UABC Spring Training Agenda

- Zoom! Zoom! From the Bank to your Budget
- FAST LANE – invoice and JV approvals
- GPS for Account Codes
- Grant Reporting & Foundation Reimbursements System GRRS
- Helpful Resources (Appworx, Banner, TransDoc Look-up)
Everyone Likes the Fast Lane!
How to stay in the FAST LANE with UABC

Get the Green Light
Invoice Requirements

Include in FOATEXT:

- Name and Phone #
- Business Purpose – especially if purchasing a commodity that is unusual!
- Hosting Guidelines – 5W’s
- Travel Reimbursements
  - Be specific! Dates, Event, Purpose
- Budget Authority Approval
Why FOATEXT?

- Name and phone # – to ask additional follow-up questions
- Business purpose – To show relationship to University mission

FOATEXT helps eliminate additional questions and requests from auditors
- Remember: TEXT is not a 4 letter word!
Hosting Official Guests

- Required to identify clearly the five W’s –
  - **Who:** Names of the individuals hosted and the individuals doing the hosting. Also describe the title/relationship to the university for each attendee.
  - **What:** What was the nature of the hosted event? Was it lunch, dinner, breakfast, entertainment, or something else?
  - **When:** The dates and times of hosted events.
  - **Where:** Location or locations that the hosting took place.
  - **Why:** Purpose and reason for hosting. Must describe what the benefit gained to OSU was from conducting the hosting.
Travel Reimbursements

- Business Purpose – adequate document text to describe why business travel was necessary

- Allowable mileage reimbursement:
  - Most direct route
    - Oregon Mileage Chart
    - Actual odometer readings
    - Out of route must be justified

- Vicinity Miles – Submit mileage log
Budget Authority

On occasion, your Extension Office might pay for a supply or a trip "that crosses County lines":

Fast track approval by attaching email with "OK to pay" from other BA*

* we can provide standardized email for you!
No Budget Authority on invoice

Missing back-up documentation

No FOATEXT – contacting original user for business purpose…. ”What is this?”
JV Entry Important Elements

- TEXT is required on all JV’s
- TEXT must include:
  - Person’s first & last name, phone number &/or a contact person
  - Sufficient information re: the purpose of the JV transaction
  - Fee ID#, if applicable.

<table>
<thead>
<tr>
<th>Type:</th>
<th>Code:</th>
<th>Default Increment:</th>
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<tbody>
<tr>
<td>JV</td>
<td>J0486572</td>
<td>10</td>
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<table>
<thead>
<tr>
<th>Text</th>
<th>Print</th>
<th>Line</th>
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</thead>
<tbody>
<tr>
<td>Fee ID # 1234: Lab Time</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>August Charges for lab usage per usage log.</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>Susie Smith, XXBC, 7-7123</td>
<td></td>
<td>30</td>
</tr>
<tr>
<td>Contact: Johnny Jones, 7-7456</td>
<td></td>
<td>40</td>
</tr>
</tbody>
</table>
Description Field
- The description field explains what the transaction is for so that the Account Code can easily be checked.
- The description line is captured in Data Warehouse, TEXT is not.
- **Good Example:** Correct I23456 to Index ABC123
- **Good Example:** Postage for September 2012
- **Poor Example:** Move to correct index

![Journal Vouchers cont.](image)

<table>
<thead>
<tr>
<th>Status</th>
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<th>Journal Type</th>
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<tr>
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<td>1</td>
<td>3BC1 JV w/o Enc HSBC</td>
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<table>
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<tr>
<th>COA</th>
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<th>Fund</th>
<th>Orgn</th>
<th>Acct</th>
<th>Prog</th>
<th>Actv</th>
<th>Locn</th>
<th>Project</th>
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<td>C</td>
<td>HHS123</td>
<td>058634</td>
<td>323214</td>
<td>20200</td>
<td>09000</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Percent: [ ]  
Amount: [ ] 500.00 Debit/Credit: [ ]  
NSF Override

Description: [Correct Ixxxxxx to index ABC123]

Bank Code: [ ] Deposit: [ ]

Encumbrance Number: [ ] Item Number: [ ]

Sequence: [ ] Action: [ ] Commit Type: [ ]

Document Reference: [I234567] Budget Period: [ ]

Accrual Indicator: [ ] Currency: [ ]

Gift Date: [ ] Number of Units: [ ]
Journal Vouchers cont.

