

Date: January 26, 2016

From: Cardinal Project

Subject: Express Pays, Wires, and Agency to Agency Transactions

This email is being sent to the Wave 2 Fiscal Officers, Primary Contacts and AP & GL SMEs.

In preparation for the Cardinal implementation of the Wave 2 agencies on February 1, 2016, several functions in CARS have changed 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 (ATAs include payments by one agency to another for goods or services, as well as transfers of other funds, cash, etc.).
- As mentioned in a previous Cardinal communication entitled In-flight IATs and Agency to Agency Transactions that was released on January 5, 2016, Wave 2 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.
- Remember, when you receive a payment from another state agency for goods / services, that agency should be treated as a customer on the Cardinal deposit. When entering the deposit for a payment from another state agency, use that agency's Business Unit as the Customer ID on the Payments tab of the Regular Deposit page, and select ATA as the Payment Method.
- 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 available on the DOA website. Thank you for your support as we deploy Cardinal.

Sincerely,

The Cardinal Project