



# Business Operations

Monthly Newsletter

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

THURSDAY, JULY 15, 2004

## IN THE LOOP

ISSUE NO. 4


### IN THIS ISSUE:

- UPDATE ON POLICY CHANGES
- FINANCIALS SYSTEM CHANGE COMING IN AUGUST
- **\*NEW\*** ITEMS ON OUR WEBSITE

IN THE LOOP is now interactive. If you would like to go directly to a topic in this issue, simply click on the heading above.

- **\*NEW\*** ITEMS ON OUR WEBSITE



**Are you at the end of an article and want to see the Index?** Click on the arrow  to return to the top of the document.

## Update on Policy Changes

Thank you to all who have reviewed the [new policies](#) regarding purchase orders. The Requisitions are rolling in! Please watch your mailbox and the monthly Ereports for Purchase Order number information.

There are some University Policies which have been updated as of 07/01/04. Please visit these sites for the latest version of these policies.

### University Expenditure Policies updated:

<http://www.busfin.ohio-state.edu/expenditures/>

### University PCard Policies updated:

<http://www.osupcard.com/>

**University Restricted Commodity List updated:** Please note that the items on this list should NOT be paid on a PCard or out of the local checking account. Please review carefully. [http://www.osupcard.com/Bus\\_Rules\\_Policies/RestrictedPurchases.asp](http://www.osupcard.com/Bus_Rules_Policies/RestrictedPurchases.asp)

The Business Office will be emailing updated Extension Policies as they become available. If you have suggestions on items that need clarification, please email [tschanen.3@osu.edu](mailto:tschanen.3@osu.edu) .





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## Financials System Change coming in August

As most of you now know, the University is implementing a new Financials system in August. The University system will be unavailable between August 6 and August 23.

### What does this mean for you?

- 1. The Business Office will be difficult to reach.** Your Business Office Representative will be in training for many hours over the next two months. We will do our best to keep our voice mail and email up to date; if you receive a voice mail message, please be patient during this transition.
- 2. Paper work must be received in the Business Office by July 26.** Reimbursements, Payment Requests, Invoices, Travel Reimbursements, Purchase Orders, Deposits and PCard transactions should all be submitted as soon as possible. We will do our best to enter everything we receive prior to July 26, but we will be struggling with a slow system trying to accommodate many requests. Please try to anticipate as many requests as possible in advance.
- 3. We will be unable to process any payments between 08/05/2004 and 08/25/2004.** If you have an emergency payment that needs made, please contact me (614-292-6979) and we will work through situations as they arise. We have made every effort to contact our most crucial vendors to prevent late fees or utility shut off.
- 4. Please limit PCard transactions to emergency situations only.** Your reconcilers will have a very limited time frame to reconcile transactions made in August.
- 5. Please continue to send paperwork.** We will make every effort to audit and prepare your documents so that we are ready to enter when the new system is implemented.
- 6. We will be slower while we learn a new system.** The Business Office will be experiencing a large learning curve while we learn the new system. We will be processing slower than usual and will most likely not meet our timing standards in the months of August and September. Please be patient and ask your vendors to be patient as well. Rest comfortably knowing that payment will arrive, eventually.
- 7. Ereports will be available for most of August.** Ereports will be unavailable August 5-9.
- 8. Watch for the August "In the Loop" for more updates**





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## 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.

### New Link to Policies and Procedures



The new Policies and Procedures HEADING is now in place on our website, <http://osuebusiness.ag.ohio-state.edu/> Click on the Header to find the following updated information:

### Updates to the Policies and Procedures Manual

1. **Purchase Orders:** includes information such as convenience orders, lease and copier purchases and blanket orders.
2. **Petty Cash:** outlines requirements and regulations for petty cash funds.

### Forms Now Available Online

There is one new form available on our website.

[University Development Gift In-Kind form](#) This document includes the Gift Review Form, the Donor Intent Form, and instructions on how to complete this document. A Gift In-Kind is a non-cash gift donated to the University.

### Other Updates

6/25/04 - [New Fiscal Policy](#) Updated 07/12/2004 – This is an updated version of the new Purchasing Policies related to convenience orders.

6/22/04 - [Breaking News - Information from Research Foundation](#) – This is a communication from the Research Foundation regarding the system downtime.



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**Want to know what's new in Extension? Visit the Business Operations Home Page for Breaking News and much more. The website is updated weekly, so come back often!!**

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

**Thank you,**

Cindy Tschanen  
Extension Business Office  
614-292-6979