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News from the Controller

June 2011

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FINANCIAL INFORMATION MANAGEMENT

Some Basics – FRS Access

A majority of FRS security inquiries deal with not being able to access ePrint and 95% of those issues deal with an expired password. Things to remember and some helpful tips:

- Your SCTP FRS password (System 002) is your FRS ePrint password.
- SCTP updates ePrint each night passing active passwords to ePrint. If your SCTP FRS password has expired, nothing is passed to give you ePrint access.
- ePrint does not notify you when your password is about to expire and you can’t change your password on the ePrint page.
- Log into SCTP FRS and the system will bring up a change password screen if your password has expired.
- When creating a new password, don’t use “&” (ampersand) in your password.
- Changing your FRS password every 90 days can eliminate the hassle of having your password expire.
- Or you can change all your passwords every 90 days including your Okey password. This will help you remember your password and eliminate any of them from expiring.
- The command to change your password in SCTP is PWC. Enter PWC on the Screen line and it will bring up the change password screen.
- As always, if you have a question about your FRS access, you can email frs.security@okstate.edu.

FISCAL & ADMINISTRATIVE COMPLIANCE

Reporting Fraudulent Activity

ALL fraudulent financial activity or suspicion of fraudulent financial activity is to be reported directly to the Fiscal and Administrative Compliance section of the Office of the Associate Vice President & Controller or confidentially through EthicsPoint. A report can be filed through the EthicsPoint website or by calling toll-free 866-294-8692. The website can be found at:

Associate Vice President & Controller - 207 Whitehurst, Stillwater, Oklahoma 74078 - (405) 744-4188
UNIVERSITY ACCOUNTING

FRS System Availability

The FRS system will be unavailable from July 1 through July 5 while we complete the year-end closing process. Please discourage individuals in your department from trying to log in so that the closing process is not delayed. The system will be available again on July 6, 2011, at which time we will resume the processing of payments.

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, 2011 should be processed as FY11 to properly reflect the expenditure in the state system.

Master Equipment Lease Program Schedule

The second Master Equipment Lease Program financing for 2011 is currently scheduled to price on October 26th and close on November 9th. The Oklahoma State Regents for Higher Education (OSRHE) will consider financing requests for this sale at their September 8th meeting. This schedule will require consideration of all equipment requests by the A&M Board of Regents at their meeting on July 29, 2011 (the Board does not meet in August). Agenda items for the July Board meeting must be submitted no later than July 11th. That leaves us plenty of time to compile project requests from any department that would like to participate in the Master Equipment Lease Program, Series 2011B financing. If you have a need to finance the acquisition of equipment using the Master Lease Program, please contact Lynette Venard, 405-744-6819, or Susan Rackley, 405-744-5881, for additional information.

RISK & PROPERTY MANAGEMENT

Heat-Related Illness

Whether you are working in the yard, riding your bike, or taking a walking tour on your summer vacation, there are several ways to help prevent heat-related illness.

Drink more fluids: Make sure they are low in sugar content, non-alcoholic, and not very cold. Very cold drinks can cause stomach cramps, and sugary or alcoholic drinks can actually cause you to lose body fluid. It is recommended you drink at least 4 cups of water every hour that you spend working in the sun.

Get out of the heat: Stay indoors in an air-conditioned place—even a few hours in air-conditioning can help your body stay cooler when you go back into the heat. Limit your outdoor activity to morning and evening hours and rest often in shady areas. If you will be outside often this summer, for the first week, gradually increase the number of hours you spend in the heat.

Wear lightweight clothing: Clothing that is light-colored and loose-fitting will help you stay cool. Don’t forget to wear a hat with a broad brim and sunglasses. Protect yourself from the sun by putting on sunscreen of SPF 15 or higher. To be effective, sunscreen should be applied 15-30 minutes before you go outside, and reapplied every two hours.

SPECIAL NOTICE: If your department—either directly or through an off-campus sponsor—will be conducting any activity outdoors (class, tour, picnic, games, etc.), follow these guidelines outlined on the Environmental Health & Safety web site.

PURCHASING

Vendor Data Cleanup

• The Purchasing Department is in the process of sending out approximately 7,500 letters to vendors for the purpose of updating our vendor files in preparation for the University’s eProcurement initiative. Inquiries concerning these letters should be directed to the Purchasing Department at purchase@okstate.edu.

Qualified Printers

• Through a competitive solicitation process conducted by the Purchasing Department, University Marketing has qualified a list of printers for standard items (business cards, letterhead, and envelopes) and general purpose printing (brochures, newsletters, pamphlets, magazines, etc.). Purchases over $5,000 must be processed on a requisition prior to any purchase being made. The Purchasing Department will obtain quotes/bids from the list of qualified printers. Just a reminder, regardless of the dollar amount, only qualified printers shall be used for University printing needs.

• Use the Purchasing Department website, www.purchasing.okstate.edu, to view the list of approved University printers. Click on Contracts/OShop and then Printing Services (OS-081710-LKJ). Click on the link to University Marketing and then University Printers. A complete list of Official University Printers is provided.
Important Dates

Board Dates:
- Requisitions requiring Board of Regents approval (greater than $150,000) were due in Purchasing May 25, 2011, 5:00pm, for the June 17, 2011, Board Meeting.
- Requisitions requiring Board of Regents approval (greater than $150,000) are due in Purchasing July 6, 2011, 5:00pm, for the July 29, 2011, Board Meeting.

Purchasing Seminars:
- Policies and Procedures and Procedures, October 4, 2011, 10:00-12:00 PM, 106B WH
- Ethics in Purchasing, October 19, 2011, 9:00-11:00 AM, 106B WH

You may register for either of these sessions by calling Human Resources at 405-744-5374, on the Human Resources web site at http://hr.okstate.edu/hr/training/registration.php, or by Email: osu-trng@okstate.edu.

