

August 20, 2020

Business Forum

Welcome to the Business Forum via Teams

What to expect:

- Please mute yourself upon entry, but if you forget, 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. (If the chat bubble is unavailable, leave the meeting and rejoin.)
- 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.
- If you would prefer not to receive any further notifications about today's meeting, at the end of the meeting, click **Show Participants > Leave**. If you choose not to Leave, you will receive notifications for any additional chat messages in this meeting chat.

Agenda

- Budget Partner Group
- Accounting and Reporting Partner Group
- Key Announcements
 - Yearend Balance Rollforward
 - Finance personnel changes
 - Finance Customer Care
 - Travel Update
 - Airline Program
 - Mileage Reimbursement
 - PPE Guidelines
 - Shred-it
 - Direct Deposit
 - New PCards
 - FARM
 - Concur updates
 - OBI Dashboards
 - Bursar – Sherry
 - JET & Function 42
 - Cost Share

Budget Partner Group

Budget Partner Group Agenda

- BPG Charge
- BPG Representation
- BPG Goals
- Update on Goals
- BPG: Planning Unit Impact
- BPG: University
- FY21 Budget Update
- Discussion & Questions

Budget Partner Group Charge

Co-chairs: Tia Barrett & Katie Hensel

To facilitate productive communications between the planning units and the Office of Budget Planning and Analysis to enhance the tools, training, and resources that make the annual budgeting process efficient, meaningful and accurate.

Budget Partner Group Representation

The Budget Partner Group is co-chaired by the Director of Budget Planning & Analysis and a member of the RC Strategy Group, as selected by the RC Strategy Chair.*

RC-Strategy Co-Chair:

Tia Barrett, College of Health Sciences Professions CFAO

All campus planning units have at-least one member on the committee.

**The RC Strategy Group Co-chair serves a 2 Year term.*

Budget Partner Group Goals

- **Primary Focus : Enhance existing tools and develop new tools that facilitate efficient OHIO budgeting**
- Train members on how to effectively budget and estimate revenues and expenses
- Facilitate dialogue among members to encourage the sharing of ideas and techniques used across the University for effective budgeting
- Communicate best practices in budgeting to other planning units
- Communicate the status of the University's priorities and budget process

FY21 BPG Goals: Refinement

FY22 Budget Submission Materials

Planning Unit:

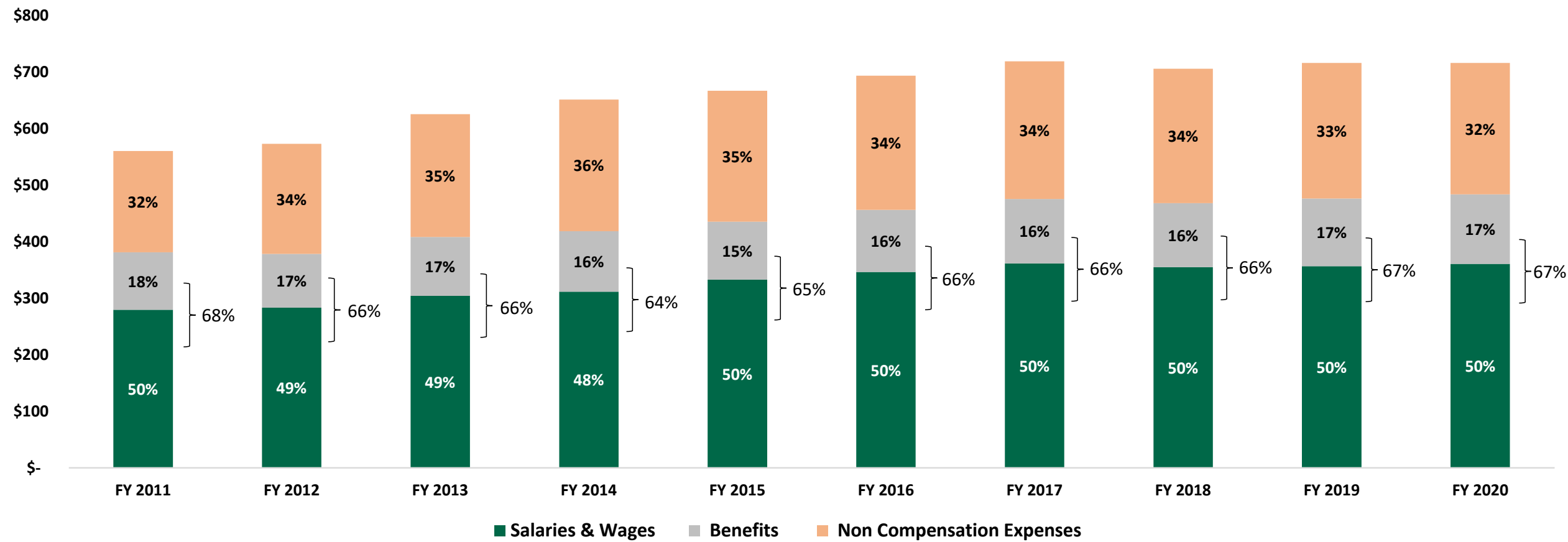
- **Enhance and refine the compensation planning tool** (introduced in FY21) that allows unit's to budget for personnel, by position and cost center
- Maintain the functionality that builds future budgets based on the FY22 base, **enhances efficiency in budgeting planning**
- **Continue to integrate central planning assumptions** into planning unit budget tools for consistency

