Fiscal Guidance

Accounting Functions: Most fiscal employees when they start at the University will find they are required to do a certain number of accounting functions. Below you will find a basic outline of those functions.

Roles: Every office is different, so it is important to establish who does what in your office when starting a new position. Meet with your Area Leader and review your stewardship roles. Learn what they are and where to find them.

Process: Type in the Workday SEARCH field the key words below from the Processing System column.

Timing Standards: Learn when things are due for several accounting functions.

Accounting Functions		
Fiscal	**Processing System**	**Job Aid**
Purchasing		
Buckeye Buy (Internal orders for contracted vendors for supplies and materials) • Buckeye Buy • Staples Stores Order • UniPrint	**Workday** – Type: Create Requisition (Requisition Type: Buckeye Buy)	Buckeye Buy Staples Order UniPrint
Non-Catalog Request (purchase order request with non-contracted vendors.) • Needing contracts signed • Comm Media Distribution **OSUE Publications** Vendors outside of Buckeye Buy	**Workday** – Type: Create Requisition (Requisition Type: Non-Catalog) If new vendor/payee – Vendor Set Up Form *OPERS form for sole proprietor or individual.	Non-Catalog Contract Signed OSUE Publications Vendor Set Up Form
Miscellaneous Payment • Stipend • Student Awards	**Workday** – Type: Create Miscellaneous Payment Request If new vendor/payee – Create Miscellaneous Payee **Find** Misc. Payment/Payee	Create Misc. Payee/Payment
BCI Background Check Reimbursement	**Workday Type:** Create Expense Report for Non-Worker	BCI Link
Supplier Invoice • Extension Youth Scholarships • Utilities for owned buildings	**Workday** – Type: Create Supplier Invoice Request	Education Scholarships Supplier Invoice Request (SIR)
PCard • Non-Travel Purchases • Travel Purchases	**Workday** – Type: Create Expense Report Reassigning Expense Credit Card Transactions	**Non-Travel:** PCard - News Articles **Travel:** ARC Link
OTDI (Office of Technology and Digital Innovation) IT Services		Service Desk OTDI IT Purchasing
Camp Payments	Affiliated Camp list in news article	Camp and Camp Deposit Payments

Checking Account See restriction form on OPS website	Each county has their own method. • Peg board • QuickBooks/Excel	Xero postponed
Accounts Payable		
Invoices on purchase orders • Invoice follow up • Note: Additional approvals for invoices over $3,000 required • Review the vendor's default payment terms and payment method. (EFT net 60, Check net 90 for payment) • Make sure the invoice does not say duplicate, if it does make sure to have the original sent with corrections to APCustomerservice@osu.edu.	**Email to apinvoices@osu.edu** Be sure the invoice includes: • Typed on correct Fiscal Year PO number • Correct format for Purchase Order Number in **PO-xxxxxxxxx** only as the software that reads it must have the (-). • Invoice date • Invoice number • Clearly stated remittance address • Invoice must match the PO lines *If invoice is only paying for one line in a multiple line PO, please indicate which line the invoice is requesting payment for.	Invoice Submission Requirements
Accounts Receivable		
Nelnet – *Preferred method to accept credit card payment. Each county is set up with an individual Nelnet account. **CVent** – Please see your OPS Fiscal Liaison.	Reporting and Refunds	Nelnet Job Aid
Travel		
Monthly Mileage Travel – Traveler's responsibility	Travel Expense Report Log	Monthly Mileage Job Aid Travel News
Overnight Travel – Traveler's responsibility	**Workday** – Type: Create Spend Authorization	Overnight Travel
Records		
Equipment Inventory – Asset Management	Yearly Asset Management spreadsheets will be distributed by OPS Fiscal Liaison. • Workday trackable assets will include both capital and non-capital assets. • Non-trackable assets are to be tracked in house.	Asset Management
Records Retention		Records Retention Schedule Transfers to Archives
Checking Account		
• Monthly reconciles checking account. • Makes correcting entries on checking account. • Process payments through the checking account. • Records cash/checks received. Deposit cash/checks received.	Varies by county	
• **Ordering Checking Account Supplies**	**Checks** – Can order through bank, other check companies, and Safeguard.	Safeguard

