Business Office Update
Annual Conference 2013

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Business Office Staff

General Office Management
Brian McClain (.112)
Wendy Michel (.5)
Jackie LaMuth (.1)
Cindy Buxton (.65)
Rachel Crusey (.3)

Student Help
Kyle Schechter (.19s)
Nathan Harms (.35s)

Business Office Representatives
Carol Allen (.1422)
Christine Benson (.127)
Jesse Buxton (.26)
Robert Concitis (.1)
Zac Cooperrider (.21)
Shannon Donovan (.47)
Lisa Murphy (.533)
Aaron Swinger (.2)

Business Office Units
- Agricultural, Environmental and Development Economics
- Horticulture and Crop Sciences (Christine Benson)
- Communications and Tech
- Food, Agricultural and Biological Engineering
- Food Science and Technology
- OSUE Education and Human Ecology
- OSUE Entomology
- OSUE Vet Medicine (Jesse Buxton)
- Animal Sciences
- Plant Pathology (Robert Concitis)
- Adventure Central
- Camps Palmer, Whitewood
- OSUE Admin, HR, Bus Ofc
- Gov. Relations
- PDE (Zac Cooperrider)
- Alber Enterprise Center
- Extension State Program Areas (4-H, ANR, CD, FCS)
- Farm Science Review
- Leadership Center
- OSU CARES (Shannon Donovan)
- OSUE Regional Offices
- Piketon (Lisa Murphy)
Year in Review

- **New Account Number**: 61208 - Food for Teaching and Research
  - Requires no attendee list
- **AP Payment Compliance Form Updated**
  - Instruction Page – for the Department to complete
  - AP Payment Compliance Form – for Individuals and Suppliers
  - Vendor Profile Form – for Suppliers
- **Volunteer Financial Help**
  - Application Process
  - Must be renewed annually
- **Invoice Approvals**
  - Business Office completing electronic approvals for all 57xxx orgs to save you time and required training. For invoices over $3,000 and for Blanket Purchase Order Invoices.
- **Financial Conflict of Interest Disclosure survey** made electronic
- **Parking Permit vendor changed**

Year in Review

- **Budget Training provided**
- **American Income Life Insurance (Event Insurance)**
  - Can now be purchased using the checking account
  - Need to track and be prepared to report annually what you pay
- **State Sales Tax Rate Change**
- **PCard Policy Changes**
  - Service Center Cards allow some flexibility in paying some vendors
  - Travel cards changed to Individual cards and no longer restricted to just travel
  - Sales tax less than $10 doesn’t have to be recovered
  - Confirmation of goods over $75 required on the eRequest
- **PO Renewal Process Change** – now requires eRequest for each PO needed
- **eTravel Changes**
  - Travelers who are Employees now sign electronically (FNP still needs manual signature)
Year in Review

- **eReports Reconciliation Changes**
  - **More Restrictive:**
    - Internal Order Receipts must be added to the eRequest once an internal order has been completed.
  - **Less Restrictive:**
    - PCards reallocated by your normal Reallocator - (see the Reallocator’s id on the PCard Reconciliation Report under General Procurement reports)
    - Purchase order Invoices – you do not need to go to the view invoices page of the controller’s office and download invoices unless you suspect a problem by looking at the eReport line.
    - Journal Entries and Transfers – If you recognize that you submitted a journal entry or transfer you do not need to pull the paperwork.
    - eRequest Payments – (Reimbursements, eStores, Convenience Orders) If you recognize the entries you do not need to review the online submission.
  - Deposits need to be made within 3 business days or when you reach $1,000 whichever comes first. Deposit at least every three days!

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**Taxable Benefit Changes – Items given to Employees**

<table>
<thead>
<tr>
<th>Item Example</th>
<th>Added to Taxable Income?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gift Cards</td>
<td>Yes</td>
</tr>
<tr>
<td>Apparel (including T shirts, uniforms, etc)</td>
<td>Yes</td>
</tr>
<tr>
<td>Bags, hats and other gift items</td>
<td>Yes</td>
</tr>
<tr>
<td>Plaques for awards</td>
<td>No</td>
</tr>
<tr>
<td>Sympathy Gifts</td>
<td>No</td>
</tr>
<tr>
<td>Retirement Gifts of low value</td>
<td>No</td>
</tr>
<tr>
<td>Length of Service Awards (for five or more years of service)</td>
<td>No</td>
</tr>
<tr>
<td>Safety Achievement awards (not for administrative employees)</td>
<td>No</td>
</tr>
<tr>
<td>Occasional Tickets to Sporting events or like items</td>
<td>No</td>
</tr>
<tr>
<td>Trinkets/Giveaways – such as pens, pencils, mugs</td>
<td>No</td>
</tr>
<tr>
<td>Safety equipment (goggles, goggles and other items that cannot be worn off the job site)</td>
<td>No</td>
</tr>
<tr>
<td>Occasional Meals (note that an attendee list is still required)</td>
<td>No</td>
</tr>
<tr>
<td>Refreshments (note that an attendee list is still required)</td>
<td>No</td>
</tr>
<tr>
<td>Background checks for employees</td>
<td>No</td>
</tr>
</tbody>
</table>
Fraudulent Activity/Scams

- **PCard**
  - Lots of compromised card numbers
  - Try to pay online without an account – i.e. pay as guest
  - Don’t allow websites to save your credit card data or go back in and delete it once your order is placed

- **Credit Card Terminals**
  - Phone calls phishing for credit card terminal makes and models are trying to figure out how to access stored data on the machines

- **Purchase Orders**
  - Phone calls or emails phishing for Purchase Order numbers and item information

- **Toner**
  - Phone calls, emails or faxes from what seems to be a familiar vendor trying to get you to buy toner from them versus your normal supplier

Be suspicious!
Ask questions!
Ask if you can call them back once you have verified their information!

