February 19, 2020

Business Forum

Baker Center 240
Budget Partner Group Agenda

- BPG Charge
- BPG Representation
- BPG Goals
- Update on FY20 Goals
- FY20 BPG: Impact on Planning Units
- FY20 BPG: Impact on University
- 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

• FY20 Focus: Enhance existing tools and develop new tools that facilitate efficient 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
• Better communicate the status of the University’s strategic priorities and budget process
FY21 Enhanced Budget Tools: Facilitate Efficient Budgeting

Historical Budget Submission Materials: Duplicative

- Compensation Planning Tool
- THE Budget Sheet
- Supplemental Materials
- Budget Packets (Annual Budget Load)
- Budget Packet Reconciliation

Packing first replaces need for multiple materials that require reconciliation and duplicated efforts

**New FY21 Budget Materials: Streamlined Budget Submissions**

- Compensation Planning Tool & Budget Packet

**Historical Budget Submission Materials: Duplicative**

**New FY21 Budget Materials: Streamlined Budget Submissions**

- Compensation Planning Tool
- Multi-Year Budget Packet
- Academic Supporting Schedules

= Full Budget Submission
FY20 BPG Goals: Update
FY21 Budget Submission Materials: Completely Redesigned

Planning Unit Impact:

- Multi-Year budget planning focuses on compensation forecasting, by position and cost center
- New budget tools required training
- Integrates central planning assumptions into calculated outputs that enhance consistency and minimize user error
- Significantly reduces the number of budget materials and eliminates multiple reconciliation steps
- FY21 iterative budget submissions are built from prior (base) submission that enhances efficiency in budgeting planning
FY20 BPG Goals

FY21-26 Budget Planning Impacts Everyone

University Outcomes:

- **Compensation expense represents 65% of OHIO’s annual budget**
- Prioritizing compensation forecasting allows the institution to **refine base budget assumptions**
- Balancing multi-year budgets informed by new budget process and emphasis on base operating expenses
FY21 Budget Update
Revenue Driver: Budgeted Enrollments

Comparison: June BOT Approved Budget vs FY21 Fall Budget

### Athens Undergraduate

<table>
<thead>
<tr>
<th></th>
<th>FY17</th>
<th>FY18</th>
<th>FY19</th>
<th>FY20 Proj</th>
<th>FY21 Proj</th>
<th>FY22 Proj</th>
<th>FY23 Proj</th>
<th>FY24 Proj</th>
<th>FY25 Proj</th>
<th>FY26 Proj</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athens Headcount - Actual</td>
<td>18,209</td>
<td>17,925</td>
<td>17,325</td>
<td>16,671</td>
<td>16,411</td>
<td>16,443</td>
<td>16,727</td>
<td>17,321</td>
<td>17,871</td>
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<tr>
<td>Athens Headcount - June Proj</td>
<td></td>
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<tr>
<td>Athens Headcount - Fall Proj</td>
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</table>

### Regional Campuses

<table>
<thead>
<tr>
<th></th>
<th>FY17</th>
<th>FY18</th>
<th>FY19</th>
<th>FY20 Proj</th>
<th>FY21 Proj</th>
<th>FY22 Proj</th>
<th>FY23 Proj</th>
<th>FY24 Proj</th>
<th>FY25 Proj</th>
<th>FY26 Proj</th>
</tr>
</thead>
<tbody>
<tr>
<td>RHE FTEs - Actual</td>
<td>12,144</td>
<td>11,513</td>
<td>10,927</td>
<td>10,381</td>
<td>10,069</td>
<td>10,069</td>
<td>10,069</td>
<td>10,069</td>
<td>10,069</td>
<td>10,069</td>
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<tr>
<td>RHE FTEs - Projected</td>
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</tbody>
</table>

