FISCAL YEAR END
2022

WE ARE ALL IN THIS TOGETHER!
YEAR END TRAINING 2022

- Important Dates To Remember, how?
- General Accounting, who are these people?
  - BPC Transaction, how will we know?
  - Travel has returned, now where?
  - Imprest checks, what are these?
  - Fixed Assets, why?
  - Exciting IT News, when?
- Fund Balancing
- SPA/Financial Reporting
- Purchasing
- Cashiers
**IMPORTANT DATES FY22**

15th - Interdepartmental IFVs, IFVs to other State Agencies created by the department, TPVs, APVs, June 2022 and prior BPCs, and Facilities Invoice Voucher

20th - Final transfers of payments or corrections and Budget transfers

Check out all due dates [here](#)!

### JUNE 2022

<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
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<td>All Payroll transfers must be submitted to HCS</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>IFV, TRV, APV, PCV &amp; Facilities Invoice</td>
<td>Interfunds from other State Agencies that DFS assigned to department</td>
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<tr>
<td>19</td>
<td>20</td>
<td>21</td>
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<td>23</td>
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<td>25</td>
</tr>
<tr>
<td>Allocated and Non-Allocated Fund Transfers and Transfer of Payments</td>
<td>KSU</td>
<td>SYSTEMS</td>
<td>CLOSE</td>
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<td>27</td>
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<td></td>
<td>Final FY22 Deposits to Cashiers Office by 10am</td>
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</tr>
</tbody>
</table>
# GENERAL ACCOUNTING – Who Are We?

Here for your Accounts Payable needs.

## The all-rounder team
- Britt
- Audra
- Cherri

## Back-end/processing team
<table>
<thead>
<tr>
<th>Back-end/processing team</th>
<th>You know these people team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Julie</td>
<td>Tracy</td>
</tr>
<tr>
<td>Debbie</td>
<td>Brooke</td>
</tr>
<tr>
<td>Robin</td>
<td>Delmi</td>
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<tr>
<td></td>
<td>Kale</td>
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</table>
First day an EPCV can be sent electronically for the June 2022 statement
- 06/02/2022 - Visa file containing May 31st activity received June 1st then uploaded overnight and posted in EForms on June 2nd

Last day to charge and have the transaction post to the June Statement
- According to UMB - The average transaction can take 3-5 business days to post
- We guestimate approximately May 25th with no guarantees as a merchant may take longer to finalize their transactions

Accounting for all UMB Visa Statements from July 1, 2021, to June 1, 2022, must be submitted for Fiscal Year End
- Due to DFS by 5 pm on June 15th

If you are not certain which statements are outstanding, please contact us
- E-mail genacctg@k-state.edu or bpc@k-state.edu
Travel Is Back!!
Now where do we find....

- Located in EForms
  - Travel Voucher
  - Actual Conference Lodging Form
  - Cost Comparison: Airfare vs Mileage

- Located on DFS Web Site – Links to:
  - Travel PPM Chapter 6410
  - Travel Voucher Creation Instructions
  - Travel Rates – CONUS, OCONUS, International
  - Other Helpful Links – including but not limited to, Rental Car, Mileage, Visas

  ▶ AND.............................
K-State's Travel Site

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

CLICK ON THE TRAVEL RESOURCES TAB FOR ALL YOUR BASIC TRAVEL INFO OR......
EXPENSE REIMBURSEMENT
Travel expenses incurred by employees are reimbursable if they are necessary to perform a valid University business purpose, are reasonable in amount, and allowable under State and University policy.

M&IE AND LODGING REIMBURSEMENT
https://www.gsa.gov/portal/content/104877

M&IE (Meal and Incidental Expense) and lodging reimbursement are based on the U.S. General Services Administration (GSA) published federal rates. The reimbursement rate is based on the location of business travel.

M&IE
The standard daily M&IE rate is $59/day, but may be higher when traveling to Non-standard or international rate locations.

M&IE is reduced based on departure and return times as well as meals provided at no cost to the employee. Meals provided to employees at conferences and events are reduced, regardless of employee’s decision to participate.

