

April 7, 2020

# Business Forum

**Microsoft Teams Meeting**

# Welcome to the Business Forum via Teams

What to expect:

- You will be muted at the beginning of the session by the organizer.
- A copy of the Business Forum presentation is available [online](#) if you are unable to view the session on Teams.
- Please ask all questions through the chat feature in the Teams Meeting. See the Quick Reference Guide attached to the meeting invite for more information.
- Please turn off your camera during the meeting to prevent bandwidth issues.
- There will be a recording available on the Business Forum website after the session.

# Agenda

- Post-Awards and Grants Partner Group
- Training Advisory Council
- Finance Updates

April 7, 2020

# Post Awards and Grants

# Post Awards and Grants Partner Group

Co-chairs:

- Mike Finney, Voinovich School
- Cindy Perry, Grants Accounting

# Post Awards and Grants Partner Group Charge

- The Post Awards and Grants Partner Group is charged with developing solutions to issues that impact the application, implementation and accounting for external awards.

# Post Awards and Grants Partner Group Representation

- Wendy Kaaz, College of Arts and Sciences
- Beth Tragert, College of Health Sciences and Professions
- Greg Jolley, Heritage College of Osteopathic Medicine
- Melissa Standley, Heritage College of Osteopathic Medicine
- Chip Rice, Patton College of Education
- Shannon Bruce, Russ College of Engineering and Technology
- Mo Valentine, Office of Research and Sponsored Programs
- Keith Leffler, Vice President for Research
- Steve Bergmeier, Chemistry and Biochemistry

# Post Awards and Grants Partner Group Goals

- Roles and Responsibilities Matrix ongoing
- Grants Training
- Provide recommendations for process improvement
- Vacation & Sick Leave Accrual



# Roles and Responsibilities Matrix – ongoing project

- Policy and procedures reviewed  
<https://www.ohio.edu/research/orsp/procedures>
  - Eligibility requirements to submit a sponsored project proposal
  - Intent to Submit notification to Office of Research and Sponsored Programs that proposal submitted
  - Principal Investigator separation provides tasks to complete when PI leaves to a new institution

# Grants Training

- Electronic processes were discussed – Adobe Professional utilized for signature and document organization by Grants Accounting
- Skillport training – <https://ohiopdp.skillport.com>
  - Acrobat Pro DC: Structuring Documents
  - Adobe Pro DC: Using the Collaboration Tools

# Cost Share Award Review

- Cost share represents the portion of costs not paid for by the sponsor
  - The following types of cost share must be tracked and require an account:
    - Mandatory: required per grant award and reported to sponsor (Source 113000)
    - Voluntary Committed: not required by sponsor but in proposal/budget therefore must track (Source 113100)
- You must set up a cost share account (project-task-award) same time as sponsored award (project-task-award)
  - Includes set up of Departmental Guarantee Memo (DGM) for both sponsored and cost share awards. DGM process at the following link:  
<https://www.ohio.edu/research/orsp/award-administration/departmental-guarantee-memorandum>
  - Must ensure that expenses are charged timely to cost share account (PTA) as well as the sponsored account (PTA) – this includes any corrections (payroll or other) being made within 60 days

# Cost Share Award Process Update

- GL Default Account number to fund cost share award is required at time of budget submission through Office of Research and Sponsored Programs
  - Department or Planning unit provides GL default account number on budget template to be uploaded into LEO with the transmittal form. There is also a cost share description box in LEO that needs all cost share identified.
  - Grants Accounting receives the setup for cost share account (PTA) from Office of Research and Sponsored Programs which includes the GL default account number

A red, rectangular stamp with a distressed, ink-like texture. The word "UPDATE" is written in bold, white, uppercase letters across the center of the stamp.