### Graduate (Excluding HCOM): Traditional, OHIO Online & Outreach

<table>
<thead>
<tr>
<th></th>
<th>FY17</th>
<th>FY18</th>
<th>FY19</th>
<th>FY20 Proj</th>
<th>FY21 Proj</th>
<th>FY22 Proj</th>
<th>FY23 Proj</th>
<th>FY24 Proj</th>
<th>FY25 Proj</th>
<th>FY26 Proj</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate FTE</td>
<td>4,711</td>
<td>4,682</td>
<td>4,412</td>
<td>4,630</td>
<td>4,672</td>
<td>4,684</td>
<td>4,427</td>
<td>4,352</td>
<td>4,206</td>
<td>4,206</td>
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<tr>
<td>Graduate FTE (Prof/Online)</td>
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<tr>
<td>Graduate Outreach FTE (Prof/OHIO Online) - Proj</td>
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### OHIO Online: Undergraduate

<table>
<thead>
<tr>
<th></th>
<th>FY17</th>
<th>FY18</th>
<th>FY19</th>
<th>FY20 Proj</th>
<th>FY21 Proj</th>
<th>FY22 Proj</th>
<th>FY23 Proj</th>
<th>FY24 Proj</th>
<th>FY25 Proj</th>
<th>FY26 Proj</th>
</tr>
</thead>
<tbody>
<tr>
<td>UG eLearning FTEs - Actual</td>
<td>7,706</td>
<td>7,687</td>
<td>6,900</td>
<td>6,927</td>
<td>6,836</td>
<td>6,534</td>
<td>6,242</td>
<td>5,964</td>
<td>5,742</td>
<td>5,534</td>
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<tr>
<td>UG eLearning FTEs - Fall Proj</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UG eLearning FTEs - Spring Proj</td>
<td></td>
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</tbody>
</table>
Projected: OHIO Total Undergraduate Net Tuition

FY21-26 Forecasted Growth UG Net Tuition: 20%

(in millions)

<table>
<thead>
<tr>
<th>Year</th>
<th>Athens Resident Net</th>
<th>Athens Non-Resident Net</th>
<th>Regional UG Net Tuition</th>
<th>UG OHIO Online Net Tuition</th>
<th>UG Net Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY17</td>
<td>$143.9</td>
<td>$143.6</td>
<td>$138.8</td>
<td>$127.1</td>
<td>$245.2</td>
</tr>
<tr>
<td>FY18</td>
<td>$143.6</td>
<td>$143.9</td>
<td>$138.8</td>
<td>$127.1</td>
<td>$239.0</td>
</tr>
<tr>
<td>FY19</td>
<td>$138.8</td>
<td>$143.6</td>
<td>$127.1</td>
<td>$207.1</td>
<td>$231.5</td>
</tr>
<tr>
<td>FY20 Forecast</td>
<td>$127.1</td>
<td>$138.8</td>
<td>$207.1</td>
<td>$207.5</td>
<td>$213.3</td>
</tr>
<tr>
<td>FY21 Forecast</td>
<td>$125.6</td>
<td>$127.1</td>
<td>$207.5</td>
<td>$213.2</td>
<td>$207.1</td>
</tr>
<tr>
<td>FY22 Forecast</td>
<td>$127.2</td>
<td>$125.6</td>
<td>$213.2</td>
<td>$224.9</td>
<td>$212.1</td>
</tr>
<tr>
<td>FY23 Forecast</td>
<td>$133.1</td>
<td>$127.2</td>
<td>$224.9</td>
<td>$238.4</td>
<td>$210.1</td>
</tr>
<tr>
<td>FY24 Forecast</td>
<td>$143.1</td>
<td>$133.1</td>
<td>$238.4</td>
<td>$249.3</td>
<td>$217.1</td>
</tr>
</tbody>
</table>

