



## COMMONWEALTH of VIRGINIA

DAVID A. VON MOLL, CPA  
COMPTROLLER

*Office of the Comptroller*

P. O. BOX 1971  
RICHMOND, VIRGINIA 23218-1971

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**TO:** Agency Fiscal Officers

**FROM:** Lewis R. McCabe  
Deputy State Comptroller

**SUBJECT:** Cardinal Upgrade and March Period Close

As you are aware, the Department of Accounts (DOA) is preparing to upgrade Cardinal to PeopleSoft 9.2, as well as updating the underlying technical architecture. The upgrade was originally scheduled to take place in March but this has now been moved to April in order to allow the completion of the 1099 processes before the upgrade takes effect.

In order to upgrade to PeopleSoft 9.2, Cardinal will be unavailable to agencies during the system cutover period. In an effort to cause the least disruption to normal daily operations, the upgrade will take place between the evening of April 6<sup>th</sup> and the morning of April 11<sup>th</sup>. Cardinal will be unavailable to agencies starting on April 6, 2017 at 5:00 p.m. until 10:00 a.m. on April 11, 2017.

March Period Close is being moved to April 6, 2017. This is a change to the Cardinal Period Open/Close Schedule, which has March Close listed as April 7, 2017.

Agencies will need to take into consideration any payments that would normally be entered in Cardinal on April 7<sup>th</sup> and 10<sup>th</sup> and ensure they are processed by April 6<sup>th</sup>. Payments posted in Cardinal by April 6<sup>th</sup> with a due date of April 11<sup>th</sup> and 12<sup>th</sup> will be pulled the night of April 6<sup>th</sup> and paid on April 10<sup>th</sup> to ensure they are effectively paid on time.

Due to Cardinal being unavailable for approximately two business days, the due date for the March Certification of Agency Reconciliation to Cardinal is being extended to May 3, 2017.

All agencies will be tasked with additional transactional processing requirements that will need to be handled prior to the 5:00 p.m. cutoff on Thursday, April 6<sup>th</sup>. The Cardinal Team will be contacting Agency Upgrade Primary Contacts with more instructions soon.

If you have any questions or concerns, please contact Melinda Pearson at [melinda.pearson@doa.virginia.gov](mailto:melinda.pearson@doa.virginia.gov).