Commodity Restrictions and Purchasing Updates

New E-Commerce Platform makes searching easier

**OFFICE SUPPLIES**
- Office Max
- Guy Brown now GBEX
- Toner – Office Max Ink and Toner Finder Tab

**COMPUTERS**
- Apple Products from OSU WiredOut
- Dell
- Most 55xxx and 57xxx going through the computer depot

**EXPEDITED SHIPPING**
- UPS system for expedited shipping requires new training to use

**REFRESHMENTS**
- Coke Products – on campus requirement
- Aramark Refreshment Services
- DS Waters of America

**COPIERS**
- UniPrint, ComDoc/Xerox

**PLUMBING**
- Capital Plumbing
- Synergy
- TP Mechanical
- PRO Flow Plumbing
New Procurement Decision Tree focuses on efficiency

3B – Extension Checking Accounts

Procurement Decision Tree

1. Can a University Department provide the good or service?
   - Internal Order
   - eRequest – Internal Order

2. Is the good/service available from eStores?
   - eStores
   - eRequest – Standard Purchasing Request

3. Is the good/service allowable on a Department or Individual PCard?
   - PCard
   - eRequest – Purchasing Card Preferred

4. Is the good/service allowable on a Convenience Order?
   - Convenience Order
   - eRequest – Payment or Reimbursement

5. Purchase Order
   - eRequest – Standard Purchasing Request
   - Purchase your item or service using a pre-approved Purchase Order

Business Office Training

<table>
<thead>
<tr>
<th>Course</th>
<th>Length (hours)</th>
<th>Day</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchasing</td>
<td>1:30-2:30</td>
<td>Wed</td>
<td>1/8/2014</td>
</tr>
<tr>
<td>eRequest, tips and tricks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Buying Tools</td>
<td>9:30-11:30</td>
<td>Thurs</td>
<td>1/16/2014</td>
</tr>
<tr>
<td>PCard</td>
<td>9:30-11:00</td>
<td>Fri</td>
<td>1/24/2014</td>
</tr>
<tr>
<td>Local Checking Account</td>
<td>1:30-3:00</td>
<td>Mon</td>
<td>1/27/2014</td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mileage Q &amp; A</td>
<td>10:00-11:00</td>
<td>Tues</td>
<td>2/4/2014</td>
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<tr>
<td>Overnight Travel</td>
<td>9:30-11:30</td>
<td>Wed</td>
<td>2/12/2014</td>
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<tr>
<td>Reporting</td>
<td></td>
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<tr>
<td>Accounting at OSU</td>
<td>1:30-2:30</td>
<td>Thurs</td>
<td>3/6/2014</td>
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<tr>
<td>eReports – Accessing and Navigation</td>
<td>10:00-11:00</td>
<td>Fri</td>
<td>3/14/2014</td>
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<tr>
<td>eReports – Reading</td>
<td>1:30-3:30</td>
<td>Mon</td>
<td>3/17/2014</td>
</tr>
<tr>
<td>eReports – For Budgeting</td>
<td>1:30-3:30</td>
<td>Tues</td>
<td>4/1/2014</td>
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<tr>
<td>eReports – Advanced Reports</td>
<td>9:30-11:30</td>
<td>Fri</td>
<td>4/11/2014</td>
</tr>
<tr>
<td>Development Fund Reports (TAS)</td>
<td>10:00-11:00</td>
<td>Thurs</td>
<td>4/17/2014</td>
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<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Asset Management</td>
<td>1:30-3:30</td>
<td>Mon</td>
<td>5/5/2014</td>
</tr>
<tr>
<td>RegOnline</td>
<td>1:30-3:30</td>
<td>Tues</td>
<td>5/13/2014</td>
</tr>
<tr>
<td>New Employee Overview</td>
<td>9:00-11:30</td>
<td>Wed</td>
<td>5/21/2014</td>
</tr>
<tr>
<td>Receiving Revenue and Depositing</td>
<td>10:00-11:00</td>
<td>Thurs</td>
<td>5/29/2014</td>
</tr>
</tbody>
</table>
Coming up

- Logo Items
  - Possible restrictions on apparel vendors – still waiting…
  - Pre-approval for all logo use – trademark and licensing and branding team
- Credit card terminals for Extension Offices
- Horticulture and Crop Sciences and Farm Science Review to join the Business Office Service Center
- Training in Winter/Spring
- Cindy’s county visits: Auglaize, Brown, Champaign, Franklin, Fulton, Harrison, Mahoning, Marion, Portage
- Internal Audit – January 2014

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- What’s New – Sign up for training
- About – Find your Representatives contact info
- Policies and Procedures – Find lots of help documents