Extension Annual Conference
12/9/2014
1:30-2:45 Business Office Update and Question session
2:45-3:45 Trivia Game

Agenda

• Year in Review
• Current Topics
• Coming Soon
• Questions
• Trivia

http://cfaesfinance.osu.edu
Year In Review

- Training Tools
- Public Records Policy
- New Credit Card Training
- Parking changes
- RegOnline Cost Reduction
- Development Fund Procedure change
- New Contracts for Promotional Vendors
- New Internal Order processes
- Introduction of the Vendor

Setup Form
- Procedure change for space use contracts
- New Senior Grants and Contracts Specialist
- Credit Card Options Update
- PCard Form Requirements change
- HR System upgrade impacts

Training Tools updated and all videos added to new YouTube channel
You Tube: https://www.youtube.com/channel/UCnGLT-7t2RIUzfifn43WTw
Slides: http://cfaesfinance.osu.edu/training

Public Records Policy Update
Each unit that serves the public should have a posted copy of the Public Records Policy in your office.
http://cfaesfinance.osu.edu/policies

New Credit Card Processor Training and Form for RegOnline and Terminal Users
Annual Requirement
Year in Review

Parking Rule changes
Limited use passes no longer available for purchase with University funds

RegOnline Cost Reduction
$4.00 per registrant changed to $3.50 per registrant
2% of all credit card charges stayed the same

Development Funds
Employees making contributions to Development funds (3xxxxx) should be aware that they cannot have spending authority over those funds.

Ex. A County Director has a payroll deduction coming out of their paycheck for a fund that belongs to their county. Note that in this instance any expenditures coming from those development funds should be receiving Regional Director approval before being processed. The County Director can Ad Hoc the Regional Director at the time of eRequest approval.

Internal Orders
When you make a purchase from an internal vendor via an eRequest (ie. Uniprint for business cards), you need to go back to the eRequest after you have received your items and attach a receipt, packing slip or other proof of receipt.

New Promotional Vendors
Year in Review

Vendor Setup Form replaced the AP Payment Compliance Form and Vendor Profile Forms
The University has revised the forms needed from new vendors and combined into a new shortened version called the Vendor Setup Form. The completed forms should be faxed to Columbus: 614-688-0529
Remember, don’t attach anything with a Social Security Number to an eRequest or eTravel
There are three pages to this form:

Space Use Contract Form Submission Changes
Do you have a contract that you need to get signed in order to rent a meeting space?
1. Complete the Contract Form, which helps your Business Office Representative understand the liability of the contract.
2. Upload the Contract Form to an eRequest. Upload the contract even if the price is $0.00 or you plan to pay with the checking account.
   This is streamlining the process to create one place to submit contracts.

New Senior Grants and Contracts Specialist
Jackie LaMuth, Leader of Resource Development retired on August 31st. Angie LeMaster is our new Senior Grants and Contracts Specialist. Angie comes to us from Ohio University and has lots of experience submitting and managing sponsored projects. We are thrilled to have Angie part of the team.
Contact her here:
Lemaster.124@osu.edu
Phone: 614-292-6470
Room 06, Agricultural Administration Building, 2120 Fyffe Road, Columbus OH 43210
Credit Card Options Update

REG ONLINE

- $3.50 per participant
- 2% credit card fees
- Easy to use
- Professional
- Creates a customer database
- Customer enters their own credit card information

PHONE LINE TERMINAL

- Purchase – not currently available
- Rental $13 per month
- Credit Card Fees – average 2.5% per transaction
- Credit Card Company Fees approx $7 per month
- Allows acceptance via phone, walk-ins and mail in payments

DONATIONS

BY MAIL download a giving form
The Ohio State University Foundation
1480 West Lane Avenue
Columbus, OH 43221

ONLINE
Make a one-time gift

BY PHONE
University Development.
Call 614-292-2141

PCard Form Requirements

Current PCard Forms
- PCard Application Form - to request a new department, group extended travel or individual card
- PCard Maintenance Forms - to request changes to or cancel department or individual cards
- PCard Tracking Log - to track transactions purchased on a department card
- Extension PCard Overnight Tracking Form - for Extension employees to get permission to take the department card out overnight

Discontinued Forms
- Unit Approver Agreement Form
- PCard User Agreement Form

- These were forms only required by Extension for the purpose of making sure unit approvers and PCard users were aware of University Policies regarding PCard.
- Note that Unit Approvers can still determine who may use the PCard and who may not.
NEW OSP FUND

Business Unit: UNIV
Fiscal Year: 2015
Accounting Period: 03
Month Ending: 09/30/2014
Org: 57017 Washington County
Fund: 010192 Payroll Clearing Maintenance

Account Description
60192 Payroll Clearing Maintenance
PAYROLL CLEARING MAINTENANCE
SPECIALS
PERSONNEL
TOTAL EXPENSE

<table>
<thead>
<tr>
<th>Period</th>
<th>Year to Date</th>
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</thead>
<tbody>
<tr>
<td>0.00</td>
<td>0.00</td>
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</tbody>
</table>

Pre-Encum/Encumbrance

Variance

If you see something here - contact Laura Keesor, CFAES Human Resources

Payroll Reconciliation Process

HR/GL Reconciliation Year to Date Report
Use this to reconcile your 40S-91 report on a monthly basis.

