

Welcome to the Finance and Administration Update Meeting (Nov & Dec)

**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

- General Reminders
- Internal Audit Hotline: Fraud, Waste, Abuse and Yo-sef (30 Minutes)
- YoMart Forms Update
- Accounting and Travel Manual Updates
- Controller's Office Organization Update

General Reminders and Updates

- Pre-payment forms
- As of December 1, 2022 all Non-Travel Employee Reimbursements, Student Non-Travel Reimbursements (except those deemed for cost of attendance) and Non-Travel Cash Advances should be submitted in Chrome River as a Non-Travel Reimbursement. Non-Travel Reimbursement requests submitted in Yomart after this date will be rejected.
 - Please contact Justin Hodges (hodgesjh@appstate.edu, x8006) in Business Systems for training if needed.
 - For any other questions, please contact Mary Rich (richm1@appstate.edu, x 6424) in the Travel Office.
- As of November 1, 2022 Gifts, Awards & Prizes no longer require prior approval from Special Funds UNLESS grant funds will be used to make the purchase.
 - The Tax Compliance Office and PCard Office approvals are still required before the purchase is made.
- Foreign Purchases on P-Cards Tax Compliance Blanket Approval Update
 - Outside the US meals, commercial lodging (excluding third party lodging), transportation costs and **other tangible items for business while on travel status**

General Reminders

Fund Reconciliations

- Required to be submitted by the 30th of **each** month to be considered timely
- Required to be approved by the 15th of the following month in order to be considered timely (ex. March approval is due by April 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)

Internal Audit Hotline:

Fraud, Waste, Abuse and Yo-sef

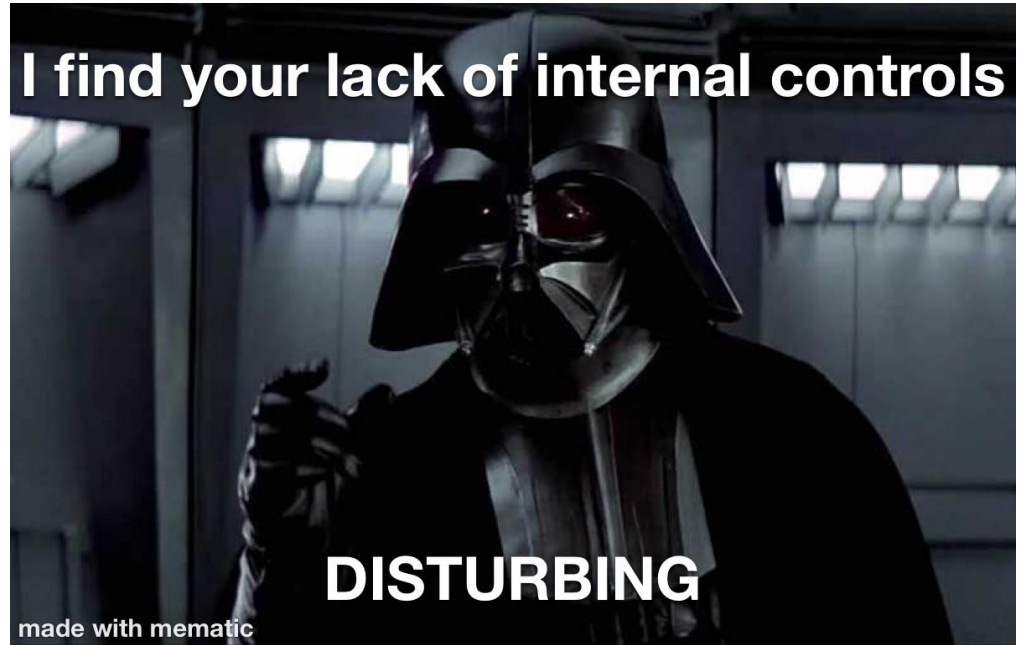
\$379,602

\$518,000

\$900,284

\$12,000,000

\$40,000,000



YoMart Forms Update

As of December 19th, the Direct Payment and Foreign Payment forms will be updated.

For those familiar with Contract Requests, the new forms will have a similar format.

Our confluence page will provide helpful information on the updated forms.

YoMart Forms Update - Direct Payments

Request for Direct Payme...

