

OFFICE OF STATE FINANCE

DCAR NEWSLETTER

Brenda Bolander, State Comptroller

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The last issue of the DCAR Newsletter, Volume 14, Number 4, was issued on June 22, 2004. The DCAR Newsletter is available on the OSF webpage at <http://www.osf.state.ok.us/comp-nl.html>.

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 and Reporting (DCAR) staff members:

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Grant Charges for Paid Leave

OSF has been notified by the Dallas DHHS office that some agencies in the State of Oklahoma have improperly charged grant programs for unused leave costs when an employee retires or terminates employment.

OMB Circular A-87 Attachment B, paragraph 11.d(3) states:

When a governmental unit uses the cash basis of accounting, the cost of leave is recognized in the period that the leave is taken and paid for. Payments for unused leave when an employee retires or terminates employment are allowable in the year of payment provided they are allocated as a general administrative expense to all activities of the governmental unit or component.

Therefore, this guidance prohibits the practice of charging a federal program directly for all of the unused leave costs, regardless of whether it is for annual leave paid to an employee or it is for sick leave paid to a retirement system, when an employee has transferred into the federal program or has not worked in the federal program his or her entire career. Unused leave is still an allowable cost, but in these cases it must be spread over all activities.

P/Card Payments...Just a Reminder

Each state agency that utilizes a State Purchase Card receives an invoice from the Office of State Finance (OSF) each month as well as a memo statement from the p/card bank reflecting the amount due from the agency. The agency shall use this memo statement as the basis for payment to OSF. Payments to OSF should be made within 21 days after the end of the billing cycle, but no later than the end of the next billing cycle.

Note: Payments-in-full shall be made to OSF for the amount shown on the OSF invoice. Full payments are required regardless of whether the memo statements include transactions which are disputed by the state agency.

OSF makes a central payment to the p/card bank and thus agencies are reimbursing OSF for this expenditure. When agencies fail to reimburse OSF in full, it forces OSF to make up the difference on the central payment to the p/card bank in order to maintain a good standing on the account. This is the reason that all payments need to be made in full and on time. A full explanation of the p/card payment procedures, including disputed amounts, can be found in the OSF Procedures Manual in Chapter 300 Section 335 Section Name Purchase Card Expenses.

Lapsed Funds Date Extended

The Office of State Finance will extend the lapsed funds date from November 15th to December 15th to accommodate the extra training or assistance required for agencies to close POs on the prior budgets.

State agency staff have already received hands-on training in PO closing at the CORE office. If you did not attend or did and are still unable to complete the tasks, please contact the Help Desk at 521-2444 or helpdesk@osf.state.ok.us.

Department of Central Services - Change in 1% Levy

Senate Bill 1135 amended the statutes regarding the State Use Program (74 O.S. § 3001 et. seq.). The primary amendment pertains to the payment of the 1% levy on State Use Contracts and Purchase Orders. We believe this change will be viewed by state agencies as welcome news. The Bill also adds the term "Qualified Organization" defined as a qualified nonprofit agency or an individual that has been qualified by the State Use Committee.

Effective November 1, 2004, state agencies will no longer be required to deduct 1% from the State Use contracts and purchase orders for remittance to the Department of Central Services State Use Revolving Fund. The qualified organizations will now be responsible for payment of the 1% levy to the Department of Central Services.

All state agencies should review their levy payment history through the end of October 2004, and submit that information along with any outstanding payments to the Department of Central Services. After November 1, 2004, the State Use Committee pursuant to 62 O.S. §41.4b will assess interest for any amount that remains unpaid after that date.

Any questions regarding these legislative changes in the State Use Program should be directed to Marti Sawyer, the State Use Program Administrator at (405) 521-4474 or by email at marti_sawyer@dcs.state.ok.us

Correcting Budget Checking Error When Finalizing Voucher Distribution Lines

If a voucher fails budget checking upon finalizing the voucher distribution lines, it is most likely because multiple Voucher Distribution Lines are linked back to the same PO Distribution Line. Each line is assigned a separate transaction line within Commitment Control and the last Voucher Distribution Line within Commitment Control is the only one that needs to be finalized on the voucher. The Voucher Distribution Line that should be finalized can be identified on the PO Accounting Entries screen. It will be the last line listed for the last voucher listed. If you have any questions, please contact Patricia Garcia at (405) 522-6855.

