



# Business Operations

Monthly Newsletter

[http://osuebusiness.ag.ohio-state.edu/news\\_archive.php](http://osuebusiness.ag.ohio-state.edu/news_archive.php)

TUESDAY, AUGUST 24, 2004

## IN THE LOOP

ISSUE NO. 5

### IN THIS ISSUE:

- **REMINDER FOR MAIL METER CALL IN**
- **NEW RESEARCH FOUNDATION CONTACT**
- **UPDATE ON POLICY CHANGES**
- **FINANCIALS SYSTEM CHANGE COMPLETE**
- **NEW ON OUR WEBSITE**

### Reminder for Mail Meter Call In

All meters installed at OSU Extension Offices have a timeout feature that will disable the meter if the time between connections to the Hasler TMS exceeds 109 days (1 quarter of a year plus 19 days grace period). These Hasler connections can take the form of a funds download, "zero download", or meter audit. To prevent this timeout from occurring, connect to the Hasler system Quarterly and download a "zero" amount. See [instructions](#) for help with downloading funds.

### New Research Foundation Contact

Extension has a new OSURF contact -- Dana Glenn (Tel: 614-292-6647) (fax:614- 292-4315)(email: glenn.135@osu.edu). She works with all projects that go through OSURF that have 55XXX or 57XXX ORGs. She will work with our OSURF projects from start to finish -- from the pre-proposal submission process and contract signing, to project setup, management, and project closure. Her address is: The Ohio State University Research Foundation, 1960 Kenny Road, Columbus, OH 43210.

### Update on Policy Changes

#### **Employee ID replaces Social Security Number for Univ. Employee Reimbursements**

#### ***Employees***

With the implementation of Administrative Systems Financials 8.4, the University will no longer use employee Social Security Numbers for generating AP checks. OSU employee ID numbers will be required for this process. When submitting a payment request to the Business Office please provide your employee ID number. This number can be found on your paycheck.

#### ***Non-University and students***

Student and guest (non-university) travelers will continue to require Social Security Numbers.



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## **Purchase Orders Required**

Effective September 1, 2004 purchase orders will be required for all utilities and other items not exempted from the policy. We will be returning paperwork to offices **unpaid** until purchase orders have been created. You may not pay for utilities out of your local checking. Purchase Order policies can be found [here](#).



## **Financials System Change Complete**

As most of you know, the University implemented a new Financials system this month. The following information is important for your review.

- During the week of August 23, 2004 the Business Office will be focusing on entering transactions into the PeopleSoft system in an effort to catch up from the previous two weeks. We will not be responding to emails or phone calls in the afternoons.



## **New on Our Website**

The following items are new on our website; please review the information for changes to policy, instructions on common tasks, and planning tools.

### **FORMS**

All the forms you need

**Please remember to bookmark the forms page of our website rather than the form itself. You may miss important changes if you bookmark directly to a form.**

<http://osuebusiness.ag.ohio-state.edu/forms.php>

- The [Extension Ohio Travel Reimbursement Form](#) has been updated. The Employee ID number AND the Social Security Number are now required.
- [Extension Gift Form](#) has been added. This form is a sample form to be used for soliciting donations from known donors. It should be modified for county use.

**Policies and Procedures | Policies and Procedures are being updated often; please watch the newsletters for important additions and changes.**

<http://osuebusiness.ag.ohio-state.edu/policiesprocedures.html>

- [State Car Sign Out Procedures](#) – **Going somewhere?** The Business Office provides a variety of services for on and off-campus employees. State cars can be borrowed for in-state and out-of-state trips, this can mean a considerable savings for your department. The state cars receive routine maintenance regularly. Please consider using a state car for your next business trip.



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- [Purchase Order Manual](#) has been updated; please note changes to Convenience Order section of the manual.
- [Accepting Gifts from Vendors](#) – **Did a vendor send you cookies today?** State of Ohio and University Policy on Accepting Gifts from vendors.
- [Business Operations Paperwork](#) – **Want to know who to call about your paperwork?** This list will tell you which representative is processing your paperwork.
- [Registration Receipts](#) – **Having a meeting?** This document will help you in documenting registration income from meetings and create adequate internal controls for handling these funds. Sample forms are included.
- [QuickBooks Manual](#) – **Need to set up a new QuickBooks file? Want to customize an invoice?** This is the first two additions in a multi- part manual to help you manage your varied University monies. This manual will help walk you through the interview when setting up a new QuickBooks file. Also added is a manual to help you customize invoices for invoicing vendors and creating reimbursement requests with the University. Watch for other manuals coming soon.

## Travel

The Federal Per Diem Rates can now be found under the [Travel link](#). The Per Diem Rates can be accessed by clicking on the picture of the flag.

