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

I find your lack of internal controls DISTURBING

made with mematic
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

YoMart forms update for direct payments.

Instructions

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 cannot 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 leveridge2@appstate.com or (828) 262-4027.
YoMart Forms Update - Direct Payments
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, fill out and complete the Request for Direct Payment Form.
3. If you cannot 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 non-performance of the supplier/contractor.

Please address further questions to leveridge@appstate.com or (828) 252-4927.
YoMart Forms Update - Foreign Payments
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

- Amy Moody - Interim Director of Accounts Payable
  moodyat@appstate.edu
  262-6403

- Myra Hayler - Accounts Payable Manager
  haylermr@appstate.edu
  262-6738

- Mary Rich - Travel & Expense Reimbursement Services Manager
  richm1@appstate.edu
  262-6424

- Dawn Sturgill - Vendor Maintenance Administrator
  sturgllcs@appstate.edu
  262-6425

● Long term Changes
Questions?
We hope to see you at the next meeting in January!