

**Attachment A**  
**Significant Items of Interest Regarding the 2018 Fiscal Year-End Closing Procedures**  
**Informational Only**

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**Changes to the normal nightly Cardinal batch processing schedule**

<b>June 27th</b>	<p>The following transactions will be included in the nightly Cardinal batch process:</p> <ul style="list-style-type: none"> <li>• AP and EX (online)</li> <li>• AR (online &amp; interface)</li> <li>• GL (online &amp; interface)</li> </ul> <p>The following transactions will <b>not</b> be included in the nightly Cardinal batch process:</p> <ul style="list-style-type: none"> <li>• AP and EX (interface)</li> </ul>
<b>July 4th</b>	<p>The following transactions will be included in the nightly Cardinal batch process:</p> <ul style="list-style-type: none"> <li>• GL (online &amp; interface)</li> </ul> <p>The following transactions will <b>not</b> be included in the nightly Cardinal batch process:</p> <ul style="list-style-type: none"> <li>• AP and EX (online &amp; interface)</li> <li>• AR (online &amp; interface)</li> </ul>
<b>July 20th</b>	<p>Cardinal is unavailable for year-end processing.</p> <p>The following transactions will be included in the nightly Cardinal batch process:</p> <ul style="list-style-type: none"> <li>• AP and EX (interface)</li> <li>• AR (interface)</li> <li>• GL (interface)</li> </ul>
<b>July 23rd</b>	<p>Cardinal is unavailable for year-end processing.</p> <p>The following transactions will be included in the nightly Cardinal batch process:</p> <ul style="list-style-type: none"> <li>• AP and EX (interface)</li> <li>• AR (interface)</li> <li>• GL (interface)</li> </ul>

**Accounts Payable**

1. There are two reports designed to help agencies determine the impact of “in process” transactions on current balances: VGLR620A “Transactions Ready for Processing” and VGLR620B “Transactions in Pending Status”. The main difference between the two reports is in the status of the transactions returned at the time the report is run. The **VGLR620A** “Transactions Ready for Processing” provides a list of transactions that are ready to run through the nightly batch processes. They have been successfully entered, edit checked, budget checked, and approved in their various submodules. No further user actions are needed for these transactions to run through the nightly process so they should continue through Payment Cash Checking, Pay Cycle and GL automatically. The **VGLR620B** provides a list of transactions that still require user action before they can be processed further in the submodule and continue to the nightly batch processes. They have not been successfully entered, edit checked, budget checked or approved in the various submodules. If an agency wants these transactions to go through Pay Cycle or post to GL that evening, further agency action is required. Agencies can use these reports to determine the potential impact of “in process” transactions on

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current account balances by setting parameters on the report Run Control page. For example, if an agency needs to know the impact of expenditures that are ready for processing before an updated Statement of Appropriations, Allotments and Expenditures is available the next morning, an agency can use Report VGLR620A, set the parameters for all expenditures and funds and then review the transactions for their impact on each fund's appropriation balance. Agencies can also set Cash (Account 101010) in the parameter to see the impact on cash if the transactions went through overnight. To see all potential transactions, run VGLR620A and VGLR620B and combine the results.

2. Agencies must enter the correct date in the "Goods or Services Receipt Date" field for Cardinal Vouchers **and** the "Transaction Date" field for Cardinal Expenses to ensure the Voucher and Expense Accrual Report is accurate for CAFR Reporting. For amounts that represent payable transactions, these dates should be June 30, 2018, or earlier. For amounts that do not represent payable transactions, these dates should be July 1, 2018, or later.
3. No AP or EX interface files (FY 2018 or FY 2019) placed on the Cardinal FTP servers will be processed in Cardinal on the night of **Wednesday, June 27, 2018**.
4. Agencies without a Wire Business Unit (Non-Wire BUs) must ensure that all Payment Dates and Reference numbers on FY 2018 wire vouchers are manually populated on-line before the disbursement cutoff at **3:00 p.m. on Wednesday, June 27, 2018**. If the Payment Date and Reference fields are not populated, the wire payment will not be recorded in FY 2018.
5. Agencies with Wire and Treasury Business Units will receive additional information regarding AP cutoffs under separate cover.
6. Agencies should work together on interagency transactions that occur at the end of the fiscal year. This is particularly important when the transaction needs to be recorded by both agencies within the same fiscal year and the AP and AR modules are being used to pay/receive the funds. For funds to be disbursed in FY 2018, the voucher must be entered and approved in the AP module on or before **3:00 p.m. on Wednesday, June 27, 2018**. These payments should then post to the recipient agency's bank accounts on June 29<sup>th</sup>, the last day to receive an EDI payment in FY 2018. The paying agency should notify the recipient agency once the payment posts so that the recipient agency can verify the deposit and record it in the AR module before the FY 2018 deposit cutoff at **3:00 p.m on Tuesday, July 3, 2018**.
7. There will be no Pay Cycle run on July 4, 2018. There is no need to modify due dates, as the Pay Cycle schedules will be altered to ensure payments are made by the due date.

