

October 13, 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

- Training Advisory Council
- Post Awards and Grants Partner Group
- Finance Updates
 - Grants Updates – Cindy Perry
 - Time & Effort Reporting
 - General Accounting Updates – Kris Sano
 - Reminder – GASB 87 – Lease Accounting
 - Reminder - Journal Entry Template (JET) - Corrections
 - Equipment Inventory
 - OBI Updates – Misty Riffle
 - User Access Dashboard – NEW
 - Cost Center Lookup - UPDATE
 - Accounts Payable Updates – Julie Allison
 - New Pcard Release Date – UPDATE
 - Payment Reminders for Departments – Thanksgiving and Winter Break Closure
 - Travel Updates – Julie Allison
 - Unused Tickets in Concur
 - The parking Spot
 - Purchasing Updates – Rusty Thomas
 - Purchasing Reminders – Thanksgiving and Winter Break Closure
 - Authorized Purchases
 - Shred-It - UPDATE
 - Reminder - Cash Handling Course – Carole Gilkey

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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

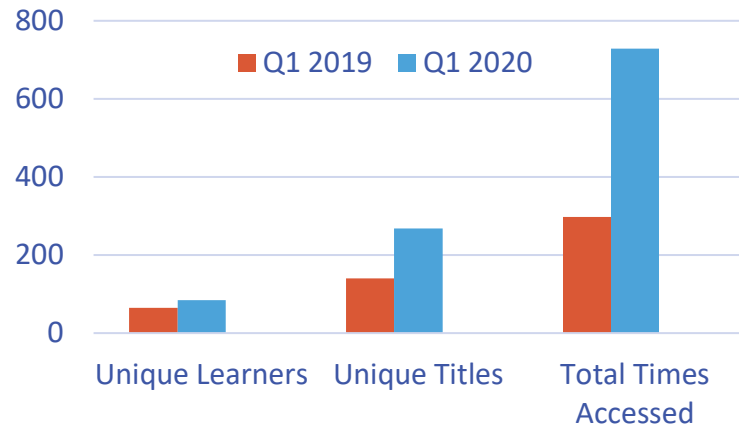
Training Advisory Council Representation

- 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 and Training Update

October 9, 2020

- 150 new users and over 1,400 PDP registrations since working from home in mid-March.
- Certificate development slowed down with new COVID-19 priorities. Starting to re-focus.
- Revising PDP certificates to remove barriers.
- Reviewing Ohio TechCred Program.
- Designing “Working from Home” Resource Center.
- Leveraging Skillsoft (9,000+ accesses in year 1, Q1’2020 usage 2.5 times higher than Q1’2019).



	# Courses		
	Completed	Being Developed	Not Started
Phase 1, Pilot - 2018	<p>Accounting</p>	<p>Purchasing</p>	
Phase 3, Y1 2019	<p>HR Operations</p>	<p>Relationships</p>	<p>Effectiveness</p>
Phase 3, Y2 2020	<p>Leadership</p>	<p>Supervision</p>	<p>Customer Service</p>
Phase 3, Y3 2021	<p>Administration</p>	<p>Dept. Chairs</p>	

Questions?

- Lewis Mangen, mangen@ohio.edu
- Michael Greene, mgreene@ohio.edu

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Post Awards and Grants Partner Group

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

- Wayne Chiasson, 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
<https://www.ohio.edu/research/orsp/procedures>
- Grants Training
- Vacation & Sick Leave Accrual

Audit document quick reference guide

Compliance Requirements and Role Responsibilities in development

- Allowable Costs and Cost Principles
- Activities Allowed or Unallowed
- Cash Management
- Programmatic Performance
- Financial Management System
- Subrecipient monitoring
- Procurement
- Effort Reporting
- Cost Share

Vacation & Sick Leave Accrual

- Discussion on a fringe benefit rate that includes vacation and sick leave
- Requires negotiation of our indirect cost rate agreement and disclosure statement
- Next negotiation is FY22-23 and will need to be determined at that time if this topic will be included in that process

