Foundation Invoice Submission Training-20230829_100604-Meeting Recording

August 29, 2023, 2:06PM

2h 13m 8s

Cecilia McDaniel started transcription

LaToya Harris 0:07
They seem to disappear.
Black Box does that, but we're gonna go over that.
We have some new people at KSU.
Welcome.
You're in.
Luck.
You're gonna get a lot of information, OK?

Kyle Darden joined the meeting

LaToya Harris 0:30
Let's see if we can get started.
I'm going to share my screen.
Bear with me.

Liz Knott joined the meeting

LaToya Harris 1:21
There we go.
Can you guys see my screen?

NM **Nate Mann** 1:28
Yes.
Because yeah, yeah.
Thank you.

Simari Young joined the meeting

LaToya Harris 1:47

Sorry.

The screen that I want to share is not giving me the option to share it, so I'm going to.

Try something else.

Ronika Mitchell joined the meeting

Cindy Schmelzer joined the meeting

LaToya Harris 3:35

Thank.

Rachel Johnson joined the meeting

Mike McGehee joined the meeting

Kimberly Mascara joined the meeting

Mike McGehee left the meeting

LaToya Harris 4:41

Did it show?

Should title page OK, there we go.

Kristen Doan joined the meeting

LaToya Harris 4:44

Sorry.

Thank you.

Sorry.

Thank you for your patience.

My PowerPoint was not working.

Can you guys see the PowerPoint?

Erica Altfield 5:07
Yes. Yeah.

Nate Mann 5:09
Perfect.

LaToya Harris 5:16
For those who don't know me, my name is Latoya Harris, and I'm the AP manager here at the foundation.
And I'll be your trainer this morning.
One quick second.
OK.
First, again I want to thank everyone for attending and fitting this schedule on this training into your schedule.

Rebecca Sansom joined the meeting

Nate Mann joined the meeting

LaToya Harris 5:47
Thank you again to those who are going to watch this training afterwards and a definite thank you to my peers here at the foundation.
Who?
That who have assisted in developing the training and giving me some hints and some reminders on some specific topics that we're gonna go over.
My goal this morning and for the training is to give some insight on how to submit a request in Blackbaud.

Gigi Grasser joined the meeting

LaToya Harris 6:14
We're going to go over information that is reviewed and looked at as an approver, along with documentation that is needed and why it's necessary, OK.

Ronald Bullock left the meeting

LaToya Harris 6:32

This morning we're going to go over how to access black bot at the NXT, how to submit a payment request.

The documentation that is required and the documentation required from financial aid will go over rejected requests where submitters can find their payment request, and we're gonna go over error messages.

Brittany Bailey left the meeting

LaToya Harris 6:54

We'll discuss meal per deems where to find answers to your foundation questions and the communication that the foundation will send out, mostly regarding closed periods and monthly statements.

Before we dive into the training, I thought it would be helpful to have a better understanding of what we do here at town point.

The foundation is a part of the division of University Advancement, the UA for sure.

Whose mission or goal is to generate, and Stewart the resources necessary to advance the mission and fuel the vision of KSU.

Scott Inks joined the meeting

LaToya Harris 7:44

DUA is comprised of four offices, advancement services, alumni and constituent engagement development and the foundation.

Mike McGehee joined the meeting

LaToya Harris 7:59

Advancement services.

They're responsible for our donor database management, our gift processing, looking for new donors.

They're researching.

They're providing reporting and analytics and advancement technology coordination.
So for example, if some of you had asked me for a gift report, you wanna know if your donor is have deposited these funds?
Unfortunately, that's not my department.
I don't have that information, but advancement services does.
That's why I send you a link and I say just follow the link, fill out the report.
Advancement Services will help you.
Another example, if a department is looking to take a payment or donations online for an event or something, and the department wants the funds deposited into those specific project ID, they will contact advancement services.
Who would set that up for them? OK.
Alumni and constituent engagement, ACE for short.
They're responsible for cultivating relationships with our KSU alumni.
They host multiple knives and programs, board and volunteer management.
They manage alumni, social media and their newsletters.
They build intentional relationships and partnerships and they drive the campaigns for annual giving.
They are the team that goes out and makes sure that we don't lose the students that have graduated here.
They continue to build relationships with them.
They throw so many events on campus networking events, I see the stuff that they have out there in the office that they like, they'll blow up like a huge balloon sofa for their event like they have.
The stuff that I see here that they're planning to take to an event, I can only imagine what the event looks like so.

Cindy Butson joined the meeting

LaToya Harris 10:15
If you ever run into alumni, they hi, they're cool.
Development.
Development.
Our development team is responsible.
Or a cultivating and soliciting donations from individuals and corporations.
They secure these corporate and foundation gifts for cash U stay secure, planned

gifts.
They continue to enhance relationships with our donors for future cultivation.
These are the ladies and gentlemen that go out and advocate for your college.
They're the ones that go out and convince individuals.
They convince corporations vendors to believe in chaos.
You to believe in the college that they represent.
They are the ones that go out and have the funds here so that we can process these expenses.
Each college has what is called a major gift officer in NGO.
Who is the signed sues the licit major gifts and donations for that college?

Karen Hubbard left the meeting

LaToya Harris 11:47
You might know them.
You might not.
They will introduce themselves and if they don't, you introduce yourself because you guys have a common goal.
You guys work for the same department for the same college, and we're here for the students.
OK.
The foundation?
That's me, that's us.
We at the foundation are responsible for for financial reporting for advancement and the foundation.
We manage budgets, we safeguard our donors funds, we handle capital markets and bond compliance, real estate and investments.
There are buildings that are on campus that are funded using donated funds.

Aimee Roper joined the meeting

LaToya Harris 12:48
There are some that are funded with bonds.
There are some projects where the funds are used and invested so that there can be a gain or a profit off of that fund, and there can still be.

Money coming into your project, if that makes sense.
The foundation is the steward over these funds over real estate over the investments, and we have an obligation to our donors to manage these funds appropriately.
The way we manage these funds is by following the foundation guidelines and procedures.
Because these are not state funds, they are not treated as state funds and certain additional documentation is required when using foundation funds that might not be required when you're using state funds when using state funds, you followed the state policy and procedure when you're using foundation funds, you follow the foundation guidelines and procedures.
You cannot mix and match.
OK, we cannot mix and match.
You cannot use state funds and apply foundation policy.
You cannot use foundation funds and use state policy and vice versa.
You cannot use state funds and apply foundation policy.
They're two separate things.

Kristen Doan joined the meeting

LaToya Harris 14:44
Does that makes sense?
Every college or department is required to have is not.
They're not required to have funds with the foundation because we have funds coming in.
It's a privilege to be able to use the other resources that the state does not allow, but at the same time we have to follow the guidelines as well as what the donor stipulates, what they want their funds to be used for.
Any questions, Erica, I forgot to mention.
Erica Altfield is my proxy.
This morning, she's going to help me with this training and go through the questions.
If we have any, we are good right now.
There are no questions in the.

Erica Altfield 15:41

That perfect.
Thank you.
Let's get started.
I hope that was informative.

LaToya Harris 15:52
Let's go to Blackbaud Fe NXT access.
The add change form will be need will need to be filled out.
We turn to me, letting me know if someone needs access to submit or a approve a foundation request in Blackbaud.
If someone leaves.
We need to know so that we can remove their access.
OK.
So the form needs to be filled out.
It needs to be signed by the department head or the Dean, depending on what access is being requested.
And it needs to be sent back to me the approval rule or the approval chain.
Which lists the approvers for that specific project or that department needs to be on the form.
Please no, I cannot tell you what project you need access to.

Heather Hedgepeth joined the meeting

LaToya Harris 17:12
That is not my call.
That's not.
I don't have authority to do that.
Your department head, or your Dean or someone needs to tell you what you need access to.
What I can do is help you figure it out.
So if you tell me.
I need access to the Deans I work in the Deans office.
I need access to the Dean that will help me and then I can provide you the projects that are linked to the Dean's office within your college and then someone can determine what projects you need access to.

To OK.

Hey, Latoya, we do have a question in the chat.

Erica Altfield 17:56

Again, we need to fill this out for temporary changes as well.

Yes.

And we will get to that.

That'll be.

LaToya Harris 18:04

My next slide, thank you.

And once access is set up, the new user will receive a black bot email to complete registration.

I honestly don't know what this email looks like.

I think it's just a welcome email and there might be a there's a link in the email that you just need to click when you click that you now have access to black box.

If you don't click it, you won't have access and you will try to get into black box and you're gonna be on a completely different website because only people who have access to it can get that website.

Julia Brown joined the meeting

LaToya Harris 18:41

OK, the new user will also receive an email from me.

In that email, I'm saying you now have access to this particular department and I'm giving you a lot of information, but it's not meant for you to read everything and figure it out right then in there, it's a resource for you.

I will provide you with a job aid to submit an invoice request, or if you're an approver, I'll give you the job to approve an invoice request.

I will also give you the job aid to set up your notifications.

It is very important to set up your notifications submitters.

If you don't have your notification set up and a request is sent back to you for whatever reason, and you don't know about it, is just going to sit there and then you're gonna wonder weeks later.

Tamara Grooms joined the meeting

LaToya Harris 19:39
Where is this request and I'm gonna give you a job aid to show you what to do to find your request.
And you're gonna realize it was in your kit approvers.

Heather Hedgepeth left the meeting

LaToya Harris 19:50
If you don't have your notification set up, something's going to be sitting in your queue and you're not gonna know it.

