New Accounts Payable Manager

Mark Angel, Associate Controller, Accounting Operations and Disbursements, introduced Tina M. Wells, the new Manager of Accounts Payable. Tina comes to JMU with over 27 years of experience in the private sector in various finance areas, including accounts payable supervision, payroll supervision, and general ledger / accounting duties. We are very pleased to welcome Tina to JMU.

CARDINAL Update

February 1, 2016, Wave 2 agencies including James Madison University go live with the transition from CARS (Commonwealth Accounting & Reporting System) to CARDINAL ERP system. In general, departments should be minimally impacted by this transition.

Relative to the Comptroller of Virginia establishing CARDINAL as the centralized standard vendor database for the commonwealth, the Department of Accounts (DOA) has implemented mandatory use of the Commonwealth of Virginia Substitute W-9 (COVA W-9) form for any vendor to be paid by state agencies.

Departments should proceed as follows:

1] New vendors providing goods or services should be directed to self-register using eVA. eVA registration includes requirements to provide appropriate COVA W-9 documentation.

2] New vendors qualifying for an existing eVA Purchase Exclusion will not register via eVA. Departments will request and obtain the vendor’s COVA W-9 and submit with the appropriate payment documents to Accounts Payable, citing the eVA exclusion code.

3] Departmental users with access to the finance ERP system can determine an existing vendor’s COVA W-9 status by checking the ‘Status’ on the Vendor Summary panel. If the Status is Approved the vendor is eligible to be paid. If the Status is Inactive, JMU does not have authority to pay this vendor. (See illustrations below.)

Departments wishing to deal with an existing vendor with a status of Inactive should contact Accounting Technology via email at: cardinalvendors@jmu.edu and provide the following information:

1) What is the payment for?
2) If goods/service, is there an eVA exclusion code? If so, identify the exclusion.

Accounting Technology staff will research the status of the vendor and confirm if a new COVA W-9 is required.

Tip: Purchases eligible for payment using the Small Purchase Credit Card (SPCC) do not require the vendor to remit a COVA W-9.
To determine an existing vendor’s COVA W-9 status:

Main Menu>Vendors>Vendor

Enter/Confirm JMDSN for the SETID, Enter the Vendor ID or Vendor Name, Click Search

IN THE 1ST EXAMPLE ABOVE, XXGREEN VA-001 WAS SELECTED [NOTE: XX IN FRONT OF A VENDOR NAME IS A CLUE THE VENDOR IS INACTIVE].

Click on the Vendor ID or Vendor Name you wish to review for status to see the Summary Tab below.

THE INDICATOR BESIDE THE STATUS LABEL OF INACTIVE MEANS JMU IS NOT CURRENTLY AUTHORIZED TO MAKE PAYMENTS TO THIS VENDOR. CONTACT ACCOUNTING TECHNOLOGY at: cardinalvendors@jmu.edu.
IN THIS EXAMPLE, THE STATUS OF THE VENDOR IS APPROVED AND JMU HAS APPROVAL TO MAKE PAYMENTS TO THIS VENDOR.

**W-9 Form Reminders**

The Commonwealth of Virginia has mandated that the only W-9 Form that is acceptable from vendors is the Commonwealth of Virginia Substitute W-9 Form, which is available in the Forms Index of the Financial Procedures Manual. Please note that the vendor needs to complete all sections of the W-9, including checking the appropriate box in the “Entity Classification” section. [This section is often overlooked by vendors.] Also, the vendor must sign and date the form at the bottom.

**Accounting Technology Contacts for Questions Related to Vendors**

If you have questions related to vendors and W-9s, please contact the following individuals in Accounting Technology:

- **General Vendor and W-9 Questions**
  - Sandy Pitchard
  - 8.2941
  - pitchase@jmu.edu

- **eVA Vendor Enrollment Questions:**
  - Brittany McKenzie
  - 8.2289
  - mckenzbt@jmu.edu
Travel Procedure Updates:

Please refer to Section 4215 “Travel” in the Financial Procedures Manual for complete descriptions of the following updates:

- Employees who conduct frequent, similar travel are no longer required to complete a travel estimate for each travel event. – Subsection .311
- Receipts are required for transportation costing more than $75 each instance, increase from $20. – Subsections .332, .335, .371
- A cost benefit analysis is required for occasional travel for distances over 200 miles, an increase from 100 miles. – See Personal Vehicle Mileage Rate Table
- Standard mileage rate is now $.54 per mile.
- A reason for on demand ‘for hire’ transportation is no longer required on the travel reimbursement voucher – Subsections .335, .371
- To ensure all travel meets the test of necessity, travel involving more than three employees from single agency to a single travel destination (domestic or international) must be approved in advance by either the Agency Head or designee. For domestic travel, such approval is made by the appropriate Senior Vice President, Associate/Assistant Vice President, Dean, or Associate/Assistant Dean. For international travel, the designee is the Senior Vice President of Administration & Finance. This includes travel of presenters as well as attendees. These provisions apply to daily and overnight travel. – Subsection .313

Deposit Transmittal Forms and Funds Transfer Request Forms

Please be sure that you are using the current forms (available in the Forms Index of the Financial Procedures Manual). It is very important that transactions which are coded to the same Dept. ID and Account Code be combined on one line on the form. If there are a number of payments being deposited with the same DTF, use the Explanation box to list the details for the various payments. (See the PDF of the PowerPoint presentation for examples of incorrect and correct preparation.)

Budget Revision Forms

- ALWAYS use the current form from the Budget Office website: http://www.jmu.edu/budgetmgmt/forms/index.shtml
- Budget Revision Forms are updated weekly. Updates include accounting changes to state and university accounts and departments and technical modifications and corrections.
- Outdated forms frequently cause various processing and accuracy issues, resulting in errors and processing delays.

If you have questions about preparation of a Budget Revision, please contact the Budget Office and they will be happy to assist you.