Expense Management

FY21 Expense Driver: Focus on Compensation (% of Total)

FY21 Budget Book
Fact Sheets

In millions



BPG Goals

FY22-27 Budget Planning Impacts Everyone

University Outcomes:

- **OHIO's Compensation expense represents more than 65%** of OU's annual budget
- Prioritizing compensation forecasting allows the institution to **refine base budget assumptions**
- FY22 will require multi-year rebalancing, focus on using tools to refine and understand base expenses first

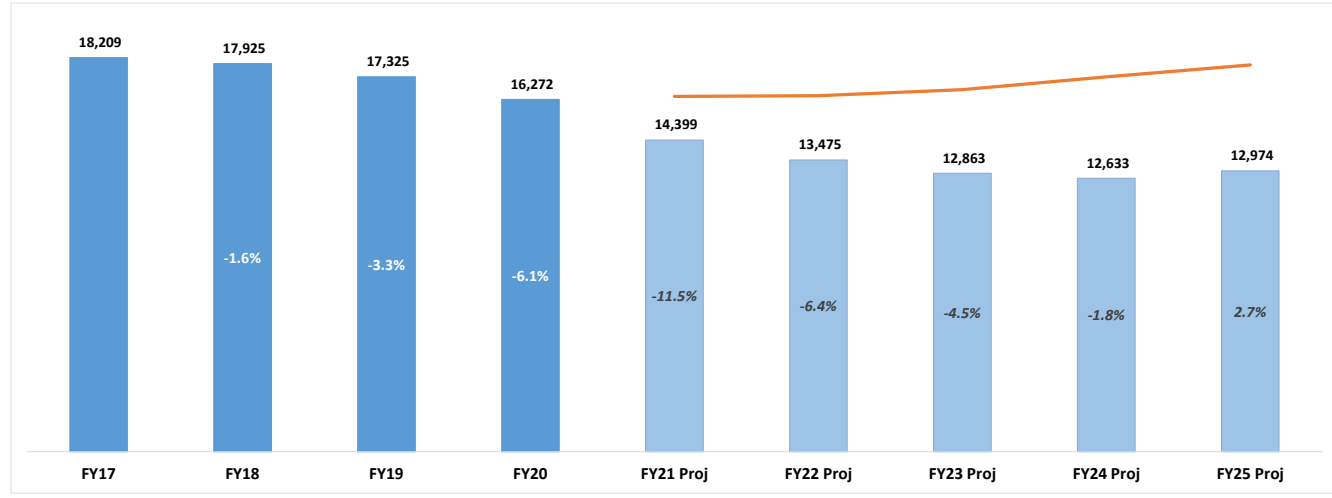
FY21 Budget Update

SEEC Scenarios

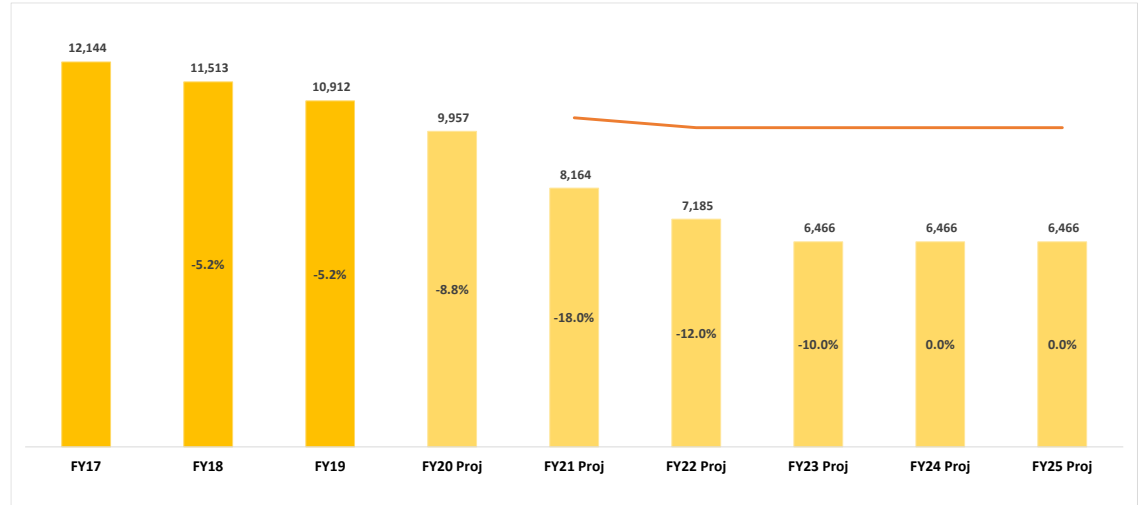
Revenue Stability

FY21 Revenue Driver – 2020 vs 2019 Enrollment Assumptions

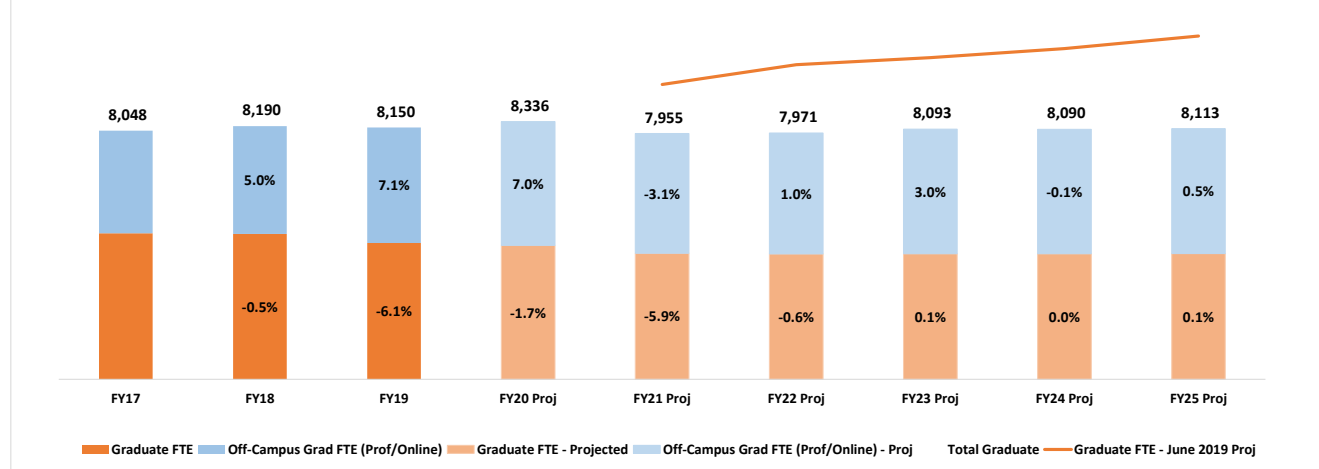
Athens Undergraduate Headcount



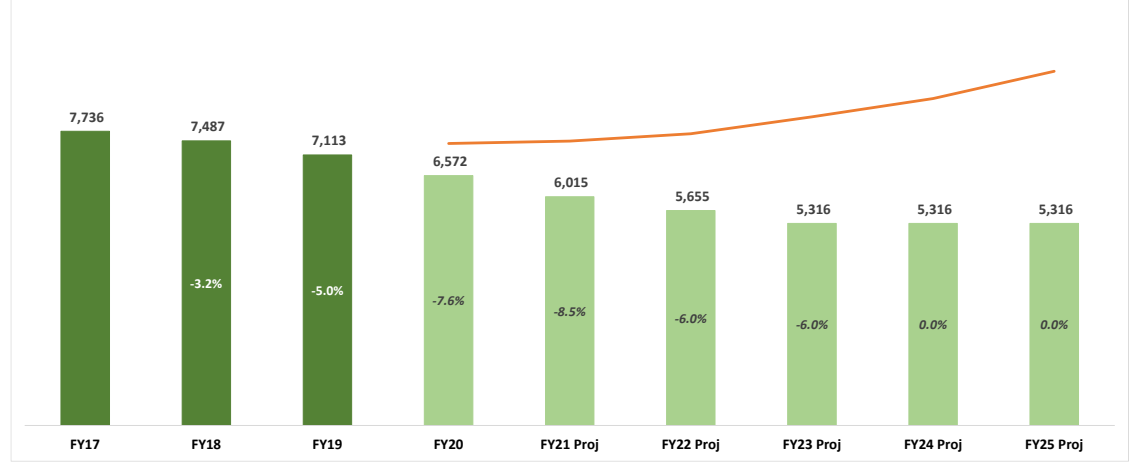
RHE Undergraduate FTEs



Graduate: Traditional, Online & Professional FTEs (Excluding HCOM)



