

**BAS Forum Minutes**

**June 13, 2018 9:00 a.m. to 11:00 a.m.**

**Schwartz Center Auditorium**

**Jeff Brewster-Receiving and Distribution Supervisor**

**University Facilities Management – Moving Services**

Services provided byReceiving and Distribution include relocation of offices/departments due to moves or building renovations, set up for special events, delivery of freight too large or too heavy to be handled by individual departments, delivery of various publications to be distributed on campus, pickup and delivery of surplus furniture and equipment and residence hall furniture inventory and redistribution.

All work is scheduled using the University Facilities Management (UFM) work order system. To request service submit a work order through FlashTrack, which is accessed through FlashLine/Workflows/Maintenance/FAMIS.

If you are requesting file cabinets to be moved, at least 50% of the contents must be removed. If an item has to fit through a doorway (such as a desk) it will probably need to be turned on end so all contents need to be removed.

There are six delivery workers in the moving and delivery department and they are responsible for all buildings on the Kent campus. Work orders and requests are first come first served so proper planning is required to ensure your request or event can be completed when desired. The busiest time for the moving and delivery department is around commencement (they set up and have to tear down) and during the time students are moving in and out of residence halls. During these times, work requests can be backed up more than one month.

The middle of the semester is the best time for departments to plan for miscellaneous moving needs. Complete a work order before the service is needed so that you can be added to the schedule. Note that if a move is to take place overnight, an outside company will be utilized.

Campus cleanup this year was held January through March and it was scheduled to coincide with recycle mania, a community collection of electronic items that brought in three times more volume and weight than ever before.

Jeff Brewster can be reached via email [jbrewste@kent.edu](mailto:jbrewste@kent.edu) or ext. 2-8704. If you need to get in touch with Jeff or a member of his moving crew you can also call 2-2345 and they will direct you accordingly. Remember, a work order is required for service so a phone call or email will not get you added to their schedule.

When purchasing large or heavy items, do not pay extra for inside freight as this only provides a delivery drop to the door. If you have a large or heavy delivery coordinate with Jeff Brewster so that he and his crew are aware of an incoming shipment. Delivery address for the Administrative Services Building is 1500 Horning Road but the delivery should be to the loading dock behind ASB, which is located off of Jackson Drive.

**Melissa Ricchiuti-Procurement Analyst/Buyer**

**GovDeals and Tagged Equipment Inventory**

The Administrative Policy Regarding Acquisition, Inventory Control, and Sales or Other Disposal of Capital Assets can be found in the policy register, policy [5-12.3](https://www.kent.edu/policyreg/administrative-policy-regarding-acquisition-inventory-control-and-sales-or-other-disposal). This policy documents the responsibilities and requirements related to capital asset handling and recordkeeping including the acquisition, physical inventory and sales or other disposal of capital assets.

Procurement offers several options to departments for removing items that they no longer need or use. Departments are not permitted to transact any asset sale or disposal without the involvement of the procurement department.

* Redistribute – item(s) is posted to the surplus website and other KSU departments can claim the item(s) at no cost. Procurement is the administration of the website. However, they are not involved in the housing or delivery of the item; the person within the department that posted the item is responsible for the item(s).
  + Gently used items offered within the university
  + Listed for 30 days
  + Items may only be claimed for business use
  + Pictures can be uploaded, but be sure to shrink them down to size for easy viewing
* GovDeals – this is the university’s preferred competitive online bidding sales platform. GovDeals can be used for selling large items that are unable to be shipped without incurring substantial costs; the winning bidder is responsible for packing, shipping and all transportation costs associated with the purchase of the item(s).
* Public Sale – surplus property may be sold through an advertised sealed sale bid process. Contact the Procurement Department at 2-2276 for additional information.
* Reminder to use RET3 when disposing of all electronics.

Selling or redistributing a tagged item does not automatically remove the item from your department equipment inventory. Be sure to complete the proper paperwork to transfer the equipment to another department/org or to remove the item from the inventory if the item is disposed of or sold.

Changes are coming to the surplus website.

* The “claim” button will be removed
  + Eliminate mass claims
  + Items cannot be easily reposted if claimant decides not to take the item
* Department interested in an item will email the posting department to see if item is still available
* Posting department will remove items from the website once item has been claimed/picked up
* Individual categories will be removed
* An auto generated item number will be added for inventory tracking

**Toner Inventory Log**

Procurement will maintain a toner inventory log that will provide a listing of available toner numbers, color, compatible printers, and expiration dates.

Departments needing to order toner are encouraged to contact the Procurement department via email [procurement@kent.edu](mailto:procurement@kent.edu) to request the most recent document listing showing available toner.

Items will not be removed from this document unless Procurement is notified that the item has been claimed.

