

From: Cardinal.Conversions (DOA)
Sent: Tuesday, March 15, 2016 5:50 PM
To: Cardinal.Conversions (DOA)
Subject: Cardinal 1099 Data Conversion

This email is being sent to Wave 2 Primary Contacts and AP SMEs.

The Cardinal Project has completed the conversion of 1099 data from CARS. Using the CARS Payment History file from March 1, 2016 as the source for the conversion, the 1099 tables in Cardinal were populated with data for payments there were made to 1099 reportable vendors and paid using 1099 reportable accounts in CARS. The payment date on the converted data in Cardinal is the same as the payment date in CARS, except when the vendor was not created in Cardinal at the time of the payment. In this situation, the vendor creation date will be used as the payment date on the converted 1099 transaction. This communication is being distributed to make you aware that this data is now available in Cardinal. The attached spreadsheet lists the Wave 2 agencies with 1099 data converted from CARS.

During this conversion, some transactions could not be converted for your agency because the vendor information used on the CARS transaction did not agree with the vendor record in Cardinal, or the vendor is not marked as 1099 Reportable in Cardinal. An Excel file containing these transactions has been posted on the Change Network SharePoint site in the '1099 Conversion' folder under your Assembled Agency. Please review this file for the list of transactions that were not converted for this reason and determine if you need to make adjustments to the withholding tables in Cardinal.

Transactions processed in Cardinal beginning February 1, 2016 that are flagged for 1099 reporting are also posted in the 1099 Cardinal tables. Please refer to the following job aid for assistance with making adjustments to the withholding tables and for information on the Cardinal 1099 process: Statewide Toolbox>Job Aids>Accounts Payable>SW AP312 – 1099 Processing
http://www.cardinalproject.virginia.gov/Statewide%20Job%20Aids/Accounts_Payable/SW_AP312_1099_Processing.pdf.

Thank you,
The Cardinal Conversion Team