

Accounting Services

Mission

OSU-Okmulgee Business Affairs, Accounting Services provides the campus with accurate and timely financial information through compliance with University policies and procedures, State and Federal regulations, and external partnership expectations.

Vision

OSU Okmulgee Business Affairs Accounting Services will:

- Provide customers with quality service, resources, and methods to accomplish their individual goals as well as the institution's mission.

Core Values

Excellence – We seek excellence in all our endeavors, and we are committed to continuous improvement.

Intellectual Freedom – We believe in ethical and scholarly questioning in an environment that respects the rights of all to freely pursue knowledge.

Integrity – We are committed to the principles of truth and honesty, and we will be equitable, ethical, and professional.

Service – We believe that serving others is a noble and worthy endeavor.

Diversity – We respect others and value diversity of opinion, freedom of expression, and other ethnic and cultural backgrounds.

Stewardship of Resources – We are dedicated to the efficient and effective use of resources. We accept the responsibility of the public's trust and are accountable for our actions.

Goals, Critical Success Factors, Objectives, and Strategies

Goal One. Enhance the campus smart card system to improve the secure, efficient transfer of information between systems.

Critical Success Factors

- Reconcile Smart Card declining balance to SCT each term
- Reconcile Smart Card meal plans to SCT meal plan assignments each term
- Inform Smart Card Committee members regarding issues and concerns of the Smart Card system each term

Objectives:

Objective 1.1: Reconcile Smart Card declining balance systems to SCT to assure that all transactions are entered equally on both systems.

Strategies:

- Develop Crystal reports to extract data from SQL Server Database (ChipNet3).
- Develop FOCUS reports to extract data from SCT.
- Compare reports to locate any differences.
- Correct differences to complete reconciliation.
- Train departments on the correct way to enter transaction to keep systems in agreement.

Objective 1.2: Reconcile Smart Card meal plans to SCT meal plan assignments to ensure that both systems are in agreement monthly.

Strategies:

- Develop Crystal reports to extract data from SQL Server Database (ChipNet3).
- Develop FOCUS reports to extract from SCT.
- Compare reports to locate any differences.
- Correct differences to complete reconciliation.
- Train departments on the correct way to enter transaction to keep systems reconciled.

Objective 1.3: Develop process to inform Smart Card committee of updates as needed.

Strategies:

- Email committee member with issues.
- Survey users to inquire about concerns and problems.
- Survey students and users about new uses and advances of the SmartCard Systems.

Goal Two. Enhance the transfer of information through electronic means.

Critical Success Factors:

- Use electronic means to process Campus Vendor Invoice information to appropriate areas on and off campus for 1 new Department by June 30, 2005
- Use electronic means to process Campus Vendor Invoice information to appropriate areas on and off campus for 1 new Department by June 30, 2006
- Use electronic means to process Campus Vendor Invoice information to appropriate areas on and off campus for 1 new Department by June 30, 2007
- Use electronic means to process Campus Vendor Invoice information to appropriate areas on and off campus for 1 new Department by June 30, 2008
- Use electronic means to process Campus Vendor Invoice information to appropriate areas on and off campus for all Departments by June 30, 2009

Objectives:

Objective 2.1: Electronically transfer Campus Vendor Invoice information in a timely manner.

Strategies:

- Utilize the Universities electronic system necessary.
- Send all reports and information electronically (i.e. e~Print, Outlook, Email) rather than on paper.
- Train areas receiving information on how to retrieve information.
- Utilize electronic means (i.e. e~Print, Outlook, Email) to process Campus Vendor Invoices.

Objective 2.2: Provide purchasing needed FRS Encumbrance, Budget and Expenditure information.

Strategies:

- Write FOCUS programs necessary to provided Purchasing needed information.
- Publish reports on E~Print.

Goal Three. Assure successful operations and business continuity by developing and implementing relevant accounting policies and procedures consistently across the campus.

