



OBM

MEMORANDUM

March 15, 2007

TO: Fiscal Officers
All State Agencies, Departments, Offices, Boards,
Commissions, and Higher Education Facilities

FROM: Dawn D. Gatterdam, 
Administrator
State Accounting

SUBJECT: Year End Updates

We have made revisions to the voucher deadline on the end of year calendar. The last day to submit printed vouchers to State Accounting is June 14th. The calendar listed that cutoff date, but also indicated that vouchers could be accepted on June 15th. Printed vouchers must be submitted to OBM by June 14th.

If you have any questions or comments, please email Renee Swartz at renee.swartz@obm.state.oh.us.

June 2007

Updated 3/26/07					<p>1 Cash Management indicator deactivated Check RSPND05 daily to insure all documents are approved by June 23. Begin distribution of US Bank card to agencies.</p>	2
3	4 Controlling Board Coordinate any FY 07 actions with State Accounting.	5	6	7	<p>8 (Payday) Last day for agencies to submit JEGEs.</p> <p>Last day to submit refunds (REF)</p>	9 CAS up 8:00 - 5:00
10 CAS up 8:00 – 5:00 Last day to use BOA cards.	11 First day to use US Bank card.	12 Last day for agencies to submit VENE/Ms for <u>year end</u> vouchering and encumbering documents that State Accounting enters and/or approves.	13 Warrant Cancellations for error (DWCE) must be submitted to the AUD	14 Last day for off-line agencies to submit vouchers that State Accounting enters. Last day for all encumbering document entry & acceptance. Last day to enter VOC, VBV, and VPT. Last day to accept VOCs, VBVs, VPTs and auto approved vouchers Last day to submit printed vouchers to State Accounting.	15 Last day for agencies to enter VIPs online and to submit VIPS and VIS that Sate Accounting Enters.	16 CAS up 8:00 - 5:00
17 CAS up 8:00 - 5:00	18 Controlling Board Coordinate any *FY 07 actions with State Accounting. Last day to schedule VPC's, PCR's and VEC's. Last day to enter EDI PO's.	19 All vouchers that have not been approved will be cancelled. (Could restore encumbrances)	20 PAYROLL LIQUIDATION CASH MUST BE AVAILABLE	21 .	22 PAYDAY	23
24	25	26	27	28	29 Last day for revenue. CAS will be inactive as soon as revenue has posted. Last day REC's will post.	30

Ensure appropriate staff is available to resolve allotment and case issues related to June 22 payroll.

Contact Dawn Gatterdam at dawn.gatterdam@obm.state.oh.us if an emergency situation occurs after final dates indicated.

Do not submit FY 2008 documents until July 1, 2007.