

March  
2011

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

The monthly newsletter of Ohio University Finance

## New Stories!!!

Payroll Changes	
2011	1
BA & Accounting	
Correction	
Training	1
2011 Purchases	2
Current Credit Card	
Holders	2
Employee	
Reimbursement	
Substantiation	2
NEW Finance Email	
Submissions	3
Business Service	
Center Reminder	4
Helpful Hints	5
Shortcuts	5

## Monthly

### Reminders!!!

### Prior Stories!!!

Do you need to refer to a story from a Prior Month? Please access the link below. Click on the applicable month.

[http://www.ohio.edu/finance/gafr/business\\_matters.cfm](http://www.ohio.edu/finance/gafr/business_matters.cfm)

The February 2011 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.

If you have further questions or comments, please email [fmsreporting@ohio.edu](mailto:fmsreporting@ohio.edu).

## **New Stories!**

### **Payroll Changes 2011**

**W-2's** are now available through my personal information. Hardcopies were mailed on January 31, 2011.

The new 2011 tax tables are in effect beginning with the January 28<sup>th</sup> biweekly payroll. All of the current tax cuts/credits will continue with the exception of the Making Work Pay credit; this credit expired on December 31, 2010. Due to these changes employees take home pay is reduced by approx. \$15.00 biweekly or \$30.00 monthly.

Athens city tax rate has increased from 1.65% to 1.75%. This change affects employees starting in January. If you have any questions concerning these changes please contact the payroll department.

### **Billing Authorization & Accounting Correction training!**

Currently, our classes are by invitation. If you would like to be on our potential attendees list please email Diane Cahill at: [cahilld@ohio.edu](mailto:cahilld@ohio.edu). We look forward to working with you!

## **Purchases in 2011**

As we start a new year, a quick reminder that OHIO University is under contract with OfficeMax under the State of Ohio Higher Education Premier Agreement (Sole Source for Office Supplies). OfficeMax does offer price matching if they are able to do so. If there is an item that you do not see readily available or have pricing from another vendor that we are asking OfficeMax to potentially match please reach out to our OfficeMax representative at: [christinaDowler@officemax.com](mailto:christinaDowler@officemax.com). The OfficeMax retail site does not reflect OHIO and the IUC's contractual agreement.

Please be sure to use the OfficeMax Solutions website at:  
<http://www.officemaxsolutions.com/respond.shtml>.

## **Current Credit Card Holders**

Current OU AMEX cardholders are encouraged to begin migrating over the next several months to MasterCard as issued by JP Morgan Chase. Since the university's contract with AMEX expires this November (2011), AMEX cards set to expire, or which are lost or stolen, will not be reissued. In coordination with your Budget Unit Manager over the next several months, cardholders are encouraged to apply for the JPMC MasterCard at: <http://www.ohio.edu/finance/forms/pcard.cfm> if an Ohio University PCard or Travel Card will continue to be needed. Although no new training will be necessary and transactions will map to Concur just as they do now, new applications are required as this is a new provider and issuer for Ohio University.

All cardholders should first check with their Budget Unit Manager(s) to ascertain the plan for their areas or colleges with regard to timing and the logistics of card issuance.

Cards will all expire at the same time therefore the issue of revolving expiration dates will cease. (i.e. I'm travelling next month, haven't used it in awhile, pull out my card and oops...it is expiring soon!) The expiration date for all cards issued through JPMC currently will be June 30, 2014, with the end of the JPMC IUC contract.

With the upcoming introduction of BobcatBUY, the PCard will become one tool in the box of Procurement tools. BobcatBUY will, over time, become the primary portal to order most goods and services. Accordingly, and for increased fraud protection, PCard thresholds are limited to those on the application. Limits requested above standard choices will require detailed justification and Finance review and approval in coordination with your BUM. It will be important to align credit limits with the anticipated spend over the course of the year as we will want to move away from temporary limit increases to the extent that the situation is not an emergency. Purchases over the spending limit should be procured through a requisition or Direct Payment as appropriate.

JPMC PCards will arrive typically within two weeks or sooner from the time that the completed and approved original copy of the PCard application is received in the Procurement Office. Again for security reasons, the cardholder will be required to pick up and sign for their card at HDL; however, if a college or area decides to migrate en masse, Procurement Services can arrange to come to that area for an issuance, perhaps during a staff meeting or other gathering where many cardholders are expected to be present. Please let us know if you have any questions at: [purchasing.card@ohio.edu](mailto:purchasing.card@ohio.edu)

## **Reminder: Employee Reimbursement Substantiation for Use of Personal Credit Card**

Some departments may have been misinformed previously. Please remember to prevent duplicate reimbursements and to bring operations into compliance with audit requirements, we will require a copy of the cardholder's credit card statement to reimburse transactions when the purchase was made with a non-university credit card. The credit card statement MUST be attached to the direct payment form or scanned into the Concur Travel & Expense application.

The cardholder may redact any personal information and transactions as long as the name on the statement and the transaction for which reimbursement is being requested is visible.

