

May
2011

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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 a Prior Month? Please access the link below. Click on the applicable month.
http://www.ohio.edu/finance/gafr/business_matters.cfm

The April 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.

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!

Finance FY11 Year-End Calendar now Available!!!

The Finance Fiscal Year 2011 Year-End Calendar has been posted on the finance website. Please review the important due dates for both Year-End close and Budget Development. Please note that as we get closer to year-end the time frame for submitting documents to finance will be shorter.

You can access the calendar using the link below; please click on "Finance Calendar FY2011"

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

If you have any questions about due dates or other year end items please contact Kris Sano at: 597-9933 or sanok@ohio.edu

Petty Cash Fund and Change Fund Reconciliations:

The General Accounting Office must have the correct balance of your petty cash or change fund as of June 30, 2011. This information is needed to finalize fiscal year 2011 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 Thursday, June 30, 2011, and the completed reconciliation form should be submitted to Diane Cahill at: cahilld@ohio.edu.

Please Note: Petty cash funds must be in balance on June 30, 2011. To properly record your fiscal year 2011 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.

Please Use Updated Forms:

Please note that the Finance Department updates forms as necessary to meet business and compliance needs. It is imperative that you always access your forms online. Do not save forms to your desktop for reuse. Obsolete forms will be returned to the department for resubmission. Please resubmit using the most current version.

Many older versions of the payment compliance form do not meet current IRS requirements and cannot be accepted. If the Business Service Center ("BSC") receives an old version of the form, BSC will contact the supplier to obtain an updated form and this will delay processing of any payments to the supplier. If the supplier does not return the updated form, BSC will return any DP for that supplier to the submitting department.

*NOTE: A new payment compliance form must be completed when there is a change in vendor information.

The Updated Payment Compliance Form is located at: <http://www.ohio.edu/finance/forms/financeforms.cfm>

New Look to Concur Booking Tool:

On 5/1/11, Concur will release a new and more user friendly look to the travel booking portion of their solution. The solution, nicknamed "Hooville" by Concur, reflects more standard flight searches and options, similar to many other online booking tools you may be accustomed to using. This booking functionality update will not affect the preparation, reconciliation, or submission of your expense reports as it is limited to only the booking of the travel itself within Concur.

A tutorial from Concur is provided in the link below should you like to step through the updated booking solution.

http://www.concurtraining.com/ls_rsrcs/CONCUR_TRV_EU_SIM_en-us_TravelReservation.htm

If you have any questions, please do not hesitate to contact us at: purchasing.card@ohio.edu

Concur Transactions:

You must assign your travel and PCard charges to an expense report in Concur. Transactions must be substantiated and reports must be submitted in a timely manner. Persons with "Unassigned Transactions" or "Not Submitted" reports in Concur that are over 30 days old may have their PCard privileges interrupted and /or suspended. As always, we appreciate your willingness to partner with us on this important financial process.

If you have any questions please do not hesitate to contact purchasing at: purchasing.card.@ohio.edu

How to obtain end dates on grant projects!

The end date shown in PSI is the Oracle system end date, which is normally 90 days after the TRUE project end date. However, this system date is adjusted as needed to allow for transactions to be processed that fall outside the 90 day window, so you should NOT rely on just subtracting 90 days from the end date in PSI to arrive at the true end date.

The true end date appears on the FMS-210 report and also by using the Cost Center Lookup ("cc lookup") link found on the VP Finance webpage. When using cc lookup click on the calendar icon on the right with the "X" to access end dated accounts. See the link below for the Cost Center Lookup.

<http://portal.finance.ohio.edu/cclookup/cclookup>

EQUIPMENT INVENTORY:

The annual Equipment Inventory Report was distributed in April, via campus mail and electronic mail. If your department has not received the report please contact the Equipment Inventory office.

Each University department must physically verify their equipment annually against the inventory list provided by our office. Any incorrect data needs to be reported promptly. The state auditors randomly select equipment yearly for auditing and the department's inventory list must be as accurate as possible. The "CERTIFICATION OF MOVEABLE EQUIPMENT INVENTORY AS OF MARCH 31, 2011" form is due on May 15, 2011.

Additional information and forms can be located on the Equipment Inventory web site 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: 593-1904 or schall@ohio.edu for assistance.

Billing Authorization and Accounting Correction training is in full swing!

Our training classes are going strong – we are happy to schedule your whole department in one session and will do our best to tailor our training to your needs. Please contact Diane Cahill at: cahilld@ohio.edu for more information.

Email for electronic submission!

For electronic submission of accounting corrections and billing authorizations please use our email address at: 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.

Helpful Hints and Shortcuts:

When creating any accounting transactions, please verify the account numbers in advance. To that end, we have created the "Account Verification Tool" that will check your multi-line form account numbers for you. You can access this tool via the following link. <http://www.ohio.edu/finance/gafr/>

IMPORTANT: DO NOT SAVE THE ACCOUNT VERIFICATION TOOL TO YOUR DESKTOP AS IT IS UPDATED WEEKLY AND YOU WILL NOT HAVE UP TO DATE INFORMATION!!!

Another handy tool available on the web is Cost Center Lookup (cclookup). You may search by project number, by a combination of an account number, or by word. Example: Project UN0000000, Combination 010-0400-18010, or the word 'Provost'. You can access cc-lookup via the following link, <http://www.ohio.edu/finance>. Select the "Search For..." drop-down menu at the far right and select "Cost Center Lookup".

Both available tools will allow you to see all segment combinations that are listed as valid in our system at the present time. If you have questions about either of these tools, please contact Diane Cahill at: 597-2546 or cahilld@ohio.edu.

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 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:

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 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>.