

FINANCE FORUM NOTES

January 26, 2023

[LINK TO PDF OF POWERPOINT PRESENTATION](#)

EVA UPDATES AND REMINDERS

- Jeremy Good, Procurement Services provided a demonstration including how to update your SPCC cardholder information in eVA, attaching an SPCC to an order and associating an SPCC with an order.
 - Please reference <https://www.jmu.edu/procurement/eva/index.shtml> to access the New eVA Transition Guide and contact askeva@jmu.edu with questions
- Jeremy also communicated that the eVA Exclusions were recently updated, with the most significant change being the elimination of Exclusion 14. Please be sure to review the current list: https://www.jmu.edu/procurement/departmental-guide/eva_purchase_exclusions.pdf

SPCC REMINDERS AND UPDATES

- Abstract fees related to conference travel may be coded to eVA exclusion 02 and requires inclusion of the conference information when reconciling in BOA Works. If not related to travel, use exclusion 08.
- Bookstore purchases should be made with the SPCC and not charged to a department ID#. These purchases must be allowable state expenditures. Purchase of office supplies or computers from the bookstore require written approval from Procurement.
- All SPCC Exception Requests are to be submitted via the SPCC Workflow Forms process.
 - Routing is then to supervisor (may take up to 3 hours to move from Finance to MyMadison for supervisor to approve).
 - Please allow up to 3 business days for requests to be approved by all parties.
 - Training guide is available: [Finance Office: Small Purchase Charge Card Program - JMU](#)
- Most common reason for flagged transactions in BOA Works:
 - Missing or incorrect eVA information, not clearing from 130900, missing or incorrect itemized invoices/receipts

- Tell the story of the transaction with your description and documentation. The more information you provide, the less likely the transaction will be flagged for clarification or justification.
- After the cardholder or reconciler and approver sign off, Cash & Investments batches those transactions daily and then reviews each transaction and related data.

AP & ACCOUNTING TECHNOLOGY

- Vendor Invoices are to be remitted directly to AP: [4205 - Expenditures - JMU](#)
- Confirm orders placed with your SPCC actually post to your card.
 - **BE SURE YOUR SPCC IS SELECTED WHEN ORDERING IN EVA**
- New vendors cannot be paid by AP until they are established in the state vendor system and this is initiated using the completed W-9. Working with your vendor and explaining that the IRS form is not acceptable will save significant time when the payment is to be made.
- An Accounting Voucher is required for all vendor invoices without an eVA PO# as well as all International AP Wire Payments.
 - [4205 - Expenditures - JMU](#)
 - International Wire AV's are sent directly to Cash & Investments
- Accounting Voucher and Receiving Report templates have been updated and need to be used effective immediately.
 - Printed name line for approver has been added to both forms.
 - Outdated forms will not be accepted after 2/17/2023
 - [1020 - Forms Index - JMU](#)
- Chrome River Non-Employee Vendor Enrollment form was updated 12/6/22
 - **SSN'S ARE NOT TO BE INCLUDED FOR STUDENTS, PLEASE USE STUDENT ID#**
- Use the current COVA W-9 Request for Taxpayer ID Number and Certification when providing JMU's W-9 to a payer. The updated form no longer includes the DUNS number but does include the Unique Entity Identifier UEI.
- Do not edit finance forms.
 - Unauthorized edits may result in reject of forms and delayed processing.
- The Monthly Detail Report has been modified to include Budget Transaction Workflow number

ANNOUNCEMENTS AND REMINDERS

- Please send prepaid card communications to PrepaidCards@jmu.edu and not to the iis.finance@jmu.edu mailbox.
- Send all SPCC communications and questions (not exceptions) to the appa@jmu.edu mailbox and not to individual staff members to ensure timely response.
- The requirement to use Aramark or receive a written exception from Aramark for purchase of food at local food stores has been revised from \$50 to \$100: [4205 - Expenditures - JMU](#)

Q & A FOLLOW UP

- Sourcing questions should be directed to Procurement: askeva@jmu.edu and allowable purchase questions should be directed to Finance.
- When reconciling in BOA Works, eVA information is required 1st for all transactions, then the applicable PO#. The PO document is not required but attaching it may eliminate follow up questions from Cash & Investments when reviewing the related transaction.
- Delivery receipt/ticket from partially completed TSRC orders are required for each delivery and if you do not receive one with delivery please email or call the TSRC point of contact, they can provide it to you.
- Book purchases from vendors other than bookstore, but from a contracted vendor should only be questioned related to the quantity of books purchased, how they will be used and possession of the books.