



KENNESAW STATE
UNIVERSITY

Fiscal Services Update Meeting

Thursday, October 15th, 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”



The Office of Budget & Planning

Position Related MSS Transactions

- Add/Change Position – Updates to Position data elements including
 - Title
 - Job Code
 - Home Department
 - Reports To Supervisor
- Add/Change Position Funding – Changes payroll distribution
- Both can be initiated by anyone with access to the Manage Positions Tile and will route to the appropriate manager
- For questions concerning access or training please email positions.budget@Kennesaw.edu

Position Variance Reporting

- Position Variance reports will be sent out Tuesday, October 20.
- Reports will include information about your positions and where variances exist
- A short pre-meeting will be held on Monday, October 19th for division budget managers to discuss the reports

SAS Updates

SAS updates

- SAS will be down during Peoplesoft Updates.
 - Friday, October 16, 2020, at 5:00 p.m. to Tuesday, October 20, 2020 at 7:00 a.m.
- **New SAS Resource Account – SASFinancialSupport@Kennesaw.edu**
- FY 2021 is current year.
- FY 2020 archived as historical
- Next SAS for beginners training is October 30th from 9:00 – 11:00 am. Register on Owl Train at <http://owltrain.kennesaw.edu>.

CFR – Consolidated Revenue & Expenses

- Carry-Forward amount is an amount created by a budget amendment when using account 499000 – Funds used from Prior Year.

CFR – Open Purchase Orders

- Departments should actively work toward clearing Open Purchase Orders.
- An open purchase order that is fully received and paid with funds remaining. Send email to purchasing@kennesaw.edu to have the funds closed.
- Recommend you export to excel and create a pivot table based on PO number since multiple lines can exist.

Position Balance Division List

File Edit View Data Edit View 3

Table of Contents Options

- Position Balances Division List
 - 2021
 - AAF-ACADEMIC AFFAIRS
 - ACM-COLLEGE OF ARCHIT
 - ART-COLLEGE OF THE AR
 - ATH-ATHLETICS
 - AUX-AUXILIARY SERVICES
 - BUS-COLES COLLEGE OF I

Section Data Options

Budget PM Report Cube Information Map (SECURE)

- Budget Period Dim
- Position Dim
- Deptid Dim
- Employee Name Dim
- Account Name Dim
- Division Dim
- Department Dim
- Position Description Dim
- Amended
- Current Salary
- Current Yr Var

Financial – Position Management Position Balances
 Tuesday, October 13, 2020 10:59:44 AM EDT

Grouped by Division
 Position Balance = Amended Budget - Expenses
 Subsequent Yr Var = Next Year Base - Current Salary

2021
 AAF-ACADEMIC AFFAIRS

| DEPARTMENT NAME | POSITION DESCRIPTION | EMPLOYEE NAME | ACCOUNT NAME | Proposed | Amended | Expenses | Current Yr Var | Next Year Base | Current Salary | Position Balance | Sub |
|--|----------------------------------|---------------|------------------------------------|------------|------------|------------|----------------|----------------|----------------|------------------|-------------|
| 1007074-HHS-HEALTH PROMOTION & PHY ED. | 10038684 - DIRECTOR PROG/DEPT AC | VACANT | 521000-SALARIES-PROFESSIONAL/ADMIN | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00 |
| | 10039922 - DIRECTOR PROG/DEPT AC | VACANT | 511000-SALARIES-REGULAR FACULTY | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00 |
| Total | | | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00 |

To limit results, right click on the data table and select Filter and Rank. This data was last refreshed on Tuesday, October 13, 2020 10:59:44 AM EDT. The report is built on the Budget PM Report Cube Information Map (SECURE).

Vacancy Aging

- Helps track vacant positions
- Helps track the aging and Incumbent Name.

