Fiscally Fit

News from the Controller

August 2014

- WILAM Spotlight
- Financial Tip of the Month
- Grant-related Fraud
- eprint Access
- Selecting Correct Supplier Profile
- OK Corral New User Training
- Entering Shipping/Handling on an Invoice
- OK Corral Tip of the Month
- Bursar Direct Deposit Refunds!
- Billing Statements
- Monthly Payment Plan- Start now for Fall
- Departmental Credit Card Merchants
- Travel Abroad
WILAM Spotlight

Sharon Toy
Director of Purchasing
February 27, 1995

Responsibilities
• Administer the purchasing function for OSU and the A&M Colleges

Previous Experience
• OSU Physical Plant Supply Manager
• OSU Physical Plant Accounting Supervisor

Education
• B.A. University of Minnesota

Other interesting facts about you
• I enjoy working out, reading (science fiction, historical fiction, best sellers, etc.), and traveling, especially with my daughters.

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.
Financial Tip of the Month

We believe financial health is as important as physical health, so as part of our Wellness initiative, we will start publishing personal financial tips each month. Our first tip concerns buying and paying for a home. According to the Wall Street Journal:

- In most cases, you should consider buying a home only when you plan to stay somewhere for several years.
- The cost of your home -- including taxes, maintenance and other costs -- should not exceed 28% of your monthly income.
- Try Smart Money’s “How Much House Can I Afford” calculator to find out how much you can afford.
Grant-related Fraud

According to the U.S. DOJ Inspector General, most waste, fraud and abuse falls into three general categories:

1. Conflicts of Interest
2. Falsification or failing to properly support the use of funds
3. Theft

When receiving federal dollars, an organization pledges to use federal funds in the “best interest of the program and free from undisclosed personal or organizational conflicts of interest—in appearance and fact.” Anything that gives the appearance of personal gain to the detriment to the best interest of the federal program must be avoided.

Falsification or failing to properly support the use of federal funds on its intended project includes the following:

1. “Unilaterally redirecting or misdirecting funding.”
2. “Intentionally misrepresenting or failing to adequately account for, track, or support program expenditures for personnel costs, matching funds, program income, indirect (F&A) costs.”
3. “Misrepresenting eligibility for federal funds and/or providing false or misleading information in the application for funds or providing any misleading information subsequent to the award in progress reports or financial status reports.”

Theft, as stated by DOJ is most common in grant programs. This can be through any number of schemes including reimbursement fraud, purchasing or procurement fraud, ghost employee or timesheet fraud, or theft of inventory or equipment. These issues normally occur in an environment where there is a lack of internal controls such as little or no separation of duties.

Ref: Grant Fraud Awareness – U.S. Department of Justice Office of Inspector General.
**eprint Access**

If you try to log into a FRS eprint repository and get an “Authorization failed, please try again,” instead of contacting FRS Security immediately, **log into FRS SCTP first.** This will help you determine if you are using the correct password and/or if your password has expired.

1. Open a TSO 3270 Session
2. Enter SCTP
3. Enter twice more
4. Type 002 for System Number
5. Type in your OPID
6. Type in your password
7. Press ENTER

You will either get a change password screen or you will get a message, “Invalid Password.”

If you get the change password screen, go ahead and change your password. Remember changing your password will allow you into FRS SCTP but not into eprint until the next morning. All SCTP passwords are passed to eprint over night.

If you get the “Invalid Password” message, email frs.security@okstate.edu and request a password reminder. Remember to include your OPID in the email as this helps us serve you quicker.

FRS Security will then send you a password reminder and instructions on what to do to gain eprint access again.
Selecting Correct Supplier Profile

Do not select the punch-out/hosted supplier profile when processing requisitions utilizing the non-catalog or other forms. By selecting the incorrect supplier for these types of requisitions, distribution of the purchase order can be affected and delivery delayed. The best way to ensure that you are choosing the correct supplier profile is to choose the supplier listed in all upper case letters (see illustration).