Meal reduction for departure and return dates:

<table>
<thead>
<tr>
<th>Time of Departure</th>
<th>Quart</th>
<th>Day of Departure</th>
<th>Day of Return</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:00 am - 5:59 am</td>
<td></td>
<td>50%</td>
<td>25%</td>
</tr>
<tr>
<td>6:00 am - 11:59 am</td>
<td>Quarter 1</td>
<td>75%</td>
<td>50%</td>
</tr>
<tr>
<td>12:00 pm - 5:59 pm</td>
<td>Quarter 2</td>
<td>50%</td>
<td>75%</td>
</tr>
<tr>
<td>6:00 pm - 11:59 pm</td>
<td>Quarter 3</td>
<td>25%</td>
<td>100%</td>
</tr>
</tbody>
</table>

Meal reduction for meals provided/not claimed:

<table>
<thead>
<tr>
<th></th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reimbursed % of Daily M&amp;IE</td>
<td>55%</td>
<td>55%</td>
<td>50%</td>
</tr>
</tbody>
</table>

One-Day travel:
Single-meal reimbursement for one-day travel may be authorized by the department in limited situations, at the reduced meal allowance rates indicated previously, if the following conditions are met:
A) The employee must be conducting business 30 miles or more from the official station, and
B) The employee’s workday must be extended 3 or more hours beyond the regularly scheduled work day (typically 8am-5pm).

Lodging Expenses
The standard daily lodging reimbursement rate is up to $96/day, based on the base rate (does not include taxes and fees), adjusting to higher amounts for nonstandard and international locations.

The daily lodging expense limitations may be exceeded by an additional 50% with department approval. International lodging may be paid up to amount incurred if approved by the Department.

Actual conference lodging may be paid without limit if approved by the Department and the Division of Financial Services.

Lodging purchased with a KSU procurement card may include the standard room rate charge and applicable taxes and fees. In addition, hotel parking fees and internet fees may be included when an additional business purpose is provided. All other incidental charges should be paid separately by the traveler.

Tips for hotel staff, such as bellhops and housekeeping, are considered part of the M&IE and are not reimbursable.

TRANSPORTATION EXPENSES

Airfare
Airfare is deemed the most economical mode of transportation when traveling to destinations outside of the State of Kansas. Generally, business class and first-class are not the most economical and are not reimbursable rates.

If a traveler chooses to drive rather than fly to a destination, a cost comparison needs to be completed in advance when such travel is to a destination that is 400 miles or more from the traveler’s official station, or official domicile; whichever is less. The cost comparison showing the justification will be required to accompany the reimbursement request.

Airline tickets for travel may be purchased using the department’s BPC. In addition, airfare can also be charged to an employee’s personal credit card; however, the traveler will NOT be reimbursed for that airfare until after the travel has occurred. When a traveler is combining a personal leg(s) of travel and business travel, the employee must either pay for personal portion separately or pay the full amount with personal funds and seek reimbursement for the business portion after the travel is complete. The BPC cannot be used to pay for airfare where a personal leg or personal destination is included in the trip. Reimbursement for travel paid for on a personal credit card requires the passenger copy of the airline ticket or a copy of the booked itinerary from the Internet.

Mileage Reimbursement for Use of Privately-Owned Conveyance

<table>
<thead>
<tr>
<th>Type</th>
<th>Mileage Reimbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automobiles</td>
<td>$0.56/mi.</td>
</tr>
<tr>
<td>Motorcycles</td>
<td>$0.54/mi.</td>
</tr>
<tr>
<td>Planes</td>
<td>$1.26/mi.</td>
</tr>
</tbody>
</table>
Mileage reimbursement rates are determined by the IRS established rate, published on January 1st of each calendar year. Mileage allowed within Kansas for motorcycles and automobiles is based on the most direct route as listed on the KDOT chart. Mileage allowed for out-of-state travel is based on MapQuest and mileage for privately owned airplanes should use air mile distance (as the crow flies) by using www.indo.com/distance.

Vicinity miles are reimbursable when a clear business purpose is identified on reimbursement voucher.

Car Rental: www.enterprise.com

Discounted car rental rates are available through Enterprise Rent A Car as part of the State of Kansas contract. You must reference the Business Account Number (XZ51KSU), when booking to obtain discount. See Rental Policy Benefits please refer to the State of Kansas Program guide. In accordance with travel policies, the most economical mode of transportation must be used when traveling. Compact, standard, and mid-size cars generally accommodate a traveler’s business needs and are available at the most economical rate. An official itemized receipt for the rental car must be submitted with all payment vouchers.

Collision Damage Waiver (CDW) and Loss Damage Waiver (LDW) are automatically included in the coverage when paying for a rental car with a University BPC, and should be declined.

Accident Reporting: When using the BPC, if you are involved in an accident or the rental vehicle is stolen, call 1-800-VISA-911 and the rental company immediately to report the theft or damage. All incidents should be reported immediately following the theft or damage, but in no event later than forty-five (45) days following the date of theft or damage.