Forecasted Growth: FY21-26

-24% 1% 58% 19%
Projected: OHIO Graduate Net Tuition

New Professional and Online Programs Needed to Maintain Projected Growth in FY21

<table>
<thead>
<tr>
<th>Year</th>
<th>Traditional Grad Net Tuition</th>
<th>Grad Prof/OHIO Online Net Tuition</th>
<th>Grad Net Tuition (Excluding HCOM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY17</td>
<td>$11.7</td>
<td>$35.1</td>
<td>$46.8</td>
</tr>
<tr>
<td>FY18</td>
<td>$11.5</td>
<td>$36.9</td>
<td>$48.4</td>
</tr>
<tr>
<td>FY19</td>
<td>$9.7</td>
<td>$40.6</td>
<td>$50.4</td>
</tr>
<tr>
<td>FY20 Forecast</td>
<td>$10.4</td>
<td>$41.0</td>
<td>$53.5</td>
</tr>
<tr>
<td>FY21 Forecast</td>
<td>$11.0</td>
<td>$44.8</td>
<td>$55.8</td>
</tr>
<tr>
<td>FY22 Forecast</td>
<td>$11.0</td>
<td>$43.8</td>
<td>$54.9</td>
</tr>
<tr>
<td>FY23 Forecast</td>
<td>$11.4</td>
<td>$43.9</td>
<td>$55.3</td>
</tr>
<tr>
<td>FY24 Forecast</td>
<td>$11.6</td>
<td>$43.9</td>
<td>$55.5</td>
</tr>
<tr>
<td>FY25 Forecast</td>
<td>$11.6</td>
<td>$43.9</td>
<td>$55.5</td>
</tr>
<tr>
<td>FY26 Forecast</td>
<td>$11.7</td>
<td>$43.9</td>
<td>$55.6</td>
</tr>
</tbody>
</table>
Athens UG Net Tuition: Scholarship Leveraging

Investments in Financial Aid and Impact on Net Tuition

<table>
<thead>
<tr>
<th></th>
<th>FY17</th>
<th>FY18</th>
<th>FY19</th>
<th>FY20 Budget</th>
<th>FY20 Forecast</th>
<th>FY21 Proj</th>
<th>FY22 Proj</th>
<th>FY23 Proj</th>
<th>FY24 Proj</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Headcount (Fall)</td>
<td>18,197</td>
<td>17,936</td>
<td>17,323</td>
<td>17,120</td>
<td>16,278</td>
<td>15,735</td>
<td>15,414</td>
<td>15,349</td>
<td>15,681</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>$54.7</td>
<td>$53.8</td>
<td>$56.5</td>
<td>$57.1</td>
<td>$57.7</td>
<td>$62.0</td>
<td>$64.0</td>
<td>$65.9</td>
<td>$67.8</td>
</tr>
<tr>
<td>Net Tuition</td>
<td>$186.1</td>
<td>$181.6</td>
<td>$173.2</td>
<td>$169.5</td>
<td>$159.1</td>
<td>$156.3</td>
<td>$157.7</td>
<td>$163.7</td>
<td>$175.7</td>
</tr>
<tr>
<td>Discount Rate</td>
<td>22.7%</td>
<td>22.9%</td>
<td>24.6%</td>
<td>25.2%</td>
<td>26.6%</td>
<td>28.4%</td>
<td>28.9%</td>
<td>28.7%</td>
<td>27.8%</td>
</tr>
<tr>
<td>Non-Guarantee Growth*</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>2.0%</td>
<td>2.0%</td>
<td>2.0%</td>
<td>2.0%</td>
<td>2.0%</td>
<td>2.0%</td>
</tr>
<tr>
<td>Guarantee Growth*</td>
<td>1.7%</td>
<td>1.3%</td>
<td>1.3%</td>
<td>3.5%</td>
<td>3.5%</td>
<td>4.1%</td>
<td>3.5%</td>
<td>3.5%</td>
<td>3.5%</td>
</tr>
</tbody>
</table>
Enrollment Impact of SSI

FY20-21 Increases: One-Time-Only Revenue from SSI Appropriation (in Millions)

Additional 1% Appropriation from State of Ohio in FY20 & FY21 not previously budgeted

Growth: Peak UG enrollments, HCOM, & accelerated graduation

Decline: UG Enrollments (Athens, Regionals, & OHIO Online)
Budget Planning: Enrollment Variances

Enrollment Changes: Impact on FY21-26 Budget Planning

FY21 Budget: Changes to June BOT Approved Budget

• Undergraduate Athens enrollment projections adjusted per Fall SEEC projections, reduced central revenue
• Planning Unit program and revenue growth plans under-performing vs multi-year budget expectations
• Cautious, steady growth in targeted areas
• Planned investments in the Athens Undergraduate financial aid

Next Steps: Re-evaluate Academic and Administrative Unit goals and targets to Rebalance the FY21-26 Budgets
Budget Partner Group Questions?