Home Department : AAF-Academic Advising

| Position Nbr ▲ | Open Vacant Date | Vacant Age | Incumbent Emplid | Incumbent Name | Future Hire | Future Hire Dt | Position Description | Home Deptid | Unit | Paygroup | Full Part Time | Reg Temp | Next Year Base Budget | Current Year Budget |
|----------------|------------------|------------|------------------|----------------|-------------|----------------|----------------------|-------------|------|----------|----------------|----------|-----------------------|---------------------|
|----------------|------------------|------------|------------------|----------------|-------------|----------------|----------------------|-------------|------|----------|----------------|----------|-----------------------|---------------------|

Payroll Accounting Adjustments

- Pulls detail data/transaction of fund posted to payroll
- Helps identify reclass of payroll data if needed.

Home Deptid : 1002019 – AAF–Writing Center

Position : 10034444

| Emplid | Name | Pay Period End | Pay Run Id | Paygroup | Position Nbr | Check No | Combination Code | Monetary Amount | Account | Fund Code | Deptid | Program Code | Class Fld | Project | Chartfield1 | Business Unit Pc | Activity Id | Operating Unit | Budget Ref | Description |
|--------|------|----------------|------------|----------|--------------|----------|------------------|-----------------|---------|-----------|--------|--------------|-----------|---------|-------------|------------------|-------------|----------------|------------|-------------|
|--------|------|----------------|------------|----------|--------------|----------|------------------|-----------------|---------|-----------|--------|--------------|-----------|---------|-------------|------------------|-------------|----------------|------------|-------------|

Export Data Tips

- Export using excel extension .xls will allow you to go to an older version of excel.
- Export using common separated value or (.csv) will allow you to export data with repeating header data or grouping.
 - Use an excel feature in the DATA selection called “Text to Column” choose delimited and select “comma” to separate the data.

Peoplesoft Security Recertification

- Six (6) months recertification due to audit.
- ITS is working on new internal controls which may eliminate the need for bi-yearly certification.
 - Controls will be similar to Banner. Change in positions or department will trigger an event.
- Remember once form is signed by users, supervisor and department head send form to Peoplesoftaccess@Kennesaw.edu.
- Fill out a Peoplesoft security form using Chrome or Firefox
- Due date is October 19th.
- 2nd Department Approver changes done as service ticket.

