



February 2026 Financial Monitor

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, or onboarding new suppliers, our team is ready to help.

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

Accounts Payable

Amazon 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 on page 65 of the [Procurement Lifecycle job aid](#).

FOS Tours: Travel Made Easy

If you are booking complex or group travel for the University, use FOS Tours – no expense report required. FOS Tours is the University's contracted travel agency. FOS travel agents will help streamline the process of booking your travel plans.

Benefits include:

- Dedicated Agent for travel coordination and bookings
- Potential discounts
- Streamlined invoicing
- Direct billing to University budgets

FOS Tours offers flexible hotel rates and travel insurance as well.

To book, simply contact FOS Tours, select your travel option, and provide traveler and cost center information, standard fees apply.

- Office phone: 516-937-7757
- Cell phone: 516-754-4901
- Email: info@fostours.com

Reminder: travelers should always adhere to [University Travel Policy](#).

Gift Cards are Taxable

Any gift cards given to employees—including student employees—are considered taxable income and must be reported to Payroll.

Please ensure all gift cards are documented and reported promptly to remain compliant with IRS regulations.

International Visitors

If you are inviting an international guest who will receive payment (such as an honorarium or other compensation), they must go through Sprintax to check tax treaty eligibility.

- International guests cannot receive payment without this review.
- Without an ITIN, Montclair must withhold 30% tax.
- Travel reimbursements are typically exempt.

All international visitors receiving compensation must follow this process to ensure compliance with U.S. tax and immigration regulations.

Click [here](#) for more information regarding international guests at Montclair State University.

International Wire Transfers

When paying an international supplier via wire transfer, it is essential to attach the [Wire Transfer Form](#) from the Accounting website. A missing Wire Transfer Form creates payment delays and compliance issues, so please ensure it is included every time you submit a wire transfer request.

Monthly Close Reminder

Supplier invoices and expense reports that fail budget checks will remain in the submitter's inbox for correction. Please review your submissions and make any necessary updates before the end of the month. Acting promptly ensures your expenses are processed on time and keeps your department's accounts accurate.

Any documents still unresolved by month-end will be closed as part of the monthly closing process.

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

Travel Cardholders: Clear Up Your Expense Report Drafts

If you have unresolved Expense Reports in Workday, they can cause your travel card to be suspended or revoked. Please clear up your Expense Report drafts.

How to delete an Expense Report draft in Workday:

- Log in to **Workday**.
- Click the **☰ menu icon** on the left to open the **Expenses Hub** under the **Personal** category.
- Select **Expense Reports** to see all your reports, including drafts.
- Select a **Draft Report** to delete.
- Click **Actions** (top right).
- Select **Cancel** and confirm when prompted.

If you need further assistance, please contact [Workday Customer Care](#).

General Accounting

Accounting Adjustments and Accounting Journals

Accounting adjustments are used to reassign an actual expense by changing the associated worktag, either within the same department or between two departments. Accounting adjustments are available for expense reports, supplier invoices, and p-card purchases. If an accounting adjustment is not available, an accounting journal can be used to reassign an actual expense or to reassign revenue.

Instructions on how to process accounting adjustments and journals can be found at the links below:

- [Accounting Adjustments](#)
- [Accounting Journals](#)

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. The new framework is expected to be released in February 2026. This new functionality in Workday will help our organization reduce email volume and streamline the request process.

Available Now: Workday Requests

There are many Workday Requests already available for your use, which include:

- Activity
- Cost Center
- Gift
- Notification for Incoming Funds
- Revenue Category
- 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.

All new lease agreements should be forwarded to the General Accounting Department for recording. Please submit them via email to George Aviles, Senior Accountant (avilesg@montclair.edu), and Omar Trimino, Senior Accountant (otrimino@montclair.edu).

Software Agreements for Multi-Year Contracts

Multi-year software requisitions require Accounting Department approval in Workday. "Multi-year" stipulates 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.

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

Grants Accounting

Cost Transfers

Federal policies on cost allocation for federally sponsored awards are outlined in [2 CFR 200, Section E](#), including guidelines for transferring charges to and from federally sponsored projects.

