

# Fiscally Fit

News from the Controller

May 2016



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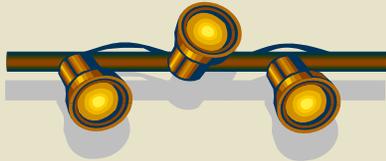
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**Office of the  
Associate Vice President  
and Controller**



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**WILAM Spotlight**



**Belinda Rowden**

**Purchasing Assistant**

**Thanks for your service,  
Belinda!**

Each month one person will be randomly selected to spotlight as our WILAM Spotlight Employee. **If you haven't turned your form in yet, please submit it to Lynette Rhea, [lynette.rhea@okstate.edu](mailto:lynette.rhea@okstate.edu) . Forms can be found [here](#).**

**Responsibilities**

- Purchasing Assistant to multiple buyers;
- OK Corral Helpdesk;
- Process change orders

**Previous Experience**

- Sales Associate – Fenton Office Mart;
- Real Estate Associate for area property management;
- Property Manager – Orion Group

**Education**

- Microcomputer Specialist;
- Office and Computer Systems Intern;
- Real Estate License

**Other interesting facts about you**

- Grew up in Pennsylvania and moved to Stillwater in 1977.
- Mother of 2 beautiful daughters and grandmother to 3 grandsons.
- Enjoys spending time with family, traveling, motorcycle riding, reading and cooking.



## Financial Tip of the Month

Provided by [practicalmoneyskills.com](http://practicalmoneyskills.com).

The material is for informational and educational purposes only and should not be regarded as a recommendation or an offer to buy or sell any product or service to which this information may relate.

### Tips for Saving on Travel

With summer also comes travel season. It's easy to get carried away under the sun with souvenirs, eating at restaurants and upgrading your accommodations. After all, how often do you treat yourself and go on a vacation? But the last thing you want is to face a big bill come fall. Here are some tips for budgeting accordingly, no matter what type of getaway you're planning.

- 1. Be realistic about what you can afford.** We all want an amazing, no-holds-barred vacation, but choosing a trip you can't afford will likely add more stress to your life. After all, what's the point of taking time to relax if you'll be paying for it for several months to come?
- 2. Start a dedicated travel fund.** It's easier to save when you have a specific goal in mind. Think about where you want to go, research how much it costs and develop a consistent savings plan well in advance.
- 3. Create a trip budget.** To help you, we've included this free, web-based [Travel Calculator](#), which can help you calculate the cost of gas, lodging, food and more. It's also available as a free iPhone app, which you can [download from iTunes](#).
- 4. Shop around.** There are a wealth of sites that make it easy to compare fares from a variety of airlines, hotels and rental car companies. It's a savvy traveler's world—take advantage.



## Tips for Saving on Travel - continued

**5. Protect yourself.** When ordering tickets, make sure the sites you are using are legitimate. Once on your trip, safeguard your identity by keeping your passport, driver's license and credit cards in a safe place away from view. Also make sure to make photocopies in case of theft.

**6. Expect the unexpected.** Credit cards get lost. Flights get delayed. Storms arrive unexpectedly. Keep unknowns in mind when planning your trip, and set aside an extra 10 to 15% of your travel budget for emergencies or surprises.

**7. Take advantage of technology.** Few travelers leave home without their smartphones and tablets since mobile technology devices are the screen of choice for many. There are many apps that will allow you to digitally book hotels, check in for flights and organize itineraries.

**8. Consider alternative lodging.** Companies like Airbnb or VRBO, services that allows you to rent unoccupied living space in other people's homes, are increasingly popular – and in many cases, cheaper. Also, hostels offer cheaper lodging. But make sure you take the right safety precautions, like researching the area beforehand and keeping an eye on your belongings.

**9. Use cheaper transportation.** Compare the cost of airfare with gas prices; if you can drive to your destination, it might be cheaper. Also, consider public transportation like underground railways versus cabs.

**10. Share your trip.** Splitting the cost of accommodations, like a vacation house, with friends and family can help cut costs.

# HAVE FUN!



## Whitehurst Elevator Out of Service

Effective Wednesday, May 18, 2016, the elevator in Whitehurst will be closed for the next five weeks for service and repair.

If you plan to attend or schedule a meeting in Whitehurst during this time and need assistance, please notify us so that arrangements can be made.

We apologize for the inconvenience.



