

FAQ – Virtual Fiscal Training

Local Checking:

1. How do you anticipate local checking accounts will change with the transition to WorkDay?
 - a. With the WorkDay delay, we are unsure if much will change with the transition. There may be some updates to our restricted items list and a change in the process to reimburse checking account purchases from the general ledger. There is still a lot of “unknowns” about details of how transactions will process in WorkDay, but we will proactively communicate any impacts to checking account usage as we move into the new system.
2. I have heard that we can get special permission for one person to go into the office to get the mail and deposit checks. Since only one is allowed in, how can we have a second person verify the deposit? Should I just scan the deposit to someone else in the office? How are we supposed to use a dual check point with current COVID-19 stipulation with deposits for the one person getting the mail every 2 weeks?
 - a. We should do our best to maintain segregation of duties, and use all tools (Zoom, scanned documents) at our disposal to make that happen. As offices transition to re-opening, these issues created by tele-working will be reduced, but some barriers may still exist. Please reach out to Jesse Buxton to discuss your current situation and come up with a best practice for this temporary situation.
3. How do most counties reconcile financials - QuickBooks, Excel, etc.?
 - a. Most counties are either using Quicken or Quickbooks, several are using Excel with only a few using hand-written logs. We are looking into an online system for consistency and accountability that all counties will use. This will help with onboarding and ongoing training, as well as bring consistency to our reporting and transaction data.
4. Are we being held to the \$20,000 limit in the Local Checking accounts? Is there a maximum balance that can be in the local checking?
 - a. \$20,000 is the annual average allowed for checking account balances.
5. We are only open 4 days a week, how often are deposits supposed to be made?
 - a. Every 3 business days or \$1,000, whichever comes first.
6. What is the procedure for handling deposits and payments that need to be made? What is the recommended process on check requests? How many levels of approval is necessary? Who should oversee the checking account deposits? The people who writes all the check or the person who does the monthly reconciliation?
 - a. Office Associate works with Fiscal Steward to have segregation of duties. Two people always need to be involved – one to write the check, another to sign, one to prepare the deposit, another to review and take the deposit.
 - b. The person who writes the check should not be the person to sign the check.
 - c. The check signer cannot have a check written to themselves.
7. What does the fiscal steward have to do to help with local checking?
 - a. The Fiscal Steward, working with the Office Associate serves as first-level approver for checking accounts. Also, should act as reviewer for monthly reconciliation of the checking account statement.
8. Regarding 4-H camp and how donations for camperships/scholarships are deposited into the checking account and payments going out from the checking account over a few months affects that bottom line of \$20,000. Is it an issue or do we have exception for this and if so, what other things could be considered exceptions?
 - a. Donations are not to be deposited into checking accounts but deposited into a Development Fund. Soon the 180-day hold will be lifted on Development Funds, so it is accessible right away.
 - b. Scholarships are to be paid to campers with a vendor form, through eRequest. When possible, camperships should be made as a payment directly toward the camp registration on the camper’s behalf, as opposed to a check payment made to the camper/family.
 - c. Paying a deposit to camp prior to camp can help bring the balance down. We understand that you may have an elevated balance for a couple of months while receiving camp registration

payments. If your 12-month average is less than \$20k, this is acceptable. You may need to maintain a lower balance in your checking account throughout the year to accomplish this.

9. Are we permitted to advertise for Endowment and 4-H Council events (Banquet, BBQ) and then invoice them to repay us or should they do their own advertising separately?
 - a. They should be doing their own advertising, money taking, etc. We should not be a run through for external programs or events.
10. Are we going to keep our local checking accounts? Are we going to move more electronic deposit through check reader, more Point of Sale capabilities, etc.?
 - a. As far as we know, we can keep checking accounts for now. That could change in the future. To be determined on additional systems as we transition to WorkDay.
11. Review what can be purchased using the local checking.
 - a. Checking restrictions job aid on the Operations website. [Checking and PCard Restrictions](#)
12. What are the guidelines for MGVs and other groups?
 - a. Some MGV groups have established their own EIN number and have their own separate checking account. Some counties have elected to run the MGV program revenue/expenses through their office. It should be as one or the other, not both. In general, we should not be handling money for any external groups with their own EIN. If MGVs operating is done through the office, then all the University rules apply. If they have their own account, they are not subject to our rules, but also offers far less oversight from the local MGV coordinator.

