

Student Organization Finance Training

Policies & Contacts

Student Fiscal Services

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Attendance & Survey

- ▶ Student Engagement Survey

- ▶ <https://baseline.campuslabs.com/fhsu/sogs20>

Leadership Workshops

Student Engagement will host once a month at 2:00PM via Zoom

September 16: Adaptative Leadership with Donnette Noble

October 15: Mental Health Awareness & Self-care for Success with the Kelly Center

November 11: Topic to be decided Provost Jill Arensdorf

December 2: Study Tips & Tricks with Forsyth Library

Events will be posted on TigerLink with the Zoom link

Agenda

- Workday Access
- Purchasing Office
 - General Account Information
 - Oktoberfest Booth Rental
 - Cost Center Balances
- Business Office
 - Expenses
 - Reimbursements
 - Travel
- Student Fiscal Services
 - Finding Step-by-Step Instructions
 - Request a Cash Box
 - Request a Student Activity Credit Card
 - Submit a Cash Sale

Workday Security Access

- ▶ Gain security access to make Cash Sales or submit other financial transactions for the Student Activity account by emailing: sfsmail@fhsu.edu
 - ▶ Include: Your Name, FHSU ID, Organization Name, Officer Position, and Cost Center Manager.
 - ▶ Security Access will only be given to an organization officer or advisor.
- ▶ Student Fiscal Services will submit the request for access. The request will be approved by the Cost Center Manager, Director of SFS, and the Business Office
- ▶ Your security access change may take 3-7 days (depending on the approval process).
- ▶ FHSU Student Employees will use name@mail.fhsu.edu to log into Workday. Non-Student Employees will use the same *once* they are set up as a Contingent Worker.
- ▶ FHSU Student Employees will use name.se@fhsu.edu to log into Workday Workflows. This includes: *Cost Center Changes Form, Travel Receipt Forms, or Transportation Requisitions*



STUDENT RESOURCES

[Home](#) / [Division Of Student Affairs](#) / [Student Resources](#)

WHAT YOU NEED TO SUCCEED

The busy schedules of students who are involved in classes, career development and on-campus activities keep Fort Hays State University always improving the ways in which we can help you with classes, stress and life.

You're not alone in your journey to excellence. We're here to help and cheer you on – every step of the way.

[TIGERTRACKS](#)

[BLACKBOARD](#)

[LIBRARY](#)

[GMAIL](#)

[WORKDAY](#)



Workday

Sign in with your @mail.fhsu.edu or @fhsu.edu email address and TigerNet ID password

kjpfannenstiel5@ad.fhsu.edu

.....

Sign in

You must [activate your TigerNetID](#) before

[Forgot your password?](#)

[Need help?](#)

Home - Workday

Secure | <https://www.myworkday.com/fhsu/d/home.html>

Apps Fort Hays State Univ Workday Wrike Cloud Fax

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Welcome, Kelsi J Pfannenstiel

Inbox
128 items

Cash Sale: 999 Customer for Cash Sales on 09/06/2018 for \$170.98
7 minute(s) ago - Due 09/11/2018; Effective 09/06/2018

Cash Sale: 999 Customer for Cash Sales on 09/06/2018 for \$146.21
8 minute(s) ago - Due 09/11/2018; Effective 09/06/2018

Cash Sale: 999 Customer for Cash Sales on 09/06/2018 for \$33.04
8 minute(s) ago - Due 09/11/2018; Effective 09/06/2018

[Go to Inbox](#)

Applications
13 items

Time Directory Benefits Career

Personal Information Time Off Pay Expenses

Cash Sales (Deposits) External Resources Customer Collections Supplier Accounts

“Worklets”

Settings

Business Office



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Expenses

- Expenditures are processed through the FHSU Workday system
- Purchases cannot exceed the organization's account balance
- SGA vs. Student Activity Funds
 - SGA Allocations and Appropriations must follow SGA, University and State of Kansas Guidelines.
 - Student Activity funds have fewer restrictions and allow more flexibility
- Student Activity accounts are NOT tax exempt-unless purchasing for resale.
- Gifts, Prizes and Awards expenditures must follow strict guidelines. For details regarding these purchases review the full policy and procedure [Gifts, Prizes and Awards - Revised August 2019](#).

