

**BAS Forum Minutes**

**February 14, 2018 9:00 a.m. to 11:00 a.m.**

**Kent Student Center Governance Chambers**

**Comprehensive Office Print Initiative**

**Tim Konczal, Director of Procurement**

**Mike Perdue, Director Project Management**

**Luke Melrose, Enterprise Account Manager**

In response to the Governor’s Affordability and Efficiency Report, several IUC universities engaged in a collaborative process to contract for copiers, printers and associated services. As a result, an 8-year contract was awarded to ComDoc a Xerox Company.

Benefits of the new comprehensive office print initiative will provide departments with newer and more efficient printing technology and will reduce output costs saving the university an estimated $400,000 annually.

Implementation in the Executive Offices is already complete and other pilot programs are currently in process. The assessment and implementation is an ongoing project and will take place over the next 12-18 months.

Once the assessment is completed, personal printers will no longer be supported and new personal printers cannot be purchased. Exceptions may be allowed but employees retaining personal printers without an approved exception will be responsible for providing toner and other parts and supplies for the device(s).

An overview of the printer initiative workflow is below:

Initial contact will be made with the business manager and local support > an initial inventory will be conducted with the business manager and local support > printer recommendations will be made to the implementation subcommittee > printer recommendations will be delivered to the local stakeholders > change requests will be reviewed by the implementation committee/printers ordered and configured > network and printer driver configurations created/applied > printers scheduled for delivery > install new Xerox printers/remove MFPs and training occurs > 30 day follow-up and additional training if requested > business managers will lead initiative to retire local/personal printers.

Additional information regarding the print initiative can be found at [www.kent.edu/copi](http://www.kent.edu/copi).

A copy of the PowerPoint used during the BAS Forum presentation can be found on the BAS website at [www.kent.edu/bas](http://www.kent.edu/bas) under the minutes.

**Commodity Code Implementation**

**Melissa Ricchiuti, Procurement Analyst/Buyer**

The use of commodity codes is important for identifying and tracking university spending. Procurement has revised the university’s UNSPC commodity code listing and currently there are 190 codes. A hard coded drop down feature is now being utilized in PaymentNet to capture commodity codes for all p-card purchases. FlashCart also utilizes the drop down feature requiring all users (not Procurement) to provide commodity codes. The new business account with Amazon also allows the collection and analysis of commodity code activity.

A listing of commodity codes can be found on the Procurement website at [www.kent.edu/procurement](http://www.kent.edu/procurement). A link to the Procurement commodity codes can also be found on the BAS and Accounts Payable websites.

The reports created from commodity codes use can further define the vendors that are used for items purchased under those codes which can result in additional contracts and better pricing.

**The University Amazon Business Account**

**Melissa Ricchiuti, Procurement Analyst/Buyer**

Kent State recently opened an Amazon business account that can be used by departments for purchases of items that may not be covered under one of the other preferred vendor contracts. The business account must be associated with a university p-card. If you need an Amazon business account and you have not opened one, contact Procurement and they can assist you.

The intent of the business account is not to add new Amazon users nor to drive new business to Amazon.com. Rather, it is intended to provide an additional resource to locate those hard-to-find or specialized items.  University requisitioners are encouraged to continue to consult the "How to Buy" section of the Procurement website, as this list remains the source for all goods and services contracted by the university.  Agreements already established for goods and service such as office supplies, copiers, printers, computer equipment, food, scientific supplies, promotional, janitorial supplies and other programs must be utilized.

In addition, since Amazon collects sales tax on purchases made by all Ohio customers, university purchases are exempt from Ohio sales tax. To maintain the benefit of Kent State’s sales tax exemption, the UABC will help ensure that only business-related transactions are treated as tax-exempt.

Instructions to request refund of taxes charged by third parties can be found on the Procurement website in the Amazon FAQ <https://www.kent.edu/procurement/amazonfaq>.

There are two roles in the University Amazon Business Account, each with different levels of permission. The two roles are 'Administrator' and 'Requisitioner'. Business account users who have the requisitioner role can place orders. Business account users who have the administrator permission level have group management. An administrator can also be a requisitioner; however, a requisitioner shouldn't always be an administrator.

Before using the Amazon business account, check the approved vendors on the Procurement website under “How to Buy” and/or the punch out vendors found in FlashCart to see if the university has already established a contract with a vendor for such purchases.

Questions about commodity codes and the Amazon business account should be directed to [procurement@kent.edu](mailto:procurement@kent.edu).

