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Business Services Newsletter, v1 n7

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BUSINESS SERVICES NEWSLETTER



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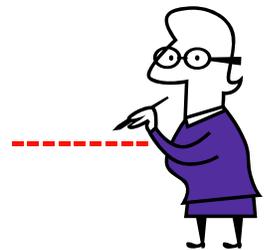
Volume I, Issue 6

January 10, 2007

The Secret to Getting Your Way

You name it. You want it done. So does Business Services. Almost everything you can think of can be done with little or no trouble when you know the rules. The secret is to let us know up front as soon as you think of "it". We want to partner with you to make you a success! Since we are trained in the rules, involving us in the beginning will ensure that you stay on the right track to getting what you want legally. So much as a single word in a contract can change how it

has to be treated. Make sure you get it your way by letting us advise you before you sign on the dotted line!

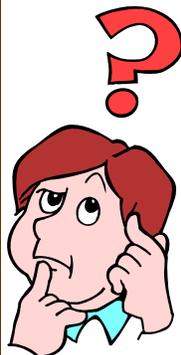


Who Do I Contact?

Procurement Questions: If you have questions regarding a purchase you want to make, contact procurem@kennesaw.edu and a procurement staff member will assist you.

P-Card Questions: Don Humphrey is now in charge of P-Card administration, Works administration, and P-Card audit. Please direct all P-Card related questions to Don at dhumphr7@kennesaw.edu or 770-499-3672. Kim Fendley is no longer working with P-Card administration.

Agency Accounts: All questions regarding agency accounts should be directed to Jaimie Ward at jward@kennesaw.edu or 770-423-6010.



Vendor Database: If you have questions about adding a vendor to the AGSS system, please contact Don Humphrey at dhumphr7@kennesaw.edu or 770-499-3672.

Asset Management: All questions regarding inventory or assets should be directed to Anna McCoy at amccoy6@kennesaw.edu or 770-420-4447.

General Ledger: If you have questions about posted journal entries, please contact Linda Sayne at lsayne@kennesaw.edu or 770-423-6017.

Benefits Billing—Retirees & Cobra: Loretta McKinley handles all billing for retiree and cobra benefits. You can contact Loretta at lmckinley@kennesaw.edu or 770-499-3522.

International Visitors: If you are inviting an international visitor to campus, please contact Nancy Sanders at nsanders@kennesaw.edu or 770-499-3536.

Travel Expense Reimbursements: Questions regarding travel expense reimbursements should be directed to Deanna Bennett at dbenne25@kennesaw.edu or 770-423-6418 or Karen Gardner at kgardner@kennesaw.edu or 770-499-3632.

Deposits, Receipt Books, and Detail Codes: Questions regarding deposits, receipt books, or detail codes should be directed to Patsy Lai (Bursar's Office) at plai@kennesaw.edu or 770-423-6016.



Procurement Tips

Vendor Surveys: It's important that Business Services is aware of your opinions and experiences with vendors from whom you've received goods or services.

As situations arise, bad or good, please make use of the vendor survey found at http://www.kennesaw.edu/businessservices/procure_home.shtml and use the Surveys and KSU Customer Satisfaction links to complete a vendor-specific survey. Your feedback, which plays a vital role in securing quality, cost effective goods and services from reliable vendors, will be directed to Mary Monsour, Contract Compliance Coordinator.

Rules are Rules: Have you ever wondered why things have to be "just so" when working with Procurement Services when acquiring certain goods and services? How does the Accounts Payable group pay for all the goods and services we consume? If you'd like the answers to these and other questions, watch for our first presentation with the Learning Center, scheduled for February 7, 2007, 9:00am to noon. Look for more details in the coming weeks.