Critical Success Factors:

- Reconciling Accounts Receivable detail to General Ledger Account controls monthly
- Reconciling Unapplied Payments detail to General Ledger Account controls monthly
- Publish a treasurer's manual for Club accounts on the OSU-Okmulgee Web page yearly
- Hold group and one-on-one training sessions to educate OSU-Okmulgee club sponsors yearly
- Document 1 Accounting Services Process per month to ensure the protection of university assets and maintain sufficient accounting controls

Objectives:

Objective 3.1: Document Accounting Services procedures and policies across campus in a consistent manner.

Strategies:

- Document processes of the Accounting Services Department.
- Document directions for all accounting processes for club accounts.
- Assure that all policies relevant to Accounting Services are consistent.

Objective 3.2: Review, revise and develop the recording of financial resources to meet expected accounting controls.

Strategies:

- Document processes.
- Create FOCUS reports to extract data from SCT system.
- Utilize reports to assure that University assets are managed in an effective manner.
- Develop institution wide processes.
- Provide appropriate instructions to areas affected by policy.
- Train personnel in areas needed to assure policies and producers are carried out in a consistent manner.
- Develop new and more efficient methods of delivery.
- Utilize financial reporting software and FOCUS.

Objective 3.3: Develop accounting systems necessary to report monthly Financial Statements for New Student Housing (Capstone).

Strategies:

- Maintain and upgrade when necessary Peachtree Accounting Software.
- Establish documentation to support the Financial Position of each account.
- Coordinate an effective annual audit of the New Student Housing Financial Statements.
- Provide adequate supporting evidence to the External Auditors of the New Student Housing Financial Statements.
- Provide Internal Auditors December 31 and June 30 Financial Statements.

Objective 3.4: Improve the efficiency of developing financial statements.

Strategies:

- Document process.
- Create FOCUS reports to extract data from SCT system.
- Utilize reports to assure that University assets are managed in an effective manner.
- Develop institution wide processes.
- Provide appropriate instructions to areas affected by policy.
- Train personnel in areas needed to assure policies and procedures are carried out in a consistent manner.
- Develop new and more efficient methods of delivery.

Goal Four. Promote a cohesive teamwork atmosphere by proactively sharing information, ideas and effectively resolving issues.

Critical Success Factors:

- Provide a session on FOCUS programming each year
- Develop a FRS training session titled “How to Read and Understand FBM’s”
- Provide training for Faculty and Staff during Professional Development Days on Understanding FRS reports

Objectives:

Objective 4.1: Empower persons to extract needed accounting information through the use of FOCUS.

Strategies:

- Work with other office personnel to share information.
- Develop new methods of report development.
- Publish programs where trained personnel can independently acquire needed information.
- Develop a training session on FOCUS programming.

Goal Five. Maintain records in accordance with generally accepted accounting principles to ensure audits meet institution and system standards.

Critical Success Factors:

- Deliver unqualified annual external Audit of Financial Reports for New Student Housing
- Provide information required by external auditors to OSU main campus yearly
- Provide information required by OSU internal auditors yearly
- Provide information required by Oklahoma State Regents for Higher Education office yearly

Objectives:

Objective 5.1: The annual external audit of the New Student Housing should be without material misrepresentation of the financial position.

Strategies:

- Maintain and upgrade when necessary Peachtree Accounting Software.
- Establish documentation to support the Financial Position of each account.
- Coordinate an effective annual audit of the New Student Housing Financial Statements.
- Provide adequate supporting evidence to the External Auditors of the New Student Housing Financial Statements.

Objective 5.2: Provide financial information required by internal auditors.

Strategies:

- Research appropriate accounts to provided required information for the internal auditors to conduct an audit of the selected area being reviewed.
- Provide timely information in an understandable and logical format.

Objective 5.3: Provide financial information required by OSU main campus for external auditors.

Strategies:

- Research the accounting records of OSU-Okmulgee to provide required information to external auditors.
- Make necessary journal entries to record the accounting information in agreement with General Accepted Accounting Procedures.
- Provide required reports in a timely and understandable format.

Objective 5.4: Provide financial information required by Oklahoma State Regents for Higher Education.

Strategies:

- Research the accounting records OSU-Okmulgee to provide required information to OSRHE.
- Provide required reports in a timely and understandable format.