- **Supporting Documentation**
  - Includes: Email communications, spreadsheets, billing invoices, advance settlements, etc.
  - *Does Not Include*: printouts of JV (FWRJVLR), information that can already be found in Banner

- **JV which are not for the standard index/activity code/account code corrections:**
  - Scan any supporting documentation into the Network Folders, with the JV# as the identifier
  - The support documentation will then be linked to the JV number in Nolij by UABC
Journal Vouchers cont.

- Rule Codes
  - Don’t mix rule codes in the same JV!
  - Use 3BC2 to:
    - Correct indexes/activity codes
    - Redistribute charges
    - Correct account codes between: 2xxxx–3xxxx
    - Charge for Internal Sales/Services
      - Debit 2xxxx and Credit 79xxx
    - Process an original charge to a grant (restricted) fund
  - Use 3JV1 to:
    - Corrections to external revenue account codes
      - 01xxx–08xxx account codes
    - F–doc reference is required
  - Use 3GNT to:
    - Make any correction for a grant (restricted) fund
    - Grant/Contract funds: Index and Fund begin with a letter
    - Gift Funds: FSxxx, FAxxx and Mxxxx funds
GRRS and Report Center

- **Budget & Fiscal Planning**
  - [http://oregonstate.edu/budget/view/online-systems](http://oregonstate.edu/budget/view/online-systems)
  - Grants Reporting and Foundation Reimbursement System (GRRS)
  - Report Center
    - Both require ONID Login
  - Unit Manager Reports – *Finance*
    - UM–Consolidated Fund Summary by FUND
    - UM–Consolidated Fund Summary by INDEX
    - UM–Consolidated Fund Summary by ORG
    - UM–INDEX Summary
    - UM–INDEX ACTIVITY Summary
    - Index Search
  - Unit Manager Reports– *Grants*
    - UM–My Grants
    - UM – Principal Investigator Lookup
Resources

- **UABC**
  - [http://oregonstate.edu/fa/bc/universityadmin/resources/tools](http://oregonstate.edu/fa/bc/universityadmin/resources/tools)

- **Business Affairs – Training**
  - [http://oregonstate.edu/fa/businessaffairs/bcr](http://oregonstate.edu/fa/businessaffairs/bcr)
  - Cashiers Office
  - Financial Accounting & Analysis
    - Account Codes
    - Invoices, PCard, Travel
    - Journal Vouchers

- **OSU Fiscal Operations (FIS) Manual**
  - [http://oregonstate.edu/fa/manuals/fis](http://oregonstate.edu/fa/manuals/fis)

- **OUS Fiscal Policy – Account Code Definitions**
  - [http://www1.ous.edu/owfp/plsql/fpm.index_list](http://www1.ous.edu/owfp/plsql/fpm.index_list)
UABC Contacts

- Dee Wendler – UABC Manager 737–4128

  - Accounting Team
    - Linda Adams – Accounting Manager 737–6816
    - Laura Dalton – 737–5511
    - LeAnne Rutland – 737–0730
    - John DeVoe – 737–1284
    - Otila Zuschlag – 737–8517

  - Finance Team
    - Christen Harryman – Finance Manager – 737–0697
    - Tiffany Gillis – 737–3994
    - Jo Ann Casselberry (Grants) – 737–2424

  - Human Resources Team
    - Eva Martushev – HR Manager – 737–8387
    - Tracey Allgeier – 737–7352
    - Christina Flynn – 737–3252
    - Shawna Steeg – 737–5339