# Cost Share Award Process

- Grants Accounting emails Principal Investigator and departmental contact (if known) the cost share account number (PTA) and provides the GL default account number that will be processed to fund the cost share award
- Department completes a JET entry to transfer funding to the GL default account number using object code 630300 FUNDING TRANSFERS COST SHARE
  - Debits (charges) the PTA or GL accounts (cannot be a sponsored PTA)
  - Credits the default cost center
- Department must fund the award for at least the first year if the budget is a multi-year budget. If the award is not multi-year then the cost share award must be funded up front for the full amount.
- Principal Investigator/department ensures cost share expenditures are being charged to cost share account (PTA) in a timely manner (within 60 days)

# COVID-19 grants information

- Research Division Information and Resources for COVID-19 (Coronavirus)
  - <https://www.ohio.edu/research/coronavirus>
- Guidance on Sponsored Projects Salary
  - <https://www.ohio.edu/research/guidance-on-sponsored-projects-salary>
- COVID-19 Travel FAQs
  - <https://www.ohio.edu/finance/travel/covid-19faq>

# Effort Reporting Update

- Ohio University's reporting periods for effort certification are:
  - Fall Semester August 16 – December 31
  - Spring Semester January 1 – May 15
  - Summer Semester May 16 – August 15
- Fall FY20 Effort Certification are being sent by email to department administrators which began April 1, 2020
  - **Effort Certification due to Grants Accounting Office at [finance.grants@ohio.edu](mailto:finance.grants@ohio.edu) no later than Friday, April 24, 2020**
- Auditors for fiscal year end audit select certifications for compliance
- Spring FY20 Effort Certification will be sent in August 2020
- Effort Reporting dashboard page located on the OBI Finance dashboard, under the Grants group. Use this dashboard to view the supporting payroll amounts included on the Effort Reports
  - OBI – Effort Reporting Quick Reference guide on the following web site:  
<https://www.ohio.edu/finance/quick-reference-guides>

# Discussion Questions

- Are there post award, grant, sponsored research issues that the broader University community would like to see on this group's agenda?



# Questions?

- Mike Finney, [finney@ohio.edu](mailto:finney@ohio.edu)
- Cindy Perry, [perry@c@ohio.edu](mailto:perry@c@ohio.edu)

April 7, 2020

# Training Advisory Council

# Training Advisory Council

Co-chairs:

- Lewis Mangen, University Human Resources
- Michael Greene, University Human Resources

# Training Advisory Council Charge

## Provide insight and guidance to support the following:

- Institutional support for training and development
- Elimination of systemic barriers to development
- Creation of a robust structure to implement a sustainable environment for training and development
- Consistent, positive and professional training and development experiences aligned with our desired culture
- Methods and resources for those new to their position
- Leveraging collective resources and expertise from around the university to support professional development

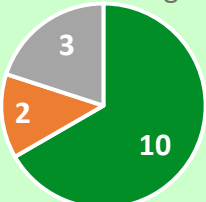
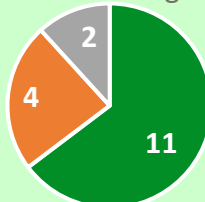
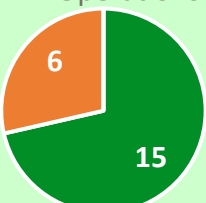

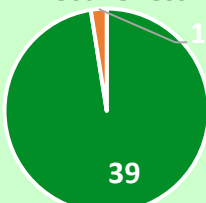
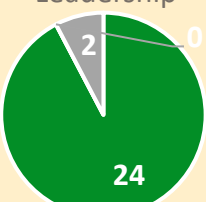
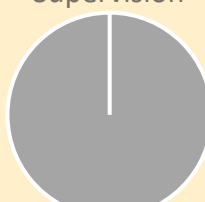
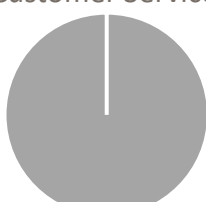

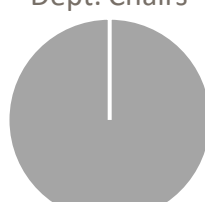
# Training Advisory Council Representation