PeopleSoft Version 8.9 is Coming

KSU will be among the first group of Georgia First schools to upgrade to PeopleSoft Version 8.9. This upgrade is expected to occur in late 2007 or early 2008. Karen Gardner and Wendy Shindorff have each attended a brief overview session in Athens pertaining to the upgrade. What follows is a brief description of some changes and enhancements expected with two new modules: e-Procurement and e-Expense

e-Expense: The new version of PeopleSoft will provide many enhancements, but the one that will impact more employees than any other is the e-Expense module. This is an online process that will transform travel authorization and the reimbursement of expenses incurred while traveling on KSU business. The module allows for a complex approval workflow which also tracks the progress of the expense statement as it moves toward payment. Some bells and whistles include a link to the per diem food allowance site and calculation of mileage. The addition of several account codes will allow better identification of the various components of travel such as lodging and various modes of transportation.

As with any major change in procedures, training and a period of adjustment will be required. We anticipate the end result will be worth the effort. We'll keep you posted!

e-Procurement, the new enhancement in PeopleSoft 8.9, which is a web-based, allows end-users the ability to prepare, process, and receive requests for goods and services in a more efficient and user-friendly method than our current 7.5 version. Listed below are just a few enhancements that will be available in version 8.9.

- Ability to create templates for repetitive use
- Ability to attach files such as bid specifications, sole source forms, and invoices
- Receiving purchase orders in the new version will be simplified and less cumbersome

Additionally, e-Procurement will eliminate the purchasing functionality of working from two separate systems (AGS and PeopleSoft 7.5), providing a complete history of purchases maintained in one system. Further information will be forthcoming as we get closer to implementing the upgrade.



More P-Card Frequently Asked Questions

Can I pay for my individual travel on my procurement card?

No. Employee travel expenses are **not** allowed on the procurement card. Airline tickets, shuttle, bus, train tickets, hotel/motel room charges and meals are not allowed on the procurement card. These must be paid for personally and will then be reimbursed.

My P-Card purchase was declined. What should I do?

Email your P-Card Administrator, Don Humphrey at dhumphr7@kennesaw.edu and we will find out why your purchase is being denied. Often a charge is declined because the available funds have reached the \$10,000 mark even when the available credit on the card is less than \$10,000. Available funds are determined by the transactions requiring allocation and sign off. If a transaction has not been signed off, the funds are said to be unavailable. Charges may also be denied because of the Merchant Category Code (MCC), which means the company you are trying to purchase from has categorized themselves under a code that we do not allow. As long as the item is an allowable purchase, and within your transaction limit, this can be resolved within a few minutes.

Is there anytime I can charge Food to my P-Card?

State Funds can not be used to purchase food of any kind. However, food may be purchased if allocated to Agency or Grant Funds if the contract specifically states that food can be purchased with such funds. In some instances Student Activity funds can be used to purchase food. For questions related to Agency or Grant Funds contact: **Agency:** Jaimie Ward at jward@kennesaw.edu, (770) 423-6010; **Grants:** Shannon Kinman at skinman@kennesaw.edu, (770) 499-3377.

How do I change my default account?

Each card issued will be assigned a department number and a speed-chart number which represents the PeopleSoft account string that will automatically apply to every P-Card transaction unless changed during the allocation process. Contact the P-Card Administrator **prior to the cycle cutoff** to make any additions, deletions, or changes to your speed-chart number.

What are the transaction limits/monthly limits?

Default limits are \$4,999.99 per transaction and \$10,000 per month.

Why can't I split a transaction to avoid the single transaction limit?

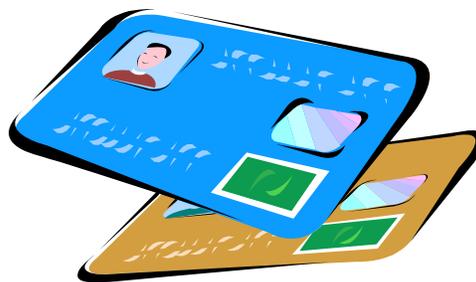
Transaction limits are set by the State of Georgia. These purchases by law must go through the Procurement process and must be bid if over \$5,000. Large purchases that are over your transaction limit should be reviewed by your Director and a Buyer via the requisition process through AGS.

