



October 2025 Financial Monitor

As we welcome the end of the fall semester, the Division of Finance and Treasury at Montclair State University is here to support your department in managing your business needs efficiently and effectively.

Whether you're making purchases, submitting travel reimbursements, reviewing budgets, or onboarding new suppliers, our team is ready to help.

- [ACCOUNTS PAYABLE](#)
- [GENERAL ACCOUNTING](#)
- [GRANTS ACCOUNTING](#)
- [PROCUREMENT SERVICES](#)

Accounts Payable

Announcement: New Self-Service Options for Travel Card and External Committee Member Requests

Accounts Payable continues to improve efficiency by offering self-service options in Workday for both Travel Card and External Committee Member (ECM) requests. ECM requests are used only for reimbursing expenses for non-employees. To create either request, type "Create Request" into the Workday search bar. **This is now the only way to submit Requests for External Committee Members and Applications for Travel Cards.** Manually submitted PDF forms will no longer be accepted.

Please note that submitting an ECM request requires the Cost Center Finance Specialist role.

Budget Check Status

Items that do not pass budget checks will remain in the submitter's inbox for correction. Please make any necessary updates by the end of the month.

Accounts Payable is unable to resolve budget issues directly. For assistance, please reach out to your Cost Center Manager or budget liaison.

Documents that remain unresolved will be canceled during the first week of the following month.

If Accounts Payable encounters an invoice that did not pass budget check linked to a purchase order, the document will be canceled and the invoice returned to the requester for follow-up.

Expenses Hub

The Expenses Hub in Workday is available to all employees and serves as a centralized tool for managing and tracking:

- Spend authorizations
- Expense reports
- Corporate card transactions
- Receivables, including cash advances and personal charges

Employees can also use the Hub to create new spend authorizations and expense reports, as well as to access key reports and policy information in one convenient location.

Invoice Match Exceptions

When an invoice enters match exception status, requesters will receive a notification in Workday. One of the most common causes is missing or draft receipts, which must be corrected before payment can be processed.

Please ensure all receipts are completed and properly attached. Receipts without attachments remain in draft status, preventing the associated invoice from being paid.

As a reminder, receipts must be created **immediately** upon receiving goods or services to avoid delays in processing and payment.

If an invoice includes pricing differences and you wish to authorize payment despite the difference, please contact updatevoucher@montclair.edu. Any pricing issues that you do not wish to authorize must be disputed directly with the supplier.

Match Exception Reasons

Reason	Resolution
01 - Receipt is missing for purchase order line	Create receipt or correct draft receipt
02 - Invoiced quantity exceeds receipt quantity against purchase order line 2% variance	Notify updatevoucher@montclair.edu if the invoice should be paid as invoiced, or contact supplier to get corrected invoice.
03 - Invoiced quantity exceeds quantity ordered on purchase order line 2% variance	Notify updatevoucher@montclair.edu if the invoice should be paid as invoiced, or contact supplier to get corrected invoice.
04 - Invoiced unit price exceeds purchase order unit price - Lessor of 2% or \$500	Notify updatevoucher@montclair.edu if the invoice should be paid as invoiced, or contact supplier to get corrected invoice.
05 - Extended invoiced amount exceeds receipt amount against purchase order line - Lessor of 2% or \$500	Notify updatevoucher@montclair.edu if the invoice should be paid as invoiced, or contact supplier to get corrected invoice.
06 - Extended invoiced amount exceeds ordered amount against purchase order line - Lessor of 2% or \$500	Notify updatevoucher@montclair.edu if the invoice should be paid as invoiced, or contact supplier to get corrected invoice.
07 - Total Amount Variance	Notify updatevoucher@montclair.edu if the invoice should be paid as invoiced, or contact supplier to get corrected invoice.
08 - Invoice and PO Header Level Freight Amount Variance - \$500	Notify updatevoucher@montclair.edu if the invoice should be paid as invoiced, or contact supplier to get corrected invoice.

Punchout Invoices

All invoices for punchouts are sent directly to Accounts Payable from the supplier. Please do not send your copy of the invoices or packing slips to invoices@montclair.edu. Any questions about Gourmet Dining invoices should be addressed to MSUcatering@montclair.edu.

Punchout Returns

Before returning any items to Amazon or any other punchout supplier, requesters must create the return in Workday. Without this step, purchase orders may close before the supplier issues a credit, causing significant delays. Instructions on creating returns can be found in the [Procurement Lifecycle job aid](#).

Review and Clear Draft Documents

Please ensure that all draft documents are either submitted or canceled in Workday.

This is especially important for Expense Reports containing credit card transactions, as leaving them in draft status can cause errors and create compliance issues. Any draft Expense Reports remaining at the end of the month will be automatically canceled.

You can locate draft Supplier Invoices and Expense Reports by using the Workday "Find" reports feature.

If you need assistance, please contact Workday Customer Care.

Sending Documents to Accounts Payable

Sensitive information, including Social Security numbers contained on supplier forms and W9s, should never be sent to Accounts Payable.

Workday GSA ([U.S. General Services Administration](#)) Per Diem Updates

Workday Expenses has been updated to include GSA county listings for per diem, non-per diem, and multi-day per diem expenses within the Continental U.S.

If a specific city is not listed, please search by county instead. For example, Paramus, NJ does not appear in the GSA table, but Bergen County does.