Form Number **7861149**
Purpose **Procurement Request**
Status **Preview**

Instructions

- Suppliers ▲
- Form Fields ▲
- Services and Vendor Infor... ▲
- Payment & Receiving Info... ▲
- Attachments ▲
- Review and Submit

Instructions

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REQUEST FOR DIRECT PAYMENT INSTRUCTIONS PAGE

For more information on the Request for Direct Payment Form, visit [YoMart's Confluence Page](#)

Below are some things to keep in mind when doing the form.

1. Use this form to issue a payment for goods and services already delivered/rendered.
2. Do not use this form to Pay via PCard.
3. If Paying a Foreign Vendor **STOP** and Complete the Foreign Payment Request Form.
4. If you can not find your Supplier listed in the Suppliers section, please exit the Request for Direct Payment form and have the Supplier complete a [Vendor Information Packet \(all forms for US Vendors\)](#).
5. If attaching a pre-payment authorization form, the Office/Department assumes all risks of loss or non-performance by the supplier/contractor and will not hold Accounts Payable or the Purchasing Department liable for any loss or nonperformance of the supplier/contractor.

Please address further questions to leveridgerd@appstate.com or (828) 262-4027

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YoMart Forms Update - Direct Payments

Request for Direct Payme...

Form Number **7861188**
Purpose **Procurement Request**
Status **Preview**

Instructions

Suppliers ▲

Form Fields ▲

Services and Vendor Infor... ▲

Payment & Receiving Info... ▲

Attachments ▲

Review and Submit

Suppliers

Supplier Please select a fulfillment center below.

Search Registered Suppliers

Supplier

Relationship

Zip Code Within

Clear

◀ Previous

Request for Direct Payme...

Form Number **7861188**
Purpose **Procurement Request**
Status **Preview**

Instructions

Suppliers ▲

Form Fields ▲

Services and Vendor Infor... ▲

Payment & Receiving Info... ▲

Attachments ▲

Review and Submit

Form Fields

Overview

Progress

Services and Vendor Information	🟢 Incomplete
Payment & Receiving Information	🟢 Incomplete
Attachments	🟢 Incomplete

◀ Previous

YoMart Forms Update - Foreign Payments

Foreign Payment Request ...

Form Number **7861425**
Purpose **Procurement Request**
Status **Preview**

Instructions

Suppliers ▲

Form Fields ▲

Services and Vendor Infor... ▲

Payment & Receiving Info... ▲

Attachments ▲

For Tax Compliance Use ... ✓

Review and Submit

Instructions

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REQUEST FOR FOREIGN PAYMENT INSTRUCTIONS PAGE

For more information on the Request for Foreign Payment Form, visit [YoMart's Confluence Page](#)

Below are some things to keep in mind when doing the form.

1. Use this form to issue a payment request for goods and services to a foreign vendor.
2. If Paying a US Vendor **STOP** and Complete the Request for Direct Payment Form.
3. If you can not find your Supplier listed in the Suppliers section, please exit the Foreign Payment Request form and have the Supplier complete a [Vendor Information Packet \(all forms for US Vendors\)](#).
4. Do not attach any sensitive information to this request like the wire transfer form with banking information
5. If attaching a pre-payment authorization form, the Office/Department assumes all risks of loss or non-performance by the supplier/contractor and will not hold Accounts Payable or the Purchasing Department liable for any loss or nonperformance of the supplier/contractor.

Please address further questions to leveridgerd@appstate.com or (828) 262-4027

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YoMart Forms Update - Foreign Payments

Foreign Payment Request ...	Form Fields - Payment & Receiving Information	Foreign Payment Request ...	Form Fields - Attachments
Form Number 7861254		Form Number 7861254	
Purpose Procurement Request		Purpose Procurement Request	
Status Preview		Status Preview	
Instructions		Instructions	
Suppliers ▲		Suppliers ▲	
Form Fields ▲		Form Fields ▲	
Services and Vendor Infor... ▲		Services and Vendor Infor... ▲	
Payment & Receiving Info... ▲		Payment & Receiving Info... ▲	
Attachments ▲		Attachments ▲	
For Tax Compliance Use ... ✓		Attachments	
Review and Submit		For Tax Compliance Use ... ✓	
		Review and Submit	

