

Fiscal Services Update Meeting

Presented by The Office of Fiscal Services

Thursday, May 14th, 2020

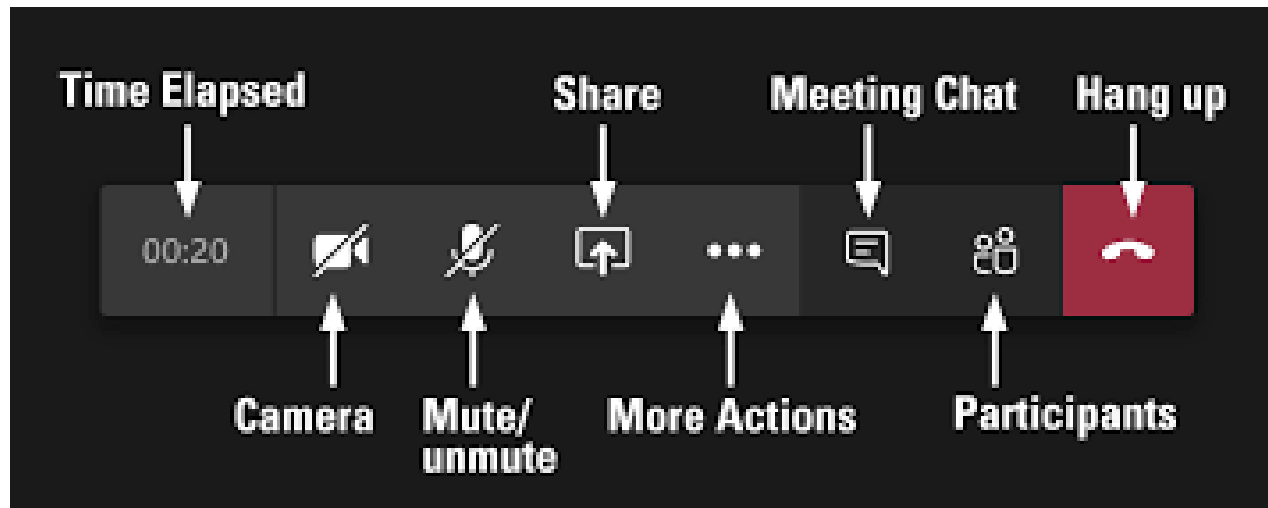


Fiscal Services Update Meeting

- This session will be recorded
- PowerPoint will be shared after the meeting.
- Everyone will be muted
- Send questions via Teams and we will answer after each section.
- Click on “Show Conversations” and a small window opens at the bottom, right corner of your screen with a notation “Type a new message”



Teams – Enabling Chat



Fiscal Services Staff Changes

Managerial New Hires

- Aaron Howell, VP Finance, CFO – Office of the Chief Financial Officer
- Ryan McLemore, AVP/ Controller – Office of Fiscal Services
- Jason Conley, Budget Director, Fiscal Analysis - Budget
- Nikki Tucker, Procurement Manager - Procurement

Managerial Promotions

- Brittany Bailey, Senior Operations Business Manager – Event & Venue Management
- Nicole Hardeman, Accounts Receivable Manager – Bursars
- Rob Bridges, Director of Grants Accounting – Grants
- Samantha Hazelwood, P-Card Administrator - Procurement



Fiscal Services Staff Changes

Non-Managerial New Hires

- Maya Stephens, Accountant, General Ledger – Reporting
- Deyson (Michael) Abreu, Contracting Officer – Procurement
- Twanna Torain-Henry, Contracting Officer – Procurement

Non-Managerial Promotions

- Jennifer Johnson, Senior Accountant – Auxiliaries Dining
- John Clark, Senior Budget Analyst – Budget

Recent Separations

- Robin Wade, Director of Budget Operations & Variance Reporting
- Taylor Trotman, Contracting Officer – Procurement



Fiscal Services Vacancies

Row Labels	Sum of Position Count
Accounts Payable	1
Budget	3
Bursar	4
Compliance	1
Contract Compliance	1
Payroll	2
Procurement	5
Travel	1
Grand Total	18

Accounts Payable & Travel Updates

Presented by Sandy Cagliani



Accounts Payable

- Daily Operations
 - Check payments are issued each Friday
 - Unauthorized Commitments - DocuSign
- Payments to Vendors
 - Mail/Invoice pickup from Campus Postal Services
 - Receiving for on-campus deliveries for timely vendor payment

Accounts Payable Updates



Travel

- Travel Notification in Concur
 - Request for exceptions – send to travel@kennesaw.edu
- COVID Cancellations / Airfare
 - Open Ticket Notifications
 - Funds returned to departments
- Job Candidate Travel – Home locations
- Update on Hotel Direct Billing

Travel Updates



Procurement Updates

Presented by Catherine Ice & Ryan Santy



Procurement

Changes -- Purchasing

- Procurement is going through a process review on how to improve our productivity and we are making some changes on our own to improve our services to campus
- KSU has requested that the USG System Office change the number of approval days down to two (2) days, times the three (3) chances, reduces the amount of time a requisition is waiting for departmental approval down to six (6) days
 - This will apply to the additional departmental approvers also
 - This will reduce the number of days a requisition is going through its' approval hierarchy to twelve (12) days.



