

OFFICE OF STATE FINANCE

DCAR NEWSLETTER

Volume 12, Number 3

FY-2002

November 19, 2001

The last issue of the DCAR Newsletter, Volume 12, Number 2, was issued on October 9, 2001. 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

ICS or EDT Transmission: Jennie Pratt

ICS or EDT User IDs: Elsa Kunnel 405-521-6178 elsa.kunnel@osf.state.ok.us

TABLE OF CONTENTS

1099MISC Reporting for ASA Accounts and P-Cards

Payroll - End of Calendar Year 2001

Rates & Maximums

Tax Reporting Information for 2001

Reminders

Portal Information

Retirement of Payroll Processing Contact

State Comptroller Change

Attachment, EDT - 1099 Vendor Information

Attachment, EDT - 1099 Transaction

1099MISC Reporting for ASA Accounts and P-Cards

Agencies are required to submit data for compliance with 1099 reporting on Agency Special Accounts (ASA) and Purchasing Card transactions (P-Card). Any payment which would have been recognized in treasury funds as an expenditure subject to 1099 reporting should be included in the submitted file. This information should be submitted electronically using the EDT Layouts attached. The data must be submitted by January 10, 2002.

The 1099 listing which is provided to agencies will be ran prior to December 31 in order to allow additional time for review of the data. Since the report will not include transactions processed between December 26 and December 31, extra caution should be used when reviewing the list and processing transactions. This listing will include only that ASA data which has previously been transmitted.

The new 1099MISC forms require a phone number for the payor. The program will search our agency database and insert the phone number for the finance officer of the agency.

Payroll - End of Calendar Year 2001

- December 21, 2001** December 21, 2001 at 12:00 noon is the latest that OSF will process EFT (direct deposit) cancellations for pay dates in calendar year 2001.
- December 28, 2001** OPM Agency Payroll system will be down from 5:00 pm on December 28, 2001 through 12:00 noon January 2, 2002. Please note that OPM's IMS will be available for updates during this period (except for the entry of new hires from December 29, 2001 through January 2, 2002). Also note that longevity payrolls cannot be run before January 2, 2002 due to rate changes in unemployment and FICA for year 2002.
- December 31, 2001** Last day OSF will process payrolls for calendar year 2001. All payrolls must be in to OSF by 2:00 pm on this date. The electronic payroll system will close at 2:00 pm for the transfer of payroll. Any payrolls received but not processed will be voided out of the system and must be resubmitted on/after January 2, 2002 with new claim numbers and new rates.
- January 1, 2002** OSF payroll system will be down for end of year processing and payroll changes. On January 2, 2002, at 12:00 noon, OSF will begin processing payroll.
- January 10, 2002** Payroll warrant cancellations for calendar 2001 must be received at OSF by 3:00 pm on January 10, 2002. Any 2001 payroll cancellations received after January 10, 2002 will require a corrected W-2. Please note that payroll cancellations for 2002 issued payrolls may not be submitted until on/after January 11, 2002.

Payroll - Calendar Year 2002

Listed below is information necessary for payroll processing in calendar year 2002.

- January 2, 2002** OSF will begin processing payroll at 12:00 noon for 2002 warrant pay dates. Note: Payrolls processed after January 1, 2002 will post withholdings to the 992 fund. Please be careful when processing your withholding claims that you use the correct fund number when processing withholding claims.
- January 11, 2002** Payroll cancellations with 2002 pay dates can be processed.

Rates & Maximums

(Year 2001 rates are provided for comparison purposes):

	2002	2001
FICA (Social Security) Withholding Rate	6.2%	6.2%
FICA (Social Security) Gross Maximum	\$84,900.00	\$80,400.00
FICA Annual Maximum Withholding	\$ 5,263.80	\$ 4,984.80

MQFE (Medicare) Withholding Rate	1.45%	1.45%
MQFE (Medicare) Gross Maximum	No \$ Max	No \$ Max
MQFE Annual Maximum Withholding	No \$ Max	No \$ Max
Unemployment Rate	1.0%	1.0%
Unemployment Gross Maximum	\$10,500.00	\$10,100.00
Unemployment Annual Maximum	\$ 105.00	\$ 101.00

Tax Reporting Information for 2001

At the end of each tax year OSF prints IRS tax forms for agencies and submits this information to the IRS. Regulations generally require the agencies to distribute the tax forms to recipients by January 31 of the subsequent year. So within a narrowly defined time period, OSF and agencies must coordinate the transmission of data and distribution of the printed forms.

