

FINANCE FORUM NOTES

October 31st & November 1st, 2023

[LINK TO PRIMARY PDF OF POWERPOINT PRESENTATION](#)
[LINK TO REENGINEERING MADISON PDF OF POWERPOINT PRESENTATION](#)

REENGINEERING MADISON UPDATE

MARK ANGEL PROVIDED AN UPDATE ON REENGINEERING MADISON, INCLUDING A VIDEO, TIMELINE AND IMPLEMENTATION CONSIDERATIONS FOR THE FINANCE, HR AND STUDENT SYSTEMS. THIS IS THE LINK TO THE VIDEO INCLUDED IN THE PRESENTATION: <https://www.jmu.edu/computing/ittraining/e-training/Reengineering-Madison/>

HOTEL MADISON UPDATE

CALEB SHIFFLETT, SENIOR ACCOUNTING & REVENUE MANAGER, HOTEL MADISON & SVCC WAS AVAILABLE FOR ANY QUESTIONS FROM ATTENDEES. TISH REMINDED EVERYONE THAT THE FAQ'S ON THE FINANCE OFFICE WEBPAGE INCLUDE A LINK FOR DIRECT BILL ONLINE RESERVATIONS AS WELL AS THE CURRENT JMU PARTNERSHIP REFERENCE GUIDE.

JMU FOUNDATION

BETH PHILLIPS FROM THE JMU FOUNDATION SHARED INFORMATION ON THE NEW JMU FOUNDATION PAPERLESS PAYABLES PROCESS THAT USES ADOBE SIGN. UPCOMING TRAINING DATES OF NOVEMBER 13TH AND DECEMBER 12 WERE ALSO SHARED. THE IMPLEMENTATION IS PLANNED FOR JANUARY 1, 2024.

CENTRALIZED BULK W-9 COLLECTION

JESSE HORNEBER, ASSOCIATE CONTROLLER, SHARED THE PROCESS AND OUTCOMES OF A RECENT BULK W-9 COLLECTION PROJECT COORDINATED BY ACCOUNTING TECHNOLOGY AND THE CONTENT TEACHING ACADEMY TEAM IN THE COLLEGE OF EDUCATION. THIS PROCESS USED ADOBE SIGN AS WELL. ANYONE WITH UPCOMING VENDOR ENROLLMENT/PAYMENTS TO 20+ INDIVIDUALS SHOULD REACH OUT TO ACCOUNTING TECHNOLOGY @ W9REQUESTS@JMU.EDU FOR MORE INFORMATION.

U.S. BANK PREPAID CARDS

TISH SHARED DETAILS REGARDING THE NEW U.S. BANK PREPAID CARD PROGRAMS IMPLEMENTED THIS PAST SUMMER TO REPLACE THE PREVIOUS BANK OF AMERICA PROGRAM. NEW TRAINING POWERPOINTS ARE AVAILABLE ON THE CASH AND INVESTMENTS WEBPAGE AND ARE REQUIRED OF ANYONE WORKING WITH THE CARDS WITH THE EXCEPTION OF STUDENT PER DIEM CARDS AND TEAM PER DIEM CARDS. CARD ORDERS AND FUNDING REQUESTS RECEIVED BY 11AM WILL BE PROCESSED THE SAME BUSINESS DAY. REQUESTS RECEIVED LATER WILL BE PROCESSED THE NEXT BUSINESS DAY.

UPDATES AND REMINDERS

MARK ANGEL ELABORATED ON THE REASON THE NEW APPAREL PROCEDURE AND LIMITATIONS WERE PUT IN PLACE. THIS IS BASED ON BOTH THE STATE CARDINAL MANUAL INDICATING THAT NON-UNIFORM CLOTHING PURCHASES FOR EMPLOYEES IS AN IMPROPER EXPENDITURE AS WELL AS IRS REGULATIONS THAT CLASSIFY APPAREL PURCHASES AS A TAXABLE BENEFIT. TISH REVIEWED THE NEW PROCEDURE AND RELATED EMPLOYEE APPAREL LOG. THE \$65/PERSON, PER YEAR IS BASED ON THE FISCAL YEAR.

SUBMISSION OF THE OFF-CAMPUS AUTHORIZATION FORM: THIS REQUIRES THAT A DETAILED AGENDA BE SUBMITTED ALONG WITH THE AUTHORIZATION FORM.

CONFERENCE AGENDA'S WILL BE REQUIRED EFFECTIVE JANUARY 1, 2024. THESE SHOULD SHOW THE DATES OF THE CONFERENCE, START AND END TIMES DAILY, AND MEALS INCLUDED.

SPCC'S WITH A JUNE 2023 EXPIRATION DATE WILL BE REPLACED IN EARLY JUNE. SPECIFIC DATES/TIMES/LOCATIONS WILL BE SHARED IN THE COMING WEEKS.

SEVERAL TIPS REGARDING COMMONLY OVERLOOKED ERRORS FOR ACCOUNTING VOUCHERS/INVOICES AND TRAVEL WERE REVIEWED.

PAYROLL REMINDER REGARDING COMMUNICATION AND COORDINATION AMONG DEPARTMENTS WHEN THEY ARE EMPLOYING INDIVIDUALS WORKING MULTIPLE HOURLY POSITIONS.

SPCC REMINDERS RELATED TO EXCEPTION REQUEST PROCESSING TIMELINES, MOST COMMON REASON FOR FLAGGED TRANSACTIONS AND HOW THE APPROVAL/REVIEW PROCESS WORKS WERE SHARED.

REMINDER REGARDING THE \$100 DELIVERY MINIMUM WITH ARAMARK ORDERS. ANY FEE ADDED ON TO YOUR ORDER TO GET IT TO A TOTAL OF \$100 MUST BE CONSIDERED AS PART OF THE PER DIEM, PLEASE KEEP THIS IN MIND AND CONSIDER OTHER OPTIONS FOR SMALL ORDERS.

SPONSORSHIP LIMITS AND THE OUTGOING SPONSORSHIP JUSTIFICATION FORM: THE LIMIT FOR BOTH STATE AND LOCAL FUNDED SPONSORSHIPS HAS BEEN INCREASED TO \$2,500 EACH. REMEMBER THAT THE OUTGOING SPONSORSHIP JUSTIFICATION FORM MUST BE SUBMITTED AND APPROVED PRIOR TO INITIATING PAYMENT. FAILURE TO DO SO MAY RESULT IN THE REQUIREMENT TO REPAY THE COST FROM NON-STATE FUNDS.

Q&A FOLLOW UP:

GA'S WITH THE REQUIRED HIRE DATE ARE ELIGIBLE FOR THE UPCOMING 2% PAY INCREASE.

BANK OF AMERICA WORKS RECONCILIATION: 'SAVE AND ALLOCATE NEXT' FUNCTION NO LONGER AVAILABLE. WE HAVE BEEN IN CONTACT WITH BANK OF AMERICA. THEY HAVE ACKNOWLEDGED THE ISSUE BUT HAVE NOT SHARED AN ANTICIPATED TIMEFRAME FOR RESOLUTION. CASH & INVESTMENTS SPCC TEAM WILL CONTINUE TO PROVIDE UPDATES ON THIS AS AVAILABLE.