Procurement

- Changes -- Purchasing
 - ePro Requisitions and Contract Management - Attach contracts, quotes, statements of work and any other relevant documents to the ePro Requisition so that approvers will review the entire scope of the purchase in one review.
 - The buyer will submit the contract for review and approval. This means you do not have to enter procurement contracts in the Agiloft Contract Management System.
 - Contact your Buyer Partner if you need assistance with creating a requisition, checking an exempt status or one of the statewide or university contract lists
 - If the requisition is over \$25,000, your Buyer Partner will contact you to see if its an ongoing need.



Procurement

- Procurement Contracts
 - Oversees the Supplier Cure process
 - Assists end-users with documenting the issues with the suppliers
 - Reviews the contract to ensure the supplier is in compliance
 - Ensures KSU is in compliance with its responsibilities
 - Works with both internal, external customers and Legal Affairs to fairly resolve issues
- Purchasing Card (P-Card)
 - Annual re-certifications have been delayed
 - Instructions will be issued



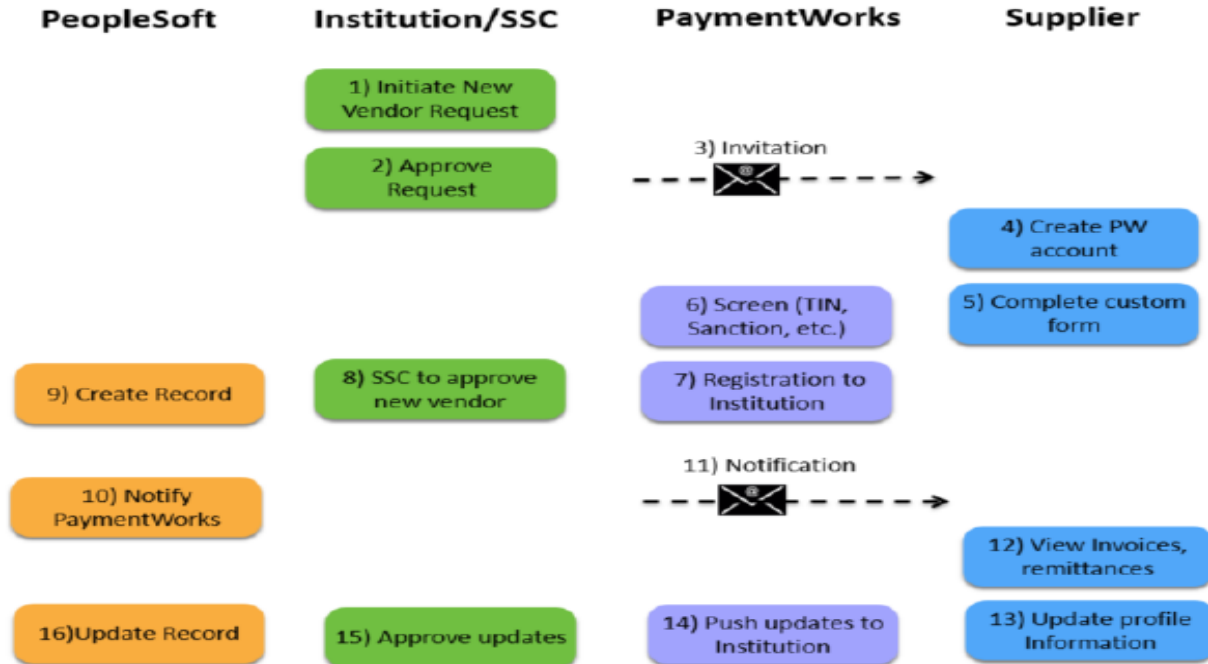
Procurement

- Contract Compliance
 - Agiloft Contract Management System and Repository
 - Soft Launch has occurred and is in testing
 - Full campus launch will be in July 2020
 - Procurement will obtain all signatures for procurement contracts
 - The requester will continue to obtain all signatures for non-procurement contracts

Procurement

- Vendor Registration
 - Coming on May 29, 2020 with the implementation of Payment Works
 - The process is moving to Procurement
 - Training for ePro requesters was held on May 12, 2020, via two sessions from the University System of Georgia

