



The Bottom Line

USDA Mail Update

DECEMBER 5, 2003

We are waiting for the outcome of the Congressional vote on the Agriculture Bill for Fiscal Year 2004. The bill is currently pending Congressional approval. We do not anticipate a final vote until well into calendar year 2004. The passage of this bill determines our allocation for mail money as well as our normal federal dollars. While we are confident this bill will be passed and an allocation distributed, there are no guarantees. The Business Office is currently funding the county and district office mailing needs, and will make every effort to support this. However, given the tentative nature of this situation, we can make no promises that we will be able to continue supporting this service in the future. If you have immediate questions or concerns, please contact Cindy Tschanen or Brian McClain.

Need Postage for your Mail Meter?

We are currently sharing one account; therefore you will need prior authorization to download funds. When you reach \$200 on your machine or have a large upcoming mailing, please email Cindy Tschanen tschanen.3@osu.edu with the following information:

- i. County name
- ii. Remaining balance on machine
- iii. Contact name
- iv. Contact phone
- v. Contact email

Please do not download money without approval from the Business Office.

How To Reimburse your Mail Account

If an office needs to reimburse commercial meter machine postage from their local checking account, the check should be made payable to OSU Extension Business Office. The check should only be for postage and not include other reimbursable expenses. The check transmittal should include the following chartfield information. 55013-560045-61804-XXXX04. XXXX is the first four letters of the Extension office. For example, BUSI04 for the Business Office. The 04 designates the current fiscal year. It will not go to your County's funds, but rather through a commercial mail fund set up through the Business Office, where upon authorization it can be downloaded to your meter again.

INSIDE THIS ISSUE:

USDA Mail Up-	1
Need postage?	1
Reimbursing for Postage used	1
Meter Mail call-in	1
Mailing Q & A's	2
PCard Update	3
Development Update	3
Cross Country Inn Update	3
Website Update	4
Cell Phone Update	4
University Terminology	4
FAQ's	5

Reminder for Mail Meter Call In

All the T151 and T162 (Medina) meters installed at OSU Extension Offices all 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 on page 2 of this issue for help in downloading funds.

Mailing Questions and Answers

***UPDATED* What will happen to the money that remained on our old machines?**

The balance remaining on your old machines has been refunded electronically to the University account at USDA.

While all of the details are still unclear, we believe the remaining balance will not be available until July of 2004.

When the money is made available from the USDA we will refund to your accounts and alert you that they are available for downloading. This money must be used per old penalty mail guidelines.

Is there a warranty on the meters?

There is a 90 day part and service warranty on the machine. There is no further maintenance agreement. It is an office's choice if they would like to purchase a maintenance agreement on the machine through the local IMS dealer.

Some Counties have excessive amounts of Penalty Mail postage on their meters (3 plus years allocations). Will these Counties receive allocations each year?

Unless the USDA rules and regulations require allocations to each County, no. Until the meter balance reaches 18 months allocation, no new allocations will be given to those Counties.

Where do we order supplies for the meters?

Please order supplies through Hasler <http://www.haslerinc.com/> using your PCard or a purchase order. The Business Office is no longer purchasing these supplies.

The current machine is not meeting our office needs? How much is it to upgrade to a new machine and where do I go to find out the specifications for this machine?

The current machine is the WJ90, with feeder, moistener, and IWP5 (integral 5 lb scale). These machines were chosen by Ohio State as the basic model which was appropriate for most mailer's needs. Several counties have since identified that their needs were not being met by this machine due to volume or other factors and decided to upgrade. Information about upgrading can be found on our website under Mailing Issues.

I do not know how to download funds to my machine, who do I call for help?

Downloading funds is simple although it can be frustrating when phone lines are busy. On the WJ90 the download steps are as follows:

Step 1-Hit User (If multiple users, then choose one)

Step 2-Choose Processing

Step 3-Hit the "Money Bag" symbol

Step 4-Set the amount of funds to download, hit "OK" to confirm amount

Step 5-The machine should dial out and when finished should indicate "Transaction Complete"

If you need assistance you should call the service department of the installing dealer or IMS at (614) 761-4242.