Departmental Guarantee Memo (DGM)

- Recommend the Principal Investigator request DGM when costs incurred prior to the award or increment funding being received
- DGM will be processed only after receipt by Office of Research and Sponsored Programs (via LEO system) of a fully approved transmittal and submission of the proposal to the sponsor
- Allows expenses to post correctly up front to reduce accounting and payroll corrections
- <https://www.ohio.edu/research/orsp/award-administration/departmental-guarantee-memorandum>

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

Discussion Questions

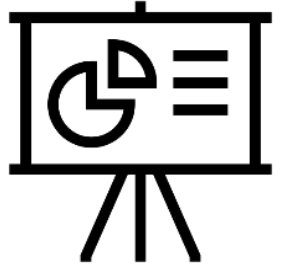
- Are there post award, grant, sponsored research issues that the broader University community would like to see on this group's agenda?

Questions?

- Mike Finney, finney@ohio.edu
- Cindy Perry, perryc@ohio.edu

Finance Updates

Time and Effort Reporting



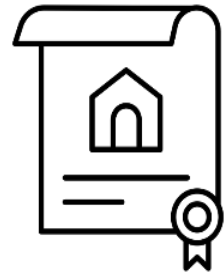
- The University is required to document procedures and maintain supporting documentation for the distribution of an individual's effort to sponsored agreements in accordance with federal regulations as defined by the Office of Management and Budget (OMB) Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)
- 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
- The next Effort Certification period is for Summer Semester 2020-21 and will be sent to departments starting November 17
- An Effort Reporting dashboard is available on the Finance dashboard, under the Grants tab. This dashboard can be used to view the payroll details included in the Effort Certification

Reminder: GASB 87 – Lease Accounting

What is GASB?

- Effective July 1, 2020
 - Annette Niese, General Accounting working with departments
- Government Accounting Standards Board (GASB) is the source of generally accepted accounting principles used by state and governments in the United States
- As a public institution, OHIO must report its financial statements using GASB
- Requirements of the implementation of Statement 87 – Lease Accounting has changed the way the University must account for lease expenses and lease revenues
- New object codes have been implemented to meet this requirement

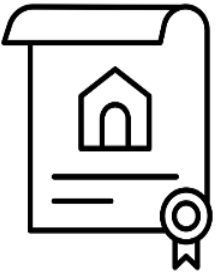
GASB 87 – Lease Accounting cont.



Definitions

- Prior to selecting an object code it is important that users know the following definitions:
 - Short Term Lease – At the commencement of the lease term, has a maximum possible term, including extensions, under the lease contract of 12 months or less
 - Long Term Lease – At the commencement of the lease term, has a maximum possible term, including extensions, under the lease contract of over 12 months

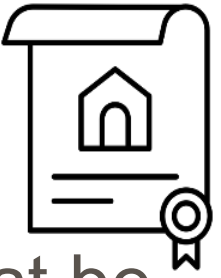
GASB 87 – Lease Accounting cont.



Lease Expenses

- When recording **lease expenses** the following object codes must be used
 - **732110** – SHORT TERM RENTAL AND LEASE – EQUIPMENT AND VEHICLES
 - **732520** – SHORT TERM RENTAL AND LEASE – FACILITIES, LAND AND BUILDINGS
 - **732115** – LONG TERM RENTAL AND LEASE – EQUIPMENT AND VEHICLES
 - **732515** – LONG TERM RENTAL AND LEASE – FACILITIES, LAND AND BUILDINGS

GASB 87 – Lease Accounting cont.