In November, 2001, finance officers of colleges and universities are provided a specialized packet of information regarding IRS Reporting for Higher Education institutions. The following information applies to all state agencies as well as colleges and universities. The issues that were addressed in the specialized packet of information remain applicable and are not included in the list below.

Important Dates for IRS Reporting Deadlines:

Completion Date	IRS Form	Submit Information
January 10, 2002	W-2 1099 R	Last day to submit payroll cancellations
January 10, 2002	1099 M W-2, 1099R	Last day to update vendor information/transactions Last day to submit payroll adjustments to OSF
January 11, 2002	1099 M	Last day to submit EDT petty cash and ASA data
January 23, 2002	All forms	Agencies may pick up forms. OSF will ship forms at the request and expense of the agency.
January 25, 2002	All forms	If forms are not picked up by 12:00 noon, OSF will distribute the forms in the customary method.

Reminders

W-2 and 1099 Reporting for 2001: OSF will have W-2s and 1099s ready for release on January 23, 2002. Agencies may pick up the forms from OSF, Room 122, State Capitol Building. If an express mail service or courier is to be used, please notify OSF with the necessary information. If the forms are not picked up, OSF will mail them through our normal process.

Correcting W-2s: Corrected W-2 forms must be to OSF by February 15, 2002. Please send the original W-2, a copy of the corrected form, and a letter explaining why you are making the correction. If the correction is due to a statutory canceled warrant which is not to be replaced, you must also send a letter asking that the warrant not be replaced. Note: Because a warrant has been canceled by statute is not a

reason for such a W-2 correction. If it was a valid payroll payment, the employee is still entitled to a replacement warrant, therefore, the W-2 reporting is proper.

Listed below is contact information for OSF personnel working on the IRS reporting project for tax year 2001.

OSF Accounting and Reporting Fax 405-521-3902

Carol Sims, Payroll Accountant
Phone 405-521-6160
E-mail Carol.Sims@osf.state.ok.us

Barbara Low, Accounting and Reporting Analyst
Phone 405-522-6300
E-mail Barbara.Low@osf.state.ok.us

Beth Brox, Administrative Assistant
Phone 405-522-1099
E-mail Beth.Brox@osf.state.ok.us

Jennie Pratt, Accounting and Reporting Supervisor
Phone 405-521-3258
E-mail Jennie.Pratt@osf.state.ok.us

Portal Information

The new web portal, yourOklahoma.com, was launched on October 15, 2001. The staff of yourOklahoma are now developing applications for three agencies to provide on-line license renewals, grant applications, and other services. The constituents of these agencies will be able to use their credit cards, and soon, their debit cards to purchase their state-regulated licenses or pay their fees.

The services available to state agencies include:

- Web applications development
- Database development
- Define and develop processes to integrate data/systems
- Creative services including design of new banners, images and buttons
- Design information architecture and navigation
- Test for navigation and accessibility compliance
- Host the applications within the OSF Portal's secure environment
- On-line marketing assistance
- Training on all developed systems

YourOklahoma.com also features an interactive calendar that we encourage all state agencies, boards, commissions, and associations use to announce their special events, auctions, news releases, etc. Go to <http://www.youroklahoma.com/calendar/> and click on Submit an Announcement. You will be asked to send an e-mail to request the addition of the event. OSF will review the content of the event and post it under your agency's name as needed.

If you have questions regarding your Oklahoma's services please contact Julie Dvorak, 521-3304 or email at julie.dvorak@osf.state.ok.us.

Retirement Of Payroll Processing Contact

After thirty-plus years of dedicated service with the Office of State Finance, Freddie Woodard will soon be retiring. Her last day with OSF is January 31, 2002. Freddie's tenure has included many roles and over the last few years she has been the person to know to get your payrolls processed. Please help us in wishing her a long and enjoyable retirement.

A replacement payroll processing contact has not been selected. However, one will be announced prior to February 1, 2002. Currently, if you can't reach Freddie, your payroll processing concerns can be addressed by: Elsa Kunnel, 405-521-6178, Jeannette Pascher, 405-521-6187, or Ed Barszewski, 405-521-6161.

