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WILAM Spotlight

Jim Gardner
FIM
September 24, 2012

Nice to meet you Jim!

Responsibilities
• Administrator of OK Corral

Previous Experience
• Software Developer for Futron Corporation 2000-2012

Education
• Bachelor of Science in Elementary Education From Oklahoma State University

Other interesting facts about you
• Worked for NASA for 12 years.
• Served in the USAF for 9 years.
• I was once a member of the International Ladies Garment Workers Union.
• I have two a blogs (jimbothunkit.com) and (cloakedincourage.com)
• I enjoy fishing, reading, and cheering for my OSU Cowboys at various sporting events.

Each month one person will be randomly selected to spotlight as our WILAM Spotlight Employee. **So if you haven’t turned your form in yet, please submit it to Cathy Gardner, cathy.a.gardner@okstate.edu.** Forms can be found [here](http://controller.okstate.edu/).
OSU’s Sponsored Research Agreement template to be updated

Given the Internal Revenue Service’s promise to increase reviews of university facilities financed with tax-exempt debt, Oklahoma State has taken proactive measures to put in place additional policies and procedures. Researchers on campus may notice that we are now tracking even more closely University research activity in tax-exempt facilities to ensure compliance with tax code and our legal obligations under bond covenants.

Please note that the Oklahoma State “Sponsored Research Agreement” template located at http://vpr.okstate.edu/index.php/forms-and-agreements is under revision and the updated form will soon be available for use. Changes to language in the template more closely match IRS “safe harbor” wording to ensure that research under the new agreement provisions will not be counted against Oklahoma State with regard to U.S. Treasury regulations. Any copies of older versions of the Sponsored Research Agreement template should be taken off-line and replaced with a link to the OSU University Research Services website provided above.

It is also important to note that should a research sponsor require any change to Article 7 of the new Sponsored Research Agreement template (intellectual property provisions), these changes must be reviewed and approved by OSU’s Technology Development Center.
Year-End Processing Memo

A memo was distributed on March 31, 2014 that provided deadline information in order for departments to coordinate the processing of transactions prior to the closing of the fiscal year-end. Please refer to the memo for all pertinent deadlines for submitting payment documents to University Accounting for processing prior to June 30.
Change in Bursar ACH Monthly Payment Process

The process for automated bursar account monthly payments is changing due to regulations regarding storing bank information. Banking information from the old system will NOT be converted for security reasons.

April 2014 is the last ACH payment processing in the old system. If bursar account holders choose not to sign up for the scheduled ACH payment processing, payments will need to be made prior to the 15th of the month. We encourage continued participation in the automated payment processing program and everyone to sign up. We apologize for this inconvenience and appreciate your assistance with this new process.

If account holders want to continue monthly automated payments electronically processed from a bank account, they must log in with their O-key or pin (Alternate Login) at https://prodhosu.okstate.edu/bursar.aspx, save the banking information under “My Profiles” and Set up “Automatic Bill Payments” under the “Payments” tab. Click here for a Step-by-Step Guide. Account holders may set up authorized users to have access and set up the automated payments.

Scheduled payments occur at bill statement load time for each automatic payment. If you want to participate in scheduled payments, you must sign up for your scheduled payments before a billing statement generates (prior to the 1st of each month). The user can change the payment date, payment method, amount to pay, or can delete the automatic payment.
Reminder

According to Billing and Receivable System (BRS) Policy #3-0330. “As prescribed by the Oklahoma A and M Board of Regents, all University departments that maintain accounts receivable systems or are involved with invoicing sales, services, and assessments are required to utilize the central system for the recording of accounts receivable.”

Using the central accounts receivable system (BR) standardizes collection efforts for the University and assures adherence to collection laws. The BR central system interfaces with the Financial Reporting System (FRS) which ensures proper recording of the receivables to facilitate monthly and annual reporting to the University financial statements. Internal and external auditors are able to review accounts receivable balances as necessary. The proper bad debt allowance entries are prepared and recorded. There are reports available on e-print to assist departments in monitoring receivables.

If your department allows individuals not associated with the University to NOT pay for services at the time rendered, you must obtain a social security number to create a bursar account to process the charges. The social security number is required for legal and business activity to establish a bursar account to provide the ability to collect the amount due. Please email questions or to set up a meeting to discuss the process to bursar@okstate.edu. You might consider contacting Andrea Hendricks, Financial Information Management, at PCI@okstate.edu to explore the use of MarketPlace as a solution to offer clients to pay online with a web-based shopping cart application rather than creating a bursar account to process a receivable if you do not want to obtain a social security.
Departmental Deposit Procedure

All currency, checks and credit cards must be deposited at the Bursar Office within 24 hours after receipt per Policy 3-0331 in accordance with Title 62, Oklahoma State Statutes, Section 7.1, C, 1 2000 Supplement. Departmental deposits received at the Bursar’s Office, 113 Student Union, prior to 3:30 p.m. will be ensured to be processed in that day’s business. Deposits delivered after 3:30 p.m. may be processed the following day due to balancing cut-off times.

