

SEPTEMBER
2010

Bu\$ine\$\$ Matter\$

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

http://www.ohio.edu/finance/gafr/busin_essmatters.cfm

The AUGUST 2010 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!

TRANSACTION DEADLINES-REMINDER

Please take note of our normal transaction deadlines:

- There will be no transactions posted for FY10.
- All Accounting Corrections are due in Finance within 60 days of the FMS effective date. Example: An expense posting on FMS August 1, 2010 should have an Accounting Correction completed by October 1, 2010.
- 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 August 1, 2010 should be completed by September 1, 2010.

Reminders Regarding Student Employment

Human Resources:

If you need assistance or have questions in reference to posting student hourly positions on PeopleAdmin, you should contact April Koska in Human Resources at: 593-0065 or koskaa@ohio.edu.

Payroll:

All forms are REQUIRED to be completed BEFORE a student begins working. They are to be sent to Payroll immediately. If your student has not worked in the last 6 months, all new hire forms must be completed.

Returning student employees who were only gone for the summer need to complete:

- Student Employee Information Sheet
- OPERS Request for Optional Exemption

All Payroll forms have been updated. Please visit: www.ohio.edu/finance/payroll

Click on the Student Payroll Hire Info link.

OU Calendar for 2010-2011 Biweekly Pay Dates

Please go to the following link for the biweekly pay date calendar:

<http://www.ohio.edu/finance/payroll/upload/Biweek-2010-11-2.xls>

Relocation Expenses Procedures (Policy number 41.111)

1. Notify UHR (April Koska, koskaa@ohio.edu or 3-0065) and forward the following information via e-mail, fax, or hard copy:
 - a. A copy of the offer letter
 - b. A copy of the signed repayment agreement (<http://www.ohio.edu/hr/forms.cfm#r>)
 - c. Phone number and e-mail address of new employee
 - d. Account number to charge the relocation expenses.
 - e. **Appointment form in PeopleAdmin must be completed.**

Upon receipt of information, UHR will contact the employee to explain and coordinate the relocation options of direct university payment to the moving company arranged by UHR or a declining debit card.
(EMPLOYEES MAY UTILIZE BOTH)

2. If employee chooses the recommended moving company, HR will facilitate communications with the moving company. Once the move is complete, the moving company will bill Ohio University Human Resources directly – the departmental account will be charged up to the maximum amount stipulated in offer.
3. If employee chooses the declining balance debit card option, HR will facilitate the necessary paperwork to complete the process.
 - It can take up to 7-10 business days to receive the card. When the card is received, HR will facilitate delivery/pick-up of the card with new employee
 - Department will be charged for full amount of card at time of issue
 - Employee will be taxed (as income tax) on the amount of the card issued which will be deducted from first pay check.
 - Employee may utilize card up to two years and is responsible for maintaining and reporting receipts with their personal tax returns to take advantage of applicable tax credits.

Questions may be directed to April Koska (3-0065) or Gwen Brooks (3-1226).

Ohio University's Relocation Expenses Policy can be found at: <http://www.ohio.edu/policy/41-111.html>. In order to receive reimbursement for relocation expenses, a new employee must submit a signed Relocation Expense Repayment Agreement form. Information regarding this agreement is listed in the policy. The agreement can be accessed in the policy or at the following link: http://www.ohio.edu/hr/upload/RERA_3-1-10.pdf.

Attention: Petty Cash & Change Fund Custodians

A BIG THANK YOU to everyone for their efforts with year-end processes. I realize that we are all busy and many shorthanded so I know that taking the time to count and reconcile your funds wasn't necessarily easily accomplished; please know that your time is appreciated!

As we are beginning a new school year, I wanted to send out a few reminders about your funds.

- ✓ If you have changes throughout the year to your fiduciary, custodian, and/or backup custodian please make sure to fill out the petty cash and change fund form found on the finance website: <http://www.ohio.edu/finance/forms/financeforms.cfm>
- ✓ If you need to increase or decrease your fund during the year you must fill out the petty cash and change fund form found on the finance website: <http://www.ohio.edu/finance/forms/financeforms.cfm>
- ✓ Please submit all signed forms to me:

Diane Cahill
General Account and Financial Reporting
HDL Center, Suite 218E

If you have questions or concerns throughout the year, please let me know. You can contact me via email or phone at: cahilld@ohio.edu or 597-2546 respectively.

Purchasing Reminder from Procurement Services

Just a reminder to purchasers of office supplies at OHIO - the Premier Contract was awarded to OfficeMax in January 2010 for office supplies. This collaborative bid was performed jointly with universities and colleges around Ohio that are members of the Inter-University Council Purchasing Group of Ohio (IUC). It ensures the best possible pricing available to our end-users by aggregating spending across the state. Consistently using this contract will allow for better negotiations of even lower pricing during the next contract review with OfficeMax. OfficeMax will also extend a "price match" policy, when appropriate, for items that they carry and that are not contained within our discounted list. Please contact Christina Dowler at: christinadowler@officemax.com (740-704-7284) or Kathy Hoisington at: hoisingt@ohio.edu (3-1959) with any questions.

Join the OHIO team as part of this collaborative effort with other universities and colleges!

Personal Charges in Concur

OHIO Policy #55.070 prohibits personal use of University P-Cards. Repeat violations may result in your card being permanently closed. Once closed, a card will not be reinstated.

If a transaction is found to be personal in nature, the following process should be followed.

1. The check-box titled "Personal Expense (do not reimburse)" should be checked. The system will change the natural account code to 797900. Do not change the transaction NA. NA 796900 is only used for disputed or fraudulent transactions.
2. The cardholder must refund the personal amount unless sufficient per diem or reimbursement amounts are due to the cardholder on the same report to cover the personal amount. Complete the P-Card Refund Form located at: <http://www.ohio.edu/finance/forms/pcard.cfm>. The refund must be posted to the same accounting string as the charge, using the 797900 natural account code. **(Note that marking a transaction or portion of a transaction converts that transaction or portion to the accounting string listed on the report header. Also note, personal purchases should not be charged to a grant account. Place the refund information in the comments section of Concur to provide an audit trail. Include the refund form and the refund deposit receipt with the other report receipts.)**
 - a. If the funds charged were operating, the refund is taken to the cashier's office in Chubb Hall with a completed Refund Form.
 - b. If the funds charged were Foundation, the refund must be taken to the Foundation Office in HDL with the completed refund form.
3. Once the personal amount has been refunded, scan the receipt of deposit into Concur with the report receipts.
4. Submit the report for processing.
5. If an auditor in Finance finds a transaction marked personal and there is no deposit receipt scanned into Concur, the report will be returned to the cardholder with the notification that proof of reimbursement must be scanned into Concur prior to processing reports. (This step may be suspended during year-end processing. In that case, a follow-up mechanism will be put into place.)
6. If a Concur report is submitted with a deposit receipt but the transaction was not marked as personal, the report will be returned to the cardholder with a request that the personal box be checked prior to resubmission. This will also require an accounting correction by the cardholder or department to move the refund to NA 797900 in the default accounting string. This is necessary to facilitate monitoring of personal use of P-Cards.

Helpful Hints and Shortcuts

Cost Center Lookup:

When creating any transactions for posting, a verification of the account numbers in advance is very helpful for Data Entry. The Cost Center Lookup 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 present time.

This tool 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"

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:

Specific forms and web updates will be listed here.

You may access the Finance Forms 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.

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

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