Budget Development and BPG

**Katie Hensel**, Budget Director

- **Email**: hensel@ohio.edu
- **Phone**: 740.597.3218

**Tia Barrett**, College of Health Sciences Professions CFAO

- **Email**: barrettt@ohio.edu
- **Phone**: 740.593-4718
February 19, 2020

Accounting and Reporting
Accounting & Reporting Partner Group

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

- Charge
- Representation
- Accomplishments
- Goals
- Feedback/ Questions
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:

<table>
<thead>
<tr>
<th>Included</th>
<th>Not Included</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Ledger/Budget</td>
<td>General HR (i.e., Demographic), Position Management, Compensation, Other Payroll reporting (i.e., ICD, Absences)</td>
</tr>
<tr>
<td>Grants Module</td>
<td>AP and Purchasing</td>
</tr>
<tr>
<td>Payroll (Costing data)</td>
<td>PeopleSoft/Student Data</td>
</tr>
<tr>
<td>Receivables and Cash Management</td>
<td>OGA</td>
</tr>
<tr>
<td></td>
<td>Institutional Research Data</td>
</tr>
</tbody>
</table>
Accounting & Reporting Partner Group Representation

- Arts & Sciences – Carrie Horvath
- Business – Jessica Creamer
- Communications – Emily Chapman
- 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
Accounting and Reporting Partner Group Accomplishments

- Made recommendations on:
  - Functions
  - Month-end close dates
  - JET processor name field
  - Internal award cheat-sheet

- Reviewed:
  - Quick Reference Guide for JET
Accounting and Reporting Partner Group

Goals

• Vetting and supporting the integration of budget into the dashboard reports
• Mocking up/ screenshots of what we would like to have implemented
• Testing improvements prior to roll outs, especially related to group suggestions
• Support new chart of accounts and accounting considerations
• Develop tricks and tips for various tabs within OBI reports
Accounting and Reporting Partner Group Goals

- Income statement improvements
- Segment lookup definitions review
- Budget only object codes
- Activity level hierarchy consideration
Discussion Questions

• Please share Accounting or Reporting feedback to your partner group representative or email a co-chair
February 19, 2020

Finance Update

Baker Center 240-241
Agenda

• Year-End Dates
• JET Preparer vs. Processor
• Grants Module Month-End Close
• Cost Share Award Process
• Purchasing Year-End Dates
• Bobcat BUY Catalog Enablement Update
• iSupplier Implementation
• Concur Default Cost Center
• Restriction on Travel to China
• Training Videos
• Consulting/Professional Services Pre-Approval
• RFI/RFQ/RFP Approval Process
• Purchasing Cards
February 19, 2020

