

**NOVEMBER  
2009**

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

*The monthly newsletter of Ohio University Finance*

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## **Prior Stories!!!**

Do you need to refer to a story from October? September? August? Please access the link below. Click on the applicable month.

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

The **OCTOBER 2009** 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](mailto:servicedesk@ohio.edu).

If you have further questions or comments, please contact Tanya Hire at: 7-1417 or [biblert@ohio.edu](mailto:biblert@ohio.edu).

## **New Stories!**

### **Purchasing Grid Update**

A new version of the Purchasing Grid has been uploaded to the Finance web site. Please consult the updated version for future purchases. The link is:

<http://www.ohio.edu/finance/forms/financeforms.cfm>

You will then need to click on the Purchasing Grid link.

The Purchasing Grid may also be accessed from the General Accounting and Financial Reporting web site, the Purchasing web site, or the Accounts Payable web site.

### **1804 Account Fund Type Changes**

Effective July 1, 2009, the fund type for Foundation 1804 accounts changed from 100 to 108. This change was made to assist with financial reporting. All activity to date has already been moved from 100 to 108.

Please process all future charges to 108. If you have any questions, please contact Shelly Dowler at: 597-1560 or [dowlers@ohio.edu](mailto:dowlers@ohio.edu).

## **Fund Type and Fund Change for Foundation Payroll Charges**

Effective July 1, 2009, all payroll funded by a Foundation account must be charged to fund type and fund 029-2999. Each month, Foundation Accounting will prepare the journal entry to transfer the funding from the Foundation account to cover these charges. Please be sure that all Foundation funded payroll is currently being charged to 029-2999-xxxxx-xxxxxx-FNxxxxxxx. To correct an FY10 prior period payroll charge, please prepare a Payroll Expense Accounting Correction Form found at:

<http://www.ohio.edu/finance/forms/payroll.cfm>

If you have any questions, please contact Shelly Dowler at: 597-1560 or [dowlers@ohio.edu](mailto:dowlers@ohio.edu).

## **Holiday Expenditure Memo**

Date: November 9, 2009  
To: Ohio University Faculty and Staff with Expenditure Authority  
From: Gina L. Fetty, Controller  
Subject: Holiday Expenditures

With the holiday season comes the natural desire to provide gifts, cards and other social amenities, prompting the annual message regarding the use of University funds for related expenditures. As a public university we are expected to manage our funds with special care. In light of the current fiscal environment, we have an even greater responsibility. With the concurrence of the Executive Staff of Ohio University, the following is guidance on holiday expenditures:

**CARDS:** University funds cannot be used to purchase holiday cards. Foundation funds can be used only if the cards are being sent to persons or entities external to Ohio University, who have a business relationship to the University (including donors or prospective donors).

**PARTIES:** Holiday parties must be paid for with Foundation funds, must be approved by the Planning Unit head, and should be modest in scale.

President and Mrs. McDavis will host a Holiday Appreciation Reception on Tuesday, November 24, from 11 a.m. to 1 p.m. in the Baker University Center Ballroom. All faculty and staff are encouraged to attend this university-wide event.

**GIFTS:** Holiday gifts cannot be purchased with either University or Foundation funds. The Vice President for University Advancement (for development purposes) or the Provost (for academic purposes) must approve any exceptions. Any gift approved as an exception must be paid for with Foundation funds.

**DECORATIONS:** Decorations in private offices or areas cannot be purchased with either University or Foundation funds. Decorations in public areas should be secular in nature and must be paid for with

Foundation funds only. Please refer to Policy 42.501 – Decorations in University Buildings for the conditions for safe use of decorations on campus.

The point of this communication is not to drive out the Holiday spirit, but to insure that the spirit of generosity is personally, not publicly, financed.

The Holiday Expenditure Memo above can be found at: <http://www.ohio.edu/finance/>. Select Holiday Expenditure Memo from the News & Events menu.

## Grant Staff Change

The Office of Grants and Contract Accounting is announcing a staffing change. Dorothy DeWeese retired on October 31, 2009 with 30 years of dedicated service with the VP for Finance office. Michelle Allison will be replacing Dorothy DeWeese for Payroll Accounting Corrections and Time and Effort Reporting on grant projects and may be reached at: [shockey@ohio.edu](mailto:shockey@ohio.edu) or 593-1870. Other organizational changes will be announced at a later date.

## Monthly Reminders!

**UPDATED - 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 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).

### WEB UPDATES:

- An updated version of the Purchasing Grid is now available on the Finance web site under Forms and Manuals. Please consult the updated version for future purchases.

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](mailto:kapp@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.

**TRANSACTION DEADLINES:** All Accounting Corrections for transactions posted in FMS through **October 31, 2009** are due in Finance by **January 1, 2010**.

All invoices for payment, internal billings, external billings, etc. dated through **October 31, 2009**, are due in Finance by **December 1, 2009**.

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

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