Failure to report within 45 days will result in your department paying for all damages to the rental vehicle.

Personal Payment Method: If using a personal payment method, CDW/LDW may be reimbursed. Personal Effects Insurance (PEI) (University property only) may be chosen and/or reimbursed if needed for business reasons. All other insurances are not reimbursable.

Enterprise: Enterprise Rent A Car is the contract provider for all car rentals within the State of Kansas but any rental car company may be used. Enterprise offers discount rates for Out-of-State rentals made by KSU.

CONFERENCES

Memberships purchased in conjunction with conference registrations should be in KSU's name and the address of the department. If the membership is purchased in the name of an individual, a clear benefit to the University must be given with the request for reimbursement to determine if it will meet state and KSU guidelines.

Tours, banquets, etc. are reimbursable with an explanation indicating the business purpose of attending event and/or how this assists the mission of Kansas State University.

NOT REIMBURSAABLE
1. Laundry charges, unless extended stay
2. Alcohol
3. Tobacco
4. Tips for meals and hotel staff
5. Gifts, donations, or contributions
6. Vicinity miles for meals
7. Insurance or ticket protectors on airfare, unless clear business purpose provided and supported by department authorization.

The following information provided by:
Kansan State University
Division of Financial Services
2323 Anderson Ave., Ste. 500
Manhattan, KS 66502
785.532.6202
http://www.k-state.edu/fmofcs/generalaccounting/

Employee Travel Guide

http://www.k-state.edu/travel

Revised 10/01/2021
Travel

Actual Conference Lodging Forms

► When is it needed
  ▶ When the room rate exceeds the maximum allowed for the cost area
  ▶ Standard rate is $96.00 - KSU allows 150% or 1.5 times that amount = $144.00
  ▶ Check CONUS site for rates

► What is needed
  ▶ Completed and approved Request for Actual Conference Lodging form
  ▶ Conference materials which indicate the conference will be held at or in connection with a lodging establishment(s) where rates exceed the expense limitations
  ▶ The materials must also indicate the rates for lodging

► Where it should be sent for approval
  ▶ After obtaining department approval, please forward to genacctg@k-state.edu
Travel Continued
Enterprise Rental

- Account Numbers
  - XZ51KSU – Compact, Intermediate, Mid-Size & Full-Size Cars
  - XZ51KSC – ½ ton Pick Ups, Cargo Vans, 12-15 Passenger Vans

- Billing Account Number
  - Only needed for those who book on behalf of others
  - Allows direct billing to the BPC and the traveler does not have to be the cardholder or have the card at time of pick up

- Book online
  - Most effective and efficient way to reserve a car is by booking online
  - Links are on GA Travel page
IMPREST FUNDS
What are these?

- TRANSACTIONS THAT DEMAND IMMEDIATE ATTENTION
  - Change Funds
  - Payments to vendors where you need the check RIGHT AWAY
  - Travel Advance
    - Hardship cases
    - Foreign Travel
    - Student Travel
  - Payments to RESEARCH PARTICIPANTS
Requesting Imprest Funds

In eForms, select Agency Payment Voucher.

On the header tab, the check type should be "Imprest Request".

Make sure there is an "A" in the payment indicator box.

If you do not see this option, email Britt & Ron.

CASH – Vendor should be "Commerce Bank/Cash"
Delegation of Authority, DOA

- Research Participant Payments are considered taxable income!
  - If an individual received more than $600 in taxable income payments, we are required to submit a 1099 to the IRS.
  - DOA - the department will track and report IF an individual receives more than $600.
    - Only good for ONE Calendar YEAR
    - Still need to track names, dates and $$ received.
    - W-9's needed if there is no DOA, or if the individuals receive $600 or more

DOA's can be used for other taxable payment tracking. A payment is taxable because of the object code used.
Repaying KSU IMPREST FUND #1

- Prompt repayment is ESSENTIAL
  - Direct payment to vendor, repayment right away
  - Travel repayment within 30 days
  - Research Participants repayment within 6 months
- Return any unused cash to CASHIERS OFFICE
  - DO NOT MAKE A CASHNET DEPOSIT
- Agency Payment Voucher made out to vendor: KSU IMPREST FUND #1 for the amount spent.
  - Check type is State, "A" in payment indicator, reference Imprest document number.