UG OHIO Online FTEs

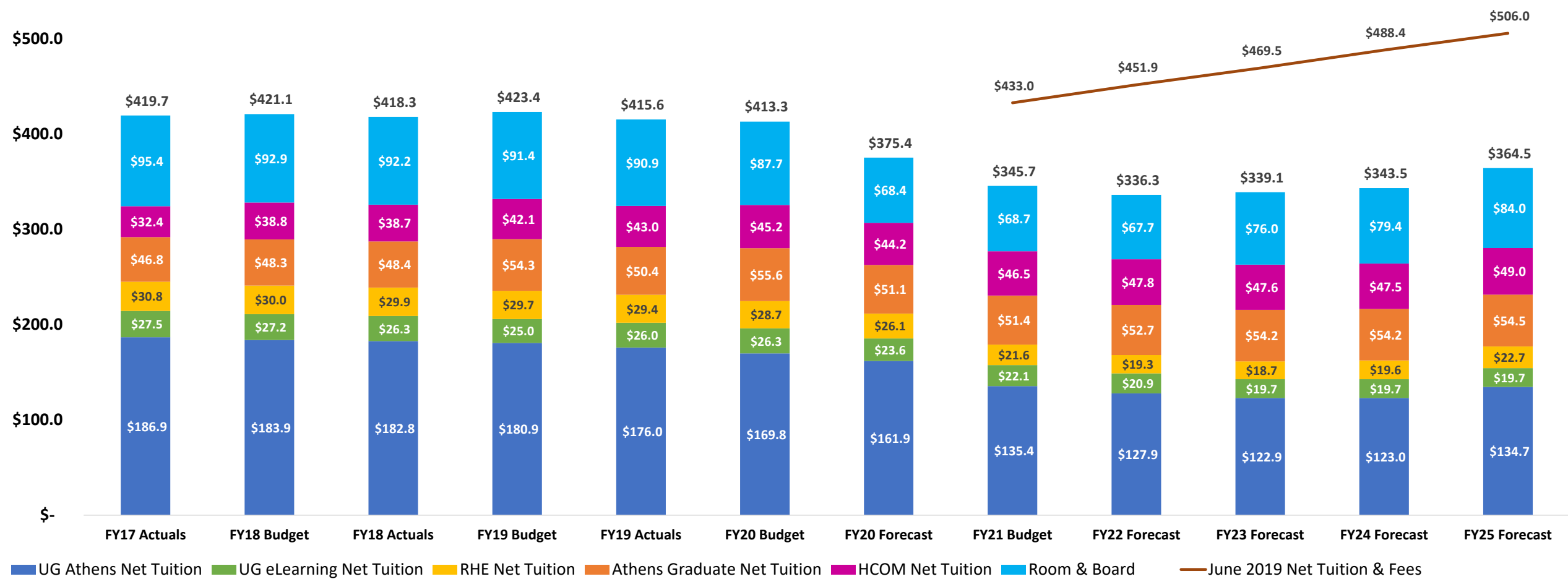


Revenue Stability

FY17-25 Tuition & Fees Forecast

in millions

FY21 Budget Book
Section 2 & 5

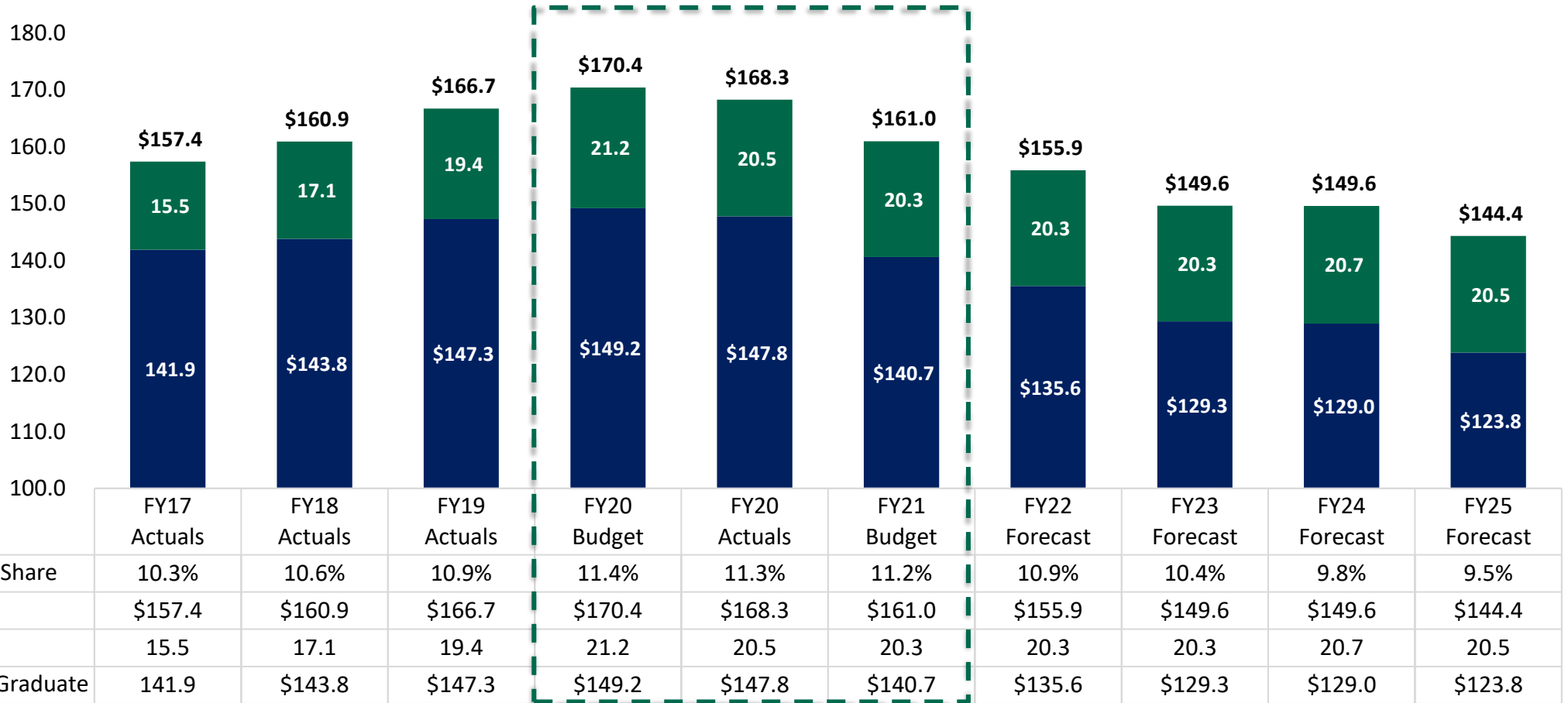


■ UG Athens Net Tuition
 ■ UG eLearning Net Tuition
 ■ RHE Net Tuition
 ■ Athens Graduate Net Tuition
 ■ HCOM Net Tuition
 ■ Room & Board
 — June 2019 Net Tuition & Fees

Revenue Stability

FY21 Revenue Driver – SSI

OU SSI & Shares:
In millions



Note: OU's FY21-25 SSI forecast is based on SEEC enrollment projections with no assumed change in other public university enrollment shares

Budget Planning: Enrollment Variances

Enrollment Changes: Impact on Budget Planning

FY22 Budget: July 2020 SEEC enrollment

- SEEC Enrollment Planning assumptions revised with market-based approach
- Planning Unit program and direct revenue growth continues to be evaluated and monitored
- Cautious, steady growth in targeted areas
- Planned investments in the Athens Undergraduate financial aid

Next Steps: Measure Academic and Administrative Unit achievement of budget goals and Rebalance the FY22-27 Budgets


Questions?

