

# Business Services Update



## Introduction

“When the going gets tough, the tough get going!” We are all aware of the resource challenges that we face, but we also have a great opportunity to renew our focus on efficiencies and savings.

As a team, the Division of Financial Services has accomplished a lot over the past month. The Sponsored Programs Accounting (SPA) area helped kick off the newly formed Research Administrators Council at K-State, with over 40 individuals participating, creating an exciting opportunity for research administration collaboration, sharing of ideas and learning. SPA invoiced more than 520 requests of funds this past month totaling more than \$14 million dollars for KSU Grants and completed setup of more than 78 new awards.

SPA and General Accounting collectively provided training sessions to 20+ staff across several University departments. General Accounting reviewed and processed more than 20,000 payment transactions totaling more than \$40 million during the month of October. Updates were made to the Change Fund Reconciliation Form, the BPC Account Action Request Form, and the DA-22 Moving Expense Agreement Form. General Accounting managed day-to-day questions and facilitated purchases on more than 1500 University BPC accounts.

Purchasing negotiated and completed several contracts over the past month, support services contracts for various departments and proprietary scientific equipment and suppliers to support research in several departments. Purchasing manages over 1200 contracts for commodity, services, and leases for over 100 departments across the University. In the first quarter of FY17, Purchasing received over 100 prior authorizations; 64 purchase requisitions were submitted and competitively bid resulting in 46 purchase orders and 11 new contracts.

We look forward to the continuous progress that we will make together as a team.

## Purchasing: #ThankfulKState

In the spirit of being thankful, Purchasing would like to extend our thanks and gratitude to our colleagues across the University. It takes a combination of both central and local responsibility to support procurement at K-State. We count on your help and support from the getting specifications for requisitions to referencing the quote and contract numbers on the payment vouchers. Thank you for being a part of our team!

## Purchasing: Training

General Purchasing Training will be held on December 6<sup>th</sup> at 11:00 am at 2323 Anderson Avenue, Suite 600 conference room. This is for new employees and anyone new to the purchasing role for your department. You need to register through E-Forms and seating is limited to 30. The web address is <https://dfs.ksu.edu/events/register.aspx>

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### Important Dates

- Nov. 24  
Thanksgiving/  
University Holiday
- Nov. 25  
University Holiday
- Dec. 19 @ 5 p.m.  
Winter Break Payment  
Document Priority  
Deadline

## Contact Us

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*We recommend you park  
in the back of Unger  
Complex for convenient  
access to the elevator to  
our offices.*

### Division of Financial Services

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## New Eforms Invoice Number Enhancement

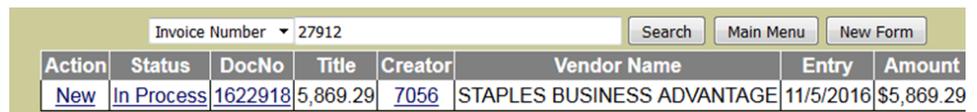
The goal of the General Accounting team is to continue to make improvements to enhance the efficiency and integrity of information departments prepare, by providing tools and resources that assist departments in this process. One new tool the DFS Systems staff recently facilitated is the ability to search for invoice numbers on APVs, BPCs, and Interfunds within Eforms. This feature may be accessed through the Document Search option or the Search Existing Forms option.



Most accounting staff on campus already enter the invoice number in the payment document as a standard practice and will be able to begin seeing the benefits of this tool immediately. To maximize the value of this tool, accounting staff should enter all invoice numbers on their payment documents as well as the invoice date.

If an APV or an Interfund contains multiple invoices, the invoice number tool will pick up each invoice number separately so that all invoice number boxes are searchable.

Date & Inv No	Quantity	Unit	Description of Material	Unit Price	Amount
11/05/2016 27912	20.00	CS	3320676737 GOJO ADX-12	38.76	775.20
11/05/2016 27913	100.00	CS	3320676740 TOWELS, 02000 SCOTT HIGH CAPACITY HARD ROLL	48.96	4,896.00
11/05/2016 27917	1.00	ea	3320676739 OFFICE CHAIR	198.09	198.09



Action	Status	DocNo	Title	Creator	Vendor Name	Entry	Amount
<a href="#">New</a>	<a href="#">In Process</a>	<a href="#">1622918</a>	5,869.29	<a href="#">7056</a>	STAPLES BUSINESS ADVANTAGE	11/5/2016	\$5,869.29

Departments are encouraged to combine invoices on one APV or Interfund when possible, to increase processing efficiency and reduce check costs associated with APVs. To address vendor confusion when paying multiple invoices, we strongly recommend that you **put your Account Number or Account Identifier in the "Remittance" section of the APV** as the information in this box will appear on the check remittance that the vendor receives.

General Accounting looks forward to your feedback on how this new tool assists you in your day-to-day accounting activity and appreciate your continued suggestions and communication.

## Change to DFS Asset Management

DeeAnna Fugate recently retired from KSU to begin a new chapter in her career in the private sector. Questions regarding inventory, surplus property, excise tax, and capital assets may be directed to Tara DiPaolo, [tdipaolo@ksu.edu](mailto:tdipaolo@ksu.edu). Campus Departments should have received the October Monthly Asset listing from Tara earlier this month. As a reminder the completed information can be sent via email directly to Tara and are due back on November 21, 2016. We appreciate your effort to meet this deadline so that we may update central records to provide your reports as soon as possible.