



# FISCAL YEAR END 2021

THERE IS NO VACCINATION TO PREVENT FISCAL YEAR END!

# YEAR END TRAINING 2021

- ▶ Important Dates To Remember
- ▶ EFORMS Tips & Tricks
  - ▶ Add a Trustee
  - ▶ Has this document been processed?
  - ▶ Has the check been cashed?
  - ▶ Document Submission
  - ▶ Vendor Search
- ▶ Vendor Portal – How does this work?
- ▶ Travel Website
- ▶ Fund Balancing
- ▶ SPA/Financial Reporting
- ▶ Purchasing

# IMPORTANT DATES FY21

16th - Interdepartmental IFVs, IFVs to other State Agencies created by the department, TPVs, APVs, June 2021 and prior BPCs, and Facilities Invoice Voucher

21st- Final transfers of payments or corrections and Budget transfers

JUNE 2021						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	1	2	3	4	5
					All Payroll transfers must be submitted to HCS	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
			IFV, TRV, APV, PCV & Facilities Invoice	Telecom Bills	Interfund Vouchers from other State Agencies that DFS assigned to department	
20	21	22	23	24	25	26
	Allocated and Non-Allocated Fund Transfers and Transfer of Payments		KSU SYSTEMS CLOSE			
27	28	29	30	1	2	3
			Final FY21 Deposits must be made to Cashiers Office by 10am			
STATE			ACCOUNTING SYSTEM			CLOSE

# EFORMS: ADDING A TRUSTEE

- ▶ All documents:
  - ▶ EFORMS > My Account > Add Trustees
  - ▶ Important to have at least one trustee set up



**Position Trustees**

[Add Trustee](#)

[Edit This Position](#) [Edit Auto Fill Information](#) [Edit Auto Funding Information](#)

**Position Trustees**

Name	Title	Position #	Editor	Advised	Approver	Remove
Memory Buffington	Director of Financial Operations	6001	True	True	True	<a href="#">Remove</a>

[Add Trustee](#)

[Edit This Position](#) [Edit Auto Fill Information](#) [Edit Auto Funding Information](#)

# EFORMS: ADDING A TRUSTEE ON A DOCUMENT

- ▶ Go to the Document > Click on the Trustees Tab > Add Trustee

Header Vendor Agency Funding Purch Description Flags Trustees Final Form Check In

Add Trustee

Position ID	Name	Department	Editor	Advised	Approver	Remove
<a href="#">6001</a>	Memory Buffington	Division of Financial Services	True	True	True	
<a href="#">6012</a>	Tracy McIntyre	Division of Financial Services	<a href="#">True</a>	<a href="#">True</a>	<a href="#">False</a>	<a href="#">Remove</a>

Next

**Search for Trustee**

By Department

By Name

Position ID	Name	Department	Editor	Advised	Approver	Remove
<a href="#">6001</a>	Memory Buffington	Division of Financial Services	True	True	True	
<a href="#">6012</a>	Tracy McIntyre	Division of Financial Services	<a href="#">True</a>	<a href="#">True</a>	<a href="#">False</a>	<a href="#">Remove</a>
<a href="#">42001</a>	Brittney McLaughlin	Division of Financial Services	True	True	<a href="#">False</a>	<a href="#">Remove</a>

Next

# EFORMS: HAS THIS DOCUMENT BEEN PROCESSED?

- ▶ EFORMS Menu > Document Tracking
- ▶ Key in document number and click Submit
- ▶ Document status noted in the "Processing" column. Status are:
  - ▶ Outstanding, In Process, Processed, Rejected, Canceled
- ▶ May also view status using "Search Existing Forms"
- ▶ Document status noted in the "Status" column

<a href="#">Create New Form</a>
<a href="#">Search Existing Forms</a>
<a href="#">Form Status</a>
<a href="#">Document Tracking</a>
<a href="#">Vendor Search</a>
<a href="#">Main Menu</a>
<a href="#">My Account</a>
<a href="#">Changelog</a>
<a href="#">Support</a>

**Document Tracking**

**Choose your search criteria:**

Document Number ▾

[Print STARS Formated Documents](#)