### **Commitment Control**

When monitoring unexpended appropriations in Cardinal, agencies must be aware that the Statement of Appropriations, Allotments and Expenditures is not updated at the time an AP, EX or AR transaction is budget checked or approved in its submodule. The Statement of Appropriations, Allotments and Expenditures Report only displays month-to-date and year-to-date expenditures once they have been posted in the General Ledger (GL) module. The GL module is not updated with the daily submodule activity until the nightly batch processes occur. Therefore, a transaction processed in a submodule will not be reflected in the Statement of Appropriations, Allotments and Expenditures until the following day. See Paragraph B "Monitoring Transactions and Account Balances at Year-End" in the Accounts Payable Section for additional information.

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**Reconciliations**

1. Preliminary Close Reports will be available to agencies in Cardinal on **Thursday, July 5, 2018**. If adhoc reports are needed for reconciling as of Preliminary Close, ensure the reports are run prior to posting entries in Cardinal on July 5<sup>th</sup>. A list of Statewide Preliminary Close Reports available in Report Manager on July 5<sup>th</sup> has been provided (see page 17 of the Fiscal Year-End Closing Procedures).
2. The June Certification of Agency Reconciliation to Cardinal (Attachment B) is due to DOA by **5:00 p.m. on Tuesday, July 17, 2018**. An original signed Attachment B is required. No electronic versions will be accepted. Please plan ahead to ensure a Delegation of Signatory Authority Form (included with Attachment B) is completed for the Agency Head and/or Fiscal Officer in the event they will be unavailable to sign the Certification at the time it is due.
3. Please read the instructions for the Year-End Attachments carefully. The instructions state “The Fiscal Officer must review and approve the information contained in the attachment prior to submitting it to DOA”. In the event the Fiscal Officer is unavailable to sign the Year-End Attachments at the time they are due, the Delegation of Signatory Authority Form (included with Attachment B) will be accepted to grant a designee to sign the forms in the Fiscal Officer’s absence. Therefore, the Fiscal Officer, or designee, should be listed in the "Approved by" section for Attachments C-L. Year-End Attachments will not be accepted without the appropriate approvals.
4. Reconciliation of Account 205025–Accts Payable-AP/EX Accruals – In the AP and EX modules, when a Voucher, Travel Advance or Expense Report is entered, cash balances are not immediately affected. Instead, Cardinal generates an offsetting entry to a liability account (205025). Later, when the Voucher, Travel Advance or Expense Report is paid and payment post runs, Cardinal reduces the liability (205025) and cash accounts for the amount paid. As part of the Cardinal reconciliation process, agencies should be reconciling Account 205025. At year-end, the balance in this Account should agree to the total payments awaiting due date. If there is a variance between Account 205025 and payments awaiting due date, it could be a result of Travel Advances and Expense Reports posting to different funds. Specifically, a Travel Advance is coded with an employee’s default funding codes from the Expenses module while the Expense Report related to the Travel Advance was recorded to a different fund. When the Travel Advance is applied to the Expense Report, the Account 205025 would not be reduced in the fund in which it was originally recorded. There will be offsetting balances in Account 205025 across two funds. In these instances, agencies will need to include this variance on the Exception Register provided to DOA-General Accounting and General Accounting will process the correcting entry.
5. Cardinal Petty Cash Operations Account 154601 is not intended to reflect the balance of the petty cash account. If all petty cash reimbursements have been recorded, there should not be a balance in account 154601 as of June 30, 2018.