Welcome to the Finance and Administration Update Meeting

The meeting will begin at 10:00 AM

Zoom Only

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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: Travis Miller (Millertk@appstate.edu - Google Group and Google Drive), Yifan Zhou (zhouya@appstate.edu, General information)

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Meeting Agenda

- General Reminders and Updates

- Fixed Assets Training

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General Reminders

Fund Reconciliations

- Required to be completed online by the 30th of the following month to be considered timely (ex. December reconciliation is due by January 30th)

- Required to be approved by the 15th of the next month in order to be considered timely (ex. December approval is due by February 15th)

- Banner Finance training is offered monthly (except June and July)
  - Register at workshops.appstate.edu

- Contact the Budget Office for additional training (BudgetOffice@appstate.edu)

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AP Reminders

- To maintain records and prevent delays in payments being processed please use the same Yo-Mart requisition number if one has to be returned to you. Deleting draft carts with comments on them only prevents Accounts Payable from processing payments in a timely manner. If there is some reason the old requisition cannot be used Accounts Payable will notify you, of why and for you to save the comments to a PDF and re-attach it to the new requisition.

  Please turn on all Notifications in Yomart. This will ensure that you will see important information for your payment requests.

- Be sure to remember to indicate if the PCard was used to make travel-related purchases when completing their expense reports.

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Campus Journal Entry

- New Dynamic Journal Entry Request Form implementation date: 02/14

- New workbook template:

  https://controller.appstate.edu/forms/all-forms/Journal Entry Request

- For technical issue, please contact:

  Zach Seifts - seiftsze@appstate.edu

  Dwight Turner - turnerdh@appstate.edu

Fixed Assets Training

Slides can be found here

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Questions?

We hope to see you at the next meeting in March!