

FISCALLY FIT...NEWS FROM THE CONTROLLER

Oklahoma State University – July 2006



Payroll News

Early Board EA Forms

In order to get a personnel action approved by the Board, it is sometimes necessary for departments to send in the EA form before they have completed the sign-up packet. In this case, we ask that departments obtain the new employee's full name, social security number and birth date. Payroll can then verify the information with the Social Security Administration and the employee can be added to HRS. Following this process will ensure that board information is complete and timely. However, assignments will not be added until the sign-up packet is complete.

Biweekly Students and Temporaries are not allowed to Accrue Comp Leave

If you have biweekly students or temporaries who work more than 40 hours in a week, the overtime they work must be paid not accrued. Please be sure to change the "Pay Overtime" flag on biweekly time input to a "Y" (yes). This will ensure that the student or temporary employee receives overtime pay and does not accrue comp leave.

A modification has been requested to change the UT 1 & 2 Time Input Screens so that students and temporaries in U, V, and W job codes will default to a "Y" on the "Pay Overtime" flag. This modification should be available soon.

Accounting News

Travel Claims – Vehicle License Tag Numbers

The Office of State Finance requires that the vehicle license tag number be listed on the travel voucher for both state-owned and private vehicles. Therefore, all travel vouchers that are submitted to University Accounting should contain the vehicle license tag number to avoid delays.

Review of Payment Information on Purchase Orders

Screen 215 (Document Notes) in SCTP is available for review of payment information on purchase orders. This screen is updated as payments are made and will indicate the outstanding balance on a purchase order. This screen can be used as a cross-reference to validate the outstanding encumbrance on a purchase order. When changing fiscal years, it is important to verify that invoices for June are paid on the FY06 purchase order number rather than the new purchase order created in FY07.

Correct Fiscal Year on Payments

When changing fiscal years, it is important to use the correct fiscal year on all invoices and payment documents submitted to University Accounting. All invoices dated prior to **July 1, 2006** should be processed as FY06 to properly reflect the expenditure in the state system.

Bursar News

Fall Enrollment Cancellation

Students who still have an outstanding bursar account balance could have Fall semester classes cancelled. Letters and emails were sent as an opportunity for students to review bursar account balances. If students have been awarded financial aid, please encourage them to accept the aid and turn in all necessary documents to the financial aid office.

Visit <http://prodosu.okstate.edu> to check account balances and make online payments. To make a credit card payments by phone call (405)744-5993 or (918) 594-8320. You can also pay in person at 113 Student Union (OSU Stillwater Campus) or the 1st floor of Administration Hall (OSU-Tulsa campus).
Mail payments to:

Office of the Bursar
113 Student Union
Stillwater, OK 74078

Payments must be posted to bursar accounts by **July 31, 2005**.

Refer any questions to bursar@okstate.edu or call 405-744-5993. We have a financial counselor available to discuss possible solutions at 113 Student Union, Monday through Friday, between 8:30 and 4:30 or by appointment.

Tuition Estimator

If a quick calculation is needed to determine the cost of OSU classes with the new rates for 2006-07, visit bursar.okstate.edu and click 'Tuition / Fees Estimator' located on the left hand side of the screen.

Purchasing News

Notes

FY07 Yearly Requisitions

Purchasing is processing FY07 requisitions as quickly as possible. If you have immediate payment concerns for a specific requisition which has not been processed, please contact Purchasing at 744-5984.

P/card

PaymentNet Update

The April edition of Fiscally Fit stated that migration from PVSnet to PaymentNet was scheduled for **August 21, 2006**. That date has been pushed forward and a new date has not been established for the migration.

Purchasing will keep you informed of new developments and will ensure that University business requirements are met prior to the cut-over.

P/card Purchases by Phone

It has come to our attention that some vendors are requiring a copy of the front and back of the p/card in order to accept a tax exempt p/card payment over the phone. **DO NOT** provide these copies because fraud would be almost impossible to prevent. When a cardholder provides vendors with copies of the front and back of their credit card, there is very little assistance the bank could offer towards recovery of funds. Remember, cardholders are responsible for the use, and misuse, their cards.

Missing Receipts

It is the approver's responsibility to make sure that all p/card purchases are documented by a proper receipt. If receipts are missing, the approver should work with the cardholder to obtain the missing receipt.

Important Dates

Requisitions requiring Board of Regents approval (greater than \$150,000) were due in Purchasing: **July 5, 2006**, for the **July 28, 2006**, Board Meeting

P/card Training—**August 15, 2006**, 9:00a.m., 412 Student Union.

To register for this training session, contact Human Resources at 744-5374

Purchasing Seminar—**October 12, 2006**, 9:00a.m. to 11:00a.m., 412 Student Union

To register for this training session, contact Human Resources at 744-5374

FIM News

AIRS TIP#789

Did you know FY05, FY06, and FY07 information is available in AIRS - FRS Accounts? Now is a good time to start using AIRS for your monitoring and reconciliation needs. There are tools available (reports, graphs, downloads, etc.) that enable a department to better track their expenses and income. Please log on today! As always, we at Financial Information Management strive to serve the campus and system community. Please forward any comments, criticisms, suggestions, or even accolades (!) to FIM@okstate.edu.