PCards:

1. When we pay over the phone with a PCard, should we be asking vendors if they are writing down our card number and if so, what should we tell them?
 - a. To destroy any card numbers after the transaction has been processed.
2. The PCard manager has the right to say no, correct?
 - a. If any University rules are not being adhered to, the answer is yes. PCard managers are encouraged to scrutinize transactions and have full information about the expected purchase before signing over the card. The manager has the authority to deny use of the card. As a manager, if you are unsure about a purchase, reach out to our team. If you need support in your decision to deny use of the card, reach out to Jesse Buxton.
3. Will PCard statements continue to be emailed after we return to the office?
 - a. We believe that the University will be continuing this after we return to work.
4. What is the deadline to enter eRequests for expenses? Are there penalties for not entering on time?
 - a. 48 hours after the purchase is made. If not entered in that timeframe, the 2 level of approvals may not be done in time for the reallocation deadline and then the charge will not appear on your eReport under the correct fund/account designated. Then another process will need to be completed to move the charge to the correct fund/account. It is a domino effect if not done in the first 48 hours.
5. What are the proper uses of the PCard? What can you NOT use a PCard for?
 - a. Refer to the PCard policy and Department Purchasing Card and Local Checking Restrictions job aid on the Operations website. [Checking and PCard Restrictions](#)
6. What training can co-workers take to learn their responsibilities of using the PCard? Or is there a cut-sheet available they can use to review and refresh their memories from time to time?
 - a. BuckeyeLearn PCard training, CFAES site - <https://cfaesfinance.osu.edu/training/procurement/purchasing-card>
7. Should the back of the PCard be signed by the PCard manager?
 - a. Vendors may refuse to take it if not signed. It is allowable to sign the back of the card.
8. When one county refuses to allow a hotel to be charged on the office PCard, what is the university employee supposed to do? Especially if it is a hardship to charge on a personal card and wait for a reimbursement.
 - a. Conference hotels are allowed on a PCard if sales tax is not charged. The employee could do an eStores request for a Columbus based hotel. Examine why the county made this rule – could be a misunderstanding. It can often create a hardship for the county to allow the PCard to be taken with a traveler to make a hotel payment. If the out of pocket expense is too much, there are other options. We can use our travel agency, CTP, to book the room on our behalf and do a

PO to CTP (cannot do conference rates). Many Columbus hotels are on contract in eStores. Prepayment in full is also an option but be cautious about refund policies. Also, the hotel may have a third-party authorization form that will allow the card on file to be charged for the stay without the physical card. A personal card will have to be presented for incidentals.

9. It is allowable to keep the PCard at home as we are teleworking?
 - a. Yes, during the current situation. If it is stored in a secure place.
10. How do we handle people requesting the PCard without supervisor approval ahead of time?
 - a. Create a template (an email template is most convenient) for the purchase and request an approval before use. Otherwise, PCard Managers have the authority to deny usage.
11. How do we handle requests to sign out the card for just in case?
 - i.e. 4-H camp and fair. Suggestions for handling individuals who habitually don't turn in receipts, list of attendees, etc. Suggestions on how to handle individuals who don't turn in information within the 48-hour time frame.
 - a. If they are not following policy, they will be denied usage of the PCard and will have to use their personal funds and be reimbursed.
 - b. Suggestions: Email template for approval, template for eRequest information (business purpose, chartfield, etc.), PCard log with eRequest/T# field filled in – COMPLETED BY USER, food and beverage form, community Buckeye box to upload receipts and forms, common file folder.
12. Once an eRequest is submitted for PCard approval, and an event is canceled, or purchase is not made what is the next step?
 - a. If a purchase is made on the PCard then a credit for that purchase should be reallocated to the same eRequest. If it just an eRequest it can be cancelled in the system. If the eRequest was entered and approved, but a purchase was never made, the Service Center will mark the request "Do not fulfil" to get it canceled and off the worklist.
13. Do you still need to obtain written approval (by email) before using PCard?
 - a. An email approval is not required but before a purchase is made the fiscal steward should approve in some way. There is no pre-approval requirement for PCard purchases, however, we have had a long-standing best practice of obtaining approval (written or verbal) before making a purchase to ensure there will not be any issues after the transaction. We expect better clarity on pre-approvals with the new PCard policy beginning next year with WorkDay.