Heather Hedgepeth joined the meeting

LaToya Harris 19:57
And then you're gonna get an email from the submitter saying, hey, can you recruit this?
OK, I'm also going to provide the foundation guidelines.
Right.
It's about 30 pages long.
I don't expect you to read it all, but it's there when you need it.
You will come across a situation where you need to pay a vendor in.
They're not in the system.
There is a job aid to show you how to set up a new vendor.
It's simple.
You'll need that W 9, which is also in the email to be used when you need it. OK.
This is the add change form which can be found on the foundation website under Forms where currently working on an electronic version of the form.

Michael Stephens joined the meeting

LaToya Harris 20:48
So please bear with us while we get that underway.

But if you take a look at the form, the top section is for the person who is completing the form.
You may be the person who needs access.
You may not, but we need that information.
You have the option to either add.
This is mainly for someone who needs new access.
You need to give this person access.
That's an ad you need to update something.
Someone's not on the approval rule anymore.
We need to update it.
We're gonna use this.
Someone doesn't need to be on the approval rule anymore.
We need this.
Delete it temporary if someone is going to be on vacation, they're gonna be out of the office for a while.
Then you'll fill out the form to say that this is temporary, so that way I don't completely just change the approval rule.
This is to let me know that this is temporary and you will use the expiration date to say when this should end.
When will they be back?
In the office you can also tell me when this change needs to take effect.
This is the information needed for the user.
We need their user ID.
Their title?
We need their net ID, but the program or the department that you're in, this is where you need to provide the project ID or the approval rule.
I need to know what you need access to.
Is this for us submitter or is this for an approver?
There are some approval rules that have two approvers on it and then there are others that have like up to six people.
Let me know where they need to go.
Give me an explanation if needed.
Department head needs design and I will sign once this is completed.
Once it's completed, I will sign it.
I will send it back to you and the person that has been newly set up should have

received an email saying that they have black bought access.
OK.
Umm.
I'm gonna touch a little bit on the approval rule.
The approval rule is based off of the college that you are in, so in Blackbaud, if you look at the screen, whatever college you fall under, that is going to be the first 2 digits of your approval.
Calls always starts with 01 dot something, but that something is the department that it belongs to.
This is used so that the proper approvers are reviewing the expense that they need to review.
So this is just an example.
So for honors college, their approval rule always starts with a 23, depending on what the project is and what department it falls under.
That will determine what the remaining 2 digits are.
I don't expect you to always know it, but if you can at least tell me what the project is that you need, I can give you what the approval that you'll be awesome.
OK, we've got a couple of questions on the.

Erica Altfield 24:20
Chat.
Is there a way to find out who already in the department has access?
There isn't an easy way.

LaToya Harris 24:29
You do it, you'll just have to ask me.
And then I'm in the library and it is not.

Erica Altfield 24:35
Not listed.
The library I believe.

LaToya Harris 24:40
Eve, let's take a look.
The library might be under operations and administration.

Andrew McCanless left the meeting

LaToya Harris 25:01

Umm, while I'm looking for that Erica, do we have any other questions?

Yes.

Uh and fiscal services operation.

Erica Altfield 25:09

Which one?

LaToya Harris 25:13

What was that?

As someone in the China is asking if this will start.

Erica Altfield 25:17

Services is under operations.

LaToya Harris 25:23

Is because services. Hmm.

Fiscal services doesn't have a lot of projects with this.

If you work, say, if you're in human resources, that's under administration.

If you're in campus services, that's under administration.

But physical services itself does not have any foundation accounts with us.

And the library, yes, is under operations.

So if it's the library you're you're approval rule is going to start with 14.

That whatever the the digits are for your department for library, it happens to be 05105.

We have another question.

Umm, there's two.

Erica Altfield 26:21

Two housings of both #22.

Do we have a #21?

We do not, and that is just a duplex.

LaToya Harris 26:28

OK.

Erica Altfield 26:33

And also what about research?

Research falls under the president.

LaToya Harris 26:37

This office.

To confirm, that's VP of research.

Erica Altfield 26:53

Yes. OK.

Yes, that's another president's office.

LaToya Harris 26:58

Do we have any other questions?

We're good as of now, alright, thank you.

Yay, here's a fun part.

Let's put in a A request.

I'm going to.

Changed my screen and I'm going to walk through with you how to submit a request as quickly as possible.

Michael Stephens left the meeting

LaToya Harris 27:36

Everyone can see my screen, my black box screen.

Rebecca Sansom 27:44

Yep.

LaToya Harris 27:45

And.

Rebecca Sansom 27:45

OK, so this is the screen.

LaToya Harris 27:48

Mean that you should have.

This should be a bookmark, umm.

It's so fast, it's like.

Blackbaudinc.com.

But when you have access, this is what you will see.

You will need to sign in.

Which I've recently just done.

When you go to submit a request, you're going to hover over expenses.

You may not have all these other options, but this is what you need.

Expenses.

And then you're gonna go to manage expenses.

You're going to come over here and click new vendor request.

We're going to put in a vendor.

There is a little trick.

There are some vendors we're gonna use Chick-fil-A.

As you can see, we have multiple chip fillets.

If you just begin to type and let it auto populate, you will see the address that is associated with that vendor and you can compare it to the address on your invoice so that you can verify that you are putting in the correct invoice or sorry, you're putting in the correct vendor.

OK, so let's use this one.

Invoice number.

We're gonna camp here for a second.

Courtney McCormick left the meeting

Courtney McCormick joined the meeting

LaToya Harris 29:21

Invoice numbers are important if you have a vendor invoice.
Enter the invoice as you see, enter the invoice number as you see it on the invoice.

Trudi Vaughan left the meeting

LaToya Harris 29:33
If they have dashes put in dashes.

Jessica Urquhart left the meeting

LaToya Harris 29:35
If they have capital and lowercase letters letters, put it in there, put it in there.
As you see, that's simple.
What happens if you have a reimbursement and they give you receipts?
We're going to go over that.
Receipts have something on them to indicate the transaction.
There's a receipt ID.
There's an order number.
There's a trace ID.
There's an approval number.
There's something on the receipt that can be used.
Just.
As an invoice number.
I pulled some examples.
Umm.
Can you see my receipts?
Marlo Taxin is my favorite because it's right there at the top.
Check 4203.
That can be an invoice number.

Candis Lobik Dickson joined the meeting

LaToya Harris 30:42
We have another option.
Invoice you can use that as an invoice number.

Orders invoice number.
This can be your invoice number.
This is your invoice date.
Walmart there's a transaction number that can be your invoice number.
You don't want to use that.
Use something down here.
Use an approval code.

Lisa Bauer left the meeting

LaToya Harris 31:08
There's something on the receipt that can be used.
Let's look at a couple more Amazon.
They have order numbers.
Use it approval numbers.
You can use that approval codes.
You can use that invoice number.
You can use that.
Don't use that.
That's the actual vendor number.
That's not an invoice number.
Costco, we got a sequence number.
We got an approval number, Waffle House.
We gotta check number.
We have an order number.
There's always something that can be used.
You have to put an invoice number in there because if you don't, the system is going to generate one.
It's gonna start with an IR dash in a couple of digits that is not helpful because if it keeps generating new numbers and you put in a duplicate invoice, it's not going to catch it.

Akua Asiamah Andrade left the meeting

LaToya Harris 32:05

You need to put something in there that will identify that receipt to that individual.
We have a couple more trace number reference number, transaction number, authorization number.

Nate Mann left the meeting

LaToya Harris 32:24
Check number there's something.
You may ask, what if you have multiple receipts?
Couple things you can do what I like to do is still use the receipt numbers.
Marlow's Tavern, 4203, this is just an example.
There's 1/2 separate the invoice numbers.
Please use an underscore.
Why don't I want A dash?
Because if you have an Amazon order in there and you put in the dashes.
I don't know when the next.
Invoice or the next receipt begins very rarely is a is a receipt gonna have an underscore?
And if they do go ahead and use it, but it's not as Harman as a dash would be when you're entering an invoice number up here, there are character restrictions, or you don't have a certain amount of characters.
That's what this is down here for.
We'll get to that, but that's an example.
If you have multiple receipts, use the receipts and use it dash.

Tyrone McKitty left the meeting

Tyrone McKitty joined the meeting

LaToya Harris 33:54
I'm sorry I underscore so that we can separate the receipts because if and it happens, we're busy.
We have a lot of receipts.
We have a lot of events going on.
We're purchasing a lot of stuff and this guy put over there and I might have already

aspirin imbursement on this.
I don't know.
I'm going to ask again or I'm just putting like we we're not doing it on purpose, but this is how we can make sure that we're being good stewards over our donors funds and not duplicating payments when we don't need to.
Invoice dating.
Usually I would say just enter the date that is on the invoice or the receipt, but Blackbaud.
Doesn't like an invoice that is in a closed period at the foundation.
In accounting, we have to record all the transactions for a month.
Once we've we've, we've recorded all those transactions.
We then close the month.
We're done with this month, so if you put in an invoice with a date and a closed month, unfortunately it's not gonna tell anyone until the last approver, and then you're gonna get an error message.
Approver saying this isn't an invalid document date.
That just means we have closed the books.
We've closed the accounting books for that particular month and we cannot use that day.
Currently, July is still open, but not for a long I guarantee you by the end of this week I'm gonna send an email telling you that July is close.
Please look for these emails.
This will save you the irritation of having to redo your your invoice request, and so let's put in today's date a description.
This is just a description of the expense.
Student nails.
This is where we're gonna use our approval rule.
Where does it need to go?
Who needs to approve?
It depending on what you have access to, you might have a lot of approvals, so it's apparent you have to make sure that you select the right one or it's gonna go to an approver who has no idea what this is for and it might just sit in their queue.
Then again, you might only have one approval rule, and it's the easiest one and you just you just pick something.
This is where you can give me some detail.

