

General Accounting Update

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IMPORTANT DATES:

November 7th
UMB BPC In Command
Training
Union 227

10:00 am - 11:00 am

1:30 pm - 2:30 pm

Registration,

<https://dfs.ksu.edu/events/register.aspx>

November 11th
Veterans Day
Bank Holiday

November 13th
Eforms Training

9:00 am - 11:00 am

Registration,

<https://dfs.ksu.edu/events/register.aspx>

November 21st
November BPC Vouchers
Due

November 27th
Thanksgiving Day
Bank Holiday

Training Dates Available for BPC Web Tool



As mentioned in last month's newsletter, UMB Bank, the State of Kansas Business Procurement Card Provider, has recently begun updating their online web tools to enhance privacy and security for its cardholders. The General Accounting Office is facilitating the migration of all KSU BPCs to this new platform. Cardholders should not experience delays in using their cards during the conversion process. Additionally, cardholders will retain their current cards.

A feature of this conversion process will be the ability for cardholders to access their BPC account information online. This will include access to electronic statements, real-time view of purchase transactions, and the ability to review declined transactions.

In order to comprehensively show cardholders and departmental accounting

and administrative staff how to access the new tool and the new features within the tool, UMB Bank is offering two training sessions on Friday, November 7, 2014. The first session will be held at 10:00 am in KSU Student Union Room 227 and the 2nd session at 1:00 pm in the same location. ***Please register before November 6, 2014*** through the Division of Financial Services training calendar, <https://dfs.ksu.edu/events/register.aspx>. UMB is also working to develop a web training that can be viewed through the General Accounting Website for individuals unable to attend the live training.

The training will be formatted into two sections. The first 20-30

minutes will be designed for cardholders, explaining how to access the website, and an overview of what features are offered. The second part of the session is designed for accounting staff who will have Departmental Administrative Access for cardholders within their department to explain what features can be accessed, how to manage cards through the tool, and an overview of reports that may be ran. I strongly encourage individuals who will have departmental administrative access to attend one of these sessions.

I am happy to answer any questions you have regarding these changes and hope to see many of you at one of our training sessions.

Please feel free to contact myself or Elise Canaski with any questions regarding the changes.

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General Accounting Contact Information

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BPC Questions:

bpc@k-state.edu

Training Events:

[https://dfs.ksu.edu/
events/register.aspx](https://dfs.ksu.edu/events/register.aspx)

Out-of-State Travel

This past July, the State of Kansas released new travel rates for Fiscal Year 2015. Part of the changes included a reduction in the maximum allowable rates for Out-of-State Lodging. The previous FY14 maximum rate of \$165.00 was reduced to \$124.50. This reduction has made it necessary for departmental accountants and administrative staff to submit additional substantiation when the rate is exceeded.

One form of substantiation is the Request for Actual Conference Lodging (<https://dfs.ksu.edu/eforms/>). This form is used when an event has a designated lodging location with a

group/conference rate and the designated rate exceeds the maximum allowable rate. Along with the form, documentation showing the designated establishment and the corresponding rate should be attached. If the designated lodging venue for the event is full, please attach substantiation showing a list of designated overflow hotels and their rate to substantiate the hotel chosen.

In situations where a traveler is staying in an area where the hotels exceed the maximum daily rate, but the hotel is not a designated conference/event lodging establishment, please

provide a cost comparison, which includes at least three other hotels (when possible) within the vicinity and their rates, to substantiate that the most economic option to fulfill the traveler's business needs was chosen. Please also indicate in the comments section that the department has approved lodging exceeding the maximum allowable rate with the attached substantiation.

Please feel free to contact the General Accounting Office travel staff with any additional questions you have and we will be happy to assist you.

Eforms Training

Each month the General Accounting Training Team hosts an Eforms Training for any KSU employees wanting to learn the basics of navigating through Eforms. This training also presents an overview of travel guidelines and policies, business procurement card (BPC) information, use of Imprest funds, payments to research participants, and payments to foreign nationals.

This month's training will be held on Thursday, November 13th from 9:00 am to 11:00 am. Interested participants may register at <https://dfs.ksu.edu/events/register.aspx>.

