ASTRA

April 27, 2017

Remote Users:

Please, **MUTE** your microphone. Failure to mute your microphone will cause audio feedback, and we will be forced to disconnect your GoToMeeting session.

ASTRA

April 27, 2017

ASTRA Mission Statement

Promote and develop communication relating to the State of Kansas financial management issues.

ASTRA

April 27, 2017

ASTRA Goals

- Provide a forum for state agencies to discuss state-wide financial management issues.
- Serve as a resource to the Department of Administration.
- Promote the users knowledge and understanding of State financial management procedures.
- Identify and make collective recommendations for improvement to the State's accounting practices and procedures.
- Promote the users knowledge and understanding of SMART.
- Identify opportunities and make recommendations for improvements to SMART, including systems interface requirements.
- Identify features of SMART that have not been implemented and make priority recommendations of the features to be implemented.

ASTRA

April 27, 2017

Remote Users:

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Holly Anderson

ASTRA, President

- **Welcome**
- **Board Updates**



John Milburn

Legislative and Public Affairs, Director

•Legislative Updates

Legislative Update

John Milburn

Director, Legislative/Public Affairs

Department of Administration

Session status

- Rescission bill approved and sent to the Governor
- Progress continues on budget for FY18/FY19
- Revenue package elusive
- School finance formula nearing completion by House committee
- Medicaid expansion vetoed
- The way home



AD ASTRA PER ASPERA
Kansas

Budget bills still in flux

- Rescission bill sent to the Governor
  - Makes adjustments to get state budget balanced for the fiscal year ending June 30 based on revenue projections made in November 2016.
  - Further adjustments could occur should revenues shrink in final months of year.
  - So-called “mega” bill for FY18/19 expenditures remains incomplete, pending outcome of April Consensus Revenue Estimating meeting.
  - Omnibus bill could still follow to handle additional requests or changes in legislation.

AD ASTRA PER ASPERA
Kansas

Deficit still remains

- Budget bills give only a blueprint for what legislators want to spend in the coming years
- Spending for both years still exceeds projected revenues
- Budget bill does not factor in school finance formula under discussion
- No major spending initiatives are foreseen

Kansas

The **$1 billion** question

- Projections show a structural imbalance of revenues to expenditures that will require as much as an additional $1 billion to pay anticipated bills over the next two years.
- Gov. Brownback vetoed a bill that would have taken steps to close that gap through changes in income tax structure, including repeal of many provisions from 2012 tax policy. Legislators failed to override the veto.



AD ASTRA PER ASPERA
Kansas

Where to raise the taxes

Under consideration

- Increase income taxes
- Repeal of 2012 LLC business provisions
- Flat tax
- Motor fuels increase
- Alcohol/tobacco taxes
- Tap idle funds

Non-starters

- More sales taxes
- Property taxes
- Secure revenue related to future payments from national tobacco suit

Kansas

School Finance Deadline

- The Kansas Supreme Court ruled on the adequacy portion of the Gannon case
- Court finds block grants unconstitutional
- Gives June 30 deadline for writing new formula that is constitutional and increases overall spending on K-12
- No specific dollar amount set
- Gives legislators direction and latitude on formula



AD ASTRA PER ASPERA
Kansas

Everything old is new again

- House K-12 Budget Committee has developed a formula that resembles the formula that was first developed in 1992.
- Funding is centered on base state aid per pupil.
- Additional weighting factors used to calculate allocations for districts based on weighted enrollment.
- Local option budgets remain.
- **$150 million** increases each year for five years.



AD ASTRA PER ASPERA
Kansas

Medicaid Expansion Vetoed

- Bill approved to expand state's Medicaid services to provide health coverage to an estimated **150,000** more Kansans.
- Gov. Brownback vetoed bill, which was sustained by House.
- Uncertainty with federal ACA repeal or replace.
- Funding questions for state.
- Will the issue be back?



AD ASTRA PER ASPERA
Kansas

Other Issues Remaining

- Changes in economic development policies.
- Cybersecurity legislation.
- Alcohol sales in stores.
- Campus concealed carry.
- KPERS tweaks.
- State employee pay increase.
- Moving State Employee Health Plan back to D of A.
- Tax lids on municipalities.



AD ASTRA PER ASPERA
Kansas

The Way Home

- Legislators return the last week of April to begin committee work.
- Session resumes May 1.
- Leadership hoping for quick resolution of remaining issues.
- Major issues will take some time to negotiate final versions before adjournment.
- Kansas Supreme Court must approve school finance plan.
- Déjà vu all over again?



AD ASTRA PER ASPERA
Kansas

Questions?



AD ASTRA PER ASPERA
Kansas



Nancy Haufler

SMART Processing, Team Lead

•FYE & Opening of 2018

SMART Fiscal Year End 2017

Office of the Chief Financial Officer

Nancy Haufler

SMART Processing Team Lead

Department of Administration
Excellent customer service, every time!

SMART Fiscal Year End

Informational Circular 17-A-011

- Published on April 4, 2017
  - To find the printable version of the circular, go to the end of the document

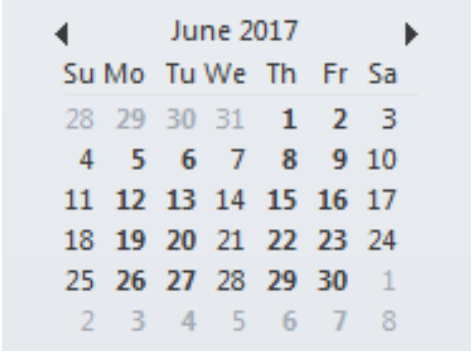
https://www.admin.ks.gov/resources/informational-circulars/informational-circulars---accounting/fy2017---accounting-info-circs

- Explains the procedures for closing fiscal year 2017 and opening fiscal year 2018
- Includes day by day summary to use as a reference tool
  - To find the link for the day by day summary, go to the REFERENCES section
- Includes references to helpful queries and job aids
- Includes link to month end checklists for Accounts Payable, Accounts Receivable, Asset Management, General Ledger, Purchasing and Travel & Expense

Department of Administration
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SMART Fiscal Year End

High Level Description



- Monday, June 26
  - Normal Monday schedule – hourly batch processing and nightly batch
  - Budget check and post SHARP payroll journals for June 30, 2017 pay date
  - Final interface files (INF02) for FY 2017 due by 5pm
- Tuesday, June 27
  - Last day for agencies to enter data in SMART for FY 2017
  - Normal Tuesday schedule – hourly batch processing and nightly batch
  - Review day by day summary for cutoff deadlines

Department of Administration
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SMART Fiscal Year End

High Level Description

- Wednesday, June 28 through Friday, June 30
  - Agencies will not have access to SMART
  - SMART Team will be performing final clean-up and entering budget information for FY 2018
  - Agency staff should be available to assist with questions

- Saturday, July 1
  - SMART availability contingent on SMART Team's ability to get budget information entered for FY 2018
  - SMART nightly batch will begin at 6pm to process July business
  - Nightly batch processing will include interface files submitted by 5pm

Kansas Department of Administration
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SMART Fiscal Year End

High Level Description

- Sunday, July 2
  - Normal Sunday schedule – SMART available at 1pm through to Monday

- Monday, July 3
  - Normal Monday schedule – hourly batch processing and nightly batch
    - With the exception of Setoff/KTOP processes – no Setoff/KTOP processing will occur on Monday, July 3 only
  - Paycycle will run as usual at 2:30 pm
    - ACH transactions will be dated Wednesday, July 5
    - Checks will be dated Monday, July 3; release to agencies and the postal service will be Wednesday, July 5

SMART Fiscal Year End

Housekeeping Items for Fiscal Year End

- ManageEngine Service Desk
  - SMART Team is actively working to assist agencies with problematic transactions by communicating through ManageEngine Service Desk tickets
  - Agencies should review and respond as soon as possible
  - Agencies should also continue to use the month end checklists and run queries through the end of the last day the system is open to ensure all transactions have processed
  - Please do not rely solely on the SMART Team to identify problematic transactions via ManageEngine Service Desk tickets

SMART Fiscal Year End

Housekeeping Items for Fiscal Year End

- Refer to Policy Manual 14,002 Fiscal Year Closing of Obligations – General to determine appropriate processing period for each type of account code activity

- Remember the Accounts Receivable module is treated differently to accommodate receipts received through the end of the day Friday, June 30. Refer to details in the informational circular.

- SMART will be unavailable to users the morning of Friday, July 7 as the General Ledger closing entries are generated and processed. A SMART blast will be sent out once SMART is open for users.

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Excellent customer service, every time!

Questions?





Statewide Payroll & Accounting Teams:

Part 1

Sunni Zentner, *DoA Accounting Services - Supervisor*

Kim Fowler, *DoA Central Responsibilities Team - Team Lead*

Lucinda Anstaett, *Dept of Treasurer Financial Services - Director*

•ACH Initiatives & ACH Fraud Prevention

SMART ACH Initiative

Office of the Chief Financial Officer

Sunni Zentner

ACH = Automated Clearing House

ACH is the commonly used term for making an electronic payment where the payer initiates a deposit into the payee's bank account.

Also referred to as EFT (Electronic Funds Transfer) or direct deposit.

Topics covered:

- State Treasurer's Office
  - Payment types – Checks v ACH
- Office of the Chief Financial Officer
  - Informational Circular 17-A-010
  - New Informational Circular 17-A-013

Checks v ACH

State Treasurer's Office

Lucinda Anstaett

Director of Financial Services

State Treasurer's Office – Checks v ACH

Checks:

- Number of checks issued by the State continues to decrease
- Federal Reserve Bank (FRB) truncates and archives the check images
- Checks are reconciled daily (redeemed)
- FRB processing fees and administrative costs
- Counterfeit - paper

State Treasurer's Office – Checks v ACH

ACH:

- Number of payments made by ACH is increasing
- No need for external archive
- ACH payments are reconciled daily on the settlement date
- Contract bank fee per item
- Fraud – now electronic

State Treasurer's Office – Checks v ACH



ACH Initiatives for SMART

ACH (Automated Clearing House) Initiatives for SMART

- Secretary Shipman and DeAnn Hill, CFO, directed the SMART Team lead an ACH initiative for payments generated in the system.

- ACH is the most responsible method of payment.

- Savings comes from reduction of these activities:
  - Printing
  - Distribution and mailing
  - Staff time spent on investigation of missing checks
  - Cancelling and re-issuing
  - Reconciliation process
  - Staff time spent on forgery investigation

ACH Initiatives for SMART

Informational Circular 17-A-010 directs ACH be used as the method for all payments coming from the SMART Travel and Expense module.

- Issued on March 21, 2017, with an effective date of May 1, 2017
- SMART will no longer process transactions in this module where the check payment method is selected
- The final run for checks in this module will be Friday, April 28th
- Includes cash advances and expense reports
- Does not include Regent Institutions since their payments are generated in the accounts payable module

ACH Initiatives for SMART

Informational Circular 17-A-010 - continued

- Agencies should update or verify information in the employee's SMART Travel and Expense profile as transactions are entered
- For employees with no ACH information, a Form DA-184 should be completed and returned to the agency for entry on the employee's SMART Travel and Expense profile
- For employees who do not want to use one of their current bank accounts, using a State of Kansas Paycard is an option. Each agency's human resource office can issue a paycard to the employee.

ACH Initiatives for SMART

New Informational Circular 17-A-013 directs agencies to use ACH as the method for **supplier** payments.

- Not mandatory, **strongly recommended** since this is the best practice
- Not all types of agency payments will be easy to convert to ACH, so agencies should review business processes to develop a plan to move toward ACH

ACH Initiatives for SMART

New Informational Circular 17-A-013 – continued

- Easiest group of suppliers to pay by ACH will be *new suppliers*
- Change business process so that banking information is always requested at the same time as other key information, like the Form W-9
  - Agencies should always use Form DA-130, Authorization for Electronic Deposit of Supplier Payment, to request banking information
  - The DA-130 and W-9 should be attached to the supplier record at the time the agency is entering the new supplier in SMART

ACH Initiatives for SMART

New Informational Circular 17-A-013 – continued

- Attachment A is a listing of suppliers paid by more than 9 agencies during the 1st quarter of calendar year 2017 with check being utilized as the payment method.
  - SMART team will communicate with these suppliers to request banking information, enter into the system, and set the default payment location to ACH
  - SMART team will notify agencies as this is completed so that agencies use the correct location

ACH Initiatives for SMART

New Informational Circular 17-A-013 – continued

- Agencies should work on converting other suppliers based on the volume of payments by check.
  - A new SMART query has been developed to identify those: KS_AP_PAYMENT_CHK_COUNT
  - The agency will need to review the SMART supplier record, location tab, to determine if:
    - Supplier has no ACH information
    - Supplier has ACH information, but the agency has been using a different payment location
    - Supplier has ACH information, but it is listed as inactive
    - Supplier has multiple ACH locations, and it is not known which location is appropriate for the agency to use
  - The agency must contact the supplier to confirm the ACH location to be used, or request for a DA-130

ACH Initiatives for SMART

New Informational Circular 17-A-013 – continued

Department of Administration web site includes a page for suppliers to view payment information.

- Vendor Payment Self Service, link: https://admin.ks.gov/offices/chief-financial-officer/central-responsibilities/vendor-payment-self-service
- Payments are available on the page for 13 months after the issue date
- Information displayed includes:

  Date of Payment, Payment Amount, Payment Reference ID, Business Unit, Business Unit Name, Business Unit Contact Information (usually phone number), Invoice ID, Voucher ID, and Payment Message.

ACH Initiatives for SMART

New Informational Circular 17-A-013 – continued

- A job aid is available to assist supplier with using the Vendor Payment Self-Service page:
  - See SMART *Web* web page > Training > Suppliers > Vendor Self Service Payment Look Up Job Aid
  - If the agency has a supplier with difficulty applying ACH payments, please log a ManageEngine Service Desk ticket with the details for the issue. The SMART team can provide suggestions to assist the supplier or provide alternatives to the agency that can help the situation.

Kansas Department of Administration
Excellent customer service, every time!

Questions?



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ACH Fraud Prevention

Office of the Chief Financial Officer
Kim Fowler
Central Systems Responsibility Team Lead

Department of Administration
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ACH Fraud Prevention

Fraud is REAL

$5 billion annually

Source: *2014 Identity Fraud Report*, Javelin

Losses due to fraud at an all-time high as a result of account takeovers

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ACH Fraud Prevention

Fraud is REAL

62% Organizations exposed to attempted or actual payments fraud last year

77% Organizations reporting checks were the primary fraud target

11% Organizations exposed to at least one ACH fraud attempt and that suffered a financial loss as a result

Source: *2015 AFP Payments Fraud & Control Survey*, April 2015

ACH Fraud Prevention

Fraud is REAL



ACH Fraud Prevention

Fraud is REAL – Other states have reported

Delaware: reported they have stopped fraudsters that attempted to change banking information on vendors. When a W-9 is received, Delaware calls vendors using the current contact information on file to verify that the vendor actually submitted the W-9.

Florida: calls every vendor and their banking institution, whether it is a change of information or a new request. The bank is asked to confirm the account name, authorized signer, bank account number, routing number and if it is a checking or savings account.

Michigan: reported if there is a change in the email address, a notice is sent to both the prior and new email. A change of banking information notice is sent to the current email address.

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ACH Fraud Prevention

Fraud is REAL

The Wichita Eagle

POLITICS & GOVERNMENT

DECEMBER 15, 2016 3:04 PM

E-mail phishing caused county to lose $566,000

BY DANIEL SALAZAR
dsalazar@wichitaeagle.com

E-mail phishing is how Sedgwick County government lost more than $500,000 to fraudulent activity, according to a document inadvertently made public this week.

The county received a Sept. 18 e-mail "that appeared to be from (a) vendor asking that billing information ... be changed," according to a property loss notice filed with Lexington Insurance Company in late October.

The new information was for "future ACH withdrawals." That refers to the Automated Clearing House, the electronic network for financial transactions in the United States.

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ACH Fraud Prevention

From: smartinfo@ks.gov Sent: Fri 12/9/2016 3:46
To: SMART info blast
Cc:
Subject: [smartinfo] Additional Review Required for Approval of Supplier ACH Changes

The Office of Chief Financial Officer has been made aware of recent fraudulent attempts to request changes to the ACH Direct Deposit account for specific suppliers in order to re-route payments to a bank account set up by the individual perpetrating the fraud. Thus far, this office is unaware of any successful attempts at re-routing payments resulting in the loss of state funds. The attempts that have been reviewed are very sophisticated with the unauthorized individual submitting information via e-mails that look legitimate and contain e-mail addresses and company logos that appear to be from the supplier. In addition, these unauthorized individuals may contact multiple individuals to obtain different pieces of information from multiple staff members in order to not raise suspicions.

