

**August  
2011**

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

*The monthly newsletter of Ohio University Finance*

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## **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 July 2011 Close 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](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](mailto:servicedesk@ohio.edu).

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

## **Thank You!**

Finance would like to extend a heartfelt *THANK YOU* to everyone who always responds with above and beyond efforts at year end close. Deadlines were tight this year end and you've all put in exceptional efforts over this past year (most especially during the months of June and July!) culminating in another successful year end close! For all those long hours and quick turnarounds on transactions please accept our gratitude for your efforts. Successful year end closes don't happen without YOUR time, effort and talents and the Finance staff would like to congratulate you on JOB WELL DONE! This just really confirms what we already know – that the staff of Ohio University is the best – dedicated to their jobs and to the students, faculty and staff that we serve.

## **July Budget Amounts**

The budget amounts in your July reports should represent your purchase order carry forward budget from FY11. The August reports should reflect your FY12 Original Budget. If you have any questions, feel free to contact your assigned Budget Analyst in Budget Planning and Analysis.

## URGENT REMINDERS REGARDING STUDENT EMPLOYMENT

1. All forms are REQUIRED to be completed BEFORE a student begins working. They are to be sent to Payroll immediately.
  2. I-9's must be correctly completed within 72 hours of employment. Do NOT send copies of identification with the I-9. Failure to comply could result in **\$1000** fine.
  3. I-9's for International Students must use List A Visa and Passport information only. Do NOT use ID's for List B and C.
  4. The W-4 form will be updated every January. Be sure to get a new one every year.
  5. Only current versions of forms will be accepted. Old forms will be returned for correction which may delay payment to your students.
  6. Students **MUST** use their PERMANENT addresses only on all forms.
  7. Students have the option to participate in OPERS. Please make sure they complete the appropriate form.
    - a. The Request for Optional Exemption is for students who are enrolled for at least 6 credit hours and do not wish to participate. It is a 2 page form. Do not send the SSA-1945 with the exemption.
    - b. The OPERS Employee Information Sheet AND the SSA-1945 are for those not eligible for exemption or who choose to participate in OPERS. These 2 forms must be together. They are highlighted in yellow on the student forms page.
  8. All forms must be completed in ink.
  9. Please encourage your students to sign up for direct deposit. Actual checks are mailed to permanent home addresses only.
  10. If the student has not worked since January 2011, all new hire forms should be completed.
- If your student employee is returning to work for you after being gone for the summer, only 2 forms need to be completed.
1. Student Employee Information Sheet
  2. OPERS Request for Optional Exemption.

For more information please visit: [www.ohio.edu/finance/payroll](http://www.ohio.edu/finance/payroll)

## 60 Day Rule for Payroll Accounting Corrections

To be consistent with our 60 day rule for Accounting Corrections, starting in FY12 Payroll Accounting Corrections greater than 60 days old will *not* be processed and will be returned to departments.

The 60 day rule is derived from federal regulations governing the accounting for federal dollars. While not all of our funding is from a federal source, we are required to adopt controls that are consistently applied across the University. The Federal government views extensive movement of dollars to mean that internal controls are weak in knowing what should be charged where. A transaction which lands in an account some time after its occurrence is viewed to be more about finding available funding than about whether the charge really belongs on that account.

Monitoring accounts on a monthly basis is an element of good internal controls and doing so allows one to meet the 60 day requirement.

For Payroll Accounting Corrections the 60 days will be calculated from the date the departmental reports are made available, i.e., for a July 1 pay or a July 15 pay if reports come out on August 9 that means a correction must be sent to Finance by October 9.

If you have any questions please contact Rhonda Hess at: [hessr@ohio.edu](mailto:hessr@ohio.edu)

## **Deposits to Foundation Accounts:**

Please do not take Foundation deposits to Chubb Hall. Deposits should be brought to the Foundation Accounting Office in HDL 168. Foundation fund types include 100, 108, 130, 138, 160, 190 and 191. Please relay this information to all appropriate personnel within your area. If you have questions, please call the Foundation front desk at: 593-2671.

## **The Payment Compliance Form has been updated!**

It is common practice to use a substitute W-9 (Payment Compliance Form) - we do this for 3 specific reasons:

1. The W-9 only addresses the federal reporting requirements (e.e. 1099 reporting requirements)
2. The W-9 does not address the state reporting that Ohio requires (the Updated Payment Compliance form does and this reporting is mandatory)
3. With the move to Bobcat Buy, we need additional information to fulfill system requirements. Vendors must supply distinct remittance and purchasing site addresses and specify whether they are to receive faxed or emailed POs from our system in order to automate processes within Bobcat Buy.

The Updated Payment Compliance Form satisfies the 3 requirements above without the need for additional forms. Older versions of the payment compliance form do not meet current requirements and cannot be accepted. If the Business Service Center ("BSC") receives an old version of the form, BSC will contact the supplier to obtain an updated form causing a delay in the processing of any payments to the supplier. If the supplier does not return the updated form, BSC will return any DP for that supplier to the submitting department.

\*NOTE: A new payment compliance form must be completed when there is a change in vendor information.

The Updated Payment Compliance Form is located at: <http://www.ohio.edu/finance/forms/financeforms.cfm>

## **Equipment Capitalization Change to \$5,000 Minimum:**

Starting July 1, 2011 the capitalization level for University equipment is \$5,000. To qualify as equipment, the following criteria must be met:

- A. The item cost is at least \$5,000.
- B. The item is tangible, personal property.
- C. The useful life of the item is at least one year.
- D. The item is able to function by itself

Beginning with fiscal year 2012, any existing equipment with a purchase price less than \$5,000 AND fully depreciated will be removed from the department inventory listing. Equipment will be removed each fiscal year as it meets the criteria. The Equipment Policy is in the process of being rewritten along with the Equipment Inventory web pages.

## Helpful Hints and Shortcuts:

When creating any accounting transactions, please verify the account numbers in advance. 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 tools will allow you to see all segment combinations that are listed as valid in our system at the present time.

## 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).

**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>.