

Attachment A
Significant Items of Interest Regarding the 2021 Fiscal Year-End Closing Procedures
Informational Only

Changes to the normal nightly Cardinal batch processing schedule

June 28th	<p>The following transactions will be included in the nightly Cardinal batch process:</p> <ul style="list-style-type: none"> • AP and EX (online) • AR (online & interface) • GL (online & interface) <p>The following transactions will not be included in the nightly Cardinal batch process:</p> <ul style="list-style-type: none"> • AP and EX (interface) <p>Pay Cycle will be run.</p>
July 3rd	<p>The following transactions will be included in the nightly Cardinal batch process:</p> <ul style="list-style-type: none"> • GL (online & interface) • AP and EX (online & interface) • AR (online & interface) <p>There will be no Pay Cycle run on July 3, 2021. 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.</p>
July 4th	<p>The following transactions will be included in the nightly Cardinal batch process:</p> <ul style="list-style-type: none"> • GL (online & interface) • AP and EX (online & interface) • AR (online & interface) <p>There will be no Pay Cycle run on July 4, 2021. 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.</p>
July 5th	<p>There will be no nightly Cardinal batch process and Pay Cycle will not be run on July 5, 2021 due to State and bank holidays. 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.</p>
July 21st	<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"> • AP and EX (interface) • AR (interface) • GL (interface) <p>Pay Cycle will be run.</p>
July 22nd	<p>Cardinal is unavailable for year-end processing.</p> <p>The following transactions will not be included in the nightly Cardinal batch process:</p> <ul style="list-style-type: none"> • AP and EX (interface) • AR (interface) • GL (interface) <p>There will be no Pay Cycle run on July 22, 2021. 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.</p>

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July 23rd	Cardinal is unavailable for year-end processing. The following transactions will not be included in the nightly Cardinal batch process: <ul style="list-style-type: none">• AP and EX (interface)• AR (interface)• GL (interface) There will be no Pay Cycle run on July 23, 2021. 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.
July 24th	Cardinal is unavailable for year-end processing.

Accounts Payable

1. 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 the Comprehensive Annual Financial Report. For amounts that represent payable transactions, these dates should be June 30, 2021, or earlier. For amounts that do not represent payable transactions, these dates should be July 1, 2021, or later.
2. No AP or EX interface files (FY 2021 or FY 2022) placed on the Cardinal FTP servers will be processed in Cardinal on the night of **Monday, June 28, 2021**.
3. Agencies without a Wire Business Unit (Non-Wire BUs) must ensure that all Payment Dates and Reference numbers on FY 2021 wire vouchers are manually populated on-line before the disbursement cutoff at **3:00 p.m. on Monday, June 28, 2021**. If the Payment Date and Reference fields are not populated, the wire payment will not be recorded in FY 2021. Agencies without a Wire Business Unit (Non-Wire BUs) will not be able to process wires on **Tuesday, June 29, 2021, and Wednesday, June 30, 2021**.
4. Agencies must ensure they have processed all FY 2021 Period 12 Petty Cash disbursements entered on-line or interfaced through the approval process by **6:00 p.m. on Wednesday, June 30, 2021**. This will include populating the Payment Date and Reference numbers if not automatically populated by Cardinal. Any FY 2021, Period 12 Petty Cash disbursements entered after 6:00 p.m. on Wednesday, June 30, 2021, and prior to closing the Petty Cash Business Units at 12:00 PM on Thursday, July 1, 2021, will be deleted. Agencies should wait until after 12:00 p.m. on Thursday, July 1, 2021, to enter FY 2022, Period 1 Petty Cash disbursements.
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 2021, the voucher must be entered and approved in the AP module on or before **3:00 p.m. on Monday, June 28, 2021**. These payments should then post to the recipient agency’s bank accounts on June 30th, the last day to receive an EDI payment in FY 2021. 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 2021 deposit cutoff at **3:00 p.m on Saturday, July 3, 2021**.

