

OFFICE OF STATE FINANCE

DCAR NEWSLETTER

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The last issue of the DCAR Newsletter, Volume 15, Number 5, was issued on June 14, 2005. 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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Vouchers with Invalid Accounts

OSF has been monitoring unpaid vouchers for charges to accounts that do not begin with “5xxxxx” or “633xxx” or that do contain either the “TBD” or the authority order account “601100”. Our practice has been to place these vouchers in recycle status and notify the agency finance officers to correct the invalid accounts immediately. In spite of our efforts, several of these vouchers have posted and/or paid with invalid accounts.

Beginning on October 01, 2005, our process will change. Any vouchers containing invalid accounts will be identified each afternoon prior to the posting process, and will be handled as follows:

- Vouchers with the TBD account will be deleted, even when the TBD amount is zero;
- Vouchers with any other invalid account will be placed in recycle status and then deleted if not corrected within two business days; and
- E-mail notification will be sent to the agency finance officer each day identifying these vouchers.

REMINDER: To avoid issues with TBD vouchers, agencies should run the OCP_PO_TBD_ACCT query to identify any PO distribution lines with the TBD account, and change the account number and funding as soon as your new budget is approved and before the TBD PO distribution lines are vouchered against.

If a voucher with the TBD account has been created against a PO and has been posted, the TBD account cannot be changed on the PO at any time in the future. The PO line will have to be decreased and another line created. Additionally, if a TBD account has been overwritten on the voucher distribution line after it has been copied from the PO, the voucher distribution line was budget checked as a direct expenditure and did not liquidate an encumbrance.

If you need assistance with these items please contact the Helpdesk.

Late Payment To Vendors - New Interest Rate - FY 2006

The FY 2006 interest rate applicable to late payments to vendors has been set at 2.05% per annum, or \$0.0057 per \$100 per day, which will be in effect July 1, 2005 through June 30, 2006. 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)

Notice of Modification to OSF Forms 11 and 11A

OSF Forms 11 and 11A have been revised and are posted on the OSF State Comptrollers' website. If you have submitted July or August reports on the old forms and any disbursements were made by warrants/vouchers, the information will need to be resubmitted on the revised forms. If disbursements were made using the ONUS transfers, reports do not need to be revised.

Changes to the forms are as follows:

OSF Form 11 - Agency Clearing Account Report

This form has been modified to allow the capture of warrants/vouchers used to transfer money to the General Revenue Fund. The new account 562150 should be used only when warrants/vouchers are used to transfer money. If transfers are accomplished using the ONUS transfers available in the CORE system, account 562120 should be used. See the Notes below Section A on the report for detail on allowable disbursements.

OSF Form 11A - Agency Special Account Report

This form has also been modified to allow the capture of warrants/vouchers used to transfer money to the General Revenue Fund. The new account 562150 should be reported in the 'Payments by voucher' section of the vouchers written summary and should be used only when warrants/vouchers are used to transfer money. If transfers are accomplished using the ONUS transfers available in the CORE system, account 562120 should be used and reported in the 'Transfers (ONUS)' section of the vouchers written summary. See the Notes below Section A on the report for detail on allowable disbursements.

Deposit and Transfer Entry Procedure Reminder

After deposit or transfer entries are posted, they cannot be deleted. If you need to reverse a deposit or transfer that should not have been entered and posted, OSF Form 76 (Deposit Corrections) must be submitted to the State Treasurer's office. Any change to the Business Unit, Class Funding or Amount must also be submitted to the Treasurer's office on Form 76.

Changes to the Account, Sub Account, Fund Type, Department or CFDA# can be submitted on Form 76 to the Office of State Finance.

If you need to delete a deposit or transfer entry that has not been posted, remove the fund type and save the entry to insure that it will not post in the batch process. You can then submit a help desk case to request that the entry be deleted.

New and Revised Expenditure Account Codes

Lottery Commission

The following expenditure account codes have been established for the Oklahoma Lottery Commission and are effective immediately. Also, the general class title for the 552000 Class is revised as follows.

| <u>Code</u> | <u>Title and Definition</u> |
|---------------|--|
| 536260 | LOTTERY RETAILER COMMISSIONS Commissions paid to retailers who are authorized to sell Oklahoma State Lottery Tickets. The amount of the commission is set by the lottery board of trustees. (FOR LOTTERY COMMISSION USE ONLY) |
| 536270 | LOTTERY GAMING SYSTEM Payments to the owners of winning lottery tickets. (FOR LOTTERY COMMISSION USE ONLY) |
| <u>552000</u> | <u>SCHOLARSHIPS, TUITION, AWARDS, AND OTHER INCENTIVE-TYPE PAYMENTS</u> |
| 552210 | LOTTERY PRIZE PAYMENTS Payment of prizes to the owners of winning lottery tickets. (FOR LOTTERY COMMISSION USE ONLY) |

Agency Special and Clearing Account

The first expenditure account code has been revised for "ONUS" deposits and the second is a new code established for payments from an official depository fund.