Purchasing can be contacted at:
Phone: 405-744-5984
Fax: 405-744-5187
Email: purchase@okstate.edu
Website: www.purchasing.okstate.edu

PAYROLL

Labor Changes for FY11 and FY12

The labor distribution input screens in HRS (UL1, UL2, and UL3) are limited to a single fiscal year. Therefore, departments can make changes to only one fiscal year at any given time. The last FY11 payroll (4R26) will process on the night of July 13, 2011. Therefore, the labor distribution input screens will remain FY11 through Wednesday, July 13. The following morning, Thursday July 14, 2011, the labor distribution input screens will be switched to FY12. Departments may begin making changes to FY12 funding at that time.

Recasts for FY11

Due to recent changes in year-end procedures, OSU Payroll Services will not be able to process recasts for labor and benefit charges occurring in June in the month of July as previously stated in the Year-End Close Procedures Memorandum issued April 27, 2011. The manipulations surrounding the processing and scheduling of this recast batch have become too problematic due to the necessity of additional fiscal year-end batches.

Any corrections for FY11 submitted after the June 10th deadline will be processed in FY12 and must be prepared using an HRS Reallcation Transaction Form with a prior fiscal year designation. The reallocation method will ensure the validity of the year-end transactions and circumvent the possibility of errors associated with the more complicated year-end recast method.

The HRS Reallocation Transaction Form and step-by-step instructions can be found on the OSU Payroll Services website at http://vpaf.okstate.edu/PayrollServices/DownloadGuidesAndForms.htm. For further assistance, please contact Sherry Warden via email at sherry.warden@okstate.edu or 405-744-6574.

Direct Deposit Signup

Direct deposit is mandated by the State; however, OSU allows new hires two pay periods in which to sign up for direct deposit. By allowing two pay periods, employees are able to find a new bank and establish an account once they arrive in their new city. Employees do not have to sign up for a pay card only to cancel it a month later once a new bank account is established.

Please make sure staff involved in payroll signups are aware of the above information.

GRANTS & CONTRACTS

Bayh-Dole in 2011

The University and Small Business Patent Procedures Act of 1980 (Bayh-Dole Act) has allowed colleges and universities to retain the ownership rights of inventions developed while using the federal government’s money. However, a recent ruling by the U.S. Supreme Court is causing many university technology transfer and intellectual property offices to rethink their policies. “In Board of Trustees of Leland Stanford Junior University v. Roche Molecular Systems, Inc., the Court ruled Bayh-Dole, by simply passing the ownership rights to the University (employer), causes an injustice to the inventor-employee.”

For references as well as more information, the following articles may be of particular interest:

Supremes Rule Against Stanford -Inside Higher Education (June 7, 2011);

Time to Check those Invention Agreements (June 7, 2011);
http://www.brownrudnick.com/blog/governmentcontracts/govtag.asp?Tags=assignment%20of%20invention%20agreements

Supreme Court to Address University’s Patent Ownership Rights under Bayh-Dole Act (November 4, 2010);

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Miscellany

The creation of an Excel Spreadsheet or some other document is often a time consuming process, and a template would certainly make the process a bit quicker. The website, http://www.vertex42.com/ , provides Excel templates for any number of tasks from budgets (home and office) and timesheets to project management to work orders. In a time-crunch, these templates may come in handy.

BURSAR

Enrollment holds were placed the night of June 15, 2011 on any account with a past due balance. Letters and emails are sent to students who are enrolled for fall with a past due balance informing them of the consequences for non-payment. Balances must be paid by July 29, 2011 to prevent fall enrollment cancellation.

The following is an excerpt from the email:

Oklahoma State University (OSU) policy mandates that outstanding balances be cleared prior to attending subsequent semesters. If you have a past due balance and it is not paid by the July 29, 2011 deadline, your fall enrollment is subject to cancellation. If it is necessary to cancel your enrollment due to your bursar account status, you will receive official notification of your fall course(s) cancellation(s) via certified mail in August. Please contact us to discuss the options available to you. We want you to continue your educational endeavors at OSU.

A student parent handbook describing bursar information is available online. Check it out:

http://bursar.okstate.edu/forms/BursarCatalog.pdf

OSU offers a Payment Option Plan (OSU POP) as an alternative to standard bursar account lump-sum payments. The OSU POP enables families and students to pay University-billed expenses in regular monthly installments. This affords the ability to budget semester costs to best fit your individual needs. Our program provides all of the benefits of a monthly payment plan without incurring interest. By making monthly payments affordable, the OSU POP will help you avoid accumulating additional debt. To cover administrative expenses the OSU POP carries an application fee of $40.00 (annual) or $25 (semester). Call our pop specialist at 405-744-5998 or e-mail us at bursarpop@okstate.edu or visit our website http://bursar.okstate.edu/forms/osupop.pdf for more information.

Parking Permit Holds

Please be advised you will not be able to purchase a parking permit if you have a past due Bursar account. OSU Faculty/Staff may participate in the payroll deduction program to pay their Bursar account. If a payroll deduction is elected, it will be applied directly to your Bursar account and appear on your payroll advice. The form is located on at http://bursar.okstate.edu/forms.html, click Electronic Payroll Deduction form.

FY2011 Year End

The final FY2011 bursar direct deposit refunds, short term emergency loan checks, and assignment checks will process on Thursday, June 28th.

Please make sure all FY11 departmental deposits are brought to the cashiers by noon on Friday, June 29th to ensure year-end deadlines are met. Don’t forget online departmental deposit entry via AIRS is available. Please contact Cindy Buford for instructions at cindy.budford@okstate.edu or 405-744-7790.
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