

OFFICE OF STATE FINANCE

DCAR NEWSLETTER

Volume 13, Number 1

FY-2003

September 25, 2002

The last issue of the *DCAR Newsletter*, Volume 12, Number 8, was issued on May 23, 2002. If you did not receive a copy of our last issue, consult your agency's finance officer or notify Norcetta Whitfield of OSF at 405-521-6203.

Questions or comments about information contained in this publication should be addressed to those noted in the article or the following Division of Central Accounting & Reporting (DCAR) staff members:

Transaction Processing: Steve Wilson	405-521-4679	steve.wilson@osf.state.ok.us
Accounting & Financial Reporting: Jennie Pratt	405-521-3258	jennie.pratt@osf.state.ok.us
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Personnel Changes

Mike Miller, a long time employee of OSF's Division of Central Accounting and Reporting has left his employment with the State. Mike has been with our office for close to 14 years and has been a valuable part of our team. Due to Mike's departure, some of the duties in the accounting and payroll sections are being reassigned.

Accounting Changes: In the accounting section, Carol Sims will taking over the duties related to the Building Bonds, more commonly known as the 130 and 131 money. Additionally, Carol will be working with agencies on the ASA and Clearing reconciliations. Questions in the accounting area that would have been directed to Mike Miller will need to be addressed to Carol Sims. Her number will be 405-521-6164, and her e-mail address is Carol.Sims@osf.state.ok.us.

Payroll Changes: Barbara Low will be assuming Carol Sims' responsibilities in the payroll function. Electronic file transfers of payroll will still be submitted to the Transaction Processing group for processing, and questions related to the file transfer will still be directed to them. Any other questions concerning payroll should be directed to Barbara at 405-522-6300 or by e-mail

to Barbara.Low@osf.state.ok.us.

Portal Fees Coding - Revenues and Expenditures

Effective immediately, the following new receipt codes and object codes should be used for receipts from portal fees and disbursements attributable to portal fees.

Receipt code 28175 - Convenience Fees - Portal: This receipt code has been established to account for deposits of convenience fees received from portal activity.

Object code 4114 - Portal Software: This expenditure code will be used to account for the cost of development for internet applications.

Object code 3120 - Convenience Fees - Portal: This expenditure code will be used to account for payments of convenience fees to the portal developer (usually OSF).

Object code 3121 - Data Center Charges - Portal: This expenditure code will be used to account for the payment to OSF for data center charges related to the portal.

Late Payment To Vendors - New Interest Rate - FY 2003

The FY 2003 interest rate applicable to late payments to vendors has been set at 2.25% per annum, or \$0.0062 per \$100 per day, which will be in effect July 1, 2002 through June 30, 2003. (Titles 62, § 41.4a & 4b and 74, § 840.14.)

Proper Travel Form Use Update

We had announced in a previous newsletter that some agencies were not using the current travel form 19 (revised in 2000). We continue to receive some old version forms. Most of these are agencies with statewide operations and it appears they are not getting the notification out to their other locations about using the proper form. We had not been rejecting the improper travel forms even though we gave a July 1, 2002 deadline. However, as we tighten down on this and reject the outdated claim forms, the agencies are at fault, but the traveling employees are the ones penalized. For a copy of the approved travel claim form, go to the State Comptroller's page on the OSF website: <http://www.osf.state.ok.us/comptrol.html>.

Statutory Cancellation Report

Agencies should be reviewing the Monthly Statutory Cancellation Report, which list warrants canceled during the most recently completed month. The report should be reviewed to determine whether a warrant is listed and, therefore, eligible for replacement. If there is a warrant listed which the issuing agency knows of a reason it is not eligible for reissue or should never be reissued, it must notify the Office of State Finance within seven (7) days after notification of the cancellation (receipt of said report). Title 62, O. S., Section 41.19 Note: there is also a thirty-six (36) months report mailed out twice a year that lists warrants canceled during the period that are available for replacement.

We are seeing increased requests from "finder companies", wherein they will arrange for the replacement of warrants that have canceled by statute, for a percentage of the warrant amount. Often their fee will be as high as 60-70% of the warrant amount. Agencies should be reviewing the statutory cancellation report to identify and notify your vendors of any warrants canceled by statute. To avoid such requests for replacement of warrants issued to other state agencies that would result in loss of funds to the State, please make sure you always notify any state agencies listed on the report.

CORE Oklahoma Project

Keep current on what is happening in the CORE Project. Get into the habit of checking the project web site for new information on a regular basis. The web address is:
<http://www.youoklahoma.com/coreoklahoma>.

Budget Work Program Revisions

Reminders: Budget Work Program (BWP) revisions for the recently announced shortfall were due at the end of September. The Budget Request and Strategic Plan were due October 1. If you cannot make either of these deadlines, then you must write a short note explaining why and including the date(s) you will be finished with each item. Send this note to Rollo Redburn in this office.
