

# Business Services Update



## Accounting: New Invoice Search Feature Benefiting Users

In October, the Division of Financial Services team implemented a new feature in Eforms that allows users to search APVs, Interfunds and BPCs by invoice number. We have received many positive responses about this new tool and how it is assisting departments in duplicate invoice/payment control as well as more efficient follow-up with vendor questions.

To optimize the full benefit of this tool, departments should enter an invoice number on all APV, BPC and Interfund payments. As invoice number formats can vary greatly from vendor to vendor and there are some cases where an invoice number is not provided, the following criteria should be used when entering invoices numbers:

If the invoice number begins with leading zeros, only enter the portion after the leading zeroes into the invoice field.

Example: 0000058736 would be entered as 58736

If the invoice number contains a hyphen or other non-numerical or non-alphabetical character, do not enter that into the invoice field.

Example: 87-AGR251 would be entered as 87AGR251

If no invoice number is provided but an Account Number is provided, enter up to the last 5 digits of the account number followed by the two digit year and two digit month

(Last 5 Digits of Account Number)YYMM

Example: Account number 4721198 would be entered as 211981612

If no invoice number or account number are provided, enter up to the first 5 letters of the vendor's name followed by the two digit year and two digit month

(First 5 Digits of Vendor Name)YYMM

Example: Vendor National Association of..... would be entered as NATIO1612

Thank you to everyone who has provided ongoing feedback on this tool. We look forward to hearing your continued comments and questions as we continue to enhance our systems and processes.

## Accounting: Using Current Version of Forms

The Division of Financial Services has updated many forms over the past 6 months to reflect user requested updates and updates implemented by the State of Kansas. By accessing a new form in EForms you can be assured that you are benefiting from these enhancements. Please access new forms from Eforms as a new template to replace saved forms on your computer, or access them directly through Eforms.

### Inside This Issue

Invoice Search.....	1
Using Current Forms...	1
Steelcase Grant.....	2
Purch Training.....	2
Research Administra- tors Counsel.....	2
New Award Top 10...	2

### Important Dates

- Office Closed  
Dec. 26 to Jan. 2
- Dec. 26  
University Holiday
- Dec. 28  
Texas Bowl
- Jan. 2  
University Holiday
- Dec. 31  
Little Apple  
New Year's Eve

## Contact Us

### General Accounting

2323 Anderson Ave.  
5th Floor  
bpc@k-state.edu  
785-532-6202

### Purchasing

2323 Anderson Ave.  
5th Floor  
kspurch@k-state.edu  
785-532-6214

### Sponsored Programs

#### Accounting

2323 Anderson Ave.  
6th Floor  
spaacct@k-state.edu  
785-532-6207

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

### Division of Financial Services

102 Anderson Hall  
785-532-6210

## Purchasing: Steelcase Active Learning Center Grant

With all of us looking for creative solutions to fill financial gaps, we would like to present an opportunity to improve your classrooms and stretch those renovation dollars. Steelcase Education is seeking partners in active learning and announced that they are offering grants for Active Learning Centers in 2017. Applications will be accepted December 1, 2016 – February 10, 2017. Apply now - [https://www.steelcase.com/discover/information/education/active-learning-center-grant/#overview\\_about](https://www.steelcase.com/discover/information/education/active-learning-center-grant/#overview_about)

## Purchasing: Training

General Purchasing Training will be held January 10, 2017 at 3:30 p.m. 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 Division of Financial Services Training and Events, seating is limited to 30. Registration is available at <https://dfs.ksu.edu/events/register.aspx>

## SPA: Research Administrators Council

The Research Administrators Council will meet January 10 from 10:30 to noon in Union 227. VPR Dorhout will address the group about 2025 progress, and Ian Czarnecki will provide an update on plans for a research administration system. Future 2017 meetings are slated for April 11, July 11, October 10. Mark your calendars!

## SPA: Top 10 List For Business Offices with a New Award

As we head into a new year, many have a Top 10 list. So we are rehashing our Top 10 list from 2014 because it is still pertinent today!

1. READ IT! Terms and conditions (T&Cs) are rarely thrilling page turners...but it will give you the valuable information regarding: start and end dates; dollar amounts; prior approval requirements; budget revisions/variances; unallowable items; etc. Start a paper or electronic file of all award documents.
2. Review budgets and payroll. Make sure to change payroll funding for any person that will be paid from the new award—"G" project.
3. Matching requirements? Make note of any [cost share or matching requirements](#).
4. Follow State of Kansas rules. Some people think State rules don't apply to grant funds. Not true. Sponsors depend on us to follow our own institutional rules. The new Uniform Guidance lists the words "internal control(s)" 59 times! When outside auditors come in, they often ask for a copy of [K-State's PPM](#) to familiarize themselves with our policies and procedures.
5. Get Purchasing approval for any purchases or consultant/service agreements \$5,000 or over.
6. Need consultant or subaward agreements? Communicate as soon as possible with Rex Goff in PreAwards. They take time to negotiate and execute.
7. Ask PI to review expenditure reports on a monthly basis (including who's payroll is being charged to the grant) so that they: (1) see expended and remaining balances; and (2) identify any errors that need to be transferred. [Transfers](#) should occur within 90 days of the original charge.
8. Remind PI when end dates are approaching (90, 60, 30 days prior) so that they can start wrapping up or ask sponsor for a time extension. Use Oracle report [ZGC SPA Project-Award Report-End Dates](#).
9. Initiate payments and transfers in a timely manner. It can be a red flag to have too many purchases at the end of a grant. Auditors look at the "burn rate" which is the percentage of funds that were spent at the beginning, middle and end. There is no right or wrong formula but it needs to be justifiable. If you are making timely purchases and payments, this should not be an issue.
10. Final & interim reporting. Our office handles most of the financial reporting to sponsors but we need [Outstanding Obligations Lists](#) and other reports as needed. Our office will email your dept's financial contact each month with a list of reports that we need from your dept. Please prioritize these reports base on how soon they are due to our office.