

This communication is being sent to all users, Fiscal Officers, AITRs, Cardinal Security Officers, and Interface Contacts for agencies using Cardinal Financials and Business Intelligence applications.



Due to the Release 2 deployment of Cardinal Human Capital Management (HCM) next month, the Cardinal Financials (FIN) and Business Intelligence (BI) applications will be unavailable to users from **5:00 p.m. on Wednesday, March 23, 2022 through approximately 12:00 p.m. on Wednesday, March 30, 2022**. This impacts **all** Cardinal Financial and Cardinal HCM agencies.

Agencies should plan to complete **all** business activities in Cardinal FIN before 5:00 p.m. on March 23. During the planned system outage, agencies should hold transactions and/or other system updates (e.g., ChartField value updates) for entry into FIN once the system is back up.

### General & Functional Impacts

- As previously communicated to impacted agencies in the Upcoming Employee Profile Changes communication sent on Friday, February 18, 2022, with the implementation of Cardinal HCM, Expense Employee Profiles will sync from HCM to FIN. After March 24, new online profile additions/updates will no longer be allowed in FIN for [Release 2 agencies](#). For more information about these changes, [click here](#).
- Any pending Expense Module transactions (e.g., expense reports, cash advances) **are required** to be in deleted or approved status in the system before 5:00 p.m. on March 23.
- With the exception of Expense Module transactions, there are no additional requirements to complete transactions in pending status before FIN comes down at 5:00 p.m. on March 23. However, agencies are encouraged to approve transactions where possible, particularly AP vouchers with payment due dates prior to Monday, April 4, 2022.
- The Accounting Period for April will open on Tuesday, March 22, 2022. The March Accounting Period will close on Friday, April 8, 2022.

### Batch Processing

- Regular nightly batch processing will be completed for the evening of **Wednesday, March 23, 2022**, including the distribution of interface extract files.
- Batch processing **will be on hold** beginning Thursday, March 24, 2022. Interfacing agencies can continue to transfer upload files to Cardinal FIN while the system is down, and those files will be processed when batch processing resumes.
- Batch processing **will resume** during the regular batch window on Wednesday, March 30, 2022.

### Cardinal Security Forms

- The processing of Cardinal Security Access Forms will be put on hold beginning March 21, 2022 and will be processed on/after Monday, April 4, 2022 for all agencies, regardless of Release.

### Communications

- User notifications will be delivered via email, as well as the Cardinal Message Board and the Cardinal website, on March 21, 2022.
- A Reminder notification will be sent to this distribution group on March 10, 2022 and March 21, 2022.
- Users will receive notification when Cardinal Financials is available to them on Wednesday, March 30, 2022.

Please email the Cardinal team at [ProjectCardinal@doa.virginia.gov](mailto:ProjectCardinal@doa.virginia.gov) with any questions you have using "Cardinal HCM Deployment" in the subject line.

Regards,

The Cardinal Team