FINANCE FORUM NOTES
October 16th and 17th, 2019

LINK TO POWERPOINT PRESENTATION

IT SERVICE PORTAL

- The new IT Service Portal go-live date was October 17, 2019. The new portal is a "one-stop shop" for IT services. Old forms for requesting IT services have been retired. There are deep links from Computing Pages as well as from the Quick Login Page.
- The Project Initiation Questionnaire (PIQ) was retired effective October 17.
- The **Technology Solution Request** (TSR) is used for technology procurement
  - All technology procurements require a TSR – even renewals.
    - Exception - desktop software like Microsoft Office
  - New state rules mandate evaluation of all technology before it's procured.
  - Evaluation includes:
    - Classification of data stored/collected
    - Vendor evaluation – particularly cloud based
    - Security Risk Assessment/Operational Review
  - Plan for additional time for the evaluation process

- New forms for other requests:
  - Change to application
  - Remote access
  - Wireless expansion

- **Other Service Portal Features**
  - All IT Services in one place
    - Service Catalog View
    - Accounts and Access
    - Administrative and Business
    - Communication and Collaboration
    - Ask a question/report an issue – HelpDesk
    - My Tickets View
    - Approvals
    - New Employee Onboarding

PEOPLESOFT 9.2 UPGRADE

- Finance and IT will be implementing an upgrade that will change the look and feel of system navigation as 'Fluid Navigation' is introduced.
  - This is the same upgrade that is happening in the HR and SA systems.
  - The upgrade is scheduled to start at 5pm on Friday, November 15th, 2019.
  - All users will need to be out of the system at that time.
  - The upgrade should be completed on Saturday evening, November 16th.
  - Notification will be sent out to all system users on the FIN-NEWS list serv once the upgrade is complete and the system is accessible again.
- Fluid brings about changes to the look and feel of navigation within the system.
- IT has set up two open labs in the IT Training Center for anyone who would like some assistance with learning fluid navigation.
  - No sign up is required and spaces are available on a first come / first served basis.
    - Thursday, October 24th – 1:30pm to 2:30pm – ITTC 101

  - Monday, November 4th – 10:00am to 11:00am – ITTC 101
- On Friday, October 18th all finance system users will be unlocked in the FMV2 test environment and allowed to practice using the new navigation, use pages, and run reports as needed. This is completely optional and available to all users.
  - Go to https://it-fwebt856.pstest.jmu.edu/psp/fmv2/?cmd=login Login with your eID and password and proceed through DUO steps to access the FMV2 test environment.
  - Play around as you see fit!
  - Report any issues to Accounting Technology at 8/4866 or damerojm@jmu.edu

SIGNIFICANT FEDERALFORM W-4 CHANGES

- The Tax Cuts and Jobs Act passed in late 2017 was sweeping legislation. One specific change was the elimination of personal/dependency exemptions. The value of these exemptions was tied to the number of withholding allowances selected on the Form W-4. Therefore, the IRS is redesigning the form to eliminate allowances and to use specific dollar values in calculating withholding amounts.
- Prior versions of form W-4 will no longer be accepted after 1/1/2020
- References to Allowances have been removed and replaced with dollar values for dependents, other income, deductions, and extra withholding
- Existing employees will NOT be required to submit new form unless changes to withholding are requested
- Payroll Services is waiting on the new form to be finalized (in November) and waiting to see how PeopleSoft will incorporate the changes into HRMS (in December).
- In the meantime, Payroll Services will be meeting with the Human Resources and Student Employment offices over the coming months.
- We will continue to keep campus informed with any reminders and/or changes that result from the new form via the Payroll Services website, the HR Horizons newsletter, or the Finance Forum listserv.
- What can you do to prepare? Familiarize yourself with the following:
  - Draft Form (https://www.irs.gov/pub/irs-dft/fw4--dft.pdf)
  - IRS Tax Estimator (https://www.irs.gov/individuals/tax-withholding-estimator)
  - More information will be forthcoming as it is published by the IRS. Anticipate the final form to be made available by the IRS in November 2019

VEHICLE RENTAL

There has been some pushback recently from the Virginia Department of Risk Management involving some of the claims submitted by JMU related to vehicles. Specifically, they have attempted to deny damage claims if the state's **Enterprise Leasing** contract was not utilized. In an effort to mitigate this, we want to remind everyone of the "order of operations" as it pertains to rental vehicles.

