Fiscally Fit

June 2015

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Office of the Associate Vice President and Controller

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WILAM Spotlight

Kyle Johnson
OK Corral Administrator
FIM

Nice to meet you Kyle!

Responsibilities

• OK Corral Administrator
• Work on AIRS, departmental websites and other projects
• PC support for FIM and AVP&C

Previous Experience

• PC Technician / Oklahoma State University
• Technical Support Advisor / Creative Labs

Education

• Management Information Systems / Oklahoma State University

Other interesting facts about you

• Enjoy cycling, watching sports, playing tennis and the occasional video game.

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.
What's Your Money Personality?

Over time, we tend to develop money habits. Some of us have a habit of spending. Others avoid making decisions about money. Are you a Big Spender? Or an Avoider? Or something else? Take this short quiz to get a better fix on your money style, and find out if your current behavior could cause headaches down the road.

Once this quiz has been completed, the total number of A, B, C or D responses you have will determine which personality profile best describes your spending habits: A) The Big Spender, B) The Avoider, C) The Giver or D) The Vault.

My monthly budget is:

A. What budget? I spend what I need to, when I need to.
B. Something other people have told me to put together that might help me.
C. Very fluid, depending on what's going on this month.
D. A set amount, I rarely overspend.

At any given time, I:

A. Am not exactly sure how much money I have because my expenses vary month to month, and I don’t like to miss out on any fun opportunities, like concerts or dinners out with friends.
B. Don’t know where I put the bills I’m supposed to pay. I’ve got other things on my mind so I try not to think about it— they’ll send another bill next month.
C. Have $20 in my wallet, but it never seems to last, especially if I come across someone in need.
D. Know exactly how much I have and when all of my bills are due.

Once this quiz has been completed, the total number of A, B, C or D responses you have will determine which personality profile best describes your spending habits: A) The Big Spender, B) The Avoider, C) The Giver or D) The Vault.
Year-End Processing – Special Considerations for Banner Conversion

The finance system (SCT Plus) will be offline beginning June 27, 2015. On July 6, 2015 Banner Finance will go-live. These systems will not be running simultaneously and SCT Plus FRS will no longer be available for input after June 26th. Please review the below carefully to have as little work disruption as possible:

Campus Vendor Invoices

Campus vendor invoices must be entered into the AIRS system by noon on June 19 for processing in fiscal year 2015. Any campus vendor invoices after June 19 must be entered in AIRS in the new fund/account code structure for downloading to the Banner system once the conversion is complete. The CVI application in the AIRS system will be down during the conversion process. CVI processing will not change for the foreseeable future once Banner Finance goes live, with the exception that the new Banner fund/account code structure will be used instead of the old FRS accounts.

AIRS Travel Reimbursements

All travel reimbursements must be entered into AIRS by 5:00 pm on June 22 for processing in fiscal year 2015. All travel reimbursements that were not processed prior to the June 22 deadline will be converted to the Banner fund/account code structure and downloaded into Banner in early July. We will be unable to produce a payment until the Banner conversion is complete.
Year-End Processing – Special Considerations for Banner Conversion (Continued)

OK Corral Invoices

All invoices must be entered into OK Corral by 5:00 pm on June 22 for processing in fiscal year 2015. Invoices that are not processed prior to the June 22 deadline will be converted to the Banner fund/account code structure and downloaded into Banner in early July. We will be unable to produce a payment until the Banner conversion is complete.

Bursar Check Processing

June 25th will be the final day for FY15 checks. The final BBA400 (automated student refunds) feeds FRS on June 23rd. This includes student refunds, parent plus refunds, stipends, short-term emergency loans, and assignment checks. We will be unable to produce a check until the Banner conversion is complete in early July.

AIRS – Departmental Processing

Continue processing departmental deposits via the AIRS module and bring to the bursar cashiers for receipting. June 29th and June 30th will be accrued in FY15 and processed to FY16. The Banner Finance crosswalks can be found on the AIRS Menu page under “Other”.

Self-Service Banner (SSB)Training

Most users in Banner Finance will be SSB users. If you have not been involved in the Banner Finance implementation to date, you are most likely an SSB user. Some of the things you can do in SSB is query account information, make budget transfers and approve documents. We will be offering the first SSB-Finance Training June 22nd at 010 Willard Hall. One session from 9-11 and another from 1:30-3:30. To register please go to: talent.okstate.edu
June 22, 2015
010 Willard Hall
Session 1 9-11
Session 2 1:30-3:30

KEEP CALM
AND
CARRY ON
BANNER-FINANCE
IS
COMING

Register at talent.okstate.edu
Click “learning”, then “events calendar”.
Select session you prefer to attend and then click “requesting”
the session on the “training details” page.

More sessions coming...
Security of Credit Card Terminals

Version 3.1 is now in full effect in the world of PCI Compliance. This new version includes some very important changes like Requirement 9.9 which is a best practice until June 30, 2015. This requirement deals with physically protecting your credit card terminals from tampering and substitution.

