

SEPTEMBER  
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 August? July? June? Please access the link below. Click on the applicable month.

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

The **AUGUST 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!

### Payroll Forms Update for all Departments

The Payroll Department would like to inform all departments that the forms to be completed when hiring students have been updated. Please visit the Payroll website to update your forms. The link is:

[www.ohio.edu/finance/payroll](http://www.ohio.edu/finance/payroll)

You will then need to click on the Student Payroll Hire Info link.

### Purchasing Grid Update

An updated Purchasing Grid is now available on the Finance Forms website. Please check the Purchasing Grid regularly as updates will be made periodically based upon current Ohio University Policies. The Purchasing Grid may be viewed at:

<http://www.ohio.edu/finance/forms/financeforms.cfm> and click on Purchasing Grid.

# Concur Travel & Expense System

Any questions regarding the Concur Travel and Expense system should be directed to either the Purchasing Card Administration help line at: [purchasing.card@ohio.edu](mailto:purchasing.card@ohio.edu) or Tanya Hire at: [biblert@ohio.edu](mailto:biblert@ohio.edu).

Following is some important information regarding the system:

**UPDATED - Extracted for Payment Report Status:** Please note that the Concur report status of "Extracted for Payment" simply indicates that your expense report has been exported to the University's financial system. This status does NOT indicate that the actual payment has been processed. The Accounts Payable office completes check runs weekly on Tuesdays and Thursdays. Generally, those reports with an expense report status of "Extracted for Payment" by 5:00 p.m. on Monday will be included in the Tuesday check run. Those with that status by 5:00 p.m. on Wednesday will be included in the Thursday check run. 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).

**UPDATED - Supervisors in Concur:** Any requests to update supervisor (approver) information in the Concur Travel and Expense system should be routed through your planning unit's budget unit manager (BUM). The planning unit BUM should then put forth the request via e-mail to April Koska at: [koskaa@ohio.edu](mailto:koskaa@ohio.edu). The e-mail should contain the following information:

1. List of employee names with their employee IDs that need supervisor information updated
2. Effective date of the change
3. Updated name and employee ID of the supervisor

Generally, supervisor information updated before noon daily will be available in the Concur application the following day.

**Concur Training:** The Purchasing Card Administration department has an entire web page dedicated to Concur and Cliqbook training. The web site can be found at:

<http://www.ohio.edu/finance/pcard/concurtraining.cfm>

**Concur Frequently Asked Questions (FAQs):** A FAQs page for the Concur Travel and Expense and Cliqbook systems is available on the web at:

<http://www.ohio.edu/finance/pcard/Concur.cfm>

This is also the same web site for the link to the training PowerPoint and other information regarding this new system.

## September Grant Management Training

Grants and Contract Accounting will be offering a grant training session during September 2009. The session will be held on Tuesday, September 22, 2009 from 1:00 p.m.-4:00 p.m. 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:

- Tracking project transactions
- 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. Expenditure Inquiry will show the user how to query expenditure details for an entire project across multiple tasks. 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](mailto:lemasta1@ohio.edu) so you can be manually added to the class roster.

## **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 New Account/Account Maintenance form is now available on the Finance web site under Forms and Manuals. Please use the updated version for future accounts and 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/Paris, Travel, Financial Management System (FMS), and WorkForce. The Finance Training web site contains information on accessing and using Oracle FMS and Paris, 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) and copy Cindy Smith at: [smithc16@ohio.edu](mailto:smithc16@ohio.edu) to update FMS report distribution maintenance.

**ACCESS TO FMS:** Please contact Tanya Hire at: [biblert@ohio.edu](mailto:biblert@ohio.edu) and copy Cindy Smith at: [smithc16@ohio.edu](mailto:smithc16@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 **August 31, 2009** are due in Finance by **November 1, 2009**.

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

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

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