

General Accounting Update

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IMPORTANT DATES

April 14 - Eforms

Training 9:00 am – 11:00 am

Registration Requested

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

April 21 – April BPCs Due

May 11 – Fiscal Year End

Training – Union Big XII Room
9:00 am – 11:00 am*

May 12 – Fiscal Year End

Training – Union Big XII Room
1:00 pm – 3:00 pm*

May 13 – Fiscal Year End

Training – Online (designed for non-Manhattan campus locations)
9:00 am to 11:00 am*

*Register at

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

Travel Rate Implementation

"Easier to use.", "Faster!", and "A simple way to navigate a complex rate system." are a few of the comments departmental staff across the campuses have shared in regards to the new travel form in Eforms. Although the form design cannot account for every travel nuance, it is able to capture and easily calculate most travel situations with ease, as is reflected by your feedback.

Accurate input is critical to proper calculations within this form and we appreciate you taking the time to review all of your information. Below are a few tips to assist you when completing the form:

1) In general, the Destination is the location of the lodging establishment for that night. If it is a single-day travel situation, where no lodging occurs, it is the primary business destination.

2) The "meals provided" are meals that are provided at no additional cost to the employee (i.e. part of registration, hotel, hosting organization, etc.). They should be entered on the day they were provided. Do not include meals while employee is on personal time.

3) Personal time should be entered in number of hours to reduce the reimbursable M&IE rate for the day(s) in which personal time is taken. If someone began personal time at 1 PM you would enter 11 in the hour box for personal time. If someone is attending a multi-day conference and the conference events end at 6 PM and begin at 8 AM the next morning, 6 PM to 8 AM is still considered business travel, not personal time. Personal time (days/times) should be noted in the comments section of the document.

Several departments have requested to use the new form to assist them in calculating reimbursement for consultants, guests and students (non-employees) as it can be difficult to calculate these reimbursements manually with high accuracy. Understanding this need, we have created a way for the travel form to be used for non-employees. When entering non-employee information we ask that you put 9 9's in the Travel Order Number box: "999999999" (regardless of in-state or out-of-state). This will alert us to know that it is a non-employee as we process the form to alleviate additional questions. If the non-employee is not signing the claimant box (not required) please write "Not an Employee" in that box. Use of the travel form for non-employees is optional and the APV may still be used.

Please let the travel staff or myself know if you have additional questions with this form and we will be happy to assist you. Your continued feedback and comments are what help us to improve the service we provide to you for your accounting functions.

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General Accounting Contact Information

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<http://www.k-state.edu/finsvcs/generalaccounting/>

BPC Questions:

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Improving W-9s

As we begin to accept more and more scanned images, such as our W-9 form, the quality is imperative to ensure the success of a scanning program. Recently, many of the W-9 forms submitted have not met the quality needed to make the form usable. In some cases, the ink used to fill out the original was too lightly written or a light colored ink was used. In other cases, the information was not clearly printed on the form. To resolve this, we strongly encourage all vendors to type the information in the PDF version and print it out to sign so that we can obtain a quality form.

The PDF version may be accessed at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>. Failure to provide a clearly legible PDF results in payment delays and payments being rejected for processing from the State of Kansas. Utilizing the link above and requesting a typed copy will help us to get the payment to the vendor as quickly as possible.

Centralized Form Access

The General Accounting site has a centralized forms section so that campus users have a centralized location to access form information easily, <http://www.k-state.edu/finsvcs/generalaccounting/forms.html>. Campus users are encouraged to access forms from either the General Accounting website or directly through Eforms for those that require Eforms access. Users should avoid saving these forms to their computer as the format and information required changes periodically and it is important to ensure the most current version of the form is utilized.

New BPCs Arriving

UMB has begun deploying the new University BPCs with the chip enhancement feature. All new cardholders will begin receiving the BPC chip card which features a purple background with the University Seal at the top. Additionally these new cards have a 4 year expiration date instead of the current 2 year expiration date in place. We anticipate all existing University BPCs (excluding fuel BPCs) to be replaced by the end of May. Additional information regarding the replacement will be provided when the new cards arrive.

General Accounting Additions

We are excited to have Katie Regier as our new Accounts Payable Supervisor. Katie joined our team in January 2016 and was previously a supervisor in the Cashier and Student Accounts division.

We also have a tiny addition to our office. Maggie Quigley welcomed a beautiful baby girl to the world on March 10, 2016 named Jocelyn Marie. Maggie and Jocelyn are both doing well!