Budget Partner Group Questions?

Budget Development and BPG


Katie Hensel, Budget Director

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 740.597.3218

Tia Barrett, College of Health Sciences Professions CFAO

 barrett@ohio.edu

 740.593-4718

Accounting and Reporting Partner Group

Accounting & Reporting Partner Group

- Co-chairs:
 - Kris Sano, Director General Accounting & Financial Reporting
 - Kari Saunier, CFAO Fine Arts

Accounting & Reporting Partner Group Charge

- Review processes, tools, documentation/training
- Work collaboratively to improve the efficiency and quality of our accounting practices and controls.
- The initial scope of this Partner Group will also develop specifications for improved financial reporting from the General Ledger, Grants, Payroll, Receivables and Cash Management.

Accounting & Reporting Partner Group

The table below describes what is and what is not included in the scope of this group:

Included	Not Included
General Ledger/Budget	General HR (i.e., Demographic), Position Management, Compensation, Other Payroll reporting (i.e., ICD, Absences)
Grants Module	AP and Purchasing
Payroll (Costing data)	PeopleSoft/Student Data
Receivables and Cash Management	OGA
	Institutional Research Data

Accounting & Reporting Partner Group Representation

- Business – Jessica Creamer
- Education – Beth Lydic
- Engineering – Becky Maccombs
- Foundation – Bo Richardson
- Health Sciences – Tia Barrett
- Voinovich School – Gina Johntony
- HCOM – Kelly Coates
- Regional Campuses – Kim Hayden
- Student Affairs – Tim Epley
- VPF&A Business Service Center – Moriah Hudspeth/Marjorie Mora

Progress

- Discussed the change to Transaction Export to Sectioned vs. Tabular option
- Discussed JET template improvements/changes – 60 day rules details
- Helped facilitate and plan for changes from Function 42 to other appropriate function codes
- Clarified JET upload expectations for different types of corrections (Concur vs. Internal Billing, etc)

On-going items

- Considering budget only object codes
- Review payroll reports, in conjunction with other groups
- Continuing to partner with Finance for OBI improvements
- Develop training tips and tricks
- Build out function training resources

Discussion Questions

- Please share Accounting or Reporting feedback to your partner group representative or email a co-chair

Questions?

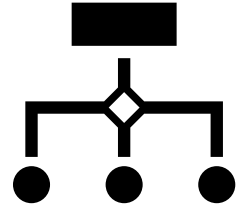
- Kris Sano, sanok@ohio.edu
- Kari Saunier, saunierk@ohio.edu

Key Announcements

Year End – Balance Rollforward

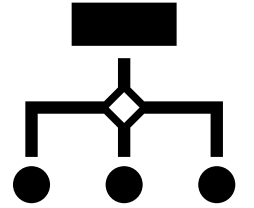
- Plan to run process on Monday, August 31
- Changes for FY20
 - CFAOs have the fund balance reference template for unrestricted balance rollforward status from Budget Planning
 - See the CFAO for questions regarding the process

Finance Personnel Changes



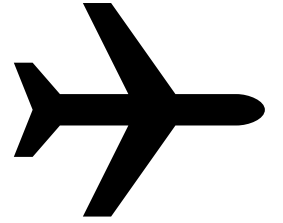
- Accounts Payable and Capital Projects Finance groups consolidated
 - Rachel Patrick, Director of Payments and Capital Spend
- Purchasing:
 - Rusty Thomas - Purchasing Manager
 - Tim Yake – Contracts Manager
 - Brandy Haye - Purchasing Coordinator

Finance Customer Care



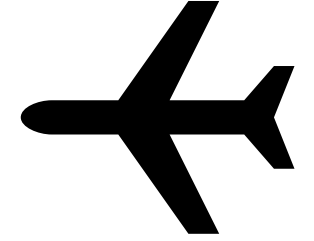
- New staffing level – 1 FTE (down from 3 FTE)
- New Hire – Isaac Simpson – Started Monday, August 17th
- FCC is no longer monitoring the phone line
- Email financecustomercare@ohio.edu for assistance
 - A ticket will be created
 - Ticket will be routed to correct department for resolution

Travel Restrictions Updates – SUBJECT TO CHANGE!!!