- Co-Chairs - Lewis Mangen and Michael Greene, University Human Resources
- Administrative Senate - Wendy Rogers, University College
- Classified Senate – Melanie Quolke, Patton College of Education
- Planning Unit Representatives
  - MaryBeth Robinson, Regional Higher Education, Zanesville
  - Maryann Lape, Regional Higher Education, Lancaster
  - Cheri Sheets, College of Arts & Sciences
  - Brenda Noftz, Heritage College of Osteopathic Medicine
  - Lindsey Ward, Student Affairs, Career Services
  - Janice Bailey-Magill, Russ College of Engineering
  - Joey Walden, University Libraries
  - Eileen Theodore-Shusta, University Libraries
  - April Butterworth, Finance & Administration

# PDP Certificate Update

April 7, 2020

- 1,300 employees have enrolled in at least one PDP course since May, 2018. 58 courses available.
- 22 new employees and 317 registrations in past 3 weeks since working from home.
- Personal Effectiveness Certificate launched in February. Many on-line classes through Skillsoft
- Check out over 200 “non-PDP” courses in “OHIO Recommended Courses” section in Skillsoft
- Leadership and Supervision Certificates are being designed now. Customer Service in Fall.
- We need more Content Leaders for the Peer Learning Network, contact Michael Greene.
- We will begin enrolling PLN “Content Seekers” by end of April. Focus on Excel skills.
- Interested employees can now subscribe to a PDP Mailing List to get PDP Updates

<p><b>Phase 1, Pilot - 2018</b></p>	<p>Accounting</p> 	<p>Purchasing</p> 	<p><b># Courses</b></p> <ul style="list-style-type: none"> <li>Completed</li> <li>Being Developed</li> <li>Not Started</li> </ul>
<p><b>Phase 3, Y1 2019</b></p>	<p>HR Operations</p> 	<p>Relationships</p> 	<p>Effectiveness</p> 
<p><b>Phase 3, Y2 2020</b></p>	<p>Leadership</p> 	<p>Supervision</p> 	<p>Customer Service</p> 
<p><b>Phase 3, Y3 2021</b></p>	<p>Administration</p> 	<p>Dept. Chairs</p> 	<p><b>Estimated completion date 9/30/2021</b></p>

# Questions?

- Lewis Mangen, [mangen@ohio.edu](mailto:mangen@ohio.edu)
- Michael Greene, [mgreene@ohio.edu](mailto:mgreene@ohio.edu)

April 7, 2020

# Finance Update



# Agenda

- Year-End Dates
- JET Reminders
- COVID-19 Finance Updates
  - Required Direct Deposit for New Suppliers
  - AP Signature Guidance
  - Purchasing Cards
  - P-Card Pick-ups
  - Travel Reminders
  - Shred-It Pickups
  - Ship to Home Process

# Finance Year-end Dates & JET Reminders

Kris Sano

# Important Year-End Pre-Close Dates

Date	Time	Item Due
Monday, May 4, 2020	5:00 p.m.	<ul style="list-style-type: none"> <li>• Pre-entry date for FY21 Bobcat Buy PO's</li> <li>• FY21 Request for contract renewal negotiation and execution or new contracts to be put in place with effective date of 7/1/2020 due to Purchasing</li> <li>• FINAL FY20 Requisitions for POs that require RFP, bidding, including large equipment &amp; vehicles, or other significant research due in Finance for guaranteed entry</li> </ul>
Friday, May 29, 2020	5:00 p.m.	<ul style="list-style-type: none"> <li>• Concur transactions with date of 5/15/20 or earlier MUST be submitted by employee and approved by supervisor</li> <li>• Payment Requests through 5/15/20 due with all necessary approvals</li> <li>• PO Invoices through 5/15/20 due to accounts.payable@ohio.edu</li> <li>• Payroll Accounting Corrections through 5/15/20 due</li> </ul>
Monday, June 15, 2020	11:30 p.m.	<ul style="list-style-type: none"> <li>• Corrections for transactions posted through 5/15/20 uploaded Via JET. (30 days instead of 60 days to correct)</li> </ul>
Friday, June 19, 2020	5:00 p.m.	<ul style="list-style-type: none"> <li>• FINAL 1)FY20 requisitions for PO's; 2) FY20 Change Orders; &amp; 3)FY20 PO Close Requests to close by 6/30/20 due. This includes Capital Projects Finance PO's.</li> <li>• Final FY20 Budget Adjustments for Capital Projects</li> </ul>
Monday, June 22, 2020	5:00 p.m.	<ul style="list-style-type: none"> <li>• Concur transactions with date of 6/15/20 or earlier MUST be submitted by employee and approved by supervisor</li> <li>• Payment Requests through 6/15/20 due with all necessary approvals</li> <li>• PO Invoices through 6/15/20 due to accounts.payable@ohio.edu</li> <li>• Payroll Accounting Corrections through 6/15/20 due</li> <li>• Supplier Entry Requests needed by 6/30/20 due in BCB</li> </ul>
Tuesday, June 30, 2020	3:30 p.m.	<ul style="list-style-type: none"> <li>• FINAL FY20 deposits/PCard refunds due in Cashier's Office</li> </ul>
Tuesday, June 30, 2020	5:00 p.m.	<ul style="list-style-type: none"> <li>• Corrections for transactions posted through 6/15/20 uploaded Via JET. (15 days instead of 60 days to correct)</li> <li>• Internal Billings through 6/15/20 uploaded Via JET.</li> </ul>