Payment by Credit Card

****Preferred method of payment to suppliers****

Student Activity Accounts

- Credit Cards are checked out through SFS.
- Can be checked out and used for travel expenses.
- DO NOT use student activity credit cards to make purchases that will be paid from state funds.

SGA Allocations/Appropriations

- Only state issued p-cards can be used for state expenses.
- DO NOT use state p-cards to pay for expenses to be paid for student activity funds.
- If a student organization does not have access to a state p-card, they can contact Purchasing to make purchases to be paid from state funds.

Payment by Check

- If supplier does not accept credit card payments, a supplier invoice will need to be submitted in Workday to remit payment by check.
- Follow this procedure to create a supplier invoice in Workday [Create Supplier Invoice](#).
- DO NOT wait until invoices are due to initiate the process to request a check. The approvals and processing of the check can take several days, and student organizations do not want to run the risk of being assessed late fees on invoices.

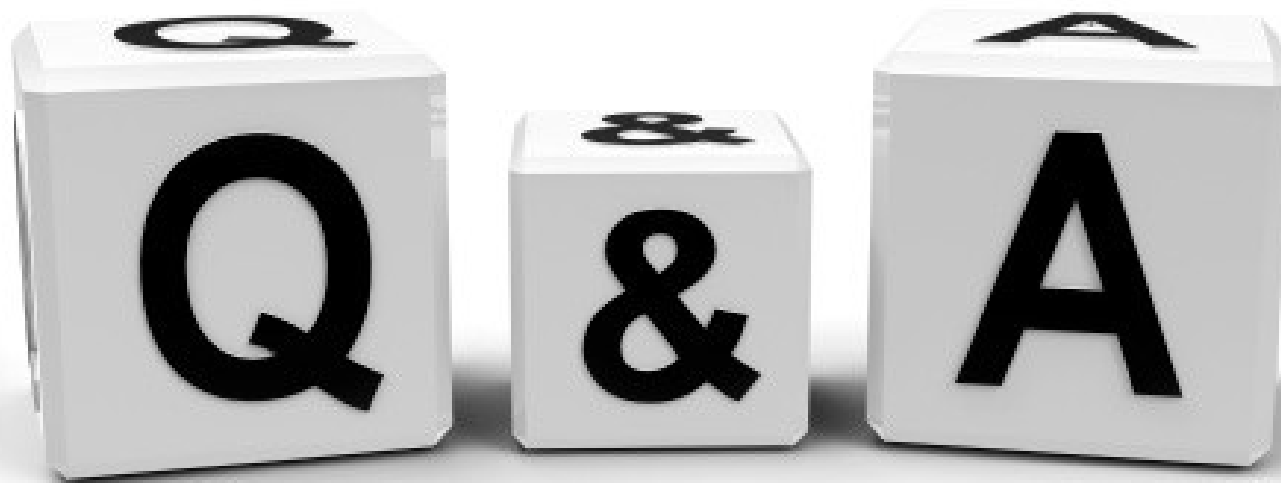
Reimbursements

- When an individual (member, advisor, etc) pays for student organization expenses personally and needs reimbursed, follow the [Create Expense Report-SA Company](#) to process reimbursement to the individual.
- If the individual is being reimbursed from SGA funds for travel related expenses, prior to the trip a Travel Receipt Form must be started in the Business Office workflow and a Spend Authorization will need to be submitted [Create Spend Authorization for Trip Approval](#). After the trip is complete, finalize and submit the Travel Receipt form and follow the [Create Expense Report: FH Company - For Travel Expenses](#) to submit the expense report for reimbursement.
- Unless it is the only option, it is NOT recommended that individuals pay personally for expenses. Reimbursements can take time to process, thus potentially creating a financial burden to the individual.

