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## Business Services Newsletter, v1 n4

Kennesaw State University

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# BUSINESS SERVICES NEWSLETTER



Volume I, Issue 4

October 13, 2006

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## Quarterly Reporting—How does it affect campus?

Most of you have heard references to new quarterly reporting requirements. These requirements have been established by the Chancellor.

Those of us in the Business and Finance division are finalizing our plans to meet this challenge, but those of you in other areas of the campus community may not realize you will be affected as well. In essence, we will have four quarter-end experiences similar to the one year-end process with which we are all so familiar.

You may ask, "What does that mean to me?" We will be asking that all encumbered travel funds be cleared at each quarter's end. We will also ask that

all pending AGS requests be fully approved, documented, and submitted to Accounts Payable, Payroll, or Procurement by the final business day of each quarter.

We realize, of course, that there will be exceptions, and the quarter-end won't be quite as urgent as June 30 of each fiscal year. However, for accurate reporting and budgetary control, we will be seeking your assistance in completing all financial transactions in the quarter in which they originated. Expect reminders regarding travel expense statements and AGS requests on a regular basis during the coming months.

We will be publishing future

quarterly deadlines for the submission of Requests for Authority to Travel forms, Travel Expense Statements, and requests for payment via the AGS system.



## Travel Procedures

### **Requests for Authority to Travel:**

[http://www.kennesaw.edu/businessservices/forms/Authority\\_to\\_Travel\\_Master.pdf](http://www.kennesaw.edu/businessservices/forms/Authority_to_Travel_Master.pdf)

This form serves two purposes:

1. To establish liability and protect the traveling employee in case of accident.
2. For budgetary control by serving as the documentation for encumbering funds for the proposed trip.

The following guidelines apply:

- ◆ Required for travel exceed-

ing 100 miles from campus (based on individual trips, not cumulative total), and all out-of-state trips.

- ◆ The completed and approved Request for Authority to Travel must be submitted to Business Services well in advance of any qualifying trip with estimated expenses exceeding \$100.00
- ◆ Funds will not be encumbered for estimated expenses of less than \$100.00. The completed and approved Request for

Authority to Travel form should be retained in departmental or Business Manager's file until the travel expense statement is





## Travel Procedures (Cont'd)

submitted if the estimated expenses are less than \$100.00. Amounts under \$100.00 may be encumbered at the request of the department budget manager or Business Manager.

- ◆ A Standing Authority for Travel may be submitted for consideration. Specific limitations apply.

### **Travel Expense Statements:**

[http://www.kennesaw.edu/businessservices/forms/Travel\\_Expense.pdf](http://www.kennesaw.edu/businessservices/forms/Travel_Expense.pdf)

Please complete this form immediately upon completion of your travel. The form is fairly self-explanatory, but if you have questions, feel free to contact Deanna Bennett in Accounts Payable or your Business Manager, if applicable.

We are often asked about the per diem allowance for meals while traveling for KSU. Here is the website we use:

<http://www.gsa.gov/Portal/gsa/>

[ep/home.do?tabId=0](http://ep/home.do?tabId=0) and click on Per Diem Rates.

For international travel, please refer to <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>.

Be sure to convert all foreign currency expenditures to U.S. dollars, and provide documentation to support the rate of conversion. Receipts for meals are not required, but please note that the per diem allowance is merely the limit that may be reimbursed, and is not a true "allowance." You are expected to claim the actual amount spent.

The only exception to the per diem allowances listed at this site are the ones for Georgia. We must limit reimbursement to \$28.00 per day for the State of Georgia, with a few exceptions for high-cost areas. These areas are defined in the State and BOR websites, along with all other travel regulations and procedures. The regula-

tions may be accessed at <http://www2.state.ga.us/Departments/AUDIT/m&lg/travlreg.htm> or Board of Regents(BOR) University System Of Georgia TRAVEL REGULATIONS (BOR).

Please familiarize yourself with these rules, regulations, procedures, and forms. It is very likely you will be required to travel on KSU's behalf during your employment.



## AGS—How do I access the system?

### **Accessing the system:**

AGS is accessed through Portal. All employees receive a portal account. To access AGS, the intended user's supervisor must complete the ITS Service/Account Request Form (also used for Group-Wise) found at:

[http://its.kennesaw.edu/service\\_desk/account\\_request\\_form.htm](http://its.kennesaw.edu/service_desk/account_request_form.htm)

Service establishes the portal account with the employee id

number.

**Approvers:** The first level of approvers is determined by PeopleSoft and cannot be changed unless a change is processed through PeopleSoft HRMS. Only true reports to relationships can be reflected in HRMS. In the event that a direct supervisor is out of the office for an extended period of time, the office of Procurement can set up an override approver so that the employer

who creates the AGS request can choose the override approver in their supervisor's absence. If you have questions about override approvers contact Procurement at x6214.