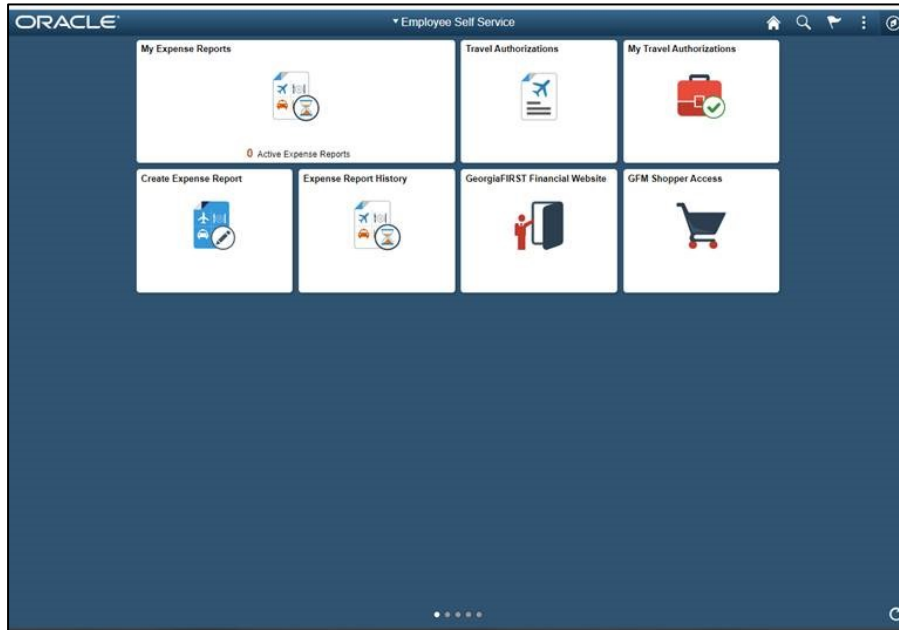
Peoplesoft Downtime & PaymentWorks

PeopleSoft Downtime

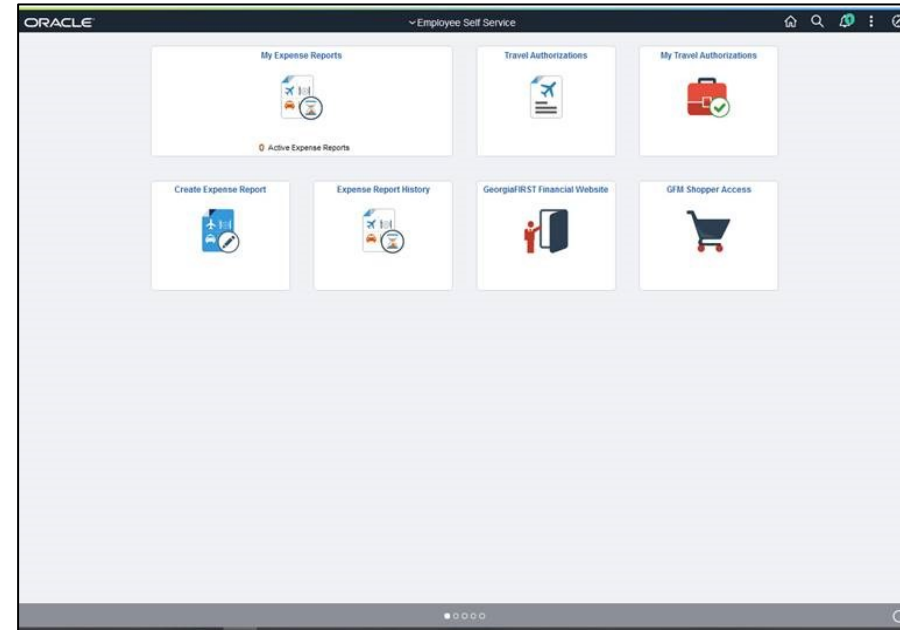
- PeopleSoft (ePro) will be unavailable beginning Friday, October 16 at 5:00pm due to an upgrade.
 - The downtime is expected to last until Tuesday, October 20 at 7:00am
- All requisitions will need to be approved prior to the close of ePro, no later than 4:00pm on Friday, October 16.
 - Any requisitions not approved by that time will be denied, as it will cause encumbrance issues if still pending by the start of the upgrade.
- All areas of ePro will be affected and users will not be able to login during the downtime. This also includes OwlPay.
- Slight visual changes, but the processes should remain the same

Peoplesoft Upgrade 5.60 Visual Changes

Homepage Before Upgrade 5.60



Homepage After Upgrade 5.60



More information regarding Upgrade 5.60 can be found here:

[https://www.usg.edu/gafirst-fin/release_docs/Production Presentation for Release 5.60.pptx](https://www.usg.edu/gafirst-fin/release_docs/Production_Presentation_for_Release_5.60.pptx)

PaymentWorks – KSU Faculty/Staff/Students

- KSU Faculty/Staff and Students (including international students) will utilize the [Supplier Registration Form](#) instead of PaymentWorks
 - For international students, a copy of the student’s W8BEN and their KSU ID Number will also be needed
- All forms should be sent via one of the following methods:
 - Campus Mail to Mail Drop 9110, Attention Vendor Registration
 - Uploaded through the secure file transfer system (jirafeau.kennesaw.edu) and the link sent to vendor_registration@kennesaw.edu
 - Scanned into the “#VendorRegistration” folder through the Ricoh copiers on campus
 - *Never email the form directly as it contains sensitive information*

PaymentWorks – Vendors & Int'l Vendors

- Reminder that all non-KSU students and non-KSU Faculty/Staff will be submitted through PaymentWorks for registration or any changes to their setup.
 - If a supplier is already in PaymentWorks, any changes they need to make can be done by logging in and updating their information.
- International vendors will also be set up via PaymentWorks
 - A copy of the Foreign National Information Form (FNIF) and W8BEN should be submitted to vendor_registration@kennesaw.edu to determine tax information.
 - Additional documents listed in the [International Vendor Payment Checklist](#) may also be requested.

