



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						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
					All Payroll transfers must be submitted to HCS	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
			IFV, TRV, APV, PCV & Facilities Invoice	Interfunds from other State Agencies that DFS assigned to department		
19	20	21	22	23	24	25
	Allocated and Non-Allocated Fund Transfers and Transfer of Payments					
				KSU SYSTEMS CLOSE		
26	27	28	29	30		
				Final FY22 Deposits to Cashiers Office by 10am		
			STATE ACCOUNTING SYSTEM CLOSE			

GENERAL ACCOUNTING – Who Are We?

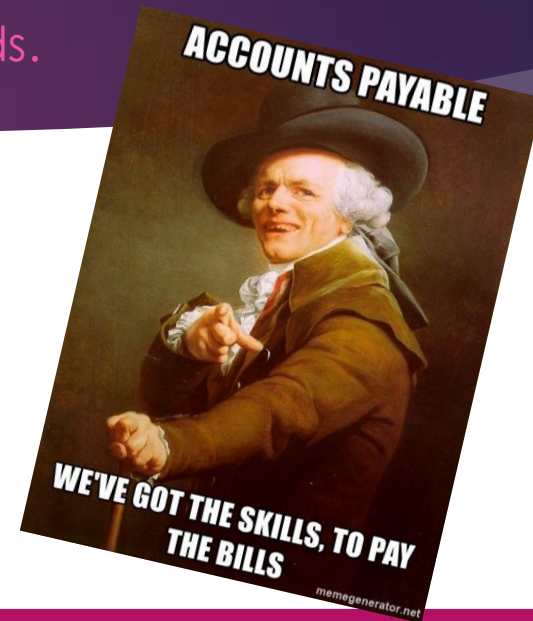
Here for your Accounts Payable needs.

The all-rounder team

Britt

Audra

Cherri



Back-end/processing team

Julie

Debbie

Robin

You know these people team

Tracy

Brooke

Delmi

Kale

BPC TRANSACTIONS – FIRST, LAST & IN BETWEEN

- ▶ **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 guesstimate 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.....**

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

Financial Services Home
Administration
Cashiers and Student Accounts
Financial Reporting
Fund Balancing
General Accounting
Accounts Payable
APV-Interfund Vouchers
Athletics
Business Procurement Card
Payments to Foreign Nationals
Payments to Students
Travel

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 days:

Time of Departure	Quarter Day	Day of Departure	Day of Return
12:00 am – 5:59 am	Quarter 1	100%	25%
6:00 am – 11:59 am	Quarter 2	75%	50%
12:00 pm – 5:59 pm	Quarter 3	50%	75%
6:00 pm – 11:59 pm	Quarter 4	25%	100%

Meal reduction for meals provided/not claimed:

	Breakfast	Lunch	Dinner
Reimbursed % of Daily M&IE	15%	35%	50%

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

Automobiles	\$0.56/mi.
Motorcycles	\$0.54/mi.
Planes	\$1.26/mi.

KANSAS STATE
UNIVERSITY

Employee Travel Guide

Download the Employee Travel
Guide brochure (pdf)

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. For 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 REIMBURSABLE

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.

KANSAS STATE UNIVERSITY

Employee Travel Guide

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

Revised 10/01/2021

The following information provided by:

Kansas State University
Division of Financial Services
2323 Anderson Ave., Ste. 500
Manhattan, KS 66502
785.532.6202

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

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
 - ▶ <https://elink.enterprise.com/en/ksures.html>



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".

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

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

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



FIXED ASSETS – WHY BOTHER?

▶ 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

Noncurrent Assets

Restricted cash and cash equivalents	-
Pledges receivable, net	24,588,321
Investments	46,132,461
Loans to students, net	6,189,241
Other assets	159,618
Capital assets, net	1,214,124,244
Total Noncurrent Assets	1,291,193,885

Operating Expenses:

Instruction	193,475,605
Research	166,829,519
Public Service	80,728,279
Academic Support	53,462,797
Student Service	21,701,910
Institutional Support	38,237,820
Operations & Maintenance of Plant	46,377,292
Depreciation	59,251,567
Scholarships & Fellowships	38,286,919
Auxiliary Enterprises	92,056,246
Other Expenses	79,385

Total Operating Expenses 790,487,339

FIXED ASSETS – WHAT ARE THEY?

