

OFFICE OF STATE FINANCE

DCAR NEWSLETTER

Brenda Bolander, State Comptroller

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1099 Reports

The 1099 report for the first quarter of 2007 is now available for agencies to run in the CORE system. This report reflects the 1099 data from CORE vouchers. The listing includes all transactions from all vendors where the payment has been made with a 1099 reportable account code. This report will not include P-card transactions. Please review this report and note any corrections that need to be made. The corrections should include name, address, and TIN. If any changes need to be made to payments, a journal voucher can be done at the agency level. Please verify that Address 1 in the vendor file is the vendor's 1099 address, and provide any changes or additional vendor information with documentation.

Also, as you review this register, please note that in the 'INCL' column OSF codes the vendor status as **X** when a tax identification number (SSN or EIN) proves to be problematic. Agencies should research tax identification numbers (TINs) with an **X** status to verify if the vendor should **Y**, yes receive a 1099 or **N**, not receive a 1099. Also verify that if a vendor is incorporated and doesn't need a 1099 (not a medical or legal payment), there is an **N** in the 'INCL' column. In the Vendor Classification section on the Identifying Information tab in the vendor file, the withholding box should have a check in it for the vendor to receive a 1099. If the box has a check, this should correspond with having a **Y** in the "INCL" column on the report. Please advise if any changes need to be made in this area.

The Office of State Finance (OSF) is striving to decrease the amount of multiple vendor listings with the same TIN in the vendor file. Please indicate as you review the report if OSF needs to consolidate any transactions or vendors to a single TIN and/or vendor number. The necessary corrections can be made in PeopleSoft and OSF will be able to inactivate any duplicate vendor listings.

To access this report one needs to be listed on the Accounts Payable Requestor Roll.

The report path is:

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

Specify your agency number and the date range as January 1, 2007 through March 31, 2007.

This report should be reviewed and corrections submitted to this office no later than Friday, June 1, 2007. For questions about 1099s contact Beth Brox at 405-522-1099.

Forms 1098T and 1098E Data for Higher Education Institutions

In prior years, OSF printed year end forms 1098T and 1098E for some colleges and universities. Additionally, some colleges and universities submitted files to OSF for reporting only. All information for forms 1098T and 1098E was submitted to the Internal Revenue Service as required.

This data has been stored on our VAX machine. The VAX is being phased out and soon it will no longer be available. OSF will retain backup tapes of the information sent to the Internal Revenue Service, but colleges and universities need to insure that the backup data for the forms is maintained at the institution.

“WIRE” PAYMENTS ONLY

The Office of State Finance (OSF) has set all locations for its Vendor ID # 0000000090 to process using the “wire” payment method in the Core system. Use of the wire payment allows for transfer of funds between agencies without a paper warrant being printed. OSF prefers receiving payments via the wire method since the money is deposited the same day the warrant is processed and there is no paper warrant to get lost in transit and it saves the State money. Please do not change the payment method from “wire” to “check” as OSF prefers to be paid via wire transfer.

Any other agency that would prefer this method, please contact the OSF Helpdesk. If an agency needs help identifying and reconciling receipts of the wire payments, please contact Jennie Pratt at 405-521-6160.

7XX Fund Transactions – Direct Entry

Agencies which enter vouchers directly into the PeopleSoft screens for 700 fund payments (i.e., 700,701,702, etc.) should begin using the 7F pay group instead of the Monday through Friday pay groups (MO, TU, WE, TH, FR). This should cause the voucher to be processed the day it passes budget checking. Remember the PC group is for P-Card vouchers only and the SP group is for OSF only. This requirement will not apply to the EDT upload agencies.

Miscellaneous Warrant Cancellations

The Office of State Finance (OSF) is receiving a high number of miscellaneous warrant cancellations. OSF wants to determine why there are so many warrants issued in error and to determine if there is a way to reduce the volume of cancellations. Please start putting the reason for the cancellation on the OSF MWC Form – Miscellaneous Warrant Cancellation, when submitting warrants for cancellation. There is not a specific place on the form for this, so the reason can be placed in the warrant information block below the warrant(s) listed.

P-Card Voucher Processing

Please remember to follow the specific monthly schedule for the preparation of your agency's monthly p-card voucher. The schedule is timed to give agencies the maximum period available and still allow OSF to make the payment to the program bank on time. OSF will process the p-card pay cycle at our scheduled time and any vouchers not received will be considered late payments to JPMorgan Chase Bank, whereby, your cards are subject to being frozen or canceled by the bank. The agency would also be responsible for any accrued interest due for the late payment.