New Supplier Process



Procurement & Contracts Updates



Procurement - Year-End Procedures

- All departmental and secondary approvals (such as UITS, Design Approval, etc.) for any requisitions will need to be completed prior to close of business on May 22
 - Any non-Marketplace requisitions not fully approved by all departments prior to close of business on May 22 will be denied
- Marketplace requisitions only can be entered from May 23 through June 3, but all approvals will need to be completed prior to close of business on June 3
- Remember that once PeopleSoft is closed for the Fiscal Year, it will be unavailable for new requisitions until early July.
 - The PeopleSoft re-open date is anticipated to be July 6 but is subject to change.
 - We will send a notice out to Campus once PeopleSoft is available for FY21 requisitions.
- Any invoices received between July 1 and the date PeopleSoft re-opens will need to be submitted via OwlPay, as requisitions cannot be created.



Procurement Year-End Updates



Financial Updates

Presented by Michelle McGinty



Financials – Review Open Purchase Orders

- Review of Open Purchase Orders should be on-going.
- Please use SAS CFR Report – Current Open PO List
- Send email to Purchasing@Kennesaw.edu to close any PO.

SAS Web Report Studio • Financial - Comprehensive Financial Reports Summary

Financial – Open Purchase Orders
Tuesday, May 12, 2020 10:08:08 AM EDT

AAF - Academic Affairs

Department	Budget Ref	PO ID	Requestor	Line #	Qty	Amount	Date	Activity Date	Due Date	Status	Vendor Id	Vendor Name	Account	Fund	Class	Program	Project Id	Description
1002061 - AAF-Division of Global Affairs	2020 0000541246 DCOLLFLO			3	1	\$0.50	2019-09-13	2019-10-07	2019-10-13	Dispatched	0000018027	More Business Solutions	714100	10500	11000	15200	NA	Envelopes with new logo
1033090 - AAF-CETL	2020 0000539913 JFIGUE10			1	2	\$37.74	2019-07-18	2019-08-16	2019-08-17	Dispatched	CAT0000060	Complete Book & Media Supply, Inc	714100	10500	11000	14700	NA	Small Teaching Online: Applying Learning Science Online Classes
1033090 - AAF-CETL	2020 0000545990 JFIGUE10			2	1	\$9.26	2020-04-02	2020-04-30	2020-05-02	Dispatched	CAT0000060	Complete Book & Media Supply, Inc	714100	10500	11000	14700	FLC01	Personal, Portable, Pedestrian: Mobile Phones in Japanese Life
1033090 - AAF-CETL	2020 0000545991 JFIGUE10			13	1	\$118.18	2020-04-02	2020-05-11	2020-05-02	Dispatched	CAT0000060	Complete Book & Media Supply, Inc	714100	10500	11000	14700	FLC01	An Economic Theory of Democracy
1033090 - AAF-CETL	2020 0000545991 JFIGUE10			16	1	\$52.25	2020-04-02	2020-05-11	2020-05-02	Dispatched	CAT0000060	Complete Book & Media Supply, Inc	714100	10500	11000	14700	FLC01	The American Voter
1033090 - AAF-CETL	2020 0000545991 JFIGUE10			18	1	\$43.70	2020-04-02	2020-05-11	2020-05-02	Dispatched	CAT0000060	Complete Book & Media Supply, Inc	714100	10500	11000	14700	FLC01	Voting: A Study of Opinion Formation in a Presidential Campaign
1033090 - AAF-CETL	2020 0000546100 LMAIVEAU			1	1	\$1,020.90	2020-04-07	2020-04-22	2020-05-07	Dispatched	CAT0000060	DELL Carolina Biological Supply Co.	714100	10500	11000	14700	TRA01	Base:POS 13 7390
1033090 - AAF-CETL	2020 0000546214 JFIGUE10			1	1	\$66.60	2020-04-10	2020-04-10	2020-05-10	Dispatched	CAT0000035	Complete Book & Media Supply, Inc	714100	10500	11000	14700	FLC02	LaMotte Soil Microbe Hunter Activity Kit
1033090 - AAF-CETL	2020 0000546218 JFIGUE10			1	1	\$15.11	2020-04-10	2020-05-11	2020-05-10	Dispatched	CAT0000060	Complete Book & Media Supply, Inc	714100	10500	11000	14700	FLC02	The Soil Will Save Us: How Scientists, Farmers, and Foodies Are Healing the Soil to Save the Planet
1033090 - AAF-CETL	2020 0000546219 JFIGUE10			2	1	\$94.50	2020-04-10	2020-04-30	2020-05-10	Dispatched	CAT0000060	Complete Book & Media Supply, Inc	714100	10500	11000	14700	FLC02	Edible Forest Gardens: 2 Volume Set
1033090 - AAF-CETL	2020 0000546267 JFIGUE10			1	2	\$24.86	2020-04-10	2020-04-10	2020-05-10	Dispatched	CAT0000194	Fastenal Company	714100	10500	11000	14700	FLC02	Simple Readout Soil Moisture Meter
1033090 - AAF-CETL	2020 0000546479 ALB4822			1	1	\$358.00	2020-04-22	2020-05-11	2020-05-22	Dispatched	0000004115	Apple Computer, Inc.	744100	10500	11000	14700	NA	-10.2-inch iPad -2~Year AppleCare+ (Schools) ~, Pro Keyboard (EDU) *Please attached quote for assis information
1036105 - AAF-Museum, Archive & Rare Bks	2020 0000542964 KLAMMERS			6	2	\$22.00	2019-12-02	2020-01-14	2020-01-01	Dispatched	CAT0000010	Staples	714100	10500	11000	14200	NA	Kingston Canvas Select 32 GB SDHC Class 10 SanDisk (EDU) *Please attached quote for assis information
1036105 - AAF-Museum, Archive & Rare Bks	2020 0000545309 KLAMMERS			5	1	\$10.01	2020-03-10	2020-04-29	2020-04-09	Dispatched	CAT0000010	Staples	714100	10500	11000	14200	NA	Cross Disinfecting Wipes Value Pack, Beach Free Cleaning Wipes - 105 Wipes (30112)
1036105 - AAF-Museum, Archive & Rare Bks	2020 0000545309 KLAMMERS			6	5	\$15.30	2020-03-10	2020-04-29	2020-04-09	Dispatched	CAT0000010	Staples	714100	10500	11000	14200	NA	Park Instant Hand Sanitizer with Moisturizers, 8 oz (PK5469)
1036105 - AAF-Museum, Archive & Rare Bks	2020 0000545625 KLAMMERS			1	2	\$470.68	2020-03-19	2020-03-23	2020-04-18	Dispatched	0000035458	Transact Campus, Inc.	714100	10500	11000	14200	NA	POS Reader, Contactless, USB - PS4101-USB-Of

