



Virginia Department of Accounts  
 Financial Accountability. Reporting Excellence.

## Default Coding - Cardinal

To: State Payroll Operations  
 Department of Accounts  
 Fax: (804) 225-3499  
 Email: [payroll@doa.virginia.gov](mailto:payroll@doa.virginia.gov)

Agency Name: \_\_\_\_\_

Agency Number: \_\_\_\_\_

Effective \_\_\_\_\_ please use the following Cardinal default coding to charge our agency for premium shortages identified during the **automated healthcare and retirement reconciliation** processes:

<i>Required fields</i>			
Business Unit <i>(5 digits)</i>	Fund <i>(5 digits)</i>	Program <i>(max. 10 char.)</i>	Department <i>(max. 10 char.)</i>

<i>Optional fields</i>			
Cost Center <i>(max. 10 char.)</i>	Project <i>(max. 10 char.)</i>	Task <i>(6 digits)</i>	Agency Use 1 <i>(max. 10 char.)</i>

**\*\* Be sure to complete with Cardinal formatted values \*\***

Signature of Agency Fiscal Officer: \_\_\_\_\_

Date: \_\_\_\_\_