

General Accounting Update

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Fiscal Year End Training

The 2016 Fiscal Year End is fast approaching. KSU Division of Financial Services is hosting three trainings this year that will cover important year end reminders and topics from Budget, Purchasing, Sponsored Programs Accounting and General Accounting. Attendees will be made aware of upcoming changes for Fiscal Year 2017 as part of this event.

KSU Accountants, Business Managers and financial staff are encouraged to attend this training in person on May 11th or May 12th in the KSU Union Big XII room as it will also include a question and answer session. For those at a KSU location outside of the Manhattan campus area or unable to attend one of the live training sessions, an online training will be offered on May 13th. Registration for all three trainings may be found at <https://dfs.ksu.edu/events/register.aspx>.

I look forward to seeing you there!

Memory Buffington
Asst. Director General Accounting
mbuffing@ksu.edu

IMPORTANT DATES

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>

New BPC Chip Card Distribution

In the next two weeks, all existing KSU Business Procurement Cards will be replaced with a new procurement card that includes the EMV Chip Technology. BPC staff will begin contacting cardholders via email on May 5, 2016 regarding the details of obtaining their new chip card. As part of this process, cardholders will be asked to complete an updated Cardholder agreement. Understanding the value of each person's time, we are creating two options for cardholders located on the KSU Main Campus to obtain their new card.

Option 1: Bring completed Cardholder Agreement with a Photo ID and pick up the new card in person at 220 Anderson Hall anytime Monday thru Friday between 8:00 am and 5:00 pm.

Option 2: The cardholder can forward the email they receive and the completed Cardholder Agreement to a designated department staff member requesting for him/her to pick up the card on their behalf. The designated staff person will be asked to provide the completed Cardholder Agreement, a copy of the email granting permission and his/her photo identification.

Cardholders located outside of the KSU Main Campus areas will be contacted directly with instructions and procedures for obtaining their new cards. It is important that all cards are picked up by May 30, 2016 as the current cards will become inactive after that date.

General Accounting Contact Information

532-6202

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

BPC Questions:

bpc@ksu.edu

Airlines Change Pricing Structure

Recently American, United and Delta Airlines announced major changes in their pricing structure for multi-city airfare. These changes impact itineraries with more than one destination that are combined on one ticket, ultimately charging single-ticket buyers a much higher fare. To avoid being charged a higher rate for multi-city University business travel with these airlines, travelers/department travel booking administrators can book each destination separately as individual tickets. Shorts Travel Services provided the following example for comparison (Multi-city single ticket vs. Three separate tickets):

Priced together \$1235.81(single ticket) / separately \$431.06 total for three

American Airlines (AA) 2487 M 26APR Columbus, OH (CMH) - Dallas, TX (DFW) 1120A 110P TU

American Airlines (AA) 2277 M 26APR Dallas, TX (DFW) - Ontario, CA (ONT) 500P 614P TU

American Airlines (AA) 2411 K 28APR Las Vegas, NV (LAS) - Chicago, IL (ORD) 510A 1051A TH

American Airlines (AA) 3328 W 29APR Chicago, IL (ORD) - Columbus, OH (CMH) 905A 1121A FR

WhereTraveler.com recently published an article that outlines some additional information surrounding this topic, <http://www.wheretraveler.com/booking-multi-destination-flight-will-now-cost-you-more>.

Warrant Cancellation Changes

Effective May 2, 2016, Departments submitting a Warrant Cancellation Request Form (check is cancelled and not reissued) will be asked to submit a Transfer of Payment Form with the request before the request will be processed. Please refer to the following tips when creating the Transfer of Payment:

- 1) On First Screen **Select “Out of balance transfer”** as this will be a single line transfer to reverse the original payment.
- 2) The funding amount should go in the “Credit-Transfer from” box.

Questions regarding this new process may be directed to Memory Buffington, m buffering@ksu.edu or Ana Otaño, anam@ksu.edu.

Accessing Facilities Invoice Detail

Several departments have inquired as to how to see additional detail for the Facilities Invoice Voucher they complete each month beyond what Eforms displays. The extended detail for these transactions may be found within FIS Discoverer by going to *FAC Invoice >Facilities Invoice Extended*. You will be asked to enter the invoice date (i.e. 03-APR-2016) and the Org number. Additional detail may be found within the Phase Description, Description 1 and Description 2 fields. You may find it most convenient to export this report so that you can run additional sorting methods and filters.