

JULY 2009

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

The monthly newsletter of Ohio University Finance

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## Monthly Reminders!!!

### Prior Stories!!!

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

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

The **JUNE 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 contact Tanya Hire at: 7-1417 or [biblert@ohio.edu](mailto:biblert@ohio.edu).

## New Stories!

### Payroll Forms Update for all Departments

The Payroll Department would like to inform all departments that most of the forms to be completed when hiring students have been updated. Please visit the Payroll website to update your forms. The link is:

[www.ohio.edu/finance/payroll](http://www.ohio.edu/finance/payroll)

You will then need to click on the Student Payroll Hire Info link.

### American Express

**Monthly statements:** Paper statements will still be mailed to cardholders each month. It is recommended that you store the paper statements with your paper receipts. If you do not wish to receive paper statements, you may register with NetService at [www.netserviceaccess.com](http://www.netserviceaccess.com) and you will automatically be signed up to receive e-statements.

# Concur Travel & Expense System

Any questions regarding the Concur Travel and Expense system should be directed to either the Purchasing Card Administration help line at: [purchasing.card@ohio.edu](mailto:purchasing.card@ohio.edu) or Tanya Hire at: [biblert@ohio.edu](mailto:biblert@ohio.edu).

Following is some important information regarding the system:

**Extracted for Payment Report Status:** Please note that the Concur report status of "Extracted for Payment" simply indicates that your expense report has been exported to the University's financial system. This status does NOT indicate that the actual payment has been processed. The Accounts Payable office completes check runs weekly on Tuesdays and Thursdays. Generally, those reports with an expense report status of "Extracted for Payment" by the end of the business day on Monday will be included in the Tuesday check run. Those with that status by the end of the business day on Wednesday, will be included in the Thursday check run.

**Fiscal Year End Concur Schedule:** As we approach FY 09 year end, please note the following relative to Concur transactions:

- Concur transactions with a transaction date of June 30, 2009 or prior will need to be submitted by the employee and approved by the supervisor by July 10, 2009
- Transactions with a date of June 30, 2009 or prior MUST be put into a report separately from those dated July 1, 2009 or after
- Travel that ends prior to June 30, 2009 should be submitted and approved by July 10, 2009
- Travel that ends July 1 or after will be processed in FY 10

**UPDATED - Cost Centers in Concur:** Any requests to add general operating and auxiliary cost centers to the Concur Travel and Expense system, should be routed through your planning unit's budget unit manager (BUM). This can be done via an e-mail to your BUM and a cc to Tanya Hire ([biblert@ohio.edu](mailto:biblert@ohio.edu)) with the cost center information in it. Once the BUM replies back with their approval of the cost center, then central Finance systems can be updated.

For grant and contract accounts, please e-mail Cindi Lucas ([lucasc1@ohio.edu](mailto:lucasc1@ohio.edu)) with a cc to Cindy Perry ([perry@c@ohio.edu](mailto:perry@c@ohio.edu)) with the cost center information in it.

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

Please Note: Be VERY careful when you're entering the cost center in the Concur system. The system is very sensitive in the cost center fields. It is recommended that you completely delete the project number in the field and slowly type in the project number of the cost center you want. PLEASE wait for the system to recognize the project number. It should then be listed as a choice below the field. Once you see it there, go ahead and click on it then the rest of the fields should narrow their lists to your most recently used choices (in bold) and the correct segment value for that particular project (normal font unless it is on your recently used list).

**Concur Training:** The Purchasing Card Administration department has an entire web page dedicated to Concur and Cliqbook training. The web site can be found at:

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

A Powerpoint presentation, quick start guide, training videos, and the link to sign-up for training classes are all available on this site. The department is also beginning to offer Question and Answer sessions for campus users. The current training and Q&A session schedule is as follows:

Training dates: Wednesday, July 15, 2009, from 9:00 am – 11:00 am, and Tuesday, July 21, 2009, from 9:00 am – 11:00 am – please be sure to register on the web site

Advanced Concur Training (Question and Answer) dates: Thursday, July 16, 2009, from 9:00 am – 11:00 am, and Wednesday, July 22, 2009, from 9:00 am – 11:00 am – please be sure to register on the web site.

**Group III/Adjuncts in Concur:** Please be sure that Group III and Adjunct employees that are either issued a purchasing card or travel on the University’s behalf, have correct supervisor information in the HR system. Please refer to **Supervisors in Concur** section below if updates are needed.

