

✓ AP Update

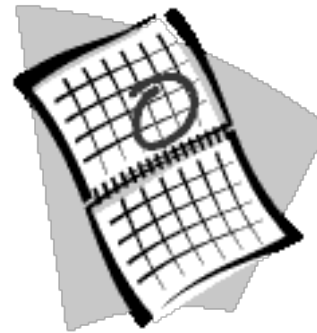
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FY14 Year End Training Schedule

It is hard to believe year end is just around the corner. To help you best prepare for a smooth year end, KSU Division of Financial Services is offering training sessions that will include information on deadlines for Budget, Payment Vouchers, Transfers, and Accounts Receivable Reporting. This year's training will cover **important updates regarding changes to the KSU encumbrance process and additional clarification on invoice dates.**

I encourage each member of the department's accounting staff to attend in order to hear the new information presented and ask any questions.



The following are the training dates for FY14 Year End:

Manhattan Campus:

***Tuesday, May 6th 9:00-11:00**, Union Big XII Room

***Thursday, May 8th 2:00-4:00**, Union Room 227

Salina Campus:

***To Be Determined.**
Additional Correspondence will be sent.

Remote (Online):

***Friday, May 9th 9:00-11:00**, (Designed for off-campus locations. Instructions will be sent upon enrollment.)

To enroll for one of our trainings, please go to <https://dfs.ksu.edu/events/register.aspx>. I look forward to seeing you there!

*Memory Buffington,
AP Assistant Director*

IMPORTANT DATES:

April 24th-Eforms/Travel Training

May 6th-Year End Training, Union Big XII

May 8th-Year End Training, Union Room 227

May 9th-Year End Training Online

May 21st- April BPC Vouchers Due

Start Preparing Your Year End Checklist

Although the Year End Deadlines might seem far away, June will be upon us before we realize it. Here are a few tips to help you begin preparing for a smooth year end process:

*Begin tracking all outstanding

invoices/open orders and determine which will be outstanding at year-end

*Make arrangements to utilize the BPC, when possible, to minimize delays that may be experienced around the year-end closing date

*Verify BPC Vouchers are paid through the current payment date

*Complete all outstanding interfunds.

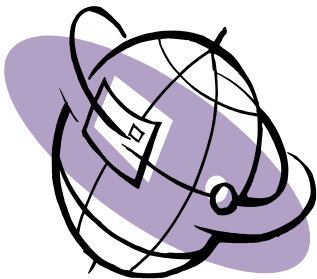
*Remind staff managing change funds that count sheets will need to be provided For June 30, 2014.

Accounts Payable Contact Information

532-6202

BPC Questions:

bpc@k-state.edu



New Accounts Payable Supervisor

I am pleased to announce the promotion of Elise Canaski to the Accounts Payable Supervisor position that opened in February. Elise brings to the position her vast travel auditing experience and excellent track record of being a go to resource for departments on campus. Elise may be reached by email at Canaski@ksu.edu or phone at 785.532.1839.

Requesting/Updating BPCs

Year end is a great time to review BPCs that are being managed within your department. For any individuals who will be leaving KSU, please complete the BPC Account Action Request Form found at [http://www.k-state.edu/finsvcs/accounts](http://www.k-state.edu/finsvcs/accounts_payable/bpcforms.html)

[payable/bpcforms.html](http://www.k-state.edu/finsvcs/accounts_payable/bpcforms.html) .

Before the individual leaves KSU, please have him/her verify the charges by signing the voucher or a copy of the statement. An email acknowledging the charges may be attached in situations where the individual is unable to sign.

Individuals requesting new cards can do so by completing the BPC Account Action Request Form, selecting the card option that best fits their business needs. This request is authorized by the Department Head or Dean before submission to our office.

Utilizing the BPC for Travel Reimbursements

Adding the lodging feature to our BPC program at KSU has been a huge success. We have had many faculty and staff take advantage by upgrading their card to include the travel and lodging options.

Utilizing the BPC for booking travel reduces the

need for travelers to use personal funds to cover the cost of their business expenses and then be reimbursed.

In situations where faculty/staff are needing to make arrangements in tandem with other faculty/staff members, the BPC offers a way for

flights and lodging to be booked for multiple individuals, in order to secure identical travel schedules.

The BPC may also be opened for international travel purchases by emailing requests to bpc@k-state.edu .

FIS Temporarily Unavailable

An FIS Upgrade will take place beginning Thursday, April 10th at 5:00 p.m. and last through Tuesday, April 15th at 8:00 a.m. FIS and Discoverer Reports will not be available during this time. Eforms and CASHnet systems will both be fully functional and operational.

Next Eforms/Travel Training Scheduled

The next Eforms/Travel Training is scheduled for Thursday, April 24th from 2-4:00 p.m. in 21 Anderson Hall. To attend, please sign up at <https://dfs.ksu.edu/events/register.aspx> .