▶ 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)**

FIXED ASSETS – HOW TO REPORT?

▶ 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

Kansas State University
Monthly Fixed Assets Report For APR-2022
PART 1 - Capital Outlay Expenditures
Organization 20060 Biology

Please complete the Dept Fixed Asset Additions Template found at www.k-state.edu/finsvcs/generalaccounting by typing in the necessary information in accordance with PPM Chapter 6510. Explain unusual entries for gifts, trade-in allowances, etc. Email the completed spreadsheet to the Div of Financial Svcs Office by **5/16/2022**. Please refer your questions to Fixed Assets <genacctg@ksu.edu>-532-6525.

Project	Fund	Source	Voucher	Doc No	User No	Vendor	Object	FA Src Code	AMOUNT
GOBO007270	3142	3145	22825016	2181889	38158	PHC CORPORATION OF NORTH	E4040	11	17,999.00
GOBO007840	2520	2080	22825768	2184089	42659	FISHER SCIENTIFIC COMPANY LLC	E4040	NULL	29,878.05
Total Payments									47,877.05

▶ 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



FIXED ASSETS – SAYING GOODBYE

▶ 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



FIXED ASSETS

▶ 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>

Property Inventory

Chapter 6510

Revised January 19, 2016; October 11, 2017; July 9, 2021

Table of Contents

.010	General Information
.020	Responsibilities
.025	Property Items Less Than \$5,000
.030	Off Campus Use of University Property
.040	Property Numbers
PROCEDURES:	
.050	Monthly Fixed Asset Report
.060	Transfer of Fixed Asset
.065	Disposition of Property
.070	Disposition of Gifted Assets
.075	Disposal of Livestock
.080	Disposal of Vehicle License Tags
.085	Disposal of Computers and Other Electronic Storage Devices
.090	University Annual Fixed Asset Procedures
.100	Consumable Supplies and Commodities/Capital Outlay Items Purchased for Resale Inventory
.110	Gifts or Grants of Equipment
.120	Questions

FIXED ASSETS

▶ **FIXED ASSETS YEAR END DEADLINE**

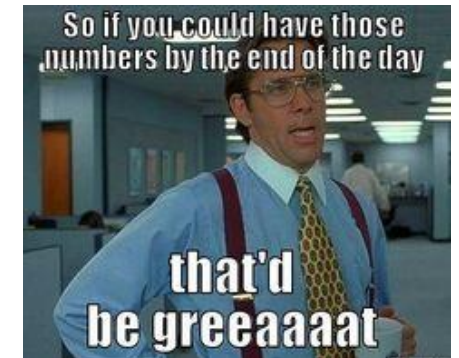
- ▶ Purchases made in June must be reported by **JULY 15th**

▶ **BUT I STILL HAVE QUESTIONS!**

- ▶ And we've got answers!
- ▶ Julie Rivera, Fixed Assets Manager
- ▶ genacctg@ksu.edu
- ▶ 785-532-6525



**I Live for
Year End.**



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.



eForms

K-State Division of Financial Services

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", "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

OVERDRAFT

TRANSACTION STOREFRONTS

- ▶ 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.

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.



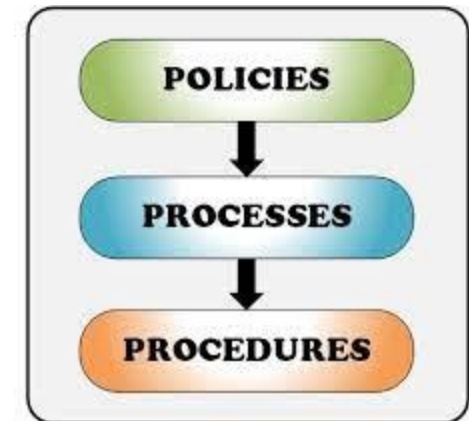
SPA: MATCHING



- ▶ 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

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!
 - ▶ **Contact 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](#)



CASHIERS' OFFICE

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

CASHIERS' OFFICE

Posting payments basics

1.