State Comptroller Change

OSF regrets to announce that Mark Meadors has resigned as State Comptroller, effective November 14, 2001. Mark served as State Comptroller since 1999 and prior to that was OSF's Chief Accountant for six years in our Central Accounting office. He was well-respected locally and among national associations, contributing much to the statewide accounting system within the Office of State Finance. He was a valued colleague who will be missed.

We are pleased to announce that Brenda Bolander has accepted the appointment to become State Comptroller. Brenda is a CPA and has significant experience in state government including time here at OSF. Brenda currently serves as the financial officer for the Office of Juvenile Affairs. She will assume her duties at OSF in early December.

EDT - 1099 Vendor Information

Dataset Name: OSFCLM.TCLM.A###.MISC1099.VEND.LIST

Record Length: 107

File Description: Contains 1099 vendors for the requesting agency.

--COLUMNS--

FRM	TO	LENGTH	DATA-TYPE	DESCRIPTION
1	1	1	CODE_SSN_EIN	Flag to determine if Tax ID Number is an EIN or SSN or Unknown Values are E = EIN S = SSN "" = Unknown
2	2	1	FLAG_FOREIGN	Flag to determine if vendor's address is outside the U. S. Values are Y = Foreign address N =

Start	End	Length	Field Name	Description
				US address
3	11	9	NUMB_TAX_ID	Required. Tax ID Number. Right justified filled with leading "0"s
12	41	30	NAME_TAX_ID	Required. Payee name. Enter name of payee whose Tax ID number appears in position 3-11. Surname first if possible
42	71	30	ADDR_STREET	Required. Payee street address. Do not enter City, zip or state information in this field. (If position 2 = Y then position 42-107 can contain the foreign address including city and country information.)
72	96	25	ADDR_CITY	Required unless FOREIGN address. Payee city. Do not enter zip or state information in this field. If position 2 contains a Y this field may contain your FOREIGN address.
97	98	2	ADDR_ST	Required unless FOREIGN address. Payee State. You MUST use valid U. S. Postal Service state abbreviations. If position 2 contains a Y, this field may contain your FOREIGN address.
99	103	5	ADDR_ZIP	Required unless FOREIGN address. Payee 5 digit zip code. Enter valid ZIP CODE assigned by U. S. Postal Service. If position 2 contains a Y this field may contain your FOREIGN address.
104	107	4	ADDR_ZIP_PLUS_4	Payee 4 extra digits of zip code blank fill if unknown. If tape position 2 contains a Y this field may contain your FOREIGN Address.

EDT - 1099 Transaction

Dataset Name: OSFCLM.TCLM.A###.MISC1099.TRAN.LIST

Record Length: 91

File Description: 1099 Transactions processed for requesting agency.

--COLUMNS--

FRM	TO	LENGTH	DATA-TYPE	DESCRIPTION
1	3	3	CODE_FUND	3 digit fund number. Should be valid fund code for agency number in position 4-6. ZERO fill if unused.
4	6	3	NUMB_AGENCY	Required. 3 digit agency number. MUST be a valid state agency number.
7	12	6	CODE_ACCT	6 digit account number. An Account number for valid fund agency in position 1-6. ZERO fill if unused.
13	22	10	NUMB_WRNT	Required. A 10 digit number identifying warrant.
23	31	9	NUMB_TAX_ID	Required. Tax ID Number. Right justified filled with leading "0"s
32	35	4	CODE_OBJECT	Required. Object code number. 4 digit code used to identify class of expenditures when coding claims for payment.
36	37	2	CODE_AGENCY_OBJ_USE	2 digit number for use by the agency. Zero fill is not used.
38	45	8	DATE_ISSUE	8 digit date field in the form YYYYMMDD. For example: January 5, 1989 would be 19890105. ZERO fill if unused.
46	55	10	AMNT_EXPEN	Required. Signed number. Left Justified and ZERO filled. DO NOT put decimal in field.
56	61	6	NUMB_CLAIM	6 digit number. ZERO fill if unused.
62	91	30	TEXT_NAME_VENDOR	Payee name. Enter name of payee whose Tax ID number appears in position 23-31. Surname first if possible. Blank fill if unused.