APRIL 2010

Bu$ine$$ Matter$

The monthly newsletter of Ohio University Finance

New Stories!!!

Prior Stories!!!

Do you need to refer to a story from March? February? January? Please access the link below. Click on the applicable month.

http://www.ohio.edu/finance/gafr/businessmatters.cfm

The MARCH 2010 Financial Management System (FMS) reports are now available, to those of you who are report recipients, at:

https://epprod.cats.ohiou.edu:8900/OA_HTML/CustomEPRDLogin.html.

Be sure to read below for important information related to your reports and other Finance services.

If you need assistance accessing your reports or FMS in general, please contact the IT Service Desk at: 593-1222 or servicedesk@ohio.edu.

If you have further questions or comments, please email fmsreporting@ohio.edu.

New Stories!

Employee Reimbursement Substantiation for Use of Personal Credit Card

To prevent duplicate reimbursements and to bring our operations into compliance with recent audit requirements, effective immediately, we will require a copy of the cardholder's credit card statement to reimburse transactions when the purchase was made with a non-university credit card. The credit card statement MUST be attached to the direct payment form or scanned into the Concur Travel & Expense application.

The cardholder may redact any personal information and transactions as long as the name on the statement and the transaction for which reimbursement is being requested is visible.

Any reimbursement requests with a credit card receipt attached for substantiation will be returned unless the credit card statement showing the transaction is also attached. We will require both the itemized receipt and the statement for processing.

NRA Guidelines

In response to a number of questions regarding paying an international entity, Tax Compliance is providing the following guidance.

If you are inviting a foreign national to Ohio University and you wish to pay them, you are required to collect information that substantiates their tax status and confirms that we can make a payment to them legally.

1. All vendors/payees are required to submit a Payment Compliance Form. If the vendor/payee is not a U.S. Person, then they may be asked to provide additional information and/or forms.

   - If the payment is for services outside of the U.S. and the individual is not a U.S. Citizen or Permanent Resident, then the payment is considered 'foreign source' and there are no further U.S. tax compliance requirements. The Payment Compliance Form is sufficient with the invoice and DP.
   - If the payment is for goods and NOT services, and the payee is not a U.S. Citizen or Permanent Resident, then there are no further U.S. tax compliance requirements. The Payment Compliance Form is sufficient with the invoice and DP or P.O.
   - If the payment is for services in the U.S. and the payee is not a U.S. Citizen or Permanent Resident, then the individual needs to complete a record in **Glacier**, our tax compliance software for foreign nationals.

   Glacier will evaluate the visa status to determine if we may make a legal payment and determine the tax residency status and tax rate for withholding.

   Glacier will analyze any tax treaty benefits that the individual may be able to claim and will provide the required documents to claim a tax treaty exemption benefit for the payee to complete and submit.

   Glacier will request copies of visa documents to be submitted to us to substantiate our authorization to make a legal payment.

2. If you are submitting a DP for payment to a foreign national for services in the U.S., you will need to include the email address of the entity and the Payment Compliance Form which indicates the payee is not a U.S. person. You should ask if the payee is a U.S. Citizen or Permanent Resident. You should not assume someone is a foreign national just because they do not live in the U.S. The DP, Payment Compliance Form and invoice will be routed to Tax Compliance and the initial **Glacier** record will be created.
3. The payee will receive an email giving him/her temporary access to **Glacier**. The payee will then create his/her permanent access and will enter their personal data, visa information etc. into **Glacier**. When finished, the payee will then print the Tax Summary Form and any tax treaty exemption documents. These documents will be reviewed and signed by the payee and submitted with copies of the visa documents requested to the Tax Compliance Office. The Tax Compliance Office will compile the documents and submit them for payment when completed.

Helpful Hints and Shortcuts

Electronic Submission of Journal Entries:

When submitting a journal entry by e-mail, it is helpful to put the Journal Entry Number in the subject line of the e-mail. This assists the person receiving the e-mail in quickly identifying the journal entry when processing.

Submission of Accounting Corrections:

When submitting accounting corrections, please attach a copy of the Funds Available screen for the account number and amount that you are correcting or the report with a detail listing of the account number and the amount.

Direct Payment Form Shortcut:

Entering the date and time into the Direct Payment form assigns a form number to your document. When you re-use a form without changing that information, you are creating duplicate form numbers.

There is a quick and easy way to change this information. Holding the control key <ctrl> in combination with the semi-colon (;) enters the current date in your field. The control, shift and semi-colon combination will enter the current time in your field.

