
FISCALLY FIT

News from the Controller

April 2011

INSIDE THIS ISSUE

- 1 **AIRS Online Travel Applications – Split Expenses**
Encumbrance Maintenance
SciQuest
- 2 **Slow- Motion Injuries**
Payment Card Industry Data Security Standards Compliance
Address Changes
EAs During the BDS Process
- 3 **New Design for OSU Bursar Statements**
Enrollment Cancellations
Bad Debt Assessment/Write Off
Attorney General Opinions
- 4 **International Shipment**
Purchasing Important Dates
Reporting Fraudulent Activity
Safeguard Your Pcard

Encumbrance Maintenance

Please review the encumbrances on your FRS accounts to be sure they are still valid and that the amounts are correct. It is important to review encumbrances before the end of the fiscal year so that invalid encumbrances do not roll forward to the next fiscal year. If you find encumbrances that are no longer valid or need to be adjusted, please send an email to Dorothy McLaughlin at dorothy.mclaughlin@okstate.edu.

FROM THE CONTROLLER

Coming Soon



Help us find a unique brand name for e-procurement for the OSU A&M System. Some suggestions have been:

- Pete's E-Emporium
- BuyOK
The Orange Stand
State (Orange, Pete's, Cowboy) General
- The OKBuyWay
- SWEEPS (System Wide Express E-procurement Purchasing System)
- OSAM *Mercantile* (Oklahoma State A&M Mercantile)

Tell us which one is your favorite! Or you can send us any new ideas to kathy.elliott@okstate.edu. After we have come up with some names people like we'll have a contest and pick the best one!

UNIVERSITY ACCOUNTING

AIRS Online Travel Application – Split Expenses

The AIRS Travel Application will now allow for split expenses on travel vouchers. Expenses such as lodging or registration can be split on the expenses tab. Other expenses can be split by clicking Edit next to that expense on the Expenses tab. The sum total of the splits for mileage or per diem cannot exceed the allowable amount calculated in AIRS. Please contact Charles McCoy, 405-744-5869, University Accounting, regarding travel questions in AIRS.

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

RISK & PROPERTY MANAGEMENT

Slow-Motion Injuries

A favorite special effect of some movie directors is to present an accident in slow motion. Seeing how the event happens moment-by-moment, we are drawn into the action and may even blurt, “Watch out! Don’t do that!” It would be nice if all accidents happened in slow motion so we could avoid getting hurt. The good news is it already does. The bad news is we often don’t notice what’s happening until it is too late.



Injuries from repetitive motion occur over time and aren’t immediately noticed—but there are signs and symptoms to look for. If you have an almost constant tingling or burning sensation in your fingers, or if your wrists ache during the night, you could be developing carpal tunnel syndrome. Often associated with keyboard use, it can be caused by any activity requiring repetitive use of the hands, fingers or wrists.

Neck strain can be caused by such activities as frequently holding a cell phone or receiver under your chin, or holding your head at an awkward angle. Because the pain begins as a small ache, we often don’t associate it with the actual cause. Have you moved to a new office or done anything to change the layout of your work area? As we get older, we might need bifocals. This can cause us to tilt our heads to find the right angle to read clearly or see something on the computer. Shoulder strain is often the result of improper placement of the computer mouse.

Reporting these symptoms early can prevent long, drawn-out treatments for painful injuries later on. Sometimes an ergonomic audit or work station evaluation can point to a simple remedy that will make your job easier and safer. Don’t hesitate to give us a call, there is no charge for an ergonomic evaluation. To set up an ergonomic evaluation, please call EHS at 405-744-7241.

Remedies can be simple. Rearrange your work area, adjust your chair, change your work posture, or take frequent breaks such as a minute or two every half hour. If you are focusing on your computer screen for a lengthy amount of time, look away from it and focus on something farther away or look out the window for a minute or two. There are simple stretches and exercises you can do at your desk that may help you avoid strains.

The alternative may mean extensive physical therapy or even surgery and some lost time from work. A little preventive action now can prevent costly consequences later on—costly to you and the University.

More information on Ergonomics can be found on the [Environmental Health & Safety](#) web site.

