

OFFICE OF STATE FINANCE

DCAR NEWSLETTER

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PAYROLL

Bi-Weekly Payroll

Several agencies have inquired about moving to bi-weekly payroll. If you are interested, or have any questions, please contact Jennie Pratt at (405) 521-6160.

ACCOUNTING

U.S. Department of Education's G-5 System Temporary Shutdown in March 2011

NOTE: This is the system used for cash draws on ARRA (stimulus) funds. Any agency requiring Governor's stabilization funds during the shutdown period should have any draw request to Brandy Manek by noon on Thursday, March 3.

The U.S. Department of Education's Chief Information Officer has announced a temporary shutdown of the grants management system (G5) during March 2011, and is providing instructions for cash management.

The U.S. Department of Education is in the process of implementing Phase 3 of the G5 Grants Management System. During the G5 Phase 3 transition period, the G5 Grants Management System will be unavailable for all activities, including the drawdown of payments commencing at 2 p.m. central time on Friday, March 4, 2011 and ending at 5 a.m. central time on Monday, March 14, 2011. The e-Grants suite of applications will also be unavailable during this period. Agencies should plan to schedule drawdowns before or after this time period based on the guidance that can be found at <https://www.g5.gov/ssoEXT/attachedletter.pdf> (.pdf, 3 pp, 809 KB).

Consistent with the purposes of the CMIA, agencies must minimize the time elapsing between the transfer of funds from the U.S. Treasury and the State's disbursement of those funds for program purposes. The CMIA Treasury-State Agreement (TSA) establishes the terms and conditions for the timing and drawdown of these funds. The U.S. Department of the Treasury, Financial Management Service (FMA) has authorized 3 options during this time period. These are explained in the guidance found above.

Verifying Calendar Year 2010 Form 1099M Information with IRS Records

The penalty for incorrect 1099 forms has increased from \$50 to \$100. Each year the State receives many match exceptions for the 1099 forms filed by the State. To reduce the mismatches, OSF will be randomly selecting agencies in the next week to verify their 2010 1099M vendor names and TINs through the IRS' TIN Matching process. Once we have the results from the IRS we will ask these agencies to collect the correct information from its vendors very quickly so changes can be made before we submit our final 2010 file to the IRS at the end of March. We will be selecting agencies from the regular vendor file (SetID 00000) and from the Higher Ed vendor file (HECLM). Your immediate cooperation and response will be necessary so we can avoid as much penalty as possible.

Reducing Accounts Payable Processing Costs

Governor Mary Fallin has emphasized improving efficiencies in state government. Agencies are reminded that purchases under \$5,000 should be processed on the state PCard. Please refer to the PCard restrictions identified in the DCS Purchase Card Procedures at <http://www.ok.gov/DCS/documents/DCS-P-Card-Revised-Procedures-2010-12-14.pdf>.

Additionally, OSF will continue to add vendors to the EFT payment process. If your agency has vendors interested in receiving electronic payments, please notify Julie Dvorak at (405) 522-1749.

Also, interagency payments should be made by voucher and selecting the payment method of "WIR." This will create an interagency payment to the receiving agency's clearing account. This is available to all direct entry agencies and to agencies uploading vouchers through the VFRA batch load. . Should you have any questions regarding this procedure, please contact Steve Wilson at (405) 521-4679.

New Accounts Payable Voucher Warning Message

The warning message, "Finalization is occurring for a closed period (AP). Please make the adjustment manually. (7030, 616)" now displays when the Finalize checkbox is checked or unchecked and the voucher is in a closed accounts payable period. The payer should not save the voucher, but instead, ask the CPO to close the PO or PO line.

Finalizing or unfinalizing a voucher in a closed accounts payable period will reset the budget checking status from Valid to Not Checked, but the budget checking process will not select the voucher and rebudget check it. Additionally, if a PO is rebudget checked after the PO or PO lines are closed, but an associated voucher is in a Not Checked budget checked status, the PO appears to budget check, but the encumbrances are not restored to the budget.

If a voucher is inadvertently finalized or unfinalized in a closed accounts payable, please contact the OSF Service Desk at (405) 521-2444 so the voucher budget checking status can be reset.

New Public Queries

The OCP_OSF_VENDORS_ON_HOLD query identifies Vendor Locations that are tax snagged and on hold to prevent vouchers from paying. Agencies should run this query when OSF returns a tax snag voucher to determine the suspension date. If the date is more than 30 days, call the Oklahoma Tax Commission Tax Warrant Section at (405) 522-4193 or (405) 522-4335 for instructions on how to process the payment.

The OCP_PO_VCHR_DIST_LINE_AMT query prompt by PO ID and identifies vouchers paid against specific PO lines and distribution lines. It also lists the funding from each voucher distribution line.

The OCP_PO_DIST_AVAIL_BAL query is similar to the OCP_PO0356 query, used to identify the remaining encumbrance balance by PO ID and PO distribution line, but this query also provides the ChartField spread associated with each of the PO distribution lines.

New Accounts Payable Voucher Report

The Vchr Acctg Ln KK Recon report is available using the navigation Accounts Payable> Reports> Vouchers> Vchr Acctg KK Recon Report. It identifies voucher exceptions that occur when voucher transactions have posted to the ledger but have not budget checked, or vice versa, causing the budget cash on the Allotment Budget and Available Cash report and the actual cash on the Summary of Receipts and Disbursements report to be out of balance.

Agencies should run the report if appropriated and/or revolving cash accounts are out of balance. The “KK or AP” column reports a designator of KK when the voucher has a transaction that passed budget checking but did not post to the ledger, and an AP designator if a voucher accounting entry posted to the ledger but the transaction did not pass budget checking. If the report identifies a voucher exception that requires OSF help to correct it, please contact the OSF Service Desk at (405) 521-2444.

If the budget and actual cash are out of balance and the Vchr Acctg Ln KK Recon report does not report voucher exceptions, or the voucher exceptions do not total the out of balance amount, then transactions other than vouchers are causing or contributing to the imbalance. Contact the helpdesk for further assistance.

The Vchr Acctg Ln KK Recon report queries for exceptions in the CASH_EXP ledger so it cannot be used to identify 99X cash imbalances.

Payment into General Fund of State

Unless otherwise provided by law, all self-sustaining boards created by statute to regulate and prescribe standards, practices, and procedures in any profession, occupation or vocation shall pay into the General Revenue Fund of the state ten percent (10%) of the gross fees charged, collected and received by such board 62 O.S. §211.

When transferring receipts to State General Revenue, Agency 00000, please use class fund 19X00. X will be the last digit of the fiscal year the transfers apply to. Example: 19100 for FY11 receipts. Please contact Dan Thomason at (405) 522-4992 with questions.

TRAINING

Upcoming Local Training/CPE

OFMA Meeting March 3, 2011

The Oklahoma Financial Managers Association will hold its quarterly meeting from 1:30-4 p.m. on Thursday, March 3, 2011, in the Business Conference Center Auditorium of the MetroTech Springlake Campus. Gary Jones, Oklahoma State Auditor and Inspector will be one of the speakers at the meeting. The agenda will be available soon on the OKFMA website and will list all the scheduled speakers. Seminars are provided free of charge. To ensure an adequate number of training materials and refreshments are available, please register at: www.okfma.com