Finance Year-end Update & JET Process Change

Kris Sano

Baker Center 240-241
## Important Year-End Pre-Close Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Item Due</th>
</tr>
</thead>
</table>
| Monday, May 4, 2020 | 5:00 p.m. | • Pre-entry date for FY21 Bobcat Buy PO's  
• 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  
• FINAL FY20 Requisitions for POs that require RFP, bidding, including large equipment & vehicles, or other significant research due in Finance for guaranteed entry |
| Friday, May 29, 2020 | 5:00 p.m. | • Concur transactions with date of 5/15/20 or earlier MUST be submitted by employee and approved by supervisor  
• Payment Requests through 5/15/20 due with all necessary approvals  
• PO Invoices through 5/15/20 due to accounts.payable@ohio.edu  
• Payroll Accounting Corrections through 5/15/20 due |
| Monday, June 15, 2020 | 11:30 p.m. | • Corrections for transactions posted through 5/15/20 uploaded Via JET. (30 days instead of 60 days to correct) |
| Friday, June 19, 2020 | 5:00 p.m. | • FINAL 1)FY20 requisitions for PO's; 2) FY20 Change Orders; & 3)FY20 PO Close Requests to close by 6/30/20 due. This includes Capital Projects Finance PO's.  
• Final FY20 Budget Adjustments for Capital Projects |
| Monday, June 22, 2020 | 5:00 p.m. | • Concur transactions with date of 6/15/20 or earlier MUST be submitted by employee and approved by supervisor  
• Payment Requests through 6/15/20 due with all necessary approvals  
• PO Invoices through 6/15/20 due to accounts.payable@ohio.edu  
• Payroll Accounting Corrections through 6/15/20 due  
• Supplier Entry Requests needed by 6/30/20 due in BCB |
| Tuesday, June 30, 2020 | 3:30 p.m. | • FINAL FY20 deposits/PCard refunds due in Cashier's Office |
| Tuesday, June 30, 2020 | 5:00 p.m. | • Corrections for transactions posted through 6/15/20 uploaded Via JET. (15 days instead of 60 days to correct)  
• Internal Billings through 6/15/20 uploaded Via JET. |
## Important Year-End Close Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Item Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, July 8, 2020</td>
<td>10:00 p.m.</td>
<td>• FINAL FY20 JET Internal Billings uploaded</td>
</tr>
<tr>
<td>Wednesday, July 22, 2020</td>
<td>5:00 p.m.</td>
<td>• FY20 Concur reports due-<strong>submitted</strong> to Financial approver (for trans date of 6/30 or before)</td>
</tr>
<tr>
<td>Friday, July 24, 2020</td>
<td>5:00 p.m.</td>
<td>• FY20 Concur reports due-<strong>approved</strong> by Financial approver (for trans date of 6/30 or before)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• FINAL FY20 Payroll Accounting Corrections due (GL Accounts only)</td>
</tr>
<tr>
<td>Monday, July 27, 2020</td>
<td>5:00 p.m.</td>
<td>• FINAL FY20 Payment Requests due w/approvals in appropriate Finance office</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• FINAL FY20 PO Invoices due to: <a href="mailto:accounts.payable@ohio.edu">accounts.payable@ohio.edu</a></td>
</tr>
<tr>
<td>Wednesday, July 29, 2020</td>
<td>5:00 p.m.</td>
<td>• Final FY20 Payroll Accounting Corrections due in Finance (All PTA related accounts)</td>
</tr>
<tr>
<td>Thursday, July 30, 2020</td>
<td>10:00 p.m.</td>
<td>• FINAL FY20 JET entries uploaded by campus-GL &amp; Grants Module accounts</td>
</tr>
</tbody>
</table>

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 the examples stated above, 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 to discuss any possible prepaid entries that will be needed.
Finance Operating Calendar

- [https://www.ohio.edu/finance/calendar](https://www.ohio.edu/finance/calendar)

The Finance Operating calendar is available in two formats: an Excel spreadsheet and an Outlook view. The Excel Calendar (Updated 2/15/20) 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: Preparer vs. Processor (current)

- **Preparer role** – completes the Journal Entry Template (JET) and provides to the Processor
- **Processor role** – Reviews the JE for accuracy of the JE; stage JE for uploading; complete the upload of JE to Oracle eBiz
- Currently the journal name includes the preparer’s OHIO ID as part of the name. The JE Header description is to include the preparer’s contact info
JET: Preparer vs. Processor – CHANGE

• When staging a journal, the Preparer field defaults to the processor’s OHIO ID. Please do not change this value.
  • The journal name in eBiz will now include the Processor’s OHIO ID, rather than the Preparer’s.
• Be sure to include the preparer’s name and contact info in the JE Header description.

Example, the Preparer field shows the logged in user: Kari Saunier (the Processor) for a JE prepared by Debi Tallman (the Preparer).
JET: Preparer vs. Processor (future)

- To search for Preparer, use the ‘JE Header Description’ field (this will be available in OBI on 2/25/2020).
- To search for Processor, use the ‘JE Header Name’ field
To search for Preparer, use the ‘Exp Batch Desc’ field (this will be available in OBI on 2/25/2020).