Expenses Not Allowed

- ✓ Illegal purchases: lottery tickets, alcohol, drugs, tobacco, or other purchases not in accordance with University policies.
- ✓ Purchases without an itemized receipt.
- ✓ Advisor expenses from SGA.
- ✓ Advisor expenses from SA funds must be approved at a club meeting—minutes of the meeting must be attached to the expenses.
- ✓ SGA funds cannot be used for fundraising. SA funds are allowed for Fundraising, see Fundraising Project Policy in the Student Organization Handbook PRIOR to hosting a fundraising event.





Business Office

Phone: 785-628-5948

Email: apayable@fhsu.edu

Purchasing Office



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Student Activity/SGA Accounts

- ▶ Due to COVID 19 before coming to the Purchasing Office please call for assistance or schedule a meeting, via Teams or Zoom.
- ▶ FHSU Student Activity and SGA account procedures: [Policies, Procedures and Templates - Workday](#)
- ▶ It is required to submit a 2020 Fall Event Planning - Health and Safety Form located in TigerLink for all Events and for all Travel. The form will be reviewed and approved by Student Engagement and/or the Vice President for Student Affairs. At this time travel is not being allowed due to COVID restrictions.
- ▶ When travel is allowed, the student must refer to the FHSU Policy for Educational Travel, <https://fhsu.edu/policies/documents/educational-travel1/index.pdf>, and print, complete and sign the appropriate Student Waiver, Release and Indemnification Agreement form (#1 or #2). This form must be hand delivered to the General Counsel Office in Sheridan Hall Room 314. After both forms are submitted, a copy of the approved 2020 Fall Event Planning form must be presented to the FHSU staff person making the travel arrangements. Please allow 6-8 weeks prior to the departure date when using SA or SGA Allocations, including; airfare, lodging (cannot be prepaid), and registrations. For SGA Appropriations contact the Purchasing Office for reimbursement.

Student Activity/SGA Account (cont.)

- ▶ All contracts and agreements for events, speakers, etc. require pre-approval. General Counsel reviews the document(s), the President of FHSU or Vice President of Administration & Finance are the only people authorized to sign the contract or agreement.

Contact the Purchasing Office for:

- ▶ Assistance with travel arrangements and Workday Workflow travel forms.
- ▶ Assistance with supplier purchases by check or student activity credit card.
- ▶ To process a Workday Expense Report form for personal reimbursement to students.
 - ▶ Verify the correct mailing address is on the person's profile in Workday.
- ▶ Assistance with Foundation forms for donations over \$25.

Oktoberfest

The Volga German Society requires an *upfront* booth fee depending on size of the booth and electrical needs. This fee will be paid out of your organization's cost center by the Purchasing Office on your behalf.

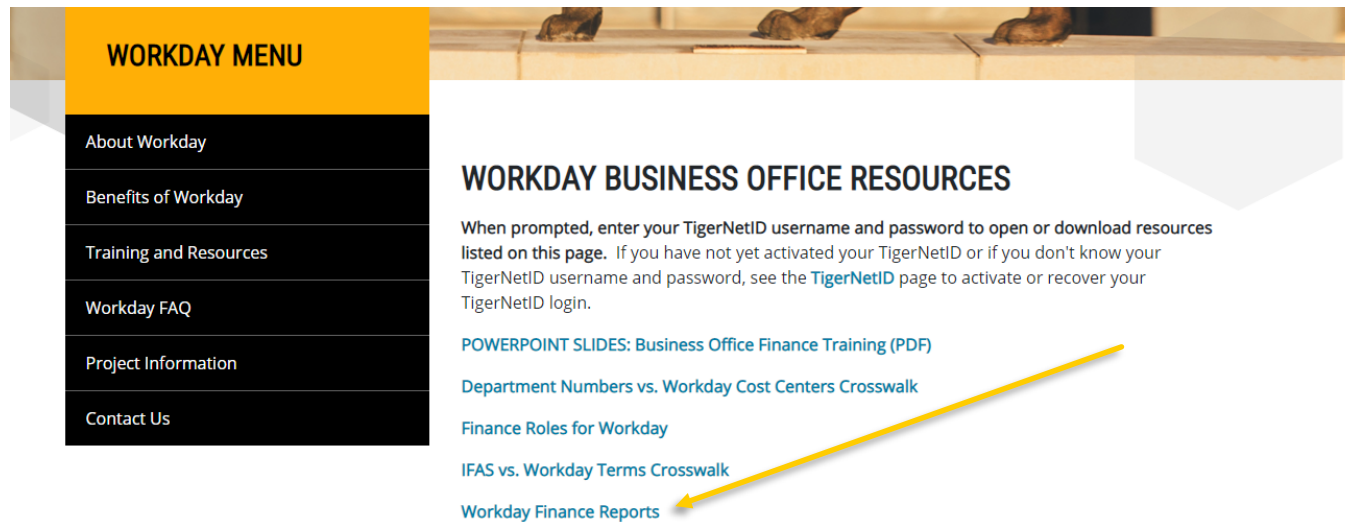
These fees are found on the 2020 Oktoberfest Booth Request form on TigerLink. There is no longer a 5% commission. Student organizations are not permitted to sell food, and all merchandise approved prior to event.