Financials – Office of Planning and Budget

- OPB Open PO Review

- List was provided to BOR which is being reviewed by OPB
- PO's will be closed once OPB has reviewed.
- PO's requested closed by departments will be closed when notified by OPB to return surplus.
- Open PO's without sufficient documentation "might be" requested closed by OPB. Departments will be notified if this occurs.

FEMA Related Costs

- FEMA expenses are now tracked using the project ID “PUBL_EMERG”. The new speedchart ID begin with “PEM”
- Speedchart were only set up for use by the “Deans” of each college. Any department can use the project ID with their chart string.
- FEMA is projected through 06/30/2020 but there is no guarantee of reimbursement.

Financial Updates



Office of Budget and Planning

Presented by Cole Stratton



Position Management

- Monthly/Quarterly Analysis
 - Permanent Variance Review
 - Temporary Variance Review
 - Grant Funds ending in the current fiscal year
- Yearly Biweekly Hours - When budgeting for positions, departments must now budget on 2088 hours. Over the next 10 years, the average working hours per year is 2088. Permanent funding will need to be identified for the extra hour for biweekly positions if not already budgeted to the position.

Position Management

- ❑ Changes to position funding will need initiated with a Change Position Funding Request beginning 7/1/2020. The budget office will no longer accept requests to change funding via email. A job aid can be found at the following link: [Change Position Funding](#). If you need further assistance, please send an email to positions.budget@kennesaw.edu
 - ❑ Changes to this module are coming with future releases – any changes will be communicated to Business Managers
 - ❑ Position funding cannot be changed to a new department unless the department has been created by the budget office

Position Management Deficit Process FY 2021

- Beginning in FY21 Business Managers will be periodically sent a report showing positions with permanent variances and positions with temporary variances.
- Business Managers will have 30 days to either submit a budget amendment to cover the variances or provide justification as to why the variance exists.
- After 30 days, all positions with unexplained variances will be sent to the division cabinet member for review.
- The budget office will also be working with divisions proactively to ensure position funding is in place for positions funded from grants ending in the current fiscal year.

Budget End of Year Timeline Dates

- ❑ June 5, 2020 – Deadline for reallocation (retro) of personal services expenditures
- ❑ June 11, 2020 – Deadline for any temporary budget amendments
- ❑ June 18, 2020 – FY20 Fourth Quarter Amendments

Any questions email the Office of Budget and Planning:

budget@Kennesaw.edu



Budget and Planning



Office of Fiscal Services

**Thank you
For
your participation**