If you put in the the description student mills, I need you to elaborate a little bit more in this section what were the student meals for?
What event was it?
Give me some detail, OK.
And what's happening today?
I don't know.
Welcome well.
On I don't know.
OK, here is when you were put in.
I believe you guys do this.
You will need to select foundation.
This is the amount of the invoice one.
This is the date.
You don't need to put anything in there.
Now this section custom fields a lot of people see value and think that that's the dollar amount.
But if we look to the left, this is telling us what needs to be filled out here.
So this is the invoice number, you're just repeating what you have up here and putting it down here, unless you have more receipts.
And then we can just keep adding them.
Whatever the date, this is not the date.
That's you're submitting the request.
It's not.
The date you received the documentation.
This is the invoice date.
Remember, we're looking at this field.
This is for the invoice.
We want the invoice date here because if you submitted a request in a closed period, this data here is not accurate.

Helen Bisesi left the meeting

LaToya Harris 39:00
So we want you to tell us the actual invoice date.
If you have multiple receipts, but all of these items were purchased for any event on

this one particular day, use that date as this date.
The event that can be that big.
I want to go over something else real quick.
I just thought of contracts.
If you have a contract in lieu of a invoice, use the ending date on the contract as the invoice number.
So if you have a contract for something that's happening on a specific date, that date can be the invoice number.
If you have to pay a vendor on a specific date or they have their providing services for multiple days throughout the month, the last day of their service is the invoice date.
That's how we can just keep it simple, because if we have made up invoice numbers, everyone is just putting in whatever number they want.
We're not able to catch it.
It's not going to show up as a duplicate.
That's why we're trying to put procedures in place and make things easier so that after something has gone through the approval process, I don't have to send an email saying this has been deleted because we found out we already reimburse this person.
OK, I hope that makes sense.
Let's continue.
Change required to vendor record.
This is the vendor address.
If you have someone that's being reimbursed and they don't, they're in a different mail drop.
Let us know.
Just how the the university or UITS someone goes in there and updates the directory.
We don't have that luxury.
So you have to tell us when someone moves, we won't know.
Umm.
If we're going to update a vendor record, you will click yes.
This date at the top?
That's the only date you need to submit.
You don't need to put a date on this line because you don't know when I'm going to get this request.

You don't know when we're going to actually change the record, so there's no reason to put a date in here.

Julia Brown left the meeting

Julia Brown joined the meeting

LaToya Harris 41:59
Payment type.
Currently, the foundation has two options now.
The check pick up the check.
We do not have ACH, we don't have electronic payments.
We can't direct deposit into someone's paycheck.
We have to cut you a check.
Unless you're in housing and you're in R&R and you know we need to use other forms of payment, like a wire, those people know that that's what it's for.

SueAnn De Los Santos joined the meeting

LaToya Harris 42:34
But anything else for the most part, the majority of submitters you're going to choose mail to vendor.
Or hold for pickup.
This isn't asking how was this paid?

SueAnn De Los Santos left the meeting

LaToya Harris 42:51
Meat is not the credit card.
All we need to know is, are we mailing it or are you picking it up?
This date does not need to be filled in because you don't know when this payment is actually going to go through.
You may submit it on Monday in the their payment is cut on Thursday.
You may submit it on Monday and it won't get cut for five weeks.
We don't know.

You do not need to put a date in here.
OK, check we requires remittance.
This is if you have a payment and you need to attach the stub.
If you have, say, membership dues and this payment is for a particular person and so then you want the payment stuff to go with the payment so that the vendor knows what this is for.
You don't need a date, just put in here what you'd like.
Send copy of invoice.
Please attach this stuff something along those lines, OK.
I know I have some submitters out there who are proactive and they see that when I look through their request, I've added a couple fields in there and they go ahead and they do it for us.
You do not have to do that.
We at these fields as a check and balance for us.
If you fill in our information, we might think we've already looked at it, but we didn't.

Stephanie Clemmons left the meeting

LaToya Harris 44:41
You just checked it off for us.
When a foundation approver comes in and reviews it, we have to choose the account that is gonna come out of.
For the most part, yes, it will be an operating account, but sometimes it needs to come from housing.
Sometimes it needs to come for a building, maybe it needs to be.

Meghan Roessler left the meeting

LaToya Harris 45:06
That's what I'm looking for it we need to wire something.
We have the new summit coming up, we have all these buildings that we're doing.
We have payments to make.
It can come from anywhere, so yes, I may use that, but I might not, so there's no reason for you to fill this out.
This section vendor record updated and verified.

This is my check and balance to make sure that the vendor address matches what the invoice says.
Vendors changed their addresses all the time.
They don't tell us.
We just get a new invoice, so I have to verify that that's my checking balance so that I know I've looked at it my last check and balance.
This is me verifying that there are funds in the project that you are choosing to cover your expense.
If you feel this in for me, I'm going to think that I did it already.
I'm not.
I'm gonna go ahead and review it anyway, but this this is just an extra step that you do not need to do.
I appreciate your help.
You don't need to do OK.
And then we get to documentation.
Let's go over documentation.
Can everyone see the screen attachments?
Yep, OK.
Have it time you leave this training today, you will realize documentation is key.
Documentation is key.

Eddie Washington left the meeting

LaToya Harris 47:25
These are not state funds.
These are 10s, hundreds, thousands.
Millions of dollars that people have graciously given to us.
So if we need to make sure that we are reimbursing the right person, I think we need to do that.
OK, it's not to make your life harder.

Melissa Kohring joined the meeting

LaToya Harris 47:52
It's not to just be annoying this this is dog.

These are donated funds.
We have to treat it differently.
We have to make sure that we have all the documentation that is needed.
Do you guys know we get audited?
We get auditing beer every year.
We get audited.
And they come into our offices.
Last week, an auditor came into my office.
How toya?
Can you tell me what you do?
What are you looking for?
What are you looking for there?
What is going on here?
What do you say if they don't have the information, what do you do at this point?
OK, good.
Can you send me all that documentation?
That's what happened to me.
We have to have documentation because when auditors look at our information, they're looking at documentation, they're not looking at the request, they're looking at what was attached.
OK, it would be horrible if our donors found out that we did not pass an audit because we didn't have the correct documentation that we said we need.
I can't stress it enough.
It's really important to have documentation, so one of the main things we need is an invoice, a receipt.
We need to know what we're paying.
We need to know the expense.
We need to know what this was for, so number one, actual scan copies of both the detailed itemized receipt.
If you take someone out to dinner and you're seeking a reimbursement, please provide the itemized receipt we need to see what was ordered because depending on the dinner, alcohol could have been allowed.
It could not have been allowed.
We need to see all of it. Transparency.
And we need the receipt.

It needs to show the transaction total, the tip.
A copy of a detailed vendor invoice sales tax can be included.
We will not reject an invoice if it does not have sales tax on it.
So you don't have to get a revised invoice.
We will pay it with or without sales tax, but for the most part we pay tax.
Please only include the receipts that you are seeking reimbursement for.
Please only include the documentation pertinent to that particular request, because if you give us extra extra documentation, we don't know what we're looking for and it's just more time trying to find the information.
If you have receipts but you're not trying to get reimbursed for this one right now, take it out please.

Oxana Levitskaya left the meeting

LaToya Harris 51:24
Because we might forget that it's in there and then I can't calculate it and it doesn't calculate and then I'm gonna send it back.

Ruth Ndungu left the meeting

LaToya Harris 51:30
Just please only attach the documentation that goes with that particular request now #2 reimbursements.
If a bank or a credit card was used in the card holder's name is not printed on the receipt, the following is required.
A picture in image of the card only showing the card holders name in the last four digits of the card.
We don't need the full card number, we just need to see what the receipt says and if the receipt has left the last four digits.
That's what we wanna see.
If your name is on the card, we can verify that you paid for it and you are allowed to be reimbursed.
The foundation has no problem reimbursing you for the items that you purchased before events and things of that nature.
For our students, for your department, whatever the case, we do not mind

reimbursing you.
We just asked for documentation.
Bye, because an auditor is going to come over here and ask us for documentation.

Tina DeMartini left the meeting

LaToya Harris 52:48
If you don't provide the debit card, we need a bank statement, a credit card statement.
Again, only showing the last four digits of the card that was used and the card holders name.
This is very important.
We need something to tie you to this transaction so that we can reimburse you if you provide a statement and your name is not on it, that's not helping us.
There is no way for us to prove that this was coming out of your account.
Your names, not even on it.
That's why we asked for the name and either a copy of the transaction so that we see.

Lanze Thompson left the meeting

LaToya Harris 53:39
Yes, John Doe went here and bought this.
He's proven it.
There is no mistake.
Here is the proof I paid for it.
Please reimburse me, I have no problem clicking that approve button, but if something is missing I can't approve it.
Hope that makes sense.
You do not need to provide your entire statement.
If you want to, that's fine.
Rest assured, I'm not looking through your statement.
I have so many other requests to approve and review, I don't have time to go through your statement.
You don't need to do it.

You don't need to wait until you get your monthly statement.
Go into your online banking, take a screenshot, but make sure the information that we need is there.
If you take a screenshot and make sure your name is on it, make sure you're the last four digits.
Something is on it.
We just need something to tie you to it.
Make the documentation make sense.
I'm going to ask you as submitters as approvers to put your auditing hats on.
Put your auditing glasses on.
You are the auditor.
Look for stuff, because that's what an auditor would do.
So if someone hands you documentation and you know something's missing.
Don't submit it.
That's a waste of your time.
It's a waste of approvers time.
Tell the person what you need.
And if they want their reimbursement, they will get it to you.
I understand you're the middleman, but we can make this so much easier.
OK.
An agenda we need to know what was this expense for.
You have to tell us.
We need documentation in agenda and itinerary, brochure and announcement, a flyer, something to show the business purpose and the details of the activity.

Tamara Grooms left the meeting

LaToya Harris 55:50
If you have a department meeting, the agenda is perfect.