# Important Year-End Close Dates



Date	Time	Item Due
Wednesday, July 8, 2020	10:00 p.m.	<ul style="list-style-type: none"> <li>FINAL FY20 JET Internal Billings uploaded</li> </ul>
Wednesday, July 22, 2020	5:00 p.m.	<ul style="list-style-type: none"> <li>FY20 Concur reports due-<b>submitted</b> to Financial approver (for trans date of 6/30 or before)</li> </ul>
Friday, July 24, 2020	5:00 p.m.	<ul style="list-style-type: none"> <li>FY20 Concur reports due-<b>approved</b> by Financial approver (for trans date of 6/30 or before)</li> <li>FINAL FY20 Payroll Accounting Corrections due (GL Accounts only)</li> </ul>
Monday, July 27, 2020	5:00 p.m.	<ul style="list-style-type: none"> <li>FINAL FY20 Payment Requests due w/approvals in appropriate Finance office</li> <li>FINAL FY20 PO Invoices due to: <a href="mailto:accounts.payable@ohio.edu">accounts.payable@ohio.edu</a></li> </ul>
Wednesday, July 29, 2020	5:00 p.m.	<ul style="list-style-type: none"> <li>Final FY20 Payroll Accounting Corrections due in Finance (All PTA related accounts)</li> </ul>
Thursday, July 30, 2020	10:00 p.m.	<ul style="list-style-type: none"> <li>FINAL FY20 JET entries uploaded by campus-GL &amp; Grants Module accounts</li> </ul>

If necessary, follow up with your suppliers/payees who have not sent an invoice for product or services purchased in Fiscal Year 2020. Remember in BCB, POs and Payment Requests over \$10,000 must be "Approved" in BCB to proceed to Payment. Also, all service invoices above \$500 must be "Approved" to proceed to Payment.

# Important Year-End Prepaid Information

- Prepaid – payment for goods/service in one accounting period but the goods/services will be consumed or used in another accounting period (paying in advance of receiving the goods/services)
  - If an invoice is paid in FY20, but the Goods or Services are not received until FY21 this will be treated as a prepaid invoice
  - Finance will prepare a JE to move the expense out of FY20 into FY21

## Examples:

- An invoice is paid in **FY20** for goods to be received in FY21; or
- An invoice is paid in **FY20** for services not occurring until FY21; or
- A deposit is paid in **FY20** for goods/services to be received in FY21;

In all of these examples the invoices and the deposit would be treated as a prepaid.

# Important Year-End Prepaid Information

Example's continued:

- An invoice is paid in **FY20** for goods received on multiple dates, including FY20 & FY21 dates; or
- An invoice is paid in **FY20** for services received on multiple dates, including FY20 & FY21 dates; or
- An invoice is paid in **FY20** for Memberships, Maintenance, or Service agreements that have a period of service that crosses 6/30/20 (i.e., 5/1/20 – 7/15/20);

We will calculate the amount of expense that belongs in each fiscal year and split the invoice between fiscal years.