Travel:

2. Will the travel process be easier in WorkDay? How does that affect Travel T#? Are there any updates on travel after July 1?
 - a. WorkDay will be all in one system. Training will be available closer to implementation date.
3. If an educator books a flight, does that go on to a "university PCard" and not the county PCard, how does that get reconciled?
 - a. They should always use the University PCard/Ghost card and **NEVER** use the county PCard. It will be reallocated to the chartfield indicated on the T#.
4. Will we all need new blanket requests when we start back from teleworking?
 - a. Everyone will need a new blanket T# for mileage July – Dec.
 - b. A new blanket for March to June travel can only be obtained with exemption status/approval.
5. What does it mean to be an approver?
 - a. Approvers are the ones who review and give authority to use funds for purchases and travel expenses.
6. What is the process for travel given a research exemption?
 - a. If given a research exemption by the Dean, travel process will be the same as usual, be sure to attach the approval to the new T# request.
7. What about mileage requests since there is a delay for July 1 travel and after.
 - a. Hold until the travel restriction is lifted and then submit for a new blanket T#. Mileage during the travel restriction period (mid-March through 7/5) can only be reimbursed with an exemption from the Dean.
8. I only travel for training, maybe once a year, would I need a blanket t-number?

- a. It is a good idea to have one for a specific timeframe. A single T# for that month is also acceptable. You do not need a blanket if you travel infrequently. You can submit individual T#s as needed. There is no "after the fact" travel exception for single-day, mileage only travel.
- 9. For level 1 approvers, what are we looking for when approving? Is there a set guideline on what to allow/not allow?
 - a. The approver will be checking for all supporting documentation to allow the purchase, correct chartfield is entered, complete business purpose and fits into their travel budget.
- 10. Who approves the amount allotted for each person's yearly travel?
 - a. County budget steward with Area Leader or supervisor.
- 11. How do you schedule rooms with hotels that have the agreements with OSU for pre-payment?
 - a. eRequest then to eStores. There is a job aid on Operations website. [Columbus Hotel Reservations Through eStores](#)
- 12. I don't always see the transfer of the hotels in Columbus on eReports very timely and sometimes get confused as to which trip it is for, any recommendations on how to better organize those?
 - a. User defined, program number on chartfield. Look for T# on the eReport.
- 13. Should Office Associates be doing travel reimbursements or is the traveler expected to complete the form?
 - a. Each traveler has access to eTravel for their own travel. They should be completing travel reimbursements, monthly in-state mileage and applying for T#s themselves. The travel arranger can do this also or to help in a time constraint situation, up to each county. If you have concerns about how your county handles this, please work with you supervisor to address them.
- 14. Is there a way that travel can be reviewed for accuracy at the local level prior to it being submitted for reimbursement?
 - a. A travel arranger can review for accuracy before it is submitted. Or reach out to your Fiscal Liaison for additional guidance.
- 15. Is there any way for the system to automatically generate T# copies?
 - a. No, but you can search an employee's ID number or name to access all T#s.
- 16. Do you still need to obtain written approval (by email) from your supervisor before requesting a T# or does the request for the T# take care of the approval?
 - a. The T# is the approval. Travel system captures the approval, no additional approval necessary.

eReports:

- 1. How will eReports change after WorkDay? Will eReports still be used with WorkDay?
 - a. eReports will be gone, and WorkDay has a new reporting system that should be easier to read as it is a managerial style.
- 2. How do you read an eReport?
 - a. Job aid on how to run reports, what to look at on each report and you can set favorites in eReports to make it quicker. [Accessing eReports Job Aid](#)
- 3. Explain Unclassified -vs- Classified. Who's who? Explain "State Support" and "Smith-Lever" within the Commissioner's funds.
 - a. Classified would be CCS (Classified Civil Service). Unclassified is typically A&P staff. Both are currently charged the same benefit rate. You will see separate lines for salary and benefits for Faculty, Classified, Unclassified, Term/Temp, Student, etc. Benefits rates are calculated automatically based on the salary classification.
 - b. Fund 530801 is our State of Ohio line item.
 - c. Fund 560808 is our Federal Smith Lever line item. These funds are used at the county level to pay the balance of educator positions after the local cost share is applied.
- 4. As a financial steward, what am I looking at/double checking when I look and sign off on eReports?
 - a. Making sure that eReports balance with your auditing process (Excel, QuickBooks, etc.) makes sure no one else used your funds, that all purchases were accounted for, staying within budget.
- 5. What will eReports and eRequests look like in WorkDay?
 - a. It will be all one system. Reports will look different and (the functions that eRequest has now will be part of the new procurement system, everything in one place) not sure what eRequest will be in the new system. Training will be available as the date gets closer.
- 6. Money is deposited into the development fund six months after it is received by the university.