1st – If your travel originates from Harrisonburg, you should be contacting Transportation Services to reserve a vehicle from the motor pool. In the event that the motor pool does not have a vehicle available, they will contact Enterprise Leasing to rent a vehicle for your use. They know to use the contract number provided by Enterprise. If an Enterprise vehicle is not available, the motor pool will document that and obtain a vehicle from another agency.
2nd – If renting a vehicle after reaching their destination, travelers should make every effort to utilize Enterprise Leasing. This also includes National Car Rental, as it was purchased by Enterprise. The state contract with Enterprise affords JMU many benefits, some of which are the inclusion of damage insurance, and the waiver of various fees (young driver, early return, etc.). In order to receive these benefits, we must provide the Corporate Contract Number – X Z 2 1 9 3 2 to the booking agents. In addition, when this number is provided to Enterprise, they know not to try and sell us the various products/services that are not reimbursable to the traveler. These include additional insurance coverages, GPS, prepaid fuel agreements, etc. We currently do not allow for these, and there is no change here. Non-JMU employees may not use this corporate contract.

Alternative Lodging

- Effective July 1, 2019, Va. DOA has prohibited 'reimbursement for the use of Airbnb or similar lodging alternatives'
- JMU is taking similar steps in an effort to limit the use; however we realize that exceptions may need to be granted.
- Exceptions will need to be approved in advance by the AVP, Finance and documented via a new 'Alternative Lodging Request Form' – available in the Forms Index of the Financial Procedures Manual.
    - Section 1 requests information related to trip/property details. Where do you want to stay, why are you going, and how long is the stay?
    - Section 2 gets at the purpose for the exception. Examples include group gravel involving student groups and extended international stays of 7 days or more. There is a section for "other" if your travel doesn't involve one of these two specific examples.
    - Section 3 requests a cost comparison. This should detail the costs associated with the alternative lodging, the costs associated with a traditional hotel/motel stay, and the net savings. Be detailed and thorough in your analysis.
    - Section 4 includes some reminders/certifications that travelers need to be aware of when requesting use of alternative lodging. These include reading property/location reviews. Are all of your requirements being met? If a traveler has a physical disability, is the property accessible? There have been situations in which a faculty member booked what looked to be wonderful accommodations only to find out that the place was a dump in an unsafe part of town. In these situations, if the traveler chooses to change locations, they will have to bear the cost of the initial booking. Remember also that unlike traditional hotel/motel stays that allow for cancellation within 24 hours of check-in, alternative lodging accommodations may have stricter policies and require payment for more than one night's stay upfront. Keep in mind that travelers cannot seek reimbursement until after their trip. Finally, if the travel is involved enough to allow for a direct billing situation, keep in mind that Procurement Services is required to review and sign off on all terms and conditions associated with the stay.

- In the case of Airbnb bookings made before this policy change, complete the Alternative Lodging Request Form for each situation. Under 'Other' in Section 2 "Exception Request Purpose", enter 'BOOKED ACCOMMODATIONS PRIOR TO OCTOBER 15TH POLICY CHANGE.'

Deposits

- Level III process change
    - Effective November 1, 2019
    - Departments will not deposit directly to Treasurer of Virginia Bank accounts.
    - Deposits of state funds will be to JMU account **WCLR**.
    - All DTF's go to University Business Office – including credit card deposits.
    - Financial Reporting will batch transaction reporting to interface with Department of Accounts.
    - Cash & Investments will transfer funds to Treasurer of Virginia weekly/as needed.
- New DTF's – replace ALL saved DTF templates with new templates from the Forms Index of the Financial Procedures Manual
- New State Funds Transfer Request form.
- Return all TV endorsement stamps to UBO for secure disposal after final 10/31 deposit.
- Confirm with UBO to determine if new endorsement stamp will be issued to your department.

Deposit Reminders

- All payment collection points must post a notice 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.

