MEMORANDUM

To: PeopleSoft Users
From: John F. Knight, Assistant Vice President for Finance
Subject: Cardinal Conversion
Date: January 7, 2016

On February 1, 2016, the state of Virginia will convert to a new accounting system, CARDINAL. This will have little impact to departments at JMU. However, because JMU sends financial data to the state system on a periodic basis, we must do our part to ensure a clean deposit cut-off for the month of January. The dates and activities listed below are designed to assist offices and departments in achieving this goal. Please share this memo and calendar of activities below with the appropriate staff in your department.

Fri., January 29th

The last day for all current month revenue collections (E&G and Auxiliary) to be posted for January 2016. Collections after this date will be recorded in the next fiscal month. Departmental collections should be to the University Business Office by 12:00 PM. (University Business Office, Student Success Center, MSC 3516)

Do not hold funds received prior to January 29th for deposit in February. State and University procedures require deposit of funds within one business day.

Any collections after the established cut-off should be considered next business day (February 1, 2016).

Tues., Feb 2nd

All deposit transmittals MUST be delivered to the Finance Reporting Office no later than 2:00 PM for January 2016 credit card deposits and deposits taken directly to the bank.

Please contact Jesse Horneber - Financial Reporting (hornebjl@jmu.edu; x8-5135) with any questions/concerns.