Date: February 18, 2016
To: Wave 2 Agency GL SMEs and Primary Contacts
From: Cardinal.COA (DOA) <Cardinal.COA@doa.virginia.gov>

This email is being sent to all Wave 2 Agency GL SMEs and Primary Contacts.

As part of the Wave 2 Cardinal implementation, CARS ledger data for FY15 and FY16 through FM07 has been converted into Cardinal by the Cardinal Team. Agency completion of Task #59C "Validate Data for Conversions – **Pass 3**" will serve as the mechanism for Wave 2 agencies to certify the FY 16 ledger conversion results through January 31, 2016 (FM01 – FM07).

WHAT: Agency Task #59C: Validate Data for Conversions (Pass 3)

WHY: Data has been converted from CARS to Cardinal. Conversion programs were used to read the CARS history file, crosswalk CARS values to the new Cardinal ChartFields, and create the General Ledger Beginning Balances, monthly Journal Entries, and Budget Journal Entries for Cardinal Agencies. Similar to previous conversion validation tasks, agencies are tasked with validating the results of the conversion to confirm data converted appropriately for FY 16 FM01 – FM07. FY15 data was previously confirmed in Agency Task #59B.

WHO: Wave 2 GL SMEs

WHEN: Please complete the task no later than Friday, **March 4, 2016**.

HOW: Follow the instructions listed in the attached Agency Task #59C document. Once complete, append your agency number to the file name (123_Task 59C_Validate Data for Conversions (Pass 3).xlsx, where 123 is your agency number), and return the completed document to the Cardinal project by emailing it to Cardinal.COA@doa.virginia.gov. Please put "[Agency Number] – Agency Task #59C: Validate Data for Conversions (Pass 3)" in the subject line.

Several materials have been made available to aid your validation effort:

- **Cardinal General Ledger reports containing converted agency data** (uploaded to each agency's folder on the CN SharePoint Site)

- **Detailed extracts of CARS Expenditures and Revenues for FY16 through Fiscal Month 07 (January)** (uploaded to the Supporting Documents folder on the CN SharePoint Site)

- **General Ledger Crosswalks for Cardinal Accounts and Funds (from CARS)** (uploaded to the Supporting documents folder: INTRO101 Chart of Accounts (COA) Mapping)

ATTACHMENT: Task 59C_Validate Data for Conversions (Pass 3).xlsx

Please e-mail the Cardinal Project at Cardinal.COA@doa.virginia.gov with any questions you have and include the words "Agency Task #59C: Validate Data for Conversions (Pass 3)" in the subject line.

HOW TO LEARN MORE: For more information on the Cardinal Project, please visit our website at http://www.cardinalproject.virginia.gov/.

Thank you,

Cardinal COA Team