## Whitehurst Elevator out of Service!



## Food Purchases

Food purchases tend to generate extra attention whenever they happen. If you make a food purchase, you must justify the purchase in writing and attach a copy of the justification to the invoice requisition prior to processing payment to the vendor. The written justification must include how the food purchase complies with one of the policies and guidelines provided below. You are responsible for ensuring the justification meets the requirements of the policies and guidelines. As you are determining whether to purchase food from any funding source, keep in mind that you may be asked by an auditor and/or reporter how and why you justified the purchase.

**As a reminder, very few food purchases are allowable under State law and all purchases (including Pcard purchases) are posted on the State’s Open Books website.** The pertinent policies and guidelines can be found at:

- Purchase of Food and Non-Alcoholic Beverages on Sponsored Project Funding Professional Development/Retreats (Requires Vice Presidential approval)
- FAQ Purchasing Food with OSU Foundation Funds (These are acceptable uses for Foundation funds only. Because the event appears on this document, does NOT mean institutional funds can be used).

The following page has an excerpt from the Pcard Guidelines concerning food purchases.





### ***Restricted Purchases***

For certain types of purchases, specific requirements/conditions must be met in order to use the pcard.

**Food** – Food may only be purchased:

- For food service or food sales areas (i.e. University Dining Services, Ranchers Club, etc.),
- When specifically included in a Ledger 5 grant or contract budget and approved by a sponsoring agency,
- When required for an instructional and/or research purpose,
- When participants pay a fee and the documentation specifically indicates the fee will cover the food/meal, or when all conditions of the Office of Management and Enterprise Services (OMES) guidance on the Payment for the Purchasing Meeting Refreshments are met:

#### ***"OMES 536110 MEETING REFRESHMENTS***

*Payment for purchase of light food and drink items (e.g., doughnuts, cake, coffee, tea, soft drink, etc.) used as refreshments and required in connection with meetings or similar type activities held/conducted for **and in the interest of the general public**. May also include payment for purchase of related service items (e.g., disposable plates/flatware, stirrers, sweeteners, etc.).*

***NOTE: Meetings as used in this definition do not include those activities and functions related to or associated with the day-to-day internal operations of an agency, e.g., staff meetings, staff retreats, employee training sessions/seminars, etc."***



## Training Opportunities



### Self-Service Banner Training

Emphasis on Budgets	010 Willard	10:00 – 11:00	06/08/16
Emphasis on Grants	105 Willard	10:00 – 11:00	06/15/16
Emphasis on Reports	010 Willard	10:00 – 11:00	06/22/16
Emphasis on INB*	010 Willard	10:00 – 11:00	06/29/16

\*Internet Native Banner-must have access

### OK Corral Training

OK Corral Training	403 CB	1:30 - 3:30	07/18/16
OK Corral Training	403 CB	1:30 - 3:30	09/19/16
OK Corral Training	403 CB	1:30 - 3:30	11/21/16

### Procurement Basics-Why is Purchasing Important

Procurement Basics	126 ITLE	9:00 – 11:30	06/28/16
Procurement Basics	126 ITLE	9:00 – 11:30	08/23/16
Procurement Basics	126 ITLE	9:00 – 11:30	10/18/16
Procurement Basics	126 ITLE	9:00 – 11:30	12/13/16

Register at [http://hr.okstate.edu/training/registration\\_form](http://hr.okstate.edu/training/registration_form)

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## Banner HR Implementation

-This information provided by Human Resources, [www.hr.okstate.edu/bannerHR](http://www.hr.okstate.edu/bannerHR)

The HRS/SCTP system will be taken offline with the close of fiscal year 2016 business and replaced with the Banner HR web-based system for the first check issue date in July 2016. The specific dates for HRS going offline and the Banner HR startup have not been determined - and it is possible there will be some overlap to facilitate employee time entry into Banner for the first biweekly period to be paid in Banner. The Banner HR implementation team is hard at work understanding the Banner HR processes and processing as well as setting the system configuration.

The implementation team has successfully completed a parallel calculation of the September 2015 monthly payroll calculations for OSU and the A&Ms. The team is currently working on a second conversion of data with the goal of completing parallel calculations for monthly and hourly payrolls from January 2016.

HRS data will be converted to Banner HR starting the first week of May 2016. This will allow a couple of weeks for data clean up before the first hourly timesheets open for the A&Ms. The first biweekly pay period for OSU that will process in Banner HR is the 4R26 pay period that starts June 19, 2016, and pays on July 15, 2016. In Banner HR, this pay period is designated as JB 14 – one difference between HRS and Banner HR.

