• 8/27/14 Business Office Update August
• 7/10/14 New PCard Application Form posted with the revised PCard limits amended. More to come on other PCard changes. Posted to Forms.
• 7/7/14 Convenience Order Numbers have been approved for FY15 - See the Convenience Order Number list here. Posted under Financial Information.
• 7/7/14 Common Account Value list has been updated to include all CFAES units. Use this as a short cut to the full account list. Posted under Financial Information.
• 7/7/14 Mileage Travel training slides and a 28 min video have been posted to Policies and Procedures. This topic covers calculating and reporting mileage.
• 7/7/14 The eRequest for Beginners training slides and 41 min video have been posted to Policies and Procedures.
• 7/2/14 eReports Reconciliation (Financial) training slides and 73 min video have been posted to Policies and Procedures.
• 6/25/14 New Fiscal Employees and New Director training slides and 106 min video have been posted to Policies and Procedures.
• 6/23/14 Advanced eReports training slides and 74 min video have been posted to Policies and Procedures.
• 6/23/14 Ordering Limited Use Parking Passes Job Aid updated for FY15
• 6/20/14 Business Office Update June
• 6/13/14 Access eReports training slides and 22 minute video have been posted to Policies and Procedures.
• 6/9/14 ComDoc - Ordering Supplies Instructions posted to Policies and Procedures.
• 6/6/14 Revised Taxable Benefit Process posted to Policies and Procedures. Provides better clarification on entering the HR Action Request.
• 6/2/14 Credit Card Processor Training slides, 45 minute video and new Access and Renewal Form have been posted to Policies and Procedures.
• 6/2/14 RegOnline training slides and 52 minute video have been posted to Policies and Procedures.
• 5/22/14 Business Office Update May
• 5/22/14 Asset Management Slides and 48 minute video have been posted to Policies and Procedures.
• 5/15/14 Rental Car Requirements Job Aid added to the Travel FAQ tab.
• 5/15/14 The Advancement System (TAS) Training Slides and 37 minute video have been posted to Policies and Procedures
• 5/13/14 Each unit that serves the public should have a posted copy of the Public Records Policy in your office. Please post this somewhere where your employees can see it such as a breakroom or work room. If you don’t have a common space please ensure each employee gets a copy personally. All records requests for OSU Extension should go through Ken Martin, 614-247-8808.
• 5/6/14 County Educator Cost Share rates posted for CY2015 and CY2016 under Financial Information.
• 4/24/14 Taxable Benefit Process Job aid updated to make it closer align to the University's written policy. Posted under Policies and Procedures.
What’s New 2014

- 4/17/14 eReports for Budgeting Slides and 80 minute video have been posted to Policies and Procedures.
- 4/17/14 Reading eReports Training Slides and 90 minute video have been posted to Policies and Procedures.
- 4/8/14 Business Office Update April
- 4/4/14 Updates made to the following:
  - Contract Form used to submit facility use agreements. Posted under Forms.
  - Application for Support for Professional Presentation Form used to submit support for Extension professionals doing professional presentations. Posted under Forms.
- 3/31/14 Accounting at OSU Training Slides and 20 minute video have been posted to Policies and Procedures
- 3/24/14 Prepaid Airfare Instructions for Extension Orgs (55xxx and 57xxx) posted under Travel.

- 3/12/14 The Policies and Procedures 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 in April.
- 2/20/14 Travel Reimbursement form updated under Forms - Travel to include departure and return times - now required for OSP travel reimbursements.
- 2/13/14 Travel Training - Overnight Travel details posted under Policies and Procedures. This includes an hour and forty minute Adobe Connect that you can watch regarding Travel.
- 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.
- 2/6/14 Business Office Update February.
- 2/4/14 For Items given to employees by OSU see the new Taxable Benefit Process job aid for the steps needed to include these items in that employee’s taxable income. This has been posted under the Policies and Procedures tab.
- 2/4/14 Updated Business Office Representative Map on the About the Business Office tab. Added Regional Director names for the EERA's and added PCard Reallocators for County units.
- 1/29/14 The Travel Quick Reference Guide replaced the Travel Routing Job aid on the Travel tab. It is a two-page summary of the process for submitting all types of travel expenses.
- 1/29/14 A new one-page Local Checking Account and Purchasing Card Restrictions Job Aid is available under Policies and Procedures.
- 1/29/14 Local Checking Account Detailed training has been posted under Policies and Procedures. This includes an hour and ten minute Adobe Connect that you can watch regarding Local Checking Account Guidelines.
- 1/24/14 Purchasing Card Detailed training has been posted under Policies and Procedures. This includes an hour and eight minute Adobe Connect that you can watch regarding the three Purchasing Card Modules.
- 1/24/14 eRequest Advanced Training has been posted under Policies and Procedures. This includes an hour and sixteen minute Adobe Connect that you can watch regarding Tips and Tricks for eRequest users.
- 1/16/14 Buying Tools Training has been updated and posted under Policies and Procedures. This includes an almost two hour Adobe Connect that you can watch regarding Buying Tools for CFAES.