<table>
<thead>
<tr>
<th>FY</th>
<th>Org</th>
<th>Fund</th>
<th>Program</th>
<th>Project</th>
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<th>Emplid</th>
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55010 Total

November 2014

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<th>Oct</th>
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<th>Dec</th>
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$71,658.47
Current Issues

- New Business Office Webpage
- Internal Audit of 13 counties
- Training Topic ideas for CY2015
- Depositing directly to your University Funds
- Key and Preferred Purchasing Contracts
- Promotional Item Vendors
- Signage
- Renovation and Construction
- Fiscal Volunteers

Business Office Webpage

cfaesfinance.osu.edu
Internal Audit

- Focusing on County Operations this year
- Reviewing FY2014 and FY2015 to date

<table>
<thead>
<tr>
<th>Org</th>
<th>Last visit from business office</th>
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<tr>
<td>57059</td>
<td>Athens</td>
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<tr>
<td>57002</td>
<td>Carroll</td>
<td>2009</td>
<td>NE</td>
</tr>
<tr>
<td>57082</td>
<td>Darke</td>
<td>2006</td>
<td>SW</td>
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<td>57083</td>
<td>Delaware</td>
<td>2008</td>
<td>Central</td>
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<td>57063</td>
<td>Fayette</td>
<td>2004</td>
<td>SW</td>
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<td>57007</td>
<td>Jefferson</td>
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<td>57047</td>
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<td>Paulding</td>
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<td>NW</td>
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<td>2009</td>
<td>Central</td>
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<td>NW</td>
</tr>
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<td>2009</td>
<td>SE</td>
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Training Topics FY15

- New Fiscal and New Employee Training
- eReports Reconciliation
- County Budget Preparations
- PeopleSoft – What is it? Do I need access? How do I use it?
- Special Buying Considerations
  - Preferred and Key Contracts
  - Restricted items
  - Special approvals
  - Special procedures
- Internal Audit Suggestions (late spring)
- Other?
**OHIO STATE UNIVERSITY EXTENSION**

**Depositing Directly to University Funds**

- No checking account required
- Deposits to general ledger fund numbers (any fund at the University)
- One Deposit Slip book per unique Chartfield string
- Requires a local Chase branch: [https://locator.chase.com/](https://locator.chase.com/)

1. Collect money
   - Use local ledger to record cash/checks

2. Prepare Deposit
   - 1. Count all cash and checks for deposit.
   - 2. Compare to the ledger.
   - 3. Have someone else check it if you were the one recording things on ledger.

3. Reconcile
   - 4. Complete the deposit receipt
   - 5. Take the deposit to the Chase

**THE OHIO STATE UNIVERSITY**

**University Contracts**

- **Key Contracts**
  - Mandatory
  - Stationary
  - Outbound Shipping
  - Beverages
  - Copiers
  - Office Supplies
  - Parking
  - Plumbing

- **Preferred Contracts**
  - Likely mandatory if using a PO.
  - Some flexibility with PCard and Checking if needed
  - Promotional Items
  - Rental Car Companies
  - Travel Agencies
  - Charter Buses
  - Catering

**OHIO STATE UNIVERSITY EXTENSION**
Promotional Items

Which Vendor May I Use?

Branded?

Yes

Seek approval and vendor info from CFAES Brand Team

No

Does it require a PO?

Yes

Over $5,000

Choose one of the 13 Preferred Vendors

No

Choose one of the 13 Preferred vendors if possible, if not use PCard up to $5,000 or Checking Acct up to $1,000

Signage

• December 1st
• Online Web form through Facilities Operation and Development

If you see this announcement you can ignore it. All off campus Extension signage needs still go through CFAES Communications.
Renovations, Painting and Construction

Are you planning any renovation / remodeling / plumbing or electrical / alteration or profession design and engineering projects?

Many projects will require you to through Facilities Design and Construction (FDC), a Department of Facilities Operations and Development.

How do you know if you need to start with FDC?