Remember, not all cities and counties are listed. If the applicable city or county is not listed, you must select "other." This will give you the standard GSA rate. For example, neither Sparta, NJ nor Sussex County, NJ is listed. In this case, you would select "other."

Workday Training

There is training available for many Workday tasks, including the following:

- Workday Expenses & Travel Card
- Key Montclair State Procurement Policies
- Procurement Card Training and Refresher
- Workday – Procurement Lifecycle (Requisitions, Purchase Orders, etc.)
- Overview of the Supplier Create Process

You may register for any of the classes [HERE](#).

General Accounting

Announcement: New Workday Request for Customers and Customer Invoices Coming Soon!

A new Workday request framework for customers and customer invoices is currently in the final stages of development and testing. This new functionality in Workday will help our organization reduce email volume and streamline the request process.

Available Now: Workday Request Job Aids

There are many job aids for Workday Requests already available for your use, including job aids for Requests for New Cost Center, Gift, Activity, Revenue Category and Touchnet uStore/uPay.

Instructions on how to complete the Workday Requests are posted on the [Finance and Treasury website under Workday Resources - Job Aids](#). The job aids are also available directly in Workday under Workday Resources - General Accounting Job Aids.

Multi-Year Lease Agreements

Multi-year lease agreements require a dedicated Activity Worktag, which can be requested in Workday by submitting a Request for Activity Worktag. New lease agreements should be forwarded to the General Accounting department for recording, by sending an email to George Aviles, Senior Accountant, at aviles@montclair.edu.

Spend categories related to lease agreements are: **SC0075 IT - Copiers - Capital Lease, SC0076 IT - Workstation/Computer - Capital Lease, SC0565 Capital Lease - IT Server/Storage Infrastructure, SC0140 Capital Lease - Laundry Equipment and SC0448 Capital Lease - Offices.**

Multi-Year Contracts for Software Agreements

Multi-year software requisitions require Accounting Department approval in Workday. "Multi-year" indicates that the services are part of a contractual obligation with specified terms **extending beyond one year**. Please ensure a signed and executed contract that identifies the agreement terms is attached in order to prevent approval delays.

For multi-year software requisitions, please use the following spend categories:

SC0584 - Software as a Service (Cloud)

SC0583 - Software as a Service

If you have any questions or need assistance in identifying multi-year software license agreements, please send an email to George Aviles, Senior Accountant, at aviles@montclair.edu.

Notification for Incoming Funds

Please complete the Workday Request for Incoming Funds Notification when payments to your department are expected to be received electronically via a wire or ACH.

Grants Accounting

New Requirement for Grant Expense Reimbursements in Payment Management Systems (PMS) & Automatic Standard Application for Payments (ASAP)

Due to new federal policy, any payment request for grant expense reimbursement submitted through Payment Management Systems (PMS) or Automatic Standard Application for Payments (ASAP) must now include a detailed written justification. The review process may take up to two weeks for federal approval before funds are released.

This change stems from Executive Orders 14222 & 14332, which introduce new controls over how funds are reimbursed to federal grant recipients. These orders are designed to strengthen the management, transparency, and accountability of federal grants.

Grant Expense Validation

An email notification will be sent during the month of November for Expense Validation for periods through 09/30/25.

Montclair State University requires Principal Investigators (PIs) with sponsored projects to validate all expenses, including payroll, using the PI Expense Validation Report in Workday. This process ensures consistent financial reporting and facilitates communication with your Grant Accountant. Principal Investigators must regularly confirm both employee compensation and all grant-related expenditures for the reporting period.

Procurement Services

Procurement Card (P-Card) Request Process Now Within Workday

Requesting a P-Card has been automated within Workday through a defined workflow which provides visibility into the request process, effective as of October 15th. The P-Card Request Job Aid has been created to provide guidance regarding this new process, which is listed on our website's [P-Card Program](#) page.

Questionnaire for Requisitions Worklet Process Improvement

Questionnaires are utilized within the requisition process to collect required contract information from requesters and must be completed to trigger the approval process. The questionnaire process has been modified to allow requesters to access the questionnaire within the requisition worklet (the same page where you create/start the requisition process), in addition to continuing to process it through your inbox. The Requisition Worklet Job Aid and Workday Procurement Life Cycle Job Aid have been updated to reflect this change and are listed on our website's [Procurement Training Guides](#) page.

UNC # 1591 - Digital Printing & Photocopying Punchout with KM Media Group LLC dba One Source Solutions

In conjunction with University Communications and Marketing, Procurement Services has implemented a punchout catalog for digital printing services within Workday. This punchout contains various flyer and newsletter templates in which departmental users can customize its content through the supplier's website. The One Source Solutions Job Aid provides detailed instructions on procuring from this punchout and is listed on our website's [Active Suppliers Contracts](#) page.

University Contracts (UNC#) Requisition Type

The "University Contracts (UNC#)" requisition type must be selected for all requisitions with a Procurement Services assigned contract number, regardless of dollar value (except in the case of punch-out catalogs). "1 Quote" is often selected for smaller dollar value requisitions that are procured under a University Contract in error. Selecting the correct requisition type will lead to faster processing and help ensure that the University is receiving all goods or services in accordance with the terms and conditions of the contract being procured from. The Requisition Type Methodologies Guide provides additional guidance, and is listed on our website's [Procurement Training Guides](#) page.