Jessica Urquhart joined the meeting

LaToya Harris 55:54
If you have a student event and there's Flyers all over the place, that's perfect.

Where it gets kind of tricky is if, say, someone's gonna have dinner with someone to cultivate a relationship.

Cecilia McDaniel left the meeting

LaToya Harris 56:12
There isn't an agenda.
You're just building a relationship, but I say there has to be some some documentation that happened prior to this meeting.
If you know that you're going to be submitting a request for a reimbursement and you're going to meet someone for dinner for lunch, something like that, send an email, send an email saying hi, I look forward to our lunch, to our dinner so that we can discuss this, this, that and the other.

Ronika Mitchell left the meeting

Ronika Mitchell joined the meeting

LaToya Harris 56:48
I will see you here at such and such a time.
There's your documentation.
It will be even better if they respond and say yes, I can't wait.
I'll see you there now.
You've they've just confirmed that they're there too.
That would be perfect if it doesn't happen, that's fine, but I'm just saying that if you know you're going to be doing things, having dinners, meeting with people.
Send an email used this Azure supporting documentation because we need it for auditing purposes. OK.
A copy of an agreement or a contract between the university and an outside vendor should also be attached for any goods or services rendered along with the contract approval.
If you have any event and if the foundation is going to be paying for it, someone from the foundation needs to sign it.

Dennis Marrow left the meeting

LaTоya Harris 57:48

Please do not sign your own contracts.

You are holding yourself liable for that, and you don't have to.

Have someone sign that represents the university, not you individually.

If you have a a contract or an agreement from a vendor, it needs to go through contract approval documentation.

This is how we know that legal said this contract will stand.

So you can send the contract, but I also need the approval if you're using the KSU agreement template, I believe that's fine.

That doesn't need to go through contract approval, so that's fine.

But if you have something regarding software, anything if you get an invoice and there's a little blurb at the bottom saying terms and conditions, it needs to go through contracts, OK?

Erica, do we have any questions?

It's not currently great.

OK, design approval.

This is required.

The foundation does not get any special treatment if you're using foundation funds to process something.

Kyle Darden left the meeting

Linda Daley left the meeting

LaToya Harris 59:11

In the case you level was used, you need to have design approval.

If you have something and design approval was not needed, please provide like a proof of that to show hey, we didn't use the logo, it wasn't needed.

OK, documentation #6I highlighted this because this is very important.

A list of all attendees and participants for activities with the with the attendees relationship to KSU.

Whether that's a faculty or staff student, a donor, a member, a trustee, a consultant, because I see list of people's names and I have no idea who they are.

A little background information.

We as accountants have different accounts for the people who attended a meal.
So for example, we have an account for student meals.
We have an account for staff mails.
We have an account for recruiting.
We have an account for networking.
We have an account for donors.
That's why we need to know the relationship of the attendees.
I.
You can send something and I don't know that they're students.
You can send something.
I don't know who they are.
There are times I've gone through the directory trying to figure out who people are and that is a lot of time.
Please just leave on the documentation.
The relationship with cashew, I want to know something else.
Remember that we are looking at attachment required documentation that needs to be attached.
It says a list of all attendees and participants.
If you list the attendees in the description that is not attaching it, because why auditors don't look at the request, they don't look at the description, they want documentation.
That's why we asked for a list to be attached.
I want to focus in a little bit more a list of all attendees, people who were present at the event, meeting whatever it is.
A screen shot of the invitees, who said they will be there and those who said they wouldn't be there and those who said I'll see if I can be there, is not a list of attendees.

Desiree Day left the meeting

LaToya Harris 1:02:05
It is a list of invitees.
I don't know.
We don't know if these people actually went something could have come up, I said.
I will be at that meeting, but then my kid decided to throw up this morning and now

I can't go.
They weren't there.
We ask for a list.
We have.

Erica Altfield 1:02:35
Question in the chat.
When we have events, uh, where we don't or can't take attendance, how should we proceed?
It can vary, so let me.

LaToya Harris 1:02:46
Give you a couple examples if you have students and you have something going on in the sports and rec and everyone's like in this one section and I get it, you can't take a attendance, but you have an event that and you know who is possibly coming.
There are some people who have to tell you they're coming or they're a part of a program or an organization.
And so it's mandatory that they attend or something along those lines.
It can vary.
I understand that you can have an event and you have 100 attendees.
I don't mind something in Excel, I don't mind.
And a Word document that lists all the attendees.
I love a sign in sheet.
I love those.
But sometimes you might have something and it's too big.
If you send a screenshot.

Aimee Roper left the meeting

LaToya Harris 1:03:48
And it says that the department was invited.
I don't know who's in the department.
How many people are in the department?
Who actually came?
We need a list of attendees.

Even if you want to have it in a in a Word document and have people go around and just check their name off, that's fine.
But we cannot accept a screenshot of the invitees because we don't know if they can.
I'm not saying they didn't.
They could have all came.
I don't know though.
We need to know who was there.
OK.
Umm #7.
The detailed explanation in financial edge specifying how this has been nature benefits the university.
It doesn't have to be that deep.
Just tell us what the event is.
If we know that you're throwing a gala.
It's a gala.
We know and umm, but if you have something.
That is not evident.
Please tell us what this was for, especially for, you know, dinners.
Dean's going to dinners.
Are NGO's going to dinners?
Tell us what was the goal?
What was the goal of this and that can go in the explanation and it will also be in the attachment somewhere because we're going to start doing that again, right?
Great.
If the vendor is not already established in financial aid, a completed and signed W 9 must be returned to the foundation.
This is where we're going to go into new vendors.
It's so simple, you guys.

Lisa Bauer joined the meeting

LaToya Harris 1:05:48
I'm going to show you real.
Hey, La Toya, real quick back to list.

Erica Altfield 1:05:52

So of attendees, you may have already answered this, but someone said four example forever.

Owl Fest is open to everyone after each commencement ceremony, and there's really no way to take attendance and then to follow up with that or the Marching Owls Alumni Society will sponsor Kona Ice.

Come to the current marching bands band camp, but that's part of their class and there isn't an invite.

LaToya Harris 1:06:22

Excuse the pause.

I'm trying to understand it OK so.

If if you have a flyer that says come to this, all are welcome.

That says to me that it could be a big event and based off of the the invoice amount the documentation use your best judgment.

I don't want you to stress yourself out trying to get 115 students to sign a form.

But if you have a meeting and 20 people are there, you can have them check their name.

If you have something and it's a networking event.

Eric Wearne left the meeting

LaToya Harris 1:07:20

You don't know who's gonna be there, but you also need to plan accordingly.

If you I mean it it it it varies.

It depends on the situation.

Use your best judgement.

Make sure that you are staying within the guidelines.

But if it's a situation that just needs to be looked at a different way, we can always discuss it, but use your best judgment.

And if it's a if it's something and there's four people there, they can sign in, I understand if you have something large and not everyone can sign in.

But there are I it's been done.

I've seen it.

I've seen attendance list with people signing in for large department meetings, so it can be done.

Erica Altfield 1:08:18
And then either to follow up also, what would you recommend for items we have to pay for it before the event takes place?

LaToya Harris 1:08:18
And.
Such as like.
Uh, like renting a venue or?

Erica Altfield 1:08:34
Or things that we wouldn't have.
The list of attendees for yet use your best judgment, remember.

LaToya Harris 1:08:41
Remember, these are donor funds.
Don't get a large venue when you're expecting 10 people to show up.
You're planning this event, so you should know how many people could possibly be there.
Yes, there is a chance that.
Not everyone will show up.
Yes, but if you know that, then it you probably don't want to get yourself in a contract where you need to have a minimum amount of people or a minimum amount of heads type of thing like you.
Just if you have a question, if it can vary, if you if you have a random or an exceptional situation that pops up, we can definitely discuss it.

Karen Vickers joined the meeting

LaToya Harris 1:09:31
You can ask me, but you should be a based off of the type of event you are planning.
You should know how many heads are gonna be there.
Does that help?

I think we're good.
Thank you. Thank.

Erica Altfield 1:09:51
You new vendor when you're.

LaToya Harris 1:09:53
As the mining a request for a new vendor, all you're going to do, these are the two things you need to remember.

Aimee Roper joined the meeting

LaToya Harris 1:10:00
The payee needs to be new vendor.
The approval rule needs to be 00.00 NB new vendor request.
There's only one person on that approval.
And that is the lovely Carol.
Carol works with us at the foundation.
She is wonderful and when you have a new vendor that needs to be set up, she is the person who does it.
If.
You have the payee as new vendor, but the approval rule is your department's approval rule.
Here's something you can look for approvers.
If you ever get a request and the payee is new vendor, you need to automatically send it back because that means the approval rule wasn't the new vendor.
Rule it didn't go to Cairo and we don't know who we're paying because it doesn't have an actual vendor.
There is no point in even looking in the documentation because it's not ready yet.

Ryan Baughman left the meeting

LaToya Harris 1:11:08
Send it back, hero.
When she looks at her her request and sees was in her queue, she should only see

requests that say new vendor.
If she sees a request and it has an actual vendor name or an individual's name, she's going to send it back because that means the new approval rule was used and it actually needs to go to your department so that they can approve it.
She is going to send it back, telling you just change the approval rule.
Approvers again, if you get something in your queue and it's to a new vendor, just send it back.
Accident to change the approval.
It happens.
OK.
Umm, but this is available on the website.
Ohh.

