Business Office Update

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Mileage Reimbursement from Outside Organizations
When you work with outside organizations that are able to reimburse your travel or other expenses related to that work, here are a few things to remember:

1. Use the standard OSU reimbursement rate for calculating your mileage rather than the value of the gas used.
2. Your invoice needs to say, “Make payable to Ohio State University Extension, Your County/Office.”
3. Deposit reimbursement payments into your office’s Misc. Grants and Contracts Fund (if your office doesn’t have a Misc. Grants and Contracts Fund, contact Cindy Buxton).
4. Report your travel on your regular monthly travel log and indicate payment for those trips should be paid from your Misc. Grants and Contracts Fund. Note that mileage can be reimbursed from multiple Chartfield on one request.
5. Do not personally accept and deposit such payments into your personal accounts or not record on your travel logs.
6. Do not deposit reimbursement payments into your county appropriations fund.
7. Why does this matter? If you were to have a workers’ comp claim, your travel logs provide documentation that you were on the job. Personally accepting money for any reason from an outside organization when you’re officially on the job could be perceived by an uninformed third party as being paid twice.

Internet Explorer 10 not compatible with PeopleSoft, Carmen and other sites
The newest version of Microsoft Internet Explorer (IE10) was recently released and bundled into Microsoft software updates. However, IE10 is not yet certified as compatible with PeopleSoft Financials, HR/SIS, and other university systems that include eReports, eTravel, Carmen, and curriculum.osu.edu. Be aware that if you use IE10, you could
experience issues when using the previously mentioned applications. It would be best for PeopleSoft users not to use IE10 until it is certified by Oracle. In most cases, turning on “Compatibility Mode” will resolve the issues. See full article for details.

UPS System Requirement
In regards to shipping and the UPS contract, only the transactions that are processed through the UPS Complete View Shipping (CVS) system are considered compliant with the contract. In other words, going to a UPS store or other mailing company and using UPS does not make the transaction compliant. The contract does not apply to inbound packages. The Business Office has detailed instructions on their website here. This also provides guidance on how to gain access to the system if need be. http://cfaesfinance.osu.edu/training

Stamps can be purchased from eStores
Just a quick reminder that if you need to purchase stamps you can purchase those through eStores

New E-Commerce Platform for eStores Going Live Friday, May 10
By RIC HUNTER | Published: APRIL 26, 2013
We are pleased to share the news that eStores will take on a new look and enhanced search capability in May as we switch to a new e-commerce platform.

The new platform includes basic and advanced search options, search filters, favorites, cart history and more – all designed to make your buying experience as easy and convenient as possible.

Most eStores catalogs will move to the new system. All items previously available through the Apple catalog will now be available through WiredOut.

Detailed information regarding the new eStores will be published on the eStores ASSIST pages – coming soon to: https://assist-erp.osu.edu/assistestores.

Demos of the new eStores have been scheduled. Contact Suzanne Edie at edie.6@osu.edu for more information or to register for an event:

Webinar demos will be presented on the following dates/times:
- Tuesday, April 30 from 9-10 a.m.
- Tuesday, April 30 from 2-3 p.m.
- Wednesday, May 1 from 9-10 a.m.
- Wednesday, May 1 from 2-3 p.m.
- Thursday, May 2 from 9-10 a.m.
- Thursday, May 2 from 2-3 p.m.

On-site demos will be presented in the Innovation Lab at 2650 Kenny Rd on the following dates/times:
- Tuesday, May 7 from 9-10 a.m.
- Tuesday, May 7 from 10-11 a.m.
- Wednesday, May 8 from 9-10 a.m.
- Wednesday, May 8 from 10-11 a.m.

Like the changes you see in eStores? Visit the eStores Web site for the latest updates on suppliers and system enhancements. Have other ideas for more improvements? Get in touch with the Stores Service Center at 614-292-2694 or stores@osu.edu.
**Guy Brown Express name change to GBEX**

*Guy Brown Express* has changed their name to **GBEX (gee-bex) LLC**. Effective Friday, April 26th. The new vendor ID number is 0000499615. The name change does not affect the MBE status of this supplier or their partnership with OfficeMax in any way. The GBEX catalog will include all product offered under the Guy Brown name at the same price. Contact the Stores Service Center at 614-292-2694 or stores@osu.edu with any questions.

**Apple Products Available Through WiredOut**

*By RIC HUNTER | Published: APRIL 26, 2013*

As part of the eStores e-commerce platform change, Apple products will no longer be available through the eStores catalog. All Apple purchases for OSU departmental use (including software and apps) should be initiated using an eRequest Internal Order with our internal vendor, WiredOut.

- All Apple products will be listed on the WiredOut Departmental Price Guide on the WiredOut web site.
- WiredOut offers direct shipping and also a customer pickup option. Indicate ‘customer pickup’ in the Ship To section on the eRequest. Mac and iOS apps are delivered via email.
- Contact WiredOut for details regarding custom orders, emergency expediting or warranty repair service.

For eRequest support, refer to the [Apple eRequest Job Aid](#).

For Apple support, contact WiredOut: Online: wiredout.osu.edu By phone: (614) 292-8883  By email: wiredout@osu.edu

**Note:** For OSU Extension – all computers should be purchased by the Computer Techs and not by the individual units.

**Upcoming Deadlines:**

- Fund Maintenance Letters due in May
- Volunteer Insurance Invoices due the first week of June. These should arrive in mailboxes this week. **Note that the pricing on the invoice is correct – we forgot to update our letter to you.**
- eReports available 5/9
- Sales tax report due 5/15