Finance Update

Extension Operations Fiscal

Jesse Buxton, Patty Corfman, Sarah Mays & Vickie Snyder
Topics for Review

- Operations vs. Finance Service Center
- Service Center Restructure
- Yearly Calendar
- Procurement and Payments
- New Forms and Job Aids
- Fiscal News
Operations vs. Service Center

• Extension Operations provides fiscal support for County offices
  • [http://extension.osu.edu/operations](http://extension.osu.edu/operations)
  • Operations Map
  • We are your resource for all things fiscal
  • We are your liaison for assistance with the Finance Service Center
  • We provide guidance & training for e-systems, travel, procurement, transfers/journals, asset management, reports and budgets
  • When in doubt, contact us!
Operations vs. Service Center

- Finance Service Center provides final compliance check and processes your transactions
  - [http://cfaesfinance.osu.edu](http://cfaesfinance.osu.edu)
  - Audits transactions for appropriate content and backup
  - Ensures transactions comply with college, university, state and federal policies
  - Processes reimbursements, refunds, purchase orders and PCard transactions
  - Provides regular communication to college fiscal officers on changes to policies and procedures
    - It is Ext Ops responsibility to communicate changes to you
  - DOES NOT generally provide fiscal support for individual offices
Service Center Re-structure

• Structural changes to the service center continue
• Service Center recently re-organized into two teams
  1) Procurement: eStores, Requisitions & Purchase Orders
  2) Travel
    *Note: PCard (both teams for now)
• No longer assigned to specific orgs, transactions will be assigned as next in queue
• Allows team members to be experts in a specific area, rather than expecting to maintain expert knowledge in all areas
• Increase efficiency and speed of processing – everyone backs-up everyone
• Aligning structure similar to other University service centers
• Changes will ease transition to WorkDay
Yearly Calendar

See the Yearly Activities Calendar
Bank Reconciliation Process

- $20,000 yearly average, not monthly limit
- In preparation for WorkDay
  - Likely will require monthly reporting (as opposed to bi-annual)
  - We are developing tools
  - Goal is to not be cumbersome
  - May begin in Jan 2020 to work out bugs before WorkDay arrives
Asset Management & Inventory

- Capital Inventory (PIER Reports) due in July each year
  - Assets with initial cost of $5,000 or more
  - Changes to asset information or asset retirement can be done then
- Non-Cap Inventory due in March each year
  - Cost between $1 and $5,000
  - Tracking is done in the Department by the Equipment Coordinator
  - [Non-Capital Equipment Log FAQs](#)
Other Calendar Items

- CIMA Volunteer Insurance coverage
  - Request for volunteer numbers sent mid May to report first of June
  - Paid in full by Admin again this year

- Fiscal Year POs
  - All term POs must be renewed for fiscal year
    - No longer doing full calendar year POs
Procurement & Payments
Level 1 Approvers

- Level one approvers **CAN** approve their own transactions
  - Area Leader (supervisor) is level 2, and will approve after
    - Level-one approvers should avoid entering their own eRequests if possible
  - eTravel requests will automatically bypass the first approver
    - Approver cannot be the traveler – will automatically workflow to the backup approver
Checking Accounts

• Keep the Restrictions List handy.
• Checking accounts are being highly scrutinized by Business and Finance as we move toward WorkDay.
• It is VITAL that we follow the rules if we expect to maintain the convenience of having these accounts. They are considered high risk, and we have fought to keep them.
• When in doubt, ask us if something is allowable. We can grant reasonable exemptions, but need to know in advance.
• Changes will be coming to bank reconciliation process in Jan. 2020.
Skilled Trades

• Skilled Trades
  • Anytime someone comes on your property to perform a service (maintenance, repair, etc.), it is considered a skilled trade
  • Mandate from Risk Management & OSU Purchasing when paid with University money
  • Must get a separate PO for each project to be completed, no blanket POs
  • FORMS needed:
    • Skilled Trades
    • Insurance proof with The Ohio State University typed on it
    • Bureau of Workers’ Comp
    • Quote
IT Items to Order

- There is a new standard process for purchasing computers and other technology equipment for all CFAES departments and units. This includes equipment purchased with grant funds. Choose one of these options:
  1) Submit a work request through http://ocio.osu.edu/help then choose “Self Service” link top right column
     - Or http://go.osu.edu/IT
     - Or https://cfaesits.osu.edu - “Submit a Work Request” button REDIRECTS to OCIO Help Desk
  2) Call 614-688-4357

- Full list of SLA covered items available on IT site (continually updated)
Purchase Order Invoices

• Send to apinvoices@osu.edu
• Encourage vendors to email directly to AP and to Cc you
• PO# must be typed (not handwritten) on invoice
  • As well as invoice number, invoice date, remittance address and amount due
• Only one invoice per attachment, but you may attach several invoice files to same email
• $3,000 and over POs need additional approval in PeopleSoft
Help!