**Using GovDeals**

To start the process of selling your department’s surplus item(s) online:

* Fill out the online [GovDeals Registration Form](https://www.kent.edu/procurement/surplus-options)
  + Requires 2 signatures
  + Asset tag # must be provided if the item is tagged
  + Index to be credited must be provided
  + Indicate suggested cost
  + Detailed description of item
  + Digital picture of item
* Email a copy of the completed form to [KSUsurplus@kent.edu](mailto:KSUsurplus@kent.edu) or fax to 330-672-7904
* New audit policy mandates the signature of the seller and departmental supervisor on the registration form
* Equipment inventory procedures require that an [Inventory Control Property Disposition Form](https://www.kent.edu/controller/equipment-inventory-control) be completed, signed and sent to the Controller’s office after any tagged item has been sold.

Items are posted for 10 days on the GovDeals website. Winning bidder has 10 days to pay and 5 days to pick up the item. The seller (KSU) helps facilitate the pickup after payment has been received but has no obligations to help load or pack the item.

Departments will receive an IDC crediting their department for the sale of items sold on GovDeals.

**Other**

An on-site live auction was held at the Art Building on the Kent campus June 27, 2018. An assortment of “campus cleanup” items that were still in useful condition were placed for bid. Items included cubicle walls, office and desk chairs, tables, desk, cabinets, shelves, etc.

Depending on the success of the sale, this could be something that may be done annually. One of the constraints with this type of sale is the lack of onsite storage space for accumulated items. Proceeds from the sale go back to UFM to offset labor handling and setup costs. Employees are permitted to bid on these items as this process does not go against policy.

**Lori Burchard – Sponsored Programs**

**Uniform Guidance Procurement Regulations**

A number of reforms and changes were introduced by Uniform Guidance affecting institutions receiving federal grant funding. One area of significant change is in the procurement process.

While the majority of the Uniform Guidance regulations were officially implemented in December 2014, implementation of the procurement regulations were deferred until FY2019.

Procurement standards 2 CFR 200 replaces multiple previous OMB (Office of Management and Budget) circulars (OMB A-21, A-110 and A-133)

* 2 CFR 200.318 General procurement standards
* 2 CFR 200.319 Competition
* 2 CFR 200.320 Methods of procurement to be followed

As a state institution, most of Kent State’s processes are already in compliance. A procedure is in place to allow for competition and formal bids when needed.

**Procurement Regulations**

Uniform Guidance Procurement methods can be characterized by type of procurement and/or minimum dollar thresholds (our state thresholds are lower in some categories).

* Micro-purchases
  + Up to $10,000
  + No required quotes
  + Equitable distributions
* Small purchases
  + Up to $150,000
  + Rate quotes required
  + No cost or price analysis
* Sealed bids
  + More than $150,000
  + Construction projects
  + Price is a major factor
* Competitive proposals
  + More than $150,000
  + Fixed price or cost reimbursement
  + RFP with evaluation methods
* Sole source
  + Unique
  + Public emergency
  + Authorized by agency (or PTE)
  + No competition

Grant funded purchases in the small purchase range will require an attestation that quotes have been obtained or purchase is subject to an exception. Price or rate comparisons must be obtained from an adequate number of qualified sources and documentation uploaded as attachments as part of the existing FlashCart process.

**Leah Quinlivan – Manager Student Receivable Accounting**

**Banner Detail Code Request Workflow**

As a result of a Lean project, a new Banner detail code request workflow was created and will go into production July 1, 2018.

A detail code is a four-character code that is used to post charges or payments to a student or non-student account (Accounts Receivable Other/ARO). A detail code also includes a description that appears on the student/ARO account and invoice. Each detail code is tied to an index/fund that designates where the revenue or expense will be posted. Detail codes created to cover a charge on a student account typically are referred to as a waiver or an exemption.

Previously, detail codes were requested using a paper form, via email or by phone. These requests did not always include all of the required information needed to correctly set up the detail code nor was there a process for approvals and notification.

The new detail code workflow provides a centralized avenue to request a detail code. It helps identify the original requestor, provides a formalized approval process and notification system and creates a central, searchable repository for submitted requests.

**Who Needs to Submit a Detail Code Request?**

* Academic Units
  + To allow for the assessment of a new fee approved by the Board of Trustees. This type of detail code would be tied to a revenue index; once the fee is assessed to the student account using the designated detail code the academic unit will recognize the revenue.
* Auxiliary Units
  + To charge for a new service
* Administrative Units
  + To charge for a new service
* Student Financial Aid
  + When a new scholarship, loan or grant needs to be disbursed to a student account

A detail code request would also be used when the description or accounting information needs to be changed for an existing detail code.

**NOTE: All student tuition and tuition related fees must be included in the fee register and approved by the Board of Trustees.**

The Board of Trustees meets quarterly and fees are usually approved in March or June for the fall semester.