Fraudulent re-direction of ACH payments is a crime that targets all businesses and entities. Additional processes and procedures to further combat this risk are in review and will be released in the near future. In the interim, all agencies are asked to take additional precautions at this time to validate any request for updates to a supplier ACH account. Prior to approving and submitting the change request via the Service Desk, agency staff should contact a known phone number for the supplier (NOT a phone number submitted with the request or on the e-mail communication) to confirm the individual requesting the change does exist at the company and is authorized to make the change requested. Additional confirmation steps could include having the supplier/individual requesting the change confirm the current account number and/or recent invoice number and invoice amount sent to the agency.

Thank you for your attention to this matter.

Office of the Chief Financial Officer

Department of Administration
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ACH Fraud Prevention

MONDAY 8:25 AM

Good morning. My name is Dave Yates and I'm with Kelsey Construction. We are expecting a payment from the State of Kansas. I was told to verify that our direct deposit information is current. Is it possible for you to email me the ACH/direct deposit form?



Certainly. Email me your request.



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ACH Fraud Prevention

From: Kelsey Construction | Accounts [mailto:accounts@kelseyconstructiongroup.com]
Sent: Monday, 10:15 AM
To: Jones, Emily
Subject: ACH form

Good morning Emily. This is Dave Yates, with Kelsey Construction. I am submitting my request per our phone conversation. We are expecting a payment from the State of Kansas. Can you please verify that our direct deposit information is current. We have recently changed our banking details and we would like to have it updated in your system for future payments. Is it possible for you to email me the ACH/direct deposit form?

Kind Regards,

Dave Yates
Finance Department

P: (816) 483-8899
E: accounts@kelseyconstructiongroup.com

Kelsey

Department of Administration
Excellent customer service, every time!

ACH Fraud Prevention

MONDAY 10:45 AM

Emily, It's Dave. I cannot seem to find an old remittance copy to locate the SMART Supplier ID. Can you help with this? Our FEIN is 44-0522666



Sorry, you wouldn't know this. It is assigned by the State's accounting system. I can't view FEIN for suppliers. The SMART system shows Supplier ID 00003838388 for your company name.
Which State of Kansas agency does your company do business with? I'm not seeing that we have made a payment to your company in the past. The ACH form needs to be submitted through the agency that you are doing business with.



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ACH Fraud Prevention

MONDAY 10:45 AM

YES!!! I have the Supplier ID!

I rock!



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ACH Fraud Prevention

MONDAY 2:15 PM

It appears that SMART Supplier ID 00000387288 is already set up with ACH through UMB. It's tied to PO Box 34315 Kansas City, MO 64120-4315. Would your company be the same company?



Supplier address… Check.



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ACH Fraud Prevention

TUESDAY 11:22 AM

Good Morning Emily. It's Dave. We do business with the Department of Fun. And yes, our company is the same one linked to the ACH. Attached is the new ACH details. Is it possible to confirm when our payment is due?



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ACH Fraud Prevention

TUESDAY 11:22 AM

State of Kansas
Department of Administration
Office of Systems Management
DA-130
Revised 08/20/2014

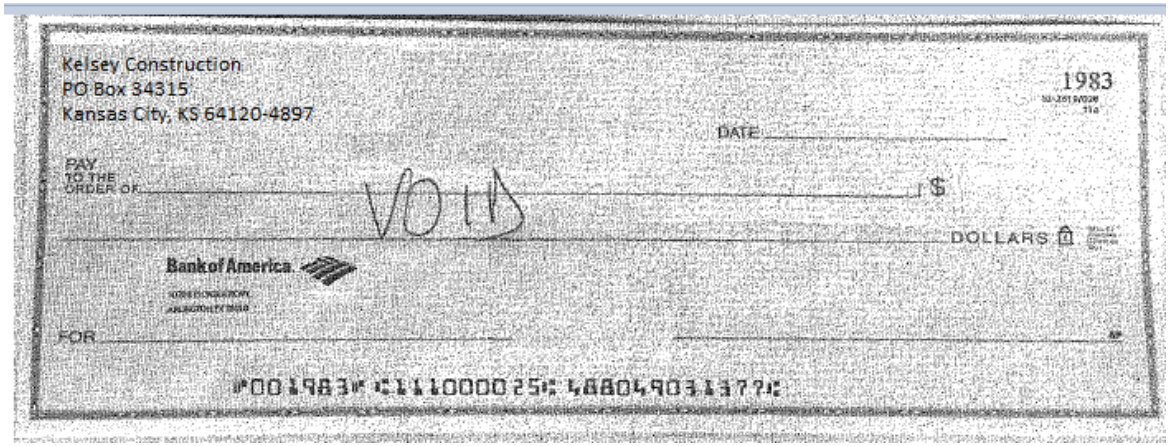
* Business Unit Number
* Business Unit Contact
* Business Unit Contact Phone

AUTHORIZATION FOR ELECTRONIC DEPOSIT OF VENDOR PAYMENT
(Please print or type all information)

1. Enter the following vendor information (DO NOT ENTER SSN OR TIN)

* SMART Vendor ID 00003838388
*SMART Vendor Name Kelsey Construction
*Street PO Box 34315
*City Kansas City *State KS *Zip 64120
Telephone # (816) 483-4778 Contact Dave Yates

2. Complete all fields in Section A for new enrollments or for financial institution or account changes. NOTE: For new enrollments, this form is not required if the vendor has been previously enrolled by another state business unit under the same account.
3. Complete only Section B to cancel the electronic deposit authorization.



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ACH Fraud Prevention

TUESDAY 1:30 PM

I only have access to view our agency payment information. There are over 100 agencies within the state and each of them have their own accounting department. Since I am not in the Department of Fun, I cannot help with payment due information that you are requesting. Please forward the ACH form to the Department of Fun accounts payable team since that's who you do business with. I recommend you send it to Martini Eckhardt at martini.eckhardt@fun.ks.gov 000-867-5309. He works in the Department of Fun and should be able to answer your questions about payments due to your company.



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ACH Fraud Prevention

WEDNESDAY 3:35 PM

Hi Emily,
I have tried to call and send the ACH form to Martini, but his email seems to be rejecting my email Can you kindly forward it to him and please cc me?



Department of Administration
Excellent customer service, every time!

ACH Fraud Prevention

THURSDAY 8:15 AM

Martini,
Dave Yates with Kelsey Construction indicated that they do business with the Department of Fun. He is trying to update the direct deposit information for his company prior to the next payment. Can you please contact him? Thanks.

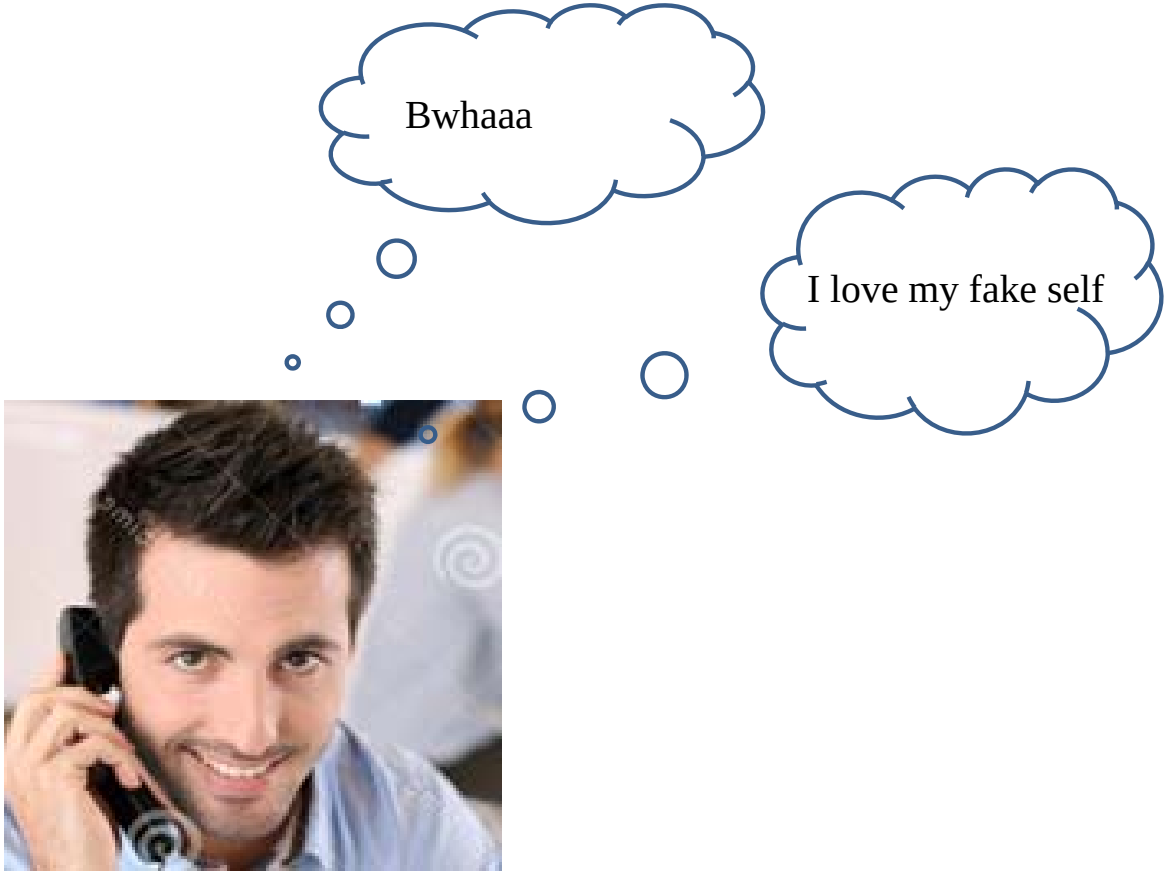
Emily Jones
Accounts Payable
cc Dave Yates



Department of Administration
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ACH Fraud Prevention

THURSDAY 8:16AM



Department of Administration
Excellent customer service, every time!

ACH Fraud Prevention

THUSDAY 10:15 AM

I'm so thankful that the Department of Fun has fraud prevention procedures.



Kansas Department of Administration
Excellent customer service, every time!

ACH Fraud Prevention

Fraud attempts are REAL

It is occurring on the national level

It is occurring on the state level

It is occurring in Kansas

It is happening HERE

Don’t let it happen to you.

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ACH Fraud Prevention



Kansas Department of Administration
Excellent customer service, every time!

ACH Fraud Prevention

Updated forms:

DA-130 AUTHORIZATION FOR ELECTRONIC DEPOSIT OF SUPPLIER PAYMENT

- It's fillable
- Added Supplier Email
- Removed unused fields on Section A: New enrollments
- Requires the supplier to enter the previous banking information **and** the new banking information when making an account change
- Added Section 5. for agency certification

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ACH Fraud Prevention

Updated forms:

TM-21 SMART Supplier Information Change Request

- It's fillable
- Added documentation on file with the agency check box
- Added supplier Email and Phone Number
- Added agency certification of contact at the supplier

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Questions?





Statewide Payroll & Accounting Teams:

Part 2

Nancy Haufler, *DoA SMART Processing – Team Lead*
Ruth Heitmann, *DoA SMART Processing Team*
Sunni Zentner, *DoA Accounting Services – Supervisor*
Becky Bahr, *State Fire Marshal – Fiscal Officer*

- **New SMART Queries**

SMART Queries
New and Updated

Office of the Chief Financial Officer
Nancy Haufler
SMART Processing Team Lead

Queries – Travel and Expense

KS_EX_EXPENSE_TRANS_DETAIL

Transaction detail by FY

KS_EX_EXPENSE_TRANS_SUMMARY

Transaction summary by FY

- To provide transactions by categories/descriptions of in-state, out-state or international either at the detail or summary level by accounting period in a fiscal year

Queries – Contract Spend

KS_PO_CNTRCT_SPEND

Contract Spend by Budget Date

- Existing query
- To provide **paid amounts** for a specified budget date range based on Contract ID from Accounts Payable and p-card transactions (if the p-card transaction was linked to a PO or if the Contract ID was added during the reconciliation process).

KS_PO_CNTRCT_SPEND_TOTALS

Total Contract Spend BdgtYear

- New query
- To provide a **summary of paid amounts** for a budget year for all contracts from Accounts Payable and p-card transactions (if the p-card transaction was linked to a PO)

Queries – Non-Contract Spend

KS_PO_NONCONTRACT_SPEND

Summary spend by budget year

KS_PO_NONCONTRACT_SPEND_DETAIL

Voucher/PO level detail spend

- To provide non-contract spend for a budget year by Supplier ID and source
- Spend is defined as the total of planned spend plus actual spend not included on a PO
- PO status is a field on the detail query – cancelled POs are included because the query does not include vouchers pulled in from POs in the AP Source, these vouchers are included in the PO Source applicable to the transaction, if cancelled POs were not included any spend that occurred on the PO prior to closing the PO would not be accounted for
- Prompts:
  - Business Unit
  - Supplier ID (or leave blank for all Supplier IDs)
  - Budget Year beginning 07/01/20YY
  - Budget Year ending 06/30/20YY
- Schedule query to run, especially if running for all suppliers

Queries – Imprest/Petty Cash Fund

KS_AP_IMPR_PETTY_BANK_ACCT_KEY

- To provide the bank account, bank account key and GL account associated to an agency Imprest or Petty Cash Fund

KS_AP_IMPR_PETTY_CSH_CHECKBOOK

- To provide a summary of SMART transactions to be used in completing the DA-152 Checkbook Record

KS_AP_IMPR_PETTY_CSH_SUMMARY

- To provide voucher and chartfield detail as entered in SMART for recording and replenishment vouchers

Queries

Catalog of SMART Reports, Queries and Inquiries can be found on the following web page:

http://www.smartweb.ks.gov/home/reporting



Questions?



Kansas Department of Administration
Excellent customer service, every time!

SMART Queries
New for Imprest & Petty Cash

Office of the Chief Financial Officer
Ruth Heitmann
SMART Processing Team
Accounts Payable Business Analyst

Queries – Imprest & Petty Cash

KS_AP_IMPR_PETTY_BANK_ACCT_KEY

Bank Account Key

- Provides a way to look up Imprest and Petty Cash accounts, the bank code, bank account key and GL account associated to a particular Imprest or Petty Cash account.

Business Unit: X0000

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

View All First 1-3 of 3 Last

	BUSINESS UNIT	BANK CODE	BANK ACCOUNT	DESCRIPTION	GL ACCOUNT
1	X0000	X00IA	IM1L	Imprest Fund 1	110301
2	X0000	X00IB	IM2P	Imprest Fund 2	110302
3	X0000	X00PA	PC1	Petty Cash Fund 1	110320

Queries – Imprest & Petty Cash

KS_AP_IMPR_PETTY_CSH_CHECKBOOK

Checkbook Record

- Provides a systematic way of completing the DA-152 Checkbook Record referenced in policy 10,802. One Imprest or Petty Cash account is shown at a time.
- Shows vouchers with expenditures and replenishments and the running balances.

Business Unit: X0000
Accounting Date From: 03/01/2017
Accounting Date To: 03/31/2017
GL Account: 110301
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (2 kb)

View All First 1-8 of 8 Last

	BANK CODE	VOUCHER	INVOICE	INVOICE DATE	SUPPLIER	GL ACCOUNT	EXPENDITURE	REPLENISHMENT	BALANCE
1	X00IA	00019259	Misc 21146 LV County Treasurer	02/13/2017	[redacted]	110301	-20.00	0.00	-20.00
2	KSBNK	00019261	IM1L 00019259	02/13/2017	IMPREST FUND #1	110301	0.00	20.00	0.00
3	X00IA	00019296	Incentive 21149 PPE 3/03/2017	03/14/2017	IMPREST FUND #1	110301	-20161.30	0.00	-20161.30
4	X00IA	00019388	Misc 21148 CC Feb 2017	03/14/2017	[redacted]	110301	-20.12	0.00	-20181.42
5	KSBNK	00019298	IM1L 00019296	03/14/2017	IMPREST FUND #1	110301	0.00	20161.30	-20.12
6	KSBNK	00019389	IM1L 00019388	03/14/2017	IMPREST FUND #1	110301	0.00	20.12	0.00

Queries – Imprest & Petty Cash

KS_AP_IMPR_PETTY_CSH_SUMMARY

PC Agency Summary

- Provides additional information for Imprest and Petty Cash transactions including voucher ID and chartfields. Results include all Imprest and Petty Cash accounts.
- Can help users identify coding errors by look at the running balance and other values provided in the results.