To search for Processor, use the ‘Exp Batch contains any’ field.
Grants Month-End & Cost Share Process

Cindy Perry

Baker Center 240-241
Grants Module Month-End Close Dates (current)

- Grants module close – 1\textsuperscript{st} Business Day of the month
- General Ledger (GL) close – 4\textsuperscript{th} Business Day of the month

- Beginning with February Month-End, Close Schedule is Changing
Grants Module Month-End Close Dates
(future – February 2020 and beyond)

• Deadline for Grants Module JET entry - 2nd Business Day, no later than 10:00 PM
• Grants Module will close – 3rd Business Day at 9:00 AM
• Deadline for GL JET entry – 4th Business Day no later than 12:00 PM
  • If entries are made after 12:00 PM on the 4th Business Day - they will be pushed to the next month
• GL will close – 4th Business Day 3:00 PM (no change)

*Ideally, all internal billing charges should post on business day 2 to ensure both GL and Grants entries are included in the same month’s processing*
Why Change the Month-End Close Dates

- Allows extra time for Internal Billings and Corrections to post to Grant accounts.
- Two Grant months will be open until business day 3 at 9:00 AM so JET Processors will need to be careful to choose the correct month.
  - Please see the Jet User Guide>Appendix D for more information on Grant dates:
    https://www.ohio.edu/finance/trainings
- This change was vetted with the Accounting & Reporting Partner Group and the RC-Strategy Group.
- For Questions please contact Kris Sano (sanok@ohio.edu)
Cost Share Award Process

• 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)
      • If we commit to this type of cost share
  • You must set up a cost share account (project-task-award) at the 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.
  - Grants Accounting receives the setup for cost share account (PTA) from Office of Research and Sponsored Programs which includes the GL default account number.

• **Cost share award process update:**
  - Revenue detail now in GL Funds Available View
  - Departments now using JET to process entries
Cost Share Award Process Update

• 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, 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 timely manner (within 60 days)
## Cost Share Award revenue

### Grants Accounting Revenue – Grants Funds Available

<table>
<thead>
<tr>
<th>Proj #</th>
<th>Task #</th>
<th>Awd #</th>
<th>Awd Short Name</th>
<th>Agency Name</th>
<th>Task Org#/Name</th>
<th>FTA Start</th>
<th>PTA End</th>
<th>PTA Chargable</th>
<th>Funding Amt</th>
<th>Budget ITD</th>
<th>Expense ITD</th>
<th>Commitment Amt</th>
<th>Avail Balance ITD</th>
<th>Fin % Cmprt ITD</th>
<th>Revenue ITD</th>
</tr>
</thead>
<tbody>
<tr>
<td>16055</td>
<td>07</td>
<td>1135558</td>
<td>INNOVATION CENTER UPGRADES</td>
<td>ECONOMIC DEVELOPMENT ADMINISTRATION</td>
<td>950801 CAPITAL CONSTRUCTION</td>
<td>9/5/2019</td>
<td>6/5/2023</td>
<td>Y</td>
<td>88,300.00</td>
<td>88,300.00</td>
<td>0.00</td>
<td>0.00</td>
<td>88,300.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>16055</td>
<td>50</td>
<td>1135558</td>
<td>INNOVATION CENTER UPGRADES</td>
<td>ECONOMIC DEVELOPMENT ADMINISTRATION</td>
<td>950801 CAPITAL CONSTRUCTION</td>
<td>9/5/2019</td>
<td>6/5/2023</td>
<td>Y</td>
<td>1,062,338.40</td>
<td>1,062,338.40</td>
<td>0.00</td>
<td>90,212.00</td>
<td>972,126.40</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>16055</td>
<td>50</td>
<td>3533601</td>
<td>YPR - SPON PUBLIC SRV CST SHR</td>
<td>COST SHARE</td>
<td>950801 CAPITAL CONSTRUCTION</td>
<td>9/5/2019</td>
<td>6/5/2023</td>
<td>Y</td>
<td>287,684.60</td>
<td>287,684.60</td>
<td>0.00</td>
<td>22,553.00</td>
<td>265,131.60</td>
<td>0.00</td>
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</tr>
<tr>
<td>Grand Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,438,323.00</td>
<td>1,438,323.00</td>
<td>0.00</td>
<td>112,765.00</td>
<td>1,325,558.00</td>
<td>0.00</td>
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</tr>
</tbody>
</table>

