

**JUNE
2010**

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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 May? April? March? Please access the link below. Click on the applicable month.

<http://www.ohio.edu/fin>

The MAY 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!

Equipment Inventory

The Certification of Moveable Equipment Inventory as of March 31, 2010 audit form was due May 15, 2010. Unfortunately, there are many departments that have not returned the form(s); the Equipment Inventory Office will be mailing notices to those departments in June. If the Equipment Inventory Office does not receive the Certification form the department will be scheduled for a complete audit this summer. Inventory audit packets were mailed out the first week of April and also sent out by electronic mail.

The Certification form needs to be returned even if there are no changes noted. Each item should be located and verified against the inventory list; corrections can be noted on the list in colored ink. An EI-8 form should be completed if the equipment needs to be removed from the inventory.

Additional forms can be found on the Equipment Inventory website at:

<http://www.ohio.edu/finance/equipmentinventory/EIFORMS.cfm>

If you have difficulty opening or printing the Equipment Inventory spreadsheets, please contact Michelle Schall at: 3-1904 or schall@ohio.edu for assistance.

Conflict of Interest Reminder – Policy 55.003

Ohio University Policy & Procedure 55.003: Purchasing Authority: Vendor Selection, Personal Purchase, Land and Building Acquisition, Conflict-of-Interest.

Please remember that Section V. B. Conflict of Interest: Interest by Family or External Business Associates, states “a University employee may not authorize or otherwise use the authority or influence of his or her position to secure approval of a University purchase from a business in which he or she, a member of his or her family, or any of his or her external business associates has an interest.” This Policy further states (Section V. C. Allowable Purchases), that acquisitions are allowable only if full disclosure is made in writing to the Office of Legal Affairs and prior written permission is obtained from the Office of Legal Affairs.

In order to process a request for payment that may be in conflict with this policy, please contact the Office of Legal Affairs for determination of appropriate processing. The Office of Legal Affairs, per Ohio Revised Code (ORC 2921.42), will request information related to the following four items:

- (1) The subject of the public contract is necessary supplies or services for the political subdivision or governmental agency or instrumentality involved;
- (2) The supplies or services are unobtainable elsewhere for the same or lower cost, or are being furnished to the political subdivision or governmental agency or instrumentality as part of a continuing course of dealing established prior to the public official's becoming associated with the political subdivision or governmental agency or instrumentality involved;
- (3) The treatment accorded the political subdivision or governmental agency or instrumentality is either preferential to or the same as that accorded other customers or clients in similar transactions;
- (4) The entire transaction is conducted at arm's length, with full knowledge by the political subdivision or governmental agency or instrumentality involved, of the interest of the public official, member of his family, or business associate, and the public official takes no part in the deliberations or decision of the political subdivision or governmental agency or instrumentality with respect to the public contract.

If the Office of Legal Affairs approves reimbursement of the transaction, remit the approval, a copy of this letter, and any additional documentation to Accounts Payable for processing.

Please contact the Office of Legal Affairs prior to initiating any transactions that may be in violation of Ohio University Policy & Procedure 55.003.

Mail Charges Not Posted

At the time of this publication, the last posting for mail charges was May 26, 2010 for mailroom activity on May 25, 2010. This is the result of programming changes.

University to Implement New Copy/Print Management Program

In an effort to find creative ways to reduce expenditures, the university community will be asked to move to a Copy/Print Management Program. More information can be found in OHIO: Compass at the following link:

<http://www.ohio.edu/compass/stories/09-10/5/Copy-Print-Management-637.cfm>

Petty Cash Fund and Change Fund Reconciliations

ATTENTION: ALL PETTY CASH FUND AND CHANGE FUND OFFICERS

The General Accounting Office must have the correct balance of your petty cash or change fund as of June 30, 2010. This information is needed to finalize fiscal year 2010 accounts for financial statement purposes.

The General Accounting Office will send an e-mail during mid-June to all custodians who maintain a petty cash or change fund. Information, instructions, and a reconciliation form will be included in this e-mail. Your fund must be reconciled on Wednesday, June 30, 2010, and the completed reconciliation form should be submitted to Diane Cahill at: cahilld@ohio.edu.

Petty cash funds must be in balance on June 30, 2010. To properly record your fiscal year 2010 expenses, you will need to process a Direct Payment form to replenish your petty cash fund to the established amount, for the beginning of the new fiscal year.

If you have any questions, please contact Diane Cahill at: 597-2546 or cahilld@ohio.edu.

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.

June 2010 Grant Financial Management Workshop

Grants and Contract Accounting will be offering a grant training session during June 2010. The session will be held on Tuesday, June 29, 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:

- Overview of accounting for grants/contracts
- Tracking project transactions and viewing source documentation
- 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 including monthly and inception-to-date expenditure, commitment, 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. Report Reading will show the user how to access and view on-line project

reports to find monthly account activity including budget, 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. On the 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 that you can be manually added to the class roster.

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.

Submission of Accounting Corrections:

When submitting accounting corrections, please attach a copy of the Funds Available screen for 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 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 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.

TRANSACTION DEADLINES: All Transactions (Direct Payments, PO Invoices, Internal Billing Authorizations, External Billing Authorizations, Accounting Corrections, Payroll Accounting Corrections, Concur Reports-submitted and approved) through June 18, 2010 are due in Finance by **June 28, 2010**.

All transactions between June 19, 2010 through June 30, 2010 are due to Finance within 3 business days of the transaction date.

FY2010 First Close will be **July 2, 2010**.

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

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

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

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

[http://www.ohio.edu/finance/gafr/businessmatters.cfm.](http://www.ohio.edu/finance/gafr/businessmatters.cfm)