



Statewide Accounting Manual

October 2018

Statewide Accounting Manual

How To Get There

<http://omes.ok.gov/services/accounting-reporting>



OFFICE OF MANAGEMENT
& ENTERPRISE SERVICES



About

Media Room

Services

Careers



The wait is over.

Welcome to the new portal of OMES.

[Read More](#)



OFFICE OF MANAGEMENT & ENTERPRISE SERVICES



About

Media Room

Services

Careers



Accounting & Reporting



Budget

Capital Planning

Capitol Event Reservation

Central Printing & Interagency Mail

Construction & Properties

Employee Benefits

Employees Group Insurance Division

Facilities Management

Fleet Management

HealthChoice

Human Capital Management

Information Services

Purchasing

Real Estate & Leasing Services

Risk Management

Surplus

Training

Workforce Planning

The wait is over

Welcome to the new portal of OMES

Read More



OMES' division of Central Accounting and Reporting, directed by the state comptroller, is responsible for establishing the policies and procedures for state financial transactions and for executing those transactions in accordance with the various state statutes, federal regulations and governmental accounting and reporting standards.

Agency Business Services

Offers agencies a cost effective means of processing financial transactions in a shared services environment. ABS contracts with state agencies to provide financial services such as budgeting, procurement, accounts payable, reconciling and reporting.

Statewide Accounting Unit

Maintains the state central accounting system in compliance with budgetary and financial laws and regulations. This unit processes journal entries to the state general ledger for statewide transactions, reviews agency special account reconciliations, processes cash allocations to agencies and is responsible for centralized payroll tax and withholding payments and reporting and issuance of year-end tax forms, such as Forms W-2 and 1099.

Resources

- Boards & Commissions
- CAR Newsletter
- Financial Reporting Unit
- Forms
- PeopleSoft Login
- Services
- Statewide Accounting Manual
- Appendix 3: Chart of Accounts Revenue Codes (PDF)
- Appendix 4: Object of Expenditure Codes (DOC)
- Statewide Accounting Manual (PDF)
- Statewide Cost Allocation Plan – Indirect Cost Allocation
- Transaction Processing



Contact

OMES CAR Administrative Support
5005 N. Lincoln Blvd., Ste. 100



Table of Contents

Chapter 1: Introduction	1
1.1 Authority	2
1.2 CAR Newsletter	2
1.3 Finance Manager/Staff Training	2
1.4 Contacts	3
Chapter 2: System Access	4
2.1 System Information	5
2.2 Gaining Access to the State Accounting System	5
2.2.1 Requesting Access	5
2.2.2 System Training	5
Chapter 3: Account Structure	6
3.1 Chartfield Structure	8
3.2 Business Unit	8
3.3 Fund Type	8
3.3.1 Governmental Funds	9
3.3.2 Proprietary Funds	9
3.3.3 Fiduciary Funds	9
3.3.4 Component Unit Funds	10
3.3.5 Fund Type Definition Table	10
3.4 Class Fundings	10
3.4.1 Common Class Fundings	12
3.4.2 Treasury Class Fundings	13
Non-fiscal Class Fundings	13
Fiscal Class Fundings	13
Continuing Class Fundings	13
3.4.2.1 Treasury Class Funding Coding Structure	14



Chapter 9: Disbursing — Payroll and Related Disbursements

Table of Contents

9.1	Introduction	4
9.2	Employment Forms and Verification	4
9.2.1	Form I-9	4
9.2.2	E-Verify Requirement	5
9.2.3	Form W-4 Requirement	5
9.2.4	Loyalty Oath.	7
9.3	Requirement to Use Payroll System.	7
9.4	Selected Payroll Setup Information.	8
9.4.1	Employee Type (Reg/Temp)	8
9.4.2	State Retirement Plans	9
9.4.3	Unemployment Reporting and Tax	12
9.4.4	FICA Status and Contributions	12
9.4.5	Income Tax Withholding Status	13
9.4.6	Payroll Specific Setup.	14
9.4.7	Expenditure Account Code	15
9.4.8	Budget Division/Department Code	15
9.4.9	State Plan – Annuity (SoonerSave)	15
9.4.10	Education Retirement Plans	15
9.4.11	Other Voluntary and Involuntary Deductions.	16
9.5	Payroll Processing	16
9.6	Class Fundings Used for Withholding and Agency Share	17
9.6.1	Payroll Withholding Fund	17
9.6.2	State Share Class Fundings	19