| <u>Code</u> | <u>Title and Definition</u> |
|-------------|---|
| 562120 | TRANSFER TO TREASURY FUNDS – ONUS Cash transfers from official depository funds to operating funds (e.g., annually appropriated funds and revolving funds) made by ONUS transfer. <i>NOTE:</i> Used for reporting Agency Special and Clearing Account disbursements only. |
| 562150 | TRANSFER TO TREASURY FUNDS - VOUCHER Cash payments from official depository funds to operating funds (e.g., annually appropriated funds and revolving funds) made by voucher. <i>NOTE:</i> Used for reporting Agency Special and Clearing Account disbursements only. |

Payroll Claims – Submission of Original Copies

Some agencies are not following through with submitting the original “hard copy” claims forms for the payrolls faxed to this office. Our current practice for higher education entities and agencies on the PeopleSoft payroll system is to allow faxing of payroll documents to initiate the processing of such payrolls. However, agencies must remember to send in the actual payroll forms, or we may consider halting our practice to process the payrolls early.

P-Cards – Not for Postage

P-Cards should not be used for purchasing postage (i.e., stamps, filling postage meters, or other U.S. Postal Services). Per Oklahoma Statutes Title 74, § 90.2, payment of postage costs can only be made with warrants payable to the United States Post Office. Since your p-card payments are made payable to the bank, use of the p-card for postage would not be in compliance with this law.

This office is considering requesting a change to the law modifying it to allow for the payment of postage under the State P-Card program. Therefore, please contact Steve Wilson if you are interested in using the P-Card for this purpose.

Addition of Employees/Board Members to the Vendor File

When submitting these requests to OSF for additions, please be sure to put your agency name/number, contact name and phone number. This info is required if we have questions when entering the request and need to contact you. There have been numerous times where we could not enter the record since we were not able to read or understand the information provided.

Tax Snags – Oklahoma Tax Commission

Vendors are occasionally put in a “Suspended” or “Snag” status in the PeopleSoft (P/S) Vendor File. This is based on statutory authorized attachment orders from the Oklahoma Tax Commission (OTC) to halt contracts and payments to such vendors who are delinquent in the reporting or paying of any tax due under the laws of this State (Title 68, § 263). The suspended status is normally for ‘registered’ vendors through the Department of Central Services to suspend them from the bidders list. These occasionally may also have OSF-OTC Tax Snag listed.

Such vendors can be identified by viewing the following path in P/S. Under the *Identifying Information* tab, 'Name 2' would show either (Suspended [date]) or (OTC SNAG [date]). For the Snag vendors, users can go to the *Location* tab and under the dropdown box in the lower right corner pull up 'Comments' to see the OTC Attachment Order number. Here's the path:

Vendors>Vendor Setup/Maintenance>Vendor Information

If attempting to make a payment to one of these vendors the agency should contact the OTC, Tax Warrant Office, attention: James Cullers at 405/522-4193. These would normally be the "Snag" vendors, however, if it is showing only "Suspended," you should still contact the OTC to see if there is an active tax warrant. In many cases the OTC may require the payment to be assigned to them. For further information on this, please go to Chapter 300, Section 327 in the OSF Procedures Manual.

FREE TRAINING ANNOUNCED

OSF-DCAR is making the following audio conference available to Oklahoma state agency personnel for FREE. Please register to attend as soon as possible so we will have sufficient handouts available.

Ethics - How It Impacts an Organization
 An AGA TRAINING AUDIO CONFERENCE
 September 21, 2005
 2 CPE Hours Available!

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|-----------------------------|---|
| Date: | Wednesday, September 21, 2005 |
| Time: | 1:00 - 2:50 p.m. |
| Learning Objectives: | To better understand the role and impact ethics has on individuals and organizations |
| Prerequisite: | Familiarity with ethics and your organization's code of ethics |
| Advance Prep: | None required; however you can submit questions as noted above |
| Field of Study: | Ethics |
| CPE: | Two credits |
| Cost: | FREE to Oklahoma state agency personnel that register for this site hosted by OSF-DCAR |
| To Register: | Email Attendees Names and Agency number to Susan Jones at susan.jones@osf.ok.gov |
| Location: | Concourse Theater, between the Will Rogers and Sequoyah Buildings in the Capitol Complex, OKC |

A separate email has been sent to the DCAR Newsletter List with more information about this training.

Hurricane Katrina Disaster Relief

The Office of State Finance has been notified that the State of Oklahoma is eligible to receive money through the Hurricane Katrina disaster relief declaration. Therefore, state agencies assisting victims may be eligible for reimbursement of certain expenses.

Additionally, the State needs to get a comprehensive inventory of all costs incurred for this disaster, whether direct or indirect and whether reimbursable or not. We are looking at setting up a unique CFDA code to use for this purpose in coding all related financial transactions or some other reporting method. Examples of costs incurred include personnel costs for regular time and overtime, medical supplies, cost of temporary facilities opened, travel costs, inventories used, etc.

A meeting is scheduled for 9:00 A.M., Tuesday, September 13, 2005 in the Concourse Theater, located in the tunnel between the Will Rogers and Sequoyah buildings in Oklahoma City. The Oklahoma Civil Emergency Office will discuss eligible expenses, accurate record keeping and the reimbursement request process, and OSF will discuss tracking and reporting all costs.

However, if your agency is providing relief assistance please contact your OSF Budget Analyst, to plan to attend the meeting on Tuesday.
