

DECEMBER
2010

Bu\$ine\$\$ Matter\$

The monthly newsletter of Ohio University Finance

New Stories!!!

Supervisor	
Changes Concur 1	
New P-Card	
Contact Info	2
Personal Charges	
in Concur	2
Minimum Wage	
Change	3
Foundation Account	
Reminders	3
HOLIDAY MEMO	
2010	4
Helpful Hints	4

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/busin_essmatters.cfm

The NOVEMBER 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!

Supervisor Changes for Concur

Supervisors in Concur: Any requests to update supervisor (approver) information in the Concur Travel and Expense system should be routed through your planning unit's Budget Unit Manager (BUM). The planning unit BUM should then put forth the request via e-mail:

- For 'benefit eligible' employees, contact April Koska in Human Resources at: koskaa@ohio.edu.
- For Group 3 employees, contact Jennifer Martin in Payroll at: martinj2@ohio.edu.
- For hourly students, contact Janice Giesecking in Payroll at: giesecking@ohio.edu.
- For Grad Students, contact Linda McDonald in Payroll at: mcdonald@ohio.edu.

The e-mail should contain the following information:

1. List of employee name(s) with employee ID(s) that need supervisor information updated
2. Effective date of the change
3. Updated name and employee ID of the supervisor

Generally, supervisor information updated before noon daily will be available in the Concur application the following day.

New P-Card Contact Information

Please note that we encourage any P-Card and Concur questions be directed first to "purchasing.card.edu" as this e-mail alias is monitored by a number of knowledgeable resources in the Procurement operation.

A number of persons have received training in our area and will be assuming various roles over the next several weeks. If you have an urgent question or challenge and need to speak with someone right away, please call Business Services at: (740) 597-3165.

An updated PCARD Application Form has been posted. Please note that single and monthly limits are predefined and that all requests over \$20,000 monthly must have supporting justification and be approved in advance by Finance. We will also need to stress more heavily over the coming weeks and months that personal charges of any kind are against policy and will result in the loss of P-Card privileges. We tend to see a fair amount of people charging personal items on their P-Cards and then reimbursing the university, a practice I'm sure we all agree is not a best practice.

JPMC issuance will be ongoing over the next 8 months or so. If you have individuals who need to switch from AMEX sooner than we approach your unit, please e-mail: purchasing.card@ohio.edu

Personal Charges in Concur

OHIO Policy #55.070 prohibits personal use of University P-Cards. Repeat violations may result in your card being permanently closed. Once closed, a card will not be reinstated.

If a transaction is found to be personal in nature, the following process should be followed.

1. The check-box titled "Personal Expense (do not reimburse)" should be checked. The system will change the natural account code to 797900. Do not change the transaction NA. NA 796900 is only used for disputed or fraudulent transactions.
2. The cardholder must refund the personal amount unless sufficient per diem or reimbursement amounts are due to the cardholder on the same report to cover the personal amount. Complete the P-Card Refund Form located at: <http://www.ohio.edu/finance/forms/pcard.cfm>. The refund must be posted to the same accounting string as the charge, using the 797900 natural account code.
Note: Marking a transaction or portion of a transaction converts that transaction or portion to the accounting string listed on the report header. When processing a refund please use the accounting string that the personal transaction originally posted to (please see your original transaction report or FMS for NA code 797900). Also note, personal purchases should not be charged to a grant account. Place the refund information in the comments section of Concur to provide an audit trail. Include the refund form and the refund deposit receipt with the other report receipts.
 - a. If the funds charged were operating, the refund is taken to the cashier's office in Chubb Hall with a completed Refund Form.
 - b. If the funds charged were Foundation, the refund must be taken to the Foundation Office in HDL with the completed refund form.
3. Once the personal amount has been refunded, scan the receipt of deposit into Concur with the report receipts.
4. Submit the report for processing.

5. If an auditor in Finance finds a transaction marked personal and there is no deposit receipt scanned into Concur, the report will be returned to the cardholder with the notification that proof of reimbursement must be scanned into Concur prior to processing reports.
6. If a Concur report is submitted with a deposit receipt but the transaction was not marked as personal, the report will be returned to the cardholder with a request that the personal box be checked prior to resubmission. This will also require an accounting correction by the cardholder or department to move the refund to NA 797900 in the default accounting string. This is necessary to facilitate monitoring of personal use of P-Cards.

Minimum Wage Change

The minimum wage will increase to \$7.40 per hour effective January 1, 2011. Departments do not need to update workforce this will happen automatically.

Foundation Account Reminders

Overspending in Foundation Accounts

Please note that Foundation accounts (accounts starting with Project # FN) should not be overspent. Before you charge to your P-card, fill out a DP form, etc. using a Foundation account number; please make sure that there are funds in the account to cover the charges. You should use the Funds Available screen to check your account balance.