FINANCIAL INFORMATION MANAGEMENT

Payment Card Industry Data Security Standard Compliance – “PCI DSS”

All departments that accept credit cards must comply with the Payment Card Industry Data Security Standards (PCI DSS) set out by the payment card brands. This standard includes 12 sections with over 256 questions regarding cardholder data security.

Section 9 is “Restricting physical access to cardholder data.” This section applies to all media including: computers, removable electronic media, paper receipts, paper reports, enrollment forms, order forms and faxes. According to the PCI DSS council, all media **MUST** be destroyed when no longer needed for business or legal reasons. These documents must be cross-cut shredded, incinerated or pulped so that the cardholder data cannot be reconstructed.

If your department accepts credit card information, this section definitely applies to you. If you are receiving credit card data by phone, mail or fax you must have a policy in place that states how the credit card information is being handled within the department and that the full cardholder data is cross-cut shredded after the transactions are processed.

If your department has not been contacted or is unsure whether their procedures are up to date, please contact the University’s e-Commerce/PCI Coordinator at pci@okstate.edu or 405-744-4102.

PAYROLL

Address Changes

As the school year comes to a close, many employees will be leaving OSU. Please remind these employees that they need to change 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 the BDS Process

Please remember if a department sends an EA form to Payroll Services with an FY12 assignment after BDS begins, Payroll Services will input the FY12 assignment. Please review all FY12 assignments carefully.

BURSAR

Breaking News....New Design for OSU Bursar Statements



We listened! As a result of suggestions made to us by faculty, staff, students and families, we are proud to announce a newly designed bursar billing statement providing several benefits including:

- ❖ More user friendly, better organized, and easier to read.
- ❖ Summary box totals of similar transactions on categories such as tuition & fees, food, housing.
- ❖ Detailed breakdown of only monthly transactions instead of the entire semester accumulation.
- ❖ Balance more evident at the top of the statement.
- ❖ View the newly designed statements online at bursar.okstate.edu and compare to previous statements generated prior to switch.
- ❖ Switch scheduled to occur June 1, 2011.

Enrollment Cancellation

Cancellation of summer enrollment will occur the first part of May for accounts that have not fulfilled payment arrangements that still owe a past-due bursar balance. Please remember that 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.

Reminder

According to Billing and Receivable System (BRS) Policy #3-0330. "As prescribed by the Oklahoma A & 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.

GRANTS & CONTRACTS

From time to time, Oklahoma's elected officials or agency heads may ask Oklahoma's Attorney General (AG) for interpretation of particular state laws. Once the AG renders an opinion, the information is disseminated through the Office of the Attorney General. Over the past few years, the AG's Office has communicated the information via electronic processes. Recently, OSU created a Sharepoint site to house these opinions.

<https://stillwater.sharepoint.okstate.edu/adminfin/attorneygeneralopinions/Oklahoma%20Attorney%20General%20Opinions/Forms/AllItems.aspx>

While most of the AG Opinions are of little or no consequence to OSU, the topics discussed in the opinions do offer some glimpse into the areas of concern in State Government.

Reference and Organization

The Oklahoma Attorney General Opinions are referenced and organized in this Sharepoint site by the Calendar Year of Opinion and the sequence of the opinion during that year. As an example, 08-03 means the third opinion issued by the Oklahoma Attorney General during calendar year 2008.

Description

A short description follows the sequential numbering of the Opinion. Such as "08-03 In RE School District Competitive Bid" refers to the basic premise of the question posed to the Attorney General.

Attorney General Opinions Presented

The Attorney General Opinions are offered in their entirety with speculation, interpretation, or the University's position regarding the AG's Opinion.

Origin and Distribution of the Information

The information used in developing OSU's Sharepoint site was found at: <http://www.oag.state.ok.us/>

The Oklahoma Office of the Attorney General releases email notification to state officials and agencies upon the publication of new AG Opinions. Also, the AG releases an electronic quarterly digest four times each year.

Annually, the AG publishes a bound edition of the AG's opinions of the preceding year.

