

FINANCE FORUM NOTES

October 18th and 19th, 2017

BUDGET REVISION WORKFLOW PROJECT

The Budget Office has been working on an electronic budget revision workflow within PeopleSoft Finance. When fully implemented the electronic process will improve accuracy and efficiencies, reduce processing time and improve communications. The project is now in the internal testing phase, and focus groups and frequent budget revision users will be asked for input.

Key features of the project are:

- Ability to view the status of budget revisions that are in process
- Ability to choose current fiscal year or NEXT fiscal year transaction
- Approvers can complete their approvals from any location via MyMadison
- Initiators can view budget revisions they've submitted
- Fiscal techs can view budget revisions for all departments for which they are fiscal tech
- Approvers can view budget revisions for all departments for which they are an approver.
- System will calculate Full-time personal services percentage-based benefits for you.

Security is tied to the current Signatory Authority process. Current budget sign-off authority is required to approve a budget revision. Beginning in January 2018, whenever a budget revision has been entered for a department, all of the individuals with Budget Authority will receive an email. Please review the individuals currently listed as having Budget Authority for your department and make any needed changes by submitting a Signature Authorization Form to Diana Dalrymple.

The go-live date for the Budget Revision Workflow is January 18, 2018. IT Training is working on user documentation and will be offering training sessions. As of July 1, 2018, there will be no more paper budget revision forms.

RETURNED CHECK FEE PROCEDURE

- Notice must be posted at all payment collection points stating "A \$50 fee will be assessed for any check returned by the bank." In the case of a payment activity marketed primarily online, the website for the activity is to include the text above.
- Assess a \$50 fee if a check is returned by the bank, and deposit the \$50 fee once collected to 100000 - 010570.
- The standard JMU Invoice form has been updated to include this statement. Be sure you are using the current form. Also, any documents used that relate to collection of funds must also include this statement.

FOOD AND BEVERAGE CERTIFICATION FORM

The Food and Beverage Certification Form (available in the Forms Index of the Financial Procedures Manual) must be completed when food and/or beverage are determined to be appropriate and are provided related to an official university business function. The form is not used in conjunction with employee reimbursements in ChromeRiver.

SPCC PROCESS CHANGES

The Small Purchase Charge Card program will begin utilizing a revised audit approach to be fully implemented in January 2018. Once fully implemented, cardholders will no longer need to scan and email their monthly reconciliation reports to the spcc@jmu.edu mailbox. Instead, SPCC staff will be auditing based on sampling and high-risk transactions rather than all transactions. SPCC staff will contact cardholders when there is a question about a transaction, and cardholders need to respond in a timely manner. Additionally, SPCC staff will be conducting on-site audits, and each cardholder will have an on-site audit at least once annually. All reconciliations still must be done monthly and documentation must be maintained in a file in the cardholder's department. Pilot groups will be using the new method beginning with the October statement. **Unless you have been identified as being in the pilot group, the current process continues as usual.**

Comprehensive SPCC training sessions are scheduled for the end of October. Sign up for these sessions via MyMadison:

- Tuesday, October 31 (AS3024) 9:00am-noon Highlands Room
- Tuesday, October 31 (AS3025) 1:30pm-4:30pm Madison Union Ballroom

PREPAID PAYMENT CARD REMINDERS

The quantity of prepaid payment cards allowed to be ordered is limited to the number reasonably expected to be distributed within 30 days.

The "Cash or Payment Card Sign-Out Sheet / Inventory Log" for cards is due to Cash & Investments 30 days after cards are picked up from the University Business Office. It is ok to send separate logs for separate dates or even send one log per participant.

There has been some confusion about the difference between student prizes and incentives. A random drawing to encourage participation in a survey or focus group is not a student prize; it is an incentive. Payment cards are not allowed for incentives (unless Sponsored Program). A student prize would be awarded for a competition that has specific rules and requirements for entry; for example, a public speaking contest, a computer coding contest, etc.

Failure to comply with requirements may result in department / researcher no longer being eligible for prepaid cards OR cash for participant payments, student prizes, etc.

PEOPLESOFT FINANCE SYSTEM UPGRADE

- The PeopleSoft Finance 9.2 Upgrade is going live on January 16th, 2018.
- The system will have an upgraded look and color scheme.
- All reports you run will need to be processed on the PSUNX server.
 - If you select the PSNT server it will not generate the report for you.
- All reports you run will need to be accessed through Report Manager.
 - Process Monitor will no longer have a link to the report.
- Certain reports had to be re-designed using a new report building tool.
 - Monthly Detail Report and SPCC Recon Report will have a slightly different look to them, but contain the same information they always have.
- Vendors are now called Suppliers.

CHROMERIVER UPDATE

JMU continues to work with ChromeRiver on enhancements to the system and JMU specific needs. If you're struggling when entering travel information in ChromeRiver, please call the travel staff in Accounts Payable. They will be happy to help you.

ChromeRiver user documentation, FAQs and training information is available on the Accounts Payable website at <http://www.jmu.edu/financeoffice/accounting-operations-disbursements/accounts-payable/chrome-river.shtml>. Open Labs have also been scheduled on Wednesdays at 1:30 pm in the IT Training Center. Check the schedule posted under the Training and Help link on the Accounts Payable webpage.

REMINDER – INAPPROPRIATE EXPENDITURE

Especially with the upcoming holiday season, remember that holiday decorations, holiday parties, retirement parties, gifts, etc., are not allowable expenditures.

REMINDER – UBO DEPOSIT PICKUP SERVICE

The University Business Office offers a deposit pickup service. When you have a deposit, you may email ubo-sign@jmu.edu no later than 8:00am on the day you are requesting a pickup. Pickup time cannot be scheduled as they have many stops to make and the stops change daily. Be sure others in your office are also aware of the deposit so someone will be available to hand off the deposit to the courier. Do not leave the deposit unattended.

2018 PAYROLL CALENDAR

The 2018 Payroll calendar has been posted on the Payroll webpage.