

**JANUARY  
2010**

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

*The monthly newsletter of Ohio University Finance*

## **New Stories!!!**

Concur	
Configurations	
Information	1
Nonresident Alien	
Tax Compliance	2
Jan 2010 Grant	
Mgmt Training	2

## **Monthly Reminders!!!**

## **Prior Stories!!!**

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

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

The DECEMBER 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](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).

## **New Stories!**

### **Concur Travel & Expense Supported Configurations Information**

The Concur Travel & Expense application, as most systems are, is designed to run on specific operating systems and browser versions. These system requirements have been outlined and are available on the web at:

<http://www.ohio.edu/finance/pcard/concurconfigurations.cfm>

Each user should take a few minutes to review the web page and make sure that their operating system and browser are compatible. A link to the web page is also available in the Concur Travel & Expense application in the "Company Info" section of the "My Concur" page. Any questions related to these requirements should be directed to the Purchasing Card Helpline at: [purchasing.card@ohio.edu](mailto:purchasing.card@ohio.edu).

# Nonresident Alien Tax Compliance

Nonresident Alien Tax Compliance is on the horizon for payment requests!

Nonresident alien tax compliance procedures using Glacier software are to be established for all payments to foreign nationals visiting as guest lecturers, presenters, entertainers, or for any form of payment. The Payments Made to Nonresident Aliens Policy and Procedures Manual, distributed last year, will be used to guide you on how to initiate a payment request and on how to distribute the Tax Compliance Notification Sheet. The manual will also guide you on what documents are needed to pay this population.

We are also revising the Direct Payment form to incorporate information needed for this process. Stay tuned for more information coming in February. In the mean time, dust off your manuals and read them in preparation for these procedural requirements. Any questions can be directed to Barbara Kreutzer at: [kreutzeb@ohio.edu](mailto:kreutzeb@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. 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 web site 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](mailto: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 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:

- 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](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.

**TRANSACTION DEADLINES:** All Accounting Corrections for transactions posted in FMS through **December 31, 2009** are due in Finance by **March 1, 2010**.

All invoices for payment, internal billings, external billings, etc. dated through **December 31, 2009**, are due in Finance by **February 1, 2010**.

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

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