New Business Office Staff
This month we welcomed Shannon Donovan to the Business Office. Shannon comes from University Development and has many years of accounting experience. It will take several months for Shannon’s training to be complete before he will become an official Business Office Representative but as we are training you may get emails or phone calls from him for additional paperwork. Please help us welcome Shannon to the team. [Shannon Donovan, 614-688-1319, Donovan.47@osu.edu]

As we welcome Shannon and Suzie to the office and to help with processing additional CFAES paperwork we are asking for your patience. We are training them to be diligent and thorough representatives and that means that they will be extra careful at reviewing your transactions. You may have been doing something one way all along but when we train our new staff we ask them to bring a critical eye to each transaction they review.

Examples:
- Acronyms you use on your paperwork that are not in the Acronyms database will need clarification,
- Be specific on your mileage logs – full addresses, not just “Office or Extension Office”
- Be specific on your business purposes because they aren’t aware of what your programs are or why certain items may be needed.

All of these clarifications are needed and provide excellent documentation for our auditors. The need for better documentation always becomes more evident when someone new is processing your paperwork. Try not to take your frustrations out on them and if you have any questions on why you are being asked for something don’t hesitate to contact Cindy buxton.65@osu.edu.

Reminder about Acronyms
This College has an abundant amount of acronyms and new ones are created every day! We have created a database where you can add your acronyms. This allows you to use those acronyms on your transactions to save you time while allowing us to provide the list to our auditors.

However – before you use an acronym on your transaction you should 1) check the list and 2) add your item to the list if it isn’t already there.

This is on the Business Office Website under the Financial Information tab.

- Check the list: http://go.osu.edu/abbreviation
- Add your new acronym: http://go.osu.edu/add

CFAES also has an abbreviation list available on the Staff Advisory Council Webpage: http://sac.ag.ohio-state.edu/glossary.doc/view

TAS System Downtime
The TAS systems is going to be unavailable from April 5-April 11. This may affect some people as they reconcile their development funds. Remember this is the system that you use to download your Gift Memo Supports to verify your
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eReports entries on the 4OS-91 report. TAS access instructions are here if you don’t have access:
http://cfaesfinance.osu.edu/training

Records Retention Schedule has been updated

The University’s schedule has been updated. Some of the highlights are listed below. For full records guidelines see the link to the University’s schedule above and our updated 2 page job aid: Filing and Retention Guidelines
http://cfaesfinance.osu.edu/resources

- **Contracts and Grants, External** – Changed from keeping Active + 6 years to **Active + 8 years**
- **Contracts, Internal** – Active + 3 years
- **Inventory information** now under “Fixed Assets Machinery & Equipment Documentation”
- **PCard Documentation** - Changed from keeping Active + 6 years to **Active + 4 years**
- **Items scanned into eRequest or eTravel** – 60 days

Reminder for new vendors
Remember that new vendors require the AP Payment Compliance Form in order to be added. New Companies ALSO require the Vendor Profile Form. See the February Business Office Update for more detailed information.
http://cfaesfinance.osu.edu/news

CIMA
Volunteer insurance invoices will be mailed soon. A reminder – DON’T pay for the insurance from your checking accounts or from affiliated committee checking accounts and ask for reimbursement. We have to pay CIMA directly. Affiliated organizations can pay for your share of the payment – directly to CIMA, but they cannot get reimbursed later so make sure they only pay for their portion. More information will be included in the letter and invoice to be mailed soon. These will be due to the Business Office by 5/28/13.

New on the Web
4/1/13 Updated the Records Retention Filing Guidelines posted under Training http://cfaesfinance.osu.edu/training

3/15/13 There is a new process for getting access to the University’s UPS mailing system. See the instructions for this here. These are posted under the Training tab. http://cfaesfinance.osu.edu/training

3/8/13 The Financial Conflict of Interest Disclosure Survey will be emailed to all Extension employees soon. Here is an FAQ to help with the questions you may have regarding this. Posted under FAQs – General http://cfaesfinance.osu.edu/training

2/26/13 New Specialist Fee Transfer Form. Do you have a specialist that travels to Counties? Are you a county that needs to pay a specialist fee? This form is for you! Posted under Forms - Cost Recovery http://cfaesfinance.osu.edu/forms

Deadlines
- 4/8 eReports ready
- 4/15 Sales tax due
- 4/29 PCard deadline