PaymentWorks – Issues & Challenges

- Some of the issues we're facing in this new rollout of a vendor registration system are vendors with multiple "remit to" addresses, multiple bank accounts, and updating vendor information after originally registering.
 - Any edits that need to be made to a vendor's profile have to go through PaymentWorks, which unfortunately will take a bit longer than normal
- Another issue is when vendors put their contact's name in the additional name field. This causes issues with payment, as the check is then made out to the contact rather than the company
 - Ex: Acme Corporation's contact is John Doe. The contact enters "John Doe" in the field for Company Name, which makes the payment out to John Doe rather than Acme Corporation
- An FAQ guide for Suppliers is currently being developed and will be posted to the website once finished, as well as sent to campus. This should hopefully mitigate a lot of the issues we're facing

PaymentWorks – Vendor Setup Issues

- Some vendors also believe they've set up their account when they've only completed the first step, which is creating an account and verifying their email address.
 - Vendors will fill out a [wide range of questions](#), including corporate address, bank account & routing information, website, etc. The information is then vetted by PaymentWorks.
 - A vendor's status will change to "Submitted" once they've completed the portion where they submit information to PaymentWorks for vetting. Until then, PaymentWorks cannot begin their portion.
- Reminder that the initiator should check the status in PaymentWorks prior to contacting vendor_registration@kennesaw.edu
 - Status definitions can be found [here](#).

PeopleSoft/PaymentWorks Links

- PeopleSoft Upgrade
 - [https://www.usg.edu/gafirst-fin/release_docs/Production Presentation for Release 5.60.pptx](https://www.usg.edu/gafirst-fin/release_docs/Production_Presentation_for_Release_5.60.pptx)
- Supplier Registration Form (Faculty/Staff/Students)
 - https://intweb.kennesaw.edu/fiscalservices/all_campus/supplier-employee-student-form.pdf
- International Vendor Payment Checklist
 - <https://fiscalservices.kennesaw.edu/ap/docs/international-payment-checklist.docx>
- Sample Vendor Questions – PaymentWorks
 - https://fiscalservices.kennesaw.edu/docs/PaymentWorks_SampleProfileRegistrationQuestions.pdf
- PaymentWorks Status Definitions
 - https://fiscalservices.kennesaw.edu/docs/PaymentWorks_Status_Definitions.pdf

Procurement & Contracts

Personnel Changes

New Staff:

- Tyrone McKitty – Senior Buyer
- Taylor Harris – Buyer (Redeployed from Accounts Payable)
- Christopher Burns – Temporary Personnel

Temporary Leave:

- Shelby Hicks

Bon Voyage:

- Lisa Mehalko – 10/15/20

Contracts

Contract Management System

- Old Access database for contract management is CLOSED
- All new contracts are to be entered into the Agiloft, Contract Management System (CMS)
- Finalizing import of Legacy contracts from Access database into the CMS
- All new solicitation requests are to be entered into the CMS
- Process flowcharts will be listed on Contract Compliance's and Procurement Contract's webpages

P-Card

Changes to P-Card Manual

- Individual Membership Form, require Fiscal Compliance approval when “Other” is selected
- Requiring P-Card Approving Managers to have a manager one level up approve any transactions made specifically for the Approving Manager
- Created resource mailbox pcardstmts@kennesaw.edu for all statements. Campus was notified and is currently using the mailbox

