

**April  
2011**

# Bu\$ine\$\$ Matter\$

*The monthly newsletter of Ohio University Finance*

## **New Stories!!!**

Equip Inventory	1
Enterprise Business	
System Update	2
2011 Purchases	2
Finance Forms	2
Deadline	
Enforcements	3
Electronic	
Submissions	4
BA/AC Training	4
Business Service	
Center Reminders	4
Mail Charge	
Information	4
Helpful Hints	5
Monthly	
Reminders	5

### **Monthly**

### **Reminders!!!**

### **Prior Stories!!!**

Do you need to refer to a story from a Prior Month? Please access the link below. Click on the applicable month.

[http://www.ohio.edu/finance/gafr/business\\_matters.cfm](http://www.ohio.edu/finance/gafr/business_matters.cfm)

The March 2011 Financial Management System (FMS) reports are now available, to those of you who are report recipients, at:

[https://eprod.cats.ohiou.edu:8900/OA\\_HTML/CustomEPRDLogin.html](https://eprod.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](mailto:servicedesk@ohio.edu).

If you have further questions or comments, please email [fmsreporting@ohio.edu](mailto:fmsreporting@ohio.edu).

## **New Stories!**

### **EQUIPMENT INVENTORY:**

The annual Equipment Inventory Report will be distributed in April, via campus mail and electronic mail. If your department has not received the report by April 15th, please contact the Equipment Inventory office.

Each University department must physically verify their equipment annually against the inventory list provided by our office. Any incorrect data needs to be reported promptly. The state auditors randomly select equipment yearly for auditing and the department's inventory list must be as accurate as possible. The "CERTIFICATION OF MOVEABLE EQUIPMENT INVENTORY AS OF MARCH 31, 2011" form is due on May 15, 2011.

Additional information and forms can be located on the Equipment Inventory web site at:

<http://www.ohio.edu/finance/equipmentinventory/EIFORMS.cfm>

If you have difficulty opening or printing the Equipment Inventory spreadsheets please contact Michelle Schall at: 593-1904 or [schall@ohio.edu](mailto:schall@ohio.edu) for assistance.

## **ATTENTION ENTERPRISE BUSINESS SYSTEMS USERS**

During the monthly maintenance window in April (Friday 04/22 (5pm) through Monday 04/25 (7am)), the Java client for Enterprise Business Systems will be updated. This will require Enterprise Business Systems users to update Java on their computers. After the maintenance weekend (Monday, April 25), the first time users sign in to Enterprise Business Systems, they will be prompted to install the new version of Java. Simply click "Install" and follow the prompts. Once the installation is complete, you should be able to open a new browser window and sign in to Enterprise Business Systems. A set of installation instructions will be available on the Enterprise Business Systems portal page (<http://www.ohio.edu/ebiz/ebiz.html>) for users' reference.

PLEASE NOTE: If you get a pop-up security window after installation, please refer to the installation instructions.

## **Purchases in 2011**

As we start a new year, a quick reminder that OHIO University has contracted with OfficeMax under the State of Ohio Higher Education Premier Agreement (Sole Source for Office Supplies). OfficeMax does offer price matching if they are able to do so. If there is an item that you do not see readily available or have pricing from another vendor that we are asking OfficeMax to potentially match please reach out to our OfficeMax representative at: [christinaDowler@officemax.com](mailto:christinaDowler@officemax.com). The OfficeMax retail site does not reflect OHIO and the IUC's contractual agreement.

Please be sure to use the OfficeMax Solutions website at:  
<http://www.officemaxsolutions.com/respond.shtml>.

## **Finance Forms – Current Forms Must Be Used**

We have recently updated some of the finance forms. Please make sure you are using the most current form for your Internal Billing Authorizations, Accounting Corrections, etc. This allows Finance to process the transactions more efficiently. If old forms are received Finance will provide a courtesy notification that new forms should be used for future transactions. If old forms continue to be submitted after the notification, Finance will contact the requestor and ask that the transaction be resubmitted on the new form before processing. If you have any questions or need help with forms, please contact Diane Cahill at: [cahilld@ohio.edu](mailto:cahilld@ohio.edu) or 597-2546. Please see below for a link to the Finance forms page!

<http://www.ohio.edu/finance/forms/financeforms.cfm>.

# **STRICT ENFORCEMENT OF TRANSACTION DEADLINES FOR ACCOUNTING CORRECTIONS & INTERNAL BILLING AUTHORIZATIONS:**

- **Accounting Corrections are due in Finance within 60 days** of the FMS effective date. Example: A transaction posting in FMS March 31, 2011 should have an Accounting Correction completed by June 1, 2011. Going forward **Accounting Corrections greater than 60 days old will NOT be processed and will be returned to departments.** 60 day exemption forms will be approved on a very limited basis.
- **Internal Billing Authorizations are due in Finance within 30 days** of the final date of service. Example: An Internal Billing for a service performed on March 31, 2011 should be completed by May 1, 2011. Going forward **Internal Billing Authorizations greater than 30 days old will NOT be processed and will be returned to departments.** If the billing department has extenuating circumstances that prevent billing within the 30-day time frame please contact Diane Cahill via email at: [cahilld@ohio.edu](mailto:cahilld@ohio.edu).
- Please note that grant accounts have stricter deadlines and the department with responsibility for the grant account should make sure departments charging those accounts submit the billings within the allowable timeframe for the grant.