The screenshot shows the Home Page of the Kansas State University Cashiers' Office. The navigation bar includes Home, Deposits, Find Transactions, Reports, About, and Sign Out. The main content area displays the user's login information: Operator: LOAN, Department: LOAN, Station: 001, Client: KSUPROD. A box highlights the Actual Date (Wed., Apr. 27, 2022) and Business Date (Wed., Apr. 27, 2022). A message section contains a red warning about grant deposit revenue. Below this, there are sections for Today's Activity and Yesterday's Activity, each showing Transaction Count and Amount Received. The Today's Activity section shows a transaction count of 267 and an amount of \$50,558.45. The Yesterday's Activity section shows a transaction count of 405 and an amount of \$494,336.88. There is also a section for Open Deposits.

Home | Deposits | Find Transactions | Reports | About | Sign Out

Home Page Kansas State University

Home Page

Departmental Deposits

Find Transactions

Reports

Training & Support

Operator: LOAN Department: LOAN Station: 001 Client: KSUPROD

- Your last login was on Wednesday, April 27, 2022 at 10:27:34 AM.
- Your password expires in 32 days. Click [here](#) to change it.
- To change your secret question click [here](#).

Actual Date:
Wed., Apr. 27, 2022

Business Date:
Wed., Apr. 27, 2022

Messages

Attention!!! All grant deposit revenue MUST be deposited through the office of Sponsored Project Accounting (SPA). If you have any questions please feel free to contact the Cashiers Office or Sponsored Project Accounting!

Today's Activity	Yesterday's Activity
Transaction Count: 267	Transaction Count: 405
Amount Received: \$50,558.45	Amount Received: \$494,336.88

Open Deposits

2.

The screenshot shows the Departmental Deposits page. The navigation bar is the same as in the Home Page. The main content area displays the Department (LOAN) and options to view Open Deposits, Cashiered Deposits, and Voided Deposits. There are date pickers for the Cashiered and Voided Deposits sections, both set to 3/27/2022 to 4/27/2022. A Refresh button is present. Below the filters is a table of deposits with columns for Deposit#, Operator, Date, Status, and Amount. The table shows one record: Deposit# 346649, Operator LOAN, Date 03/11/2022, Status Open, Amount 0.00. There are buttons for Select, Void, and Print next to the record. A yellow box highlights the ADD NEW RECORD button. Below the table, there is a link to Display All and a page number 1.

Home | Deposits | Find Transactions | Reports | About | Sign Out

Departmental Deposits Kansas State University

Department: LOAN

View Open Deposits

View Cashiered Deposits from 3/27/2022 to 4/27/2022

View Voided Deposits from 3/27/2022 to 4/27/2022

Refresh

Deposit#	Operator	Date	Status	Amount	
346649	LOAN	03/11/2022	Open	0.00	Select Void Print

(1 record(s)) [Display All](#)

1

ADD NEW RECORD

CASHIERS' OFFICE

3.

Home Deposits Find Transactions Reports About Sign Out

Departmental Deposits Kansas State University

Department Code: LOAN - STUDENT SERVICE LOAN

Operator: LOAN Date Entered: 4/27/2022 Total Items: 0.00

Status: Open Date Cashiered: Total Payments: 0.00

Transaction No: Difference: 0.00

Item Code	Description	Amount To Pay
TOTALS		0.00

To add an item, enter an Item Code or click an Easy Key.

RETRIEVE

14LOAN 14LOANESLCCR 14LOANESLINT 14LOANESLPRI 14LOANESLWO 14LOANESLSVC

Payment Type	Amount

4.