Student organizations must complete the 2020 Fall Event Planning Health and Safety Considerations form prior to submitting the 2020 Oktoberfest Booth Request form. Both are found on the Student Engagement TigerLink page.

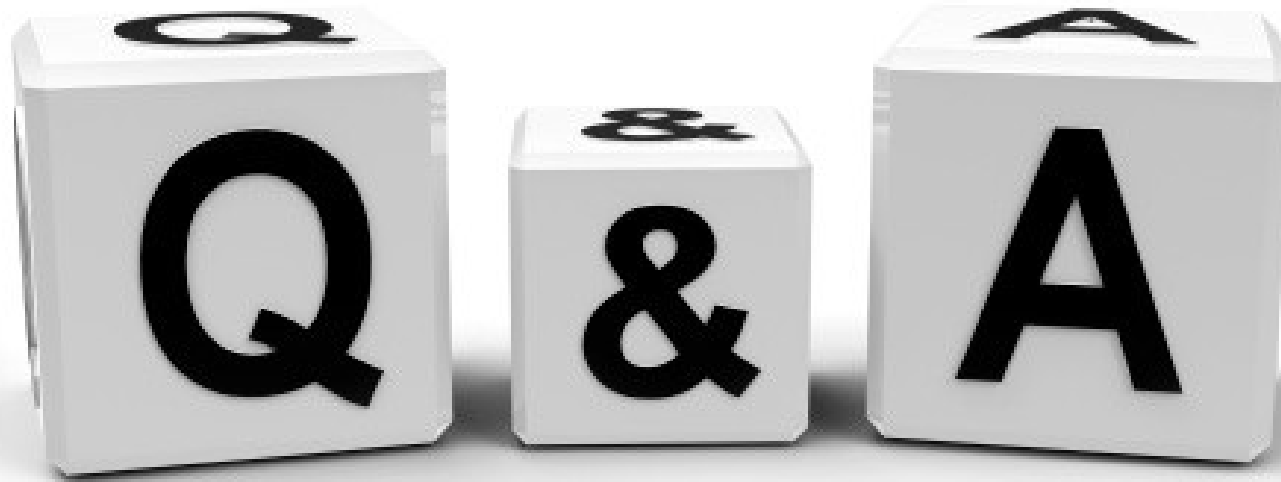
All cash/checks from Oktoberfest sales must be deposited in the form of a Cash Sale through Workday. Do not pay expenses out of the sale proceeds. *Reimbursement for expenses must be processed through the FHSU Workday system.*

Cost Center Balances

- ▶ You are responsible for maintaining your organization's records.
- ▶ To check your balance;
 - ▶ Link: [Workday Finance Reports](#)



- ▶ See instructions for Cash by Cost Center report on page 8.
- ▶ Maintain all supporting documentation, including:
 - ▶ SA/SGA Cost Center reconciliation documentation, customer receipt books, copies of invoices/supplier receipts, etc.
 - ▶ Keep for current fiscal year, plus one year back.



