Welcome to the Finance and Administration Update Meeting for January

The meeting will begin at 10:30 AM

Zoom Only
Finance and Administration Update Meeting

- Time: last working Friday of every month at 10:30 AM
- Delivery method: view/listen only on Zoom
- Slides and other resources will be available after the meeting at:
  - Finance and Administration Updates Google Drive
  - Controller’s Office website: https://controller.appstate.edu/
- Contacts: Yifan Zhou (zhouya@appstate.edu), McKenzie Harris (Google Group and Google Drive) (harrismk@appstate.edu)
Meeting Agenda

● Controller’s Office Updates (5 min)
● State Banking System Overview (15 min)
● DocuSign Forms (10 min)
  ○ Cash Management Transfers
  ○ Warrant Template Requests
  ○ Wire Transfers
● Foreign National Tax Guide
● Fund Reconciliations
Controller’s Office Updates and Reminders

- The YoMart New Supplier Request Form must be used as a stand-alone form when requesting a new vendor be added for payment of a contract or invoice. Lines should not be added to the New Supplier Request Form. Adding lines process creates errors, therefore requests with added lines will be returned to the department. The best practice is to complete the New Supplier Form then once the vendor setup process has been completed, Vendor Maintenance will notify you with the new banner number to be used to complete the Request for Direct Payment Form. Please contact Vendor Maintenance [Sturgllcs@appstate.edu] if you have any questions or concerns.

- All payments, including prospective employees, will be processed using a Banner ID number. Prospective employees requiring reimbursement from the University must complete an Information Form [Substitute W9]. Please contact Vendor Maintenance [sturgllcs@appstate.edu] if you have any questions.

- Chrome River Update and Records Retention Update
Controller’s Office Updates and Reminders Cont.

- Chrome River Update
  - New Dates
    - Authorizations start Feb 1
    - Reimbursements start Mar 1
    - Future - Non-travel business expense report (in development)

- Records Retention Update
  - Department or employee records
    - All original receipts and documentation should be kept in the department’s or by the employee until the employee receives their reimbursement. Any requests for reimbursements not covered by State and University travel policies will be returned to the requester for additional approval and may be processed through payroll. Additional instructions and information can be on the University Controller’s website at www.controller.appstate.edu.
State Banking System

- Presented by: David Jamison, University Controller

- Contact:
  - jamisondt@appstate.edu
  - (828) 262-6426
DocuSign Forms

- Cash Management Transfers
- Warrant Template Disbursements
- Wire Transfers

https://controller.appstate.edu/forms/general-accounting

- Contact:
  - jamisondt@appstate.edu
  - (828) 262-6426
# Warrant Request

**DocuSign Warrant Template Disbursement Request from millers10@appstate.edu**

**Envelope ID**
Last change on 1/28/2021 | 11:11:26 am  
Sent on 1/27/2021 | 11:16:48 am

**Completed**

### Recipients

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<th>Email Address</th>
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<tr>
<td>1</td>
<td>Susie Miller</td>
<td><a href="mailto:millers10@appstate.edu">millers10@appstate.edu</a></td>
<td>1/27/2021</td>
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<tr>
<td>2</td>
<td>Timothy D. James</td>
<td><a href="mailto:jamestd1@appstate.edu">jamestd1@appstate.edu</a></td>
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<td>Evalyn Pierce</td>
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<td><a href="mailto:moodywl@appstate.edu">moodywl@appstate.edu</a></td>
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# Wire Transfer

Please DocuSign: Wire Transfer Request from jamisondt@appstate.edu

**Envelop ID**
Last change on 1/26/2021 | 03:21:59 pm
Sent on 1/22/2021 | 01:30:07 pm

- **Completed**
- **MORE**

## Recipients

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<td>David Jamison</td>
<td><a href="mailto:jamisondt@appstate.edu">jamisondt@appstate.edu</a></td>
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<td>Sharon Bell</td>
<td><a href="mailto:bellso@appstate.edu">bellso@appstate.edu</a></td>
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<td>Amy J. Roberts</td>
<td><a href="mailto:robertsa@appstate.edu">robertsa@appstate.edu</a></td>
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Foreign National Employee On-Boarding Process and Tax Guide

- https://controller.appstate.edu/system/files/81t_foreignnatlemonboardingandtaxguide.pdf
Fund Reconciliation

- **Presented by:** Jennifer Geouque, Assistant Budget Director

- **Contact:**
  - geouquejm@appstate.edu
  - (828) 262-8195
Fund Reconciliation

- Reconciliations are due by the last day of the following month (e.g., January reconciliations are due by February 28)

- Approvals are due by the 15th of the month following the month reconciliations are due (e.g., January approvals are due by March 15)
# Fund Reconciliation and Approval Due Dates

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<th>FY20-21</th>
<th>Reconciled (30 day)</th>
<th>Approved (45 day)</th>
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<tr>
<td><strong>Q1</strong></td>
<td></td>
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<tr>
<td>April</td>
<td>5/31</td>
<td>6/15</td>
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<tr>
<td>AMJ</td>
<td>6/30</td>
<td>7/15</td>
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<td>June</td>
<td>7/31</td>
<td>8/15</td>
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<td>8/31</td>
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<td>JAS</td>
<td>9/30</td>
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<td>September</td>
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<td>11/30</td>
<td>12/15</td>
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<td>OND</td>
<td>November</td>
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<td>December</td>
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<td>2/15</td>
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<td>January</td>
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<td>JFM</td>
<td>February</td>
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<td>March</td>
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Reconciliation & Approval Email Notifications

- Notifications are sent to Financial Managers
- Day 25 - reminder if not reconciled
- Day 31 - late notification if not reconciled
- Day 40 - reminder that approval is due
- Day 46 - late notification if not approved

- After day 46 follow-up emails will be sent for funds that have not been reconciled and/or approved
Fund Reconciliation

- Run FZRAORGHIER (org hierarchy report) in E-Print or WebFocus Dashboards to see what funds have been assigned to your department.
- If funds are no longer needed submit a Fund Authority to request funds be deactivated (funds must have a zero balance to be deactivated).
- Funds with incorrect orgs can be corrected by submitting a Fund Authority - the Budget Office is responsible for updating orgs for all funds.
- Need fund access - supervisor must request access by completing the Request Banner Account Options form.
- Financial Manager updates - Deans’ Offices, Chairs, and Business Officers can request updates by submitting a request in Jira.
Miscellaneous

- Campus Budgets Dashboard “Extra tab” - Budget Reconciliation folder
  - Fund Reconciliation Research Dashboard - funds without a recon by month, fund recon history by org, fund recon by fund, funds that have never been reconciled, etc.
  - Financial Manager Lookup
  - Fund Access Query
- Campus Budgets Dashboard “COA tab”
  - fzrorghier-Organization Hierarchy
  - fzrbudpools-Account List
  - Accounts-Expenditures
  - Account-Revenue
- Online budget transfers should be done in whole dollars. Banner will accept transfers using cents but you will be asked to reverse the transfer and re-enter using whole dollars.
Questions?
Thank You for Attending
We hope to see you at the next meeting in February!