Business Unit: X0000
Accounting Date From: 03/01/2017
Accounting Date To: 03/15/2017
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

View All First 1-4 of 4 Last

	VOUCHER	BUSINESS UNIT	BANK CODE	BANK ACCOUNT	INVOICE DATE	INVOICE	SUPPLIER ID	SUPPLIER	DEPT	FUND	BUD UNIT	PROGRAM	GL ACCOUNT	EXPENDITURE	REPLENISHMENT	BALANCE
1	00019259	X0000	X00IA	IM1L	02/13/2017	Misc 21146 LV County Treasurer	0000032094	[redacted]	[redacted]	1000	0303	96100	110301	-20.00	0.00	-20.00
2	00019261	X0000	KSBNK	MAIN	02/13/2017	IM1L 00019259	0000032094	IMPREST FUND #1	[redacted]	1000	0303	96100	110301	0.00	20.00	0.00
3	00019239	X0000	X00IB	IM2P	03/03/2017	02/27/2017 - 03/03/2017	0000032094	IMPREST FUND 2 (CIB)	[redacted]	1000	0303	51300	110302	-1163.08	0.00	-1163.08
4	00019240	X0000	KSBNK	MAIN	03/03/2017	IM2P 00019239	0000032094	IMPREST FUND 2 (CIB)	[redacted]	1000	0303	51300	110302	0.00	1163.08	0.00

Training Documents Updated

Accounts Payable Month End Checklist

- Provides a checklist of tasks to complete at month end to ensure that vouchers are being processed correctly. Now includes information about Imprest & Petty Cash accounts and references all three queries.

Imprest Fund and Petty Cash Fund: *Record Expenditures by Creating a Voucher*

- Walks the user through each step for recording an expenditure from an Imprest or Petty Cash account. Includes a reference to the Bank Account Key query so the user can determine the correct Bank Code and Bank Account to use on the Payments tab of the voucher.

Imprest Fund and Petty Cash Fund: *Replenish Fund by Creating a Voucher*

- Walks the user through each step for creating a replenishment voucher for the Imprest or Petty Cash account. Includes a reference to the Bank Account Key query so the user can determine the correct Account code to use in the chartfield section on the Invoice Information tab of the voucher.

Questions?

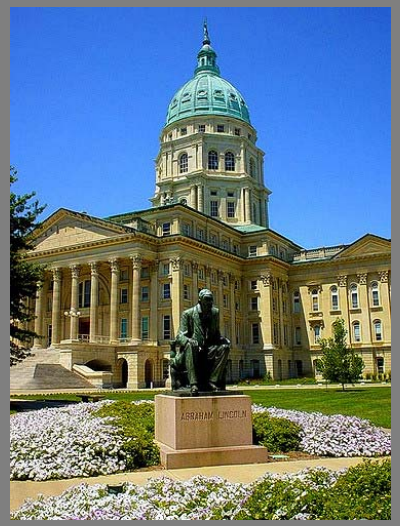


ASTRA PRESENTATION
APRIL 27, 2017

A NEW OPTION FOR GETTING SUPPLIER SPEND TOTALS

BECKY BAHR, Fiscal Officer
OFFICE OF THE STATE FIRE MARSHAL

RECAP OF WHY WE CARE

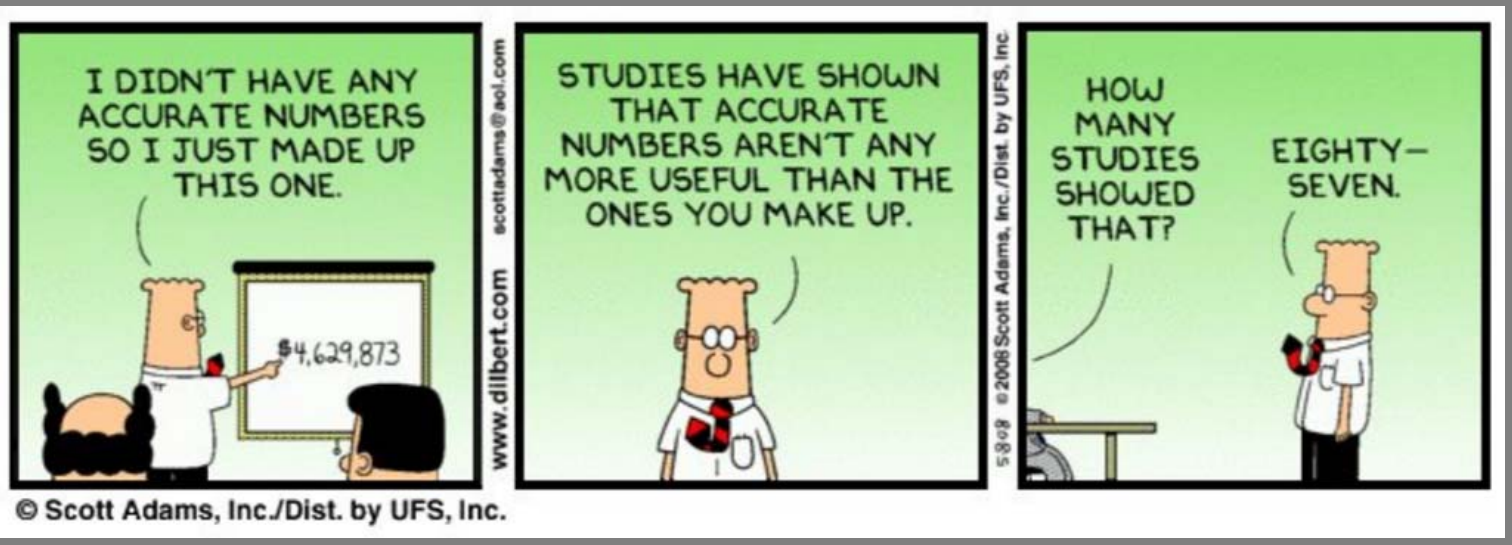


It's the Law

KSA 75-3739(e)



Keep Auditor's Happy ☺



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THE GOAL







STARTING WITH THE LINE

Above

Amount Allowed		5,000
Per month		416.67
On Track to Spend:		
July	1	416.67
Aug	2	833.34
Sept	3	1250.01
Oct	4	1666.68
Nov	5	2083.35
Dec	6	2500.02
Jan	7	2916.69
Feb	8	3333.36
March	9	3750.03
April	10	4166.7
May	11	4583.37
June	12	5000.04

Below

OLD PROCESS – REPORT #1

Supplier Spend: KS_GL_ACTUALS_DETAIL_PD

Legend	
	Contract/State Agency
	Current PA/PO
	One Time
	Prior to 11-10-17 Info Circular
	Needs Attention

OOPS

GL Summary		
Row Labels	Sum of Sum Amount	
SMITHS DETECTION INC	117,102.00	
DEPARTMENT OF ADMINISTRATION	102,914.50	
SHAWNEE MISSION FORD INC	87,110.00	
EIGHTH & JACKSON INVESTMEN GROUP II LLC	81,918.30	
ASHER ENTERPRISES LLC	33,641.60	
ASSET LIGHTING & ELECTRIC INC	26,794.76	
INNOVATIVE BUSINESS CONCEPTS	25,726.26	
MSR QUALITY MANAGEMENT SERVICES LLC	12,495.00	
NICKELL BARRACKS	12,400.00	
SHI INTERNATIONAL CORPORATION	11,632.00	
DEPARTMENT OF TRANSPORTATION	8,637.91	
CHARLSON WILSON INSURANCE AGENCY INC	8,188.00	
ALLEN MAYEA	6,130.00	
SCOTT KLEINSCHMIDT	6,110.00	
CHAD WINTON	5,800.00	
SAFE TRANSPORTATION TRAINING	5,767.00	
CITY OF COFFEYVILLE	5,711.69	
LAWRENCE HEMPHILL	5,695.00	
HOOSIER FOOD SERVICE INC	5,505.11	
ANTHONY TRACY	5,405.00	
JAMES H GRIMMETT	5,200.00	
CITY OF OVERLAND PARK FIRE DEPARTMENT	5,182.97	
BILL SRNA	4,620.00	
KANSAS STATE UNIVERSITY	4,000.00	
SEDGWICK COUNTY	3,700.81	
CENTURY BUSINESS TECHNOLOGIES INC	3,496.60	The Line

OLD PROCESS – REPORT #2

PO Spend:
Ks PO Budgetary Activity

KPO Summary		
Row Labels	**Sum of Remaining Amount**	
ASHER ENTERPRISES LLC	42,052.00	
SMITHS DETECTION INC	20,000.00	
RICHARD CARL DUFEK	19,500.00	
WEX BANK	18,663.23	
EIGHTH & JACKSON INVESTMEN GROUP II LLC	15,509.70	
ASSET LIGHTING & ELECTRIC INC	11,400.00	
MSR QUALITY MANAGEMENT SERVICES LLC	11,305.00	
VERIZON WIRELESS	10,760.19	
INNOVATIVE BUSINESS CONCEPTS	6,660.00	The Line
CARTRIDGE KING OF KANSAS INC	2,068.70	
CENTER INDUSTRIES CORP	1,807.20	
FEDEX	993.48	
STACKS LLC	917.42	
FISHER SCIENTIFIC COMPANY LLC	722.88	
WESTERN ASSOCIATES INC	241.38	
STAPLES CONTRACT & COMMERCIAL INC	100.01	
GOODWILL INDUSTRIES OF KANSAS INC	24.34	
DELL MARKETING LP	0.24	
Grand Total	**162,725.77**	

Legend	Contract/State Agency
	Current PA/PO
	One Time
	Prior to 11-10-17 Info Circular
	Needs Attention

OLD PROCESS – REPORT #3

P-Card Spend:
KS_PCARD
AUDIT_RPT

P-Card Summary		
Row Labels	**Sum of Merchandise Amount**	
VERIZON	26,121.07	
KANSASLAND TIRE	9,418.95	
JAYHAWK AUTO INC	6,768.44	
COMFORT SUITES SPEEDWAY	6,185.16	
COMFORT INN	6,026.69	
CLUBHOUSE INN SUITES -	5,678.77	
SLEEP INN PARSONS	5,278.80	
CUSTOM COVERS CO-CLVR	5,200.00	
CARGO EASE INC	4,998.00	
CARTRIDGE KING OF KANS	4,733.76	
WASP BARCODE	4,559.00	
NFPA NATL FIRE PROTECT	4,491.40	
SUPER 8 BONNER SPRINGS	4,195.01	The Line

Legend	Contract/State Agency
	Current PA/PO
	One Time
	Prior to 11-10-17 Info Circular
	Needs Attention

P-CARD SPEND – DIGGING DEEPER

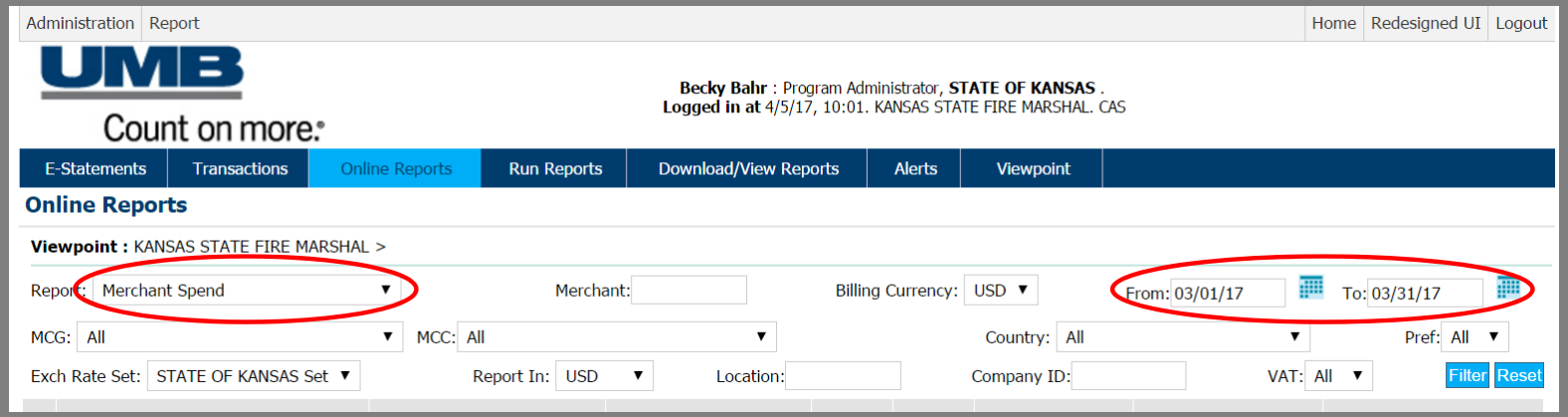
P-Card Summary

Row Labels	Sum of Merchandise Amount
VERIZON	**26,121.07**
0000001072	2,537.84
0000001102	21,093.42
0000001177	2,489.81
KANSASLAND TIRE	**9,418.95**
(blank)	9,418.95
JAYHAWK AUTO INC	**6,768.44**
(blank)	6,768.44
COMFORT SUITES SPEEDWAY	**6,185.16**
(blank)	6,185.16
COMFORT INN	**6,026.69**
(blank)	6,026.69
CLUBHOUSE INN SUITES -	**5,678.77**
(blank)	5,678.77
SLEEP INN PARSONS	**5,278.80**
(blank)	5,278.80
CUSTOM COVERS CO-CLVR	**5,200.00**
(blank)	5,200.00
CARGO EASE INC	**4,998.00**
(blank)	4,998.00
CARTRIDGE KING OF KANS	**4,733.76**
0000001076	4,733.76

Merchant Name	KANSASLAND TIRE
Sum of Total spend	
Location	Total
ANDOVER	59.9
DERBY	75.95
GARDEN CITY	579.8
GOODLAND	37.37
GREAT BEND	693.87
HAYS	40.95
PITTSBURG	547.68
TOPEKA	6520.51
WICHITA	990.15
Grand Total	9546.18

Merchant Name	COMFORT INN
Sum of Total spend	
Location	Total
EMPORIA	94.34
GREAT BEND	1612.26
HUTCHINSON	1795.36
OTTAWA	1816.28
OVERLAND PARK	1186.79
Grand Total	6505.03

UMB MERCHANT SPEND REPORT



We run monthly and store in a YTD file

SUPPLIER NAME CLEAN-UP



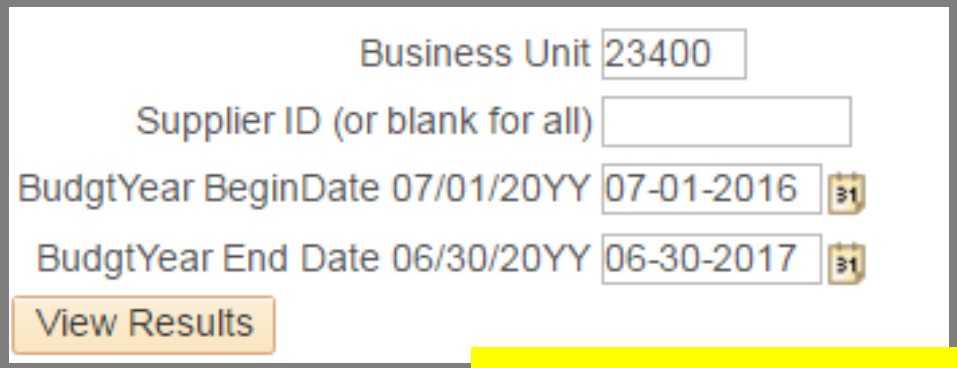
- Agent Fees - Shorts
- Airline's
- Jayhawk File/Stacks (name change)

Did not clean-up hotels since they are franchised

NEW QUERIES

KS_PO_NONCONTRACT_SPEND

KS_PO_NONCONTRACT_SPEND_DETAIL



You have to run by FY not YTD.

WHAT'S THE DIFFERENCE???

