

**AUGUST  
2010**

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

*The monthly newsletter of Ohio University Finance*

## **New Stories!!!**

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## **Monthly Reminders!!!**

## **Prior Stories!!!**

Do you need to refer to a story from July? June? May? Please access the link below. Click on the applicable month.

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

The JULY 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](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](mailto:fmsreporting@ohio.edu).

## **New Stories!**

### **TRANSACTION DEADLINES**

Please take note of our normal transaction deadlines:

- There will be no transactions posted for FY10.
- All Accounting Corrections are due in Finance within 60 days of the FMS effective date.
- All invoices for payment, Internal Billing Authorizations, External Billings, etc. are due in Finance within 30 days of the date of service.

## **Reminders Regarding Student Employment**

All forms are REQUIRED to be completed BEFORE a student begins working. They are to be sent to Payroll immediately. If your student has not worked in the last 6 months, all new hire forms must be completed.

Returning student employees who were only gone for the summer need to complete:

- Student Employee Information Sheet
- OPERS Request for Optional Exemption

All Payroll forms have been updated. Please visit: [www.ohio.edu/finance/payroll](http://www.ohio.edu/finance/payroll)

Click on the Student Payroll Hire Info link.

## **OU Calendar for 2010-2011 Biweekly Pay Dates**

Please go to the following link for the biweekly pay date calendar:

<http://www.ohio.edu/finance/payroll/upload/Biweek-2010-11-2.xls>

## **July Budget Amounts**

The budget amounts in your July reports should represent your purchase order carry forward budget and your original budget load. Please note that the original budget detail will show three entry lines. The first load for the original budget load did not contain the correct header information. As a result, the first budget load entry was reversed and reposted with the correct header information. If you have any questions regarding your original budget load, feel free to contact your assigned Budget Analyst in Budget, Planning, and Analysis.

## **Helpful Hints and Shortcuts**

Cost Center Lookup:

When creating any transactions for posting, a verification of the account numbers in advance is very helpful for Data Entry. The Cost Center Lookup allows the person creating the transaction to verify that the entire account number being used is a valid account string on our system. You may search by Project number or by a combination of an account number. Example: Project UN0000000 or Combination 010-0400-18010.

This will allow you to see all combinations that are listed as valid in our system at present time.

This is located on the Finance web page at the following link:

<http://www.ohio.edu/finance>

Select the "Search For..." drop-down menu at the far right and select "Cost Center Lookup"

# 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:

Specific forms and web updates will be listed here.

You may access the Finance Forms 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](mailto:kapp@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>.