

**JULY
2010**

Bu\$ine\$\$ Matter\$

The monthly newsletter of Ohio University Finance

New Stories!!!

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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 2010 2nd CLOSE 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!

TRANSACTION DEADLINES

Final FY2010 Internal Billing Authorizations and External Billing Authorizations were due to Appropriate Finance Office by **July 6, 2010**.

All Concur transactions need to be submitted by the employee and approved by the supervisor by 5:00 p.m. on **July 9, 2010**.

Final OU Foundation mail contributions postmarked June 30, 2010 are due in the OU Foundation Accounting Office by **July 9, 2010**.

All departmental paid time off forms for time off taken by June 30, 2010, are due to Payroll by **July 12, 2010**.

All FY10 Direct Payments, PO Invoices, Accounting Corrections, and Payroll Accounting Corrections are due in the appropriate Finance office by **July 13, 2010**.

June 2010 2nd close will be **July 16, 2010**. **No FY10 departmental transactions will be processed after this date.**

The complete Fiscal Year End calendar is available for review at:

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

The final 2nd Summer Session salary information on paper is due in Finance by July 16, 2010 for the August 1, 2010 pay.

OU Calendar for 2010-2011 Biweekly Pay Dates

Please go to the following link for the biweekly pay date calendar:

<http://www.ohio.edu/finance/payroll/upload/Biweek-2010-11-2.xls>

Mail Charges Update

The mail process is now back to normal and all mail charges through June 30, 2010 are included in the first close reports.

RI Account Reminder

Research Incentive accounts should have a positive balance before the June Indirect Cost Recovery Process posting. Please contact your assigned Budget Analyst with any questions.

Attention: Petty Cash & Change Fund Custodians

The General Accounting Office electronically mailed information, instructions, and a reconciliation form to all petty cash and change fund custodians on June 14, 2010.

All petty cash and change funds should have been reconciled on June 30, 2010, and the completed Reconciliation Form submitted to: cahilld@ohio.edu or 218-E HDL Center by Tuesday July 6, 2010.

If you are a custodian of a petty cash fund or a change fund, and you DID NOT COMPLETE a fiscal year-end Reconciliation Form, please contact Diane Cahill immediately at: 597-2546 or cahilld@ohio.edu.

Helpful Hints and Shortcuts

Electronic Submission of Journal Entries:

When submitting a journal entry by e-mail, it is helpful to put the Journal Entry Number in the subject line of the e-mail. This assists the person receiving the e-mail in quickly identifying the journal entry when processing. Also, please type a short message and your name to be used as an electronic signature.

Submission of Accounting Corrections:

When submitting accounting corrections, please attach a copy of the Funds Available screen that includes the account number and amount that you are correcting or the report with a detail listing of the account number and the amount.

Direct Payment Form Shortcut:

Entering the date and time into the Direct Payment form assigns a form number to your document. When you re-use a form without changing that information, you are creating duplicate form numbers.

There is a quick and easy way to change this information. Holding the control key <ctrl> in combination with the semi-colon (;) enters the current date in your field. The control, shift and semi-colon combination will enter the current time in your field.

You will improve accounting processes by inserting the correct date and time combination at the top of your DP form.

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 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 Accounting Correction Form (revised Mar 2010) is now available on the Finance web site under Forms and Manuals. Please consult the updated version for future corrections.
- An updated version of the Report Distribution Maintenance Revisions Form is now available on the Finance web site under Forms and Manuals. Please consult the updated version for future report distribution maintenance.
- An updated version of the New Account/Account Maintenance Form (revised 03/2010) is now available on the Finance web site under Forms and Manuals. Please consult the updated version for future new accounts and account 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/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.

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

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