**Profile Updates:** Please note that in order for a system user to be able to use Cliqbooks to make travel arrangements, their personal profile must be updated. Simply click on “Profile” on the Concur menu and complete each of the listed sections.

**Concur Transactions:** Please be sure you are including multiple transactions in each report. The system is designed with this intention.

**Concur Report Names:** The report naming convention in Concur should align with the following:

PCLASTMMDDYY – for all non-travel related transactions

TRLASTMMDDYY - for all travel related transactions

“LAST” in the report name should be the first four letters of the last name of either the cardholder or the traveler. If you have any questions regarding it, please contact the Purchasing Card Administration help line at: [purchasing.card@ohio.edu](mailto:purchasing.card@ohio.edu).

**Proper Use of Checkboxes on Report Header:** The Concur report header form contains three checkboxes that are used to properly identify and route transactions within central Finance and Shared Services. Please be sure the appropriate checkbox is marked when transactions within an expense report are allocated to any of the following account types:

Plant Funds

Grants/Contracts Funds

OU Foundation Funds

Reports that do not use the check boxes appropriately are being reviewed and sent back to the employee PRIOR to any audit of the transactions.

**Employee Names in Concur:** An employee’s name in the Concur system will be the name travel arrangements made through Cliqbooks are made under. This information should match your personal identification documents. Requests to update a Classified employee’s name should be directed via e-mail to Cheryl Sickels ([sickels@ohio.edu](mailto:sickels@ohio.edu)) and Carlotta Hensler ([hensler@ohio.edu](mailto:hensler@ohio.edu)) in Human Resources. All other employee type name changes should be directed to Sari Bailey ([baileys1@ohio.edu](mailto:baileys1@ohio.edu)) in Payroll.

**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 to Cheryl Sickels ([sickels@ohio.edu](mailto:sickels@ohio.edu)) and Carlotta Hensler ([hensler@ohio.edu](mailto:hensler@ohio.edu)) in Human Resources. The e-mail should contain the following information:

1. List of employee names with their employee IDs 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.

**Concur and Rapid Reimbursements:** The rapid reimbursement process that was handled by the Bursar's office has been phased out and was discontinued on June 30, 2009. Traveler's that have not yet been trained on the Concur Travel and Expense system, should do so at their earliest convenience per the information directly above. Once an employee's system access is set up, ALL travel is expected to flow through the system. Travel expense reports fully processed through the Concur Travel and Expense system by 5:00 pm on Fridays will be included in the regularly scheduled Tuesday Accounts Payable check run. Those fully processed through the system by 5:00 pm on Tuesdays will be included in the regularly scheduled Thursday Accounts Payable check run.

**Concur Frequently Asked Questions (FAQs):** A FAQs page for the Concur Travel and Expense and Cliqbook systems is available on the web at:

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

This is also the same web site for the link to the training PowerPoint and other information regarding this new system.

## **Attention: Petty Cash Fund & Change Fund Custodians**

The General Accounting Office electronically mailed information, instructions, and a reconciliation form to all petty cash and change fund custodians during June. Fiduciaries were copied on this e-mail.

All petty cash and change funds should have been reconciled on June 30, 2009, and the completed Reconciliation Form submitted to: [smithc16@ohio.edu](mailto:smithc16@ohio.edu) or 218-E HDL Center by July 6, 2009.

If you are a custodian (or a fiduciary) of a petty cash fund or a change fund, and you did NOT COMPLETE a fiscal year-end Reconciliation Form, please contact Cindy Smith immediately at: 593-1898 or [smithc16@ohio.edu](mailto:smithc16@ohio.edu).

## **RI Account Reminder**

Research Incentive accounts should have a positive balance before the June Indirect Cost Recovery Process posting.

# 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 and Shared Services. Anything processed by the end of the day on the 2<sup>nd</sup> to last business day of the month will post to that month's FMS reports. 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 New Account/Account Maintenance form is now available on the Finance web site under Forms and Manuals. Please use the updated version for future accounts and maintenance. 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/Paris, Travel, Financial Management System (FMS), and WorkForce. The Finance Training web site contains information on accessing and using Oracle FMS and Paris, 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) and copy Cindy Smith at: [smithc16@ohio.edu](mailto:smithc16@ohio.edu) to update FMS report distribution maintenance.

**ACCESS TO FMS:** Please contact Tanya Hire at: [biblert@ohio.edu](mailto:biblert@ohio.edu) and copy Cindy Smith at: [smithc16@ohio.edu](mailto:smithc16@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:** Data Entry is no longer accepting accounting corrections for transactions posted in FMS in FY09.

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

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