Field	No Detail	Detail
Business Unit	X	X
Supplier ID	X	X
Supplier Name	X	X
Total Spend	X	X
Spend Source	X	X
Budget Period	X	X
Voucher ID		X
PO ID		X
PO Status		X

CAUTION ABOUT CANCELLED PO'S

Business Unit	Supplier ID	Supplier Name	Total Spend	Spend Source	Budget Period	Voucher ID	PO ID	PO Status
23400	0000002100	NATIONAL FIRE PROTECTION ASSN	10000.000	Req/PA/PO Spend	2017		0000001165	C
23400	0000011085	SUPER 8 OF BONNER SPRINGS LLC	10000.000	Req/PA/PO Spend	2017		0000001141	C
23400	0000013415	PARSONS HOSPITALITY LLC	3652.740	Req/PA/PO Spend	2017		0000001105	C
23400	0000013415	PARSONS HOSPITALITY LLC	4838.900	Req/PA/PO Spend	2017		0000001112	C
23400	0000013415	PARSONS HOSPITALITY LLC	5542.740	Req/PA/PO Spend	2017		0000001110	C
23400	0000014824	SMITHS DETECTION INC	20000.000	No Req/PO Spend	2017		0000001093	C
23400	0000014824	SMITHS DETECTION INC	137102.000	Req/No PA/PO Spend	2017		0000001093	C
23400	0000019640	REGENCY MIDWEST VENTURES LP	10000.000	Req/PA/PO Spend	2017		0000001135	C
23400	0000035146	WISE EL SANTO COMPANY INC	1433.000	Req/No PA/PO Spend	2017		0000001108	C
23400	0000036899	SBR LLC	10000.000	Req/PA/PO Spend	2017		0000001142	C
23400	0000040009	JAMES H GRIMMETT	6000.000	Req/PA/PO Spend	2017		0000001158	C
23400	0000047018	WESTERN ASSOCIATES INC	683.200	Req/No PA/PO Spend	2017		0000001084	C
23400	0000048607	PEAVEY CORPORATION	73.000	Req/No PA/PO Spend	2017		0000001096	C
23400	0000054945	JAYHAWK AUTO INC	6768.440	Req/PA/PO Spend	2017		0000001107	C
23400	0000056969	CUSTOM COVERS COMPANY	5200.000	Req/PA/PO Spend	2017		0000001145	C
23400	0000059441	NICKELL BARRACKS	6880.000	Req/PA/PO Spend	2017		0000001111	C
23400	0000482957	RICHARD CARL DUFEK	600.000	Req/No PA/PO Spend	2017		0000001190	C
23400	0000514968	ALLEN MAYEA	6130.000	Req/PA/PO Spend	2017		0000001090	C
			244,904.02					

To filter out the cancelled PO's you have to use the detail query

ONE QUERY SAME RESULT

Legend	Contract/State Agency
	Current PA/PO
	Before 11-10-17 Info Circular
	One Time
	Aid to Locals Grant - No limit
	Combination contract/non
	Needs Attention

Row Labels	Sum of Total Spend
SMITHS DETECTION INC	137,102.00
DEPARTMENT OF ADMINISTRATION	103,899.69
ASHER ENTERPRISES LLC	85,864.76
RICHARD CARL DUFEK	22,730.00
HAZSIM, LLC	21,634.00
CLAY COUNTY	10,614.40
KANSASLAND TIRE	9,418.95
DEPARTMENT OF TRANSPORTATION	8,637.91
COMFORT SUITES SPEEDWAY	6,991.92
COMFORT INN	6,868.12
JAYHAWK AUTO INC	6,768.44
SCOTT KLEINSCHMIDT	6,110.00
CITY OF RUSSELL	6,080.00
DEPT OF HEALTH & ENVIRONMENT	5,990.80
NFPA NATL FIRE PROTECT	5,978.25
SLEEP INN PARSONS	5,806.68
CHAD WINTON	5,800.00
INNOVATIVE BUSINESS CONCEPTS	5,788.52

SAFE TRANSPORTATION TRAINING	5,767.00	
CITY OF COFFEYVILLE	5,711.69	
LAWRENCE HEMPHILL	5,695.00	
CLUBHOUSE INN SUITES -	5,678.77	
NICKELL BARRACKS	5,520.00	
HOOSIER FOOD SERVICE INC	5,505.11	
ANTHONY TRACY	5,405.00	
JAMES H GRIMMETT	5,200.00	
CUSTOM COVERS CO-CLVR	5,200.00	
CITY OF OVERLAND PARK FIRE DEPARTMENT	5,182.97	
CARGO EASE INC	4,998.00	
BILL SRNA	4,620.00	
SOUTHWEST AIR	4,562.06	
WASP BARCODE	4,559.00	
SUPER 8 BONNER SPRINGS	4,550.69	
EIGHTH & JACKSON INVESTMEN GROUP II LLC	4,370.00	
KANSAS STATE UNIVERSITY	4,000.00	
COMFORT SUITES	3,910.32	
SEDGWICK COUNTY	3,700.81	The Line

OOPS

OVERALL VERY GOOD OPTION

- Saves time
- Single list
- Easier to run on the fly
- Excludes contract purchases
- User can exclude cancelled PO's
- Still the same –
  - Supplier name consistency
  - Franchised suppliers with the same name

Break



Statewide Payroll & Accounting Teams:

Part 3

Nancy Ruoff, ***DoA*** *Statewide Payroll & Accounting - Manager*

Sarah Tongier, ***DoA*** *SMART Systems – Team Lead*

•SHARP – SMART Upgrade Update

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SHARP 9.2 Upgrade

Office of the Chief Financial Officer
Nancy Ruoff
Statewide Payroll and Accounting Manager
nancy.ruoff@ks.gov 785.296.2853

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SHARP 9.2 Upgrade

- The Statewide Human Resource and Payroll System (SHARP) is currently on PeopleSoft HCM v9.1. In order to remain on a supported release of the software an upgrade is necessary.
  - Support includes regulatory and tax updates
  - Access to new functionality included in the product
- A nine month project to upgrade SHARP to PeopleSoft HCM v9.2 began on August 22, 2016
- The project also includes upgrades to the PeopleTools version for both the SHARP and the Statewide Management, Accounting and Reporting Tool (SMART) systems
  - PeopleTools upgrade provides the ability to support recent Internet Browser versions to access the systems

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SHARP 9.2 Upgrade

- Existing functionality from the current SHARP v9.1 system will be brought forward to v9.2
  - Majority of processes remain unchanged which minimizes the impact to State Agency staff
  - WorkCenters will be deployed as part of the upgrade
- PeopleSoft approach following version 9.2 is to issue fixes/product enhancements in quarterly Product Update Modules (PUMs). PUMs will be applied by SCI support staff in partnership with State of Kansas

General Changes and Enhancements in v9.2

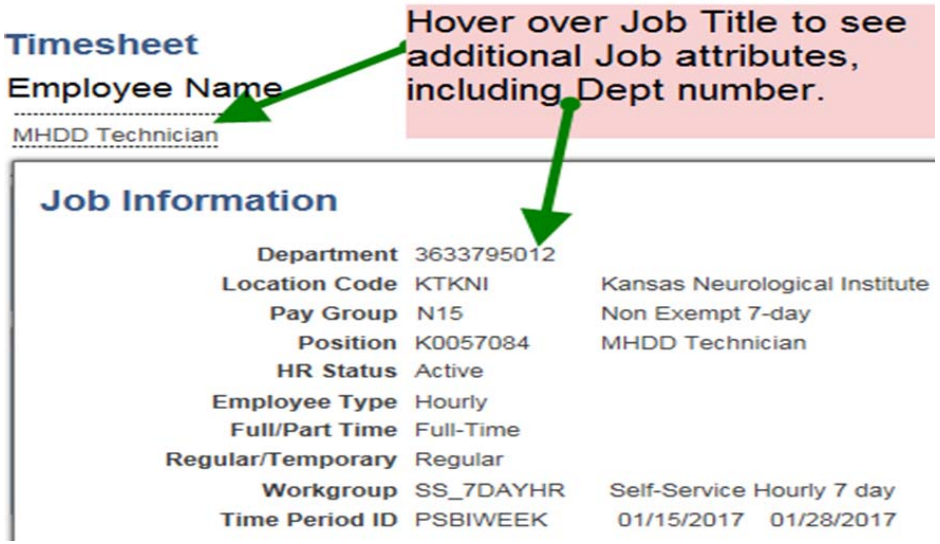
SHARP 9.2 Upgrade

- Changes in v9.2 include:
  - Advanced Search/Help capabilities
  - Changes in Recruiting
  - Changes in the look and feel of the electronic timesheet
  - Direct Deposit Account Number Masking for all but last four characters of the Account #
    - Masking occurs in Review/Enrollment pages in SHARP and PDF Pay Advice in Employee Self Service

SHARP 9.2 Upgrade

Electronic Timesheet:

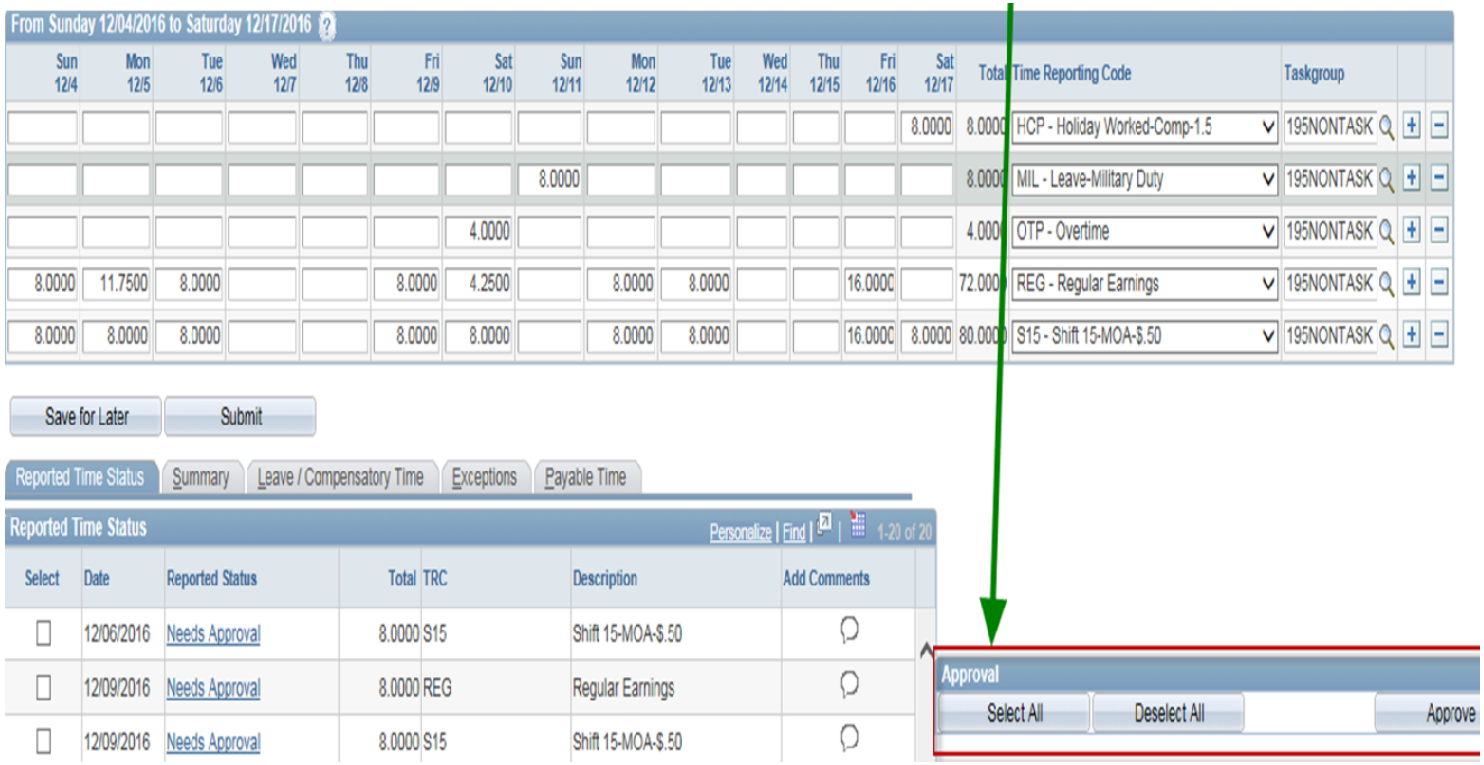
- The look and feel of the electronic timesheet has changed:
  - The Department ID is now visible when hovering over the ee's Job Title
  - Additional Information is also listed in this section



SHARP 9.2 Upgrade

Electronic Timesheet:

- The Select All, Deselect All, and Approve buttons have moved



Electronic Timesheet:

- New Folder Tabs with Key Reported Time & Payable Time Info

From Sunday 12/04/2016 to Saturday 12/17/2016

Sun 12/4	Mon 12/5	Tue 12/6	Wed 12/7	Thu 12/8	Fri 12/9	Sat 12/10	Sun 12/11	Mon 12/12	Tue 12/13	Wed 12/14	Thu 12/15	12/
							8.0000					
						4.0000						
8.0000	11.7500	8.0000			8.0000	4.2500		8.0000	8.0000			16.00
8.0000	8.0000	8.0000			8.0000	8.0000		8.0000	8.0000			16.00

Save for Later | Submit

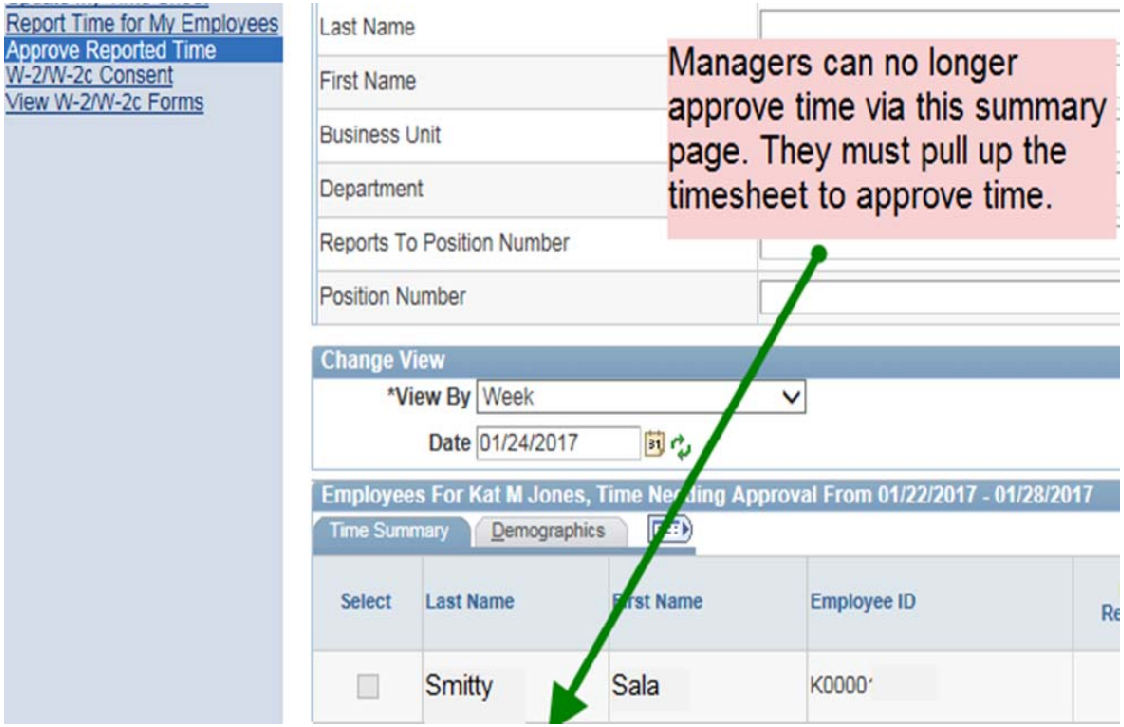
Reported Time Status | Summary | Leave / Compensatory Time | Exceptions | Payable Time

Reported Time Status — Personalize | Find

Select	Date	Reported Status	Total	TRC	Description	Add Comments
☐	12/06/2016	Needs Approval	8.0000	S15	Shift 15-MOA-$.50	
☐	12/09/2016	Needs Approval	8.0000	REG	Regular Earnings	
☐	12/09/2016	Needs Approval	8.0000	S15	Shift 15-MOA-$.50	

Approving Reported Time (Timesheet):

- Managers & Timekeepers will approve timesheets individually so online timesheet edits are invoked



SHARP 9.2 Upgrade

SHARP WorkCenters:

- Separate WorkCenters are available for Payroll and Time and Labor
- Serve as a launching point to run selected queries
- Security to WorkCenters will be given automatically to selected Time and Labor and Payroll Security roles.
- In the future:
  - Starting point for key menu links and queries
  - Limit the need to navigate through the full menu

SHARP 9.2 Upgrade

Time and Labor WorkCenter Key Points:

- **We are offering end users the ability to generate queries for the first time ever in SHARP!**
- Initial Time and Labor queries will be available for:
  - Reported Time (Timesheet): Multiple Time Periods
  - Payable Time: One Pay Period
  - Time Reporter Data (Employee's Workgroup, Taskgroup, etc.)
- Depending on system performance, additional queries may be added in the future
- Access given to Timekeepers, Time and Labor HR, and Task Reporters

Payroll WorkCenter Key Points:

- The following queries will be available for agencies to run during each On-cycle pay calc week:
  - Check with ADV Earnings: Run for current processing Pay Period
  - Checks with ADVNCE /ADJUST Deds: Run for current processing Pay Period
  - Checks with WCH and KPERS: Run for current processing Pay Period
  - KPERS Missing On Check: Run for current processing Pay Period
  - Depending on system performance, additional queries may be added in the future
  - JOB Aid document is available to assist in working query results
  - Payroll Query access will be given to Agency Payroll Manager and Agency Payroll Specialist security roles

SHARP Upgrade
Cutover Timeline

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SHARP 9.2 Upgrade

- The conversion/upgrade to SHARP v9.2 that is taking place in May will require one time changes to processing dates and end-user access to the systems.
- Informational Circular 17-P-020 dated April 14, 2017 provides information and key payroll processing information for the upgrade
  - NOTE: No new combination codes will be added after May 5, 2017 until after the system goes live on May 16, 2017

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SHARP 9.2 Upgrade

- Timesheets will be created Friday night, May 5, 2017 for the pay period of May 7, 2017- May 20, 2017
- Employees will have access to update their timesheets from May 7, 2017 to May 12, 2017 and again on May 16, 2017 – May 21, 2017
- All Reported Time and Payable Time that is in Needs Approval (NA) Status, needs to be Approved (AP) by the end of the day on May 12, 2017

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SHARP 9.2 Upgrade

- **Saturday, May 13, 2017 - Monday, May 15, 2017**: SHARP will be upgraded to PeopleSoft v9.2 and no access will be available for SHARP or Employee Self Service

- **Tuesday, May 16, 2017**: Access for SHARP and Self Service users to the 9.2 version of SHARP is scheduled to be restored on May 16th.
  - SHARP and Self Service User IDs and passwords will be the same as User IDs and passwords on Friday, May 12, 2017.
  - A notice will be sent out on May 15th to notify agencies of SHARP/ESS availability on May 16th.

