

**OFFICE OF STATE FINANCE
DCAR NEWSLETTER**

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The last issue of the DCAR Newsletter, Volume 18, Number 5, was issued on March 7, 2008. 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:

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New Combination Edit Rules

New combination edit rules have been activated that will prevent entries from being made to the wrong fund type. An agency with more than one fund type (for example, fund types 1000 and 7200), will receive an error message when editing an entry if a class funding has been entered that does not agree with the fund type established by the combination edit rules. It will only return an error where the class funding does not match the fund type on the combination rule table. This edit will not affect any agency that only has one fund type.

When any incorrect fund type number has been used on deposit and transfer entries, the journal will return an error (E) status when the edit process is run. On vouchers, when the voucher is saved, an error message will pop up indicating which voucher line and voucher distribution line has an invalid chartfield combination. The voucher cannot be saved or posted. This combination edit rule will eliminate fund crossover errors from being entered into the system. If you encounter either of these errors, change the fund type to the corresponding class funding being entered.

For example, for a class funding 23000 that is fund type 1000, you may currently be able to use the incorrect fund type 7200 and the system would accept it. Under the new combination edit rules, class funding 23000 will be tied to fund type 1000 in a combination rule table, and any attempt to use fund type 7200 or any other fund type for the 23000 class funding will fail the edit process.

If you are currently using the correct fund type on your transactions, you should not see any change because of the new edits.

See June 7, 2007 DCAR newsletter for additional information.

Checks on Clearing and Agency Special Accounts

Agencies which are still operating traditional Clearing (1xxx) and ASA (1xxxxa) accounts should not be processing any PeopleSoft vouchers on those accounts. Agencies should continue using the State Treasurer ACES system to create checks or enter issue records on those accounts. Summarized entries for the disbursements are then entered into the PeopleSoft general ledger journal entry screens on a monthly basis.

Traditional Clearing and ASA accounts are still required to submit monthly reconciliations (Form 11 and 11a) to OSF by the 10th of the following month. The PeopleSoft class-funding for these accounts will either begin with a 799 or end with an alpha character. Only Clearing and Agency Special Accounts converted to 7xx funds will process warrants in the PeopleSoft system.

Revenue Account 400000

Please take the time to review all agency class funds other than clearing accounts (799xx) for the use of revenue account 400000. It is not proper to record revenue account 400000 into any class other than a clearing account (799xx). Please fill out OSF Form 76 providing the correct revenue account classification and send the form to Office of State Finance, Accounting, Room 122. All corrections for FY-2008 should be made prior to June 30, 2008.

P-Card Vouchers – No Travel Reimbursement Account Codes

There should not be any travel reimbursement account codes (521XX0) used on the p-card vouchers. These codes should only be used on travel reimbursement claim vouchers payable to employees.

The only travel related account allowed on the regular p-card voucher is 522150 – Registration, Agency Direct. For the travel p-card only agency direct payment of lodging is authorized and account 522130 – Purchase of Food and Lodging, Agency Direct, would be used.

PeopleSoft Payroll Funding Corrections

Payroll funding corrections are to be used only when correcting an employee who has been erroneously charged in the PeopleSoft payroll system. We have been receiving an increased number of PFT correction forms on which agencies appear to be making mass adjustments to use carryover funds. Payroll funding correction forms are not intended, nor should they be used to make last minute adjustments to carryover funds.

Carryover funds should be budgeted and managed throughout the year and should not be expended by doing mass payroll funding corrections or expenditure corrections in the few months of the year.

Payroll Withholding Account Reconciliation

Many agencies are not reconciling the 99X payroll withholding funds. Withholdings are deducted from employees on behalf of third party vendors that should be paid timely. Balances in the 99X funds that do not clear can represent underpayments, overpayments, or miscoded payments. Since the 994 payroll withholding fund has been used since January 2004, any other 99X fund should have a zero cash balance. If a balance or a deficit exists, then the details of the fund should be reviewed and corrected. Any 994 account balance should represent timing differences for recently withheld payroll amounts that have not been paid to the vendors and should be supported by reconciliations.

