

**MARCH
2010**

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The monthly newsletter of Ohio University Finance

New Stories!!!

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Prior Stories!!!

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

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

The FEBRUARY 2010 Financial Management System (FMS) reports are now available, to those of you who are report recipients, at:

https://eprod.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 Travel & Expense Application End User Survey Results Posted

The Concur project team would like to thank everyone that participated in the End User Survey administered in October, 2009. We had a 10 percent response rate and it has taken some time to organize the comments.

The full, unedited survey results have been published for your review at: www.ohio.edu/finance/pcard/concursurvey.cfm Because of the wide range of responses, the team has worked to organize the comments into the following categories:

- System best features/benefits
- Setting up your user profile
- Booking travel
- Completing a travel expense report
- Completing a purchasing card expense report
- Travel policy
- System performance
- Back End Processing
- Suggestions
- General Comments
- Purchasing Card Administration

Over the course of the next several months, we will be publishing survey feedback and holding brown bag lunch sessions. The sessions are intended to help us help each other through interactive participation. Our intention is to share helpful hints and answers to questions that will benefit both the end-users and the back office staff.

Look for the feedback and brown bag lunch schedule in the monthly Business Matters publication, the Company News section of Concur, and online at: www.ohio.edu/finance/pcard/concursurvey.cfm.

Any questions or comments related to the above can be directed to Tanya Hire at: biblert@ohio.edu.

*****Scam Alert*****

There is some recent activity from "Toner" Supply Companies making phone solicitations to sell toner on campus.

Various sales companies, such as Turner Supply or IDCService (there may be others) are calling with the intent of selling the toner "because the price is about to go up" or "there was a recent fire in the manufacturing facility, but they have some in the warehouse." etc. These prices are at an inflated cost of 4 to 5 times the cost of buying from the company from which the equipment was obtained. In addition to the inflated price of toner, the shipping fees are inflated as well.

If you have a Maintenance Agreement on your copier, the toner should be included in the cost of that M/A, therefore you should not be buying toner separately.

Procurement Services has asked the Purchasing Card Office to block all payments going to IDCService, which is serving as the billing company for various "sales" companies. However, if individuals approve and allow shipment from vendors soliciting toner, we are obligated to pay for the shipment. To send it back there is a 20% restocking fee, plus we pay the incoming and outgoing shipping costs.

It is the recommendation from Procurement Services that you do not approve or accept any merchandise that is phone solicited, without prior knowledge or approval that the solicitation is legitimate.

If you have received phone calls from, or allowed shipment of toner that you feel may be part of this scam, please contact Rusty Thomas in Procurement Services at: 740-593-1968.

Please Review Your Forms for Unnecessary Requests of Sensitive Information

Internal Audit reviews departmental forms during its audits in order to reduce the risk associated with unnecessary requests and receipt of sensitive data. OHIO continues to seek ways to improve the handling of sensitive data such as Social Security Numbers (SSNs) and credit card numbers. Sensitive data should not be requested unless required.

If you have questions about sensitive data the Office of Information Technology website includes a description and recommendations about how to deal with sensitive data at:

http://technology.ohio.edu/secureohio/secure_data.html#what.

If you have questions about the requirements for managing the credit card numbers you collect please see Ohio policy 51.001: Deposits of Funds.

The most effective way to improve the handling of sensitive data is to avoid collecting it, unless it is required. If your forms request an SSN and an OHIO employee ID or a Student ID (PID) will work instead, please do not request the SSN. You are responsible for adequately protecting the information you receive.

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!

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 Accounting Corrections for transactions posted in FMS through **February 28, 2010** are due in Finance by **May 1, 2010**.

All invoices for payment, internal billings, external billings, etc. dated through **February 28, 2010**, are due in Finance by **April 1, 2010**.

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

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