

OFFICE OF STATE FINANCE

DCAR NEWSLETTER

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http://www.ok.gov/OSF/Comptroller/DCAR_Newsletters.html.

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Electronic Payment Exemption Requests

The Treasurer's Office is still accepting requests for exemption from the provisions of HB1086 which requires that as of July 1, 2012, all payments initiated by state agencies be processed electronically. Agencies that submitted their Exemption Request Forms or otherwise contacted OST prior to April 30 will have their requests considered prior to June 30. OST will be processing and considering requests in the order that they are received. An Exemption Request Form can be obtained on the State Treasurer's website at www.ok.gov/treasurer. Click on Banking and scroll down to find the form. Agencies should submit a request for any type of payment for which they do not have the ability to pay electronically because of system limitations or for which they do not have banking information. Exemption requests and any questions regarding this process should be submitted to:

Electronic.Payment.Exemption@treasurer.ok.gov

PAYROLL

Quarterly Unemployment Tax Statements

Agencies may have received a quarterly statement of taxes due from the Oklahoma Employment Security Commission (OESC). OSF submits to the OESC wage and tax information for all agencies. A statement is automatically generated for taxes due when a file has been processed and no payment has been posted to the account within 7 days. All tax payments due to the OESC are timely made as required. However, payments may not be fully posted within the 7-day window.

Please review any statements received and disregard if the statement is for the previous quarter. Most likely the taxes have been paid and the statement is a result of a timing issue. If the statement is for an older quarter and you have any questions, please contact Lisa Raihl at (405) 521-3258, lisa.raihl@osf.ok.gov or Jean Hayes at (405) 522-6300, jean.hayes@osf.ok.gov.

E-Verify and Social Security Number Validations

With the mandatory use of E-Verify beginning Nov. 1, 2007, all state agencies must utilize the system to verify the federal employment authorization status of all new employees. The system first completes a social security number verification with the SSA. This verification is similar to the one users previously accessed in the BSO system to manually verify the SSN. Since the E-Verify system performs this verification, new authorization requests to use the BSO system should not be initiated for agency employees.

For agencies on the State's PeopleSoft HCM system, the query GO_HR_AUDIT_EVERIFY should be run frequently and will return a list of employees who were hired or rehired after 11/1/07 and do not show the completed e-verify.

For institutions of Higher Education, internal processes should be in place to identify those employees who have not yet had the e-verify completed.

Social Security Administration Changes to Social Security Number Issuance

The Social Security Administration (SSA) has changed the way Social Security Numbers (SSNs) are issued. This change is referred to as "randomization." The SSA developed this new method to help protect the integrity of the SSN and to extend the longevity of the nine-digit SSN nationwide. Agencies may soon start seeing numbers different than in the past. When the E-Verify process is completed, this will confirm that the SSN is a valid number.

Now more than ever, it is imperative that agencies do not randomly assign numbers to employees that do not currently have one issued by the SSA. For agencies requiring a temporary number while waiting on one to be issued, please contact Lisa Raihl at (405) 521.3258, lisa.raihl@osf.ok.gov or Jean Hayes at (405) 522.6300, jean.hayes@osf.ok.gov.

SoonerSave Contributions to Employee Accounts

Employee deferrals and employer contributions must be remitted to OPERS in a timely manner to ensure participant amounts are posted and transferred to the selected investment options within 10 business days of the payday, end of payroll period, or process date, whichever is later. OSF processes payments for SoonerSave amounts on confirmed payrolls on a weekly basis. This payment schedule far exceeds the requirements set forth in the plan and IRS rules. On many occasions contributions are posted to employee accounts on or before the actual pay date. Due to the payroll processing schedule of agencies, payments may occasionally post after the actual pay date. Please remind employees that payments not showing on a quarterly statement may be due to the later processing of payroll and will show in the next quarterly statement. Employees are also encouraged to use the SoonerSave website to review and receive up to date information on their account. The following link for SoonerSave can be found at <http://www.opers.ok.gov/soonersave/> or you may go directly to the SoonerSave website at <http://www.soonersave.com>.

State Agency PeopleSoft HCM System FICA Status Selection

When setting up newly hired employees in the HCM system on Job Data, please be very careful with the FICA status selected. Most employees will be 'Subject' to FICA taxes. There are few exceptions to this rule. If an incorrect status is selected, the employee will not have the required taxes withheld on each paycheck. When the error is discovered, the employee may be required to pay a significant amount for the taxes that should have been withheld. The agency also will be responsible for the employer's share of FICA taxes and any resulting penalties and interest.

For rehired employees, the FICA status and all other employee information must be thoroughly reviewed by the agency to ensure the setup is correct as well. For questions regarding the FICA status of employees, please contact Lisa Raihl at (405) 521-3258, lisa.raihl@osf.ok.gov or Jean Hayes at (405) 522-6300 or jean.hayes@osf.ok.gov.

ACCOUNTING

Inactivating Vendors

Supplier and HCM vendors with no activity since fiscal year 2009, and employee vendors no longer employed with the state, will be inactivated in the State's vendor file during the week of May 14, 2012. This is to clean up the vendor file and facilitate the implementation of electronic vendor payments as required by HB1086.

The OSF_VENDOR_CHECK query has been revised to include the vendor status and vendor classification. If your agency begins doing business with a supplier or a HCM vendor and the vendor ID is inactivated, obtain the email address from the vendor and email it with a request to reactivate the vendor to Vendor.EFT@osf.ok.gov.

If your agency begins doing business with an employee that was terminated in another agency, submit the Vendor File Additions/Changes for Employees Form to reactivate the vendor ID. If the former employee is no longer employed by the State, complete and submit a new OSF FORM VEND for the vendor to be reactivated.