**Tuition Benefit Waiver Workflow**

**Renee Romine, Training and Development**

As part of a LEAN team project, a group was put together to review the process of the tuition benefit waiver. As a result of the project a workflow has been created and will be rolled out March 30th (Phase I). If you or a dependent are currently getting a tuition fee waiver then you do not need to do anything more *at this time*. This will no longer be an approval process; it will be a verification process. The workflow will pull information from the HR system and the employee’s department index (based on payroll records) will be charged the tuition expenses.

If the tuition waiver is to be charged to a grant index or if it is split to more than 1 index, the workflow will flow forward to the department head for verification. If no action has been taken within 5 days, the Benefits Department will be notified and they will follow-up so that the process can be completed. If the dependent is eligible for the fee waiver then the information should be viewable within the workflow. If the dependent is not eligible, a message will display that indicates the issue and will prevent the process from continuing. If there are any questions, the employee can contact the Benefits office at 330-672-3107 or benefits@kent.edu

An email notification will be sent out to both the end-users and department heads indicating that a tuition benefit waiver is being used. Since the workflow will pull from current employee records and eligibility is included in the workflow, the manual process of eligibility and verifications will not be required.

Phase II

Once the workflow is fully functional, you will need to complete the online workflow each semester for each tuition waiver (Phase II)

**Supervisor Series Training**

**Renee Romine, Training and Development**

A new Supervisor Series of training is now available.

Track I: Making the Leap

* Focus Your Strengths
* Understand Your Role (formerly The Competent Supervisor)
* Communicate with Others (formerly Communication Effectiveness)
* Project Planning Basics (formerly Planning and Decision-Making for Supervisors)

Track II: Building Your Team

* Employment Law and Harassment Prevention
* Interview Dynamics (formerly Hire for Excellence: Interviewing)
* Developing Your Team Performance (formerly Supervising Successful Performance)
* Coaching Your Team (formerly Workplace Conversations: Maximizing Results)

**Pcard – Primary Payment Option**

**Emily Hermon, Manager Accounts Payable**

Departmental purchasing cards are the preferred method of payment for invoices under $2500. Whenever possible, pay an invoice using the department pcard instead of preparing a payment request form and forwarding to Accounts Payable for payment. Payments made using the department pcard are faster, resulting in less paperwork since a payment request is not needed, does not need routed for signatures and W9’s are obtained by the credit card provider.

Departments can scan payment documentation into PaymentNet for future reference but must note that the document scan is only available for 24 months in PaymentNet. If using the scanning feature, departments will need to make sure that the documentation is available in their office for the full required record retention period.

Department pcards cannot be used to pay for the following:

* Purchase order invoices
* Independent contractors
* Vendors who charge an additional fee for credit card payments
* Payments for cell phones, cellular services, gift cards, expenditures prohibited by university policy 7-02.16 (Administrative Policy Regarding Use of Purchasing Card)
* For purchases that require advance approval by an executive officer, food purchases for which you have received a waiver from Aramark, individual memberships, etc.

Departments may encounter a problem when attempting to pay a purchase using the department pcard.

* The MCC code (a merchant code established in the credit card system that categorizes businesses) may not be an authorized code for use under university guidelines
* Payment exceeds monthly credit limit

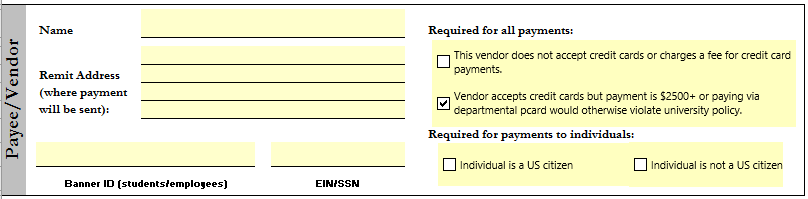
If either of these problems occur, departments should contact the pcard administrator, Joey Bennett or email [pcard@kent.edu](mailto:pcard@kent.edu) for help.

Before preparing a payment request and sending to AP for payment, review the vendor invoice to see if they take credit card payments:

* Does the invoice provide a phone number for payments?
* Does the invoice provide a website address that links to a payment site?
* Call the vendor to see if they accept credit card payments

A new payment form was designed and notifications were sent out in December 2017. Effective February 1, 2018 the new form must be used.

If the vendor accepts credit card payments but the amount is over the department limit, complete the newly designed payment request form and check the box on the form “Vendor accepts credit cards but payment is $2500+ or paying via department pcard would otherwise violate university policy”. Another new box on the payment form indicates that the vendor does not accept credit cards or charges a fee for credit card payments.