Form Fields - Payment & Receiving Information	Form Fields - Attachments
Payment & Receiving Information	Attachments
Does the Vendor require a Purchase Order? *	All attachments should be uploaded as a pdf document.
<input type="radio"/> Yes <input type="radio"/> No	
Receiving Information *	Invoice *
<input type="radio"/> Materials Have Been Received	No File Attached <input type="button" value="Upload"/>
<input type="radio"/> Services Have Been Completed	I Affirm that the attached invoice was received and submitted from the Vendor. *
<input type="radio"/> Prepayment	<input type="radio"/> Yes <input type="radio"/> No
Business Purpose for Payment * ⓘ	Any Addition Documentation
<input type="text"/>	No File Attached <input type="button" value="Upload"/>
2000 characters remaining	Do you have more documents to upload? *
Payment Distribution Information *	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="radio"/> Check to be Picked Up (ID and Approval required)	
<input type="radio"/> Mail / ACH to Payee	
<input type="radio"/> Wire Transfer	
Supplier Invoice Number	
<input type="text"/>	
Invoice Creation Date *	
<input type="text"/>	

DO NOT ATTACH THE TCM CONTRACT HERE!

If you are using this form to pay a Total Contract Manager (TCM) contract make sure to [LINK](#) the contract to the requisition in the [SHOPPING CART](#).

Appalachian
STATE UNIVERSITY

◀ Previous Save Progress Next ▶

Accounting Manual Updates

- **Business Meals** - Additional Approvals
 - Limited to 5 App State Employees
 - Meals Including tips that do not require additional approval
 - **Breakfast \$25 per person**
 - **Lunch \$35 per person**
 - **Dinner \$75 per person**

****NOTE - This does not apply to travel per diems****

- **Holiday Parties and Picnics**

Accounting Manual Updates

- Memberships
 - Should not be paid for individual employees from University funds for the benefit of individual employees
 - Must be for the benefit of the University
 - The benefit should derive from the individual's position with the University regardless of who holds the position
 - When individual memberships are allowed, membership ends if the employee leaves the University or moves to another position
 - Other exceptions

Accounting Manual Updates

- External Conferences
 - Refreshments - State General funds can be used to provide refreshments when the number of participants is 20 or more and the cost per person is \$5.00 per person per day.
 - What does this imply?
 - **Provided the other elements for an external conference are met things refreshments can be provided when using institutional trust funds as allowed by the fund's purpose without the same limitation.**

Travel with Personal Credits and Points

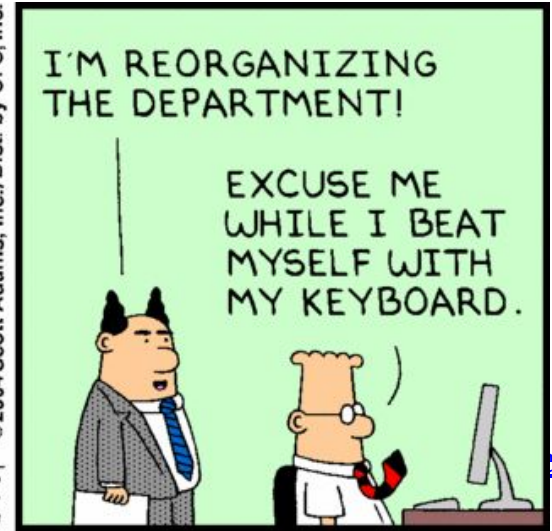
- The current Travel Manual contains guidance disallowing reimbursement for the use of personal airline points or miles when purchasing airfare for business travel on University funds. This standard was added after receiving guidance from State Budget and NC Division of Purchase and Contract.
- To be consistent and in compliance with the State, language has been added to the Travel Manual to disallow reimbursement for the use of personal credits or points when purchasing lodging or transportation services.
- If/ when identified during the travel review, the use of personal points on expense reports will be returned and the expense will need to be reduced by the amount of credits used.
- If anyone encounters a situation where a traveller has a declining cash balance account with a service (like Uber) please contact our office to discuss how we need to document the use of these types of balances. Cash paid into an account held at a service provider would need to be viewed differently than services procured through credits or loyalty points.

Controller's Office Organization

- Interim Contacts



202-6425



- Long term Changes

Questions?

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