

DECEMBER
2009

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The monthly newsletter of Ohio University Finance

New Stories!!!

Purchasing Grid Update	1
OUFMS: Reporting Responsibility	1
Dormant Foundation Accts	2
Foundation Endow Reminder	2
Jan 2010 Grant Mgmt Training	2
1804 Acct Chng	3
Foundation Payroll Change	3

Monthly Reminders!!!

Prior Stories!!!

Do you need to refer to a story from November? October? September? Please access the link below. Click on the applicable month.

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

The NOVEMBER 2009 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!

Purchasing Grid Update

A new version of the Purchasing Grid has been uploaded to the Finance web site. Please consult the updated version for future purchases. The link is:

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

You will then need to click on the Purchasing Grid link.

The Purchasing Grid may also be accessed from the General Accounting and Financial Reporting web site, the Purchasing web site, or the Accounts Payable web site.

OUFMS: Reporting Responsibility

The OUFMS: Reporting responsibility within the Oracle FMS application has been updated to include the OUFMS: View Only menu.

We have also changed our process so that a request for the OUFMS: Reporting responsibility, through a New Account/Account Maintenance form OR the Report Distribution Maintenance Revisions form, to grant the OUFMS: Foundation View Only responsibility at the same time. Integrating these responsibility menus eliminates the need for the user to switch responsibilities between OUFMS: Reporting and OUFMS: View Only as well as eliminates the need to request the View Only responsibilities separately from the Reporting responsibility. The integration also ensures that all report recipients have the FMS access they require in order to monitor their accounts on a monthly basis. If anyone has any questions regarding these changes, please contact Tanya Hire at: biblert@ohio.edu.

Dormant Foundation Accounts

A list of Foundation accounts that had no spending in the last 3 1/2 years was e-mailed to BUM's on 12/07/09. These accounts are considered dormant and will be presented for informational purposes to the Foundation Board of Trustees (BOT) at the February BOT meeting. Unfortunately, the list of accounts has grown considerably over the last year. Fortunately, there is still time for accounts to be taken off the list before it is presented to the BOT. The dormant account query will be rerun after December closes so any spending between now and the end of December will result in the account no longer being considered dormant. Please review the dormant list and related guidelines to determine if you: 1) can spend some of the account balance now; or 2) have appropriate spending that occurred in another account that could be moved by an accounting correction to the dormant account. BUM's will be contacted over the next month to determine why dormant accounts have not been spent. If you have any questions please contact Kris Sano at: 597-9933 or sanok@ohio.edu.

Foundation - Endowed Account Reminder

The best way to see the balance in a specific endowed account is to do a Funds Available Query using just the project # (i.e. FE91XXXXX). This way you can see the total market value of your endowment. Some of you may have noticed a new Fund = 9300 titled OUF Noncontribution Contributed value. This Fund was created for amounts not appearing in the donor record system that are still considered a part of the endowment value. The total value of your endowment did not change with the creation of Fund 9300. Monies were just transferred out of Fund 9200 and into Fund 9300. If you have any questions please contact Kris Sano at: 597-9933 or sanok@ohio.edu.

January 2010 Grant Management Training

Grants and Contract Accounting will be offering a grant training session during January 2010. The session will be held on Wednesday, January 20, 2010 from 1:00 pm-4:00 pm 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. 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 email Angie LeMaster at: lemasta1@ohio.edu so you can be manually added to the class roster.

1804 Account Fund Type Changes

Effective July 1, 2009, the fund type for Foundation 1804 accounts changed from 100 to 108. This change was made to assist with financial reporting. All activity to date has already been moved from 100 to 108. Please process all future charges to 108. If you have any questions, please contact Shelly Dowler at: 597-1560 or dowlers@ohio.edu.

Fund Type and Fund Change for Foundation Payroll Charges

Effective July 1, 2009, all payroll funded by a Foundation account must be charged to fund type and fund 029-2999. Each month, Foundation Accounting will prepare the journal entry to transfer the funding from the Foundation account to cover these charges. Please be sure that all Foundation funded payroll is currently being charged to 029-2999-xxxxx-xxxxxx-FNxxxxxxx. To correct an FY10 prior period payroll charge, please prepare a Payroll Expense Accounting Correction Form found at:

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

If you have any questions, please contact Shelly Dowler at: 597-1560 or dowlers@ohio.edu.

Monthly Reminders!

UPDATED - 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 Purchasing Grid is now available on the Finance web site under Forms and Manuals. Please consult the updated version for future purchases.

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 **November 30, 2009** are due in Finance by **February 1, 2010**.

All invoices for payment, internal billings, external billings, etc. dated through **November 30, 2009**, are due in Finance by **January 1, 2010**.

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

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