Key points to remember regarding cost transfers:

- Allowed only for specific reasons, such as clerical errors or unallowable charges.
- Should be processed within 90 days of the original entry.
- Should not be used to cover end of project surplus.
- Costs should be allocated consistently and appropriately throughout the project lifecycle.

Expense Validation

Expense Validation for the period 10/1/2025–12/31/2025 will be initiated with an email to PI's in February.

Monitoring sponsored funds from award setup through closeout is critical to ensure compliance and accountability. Regular reviews during the 90-day cost transfer period help identify and resolve issues.

Best practice:

- Confirm all costs are allowable, allocable, necessary, and reasonable under Sponsor and University policies before incurring expenses.
- Keep clear documentation for payroll, direct and indirect expenses, cost sharing, and subaward monitoring.

Procurement Services

Workday Strategic Sourcing Go-Live, 1/29/2026

Go-Live: Procurement Services is pleased to announce that **Workday Strategic Sourcing (WSS)** is live effective Thursday, January 29th, 2026. WSS provides a unified electronic platform for various procurement processes, including contract management, bidding events, and related requests.

This new Workday system offers the following key benefits and features:

- Establish a standardized electronic intake process for various requests, including procurement contract reviews, waiver processes, and sourcing events.
- Provide transparent workflows with visibility into the status of procurements and contracts. Once a project or contract is routed for approval via automated workflows, the requester can quickly see where the request is in the approval process and which approvals are pending.
- Provide a centralized repository of procurement-related contract documents through role-based permissions for all new contracts, resulting in easier management.
- The ability to integrate contracts created within WSS with Workday core, streamlining the requisition process by ensuring the contract is tied to the payment and tracking spend against the contract.
- Other benefits include streamlined processes, reduced processing time, elimination of paper-based processes, a simplified user experience, and improved collaboration.

WSS Request Types: WSS must be utilized moving forward for the following requests. All of the former paper-based forms have been removed from the Procurement Services website as they are no longer applicable:

- [Sourcing Event \(Bid or RFP\) Initiations](#) for bidding processes managed by the Procurement Services Strategic Sourcing Team (replaces the Bid Initiations Forms)
- [Delegated Waiver of Advertising or BOT Resolution Requests](#) (replaces the Waiver of Advertising Form); and
- [Procurement Contract Requests](#) (replaces the CAS Form).

Job Aid: The [WSS Stakeholder Job Aid](#) outlines how to access WSS, the various intake requests from start to finish, and should be used as a reference point. The Job Aid can also be obtained directly within WSS under the Business Purchases page.

Procurement Trainings

Procurement Services has developed several new trainings that will be offered regularly. All of these trainings relate to WSS as intake processes occur within WSS:

- **Workday Strategic Sourcing (WSS)** - Provides an overview of the system layout, how to submit various requests (contract review, sourcing events / RFPs, or waivers of advertising and BOT requests), track approvals, and access all of their projects or contracts.
- **Procurement Contract Process Overview** - Provides a detailed overview of the Procurement Contract review process, including when a procurement contract is required, what to review before submitting a request, and the workflow through contract execution.
- **Bidding Process Overview** - Provides a detailed overview of the bidding processes from start to finish, including how to develop a Scope of Work that clearly defines all tasks, services, and deliverables a contractor must perform, which is essential to ensuring project goals are fulfilled.
- **Delegated Waiver of Advertising Process Overview** - Provides a detailed overview of the delegated waiver of advertising process, including the requirements and a step-by-step breakdown of the process.

You can register for these trainings at [Finance's ITDS Training Portal](#), as well as other trainings, including an overview of all Procurement Policies, a P-Card Training, a Supplier Create Overview, and a Procurement Lifecycle Training. We encourage you to register for training sessions to help ensure a smooth transition to using WSS and to learn more about the procurement processes. All training materials are located on our [Procurement Training Guides](#) page.

Non-Procurement CAS Form

All procurement-related contracts must be initiated within WSS. These requests were previously initiated through the CAS Form, which has historically been housed on our [Forms & Information](#) page. To avoid disruption, we have revised the CAS Form to a [Non-Procurement Contract Approval Sheet](#) for contracts that do not involve a procurement or purchase aspect, such as academic service and affiliation agreements, grant and research agreements, or fee-for-service agreements.