Deposit No: 347161

TOTALS		100.00
Bills	Count	Amount
100's	<input type="text" value="0"/>	<input type="text" value="0.00"/>
50's	<input type="text" value="0"/>	<input type="text" value="0.00"/>
20's	<input type="text" value="0"/>	<input type="text" value="0.00"/>
10's	<input type="text" value="0"/>	<input type="text" value="0.00"/>
5's	<input type="text" value="0"/>	<input type="text" value="0.00"/>
1's	<input type="text" value="0"/>	<input type="text" value="0.00"/>
Other	<input type="text" value="0"/>	<input type="text" value="0.00"/>
Coins	Count	Amount
Dollars	<input type="text" value="0"/>	<input type="text" value="0.00"/>
Halves	<input type="text" value="0"/>	<input type="text" value="0.00"/>
Quarters	<input type="text" value="0"/>	<input type="text" value="0.00"/>
Dimes	<input type="text" value="0"/>	<input type="text" value="0.00"/>
Nickels	<input type="text" value="0"/>	<input type="text" value="0.00"/>
Pennies	<input type="text" value="0"/>	<input type="text" value="0.00"/>
Rolled	<input type="text" value="0"/>	<input type="text" value="0.00"/>
Total Cash	<input type="text" value="0"/>	<input type="text" value="0.00"/>
Payment Type	Amount	
NON CASH	<input type="text" value="0.00"/>	
Check	<input type="text" value="0.00"/>	
07 ACH ARC MAIL	<input type="text" value="0.00"/>	
CREDIT CARDS	<input type="text" value="0.00"/>	
07PPCASH	<input type="text" value="0.00"/>	
07PPCHECKS	<input type="text" value="0.00"/>	
WIRE/ACH/DDB	<input type="text" value="100.00"/>	
CASH AWAITING	<input type="text" value="0.00"/>	
14PPCASH/CHECK	<input type="text" value="0.00"/>	
14 DIR DEP/CC	<input type="text" value="0.00"/>	
26BANK DEPOSIT	<input type="text" value="0.00"/>	
27BANK DEPOSIT	<input type="text" value="0.00"/>	
Total Items:	100.00	
Total Payments:	100.00	
Difference:	0.00	

SAVE **CANCEL**

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

CASHIERS' OFFICE

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

DEPOSIT TICKET
FOR CLEAR COPY, PRESS FIRMLY WITH BALL POINT PEN.

Commerce Bank
Meriden, Kansas 66502
www.commercebank.com

DATE

CURRENCY	DOLLARS	CENTS
COIN		
LIST CHECK		
1		
2		
3		
4	11,879	22
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
\$	11,879	22

KANSAS STATE UNIVERSITY
LOCAL AGENCY ACCOUNT
ATTN: CASHIERS' OFFICE
MERIDEN, KANSAS 66502
PHONE: 785.843.5100

#01032421# ⑆101000019⑆ 6261268491

cashiers@ksu.edu

MVA

11,879.22

103242

PLEASE RE-SAVE ALL ITEMS
AND PRINTED RESPONSES
ON SEPARATE PAGES

Check Image Viewer - Sequence Number: 652811056463 - Date: 03/02/22 - Intern...
B/W Front

CASHIERS' OFFICE

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

04/21/2022 Miscellaneous ACH

Credit

20310940 2111004504771 \$50.00

Description: EDI PYMTS 20310940 011500129491522 UNIVERSITY ACC

CASHIERS' OFFICE

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.

Deposit # 346769		◀ ▶
Department Code: LOAN - STUDENT SERVICE LOAN		
Operator: LOAN	Date Entered: 3/16/2022	Total Items: 0.00
Status: Cashiered	Date Cashiered: 3/16/2022 12:53:18 PM	Total Payments: 0.00
	Transaction No: 2982945	Difference: 0.00
Item Code	Description	Amount To Pay
07LOANPERPRI	LOAN PERKINS PRINCIPAL	18.26
	<input type="button" value="DELETE"/> <input type="button" value="EDIT"/>	
User Number:	Adj Setoff 5/1/20	
Description:	PSL principal	
Description:		
*G/L Code:	NZLP001LOA-7260-00000-A1450	
	Deposit No: 346769	
07LOANPERINT	LOAN PERKIN INTEREST	-18.26
	<input type="button" value="DELETE"/> <input type="button" value="EDIT"/>	
User Number:	Adj Setoff 5/1/20	
Description:	PSL Interest	
Description:		
*G/L Code:	NZLP001LOA-7260-00000-R3091	
	Deposit No: 346769	
TOTALS		0.00

CASHIERS' OFFICE



DEPOSITS NOT PROCESSED IN TRANSACT WILL NOT PROCESS IN FIS

CASHIERS' OFFICE

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

CASHIERS' OFFICE

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.