Purchasing Office

Phone: 785-628-4250 or 785-628-4463

Email: purchasing@fhsu.edu

Student Fiscal Services



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Cash Boxes



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Cash Box Policies/Guidelines

- Step-by-Step procedures are found on the SFS website at:
[“Request for Cash Box”](#).
- Cash Boxes are for the purpose of making change.
- Cash boxes are only available for FHSU events.
- A maximum of \$100 can be requested (or less if the Cost Center does not have adequate funds).
- Submit the request at least two business days in advance of the event.
- Cash Boxes are limited, so requests will be honored on a first-come, first-serve basis.

Cash Box Policies/Guidelines (cont.)

- Must be picked-up from SFS by 4:00 p.m. on scheduled work days.
- Only authorized individual(s) listed on the spend authorization can pick up the cash box with a photo ID.
- Funds may be automatically deducted from the cost center if not returned at the time specified.
- Return exact amount of cash as issued (in any denomination); your sales will be deposited as a Cash Sale.

Student Activity Credit Cards



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Student Activity Credit Card Policies/Guidelines

- Step-by-Step procedures on how to request a card are found on the SFS website at: [“Request for Student Activity Credit Card”](#).
- Submit the spend authorization **at least** two business days in advance.
- Submitter is responsible for making sure that there is enough money in the cost center for the purchase prior to submitting the spend authorization.
- **Only authorized individual(s)** listed on the spend authorization can pick up the credit card, with a photo ID.

Student Activity Credit Card Policies/Guidelines (cont.)

- Purchases are taxable unless purchased for resale.
 - Examples: Pizza purchased for meetings = *taxable*
Organization T-Shirts sold to members = *Not taxable* to the Organization at the time of purchase, *taxable* to the member at the time of sale
Food purchased to sell at Oktoberfest = *Not taxable* to the Organization at the time of the purchase, *taxable* at Oktoberfest at the time of the sale
- Only purchases requested and up to the authorized amount on the spend authorization can be made. Any unauthorized purchases or amounts exceeding the authorized limit will be charged to the activity account. The faculty sponsor will be responsible for taking the appropriate action to reclaim funds due the activity account.

Return of Student Activity Credit Card

- ▶ SA Credit Card must be returned to Student Fiscal Services with an itemized receipt and by the End Date on the Spend Authorization. Usually the same day of check-out, and no more than 24 hours later.
- ▶ A credit card slip is not sufficient documentation since it does not list what was purchased. If the vendor cannot provide an itemized receipt, a Lost Receipt Verification form must be completed.
- ▶ If returning items after the credit card has been returned to Student Fiscal Services, contact Student Fiscal Services.
- ▶ Please follow the SFS Policies/Guidelines for credit card usage. Failure to abide by the SFS Policies/Guidelines may result in the loss of the use of SFS credit cards by an individual or the club.



Student Fiscal Services

Cash Box - Phone: 785-628-5251
SA Credit Card - Phone: 785-628-5922
Email: sfsmail@fhsu.edu

Record a Cash Sale



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Cash Sale Helpful Hints

- ▶ Step-by-Step procedures are found on the SFS website at: [“Record Cash Sale”](#).
- ▶ Most Commonly Used Revenue Categories:
 - ▶ Membership Dues (R00024)-R *Non-Taxable*
 - ▶ Food Sales (R00076)-R *Taxable*
 - ▶ Clothing Sales (R00087)-R *Taxable*
- ▶ Most Commonly **Misused** Categories:
 - ▶ Dues, Memberships, and Subscriptions (529100)-R
 - ▶ Human Food for Consumption (532010)-R
 - ▶ Clothing (530100)-R

Cash Sale Helpful Hints (cont.)