**Document Tracking**

**Choose your search criteria:**

Document Number ▾ 2102658

[Print STARS Formated Documents](#)

Doc Type	Doc No	Rev	Voucher No	User No	Processing	Contact
APV		8.0000	21821682	_21100464	Processed	

**Search Agency Payment Vouchers**

Doc Number ▾ Equals ▾ 2104391

Action	Status	DocNo	Title	Creator	Vendor Name	Entry	Amount	Delete
New	Canceled	2104391		6012		5/7/2021		Delete

Page 1 of 1 < Prev Go to: 1 ▾ Next >

# EFORMS: HAS THIS CHECK BEEN CASHED?

- ▶ EFORMS Menu > Document Tracking
- ▶ Key in document number and click Submit
- ▶ Click on the Link under the User No heading
- ▶ Click on the link under Warrant No
- ▶ Copy & Paste or Key in the Warrant Number into the State Treasurer's Website

**Create New Form**

- All
- Accounting
- Admin/Financial Reporting
- Cashiering
- Fixed Assets/Inventory
- Purchasing
- Spa
- Savable Forms

**Search Existing Forms**

**Form Status**

**Document Tracking**

**Vendor Search**

**Main Menu**

**My Account**

**Changelog**

**Support**

**Document Tracking**

Choose your search criteria:

Document Number

[Print STARS Formated Documents](#)

**Document Tracking**

Choose your search criteria:

Document Number

[Print STARS Formated Documents](#)

Doc Type	Doc No	Rev	Voucher No	User No	Processing	Contact
APV		9.0000	21820533	<u>2097731</u>	Processed	

**Document Tracking**

Document Number: 2097731  
[Creator Contact Information](#)  
 Current State

AES Audit	Budget FRI	Purchasing	SGA	SPA	Travel	Vendor
N/A	Authorized	N/A	N/A	N/A	N/A	N/A

**Processing Information**

V0	Voucher	Doc No	Entry	Eforms	FIS	STARs	Warrant No	Warrant Date
1820533		2097731	4/6/2021	2216.25	2216.25	2216.25	2005467564	4/21/2021

**Supporting Documentation:**

Supporting Documents ():

**History**

Event Description	Contact	Time
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Kansas State Treasurer Seal

Enter a 7 or 10 digit number from the upper right-hand corner of a State of Kansas issued check.

\* Check Number

GO



### Message from Lynn

"Even though a large portion of transactions are conducted electronically, the State of Kansas still issues thousands of paper checks each year. We are making every effort to switch to just electronic payments. Until then, this page can be used to check the status of a paper check to ensure accuracy and validity." [Learn more about Lynn.](#)

Remittance Information:  
8027919444

There was 1 check matching check number 2005467564

ISSUED	AMOUNT	STATUS	STATUS DATE	CHECK TYPE	DIN
04/21/2021	\$2,216.25	Cashed	05/03/2021	2-Misc Payment	6067263387



# DOCUMENT SUBMISSION

## (File Format & Name)

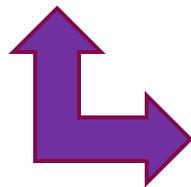
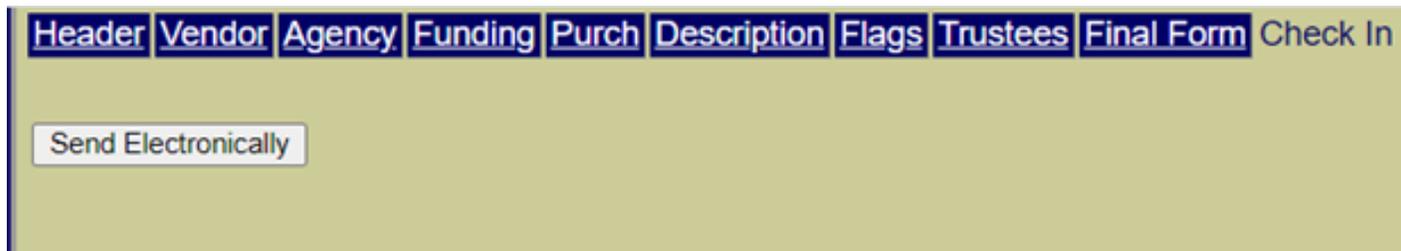
- ▶ All EFORMS documents should be submitted as a PDF
- ▶ Files saved in the following formats are unable to be viewed:
  - ▶ PDF Portfolio, Zip Files, JPG
  - ▶ If using signature certified, save as PDF
- ▶ Please name your files and emails
  - ▶ Example: Document Number\_Transaction Type/Number/Description
    - ▶ ONE FILE - 2100999\_Charlie Brown May BPC
    - ▶ MULTIPLE FILES – 2100999\_TX#1, 2100999\_TX#2, 2100999\_TX#3
  - ▶ If multiple files are uploaded, upload in Alpha-Numeric order
- ▶ Ensure that all scanned documents are clearly legible and in the correct viewing format prior to uploading (i.e. all document are right-side up).