**Single Use Account Program**

**Emily Hermon, Manager Accounts Payable**

The single use account (SUA) is a new program that provides a credit card number to a vendor for a single payment. Select vendors were contacted to see if they were interested in participating in this program; if they agreed, they were provided the first seven digits of a credit card number that will be used each time a SUA payment is made to them. When payment is made, they receive the remaining nine digits of the card number, expiration date and CVV security code. At that time, the vendor can process the university invoice using the full credit card number resulting in a faster, secure payment.

The process by university departments remains the same. Department sends the completed and signed payment request form with the invoice and other necessary documentation to Accounts Payable for processing. Accounts Payable will process the payment through Banner as they would any other payment. The vendor will receive an email containing the last nine digits of a credit card number, expiration date and the CVV security code. The vendor processes the payment via the credit card processor and the card number becomes inactivated.

The SUA credit card can only be used once and it can only be used for the exact dollar amount of the payment. The university does not need to store vendor banking information nor do we incur lost/stolen checks or ACH payments returned due to changes in banking information.

If you are looking in Banner FAIVNDH to see if the payment has been made, you will see a check number starting with a “U” representing the single use account payment method.

For payments about purchasing cards or SUA contact Emily Hermon or Joey Bennett in Accounts Payable via email at [pcard@kent.edu](mailto:pcard@kent.edu).

**Managing Capital Assets**

**Mike Farina, Manager Financial Accounting-Controller’s Office**

A capital asset is any tangible personal property such as equipment, furniture, or other assets, with a value greater than $5,000, including all costs to prepare the asset for use (installation, freight, training, etc.) and an estimated useful life greater than 1 year.

The administrative policy regarding capital assets is KSU Policy 5-12.3 Administrative Policy Regarding Acquisition, inventory control, and sales or other disposal of capital assets.

Equipment purchases are made using the on-line FlashCart procurement system (SciQuest) and must follow the policies issued by the Procurement/Purchasing department.

Equipment purchases should be coded to one of the following account codes:

* 78011-Equipment/Furniture greater than $5,000 (capital)
* 78013-Computer hardware greater than $5,000 (capital)
* 72024-Equipment/Furniture less than $5,000 (expendable)
* 72023-Computer hardware less than $5,000 (expendable)
* 78019-Fabricated equipment (should not be used without Controller office approval)
* 78021-Service Center equipment (only to be used by specific departments)

During the approval process, the Controller’s office will verify the account codes listed above to ensure that the equipment is properly classified. Any account codes other than those above will bypass the Controller’s office approval. Be sure to attach an itemized quote to your requisition in FlashCart as this helps during the tagging process.

Capital equipment costs include the original contract or invoice cost; shipping and handling costs, installation and training costs and any applicable taxes imposed on the purchase (KSU is tax exempt and in most cases should not incur sales tax). Excluded from equipment costs would be warranties associated with the equipment and consumable/expendable items. The item determines capitalization, not by the order total.

After a purchase is completed, the department receives an invoice and forwards the appropriate documents to Accounts Payable to pay the vendor. All transactions hitting account codes 78011 or 78013 create temporary tags in Banner-Fixed Assets. The Controller’s office will assign a permanent tag or make corrections to the capitalization with journal entries. Permanent tags are sent to the department for completion and tagging of the equipment.

The majority of university capitalized equipment will receive a blue tag with a six digit ID; this tag represents a non-federally funded asset. If you receive a gold tag with a seven digit ID then the equipment was identified as being funded all or partially by a Federal grant. Vehicles and airplanes are assigned unique numbers which is typically the last seven digits of their VIN/serial number (these items do not receive physical tags).

After the tag is assigned, it is sent to the organization’s equipment coordinator via campus mail along with an Inventory Control form that must be completed and returned. Any fields highlighted must be filled in prior to returning to the Controller’s items. These fields generally contain information that cannot be found on the original purchase order or invoice such as the equipment manufacturer, serial and model number, physical location of the equipment and the date and name of person tagging the equipment.

Tags should be affixed on a flat surface near an externally visible manufacturer’s model/serial number. If it is not possible to affix the tag to the asset, then note “unable to tag” on the Inventory Control form and indicate why the item cannot be tagged. If necessary, a permanent marker can be used to write the tag number on the equipment; the original tag should be kept with the item’s purchase records in your files for the life of the asset.

The departmental Chairs/ Heads and Equipment Coordinators are responsible for asset maintenance; the Controller’s Office is responsible for the recordkeeping for the capital asset.

Each Chair/Department Head should assign an equipment coordinator that will be someone with access to the equipment and equipment records including requisitions, purchase orders, invoices, etc.