Bring the following items to the Bursar’s Office:

- One copy of the “printable version” of the AIRS deposit or one copy of the complete version (includes account numbers). This copy will be returned to the department with a receipt.
- Checks
  - Restrictively endorsed “For Deposit Only”
  - Include department name & account number under endorsement
  - Include 2 adding machine tapes totaling the checks in the deposit
- Preauthorized credit card settlement
  - Circle total with pen (do not highlight total)
  - If the settlement does not have the department name and date on it, please write this information on the top of each settlement.
- Cash
  - Include 1 adding machine tape listing each denomination (as shown here) and total cash in the deposit.

Please do not add cash tapes and check tapes together.
Enrollment Cancellation

Cancellation of summer enrollment will occur the first part of May for accounts not fulfilling payment arrangements, still owing a past-due bursar balance. Please remember bursar accounts must be current to enroll in future semesters and to continue charging items on campus to your account.

Bad Debt Assessment/Write Off

Spring bad debt assessment calculations and entries are prepared in April. The annual write-off of bursar accounts older than three years with no activity will occur in May.
OSU Effort Reporting System (ERS)

On July 1, 2014, the OSU Effort Reporting System (ERS) will become the University’s required method for federally-mandated time and effort certification. ERS will drastically improve the effort reporting process by eliminating tedious and time-consuming paper-based methods currently in use today by many principal investigators (PIs). The system will also provide comprehensive oversight of the effort certification process, as well as improve internal controls for the University’s federal compliance and audit requirements.

ERS allows the PI to view a summary of effort for all individuals assigned to each grant project under his or her purview. The system gathers project account information from the University’s Financial Reporting System (FRS) and project personnel budget information from the Human Resources System (HRS) and matches the summary data to the principal investigator responsible for the grant project. By logging onto https://osuhbwire.it.okstate.edu/authuser.aspx, the principal investigator, who has first-hand knowledge of the project, can then certify the effort charged to the sponsored project. In those cases when the percentage of effort charged to a grant does not accurately reflect the time spent on the project, the PI will be able to note the discrepancy in ERS. If there is a discrepancy, the PI should initiate the necessary retroactive cost transfer for the incorrect charges to the grant project.

Stillwater-based college fiscal officers have participated in ERS training and in turn, trained many PI’s within their respective colleges. As the July 1 start draws nearer, additional communications regarding training will be forwarded to ensure all PIs are prepared to operate ERS.
Difficulty Accessing WebXtender?

Some users have reported difficulty accessing WebXtender. Some things to check are:

1. Interactive Viewer enabled
2. Bookmark in IE to just be http://docimage.okstate.edu
3. Compatibility Mode for newer IE

To enable the Interactive Viewer:
1. Click on Edit and User Settings On the Application List Screen (Home Screen after logging in)
2. Click Interactive Viewer Tab and be sure Enable Interactive Viewer is checked. Be sure to save before closing that screen. See highlights below.
If you have a bookmark directly to the old server, instead of the generic entry of docimage.okstate.edu, you will have issues accessing. To correct that:

1. Right click on the bookmark and click on Properties
2. Replace whatever is in the URL field with http://docimage.okstate.edu
3. Click OK (to save the changes to the bookmark)
4. Use that bookmark to login

If you have recently upgraded IE, you most likely need to enable Compatibility Mode (an option within IE) for docimage.okstate.edu when logged into the site.

Depending on the version of IE, CM can be enabled either by:

1. Clicking on what looked to be a ‘broken page’ icon in the address bar area
2. Clicking on the “gear icon” for settings, looking for a link to compatibility and then following the info it provides

If you have any questions or comments, please contact University Imaging at 744-7183 or university.imaging@okstate.edu
OK Corral New User Training

May 12, 2014, 1:30-3:30pm, 403 Classroom Building

To sign up, please go to:

http://hr.okstate.edu/training/registration_form

Important Dates

Requisitions requiring Board of Regents approval (greater than $250,000) are due in Purchasing, May 28, 2014, 5:00pm, for the June 20, 2014 Board Meeting.

Year-End Requisition Procedure

Requisitions for FY14 that exceed $10,000 and require formal bids/quotations should be received in the Purchasing Department by May 16, 2014. It is possible requisitions received after this date may be processed as fiscal year 2015 purchase orders. If you need special handling of a requisition after this date please contact the Purchasing Department at 744-5984.

FY15 Requisition Processing

Requisitions against fiscal year 2015 funds may be submitted at this time.

If an FY15 purchase order must be issued prior to July 1, 2014, please add a comment to the requisition to request earlier processing.
Address Changes

As the school year comes to a close, some employees (faculty, staff, students, temporaries) will be leaving OSU. Please remind these employees that they need to update their addresses in all OSU systems (HRS and SIS) in order to receive important future mailings, like their W-2 forms. Employees should also be reminded to update their addresses with any retirement plans they may have participated in during their employment at OSU.

EAs During BDS

Please remember if a department sends an EA form to Payroll Services with an FY15 assignment, Payroll Services will input the FY15 assignment. Departments should review all FY15 assignments carefully during and after BDS.
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Phone: 405-744-2296 (Fraud Deterrence)
405-744-8408 (PCard Administration)
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