✓ *AP Update*

IMPORTANT DATES:

January 21
January BPC Payment Vouchers Due

January 23
Accounts Payable Eforms Training 9:00-11:00 am
https://dfs.k-state. edu/events/register.aspx

NEW: PAYMENT AND DEPOSITORY RESOURCE TOOL

One of my 2014 goals is to continue to create tools and resources for payment transactions that are useful to the KSU campus users. I am excited to unveil a new website tool designed to help users who are new to our campus or to assist existing users needing a refresher. The Payment and Depository Resource Tool (http://www.k-state.edu/finsvcs/procuretopay/index.html) reflects common business processes in the vendor payment process.

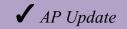This resource site is intended to be a quick reference guide and highlights areas such as:

- How to gain access to University financial systems, such as Eforms, FIS, and CASHNet

- Where to sign up for training or to receive listserv notices

- Highlight links to common vendor/supplier questions starting with Selecting a Contractor to Paying a Contractor

- Provide links to assist in answering unique payment questions that might arise including payments to research participants, international partners, and how to utilize the KSU Business Procurement Card (BPC)

- Include links with information regarding depositing funds

http://www.k-state.edu/finsvcs/procuretopay/index.html

Please share this site with others in your department as you see best. As always, I greatly appreciate the continued feedback and suggestions from all of you so that we can continue to provide the best services.

Memory Buffington
Assistant Director Accounts Payable
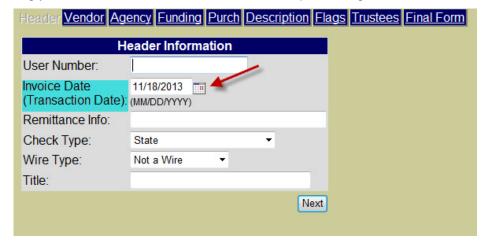
Invoice Date Requirement

A recommendation made by many campus users was to eliminate the requirement for encumbrances at year-end time. We have explored options for accomplishing this request and look forward to having one of the options in place before the close of this fiscal year.

In order to accomplish the goal of no longer requiring encumbrances, the Accounts Payable office will be more diligent in verifying that the invoice date listed on the invoice is the date entered in the invoice date box on the Header tab and begin asking you to correct inaccurate information before processing.

Accounts Payable

Contact Information

532-6202

Most all document preparers are doing an excellent job of entering this information accurately, but some confusion may arise in special situations. Below are some of the common situations you may incur and how to proceed:

- Multiple Invoices: Use the date of the oldest invoice as the invoice date* (you may list out each individually in description area). For example if the invoices were dated 12/17/2013, 1/6/2014, and 1/8/2014, you would enter the date as 12/17/2013. *If the dates cross fiscal years, each fiscal year must be on a separate voucher.*

- Memberships/Subscriptions/Leases: Use the date provided on the invoice

- Construction Payments: Use the date provided on the invoice

- Travel: Use the last day of travel (date returned) as the Transaction Date

BPC Questions:

bpc@k-state.edu

Keep in mind that delivery date and date services are rendered are the best determiners of allowability for grant funded projects. For additional guidelines regarding grant funded expenditures please visit:

http://www.k-state.edu/finsvcs/sponsoredprograms/news/awarddates.html .

New Eforms Website

We have moved Eforms to a new site. The new site is:

https://dfs.ksu.edu/eforms/

Please remember to update your bookmarks when saving the new address. Please contact our office if you have any issues accessing the new site.