- Finance will review invoices exceeding \$10,000 to determine if it is a prepaid expense

Please contact Kris Sano at [sanok@ohio.edu](mailto:sanok@ohio.edu) to discuss any possible prepaid entries that will be needed.

# Finance Operating Calendar

- <https://www.ohio.edu/finance/calendar>



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## Finance Operating Calendar

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**Finance Operating Calendar**

Quick Reference Guides

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	Scheduled/Status
February 2020 IDC Distribution	Posted on 3/19/2020
March 2020 IDC Distribution	Mid-April 2020
Final Upload of March JET entries for Grants Module accounts	Thur, April 2, 10 p.m.
Final March Grants Module information available in OBI	Saturday, April 4
Final Upload of March JET entries for GL accounts (Non-Grant Module accounts)	Monday, April 6, Noon
Final March information available in OBI	Tuesday, April 7

The Finance Operating calendar is available in two formats: an Excel spreadsheet and an Outlook view. The

[Excel Calendar](#) (Updated 3/19/20) contains a listing of all events, for campus and Finance employees,

# Important Year-End Information

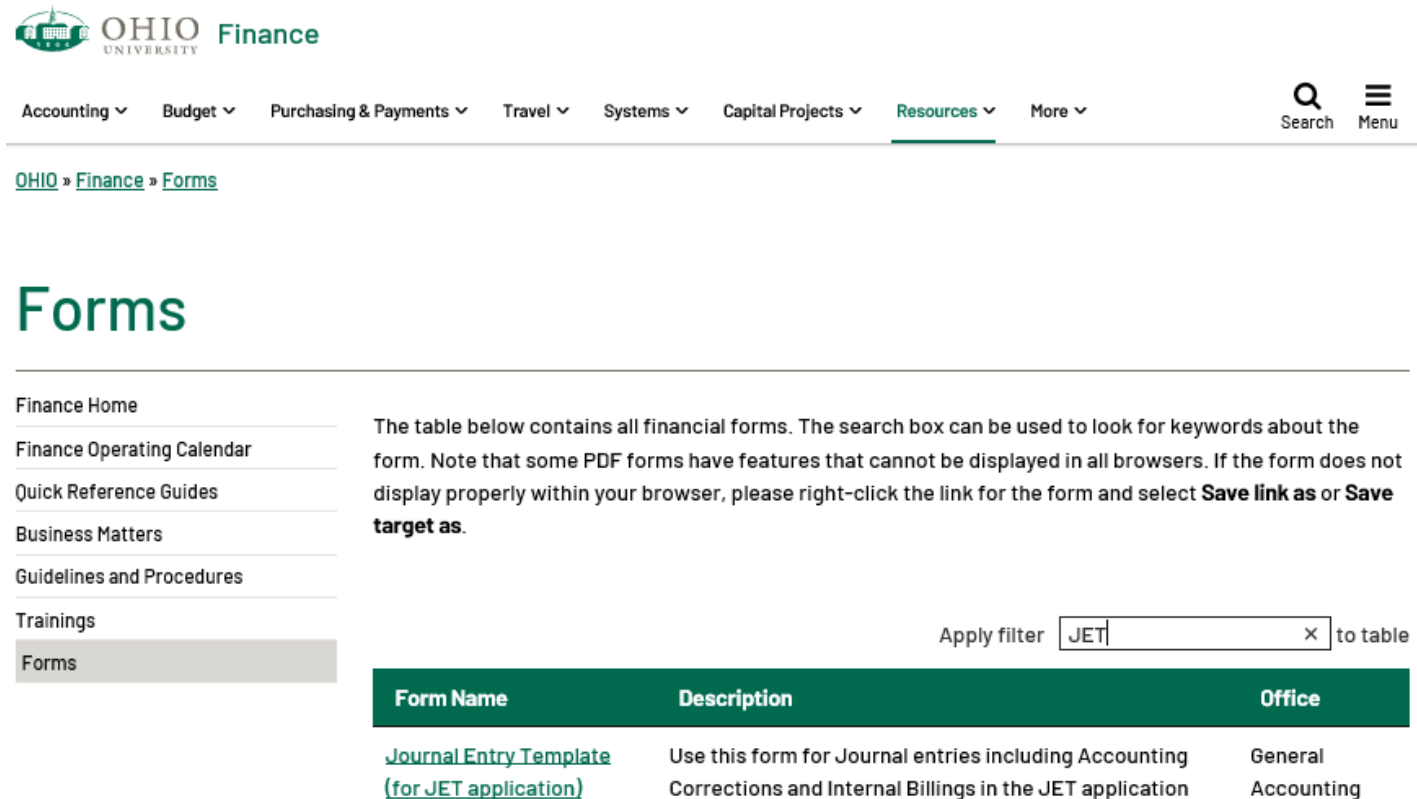
- These slides do not represent all the due dates for year end. Please see the Finance Operating Calendar for all Finance deadlines:  
<https://www.ohio.edu/finance/calendar>
- For Questions please contact Kris Sano (sanok@ohio.edu)