Alyssa Gulledge left the meeting

LaToya Harris 1:12:15
Documentation is required for all foundation payment requests submitted via Black BOD and KSU state portals, which is outpace E pros P cards and concurs if submitting payment request via KSU state portal and using foundation funds.
That's when you have a speed chart.
You will need to request that from the Budgets Office.
KSU documentation is required, so that's when you need your food documentation.
Your travel expenses, you're unauthorized commitment forms.
Those forms are needed when you are submitting something using the state portal using the states payment processing system. OK.
Another thing on documentation word documents created for the purpose of summarizing what is being submitted for payment will not suffice.
There, like I said before, there should be some type of documentation that has been created prior to the event, whether that's an email confirmation, whether that's an email saying we're having a meeting, there is something.

Elizabeth Shinall left the meeting

LaToya Harris 1:13:34
To say that this is a legitimate business expense, here's my proof.

Elizabeth Shinall joined the meeting

LaToya Harris 1:13:43

You shouldn't have to type something up real quick.

There has to be something out there that you can use, OK.

Reject the request again.

Make sure your notifications are set up if something goes back, you will receive an email notification saying something that has been sent back.

In order to find it, you will need to go back into your expense management under my invoice request and there will be a digit next to the word rejected.

You will hover your mouse over that digit and you will click on it and that's where you will find you are.

Request that had to be sent back the top.

Usually just gives you a gist of what was needed.

Insufficient documentation.

That means we're missing something invalid document date.

That's saying we need to change the invoice date and incorrect invoice number.

The invoice is incorrect, but if you Scroll down to the bottom of the request, there is the.

Note that tells you what we're missing, and it tells you what to do.

I promise you guys.

I don't have fun rejecting stuff.

I don't get a Gold Star for every request I sent back.

It's more work for you and it's more work for me because then I have to look at the request again.

I'm trying to help you.

I want you to know we're on the same team.

We have one common goal and that is to pay the invoice or reimburse the individual.

That is it.

I don't wanna argue with you.

I'm not trying to do who's right, who's wrong.

All we're trying to do is pay.

The invoice documentation is key because the auditors come and they look at the documentation.

Laurie Tis joined the meeting

LaToya Harris 1:16:01

So if I tell you something is missing.

Just try to get that documentation recently.

Hey, Latoya, we have a question in the chat at.

Erica Altfield 1:16:15

So no food doc form needed if being paid straight through foundation.

Correct.

Correct.

If you are paying.

LaToya Harris 1:16:26

If you're processing a payment through black bot, you do not need that form.

But if you're submitting it through, I'll pay.

You will need that form.

Umm.

Yes, the notes will be at the bottom of the request.

Umm, I will say lately if I've had to send a request back in Epro.

There are submitters who can't find the notes.

Unfortunately I don't have access.

I don't know what your screen looks like.

I don't see what you see, so I cannot tell you where those notes are, but I guarantee you I put notes in there telling you what to do to get it paid.

You just have to find it.

And I I don't know where it is.

All I can say is if it's in Blackbaud, we scroll to the bottom of the screen.

Maybe that's the same thing you need, April, I don't know.

But umm.

Ah, yes, let's let's go over this real quick when revising or rejected invoice if you have to change something or if you had to.

Whatever reason you got this request back and you see that I have added information, please do not change it.

Laurie Tis left the meeting

LaToya Harris 1:18:04

OK.

And saying it with a smile.

Please don't change it if the invoice number is different from what you put in, please don't change it.

That means I actually got the digits from the receipt.

If I took dates away, please don't put them back.

It's not needed.

Whatever you see.

And here's another thing.

There are times that I will look at a request and there's just one thing missing.

This request could have been approved.

I just need that one thing.

Remember my checks and balances?

I add this one column saying foundation operating.

I add another column and then at the third column that says that they have the funds and the project.

If you see that, that means that I reviewed it.

And again, if you put that information in there yourself, it's just confusing because I never looked at it.

But that means that I've looked at this request already, so when it pops up in my queue again, instead of me looking at the request all over again, I go back to the bottom of the notes and I see what I said was needed.

And that's the one thing I'm looking for, because I've already looked at this request already.

Please don't change anything.

He let's why?

We've got a couple more questions.

Erica Altfield 1:19:39

And is there a list of certain things that should only be submitted via Blackbaud or E

Pro?
My first.

LaToya Harris 1:19:49
Answer is to say no.
I cannot.
Ah, enter company payments.
If you get an invoice from another department, go ahead and submit an owlpay.
It's so much easier just to do a transfer in between departments than to cut a check and then have it sent to the Bursar's office and then the person needs to figure out where it needs to go.
If you have an inner company or an an invoice from another department and you're going to use foundation funds to pay for it, you can submit it through the owlpay.
I mean, it's fine if you don't, but it's just easier.
But there isn't anything specific that I can think of right now.
Laurie Meadows just added a link.

Erica Altfield 1:20:40
And here are the guidelines for E Pro slash owl pay.
Perfect.
Thank you.
Thank you.
So will the changes that you made show up with a different color?
How will someone know that you made changes?

Simari Young left the meeting

Erica Altfield 1:20:55
They're talking about the custom fields, and no, there is no.

LaToya Harris 1:21:00
Color differentiation is just.
All you have to focus on is what the notes say.
If the notes say to attach something, that's all you need to do.
If the note say to change this one section, that's all you have to do.

Just follow what the notes say.
Questions.
Any other? We're good.
Thank you.
Working with my invoice request, people lose their request all the time.
I know I lose it too.
Blackbaud is a beast sometimes.
But sometimes black box's great.
Blackbaud is like a person.
They're not perfect.
Sometimes Blackbaud needs a break.
Has.
It cannot think if you've seen what we call the green ball of Doom, where that green ball is just going around in circles and it can't figure out what it wants to do.
It just needs a break.
Give it a break.
They'll do something else and then come back and see if it's refreshed.
You might get a message that says this account doesn't go with this project.

Amy Phillips left the meeting

LaToya Harris 1:22:19
It happens to me and I'm like, I know that's not true because I just approved something else with that project.
It's just black box.
Give it a minute.
Let it go home.
Come back the next day.
They might be good.
How many times have you asked?
Black Box says I can't approve it and then I say give it a minute.
Try tomorrow and then the next day.
It was like there was no problem.
His black box.
We learned to work with it, and when you're looking for an invoice request, only the

submitter can see an invoice request that has been submitted.
We approvers cannot see it.
When a request is submitted in black Box, it goes down the approval chain, it goes down link it's the request will only be with one person at a time.
If someone doesn't have it, it's either been sent to the next approver or it's been bounced back back to the submitter.
I cannot, unfortunately tell you where a request is at, because I I can't even see it.
So I created a job aid to help you find out where that request is and that'll be on the website I've sent it to something, but it's available.
Let me know if you need it, but I can't.
I don't know where it's at, and it's a very simple way.
All you need to know is who is in your approval rule.
Who are they?
Approvers on there and then you go to your request, Scroll down to the bottom, look at your timeline and see who is the last person to approve it.
If you Scroll down there and all you see is your net ID, that means you are the only person who has done something with this request and that is submitted.

Antrameka Knight left the meeting

LaToya Harris 1:24:10
That means it's sitting with the first approver.
If you see side note, you don't have to let me know that you've submitted something.
I am in Blackbaud.
Every single day that I am working I live here.
I will see your request.
You don't have to tell me.
OK, now to look for your request.
You're going to go.
Back into expense management.
And you're gonna go into work with my invoice request.

Ronika Mitchell left the meeting

LaToya Harris 1:24:55
Right now it's automatically filtered to reject it, so if you're ever looking for something, make sure that you're filter is not on.

Aimee Roper left the meeting

Stephanie Chase left the meeting

LaToya Harris 1:25:07
So that everything will come up.

Kenni Raye Smith left the meeting

LaToya Harris 1:25:14
This is where you can find all the invoices that you've submitted.
You might have some that are approved.

Erica Florence left the meeting

LaToya Harris 1:25:21
That means it's gone completely through the approval chain.
Unfortunately, it will not tell you payment informations.
You won't need to contact me and I can tell you or confirm if something has been paid, but then you can have something that's open if it's open, that means it's just there.
You haven't even submitted it, OK?
Open again.
These are all the requests that you have not submitted approved.
These are all the requests that have gone through the approval process and has reached the final approver.
OK. Rejected.
That means that we need to fix it.
Sometimes you find it easier just to resubmit it.
You don't have to, but if you want to, that's fine, but then you just got this thing

sitting here.
I'm going to show you real quick how to get rid of that.
If you have request in your queue.
That don't need to be there and you want to get rid of them.
Make your payee delete TRANSACTION VENDOR.
And they were gonna go to the approval rule, and we're going to use.
Delete request rule.
Make sure that you're in the right invoice date.
As though and just change that.
Then it's out of your queue.
OK, there was a job for that.

Liz Knott left the meeting

LaToya Harris 1:27:17
It's on the website.
I'll send you the link.
Any questions.

Erica Altfield 1:27:28
We're getting the chat.
Thank you.

LaToya Harris 1:27:34
Quickly meals like I said earlier, state funds are not foundation funds.

Debra Anders left the meeting

LaToya Harris 1:27:42
State rules do not apply to foundation.
Sometimes that's good, sometimes it's not.
When it comes to meals, I think it's a little bit better because our per diem is higher than the states.
OK, if you are having dinner with the donor, this is a lot of our MGO over here.
They have dinner with donors all the time.

They're cultivating our relationships.
You have $60.00 per person.
This does not include tax or tip, but it does include everything else.
Service delivery, yeah.
Venue.
Normally, if you have a venue or you're having an event and you're having it at a particular venue, that venue will provide food as well, and there will be a contract and so then we can kind of make sure and we can figure out how much the dollar amount is per person per head.
And we don't separate them because there are vendors and places out there where you can stay within the guidelines.