P-Card Recertifications

- Thank you to everyone for completing your KSU Pcard Recertification training in August
- 100% Compliant with DOAS requirements
- Works Recertification – KSU Connect
 - Deadline - October 30, 2020
 - As of 10/13/2020 – 126/381 completed

Procurement's Process Improvements

- **Problem Statements:**
- Procurement is not customer focused
- Purchasing Requisitions are slow to process
- The Process is not Transparent
- **Scope:**
- Pertains to all products and services procured at KSU
- Concentration on Research Related projects

Process Improvements

| KPI | Scale | Goal | Jan '20 | Feb '20 | Mar '20 | Apr '20 | May '20 | Jun '20 | Jul '20 |
|------------------------------------|---------|-------|---------|---------|---------|---------|---------|---------|---------|
| SLA Success Rate | Percent | ≥ 90% | 78.6% | 84.4% | 70.7% | | | | |
| CS Survey (PR's) | Percent | ≥ 85% | | | 85.5% | | | | |
| CS Survey (PI's) | Percent | ≥ 85% | | | 61% | | | | |
| Approval Cycle Time | Days | < 3.0 | 3.7 | 3.9 | 2.9 | | | | |
| Overall Cycle Time | Days | Ref | | | 56.6 | | | | |
| New Vendor Registration Cycle Time | Days | ≤ 9.4 | | 10.5 | 8.2 | | | | |
| Buyer Aging | Days | ≤ 7.4 | | | 8.2 | | | | |
| UITS Std Req Cycle Time | Days | ≤ 1.3 | | | | | | | |
| UITS Non Std Req Cycle Time | Days | ≤ 5.4 | | | | | | | |
| Contracts Cycle Time | Days | ≤ | | | | | | | |

Process Improvements – UITS Approvals

UITS:

- Real time processing of requests (Less than 1 day) instead of waiting 5 days
- Reduce number of approvals from 6 to 3
- Revise request form - make it more structured to ensure correct info is provided.

Procurement's Process Improvements

Legal Affairs:

Has increased the exemption for select purchases from \$2500 to \$5000. Less software contracts being reviewed allows for more time for other contracts.

- Software licenses
- Purchase of lab supplies and equipment
- Purchase/licenses related to statistical data (i.e. Bloomberg)
- Online subscriptions (not including online advertising)
- Online shopping carts with terms and conditions (i.e. Amazon, Walmart)
- Purchase of mailing lists for KSU marketing purposes
- Music license/rental agreements related to use of specific music pieces in theatrical productions

Process Improvements - Contracts

Legal Affairs:

- Up to 50% of all contracts submitted have an error that should be identified before submission to Contract Compliance for review.
- Will conduct targeted training for identified departments.

Environmental Health and Safety:

- Reduced number of Chemical Approvals for Pcard from 45 down to 26

Procurement Process Improvements

- Reduce the approval time permitted for each department from 6 days to 2 days
- Check out “What’s New in Procurement!” and What’s New in Contract Compliance!”
- Schedule created for all Buyers to meet with Preferred Contacts and Business Managers. Posted on Procurement’s website
- Drop-In Sessions available for Contract Compliance, ePro, Accounts Payable and P-Card in addition to trainings on OwlTrain
- Training needs assessment to be part of the next Procurement Survey in October.