# DOCUMENT SUBMISSION

## (How To Submit)

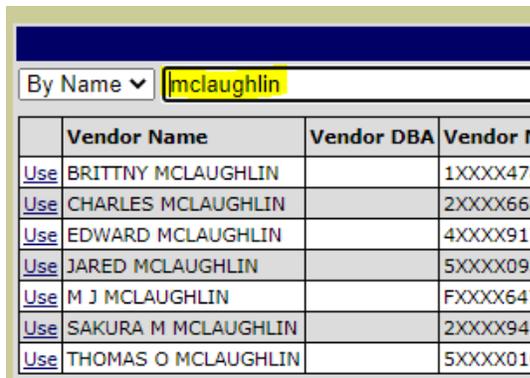
- ▶ After uploading your documentation please do not forget to click on the **"Send Electronically"** button located on the Check In tab! This step submits your document to DFS and should be completed when initially submitting as well as when you are resubmitting after a revision has been completed.



DFS

# EFORMS: VENDOR SEARCH

- ▶ Step 1 – Receive an invoice
- ▶ Step 2 – Go to EFORMS to create an Agency Payment Voucher (APV)
- ▶ Step 3 – On the VENDOR tab, always use the SEARCH function
- ▶ Step 4 – Try a **variety of searches** if the vendor's name is multiple words



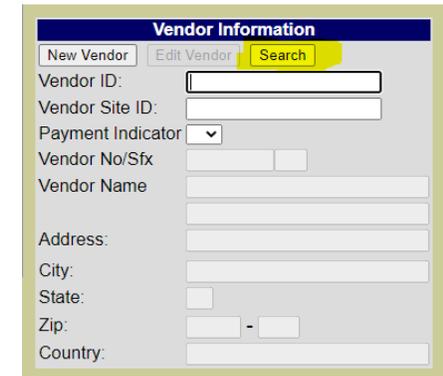
	Vendor Name	Vendor DBA	Vendor ID
<a href="#">Use</a>	BRITTNY MCLAUGHLIN		1XXXX471
<a href="#">Use</a>	CHARLES MCLAUGHLIN		2XXXX661
<a href="#">Use</a>	EDWARD MCLAUGHLIN		4XXXX911
<a href="#">Use</a>	JARED MCLAUGHLIN		5XXXX091
<a href="#">Use</a>	M J MCLAUGHLIN		FXXXX641
<a href="#">Use</a>	SAKURA M MCLAUGHLIN		2XXXX941
<a href="#">Use</a>	THOMAS O MCLAUGHLIN		5XXXX011

Brittney McLaughlin – Odd spelling?

Search a portion of the name: Brit

Or go by the last name

Common Name: Have individual verify the last 4 digits of the vendor number



Vendor Information

New Vendor Edit Vendor Search

Vendor ID:

Vendor Site ID:

Payment Indicator:

Vendor No/Sfx:

Vendor Name:

Address:

City:

State:

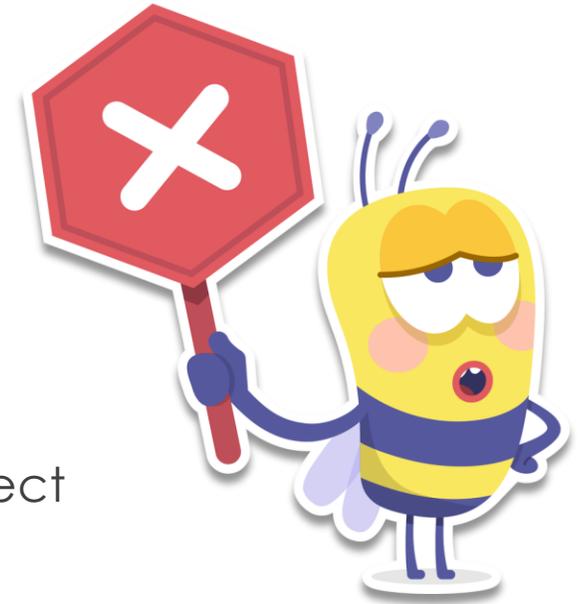
Zip:  -

Country:

**\*Don't make the search too specific; you want more results from which to select\***

# EFORMS: VENDOR SEARCH (CONT)

- ▶ Step 5a - Vendor IS in system: verify data and click USE
- ▶ Step 5b – Vendor is NOT in system: Ask the vendor to submit a W-9 through the Vendor Portal
  - DFS Vending sets up the vendor in the system
- ▶ Step 6 – Wait one day after the vendor submits their W-9
- ▶ Step 7 – Repeat Steps 1-4 to see if the vendor is now available to select



**\*Only use NEW VENDOR for Expedite or Foreign Wires\***

# VENDOR PORTAL:

TO SUBMIT TAX DOCUMENTS

<https://www.k-state.edu/finsvcs/generalaccounting/Vendoring.html>

PLEASE DO NOT UPLOAD tax forms or ACH forms in EFORMS

## Secure Vendor Tax Documentation/Electronic Deposit Upload

### Secure Vendor Tax Documentation/Electronic Deposit Upload

Please ensure all forms are signed and dated before uploading. Please note that once a document is uploaded you will see the file in the uploaded area as confirmation.

IRS Form W-9

Vendor Name

Sponge Bob Square Pants

Contact Name

Britt McLaughlin

Contact Phone Number

1234567

Contact Email

brittmc@ksu.edu

Campus Department(s) Conducting Business With

KSU Division of Financial Services

1 item Clear All

+ Add more

×  Sponge Bob W-9.pdf

### Secure Vendor Tax Documentation/Electronic Deposit Upload

Please ensure all forms are signed and dated before uploading. Please note that once a document is uploaded you will see the file in the uploaded area as confirmation.

IRS Form W-9

Upload



Upload Successful

Refresh page to upload more files.

# VENDOR PORTAL DOCUMENT TYPES

## W-9

- US Citizens
- US Entities (Companies)
- Resident Aliens

## ACH

- Authorization For Electronic Deposit of Vendor Payment Form
  - Available in EFORMS
- Have voided check or bank letter with the form
  - This is state policy

## W-8

- W-8BEN – Nonresident Aliens (an individual)
  - 8233 – Only if claiming a Tax Treaty Exemption on taxable payment
  - Check IRS website for US Income Tax Treaties list
- W-8BEN-E – Foreign Entities (company)

Questions on which form to use: Contact one of our Vendor Specialists: Robin, Cherri or Julie

# KSU TRAVEL WEBSITE

<https://www.k-state.edu/travel/>



**Travel**  
Kansas State University  
Unger Complex  
2323 Anderson Ave.  
Suite 500  
Manhattan, KS 66502  
785-532-6202  
785-532-1305 fax

## **KSU Travel: Traveling for university business**

Welcome to Kansas State University's faculty and staff travel resource. View the valuable tools and resources needed to book your upcoming K-State business travel, including information on travel registration, out-of-state travel and international travel.

Links to:



**Out-of-State Travel Request**



**International Travel Registration**



**Book Online**



**Agent Assist**

Shorts Travel has assigned their contract to Direct Travel: Direct Travel is contract #50019.

