

General Accounting Update

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Upgrades to State Accounting System

The State of Kansas accounting system, SMART, will be undergoing an upgrade process in November. The upgrade requires the SMART system to be unavailable for a period of time. The State will not process any check payments or ACH payments (APVs or Travel) from November 6th – November 12th, 2015.

Payment vouchers received by KSU General Accounting by **Noon on November 2, 2015** will be prioritized in an effort to have them processed and sent to the State before the November 5th cutoff. Payment Vouchers received after this time will continue to be reviewed by KSU General Accounting during this closure and sent to the State daily. The State will resume check processing on November 13, 2015.

Please keep in mind that there will be payment delays during this time and it may be necessary to communicate this delay with vendors. Departments concerned with payment delays are encouraged to use the BPC to facilitate timely payments during the closure, when possible.

Special exceptions may be made for wires that must be sent during this time frame. Please contact Elise Canaski or myself with questions regarding wire transmittal.

Thank you in advance for your patience during this upgrade process and please feel free to contact General Accounting with any questions you have regarding the above mentioned changes.

Thank you,

Memory Buffington
General Accounting Assistant Director
785.532.1845
mbuffing@ksu.edu

IMPORTANT

November 2nd NOON – Priority Date for Payments Needing Paid November 6th-12th

November 13th – Regular State Check Processing Resumes

November 18th- Eforms Training 10:00 am – 12:00 pm
Registration Requested
<https://dfs.ksu.edu/events/register.aspx>

November 20th - November BPCs Due

Per Diem/Lodging Rates Change Jan. 1st

Effective January 1, 2016 the State of Kansas Travel Policy will be updated so that per diem and lodging rates will mirror the Federal CONUS, OCONUS, and U.S. Department of State rates. Information regarding these changes will be sent in November entailing changes in our current policy to adopt these rates (including 150% approval, conference lodging, etc.), information on how Eforms will adjust in order to accommodate the new rate system, and a user link to a Q & A section on the General Accounting website regarding impacts of this change.