

## **FINANCE FORUM NOTES**

**October 27<sup>th</sup> and 28<sup>th</sup>, 2021**

### **[LINK TO PDF OF POWERPOINT PRESENTATION](#)**

#### **NEW EVA**

- Plan ahead and place orders for goods and services required to get you through the first few weeks of January 2022
- Plan not to use new eVA until January 10<sup>th</sup>
- Transition Guide under development and will be shared
- Video How-To Guides will be available
- New eVA Communication archive: [jmu.edu/procurement/eva](http://jmu.edu/procurement/eva)
- Help available: [AskeVA@jmu.edu](mailto:AskeVA@jmu.edu) or 568-4382
- Recommended requisition submit deadline is December 13 2021.
- Go live scheduled for January 3<sup>rd</sup>, campus access to begin week of January 10<sup>th</sup>
  - eVA open labs planned for January 10<sup>th</sup> – February
  - There will be bumps along the way, will continue to be a work in progress
  - Known:
    - EP changes to PO
    - PR changes to REQ
    - PCO stays PCO
    - Copy changes to Duplicate
    - Converted POs won't allow for change order
    - Ad-hoc vendors will not convert
    - Blanket orders under \$50,000 need to be closed out by December 13<sup>th</sup>
      - Does not apply to leased copier EPs, will continue to use existing EP for SPCC Recon

#### **OFFICE OF BUDGET MANAGEMENT**

- Staff listing shared
- FY22-23 Budget Development Process reviewed
  - Verification of Reporting Authority is not the same as signature authority, related to budget responsibility
  - Internal Rent Verification cross-referenced with Facilities Management and Space Management this time
  - Contractual obligations are the focus of Cost-to-Continue items this cycle
  - Full-time salary verifications are the most important segment of Winter Budget Packets
- Equipment Trust Fund overview
  - Departments that qualify are in divisions of Academic Affairs and Information Technology
    - Early purchasing allowed for items previously approved and purchased starting mid-August
    - Pending purchases cannot be made until SCHEV approval is received, typically in December
- FAQs
  - Qualified equipment purchases must be greater than \$500, stand-alone and used for instruction or research
  - Must be received and tagged by June 30<sup>th</sup>
  - Surplus requirements are 7 years with the exception of computers (3 years) and servers (5 years)

## SPCC WORKFLOW TIPS

- SPCC Training Guide available online at: [https://www.jmu.edu/financeoffice/files/cash-investments-files/SPCC\\_Workflow\\_Forms\\_Training\\_Guide.pdf](https://www.jmu.edu/financeoffice/files/cash-investments-files/SPCC_Workflow_Forms_Training_Guide.pdf)
  - Refer to this for procedures
  - All cardholders now have access to PeopleSoft Finance
  - Daily email reminder for items in approval queue
- When submitting single transaction limit increase or exception requests you can add attachments such as approved contracts, invoices or approval emails.

## SPCC ONLINE RECONCILIATION

- Coming in January 2022 starting with the January 15<sup>th</sup> Bank of America SPCC statement
- Test users throughout campus will be given access to the demo database, currently under construction
- In-person training will be offered, tentatively scheduled for mid-November and mid-December
  - Specifics will be provided via listserv in the coming weeks
- Cardholders, reconcilers (Proxy Reconcilers) and Approvers will use the Online Reconciliation process within Bank of America WORKS.
- Receipts must to be attached to each transaction prior to approval.
- Daily interface of reconciled items will be uploaded to budgets within PeopleSoft Finance to reflect more current financial information
- Bank of America monthly statement will still be paid by JMU Finance once a month only
- Approved transactions with attached receipts will decrease quantity of follow up emails from Cash and Investments staff

## SPCC REMINDERS

- Please make an appointment by emailing [appa@jmu.edu](mailto:appa@jmu.edu) prior to dropping by Cash and Investments to pick up a card or drop off documentation to ensure staff availability to assist you.
- Most recent audit activity has failed to confirm compliance with requirements for GL Memo Statements to be on file along with signed and dated Coversheets. ***This is mandatory.***
- Please submit questions to the [appa@jmu.edu](mailto:appa@jmu.edu) mailbox to ensure timely response.

## ANNOUNCEMENTS AND REMINDERS

- Optional travel insurance, including flight insurance or additional cost of refundable tickets for domestic flights, are not allowed:
  - FPM 4215.312, 4215.335, and 4220.610
- Effective January 2022, Chrome River will not be accessible using Internet Explorer
- If asked for sensitive data related to payments via PayPal, do not provide the requested information

## CASH AND INVESTMENTS

- Several staff changes have occurred since the spring of 2021, contact information in PowerPoint
- Please submit transactional research or general questions to [iis.finance@jmu.edu](mailto:iis.finance@jmu.edu)