## PCard Reminders



### **Purchase Orders & PCards:**

Like oil and water, purchase orders and p-cards don't mix. If a purchase is made under the guise of a purchase order, **Please DO NOT use a p-card to pay the invoice.** Such invoices need to be applied against the purchase order that was created for the acquisition. If the invoice is not applied against the purchase order, the department could be charged twice. Send the original invoice to Business Services/Accounts Payable, Mail Drop #3501, and keep a copy for your files.

Invoices for acquisitions not

involving a purchase order may continue to be paid via p-card, according to p-card policies and procedures (see [www.kennesaw.edu/procure](http://www.kennesaw.edu/procure)) or forwarded to Accounts Payable attached to a **fully approved AGS.**

**PCard Audits:** During our monthly audit of PCard statements, the following are some of the violations noted:

- ◆ No prior approval from ITS for software purchase
- ◆ Food purchases

**Please note that any food purchases charged to a PCard allocated to state funds is a major violation of PCard policy, and may result in loss of pcard privileges or employment termination. Employees are required to reimburse the university with a personal check made payable**

**to Kennesaw State University.**

For all PCard policies and procedures, refer to the following website:

[http://www.kennesaw.edu/businessservices/worddocs/P\\_Card\\_Policy\\_rev\\_03\\_04\\_05.doc](http://www.kennesaw.edu/businessservices/worddocs/P_Card_Policy_rev_03_04_05.doc).

### **Lost, Stolen or Compromised PCards:**

If your PCard becomes lost, is stolen, or if you suspect it has been compromised, call Bank of America immediately to report the circumstance(s) at 1-888-449-2273. Please call Kim Fendley at x3054 no later than the next business day. **NEVER** give your PCard number to anyone other than the vendor from whom you are purchasing. As a cardholder, you are responsible for its safekeeping. Careless handling of the card may result in suspension or revocation.



## Notes of Interest



**Inventory:** As noted in our August newsletter, in order to comply with Board of Regents and DOAS regulations, physical inventories must be performed every year. Inventory for Fiscal Year 2007 must be completed by May 31, 2007.

All inventory coordinators must contact Anna McCoy at x4447 or email her at

[amccoy6@kennesaw.edu](mailto:amccoy6@kennesaw.edu) in order to schedule a month to perform your physical inventory. Inventory Sheets will be distributed to your department on the first day of the selected month and due back to Asset Management by the last day of that month.

**Vendor Performance:** Procurement Services needs your input on the performance of any vendor(s) from whom you've received goods or services. Complete the one minute KSU Customer Satisfaction Survey found at [www.kennesaw.edu/procure](http://www.kennesaw.edu/procure) and click on the Survey link.

**Liability Coverage:** Did

you know the State of Georgia provides automobile liability coverage as you act within the scope and course of your official duties? (This is not personal property coverage.)

Go to [www.kennesaw.edu/procure](http://www.kennesaw.edu/procure) and click on Forms, then click on the State of Georgia Liability Insurance link for important information and instructions.

**Approvals Required:** Please note, if you have an expenditure via PCard or AGS that is to be paid by another department on campus, you must receive approval in writing (from the department manager) to post those charges to their account.



As many of you may have noticed, the KSU Cashier's Office has recently been upgraded to be more user friendly with the addition of speak-thrus for better communication with faculty, staff, and students. The Cashier Team, consisting of Christy Bohannon, Josh Copland, Sherry Kronenberger, and Patsy Lai are here to assist you with any monetary issues you may have with the University.

If you are a new member of our KSU family or you just need additional information on how to make deposits, please visit our website for procedures and necessary forms:  
<http://www.kennesaw.edu/>

## Cashier's Team at the Bursar's Office

[businessservices/forms.html](http://businessservices/forms.html).

**Tired of collecting money and running daily deposits to the Bursar's office?** We now have two great methods that your department can utilize to help eliminate the process of collecting and handling of funds. Both methods are equally effective in providing your customers more payment options and time to settle payments, as well as more time for you to use on other important things.

If your services are targeted for Students, Faculty and Staff only, **Line Item Charge** is the method to choose. This method is set up where department personnel can enter a charge directly to the student, faculty or staff's account. For example, the Registrar's Office is using this method for payments for petitions to gradu-

ate. Students can submit their petition at the Registrar's Office and conveniently pay at a later time on-line, by mail or in person at the Bursar's Office. This process eliminated the required trip for students to pre-pay at the Bursar's Office before submitting their petitions to the Registrar's Office.