## **New email for electronic submission**

For electronic submission of accounting corrections and billing authorizations please use our new email address at: [finance@ohio.edu](mailto:finance@ohio.edu)

Please include the following in the email subject line:

- (1) JE or BA number
- (2) Responsible office for accounts to be billed
  - a. Foundation – FT 1XX, 8XX
  - b. Grant – Project begins with G
  - c. Plant – Project begins with P
  - d. Student Organizations – FT080
  - e. Operating – All other

Tips for electronic submission:

- You do not need to send a paper copy if you are submitting electronically – we will print out a copy and submit for you
- We do not require a signature if you are submitting electronically
  - Please include 'please process' in the body of your email
  - Please ensure your billing email contains your name in the from area or contains your electronic signature.
  - We will print your email and attach to the Billing Authorization or Accounting Correction as your authorization
- Hierarchy for 'responsible office' in the email subject line
  - Any BA or JE that includes Grant accounts (project begins with G) – the subject line should include the word "Grant"

- Any BA or JE that includes Plant accounts (project begins with P) – the subject line should include the word “Plant”
- Any BA or JE that includes Foundation accounts (Fund Type is 1XX,8XX) but DOES NOT include Grant or Plant accounts – the subject line should include the word “Foundation”
- Any BA or JE that includes Student Organization accounts (Fund Type is 080) – the subject line should include the phrase “Std Org”
- Any others – the subject line should include the word “Operating”

Please note that Foundation, Grant, Plant and Operating accounts should be billed separately. If you have any questions please contact Diane Cahill at: 597-2546 or [cahilld@ohio.edu](mailto:cahilld@ohio.edu).

## **Billing Authorization and Accounting Correction training is in full swing!**

Our training classes are going strong – we are happy to schedule your whole department in one session and will do our best to tailor our training to your needs. Our classes are by invitation. If you would like to be on our potential attendees list please email Diane Cahill at: [cahilld@ohio.edu](mailto:cahilld@ohio.edu).

We look forward to working with you!

## **Business Service Center Reminders**

The Business Service Center is still located on the 2nd Floor of the HDL Center. Paperwork can be dropped off in Room 204, Monday thru Friday, 8:00 am to 5:00 pm.

Please remember to bring picture ID when picking up PCards or checks. **PCards and/or checks can be picked up in HDL Center Room 204, Monday thru Friday, 8:00 am to 4:30 pm.**

If you have any questions please contact the Business Service Center at: 597-3165 Monday thru Friday from 8:00 am to 5:00 pm.

## **March Mail Charge Information**

In March it was discovered that the January 4, 2011 mail file was a duplicate. The January 4th mail charges were included in the January 6th file we received from the mail room. To correct the duplication, we reversed the journal that was created with the January 4 mail file. This reversal will be reflected in your March M900 report with a journal name of “Reverses "MAIL 4-JAN-2011 04:21:38 INTERFACE USD"25-MAR-11 16:14:52” and effective date of March 25, 2011.

The mail room discovered that the “add on” charge for pre-sort first class mail had not been billed to departments since some time during fiscal year 2009-10 due to an omission in the mail file program by the mail room equipment supplier. The mail file program has since been updated to charge departments this “add-on” charge going forward. In March, a mail file was processed to charge departments any “add-on” charges that had not been billed for fiscal year 2010-11. These mail charges will be reflected in your March M900 report with a journal name of “MAIL 23-MAR-2011 05:01:04 INTERFACE USD” and effective date of March 23, 2011. The original mailing date can be identified in the journal description in the format of “MAIL YYYYMMDD”. If anyone has any questions relative to these charges, please contact Shelly Lowery-Rowan via email at: [lowery-r@ohio.edu](mailto:lowery-r@ohio.edu).

## Helpful Hints and Shortcuts

When creating any accounting transactions, please verify the account numbers in advance. To that end, we have created the "Account Verification Tool" that will check your multi-line form account numbers for you. You can access this tool via the following link. <http://www.ohio.edu/finance/gafr/>

**IMPORTANT: DO NOT SAVE THE ACCOUNT VERIFICATION TOOL TO YOUR DESKTOP AS IT IS UPDATED WEEKLY AND YOU WILL NOT HAVE UP TO DATE INFORMATION!!!**

Another handy tool available on the web is Cost Center Lookup (cclookup). You may search by project number, by a combination of an account number, or by word. Example: Project UN0000000, Combination 010-0400-18010, or the word 'Provost'. You can access cc-lookup via the following link, <http://www.ohio.edu/finance>. Select the "Search For..." drop-down menu at the far right and select "Cost Center Lookup".

Both available tools will allow you to see all segment combinations that are listed as valid in our system at the present time. If you have questions about either of these tools, please contact Diane Cahill at: 597-2546 or [cahilld@ohio.edu](mailto:cahilld@ohio.edu).

## 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. Anything with an "Extracted for Payment" status by 5:00 p.m. on the 2<sup>nd</sup> 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](mailto:biblert@ohio.edu).

### **WEB UPDATES:**

**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:

<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 Carrie Daines at: [daines@ohio.edu](mailto:daines@ohio.edu) to update FMS report distribution maintenance.

**ACCESS TO FMS:** Please contact Tanya Hire at: [biblert@ohio.edu](mailto: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.

**PREVIOUS ISSUES OF BUSINESS MATTERS:** Previous issues of Business Matters can be found at: <http://www.ohio.edu/finance/gafr/businessmatters.cfm>.