# OUT OF STATE TRAVEL REQUEST

- ▶ OSTR is a State Requirement
- ▶ Departments must complete an OSTR when a student on university business or state employee will be claiming reimbursement for out-of-state travel
- ▶ OSTR located in EFORMS
- ▶ Estimate of anticipated expenses
- ▶ Substantiates department approval received
- ▶ Reviewed by DFS



# INTERNATIONAL TRAVEL REGISTRATION

- ▶ University Compliance Requirement to provide Duty of Care
- ▶ Effective May 17th all travelers whose destination is outside of the US must register their travel
  - ▶ <https://www.k-state.edu/risk/international/registration.html>
- ▶ Reviewed by Risk & Compliance Office
- ▶ Contact Risk & Compliance Officer, Elliot Young, for guidance if needed



# FUND BALANCING: PAYMENT TRANSFERS

- ▶ Transfer of Payments are used for changing the funding on payments for commodities and/or services ordered and received from vendors.
- ▶ Information needed to complete a TOP can be found on the monthly statement or the transaction detail report in FIS. Confirm the Original Voucher No and Original E-forms Doc No are correct.
  - ▶ The "V" or "S" in the Voucher No is required
- ▶ All TOPs need to be signed by Department Head or someone with Signature Authority.
- ▶ **Payment transfers for FY21 are due June 21<sup>st</sup> at 5:00pm.**
- ▶ Any questions email Leah Forst at [lforst@ksu.edu](mailto:lforst@ksu.edu) or Angela Nabors at [anabors@ksu.edu](mailto:anabors@ksu.edu).



# FUND BALANCING: OVERDRAWN ACCOUNTS

- ▶ PPM 6030.140 explains Overdraft Status.
  - ▶ Non-Grant accounts overdrawn for 3 consecutive months
- ▶ To exempt an overdrawn account: send a letter explaining the reason for the overdraft and the business plan for relieving the negative balance, also include if the account is reimbursed by Foundation.
- ▶ Requests need to be signed by the Dean or Department Head.
- ▶ Email requests to Fran Willbrant at [fmw@ksu.edu](mailto:fmw@ksu.edu) and copy Angela Nabors at [anabors@ksu.edu](mailto:anabors@ksu.edu)

**OVERDRAFT**

# SPA: AWARD SETUP AND MODIFICATIONS

## ► New Awards, Time Extensions and Overdrafts

- New Awards – If you know there is a new award in Cayuse that is coming to us and there needs to be spend prior to year-end, please make sure you contact us so that we can either put an expedite on the award or at least get a status. There must be actual documentation from the sponsor it has been awarded.
- Time Extensions – If you know an agreement has a time extension and there is documentation from the sponsor you will want to make sure that it is in Cayuse and coming to us to change the end dates.
- Overdrafts – If there is documentation from the sponsor that an award is imminent yet the agreement has not been received you can work with PreAwards in getting an Overdraft setup so you can spend and not have to charge department projects and do transfers later.

**Work with the appropriate staff within your college who work with faculty and Cayuse.**

**We cannot act with verbal approval. There MUST be documentation in place for us to do any of the above.**

# SPA: AWARD EXPENDITURE MONITORING AT YEAR END

- ▶ Be sure that the expenditures during this period you receive from faculty to pay are expenses for the grant.
- ▶ Cost transfers are a highly reviewed item for certain sponsors.
- ▶ SPA invoices the sponsor monthly. If transfers are done later to move charges to a department project, or to another award, a credit balance on an invoice or on our cash draws creates a red flag.



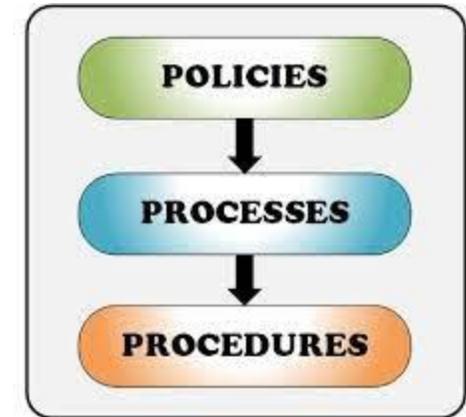
# SPA: MATCHING



- ▶ Year End Spending on Matching Projects (M projects):
  - **REMINDER** - Hard Dollar/Internal: Non-salary matching commitment made on an agreement. An “M” project is created to coordinate with the award/project. Funds are to be spent according to how you are receiving your matching funds from the different areas.
    - If you are using any allocated funds for purchases on your matching projects for grants, be sure it is either spent by year end or you swap out funding.
    - Allocated funds will not carry forward to the next fiscal year.

