Welcome to the Finance and Administration Update Meeting for April

The meeting will begin at 10:00 AM

Zoom Only
Finance and Administration Update Meeting

- Time: last working Friday of every month at 10:00 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

- Self Service Banner - New Version
- Phone moves, adds, and changes
- DocuSign tracking
- Encumbrance Closings

- Purchasing Best Practices
- General Reminders: Lightning Round
- Sales and Use Taxes
Self Service Banner - New Version

People call it Banner 9.

Same functionality, new look.

We are in transition. Some items will link you back to Banner 8.

Access it via appalnet.appstate.edu -> Employee Self Service
Self Service Banner - New Version

Welcome to Self-Service Banner

General  Employees  Finance

General

Banner S SSB
For Student, Faculty, and General Person
ners

Employees

Employee Dashboard
Pay information, benefits, leave information, etc.

Adverse Weather - Mandatory
Non-Mandatory Status
Adverse Weather - Mandatory Non-Mandatory Status

Payroll

Effort Reporting

Finance

Total Compensation Statement
Total Compensation Statement

Appalachian STATE UNIVERSITY
Self Service Banner - New Version
Phone Changes

When a phone is being moved to a new location or a new user is being associated with a phone: Please submit support request.

- tech.appstate.edu > Faculty/Staff > VoIP Change
Tracking Documents in DocuSign (1)

How to find DocuSign Powerforms:

- Can be used for Wire Transfers, Moving Authorizations, Taxable Reimbursements, NCFS transfers, Missing Receipt Affidavits, etc.
- Select the *Finish Later* option before the form is signed and submitted by the requester. This will close the form and you will receive an email to open the form and submit it. The email can be used to find the form later.
Click the Other Actions dropdown then select View History and scroll to the bottom. This will tell you where the form is in the workflow.

ALWAYS copy and paste names and email addresses from the App State directory - this will ensure that the forms route to the correct places and eliminate the possibilities of having type-o's causing the form to get stuck.

Contact ITS: DocuSign Administrator Rob Robertson, robertsonrw@appstate.edu
Encumbrance Closings

- Closing Purchase Order Encumbrances < $35 and older than 60 days.
- Will do that monthly on the 15th moving forward.
- If you have other encumbrances you need closed, place a comment, copying Chad Hicks or Walt Parson, indicating you need the PO closed. Note all invoices on that PO need to be paid before requesting closure.
Purchasing Best Practices

- The purchase of tangible goods or services should begin with the requisition process.
- Preference should be given to purchasing goods and services on State or UNC System contract.
- Preference should be given to purchasing goods on punch-out or hosted catalogs.
- In most cases the requisition will result in the issuance of a purchase order. In some cases Materials Management may determine that a contract is the appropriate agreement to be used.
- Recurring purchases from the same vendor throughout the year should be initiated with a requisition with standing purchase order issued.
- Personal and professional services should be initiated in Total Contract Manager.
Purchasing Best Practices

- The use of the Online Direct Payment form should be minimized. This form is most appropriate for transactions that are not easily handled by the requisition and purchase order process. For example, conference registrations, lease payments, contract payments for professional or personal services. A paper Direct Payment form should only be used to process credit memos from vendors that are not related to a purchase order.

- WHY?
  - Using the requisition and purchase order process allows the university to establish vendor relationships in advance.
  - Establishing purchase orders and encumbrances allow for the accounting systems to perform matching processes. This is a key internal control.
  - Complications with invoices and disbursements can be reduced.
Purchasing Best Practices

- The use of the p-card is another preferred method to procure goods and services
  - Follow the p-card manual and training
  - Avoid foreign vendor purchases to the extent possible
  - Avoid purchasing software with the p-card of possible (IT acquisition process must be followed as well)
Purchasing Best Practices

● In summary
  ○ Use the requisition and purchase order process to the greatest extent possible.
  ○ Purchase from State or UNC System Contracts, hosted catalogs, or punch-outs to the greatest extent possible.
  ○ Minimize the use of the online direct payment for to items like contract payments and conference registrations (p-card may be a better option)
  ○ Longer term purchasing agreements can be established as a standing purchase order during the requisition process.
  ○ Any doubts questions or concerns: Please reach out to Materials Management before making any commitment to a vendor.
General Updates: Lightning Round