[Go to chapter table of contents](#)
[Go to main table of contents](#)

CHAPTER 1: INTRODUCTION

Table of Contents

- 1.1 Authority
- 1.2 CAR Newsletter
- 1.3 Finance Manager/Staff Training
- 1.4 Contacts

START HERE



CHAPTER 2: ACCESSING THE SYSTEM

Table of Contents

- 2.1 System Information
- 2.2 Gaining Access to the State Accounting System
 - 2.2.1 Requesting Access
 - 2.2.2 System Training



CHAPTER 3: ACCOUNT STRUCTURE

Table of Contents

3.1	Chartfield Structure
3.2	Business Unit
3.3	Fund Type
3.4	Class Fundings
3.5	Division/Department
3.6	Budget Reference
3.7	Account
3.8	Program Code
3.9	Optional Account Code
3.10	Codes for Additional Optional Modules
3.11	Coding Example

First Name

This is a required field

Last name only

CHAPTER 4: BUDGETING

Table of Contents



4.1	Introduction
4.2	Budget Forms and Instructions
4.3	Budget Cycle
4.4	Budget Request
4.5	Review and Analysis of Agency Budget Requests
4.6	Legislative Consideration of Budget Recommendations
4.7	Budget Work Programs
4.8	Budgetary Limitations Established in Appropriations Bills
4.9	Line-Item Appropriations
4.10	Allotments
4.11	Transfers and Other Amendments
4.12	Appropriation Lapsing
4.13	Line Item Budgeting for Information Technology
4.14	Reporting and Tips to Assist with Budget Management – Helpful Reports
4.15	Performance Informed Budgeting

NEW IN CHAPTERS 3 & 4



- No Hyperion
- Performance Informed Budgeting

CHAPTER 5: RECEIPTING AND DEPOSITING

Table of Contents

- 5.1 Introduction
- 5.2 Official Depository
- 5.3 Timing of Deposit
- 5.4 Completing the Deposit in the State Accounting System
- 5.5 Agency Clearing Account Class Fundings
- 5.6 Deposit Corrections
- 5.7 Returned Checks
- 5.8 Special Receipting and Depositing Issues



NEW IN CHAPTER 5



- Deposits – A Two Step Process
- Deposit Corrections – Additional Information

CHAPTER 6: PURCHASING

Table of Contents

6.1	Introduction
6.2	Entities Exempt from Oklahoma Central Purchasing Act
6.3	State Purchasing Hierarchy
6.4	State Agency Acquisition Limits and Bid Requirements
6.5	Sole Source/Sole Brand Acquisitions
6.6	Requisitions
6.7	Contracts
6.8	Encumbrances
6.9	Ratification Agreement/Settlements for Disputed Contracts
6.10	Special Procurement Issues
6.11	Construction and Property Contracts
6.12	Office Space and Real Property Leasing Contracts

PROCUREMENT & CONTRACTS



NEW IN CHAPTER 6



- Exemption from the OK Central Purchasing Act not an exemption from encumbrance laws or statewide accounting policy. – 6.1
- IT Requisitions – Exception to ePro – 6.6.1
- Payment Terms - 6.7.3
- Employee or Independent Contractor – 6.7.6
- Encumbering Interagency Obligations – 6.8
- Authority Orders - 6.8.4
- Difference between Ratification Agreements, Structured Settlement Agreements and Agreement of Obligation for Expenses Incurred in a Prior Year – 6.9