You will improve accounting processes by assigning the correct date and time combination for the DP form number.

May 2010 Grant Management Training

Grants and Contract Accounting will be offering a grant training session during May 2010. The session will be held on Tuesday, May 4, 2010 from 1:00 p.m. to 4:00 p.m. in HDL Room 175.

FMS104: Project Status Inquiry for Grants & Contract Management

The Oracle Financial Management System has a Projects module dedicated specifically to grants, contract, and plant funds. This seminar is designed for those who manage, track, or work with these externally funded projects. This session will prove valuable if your responsibilities include:

- Tracking project transactions
- Monitoring project account balances
- Reading project reports

The following topics will be covered:

Oracle Overview and Navigation will introduce the user to Financial Management System, the chart of accounts, and navigation within the application. Project Status Inquiry (PSI) will show the user how to locate and view both summary and detail information for grant accounts, including monthly and inception-to-date expenditure, commitment, and funds available totals at both the project and task levels. PSI also includes instructions on how to "drill-down" to view the individual transactions that make up those totals and how to "zoom-in" to see scanned forms. Expenditure Inquiry will show the user how to query expenditure details for an entire project across multiple tasks. Report Reading will show the user how to access and view on-line project reports to find monthly account activity, including budget, commitments, expenditures, open Pos, and payroll information.

This class is intended for new employees, as well as those who want to refresh their skills and acquire new financial management tools.

If you are interested, go to this website to register:

<http://seminars.admsrv.ohio.edu.>

Use your oak id and password to register. Once in the registration system, scroll down to the Finance Division and select Financial Management System Training. On the next screen, select FMS 104: Project Status Inquiry.

If you are a repeat attendee, the registration system may not allow you to register online. Please e-mail Angie LeMaster at: lemasta1@ohio.edu so that you may be manually added to the class roster.

Concur Travel & Expense Application End User Survey Feedback

Waiting for update.

Monthly Reminders!

P-CARD: P-Card transactions are now in the Concur Travel and Expense system. Transactions will be reflected in your FMS reports as your P-Card and Travel expense reports are submitted, approved, and processed by central Finance and Shared Services. Anything with an "Extracted for Payment" status by 5:00 p.m. on the 2nd to last business day of the month will post to that month's FMS reports. The time a report is extracted for payment can be found on the e-mail received by the employee informing them of the report status change. Questions regarding this process can be directed to Tanya Hire at: biblert@ohio.edu.

WEB UPDATES:

- An updated version of the Accounting Correction Form is now available on the Finance web site under Forms and Manuals. Please consult the updated version for future corrections.
- An updated version of the Report Distribution Maintenance Revisions Form is now available on the Finance web site under Forms and Manuals. Please consult the updated version for future report distribution maintenance.
- An updated version of the New Account/Account Maintenance Form is now available on the Finance web site under Forms and Manuals. Please consult the updated version for future new accounts and account maintenance.

  You may access the Finance web site at the following location: http://www.ohio.edu/finance/forms/financeforms.cfm.

FINANCE ONLINE TRAINING: Visit our Finance Training web site.

You will find Finance Online Training demos, Practice Your Skills and handouts. The training topics include P-Card/Concur, Travel, Financial Management System (FMS), and WorkForce. The Finance Training web site contains information on accessing and using Oracle FMS, applying for a purchasing card, reviewing travel policies and forms, Purchase Order Lookup, Invoice Payments, approving Work Force timesheets, and more. We are currently working on additional training demos covering other Finance topics which will be available soon. You may access the Finance Training web site at the following location:

http://www.ohio.edu/finance/training/index.cfm

REPORT DISTRIBUTION MAINTENANCE: When employees change jobs or leave the university, please ask your planning unit's Budget Unit Manager to contact Rita Kapp at: kapp@ohio.edu to update FMS report distribution maintenance.

ACCESS TO FMS: Please contact Tanya Hire at: biblert@ohio.edu to request online access to FMS. This request must come from the department head. Departments are responsible for making sure the employee completes the online training modules PRIOR to accessing the system.

TRANSACTION DEADLINES: All Accounting Corrections for transactions posted in FMS through **March 31, 2010** are due in Finance by **June 1, 2010**.

All invoices for payment, internal billings, external billings, etc. dated through **March 31, 2010,** are due in Finance by **May 1, 2010**.

PREVIOUS ISSUES OF BUSINESS MATTERS: Previous issues of Business Matters can be found at:

http://www.ohio.edu/finance/gafr/businessmatters.cfm.