I am having mechanical problems with my machine, who do I call for help?

Mechanical problems should be addressed to the Service Department of the installing dealer, if you have a question on that contact, please call IMS for clarification. Service agreements and rate change insurance are available from the installing and servicing dealer.

I am having trouble getting through to download money on the machine due to a busy phone line, when is the best time to call?

Meter setting is now done almost exclusively over the phone lines (Tele-meter setting TMS). The phone system set up to handle these calls is undergoing constant evaluation of capacity and is being upgraded as quickly as possible. You may, however, run into a busy signal on one or even several subsequent calls due to simultaneous dial-in volume. The system is National so the best time to call from the Eastern time zone is probably from 8:00-9:00 am or from 2:30-4:00 pm, but the best advice is to keep on trying.

When will billing be completed for Fiscal Year 2003?

We will make every effort in the Business Office to have this billing completed by end of calendar year 2003.

PCard Update

The Ohio State University Procurement Card (PCard) program provides the convenient acquisition of approved, small-dollar commodities. Employees who have been delegated the authority and privilege to purchase approved goods and services on behalf of the University should be very familiar with the PCard policies and commodity restrictions listed at the OSU PCard website (<http://www.osupcard.com/>).

SPECIAL NOTE FOR NEW PCARD HOLDERS:

Prior to using the PCard, new Extension PCard holders must read and sign the Ohio State University Extension Internal Control Structure form found at the Extension Business Office website (http://osuebusiness.ag.ohio-state.edu/documents/ProcardICS_003.doc).

Signed forms should be faxed to the Extension Business Office (614-688-0529).

Development Update

University Development has changed from a 90-day hold on the checks sent to their office to a 180-day hold. This means that any monies sent to the University for Development funds will not appear on your financial statements for 180 days after the deposit is processed. Please send your checks directly to University Development for prompt processing. Their new address is:

The Ohio State University
University Development
709 Fawcett Center
2400 Olentangy River Road
Columbus, Ohio 43210

Please have all paperwork at the Business Office by December 15th for end of the year processing.

Cross Country Inn Update

The new owners (The Janus Corporation) of Cross Country Inn have agreed to enter a voucher arrangement with us. The new vouchers will be for sale approximately December 15th via our website and are valid at only the locations listed below.

7810 Commerce Rd Florence KY 41042 (859) 283-2030	1445 Olentangy River Rd Columbus OH 43212 (614) 291-2983	2350 Royal Dr Fort Mitchell KY 41071 (859) 341-2090
6364 Frantz Rd Dublin OH 43017 (614) 764-4545	330 Glensprings Dr Springdale OH 45246 (513) 671-0556	3246 Olentangy River Rd Columbus OH 43229 (614) 267-4646
4875 Sinclair Rd Columbus OH 43229 (614) 431-3670	7233 Engle Rd Middleburg Hts OH 44130 (440) 243-2277	9235 North Main St Englewood OH 45415 (937) 836-8339
5021 East Points Dr Medina OH 44256 (330) 725-1395	6225 Zurnstein Dr Columbus OH 43229 (614) 848-3819	
1313 W St James Luthern Ln Hilliard OH 43228 (614) 870-7090	909 S State St Westerville OH 43081 (614) 890-1244	

All products ordered through the Business Office should be ordered through our online ordering system

Website Update

Did you know that on our website there are hundreds of your most frequently asked questions? We also have a fabulous SEARCH feature to make finding the answers to all your questions fast and easy. The website is designed to be your first stop to get answers on all your questions. Can't find what you are looking for - just let Cindy@tschanen.3@osu.edu know and she'll add it! Don't forget to bookmark our site and come back often - our What's New section is updated frequently! <http://osuebusiness.aq.ohio-state.edu>

Cell Phone Procedure Update

In response to an internal audit review the OSU Extension Business Office is implementing policies/procedures to comply with audit requirements.

