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## Cardinal Financials (FIN) and Business Intelligence (BI) applications are Back Online

1 message

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**The Cardinal Project** <cardinal-comms@public.govdelivery.com>

Tue, Mar 29, 2022 at 6:00 AM

Reply-To: cardinal-comms@public.govdelivery.com

To: projectcardinal@doa.virginia.gov

**This email is being sent to all Fiscal Officers, AITRs, Cardinal Security Officers, FIN Interface Contacts, and statewide users of the Cardinal Financials and Business Intelligence applications.**



**We are pleased to inform you, the Cardinal Financials (FIN) and Business Intelligence (BI) applications are now available to all FIN/BI users, a day earlier than planned. Any held transactions should be entered into Cardinal Financials as soon as possible.**

As a reminder, Cardinal Human Capital Management (HCM) is not scheduled to be available for all Release 1 and Release 2 users until Monday, April 4, 2022.

### General & Functional Impacts to FIN

- As previously communicated to impacted agencies in an update on Wednesday, February 23, 2022, with the implementation of Cardinal HCM, Expense Employee Profiles will sync from HCM to FIN.
  - As of March 24, 2022, new profile additions and updates are no longer allowed online, through the CIPPS Employee EDI Upload, or the agency Employee Profile Upload in FIN for [Release 1 and 2 agencies](#).
  - Agencies will continue to have access to maintain Employee Expense Profile default Chartfields online.
  - For more information about these changes, [click here](#).
- Until HCM is live, no changes can be made to Release 1 and 2 agencies' Expense Employee Profiles.
- Expense Processors should review employee and proxy data in FIN using the following queries: V\_AP\_EMPLOYEE\_PROFILE and V\_AP\_EMPLOYEE\_PROXY. If issues are identified, manually correct proxy setup or contact your agency's HR Administrator to update employee HR records in HCM, once the HCM application is live.
- The March Accounting Period will close on Friday, April 8, 2022 as planned.
- AP Vouchers in approved status (with no errors) processed during the March 29, 2022 nightly batch will be posted to General Ledger in Accounting Period 9. Payment entries will be recorded in the accounting period that corresponds to the payment date

### Batch Processing Reminders

- **Cardinal Financials:** batch processing will now resume during the normal batch window on **Tuesday, March 29, 2022**, one day earlier than planned.

### Cardinal Security Forms

Cardinal Security Forms have been on hold since Tuesday, March 22, 2022 and will not be processed during the interim period between FIN and HCM go-lives. Agencies may still submit forms, observing the following guidance:

- **Release 3 Agencies:** the Cardinal Security team will process held forms on/after **Monday, April 4, 2022 for Cardinal FIN**.
- **Release 1 and 2 Agencies:** a Cardinal Security Form and Instructions have been created specifically for use by [Release 1 and 2 agencies](#) to request security adds/changes for Core users (FIN and HCM). The form/instructions have been posted to the Cardinal website at: [www.cardinalproject.virginia.gov/security](http://www.cardinalproject.virginia.gov/security).
  - The Cardinal Security team will process the new forms on/after **Monday, April 4, 2022**.

- **IMPORTANT:** Forms submitted in **the old format** after March 21 will **not** be accepted for Release 1 or 2 agencies. The new security form that should be used will have the title “Security Statewide Access Form - Release 1 & 2”.

## Resources and Support

- If you encounter a Cardinal issue that cannot be resolved using the provided resources, please open a Cardinal help desk ticket by emailing [vccc@vita.virginia.gov](mailto:vccc@vita.virginia.gov). It is imperative to use “Cardinal” in the subject line and be sure to provide a contact email address and a phone number in the email. The VCCC is used to handle tracking and routing for all Cardinal help desk tickets.

Regards,

The Cardinal Team

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This email was sent to [projectcardinal@doa.virginia.gov](mailto:projectcardinal@doa.virginia.gov) using govDelivery Communications Cloud on behalf of: The Cardinal Project • 6800 Paragon Place, 3rd Floor • Richmond, VA 23230