Louise Irizarry left the meeting

LaToya Harris 1:29:05
You can meet the allowable amount, but then there are places that have these extra cost and if you want to take on those extra costs, that's fine, but you need to realize if you are not within the the guideline amount.
Our guidelines say this is what we are allowed to spend.
If you take a donor out and you spend more than $60.00, you can.
But we said we're only gonna pay up to $60.00, OK?
External guest.
Job candidates.
And we were building relationships with people.
We have someone a guest speaker when we have umm, I think we have individuals that come in for residents.
I see things that come in through the art program and these are for people who are not staffed.
They're not donors.
They are.
They are in a guest.
We are allowing $35 per person, including the staff.
OK, so if you have dinner with three people and two of them were staff and one of them was someone you're trying to build a relationship with, that's $35 a person.
Employees, students, we get $25 per person.

This is for trainings, for meetings, for retirement parties, for morale purposes.
We get $25, OK.
Sometimes alcohol is allowed.
If you have a networking event, depending on the networking event, alcohol is allowed.
But if it's an employee event and it's on campus, I think there's some stipulations about that.
I'm not completely sure, but the foundation will pay for your alcohol.
I think you guys just have to figure out where to have the place to have the alcohol, OK.
Any questions?
But we have a couple questions that.

Erica Altfield 1:31:28
Go back a little bit submitted request approval rule.
If the first approver listed is no longer at KSU, how do I get a request to move along?

Cindy Schmelzer left the meeting

Erica Altfield 1:31:40
That's where we will use the.

LaToya Harris 1:31:42
Add change form and you will fill out either saying to delete this person or have them replaced with someone else.

Rhonda Nemeth left the meeting

LaToya Harris 1:31:54
I recommend not submitting a request if you know changes are going to be coming soon, because we don't want there to be a change and you've submitted something and now it's stuck in someone's queue.
Unfortunately I can't get it out if it's in there, it's there OK.

Erica Altfield 1:32:19

And then second question, uh, I just tried to delete option with delete request rule and it says I don't have security rights.
Excuse me to use this project, but I would say.

Domoni Jordan left the meeting

LaToya Harris 1:32:33
We we could talk about that offline, but it's most likely the project that is in the request, I'm going to show very quickly.
Here is a request and you cannot see the distribution information over here.
It's hidden if you double click it or just click it once.
Whatever you need to do here is the information regarding the request.
Submitters have a default account code that they have access to, and that is the only account code they have access to.
For the most part, and that number IS030-5000, that is the general.
Expense account.
When I review your request, I change the account that is most appropriate with the expense.

Cynthia Sanford left the meeting

LaToya Harris 1:33:34
So if you get a a error message that says you don't have rights to this, it's because you don't have access to it.
The number one thing I would like submitters to do is double click this if you need to do what you need to do to make sure this pops up and look at the account number right now, because I have access, this account number is here, but to the submitter it will be asterisks.

Kristen Doan joined the meeting

LaToya Harris 1:34:02
You're not gonna see the full number.
You can just click in here.
And change it to your default.

If there is a project in there and it says that you don't have rights to this project, that means you don't have access to it.
Go ahead.
If you're trying to delete it, go ahead and just put in the project you have access to.
It doesn't matter because it's gonna get deleted anyway.

Erica Altfield 1:34:32
We have a follow up to that one.
I'm getting this same error.
I'm assuming it has something to do with changing departments.
How to overcome as in you were in one.

LaToya Harris 1:34:44
And department.
And now you're in another.
That most likely means that again, you don't have access rights to something because it has been changed you.
If you were saying one department and now you're a submitter for another department, your access right to your previous department is gone.
You now only have rights to this particular department, so you can try doing the same thing.
Go ahead and just change the account code or and the project to something that you have access to.

Erica Altfield 1:35:20
And then another question, do we still have the ability to do we still have the ability to consolidate 2 department accounts into one using the change form?

LaToya Harris 1:35:36
Do we?
Do you still have the option to to consolidate departments?
Yes, to do we.

Erica Altfield 1:35:44

Don't have the ability to consolidate 2 department accounts into one using the change form.

LaToya Harris 1:35:53
That is a possibility.
Umm, no, I wouldn't use the change form.
I don't have a specific form for that request, but it would need to come most likely from the Dean saying to.
Consolidate projects under a specific approval rule or specific department and it we'd have to look into it because depending on what the project is, it might have an agreement attached to it, which is where the donor stipulates what they want done with those funds.
So we not, we may not be able to just change the department that a project is under unless the donor allows us to.
So it can.
It can vary depends on the situation.
Well, they're saying the the department was.

Erica Altfield 1:36:48
Dissolved.
Ah, OK yeah.
The Daniel.

LaToya Harris 1:36:52
So let me know and let me know how they want to consolidate and what they wanna do with their approval rules.
We can have a meeting about it, they said they'll reach out.
Thank you.
And so.

Erica Altfield 1:37:06
Someone else said they can't change an account code.

LaToya Harris 1:37:15
I think it in an error message.

Erica Altfield 1:37:26
There's no follow up and someone else said it does not allow me to change the code.
OK.
We will put a pin.

LaToya Harris 1:37:35
In that if you guys need to contact me, we can work on that later on.
I understand that there are some difficulty in trying to get rid of your request so we can work on that one on one.
OK.
And then someone else said can the date.

Erica Altfield 1:37:49
Box would be left blank since there is no asterisk.
Umm.
I'm guessing that is the date.

LaToya Harris 1:37:57
That's to the right of the screen.
It can be left blank.
It can have information in there.
It doesn't matter, they said.
The the date box being located under.

Erica Altfield 1:38:09
Any expense category?

Jeffery Irwin left the meeting

Erica Altfield 1:38:13
Be left blank if there is not an asterisk.
Yes, it's expense category.

LaToya Harris 1:38:22

I'm sorry, did you answer that?
Oh, I I think you just did OK.

Erica Altfield 1:38:28
At.
OK, great.

Lisa Bauer left the meeting

LaToya Harris 1:38:36
Alcohol tips in the state per diem.
The purchase of alcohol beverages allowed only for employee morale events and while hosting meals that include external gas while conducting official cash you business OK.
Depending on the event everything it can be different depending on your situation, but sometimes you may take a candidate out for dinner and you may order a glass of wine.

Nelly Rubio left the meeting

LaToya Harris 1:39:13
That is fine.
Please make sure you stay within the foundation meal, per diem amount, and if you're having any event and alcohol will be served if you can.
If you think that you're going to go over the limit, just let us know.
I tell you, documentation is key.
I'm gonna pull out my guideline and that's why I think you're sharing the wrong.

Erica Altfield 1:39:41
On the screen right now.
There we go.
Thank you.
I'm looking for my guidelines.

LaToya Harris 1:40:02

Umm.
Documentation is key.
If something is sent back is because we don't have the documentation.
If something happens that goes against the guidelines, all we ask for is for it to be documented, because when the auditors come.

Nate Mann joined the meeting

LaToya Harris 1:40:37
They are looking at documentation.
They're not looking at the request.
The guidelines state.
I'm actually gonna pull it up for you.
Just as second.

Kamaria Jones left the meeting

Molly First left the meeting

Dea Barker left the meeting

LaToya Harris 1:41:40
This section right here.

Scott Inks left the meeting

LaToya Harris 1:41:45
As a general guideline associated with hosting mills, the cost of meals can be determined by the type of event you are hosting in the business purpose related to the meal exceeding the allowable guideline amounts may be deemed permissible so long as it is appropriately documented and appropriate for the type of event held.

Lisa Bauer joined the meeting

Sandra Cobb left the meeting

LaToya Harris 1:42:08
Documentation is key.
We are on the same page.
We are trying to pay the invoice if something is sent back saying documentation is needed.
It's for a reason.
The auditors look at this stuff.
We need to have documentation.
Our guidelines, our documentation, and if we have something, if we have a request that has been submitted and it goes against the guidelines, we're not saying we're not gonna pay it.
We just need to have something documented.
Tell us why you had an event and you had more people than you thought were gonna be there.
And so you ordered extra food, and now you got the second invoice.
And that's why it came out to $30 ahead instead of 25.

Myra Stewart left the meeting

LaToya Harris 1:43:05
OK, that's fine.
Please have it documented, ask for an exception and then we're gonna add that to our request.
It's part of our documentation.
We have no problem paying stuff within the guidelines, we just need the documentation to support it, OK.

Amy Gay left the meeting

Myra Stewart joined the meeting

LaToya Harris 1:43:30
Going back to Neils.
Any other alcohol related expenditure is not an allowable expense.

Any allowable alcohol related purchase viewed as excess and cost, may be denied by the cash you foundation at the discretion of the CEO.

Amanda Mori left the meeting

LaToya Harris 1:44:01

The foundation will reimburse meal tips up to 20%.

We're not saying you can only tip 20%, you can tip more if you'd like.

We can only reimburse up to 20.

So if you know this, go ahead my submitters and calculate the tip up.

If you can go ahead and calculate the correct amount versus us having to do it and then sending it back, go ahead and do it.

Mill invoices and reimbursements process with foundation funds do not follow state per dams.

Foundation funds follow foundation guidelines and rules.

State funds follow state rules.

We cannot mix and match them.

I understand that it can be confusing at times if you work for a department that has a bunch of state events in expensive going on, and you have multiple foundation accounts and you just need to keep track of all of them and you'll get mixed up.

I get it.

But just remember, if you're using state funds, even if you put the expense through a state portal, you had event and you're submitting the payment throughout pay and it was for a meal.

As long as there's no tax on it, from what I understand state portals, they don't pay tax.

We do.

That might be what I was thinking was someone asked what can what's the difference?

What can you put in one portal versus the other?

If there's tax on it, send it to us.

Don't submit it in the state portal and umm.

