# Fiscally Fit

**July 2013**

**Happy Fiscal New Year!!**

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

**Oklahoma State University**

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NEW! Action Required to Continue Bursar Direct Deposit Refunds!

The OSU Office of the Bursar has a new integrated process of conducting bursar business which includes direct deposit delivery.

_Banking information from the old system will NOT be converted for security reasons._ Signing up for direct deposit is quick and easy.

**To continue your use of direct deposit:**

- Log into SIS
- Under Payment Info
- Click eRefund
- Select eRefunds tab (next to eBills)
- Proceed to Set up Account

We encourage your continuation of direct deposit as the most secure and quickest method for receiving bursar account refunds and stipends. Direct deposits are scheduled every working day and should be deposited into your bank account within two to three business days, depending on the bank. You are responsible for verifying funds are available in their bank account before spending the funds. You are notified via e-mail when a direct deposit refund or stipend occurs. If you choose not to enter your bank account information to continue utilizing the direct deposit program, your refund will be issued by check. Refund checks are mailed on a bi-weekly schedule to students’ local addresses.

Please note this change is for **Bursar direct deposit refunds**. If you are an employee and are receiving a direct deposit refund of your paycheck, **this change will NOT impact your payroll direct deposit** (payroll is processed within a separate system). However, if you receive Bursar refunds or stipends, **you must sign up separately via SIS** to continue to receive direct deposit refunds from your Bursar account.

We appreciate your patience as we transition to a new system. Contact us at bursar@okstate.edu if you have questions. Don’t delay sign up now!

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**BURSAR OFFICE OPEN FOR A SATURDAY WORK DAY**

Extra Day for Enrollment Services - August 17, 10:00am - 3:00pm
Billing Statement Changes - July 1, 2013 (Change from Bursar website)

- View monthly statements, pay online, enroll in payment option plan, & create an “Authorized User” for third party (i.e. spouse or parent) access via SIS
  - Log In
  - Under Payment Info
  - Click Billing Statement and Electronic Check Payment

- E-Mail notices sent monthly to your okstate e-mail address
- Click this link for a step-by-step guide

Fall Enrollment Cancellation

Students with outstanding account balances could have Fall semester classes cancelled. Students were notified via email and phone calls to take necessary actions to alleviate the situation. 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.

Encourage students to visit http://prodosu.okstate.edu to check account balances and make online payments. Payments can also be made in person at 113 Student Union (OSU Stillwater Campus) or the 1st floor of Administration Hall (OSU-Tulsa campus).

Payments must be posted to bursar accounts by July 26, 2013.

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

Tuition/Fee Estimator

2013-14 Tuition/Fees information has been updated on the bursar website. If a quick calculation is needed to determine the cost of OSU classes, visit bursar.okstate.edu and click ‘Tuition / Fees Estimator’ located on the left hand side of the screen.
Fall Tuition/Fees

The fall tuition and fee calculation program is scheduled to run the evening of August 6th. Students may log into SIS to view. The first fall billing statement will generate August 30th with email notifications on September 3rd.

Monthly Payment Plan- Start now for Fall

In efforts to assist our students in meeting financial obligations, Oklahoma State University offers a semester based payment option plan (POP) as an alternative to the traditional lump-sum payment method. This plan provides an opportunity for families and students to pay University-billed expenses in regular monthly payments. No finance charges are associated with the payment option plan or enrollment holds if payments are made as promised. Authorized payers (parents) may be designated with their own login access when the student signs up for the plan. There is a $25 non-refundable application fee due at the time of application each semester.

The student logs into SIS to enroll in the plan and may also authorize payers. Visit this link to enroll https://prodosu.okstate.edu/ahomepg3.htm

Historical Transaction Record Purge

A purge is scheduled for the evening of August 3rd for all bursar transaction records with an effective date older than July 31, 2013 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 and will be granted based on current SIS B/R access levels.

Summer Bad Debt Allowance Assessment

Calculations and entries are prepared in July for summer bad debt allowance assessment.
Reminder:

Whenever possible, use the punch-out suppliers to place your orders. If an item is not available through the punch-out, use the non-catalog form to process your order.

If you have questions, please contact the OK Corral Help Desk, 405-744-5985.

OK Corral Contract Spotlight

Physician Sales and Service (PSS) - “New Supplier Update: Physician Sales and Service (PSS) is now available as a punch-out supplier! This new enablement provides users with medical supplies/devices and utilizes the Minnesota Multistate Contracting Alliance for Pharmacy (MMCAP) contract. For questions regarding this new enablement, please contact the Purchasing Department.”

Important Dates:

Board Dates:

Requisitions requiring Board of Regents approval (greater than $150,000) are due in Purchasing, August 14, 2013, 5:00pm, for the September 6, 2013, Board Meeting.
Portable Buildings, Green Houses, and other Small Structures

Occasionally departments purchase portable buildings or construct sheds and out buildings using departmental materials and labor. Often times these structures don’t get assigned a building number because the acquisition did not flow through normal university construction methods and consequently don’t get added to the OSU property records. Since the building isn’t listed on records, the building itself and the movable equipment placed inside the building typically do not get added to insurance or added to the Plant Fund values used to calculate facilities and administrative costs (F&A) for Grants and Contracts.

If your department has purchased a portable building, constructed a structure, or have plans to do so, please contact OSU Risk Management, Facilities Information, or Budget and Asset Management so that building numbers can be assigned and your structure and contents can be included in the University’s facility records.
University Imaging

It is a new Fiscal Year! Why not start the new fiscal year organized. I know many departments have organizing their office documents at the top of their “to-do” list. University Imaging has the capabilities to help accomplish this task with minimal effort on your part. We convert documents to electronic files which has many benefits: increased office space, increased accessibility, ease of document retrieval and it is environmentally friendly. We take care of document destruction from submitting required paperwork to actual shredding for you. Please contact us if you are interested in organizing your documents and cutting down on the number of file cabinets in your office.

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