DIVISION OF FINANCIAL SERVICES

Volume 3, Issue 2
December 12, 2014

General Accounting Update

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IMPORTANT DATES:

December 16, 2014
Priority Date for APVs/Travel for December 2014 Processing

December 19, 2014
December BPC Vouchers Due

December 24, 2014 – January 2, 2015
University Holiday – General Accounting Office Closed

January 15, 2015
January Eforms Training
9 am - 11:00 am
https://dfs.ksu.edu/events/register.aspx

Managing Compromised Cards

Situations such as security breaches and fraud cause great inconveniences to cardholders and banks. General Accounting works to mitigate this burden for cardholders at the University by managing the communication to the bank for any fraudulent transactions and security notifications regarding University BPCs.

General Accounting has been in contact with over 400 University cardholders whose cards were compromised in security breaches involving Home Depot and Staples. We limited this contact to individuals whose cards were compromised and let them know when their new cards were available to be picked up at their convenience in the General Accounting Office.

Departmental accounting staff may notice a discrepancy with Eforms information and the corresponding statements received from UMB Bank. For many of

the compromised cards the transactions for 11/7/2014 and 11/8/2014 will appear on a statement from UMB for their new card number and transactions from 11/9/2014 – 12/5/2014 will appear on a statement for their old card number. The two statements combined should list all purchases made and should total the amount in Eforms. Please attach both statements to the BPC voucher when submitting for payment this month.

Keep in mind that all new cards for cardholders you manage will have to be added in Eforms through the "Manage Cards" option in order for you to access them and create the BPC Voucher. To add the cards you will need the card number, expiration date and the name of the cardholder (exactly as it appears on the card).

Additionally, any cardholders that opted for electronic and paper delivery of their old card will have to go into In Command (www.incommand.umb.com) and opt for this delivery method on their new card as the default method is paper. I have included instructions on the following pages regarding how Department Cardholder Administrators can change this setting on behalf of their cardholders.

I appreciate your patience as we continue to monitor the process to the new cards. If you have and questions, please feel for to contact Elise or Mandy at bpc@ksu.edu or contact me personally.

Thank you,

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General Accounting Contact Information

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BPC Questions:

bpc@ksu.edu

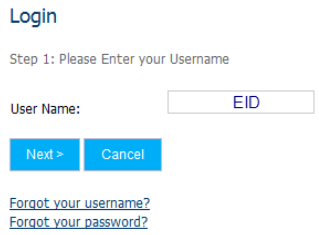
Training Events:

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

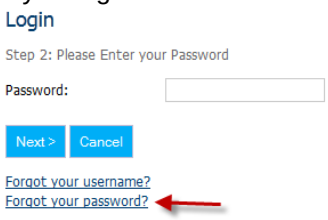
Accessing UMB In Command

UMB has experienced setup issues that have affected the way users login to In Command. In order to login initially, your account will need to be reset. One way to do this is to contact the General Accounting office at bpc@ksu.edu and ask to have your login reset, which many of you have already done. A second option that may be more convenient for cardholders to use is the Password Reset option through the In Command website. Following is a step-by-step process of how to complete this.

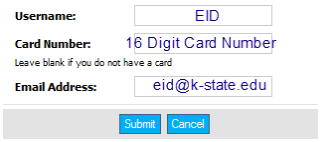
Step 1: Go to www.incommand.umb.com and for the login ID enter your EID. Click next.



Step 2: Select the link that says Forgot Your Password.



Step 3: Enter your EID, 16-Digit Card #, and email using format, eid@k-state.edu. Click submit.



Step 4: You will receive an email with a temporary password. Go back to the initial login screen and login using this password.

If you have further questions on how to complete this process, feel free to contact us at bpc@ksu.edu.

Department Cardholder Administrators: Changing Cardholder Statement Delivery Options

KSU has had over 150 accounting staff across campus take advantage of the Department Cardholder Administrator feature available in the new UMB In Command system. One tip that I would like to share is how to change delivery options for cardholders you can access. When changing delivery methods, the recommended setting is both Paper and Electronic. It is acceptable to submit a printed version of the electronic statement in lieu of the paper statements as long as the statements are clearly legible.

To access this option, from the login screen select E-Statement (blue tab), then at the bottom left of the screen select "Select User". Either select the cardholder from your available list or search to find him/her. It will take 5-10 seconds for the cardholder screen to appear. Under Current Delivery Method, select "Change" and choose "Receive Both Paper and Electronic Statement". The cardholder will begin receiving Electronic Statement on the next billing cycle.

Wishing you all a safe and happy holiday!