Welcome to the Finance and Administration Update Meeting for March

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

General Reminders and Updates

- Budget Office - Jennifer Geouque, Assistant Budget Director
- Special Funds Accounting - Elaine Berry, Director of Special Funds Accounting
- General Accounting - Associate Controller, Denise Foutz

Contract Amendments - Kevin Patterson - Director of Business Systems

Computer Life Cycle - Tom McDonnell, Director of IT Support Services

Business Reimbursement in Chrome River - Justin Hodges, Chrome River Administrator
Budget Office Reminders

- Banner Self Service Budget Transfers will no longer be disabled at the end of each month. They will however be disabled in June to allow for year end close out and will not be turned back on until OSBM allows us to post budgets in the new fiscal year.

- Online Budget Transfers

  **State funds** (XB4) can use accounts 719000, 719700, 720000, 731000, 732000, 734000, 740000, 750000, 756000 and 785000

  **Trust funds** (XT4) can use accounts 61XXXX, 719000, 719700, 720000, 731000, 732000, 734000, 74000, 750000, 756000, 76XXXX and 785000
Budget Office Reminders

- If you need to make position adjustments (State or Trust) please submit budget revisions to cover finance and position budgets ASAP.
- Remember to check your funds for encumbrances monthly. Make sure purchase orders have been received and closed out in Yomart. Check to make sure the information from Yomart fed to Banner. Outstanding encumbrances reduce your available budget and are very difficult to clear out once they have rolled to the new fiscal year.
Special Funds Accounting Updates

New Hires:

Tammie Gelderman, watkinsts@appstate.edu 828-262-6419
Catherine Graham, grahamcl1@appstate.edu 828-262-6427
Timothy Walker, walkerta@appstate.edu 828-262-2812
Payroll Office Updates

New Hires:

Evalyn Pierce, ME Payroll Administrator, pierceem@appstate.edu

Devon Sluder, Accounting Technician, sluderdw@appstate.edu
General Accounting Updates

New Hires:
Vendor Accounts Payable
  Maggie McNeil mcneilmk@appstate.edu  828.262.8703
Disbursements
  Sarah Loveless lovelessse@appstate.edu  828.262.8988

New Position:
Travel and Non Travel Expense Reimbursements
  Mary Rich richm1@appstate.edu  828.262.6424
General Accounting Updates

Closing Dates for FY22

- The Closing Date Memo is posted on the Office of the Controller website under News & Updates

- Departments must adhere to the mandatory year-end deadlines in order to ensure that purchases and other expenses are paid from current year’s funds.
Contract Amendments

- We can now do contract amendments. This will allow changes to be made to contracts without having to start them from scratch.
  - Wrong vendor/2nd party
  - Start/End date
Computer Life Cycles

- Employee computers when off-boarding
- tech.appstate.edu - Computer Assistance
Travel Reminders from Academic Affairs

No purchases can be made without a fully approved travel request. Please allow enough time to receive full approval.

It is the person's responsibility to check Chrome River to ensure the travel is **fully approved** prior to traveling or making any purchases related to the travel.

Blanket travel **cannot** be used for conferences. Conference travel must be entered in Chrome River and be fully approved prior to travel.

All international travel must be approved by the Chancellor. For international travel, the Chrome River request will need to be entered when the traveler enters the Veoci request. You can add a note in the comments indicating the request will be held in AA until full approval is given by the Chancellor. The full instructions can be found on the Academic Affairs [site](#).
Chrome River Reminders and Updates

- systems.appstate.edu/chrome-river

- Pre-approvals should reflect the total estimated costs of the trip regardless if expenses will be paid directly or reimbursed. If reimbursements exceed the original authorization by 25%, an amended authorization will be required.

- All pre-approvals should be linked to a single Expense Report unless there is a Cash Advance request, in which case two Expense Reports must be linked to the pre-approval.

- If per diem meals are being claimed, overnight status must be documented by attaching the hotel receipt or indicating that it was paid by the university. If a lodging expense is not incurred by the traveler or the University, a comment on the Pre-approval or Expense report is required or it will be returned.

- Expenses that were listed on the pre-approval but weren’t actually incurred can now be removed from the Expense report. If it was a lodging line that is removed and you are claiming per diem, see above.

- Taxes and fees itemized on the hotel receipt can be included in the lodging amount instead of separating them out. Internet and Parking still needs to be itemized.

- Receipts must be added to the expense line and not the summary page or the report will be returned for correction.

- Reviewing tracking.

- Non-travel reimbursements are moving to Chrome River (switchover TBD)
Questions?
We hope to see you at the next meeting in April!