

From: Cardinal.Conversions (DOA)

Sent: Thu 12/17/2015 11:53 AM

To: Cardinal.Conversions (DOA)

Cc:

Subject: CARS Travel Advance Conversion and Processing Steps

Message  CARS Travel Advance Conversion and Processing Steps.docx (29 KB)

In preparation for the Wave 2 Cardinal implementation on February 1, 2016, additional action is required for outstanding CARS Travel Advances.

Any outstanding CARS Travel Advance (i.e., GLA 105) balance will convert to Cardinal Account 131051, Employee Travel Adv-Converted. This outstanding balance will require special attention and handling; therefore, **we recommend travel advances be repaid prior to January 31, 2016, wherever possible**. The associated CARS transactions (i.e., deposit or travel voucher) must also be posted to CARS in FM07.

Please reference and follow the guidelines in the attached document, **CARS Travel Advance Conversion and Processing Steps**, to successfully transition your travel advances from CARS to Cardinal. Attention to the outstanding balances is required now. For a successful transition, **do not wait until February 1, 2016** to address any outstanding CARS travel advances.

Please contact the Cardinal Conversion Team at [Cardinal.Conversions@doa.virginia.gov](mailto:Cardinal.Conversions@doa.virginia.gov) if you have any questions related to this communication.

Cardinal Project Team