**Volume 31, Number 1**
**Fiscal Year 2021**
**July 9, 2020**

## In This Issue ...



# TOP STORY

## Change of address

OMES CAR, Finance and CP have relocated to the Will Rogers Building. Please address any correspondence to:

**OMES Central Accounting and Reporting (ABS, General Ledger, Transaction Processing)**
Will Rogers Building
2401 N. Lincoln Blvd., Ste. 226
Oklahoma City, OK 73105

**OMES CAR Payroll**
Will Rogers Building
2401 N. Lincoln Blvd., Ste. 212
Oklahoma City, OK 73105

**OMES Central Purchasing**
Will Rogers Building
2401 N. Lincoln Blvd., Ste. 116
Oklahoma City, OK 73105

**OMES Finance**
Will Rogers Building
2401 N. Lincoln Blvd., Ste. 206
Oklahoma City, OK 73105

**OMES Vendor Registration**
Will Rogers Building
2401 N. Lincoln Blvd., Ste. 202
Oklahoma City, OK 73105

# CARES ACT/COVID 19

## Purchase orders coded to COVID-19

There are many purchase orders coded to COVID-19 that will likely not be used. Overstating potential expenses tie up funds that are needed elsewhere. Agencies should immediately review their POs and close any COVID-related POs that will not be expended.

>> Back to Top

# TRAINING

## The Complete Guide to Payroll Taxes and 1099 Issues

## CARES Act reimbursement request reminders

Since we are processing large volumes of data in a short amount of time, reimbursement requests must be completed per the instructions.

Following are some of the common mistakes or inconsistencies we are encountering. Providing incorrect or incomplete data slows the review and approval processes down.

- Submissions must be on the approved form found here. This form includes three tabs for each of the categories of requests. A single file should be submitted with all three tabs. If you do not have information for one of the tabs, just leave it blank.
- An update to the payroll submission information was included in the June 4, 2020, CAR Newsletter to address claiming a COVID-19 share of the benefit allowance.
- Do not add or delete columns on the template. These forms are being consolidated with all other agencies into a master listing for approval. The addition or deletion of columns creates problems with the formulas included in the master listing. If you would like to document additional information, save that data on an internal document.
- Make sure that amounts presented are values, rounded to two digits. If you are using a calculation to get to the amount, that should be done on your internal worksheet. The amounts entered on the file to be submitted must be rounded.
- When submitting a request for an amount that was paid out of an appropriated fund (most begin with a one or a five), be sure to include the revolving fund to be used for the reimbursement in the 'Class Funding to be Reimbursed' Column.
- If a line on the template is used, complete every cell on the row. This must be included when data is consolidated. For some columns, N/A is an appropriate entry.
- On the Expenditure Reimb Request tab, make sure the Total Voucher amount and the COVID-related amount are completed.
- Do not leave blank rows between entries. The process used captures data down to a blank row. If you leave blank rows in the sheet,

Presented by the Oklahoma Society of Certified Public Accountants.

Thursday, Dec. 3, 2020 – Tulsa, OK.

For more information, please visit the OSCPA website.

**>> Back to Top**

## Contacts

Like OklahomaOMES.

Follow@OklahomaOMES.

**State Comptroller:**
Lynne Bajema, CPA
405-522-5577
lynne.bajema@omes.ok.gov

**OMES Services CAR Accounting:**
Jennie Pratt, CPA, CGFM
accounting@omes.ok.gov

**Agency Business Services/Deputy State Comptroller**:
Steve Funck, CPA, CGFM
carfinancialsharedservices@omes.ok.gov

**Financial Reporting Unit:**
Matt Clarkson, CPA
matt.clarkson@omes.ok.gov

**Transaction Processing Manager:**
Steve Wilson
405-521-4679
steve.wilson@omes.ok.gov

**Statewide Accounts Payable:**
Courtney Cowart
OMESTPAccountsPayable@omes.ok.gov

**Replacement Warrants:**
OMESTPAccountsPayable@omes.ok.gov

**Voucher Processing:**
OMESTPVouchers@omes.ok.gov

**Payroll Transaction Processing:**
Elsa Kunnel
payrolltransprocess@omes.ok.gov

additional entries below the row may be missed.