- Extension **Forms** on **Operations webpage**
- **Job Aids** on Operations webpage – check them out!

Extension Operations **Fiscal Staff:**
- Jesse Buxton.26
- Sarah Mays.201
- Patty Corfman.4
- Vickie Snyder.252
New forms and job aids
Vendor Maintenance and Setup Forms

• Now an online process
  • Do not submit eRequest entry until Vendor ID# is received and entered in
• Must have the potential vendor fill out the Vendor Setup Form to be attached to the online maintenance process
• Updated Vendor Setup Form can be found on the Office of Business and Finance page
  • Vendor Setup Form (REV 02/2019)
• Extension job aid for the online process
  • Vendor Maintenance and Setup Form
OSU Extension Deposit Transmittal Form

- Find on Operations Webpage – Extension Forms
  - [https://extops.cfaes.ohio-state.edu/extension-finance/osu-extension-forms](https://extops.cfaes.ohio-state.edu/extension-finance/osu-extension-forms)
- Use with checking account reduction process
- Use for Extension deposits
- Updated fund descriptions and remittance addresses
Fiscal News
PCard Reallocation Process

- Service Center began reallocating in March
- New process
  - Transaction reports emailed to PCard managers
  - Managers fill in PR# or T# for each transaction
  - Service Center reallocates from the spreadsheet
- Important to maintain a good log
- Important to have pre trip T#’s and approved eRequests completed timely
Expense/Revenue Transfer Process

• Extension Operations will now process transfer requests
• Forms and backup should be submitted on eRequest Internal Order
  • Internal Vendor: OSU Extension Operations
• eRequest becomes the records retention vehicle
• PR# will be on eReports to easily identify your transfers
• Copy of journal entry will be attached to your eRequest
• “Invoice” needed when paying another unit for services
  • I.E. Teaching, consulting, printing/copies, etc.
  • Use Invoice in place of required eReport for documentation
Name Badge Orders

• Cost of name badges covered centrally for all new employees in a regular appointment after Day One Orientation
• Replacement name badges for existing employees cost $4.00
  • Please submit requests to Dawnn Brown.1283@osu.edu. Please specify name (first name, last name) as it should appear on the badge and the clasp preference (magnet or pin).
  • Name badges are sent out through county or campus mail.
• Questions? Please email Dawnn brown.1283@osu.edu or call 614-292-6181
Paper & 61201 / STORES vs. eStores

STORES
- Do NOT use STORES to order paper as they ONLY deliver to the Columbus campus without shipping charges
  - STORES = Campus only

eStores
- Use Staples in eStores for all office supplies
- Choose the REGIONAL catalog
- Use 61201 for eStores Staples ONLY
  - All other supplies:
    - 61203 – Educational Supplies
    - 61205 – Miscellaneous Supplies
Amazon Business

- Purchases *must* be made from the CFAES Amazon Business Account
- No personal purchases may be made from Amazon Business Account
- No Pcard purchases from personal Amazon accounts
- Restricted item(s) – Only a warning, check eStores before purchasing
- PR Number – required due to on-campus deliveries
  - best practice to initiate the PR# for the purchase before it’s processed – save the entry as “New” status so it can be edited for the exact amount before submitting for approval- for non-campus deliveries, can ‘click out’ and not put in any #s
- Third party vendors through Amazon may charge tax on purchases
  - Tax Charged: Reach out to Amazon Business Customer Service (888) 281-3847 or corporate-punchout@amazon.com
Toner

- Mandated contract
  - Use the ComDoc toner available in eStores (search on main eStores page, not a punchout site)
  - For LaserJet toner only, InkJet cartridges may still be purchased from any vendor

- Questions or issues specifically about toner, contact:
  
  Bill Matthews  
  ComDoc onsite account representative and device consultant  
  Phone: 614-688-7548 
  Email: matthews.393@osu.edu
Records Retention

- Anything that would have been sent to the Business Office/Service Center for processing (journals, requisitions, reimbursements, travel) you can destroy.
  - The official record would either be in their hard files or online in eRequest, eTravel or PeopleSoft. (And this would include things like county appropriation billing authorization.)

- Items you should maintain on file in your office:
  - Local checking statements and backup
  - Pcard statements and logs