Attorney General Opinions Prior to 2008

Attorney General Opinions from 1977 through current may be found at:

<http://www.oscn.net/applications/oscn/index.asp?ftdb=STOKAG&level=1>

The University of Oklahoma College of Law offers a search of Oklahoma Attorney General Opinions from 1948 to Present at: <http://www.oklegal.onenet.net/agopinions.basic.html>

Oklahoma State University's Edmon Low Library has bound editions of the AG's opinions.

Access to the OSU Sharepoint Site

If you would like access to the OSU Sharepoint site, please send a request to robert.dixon@okstate.edu.

PURCHASING

International Shipments

When entering into an international sales (purchase) contract, pay close attention to the terms of sale as well as the sales price. UPS, the International Broker for OSU, will help you assess your export/import readiness, and understanding of what you need to know and consider before pursuing an international sales agreement. The OSU UPS sales representative is David Taylor, at 405-685-3325 or davidtaylor@ups.com.

In addition, any purchase which will be shipped outside the United States must be approved by University Research Services (phone 405-744-9995 or www.research.okstate.edu/export.htm).

Important Dates

Board Dates:

- Requisitions requiring Board of Regents approval (greater than \$150,000) were due in Purchasing March 30, 2011, 5:00 pm, for the April 22, 2011, Board Meeting.

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

Purchasing Seminars:

- Policies and Procedures and Procedures, October 4, 2011, 10:00 am - 12:00 pm, 106B WH
- Ethics in Purchasing, October 19, 2011, 9:00 am -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://fp.okstate.edu/hrosu/training_enroll.htm, http://hr.okstate.edu/hr/training/registration/registration_form.htm or by Email: osu-trng@okstate.edu.

The Purchasing Department is available to conduct purchasing training on an as needed basis to departments and colleges. Please contact Purchasing at 405-744-5984 to schedule a date.

Purchasing can be contacted at:

Phone: 405-744-5984

Fax: 405-744-5187

Email: purchase@okstate.edu

Website: www.purchasing.okstate.edu

FISCAL & ADMINISTRATIVE COMPLIANCE

FRAUD DETERRENCE AND COMPLIANCE PROGRAM

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:

https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=10933

PCARD ADMINISTRATION AND COMPLIANCE

Safeguard Your Pcard

Keep your Pcard in a secure location. You should never leave your Pcard in an unlocked drawer of your desk or file cabinet, even if you lock your office. If someone has access to your office, they automatically have access to your unlocked desk or file cabinet, and therefore, your Pcard.

Office of the Bursar

Oklahoma State University
113 Student Union
Stillwater, OK 74078

Phone: 405.744.5993
Fax: 405.744.8098

Website: <http://bursar.okstate.edu/>
Email: bursar@okstate.edu

Financial Information Management

Oklahoma State University
334 & 335 Student Union
Stillwater, OK 74078

Phone: 405.744.7457
Fax: 405.744.7872

Website: www.fim.okstate.edu
Email: fim@okstate.edu

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/>

Grants & Contracts

Oklahoma State University
401 Whitehurst
Stillwater, OK 74078

Phone: 405.744.8239
Fax: 405.744.7487

Website: <http://vpaf.okstate.edu/gcfa/>

Associate Vice President & Controller

Oklahoma State University
207 Whitehurst
Stillwater, OK 74078

Phone: 405.744.4188
Fax: 405.744.6404

Email: avpc@okstate.edu
Website: <http://controller.okstate.edu/>

Payroll Services

Oklahoma State University
409 Whitehurst
Stillwater, OK 74078

Phone: 405.744.6372
Fax: 405.744.4149

Website: <http://vpaf.okstate.edu/payrollservices/index.htm>
Email: payroll.services@okstate.edu

Purchasing

Oklahoma State University
1224 North Boomer Road
Stillwater, OK 74078

Phone: 405.744.5984
Fax: 405.744.5187

Website: www.purchasing.okstate.edu
Email: purchase@okstate.edu

Risk & Property Management

Oklahoma State University
618 North Monroe
Stillwater, OK 74078

Phone: 405.744.7337
Fax: 405.744.7888

Website: <http://vpaf.okstate.edu/rpm/index.htm>

University Accounting

Oklahoma State University
304 Whitehurst
Stillwater, OK 74078

Phone: 405.744.5865
Fax: 405.744.1832

Website: <http://www.vpaf.okstate.edu/ua/>