P-Card – Scheduled Pay Cycle Revised

It was originally released that the p-card download to PeopleSoft would occur on the 2nd of each month and the submission deadline for the vouchers received at OSF as the 6th of each month. However, having reviewed the calendar in more detail based on the required terms of payment to the Bank, the following represents the actual dates of action associated with the P-Card payments.

(Note- Some revisions have been made to gain additional time for preparing the vouchers from previously scheduled. This is due to improved procedures when OSF runs the PC pay group.)

Month	(After 5:00) Bank Data Download	Voucher Build Available	Scheduled Submission Deadline	OSF Runs “PC” Pay Group
Jan 2007	29 (Dec)	2	5	8
Feb	1	2	7	8
Mar	2	5	8	9
Apr	30 (Mar)	2	5	6
May	2	3	8	9
Jun	31 (May)	1	6	7
Jul	29 (Jun)	2	6	9
Aug	1	2	7	8
Sep	29 (Aug)	30 (Aug)	5	6
Oct	2	3	8	9
Nov	1	2	7	8
Dec 2007	30 (Nov)	3	6	7

Revised OSF Form 77

OSF Form 77, Voucher Encumbrance Adjustment Request/Voucher Reversal Request, has been revised (and renamed) and is included with the OSF forms at <http://www.osf.state.ok.us/comp-frm.html>. It should be submitted to OSF Transaction Processing for the following expenditure corrections:

- **Voucher Encumbrance Adjustment Request** – When a posted and paid voucher was processed with an incorrect PO, PO line, and/or PO distribution line, and the incorrectly liquidated encumbrance is needed for future vendor payments, OSF Form 77 should be submitted to request an expenditure correction. This form is also used if a voucher was paid with an incorrect quantity. A Voucher Encumbrance Adjustment Request should be requested for each voucher and completed as follows:

1. Enter the current date of the request.
2. Enter Agency Name and No.
3. Enter the Voucher No. of the claim to be corrected.
4. Enter “Y” in the Encumbrance Correction box in the Voucher Correction Type box.
5. Enter the Invoice No., the Invoice Date, the Vendor ID, and Payee to whom the claim was paid.
6. Enter only the voucher line(s) and voucher distribution line(s) to which the correction should be made in the Paid As section.
 - a. Enter the account, class funding, department, and bud ref recorded on the voucher distribution line(s).
 - b. Enter the CFDA number, if applicable.
 - c. Enter the PO No., PO line(s) and PO distribution line(s) linked to the voucher distribution line(s).
 - d. Enter the total dollar amount recorded on the voucher distribution line(s).
 - e. Enter the incorrect quantity(s) if the request is to correct the quantity.
7. Enter the PO No., PO line(s), and PO distribution line(s) to which the expenditure(s) will be moved to in the Change To section.
 - a. Enter the account, class funding, department, and bud ref for only the funding line(s) to which the expenditure should be charged.
 - b. Enter the CFDA number, if applicable.
 - c. Enter the total dollar amount of the funding change.
 - d. Enter the correct quantity(s) if the request is to correct the quantity.
8. Total Amount of Expenditure Change should equal zero.
9. Indicate the reason for the expenditure correction.

10. Obtain the signature and enter the title of the agency approving officer. Electronic signatures are not currently accepted.
11. Enter the contact person and phone number.

Requests for OSF to make voucher encumbrance adjustments should not be confused with expenditure corrections that agencies can make using Journal Vouchers. Journal Vouchers adjust the accounting entries for vouchers that have posted and paid, but they do not adjust any PO information. They can be used to correct a direct voucher or a PO voucher that liquidated properly but the funding on the voucher was incorrect. Detail procedures for preparing Journal Vouchers are presented in the P112 and P113 Voucher Training Manuals, available at the Core website:

<http://www.ok.gov/coreoklahoma/library/library.html>.

