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 - Google Group and Google Drive), Yifan Zhou (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
budget.appstate.edu / ny.appstate.edu
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

- Contact the Budget Office for additional training (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 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/1X9PlDO8TvX6clSTFkThInBopdAHc0qcvQqeAE6f3bg4/edit#gid=0](https://docs.google.com/spreadsheets/d/1X9PlDO8TvX6clSTFkThInBopdAHc0qcvQqeAE6f3bg4/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!