Every user of a Business Cell Phone is required to identify personal and business calls for each invoice. A copy of this identification should be sent to the Business Office. Payment to the University is expected for all personal calls. These payments should be mailed with a copy of your bill to the Extension Business Office.

*Please submit requisitions
for Blanket Purchase
Orders for the 2004
calendar year.*

University Terminology

LOCAL FUNDS

LOCAL CHECKING ACCOUNT – all money housed at a bank by the Extension Office.

LOCAL PETTY CASH – Money housed securely on site by the Extension Office.

UNIVERSITY FUNDS

ORG – Organization – This is what denotes what office or unit the money belongs to. These numbers for Extension are 57XXX or 55XXX.

FUND – This is the “place” where the money lives. Funds are controlled by owner orgs, but can be used sometimes by many orgs. Funds are 6 digits long.

- ☆ *FEDERAL (56xxxx)* – Funds allocated by the federal government.
- ☆ *STATE FUNDS (53xxxx)* – Funds allocated by the State of Ohio .
- ☆ *COMMISSIONER FUNDS (500xxx)* – Appropriate funds allocated by County Commissioners.
- ☆ **NEW* DESIGNATED MISC. FUNDS (060xxx)* – Local Checking Account funds that are deposited into the University to maintain appropriate balances in the local checking account.
- ☆ *DEVELOPMENT FUNDS (3xxxxx)* – Monetary gifts given to the University, separated for tax reporting purposes.
- ☆ *GRANTS AND CONTRACTS (56xxxx, 53xxxx, 50xxxx)* – Funds received for the purpose of fulfilling a grant or contract. Money may be managed by Extension (see above list) or Research Foundation (by project number).
- ☆ *ENDOWMENT FUNDS (2xxxxx, 6xxxxx)* – Gifts totaling \$25,000 can be deposited and set to earn interest.

ACCOUNT – This designates what the transaction is and what type of expense or revenue. An account of 61201 denotes Office Supplies, 63401 designates travel, etc.

PROGRAM – This is a set of numbers used for specific reporting purposes, especially useful for programs funded from multiple sources or departments. Program codes are developed by departments and placed on the system through a central process.

USER DEF – This is a self-defined 6 character code that can designate anything helpful to your office.

Frequently Asked Questions

How do I set up a new University fund?

Please complete the fund request form and fax to 614-688-0529 http://osuebusiness.ag.ohio-state.edu/documents/NewFundRequest_001.xls

Can we use an outside vendor to purchase letterhead, business cards or envelopes?

No, University policy requires that all University stationary, etc. must be printed through University Printing Services. This is to maintain a uniform image to the internal and external community. The Business Office will arrange a yearly envelope order to reduce costs; Arrangements will be made in December for this order, delivery set for January. If you require Letterhead, Business cards or off-cycle envelopes at any time, please contact University Printing Services at <http://www.busops.ohio-state.edu/printing/>.

Address format for all offices will read:

Ohio State University Extension

Office name i.e. Business Operations

Address Line 1

Address Line 2

City, State Zip Code

Are Extension Offices permitted to sign documents on behalf of the University?

No, only a few individuals have signing authority on behalf of the University. All documents for signature should be faxed or mailed to the Business Office. Regular turn around time is five to ten business days. For emergency needs contact Cindy Tschanen by email or phone.

How are catering services to be paid?

Serving food is a risk and, in order to protect the University, should be planned prior to the event using a contract. The University's purchase order system is equipped to handle such contract requests. In order to set up a purchase order for catering, a requisition should be sent to the Business Office prior to any event. More details on this will follow in upcoming communications.

Can Counties give/sell their mailing lists to other entities?

No. The lists are for internal operations only. Selling and/or giving the list to a Non-OSU entity is outside the scope of its intended use.

What are the guidelines for handling funds on behalf of other organizations?