Lease Revenues

- When recording **lease revenues** the following object codes must be used
 - **470415** – SHORT TERM RENTAL LEASES BLDGS – COMMERCIAL
 - **470485** – SHORT TERM LEAND LEASE INCOME
 - **470495** – SHORT TERM RENTAL LEASE CELL TOWER/ROOFTOP
 - **470510** – SHORT TERM EQUIPMENT RENTALS
 - **471415** – SHORT TERM RENTAL LEASE BLDGS – RESIDENTIAL
 - **470410** – LONG TERM RENTAL LEASE BLDGS – COMMERCIAL
 - **470480** – LONG TERM LAND LEASE INCOME
 - **470490** – LONG TERM RENTAL LEASE CELL TOWER/ROOFTOP
 - **470515** – LONG TERM EQUIPMENT RENTALS
 - **471422** – LONG TERM RENTAL LEASE BLDGS - RESIDENTIAL

Questions?

- General Accounting, finance@ohio.edu

JET – Correction Reminders



- 60 Day Rule for Corrections
 - All corrections must be made within 60 days of the original transaction date
 - Must include transaction date for GL entries and Grants Expenditure Item Date for Grant entries
 - If greater than 60 days, must provide Correction Reason
 - Ex. Of Valid reasons
 - Correction Requested by Finance via ticket #XXXXXXX
 - Moving transaction to correct object code per Finance
 - Correcting Function Code
 - Ex. Of Invalid Reasons
 - Just found out that wrong account string was used
 - Didn't have access to JET
 - Didn't use correct activity code (unless directed by Finance)
 - Charged wrong organization
- JE will be reversed if late and the circumstances are not appropriate for a late entry

JET – Correction Entries

- Must know Journal Category and effective date of original transaction
- GL entries can be found on Transaction Export tab of OBI Finance Dashboard
 - Search by segment, descriptions, or vendors
- Grants transactions, use Expenditure Inquiry option on the Grants tab of the Finance Dashboard
 - Search using Project, Task, Award or Expenditure Information

JET – Corrections Entries



General Ledger (GL) Example

Transaction Export									
Cost Center 10-100000-820542 Cost Center Desc GENERAL - UNRESTRICTED - HVAC SHOP - UNSPECIFIED - OPERATIONS AND MAINTENANCE OBJ #Desc 714140 HVAC SUPPLIES									
Account	Period	Effective Date	JE Header Name	JE Header Description	JE Source Name	JE Category Name	Description	Vendor Name	Accounted Net
10-100000-820542-0000-50-714140	JUL2020-21	07/07/2020	07-JUL-2020 Purchase Invoices USD	Journal Import 9042646	Payables	Purchase Invoices	473384 Turner, Anthony Quentin REQUEST C0151726 Inv Date 06-JUL-20 GL Date 07-JUL-20 EFT #INV 14779146-00 STATE ELECTRIC SUPPLY CO \$44 Appozcomm NEER L-100 Standard Conduit Locknut, 1/2 in, For Use With Rigid/MC Conduit, Steel, Zinc Plated	STATE ELECTRIC SUPPLY CO	0.86

- JE Source Name – Payables
 - Use category Corrections – AP in JET
- Effective Date – 7/7/2020
 - Use GL transaction date of 7/7/2020 in JET

Be sure that the correct transaction date in the GL original transaction date field within your entry is correct. Finance does audit for accuracy of these dates.

JET – Correction Entries



Grants Example

Finance

Home Catalog Favorites Dashboards New Open Signed In As Fish B

Lookups General Ledger **Grants** Purchasing Equipment Inventory

Grants Funds Available **Expenditure Inquiry** Summary Reports Grants Installment Status IDC Account Setup IDC Award Setup IDC Distribution Amounts Effort Reporting

Prompts

Fiscal Year: 2021
 Period: JUL2020-21
 FSA Concatenated: --Select Value--
 Exp Item Date Between: [] []
 Exp PA Date Between: [] []
 JET Preparer Name: --Select Value--
 JET Processor Name: --Select Value--

Project Number: --Select Value--
 Project Status: --Select Value--
 Proj Type: --Select Value--
 Proj Org #: --Select Value--

Task Number: --Select Value--
 Task Org #: --Select Value--
 Task ORG Parent Level: --Select Value--
 Task ORG Parent #Desc: --Select Value--