SHARP 9.2 Upgrade

Payroll processing for period ending May 6, 2017:

Monday, May 8, 2017

- Interface Time and Labor Files due by 12:00pm
- Cutoff for On-Line user entry is 6:00pm
- Paysheets created and first preliminary SHARP on-cycle pay calc (Note: There will be only 2 preliminary pay calcs for this pay period)

Tuesday, May 9, 2017

- Cutoff for Regent On-Cycle Files is 4:00pm

SHARP 9.2 Upgrade

Payroll processing for period ending May 6, 2017 (cont):

Wednesday, May 10, 2017

- Cutoff for existing Time and Labor Payable Time Approvals 6:00pm
- Final Calc & Confirm for SHARP

Thursday, May 11, 2017

- Regent On-Cycle runs
- Regent's Off-Cycle Files Run A Cutoff 4:00pm

Friday, May 12, 2017

- SHARP Run A Off-Cycle Cutoff 6:00pm; Regents Run A Off-Cycle
- (Last Off-Cycle Run in v9.1)

SHARP 9.2 Upgrade

Payroll processing for period ending May 6, 2017 (cont):

Tuesday, May 16, 2017

- SHARP and Employee Self Service re-open **Delete Cache!**
- Normal payroll processing schedule resumes
- Regent's Off-Cycle files Run B Cutoff 4:00pm

Wednesday, May 17, 2017

- SHARP Run B Off-Cycle Cutoff 6:00pm; Regents Run B Off-Cycle (First Off-Cycle Run in v9.2)

SHARP 9.2 Upgrade
Next Steps

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SHARP 9.2 Upgrade

- Notify employees that SHARP and Employee Self-Service will be unavailable starting at 6 pm Friday, May 12, 2017 through Monday, May 15, 2017
- Watch for email on Monday, May 15th notifying agencies that access to SHARP and Employee Self-Service will be restored on Tuesday, May 16, 2017
- Notify technical staff of the availability of an updated SHARP, SMART and BI Analytics Browser certification document located at: http://www.da.ks.gov/sharp/9.2trainingresources.html

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SHARP 9.2 Upgrade

- The URL's for SHARP and Employee Self-Service will not change as part of the upgrade

- It is recommend that employees delete their browser cache prior to logging in for the first time after cutover. Instructions for deleting cache in supported browsers can be found at:
  http://www.da.ks.gov/sharp/9.2trainingresources.html

SHARP Resources:

- **SHARP website:** http://www.da.ks.gov/sharp/
- **SHARP Infolist**
  - Subscribe at: http://www.da.ks.gov/sharp/infolist.htm
- **SHARP Help Desk**
  - Call 785-368-8000, Select option 1 for **SHARP** Select option 1 for Time and Labor
    - Select option 1 for Time and Labor
    - Select option 2 for Payroll
    - Select option 3 for Human Resource and Benefits
- **Updated List of Browsers that will be supported after this upgrade can be found at:**

  http://www.da.ks.gov/sharp/9.2trainingresources.html

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SMART PeopleTools 8.55 Upgrade

Office of the Chief Financial Officer
Sarah Tongier
SMART Systems Team Lead

SMART PeopleTools 8.55 Upgrade

SMART is upgrading to PeopleTools 8.55

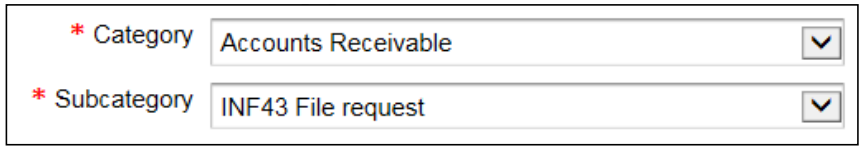
- PeopleTools upgrades are not the same as PUM upgrades
  - Upgrade of technical tables – not system functionality or data
  - Users should not expect to see any significant changes

- Upgrade schedule
  - Go-Live: Monday May 15th
  - **SMART Unavailable**: 6 p.m. Friday May 12th thru 7 a.m. Monday May 15th

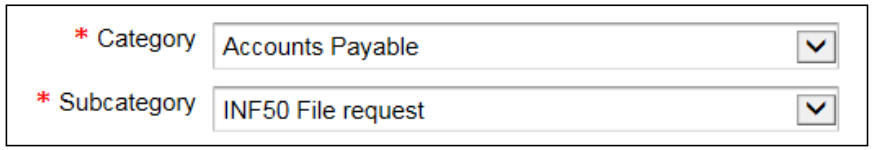
- 8.55 does require updated SMART spreadsheet uploads:
  - Excel Upload for Deposits (INF43)
  - Excel Upload for Vouchers (INF50)
  - The GL Journal & Budget Journal spreadsheets do not require updates

Log a ManageEngine ticket to request an updated spreadsheet upload template

- Deposit spreadsheet:



- Voucher spreadsheet:



SHARP or SMART Upgrade Questions





Statewide Payroll & Accounting Teams:

Part 4

Brett Bauer, *DoA Internal Controls Team – Team Lead*

- How to run/review a trial balance report & why
- How to perform ledger inquiry & why

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Trial Balance by Fund Report

WHY?

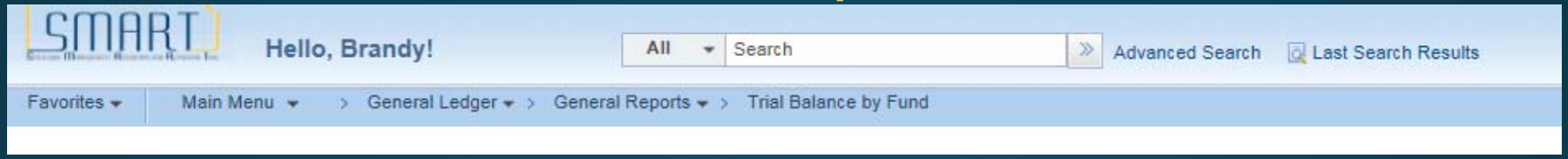
- Gives a beginning and ending cash balance
- Is a useful tool for monthly balancing
- Allows agency to track spending by account within a fund
- Provides a quick tool to locate incorrect account code usages and/or to locate credit/debit balances in accounts that have a normal debit/credit balance.

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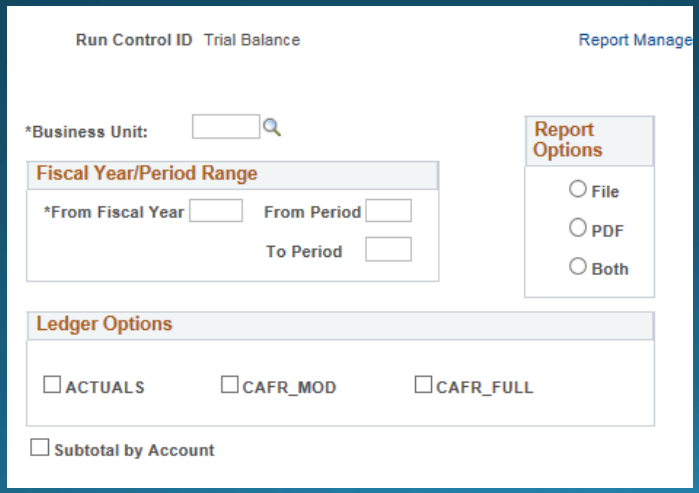
Trial Balance by Fund Report

How?

- Job Aid: Using the KGLoooooo5 Trial Balance Report
- Pathway:



- Prompts:



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Trial Balance by Fund Report

What Does it look like?

Report ID: KGL00005

SMART
Statewide Management, Accounting and Reporting Tool

TRIAL BALANCE BY FUND

Page No : 1
Run Date: 04/11/2017
Run Time: 09:47:09

Beginning Period: 2017 01
Ending Period: 2017 12

Business Unit: [redacted]
Ledger: ACTUALS
Fund: 1000 STATE GENERAL FUND

Account	Account Description	Beginning Balance	Debit	Credit	Ending Balance
110100	TREASURERS COMMON CASH	(163,457,404.69)	70,875.92	(12,450,921.78)	(175,837,450.55)
110301	IMPREST A	0.00	144,542.10	(144,542.10)	0.00
110302	IMPREST B	0.00	24,439.97	(24,439.97)	0.00
140300	PREPAID EXPENSES	0.00	0.00	(97.37)	(97.37)
220100	ACCOUNTS PAYABLE	0.00	1,753,236.53	(1,779,187.33)	(25,950.80)
220110	ACCRUED EXPENSES PAYABLE	0.00	16,920.03	(16,920.03)	0.00
220400	ACCRUED SALARY AND WAGES PAY	0.00	10,000.00	(10,000.00)	0.00
220420	PAYROLL DEDUCTIONS SHARP	(113,632.67)	3,535,730.48	(3,535,730.48)	(113,632.67)
220430	PAYROLL GARNISHMENTS SHARP	0.00	119,834.91	(119,834.91)	0.00
220440	PAYROLL TAXES SHARP	(13,180.28)	2,035,079.91	(2,031,996.92)	(10,097.29)
330000	FUND BALANCE UNASSIGNED	163,584,217.64	0.00	0.00	163,584,217.64
422500	SALVAGED MATERIALS	0.00	0.00	(185.44)	(185.44)
462900	OTHER REIMB AND REFUNDS	0.00	0.00	(5.00)	(5.00)
510100	CLASSIFIED REGULAR	0.00	6,030,712.22	(40,529.17)	5,990,183.05

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Trial Balance by Fund Report

I don't remember spending this much!

520300	COMMERCIAL LONG DISTANCE SVC	0.00	7,668.29	0.00	7,668.29
520600	INTERGOV POSTAGE OP OITS	0.00	437.57	0.00	437.57
520700	INTERGOV LD COMM SVC OP OITS	0.00	3,101.41	0.00	3,101.41
520720	INTERGOV LD COMM SVC NOT OITS	0.00	91.15	(193.91)	(102.76)
520900	OTHER COMMUNICATION	0.00	350.00	0.00	350.00
520910	CELLULAR PHONES	0.00	9,384.08	0.00	9,384.08
521900	OTHER FREIGHT AND EXPRESS	0.00	214.35	0.00	214.35
522400	ADVERTISING	0.00	1,398.30	(30.00)	1,368.30
523100	COPY PRINTING EQUIPMENT RENTAL	0.00	15,039.96	0.00	15,039.96
523200	BUILDING SPACE RENTAL	0.00	48.00	0.00	48.00

How can I find out what transactions this amount reflects?

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General Ledger Inquiry

WHY?

- Review ledger summary and detail information
  - Track transactions that affect balances
- Allows agency to track transactions across multiple modules

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General Ledger Inquiry

How?

- Training Guide-General Ledger, Reviewing Ledger and Journal Entries

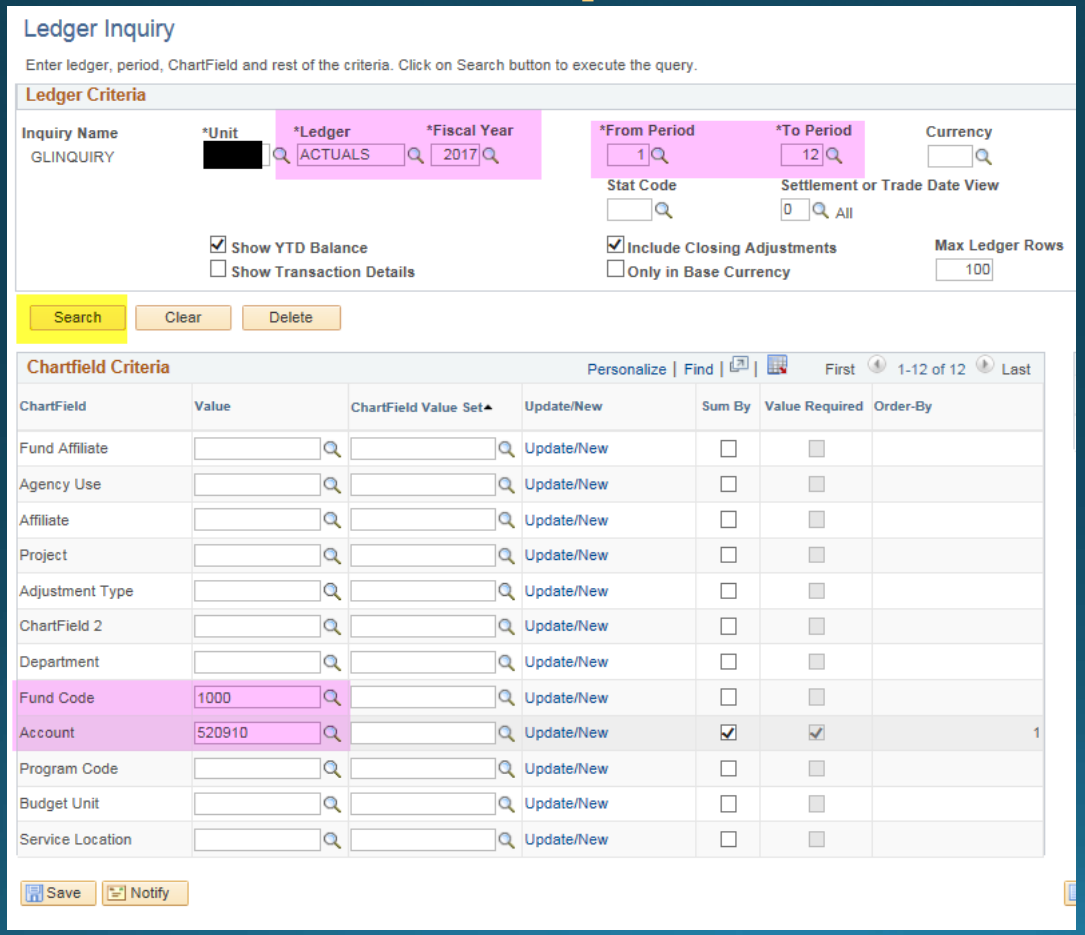
- Pathway:



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General Ledger Inquiry

Prompts:



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General Ledger Inquiry

What Does it look like?

Ledger Summary

Before clicking on Detail hyper link, you can click on "Ledger Detail Drill-Down Chartfield Display" to display the chartfields that are pertinent to your inquiry.

