

**From:** [Cardinal Project](#)  
**To:** [Cardinal Project](#)  
**Subject:** Additional Cardinal User Labs for Reconciliation  
**Date:** Monday, December 01, 2014 2:14:55 PM

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***This e-mail is being sent to Cardinal Users, Change Network Members, and Fiscal Officers for the Wave 1 agencies.***

**WHAT: Additional Cardinal User Labs for Reconciliation**

The Cardinal Project is pleased to offer an additional User Lab. This lab provides an opportunity for users to bring in actual transactions that they need one-on-one help with in the Cardinal production environment.

This lab will be focused on answering questions and assisting agencies with reconciliation. However other topics are also welcomed and will be addressed.

The User Labs are staffed by members of the DOA General Ledger Oversight group, Cardinal Project trainers, and members of the Cardinal Project application team. All functional areas (GL, AP, AR, and Reporting) have staff available to assist.

**HOW:** Please inform your users about this lab. To attend, users simply show up and bring any transaction documentation; they do not need to make an appointment. We ask that users first research training materials, job aids, FAQs, and utilize their agency SMEs before coming to the lab.

**Users should bring their User ID and Password so they can sign into Cardinal.**

Users will be helped on a first-come-first-served basis. We will make every effort to assist each user as quickly as possible.

**WHEN:** Below is the location and date for the next lab. We will post additional labs as needed, and will update the schedule on the Cardinal website.  
<http://www.cardinalproject.virginia.gov/>

| Date                         | Time      | Location      |
|------------------------------|-----------|---------------|
| Wednesday, December 10, 2014 | 9am - 2pm | Paragon Place |

Sincerely,  
The Cardinal Project Team