

OFFICE OF STATE FINANCE

DCAR NEWSLETTER

Brenda Bolander, State Comptroller

Volume 15, Number 3

FY-2005

February 28, 2005

The last issue of the DCAR Newsletter, Volume 15, Number 2, was issued on December 14, 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:

OSF HelpDesk (PeopleSoft questions)	405.521.2444	helpdesk@osf.state.ok.us
Transaction Processing: Steve Wilson	405.521.4679	steve.wilson@osf.state.ok.us
ICS User IDs: Elsa Kunnel	405.521.6178	elsa.kunnel@osf.state.ok.us
AP Manager: Patricia Garcia	405.522.6855	patricia.garcia@osf.state.ok.us
Accounting: Jennie Pratt Barbara Low	405.521.6160 405.522.6300	jennie.pratt@osf.state.ok.us barbara.low@osf.state.ok.us
Financial Reporting Unit: Steve Funck	405.521.3231	steve.funck@osf.state.ok.us

TABLE OF CONTENTS

PCard Voucher Build Training	2
PCard Payment Cycle	3
1099 Vendors	3
Accounts Payable Changes as a Result of SP2	4
Payroll Reminders	5
Travel Claims	5
Military Differential Pay	6
Spring Training	6

PCard Voucher Build Training

The Office of State Finance has scheduled training on preparing your PCard payments using the PeopleSoft Voucher Build process. The training is scheduled for Friday, March 4, and Monday through Wednesday March 7-9, 2005, with two sessions daily:

Core Communication Liaison ANNOUNCEMENT – Released 02/09/05

The Financial Team is offering in March P216 PCard Voucher Build Courses. This course is intended for the person who will be processing the AP voucher to pay the PCard invoice to Bank One instead of paying OSF each month. An AP user must attend this training for every agency which currently uses PCards. Date and time choices are provided below.

Each attendee must have a User ID and password to attend class. **Communication Liaison** please coordinate the security effort. Check with Linda Belinski, Security Lead to ensure each attendee has the REVISED Form 301 completed and has the access required to operate a PC in class prior to the training. Linda's number is 962-2407.

Course Overview:

The change in payment process will take effect with the period closing on February 27th, after which agencies will no longer pay OSF. Instead, agencies will create a single voucher payable to BankOne from the online bank system. Procurement Training was held in December and January for setting up the cards with the default PO and funding information and using the PCard mapper to change coding as needed. A refresher course is scheduled in the near future.

SUGGESTION: Please print and bring the **P216 Manual**. The manuals are located on the CORE website under Training, Accounts Payable

P216 - PCard Voucher Build Course

DATE: Friday, March 4th
TIME: 9:00 - 11:00 AM

DATE: Tuesday, March 9th
TIME: 9:00 - 11:00 AM

DATE: Friday, March 4th
TIME: 1:30 - 3:30 PM

DATE: Tuesday, March 9th
TIME: 1:30 - 3:30 PM

DATE: Monday, March 7th
TIME: 9:00 - 11:00 AM

WHERE: Department of Central Services
Will Rogers Building
1st Floor Training Room
2401 N. Lincoln Blvd
Parking North side of the bldg

DATE: Monday, March 7th
TIME: 1:30 - 3:30 PM

DATE: Tuesday, March 8th
TIME: 9:00 - 11:00 AM

Please call or e-mail Jeanie Robards to register.

Phone: 405 962-2413

DATE: Tuesday, March 8th
TIME: 1:30 - 3:30 PM

E-Mail: Jeanie.Robards@osf.ok.gov

PCard Payment Cycle

Under the new PCard payment procedures, the timing of voucher preparation and processing are very important. We have established dates and created a new pay group PCM, use “PC” as the pay group code, which should be used with the p-card voucher build.

The upcoming voucher training will involve actually creating a live AP voucher from the bank mapper data for the February PCard transactions to be processed for payment. Under the new PCard payment procedures, the timing of voucher preparation and processing are very important. Each month, on the 2nd or next business day if a weekend or Holiday, OSF will download data from the bank and place it in a staging table. Then through the PeopleSoft Voucher Build function agencies will create the voucher, edit as needed, and submit the paper copy to OSF no later than noon on the 7th of each month. A new pay group PCM, “PC” as the pay group code, has been setup to be used with the p-card voucher build. Since February is a short month, the download from the mapper will not occur until the close of business on March 2, which will allow agencies from now through March 2 to edit the coding of the February-cycle (Jan 28 - Feb 27) transactions in the mapper before being downloaded into the AP vouchers. After the March 2 download, any funding changes for transactions must be made in the voucher. The procedures are covered in more detail in the DCS PCard instructions.

1099 Vendors

As we begin the new calendar year, it is necessary to accurately identify vendors in the PeopleSoft system in regard to 1099 Tax Reporting. The OSF VEND Form has been revised to assist agencies in identifying vendors for the vendor database entry staff. Account Codes have been included on the form as page 3, as a guide and reminder to notify the data entry staff. A revised form has been posted to the OSF website at www.osf.state.ok.us/comp-frm.html.