If you are going to:

- Disturb the drywall or plaster
- Remove old carpet from floors in buildings built before 1980
- Complete any electrical or network installations
- Disturb tiles in the ceiling
- Replace or install major equipment (ex. heating and cooling units, generators)
- Complete any plumbing installations

Reminder: The maintenance contracts in eStores have been established to primarily be utilized by university facility operation departments for maintenance and repairs. Departments are required to contact Facilities Design and Construction at (614) 292-4458 for any renovation, alteration, professional services (design, interior design, engineering, structural), painting and carpet replacement work. Departments that utilize the maintenance and repair contracts for these services may be responsible for all damages and costs resulting from faulty/failed work.

How do you proceed?

- Online Web form through Facilities Operation and Development
  - https://fod-web-01.busfin.ohio-state.edu/secure/FODwebapps/prf/prf_1.aspx
- FOD will usually submit eRequests on behalf of the department but will direct you if you should do it yourself
- All renovation projects go through a CFAES prioritization and approval process
Fiscal Volunteers

- A designated volunteer that can collect cash, checks and credit cards for a unit
- 7 units currently have approved fiscal volunteers
- Must be pre-approved
- Must be renewed annually

Travel Issues

- Business Leave Form
- Professional Presentation Support
- Travel Timing
Business Leave Form

When should I use?

FOR INSURANCE

IN STATE, SINGLE DAY TRAVEL
- CFAES has a convenience order for in-state single day travel.
- Online Business Leave Form not needed
- Make sure you keep an up to date, public calendar that could be used for insurance purposes if needed
- The calendar should state that where you are going and why, documenting a clear business need.

OVERNIGHT TRAVEL
- Document travel (for insurance purposes) by:
  - Getting a Pre Trip T number
  - OR using the Business Leave Form on eLeave.osu.edu

Business Leave Form

As documentation for pre-trip approval for travel

- Two purposes to document pre-trip travel
  - Business Purpose Approval - Supervisor
  - Budget Approval – Org Authorizer

County Directors, Support Staff, Program Staff and anyone whose Supervisor is also their ORG Authorizer

Educators
**When are you eligible for overnight travel expense reimbursement?**

Authorized travel is 45 miles or more from the traveler’s home or primary work site.

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**Professional Presentation Support**

- Online Form: [http://go.osu.edu/PresentationSupport](http://go.osu.edu/PresentationSupport)
- Up to $300 from Extension Administration
- Charge your own Chartfield first
- For Extension UNIV Chartfield only
- Due 1/15/2015 for previous fiscal year – NO Exceptions

- Get Pre Trip T number
- Submit Travel Reimbursement Form
- Submit Application for Professional Presentation Support Form by 1/15/2015
- Take Trip
- Receive Reimbursement
- See a (credit) on your eReports in January the year after you travel.
Overnight Travel

Full Travel Process Timing Example

<table>
<thead>
<tr>
<th>TRAVELER</th>
<th>BUSINESS OFFICE</th>
<th>OTHER</th>
<th>TRAVELER</th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average Days from Traveler Return date to Receipt in Business Office</td>
<td>Average Days in the Business Office</td>
<td>Average Days at OSP (for OSP Travel Only)</td>
<td>Average Days for Traveler Certification (for T number Travel Only)</td>
<td>Average Days waiting for check run</td>
</tr>
<tr>
<td>Work Days</td>
<td>14</td>
<td>6</td>
<td>3</td>
<td>1</td>
</tr>
</tbody>
</table>

A normal travel reimbursement process may take 4-5 weeks. This is assuming there aren’t any problems with the travel submission.

Average days in Business Office is 6 days. Timing standards is 13 days.

Coming Soon

Survey Services

- Qualtrics to replace Survey Monkey
- LimeSurvey still exists
- Existing agreements to run out

Gifts to Non Employees

- For 1099 purposes, items given to employees should be tracked in the accounts payable system like cash gifts
- Minimum dollar amount to be set by CFAES along with procedures

Sponsorships

- Over $10,000 are going to require extra approval
- Online Web portal for tracking all sponsorships of any dollar amount
- Process being determined by Ryan Schmiesing, CFAES Communications
Coming Soon

New Travel Agency

Planning travel in 2015?
If you're traveling for university business, Ohio State has new contracts to serve both individuals and groups. Starting Tuesday (12/30), Corporate Travel Planners will be the new preferred agency for individuals. (Please note: Individuals who are currently planning a trip in 2015 should check out our FAQ. For groups, Uniglobe Travel Designers is already operating under a new contract as the preferred agency.

-- > Read more: controller.osu.edu

Questions?

How are things going in your unit?

What would make life better?