AGENDA

Faculty/Staff News Now
Shared Services Initiative
Capital Equipment Announcement
Non-Student Billing
Refresh - BAS forum

Joe Richardson
Jeannie Reifsnyder
Mike Farina
Betsy Tierney
Stina Olafsdottir
Faculty/Staff News Now

Presented by
Joe Richardson, Marketing & Public Rel Comm - HR
Faculty/Staff News Now email

- Consolidates eInside Mgmt. Update and HR eNews Flash
- Targets **all** faculty and staff only (and families)
- Sent every two weeks

4/9/2021
Faculty/Staff Web site

- [www.kent.edu/hr/faculty-staff-news](http://www.kent.edu/hr/faculty-staff-news)
- Call-to-Action Buttons
- Articles w/ Photos
- Links to “More news” and “Events”
- New & Familiar Faces
- Message Boards (Classifieds)
- Anniversaries
- Recognition (Achievements & Publications)
- Employee Wellness
New Faculty/Staff News Now email

facultystaffnews@kent.edu
Questions?

Thank You.

www.kent.edu
Capital Equipment
Announcement

Presented by
Mike Farina, Mgr, Accounting Controller’s Office
Inventory Reports – End of February

- Kent State Policy 5-12.3 & Uniform Guidance 2 CFR 200.313
  - Requires each department to complete a physical inventory of capital assets once every 2 years.

- Reports will be sent out by February 28, 2019 to all departments that did not conduct a physical inventory in 2018.
  - Departments with incomplete physical inventory reports will be considered out of compliance of Policy 5-12.3 and referred to Internal Audit.

- There will be a Capital Assets Open Lab Presentation on 2/25/19 in MSC 203 at 1pm.
Questions?

Thank You.

www.kent.edu
Non-Student (ARO) Billing

Presented by
Betsy Tierney, Manager - Cashiering, Bursar’s Office
Non-Student (ARO) Billing

What we will review today…

What is ARO Billing?

Updates to ARO Billing process

Next steps - How to get started

ARO Team/Contacts

Questions
What is ARO Billing?

- Non-Student account billing for KSU departments

- Revenue is recorded to your account/fund and index when the AR charge is posted to Banner

- Bursar’s Office generates and issues monthly bills
What is ARO Billing?

• Establish line item charges on ARO accounts with Detail Codes

• Detail Code is tied to your account / fund and index

• Once posted to an ARO account, revenue can be viewed in your account / fund and index
What is ARO Billing?

Detail Codes

Banner Form – TFIAREV (Account Detail Review Form)

<table>
<thead>
<tr>
<th>Detail Code</th>
<th>Description</th>
<th>Transaction Number</th>
<th>Document</th>
<th>Invoice</th>
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<th>Amount</th>
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<td>C</td>
<td>250.00</td>
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</table>
What is ARO Billing?

Detail Codes

Banner Form – **TSADETC** (Detail Code Control Form)

<table>
<thead>
<tr>
<th>GL BANNER INTERFACE TSADETC 9.3.6 (ePROD)</th>
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</thead>
<tbody>
<tr>
<td><strong>Detail Code</strong></td>
</tr>
<tr>
<td><strong>Effective Date</strong></td>
</tr>
<tr>
<td><strong>Next Change Date</strong></td>
</tr>
</tbody>
</table>

**GENERAL LEDGER INTERFACE TO BANNER FINANCE**

<table>
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<tr>
<th>Designator</th>
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<tbody>
<tr>
<td>COA</td>
<td>Account Index</td>
</tr>
<tr>
<td>Account A</td>
<td>K</td>
</tr>
<tr>
<td>Account B</td>
<td>K</td>
</tr>
</tbody>
</table>
Updates to ARO Billing process

- Access to ARO account information by departments
- Online billing and payments
- Establish COGNOS reporting
- Centralization of billing for KSU
Next steps - How to get started

What can you do to prepare?

- Do you have good contact information for your vendors?
- Consider who and what you are currently billing?

Contact us and we will help you with the following.

- Establish security class access for appropriate staff.
- Complete and submit ARO New Account Request form to establish ARO accounts.
- Submitting a request through the Detail Code Workflow.
ARO Team/Contacts

Account Setup & Maintenance:

Melissa Fetzer, Accounting Specialist
m fetzer@kent.edu
330-672-0859

Ellen Kratky, Accounting Specialist
ecountry@kent.edu
330-672-0868

Presentation:

Betsy Tierney, Manager – Cashiering, Bursar’s Office
b tierney@kent.edu
330-672-0858
ARO Billing

More information to come...
Questions?

Thank You.
www.kent.edu
Refresh - BAS forum

Presented by
Stina Olasfdottir,
AVP for Business and Administration Services/University Bursar
It is All About You!

Making it easy to attend

• Face-To-Face is always the best way to communicate with each other. But .... if you can’t be with us, join us remotely.

• We will try our best to host future meetings in the MSC Auditorium.
  • Parking is good and we have space to spread-out

• We will no longer be recording meeting minutes.
  • We will send you a link to the recorded sessions
It is All About You!

Capturing Your Feedback

• We will be creating a feedback form.
• Feedback form will be hosted on the BAS homepage. Let us know…
  • What sort of topics, training, or information are you looking for? What can we do differently, What can you share from your office, unit, division, that is successful, has created efficiencies, etc.

Business Administrator Services Forum Suggestions/Feedback

Use this form to communicate suggestions/feedback to the BAS Forum Planning Group for incorporation into future forum events. Respondent email addresses are not collected upon submission.

What suggestions do you have for topics to be covered at a future BAS Forum?
Long answer text

What feedback would you like to share related to the BAS Forum?
Long answer text
Offering a Range of Topics

Creation of Working Group for BAS

- Small group from across campus to help facilitate topics, modify website, assist with technology, etc.
  - We are looking for a Regional Rep. to join the working group

- This group will assist in organizing the work of getting the BAS forum to you.

- Who is part of this working group?
  - Vicki Ladd, Accounting Assoc, Controller’s Office
  - Alison Bolt, Dir, Residence Services Admin, Residence Services
  - Audrey Lingenfelter, Dir. RCM & Business Ops, CCI
  - Melissa Ricchiuti, Procurement Analyst/Buyer, Procurement
  - Tammy Slusser, University Controller
  - Stina Olafsdottir, AVP Business & Administration/University Bursar
What is Next for BAS?

• We will send out:
  • A link to the session recordings
  • A link to the feedback form

• What is around the corner for BAS?
  • Revamping BAS’s web presence
  • Creating an easy way for you be added/removed from the BAS listserv
  • Using your feedback to reach out across all campus for new topics

Please make your voice heard - Complete the BAS survey!
Please make your voice heard - Complete the BAS survey!
Questions?

Thank You.
www.kent.edu
Next BAS Forum

Wednesday
May 15, 2019
Location to be determined

Third Wednesday of the month due to finals week