CASHIERS' OFFICE

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

Thursday, April 28, 2022 10:28:51 AM CDT

Kansas State University Transaction Detail Report
Project : 'naen481031', Source : '2080', Organization : '10060', Object : '%', Fiscal Year : '2022'

Parameters
Select values for the following parameters.
* Indicates required field

- Enter the Project: naen481031
- Enter the Source: 2080
- Enter the Organization: 10060
- Object: %
- Enter the Fiscal Year: 2022

Table

Print | Export | Refresh | Back | Forward | Home

Page Name: Project: NAEN481031 | Source: NAEN | Fiscal Year: 2022

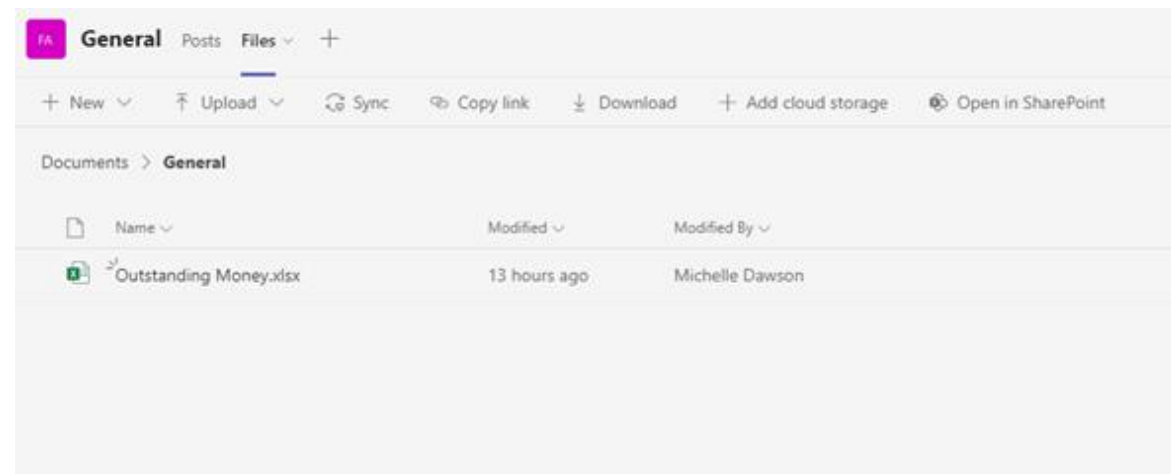
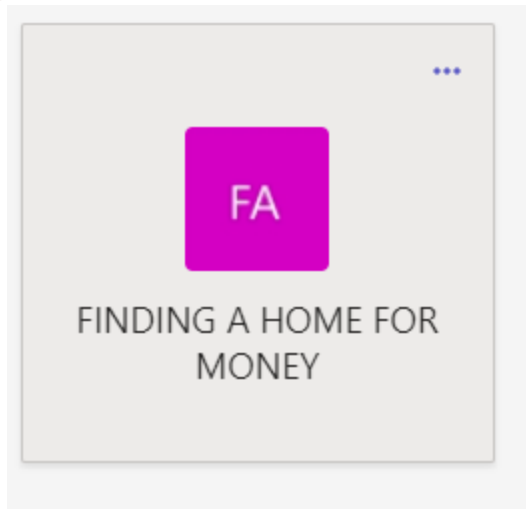
Organization	Object	Tran Date	Period Name	Tran No.	Tran Type	Voucher No.	User Name	Description	Enc No.	KEY	Amount	Creation Date
10060	A2003	03/09/22	2022 09 (MAR-2022)	0148100	CASHSTUDENT	087204	3521	Miscellaneous Transaction	NALL	NALL	150.80	09-MAR-2022
10060	E1201	03/19/22	2022 09 (MAR-2022)		GOLD	V5102008	V5102008	STU SAL HRLY NEWS	NALL	NALL	293.50	01-MAR-2022
10060	E1276	03/19/22	2022 09 (MAR-2022)		GOLD	V5102008	V5102008	STUDENT SL RA	NALL	NALL	1.88	01-MAR-2022
10060	E1297	03/19/22	2022 09 (MAR-2022)		GOLD	V5102008	V5102008	STU HRLY WORK COMP	NALL	NALL	0.80	01-MAR-2022
10060	R2090	03/17/22	2022 09 (MAR-2022)	2063171	CASHCASHNET	5102008	setof 3.1.2022	Miscellaneous Transaction	NALL	NALL	26.89	17-MAR-2022

Go to page: 1 of 1

CASHIERS' OFFICE



LOOKING FOR MONEY



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.

