

**From:** [Cardinal.Conversions \(DOA\)](#)  
**To:** [Cardinal.Conversions \(DOA\)](#)  
**Subject:** Cardinal Impact to CARS Entries in September and October 2014  
**Date:** Thursday, September 04, 2014 2:22:04 PM

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In preparation for the Cardinal implementation for the Wave 1 agencies on October 1, 2014, there are several impacts to CARS entries between now and October. As a Wave 1 agency, you must complete the entry/processing of fiscal month 03 (September) transactions in CARS, in accordance with the table below.

**CARS Cut-off dates for September (FM03) Transactions:**

**Batch Type    Last Date to Release/Interface September Transactions in CARS  
Last Date to Post September Transactions in CARS**

2, 3, 4, X, R and P	Thursday, Sept 25	Wednesday, Oct 8
D	Tuesday, Sept 30	Wednesday, Oct 8
7 and 8 (DPB only)	Wednesday, Oct 1	Wednesday, Oct 8
6 and O	Friday, Oct 3	Wednesday, Oct 8
5 (DOA only)	Monday, Oct 6	Wednesday, Oct 8

Beginning Wednesday, October 1, Cardinal will be open for processing for the Wave 1 agencies. Wave 1 agencies will enter all transactions for their agency into Cardinal, starting with fiscal month October. This includes any September transactions that did not get posted in CARS by October 8.

As of 10/01/2014, all Wave 1 agency payrolls certified in CIPPS will use the CIPPS Journal Upload process to load CIPPS journals into Cardinal. **It is critical that all updates to CIPPS programmatic coding for employees be completed by October 1 or the first date you certify payroll after October 1.** Many agencies responded to Agency Task #82, Confirm CIPPS SpeedTypes Configuration Updates, by indicating that updates would be made prior to October 1. A recent test of production CIPPS data showed that many agencies have not implemented the changes yet. **If changes are not in place, your agency may have major reconciliation issues for the CIPPS Payroll Journal posted to Cardinal.**

Following the above guidelines will support the Cardinal Project Team in completion of conversion, configuration, and other deployment tasks.

The Wave 1 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