- Departments and individuals wishing to accept payments must be authorized to do so, in writing, by the Assistant Vice President for Finance.
- Departmental Deposits can be picked up by a University Business Office staff member and JMU police escort daily between 8:30-10:30AM. If your department has a deposit you would like picked up, please send an email to ubo-payments@jmu.edu by 8:00AM of the day you are requesting the pick-up. UBO cannot schedule a specific time for your deposit pickup. The number of stops varies from day-to-day and they do not know how long each will take. Be sure someone is in your office to give the deposit to the courier. If no one is there when the courier arrives, you will receive an email from UBO directing you to bring the deposit to UBO by 5:00 pm that day.

FINANCIAL PROCEDURES MANUAL UPDATES - INCENTIVES

- The list of examples of expenditures that are **improper uses of public funds** has been expanded. See Section 4205.320. https://www.jmu.edu/financemanual/procedures/4205.shtml#.320-expenditures-that-are-improper-charges-to-public-funds

- **Incentive based surveys** may be used as assessment tools for obtaining data considered mission-critical to the University, colleges and/or approved centers. Appropriate survey instruments, outcomes, and incentive distribution documentation is to be maintained by the department to support incentive expenditures. Non-monetary incentives with a de Minimis value and average cost to the University of no more than $10 per item, excluding setup charges and shipping costs may be purchased." https://www.jmu.edu/financemanual/procedures/4205.shtml#.391-incentives

- A **non-monetary** recognition award that is of nominal value (less than $100) may be given infrequently by the department to their students and employees. Examples of non-monetary recognition awards include: pencils, pens, desk items, cups and mugs and plaques, certificates and trophies, **honor cords or stoles:** purchased at a nominal cost to the department. Recognition awards **may only** be given based on specific, pre-determined **selective** criteria which is documented and maintained in department records either as departmental procedures or with the transactional records. The criteria cannot include normal job-related criteria expected to be met based on the position description and/or university, state, federal and affiliated organizational regulations nor should it include criteria that everyone in the same position/category/**organization** would fulfill. (Applicable to all recipient groups: students, employees, volunteers, etc.) Longevity awards are not to be given by departments as these are given by the University and coordinated by the Office of Human Resources.
  - **Cords/stoles/medallions for members of an entire group may not be purchased, as this does not meet the requirement for selective criteria that not everyone will fulfill. The University does not use state funds to cover student organization member expenses such as student organization fair supplies, cords, stoles.**
  - Gift cards **are considered monetary and** may not be given as recognition.
  - Criteria are required prior to approval being given for purchase.

FINANCIAL PROCEDURES MANUAL UPDATES – OUTGOING SPONSORSHIPS

- An Outgoing Sponsorship Justification Form, which includes a written statement detailing the benefits the university will receive and how the sponsorship supports its mission, must be approved prior to the start of sponsored activity.
- Electronic form accessed from the Forms Index of the Financial Procedures Manual. Complete all fields and submit. Include your email in the box provided if you want a copy of the submission

confirmation. The form will be routed to the approving authority and the iis.finance@jmu.edu mailbox.

- Must result in a tangible benefit to the university.
- Must be quantified financially.
- Must align with the university mission.
- Must align with the university brand
- Must equal or exceed cost of sponsorship

- Academic Unit Heads/Directors/Approving Authorities responsible

- Outgoing Sponsorships
  - May not involve sponsorships of individuals, including employees, for participation in personal fundraising activities or events
  - May not include sponsorships that include alcohol with admission tickets to be paid for with state/university funds
  - May not utilize symbols or copyrights not owned by the university, unless written permission is obtained by the owner of said copyright
  - May not violate the Conflict of Interest Policy 1106
  - May not include expenses for these university-sponsored events:
    - Retirement or going-away parties, entertainment expenses, holiday décor, alcoholic beverages & related expenses, charitable contributions, gifts & flowers, civic activities/events
- Outgoing Sponsorship Limits
  - $1,000 state department id# or $2,000 local department id#
- Requests must be submitted and approved ***prior*** to commitments or payments being made.
- Sponsorship requests submitted after the event has occurred will not be approved.
- Outgoing sponsorships approved that exceed the total allowable university levels may be submitted to the JMU Foundation for the difference.
  - The JMU Foundation Outgoing Sponsorship approval process remains unchanged. (Copy Tish for approval)