Run the OCP_PR_WH_ACCT_BAL_DETAIL query from November 2003 through the current date to begin reconciling 99X funds with unreconciled balances. The query lists the PY and AP journals that comprise the payroll withholding account balances for the 633XXX accounts, and the sum of these transactions should agree to the balance on the Allotment Budget and Available Cash report. (If it does not agree, rerun the query using the three-digit 99X class to select vouchers that may have been incorrectly recorded with the three-digit rather than the five-digit class.) Run a pivot table on the query results summarizing the entries by year, period, and account number to identify differences. Double clicking the cells within the pivot table will provide the AP and PY journal entry detail for the summarized differences. The voucher detail for the AP journal IDs can be obtained using the navigation, Accounts Payable>Review Accounts Payable Info> Vouchers>Journal Drill Down (see P118 manual, page 14). The payroll detail for the PY journal IDs can be obtained from the Payroll Legacy System reports and the PeopleSoft PAY018 US Payroll Detail Report. The payroll department can rerun the latter report by PayRun ID. If you need assistance with this reconciliation, please contact Dan Thomason at dan.thomason@osf.ok.gov

Attorney Garnishment Vendors

Attorneys may represent a lender (garnishor) in collecting debts. In this situation, the attorney will file the garnishment order and the payments will be made directly to the attorney. Such garnishment payments are considered “gross proceeds”. Payments of \$600.00 or more in a calendar year to an attorney are reportable on IRS Form 1099M either as payments for services or payments of gross proceeds. Payments to attorneys are reportable payments, regardless of the type of entity used by the attorney (corporation, partnership or sole proprietor).

When a garnishment is to be paid to an attorney, the agency must ask the attorney to complete and submit an IRS Form W-9, Request for Taxpayer Identification Number and Certification. This is required to receive tax reporting information. The attorney must submit the Form W-9 before any payments are made or backup withholding will be required.

The agency must then complete the OSF Form GARN VEND to get the attorney set up as a garnishment vendor. The garnishment vendor form has been modified to include an area where you must identify if the payee is an attorney.

If you currently are making garnishment payments to an attorney, you must have a Form W-9 on file and submit the OSF Form GARN VEND to update the existing vendor information to identify the vendor as an attorney.

Garnishment Vendor Form

OSF Form GARN VEND (5/08) is to be used to set up all garnishment vendors. The form is located on the OSF website under OSF Forms > DCAR Forms.

Agencies should discontinue use of the previous version of the form and begin using the new form immediately.

Miscellaneous Vendor Items

Here are some general things to remember:

- When a Supplier begins operating under a new Federal Employer Identification Number (FEIN), OSF will create a new Vendor Identification Number (VIN) for the FEIN and inactivate the old VIN.
- If you see an address is no longer correct, please notify OSF Vendor data maintenance that the address should be updated, rather than create another address. This will cut down on invalid, active addresses and the number of actual addresses in a vendor record.
- OSF Vendor staff has steadily been inactivating duplicate vendors.
- Please put an agency contact name and phone number at the top of the OSF Vendor form. FAX cover sheets frequently get separated from their form and we may need to contact you regarding information on the form. Also, please write legibly!

Higher Education Vendor File

When submitting data to the Higher Education vendor file in the PeopleSoft system, please remember the requirements of name and address styles:

Employees and Students:

LASTNAME, FIRSTNAME [No spaces]

Suppliers:

XYZ CORPORATION
900 W BROADWAY ST [No punctuation]
SAINT LOUIS, MO 60101-0900
or

WILLIAM SMITH MD

We require USPS abbreviations such as ST, DR, and BLVD; and whole names of cities such as FORT WORTH; and no punctuation. We also require the 4 extra digits on the ZIP. Other requirements are: no titles such as Mr or Mrs, always uppercase, and no punctuation in either the name or address.

Some may not be aware, but a few university systems match the OSF PeopleSoft system, so when an edit is made with “incorrect” data or style, it causes a mismatch on those systems. OSF Vendor maintenance staff is then required to investigate the problems and update the data to prevent further mismatches with the other university systems. Please help us avoid this additional work by following the standards outlined above.

If you have questions or problems, please contact the OSF Help Desk at 405/521-2444.

Enhanced Search Feature in Vendor 8.9

This was announced in DCAR Newsletter, Volume 18, #4, but is worth repeating. The best method for searching for vendors is to use the OSF_VENDOR_CHECK query, which searches by FEIN or SSN. If you don't have a FEIN or SSN but do have an address, the Review Vendor screen can be a useful tool. The navigation is: Vendors>Vendor Information>Add/Update>Review Vendors. Once there, use the Address>Contains option and type in the address such as PO BOX 9877 or 101 S MAIN. The search will return all results (it's not limited to 300). This is a helpful tool when searching for a Garnishment vendor, who may be in PeopleSoft without a FEIN.

Note: If you use the City and State fields, the Country field is required.