We have included the text below on page 1 of the OSF VEND Form to more accurately identify current and/or new 1099 vendors. Data entry staff will use the data below in the checkboxes on the PeopleSoft 1099 page.

Please check the *Add* box on the left if payments to this vendor/Payee are represented by Account Codes listed on page 3 of this form. If the vendor is incorrectly showing as 1099 Reportable, check the *Remove* box. The PeopleSoft system requires specific details regarding the type of transaction. Please check the box that applies to this vendor:

1 - Rents 2 - Royalties 3 - Prizes & Awards 6 - Medical & Health Care 7 - Non-Employee Compensation 14 - Gross Proceeds to an Attorney

Accounts Payable Changes as a Result of SP2

There have been a few changes noted in the Accounts Payable System since the SP2 upgrade installation. The P112 and P113 Accounts Payable manuals were revised to include changes that were identified at the time of installation and were put on the CORE website on January 18, 2005. A summary of these changes can be found at http://www.youroklahoma.com/coreoklahoma/news_fin.html.

However, there were more changes identified after installation that are not in the revised manual. These changes are summarized below and more details can be found at http://www.youroklahoma.com/coreoklahoma/tips/ap-gl_tips.html.

1. Budget checking error "Ref Doc Balance is Zero" does not appear to be utilized.
2. The amount copying into the voucher for a PO line distributed by quantity is calculated based on unmatched quantity.
3. The Activity Summary 'Open Quantity' and 'Open Amounts' fields calculate properly.
4. S210 is a new matching exception.
5. The 'Pay Group' and 'Separate Payments' checkbox blank out when changes are made to the vendor and 'remit to' vendor.
6. Once a PO lines has been voucher against, no changes other than increasing or decreasing the amount can be made.
7. Higher education must populate the SetID with HECLM to display Voucher Inquiry Results.
8. The UserID of the last person saving the voucher updates properly in the Voucher Attributes.
9. My Favorites cannot be added, deleted, or edited, but existing favorites do work. Query favorites can be added to My Favorite Queries.
10. Budget checking error "Ref Doc Balance is Zero" does not appear to be utilized.
11. The amount copying into the voucher for a PO line distributed by quantity is calculated based on unmatched quantity.
12. The Activity Summary 'Open Quantity' and 'Open Amounts' fields calculate properly.
13. S210 is a new matching exception.
14. The 'Pay Group' and 'Separate Payments' checkbox blank out when changes are made to the vendor and 'remit to' vendor.
15. Once a PO lines has been voucher against, no changes other than increasing or decreasing the amount can be made.
16. Higher education must populate the SetID with HECLM to display Voucher Inquiry Results.
17. The UserID of the last person saving the voucher updates properly in the Voucher Attributes.
18. My Favorites cannot be added, deleted, or edited, but existing favorites do work. Query favorites can be added to My Favorite Queries.

Purchase Order Matching

It is really important that agencies use matching on all PO's except authority orders. Please attend Core Classes P112 and P118 for more information.

Payroll Reminders

994 Withholding Fund

For payrolls processed in 2005, the payroll withholding fund will continue to be 994. In past years, the 99x fund has changed on a calendar year basis; however, this fund is expected to remain 994 for 2005 and all future years.

Correcting W-2s

Corrected W-2 forms must be delivered to OSF by March 4, 2005. 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.

2005 IRS Publication 15 (Circular E)

We have received a limited number of copies of the 2005 IRS Publication 15 (Circular E). If you would like a copy for your agency, please stop by the State Capitol, Room 122. This will be on a first-come, first-serve bases. We will not be mailing the booklets.

The Circular E is also available online. This publication explains in detail federal withholding requirements and instructions. You may download this publication from irs.gov. Use the "Search for" box to type in Publication 15 and choose "Forms and Publications" in the "Within" box.

Travel Claims – Vehicle License Tag Numbers

Whenever a travel reimbursement claim has private car mileage being claimed or a state-owned vehicle is marked, the vehicle license tag number should be listed. This provides documentation as a way to verify state versus private ownership if ever questioned. This is not specifically addressed in the OSF Procedures Manual, but is required. Therefore, please be sure to provide this information.

Military Differential Pay

OSF is accepting requests for refund of employment taxes (Social Security and Medicare taxes) for military differential pay for the years 2002 and 2003. To prevent adjustments to wage data, which may cause employees to have to file amended tax forms, state tax, federal tax, and pretax contributions to retirement (OPERS, OLERS) or deferred compensation plans (Soonersave) will not be refunded.

To file for refunds, the agency should complete the military template and an IRS Form 843 (the employee must sign as claimant on the form 843). The military template was provided in the instructions for 2004 refunds. The Form 843 may be obtained from the IRS website www.irs.gov. Search for '843' under 'Forms and Publications'. If you do not have the template or have questions, please contact Linda Roe at 405.521.3258 or by e-mail at Linda.Roe@osf.ok.gov.

Spring Training

This spring, DCAR will be offering training in various areas. Please send Becky Wilson an e-mail at becky.wilson@osf.ok.gov if you have any specific topics that you're interested in. Be looking for future announcements regarding topics and classes.