- **Voucher Reversal Request** – When a voucher has been posted against an encumbrance and it will not be paid, OSF Form 77 should be submitted to request the voucher be reversed and indicate if the encumbrance should or should not be restored. A Voucher Reversal Request should be requested for each voucher and completed as follows:
 1. Enter the current date of the request.
 2. Enter Agency Name and No.
 3. Enter the Voucher No. of the claim to be reversed.
 4. Enter “Y” in the Reversal box in the Voucher Correction Type box.
 - a. Enter “Y” in the Restore Encumbrance box below the Reversal box if the encumbrance should be restored.
 - b. Enter “N” in the Restore Encumbrance box below the Reversal box if the encumbrance should not be restored.
 5. Enter the Invoice No., Invoice Date, Vendor ID, and Payee to whom the claim was paid.
 6. Enter the PO No. linked to the voucher and the total dollar amount of the voucher in the Paid As section.
 7. Total Amount of Expenditure Change should equal the amount of the voucher.
 8. Indicate the reason the reversal is requested.
 9. Obtain the signature and enter the title of the agency approving officer. Electronic signatures are not currently accepted.
 10. Enter the contact person and phone number.

The original request OSF Form 77 must be completed and retained by the agency for possible review by OSF and/or Auditors. Forms can be faxed to OSF at 521-3383.

Accounts Payable Housekeeping for Year-End

Currently there are numerous accounts payable vouchers with budget checking errors, matching exceptions, or in recycle status. Additionally, several vouchers greater than 90 days old have not been processed for payment. Agencies should be running available reports and queries to monitor and correct vouchers on an ongoing basis to ensure that expenditures and liabilities are reported properly and to facilitate reconciliation processes. We are making an urgent request that agencies run the following reports and query and take action to correct and/or process these vouchers since the 2007 fiscal year end is approaching.

- Budget Checking Error Report – (*Accounts Payable>Reports>Vouchers>Budget Checking Errors*): Identifies vouchers with budget checking status of Error and reports the error message(s) by voucher distribution line. It can include vouchers that previously paid but did not pass budget checking when they were subsequently finalized. All agencies should be running this report and resolving all budget checking errors timely.
- Match Exception Report – (*Accounts Payable>Reports>Vouchers>Match Exception Report*): Identifies vouchers with match exceptions by buyer and reports the match rule(s) by voucher line. Refer to the Match Exception Rule ID and Definitions in the P112 Training manual, pages 87-91, available at the CORE website: <http://www.ok.gov/coreoklahoma/library/library.html>. Agencies using the PeopleSoft Purchasing System should be running this report and resolving match exceptions timely.
- Vouchers in Recycle Status – (*Accounts Payable>Reports>Vouchers>Vouchers in Recycle Status*): Identifies recycled vouchers that are held from further processing due to a duplicate invoice number for a vendor ID, an invalid chartfield combination, or an out-of-balance condition. Although the report does not identify the reason for the recycle status, the vouchers can be resaved to determine the reason for the status. It can include vouchers that have previously paid that are resaved after an expenditure account code, department, etc. is no longer valid. All agencies should be running this report and resolving vouchers in recycle status timely.
- OCP_VCHR_DETAIL_NOT_PAID_REV – (*Reporting Tools>Query>Query Viewer>OCP_VHCR_DETAIL_NOT_PAID_REV*): Identifies all vouchers without warrants and includes the budget checking, matching, and posted status of each voucher. If vouchers have been created but 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 the revised OSF Form 77 requesting a voucher reversal for vouchers that have posted and are paid against a PO. In order to complete this task for all agencies by June 30, 2007, OSF is requiring the OSF Form 77 be sent no later than May 31, 2007.

Include vouchers with a Regular voucher style that have posted with a zero total and are vouchered against a PO in a batch so a zero warrant can be processed.

Contact the OSF helpdesk at 521-2444 if assistance is needed to resolve the errors identified on these reports.

New Merchant Credit Card Services

The Oklahoma State Treasurer's Office has been notified by one of our previous credit card providers that some state agencies are still calling their Vital helpdesk for support using the old merchant credit card account numbers. Please make note that we have a new vendor for merchant credit card processing services, Bank of America.

All calls should be directed to Bank of America's Helpdesk Hotline at:

Bank of America - 1-800-228-5882

If you have any questions, please email the Banking Services Division at: Banking.Services@treasurer.ok.gov.

VAX System Cut-Off July 1st

The OSF VAX System will no longer be available as of July 1, 2007. Therefore, if you use the following data, you need to find other sources.

- ICS transactions (deposits, expenditures, transfers, journal entries and anything else prior to PeopleSoft conversion date of 11/1/03)
- Smartstar reports
- Budget data (including active FY05 budget lines)
- 1098 T and 1098 E data
- ADPICS information