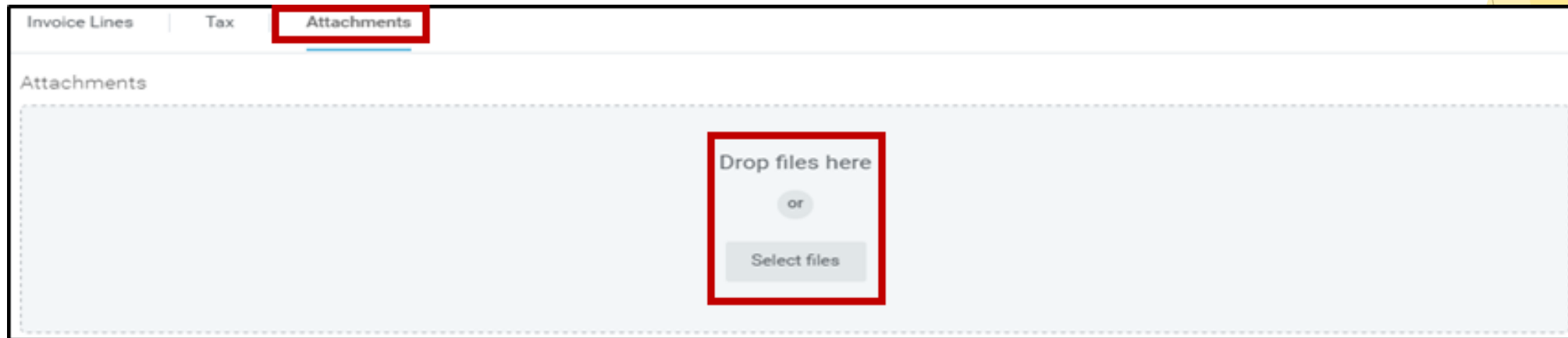
- ▶ Determine Tax Applicability Options:
 - ▶ Taxable Sales (Destination) Use if a sale was made in Kansas *but* outside of Hays.
 - ▶ Non-Taxable (Entity) A tax-exempt certificate must be attached to the cash sale or already on file with SFS.
 - ▶ Non-Taxable (Out of State)
 - ▶ Non-Taxable (Resale) A resale exempt certificate must be attached to the cash sale or already on file with SFS.
 - ▶ Do not change Tax Applicability from Taxable Sales to Non-Taxable Item.

Cash Sale with Multiple Line Items

- ▶ Cash sales can include multiple line items for the following reasons:
 - ▶ One payment type applying to multiple cost centers
 - ▶ One payment type applying to multiple revenue categories
 - ▶ Transactions with different Tax Applicability or Tax Codes
- ▶ To add multiple transactions of the same Payment Type to one Cash Sale, click the plus sign  under *Invoice Lines* and complete all the required fields.

Attach Balancing Documentation

- ▶ Attach the Cash/Check Balancing Worksheet, as well as:
 - ▶ Destination Sales Log Sheet, if applicable.
 - ▶ Non-Taxable (Entity), a tax-exempt certificate must be attached to the cash sale in order for the deposit to be approved and processed.



The screenshot shows a software interface with three tabs: 'Invoice Lines', 'Tax', and 'Attachments'. The 'Attachments' tab is selected and highlighted with a red border. Below the tabs, the word 'Attachments' is displayed. A large dashed rectangular area contains a file upload instruction. This instruction is enclosed in a red rectangular box and includes the text 'Drop files here', the word 'or' inside a small circle, and a 'Select files' button.

Submit the Cash Sale for Approval

- ▶ After you have submitted a Cash Sale it will be routed to SFS for verification and approval.
- ▶ On the confirmation page, open the drop down under *Details and Process* to find your cash sale number. You will need this number when you complete the Security Deposit Bag.

You have submitted Cash Sale: 999 Customer for Cash Sales on 02/09/2017 for \$50.00

Up Next

Accounts Receivable Data Entry Specialist

Approval by Accounts Receivable Data Entry Specialist

Due Date 02/10/2017

▼ Details and Process

For **CSH00036** - 02/09/2017 - 50.00 - USD

Do Another

[Record Cash Sale](#)

Preparing the Security Deposit Bag

ALERT SECURITY BAG™

Serial Number: 3578468

INSTRUCTIONS:
1. Use ballpoint pen. Work on a smooth, flat surface.
2. Complete required information in all white areas of the bag and receipt.
3. Tear-off perforated receipt. Remove adhesive backing and fold at line indicated to create tamper evident seal.