Ledger Criteria

Go To Inquiry Criteria

Ledger Detail Drill-Down Chartfield Display

Ledger Summary — Find | View All — First 1 of 1 Last

Ledger Amount by Currency — Personalize | Find | First 1-8 of 8 Last

Period	Activity	Detail	Account	Account Description	Period Balance (in Transaction Currency)	YTD Period Balance (in Transaction Currency)	Currency	Period Balance (in Base Currency)	YTD Period Balance (in Base Currency)	Ba
2	Activity	Detail	520910	CELLULAR PHONES	964.29	964.29	USD	964.29	964.29	US
3	Activity	Detail	520910	CELLULAR PHONES	1,925.60	2,889.89	USD	1,925.60	2,889.89	US
4	Activity	Detail	520910	CELLULAR PHONES	962.80	3,852.69	USD	962.80	3,852.69	US
6	Activity	Detail	520910	CELLULAR PHONES	1,851.84	5,704.53	USD	1,851.84	5,704.53	US
7	Activity	Detail	520910	CELLULAR PHONES	932.24	6,636.77	USD	932.24	6,636.77	US
8	Activity	Detail	520910	CELLULAR PHONES	931.68	7,568.45	USD	931.68	7,568.45	US
9	Activity	Detail	520910	CELLULAR PHONES	931.68	8,500.13	USD	931.68	8,500.13	US
10	Activity	Detail	520910	CELLULAR PHONES	883.95	9,384.08	USD	883.95	9,384.08	US

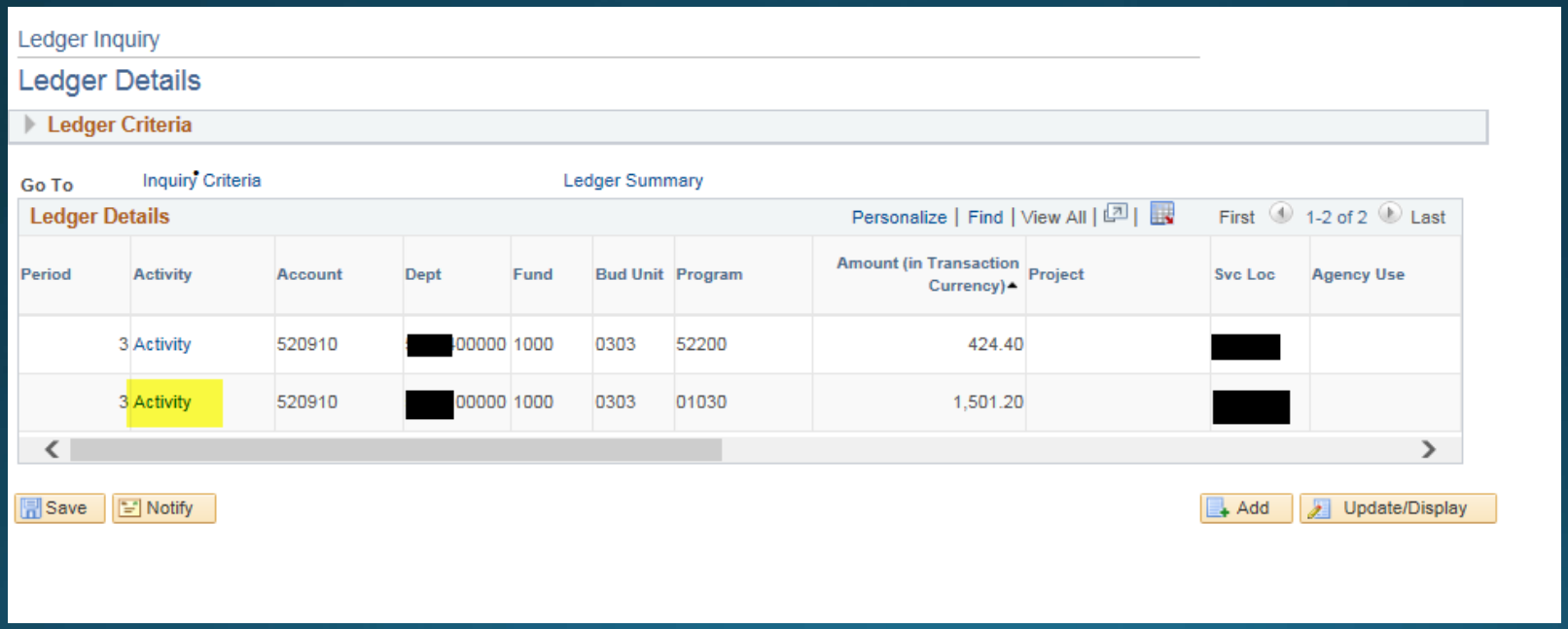
Currency Totals

Amount (in Transaction Currency)	9,384.08 USD	Amount (in Base Currency)	9,384.08 USD

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General Ledger Inquiry

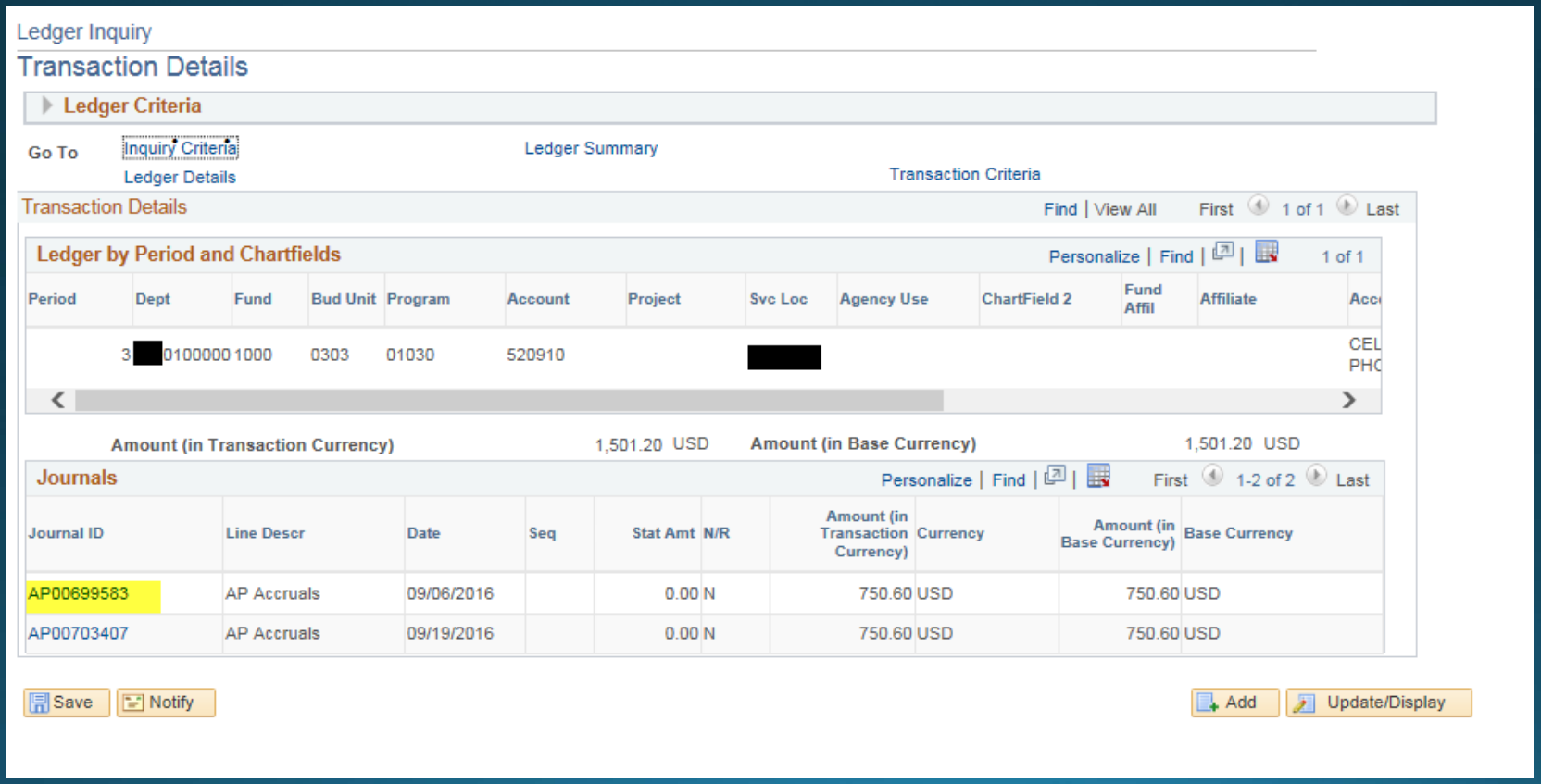
Getting Down to the Details



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General Ledger Inquiry

Even More Details



Ledger Inquiry

Transaction Details

Ledger Criteria

Go To: Inquiry Criteria | Ledger Summary | Ledger Details | Transaction Criteria

Transaction Details — Find | View All — First 1 of 1 Last

Ledger by Period and Chartfields — Personalize | Find | 1 of 1

Period	Dept	Fund	Bud Unit	Program	Account	Project	Svc Loc	Agency Use	ChartField 2	Fund Affil	Affiliate	Acc
	3[redacted]0100000	1000	0303	01030	520910		[redacted]					CEL PHC

Amount (in Transaction Currency) 1,501.20 USD Amount (in Base Currency) 1,501.20 USD

Journals — Personalize | Find | First 1-2 of 2 Last

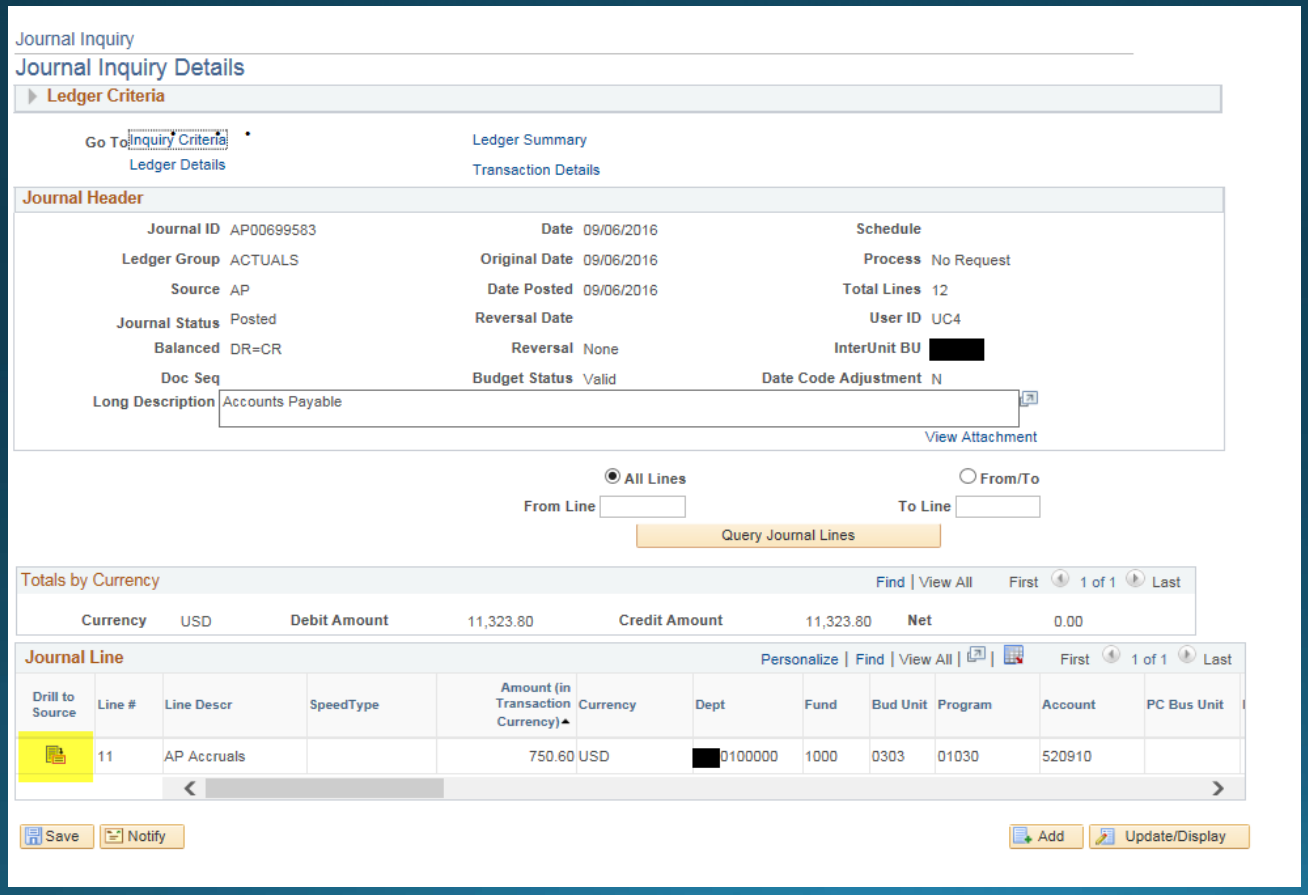
Journal ID	Line Descr	Date	Seq	Stat Amt	N/R	Amount (in Transaction Currency)	Currency	Amount (in Base Currency)	Base Currency
AP00699583	AP Accruals	09/06/2016		0.00	N	750.60	USD	750.60	USD
AP00703407	AP Accruals	09/19/2016		0.00	N	750.60	USD	750.60	USD

Save | Notify | Add | Update/Display

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General Ledger Inquiry

And More Details



Journal Inquiry

Journal Inquiry Details

Ledger Criteria

Go To: Inquiry Criteria · Ledger Summary
Ledger Details · Transaction Details

Journal Header

Journal ID	AP00699583	Date	09/06/2016	Schedule	
Ledger Group	ACTUALS	Original Date	09/06/2016	Process	No Request
Source	AP	Date Posted	09/06/2016	Total Lines	12
Journal Status	Posted	Reversal Date		User ID	UC4
Balanced	DR=CR	Reversal	None	InterUnit BU	[redacted]
Doc Seq		Budget Status	Valid	Date Code Adjustment	N

Long Description: Accounts Payable

View Attachment

All Lines · From/To

From Line · To Line

Query Journal Lines

Totals by Currency — Find | View All — First 1 of 1 Last

Currency	Debit Amount	Credit Amount	Net
USD	11,323.80	11,323.80	0.00

Journal Line — Personalize | Find | View All | First 1 of 1 Last

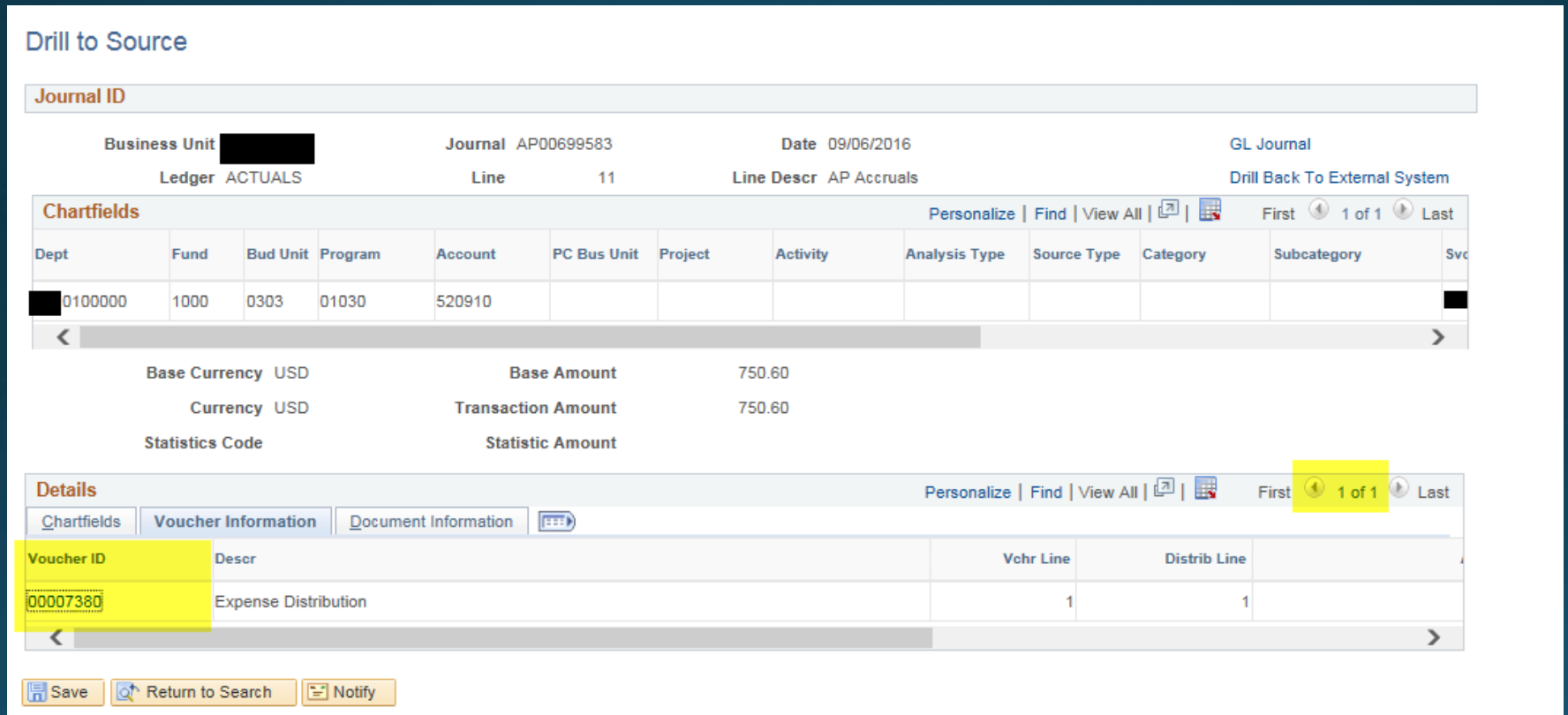
Drill to Source	Line #	Line Descr	SpeedType	Amount (in Transaction Currency)	Currency	Dept	Fund	Bud Unit	Program	Account	PC Bus Unit
	11	AP Accruals		750.60	USD	[redacted]0100000	1000	0303	01030	520910	