Procurement Process Improvement

| KPI | Scale | Goal | Jan '20 | Feb '20 | Mar '20 | Apr '20 | May '20 | Jun '20 | Jul '20 |
|-----------------------------|---------|-------|---------|---------|---------|---------|---------|---------|---------|
| SLA Success Rate | Percent | ≥ 90% | 78.6% | 84.4% | 70.7% | 51.4% | 83.0% | 83.0% | 96.7% |
| CS Survey (PR's) | Percent | ≥ 85% | | | 85.5% | | | | |
| CS Survey (PI's) | Percent | ≥ 85% | | | 61.0% | | | | |
| Approval Cycle Time | Days | < 3.0 | 3.7 | 3.9 | 2.9 | 2.5 | 3.3 | 3.2 | 2.3 |
| Overall Cycle Time | Days | Ref | | | 56.6 | 41.2 | 39.4 | 31.5 | 37.2 |
| New Vendor Reg Cycle Time | Days | ≤ 9.4 | | 10.5 | 8.2 | 10.1 | 8.9 | 10.0 | 9.5 |
| Buyer Aging | Days | ≤ 7.4 | | | 8.2 | 11.1 | 7.1 | 6.5 | 4.3 |
| UITs Std Req Cycle Time | Days | ≤ 1.3 | | | | | 1.6 | 2.0 | 2.0 |
| UITs Non Std Req Cycle Time | Days | ≤ 5.4 | | | | 5.4 | 4.6 | 3.8 | 4.9 |
| Contracts Cycle Time | Days | ≤ | | | | | | | |

Procurement

Service Level Agreements (SLA)

- Are they helpful? Do you read them? Are they measuring items of import to you?
- Shout out to Chelsey Odom: Who suggested changing the time frames for requisitions with contracts to more accurately reflect the time it has actually been taking.
- Please send comments, concerns or changes to:
purchasing@kennesaw.edu RE: SLAs

Procurement and Contracts

House Bill 953 – Effective Jan 1, 2021

- Allows the use of *for-profit* consortias and cooperatives, which will allow for greater opportunities for obtaining contracts for goods and services that have already been publicly solicited
- Clarifies what procurement documents are subject to the Open Records Act

Process Workflows – Procurement

The following flowcharts will be added to the Procurement Process Flowcharts on our website under “Resources and FAQs”

- Procurement Contracts – ePro and Contracts Review in CMS
- Non-Procurement Contracts – Contracts submitted into CMS by department
- Contract Management System- General workflow showing approval process

Accounts Payable & Travel

Accounts Payable & Travel

Accounts Payable

- Please update AP Accountants regarding PaymentWorks communications affecting payments

Travel

- Process to request an exception to travel provided on the [Travel website](#)
 - For student observation, request a blanket approval for the semester or academic year
 - Contracts requiring travel should first be submitted via the Contract Management System

Maximus Project

Indirect Cost Rate Proposal Project – Maximus Long Form

- Approximately every three – four years we must prepare a new indirect (F&A) rate proposal to submit to the Federal Government.
- In previous years KSU has used the short form methodology to prepare the rate proposal. This year we will be using the “Long Form” methodology, and this requires detailed information on use of space for research.
- Why this is important – Indirect rate of cost share is shared with colleges in fund 15000.
- We have hired Maximus to work with us to prepare the rate.

Web Survey

- Web Survey is a tool used by Maximus to collect data on research space used in submitting the “Long Form”.
- The survey helps identify labs and other spaces used for research.
- Identify time used in each research space using payroll data and other metrics.
- We will only conduct a detailed survey of departments with high research volume.
- Who will be involved? Most likely Grant Managers, PIs, business managers, and chairs of the affected high research departments.
- Training and assistance will be provided by Maximus!
- 30-45 days to complete the survey.
- Anticipated delivery date of the survey is the end of November.

General Ledger & Asset Management

Asset Management/Inventory Updates

- Spot checks for FY20, delayed because of COVID, will be completed by the end of this month.
- Annual inventory sheets for FY21 will go out at the end of this month to be returned by Dec 31st
- Spot checks for FY21 will start in March and should be done by April
- Thank you for assistance in this important audit process.

General Ledger

- Copy Print encumbrances are funds set aside for costs related to printing/copies on the Ricoh Printers
- This year encumbrances is based off last year's actuals and only if over the expense were over \$1000
- If adjustments needed, please contact Kim Fendley



Thank You!