However, if your services are for everyone including the public, **KSU Mall** can do this job for you. Your services can be viewed and purchased on-line. We currently have seven (7) departments aboard, including the Athletic department who successfully registers and collects payments for summer camps. KSU Mall is also used to register and collect payments for orientations or conferences.

**Turn in your receipt books and jump aboard!** Contact Card Services for more information at (770) 499-3436.



## Cash Advances



Cash advances are issued to employees for one of two purposes—travel expenses or the purchase of items for the University.

**Travel Advance Policy:** Cash advances for travel expenses are to be limited to employees who are unable to pay for lodging, meals, and other incidental travel expenses with their own funds. Upon comple-

tion of the trip, submission of a travel expense statement is required to properly record the travel expenses and clear the advance. **It is important to note that any cash advances not cleared within 60 days of the issued date will be collected as a payroll deduction.**

Procedures are in place to prepay airfare, registration, and lodging to limit the need for cash advances. These expenses can be prepaid on an AGS request with supporting documentation.

**Travel Advance Issued as Cash by the Bursar's Office—Procedure:**

1. Complete a Cash Advance Form.
  - ◆ Indicate purpose of the advance.
  - ◆ If the advance is for travel, the dates and destination must be included.
  - ◆ The form must be approved by the employee's supervisor and, if applicable, the Business Affairs Manager.
  - ◆ If the advance is for travel, submit a Request for Authority to Travel prior to issuance of the cash advance.
2. Take the form to the Bursar's Office to obtain the cash advance.
3. The Bursar's Office will

KENNESAW STATE  
UNIVERSITYBUSINESS &  
FINANCE

Business Services  
Campus Services Building  
MB#3501

Phone: 770-423-6214  
Fax: 770-423-6585



## Cash Advances (Cont'd)

- send the original Cash Advance Request Form and the advance receipt to Karen Gardner in Accounts Payable where the advance is recorded.
- Upon completion of the trip, return any remaining funds to the Bursar's Office. Be sure to take a copy of the original cash advance document when returning cash. A copy of this receipt will be sent to Accounts Payable and applied toward the outstanding advance.
  - Submit a travel expense statement and required receipts through the appropriate approval chain. Accounts Payable will use these documents to clear the cash advance.
  - If the expenses exceed the amount of the cash advance, a check will be generated to reimburse the employee.

**Travel Advance Issued as a Check by Accounts Payable — Procedures:**

- Submit an AGS request with the employee as the vendor. Follow the appropriate chain of approval.
- Submit a Request for Authority to Travel prior to, or accompanying the AGS request.
- Both requests must be fully approved by the employee's supervisor and, if applicable, the Business Affairs Manager.
- Accounts Payable will process a check and send it to the employee. If travelers' checks are to be issued, contact Julie Peterson at [jpeterso@kennesaw.edu](mailto:jpeterso@kennesaw.edu).
- Accounts Payable will

- record the cash advance.
- Upon completion of the trip, return any remaining funds to the Bursar's Office. Be sure to deposit the funds into Detail Code #8100. The Bursar will send a copy of this receipt to Accounts Payable, and it will be applied toward the outstanding advance.
- Submit a travel expense statement with receipts. Follow the appropriate approval chain. Accounts Payable will use these documents to record the departmental expense, and complete the clearing of the cash advance.
- If the expenses exceed the amount of the cash advance, a check will be generated to reimburse the employee.
- For budget management and accounting purposes it is important to note that the departmental budget will not reflect any expenses until the final travel expense statement is processed for payment.

**Miscellaneous Advance Issued as a Cash by the Bursar's Office — Policy:**

Cash Advances are to be issued for the purchase of items for the University only if a PCard is unavailable. **It is important to note that any cash advances not cleared within 60 days of the issued date will be collected as a payroll deduction.**

**Miscellaneous Advance Issued as Cash by the Bursar's Office — Procedures:**

- Complete a Cash Advance Request Form



- indicating purpose of the advance.
- The form must be approved by the employee's supervisor and, if applicable, the Business Affairs Manager.
  - Take the form to the Bursar's Office to obtain the cash advance.
  - The Bursar's Office will send the original Cash Advance Request Form and the advance receipt to Karen Gardner in Accounts Payable where the advance is recorded.
  - After the purchase is complete, return any remaining funds to the Bursar's Office. Be sure to take a copy of the original cash advance document when returning cash. A copy of this receipt will be sent to Accounts Payable and applied toward the outstanding advance.
  - Submit an AGS request, with the employee as the vendor, through the appropriate approval chain. Provide receipts as supporting documentation. Accounts Payable will use these documents to record the expense, and complete the clearing of the cash advance. If the expenses exceed the amount of the cash advance, a check will be generated to reimburse the employee.