- In-state travel ban has been lifted; all other travel is suspended until further notice
- All travel must be booked through travel management company, CBT, in accordance with policy
- If you need an exception, prior to booking any travel, use the following process:
 - Administrative Unit Requests - must be approved by the planning unit VP
 - Academic Unit Requests – should be addressed to the Provost Office for review
 - Research or Creative Activity – must be approved by Joe Shields

Airline Savings Program Development



- Travel Office has been busy working with the Inter-University Counsel-Purchasing Group (IUC-PG) and CBT to develop an airline discount program
- What is this program?
 - New discount programs with several airlines over the next several months. This is just one example of our ability to collectively leverage travel spend among the Ohio universities to both secure better pricing from our suppliers and services for travelers

Mileage Reimbursement Updates



- FY21 mileage reimbursement rates (per GSA) have remained unchanged at \$0.575/mile
- State of Ohio Sponsored Awards
 - Office of Budget Management has issued the mileage reimbursement rate for FY21
 - Decreased from \$0.52 per mile to \$0.45 per mile
 - Only for grants that allow travel to be reimbursed

PPE Purchasing Guidance



- You must order your PPE supplies through each planning unit's coordinator
- Individual departmental purchases must NOT BE made via PCard or any other purchasing methods
- You may buy programmatic PPE through preferred suppliers in BobcatBUY
 - PPE is still a challenge to source and vendors often have long delivery times or are out of stock
 - Purchasing has established some new vendor relationships to address PPE needs (only available by contacting PPE@ohio.edu)

Shred-It Updates



- Contract extended through June 30, 2021
 - Includes a 2% increase per pickup and 7.5% recycling surcharge
- All pick ups must be scheduled by emailing michelle.caudill@stericycle.com and reference your purchase order number and location for pickup.
 - It is your responsibility to make arrangements to ensure Shred-It can get into the facility and pickup
- Please use the Object Code **734500 – Waste Collection/Removal**

Direct Deposits for New Suppliers

- As of March 16, 2020 all new suppliers must use direct deposit for payments
 - Implemented to ensure business continuity (all the time, not just during the COVID-19 pandemic)
 - Provides the University cost savings by eliminating check stock, ink and reducing time spent producing and matching checks
 - Finance has been reaching out to current vendors to convert from check to direct deposit

New PCards Coming Soon!



- Bank of America is the new Purchasing Card provider
- Planning to distribute new cards to cardholders mid/late October - subject to change as a result of COVID impacts
- Will be later this month before we can release pcard recommendations

FARM Updates



- Due to extensive reorgs, staffing changes, extended furloughs, etc., planning units need to review FARM for updates
- FARM
 - Ensure approvers are updated for any changes so that transactions don't get delayed due to approver issues – see [FARM QRGs](#)

Concur Default Cost Centers



- Review the default cost centers for all employees in your planning unit
- If there are errors the employee information in Concur will fail to update and may cause issues with the employee's transactions
- Use the Concur Defaults dashboard to review information – see QRG's
 - [OBI - Concur Defaults](#)
 - [eBiz - Setup Concur Default Cost Center](#)

Concur Default Cost Centers



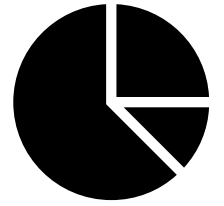
- Most common errors include
 - INVALID GL ACCT or INVALID PTA
 - APPROVER (Supervisor) NOT IN CONCUR
 - EMPLOYEE ORG NOT VALID (HR organization isn't active)

OBI Dashboard Updates



- [FARM Approvers](#) – Now offers ICD approval roles in the prompts
 - Many planning units have reorganized, please ensure your approvers in FARM are up to date
- GL Transaction Export – A new Report Type prompt was added and allows you to choose a Sectioned report, that shows a section header for each account string OR a Tabular Report that just displays the transactions

