

OFFICE OF STATE FINANCE

DCAR NEWSLETTER

Brenda Bolander, State Comptroller

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Monthly PCard Payment Reminder

Please remember that the PCard closing period is the 27th of the month. Agencies have through the 1st of each month to edit the Pathway Net fields, however, on-line review and correction of account codes should be done using the bank's website at least weekly or possibly daily to permit quick processing during the short window at the end of the billing cycle.

Then on the 2nd of each month the Pathway net file is loaded into PeopleSoft. Each agency will create one voucher each month using the PeopleSoft batch voucher request process for "Procurement Card". These vouchers will be against either a PCard Authority Order with vendor ID 0000001101 for the regular PCard or one voucher on a PCard Authority Order with Vendor ID 0000001105 for the PCard SWC (state-wide contracts). Agencies have until the 6th of each month to create the voucher and edit the voucher fields for account (object code) and other funding changes. The printed vouchers must be delivered to OSF by 5:00 pm on the 6th.

Reminder- Payroll Submission Timing

Agency payroll claims should be received by the Office of State Finance a minimum of **three days** prior to the effective pay date. There is also a daily 3:30 cutoff for processing payrolls. This gives OSF sufficient time to process the payroll for audit and budget checking. Additional time should be planned for payrolls needing to meet timing required for direct deposits. OSF makes every effort to process payrolls as they are received, but we can not guarantee timely payment (including direct deposits) for any payrolls received after these deadlines.

Agencies were originally notified in November 2003 of this three-day deadline via system broadcast and e-mail to the Core Communication Liaisons concerning the direct deposit timing.

Proper Use of Quantity Information and Matching

When vouchers are created against POs, matching tables track quantities and amounts based on the PO lines distribution method and match rules. To ensure the matching tables update properly, payers should always enter the invoice quantity for all PO voucher lines and determine that the quantity and unit price calculate to the extended amount. Incorrect quantities result in Rule V200 matching exceptions and blank quantities bypass the quantity matching rule and prevent the matching tables from updating with the correct matching information.

PO/AP Matching Required

Matching is a flexible process that compares vouchers with purchase orders and receiving documents to ensure that payments are made for only what has been ordered and received. Also, it can ensure payment is made to the vendor for which you have a purchase order and control spending against that PO. Without these matching controls, inappropriate payments may be made and purchase orders may be over spent resulting in violation of the Central Purchasing Act.

As we approach the new fiscal year and the creation of new purchase orders, agencies are instructed that matching must be used on all new POs except authority orders. Also, any existing POs that are set to no-match but have not been vouchered against should be changed to require matching (both at the header and line levels) before vouchers are created. Accordingly, OSF will now expand its auditing procedures to ensure such purchase orders and related vouchers are set to match. Agencies that have not enabled matching will be contacted to correct these POs, and any related vouchers will be placed on hold until the POs are set to match. Also, agencies will no longer be able to override matching errors on vouchers. Instead, the errors will need to be resolved before the vouchers can be processed. Agencies should contact the OSF Helpdesk if they are unable to determine the cause of and resolution for match errors.

Existing POs that were previously set to no-match and have already been paid against, should not be changed to match at this time. Additional instructions will be published later regarding these no-match POs. However, it should be noted that for these no-match POs, the activity summaries will not properly reflect all activity and could be out of balance with the accounting entries. Therefore, agency personnel need to continue monitoring no-match POs for proper payment until they are completed.

Accounts Payable Year-End Processes

OSF will begin an initiative to engage each agency to clean-up old and stale dated accounts payable vouchers as we count down toward the 2005 year-end close. Your agency will be sent a spreadsheet of unpaid vouchers through March 31, 2005. Please review the spreadsheet for vouchers that will and will not be paid.

If vouchers are being held because they are in recycle status, have budget checking errors, or matching exceptions, and you are unable to resolve these issues, please contact the helpdesk with a list of the vouchers as soon as possible so they can be resolved. If vouchers have a zero balance, please send these to OSF also so a zero warrant can be processed. (No actual check will be printed. This is an accounting entry only). If old and stale dated vouchers will not be paid, please take one of the following actions:

- Delete vouchers that have never posted
- Close vouchers that have posted but are not paid against a PO
- Send a signed copy of vouchers that have posted against a PO to OSF, room 107, with instructions to reverse. Indicate whether the funds should be restored to the encumbrance or to the available budget. In order to complete this task for all agencies by June 30, 2005, OSF is requiring these vouchers be sent no later than May 15, 2005.

OST Warrant Registers Online

The State Treasurer's Office is close to implementing a new method for state agencies to obtain warrant registers. In lieu of printing them OST will make them available on a report server in a PDF format. They will be kept for two months in case state agencies need to look at back reports for some reason. State agencies who get warrant register files will continue to receive them. Those registers will also be made available on the report server. Payroll warrant registers will not be affected by the new procedure. Once each state agency has been converted to CORE payroll system, a decision will be made at that time whether to make those available on the report server or on CORE.

New Deposit/Transfer Screens

The Office of State Treasurer and CORE are working together to develop new deposit and transfer screens. These screens will replace the current screens state agencies are using. Deposit and transfer data will be made available to OSF once a day in the afternoons in a batch mode for all state agencies. OST will continue to allow batch interfaces. The batch files and on-line created transactions will all be included in the daily update from OST to OSF. Highlights of the new screens include:

- They will retain the general look and feel of the current screens
- There will be a single "from" entry which will allow all other entries to be either funds or agency accounts; this will eliminate the need for separate batch numbers for transfers
- New edits will help in minimizing mistakes; such as, for transfers a table of valid "to" accounts will be used that the agency CFO's have signed off on; for deposits, edits will be used to not allow state agencies to deposit to their appropriated funds

As we get closer certain state agencies will be asked to test and approve the batch interface. When testing is completed, OST will conduct the training. Since the new screens will maintain the look and feel of current screens, training is not expected to be a major undertaking.

NOTE – This will change the availability of funds. Under the current process, funds are available after the deposits are budget-checked to a valid status. When the new process becomes active, deposits will be included in available cash only once per day.

ASA/Clearing and 340 Reconciliations

There are numerous agencies that are delinquent in turning in ASA/Clearing and 340 Reconciliations. If you are delinquent on your ASA/Clearing Reconciliation or your 340 Fund Reconciliation forms, please submit them to OSF immediately. ASA/Clearing Reconciliations should be completed on the revised forms dated 11/04, located at <http://www.osf.ok.gov/comp-frn.html>