- Data must be submitted in Excel format. Do not send a pdf file of the Excel spreadsheet.
- Any costs from a prior month that were not previously submitted should be included on the same spreadsheet with current month requests.
- Finally, the required certification must be included in the email on every submission and the email must come from an approving officer on file at OMES. If your submission is returned for incomplete data or requires clarification, the re-submission must include that certification and must be sent by the approving officer.

>> **Back to Top**

### Emergency advances

Certain agencies have been approved for programs through the Coronavirus Relief Fund for which they will receive money in advance, as opposed to the normal process for reimbursements. Agencies approved for program advances from the CRF will generally receive the advances into the 489 fund. The agency will be responsible for tracking and monitoring the use of this money and providing information upon request.

>> **Back to Top**

### Accounting for COVID-19 reimbursements and donated supplies/equipment

All agencies that receive COVID-19 reimbursements or advances are required to complete a GAAP Package Z. In addition, donated non-cash supplies or equipment must be accounted for in the CAFR. If you have received donated items, or for more information, contact Matt Clarkson at matt.clarkson@omes.ok.gov.

>> **Back to Top**

## PAYROLL

### Payments after date of employee death

**Payroll Reporting:**
Lisa Raihl, CPA
405-521-3258
lisa.raihl@omes.ok.gov

**Purchase Cards Assistance:**
Linda Powell
pcard@omes.ok.gov

**Travel Office (and online booking tool):**
OMESTPTravel@omes.ok.gov

**Vendor Registration:**
Victoria Baker
405-522-3093
victoria.baker@omes.ok.gov

**Vendor File Maintenance:**
vendor.form@omes.ok.gov

**Vendor Remittance Updates:**
Updates to remittance contact for vendor payment notification.
remittance@omes.ok.gov

**OMES Service Desk:**
405-521-2444 or toll-free 866-521-2444
servicedesk@omes.ok.gov

When earnings are payable after the death of an employee, the Payroll Processing for Death of an Employee manual must be followed to ensure proper processing. For payments to a spouse, dependents, guardians or beneficiaries of a deceased employee that are made through AP, the recipient(s) must be set up in the vendor file. Processing Step 1 in the manual states the agency can request a Vendor ID using the 'Vendor File Additions/Changes for Employees/Board Members' form. This form has been modified and is no longer valid for this type of vendor setup. Please submit a completed IRS Form W-9 to Vendor Maintenance for payments to be made to a spouse, dependents, guardians or beneficiaries of a deceased employee. Requests to add or update an employee Vendor ID made payable to the "Estate of …" an employee may continue to be submitted using the OMES Employee Vendor Request Form. All forms should be submitted to Vendor Maintenance at vendor.form@omes.ok.gov. Forms may also be faxed to the updated number 405-521-3663, Attn: Vendor File Maintenance.

NOTE: Remember to update the date of death on the HR Personal Data Record, update Job Data for a termination with the reason code 'SO4' (deceased) and terminate the employee's direct deposit. Banks will return direct deposits for deceased customers. A return of an item will cause a delay to the individual receiving the payment.

Agencies must also complete OMES Form DER, Deceased Employee Reporting, when an employee dies and payments are made after the date of death. The form is on the OMES website under CAR Forms. Complete and send to OMES CAR Central Payroll at payrollreporting@omes.ok.gov as soon as possible after all payments have been processed.

**>> Back to Top**

## Employee direct deposit verification of bank routing number

Employee bank deposit slips should NOT be used to get the bank routing/transit number for setting up direct deposit information. A voided check from the employee is the most reliable method. If the employee does not have a voided check or wants to deposit into another type of account, have the employee call the bank directly to get the routing/transit number. A bank routing/transit number should never start with the digit "5." This indicates a branch of the bank and will cause the direct deposit to fail and not leave the state. A direct deposit that fails will not leave OST to be paid and additional processing by the agency will be required to pay the employee.

>> Back to Top

# 1099 INFORMATION

## 1099 Misc Reporting

**1099 Tax Information Quarterly Report**

The first two quarters of the 2020 tax year are now complete. It is time for **ALL** agencies to run the Miscellaneous 1099 Tax Information Report which will include all transactions from **Jan. 1, 2020, through June 30, 2020**. The path for this report in PeopleSoft Financials is: Accounts Payable>Reports> Payments> Misc Tax Information Report. Please review the following items in this report:

- The name and tax ID number must match the information on the vendor's W-9, which designates the name and TIN that the vendor uses to report their taxes to the IRS, Oklahoma Tax Commission and/or Secretary of State.
- **Pay attention to the 1099 flag: Y means the vendor should receive a 1099, and N means the vendor should not receive a 1099.** A vendor does not need a 1099 if it is registered as a corporation, non-profit or government entity (the exception to this is when the payment is for legal or medical services). State employees in most cases should have an N 1099 flag. All other non-exempt vendors should have a Y 1099 flag. If there are any questions about a vendor's 1099 status, please request an updated W-9 from the vendor and forward a copy to OMES.
- Please note that **Address 1** in the vendor file is the vendor's official address as reported to the IRS and the designated address for 1099 reporting. If the vendor's **1099 flag is N,** any new addresses provided will be added as a different location, but Address 1 will not change. If Address 1 should be different, please request the change by submitting the request on OMES Vendor/Payee Form.
- Review all warrants processed for each vendor to ensure that the correct amount is listed for the proper vendor. (Any warrant corrections will need to be made at the agency level.)

Please send any corrections on this report to the Office of Management and Enterprise Services by **Friday, July 31, 2020**. If you have any questions, contact Beth Brox at 405-522-1099 or by e-mail at Beth.Brox@omes.ok.gov, or Alicia Reel at 405-522-9479 or by e-mail at Alicia.Reel@omes.ok.gov.

**>> Back to Top**

# ACCOUNTING

## Vouchers from remote agencies

PeopleSoft Financials Inbound/Outbound Files are Moving – Part 1: Miscellaneous Claims

As part of the state's PeopleSoft Financials application upgrade project, the inbound and outbound files exchanged between PeopleSoft and agencies are being moved to a secure ftp server. The linked memo provides guidance for agencies using the 'Vouchers from Remote' process and addresses the miscellaneous claims file upload currently known as Vouchers From Remote Agencies. Guidance on other upload/download files will be sent soon.

This memo is applicable to you only if your agency currently uploads vouchers/claims into PeopleSoft using the VFRA process. If your agency currently enters vouchers/claims directly into PeopleSoft Financials, then this memo is not applicable to you.

Agencies may start using the new USS server location immediately. All agencies must be transitioned to the new location by **Sept. 1, 2020.**

**>> Back to Top**

# FINANCIAL REPORTING

## GAAP package season

All agencies that provide GAAP packages should have received their fiscal year 2020 requests from their financial reporting analyst during the month of June. If you normally receive GAAP package requests and did not receive an email, please contact your financial reporting analyst.

Upcoming GAAP package deadlines:

July 27:

A – Cash and Investments
B – Deposits and Investments Outside OST
G – Inventory
H – Capital Assets
L – Leases
O – Long-term Obligations
P – Compensated Absences
S – ASA/Clearing

**>> Back to Top**

# AGENCY NEWS

## Agencies that collect banking information (including Higher Education)

NACHA is a governing body that sets rules for ACH transactions. A newly released NACHA rule requires that banking information housed by originators of electronic payments be rendered unreadable when stored at rest. OMES and the Treasurer's Office are in the process of determining the scope of this issue. If your agency or institution collects banking information for payments of any kind, please notify the state comptroller at lynne.bajema@omes.ok.gov.

**>> Back to Top**

## New OMES Form 13 – fillable form

The OMES Form 13 – Signature Card has been converted from a small card to a full-size form to be completed by agencies and submitted to OMES when adding new approving officers for expenditures. The form is available on the OMES website here. Please remember each agency is allowed a maximum of five approving officers. If you have anyone who is no longer an approving officer, send an email to OMESTPAccountsPayable@omes.ok.gov to have the person removed.

**>> Back to Top**

## Travel – airline statewide contract

OMES Central Purchasing has determined that, due to legislation passed in 2019, the statewide contract with American Airlines is not mandatory. The Statewide

Accounting Manual will be updated to reflect this change.

>> Back to Top

## New voluntary payroll deduction vendors

As of July 1, 2020, Manhattan Life Assurance Company of America and Transamerica Life Insurance Company have been approved as Voluntary Payroll Deduction vendors. For more information on these new vendors and others, please visit the OMES website. For questions regarding the VPD program email VPD@omes.ok.gov.

>> Back to Top

## Central Purchasing

Central Purchasing Act Reform Update SB1422 was signed into law by Governor Stitt on May 20, 2020, with an effective date of Nov. 1, 2020. Watch for additional announcements beginning late August/early September with updates on the reform work inprogress and future training opportunities.

>> Back to Top



.