OK Corral New User Training:
- September 15, 2014, 1:30-3:30pm, 403 Classroom Building
  To sign up, please go to http://hr.okstate.edu/training/registration_form
Entering Shipping/Handling on an Invoice in OK Corral

When a department does not enter shipping/handling as a line item on the requisition (the preferred method), the cost can be added when creating the OK Corral invoice. The best method is in the ‘Simple Manual Entry’ view. In the ‘Simple Manual Entry’ view, check the box next to the ‘Discount, tax, shipping & handling line’. This will expand and allows entry of the amount for each option. The default allocation method is weighted and should not be changed. If it is not added in the ‘Simple Manual Entry’ view, it can be added in the header of the ‘Buyer Invoice’ with the weighted method.

OK Corral TIP OF THE MONTH

On the upper right hand side of the OK Corral interface you will find a little magnifying glass icon. Clicking this will open the Quick Search box. If you select “All” in the first blank and enter a document number in the second it will pull up your document and all related documents that it can find. For instance if you enter a Purchase Order number it will show you a list that contains that Purchase Order, the Requisition that produced the Purchase Order, and all Invoices associated with it.
Bursar Direct Deposit Refunds!

The OSU Office of the Bursar has an integrated process of conducting bursar business that includes direct deposit delivery.

If you received paper checks refunds/stipends via mail previously, you should consider signing up via SIS for direct deposit.

To sign-up for direct deposit:

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

We encourage 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 your bank account before spending the funds. You are notified via e-mail when a direct deposit refund or stipend occurs. If you elect not to utilize the direct deposit program, your refund/stipend will be issued by check. Refund checks are mailed on a bi-weekly schedule to students’ local addresses.

Contact us at bursar@okstate.edu if you have questions. Don’t delay sign up now!
Billing Statements

1st statement for Fall generates the Friday evening of August 29th with email notifications September 2nd.

- View monthly statements, pay online, enroll in a semester 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 are sent monthly to your okstate e-mail address and to authorized users

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 and clicks bursar services to enroll in the plan.
Departmental Credit Card Merchants

The Office of the Bursar is required to report suspected irregularities to Internal Audit and the Fiscal and Administrative Compliance in accordance with Section 2.09 of OSU Policy and Procedure 3-0331, Collections, Deposit and Control of Cash or Checks Received in the Name of Oklahoma State University. If any credit card settlements are identified as outstanding, the Office of the Bursar will email notices to the department indicating the date the funds were received and request deposit of the funds as soon as possible. For assistance with the deposit process, please contact Cindy Buford at 4-7790 or cindy.buford@okstate.edu.

Departments accepting credit cards as a payment method may occasionally receive a dispute from a cardholder. Disputes are sent to the Office of the Bursar from the credit card processor. The Bursar Office notifies the department via email with an attached dispute form. It is the department’s responsibility to fill out the dispute form and provide necessary documentation to the Office of the Bursar. In the event of a chargeback, the funds will be removed from the department’s FRS account to reimburse the bank.
Travel Abroad

International Travel is becoming increasingly popular and should certainly be considered as an opportunity for an advanced learning experience. Travel abroad has its own set of unique risk scenarios to consider and planning should be thorough. Often travel plans begin a year or more in advance for international travel and because of the ever-changing world we live, those plans can be affected at the last minute, even on the day you plan to return home from an international destination. The United States Department of State website provides valuable information on travel abroad and is the best source for determining what countries are restricted from travel by the OSU International Travel Policy. (1-0132)

Current countries which have travel warnings or travel alerts may be found here:

http://travel.state.gov/content/passports/english/alertswarnings.html
Fiscal & Administrative Compliance
Oklahoma State University
306 Whitehurst
Stillwater, OK 74078

Phone: 405-744-2296 (Fraud Deterrence)
405-744-8408 (PCard Administration)
Fax: 405-744-6404
Email: fraud.deterrence@okstate.edu
Website: http://faac.okstate.edu/

University Accounting
Oklahoma State University
304 Whitehurst
Stillwater, OK 74078

Phone: 405-744-5865
Fax: 405-744-1832
Website: http://ua.okstate.edu

Payroll Services
Oklahoma State University
409 Whitehurst
Stillwater, OK 74078

Phone: 405-744-7337
Fax: 405-744-7888
Email: payroll.services@okstate.edu
Website: http://payroll.okstate.edu

Purchasing
Oklahoma State University
1224 North Boomer Road
Stillwater, OK 74078

Phone: 405-744-5984
Fax: 405-744-5187
Email: purchase@okstate.edu
Website: http://purchasing.okstate.edu