

From: Cardinal.Conversions (DOA)
Sent: Monday, January 25, 2016 10:43 AM
To: Cardinal.Conversions (DOA)
Subject: Reminder: Cardinal Impact to CARS Entries in January and February 2016 (Updated please read)

This is email is being sent to the Wave 2 Fiscal Officers and CN Members

Please note the change in the cut-off for Batch Types 2,3,4,X, R and P due to the recent snow storm

In preparation for Cardinal's implementation for the Wave 2 agencies on February 1, 2016, a reminder of the process to follow for fiscal month January close:

- All CARS entries for Wave 2 agencies in January must be posted in CARS by close of business on **02/08/2016** (January Close).
- Please ensure that all transactions have cleared the CARS error file and are ready to process by 02/08/2016.
- All updates to employees in CIPPS must be complete by 02/01/2016 or the first date you certify payroll in February.

CARS Cut-off dates for January (FM07) Transactions:

Batch Type	Last Date to Release/Interface January Transactions in CARS
Batch Types 2, 3, 4, X, R and P	Tuesday, Jan 26 Thursday, Jan 28
Batch Type D	Friday, Jan 29
Batch Types 7 and 8 (DPB only)	Tuesday, Feb 2
Batch Types 6 and O	Thursday, Feb 4
Batch Type 5 (DOA only)	Friday, Feb 5

The Wave 2 Cardinal cutover calendar and all cutover communications are posted on the Cardinal Website for your reference at the following location:

<http://www.cardinalproject.virginia.gov/>

Thank you for your continued support as we deploy Cardinal.
Cardinal Project Team