Award Number: --Select Value--
 Award Status: --Select Value--
 Award Type: --Select Value--
 Award Org #: --Select Value--
 Award Purpose: --Select Value--
 Agency Name: --Select Value--
 Award Category: --Select Value--

Exp Type: 725030 PROFESS
 Exp Category: --Select Value--
 Exp Source: --Select Value--
 Tax Source: --Select Value--
 Exp Batch contains any: []
 Exp Batch Desc contains any: []
 *Include Exception Taxes: All Transactions

Apply Reset

Expenditure Inquiry

Period	Exp Item Date	Transit#	CDL #	Proj #	Proj Short Name	Task #	Task Name	Awd #	Awd Short Name	Exp Type	Exp Comment	Exp PA Date	Exp Cost	Exp Source	Exp Batch	Exp Batch Desc	Supplier #	Supplier Name	PO #	WV #	WV OU Ref	Full Invoice Desc	
JUL2020-21	875990220	3032267	1	11339	21st Century Millcreek Elem	2101	FY21 PROJECT COSTS	1135815	21ST CENTURY MILLCREEK ELEM	725030	PROFESS DEVELOPMENT - REQUIRED OOPS TRAINING MILLCREEK ELEMENTARY KIDS ON CAMPUS	7/19/2020	34.95	INVOICE	AP-992782V992783		67165	PCARD CHASE MASTERCARD			07-1914584	POCH4807132029 000009128944081 000009128944081	POCH4807132029 000009128944081 000009128944081 PROFESS DEVELOPMENT - REQUIRED OOPS TRAINING MILLCREEK ELEMENTARY KIDS ON CAMPUS Post Date - 10-JUL-20 SUSAN E CHABOT Tran Date -09-

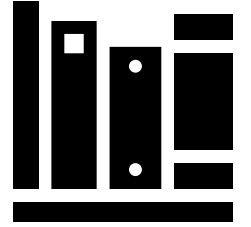
- Original Expenditure Item – 7/9/2020
- Use category Corrections – Pcard/Concur in JET

Equipment Inventory Updates



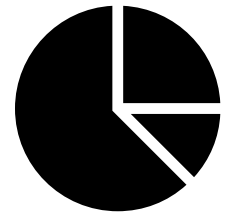
- On-site restrictions has created backlog on normal Equipment Inventory procedures
- Finance will begin reaching out to CFAOs with a list of current Equipment Inventory contacts
 - CFAOs will be asked to provide indicate which contacts are working on campus (vs remotely)
 - Equipment Inventory will work with employees on campus to tag new equipment and start completing asset reviews

Questions/Resources



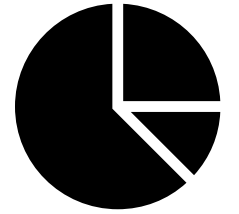
- Questions?
 - Contact financecustomercare@ohio.edu
- Resources
 - [Expenditure Inquiry QRG](#)
 - [Transaction Export QRG](#)
 - [JET Webpage](#)
 - [OBI Training Webpage](#)

Oracle E-Business Suite User Access Dashboard



- A new dashboard has been created to help CFAOs and module owners monitor Oracle E-Business Suite access.
- Authorized users can access this dashboard in OBI under the Finance and Administration Dashboards.
- Permissions to this dashboard are limited to those who have been granted access to HR dashboards.
- For more information about this dashboard, please view the Oracle EBIZ Access Dashboard quick reference guide located on the finance website.