### General Ledger Revenue – GL Funds Available drill down Object Summary 630300 – select Grants Revenue Transactions

<table>
<thead>
<tr>
<th>Awd #</th>
<th>Draft Revenue #</th>
<th>Period</th>
<th>Funding/USR Account</th>
<th>Funding/USR Amount</th>
<th>Unearned Revenue Amount</th>
<th>PTA</th>
<th>Event Description</th>
<th>Revenue Amount</th>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>5523601</td>
<td>9 JAN 2020</td>
<td>GL Default Account Number - provided by department</td>
<td>287,684.60</td>
<td>0.00</td>
<td>16055-50-3533601</td>
<td>Funding Cost Share 16055-50-3533601 for 1185558 1/6/2020 Katja Hental/Stacy Strauss</td>
<td>(287,684.60)</td>
<td>10-113000-950801-0000-00-630300</td>
<td></td>
</tr>
</tbody>
</table>


February 19, 2020

Procure to Pay Updates

Travel

Julie Allison

Baker Center 240-241
Purchasing – Year-End Close Prep

• PO Closures
  • Blankets will close on July 31st
  • Service Agreements - PO’s will not be closed at the end of FY

• Change Orders
  • May need change orders for FY20 expenditures – quick turnaround to get invoices processed for FY20
  • Closing PO’s
    • If you have a PO with undeliverable goods you must submit a change order to reduce PO to equal amount paid on the PO. Change order will be sent to the vendor so they know you do not want the remaining goods/services.
    • Once change order processed, the PO can be closed by Purchasing
Purchasing – Year-End Close Prep

• Automatic PO Closure Process by Purchasing
  • PO’s 60 days or older that are fully matched, overmatched, or +/- $5.00 will be closed
    • The close process does not remove encumbrance balances
  • Only closed POs, will be finally closed after 120 days
    • Final close does remove encumbrance balances
• To release encumbrances, submit PO closure request only after all invoices have been paid, including freight
Purchasing – Year-End Close Prep

- Contract Extensions
  - Contracts expiring June 30, 2020 with optional extensions available
    - May 4th - Due to Purchasing for guaranteed processing by July 1, 2020
    - If total expected spend of contract is >$500,000 need a contract routing form

- Large Equipment or Vehicles
  - May 4 – Due to Purchasing
    - Purchases over $50,000 that require a Request for Quote (RFQ) or Request for Proposal (RFP)
    - Purchase must be received by June 30 to use FY20 funds (otherwise will be paid in FY21)
BobcatBUY Catalog Enablement

What Catalogs are Underway?

• Pocket Nurse (healthcare simulation supplies & equipment)
  • Expected Go-Live – Late-February

• Sherwin Williams (paints, stains, & related supplies)
  • Expected Go-Live – Mid-March
Concur Default Cost Centers

Available under Purchasing Tab in OBI

- OBI dashboard page deployed in September 2019 to display Concur Default Cost Center data
  - Errors Only Report – updates for these EE’s do not update to Concur until their errors are corrected
  - Missing Cost Centers – these EE’s do update in Concur, but EE needs to enter their costing for each transaction
  - All details – shows all EE’s with their default cost center (either GL or Grants)
  - Prompts for HR Planning Unit, HR Organization, employee name/#, or Cost Center GL or Grant segments

- It is important to review this dashboard regularly to identify employees with errors that will prevent their HR info from updating to Concur nightly
- To learn more about the OBI dashboard and the error messages, please refer to the OBI – Concur Defaults QRG
- If you need information about updating default cost centers in eBiz, please refer to the eBiz – Set up Concur Default Cost Center QRG
Travel To China

In accordance with guidance from the Department of State (DOS) and the Centers for Disease Control and Prevention (CDC), Ohio University has temporarily restricted University-sponsored travel to the country of China for all faculty, staff and students until further notice as a result of the international viral outbreak of 2019 Novel Coronavirus.