Save · Notify · Add · Update/Display

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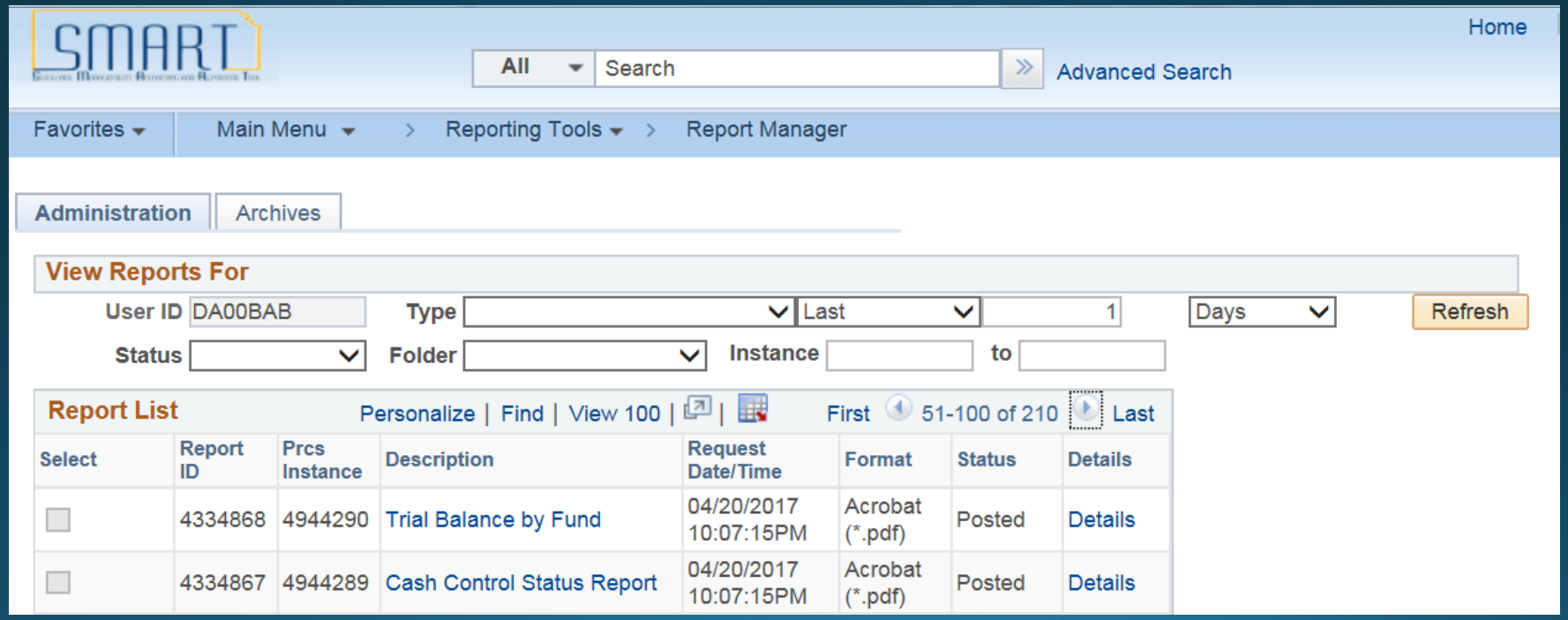
General Ledger Inquiry

Transactions!



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Another Way to Access the Reports (GL Processor Role)



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Questions





Statewide Financial Management Teams:

Part 1

Jill Martin, *DoA Federal Reporting Team*

- SEFA – Review of FY 2016 findings
- Review FY 2017 SEFA timeline

2016 SEFA FINDINGS



SEFA Background

- The Schedule of Expenditures of Federal Awards (SEFA)
- Federal Reporting Team's Role



Single Audit Report

- Received a draft of the FY 2016 single audit report from CliftonLarsonAllen LLP (CLA) in February of 2017.
- The audit includes findings on compliance for each major federal program.

Major Programs Audited

The following major programs were identified and audited for FY16:

- Aging cluster (93.044, 93.045, 93.053)
- Special Education Cluster (IDEA) (84.027, 84.173)
- Section 8 Project-Based Cluster (14.195)
- Children's Health Insurance Program (CHIP) (93.767)
- Unemployment Insurance (17.225)
- Medicaid Cluster (93.775, 93.777, 93.778)
- Foster Care Title IV-E (93.658)
- Supplemental Nutrition Assistance Program (SNAP) Cluster (10.551, 10.561)
- Low-Income Home Energy Assistance (93.568)

FY15 Findings Compared to FY16

Findings and questioned costs have decreased significantly since last year.

Fiscal Year	2015	2016
Federal Findings	21	15
Questioned Costs	$25,996	$479

FY16 Federal Award Findings

There were a total of fifteen findings reported relating to federal awards, two of which were considered material weaknesses.

Types of findings reported include:

- Eligibility (6)(Questioned costs of $479)
- Subrecipient monitoring (4)
- Reporting (2)
- Non-Compliance with Grant Provisions (2)
- Allowable costs/cost principles (1)

Corrective Actions

Corrective actions include:

- Additional training
- Additional approval processes
- Quality checks
- New reconciliation processes
- Rate structure changes



2017 SEFA DATES



2017 SEFA Key Dates - All Agencies

- **Monday, July 17th** (earlier if available) – Agency Cover Letter, 2017 DA-89, DA-89 Instructions, and Agency Certification released to state agencies.
- **Monday, August 14th** – Agency Certifications and DA-89 due to the Office of the Chief Financial Officer.
- **Friday, September 29th** – Preliminary SEFA due to CliftonLarson Allen LLP (CLA)
- **Friday, October 13th** – Final SEFA due to CiftonLarsonAllen LLP (CLA)

2017 SEFA Key Dates – Universities

- **Monday, August 14th** – Agency Certifications and DA-89s are due to the Office of the Chief Financial Officer. DA-89s are to include preliminary Student Financial Aid information for CFDAs/Student Financial Aid programs reported on the Fiscal Operations Report and Application to Participate (FISAP).

- **Friday, September 29th** – Second DA-89 submitted containing only the CFDAs/Student Financial Aid programs reported on the FISAP due to the U.S. Department of Education on October 1st.

- **Programs Reported on the FISAP**
  - Federal Supplemental Education Opportunity Grants (CFDA 84.007)
  - Federal Work Study Program (CFDA 84.033)
  - Federal Perkins Loan Program (CFDA 84.038)

- **Student Financial Aid**
- Treatment for Title IV funds (listed above) is basically the same as 2016. If Title IV programs are determined to be low risk, Universities should contact their School Participation Division for further guidance.

Questions/Contact Information

Office of the Chief Financial Officer
Federal Reporting Team

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Jill.Martin@ks.gov
(785) 296-2909

Roger Basinger
Roger.Basinger@ks.gov
(785) 296-8083



Statewide Financial Management Teams:

Part 3

Fatima Gilbert for Gail Barnhart, ***DoA*** *Financial Integrity Team - Team Lead*

•CAFR/Year end requirements

Agency and Component Unit Comprehensive Annual Financial Reporting (CAFR) documents due dates:

Document	Final Date Due
Legal Liabilities	8/1/2017
Non-monetary transactions, federal grants, leases, construction commitments and other liabilities	8/1/2017
DA-32(A) Accounts and Other Receivables	8/1/2017
DA-32(B) Long-term Receivables	8/1/2017
DA-82 Capital Asset Supplemental Information	8/1/2017
Service Concession Arrangements for GASB 60	8/1/2017
Pollution Remediation for GASB 49	8/1/2017
Local Bank Accounts (band statements and reconciliations as of 6/30/2017) Local Cash Accounts (reconciliation as of 6/30/2017)	8/1/2017
DA-89 Schedule of Expenditures of Federal Awards (SEFA)	8/14/2017
Agency Draft Financial Reports[1]	9/15/2017
Agency Final Financial Reports[2]	9/29/2017
KPERS Draft Financial Report[3]	10/02/2017
KPERS Final Financial Report	10/16/2017

[1] Universities may omit the component units from the draft financial report given to CLA

[2] Universities to include component units, eliminations, and other workbooks to D of A

[3] KPERS may omit the GASB 67 disclosure from the draft, and an adjusting entry to the draft may be required for alternative investments



Lunch

Provided by:
MILLENNIUM CAFÉ



Statewide Financial Management Teams:

Part 4

Fatima Gilbert, ***DoA*** *Financial Integrity Team - Team Lead*

•Capital asset process changes

Year-end process for Capital asset:

- Please make sure the physical inventory count is taken before June 30, 2017
- Assets that meet the threshold amounts for CAFR reporting should be entered in SMART AM. If you are not sure of the threshold amounts, please review the Policy manual 13,001 at http://admin.ks.gov/offices/chief-financial-officer/policy-manual. KDOT and Regents are exempt from entering the asset in SMART AM.
- Assets that are below the threshold amounts should only be entered in State Book and not CAFR book.
- If CIP are completed by June 30, 2017, please moved them to appropriate asset category so the asset can start being depreciated
- The form DA-82-Capital asset Supplemental Information could be changed for FY2017



Statewide Financial Management Teams:

Part 2

Suzie Yeh, ***DoA*** *Financial Integrity Team*

- **Year-end cleanup**



Statewide Financial Management Teams:

Part 2

Suzie Yeh, ***DoA*** *Financial Integrity Team*

- **Year-end cleanup**

AUTHORIZATIONS AND REFERENCES FOR CANTEEN AND OTHER BANK ACCOUNTS OUTSIDE OF SMART

Statutory Authorization	K.S.A.75-3728e & f et seq.	K.S.A. 75-3728e; K.A.R. 1-27-1 to 4 et seq.	K.S.A. 75-3728e; K.A.R. 1-27-1 to 4 et seq.	K.S.A. 75-3728e; K.A.R. 1-27-1 to 4 et seq.	K.S.A. 75-3080, 75-3081 et seq.	K.S.A. 75-3052, 75-3053, 75-3054, 75-3055 et seq.	K.A.R. 76-172 et seq.	K.S.A. 75-3072, 3073, 3075, 3076, 3078 et seq.	K.S.A. 75-3078 et seq.
Fund Title	Check Cashing Change Fund from Benefit Fund ≤ $5,000 *	Canteen Fund	Inmate Benefit Fund including Check Cashing Change Fund ≤ $5,000	Work Therapy Fund	Employee Use Fund	Petty Cash Fund	Inmate Trust Fund (a change fund within a trust fund is not allowed)	Imprest Fund	Change Fund from Inprest Fund
Policy Manual No.	9,101	9,102	9,102	9,102	9,103	10,752	10,852	10,802	9,100
New/Change Request	DA-74A	DA-68	DA-68	DA-68	DA-164	DA-71	DA-60 to 62	DA-154	DA-74
Financial Reporting Form No.	DA-75A	Income Statement & Balance Sheet**	Income Statement & Balance Sheet**	Income Statement & Balance Sheet**	Income Statement & Balance Sheet**	DA-73	DA-63 & 65 & 66	DA-153	DA-75 & 120
Statutory Reporting Requirement (submitting deadline – on or before August 1st each year.)	Reported on Benefit Fund Financial Report as a separate line item; see PM# 9102	Annual Financial Report – State Fiscal Year***	Annual Financial Report – State Fiscal Year***	Annual Financial Report – State Fiscal Year***	Annual Financial Report – State Fiscal Year***	Annual Financial Report – State Fiscal Year***	Annual Financial Report – State Fiscal Year*** ; supported by 12 monthly reconciliation	Annual Financial Report – State Fiscal Year***	Annual Financial Report – State Fiscal Year***

* Limitation for Regents on check Cashing Change Fund from Benefit Fund is $40,000.

**Acceptable report substitution - Statement of Revenues, Expenses, and Changes in Fund Net Position.

*** State Fiscal Year runs from July 1st through June 30th next year.

SMART TRANSFER ACCOUNT CODE (7'S EXCLUDES 773800) PAIRINGS AND USAGES 4/27/2017

PAIR	ACCT.	DOLLAR SIGN	DESCRIPTION	EFFECT ON CASH ACCT
1	766010	REVENUE -	OPERATING REVENUE TRANSFER IN	CASH 110100 + INCREASE
	766020	REVENUE +	OPERATING REVENUE TRANSFER OUT	CASH 110100 - DECREASE
2	766030	REVENUE -	RESIDUAL REVENUE TRANSFER IN	CASH 110100 + INCREASE
	766040	REVENUE +	RESIDUAL REVENUE TRANSFER OUT	CASH 110100 - DECREASE
3	766070	REVENUE -	REVENUE TRANSFER IN INTEREST ALLOCATION	CASH 110100 + INCREASE
	766080	REVENUE +	REVENUE TRANSFER OUT INTEREST ALLOCATION	CASH 110100 - DECREASE
4	766090	REVENUE -	REVENUE TRANSFER IN BETWEEN FEE FUND AND SGF	CASH 110100 + INCREASE
	766090	REVENUE +	REVENUE TRANSFER OUT BETWEEN FEE FUND AND SGF	CASH 110100 - DECREASE
5	766050	REVENUE -	AGENCY FEDERAL FUND SUBGRANT TRANSFER IN	CASH 110100 + INCREASE
	773100	EXPENSE +	AGENCY FEDERAL FUND SUBGRANT TRANSFER OUT	CASH 110100 - DECREASE
6	773290	REVENUE -	AGENCY INDIRECT COST TRANSFER IN	CASH 110100 + INCREASE
	773200	EXPENSE +	AGENCY INDIRECT COST TRANSFER OUT	CASH 110100 - DECREASE
7	766010	REVENUE -	AGENCY STATE FUND TRANSFER IN	CASH 110100 + INCREASE
	773300	EXPENSE +	AGENCY STATE FUND TRANSFER OUT	CASH 110100 - DECREASE
8	769130	REVENUE -	AGENCY AUTHORIZED DEBT SVC TRANSFER IN	CASH 110100 + INCREASE
	772100	EXPENSE +	AGENCY DEBT SVC PRINCIPAL TRANSFER OUT	CASH 110100 - DECREASE
	772110	EXPENSE +	AGENCY DEBT SVC INTEREST TRANSFER OUT	CASH 110100 - DECREASE
	772120	EXPENSE +	AGENCY DEBT SVC ARBITRAGE TRANSFER OUT	CASH 110100 - DECREASE

SMART TRANSFER ACCOUNT CODE (7'S EXCLUDES 773800) PAIRINGS AND USAGES 4/27/2017

EXPLANATIONS: REVENUE-IN/REVENUE-OUT, REVENUE-IN/EXPENSE-OUT, DEBT/BOND FUND TRANSFERS

A. Revenue transfers - pair #1 through #4 process revenue-in and revenue-out between funds, budget units, program codes within a state agency (intra-agency transfer) or between two state agencies (inter-agency transfer); pair #1 through #4 make no impact on expense side of funds involved. Specifically, pair #1 transfer transactions are generally supported by legal authorities, therefore, the citation of such legislative bill number along with authoritative language are required in the comment box. Pair #2 is for moving small changes from one fund to another fund, and that usually happens at the fiscal year-end closing/cleaning period. Pair #3 is for the distribution of interest earnings. Pair #4 is restricted to DOA use only for various transfers by statutory requirements.

B. Revenue/Expense transfers - pair #5 transfer transactions move moneys from one federal fund to another federal fund, and the resulting impact are revenue-in (cash is increased) and expense-out (cash is decreased).

