

OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES DCAR NEWSLETTER

Lynne Bajema, State Comptroller
Steve Funck, Deputy State Comptroller
Raymond C. Hankins, Deputy State Comptroller

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http://www.ok.gov/OSF/Comptroller/DCAR_Newsletters.html.

Accounting: Jennie Pratt	(405) 521-6160	jennie.pratt@omes.ok.gov
General Ledger: Dan Thomason	(405) 522-4992	dan.thomason@omes.ok.gov
Payroll: Lisa Raihl	(405) 521-3258	lisa.raihl@omes.ok.gov
Transaction Processing: Steve Wilson	(405) 521-4679	steve.wilson@omes.ok.gov
Payroll Processing: Elsa Kunnel	(405) 521-6178	elsa.kunnel@omes.ok.gov
AP Manager: Patricia Garcia	(405) 522-6855	patricia.garcia@omes.ok.gov
Vendor Maintenance: Julie Dvorak	(405) 522-1749	julie.dvorak@omes.ok.gov
OSF Service Desk (PeopleSoft questions)	(405) 521-2444	helpdesk@omes.ok.gov
Financial Reporting Unit: Matt Clarkson	(405) 521-2759	steve.wilson@omes.ok.gov
ARRA: Steve Funck	(405) 521-3231	steve.funck@omes.ok.gov
ABS: Chris Forster, Director	(405) 521-4619	Chris.forster@omes.ok.gov
Riley Shaull, Chief Operations Officer	(405) 521-4775	riley.shaull@omes.ok.gov

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PAYROLL

1099 Tax Information Quarterly Report

The first quarter of the 2013 tax year is now complete, and it is time for ALL agencies to run their Miscellaneous 1099 Tax Information Report which will include all transactions from January 1, 2013 through March 31, 2013. The path for this report in PeopleSoft Financials is: Accounts Payable, Reports, Payments, Misc Tax Information Report.

With this report please review the following:

- Make sure that the Name and Tax ID number (TIN) match the information on the vendor's W-9. Let me know if we need to add an additional name that will match with the IRS. Only Name 1 prints on this report, but if you have an additional name for Name 2 it will be added to the vendor information.
- Please pay attention to the 1099 Flag where Y means the vendor should receive a 1099 and N means the vendor should not receive a 1099, and submit any changes. A vendor does not need a 1099 if they are registered as a corporation, non-profit or government entity, (the exception to this is if the payment is for a legal or medical payment).
- Address 1 in the vendor file is the designated address for 1099 reporting. If the 1099 Flag is N only new addresses will be added but address 1 will not change.
- Review all warrants processed for each vendor and make sure that all are accounted for. (Any warrant corrections need to be made at the agency level.)

Please send any corrections on this report to the Office of State Finance by May 3, 2013. If you have any questions contact Beth Brox at (405) 522-1099, or by email at Beth.Brox@omes.ok.gov.

Payroll Warrant Cancellation Requests

To initiate the cancellation procedures for a payroll warrant, complete the OMES Form PWC (revised 09/09) found at <http://www.ok.gov/OSF/documents/OMESFormPWC.pdf>

For direct deposits, FAX the form to OMES at (405) 521-3902. The fax number for OMES is also located on the top of the form in the area for Oklahoma Payroll. Forms that are faxed to the wrong offices (Treasurer's Office or to JPMorgan Chase ACH Services) may not get processed properly and may be cancelled from the employee's payroll record. The paper form must be mailed to OMES Transaction Processing. Please follow all instructions when utilizing this form.

For paper warrants, attach the voided warrant to the form and send to OMES Transaction Processing, room 122 at the Capitol.

Employee Direct Deposit Verification

Agencies are reminded that employee bank deposit slips should NOT be used to get the bank routing/transit number for setting up direct deposit information. A voided check from the employee is the most reliable method. If the employee does not have a voided check or wants to deposit into another type of account, have the employee call the bank directly to get the routing/transit number. A bank

routing/transit number should never start with the digit “5”. This indicates a branch of the bank and will cause the direct deposit to be returned to the state.

