

Date: February 1, 2016

From: Cardinal Interfaces

Subject: Cardinal Production Interface Processes (Tax, VCCS, DARS)

*This email is being sent to Primary Contacts, Technical/Interface Contacts, and applicable SMEs from Tax, VCCS, and DARS in order to communicate the cut-off time for "Upload" interfaces and remind agencies of interface/error processes.*

Agency "Upload" interface files must be transferred to Cardinal **by 6pm** each business day in order to be picked up for processing in Cardinal during the nightly batch process. The exception to this rule is for voucher upload files. These must be transferred to Cardinal by **2pm** each business day. Please see below for a few important reminders related to Cardinal interface processing:

- Starting on 2/1/2016, Cardinal interface processes will run in the nightly batch process on business days only. Similar to CARS, these programs do not run on Saturdays, Sundays, or state holiday. Half day holidays are typically treated as regular business days.
- Upload files provided by agencies are archived after they are processed by the nightly batch process in Cardinal. Agencies will not see these files in their agency folders after they are processed. Agencies needing to access archived files will need to submit a Cardinal help desk ticket to have the files retrieved.
- For upload interfaces, an error report will be generated in the nightly batch process and will be available the following morning, typically by no later than 7am. If there are no errors for your agency, the error report produced will state this. If there are errors present, this will be noted in the report title, and details will be included in the report. Agencies are responsible for retrieving the error reports from the agency's outbound folder or from Report Manager online in Cardinal and re-submitting the failed transactions to Cardinal via the next upload interface.
- Extract files will be in the agency's outbound folder after the Cardinal batch processes end, typically no later than 7am the next day.
- The first set of Production extract files and upload error reports will be available the morning of 2/2/2016. Extract files and upload error reports will be available on the file server for seven (7) calendar days.
- Weekly extracts will run in Friday night's batch and will be available Saturday morning, typically no later than 7am. Monthly extracts will follow the DOA close calendar and will be available the next morning, typically no later than 7am.
- Interfaced transactions are processed through the budget/edit check processes in the nightly batch process. Interfacing agencies are responsible for monitoring and resolving budget/edit check errors in Cardinal. Budget/edit check errors can be viewed online in Cardinal and will not be displayed on the error reports.
- Interfaced transactions that are updated or corrected online by an agency will require agency approval online in Cardinal.

More information about Cardinal interface processing can be found in the Interface Processing job aids on the Cardinal website: <http://www.cardinalproject.virginia.gov/Statewide%20JobAids.shtml>.

Please e-mail the Cardinal Interface Team at [Cardinal.Interfaces@doa.virginia.gov](mailto:Cardinal.Interfaces@doa.virginia.gov) with any questions you have.

Thank you,

The Cardinal Interface Team