

FEBRUARY
2010

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The monthly newsletter of Ohio University Finance

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Monthly Reminders!!!

Prior Stories!!!

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

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

The JANUARY 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!

Concur Reminders and Tips

PCard transactions should be bundled to reduce time and costs for processing. We have found some cardholders are creating several reports each day. If you feel you have a legitimate business reason to complete more than one report weekly or every few days, please contact the help line to discuss a better way to achieve your goals.

Consistency in the report naming convention is critical for proper auditing and reporting. All PCard reports should be named PCxxxxmmddyy where xxxx is the first four characters of the **cardholder** last name and mm=two digit month, dd= two digit day and yy=two digit year of the **date the report is created**. There should be no other characters, symbols or numbers included in your report name. Do not use the date of the transactions.

Travel reports should start with TR and use the same format where the xxxx is the first 4 characters of the **Traveler Name** and the date is the first day of travel. If you are processing transactions for a trip in the future, such as airline tickets or conference registrations, add an "A" to the end of your TR report name. The report name for your final reimbursement on that trip should end in "B".

Out-of-pocket reimbursements, such as mileage, should always go on the traveler's TR report.

Reports for student travel should still be processed on the paper TR form.

Payment Status Requests

For questions related to payment status (DPs, POs, JEs, BAs, etc.) please contact the University Business Services front desk by calling: 597-3165. You may also e-mail accounts.payable@ohio.edu for issue resolution and a staff member of the front desk will respond to your inquiry.

Equipment Inventory

Equipment Inventory reports were sent out in January, by electronic mail. If your department did not receive the inventory list please contact Michelle Schall at: schall@ohio.edu or 593-1904. Please review the inventory list for any corrections. Corrections should be reported on the EI-8 form located on the Equipment Inventory web site: <http://www.ohio.edu/finance/equipmentinventory/EIFORMS.cfm>

Payroll News

Please remember that as of February 12, 2010, Payroll will no longer be printing direct deposit notifications. The direct deposit notifications can be accessed on line through My Personal Information. As of April 1, 2010, Payroll will no longer be distributing checks on campus. All paper checks will be mailed to the recipient's home address.

To sign up for direct deposit please go to the Payroll web site at: <http://www.ohio.edu/finance/payroll/> and download the direct deposit authorization form. To access the My Personal Information site, please go to Ohio University's home page at: www.ohio.edu, click Faculty/Staff, and click on My Personal Information!

February 2010 Grant Management Training

Grants and Contract Accounting will be offering a grant training session during February 2010. The session will be held on Tuesday, February 23, 2010 from 1:00 p.m. - 4:00 p.m. 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. This will include monthly and inception-to-date expenditures, commitments, 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 budgets, 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 e-mail Angie LeMaster at: lemasta1@ohio.edu so you can be manually added to the class roster.

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 **January 31, 2010** are due in Finance by **April 1, 2010**.

All invoices for payment, internal billings, external billings, etc. dated through **January 31, 2010**, are due in Finance by **March 1, 2010**.

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

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