**When is the Best Time to Submit Detail Code Requests?**

* Once the Board of Trustees has approved your requested fee
* For waivers, before the fee assessment is performed for a term
  + Fall – last week of June
  + Spring – last week of November
  + Summer – last week of March
* For non-tuition or related fees, anytime
* Accounting changes should occur at the end of the month or at the end of the fiscal year

The Detail Code Request Workflow can be found in FlashLine. You can search using “workflows” in the search bar or you can type any portion of “detail code request workflow”. The actual name of the workflow in FlashLine is Banner Detail Code Creation/Update. Under Help (located in the menu bar) there is a link “About Detail Code Request Workflow”, click on that and then click on “List All Help Topics” then “Detail Code Request Workflow.docx” to open the document explaining what, who, why and how to use the workflow.

Once you have completed the workflow click on the “Submit Workflow” button. If any of the required fields have not been entered, they will appear in red. Enter the necessary data and reclick the submit button again. When your request has successfully submitted you will receive a thumbs up with a notation that your changes have been submitted.

**Special Notes Regarding Detail Codes:**

* Once a four-character detail code is created and used within the Banner System, it cannot be deleted.
* For certain fields, such as the index, fund or account code, as you start to type the code, the form will display a dropdown list of valid, active codes available in the Banner System. Click on the corresponding code so the code and title will appear in the requested field, otherwise only the code will be saved.
* To edit a request or to deactivate a detail code, please indicate that in the special instructions area. The only other fields required on the request is the Business Purpose and Requestor Information.
* If you need to request the index or fund on multiple detail codes to be changed due to an organizational change and you do not know all the detail codes related, please contact the Student Receivable Accounting (SRA) manager at 330-672-8635 or via email [SRA@kent.edu](mailto:SRA@kent.edu). If you know your detail codes, you may submit them all on one request; fill in the first detail code in the “Select Detail Code Type” block and then list the other detail codes in the “special instructions” field.

**Mike Farina – Manager Financial Accounting**

**Banner 9 Upgrade**

Banner 9 finance training was conducted in January and February 2018. Banner 9 will be implemented in mid-October and the current version of Banner will no longer be accessible.

**Resources:**

* Finance training guides are posted on the BAS website [www.kent.edu/bas](http://www.kent.edu/bas) under Banner Tips & Quick Guides.
* General IT Information: Click Coming Soon…Banner 9! On your employee dashboard in FlashLine
* Go to the test environments to see the changes in Banner 9 and to practice and test the forms you currently use
  + Link to test environment: <https://keys-ebudd.kent.edu/keys-test>
    - Use eQA Instance
  + If you cannot access the test environment, contact Melissa Berry or Sherri Stephens for assistance: [mberry@kent.edu](mailto:mberry@kent.edu); [ssteph20@kent.edu](mailto:ssteph20@kent.edu)

If you have specific information that you would like to see in a future training please send requests to Vicki Ladd at [vladd@kent.edu](mailto:vladd@kent.edu).

**Vicki Ladd – Accounting Associate**

**Fiscal Year End Reminders**

Communications regarding the fiscal year end deadlines were sent out to the BAS listserv, in an email to management levels 4 and up (minus faculty), articles in the e-Inside and the Management Update and postings on both the Controller’s and BAS websites. Please make sure that the deadlines listed are adhered to so that FY18 activity can be processed in FY18.

In addition, pcard transactions must be allocated, marked reviewed and approved by 5:00 p.m. July 6th. Failure to adhere to this deadline will result in the suspension of the department pcard. The pcard will not be reactivated until both the cardholder and approver have completed additional pcard training.

**Vicki Ladd – Accounting Associate**

**Airport Parking Discounts**

Kent State University faculty, staff and alumni can take advantage of discounted parking at both Airport Fast Park and Park Place at the Cleveland Airport. Reward cards were available for pick up and additional cards can be obtained by contacting Vicki Ladd at [vladd@kent.edu](mailto:vladd@kent.edu) or at ext. 2-1956.

When activating your rewards card you must select one of the two lots as your primary lot. You may go online and update your profile to change lots (free car wash in the summer or covered parking in the winter) or to change airports (they offer discounts at 12 airports nationwide). You will earn free days regardless of the lot you choose but the discounted price is only applicable for the lot listed in your profile.

Register your card:

* Choose the lot you will use most often
* Can switch between lots (and locations) by updating your profile
* Earn free nights regardless of the lot chosen
* Can obtain receipts online
* Cards do not expire



Rewards cards can be obtained at the booth the day of travel. Activate your card and use the card when exiting. Discounted rates will apply only after card is activated.

**Next BAS Forum is October 10, 2018 and will be held in the Kent Student Center Governance Chambers from 9:00 – 11:00 a.m.**