June 2013

Over the past 8 months the Business Office has welcomed new units to the offices we serve, we have hired new staff and we have had two weddings! See the timeline on this page for all of the major changes we have seen.

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Business Office now serving some College Offices
For All

The OSUE Business Office has been selected to be the service center for FAES Columbus. The university has been moving towards a service center concept for several years. Service centers eliminate work for the areas it supports, provide expertise, and process transactions accurately and efficiently. The intent is that a service center will streamline/simplify some HR/financial/procurement processes; allow a higher degree of standardization and consistency across the university and college; reduce the number of staff accessing administrative systems; and ensure cost effectiveness, efficiency, compliance to OSU policies and procedures. CFAES is one of the last colleges to adopt this university concept. All costs of the service center are borne by the academic units being supported.

By the end of the calendar year, all CFAES academic units except Entomology will be part of the service center. OARDC will have a Wooster service center that includes ATI and Entomology.
This change has necessitated the hiring of new accountants and is the cause of having new accountants assigned to your county more frequently. This is a great opportunity for Extension. You will all continue to receive the great service you have in the past, but the accountant serving you may be different. Thank you for being patient while this process is ongoing.

Upcoming Deadlines

For All

- PCard deadline 6/27
- Offices Closed 7/4
- eReports ready (1st close) 7/10
- Sales Tax Due 7/15

Bank Statements Due

For OSU Extension units that have a checking account that is managed in their office.

The June Bank statement copy and associated Reconciliation Form are due to the Business Office no later than 7/31/2013. http://cfaesfinance.osu.edu/forms

Some items to note when completing this:

1. **It’s not too late to send a check.** If your average bank balance is over $20,000 you can still send a check to the Business Office in time to cover that overage. We understand that June is a busy month and your balances may be inflated – that’s why we ask you to take the average over the past year. Use the Deposit Transmittal Form – deposit to your 06xxxx fund with account number 41225 if you send a check. http://cfaesfinance.osu.edu/forms

2. **Use our reconciliation form** – Even if you have an automated or different process, please use our form for the reconciliation. We ask some extra questions and it make is easier to make sure everything is there.

3. **Fax or Scan** – An original is not required – scan your documents to Michel.5@osu.edu or fax to 614-688-0529.

Parking Permits for FY14

For All

If you need a personal parking permit – follow the instructions that went out to all employees from the new CampusParc vendor to obtain a permit. If you need a shared permit for the office or single day passes – please stand by – we are still waiting for instructions on how this will work for off-campus offices.

Volunteer Insurance Renewals

For OSU Extension County and State Units

Wendy is working on paying the CIMA bills that have been submitted so that your volunteers are covered July 1st. Some of you may have received an additional notice from CIMA about a Surplus Lines Affidavit (see sample below). Please ignore this – we handle this centrally – you do not need to do anything. Thanks.

Sample email to ignore:

*We have received your volunteer insurance renewal premium payment. Thank you very much!*
Business Office Update

Unfortunately, we cannot issue your renewal documents, until we receive the Surplus Lines Affidavit of Originating Agent, as required by the Insurance Department of Ohio. The Affidavit was included in your renewal mailing. Please return the affidavit to us via U.S. Mail as soon as possible immediately, as originals are required.

... for space reasons the remainder of the email has been omitted.

Quick reminders

For All

- **Don't accept Starter Checks for deposit** – Starter checks are those issued by the bank on brand new accounts that don’t yet have an address or contact information on the check. The University does not accept these.

- **One eRequest per Mileage per month** – Unless you have OSP travel (which has to be put into eTravel) your mileage reimbursement should all be combined onto one eRequest each month. Even if you have multiple Chartfield to pay from – doing them all on one form and one eRequest will help us to prevent duplication of your travel reimbursements. You are always required to get preapproval when traveling on someone else’s org – but that can be verbal preapproval – workflow in the eRequest isn’t necessary. Choose the Chartfield with the most money involved for the workflow org.
  