Higher Ed institutions do not need to be concerned with the vendor status when merging their vendors with the state's vendors. The upload program will reactivate an inactivated vendor when there is a TIN and name match.

Employee Vendors

Vendors with a classification of "employee" should have banking information in the vendor file, and payments made after July 1, 2012, will be required to be made electronically. If an "employee" vendor does not default with "EFT" in the "Account" field on the Payments page of the voucher, send an email to Vendor.EFT@osf.ok.gov so OSF can investigate the reason. If the vendor is not an employee, obtain the email address from the vendor and email it with a request to change the vendor status to "supplier" to Vendor.EFT@osf.ok.gov.

Agencies other than Higher Ed Institutions that transmit claims should change column 208 on the payee file layout to "E" to pay all employee travel claims electronically.

Quarterly 1099 Transaction Report

All agencies should run and print the 1099 Transaction Report in the PeopleSoft system for the first quarter of 2012. The report path is:

Accounts Payable --> Reports --> Payments --> Misc. Tax Information Report

Be sure to specify your agency number and the date range. This report could be run from 01/01/2012 to the present date if desired. Please review this report and provide any changes or additional vendor information with documentation to the Office of State Finance on or before Thursday, May 31, 2012.

The proper vendor name, TIN and 1099 address are our primary concerns along with the 1099 Flag. All vendors that need to receive a 1099 should have a 'Y' in the 1099 Flag column. If it shows an 'N' and the vendor needs a 1099 please mark the change in your corrections. If a 1099 Flag is 'N' there is no need to submit a change of address since they will not receive a 1099.

The preferred way of submitting any corrections to our office is to print the report and write the corrections on the report. Please use a color of ink other than black and return the register by mail or interagency mail. If there are just a few corrections, they may be sent via e-mail to beth.brox@osf.ok.gov or by fax to (405) 521-3902. Questions or comments regarding this matter should be directed to Beth Brox at (405) 522-1099 or beth.brox@osf.ok.gov.

New Header Record Requirement for ACES

OST is continuing to pursue the replacement of its ACES application with Bottomline Web Series for the processing of state agency records input via manual data entry and/or received via file transmission. State agencies transmitting payment (or ach debit/collection) files to ACES need to begin including a header record in the transmission. A header record will be required by the new application and will give OST another tool to identify a file that may have been transmitted more than once based on the file creation date and time. Agencies should begin making this change now to provide for a smoother transition. The appropriate header record file format will depend upon the transaction file format that is currently submitted by the agency. Agency technical personnel should contact Diedra O'Neil, (405) 522-4256, or Susan Nicewander, (405) 522-4214 to obtain the applicable header file format.

Purchasing

It's that time of year again. Please create your FY13 P/Card encumbrance by either (1) creating a new PO with FY13 funding; or (2) add a second PO Line with FY13 funding (do not add additional Distribution lines). The PO will need the following information:

Vendor #	0000001101
Vendor Loc #	0002
Item #	1000010910
Category #	84141602 (will default in with the Item Number)
Account #	601100 (may have to use TBD until your budget is approved, then change to 601100)
Matching	Set to <u>No Match</u> (on Header page)
Amount Only	Yes

Also, you need to update your GL Defaults in Works at the end of June or beginning of July. If the transaction is a FY12 transaction, it will need your FY12 PO funding. If it is an FY13 transaction, use your FY13 PO funding. To change your Default GL in Works:

If listed by User, go to Administration > Organization > Users, click on the User, then go to the "Employee Info" tab and hit Edit.

If listed by Group, go to Administration > Organization > Groups, click on the Group, then go to the "General" tab and hit Edit.

Recently added was the option of setting the GL Default to the Card (as it was done in Pathway Net). It is up to the agency whether to set the default by Group, User or Card.

To set up the GL Defaults by Card, go to Administration > Card Program > Cards, click on the Card, then go to the "General" tab and enter the information and click Save.

The hierarchy for GL Defaults is Card > Users > Group. Card defaults override User defaults and User defaults override Group defaults.

Please contact Lisa Martin if you have questions: lisa_martin@dcs.state.ok.us - (405) 522-1654.

TRAINING

OFMA Meeting June 4, 2012

The Oklahoma Financial Managers Association next quarterly meeting is scheduled for June 4, 2012. Seminars are provided free of charge. To ensure an adequate number of training materials and refreshments are available, please register at: www.okfma.com

DATE: Monday, June 4, 2012
TIME: 1:30 to 4 pm
PLACE: Business Conference Center Auditorium
MetroTech Springlake Campus
1900 Springlake Drive, Oklahoma City, OK
AGENDA: Please check the website for information on speakers

Upcoming Local Training/CPE

The next HCM Forum Training will be held on Thursday, June 14, with two sessions offered at 9-11 a.m. and 1-3 p.m. Details and agenda will be sent out a week prior to the training via the OSF HelpDesk and GoGov Notification system. To sign up for notifications, please follow the link: <http://www.ok.gov/triton/modules/oknotify/index.php?id=65> and sign up for the notification groups you wish to join.

Certified Government Financial Manager Course

Budget now for 2013. The Oklahoma City Chapter of the Association of Governmental Accountants will be offering this 6-day course Wednesday through Friday, Feb. 6-8 and Monday through Wednesday, Feb. 11-13. This is a rare opportunity to attend this certification course in Oklahoma City. Also, the national conference in 2013 is in Dallas. A two-day review course is offered at the National Conference and the certification testing is free with the review course. All combined, this may be an unusually cost-effective way for you or your staff to receive the CGFM certification. The February course will provide 48 hours of CPE. The cost is \$1,150 for those who sign up before the early-bird deadline. For more information contact Riley Shaul at riley.shaul@osf.ok.gov.