Per the Business Office Procedures Manual: "Do not accept funds for any other organization, committee, etc. Each group should have its own treasurer who is responsible for the handling of funds. For activities such as food sales at the county fair, be sure that at least two individuals work together at all times. (See Financial Guidelines for OSU Extension Affiliated Committees). In the conduct of Extension educational programs, it is desirable and necessary to work with numerous groups and organizations. Such groups should, however, not be dependent upon Extension offices for the handling of funds and accounting for receipts and expenditures. Examples (not an exhaustive listing) of the kinds of funds which should not be handled through Extension offices are:

- ☆ Items and activities related to Junior Fair
- ☆ Sale and/or purchase of 4-H livestock
- ☆ Dairy Herd Improvement Associations
- ☆ General commodity associations (e.g., breed associations, corn clubs, lamb pools, etc.)
- ☆ Home economics associations and clubs

Such groups should have their own treasurers. In no case should Extension employees have signature authority over these accounts Any person who handles money on behalf of a Non-OSU organization puts themselves at risk for personal liability."

Where do I deposit Grant and Contract money?

Never deposit grant or contract funds into local checking. This is in violation of University policy. Items managed by Extension should be forwarded to the Business Office and deposited into an appropriate fund. Please contact Cindy Tschanen for help in identifying an appropriate fund. Items managed by the Research Foundation should be forwarded to 1960 Kenny Road, Columbus, Ohio 43210.

Can the Business Office deposit checks that say OSU Extension XXXX County, or XXXX County Extension?

YES! The Business Office can deposit any check as long it is made out in some way to OSU, The Ohio State University, OSU Extension and/or Extension. Checks should be sent DIRECTLY to the Business Office. Please do not deposit in the local checking accounts first.

Frequently Asked Questions continued

Ohio State University Extension BUSINESS OFFICE

Business Office
Agricultural Administration, Room 4
2120 Fyffe Rd.
Columbus, OH 43210

Phone: 614-688-4704
Fax: 614-688-0529

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

**Do you have ideas
for the Bottom Line?
Or do you have
questions you'd like
to see answered?**

**Just email your
suggestions to
Cindy @
tschanen.3@osu.edu**

Brian McClain 292-2337

Cindy Tschanen 292-6979

Jackie LaMuth 292-6470

Office Associate 688-4704

Don Ordaz 688-3807

Karen Oberrath 292-5351

Ralph Orr 688-5740

Lisa Murphy 292-4191

How do I subscribe to Extension mailing lists?

To subscribe, send e-mail to listserv@ag.osu.edu with the two line message:
subscribe listname

Substitute the name of the list you are interested in for the word **listname** in this example. For example, to subscribe to the All-Extension mailing list, send a message which says:

subscribe all-extension

The **quit** command tells the listserv to stop interpreting commands.

The osue-fiscal mailing list is an important listserv for all fiscal matters.

How does one find the total of the expenses for grants that have ended in a month before the monthly reports have been generated?

- 1) In ereports <http://ereports.osu.edu/> click on Financials

eReports Categories

[eResearch](#)
[Financials](#)

- 2) Click on Simplified Flexible Reports
- 3) Click on Fund Grp Summ of Assets, Liab & Eqty—GLU602OS-61
- 4) Enter the fiscal year - **Fiscal Year** [Required] This allows you to specify the Fiscal Year. Fiscal Year begins July 1 and ends June 30
Fiscal Year: The valid format is: (YYYY) e.g. 1999
- 5) Enter the accounting period - **Period** [Required] This allows you to specify the Accounting Period. Jul = 01 Aug = 02 Sep = 03 Oct = 04 Nov = 05, etc...
Accounting Period: The valid format is: (NN) e.g. 10
- 6) Enter the Organization Criteria - **Organization Criteria**
Organization Criteria:
- 7) Enter the Fund Criteria - **Fund Criteria** This can be a detail value or a tree node on a fund tree (or multiple detail values and nodes). There are two ways to report on multiple criteria. One way is simply to enter a tree node. The other way is to enter multiple criteria (detail values and/or tree nodes) separated by commas and **no** spaces.
Fund Criteria:
- 8) Click on notifications and schedules

Notifications/Schedules

Preferences

Brio Insight

- 9) The report may take a moment to run. When available the report will show here. The cash balance is the amount remaining in the fund.