

## **FINANCE FORUM NOTES**

**April 6 & April 7 2022**

### **[LINK TO PDF OF POWERPOINT PRESENTATION](#)**

#### **REENGINEERING MADISON UPDATE**

- Robin Bryan and Mark Angel reviewed what Reengineering Madison is, the background as to how it was initiated, timelines, project drivers, goals, principles, sequence of projects, and anticipated outcomes. Campus will be kept up to date with regular communications and may also review the project website at: <https://www.jmu.edu/computing/projects/reengineering-madison/index.shtml>

#### **PRINT SERVICES OVERVIEW**

- Racheal Haberstroh provided a review of good and services available through JMU Print Services, located in Foundation Hall as well as the EnGeo Building. You may contact them with questions: [printservices@jmu.edu](mailto:printservices@jmu.edu).

#### **YEAR-END MEMO REVIEW**

- The year-end memo was distributed to campus the week of April 4<sup>th</sup> and is available at: <https://www.jmu.edu/financeoffice/news-announcement.shtml>
- All information should be reviewed for important deadlines and reminders.
- A few dates highlighted include:
  - Wednesday, June 15<sup>th</sup> at 5pm is the cutoff for the following:
    - Expenditure documentation to AP
    - ATVs to Financial Reporting
    - Budget Revisions completed in the system
  - June 15<sup>th</sup> – June 29<sup>th</sup> all deposits recorded as usual, do not hold deposits
  - Friday, June 24<sup>th</sup> – all June 2022 SPCC charges must be reconciled and approved. Any July 2022 SPCC charges reconciled and approved by June 24<sup>th</sup> will be paid in FY22. ANY BALANCES IN 130900 (SPCC) MUST BE CLEARED TO 0.
- Friday, July 1<sup>st</sup> – FY23 budgets distributed electronically by this date.
- Friday, July 1<sup>st</sup> – all deposit transmittals (credit card only) due to University Business Office by noon.
- Friday, July 1<sup>st</sup> – PAY DAY (not June 30<sup>th</sup>).

## **ANNOUNCEMENTS AND REMINDERS**

- Please do not submit requests for modifications to payment information for executed Aramark contracts. Aramark will bill the department/source identified and the department will work with ATV's or Transfer of Funds processes to modify where the costs reside.
- Cash and Investments has started a new campaign to enroll JMU Vendors to be paid either by virtual card or by ACH (direct deposit). If a vendor asks you if this request is legitimate, please let them know that Bank of America/Bottomline is legitimately conducting this campaign on the university's behalf. Questions may be directed to Veronica Schweitzer at [jmuepayables@jmu.edu](mailto:jmuepayables@jmu.edu)
- Prepaid cards FPM 4205.394
  - Be sure to allow one week processing time from time Cash & Investments receives completed and approved orders.
  - Orders are to be conservative to eliminate the potential for having unused, funded card inventory.
  - Participant Worksheets and W9's are required to be turned in within five days of card distribution and all documents for each calendar year ending December 31<sup>st</sup> MUST be submitted by January 5<sup>th</sup>.
  - Failure to comply with timely submission of Participant Worksheets, W9's and/or to request cards in manageable quantities may result in denial of future prepaid cards requests and/or the requirement to repay from non-state funds.