What’s New 2013

8/6/2014

This represents archived News items from 2013. The links will no longer be valid due to the new web address – see the new website for detailed information: http://cfaesfinance.osu.edu

12/26/13 **Mileage Rate Change!** Jan 1, 2014 - Dec 31, 2014 $0.56 per mile. Previously Jan 2013 - Dec 2013 $0.565 per mile. All Travel Forms have been updated under Forms - Travel.

12/26/13 Slides on Depositing and Receiving Money have been posted to the Policies and Procedures page. Video to follow in the spring.

12/10/2013 **Taxable Benefit Memo** - This is a notice from the SFO regarding items given to employees and the policy change requiring these items be included in taxable income. Procedural information coming soon. Taxable items list updated 12/10/2013.

12/10/13 Updated Travel Job Aid for Electronic Approvals (vs paper signatures) has been posted to Travel - Job Aids. This is intended for people that are not entering into eTravel but instead using paper travel forms. Updated to include the Traveler's Electronic Signature.

12/9/13 Annual Conference Presentation and Questions/Answers from the day

11/27/13 **Travel Reimbursement Form** updated to reflect change in signatures needed for employees and to add a cash advance line for documenting cash advances. Posted under Forms - Travel.

11/27/13 **Timing Standards** updated to reflect change in deposit requirements. Deposits are required within 3 business days or when you reach $1,000 whichever comes first. This is posted to Policies and Procedures.

11/19/13 The University implemented a change to the travel system on 11/15 requiring traveler approval on eTravel payments. Travelers will click on the link in the email or go to https://eTravel.osu.edu and will review and approve the request. See the email communication about this for more help. Posted under Travel - FAQs.

11/14/13 **Toner Pirate Information** - This is a notice about a scam that one of our offices has reported regarding a vendor trying to get you to buy toner inappropriately.

11/12/13 Business Office Update for November.

11/12/13 Purchase Order Renewal Reminders being mailed this week along with a Purchase Order Renewal Job Aid - Posted to Policies and Procedures. eRequests to renew 2014 PO's are due 11/27/2013.

**FY2014 Business Office Training** Schedule now available

**Registration**
If you have trouble registering try using a different browser (Internet Explorer worked for me). Or clearing your browsers cookies.

**Training Schedule and Class Descriptions:** FY14 Training
All courses offered via Adobe Connect.
One-time $5 fee to register for as many classes as you want.
All courses will be recorded for those that cannot attend or for those that end up on the waitlist.

10/21/13 Internal Order Training Slides & new 7 min Training Video is posted under Policies and Procedures.

10/21/13 New Procurement Decision Tree posted to Policies and Procedures.
What’s New 2013

10/11/13 Business Office Representative Map changing again. Posted under About the Business Office

10/8/13 Business Office Update for October Posted under Past News Items

10/8/13 PCard Policies and Training Documents have been updated. There are three short videos regarding the Purchasing Card Program that have been updated as well. Posted Under Policies and Procedures

9/6/13 Business Office Update September 2013

8/22/13 Food Account # Guide added to the Food and Beverage Documentation Form under Forms - General

8/20/13 Sales Tax Job Aid updated under the Policies and Procedures Tab

8/16/13 State Sales Tax Rate Change 9/1/2013

8/16/13 Information about recurring coffee and/or water services

8/13/13 Parking Pass Ordering Info FY14, Campus Parc PowerPoint Instructions

7/26/13 OSP Personnel Appointment Form Added to the Forms - Personnel tab. This is used by Extension Units to appoint a person to an OSP project.

7/25/13 Convenience Order Information has been updated on the Policies and Procedures Tab. Including: Buying Tools Summary, FY14 Convenience Order List, Convenience Order Slides, Convenience Order eRequest Job Aid and New 15 minute video about Convenience Orders.

7/23/13 Business Office Update for July

7/23/13 Insurance Tracking Form added to the Forms - General page. Used to track payments made for insurance from the Extension Checking account or University PCard. See the July Business Office Update for information on what is allowable.

7/22/13 Deposit Transmittal Form updated under Forms - Financial Information

7/12/13 Certificate of Insurance for Volunteer Insurance (CIMA) under FAQs - General - Insurance

7/11/13 Parking Pass Ordering Information for FY14

7/9/13 Updated the Yearly Activities Calendar with FY2014 dates. This is a calendar of Business Office related items for the year. Posted under Policies and Procedures.

7/8/13 PAT Transfer Form updated - see Forms - Cost Recovery

7/8/2013 Budget Help section of the Policies and Procedures tab added to help with County Budgeting.

7/5/13 Convenience Order List for FY14 Posted

6/28/13 The OSU contract was not renewed with Grainger. This vendor has been closed for ordering and you should now order similar items from Fastenal or one of the other eStores vendors. If you have something that is specifically Grainger and not available from any other vendor you may still use them but have to provide justification for the sole source item in the comments of your eRequest. If you have questions please let me or your Business Office Representative know.
What’s New 2013


6/25/13 AP Payment Compliance Form has been updated. Under Forms - Financial Information

6/20/13 Business Office Update for June

6/19/13 Added Variance (Budget) Report job aid to the eReports section of Policies and Procedures Tab.

6/13/13 Added Employee ID to the Pre Travel Worksheet on the Forms tab

6/12/13 Minority Vendors on OSU Contracts summarized in a new help document.

6/10/13 Parking permits for off campus units are still in the design phase. We will update you as soon as they are available for ordering with the appropriate process. See michel.5@osu.edu with questions.

5/21/2013 Buying Tools Summary updated on the Policies and Procedures Tab

4/29/13 Business Office Update April part 2

4/4/13 Business Office Update for April

4/1/13 Updated the Records Retention Filing Guidelines posted under Policies and Procedures

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 Policies and Procedures tab.

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 FAQ's - General

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

2/21/13 Business Office Update February

2/19/13 Volunteer Financial Help policies posted under the Policies and Procedures tab and the Fiscal Volunteer Agreement Form posted under Forms - Personnel. This new policy allows for certain volunteers to help in receiving money for offices in need.

2/7/13 New Vendor Maintenance Requirements. The AP Payment Compliance Form including instructions has been posted under Forms - Financial Information. Supplier Additions now have an extra form to complete.

2/7/13 Multi page Mileage Form Correction: For all using the Multi page Mileage Log for the month of January, please check your mileage log to make sure all of your mileage was reimbursed. There was an incorrect formula that left out some of the trips off the total of pages 2 & 3. If you find that some of the miles were left off, please enter an eRequest to be reimbursed the difference in the total.

2/7/13 A new Gift Card Policy document has been posted under Policies and Procedures in order to help clarify what is allowable regarding the purchase of gift cards.

2/6/13 New PCard Paperwork Routing Job Aid. Ever wonder what to do with your PCard paperwork? This job aid is for you! Posted under Policies and Procedures
What’s New 2013

1/30/13 Contract Form updated to add ORG number.

1/14/13 Business Office Update January

1/14/13 List of Coke products - for use when purchasing beverages for events in Franklin County.

1/9/13 New account number for Food for Teaching and Research. # 61208.
  - Should be used for food for use in teaching or research. This should not be used when the food is for consumption. No attendee list is required when buying food for teaching and research purposes.
  - Approvers should still make note of the quantity of items purchased to make sure it is appropriate for the use intended.

1/9/13 Common Account numbers & Full Account numbers lists updated under Financial Information Job Aids

1/9/13 Food and Beverage Documentation Form updated under Forms

1/9/13 CFAES Exception Request Form posted under Forms