How do I increase my per transaction and/or monthly limit?

The department head recommends the cardholder's monthly spending limit which should mirror the monthly budgetary limits for supplies within the department. This must be approved by the Controller. If this space is left blank on the request form the spending limit will automatically reflect the budget amount up to \$10,000 per month. We will need written justification as to why you would need a higher limit than the default. The per transaction limit is set at 4,999.99 and cannot be increased.

What do I do if I make a personal purchase by mistake?

You must get a credit on the procurement card as soon as feasibly possible and pay for the item via another means. If this is not possible contact the P-Card Administrator immediately and make arrangements to reimburse the University within three days of the purchase. This is a major violation and can result in employee termination if determined to be repetitive.





More P-Card Frequently Asked Questions (Cont'd)

If I am transferring to another department on campus or leaving the University, can I keep my card?

No. You will need to turn in your current card to Don Humphrey, P-Card Administrator. The card will be canceled. If you are changing departments, you will need to request another card for your new department.

Tips for safeguarding your P-Card:

- Do not carry your card with you on weekends or vacations

- Leave your card in a secure location in your office; only take it out if you need to make a University purchase
- Do not write down your card number and let other employees use the number
- Only place online orders on secure web-sites



P-Card Audits

During the most recent P-Card Audit, the following violations were noted:

- **ITS software/hardware purchased without ITS approval** — prior written approval is required.
- **Sales tax** — please note KSU is exempt from sales tax in the state of Georgia.
- **Food purchase with state funds (fund 10000)** — this is not an allowable purchase.
- **Employee travel** — employee travel is not allowed on the P-Card.
- **Personal Purchase** — employees must make arrangements to reimburse the University within three days of the purchase. This is a major violation and can result in employee termination if determined to be repetitive.

Please be sure to review the P-Card policies and procedures on our website located at:

[Http://www.kennesaw.edu/businessservices/](http://www.kennesaw.edu/businessservices/)

Did you know? The P-Card administrator can view card declines through the Works system. What is “card declines” you might ask. This is a report that details attempted purchases via the P-Card that were declined either because of spending limits or because the Merchant Code is listed as a restricted one. The report details who the cardholder is and what vendor he/she attempted to purchase goods from. Over the last six (6) months, several cardholders have attempted to purchase gasoline from Kroger, Shell, etc. Please note **purchase of gasoline on the P-Card is not allowed.**



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BUSINESS SERVICES

Notes of Interest



honor all reservations made under the extension. If you have questions regarding the air travel state contracts or any other purchase, please email procurem@kennesaw.edu and the appropriate staff member will be happy to assist you.



State Contract—Air travel: The City Pairs state-wide contract for air travel has been extended. The contract with Delta requires reservations by February 28, 2007 and travel must be completed by March 31, 2007. The contract with AirTran requires reservations and travel to be completed by March 31, 2007.

The fares for international travel will increase 8% effective January 1, 2007.

All other terms and conditions remain constant for Delta and AirTran. If a new contract becomes effective before the extension expires then the new contract will supersede the extension. The airline carriers will however,

HAPPY NEW YEAR!

Travel Reminders

Receipts: No receipts are required for baggage handling, however an attempt should be made to get a receipt for a taxi. A missing receipt form is available on our website:

http://www.kennesaw.edu/businessservices/business_services_forms.shtml



Meal Per Diems: Some clarification on the amount to be reimbursed for meals while traveling on University business:

Always refer to the website

http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC

to determine the daily meal allowance for the area you are planning to visit. The daily allowance outside the State of Georgia is the amount listed in the M & IE rate column. Be sure to deduct \$3.00 from the total allowance, the IE (Incidental Expense portion of the daily allowance). The new State travel regulations specify that this is not to be included in the daily meal allowance. The departure and arrival times determine the number of allowable meals in a given day. Apply the following percentages to the daily total allowance to determine the maximum for each allowable meal: 21% breakfast, 25% lunch, and 54% dinner.