The Review Vendors screen can also be used to search by Name>Contains. The search results will bring up VIN, Name and address.

If you're searching for a type of Vendor such as Woman or Minority Owned, use the Type dropdown box, select the Type and then click Search. Most of these Types are maintained by Central Purchasing staff at the Dept of Central Services. This is also where you can search for Registered Vendors.

CORRECTION - Sole Source/Brand Contracts Reporting

Follow-up to the revised OSF Form 1933, "Exempt and Misreported (thru Central Purchasing) Sole Source/Brand Contracts/Purchase Orders", released in DCAR Newsletter Volume 18, # 5, dated March 7, 2008.

Use of the OSF Form 1933 is not required for agencies that are exempt from the Oklahoma Central Purchasing Act. A non-exempt agency must submit the form to OSF when it failed to identify contracts or purchase orders in the purchasing system as sole source/sole brand and any other covered purchases not otherwise processed through the State Purchasing System.

Questions about this reporting requirement can be directed to steve.wilson@osf.ok.gov.

Revised OSF Form MWC – Request for Miscellaneous Warrant Cancellation

The form has been revised to provide a space to show the ‘reason for cancellation’ and to list on the form basic guidance of when a canceled warrant can be replaced with this form.

Replacements are allowed as follows:

- The warrant was paid to the correct payee but to the incorrect location and address.
- The warrant was paid to the correct payee but for the incorrect amount.
- The warrant is paid to the incorrect payee when the Multiple Payee (ID #0000001104) is the vendor on the Invoice Information page of the voucher.
- The warrant should have been assigned to a payee and the supporting documentation for the assignment was attached to the original voucher (needs to be noted on the MWC form), otherwise the agency must process a new voucher with the proper documentation.

As stated in past newsletters, reissues to a vendor with a different vendor ID are no longer allowed. In such cases OSF will cancel the warrant, but the agency will need to issue a new voucher for payment to the correct vendor ID. This procedure was implemented to ensure that the correct payment information is maintained in the accounts payable system and the correct encumbrances are liquidated.

Revised OSF Form 20R – Warrant Replacement Request

The form has been revised to show what sections of the form must be completed for the separate type of replacements requested. Instructions were added for the warrant (no stub) to be stapled to the middle of the form for the replacement of statutory canceled warrants when the warrant is available.

Also as a reminder, agencies should not issue duplicate payments when a warrant is lost, except 7XX Fund Transactions (700,701,702, etc) on bank account 7REG or 7XXX. The Form 20R must be used to request a replacement. To knowingly issue a duplicate payment is considered inappropriate and possibly illegal. In such cases the agency normally would lose the funds from the original warrant since the warrant is required to submit with an OSF Form MWC when cancelling the warrant.

7XX Funds – OST Warrant Exceptions Report

Agencies that issue warrants against 7XX fund(s) should be reviewing the 7XX Funds – OST Warrants Exception report. Exceptions generally occur when warrant information submitted from PeopleSoft to the Treasurer is duplicated or does not agree with the warrants submitted for payment. The report allows agencies to proactively work with OSF and/or OST to fix these warrant issues. It is available on the OSF mainframe by 7:30 a.m. and is named OSFICS.WRNT.EXCEPT.REPORT.OST.AGENCIES. Please ask your technical staff to run the report. Questions about the report can be directed to patricia.garcia@osf.ok.gov.

Accounts Payable Year-End Preparations

As the fiscal year end 2008 approaches, please run the Budget Checking Errors, the Match Exception, and the Vouchers in Recycle Status reports on a continuous basis and correct the vouchers timely. If a voucher is not corrected while it is an open accounts payable period, the accounting date on the voucher must be changed to the current date so it will budget check. Vouchers older than ninety days at June 30, 2008 that have not posted because of budget checking, matching, or recycle exceptions will be deleted that day. Contact the OSF helpdesk at 521-2444 if assistance is needed to resolve the errors identified on these reports.

Additionally, to ensure expenditures and liabilities are reported properly and to facilitate the reconciliation processes, run the OCP_VCHR_DETAIL_NOT_PAID_REV query to monitor unpaid vouchers. 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, or vouchers that have posted and are paid against a PO line that will **no longer be used** to voucher against.
- Send a signed copy of the OSF Form 77 requesting a voucher reversal for vouchers that have posted and are paid against a PO line that will be used to create additional vouchers. Please send the OSF Form 77 no later than June 6, 2008 so we may complete this task for all agencies by June 30, 2008.