An exception process is currently being evaluated and will be put into place soon.

For additional information on the current travel ban, please visit the CDC webpage at https://wwwnc.cdc.gov/travel/notices or contact your onsite travel manager at 740-568-8728.
iSupplier Implementation

• Finance is working to implement a module within Oracle eBiz called iSupplier
  • iSupplier is a secure portal where suppliers will enter their information directly (W-9, banking information, other required supplier data)
    • Security of system vs paper
• Provides suppliers the ability to check payment status
• Current project status
  • Supplier data cleanup to begin in March
  • Project plan under development, more information forthcoming as scope of work determined through planning effort
Training Videos

- Travel videos
- Concur videos
- Distributed Journal Entry (JET) videos

Disclaimer: If you are working towards a certificate, you must complete the full training course in Blackboard.
February 19, 2020

Consulting/Professional Services

RFI/RFQ/RFP Approvals

Julie Allison

Baker Center 240-241
Consulting/Professional Services Approval Process - NEW

- Pre-approval by the Executive Committee (President, Provost, Sr. VPFA)
  - Effective March 2, 2020
  - Expenditures $5,000 or more
  - Based on object codes in the consulting/professional services range – exact list will be shared in the communication

- Exceptions to this pre-approval process include
  - Externally funded research and related costs share awards (PTA accounts with award numbers that begin with a ‘1,’ ‘2,’ or ‘3’) - already reviewed by Grants Accounting
  - Capital projects (PTA accounts with award numbers starting with a ‘9’)
  - Student Organizations (accounts starting with Entity 80), Rebill accounts (accounts starting with Entity 85), Alumni Chapters (accounts starting with Entity 90), and Foundation Agency Organizations (accounts starting with Entity 95)
Consulting/Professional Services Approval Process - NEW

- Consulting/Professional Services – entered on Service Agreement form in BCB
  - Object codes will automatically route to the Executive Mgt Approval “bucket” in BCB
- Requisition MUST be approved at the Executive Mgt level BEFORE it can move forward in the process
  - Workflow was designed so this was the 1st step in the approval process of a Service Agreement form
- PLAN AHEAD TO AVOID DELAYS!!!
- Expect communication this week
RFI/RFP/RFQ Approval Process - NEW

• Any Request for Information (RFI) – Request for Proposal (RFP) – Request for Quote (RFQ) must receive planning unit approval before it can be completed
• Approval by Dean/VP level required
  • Can be sub-delegated to CFAO cannot be delegated any further
• Effective March 2, 2020
• Form being reviewed/tested
• Expect communication this week
February 19, 2020

Purchasing Cards

Julie Allison

Baker Center 240-241
Purchasing Cards

- Need to reissue cards before the end of spring term
- Majority of cards issued will be travel cards
  - Matches the spending trends (last 3 years) for the majority of cards currently issued
- Training will be required – no exceptions - if you want to have a card you must complete some form of training
  - Travel Cards – individual travel training
  - Pcards – training under development
- New cardholder form will be required at time of new card issuance
- Meeting to determine timeline for new issuance
- Communication and documentation forthcoming
- New policy to Executive Policy Steering Committee on Friday, February 21, 2020
February 19, 2020

Duty of Care Update

Catherine Marshall & Kirsten Dabelko

Baker Center 240-241
Duty of Care Update:
International SOS TravelTracker

• Duty of care and risk mitigation tool
• Provides added support to OHIO faculty, staff and student travelers
• Pre-departure information for travelers
• Call for assistance
  • Routine advice or assistance during emergency
  • Access to travel security and medical teams with site-specific information
• ISOS Alerts
  • Instant access to the latest medical and security alerts
• Ability for OHIO to more quickly respond to travelers during an emergency
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

Tuesday, April 7
2 – 4 pm
Baker University Center 231