Sergey Zinets left the meeting

LaToya Harris 1:45:54
Reimbursements all reimbursements require proof of purchase.
They need proof of payment.
This includes students when you're submitting it in black box.
If you submit something for students and you use the state per diem rate, and you submitted through the state portal, that's fine.
But if you're submitting something for a student through Blackbaud, that is the foundation portal and you need to have the foundation required documentation, proof of payment has been added as additional documentation not to be a nuisance, but just to verify that we are pain.

Lisa Bauer left the meeting

LaToya Harris 1:46:47
The correct person.
In the past, we've had people and it happens you're you're purchasing items, you have this event going on.
You got that event going on.
You bought this.
You bought that and maybe you bought this and you submitted it for payment or for a reimbursement.

Heather Hedgepeth left the meeting

LaToya Harris 1:47:08
And it turns out you didn't pay for it.

Cindy Butson left the meeting

LaToya Harris 1:47:10
The vendor actually just gave you an invoice.
The vendor needed to be paid.
And if not for our honest faculty and staff who said, hey, I got paid accidentally.
That was my fault.

This actually needs to go to the vendor because they're now asking me for payment.
This is how we mitigate that risk.
Again, these are donated funds.
If we are not managing, then if we're not managing these funds appropriately.

Jason Conley left the meeting

LaToya Harris 1:47:50
Donors won't trust us, and they're not going to want to give.

Teresa Crossan left the meeting

LaToya Harris 1:47:56
Let's make sure that we're paying the people who need to be paid.
So if you pull out your proof of payment and you realize that this doesn't match, then it you might remember.
Ohh I didn't pay for this.
This needs to go someplace else.

Jayne Rogers left the meeting

LaToya Harris 1:48:17
It's just to help us, not double pay people.
Same thing with the vendors.
We don't wanna double pay them either, OK and.
Let's focus on that for a second.
Also when we.
Request the documentation, Please remember your documentation tells the story.
The documentation tells us what was going on.

Kyle Darden joined the meeting

LaToya Harris 1:48:51
One document might have one information and another document have this, but when you put them together they match.

That's what we're looking for.
We need to find the match submitters.
Put your auditing hat on and you're auditing glasses.
Whatever accessory you wanna put on and look for what an auditor will look for if you get a statement and there's not enough information to tie it to this other document, let them know.

Rashida Dunn left the meeting

LaToya Harris 1:49:22
OK, student meals reimbursed via KSU state quarters required state documentation.
Student meals.
Reimburse me the case you state portals require state documentation.
Even if you're using foundation buttons OK.
We're winding down now, but this is something that, UM, we'll need to address real quick.
So I believe it was last year or two years ago, I don't remember, and financial aid told us that they are required to notate whatever type of award a student is receiving in order for us to work with the financial aid office.
We are asking our submitters if you are paying a student something, whether it is a prize, a cash reward, if you're sending them on a trip, if they're traveling abroad, like there are certain.
Stipulations.
I believe I'm not financial aid, so I don't.
I'm not gonna try to tell you I know them all, but for the most part, if you have a payment request for a student.
Please let the financial aid office know so that they can tell you whether this information needs to be placed on the students account or not.
Can you to the left of the screen financially provided this and it's saying that anything that supports the student and their cost in these categories, financial aid needs to know about it.
So if I send something back in the note say, please provide financial aid confirmation.
What I'm looking for is an email from financial aid that has said this amount has been notated to the students account and again, because I don't work in financial aid, if I see something and it's a payment to a student.

I'm going to ask you for financial aid.
You might say to me they don't need it.
You don't need it.
I don't know that.
Let's just cover our tracks.
Send it to financial aid anyway, and let financial aid tell you they don't need it.
And then put that in your documentation as proof.

Barbara Bowler left the meeting

LaToya Harris 1:52:09
Look, I went to financial aid.
They said they don't need it.
Perfect.
Thank you.
Financial aid has the information that they need.
I have the information that I need so that I can proceed with the payment.
Right now I have Sarah's email address up here because that is the only person that I know.
Please reach out to financial aid to determine if there are other emails that you can use before the most part.
All you're going to do, send an email and say hi.
There's Patterson is receiving this award or we're paying for this.
We're buying this conference ticket and it's worth this amount where buying their plane ticket or we want to reimburse the student for purchasing a plane ticket, provide their name, provide their ID number and the amount.
If you are providing a prize something tangible like some, I don't know.
Phone and a printer.
Flowers.
I don't know if you're giving the student something you need to let financial aid know the the amount that the item is worth, because they still need to document it.
Again, I don't know exactly.
I can't tell you what financial aid is going to say that they need or don't need, like we don't need to know about that, but we do need to know about that.
I don't know.

So the best thing that we can do is just send these three information to financial aid and let them tell you whatever they tell you, attach it to the request.
OK, financial aid will respond and say this has been added to the students financial award letter.
They may also say please proceed with payment.
It's perfect.

Melissa Kohring left the meeting

LaToya Harris 1:54:13
Just attach it and you're done. Questions.

Melissa Kohring joined the meeting

Erica Altfield 1:54:23
We're getting the chat.
Thank you.
Best practices?
Bookmark your sign in.

LaToya Harris 1:54:35
Fenxt.blackboard.com Bookmark foundation forms.
This is where you can find our forms.
Umm this is where you can find our job aid.
This is where you can find but guidelines.
There are resources on our web page.
Please use it.
It's there for you.
It was created for you.
I can get busy sometimes.
I have a lot to approve.
I have a lot to review.
I have black box P cards.
E pros owlpays concurs.
And then I got email inquiries and then I have accounting duties.

So I apologize if it may seem like I'm taking a long time to respond to you.
I'm not doing it on purpose.
If you have a question you can go to the Foundation website.
There's a pretty good chance you will find your answer there and you will find your answer before I have a chance to respond to you.
The job aids are there, the guidelines are there.
This is the foundation website.

Tyrone McKitty left the meeting

Matthew Bain left the meeting

LaToya Harris 1:56:09
Forms we have, if you need to transfer funds between projects or departments, we have a transfer form.
We have a project request form deposit form.
All the forms that you need are on the website.
We have our job aids.
We're trying to get more up there, but we have our guidelines.
If you have a question, researched the guidelines and then once you read the guidelines and you're still not sure.
I can break it down for you or confirm your question, but please utilize the resources that we provided for you, OK?
Please don't use cash.
We can't track cash.
If you use a debit card or a credit card, we can tie the debit card numbers to your name and we can say that yes, you did pay for this.
We can't track cash if you can avoid it, please do.
Do not personally reimburse someone else.
That's the foundations job.
It makes the request more complicated if we have to look at.
You're you're reimbursement receipts and then the reimbursement receipts from somebody else that you reimburse and then prove that they paid it and then prove that they got the payment of you reimbursement.
Is the lack.

Keep it simple.
Whoever paid for an expense and item a meal, let them seek reimbursement, OK.
Do not personally sign a contract.
There's no reason for you to be held liable.
Don't put that on yourself.
Someone will represent either cashew or the cash you foundation.
They need to sign the contract and then it needs to go through contract.
It happens, but if we can avoid it, let's try if we're purchasing things and we're picking up stuff for an event and then we're picking up stuff for our house, can we separate those transactions?
Can you just pay for what you need reimbursement for?
Because it can be challenging.
For submitter to have to go through the your receipt and acts out what does not need to be reimbursed.

Cyndi Sweitzer left the meeting

LaToya Harris 1:59:14
Has anyone ever looked at their receipt and seeing two different taxes on there?
There's a 2%, there's a 6% and sometimes based off of the the description of the item on the receipt, you don't know what that was.
You don't know which attacks to apply it to.
Some may think it's not that serious, but again, these are donor funds.
We take this seriously.
Keep it simple.
Keep it simple for the submitter.
Ingest submit receipts for everything that needs to be reimbursed, and if you're happy to be picking something else up too, just stick that little bar on the on the conveyor belt.
Just pay for it separately.
Thank you and.
Again, the summary of your expense or a summary of the people who are attended is not required documentation.
We need an invoice.
We need a receipt.

We need a list of attendees.
We cannot go off of the people who said they were gonna be there.
I can't tell how many people are in this particular email thread of the department.
We need a list.
We need business documentation.
Give us an agenda.
Give us an A job candidates itinerary.
Throw in the resume if you like.
Tell us something.
OK.

Tina Russell left the meeting


LaToya Harris 2:00:56
Do we have any questions?
We're good in the chat.
Thank you so much for bearing with me.
This meeting took longer than I thought.
It's lunchtime.
I hope you enjoy it.
Your lunch, that is.
But I also hope that you enjoyed the training.
Sorry again for the hiccup this morning.
Things happen, but I hope you got some information out of it.
I hope some questions were answered.

Jennifer Hutchins left the meeting


LaToya Harris 2:01:24
I hope you know where you can find your answers.
If you have questions, please let me know.
OK.
Thank you.
Again, have a great day.

Leigh Oder left the meeting

Martha Anderson left the meeting

Shelley Schultz left the meeting

Deanna Lee-Avaria left the meeting

Kim Fendley left the meeting

Marie Manuel left the meeting

Stefanie Green left the meeting

Greg Gilbert left the meeting

Kimberly Mascara left the meeting

Parvaneh Javanmard left the meeting

Thyis Russell left the meeting

Renea Kokozaki left the meeting

Karen Vickers left the meeting

Melissa Lewis left the meeting

Mike McGehee left the meeting

Bianca Pineiro left the meeting

Julia Brown left the meeting

Janki Patel left the meeting

Alecia Assetta left the meeting

Christopher Long left the meeting

Alexander Goble left the meeting

Courtnay Buntyn left the meeting

Clara Ginn left the meeting

Bonnie Folker left the meeting

Toni James left the meeting

Tiffany Moore left the meeting

Alejandro Cambron left the meeting

Erica Altfield 2:01:47
Latoya, we have a question.

Brian Ellis left the meeting

Farahnaz Bahreini-Esfahani left the meeting

Dorothy Gabriel left the meeting

Erica Altfield 2:01:49
I'm here.

