

OFFICE OF STATE FINANCE

DCAR NEWSLETTER

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The last issue of the *DCAR Newsletter*, Volume 13, Number 5, was issued on June 4, 2003. If you did not receive 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:

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**Core Conversion Schedule -- ICS Down**

The conversion schedule for converting from ICS to the new Core system is posted on the Core website at <http://www.youroklahoma.com/coreoklahoma/areas.html>. During the scheduled conversion time, the ICS will not be available for processing transactions but SmartStar will still be available for reporting. Also, agencies may continue to process payroll information through OPM and Higher Education agencies may continue to send electronic payroll files for editing although no payrolls will be paid until the new system is operational on November 3. Agencies that send agency special account (not 700 funds) and clearing account check information directly to the State Treasurer's office may continue to do so during this time. The various transactions have different cut-off schedules, and you need to be aware of and plan for this downtime.

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**Message to Vendors**

The Core website contains a message to vendors regarding the Core conversion. Agencies are encouraged to print copies of this message to include with vendor payments during the month of October to inform them of the system changes that will affect them.

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**Form Revisions - CORE Implementation**

There are changes to most of the forms associated with processing your claims. These forms will be included in a future revision to the OSF Procedures Manual, however, for now you can obtain them from the CORE website:

[www.youroklahoma.com/coreoklahoma/](http://www.youroklahoma.com/coreoklahoma/) (available at that website during the week of October 13-17, 2003). This includes the Appendix - Table of Contents and forms for Chapters 300 - Claims, 500 - Agency Special and Clearing Accounts, and 600 - Miscellaneous. If you have any questions concerning these forms, please contact Steve Wilson at 405-521-4679.

Revised processing procedures will be made available on the CORE website in the near future, however, the manuals from your training classes and the navigational flowcharts issued through CORE will be an important part of any instructions for processing work through the system.

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#### **Late Payment To Vendors - New Interest Rate - FY 2004**

The FY 2004 interest rate applicable to late payments to vendors has been set at 1.61% per annum, or \$0.0044 per \$100 per day, which will be in effect July 1, 2003 through June 30, 2004. This interest rate is provided by the State Treasurer based on the average interest rate for thirty day time deposits of State funds during the last calendar quarter of the last preceding fiscal year. (Titles 62, § 41.4a & 4b and 74, § 840.14. and OSF Prompt Payment Rules/Regulations)

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#### **Per Diem Rate Changes**

The federal meals & incidentals (Oklahoma's per diem) rates changed effective October 1, 2003. The six different per diem rate tiers all increased by \$1.00. There is no across the board change to the lodging rates, but a few locations were added with higher rates. For example, Tulsa was added with a higher lodging rate of \$57.00. You can review the CONUS locations by going to the GSA website: [www.policyworks.gov/perdiem](http://www.policyworks.gov/perdiem) . Also, attached are the revised quarterly per diem calculation tables.

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#### **Attachments**

State Travel Reimbursement Rates, Regular Per Diem Rates  
State Travel Reimbursement Rates, In Lieu of Subsistence (pdf, 45 kb)