CASHIERS' OFFICE

**Important
dates:**

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

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

CASHIERS' OFFICE

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

QUESTIONS?: Please write questions in the comments

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

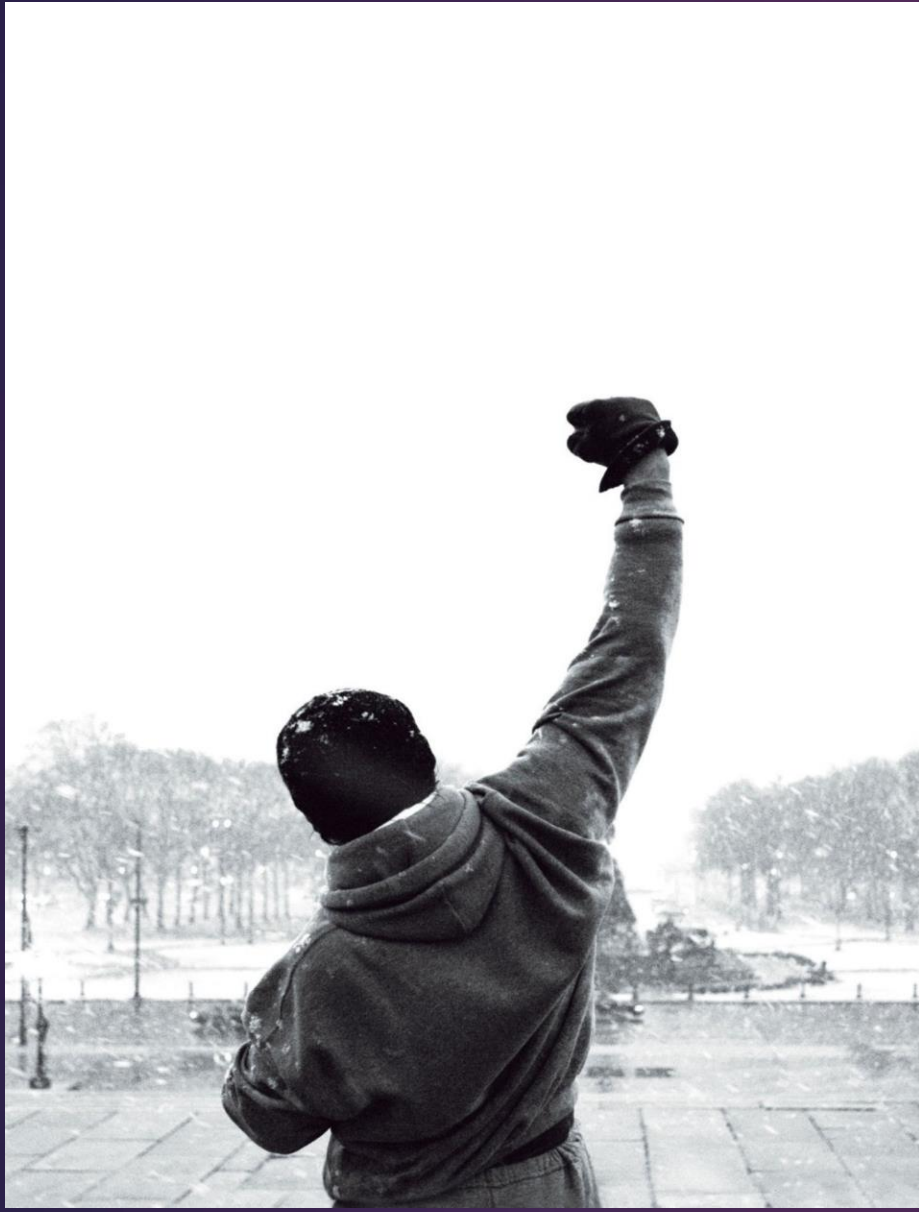
2022 FY End Training slides available TOMORROW:

<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