Cost Center Lookup Changes



- Now excludes disabled or end dated cost centers
- Dashboard updated to only show three-segment cost center (Entity-Source-Organization)
 - Contact CFAO if unsure which activity or function to use on transaction
- Lookup does not display all valid cost center combinations
 - Only those used in the system and available in BobcatBUY and Concur
 - Submit ticket to FCC to add new cost centers to BobcatBUY and Concur
- To check validity of combination of segments in Ebiz, use [Account Validation Tool](#)

Important Payment Reminders

- University will be closed for Thanksgiving and Winter Break Closure
- AP Dates:

Department Submission to AP for Processing	Scheduled Check Run	Payment Processing Dates
Friday 11/20/2020 by 10am	Tuesday 11/24/2020 at 10am	Payments scheduled through 11/30/2020 will be paid on this check run
Tuesday 12/15/2020 by 10am	Thursday 12/17/2020 at 10am	Payments scheduled through 1/6/2021 will be paid on this check run
Next regular check run after Thanksgiving	Tuesday, December 1, 2020 at 10am	
Next regular check run after WBC	Thursday, January 7, 2021	

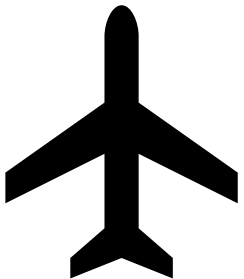
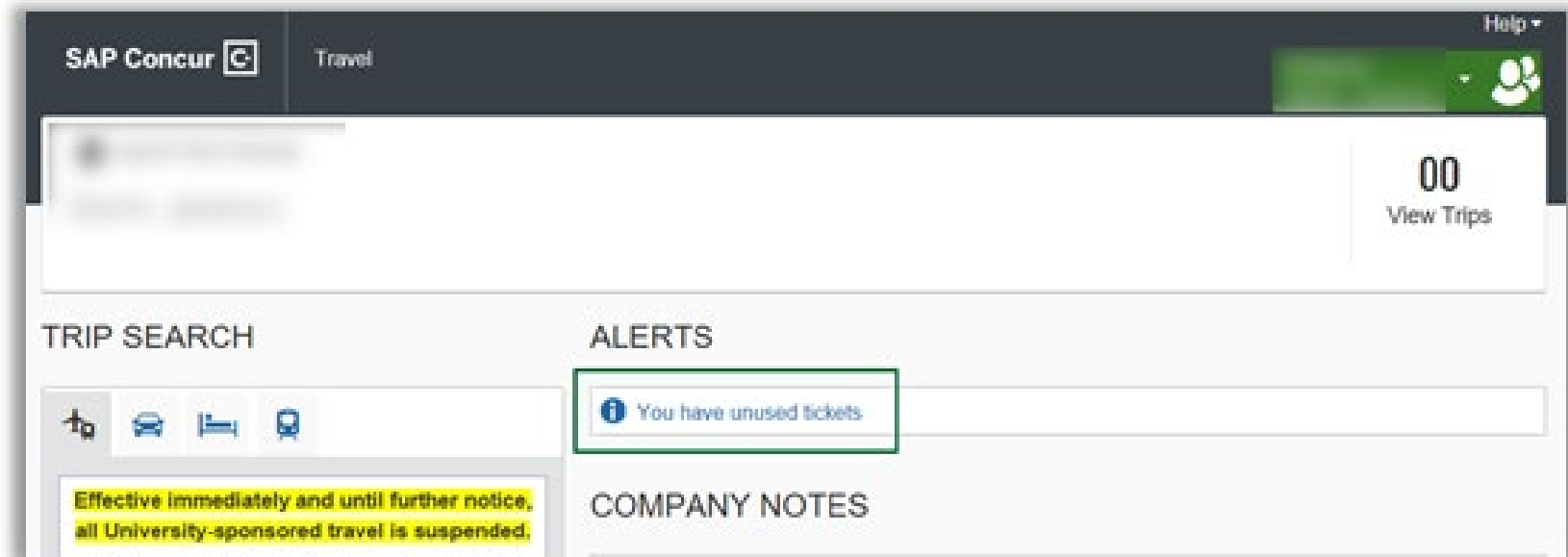
New PCard Release Delayed



- New PCard issuance has been delayed to the spring of 2021 – Current provider has extended the agreement until June 30, 2021
- If your PCard expires in FY21 you will be contacted when your new card arrives. Cards are distributed by appointment only and only as needed, with CFAO approval
- When new PCards are distributed in the spring, cardholders will be required to sign a new cardholder agreement and complete mandatory training before picking up the new card