  *Note:* Academic Unit Mileage and OSP Mileage are processed through T numbers in eTravel.

- **Don't combine multiple Mileage months together** – Remember that there should be one mileage submitted per month – don’t combine logs from multiple months on one eRequest.
  
  *Note:* Academic Unit Mileage and OSP Mileage are processed through T numbers in eTravel.

- **Minority vendors on OSU Contracts** – We recently mailed out to most offices a list of minority vendors with common commodities that are on OSU Contract. OSU Contracted vendors give preferred pricing and minority vendors give the College credit for the state law that requires a 15% usage of minority vendors. These vendors tend to be faster to work with because there is no need to add the vendor and many are on eStores. For more information about this summary see the Business Office Website: Minority Vendors on Contract [http://cfaesfinance.osu.edu/training](http://cfaesfinance.osu.edu/training)

- **Buying Tools Summary updated online** [Buying Tools Summary](http://cfaesfinance.osu.edu/training)

- **Pre Travel Worksheet updated to add Employee ID:** [Pre Travel Worksheet](http://cfaesfinance.osu.edu/forms)

User Defined Values

For All

User defined values are 6 character values that can be used to track information in the general ledger. When filling out a paper form you can just list whatever you want – but when you are in a university system it requires the value to be active before approval. So even though you can save it your approver can’t approve it if the value isn’t active. So before you enter a user defined in the field use the lookup button underneath it to find the value. If you don’t find it or something that will work for your needs then DON’T enter into the User Defined field
Business Office Update

– instead put in the Special Funding Instructions: ADD User Defined: XXXXXX. Your Business Rep will add this for you before processing your transaction.

Capitalized Equipment Review

For All

Do you have items on your capitalized equipment report? This includes items that cost more than $5,000 at the time of purchase. Information on how to access your Physical Inventory Review Report (PIER) http://cfaesfinance.osu.edu/training

In July you will be asked to print this form for FY13 and return to the Business Office. If you have items on this report we are asking that you also take three pictures of the equipment (1 piece of equipment, 2 serial number and 3 asset tag) so that we can upload this into the Asset Management System. These pictures can be submitted now or in July to Michel.5@osu.edu. You can use a camera or your phone to take the pictures. If you don’t have a camera or a photo capable phone in your office – it’s ok – just let Wendy know and we will make other arrangements for the pictures. Again – this won’t be due until July but we wanted to get you thinking about it while your cameras are out for summer activities.

Good reminders from the Office of the Control on Internal Controls

For All

Click here for the full version. http://controller.osu.edu/ftd/guides/DepartmentControls.pdf

1. Know your sources of income.
2. Be aware of which Fund is used to record each source.
3. If you have approval authority, read everything you sign. Do not just sign or “click” without having a clear understanding of what you are authorizing.
4. Know all reasons WHY cash, a check or other bank activity is received in your department.
5. Ensure segregation of duties for staff that handle incoming or outgoing payments or are responsible for accounts receivable functions.
6. Deposits must be made at least once weekly or when $500 or more in cash and/or checks has accumulated, whichever comes first.
7. Keep cash, checks and other valuables, including departmental PCards in a locked drawer or safe.
8. Maintain a Purchasing Card Internal Tracking Log for signing the PCard in and out to demonstrate/document custody of the card.
9. Verify that all payroll records match the number of current active employees.
10. Ensure that reconciliation of all accounts is completed monthly and are properly signed off.
11. Review monthly the status of each fund using the appropriate GL report.
12. Periodically compare key figures on internally produced reports with key figures on central reports. Remember, the General Ledger is the official source of record for the university.
13. Periodically review the status of your capitalized equipment in preparation for submitting your annual Physical Inventory Equipment Report (PIER report) to Asset Management.
14. Schedule monthly meetings with your fiscal staff to review the financial health of the department.
15. Make sure all staff involved in key business transactions takes regular vacations, during which another employee preforms their tasks.
16. Stay involved in the financial procedures of your department