EXAMPLE: Received an Imprest Check for $100. $30 returned to Cashiers Office. Make APV to KSU Imprest Fund #1 for $70, include documentation for the $70 spent, the $30 returned to Cashiers Office, reference Imprest document.
The Imprest Fund is not the enemy

Imprest Funds are here to help when you need it, but it is HEAVILY audited.

We want to save you from doing more work in the future!

REMINDER: Submit repayments for all outstanding Imprest by June 15
WHY DO WE TRACK FIXED ASSETS?

- Fixed Assets impact the Financial Reports of the University
  - Statement of Net Position: Noncurrent Assets - Capital Assets, Net
  - Statement of Revenues, Expenses and Changes in Net Position: Operating Expense - Depreciation
  - https://www.k-state.edu/finsvcs/financialreporting/documents/FY2021-AFR.pdf

- Significant investment in state resources which must be controlled and utilized responsibly

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<table>
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<tr>
<th>Noncurrent Assets</th>
<th>Operating Expenses</th>
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<tbody>
<tr>
<td>Restricted cash and cash equivalents</td>
<td>Instruction</td>
</tr>
<tr>
<td>Pledges receivable, net</td>
<td>Research</td>
</tr>
<tr>
<td>Investments</td>
<td>Public Service</td>
</tr>
<tr>
<td>Loans to students, net</td>
<td>Academic Support</td>
</tr>
<tr>
<td>Other assets</td>
<td>Student Service</td>
</tr>
<tr>
<td>Capital assets, net</td>
<td>Institutional Support</td>
</tr>
<tr>
<td>Total Noncurrent Assets</td>
<td>Operations &amp; Maintenance of Plant</td>
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<tr>
<td></td>
<td>Depreciation</td>
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<td></td>
<td>Scholarships &amp; Fellowships</td>
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<tr>
<td></td>
<td>Auxiliary Enterprises</td>
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<tr>
<td></td>
<td>Other Expenses</td>
</tr>
<tr>
<td>Total Operating Expenses</td>
<td>799,613,339</td>
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WHAT ARE FIXED ASSETS?
- Long term tangible assets used in the operation of a business
- expected life greater than one year
- typically with a UNIT COST over $5,000
- the expense is spread out as depreciation over an established useful life (ex: 5 or 8 years)

At K-State, these are OBJECT CODES E32X9, E34X9 and E4XXX (except 4810, 4970, and 4980)
MONTHLY FIXED ASSETS REPORT

- Any APV, BPC or IFV transaction during the month with an E32X9, E34X9, or E4XXX object code
- The Fixed Asset Addition spreadsheet can be filled in as payment is made
  - Reach out early to the responsible party for information about where the asset will be located

GIFTS or MANUFACTURED ITEMS

- DFS has no visibility of acquisitions that do not flow through FIS
- Must be reported on a DA-83, Correction to Inventory Property Records
DISPOSITIONS
- Must receive General Accounting and/or SPA approval **BEFORE** asset is sold/traded/disposed of
- If in working condition, asset must be listed on the Internal Surplus Site for 7 days
  - Can choose to list on the Public Surplus Site or dispose of unclaimed assets

TRANSFERS
- Use a Transfer of Fixed Assets form to move an asset from one department to another
- Both Transferring and Receiving Departments must sign, then send to DFS for approval
- Asset retains original cost, Fixed Asset record is updated with new owning organization
- DO NOT complete a DA-110 when transferring a Fixed Asset
DEPARTMENTAL INTERNAL INVENTORY

- Department is responsible for tracking its property with a cost below $5,000.
- Use a departmental property numbering system, separate from the KSU PropNum numbers for fixed assets.
- Maintain an internal database, using Excel, Access, or other appropriate tool, as this property can be subject to audits.

PPM 6510, PROPERTY INVENTORY

- Great resource for general information and guidance.
- [https://www.k-state.edu/policies/ppm/6500/6510.html](https://www.k-state.edu/policies/ppm/6500/6510.html)
FIXED ASSETS

FIXED ASSETS YEAR END DEADLINE
- Purchases made in June must be reported by JULY 15th

BUT I STILL HAVE QUESTIONS!
- And we’ve got answers!
- Julie Rivera, Fixed Assets Manager
- genacctg@ksu.edu
- 785-532-6525
Bye, Bye eForms

- Central IT has decided on a new Forms platform for campus!
- DFS will be working with IT on this implementation.
- Please take our POLL!!
- This will be a long process.
  - We will keep you updated as changes are made.
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", "S" or "J " in the Voucher No is required.

All TOPs need to be signed by Department Head or someone with Signature Authority.