Currency

DELIVER TO: _____

SENDER INFORMATION:
Company: FH, SA, AT
Location #: CSHOOD24 Date: 4-10-17
Prepared By: Ryan Post - 4461

Deposit Said to Contain:

Cash:	\$	<u>100.00</u>
Checks:	\$	<u>—</u>
Other:	\$	<u>—</u>
Total:	\$	<u>100.00</u>

Fill out the Security Bag in Entirety

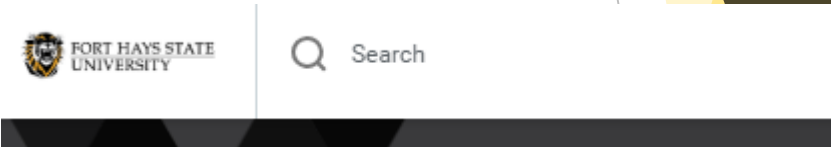
- ▶ Company: SA (Student Activity)
- ▶ Location # -> Cash Sale number
- ▶ Date (of deposit, not event)
- ▶ Prepared By: Name & Phone Number
- ▶ Total \$ amount of cash sale

Security Bags must be delivered in person to the SFS Office within 24 hours of submitting the Cash Sale in Workday!

Find Saved or Completed Cash Sale

- ▶ Open the Cash Sale from your Workday archive, or...

- ▶ Search the Cash Sale Number in Workday.



- ▶ Cash Sales in *Draft* Payment Status can be opened, changed if necessary, and submitted again.

SFS Deposit Policies/Guidelines

- ▶ Deposits are to be made at least once a week for any cash or checks received.
- ▶ Outdated checks (60 days +) will be accepted at the risk of the organization, not FHSU. If the bank rejects the check, the organization advisor will be notified and the funds will be deducted from the cost center.
- ▶ Do not accept post-dated checks.
- ▶ When accepting checks, make sure that:

They are payable to FHSU, not the Organization or personal names.

&

The written amount (legal line) and numerical amount match.