CHAPTER 7: VENDOR REGISTRATION

Table of Contents

- 7.1 Introduction
- 7.2 The Vendor File
- 7.3 Procedures by Vendor Type
- 7.4 OMES Vendor/Payee Form
- 7.5 Changes to Existing Vendor/Payee Information (non-employee)
- 7.6 EFT Registration
- 7.7 1099 Reporting and IRS TIN Match
- 7.8 Tax Snags
- 7.9 Specially Designated Nationals and Block Persons List (SDN)
- 7.10 Special Requirements for Higher Education Entities



NEW IN CHAPTER 7



- Agency's Responsibility to Interact with Vendor
- Procedures by Vendor Type (Based on Type of Payment) – 7.3
- Financial Registration Requirements – 7.6
- Instructions for Required Forms
- Section on Higher Education – 7.10

CHAPTER 8: DISBURSING – VOUCHERS AND GENERAL EXPENDITURES

Table of Contents

8.1	Introduction
8.2	Forms Used in the Payment Process
8.3	Expenditure Year
8.4	Open Accounts Payable Periods
8.5	Timing of the Accounts Payable Process
8.6	Approving the Invoice
8.7	Preparing Vouchers
8.8	Voucher/Claim Jacket and Notarized Voucher
8.9	Assigning a Pay Group
8.10	Generating a Batch Slip
8.11	Authorization and Signatures
8.12	Submission of Vouchers



CHAPTER 8: DISBURSING – VOUCHERS AND GENERAL EXPENDITURES

Table of Contents (Continued)

8.13	Vouchers from Remote (VFRA)
8.14	Alternative System for Settlement of Miscellaneous Vouchers
8.15	Payments from Agency Special Accounts, Including 700 Funds
8.16	Final Liquidation of Encumbrances
8.17	Remittance Advices
8.18	OMES Transaction Processing Review
8.19	Petty Cash Vouchers (Imprest Cash)
8.20	Interest on Late Payments
8.21	Oklahoma Tax Commission Tax Warrant Program (Vendor Snag Program)
8.22	Warrants Lost or Destroyed
8.23	Warrants Issued in Error
8.24	Inquiries Regarding Warrants Paid or Outstanding



CHAPTER 8: DISBURSING – VOUCHERS AND GENERAL EXPENDITURES

Table of Contents (Continued)



8.25	Warrants Canceled by Statute
8.26	Forged Endorsements
8.27	Voucher Imaging Program
8.28	Voucher Encumbrance Adjustment Request
8.29	Voucher Reversal Request
8.30	Expenditure Corrections and Reversals
8.31	700 Class Funding Expenditures Corrections
8.32	Sales Tax Liability on Out-of-State Purchases
8.33	Disbursements from Clearing Accounts
8.34	Special Disbursement Issues

NEW IN CHAPTER 8



- Layout
- Early Payment Discounts – 8.5.1
- OMES Transaction Processing Review – 8.18
- Correcting a Rejected Claim – 8.18.2
- Professional Licenses - 8.34.2
- Refreshments and Other Food and Drink – 8.34.4
- Moving Expenses – 8.34.11

CHAPTER 9: DISBURSING – PAYROLL AND RELATED DISBURSEMENTS

Table of Contents

9.1	Introduction
9.2	Employment Forms and Verification
9.3	Requirement to Use Payroll System
9.4	Selected Payroll Setup Information
9.5	Payroll Processing
9.6	Class Fundings Used for Withholding and Agency Share
9.7	Agency Disbursement of Withholding and Agency Share of Benefits
9.8	FICA Payments
9.9	Corrections to State Insurance and Retirement Payments
9.10	Wages and Benefits upon Employee's Death
9.11	Payment of Employee Expense Allowances
9.12	Fringe Benefit Reporting
9.13	Payments to Board and Commission Members
9.14	Terminated Employees
9.15	Payroll Warrant Cancellation Procedures
9.16	Special Procedures for Institutions of Higher Education



NEW IN CHAPTER 9



- Oklahoma W-4 – 9.2.3
- Pathfinder – 9.4.2
- Other Voluntary and Involuntary Deductions – 9.4.11
- Special Procedures for Institutions of Higher Education – 9.16

