



Business Operations

Monthly Newsletter

http://osuebusiness.ag.ohio-state.edu/news_archive.php

OCTOBER 18, 2004

IN THE LOOP

ISSUE NO. 7

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- Q&A. WHY DO I NEED AN APPLICATION FOR LEAVE FORM ON FILE BEFORE I LEAVE MY OFFICE?
- NEW ON OUR WEBSITE

Business Office updates – Please hold the date.

The Business Office will be visiting each region over the next few months for training and updates. The following is a tentative schedule. Some locations, such as campus locations, have not been scheduled yet. An e-mail will be sent with more information as it is available. Please keep these dates in mind when arranging your schedule.

Business Office updates –

Brian has already visited the West Region and attended the Support Staff Conference.

- October 15 – Brian McClain at NorthCentral Regional Director's meeting
- October 19 – Brian McClain at SouthEast Regional Director's meeting
- October 20 – Brian McClain at OSU South Centers at Piketon
- November 10 – Cindy Tschanen at the County Director training in Columbus

Business Office training – eReports and Fiscal Training - all day session open to ALL extension personnel.

- November 18 – SouthEast Region
- November 24 – OSU South Centers at Piketon
- December 1 – North Central Region
- December 14 – West Region training at Hancock County

The Business Office is also scheduled for six office review/training days. If you are interested in having an office review please contact Cindy Tschanen at Tschanen.3@osu.edu.

Do you have credits on your eReports?

Several of you have reported unknown credits on your eReports. We have been told by the Treasurers Office that in December of 2003 a bank reconciliation file was missed. This caused credits to show on some reports in error by voiding checks that were already cashed. If you have experienced unknown credits on your eReports please contact Cindy Tschanen immediately. The Office of Information Technology is working to correct this problem.



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Fiscal Year 2005 eReport target dates

Listed in the table below are the dates for release of standard monthly reports for University Fiscal Year 2005.

| Month | Target Date eReports |
|---------------------|----------------------|
| September | Tues, Oct 12 |
| October | Wed, Nov 10 |
| November | Fri, Dec 10 |
| December | Wed, Jan 12 |
| January | Thurs, Feb 10 |
| February | Thurs, Mar 10 |
| March | Tues, Apr 12 |
| April | Wed, May 11 |
| May | Fri, June 10 |
| June (First Close) | Wed, July 13 |
| June (Second Close) | Tues, July 26 |

Q&A. When do I need a T# or pre-approved travel request?

A. See Table Below

Still to be determined: In-State travel, no PCard, with expenses such as hotel and parking.

| T Number Required | T Number Not Required |
|--------------------------|-------------------------------|
| Any travel using a PCard | In-State, mileage only travel |
| Out-of-State travel | |

Q&A. Why do I need an application for leave form on file before I leave my office?

The application for leave form or similar document is required when traveling on University business. This form protects you, your family and your office if something were to happen to you while traveling on University Business. Your office needs something that they can provide to an insurance company that proves you were on business. This guideline is in place for your protection. Please see the September 21, 2004 issue of the Communiqué for clarification of "similar document" <http://www.ag.ohio-state.edu/~communiqué/show.php?id=30> . Please call Cindy Tschanen or Brian McClain with questions.



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New on Our Website



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

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

[Business Meal Form](#) updated – This form should be used when paying for a business meal (personally or on a PCard). Business meals must contain at least one non-University employee.

[Certificate of Insurance Form](#) updated – This form should be used when a contract requires a certificate of insurance. This is usually needed when renting facilities.



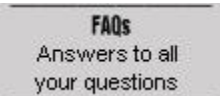
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August eReport update – The eReports in August had several problems, including miscalculated payroll charges. Please visit this update to get clarification on what errors have occurred.

Urgent Postage update – On September 20th the Business Office posted an Urgent Postage update. This update relates to Bulk Mail Permit renewal fees. Please see this update and the new FAQs for postage help.

Commonly asked questions about new policies and procedures – This is a frequently asked question document which includes many recent questions about travel, postage, cost recovery and fiscal procedures. This document is being updated regularly as well as the questions being posted on the Business Office FAQ link.

QuickBooks Manual - How to write Checks using QuickBooks – A new manual has been created to help you write checks using QuickBooks. More manuals will be coming soon.



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

The Business Office frequently asked questions link is being updated regularly with your questions. Please visit here if you have questions about policies or procedures.

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!

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