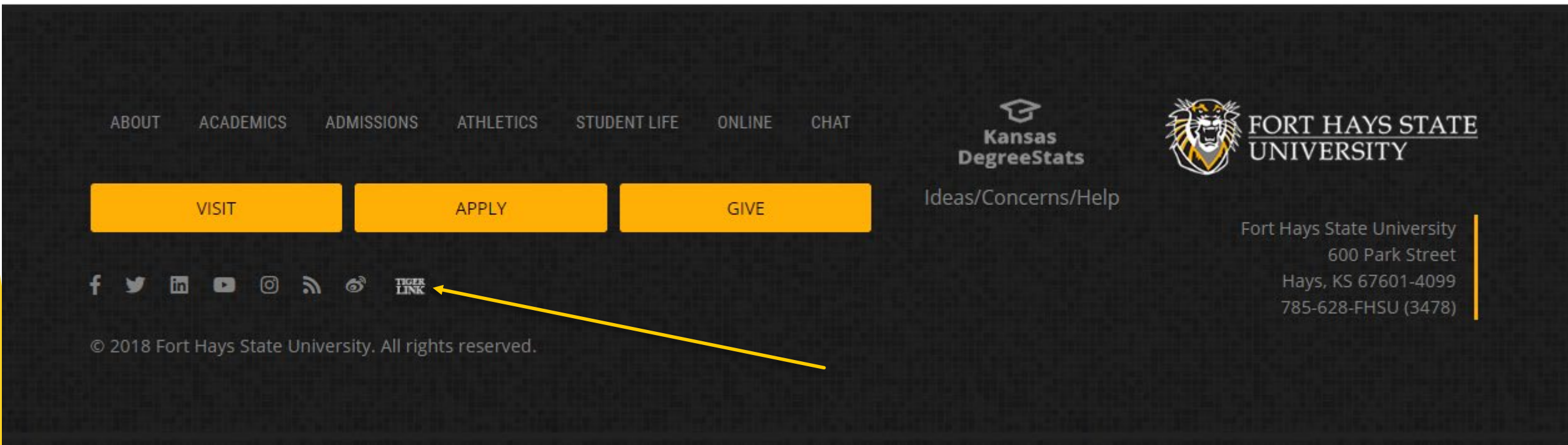
&

All checks are signed.
















SFS Deposit Policies/Guidelines (cont.)

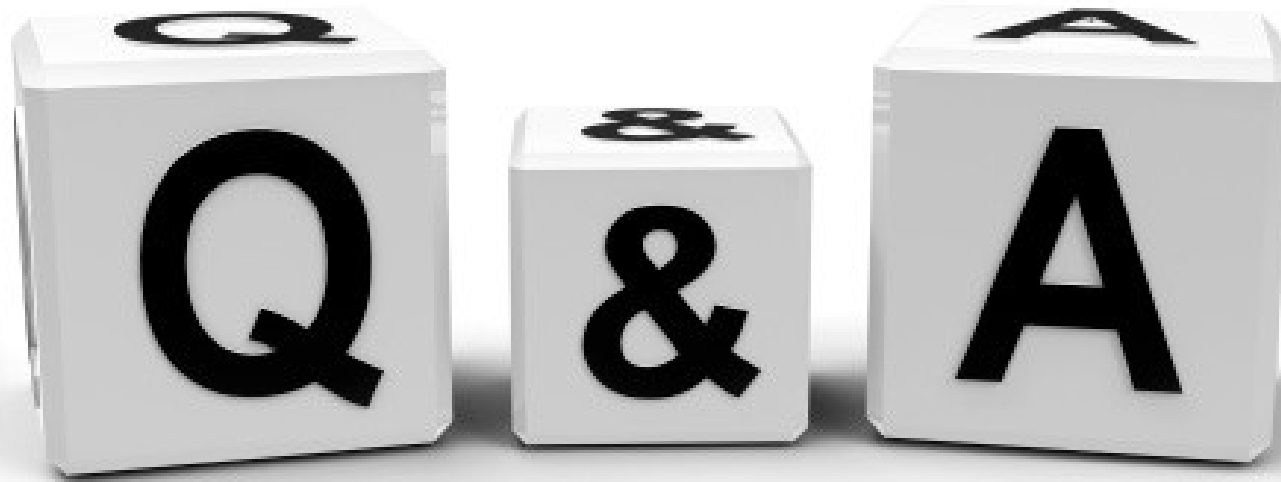
- ▶ Use an endorsement stamp, endorse the back side of the check with the Cost Center.
- ▶ Insufficient funds checks (or stale-dated checks) will be charged back to the Cost Center. The Cost Center manager (organization advisor) will be notified via Workflow and campus mail.
- ▶ SFS does not require individual receipts to accompany the deposit. *However, receipts must still be retained by the department/student organization as they may be requested during an audit.*
- ▶ Do not pay expenses out of sale proceeds.
Reimbursements for expenses must be processed through the FHSU Workday system.

ALL SFS Policies and Procedures can be found at:
www.fhsu.edu/sfs/departments/index
or on Tiger Link through the following steps:



Campus Links

- FHSU Homepage 
- Division of Student Affairs 
- Center for Student Involvement 
- Student Government Association 
- Purchasing FAQs 
- Student Fiscal Services 
- Student Organization Handbook 
- Card Reader Reservation 
- Application for Fundraising Project 
- Memorial Union Catering Exemption Form 
- Title IX Information 
- Service Hours Guidelines 
- University Branding Standards 
- Graphic Design Request Form 
- FHSU Business Office 



Student Fiscal Services

Cash Sale (Deposits) - Phone: 785-628-5251

Email: sfsmail@fhsu.edu