# JET: New template as of 3/24/20

- Please make sure you are using the most recent Journal Entry Template, available from the Finance Forms page:
- <https://www.ohio.edu/finance/forms>



OHIO UNIVERSITY Finance

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## Forms

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Forms

The table below contains all financial forms. The search box can be used to look for keywords about the form. Note that some PDF forms have features that cannot be displayed in all browsers. If the form does not display properly within your browser, please right-click the link for the form and select **Save link as** or **Save target as**.

Apply filter  to table

Form Name	Description	Office
<a href="#">Journal Entry Template (for JET application)</a>	Use this form for Journal entries including Accounting Corrections and Internal Billings in the JET application	General Accounting

# JET: 60-day rule for Correction Entries

- The new JET Template contains additional fields.
  - 60-Day Correction Reason field - only required for corrections of transactions that are over 60 days old.
- In order to strengthen our internal controls, we've added a 60 Day Correction Reason field to JET and to the JET Template. We have had a long-standing rule that Accounting Corrections must be completed within 60 days of transaction date. This new field will enable us to ensure compliance with the 60-day rule for correction entries, which helps make certain that everyone is reviewing transactions in a timely manner. There should be very few corrections for entries over 60 days old.

# JET: Post Audit – Timeliness Reminders

- 60-day rule for Correction Entries:
  - Please note that Central Finance will reverse correction entries that do not have an appropriate 60-day correction reason. (Examples of appropriate reasons include if Finance reaches out to ask you to correct something, e.g., wrong orgn or unallowable charge on an OUF account, wrong object code on a transaction, correcting a charge to a balance sheet account)
- 30-day rule for Internal Billings:
  - Internal Billings must be uploaded via JET no later than the month after the service/good is provided (this is referred to as the 30-day rule);
  - Internal Billings uploaded after the due date will be reversed.

Please note that Grant accounts may have stricter deadlines.

# JET: Changes

- Please see all JET changes in Business Matters:
  - <https://www.ohio.edu/finance/changes-jet-and-jet-template>
  - This was emailed 3/23/20 to all JET Processors (Oracle responsibility of OUJE:Journal Entry Tool)
- For Questions please contact Kris Sano (sanok@ohio.edu)

# COVID-19 Finance Update

Julie Allison

# Direct Deposit Required for New Suppliers

- Direct Deposit Required for All NEW Suppliers – Effective the week of March 16<sup>th</sup>
  - Why Now?
    - Only way to ensure business continuity for payments to vendors
  - Other Benefits of Direct Deposit
    - More secure, more sustainable, more efficient, less expensive (save on check stock, ink/printing costs, and time spent handling checks, less time spent voiding and re-issuing checks)
    - Many suppliers want direct deposit because it is more secure



Direct  
Deposit

# AP Signature Guidance



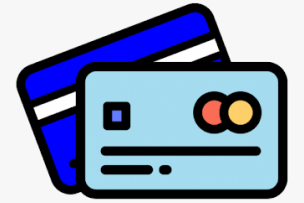
- Adobe Signature is preferred method but if you don't have that we will accept approval via an OHIO email address in lieu of signature. Email approval will be incorporated as substantiation for the transaction for the following items
  - Student Travel Reimbursements
  - Research Advances
  - Advance Substantiations

