

## Cardinal Upgrade Key Changes and Important Dates

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### ***This e-mail is being sent to Cardinal Upgrade Change Network Members and Agency Fiscal Officers***

The Cardinal System Upgrade, initially planned for implementation this month, will now be deployed to the agencies on Tuesday, April 11<sup>th</sup>. As a result, the **Cardinal system will be unavailable to end users from 5:00 p.m. on Thursday, April 6<sup>th</sup> through 10:00 a.m. on Tuesday, April 11<sup>th</sup>**. The Cardinal Business Intelligence application will be available to users during this time, but will reflect data as of April 5, 2017 until further notice.

Agency Fiscal Officers were recently sent a memorandum from Lewis R. McCabe, Deputy State Comptroller, informing them of the Cardinal system outage dates. The memo also highlighted several key dates.

- **Cardinal Fiscal Month End Close for March 2017 will occur on Thursday, April 6<sup>th</sup>** (one day earlier than initially planned).
- The **due date for the Certification of Agency Reconciliation to Cardinal for March 2017** is being extended until **May 3, 2017**.
- **Vouchers with payment due dates of April 11<sup>th</sup> or April 12<sup>th</sup> will need to be fully approved in Cardinal before 5:00 p.m. on Thursday, April 6<sup>th</sup>**, in order to be paid by April 10<sup>th</sup>.

In addition to these key dates, Cardinal agencies will be required to take action on a number of system transactions prior to the system outage beginning at 5:00 p.m. on Thursday, April 6<sup>th</sup>. Please read the details that follow carefully, to help ensure your transactions are properly migrated to the upgraded system.

**Cardinal Transactions Requiring Agency Action Before 5:00 p.m. on Thursday, April 6<sup>th</sup> are listed below. Transactions that do not comply with the following requirements by this cutoff time, will be deleted/cancelled (as applicable).**

### **Accounts Payable**

- Required (Business Unit 50100 Only): All Voucher Match Rule Exception Errors must be cleared.
- Required: All Vouchers in a 'Denied' approval status must be deleted.
- Required: All Vouchers in an entry status of 'Recycled' must have the errors cleared. Vouchers must have an entry status of 'Postable'.
- Required: All Vouchers must be in an approval status of 'Pending' or 'Approved'.

Agencies are encouraged to approve Vouchers (approval status of 'Approved') to avoid potential delays in processing payments (and resulting issues with prompt pay) after the Cardinal system is upgraded.

*For AP Vouchers, Cardinal query V\_AP\_VCHR\_NOTPAID\_VEND\_LOC can be used to identify transactions in process.*

- Required: All Travel Authorizations must be in 'Pending' or 'Approved' status. They cannot be in 'Submitted' or 'Approvals in Process' status. If Travel Authorizations are in 'Submitted' or 'Approvals in Process' status, action must be taken to Approve, Deny, or Send Back.
- Required: All Cash Advances must be in 'Pending', 'Approved for Payment', 'Staged' or 'Paid' status. Cash advances cannot be in 'Submitted' or 'Approvals in Process' status. If Cash Advances are in 'Submitted' or 'Approvals in Process' status, action must be taken to Approve, Deny, or Send Back.
- Required: All Expense Reports must be in 'Pending', 'Approved for Payment' or 'Staged' status. They cannot be in 'Submitted' or 'Approvals in Process' status. If Expense Reports are in 'Submitted' or 'Approvals in Process' status, action must be taken to Approve, Deny, or Send Back.

Agencies are encouraged to approve Travel Authorizations, Cash Advances and Expense Reports (approval status of 'Approved') to avoid potential delays in processing payments after the Cardinal system is upgraded.

*For AP Expenses, Cardinal query V\_AP\_EXPENSES\_IN\_PROCESS can be used to identify transactions in process.*

### **Accounts Receivable**

- Required: All Direct Journal Payments must be associated with a Deposit Certificate and the Deposit Certificate must be 'Approved'. Any Direct Journal Payments not associated with an approved Deposit Certificate, will be deleted by the Cardinal Team.
- Required (Business Unit 50100 Only): All item Payment Worksheets must be associated with a Deposit Certificate and the Deposit Certificate status must be 'Set WS to Post'. Any worksheet not set to post will be deleted by the Cardinal Team.

*Utilize Cardinal query V\_AR\_Deposits\_Not\_Approved to identify deposits not associated with Deposit Certificates.*

### **General Ledger**

- No special action required.

### **Project Accounting**

- Required (Business Unit 50100 Only): All Customer Contract Amendments must be in a status of 'Complete'.

## Procurement

- Required (Business Unit 50100 Only): Strategic Sourcing Events must be in an event status of 'Open', 'Pending Award', or 'Awarded'; they cannot be in 'Posted' status.

*ASD Buyers using Event Workbench should search for Events with Event Status of Posted. If an Event is in Posted Status, create a New Version to put Event in Open Status. When Cardinal becomes available to end users (April 11<sup>th</sup>), post Event and process as normal.*

## Time and Attendance

- Recommended (Business Unit 50100 Only): Timesheet Approvers are encouraged to Approve or Deny SUBMITTED Timesheet and Absence Transactions, in order to avoid future worklist problems.

*If Submitted Timesheet and Absence Transactions are not Approved (or Denied, as applicable) prior to the cutover, those approvers will not be able to select the related transactions from their HCM worklists after the upgrade is complete. Instead, approvers will be required to navigate directly to the Approve Reported Time and Approve Payable Time pages and search using their Reports To Position Number in order to retrieve and approve pending items requiring action.*

Cardinal will run nightly batch processing on Thursday, April 6<sup>th</sup> at the regularly scheduled time of 6:30 p.m. **There will not be any scheduled batch processing between Friday, April 7<sup>th</sup> and Monday, April 10<sup>th</sup>.** This means no agency uploads or corresponding extracts\* will be processed for these dates. Agency upload files placed on the Cardinal FTP server during this timeframe will be picked up and processed on Tuesday, April 11<sup>th</sup> during the regular batch window.

*\*Note, Cardinal will run the Weekly agency extracts and the Monthly extracts on the morning of Friday, April 7<sup>th</sup> (instead of the normal Saturday run).*

For additional information about the Cardinal system upgrade, please reference the following:

- A summary of [Key 9.2 Upgrade Changes](#) identifies some of the major changes you will see in the upgraded 9.2 version of Cardinal.
- The 9.2 versions of each course, job aid, and simulation are being posted on the [Cardinal Website](#) as they become available.

If you have any questions or concerns, please contact the Cardinal team via email at [ProjectCardinal@DOA.Virginia.gov](mailto:ProjectCardinal@DOA.Virginia.gov).