Hot Topic: Branding Compliance and Taxable Benefits to Employees!

For All

Please watch mid-April for some additional guidance on the two topics that will likely affect your ordering process for programs this summer and fall.

1) Reminder that most items given to employees are now considered taxable income.
   This is in place now and includes T SHIRTS for Camps!
   Taxable Benefit Process here: http://cfaesfinance.osu.edu/training

2) Starting July 1st the University’s branding standards are mandatory. This means that when you order any items with trademarked material you will have an approval process to go through before you choose your vendor. A Job Aid on this topic will be provided later this month.

In addition to the two job aids on these topics we will also be doing a joint Adobe Connect sometime in May to answer your buying related questions as it relates to taxable income and branding. Stay tuned for an invitation to this Adobe Connect!
Vendor Issues

For All

Many of you have noticed that getting a purchase order or convenience order payment is often taking longer than usual. The University for the past couple of years has been working to drastically reduce the number of vendors in our vendor database. Every time we make a payment via Accounts Payable a new vendor profile is created or an existing one is being used. We are finding recently that even vendors we use frequently are being deactivated quickly – sometimes only months after our last payment to them. What that means is that your Business Office Representative has to contact OSU Purchasing about reactivating them. That process is not a simple one. Purchasing usually asks:

1. **Why this vendor:** A series of questions about why this vendor is needed over an existing vendor in the database
2. **Why this method:** A series of questions about using other buying tools such as the PCard
3. **How often is it needed:** A question about how often your vendor will be needed. One-time vendors are usually quicker to get added than ongoing vendors.
4. **Updated Vendor Information:** A request for an updated AP Payment Compliance Form and Vendor Profile Form. 
   
   http://cfaesfinance.osu.edu/forms

Most of the time your Business Office Representative can work through these questions without you, but sometimes they will enlist your assistance. This is a time consuming and frustrating process for all involved.

**What can you do to help?**

1. **Use an Internal Vendor** – Is there an OSU Vendor you can use instead of an outside vendor? (ie. University catering)
2. **Use an eStores Vendor** – Is there an eStores Vendor that can supply your items? (i.e. Promotional Items)
3. **Can you use the PCard or Checking Account?** – Can you use your PCard (<$2,500) or Checking Account (<$1,000)
4. **Can this vendor be used just once?** – If so – tell us that in the Additional Information Section.
5. **Plan Ahead** – Give us plenty of time on POs and Convenience Order payments. At least two weeks is requested to make sure we can get vendor issues addressed.

Do you need to submit an AP Payment Compliance Form/Vendor Profile Form?

For All

There are two ways to submit an AP Payment Compliance Form/Vendor Profile Form for your new vendor addition. Either way please be sure to complete page one of the document yourself – it provides us needed information to convince purchasing to add your vendor. http://cfaesfinance.osu.edu/forms

1. Fax: 614-688-0529. Send any form to this fax number for processing.
2. Attach forms that do not contain social security numbers to your eRequest. Don’t attach anything with a SSN to an eRequest.

Once you have confirmed that your Business Office Representative has the form you can shred your copy.

Computer Depot Billing Reconciliation

For Extension Units

The computers that you have purchased through the computer depot are billed to you as a rental on a monthly basis via a journal entry. For reconciliation purposes the original eRequest and Depot Invoice you receive is enough to document the
monthly billing. Create a folder for those documents to reference in case you have questions about what is being billed. Starting this month we will no longer send the journal entry copies. Questions: schrock.73@osu.edu

Do you have a contract that needs to be signed?

For All

First – Don’t sign it. Review this document for what can be signed and what can’t. [http://cfaesfinance.osu.edu/training](http://cfaesfinance.osu.edu/training)

- **Internal Contracts (between two university parties)** – any university employee can sign internal agreements with no cost – but if there is a cost associated it needs to be submitted through the Business Office for signature and processing. Submit eRequest – Internal Order and attach the contract with all of your details completed (signature blank).

- **Contract for the purchase of goods and services** – Complete an eRequest – Standard Purchasing Request and attach the completed but unsigned version of your contract to the eRequest.
  - A common example of these types of contracts is a space rental for an event.
  - If this is for space rental and you will be paying with an Extension checking account or not paying at all you may alternatively submit your contract via the Contract Form: [http://cfaesfinance.osu.edu/forms](http://cfaesfinance.osu.edu/forms)

- **Contract for our services (Vendor pays the University)** – Submit the completed but unsigned contract via eRequest – Internal Order using these guidelines: [http://cfaesfinance.osu.edu/training](http://cfaesfinance.osu.edu/training)

- **Lease Agreements** – email documents to Cindy Buxton, buxton.65@osu.edu

Not sure where your document fits in? Contact your Business Office Representative for further guidance.

Credit Card Terminals

For Extension Units

For those units that have committed to receiving a credit card terminal we are hopeful to meet the following timeline. There will be several steps to terminal installation most of which you will not need to be involved in:

1) **Setting up your merchant account** – this is an individual bank account which allows your transactions to flow to your individual Chartfield. This takes about three weeks. You provided most of the information we need in the survey you completed.
   - You will receive a box in the mail which has new merchant information. Open the box and pull out the stickers (visa, mast, disc, etc) to display. The rest of the information can just be stored locally.

2) **Phone splitter**: If you have indicated that you will be sharing your phone line with another device (phone/fax/etc) we will mail you a phone splitter to help with installation.

3) **Purchasing the terminal**: the Business Office will purchase the terminal for you and have it shipped to your office and bill the cost back to your office using the Chartfield that you will be using for deposits of credit card revenue. The new terminals go on sale mid-April.
   - When you receive your terminal email allen.1422@osu.edu and she will set up a time for installation.
   - Keep the terminal in a secure place.