Candis Lobik Dickson left the meeting


Erica Altfield 2:01:50
Someone wants to stay on afterwards, OK?

Samantha Burke left the meeting

Jessica Roberson left the meeting

Jamie Fielder left the meeting

Susan Hughes left the meeting

Bobbi Harman left the meeting

Laura Fortenberry left the meeting

Jacqueline Winters-Allen left the meeting

Rachel Johnson left the meeting

Elizabeth Shinall left the meeting

Raveena Kamra left the meeting

Hannah Shearer left the meeting

Jeanette Huntington left the meeting

Courtney McCormick left the meeting

Alison Keefe left the meeting

Tamara Hinton left the meeting

Christy Barnett left the meeting

Miacko Thompson 2:02:01
My toya.
It's miacko.

Angie Bain left the meeting

Miacko Thompson 2:02:03
I mean, I can ask the question now if that's OK.

Gigi Grasser left the meeting

Miacko Thompson 2:02:06
Yeah, I'm yeah.
Hi, thank you so much.

Francisco Ruiz left the meeting

Miacko Thompson 2:02:10
This was very informational.
No, thank you.
My question is, you know, in Soddy we sometimes have all of our events are with all of our programs and they all have their individual umm accounts related to them.

Kristen Doan left the meeting

Keith Tudor left the meeting

Stefanie Green joined the meeting

Carol Goodreau left the meeting

Miacko Thompson 2:02:32
And so our biggest challenge is when we're trying to pay for things prior to the event for the event.

Myra Stewart left the meeting

Miacko Thompson 2:02:43
Umm so but all the students for the different programs will attend.
So like we have some students for thrive, some students for coke, some students for achieve, and then we also have some students that are.

Kyle Darden left the meeting

Liz Roberts left the meeting

Cynthia True joined the meeting

Miacko Thompson 2:02:58
Umm, be will be paid?
There's will be paid from state funds.
So what?
Previously, like when Shay was in this position, we used to, she would purchase a lot of things, and then we'd reimburse her for it.

Lori Meadows left the meeting

Miacko Thompson 2:03:14
And then we just break it down by percentage of the students who attend it from each program.
But we're trying to avoid doing that and pay things like order things.
I'm in a band. Crow.
Yeah.
Mm-hmm.
So we were we, we've just started and we were trying to base it on like who we've invited, but he's made it clear what we shouldn't be doing that.

Christopher Roper left the meeting

Miacko Thompson 2:03:39
So umm, is there another way that we can do that to pay things ahead of time?
Because when we submit it in April, we need to attach an attendance list.

Natalie Gourley left the meeting

Miacko Thompson 2:03:53
Also umm ohh.
We can give you the list after, but then the percentages might be off.
Like let's say, we think more thrive students are going to attend.
Umm, we've been trying to base it off of who we sent, like, how many?
What percent of the students that we invited are thrive or coke or achieve?
But can you help us figure out a better way to do it?
Or in a in approved way to do it?

Jessica Goss left the meeting

LaToya Harris 2:04:27
Is the goal to just have the expenses paid for beforehand?
Yes, please be food.
Or is it more regards with food?
Or I guess, yeah.
Sometimes it's food and snacks.

Miacko Thompson 2:04:45
That's because we do try to give our students, you know, give them some snacks or food or something when they attend the events.

Ann Marie Thomas left the meeting

Miacko Thompson 2:04:52
But sometimes, like I'll just name an example like we have like a paint and sip event for like a A you know, it's just like a.
Event to help our students relax or whatever, you know, but for finals?

Maybe so.
We order the things that we need for the event, like we might need the paint and the, you know, whatever supplies we might need ahead of time that the students are going to actually use to to do for the event.
So we just try to base it on like if 60% are gonna be thrived, then we're gonna allocate that much money for it.

Laura Hyatt-Short left the meeting

Miacko Thompson 2:05:33
You know the what type them to pay it.
Mm-hmm.
So I think when it comes.

LaToya Harris 2:05:40
To items you don't really have to worry about when it comes to things that you're pursuing for the event, you don't have to look at it like a head count.
But but it's only mainly for food.
That's that's the main thing.
We can't when we have the attendance list, we're able to determine how many people were there and verify that based off of the invoice amount and the number of attendees that we have that these umm, meals per person were in the allowable amount.

Rebecca Sansom left the meeting

Nicole Hardeman left the meeting

LaToya Harris 2:06:22
So if you're purchasing items were an event, you can definitely do that ahead of time.
Definitely.
I know you'll use your best judgment on how much items or.
Wanted it.
Whatever you need for the event we we don't check heads on that.
It's just for the meals, so if you know, like I've seen your your sheets, I see that you do

have a lot of students.
And So what you do provide like a spreadsheet of all the students who were there, that's fine.
OK.
Thank you.

Miacko Thompson 2:07:06
So thank you.
So I just wanna just make sure if we have an event that's, you know, we're getting supplies for, but we also will sometimes.
So we have like a refresher, like relax before finals week or something like that and we might give them breakfast like they can stop their in that case.
And that's just based on like like sometimes we try to order things ahead of time, like maybe on Amazon to have for the event, like snacks and things.
Now and meals are separate, you can.

LaToya Harris 2:07:44
Chips you can buy like, you know, granola bars, sodas, drinks, little candies, gummy snacks.
We don't.
We don't worry about.
You can buy snacks if you know that you're going to have students here.
You need to give them something.
Give them an incentive it if they want snacks, buy a box of cheeses.
That's fine.
It's just if you are saying, hey, we're buying Chick-fil-A biscuits for everybody, that's when we need to know.
Ohh, that.

Miacko Thompson 2:08:19
Good cause we can pay that after with the actual list.
OK.
Thank you so much.
You're welcome.
Have a blessed day.

Thank you too.

Thank you.

I just wanna thank you.

I had a quick question for you.

I thought I heard.

LaToya Harris 2:08:36

8 but I saw Melissa.

I saw your bubble blinking.

I'm sorry.

I'll let him go first.

Melissa Kohring 2:08:41

Not good.

I date what's going on.

Nate Mann 2:08:50

Ohm, I just wanna make sure cause then you know I asked you to run that report for like, the last three years.

On an account that am I asking you, are you the right person to ask for that, or is there another way that I can do it?

Unfortunately, there is nothing.

LaToya Harris 2:09:04

Thing that you'll be able to pull.

I will have to pull it.

Alright, so and I will be able to get that to you.

No problem.

I was just curious.

Yes, I can.

I can pull reports for you.

OK, Melissa.

Yes, I just wanted to say thank you.

Melissa Kohring 2:09:23

How much for recording this?

I'm don't often do a lot of foundation requests, so when I do get them, it's like Oh my gosh, I haven't done this in six months.

How do I do?

Yeah.

So I'm probably wanna hear worst offenders.

I'm so sorry.

Thank you for your patience with me.

Can you make sure that you remove the expiration date on that recording?

Because I guarantee you as soon as I'm gonna need it, it's gonna be expired course.

Nate Mann left the meeting

LaToya Harris 2:09:49

Thank you so much.

That's all I will do that and I I should have.

I should have put it out there.

I don't pay attention to who's submitting a request.

I look for the specific things that I'm looking for, so you might submit something and I have no idea what you even submitted it.

OK.

Well, just so you know, I know that I'm here for worse.

Melissa Kohring 2:10:12

Different.

Thank you so much.

Alright, you have a great day and I and I understand.

LaToya Harris 2:10:19

It can get frustrating.

You don't.

You don't do it often or you you might be a new hire and you just been sold here.

Figure it out is foundation stuff.

That's why we have all our job aids.

We have the guidelines, we have stuff for you to try to make it a little bit easier for

you because we understand if there is, there was nothing before.
I'll wait.
I repeatedly appreciate it, so thank you.

Melissa Kohring 2:10:42
You're welcome.
You're welcome.
Bye.
You too.

Melissa Kohring left the meeting

LaToya Harris 2:10:51
Do we have any other questions?
I have a question.
Hey, Stephanie.
Hey. So.

Stefanie Green 2:11:01
Hours submitter.
Umm put in a request and it was sent back for lack of a documentation.

Teresa Clements left the meeting

Miacko Thompson left the meeting

Stefanie Green 2:11:07
The problem is her last day is Thursday, and she's afraid that it won't go through in time.
And then it'll kind of get stuck in some loop.
What should what should she do with that and will it be a problem if someone once we get our new person if that person tries to submit that same information?
I mean, not that the the same request.
Yes.
Do you know?

LaToya Harris 2:11:38
If they've already gotten the documentation, she has it all, yes.

Stefanie Green 2:11:43
OK.
Did she already submit it?

LaToya Harris 2:11:45
The the the person that's.

Stefanie Green 2:11:47
Leaving.
Umm, no, she hasn't submitted it yet because she wasn't sure if she should even try, considering that she's leaving edits near the end of the month.
No, go ahead and submit it because.

LaToya Harris 2:11:58
If, like I said, follow the notes, and if the notes say that this was all that's missing, there shouldn't be any other reason why it gets sent back.
OK, either case, either you or her can just send me an email.
Let me know that it's been submitted and I'll try to look at it quickly so that if something's missing then I can let you know.
And then if you don't hear from me, then you know it it went through fine.
OK, alright, thank you.
You're well.

Stefanie Green 2:12:25
Come.

Stefanie Green left the meeting

LaToya Harris 2:12:33
Dianne.
Cynthia.

Jessica, do either of you have questions?

Nope. We're getting the chat too.

Umm, we're good in the chat.

OK, I'm gonna start recording and I think we're done.

I'm gonna end it.

Thank you, Erica.

You're welcome.

Goodbye, ladies.

LaToya Harris left the meeting