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Commitment Control

1. Posted Budget Journals, with lines that contain a budget string (Business Unit, Fund, Program, and Project, if capital outlay) that has not previously had activity posted in Cardinal, must go through a nightly batch process and the budget string will be effective the following business day in the Accounts Payable, Accounts Receivable and General Ledger modules. This is due to a new Combination Edit Rule that went into effect on January 14, 2021, for agencies that will be utilizing HCM. The new Rule will look to each agency's posted appropriation budget and create valid budget strings based on the budgets recorded for the year. The new Rule will not look to appropriation balances so there will be no checks for available budget. It will only check to see that the budget string was recorded within the budget period. If an Accounts Payable Voucher, Accounts Receivable Deposit or General Ledger Journal has a line that utilizes the new budget string before it goes through the nightly batch process, then the line(s) will fail the edit check as opposed to passing the edit check and failing the budget check. The error details will identify the new Combination Edit Rule as the cause for the error.

Reconciliations

1. Preliminary Close Reports will be available to agencies in Cardinal on **Monday, July 5, 2021**. If ad hoc reports are needed for reconciling as of Preliminary Close, ensure the reports are run prior to posting entries in Cardinal on July 5th. A list of Statewide Preliminary Close Reports available in Report Manager on July 5th 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 Friday, July 16, 2021**.
3. New for FY 2021, the Certification of Agency Reconciliation to Cardinal, Exception Register, and Delegation of Signatory Authority Forms must be submitted electronically to gacct@doa.virginia.gov.

Electronic signatures will be accepted on these forms but are not mandatory. Your typed name in the Signature field represents your electronic signature. By typing your name in the Signature field, you agree your electronic signature is equivalent to your manual/handwritten signature on this form. Manual/handwritten signatures will also be accepted. Certifications with manual/handwritten signatures must be scanned and emailed to gacct@doa.virginia.gov and the original kept by the agency.

If choosing to use electronic signatures, the Certification and Delegation of Signatory Authority Forms must be emailed to gacct@doa.virginia.gov by the Agency Head or Fiscal Officer with the following acknowledgement:

- Our electronic signatures represent our approval of the Certification of Agency Reconciliation to Cardinal and the Delegation of Signatory Authority Form.

If only submitting the Certification, the acknowledgement will be as follows:

- Our electronic signatures represent our approval of the Certification of Agency Reconciliation to Cardinal.

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Please plan ahead to ensure a Delegation of Signatory Authority Form 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. The Delegation of Signatory Authority Form format requires signatures of both the delegator and the designee. Questions regarding Attachment B and/or the Delegation of Signatory Authority Form should be directed to Elizabeth Vlahos, Assistant Director, General Accounting, via email at elizabeth.vlahos@doa.virginia.gov or at (804) 692-0226.

4. Attachments C - J are required to be submitted as shown below:

If Cardinal Trial Balance reflects...	Then
an Account balance	Attachment required
a \$0 Account balance, with activity during the fiscal year	Attachment required
a \$0 Account balance, with no activity during the fiscal year	Attachment not required
no Account balance	Attachment not required

5. 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.
6. 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.

The following queries can be utilized to assist in the reconciliation of Account 205025:

- V_AP_ACCRUAL_ACCOUNT_BAL
- V_AP_PYMNT_DUE_DATE
- V_AP_MONITOR_PAYCYCLE_PAYMENTS

7. 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, 2021.

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ARMICS

1. NEW for 2021 Certification:

DOA's ARMICS Certification System (ACS) is mandatory for use starting in FY 2021. ACS is an online certification system to be used for all agency and institution ARMICS certifications. A comprehensive User's Guide, including a link to the system, instructions on how to gain access to the system, and requirements for document upload are located on DOA's website at: <https://www.doa.virginia.gov/reference/ARMICS/ARMICS-Automated-Self-Assessment-Users-Guide.pdf>.

ACS will be opened for FY 2021 certification on July 1, 2021. Further communications regarding ARMICS Certification will be sent directly to Fiscal Officers and Agency Heads.

Authorized Signatories Form

1. NEW for FY 2022 forms:

Electronic signatures are acceptable but are not mandatory. Your typed name in the Signature field represents your electronic signature. By typing your name in the Signature field, you agree your electronic signature is the equivalent of your manual/handwritten signature on this form.

DOA will only accept an electronic version of the Authorized Signatories Form via email at ComplianceAssurance@doa.virginia.gov. If a hard copy signature form is used and wet signatures are obtained, a legible, scanned copy must be submitted to Compliance.Assurance@doa.virginia.gov. The original Authorized Signatories Form should be kept on file at the agency. Please plan ahead in order to return the form by the deadline.

Further guidance on changes to this year's process can be found in the Instructions for Authorized Signatories Form (Form DA-04-121).