- All Travel authorizations, advances, and reimbursements are processed in App State Travel & Expense (Chrome River).
- Day travel or business use of a personal vehicle is processed in App State Travel & Expense. Check with your Business Officers to determine if pre approval is required.
- Non-travel employee reimbursements are currently processed in YoMart. This will be moving to Appstate Travel & Expense.
- Travel expense reimbursement requests must be submitted within 30 days per State law.
- Travel and business expenses submitted after 60 days will not be reimbursed through App State Travel & Expense or YoMart. These must be submitted using the taxable reimbursement DocuSign form.
- Payments to foreign entities and foreign individuals are processed using the Foreign Payment Request Form in YoMart.
General Updates: Lightning Round

- Payments to vendors will be made in accordance with the terms and conditions listed on a purchase order or contract.
- Standard terms are net 30.
- If different terms are required then purchasing documents or contract terms must be modified.

- Direct payments will be made in accordance with an invoice. If no terms on the invoice payments will be made net 30.
- For all systems (Travel and YoMart) transactions cannot be split between banks using multiple funds.
  - Bank 1 - All funds starting with 1
  - Bank 5 - Funds starting with 2, 3, 4, 5, 6, 8, 990.
- Requests in YoMart will be held up to 3 business days to allow for additional information or comments to be added. After 3 days they will be returned.
General Updates: Lightning Round

- Old forms should not be attached as supporting documentation.
- The current forms should be accessed from the Controller’s Website each time to ensure the most current version is used.
- Business purposes should be documented for all transactions.
  - Who, What, When, Where
  - Why
- Invoices - Invoices from vendors are reviewed for completeness and accuracy by Accounts Payable. YoMart assists with line item matching with purchase orders. **Under no circumstances should a department amend, alter, or produce an invoice on behalf a payee.**
- Wire transfers: Payment via a wire transfer is the least preferred payment method and should be avoided. Procedures for wires are found on the Forms & Procedures page on the Controller’s website.
  - Wire instructions should be obtained from the payee. Bank letter, canceled or voided check, memorandum signed by payee.
North Carolina public universities are exempt from sales and use tax if all the following are met:

- The university must have applied for and received an exemption number from the North Carolina Department of Revenue.
- Items purchased must be for the university’s own use or consumption.
- Purchases orders issued must contain the university’s exemption number.
- For all purchases other than by a purchase order, the university’s exemption number must be provided or on file with the retailer.

Sales and use taxes

Exemption numbers may not be used by:

- Contractors purchasing items or services related to fulfilling a university contract.
- Employees who purchase taxable items from their own funds and are later reimbursed by the university
- Any individual who is not acting on behalf of the university (cannot be used for personal use)
Sales and use taxes

The exemption from sales and use tax does not apply to:

- Sales tax on electricity, telecommunications services, or associated ancillary services.
- Prepared food and beverage, or occupancy taxes levied and administered by local governments
- Highway use taxes paid on the purchase, lease, or rental of motor vehicles
- Scrap tire disposal tax on new tires
- White goods (appliances) tax on new white goods
- Dry-cleaning solvent tax on solvent purchased by a dry-cleaning facility
- Solid waste disposal taxes on the disposal of municipal solid waste and construction
- 911 service charges on prepaid wireless telecommunications services
- Other state’s sales taxes (unless an exemption has been obtained in that state)
North Carolina public universities are not required to furnish a Certificate of exemption to a retailer for a purchase that is exempt from sales and use tax.

Purchase orders or other documentation on file with the retailer that lists the exemption number of the university are considered acceptable documentation for exempting purchases.

The university may choose to provide a Certificate of exemption to a retailer as a form of documentation.

Vendors are not required to verify the authenticity of an exemption number.
Future Updates

- Gifts Prizes and Awards
- International group travel guidance
- Clothing and working condition fringe benefits
- Third party lodging
Questions?
We hope to see you at the next meeting in May!