARDINAL – VENDOR TYPES
FISCAL VENDOR

- These are the vendors whose transactions do not have to be processed through eVA.

- AP will have the responsibility to provide the Cardinal Vendor Group (CVG) with the proper documentation to setup the vendor in Cardinal and obtain the Cardinal Vendor ID.

- After CVG creates the vendor in Cardinal, the vendor can then be added in banner and AP may pay the vendor invoice.

FISCAL VENDORS – PROCESS

1. Department will collect from Vendor the Commonwealth of VA Substitute W-9 and send to AP.

2. AP will complete the Vendor Maintenance Request Form and send it along with the W-9 to the CVG.

3. CVG will perform: (1) IRS ITIN match (2) Perform a review to the US Department of Treasury Financial Sanction Program.

4. CVG will create vendor in Cardinal and assign a Cardinal Vendor ID.

5. Vendor is added in Banner once confirmation is received from CVG. Nightly process will update Banner with Cardinal Vendor ID.

6. Once invoice arrives AP may process transaction.
CARDINAL - PROMPT PAY

According to DOA, Prompt Pay Compliance does not start until we receive a correctly completed W-9 from the vendor.

Vendor Payment Request Form (VPRF)-- Date of Invoice was received can be changed to the date the W-9 was received.

If this happens, please make a note on the description line.

CARDINAL CONTINUED

Exceptions to Process

One-time vendors (Refunds)

- Cardinal allows creation of a one-time vendor for processing one-time refunds to recipients who are not employees of the agency (e.g., student education refund or DMV refund payments). One time vendors are always paid via check and are inactivated automatically after one use.

Federal, State and Local governments

Payroll Vendors (Third Party Processor)
Ghost Card
Payment made to vendor with a single-use virtual card numbers.
As long as the vendor already accepts credit cards as a form of payment, enrollment to accept payments made through AP control is simple—the vendor provides a valid email address that payment instructions can be delivered to.

Automated Clearing House (ACH)
ACH payments are electronic payments that are created when the customer gives an originating institution, corporation, or other customer (originator) authorization to debit directly from the customer’s checking or saving account for the purpose of bill payment.

Initial Onboarding Process
What happens after?
GHOST CREDIT CARDS

- Vendor will sign up to receive payments by Credit Card.
- Instead of a check, Disbursement will send file to Wells Fargo, Wells Fargo will send credit card information to Vendor and the Remittance.
- Supplemental Data Engine will show epayables payment method:
  - **CCR** – Credit Card Remittance

Automated Clearing House (ACH)

- This process will ELIMINATE the EDI process.
- All EDI vendors will be signed up to be paid by ACH.
- Vendors that do not accept credit card payments will be targeted to be paid by ACH
- Supplemental Data Engine will show epayables payment method:
  - **CTX** – Corporate ACH
  - **PPD** – Individual ACH

**SO WHAT IS THE DIFFERENCE BETWEEN USING A GHOST CARD AND THE SPCC?**

- Ghost Cards are NOT a replacement for the SPCC
- SPCC rules apply for all payments
- Ghost Cards will be used **ONLY** for payments that are required to process through the Accounts Payable Office
**DEBT SET OFF**

- The Debt Set-Off process will soon be handled by W&M verses DOA. This will require AP to send tax letters to the CDS vendors informing that a portion or all of their payment was sent to taxation due to debt set-off with the state of Virginia. When a vendor calls regarding a payment we will now be able to see how much was sent to taxation on the Vendor Detail History Screen (FAIVNDH). However the vendor will still need to call taxation to find why they have a debt with the state of Virginia.

- When we process a payment to a vendor that is flagged as a CDS vendor, the payment will be put on hold and the nightly process will communicate with taxation to find out how much is owed.

- The two main scenarios are the whole payment will be sent to taxation or partial payment will be sent. A credit memo in Banner will be generated behind the scenes to credit the amount owed to taxation and a new invoice will be issued to pay taxation that amount.

- When you research the Vendor Detail History (FAIVNDH) in Banner you will see three transactions: (1) The original Invoice (2) The credit memo – a “CM” will be added to the front of the Vendor Invoice and a “C” will be added to our Invoice/Voucher # and (3) The invoice to treasury – “CDS” will be added to the front of the Vendor Invoice and a “T” will be added to our Invoice/Voucher #.

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**Screenshot of Vendor Detail History (FAIVNDH) for CDS Vendor**

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**DEBT SET OFF CONTINUED**
DEBT SET OFF LETTER

Date

Vendor Name:
Vendor Address Line 1
Vendor Address Line 2
City, State, ZIP:

RE: Vendor Payment Subject to Commonwealth of Virginia Debt Set Off Collection

Dear: Vendor Name

The Debt Set Off Collection Program is a process for identifying and collecting delinquent debts owed to any of the Commonwealth of Virginia’s agencies from any payments being made by any of its agencies.

You are receiving this letter because the payment(s) being made to you and/or your organization by the Commonwealth of Virginia’s agencies has been intercepted by the Virginia Department of Finance through the Debt Set Off Collection Program.

The invoice(s) affected are as follows:

Invoice Number: Vendor Invoice Number
Invoice Total Amount: Vendor Invoice Amount
Debt Set Off Amount: Amount paid to Treasury
Amount of Check sent to Vendor: New Amount of Check mailed to vendor

At this point, the College of William and Mary has paid your invoice in full. If you have any questions, please call the Accounts Payable Manager at 757-221-2386.

Sincerely,

C.A. Yerkes
IVP, Financial Operations

QUESTIONS
Department has a need

End user checks eVA vendor database for vendors

Public Search (no TIN Verification)

Vendor in eVA?

Search eVA report for eVA self-registered sourcing options

Can another source provide what you need?

Find another source in eVA?

Vendor registers in eVA?

Yes

Create eVA order with self-registered eVA vendor

Procurement submits to eVA (min. 3 business day turnaround time)

Send vendor’s substitute W-9 to Procurement for state-entered submittal to eVA

Process order through eVA using state-entered vendor

Procurement notifies you that vendor is loaded into eVA

Submit all necessary paperwork to AP for payment processing

Yes

No

Vendor in eVA?

No

Can another source provide what you need?

Send vendor’s substitute W-9 to Procurement for state-entered submittal to eVA

Process order through eVA using state-entered vendor

Procurement notifies you that vendor is loaded into eVA

Submit all necessary paperwork to AP for payment processing

Yes

No

Vendor registers in eVA?

No

Vendor registers in eVA?

Yes

Create eVA order to eVA self-registered vendor

Submit all necessary paperwork to AP for payment processing

Yes

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Can another source provide what you need?

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