Replacement Warrants

Replacement Warrant Number

Information on replacement warrants issued can now be found on the original PeopleSoft voucher. Once a warrant is replaced, the warrant number of the replacement will be visible on the Payment Comments hyperlink from the original payment. The navigation is Accounts Payable>Vouchers>Regular Entry. Select Find an Existing Value and enter the Business Unit and the Voucher Number. Select the Payments Tab and Press the “Comments” hyperlink for the warrant that was replaced. If the warrant has been replaced, the number of the replacement warrant will be recorded here.

REMINDER – Form Revisions

When requesting replacement warrants, please use the revised forms dated 12/03, which include the vendor information required for OSF to provide timely replacement of your warrants. Also, the revised VEND form must be submitted with replacement request forms when there is not a current vendor ID number. ***Requests submitted on old forms are subject to rejection.***

REMINDER - Agency Approving Officer

Claims and payrolls used as the basis for the payment of monies from the State Treasury from any fund shall be approved by the elected or appointed head of the paying agency or their designated employees (approving officers). Provided the number of persons authorized to make such approval shall not exceed five people for any one department, board, commission, institution or agency as approved by the Director of State Finance. A signature card, OSF Form 13, for each individual authorized to sign claims shall be completed by the agency and filed with OSF. ***This includes requests for replacement of Lost and Destroyed Warrants and Statutory Canceled Warrants.***

DCAR Welcomes New Staff

DCAR Accounting welcomes Linda Roe, Roger Sprague and Vivian Day. Linda has joined Barbara Low and Beth Brox in the payroll reporting group. Linda will be working with payroll overpayments and adjustments, and will be assisting on year end processing. Roger and Vivian are members of the general ledger accounting group. Roger’s duties will include cash allocations, cash transfers and other general ledger entries. Vivian’s duties will include working with the Clearing and ASA reconciliations, general ledger processing of payroll transactions and other general ledger duties.

PeopleSoft Vendor Database Tips

Paying Another State Agency

Instead of setting up one vendor with the State's tax identification number, State agencies are set up individually by their Business Unit number (or agency number). There are 7 leading zeros in the number so for example, the Department of Central Services Vendor number is 0000000580. These numbers should be used for creating purchase orders and accounts payable instead of any others that might have been inadvertently converted. All agency numbers are less than 1000 and can be viewed from the vendor search by leaving the vendor information blank.

If you can't find a specific location for that state agency, we will check with the receiving agency before we add a new location. A list of agency numbers and names has been posted to the CORE website at: <http://www.youroklahoma.com/coreoklahoma/areas.html>.

Look First

Before you send in a form to request a vendor addition or call in a Help Desk case, please search for the vendor through the following query path:

Reporting Tools > Query > Query Viewer

In the empty box type OSF. Click Search

At Search Results, click on OSF Vendor Check link.

In ID Num: type in the SSN or FEI, with no dashes

In SetID: type 00000 for state agencies and HECLM for Higher Education users

Click OK.

If you do not have this access, please submit a Security Access Form 301 for Run Queries to Linda Belinski.

Adding A New Vendor

To add a state employee or board member, fax the following information to OSF, 521-3383: Name, SSN, remitting address, and phone number (optional). An example of requirements is found at the site below.

To add a business or contractor, please submit a completed OSF VEND form located on the CORE website at: http://www.youroklahoma.com/coreoklahoma/areas_ap.html, line titled "Vendor Maintenance Forms – Instructions."

When Will It Be Added?

The vendor database entry clerks are located at the CORE office at 3812 N Santa Fe. The OSF courier delivers forms from the Capitol to the CORE office every day around 2:00 pm. If you fax your forms in after 2:00 pm, they may be added that day or the next. We have steadily been able to enter within a 24 hour period, with a few exceptions.

Please contact Julie Dvorak at Julie.dvorak@osf.state.ok.us or 962-2420 if you have any questions.