4) **Training**; at installation the Business office will provide you with some printable instructions for using the machine, guidelines for reconciliation and other tips.
   - Reminder!! you can only use this machine for OSU transactions – not for affiliated organizations.
   - In May the Office of Financial Services will have a short, free, online course that all users of credit card machines will have to take.

Timeline: I would suspect that all terminals will be installed by the end of May.
RegOnline Cost Reduction
For All

RegOnline is our online vendor for accepting registrations and credit card payments. The cost for using the service is currently $4 per registrant and 2% of all credit card revenue. Because of our registration volumes (4,000 registrants for CY2013!) the cost for the per registrant charge has gone down. We will be reducing the per registrant fee to $3.50 effective this billing cycle. The 2% charged by the credit card companies will not change.

To find out more about RegOnline visit our help page: [http://cfaesfinance.osu.edu/training](http://cfaesfinance.osu.edu/training) Scroll to the bottom for RegOnline information. Or sign up for our training on RegOnline coming up 5/13/2014.

Payments to People for Services
For All

This time of year we often start to see eRequests for payments to people for their services. Camp nurses, speakers, writers, judges and entertainers are some of the most common examples. There are four major things to think about when paying someone for their time.

1) Are they a University employee? Or should they be a University employee?
2) Are they expecting payment from me or doing this for free?
3) What paperwork and procedures do I need to do to hire them?
4) Are they interacting with youth? Should I require a background check?

Most of the time the answers to these questions will lead you to a lot of prep work that needs to be done BEFORE the service is completed so it is important to think through this as you are planning your program rather than after. For instance – if you need to pay a non-employee for their time and they expect to be paid you MUST have a Purchase Order number in place before they do the service for you. To do that – this will mean an eRequest and some paperwork from the vendor. To help with the process we have a new job aid that outlines the requirements for each payment type.

[http://cfaesfinance.osu.edu/training](http://cfaesfinance.osu.edu/training)

Please review this if you plan on paying someone for a service this summer!

Travel Requests – T numbers
For Extension Units

Submitting for a T number can help you to ensure your trip and its associated expenses are approved prior to scheduling any activities. It is required if there are any prepayments happening for your travel. T numbers can be submitted in one of two ways.

1. **eTravel**: Travelers can request T numbers using eTravel. There are a couple of things special about entering into eTravel so if you are new to this process contact Robert Concitis (614-292-5245) (ex. Reporting multistate effort, entering prepaid airfare, requesting prepayments and getting unit approver approval)
2. **Faxed or emailed Travel Request Form**: [http://cfaesfinance.osu.edu/forms](http://cfaesfinance.osu.edu/forms)
   a. Note: Faxed or emailed forms should be submitted to the Business Office no later than 2:30 on the day you need the T number if you are using a University Travel Agency for airfare.
eRequests - How to prioritize
For all

Most eRequests will be processed within timing standards. [http://cfaesfinance.osu.edu/resources](http://cfaesfinance.osu.edu/resources)

If you need something sooner than those timing standards you have two ways to communicate this.

1) **Your approver can use the eRequest system** to choose a priority. It is always a good idea to put a comment in the eRequest to say why it is critical or an emergency. Your Business Office Representative gets an automatic email alerting them there is something needed.

2) **You can put your urgency in the Additional Information section** when requesting the eRequest. This however doesn’t show to your Business Office Representative until they open the request. So if you use this method you should also email or call your Business Office Representative to let them know.

**Note:** Keep in mind that if you use the Send Notification Button in eRequest you will not receive an out of office notification if your Business Office Representative is out of the office. If you have something urgent – use your normal email application for communications, that way you know when they are out and who to contact in their absence.

**New on the Web:**

- 4/4/2014 Updates made to the Application for Support for Professional Presentation Form which is used to submit support for Extension professionals doing professional presentations. Posted under **Forms**. [http://cfaesfinance.osu.edu/forms](http://cfaesfinance.osu.edu/forms)
- 3/31/14 Accounting at OSU Training Slides and 20 minute video have been posted to **Training** [http://cfaesfinance.osu.edu/training](http://cfaesfinance.osu.edu/training)
- 3/24/14 Prepaid Airfare Instructions for Extension Orgs (55xxx and 57xxx) posted under **Travel** [http://cfaesfinance.osu.edu/travel](http://cfaesfinance.osu.edu/travel)
- 3/12/14 The **Training** tab has been updated to include: Mileage Training Slides, Accessing eReports Training Slides and eReports Quick Access Guide. The videos associated with these courses will be coming soon. [http://cfaesfinance.osu.edu/training](http://cfaesfinance.osu.edu/training)
- 2/20/14 Travel Reimbursement form updated under **Forms - Travel** to include departure and return times - now required for OSP travel reimbursements. [http://cfaesfinance.osu.edu/forms](http://cfaesfinance.osu.edu/forms)
- 2/13/14 Travel Training - Overnight Travel details posted under **Training**. This includes an hour and forty minute Adobe Connect that you can watch regarding Travel. [http://cfaesfinance.osu.edu/training](http://cfaesfinance.osu.edu/training)
- 2/10/14 SafeGuard Ordering Job Aid. This will help County and Regional Offices in replacing needed checking account supplies. Posted under **Goods and Services**. [http://cfaesfinance.osu.edu/training](http://cfaesfinance.osu.edu/training)

**Upcoming Deadlines:**

- eReports Ready: **4/8/2014**
- Sales Tax Report due: **4/15/2014**
- PCard Deadline: **4/29/2014**
- Purchase Order Closure Notification due: **5/1/2014**