

# **Welcome to the Finance and Administration Update Meeting**

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

# Meeting Agenda

- ITS - Upcoming Changes
- General Reminders & Updates
- NY Loft and Budget Office Reminders
- Accounts Payable FAQs
- GASB 96 SBITA (Subscription-Based Information Technology Arrangements) Reporting

# ITS - Upcoming Changes

- [LinkedIn Learning](#)
- PaperCut Print Management
- Changes to uStor

# General Reminders

- Excess meals for international travel
  - Federal Rate may be allowed if approved
  - Only includes the meal portion of the per diem, NOT the incidental rate
    - In North Carolina State policy requires receipts for incidental expenses (parking, taxis, internet used for business purposes, etc.)
  - Excess lodging is managed by a different state policy
  - Include in the pre-approval for your travel

# General Reminders

- Comments posted in transaction systems
  - YoMart/ TCM
  - Travel and Expense Reimbursement/ Chrome River
  - Other forms (Journal Entries, Wire Transfers, etc.)
- Clearing Encumbrances (Open POs)

# Coming Soon....

- Policy review of Excess Meals - Goal is to be able to provide clarity.
- Policy review of spending guidelines related to student activities and events - Goal is to better define allowable funding sources and documentation needed.
- Year End Spending Memo - Look for within the first week of April. Looking at submission due dates. - Goal is to provide Campus the opportunity to submit requests and allow the Budget Office to manage the cash close out of State funds.
- Greenway Building

# Adriana Laws (She/her/hers)

Budget Analyst & NY Loft Coordinator



- New to the Budget Office
- Previously:
  - CETLSS (Former CAE) and
  - Office of Disability Resources

(828) 262-4899

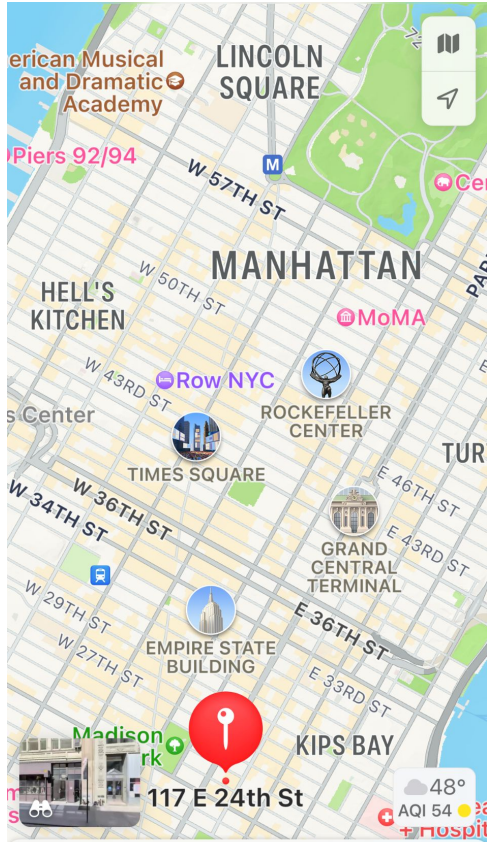
lawsa@appstate.edu

ny@appstate.edu

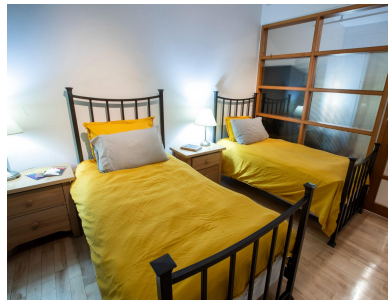
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# General Reminders: Budget Office

## 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](http://workshops.appstate.edu)
- Contact the Budget Office for additional training ([BudgetOffice@appstate.edu](mailto:BudgetOffice@appstate.edu))

# Accounts Payable FAQs

- Accounts Payable FAQs (approx 10 min) - Amy Moody
  - 1) Linking Contracts to Non-PO Requisitions
  - 2) Strongly encourage the use of POs on the purchasing of goods.
  - 3) Only invoices associated with POs should go to ASU Invoices.
  - 4) Travel Reminders- Pre-Approvals prior to travel, expense reports need to be completed and approved before the 30 day deadline
  - 5) Missing Receipt Form - Only use as a last resort after attempting to obtain a receipt.

# SBITA Reporting

- On going project, but does not change the purchasing process
  - <https://docs.google.com/spreadsheets/d/1X9PIDO8TvX6clSTFkThInBopdAHc0qcvQqeAE6f3bg4/edit#gid=0>
  - If it is not in Yomart, send contacts to Jeff Clark ([clarkjw2@appstate.edu](mailto:clarkjw2@appstate.edu))
  - Information provided will be submitted to the auditors
- Most important factor for SBITA Reporting
  - Subscription term
  - Termination clause
  - Cost

**Questions?**

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