OBI Dashboard Updates



- GL Transaction Export and Grants Expenditure Inquiry – Prompts were added to select transactions for Journal Entry Tool (JET) Preparers and Processors
- HR: Absence Management – Furlough days and voluntary furlough personal days were added to the Absence Management Dashboard
- HR: Appointment Information and Costing – Columns were reordered on the dashboard
 - Salary information was moved to the first screen of data
 - Org Campus and Location Name columns were hidden to create room for additional data to be shown on screen
 - For more information review this [article](#) in Business Matters

Office of the Bursar Updates



- Office of the Bursar will remain closed to in-person transactions until further notice with staff members working remotely
 - Staff members coming in multiple times a week to process deposits and mailed payments

Office of the Bursar Updates



Deposits

- Deposits must be placed in the drop box located inside the south entrance doors on the ground floor of Chubb Hall (Court Street side of the building)
- Seal the deposit or payment in an envelope or bag with appropriate identifying information (e.g. deposit form, Cashnet deposit report, account number, PCard refund form, etc.)
- A receipt will be emailed if an email address is provided. Deposit bags will be returned via campus mail with a receipt enclosed, so please include your campus address with the deposit

Office of the Bursar Updates



Cash

- Students may no longer make payment toward student accounts with cash
- Collection of cash should be discouraged across campus whenever possible

Office of the Bursar Updates



Change Requests and eMarkets

- Departmental change requests should be emailed to cashier@ohio.edu at least two business days prior to the need
 - Several departments are going cashless for fall as well as the coin shortage in the US may cause a delay in the change order fulfillment
- An eMarket may be an option for your collection needs. Contact cashier@ohio.edu to review needs and options.

Changes to the JET Upload Process

- When staging a JET entry prepared by someone else, change the Preparer Field's default value to the name of the Preparer of the Journal Entry

The screenshot shows the Ohio University JET upload interface. The header includes the Ohio University logo and the text "OHIO UNIVERSITY". The user is logged in as "barnett" and is on the "Application Home" page. The main area is titled "JET Headers" and contains several fields:

- * Preparer:** A dropdown menu currently showing "BARNETT". This field is highlighted with a red box.
- * Journal Short Description:** A text input field.
- * Journal Header Long Description:** A text input field.
- * Journal Source:** A dropdown menu currently showing "JET".

On the right side, there is a "Preparer" dropdown menu that is open, showing a search bar and a list of preparers. The search bar contains "Niese, Ann" and is highlighted with a red box. The list of preparers includes:

Ohio ID	Full Name
BARNETT	
NIESE	NIESE, ANNETTE M

Disabling of Function 42



- Function 42 – Deans and Provost has been retired and transactions should be transitioned to function 40 – Academic Support
- After June 2020 period is closed, we will disable function 42 in all systems
 - Once the function is disabled, internal billings, journal entries, Concur, BobcatBUY transactions, etc. that use Function 42 will fail; units will have to utilize function 40
- Historical data will not be remapped to function 40

Cost Share Award Process Update

A GL default account number is now required at the time of budget submission through the Office of Research and Sponsored Programs

The GL default account number is provided by the department or planning unit on the budget template which is uploaded to LEO with the transmittal form

The Grants Accounting office will then receive the set up for cost share account (PTA) from the Office of Research and Sponsored Programs which includes the GL default account number

Once Grants Accounting sets up the award, the GL default cost center is used to fund the cost share PTA

Grants Accounting notifies the Principal Investigator and department contact (if known) and provides the GL default account number that will be processed to fund the cost share award and the amount funded

Department completes a JET entry to transfer funding to the GL default account number using object code 630300 FUNDING TRANSFER COST SHARE for the amount funded. The following entry is completed:

- Debits (charges) the PTA or GL accounts (cannot be a sponsored PTA)
- Credits the default cost center

Departments 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, the cost share award must be funded up front for the full amount.

Next Business Forum

Wednesday, October 14

10 AM-12 PM

Microsoft Teams

Reminder: If you would prefer not to receive any further notifications about today's meeting, at the end of the meeting, click **Show Participants > Leave**. If you choose not to Leave, you will receive notifications for any additional chat messages in this meeting chat.

Suggestions?

If you have suggestions for Business Forum topics, please share them via email to finadmin@ohio.edu. Your input is welcome!