Unused Airline Tickets in Concur

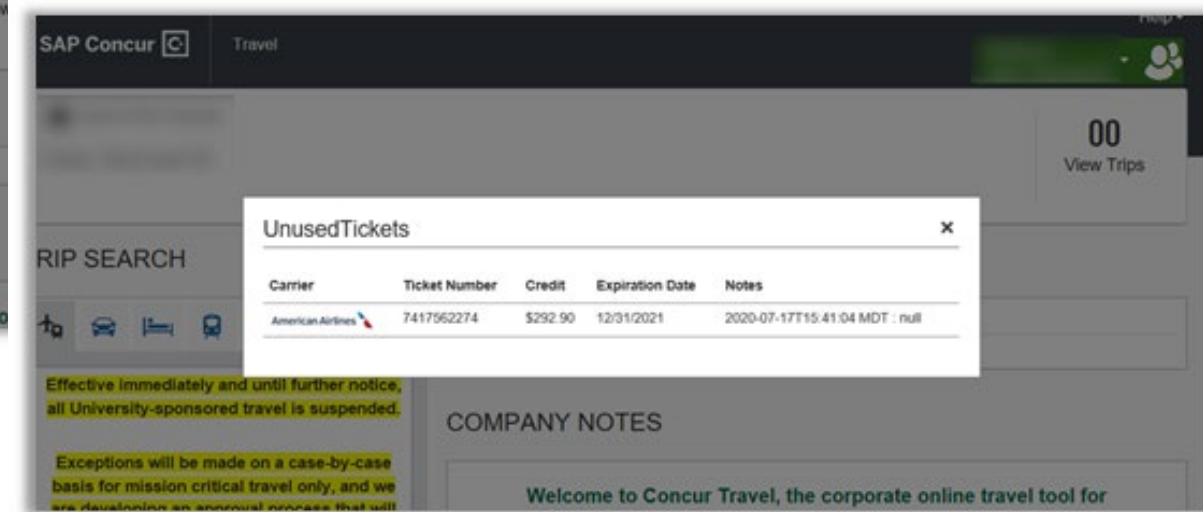
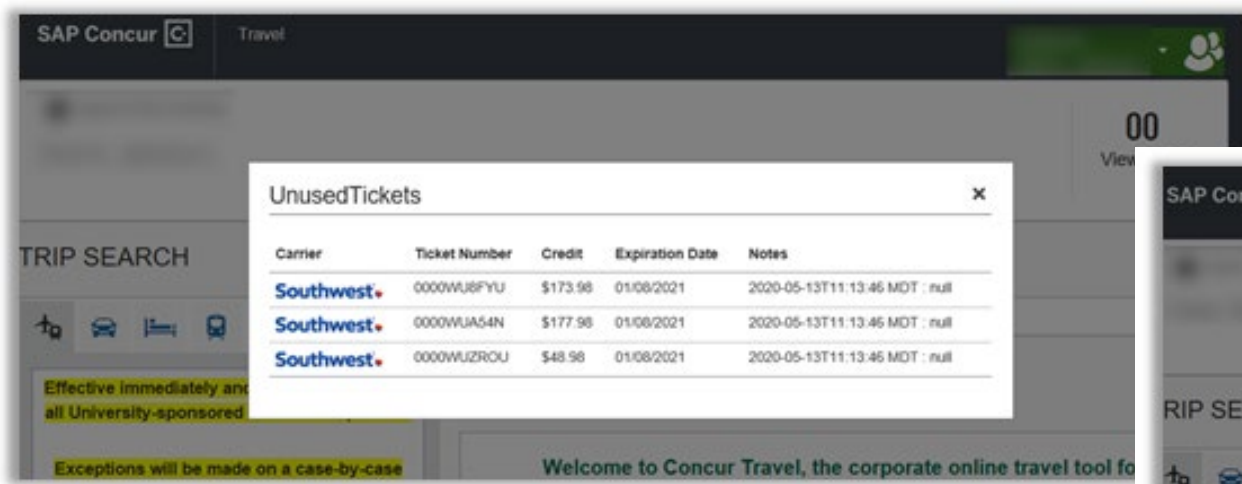
- You can now view your unused airline tickets in Concur
 - When you log in to Concur, you can see unused tickets in the **ALERTS** section on the Landing Page. Click the "You have unused tickets" link to see any available credits.



