**The Controller’s Department is pleased to announce several upcoming training opportunities.**

**Employee Reimbursements: Beyond the Basics:**

Learning how to check the status of a reimbursement, how the electronic routing works, and how to avoid common reimbursement audit issues.

September 23, 2015, 9:00 – 11:00 a.m.

1155 ASB

**Please register in AccessPlus under the Employee tab, using the UHR Training link**.

**Working with Accounts Payable:**

Learning the processing steps for paying invoices, helping you to avoid common problems with each step, and providing tips for expediting payment.

October 21, 2015, 9:30 – 11:00 a.m.

1155 ASB

**Please register in AccessPlus under the Employee tab, using the UHR Training link**.

**KFS Training for New Users:**

A series of three 90-minute hands-on sessions will be offered for the following topics.

KFS Training - Session A

Using the KFS Interface; Using Look-up and Search features; Understanding Accounts, Sub-Accounts and Object Codes

November 5, 2015, 9:00 – 10:30 a.m.

1230 Communications Building

Please register at <https://www.it.iastate.edu/events/view/255>

KFS Training - Session B

Creating KFS Vendors, Disbursement Vouchers, Simple Disbursement Vouchers, and Non-Check Disbursements

November 10, 2015, 9:00 – 10:30 a.m.

1230 Communications Building

Please register at <https://www.it.iastate.edu/events/view/256>

KFS Training - Session C

Using the Action List, General Error Corrections, Distributions of Income and Expense, and Transfers of Funds

November 17, 2015, 9:00 – 10:30 a.m.

1230 Communications Building

Please register at <https://www.it.iastate.edu/events/view/257>

There will be upcoming announcements about KFS user group meetings, similar to those recently started for e-Data users.  The KFS user group meetings will not be hands-on, but will offer an opportunity to discuss more advanced topics and to share tips for a smoother user experience.

If you have any questions about these training events, please contact Bill Cahill at [bpcahil@iastate.edu](mailto:bpcahil@iastate.edu) or 4-5124.    Please feel free to forward this email to others as appropriate.  If you have someone in your unit who would like to be included on the Controllers Info Network, please send their email information to Kathy Dobbs, [kadobbs@iastate.edu](mailto:kadobbs@iastate.edu).  Thank you!

**New Report Available – Thank you to the Grants Hub!  
Award Closeout Checklist**

Here’s the link to the new report so you can run it on demand.   
[Public Folders](https://dwdev.its.iastate.edu/ibmcognos/cgi-bin/cognosisapi.dll?b_action=xts.run&m=portal/cc.xts&m_folder=iBEF32841BDE24CF1B14F41EF27211122) ‎> [Custom Reports](https://dwdev.its.iastate.edu/ibmcognos/cgi-bin/cognosisapi.dll?b_action=xts.run&m=portal/cc.xts&m_folder=iF058D06BD68D4544B0C451C83480A94F) ‎> [University Wide](https://dwdev.its.iastate.edu/ibmcognos/cgi-bin/cognosisapi.dll?b_action=xts.run&m=portal/cc.xts&m_folder=iFACBA87CCCB84B13B62025ABF74FA43F) ‎> KC-Sponsored Programs Reports **>** [Award Closeout Checklist](https://dw.iastate.edu/ibmcognos/cgi-bin/cognosisapi.dll?b_action=cognosViewer&ui.action=run&ui.object=%2fcontent%2ffolder%5b%40name%3d%27Custom%20Reports%27%5d%2ffolder%5b%40name%3d%27University%20Wide%27%5d%2ffolder%5b%40name%3d%27KC-Sponsored%20Programs%20Reports%27%5d%2freport%5b%40name%3d%27Award%20Closeout%20Checklist%27%5d&ui.name=Award%20Closeout%20Checklist&run.outputFormat=&run.prompt=true&ui.backURL=%2fibmcognos%2fcgi-bin%2fcognosisapi.dll%3fb_action%3dxts.run%26m%3dportal%2fcc.xts%26m_folder%3diD78D26E07B114C6BBE50689C139BFCA2%26m_folder2%3dm-i89AA22FD031344AC892DC95373217FF2)

Diane Meyer suggested this report, and Jamy Rentschler at the Grants Hub worked with Diane and Mike Ulm to design this report to run interactively through custom reports, and it will also be attached to future Termination Notices for your convenience.  Jamy and Diane envisioned a comprehensive summary of award information to provide PIs and grant coordinators an at-a-glance view of things to review at award closeout, such as a budget summary, subcontract summary, equipment summary and whether or not title to equipment vests with the sponsor.

This report is a new resource for Grant Coordinators and is not required to be completed or returned.



