



## MEMORANDUM

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

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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 29<sup>th</sup>

**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 29<sup>th</sup> 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 2<sup>nd</sup>

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](mailto:hornebjl@jmu.edu); x8-5135) with any questions/concerns.