- a. 180 hold for donations is going to be removed. It is usually lumped together with no indication who the donor was. Is there somewhere we can see a breakdown of where the money is from?
 - i. TAS system can tell you who the donations came from, ask Fiscal Liaison to research.
7. We have no easy way of reconciling the PAT fund, can we have the PAT fund balances added to our GLU003OS-61 report?
 - a. No, unfortunately that can't be added. It is best to have a reporting system to track these. Since PAT fund is a "shared" fund, it only shows up on balance sheet as a lump sum. You can use your 7os-90 report to view you cash balance by looking at the "variance" amount on that report. Each year your cash balance is carried forward.
8. How do you do a voucher request?
 - i.e. Travel Request was submitted with a certain account and then the person received a grant and you want to "reimburse" the original account the money back from the grant received.
 - i.e. Commissioners account used on original request for mileage and then received a Generation RX grant money for travel.
 - a. Depends the grant restrictions. This can be done as an expense transfer. We will credit the original funding source and debit the new funding source for part/all the travel expense. We will need an expense transfer form and copy of the eReport that shows the original transaction. There are a couple of extra steps if the new funding source is on an OSP project.
9. Which reports explain/list out specific spending or is it all listed as a "lump sums"?
 - a. 4OS-91 shows the line item by account number. Some expenses may be lumped into one amount depending on the account number/chartfield used. PCard Transaction Report can help find lump sum amount if the PCard was used.
10. Are there ways to condense the reports into less pages?
 - a. No, sorry it is the way the system is set up. Reports can be downloaded to Excel and then condense, as necessary.
11. Sometimes financial information is not in the month one would expect, can the sort option be changed for eReports?
 - a. Data on reports cannot be changed, but you can export to an Excel file and sort yourself.
12. It is not a very friendly monthly statement to use to reconcile accounts. Some data on the reports can be verified by information in the office, other data cannot be reconciled such as travel and payroll, journal entries.
 - a. Travel should be indicated with a T# on the report. All data on eReports can be reconciled. If you have specific questions on where to find information to help reconcile, please reach out your Operations fiscal contact. Payroll information is restricted, so we cannot share salary information. However, we can help verify that people are being paid out of the appropriate funding sources if this is a budget concern for your office.
13. Where can I retrieve copies of journal entries and payments to vendors with date and amounts paid?
 - a. Journal entries can be looked up in PeopleSoft if you have access otherwise the fiscal liaison can help.
14. I cannot log into the eReports at home. Is there something that I need to do to get them? I am not able to pull eReports from my laptop.
 - a. VPN will be needed to access at home. If you have an OCIO computer, it is automatically loaded with this software. Refer to the [Connecting to Cisco/VPN to Access eReports](#) job aid. Also, refer to the [NEWS](#) section on the Operations website.
15. Can Operations do some in depth training on detail reports that would help us keep track of the spending in our different programs? Example: How much ANR spent on facility costs in the past year?
 - a. Make sure to use program numbers and user defined to differentiate the expenses. The data on the reports is only as good as the data that was part of the original transaction. We must be diligent about using the correct chartfields. Our entire chart of accounts will be changing with WorkDay. We plan to work on some best practices to share with everyone on how best to track revenue/expenses by program area, etc.
16. Is there any way to get Release Time information to reconcilers?
 - a. Please reach out to Jesse if you need details for release time budget increases
17. How do you run reports for Release Time?

- a. Release time is entered as a budget on the 7os-90 report. You will see the “expense budget pool” increase throughout the fiscal year as new release time is added quarterly (only if there are active OSP grant participants). You can take your total budget and subtract your year to date expenses to get your cash balance. Cash balances at the end of the fiscal year are manually entered as a new budget (expense budget pool) for the next Fiscal year (usually in July, but sometimes it is late).
18. Why do some funds not show up on the 3os-61, like Release Time or Pesticide?
- a. Only county owned fund shows up on the 3OS report. State fund (530801), Release Time and Pesticide will not show as they are shared funds.
19. If an error is detected on your eReports, what is the procedure to get these corrected?
- a. In eRequest, submit an Internal Order with OSU Extension Operations as vendor, upload the Expense Transfer Form, the eReport page(s) that shows the error, and other backup documentation if necessary, the fiscal liaisons will initiate a journal to correct the error.