C. Revenue/Expense transfers - pair #6 account codes process federal grant related transactions in deposit and payment sides of the funds. This pair #6 allows the transferring of moneys between the state fund and federal fund in order to process indirect costs. In a different situation but in similar business nature, the administrative office of an agency would charge indirect costs to other office for service rendered, in which, only the non-federal funds would be transferred.

D. Revenue/Expense transfers - pair #7 is similar to pair #5 except it is only for the transfers from one state fund to another state fund. It affects revenue of fund that receives moneys and expense of the fund that withdraws moneys resulting in the revenue transfer in - cash is increased, and the expense transfer out, cash is decreased.

E. Debt Service/Bond Funds transfers - pair #8 is only applicable to Debt/Bond related transactions. For the intended purposes, the payment side has three account codes, and each is suitable for a specific payment item. The Debt/Bond fund transfers are revenue-in using 769130 for deposit and expense-out using 7721xx in payment on an interfund voucher.

SMART TRANSFER ACCOUNT CODE (7'S EXCLUDES 773800) PAIRINGS AND USAGES 4/27/2017

TIPS:

1. The transfer account pairs listed are not inter-changeable.
Transfer account codes should not be used separately or one-sided; thus, a pair of transfer-in and -out account codes should both be appeared on the same document in completing a transfer transaction. Noticing the last column of this chart, titled the effect of each transfer account has on cash account 110100, it aids to determine the correctness of a transfer account code. For example on a regular deposit/receipt transaction regardless whether the cash line is visible, the cash account has a positive amount, and the associated revenue account code has a negative amount; vice versa but with the same principle, on a regular expense/payment voucher transaction.

2. As mentioned above, transfer account codes are created to process transactions between two state agencies (inter-agency) or between two divisions/offices within the same state agency (intra-agency).
We do not use transfer account codes to process any payments or deposits on transactions for suppliers/customers outside of the state environment.

3. All interfund vouchers are processed through the "Interfund" module.

4. Interfund correction - as soon as an interfund voucher is approved for upload, no correction can be made on that interfund voucher.
We process corrections for deposits side through "Accounts Receivable" module (document type = adjustment) and through "Accounts Payable" module for payments side (document type = journal voucher). Please remember that, once an interfund voucher, a journal voucher, or a deposit adjustment is approved, it cannot be reversed or sent back for changes.



Mitzi Cafer-Rogers

DoA Service Desk Technical Support, Manager

•ManageEngine Upgrade

Kansas

Department of Administration

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The Kansas Service Desk Team of the Office of Systems Management Announces ManageEngine Upgrade

- **New Version of ManageEngine will be hosted by ManageEngine in the cloud**

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- **Migration Date 4-28 @ 5:00 pm**
  - **At which time the current ManageEngine is no longer available**
  - **New Version will be available 5/3 @ 7:00 am**
  - **During May 1 and May 2 Downtime**
    - **Contact the Kansas Service Desk @ 785-368-8000**

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- **What Will be Migrated?**
  - **All Requests Dated 1/1/14 to Current Date**
  - **All Requesters and Technicians**

- **Requests Dated Prior to 1/1/2014?**
  - **All requests initiated prior to 1/1/2014 will be saved to a secure location**
  - **This information is available upon request**

Why ???

- **Current Release**
- **Improved Response Time**
- **Cost Savings**

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What to Expect?



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Access Instructions

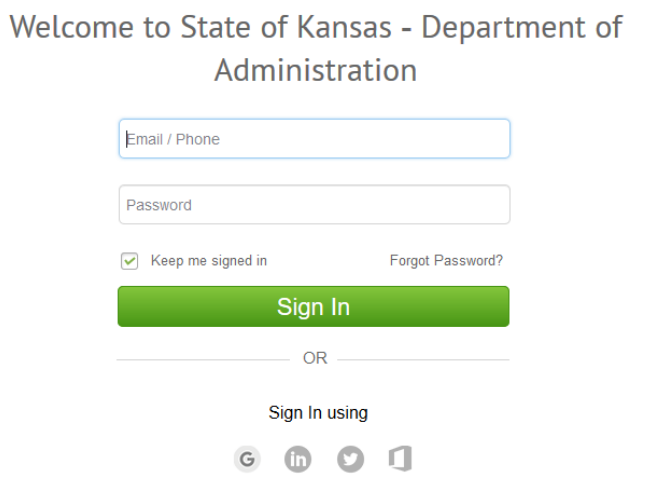
- **Logon ID is Email address**
- **We will call you to provide password**
  - **If Email address is @ks.gov**
- **Password is set at time of signon**
  - **If Email Address not @ks.gov**
- **URL is https://to be provided.ks.gov/ (available 5/3/2017)**

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Email address is ‘ks.gov’ (ex: joe.smith@ks.gov)



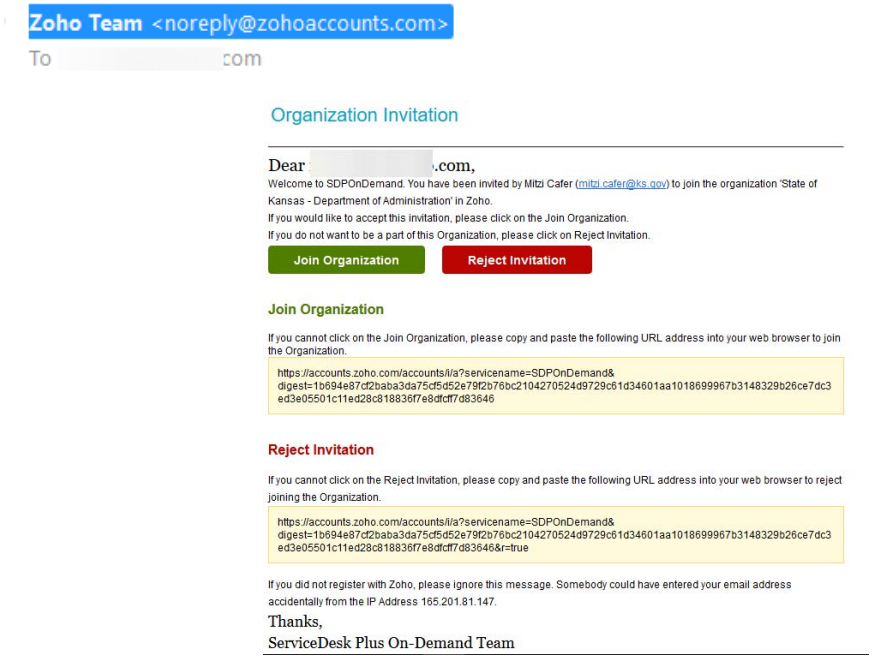
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Email address is other than ‘ks.gov’

(ex: joe.smith@kpers.org)



Zoho Team <noreply@zohoaccounts.com>

To [redacted]com

Organization Invitation

Dear [redacted].com,

Welcome to SDPOnDemand. You have been invited by Mitzi Cafer (mitzi.cafer@ks.gov) to join the organization 'State of Kansas - Department of Administration' in Zoho.

If you would like to accept this invitation, please click on the Join Organization.

If you do not want to be a part of this Organization, please click on Reject Invitation.

Join Organization | Reject Invitation

Join Organization

If you cannot click on the Join Organization, please copy and paste the following URL address into your web browser to join the Organization.

https://accounts.zoho.com/accounts/i/a?servicename=SDPOnDemand&digest=1b694e87cf2baba3da75cf5d52e79f2b76bc2104270524d9729c61d34601aa1018699967b3148329b26ce7dc3ed3e05501c11ed28c818836f7e8dfcff7d83646

Reject Invitation

If you cannot click on the Reject Invitation, please copy and paste the following URL address into your web browser to reject joining the Organization.

https://accounts.zoho.com/accounts/i/a?servicename=SDPOnDemand&digest=1b694e87cf2baba3da75cf5d52e79f2b76bc2104270524d9729c61d34601aa1018699967b3148329b26ce7dc3ed3e05501c11ed28c818836f7e8dfcff7d83646&r=true

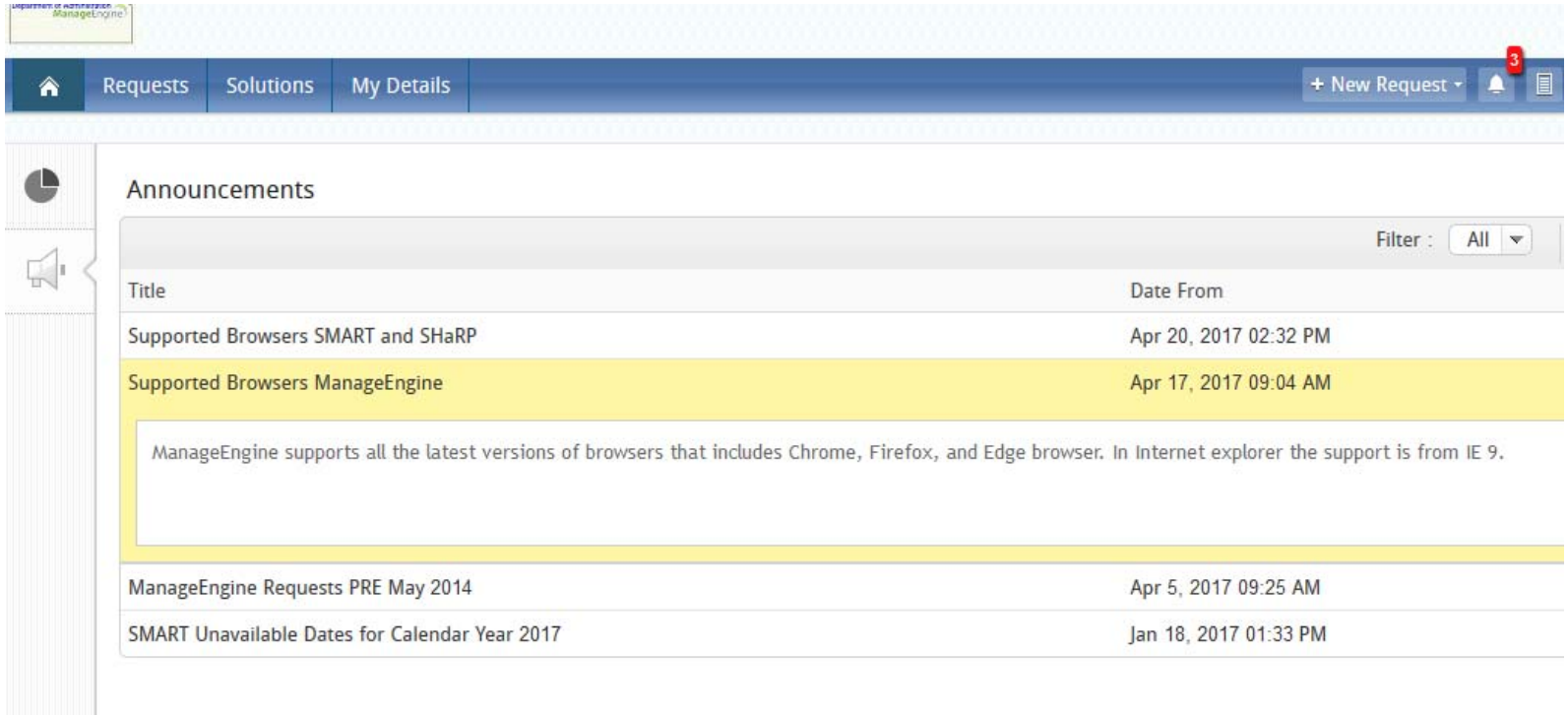
If you did not register with Zoho, please ignore this message. Somebody could have entered your email address accidentally from the IP Address 165.201.81.147.

Thanks,
ServiceDesk Plus On-Demand Team

Department of Administration

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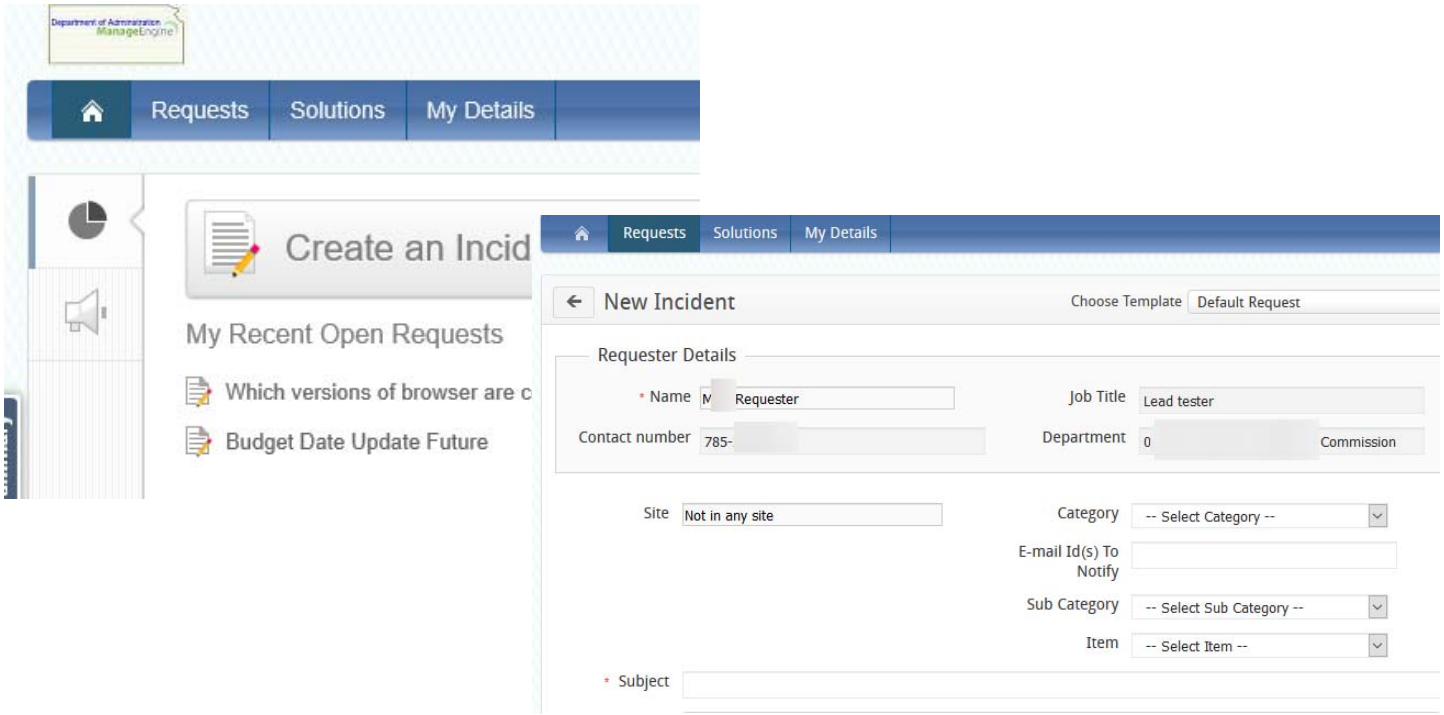
Announcements



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Similar look and feel

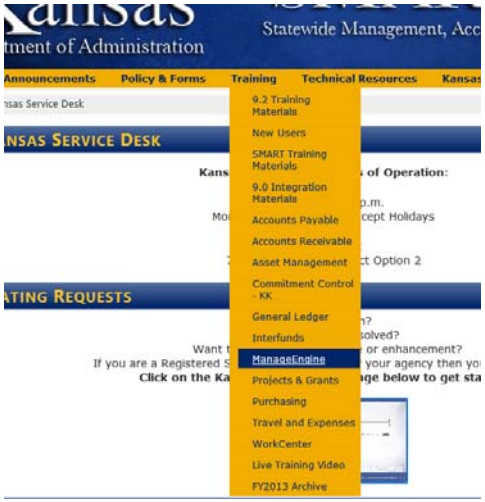


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Job Aids & Training

- http://www.smartweb.ks.gov/





- **Contact Information**

  - **Kansas Service Desk 785-368-8000**
  - **https://dahelpdesk.ks.gov/ (available until 4/28/2017 at 5:00 pm)**
    - **Current ManageEngine**
  - **https:// To Be Provided .ks.gov/ (available 5/3/2017)**
    - **Cloud ManageEngine**
  - **http://www.smartweb.ks.gov/**
    - **Training Documents**



Closing

Future ASTRA meetings

- August 9, 2017
- December 6, 2017
- April 11, 2018

Thank you for joining us!

To contact the ASTRA Board, email us at **AstraBoard@Ks.gov**
https://admin.ks.gov/offices/chief-financial-officer/statewide-accounting-services-and-systems/astra