The equipment coordinator is responsible for keeping the asset in a location to avoid damage, theft or other loss and maintain records of purchases, dispositions and location of all capitalized assets. The equipment coordinator is also responsible for tagging the equipment and submitting signed forms to the Controller’s office. Other responsibilities include notifying the Controller’s office of any change in equipment status (see Controller’s website for applicable forms) such as the physical location change of an item, organization number change, disposition of an item, change in equipment coordinator, etc. In the event an item is stolen, the police department must be notified and a form must be sent to the Controller’s item to remove the item from the inventory.

If a piece of equipment is donated to the University, the KSU Foundation must be notified and the Foundation must acknowledge the gift and notify the Controller’s office. If the Controller’s office determines that the item is capital equipment (received a true appraisal of the asset’s fair market value), it is recorded in the asset management system in Banner.

As a recipient of federal funding, the University is required to complete a physical inventory of its equipment and other assets every 2 years. Every organization must have 100% of its capital assets reviewed and verified bi-annually. The equipment coordinator is to review the status of all capitalized equipment listed on the Departmental Inventory Confirmation. Failure to return the completed inventory confirmation report to the Controller’s office results in the University being out of compliance with the [Uniform Guidance 2 CFR 200.313](https://www.ecfr.gov/cgi-bin/text-idx?SID=948b06c8a2fe4098a61bee7f81f4f220&node=2:1.1.2.2.1&rgn=div5#se2.1.200_1313).

The bi-annual “Departmental Inventory Confirmation” certification and any asset management forms that address the disposition of capital equipment must also be signed by the Chair or Department Head prior to submission to the Controller’s office.

Note that *any* capitalized item will remain on the books until the item is disposed of and properly communicated to the Controller’s office. Proper documentation of the item is required (equipment disposal form) and must be sent to the Controller’s office to have the item removed. Items that are on your inventory report that were purchased under the previous $2,500 threshold will remain on the books until they are disposed of.

Any equipment with an original cost over $5,000 (per unit) that is not on the list should be added to the list and sent to the Controller’s office to be researched.

FY18 inventory reports will be sent out by the end of February. The equipment coordinator and Chair/Department Head will be responsible for verifying that every asset listed is present, in good working order, and is in the location listed. Any changes must be clearly marked on the form (handwritten, highlighted, bold print etc.). Updates in the asset management system are based on information received from the organizations and if proper documentation is not provided the changes cannot be made. DO NOT DELETE any items from the list. If an item is to be removed or transferred to another organization, proper forms must be prepared, signed and forwarded to the Controller’s office to remove the item.

Use of the **Inventory Control** **Change in Equipment Status** form

* Equipment relocated within a department/organization (room/building location change)
* Equipment transferred to another KSU department/organization
  + Form must be signed by both the initiating and receiving departments

A change in the organization of record will not make any changes to where the expense was recorded; it will only change the organization that will be responsible for recordkeeping of the asset.

Use of the **Inventory Control Property Disposition** form

* Equipment that is past its useful life AND is no longer used
* Stolen equipment
* Equipment that is traded in
* Equipment that is lost
* Equipment that is destroyed
* Equipment that is sold
* Equipment that is returned to a research sponsor

Policies and procedures concerning surplus property are the responsibility of the Purchasing/Procurement Department. The Procurement website has instructions for disposing of surplus property; only the Procurement Department is authorized to sell or auction university equipment.

All forms relating to capitalized equipment and equipment coordinator forms can be found on the Controller’s website at [www.kent.edu/controller](http://www.kent.edu/controller) under Financial Accounting.

**Banner 9 Finance Training**

**Mike Farina, Manager Financial Accounting – Controller’s Office**

Kent State University will be upgrading their accounting system from Banner 8 to Banner 9. At the time of the February 14, 2018 BAS Forum the scheduled date had not been confirmed. Banner 8 will no longer be supported after Dec 31, 2018 so it was known that the transition to Banner 9 would be before the end of December.

It was recently announced that the implementation date for Banner 9 will be October 12 – October 14, 2018.

You can continue testing in either eMOCK (cloned July 12, 2017) or eQA (cloned January 3, 2018). As of the forum date, the Controller’s office had completed three Banner *Finance* training sessions reviewing the major differences between Banner 8 Finance and Banner 9 Finance and also reviewed key finance forms using the Banner 9 test environment. Three additional finance trainings were scheduled in February.

Be sure to visit the test environment to see the upcoming changes. Information regarding Banner 9 Finance can be found on the BAS website at [www.kent.edu/bas](http://www.kent.edu/bas) under Banner Tips and Quick Guides.

**NEXT BAS FORUM**

**WEDNESDAY**

**JUNE 13, 2018**

**9:00 A.M. – 11:00 A.M.**

**ROOM TO BE DETERMINED**