In many ways, there are similarities between HRS and Banner HR. When you look at the purpose and function of the two systems there have to be similarities because they are effectively doing the same thing. The differences come in *HOW* the two systems accomplish similar activities - and there can be significant differences in the 'how'. The point in this is to not fall into the trap of expecting Banner HR to function like HRS when you encounter an activity in Banner HR that is similar to an activity that was performed in HRS. Expecting Banner HR to function like HRS can lead to unnecessary confusion and frustration.

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## **Important HRS Activities that will End**

-This information provided by Human Resources, [www.hr.okstate.edu/bannerHR](http://www.hr.okstate.edu/bannerHR)

When HRS goes offline, there are some important activities and processes that are either part of HRS or use HRS in the background as a data source that will also go offline. As specific plans are determined the dates and replacement processes will be communicated.

### **On-Line EA Forms**

The On-Line EA forms system uses HRS as a data source. When HRS goes offline, the data will grow increasingly outdated. Whether the EA forms system is taken down with HRS or needs to be taken down before or after HRS goes offline will be determined at a later date as part of the implementation planning, but it will go offline at some point. Banner HR includes the ability to generate ePAFs (electronic Personnel Action Forms). It is very unusual for most Banner HR implementations to include ePAFs as part of the initial implementation - instead, it is typically a phase 2 or 3 implementation. Our plans, however, include, at this time, generating ePAFs for our highest volume EA types as part of the initial implementation.

### **ENPs**

The ENP process is an add-on process OSU created in HRS. Banner HR does not have a process similar to the OSU current ENP process. How this activity will be performed in Banner HR is yet to be determined. However, it is important to realize that the last payroll calculation for calendar 2015 in HRS is the last time ENPs will be processed.

**Do not enter into HRS ENPs that are intended to pay after June 2016.**



### Utx, Ucx HRS screens and TimePro

-This information provided by Human Resources, [www.hr.okstate.edu/bannerHR](http://www.hr.okstate.edu/bannerHR)

The UTx and UCx screens in HRS are OSU developed processes used to input employee time and leave for biweekly and monthly employees. Being part of the HRS system, these activities as they currently exist will go offline when HRS does. TimePro is a time entry system used by many departments. Banner HR includes a native web time entry (WTE) function. The current implementation plan is that all positive time entry (biweekly) employees, except for specific areas with time entry systems or rely on TimePro card swipe time-in and time-out,, will use the Banner HR WTE application. Banner HR also includes Leave Reporting and Leave Request applications. Current implementation plans are for monthly employees to utilize the Leave Reporting system to report leave.

### Banner HR Familiarization and Training

One hour forums to discuss the Banner HR implementation have been scheduled on a biweekly schedule beginning Friday May 6. The forums are intended to be an open discussion of questions and concerns people may have about the Banner HR implementation. The forums will typically start with a project update and perhaps a short presentation on a topic of interest. After that, the floor will be open for other topics. Any question a person may have concerning processing in Banner HR, or applications related to Banner HR, is a valid point of discussion. However, there may not be an answer to all questions at this time. Also, some responses may be sufficiently long and detailed that a separate, targeted meeting would be needed to properly address the question or issue.

All Banner HR Forums will be held in 010 Willard. Times are:

Friday, June 03, 2016	2:00-3:00 PM	(LMS Session 1971)
Friday, June 17, 2016	9:00-10:00 AM	(LMS Session 1970)
Friday, July 01, 2016	9:00-10:00 AM	(LMS Session 1969)

Sign up is available on the OSU [Learning Management System \(LMS\)](#).

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## Annual Bad Debt Write Off – April

Bursar accounts without charges or payments for a period of three years are written off annually each May. This was moved up a month and occurred in April in preparation for Banner conversion.

Departments are notified of annual bad debts charged to their allowance or revenue accounts. In addition, bad debts are written off periodically throughout the year as situations require (bankruptcies, death, etc.). Every attempt to collect the account prior to the write off is made and collection efforts continue even after the account has been written off. Bad debt write off memos should be noted before a department engages in future business with the customer. Academic holds (i.e., transcript release, diploma release, enrollment etc.) are also in place.

## Historical Transaction Record Purge – May

A purge is usually scheduled in August for the July 31, 2016 effective dated transaction. In preparation for Banner conversion, **purge was scheduled May 13<sup>th</sup>** for all bursar transaction records with an effective date older than April 30, 2016 that are fully paid/applied and billed. By purging now, removal of a large number of records eliminates issues with running reports and displaying data on the screens.

The purged records cannot be accessed via SIS but are available to view/download to excel via the Administrative Information Reporting System (AIRS) at: <http://airs.okstate.edu>. Access to purged records within AIRS can be requested by emailing [fim@okstate.edu](mailto:fim@okstate.edu) and will be granted based on current SIS B/R access levels.