Limits on payroll paid out of Foundation Accounts

Policy #03.016 - Foundation Expenditures states that "Foundation funds may be used for any expenditure permitted on University operating funds, with the exception of on-going salaries, wages and benefits for permanent employees (overtime and overload contracts are permissible)." This means that other than overtime and overload contracts no permanent employee salaries should be posting to Foundation accounts. While there may be some exceptions permitted, particularly for accounts specifically created to provide partial funding for certain professorships, if you are currently charging base funding for permanent staff to Foundation accounts, you should plan to move those charges back to University accounts.

Zoom to Imaged Foundation Guidelines

The project segment on the OU Funds Available screen incorporates the ZOOM feature. This allows the user to access the imaged guidelines for Foundation accounts. After you pull up your account in Funds Available, just click on the blue project number (i.e., FE91XXXXX, FNXXXXXXX) to see an imaged copy of the guidelines.

If you have any questions about these topics, please contact Candice Casto at: 593-1901 or castoc@ohio.edu.

Holiday Memo 2010

Interoffice Communication

Date: November 1, 2010
To: Ohio University Faculty, Staff with Expenditure Authority
From: Julie Allison, Interim Controller
Subject: Holiday Expenditures

With the holiday season comes the natural desire to provide gifts, cards, and other social amenities, prompting the annual message regarding the use of University and Foundation funds for related expenditures. As a public university, faculty and staff are expected to manage funds with special care. In light of the current fiscal environment, the University has an even greater responsibility. With the concurrence of the Executive Staff of Ohio University, guidance for holiday expenditures is as follows:

CARDS: The use of e-cards is encouraged in order to promote the University's sustainability efforts as well as reduce costs. University funds cannot be used to purchase holiday cards. Foundation funds can be used only if the cards are being sent to individuals or entities external to Ohio University, who has a business relationship to the University (including donors and prospective donors). In addition, departments should coordinate plans to send cards with University Advancement so that these efforts are aligned with Capital Campaign communications and activities.

PARTIES: Holiday parties cannot be paid for with University or Foundation funds. If departments choose to host a carry-in "pot luck" meal on campus they must comply with *University Policy 47.010 – On-Campus Temporary Food Practices*.

GIFTS: Holiday gifts cannot be purchased with University or Foundation funds. The Vice President for University Advancement (for development purposes) must approve any exceptions to this in writing. Any gift approved as an exception must be paid for with Foundation funds.

DECORATIONS: Decorations cannot be purchased with either University or Foundation funds. If decorations are displayed in public areas they should be secular in nature. Please refer to *University Policy 42.501 – Decorations in University Buildings* for the conditions for safe use of decorations on campus.

The point of this communication is not to drive out the Holiday spirit but to ensure that the spirit of generosity is not publicly financed.

Helpful Hints and Shortcuts

Cost Center Lookup:

Cost Center Lookup:

When creating any accounting transactions, a verification of the account numbers in advance is very helpful for Data Entry. The Cost Center Lookup (cclookup) allows the person creating the transaction to verify that the entire account number being used is a valid account string in 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 the present time.

Cclookup 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"

New: Account Verification Tool!

We have created a tool for those of you who submit internal billing authorizations. This tool will allow you to verify your account numbers BEFORE you submit your billing to General Accounting. You can access this tool via the link below.

IMPORTANT: DO NOT SAVE THE VERIFICATION TOOL TO YOUR DESKTOP AS IT IS UPDATED WEEKLY AND YOU WILL NOT HAVE UP TO DATE INFORMATION!!! If you have questions please contact Diane Cahill at 597-2546 or cahilld@ohio.edu.

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

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 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.

TRANSACTION DEADLINES:

- All Accounting Corrections are due in Finance within 60 days of the FMS effective date. Example: A transaction posting on FMS October 31, 2010 should have an Accounting Correction completed by January 1, 2011.
- All invoices for payment, Internal Billing Authorizations, External Billings, etc. are due in Finance within 30 days of the date of service. Example: An Internal Billing for a service performed on October 31, 2010 should be completed by December 1, 2010.
- Departments that do not bill in a timely manner (i.e. within 30 days from the time of service) may be subject to losing that income. 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.
- 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.

WEB UPDATES:

New Forms Available!!!

- Please make sure you are using the most current form for your internal billing authorizations and accounting corrections. To that end, we have updated our forms and have them available for use via the Finance forms page. If you have any questions or need help understanding which form to use, please contact Diane Cahill (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>.

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 Carrie Daines at: daines@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.

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

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