# SPA: ALLOWABLE COSTS

- ▶ Post Award Procedures
  - [Post Award Procedures \(k-state.edu\)](#) PPM Chapter 7050
- ▶ Unallowable costs are covered in PPM 7050.075
- ▶ Additional Guidance for Specific Costs
  - [Post Award Procedures \(k-state.edu\)](#) PPM Chapter 7050.070
  - This includes specifics on
    - Administrative Salaries
    - Computing Devices
    - Participant Costs



# SPA: PERTINENT GRANT LINKS

- ▶ SPA Webpage - <https://www.k-state.edu/finsvcs/sponsoredprograms/>
- ▶ PreAwards Webpage –
  - [Preparation Information \(k-state.edu\)](https://www.k-state.edu/preaward/preparationinformation/)
  - [PreAward Services | Administration | Research | Kansas State University \(k-state.edu\)](https://www.k-state.edu/preaward/preaward-services/)
- ▶ Cayuse Webpage - <https://k-state.cayuse424.com/>



LINKS

# FINANCIAL REPORTING



- ▶ Contacts: Shannon Fisher & Michelle Parker
- ▶ New Project Requests
  - ▶ Form is in E-forms under Admin/Financial Reporting
  - ▶ Department, Fund Source and PCA information located:  
[www.k-state.edu/finsvcs/systems/chartofaccounts/coalinks.html](http://www.k-state.edu/finsvcs/systems/chartofaccounts/coalinks.html)

# FINANCIAL REPORTING

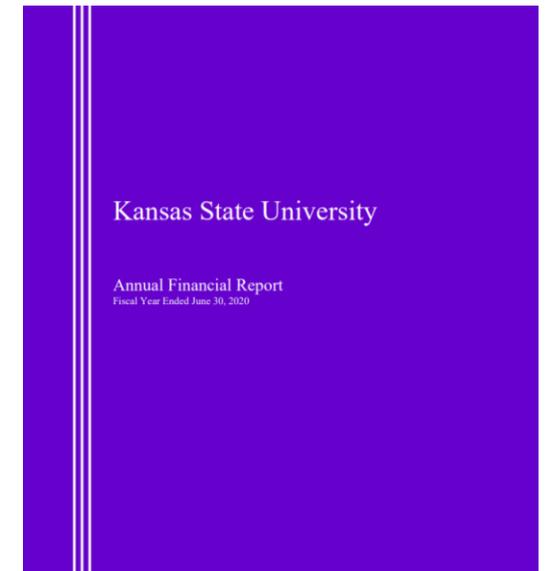
- ▶ Annual Financial Report

- ▶ Includes financial reporting information for all of Kansas State University, including our component units.
- ▶ Prior year reports are located here:

<https://www.k-state.edu/finsvcs/financialreporting/reports.html>

- ▶ Each report contains:

- ▶ Statement of Net Position
- ▶ Statement of Revenues, Expenses and Changes in Net Position
- ▶ Statement of Cash Flows
- ▶ Management's Discussion and Analysis
- ▶ Notes to Financial Statements



# PURCHASING UPDATES

## ▶ Resources

- ▶ [KSU Purchasing Website](#)
- ▶ [PPM 6310 Purchasing Procedures](#)
- ▶ [PPM 3070 University Contracts](#)
- ▶ [Forms, Form Upload and Form Instructions](#)
- ▶ [IT Technical Review](#)
- ▶ [OGC Checklist and KSU-146a](#)



QUESTIONS?: Please write questions in the comments

Stay Safe and Healthy!

Thank you for playing along.

Send any other questions to: [genacctg@ksu.edu](mailto:genacctg@ksu.edu)

[spaaccts@ksu.edu](mailto:spaaccts@ksu.edu)

[kspurch@ksu.edu](mailto:kspurch@ksu.edu)

2021 Fiscal Year End Training slides available online:

<https://www.k-state.edu/finsvcs/generalaccounting/training.html>



THE END OF FISCAL YEAR 2021

6

WEEKS

05

DAYS

21

HOURS

27

MINUTES

# The Final Countdown