# BURSAR

## Banner AR/Bursar Implementation

The Banner AR implementation team has worked to understand the Banner processes and configure the system. Several mock testing simulations and data conversions have been successful.

**July 22, 2016 is the last day for bursar account transactions in SIS.** It is requested the final batch transaction submittals occur on **July 20<sup>th</sup>**.

You can continue to bring departmental deposits to Bursar cashiers for processing. The bursar data will be converted to Banner starting the week of July 25<sup>th</sup>. The online system to view bursar account information, including the payment system, will not be available during this time. After the conversion data is reconciled, AR/Bursar will be live in Banner. The target timeline is the 1st week in August.

There is new terminology for bursar subcodes. In Banner, the bursar subcodes are referred to as detail codes. The detail codes are four characters. You may contact Ed Noltensmeyer at [ed.noltensmeyer@okstate.edu](mailto:ed.noltensmeyer@okstate.edu) for your new detail codes.



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# BURSAR

## **Banner AR/Bursar Implementation**

-continued

The AIRS AR Banner transaction upload process is in development and testing is scheduled to start in June.

There will be a new method to upload AR (bursar account) transaction files. This process will validate the transactions and process the validated transactions into Banner (during the nightly process). It will remove any transactions that are invalid (due to invalid terms, detail codes, etc.). A report will be available in AIRS of the invalid transactions that will need to be corrected in a new batch or manually in Banner.

The file layout and process to input transactions (via a batch) into Banner, will change from the current SIS layout and process.

FIM has a spreadsheet available for the new Banner AR Layout. It contains 3 worksheets:

- AR Upload Layout – description of the fields and whether they are required or not;
- AR Upload Template – A visual layout of the file;
- VPDI Codes – this is basically a campus identifier because we are sharing a database for the OSU A&M system. (use OSU)

Additional information on security access and AR training will be provided in June.



### Updated Pcard Guidelines

Please be advised that the purchase card guidelines were recently updated. Below are the specific revisions for your information.

“Decision to Use Pcard for Purchase” page 10:

All purchasing, regardless of dollar volume, should start with a search of the OK Corral. The Corral contains competitively bid contracts that exist to promote efficiency in business transactions and provide cost savings for all departments. This is a best practice and board policy (30:10-1-2(8)) “When established purchasing contracts exist, purchases must be made from these contracts.”

If it is determined that an item can be purchased outside the OK Corral at a lesser cost, make the purchase and forward a completed “OK Corral Exception Notification” form (see link below) to [purchase@okstate.edu](mailto:purchase@okstate.edu) . We will use this information to add value and improve contract pricing.

<https://purchasing.okstate.edu/sites/default/files/documents/forms/2016.05.10%20Exception%20notification.xlsx>

### Purchasing Training Opportunities

Date	Time	Location	Subject
6/28/2016	9 - 11:30	126 ITLE	Procurement Basics
7/18/2016	1:30 - 3:30	403 CB	OK Corral Training
8/23/2016	9 - 11:30	126 ITLE	Procurement Basics
9/19/2016	1:30 - 3:30	403 CB	OK Corral Training
10/18/2016	9 - 11:30	126 ITLE	Procurement Basics

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## Updated Pcard Guidelines, continued

“Restricted Purchases” page 22:

**PayPal Purchases** – PayPal may be used for specific types of purchases:

- Advertising, i.e. for University events, programs or job postings, usually in industry publications or newspapers;
  - Booth Rental;
  - Conference Registration;
  - Institutional memberships in professional organizations;
  - Manuscripts/Abstracts/Grants – any fees or costs associated with publication, submission, editing, printing, etc.;
  - Software Licenses or Subscriptions;
  - Student Study Abroad Group Travel – admission fees, tickets, transportation, etc.
- PayPal may only be used for other transactions which cannot be purchased on a contract through OK Corral, and for which no other method of payment is available.
- Documentation must be kept with the receipt showing PayPal is the only method of payment accepted, i.e. an email from the vendor stating this fact would be acceptable.

Note: THE OKLAHOMA STATE TREASURER WILL NOT ALLOW US TO ACCEPT PAYPAL AS A METHOD TO RECEIVE PAYMENT.

### Board Dates:

Requisitions requiring Board of Regents approval (greater than \$250,000) are due in Purchasing by August 17, 2016, 5:00pm, for the September 9, 2016 Board Meeting.



FOR MORE INFORMATION

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