Errors in processing bank routing/transit numbers can cause significant delays in the employee’s receipt of his or her paycheck. Many banks do not reject bad routing/transit numbers until after the pay date. This means the deposit for the rejected check may not be returned to the state for several days after the pay date. A replacement warrant cannot be reissued until the money is returned to the state.

ACCOUNTING

New Per Diem and Lodging Rates for Enid

The lodging and per diem rates have increased to \$103 and \$56, respectively, for the Enid/Garfield County area. This area was previously under the ‘Standard’ Per Diem and Lodging rates (\$46/\$77). The new maximum rates will apply to trips taken on or after April 1, 2013. (FEDERAL TRAVEL REGULATION GSA Per Diem Bulletin FIR 13-04, 3/19/13)

Electronic Payment Requirement

State law requires that funds disbursed from the State Treasury be sent electronically. State agencies are able to request an exemption from this requirement with cause. All exemptions that were requested and approved for FY 2013 will expire June 30, 2013.

The FY 2014 Electronic Payment Exemption Request electronic document, can be found at http://www.ok.gov/treasurer/Banking/Electronic_Payment_Requirement/, and should be used by state agencies to seek an exemption for cause from this requirement. Only requests submitted via this document will be considered.

State agencies must complete and submit the Request electronically via email to Electronic.Payment.Exemption@treasurer.ok.gov. Each Request will be evaluated based on the information provided. Each agency will receive a confirmation of the receipt of their Request along with a notification of whether the exemption(s) sought has been approved. All FY2014 exemptions will expire on June 30, 2014. Agencies should submit their request(s) by May 15, 2013, to ensure the exemption(s) can be processed before July 1.

We have added a list of Frequently Asked Questions regarding requests for exemption from the electronic payment requirement to our website at the link provided above. You may also submit questions about the request to Electronic.Payment.Exemption@treasurer.ok.gov. Additionally, the State Treasurer has statewide contracts available to state agencies for sending electronic payments via ACH or via a debit card. If you are interested, please contact Carole Bailey at carole.bailey@treasurer.ok.gov or (405) 522-4216.

Vendor File Update

OMES continues to update vendor processes and existing vendors in an effort to streamline the collection and maintenance of vendor banking information. The portal interface that allows vendors to

register or add banking information and the conversion of the higher ed vendors to the state's vendor file are two such processes. OUHSC is the first higher education institution to make the conversion.

These vendor processes affect state agencies because duplicate vendors can no longer be permitted. When duplicate vendors are being used to make payments, OMES uses criteria to determine which one will be inactivated. If there are several 2013 encumbrances remaining on a duplicate vendor selected for inactivation, then the vendor will be closed for ordering until fiscal year 2014, at which time it will be inactivated. OMES will routinely notify agencies which vendors are being inactivated and which vendors are being retained through the OMES Alerts and the ok.gov notifications. Purchasing officers, including those in agencies that do not use PeopleSoft purchase orders, and accounts payable staff, should begin making the necessary procedural changes in their agencies to ensure the active vendor is used.

TRAINING

Upcoming Local Training/CPE

13th Annual Oklahoma Payroll Conference

- Friday Sept. 13, 2013
- Presented by the Northeastern and Oklahoma City Chapters of the American Payroll Association
- Renaissance Hotel & Convention Center Tulsa, OK
- Very Early Registration by May 13 is only \$125
- Early Registration May 14 to July 13 is \$175
- Registration After July 13 is the full rate of \$225
- For more information, please visit http://neokapa.jobing.com/Event_Details.asp?fair=10015481

Oklahoma Employer Services Center (OKESC) Webinar

- Topic: "Oklahoma Central Case Registry"
- Find out what to do when you receive an income withholding order but there is no child support case with OCSS.
- 2-3 pm., Tuesday, May 14, 2013.
- To register, go to: <http://www.OKESC.org> and select the "Employer Outreach".
- Online registration will be available at least two weeks before the meeting date.
- To view past webinar topics, such as "Electronic Income Withholding Order Project," "CCPA Limitations" and "The National Medical Support Notice", click on the "Library" tab of the website.