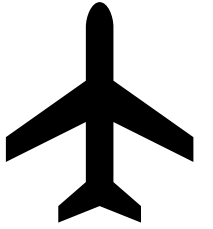
Unused Airline Tickets in Concur

After clicking the link, a list of your available airline credits will populate. This will show the available airline, amount of ticket value, and the expiration date of the available ticket.

- There are rules associated with each unused ticket that must be verified prior to the final ticketing transactions. This ensures the ticket value is maximized to effectively save you money.
- PLEASE NOTE: You will not be able to apply the ticket from this page. To request ticket use, please email travel@ohio.edu and someone will help you apply the unused credit.



The Parking Spot Updates



- Travel is still suspended with some exceptions
- Enrolling in [The Spot Club](#) provides:
 - 25% discount in Columbus
 - 10% discount in all other markets
 - Discounts for business and leisure travel
- You must enroll (use link above) to receive the discounts
- Enter code Ohio2428 when creating your account

Important Purchasing Reminders

- Purchasing and Contracts

Departmental Submission to Purchasing and Contracts	Deadline	Notes
Requests for Bid or Proposal needed before Thanksgiving Break	10/19/2020	Complex proposals may take longer to process, please plan accordingly.
Service Agreement requisitions in BobcatBUY to be processed before Thanksgiving Break	Friday, 11/6/2020	
Non-Catalog requisitions for approval in BobcatBUY to be processed before Thanksgiving Break	Friday, 11/6/2020	
Requests for Bid or Proposal needed before WBC	11/20/2020	Complex proposals may take longer to process, please plan accordingly.
Service Agreement requisitions in BobcatBuy before WBC	Friday, 12/4/2020	
Non-Catalog requisitions for approval in BobcatBUY before WBC	Friday, 12/4/2020	

- Finance Customer Care email will be monitored for emergencies only during break and will resume normal business when the University reopens for business

Authorized Purchases



- When purchasing goods or services a purchase order must be made prior to reaching out to a supplier to receive products/services
 - Works as contract between supplier and University acknowledging that University agrees to pay for product/service
 - Protection to department making purchase and lays out terms and conditions in which the vendor agrees to when doing business with University
 - [Purchasing Guide](#) can help users determine what type of form to use
- Policy 55.030 Purchasing
 - “No individual outside of the purchasing department has the authority to enter into purchase contracts, or in any way to obligate Ohio University for procurement indebtedness unless specifically authorized to do so by the director of purchasing, the vice president for finance and administration, or the President. Any such negotiations are considered an unauthorized purchase and the individual could be personally liable for the purchase in accordance with ORC [section 3.12](#).”
 - Each purchase must be made in accordance with policy and procedures (regardless of format)

Shred-It Update



- New Sales Representative
 - Jean Cantrell, Jean.Cantrell@stericycle.com
 - All requests for pickups or confidential shredding bins should be directed to Jean
- Appointment only pickups have been extended through June 30, 2021
- Finance working on RFP to bid out confidential shredding services after June 30, 2021

Cash Handling Course Annual Reminder



- All employees (including students) that handle payments must complete the Cash Handling & Credit Card Security Awareness training annually to stay up to date on all requirements
- If you have never taken the training, enroll on the Professional Development webpage
- Students can be enrolled by emailing Carole Gilkey at Gilkey@ohio.edu with a list of students requiring access

Suggestions?

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

Next Business Forum

Wednesday, December 9

10 AM- 12 PM

Microsoft Teams