# Purchasing Cards – JPMC Agreement Extension

- Current Contract Extended to December 31, 2020 (previously expired on June 30, 2020)
- Still moving forward with move to new credit card vendor
  - Will begin issuing new cards once things return to normal
- Will be working with planning units to determine what current pcards will be replaced with travel cards, what departments will need a departmental card, and determine actual business need for pcards moving forward



# P-Card Pick-ups during COVID-19



- New P-Card pickup occurring by appointment only
  - Pickups are limited to one day per week to keep staff off site as much as possible and only as business critical cards expire
- If your P-Card expires please wait to pickup
- If you absolutely need your P-Card during this time, please submit a ticket to Finance Customer Care at [financecustomercare@ohio.edu](mailto:financecustomercare@ohio.edu)
- We are monitoring end dates on P-Cards to make sure that no cards expire without notice
- All policies and procedures related to P-Cards remain in effect at this time.


# Travel Reminder



- All University-sponsored travel is suspended at this time, until further notice
  - An exception process is being developed for all mission critical travel and will be announced soon
- Christopherson Business Travel (CBT), continues to reach out to departments that have near term travel to assist in cancelling
- Departments cannot arrange any new future travel until the travel restriction for Ohio University has been lifted (or an exception has been granted as a result of the TBD process)

# Shred-It Scheduled Pickups



- Shred-It will continue to pickup confidential shredding during the COVID 19 period but **by appointment only**
  - Scheduled pickups have been put on hold due to many offices and buildings being closed or having limited access
    - Shred-It representatives were unable to pickup bins
    - Once the University is back to normal operations, Shred-it pickups will resume as previously scheduled
    - Departments will only be billed for pickups that occur
  - If your department needs services through the end of May, the department will need to reach out to Shred-It's Account Representative, Michelle Caudill, at [Michelle.Caudill@STERICYCLE.com](mailto:Michelle.Caudill@STERICYCLE.com) or 513.816.3016 to schedule a pickup date/time
- 
- Be sure to reference your PO number and location of pickup when communicating with Michelle
  - It is the responsibility of the department to assure that Shred-It personnel have access to the location of the Shred-It bins during for appointment only pickups

# Ship to Home Process



- Shipping university related packages to your home address is allowable while working remotely with a prior exception approved by Central Finance
- To request an exception, submit a ticket to Finance Customer Care at [financecustomercare@ohio.edu](mailto:financecustomercare@ohio.edu) and provide the following information
  - What items are being purchased
  - Who are the items being purchased for
  - What is the business necessity of the items to be shipped to the home location
  - CFAO approval is required prior to exception being granted by Central Finance
    - This ensures that proper accountability and tracking is in place for each planning unit
- If you are granted an exception to ship to a home address, you must attach the exception to the transaction to ensure that this exception is properly documented
- Please be aware that many of our suppliers cannot or will not ship to a home address for various reasons (either because they carry restricted items or because of technology limitations)
  - We are working through this to determine options but for now, ship to home is an exception request
- All purchases must still be in compliance with policy and procedure.

# Ship to Home Process



- Additional Resources
  - Office furniture – there should be no office furniture purchased for at home use – work with your supervisor first
    - Accommodations are handled through the Office of University Accessibility at [access@ohio.edu](mailto:access@ohio.edu)
  - Books
    - The Library can help - [https://ohiou.libwizard.com/f/content\\_request](https://ohiou.libwizard.com/f/content_request) or reach out to Kelly Broughton at [broughtk@ohio.edu](mailto:broughtk@ohio.edu)
  - Printers/scanners
    - OIT has provided alternative procedures for scanning from home
      - [Scan documents directly into OneDrive with a mobile device](#)
      - [Scan a document using your iOS device](#)
      - [Scan a document using an Android device](#)

# Next Business Forum

June 2, 2020

2:00 – 4:00 p.m.

Location TBD