CHAPTER 10: DISBURSING - TRAVEL

Table of Contents

- 10.1 Introduction
- 10.2 Official Business Travel
- 10.3 Employee's Responsibility
- 10.4 Travel by Contractors
- 10.5 Travel Vouchers
- 10.6 Travel Expense Voucher of Deceased Person
- 10.7 In-State vs. Out-of-State Travel
- 10.8 Distance and Duration Criteria
- 10.9 Overnight Status Required for Benefits other than Mileage
- 10.10 Lodging
- 10.11 Per Diem
- 10.12 Transportation



CHAPTER 10: DISBURSING - TRAVEL

Table of Contents (continued)

- 10.13 Registration
- 10.14 Miscellaneous Travel Expenses
- 10.15 Expenses Incidental to Travel by Persons with a Disability
- 10.16 Actual and Necessary Travel Reimbursement Procedures
- 10.17 Cancellation of Prepaid Trip
- 10.18 Expenses Incurred Outside of Travel Period
- 10.19 Receipts and Documentation of Travel Expenses
- 10.20 Travel Arrangement and Ticket Changes
- 10.21 Sales Tax Non-Exempted for Travel
- 10.22 Package Plans
- 10.23 Travel Voucher Direct Deposit
- 10.24 Special Statutory Provisions for Direct Agency Purchases



NEW IN CHAPTER 10



- E-mail Groups
- Distance and Duration Criteria – 10.8
- Per Diem Reduction for Meals Provided –
10.11.3
- Lost or Unavailable Receipts – 10.19.1

CHAPTER 11: RECONCILING AND REPORTING

Table of Contents

11.1	Introduction
11.2	Clearing Account and Special Account Reconciliations - REQUIRED
11.3	Payroll Withholding Account Reconciliation - REQUIRED
11.4	Reconciliation of Summary of Receipts and Disbursements to the Allotment Budget and Available Cash Report – REQUIRED
11.5	Report/Query Review
11.6	Reporting by Agencies
11.7	Central Reporting – Agency Responsibility
11.8	CAFR Reporting by State Agencies
11.9	GAAP Conversion Packages
11.10	Financial Reporting Packages for Audited Agencies
11.11	Federal Reporting and Grant Reporting
11.12	CMIA Annual Report and Treasury State Agreement
11.13	Tax and Other Regulatory Reporting – IRS Forms W-2
11.14	IRS Form 1099



NEW IN CHAPTER 11



- Reconciliations are Required
- 994 Payroll Withholding Reconciliation
- ABC vs. SRD Reconciliation

CHAPTER 12: INTERNAL CONTROLS GUIDANCE

Table of Contents

12.1	Introduction
12.2	Internal Control Resources
12.3	Responsibility for Internal Controls
12.4	Scope of Internal Controls
12.5	Minimum Requirements
12.6	Internal Control Officer
12.7	Five Components of Internal Controls
12.8	Control Environment
12.9	Risk Assessment
12.10	Control Activities



CHAPTER 12: INTERNAL CONTROLS GUIDANCE

Table of Contents

12.11	Information and Communication
12.12	Monitoring
12.13	Supervising Internal Control Activities
12.14	Segregation of Duties
12.15	Authorize Transactions
12.16	Control Access to Assets and Resources
12.17	Documenting Your Internal Control Plan
12.18	Effectiveness, Follow-up and Corrective Action
12.19	Conclusion



CHAPTER 13: GAAP REPORTING

Table of Contents

- 13.1 Introduction
- 13.2 Generally Accepted Accounting Principles (GAAP)
- 13.3 Authoritative Sources of GAAP
- 13.4 The Certificate of Achievement for Excellence in Financial Reporting
- 13.5 The Comprehensive Annual Financial Report (CAFR)
- 13.6 GAAP Conversion Packages
- 13.7 The Importance of Timeliness in Financial Reporting
- 13.8 Record Retention
- 13.9 Audit of the State CAFR
- 13.10 Agency Action – New GASB Pronouncements



NEW IN CHAPTER 13



- New Chapter
- Why Prepare GAAP Financial Statements
- CAFR
- GAAP Reporting Packages
- Importance of Timely Reporting
- GASB Pronouncements – CAR Newsletter