

From: [Cardinal Project](#)
To: [Cardinal Project](#)
Subject: Express Pays, Wires, and Agency to Agency Transactions
Date: Monday, September 29, 2014 4:36:45 PM

This email is being sent to the Wave 1 Fiscal Officers, Primary Contacts and AP & GL SMEs.

In preparation for the Cardinal implementation of the Wave 1 agencies on October 1, 2014, several functions in CARS are changing in name and process in Cardinal. Please review the following changes and share this information with the appropriate Cardinal users:

Express Pays & Wires

- A Special or Rush payment in CARS is now called Express Pay in Cardinal. These are payments for vendors who must be paid immediately or for emergency purposes. Wires in CARS are still called Wires in Cardinal.
- The processes for executing Express Pays and Wires have changed. The new processes contain cut-off times that must be adhered to in order for processing to be completed.
- Refer to CAPP – Cardinal Topic 20310, *Expenditures*, for more information.

Agency to Agency Transactions

- Inter-Agency Transactions (IATs) in CARS are now Agency to Agency Transactions (ATAs) in Cardinal.
- As mentioned in a previous Cardinal communication entitled *IAT Processing Changes* that was released on September 5, 2014, Wave 1 agencies will now submit a journal entry to DOA to be uploaded and posted into Cardinal for transactions involving General Ledger accounts such as Transfers.
- Refer to CAPP – Cardinal Topic 20405, *Inter-Agency Transactions* and 20410, *Intra-Agency Transactions* for more information.

The updated sections of the CAPP manual explaining the changes above are scheduled to be available on the DOA website by October 1, 2014. Thank you for your support as we deploy Cardinal.

Sincerely,

The Cardinal Project