	Peg Board System – Order from Safeguard	
Local Checking Account Reimbursement	**Workday** – Type: Create Miscellaneous Payment	[Reimbursing Checking Job Aid](#)
To reduce local checking account	[OSU Extension Deposit Transmittal Form](#)	
PCard		
To apply for a new PCard Maintain PCard Documentation Keeps track of PCard Tracking Log	[Non-Travel PCard Tracking Log](#) [Travel PCard Tracking Log](#)	[PCard Application/Maintenance Request | CFAES Finance (osu.edu)](#)
Maintaining Funds		
Corrects wrong worktags used	[Expense Transfer Webform](#) [Expense/Revenue Transfer Form](#)	
Reports	**Workday - Find Journal Lines – OSU** • Detailed information Specific Worktags **Workday - Sources and Uses – Variance Analysis** • Summary of revenue, cost, and expenses **Workday – Equity Balances by Balancing/Carry Forward Worktags** • Line by Line Balances **Workday – Managerial Trial Balance** Displays beginning balance, debit/credit amounts, and ending balance	
UniPrint – Printing cost for copier		[UniPrint Copier Invoices](#)
Insurance		
CIMA volunteer liability insurance is paid annually by OSU Extension Administration.	**CIMA –** Volunteer report information collected directly from state offices, no county reporting needed.	[Insurance](#)
American Income Life Insurance AIL covers participants. County pays for any AIL coverage. Can be for each event OR can do "blanket" coverage for the year.	**Workday** – Create non-catalog requisition to get a Purchase Order issued. *When looking for the supplier don't type in the full word of American, but just AMER	
Workday Lookups		
View Suppliers • Terms • Contact Information • Invoices • Purchase Orders **Find Supplier Invoices** • Status • Invoice Submission Requirements AP-Accounts Payable	**Workday** – Type: View Supplier **Workday** – Type: Find Supplier Invoices	[Key Words in Workday](#) [Invoices](#)
• **Other**		
OSU Branding Guidelines specific to designing promotional materials and merchandise for the college.	Merchandise and apparel using Ohio State trademarks (including the Ohio State name) must be produced by an approved university supplier.	[Branding](#)

Timing Standards for Counties

Item	Forms Required	Frequency	Action Required
Fiscal Year End Close		County budgets are developed per calendar year, fiscal year runs from July 1 – June 30.	All expenses for the year need to be in by June 30th.
Sales Tax	Sales Tax Reporting Form Note: Check the Office of Business and Finance for the most up-to-date form.	Sales tax is to be recorded at the time of the deposit.	Sales tax is to be reported monthly (the 15th of each month) to the OSU Tax Office.
County Appropriation Billing	County Appropriation Billing Form	Budget Steward: Gathers information once County Commissioner approves.	Responsibility of the Budget Steward.
OTDI Billing	Excel file uploaded to Teams	Quarterly	Communicate with the Budget Steward for role specific information.
Purchase Orders	Workday	One time purchase orders as needed. Blanket Purchase Orders due 1st of June for next fiscal year.	• Blanket Purchase Orders are for recurring monthly/quarterly expenses. Ex: Water Delivery Service, Postage Meter
PCards	Itemized receipts and list of participants for food, items/gifts.	***All expense reports for PCard transactions must be processed within seven (7) business days from the transaction date.***	• PCard Manager is responsible for expensing non-travel purchases within 7 business days. • Reassign travel purchases to the traveler.
Timesheet/Leave Request	Workday	**Timesheet:** Preferably on Friday at the end of the day. **Leave Request:** Preferable as soon as we request the time off. *Speak with Area Leader about their preference.*	• Inform your co-workers to make sure there is adequate coverage through the "Calendar Communications" steward. • Seek approval from your Area Leader.
Checking Account Bank Statement	Each unit must have a ledger or record of all incoming cash and checks. That ledger or record must be maintained as the incoming money is received.	Upload bank statements by 3rd Monday of every month to One Drive. Complete the Webform If IRS form 1099-INT is received for interest earned on checking, contact Jesse Buxton.	• Checks received should be endorsed "For Deposit Only" immediately upon receipt.
Local Checking Deposit to Columbus *(To reduce checking account balances)*	Deposit Transmittal Form	Every six months as needed.	• The maximum amount allowable to be maintained on average in the checking account is $20,000 annually.
Local Bank Deposits	Cash/Checks and Deposit Slips	Additionally, checks and cash should be deposited within **three** business days or when **$1,000** is reached, whichever comes **first.**	• Two people need to be involved in the transaction. If you are the person collecting the money as it comes in the door you should not be the one making the deposit.