Payment transfers for FY22 are due June 20 at 5:00pm.

Any questions email Leah Forst at lforst@ksu.edu or Angela Nabors at 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 and copy Angela Nabors at anabors@ksu.edu
For any questions about Transact storefront setup/configuration and training, please contact Ron Semarge or Danica Phan

- Ron: rsemarg@ksu.edu
- Danica: xuanduy@ksu.edu

They can help with any credit card questions you have about terminals, merchant numbers, etc.
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.
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.
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.
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)
  - PreAward Services | Administration | Research | Kansas State University (k-state.edu)
- Cayuse Webpage - https://k-state.cayuse424.com/
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
FINANCIAL REPORTING – Important Dates

► JULY 15
► Annual Inventory of Consumable Supplies and Commodities/Capital Outlay Items Purchased for Resale
► Accounts Receivable Annual Report – Outstanding Receivables for your department
  ► Available in eForms
  ► Submit to Michelle Parker: mparker@ksu.edu
PURCHASING UPDATES

- Coming Soon in June 2022!
  - Contract Lifecycle Management (CLM) Tool

- 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
Transact (FKA CashNet) Basics

- Department access: Contact cashiers@ksu.edu to reset password or with any questions or concerns regarding your Transact account or your department account.

- Types of payments:
  - ACH: Receive ACH notification from Bank 1 email
  - CHECK: Department check received
  - PPCA: cash payments under 1 deposit in a deposit bag
  - PPCK: check payments under 1 deposit in a deposit bag
Posting payments basics
CASHIERS' OFFICE

3.

4.

5. Save. Write down deposit number and submit payment to cashiers to close out.
Deposit slips

- If you need a Deposit slip book, please visit our office.
- Please include:
  - Cash (if applicable) in currency
  - List Checks (if applicable)
  - Total amount of checks and/or cash
  - Department name and email recipient for receipt
ACH Payments

- Receive Wire/ACH email from Bank 1 regarding wire information
- Create Transact deposit and save
- Email cashiers with deposit number and ach information to close out
- Receive email receipt from cashiers
- File for your records
Red/Black

- What is red/black?
  - Corrections to be made on deposits submitted through Transact
- How can I submit a red/black correction?
  - Through your department Transact account.
  - Make sure your G/L Code is correct
    - Project number/Funding Source/Organization/Object code
- Save and send cashiers@ksu.edu email to close out.
CASHIERS' OFFICE

DEPOSITS NOT PROCESSED IN TRANSACT WILL NOT PROCESS IN FIS
Setoff

What is Setoff?
- State of Kansas entity that collects on our behalf for a 17% fee. They send these funds twice a month.

How do we collect these payments?
- We receive an Interfund Voucher as well as a statement. We then post the payments to the student accounts.
- We run a report on KSIS to indicate how the payment applied to the account.
- We do a red/black transaction to charge the departments the fee.
Collections

- What is collections:
  - All accounts on KSIS that have received final 30 notice (6 month mark) that become delinquent get sent to a collection agency.
  - We have 6 collection agencies that collect for us.
  - Each agency charges a specific fee.

- How do we collect funds?
  - The agencies send us monthly payments.
  - We post the payments on the student accounts.
  - We run a report that tells us how the payments applied.
  - Process red/black to charge back the fees paid.
How does this affect my department?

- If a student wants to enroll, receive transcripts, or receive their diploma, they will not be able to until their balance is paid in full.
- You will see the payments post on FIS as well as the red/back transaction.
We have created a new Teams channel for outstanding money. If you are interested in being a member of this channel, please email bank1emails@ksu.edu.
Important dates:

Deposits: **June 30th by 10am**

Write off referrals: **May 20th end of day**
Points of contact

- Frank Tortella: Director
  - tortella@ksu.edu
- Natalia Tipton: Manager
  - nahernan@ksu.edu
  - Loans
  - Collections/billing
  - Setoff/write offs
  - Transact (formerly known as FKA CashNet)
- Michelle Dawson: Accountant III
  - mddawson@ksu.edu
  - Third party billing
  - Transact
  - Wire/ACH
Stay Safe and Healthy!
Thank you for attending
Send any other questions to: genacctg@ksu.edu
spaaccts@ksu.edu
kspurch@ksu.edu
cashiers@ksu.edu

2022 FY End Training slides available TOMORROW:
https://www.k-state.edu/finsvcs/generalaccounting/training.html
Let's rise-up to the challenge of Fiscal Year End

We can do this together