

# General Accounting Update

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## IMPORTANT DATES:

**May 6th-Eforms/  
Travel Training**

**May 11<sup>th</sup>-Year End  
Training, Union Big 12  
1:30-3:30**

**May 12<sup>th</sup>-Year End  
Training, Union Big 12  
9:00-11:00**

**May 14<sup>th</sup>-Year End  
Training, Salina  
Campus  
10:30-12:00**

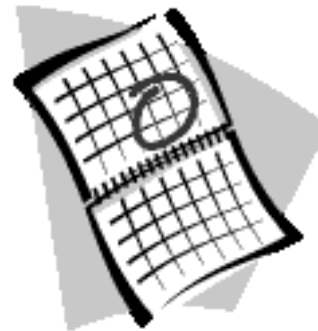
**May 15<sup>th</sup>-Year End  
Training, Online  
9:00-10:00**

**May 21<sup>st</sup>- April BPC  
Vouchers Due**

## FY15 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 end of year information as well as an overview of upcoming changes for FY16.

I encourage each member of the departments' accounting staff to attend one of our sessions in order to hear the new information presented, including enhancements and processing changes coming in FY16.



*The following are the training dates for FY15 Year End:*

### **Manhattan Campus:**

**\*Monday, May 11<sup>th</sup>**  
**1:30-3:30**, Union Big 12 Room

**\*Tuesday, May 12<sup>th</sup>**  
**9:00-11:00**, Union Big 12 Room

### **Salina Campus:**

**\*Thursday, May 14<sup>th</sup>**  
**10:30-12:00**, CCCR

### **Remote (Online):**

**\*Friday, May 9<sup>th</sup> 9:00-10:00**, (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,  
GA Assistant Director*

## 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.

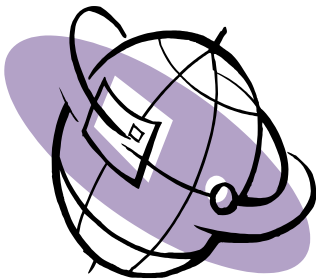
\*Remind staff managing change funds that count sheets will need to be provided for June 30, 2015.

## Accounts Payable Contact Information

532-6202

## BPC Questions:

[bpc@ksu.edu](mailto:bpc@ksu.edu)



## New BPC/Travel Auditor

I am pleased to announce a new member of our General Accounting staff. Tracy McIntyre joined our staff April 20<sup>th</sup>, filling the position previously held by Nastassja Heitmann. Tracy brings a strong track record in Accounts Payable experience and is excited for her role here at KSU. You may reach Tracy at [tracy25@ksu.edu](mailto:tracy25@ksu.edu) or 785-532-4379.

## 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/generalaccounting/forms/BPCFormAccountAction.pdf>.

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.

Any questions regarding the form can be sent to [bpc@ksu.edu](mailto:bpc@ksu.edu).

## 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. Requests to make the

BPC available for international business travel may be sent to [bpc@ksu.edu](mailto:bpc@ksu.edu). Please include the last four of your card number, the dates of travel, the country(ies) traveling to, and a brief summary of anticipated expenses (i.e. lodging) so that we may make sure your transactions go through as smoothly as possible.

## Next Eforms/Travel Training Scheduled

The next Eforms/Travel Training is scheduled for Wednesday, May 6<sup>th</sup> from 9:00 – 11:00 in 21 Anderson Hall. This training will provide information to accounting staff who are new to campus and those more seasoned individuals looking for a refresher. To attend, please sign up at <https://dfs.ksu.edu/events/register.aspx>.