Each department needs to maintain a list of all credit card terminals. This list should include the make & model of each device, location of the device (address) and the device serial number. Trained employees should periodically inspect each device to ensure it has not been tampered with or substituted with another device. Also merchant departments should be aware of suspicious behavior around your devices.

If you experience any suspicious behavior or indications of tampering with devices, please report these immediately to pci@okstate.edu.
Banner and the PCard

After pcard transactions for the June billing cycle have been downloaded and locked in Works, the new Banner default account numbers for each pcard will be uploaded by Bank of America into Works. This will not require any action on the part of the department, but there are some things of which you should be aware.

All transactions with a post date of June 19 or before will be part of the June billing cycle and will use the current account numbers. These transactions will be downloaded from Works on or around June 23.

Any transactions posted June 20 or later will be part of the July billing cycle and will use the new Banner fund/account codes. A list of active account numbers will be uploaded into Works after June 23. An exact date has not been determined. Do not sign off on or edit any transactions posted June 20 or later until you have been notified through the pcard listserv that the new account numbers have been loaded into Works and you are free to begin approving transactions.

This will not affect your ability to use your pcard to make purchases. There will be a few days when you will be asked to refrain from approving transactions posted June 20 or later, but you will still be able to conduct business with the pcard.

More information on exact dates and times will be sent out through the pcard listserv as that information becomes available. Contact Billie Watt (X8408) or Carla James (X3446) if you have any questions.
Official University Workweek Change

Effective July 4, 2015, the official workweek of the University shall be from 12:00 midnight Sunday until 11:59pm the following Saturday. A workweek is defined as a regular, recurring period of 168 consecutive hours.

Moving the workweek from Saturday to Sunday aligns with best practices and allows for efficient processing with the new Enterprise Resource Planning system.
F&A Rate Agreement FY2016

The current Facilities and Administrative (F&A) rate originally set to expire June 30 has been extended through 6/30/2016. A new rate agreement extending the F&A rates for FY16 may be found at:

http://gcfa.okstate.edu/sites/default/files/documents/FA_Rates/FY16%20Negoiated%20F%26A%20Rate%20Agreement.pdf

A new F&A proposal will be submitted in December 2016 with a planned implementation date of July 1, 2016.

Uniform Guidance


While A-21 may be the vernacular and commonly referred to when describing cost principles, administrative and audit requirements for higher education, all grant and contract proposals and awards should formally reference 2 CFR 200.

The text for 2 CFR 200 may be found at:

http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
Precision Driving Classes Available On Stillwater Campus

A Precision Driving Class is now required for all drivers of 12-15 passenger vans transporting students. To simplify qualification, Precisions Driving Classes are now being conducted on the Stillwater Campus weekly. If your department provides transportation to students and doesn’t have qualified drivers, reservations for the classes can be made by calling Transportation Services at 405-744-7945.
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, 2015 should be processed as FY15 to properly reflect the expenditure in the state system.
Master Equipment Lease Program – Fall 2015 Schedule

The Fall 2015 Master Equipment Lease Program financing will close in November/December 2015, with funds for approved projects being available at that time. The A&M and OSRHE Boards, and the Council of Bond Oversight must approve any items proposed to be financed by the Master Lease Programs. It is anticipated that the A&M Board will consider any proposed equipment projects at its October 23rd meeting.

For OSU or an OSU Branch Campus to submit a project for consideration, please provide the following information:

1. a project description
   a. specific description of the equipment to be purchased,
   b. State Regents’ Campus Master Plan Project Number,
   c. estimated cost,
   d. number or years to finance the equipment,
   e. estimated date funding is needed (mm/dd),
   f. equipment’s estimated useful life in years,
   g. if item is part of an ongoing replacement program, how often this equipment is replaced;

2. project beneficiaries
   a. point of contact (name and phone number),
   b. any third party economic benefit with use of the equipment (i.e. taxable or for-profit entities),
   c. location of equipment use and storage (building and room #);

3. a pro forma showing how your debt service will be paid.
Master Equipment Lease Program – Fall 2015 Schedule – cont.

The deadline for receipt of the above information is August 14, 2015 for the Fall Master Equipment Lease. Submissions and any questions should be directed to the Debt Management Coordinator, Mitchell Emig (mitchell.emig@okstate.edu).

Per Oklahoma Statutes, equipment (personal property) projects financed through the Master Equipment Lease program shall have a minimum value of Fifty Thousand Dollars ($50,000.00) and a maximum value of Ten Million Dollars ($10,000,000.00). Such leases shall have a term that is no more than the useful life of the personal property acquired, and, in no event, more than twenty (20) years. The amount of transactions financed in a calendar year through the Master Equipment Lease program shall not exceed Fifty Million Dollars ($50,000,000.00) system wide.
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405-744-8408 (PCard Administration)
Fax: 405-744-6404
Email: fraud.deterrence@okstate.edu
Website: http://faac.okstate.edu/

Office of the Bursar
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