Any reimbursement requests with a credit card receipt attached for substantiation will be returned unless the credit card statement showing the transaction is also attached. We will require both the itemized receipt and the statement for processing. If you have any questions please contact the Business Service Center at: 597-3165.

## **New email for electronic submission**

For electronic submission of accounting corrections and billing authorizations please use our new email address at: [finance@ohio.edu](mailto:finance@ohio.edu)

Please include the following in the email subject line:

- (1) JE or BA number
- (2) Responsible office for accounts to be billed
  - a. Foundation – FT 1XX, 8XX
  - b. Grant – Project begins with G
  - c. Plant – Project begins with P
  - d. Student Organizations – FT080
  - e. Operating – All other

Tips for electronic submission:

- You do not need to send a paper copy if you are submitting electronically – we will print out a copy and submit for you
- We do not require a signature if you are submitting electronically
  - Please include 'please process' in the body of your email
  - Please ensure your billing email contains your name in the from area or contains your electronic signature.
  - We will print your email and attach to the Billing Authorization or Accounting Correction as your authorization
- Hierarchy for 'responsible office' in the email subject line
  - Any BA or JE that includes Grant accounts (project begins with G) – the subject line should include the word "Grant"
  - Any BA or JE that includes Plant accounts (project begins with P) – the subject line should include the word "Plant"
  - Any BA or JE that includes Foundation accounts (Fund Type is 1XX,8XX) but DOES NOT include Grant or Plant accounts – the subject line should include the word "Foundation"
  - Any BA or JE that includes Student Organization accounts (Fund Type is 080) – the subject line should include the phrase "Std Org"
  - Any others – the subject line should include the word "Operating"

Please note that Foundation, Grant, Plant and Operating accounts should be billed separately. If you have any questions please contact Diane Cahill at: 597-2546 or [cahilld@ohio.edu](mailto:cahilld@ohio.edu).

## Business Service Center Reminders

The Business Service Center is still located on the 2nd Floor of the HDL Center. Paperwork can be dropped off in Room 204, Monday thru Friday, 8:00 am to 5:00 pm.

Please remember to bring picture ID when picking up PCards or checks. **PCards and/or checks can be picked up in HDL Center Room 204, Monday thru Friday, 8:00 am to 4:30 pm.**

If you have any questions please contact the Business Service Center at: 597-3165 Monday thru Friday from 8:00 am to 5:00 pm.

## Helpful Hints and Shortcuts

Cost Center Lookup:

When creating any accounting transactions, a verification of the account numbers in advance is very helpful for Data Entry. The Cost Center Lookup (cclookup) allows the person creating the transaction to verify that the entire account number being used is a valid account string in our system. You may search by project number or by a combination of an account number. Example: Project UN0000000 or Combination 010-0400-18010.

This will allow you to see all combinations that are listed as valid in our system at the present time. Cclookup is located on the Finance web page at the following link: <http://www.ohio.edu/finance> Select the "Search For..." drop-down menu at the far right and select "Cost Center Lookup"

### New: Account Verification Tool!

We have created a tool for those of you who submit internal billing authorizations. This tool will allow you to verify your account numbers BEFORE you submit your billing to General Accounting. You can access this tool via the link below. **IMPORTANT: DO NOT SAVE THE VERIFICATION TOOL TO YOUR DESKTOP AS IT IS UPDATED WEEKLY AND YOU WILL NOT HAVE UP TO DATE INFORMATION!!!** If you have questions please contact Diane Cahill at 597-2546 or [cahilld@ohio.edu](mailto:cahilld@ohio.edu).

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

## 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. 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).

## **TRANSACTION DEADLINES:**

- All Accounting Corrections are due in Finance within 60 days of the FMS effective date. Example: A transaction posting in FMS February 28, 2011 should have an Accounting Correction completed by May 1, 2011.
- All invoices for payment, Internal Billing Authorizations, External Billings, etc. are due in Finance within 30 days of the date of service. Example: An Internal Billing for a service performed on February 28, 2011 should be completed by April 1, 2011.
- Departments that do not bill in a timely manner (i.e. within 30 days from the time of service) may be subject to losing that income. If the billing department has extenuating circumstances that prevent billing within the 30-day time frame please contact Diane Cahill via email at: [cahilld@ohio.edu](mailto:cahilld@ohio.edu).
- Please note that grant accounts have stricter deadlines and the department with responsibility for the grant account should make sure departments charging those accounts submit the billings within the allowable timeframe for the grant.

## **WEB UPDATES:**

### **New Forms Available!!!**

- Please make sure you are using the most current form for your internal billing authorizations and accounting corrections. To that end, we have updated our forms and have them available for use via the Finance forms page. If you have any questions or need help with which form to use, please contact Diane Cahill at: [cahilld@ohio.edu](mailto:cahilld@ohio.edu) or 597-2546. Please see below for a link to the Finance forms page!  
<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:  
<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 Carrie Daines at: [daines@ohio.edu](mailto:daines@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.

**PREVIOUS ISSUES OF BUSINESS MATTERS:** Previous issues of Business Matters can be found at:  
<http://www.ohio.edu/finance/gafr/businessmatters.cfm>.