SPCC Reminders

- **$10,000 Single Transaction Limit** effective 9/16/19
  - See emails from Procurement, SPCC & Finance Forum listservs of 9/9/19
  - Seek out Certified Micro Small businesses or vendors already on approved Term Contracts first for $10K and under, documentation in department files showing efforts to source with Certified Micro Small Business
    - Further Questions should be directed to Procurement
    - STL above $10K or Total Monthly Limit still require the same process for increase exceptions
- **VISA Surcharges**
  - Presented at April 2019 Finance Forum
  - Merchant/vendor must notify VISA and acquirer in writing 30 calendar days before assessing a US Credit Card Surcharge
  - Must disclose at point of entry and point of transaction that surcharge will be assessed

- **VISA Convenience Fees**
  - Charged for convenience in the form of an alternative payment
  - Added only in card-absent environment
  - Charged only by the merchant that provides goods or services to the cardholder
  - Disclosed clearly to the cardholder for convenience and before completion of transaction
  - As a fixed/flat fee, regardless of value of payment due
  - Included as part of the total amount of the Transaction and not collected separately
  - Not charged in addition to a surcharge
  - Not charged on a recurring transaction or installment transaction

Sales Tax Exemption Reminders

- Sales Tax Exemption on Food Purchases
  - Presented at April 2019 Finance Forum
  - Tax exempt when paid for with SPCC (JMU is tax exempt)
  - Must provide vendor with sales tax exemption form prior to initial purchase
  - Papa John's requires cardholder to register phone number prior to purchase in order to realize sales tax exemption purchase.
  - If not sure, check with the vendor first!

ChromeRiver Reminders

- **ChromeRiver Vendor Enrollment Form**
  - Please fill out all sections of the form.
  - Do not submit a student's SSN. Use their SA number instead.
  - Do not complete form for an external participant on a business meal that is being entered on another person's expense report.
    - That participant's name can be typed into the Chrome River expense report as an external person, and they do not need to be loaded into the system as a Non-Employee Vendor since they are not the ones being reimbursed.
- **Approving Expense Reports and Pre-Approvals**
  - Reminder for you to take back to your faculty (especially new employees):
  - Approval of expense reports and Pre-Approvals can be done within Chrome River and not always by email. There may be a reason they want to log into Chrome River to evaluate the expense report or Pre-Approval.
  - The Accounts Payable website under the Chrome River System link has training and help documentation. https://www.jmu.edu/financeoffice/accounting-operations-disbursements/accounts-payable/chrome-river.shtml
  - Provide all approvers as much information as possible on an Expense Report or Pre-Approval. There are so many places to add comments about the trip, even down to the expense line items. Give more information than you think you need to provide. You know what is going on with the trip where the approvers may not. This will help save time and provide a faster reimbursement.
  - A special reminder on Pre-Approvals; put all the detail trip information in the Business Purpose on the Header of the Pre-Approval. It holds a lot of information. Unfortunately, comments or line item comments do not show up on the approval emails where the Business Purpose does.

JMU Vendor Checks – What Do They Look Like?

Some JMU checks are printed in the office of Cash & Investments. The majority of vendor payment checks are printed and mailed by Wells Fargo Bank. A file is produced during Accounts Payable payment processing that contains data on the checks. Cash & Investments securely transmits that file to the bank, and the bank produces the checks. For images of how the different types of checks look, access the pdf of the Finance Forum presentation (link at the beginning of these notes.)

Reminder – Participant Payment Worksheets & Payment Card Sign-Out Sheets

- Sign out sheets / logs due within 5 days of distribution
- In all situations, must be submitted no later than January 10th for the prior calendar year so they can be included in 1099 tax reporting if applicable.
- Send to Cash & Investments, MSC 5711

JMU Invoice Form Updated

- Set up in portrait orientation (instead of landscape) so it can be folded to fit in a window envelope
- Invoice fields are still the same
- Available in the Forms Index
- If you have the older version saved, you may still use it if you prefer