



OBM

Ted Strickland
Governor

J. Pari Sabety
Director

MEMORANDUM

March 21, 2008

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

This memorandum is to provide agency fiscal officers with the fiscal year end processing deadlines and other fiscal information pertinent to fiscal year ending 2008. In addition to providing the year end processing deadlines in this memorandum, we will also post the information on our web page at www.obm.ohio.gov. State Accounting will also send subsequent information in May and June reminding fiscal officers of the deadlines. If other staff in your agency would find this information useful, please share it with them.

The keys to a successful fiscal year end are planning, coordination, and communication. Our office will communicate with you regularly between now and the end of the fiscal year on June 30, 2008. Please identify an individual in your fiscal office that State Accounting can contact in the event of an emergency and forward the name, telephone number, and e-mail address to Carolyn Harvey at carolyn.harvey@obm.state.oh.us.

The last day for agencies to submit requisitions to State Accounting for review and approval is June 20th and the last day for agencies to submit voucher supporting documentation is June 20th. Please refer to the calendar for a complete list of significant processing deadlines. If you have special processing needs, please contact the appropriate State Accounting supervisor. We will be scheduling meetings with those agencies that must make payments (Medicaid, School Foundation, Higher Education, etc.) after the published deadlines. In addition, Jody Newkirk will coordinate same-day voucher processing between agencies and their State Accounting Examiner. Contact Jody at (614) 466-2151 or by e-mail at jody.newkirk@obm.state.oh.us.

The Controlling Board is scheduled to meet on June 2nd and June 16th. If your agency requires Controlling Board approval to complete a fiscal transaction prior to June 30th, please be sure to coordinate with State Accounting to ensure that there is sufficient time to encumber and process payments this fiscal year. If you have any questions, please contact Betty Johnson at (614) 466-6731 or by e-mail at betty.s.johnson@obm.state.oh.us.

Processing Payroll

The last payroll in Fiscal Year 2008 will be processed on Friday, June 20, 2008. **Agencies must have cash available on Wednesday, June 18 in order to ensure payroll is processed properly.**

Corrections

Transactions with account coding errors for FY 2008 **cannot** be corrected in FY 2009. Review your coding information on disbursement and revenue documents to correct FY 2008 errors prior to this date.

- Review revenue documents, inquiries, and reports to verify that the correct funds and revenue account codes were credited. **No FY 2008 account coding errors may be corrected after the June 30 close.**
- All payroll corrections must be submitted for July-May pay dates by June 13th. Payroll corrections for the June pay dates must be complete by June 18th.

If you have any questions, please contact Betty Johnson at (614) 466-6731 or by e-mail at betty.s.johnson@obm.state.oh.us.

OAKS Availability

OAKS will be available to agencies for entering fiscal transactions on the weekends of June 7 and 8; June 14 and 15; and June 21 and 22. OAKS will not be available to agencies on the afternoon of Monday, June 30th once all revenue documents have been accepted. This will allow State Accounting adequate time to process current year transactions and make OAKS available as early as possible on Tuesday, July 1, 2008.

Emergencies

If unusual or emergency situations occur on or after the deadlines, contact Renee Swartz at renee.swartz@obm.state.oh.us.

Deadlines for All Agencies

- **JUNE 13:** The last date for State Accounting to **receive payroll corrections** for July-May pay dates.
- **JUNE 16:** Agencies must **submit warrant cancellations to State Accounting** by this date to reduce disbursements for FY 2008. Errors in warrants discovered after this date should be discussed with State Accounting management. **Warrants issued in FY 2008 that are canceled (for error) in FY 2009 do not restore FY 2008 encumbrances.** Take extra precautions to verify that May and June warrants are issued correctly.
- **JUNE 17:** The last date for State Accounting to receive **vendor entry or mods** needed to process **vouchers and requisitions** and ensure entry in FY 2008. Documents must be received in State Accounting by 4:30 p.m. on June 17. To ensure receipt, you may want to hand carry documents to State Accounting. Continue to submit vendor entry and mods for other than year end.
- **JUNE 20:** The last date to **enter requisitions**.
- **JUNE 20:** The last date agencies may **enter vouchers**.
- **JUNE 20:** The last date for agencies to **submit vouchers' supporting documentation** to State Accounting. Documents must be received in State Accounting by 4:30 p.m. on June 20. To ensure receipt, you may want to hand carry documents to State Accounting.

- **JUNE 20:** Last day for **ISTV vouchers** to be submitted to State Accounting for approval.
- **JUNE 24:** Last day to submit **Revenue Refund** documents to the Treasurer's office.
- **JUNE 24:** The last day to fix **PCard and EDI budget** errors.
- **JUNE 30:** The last date for agencies to **deposit revenue**. Every effort should be made to deposit revenue prior to June 30. OAKS will be unavailable to agencies immediately after State Accounting has completed revenue processing on June 30th.
- **JULY 14:** Redistributions must be completed for all deposits to holding funds (Q-funds) processed in FY 2008. Every effort to redistribute revenue to the correct fund before June 30 should be made.

Monitoring Your Agency's Activity

To make this fiscal year end go as smoothly as possible, please take the following steps to monitor your agency's progress as the fiscal year draws to a close:

- If your agency has unique payment requirements, e-mail Renee Swartz at renee.swartz@obm.state.oh.us.
- Cancel any vouchers that will not be paid by June 24th. Contact Jody Newkirk at (614) 466-2151 if you encounter any problems or have questions. **On June 24th, State Accounting will cancel all open vouchers.**
- Monitor cash balances to ensure sufficient cash has been drawn to meet vouchers (accounts payable) and payroll (payrolls payable) since we have a payday of June 20. **Cash will be taken for payroll on June 18.**
- State Accounting is not responsible for documents rejected due to insufficient or inaccurate information if your agency fails to respond to our inquiries/requests in a timely manner.
- **Please ensure that appropriate individuals on your fiscal staff are available to respond to questions the last two weeks of June. Individuals responsible for cash balances need to be available to State Accounting staff June 18 through 24.**

Contacting State Accounting

For questions about...	Contact...	At this number ...	Or this address...
Routine Issues	Help Desk	466-3993	helpdesk@obm.state.oh.us
General Information	Renee Swartz	644-5759	renee.swartz@obm.state.oh.us
Encumbrance Review & Appropriation Control	Betty Johnson	466-6731	betty.s.johnson@obm.state.oh.us
Imprest Account/ Petty Cash Funds	Gary Palmer	466-6887	gary.palmer@obm.state.oh.us
Accounting Review	Judy Johnson	466-1569	judy.johnson@obm.state.oh.us
Vendor Compliance & Records Management	Lisa Scharlott	466-1606	lisa.scharlott@obm.state.oh.us
OAKS Training Registration & Communications	Mame Greulich	466-3600	mame.greulich@obm.state.oh.us
Payment Card Administrator	Molly Burris	752-4220	molly.burris@obm.state.oh.us
Electronic Commerce	Molly Burris	752-4220	molly.burris@obm.state.oh.us
Data Systems	Kumar Rachuri	644-7365	kumar.rachuri@obm.state.oh.us
Financial Reporting	Amy Hall	466-1620	amy.hall@obm.state.oh.us
State Accounting Administrator	Dawn Gatterdam	466-1987	dawn.gatterdam@obm.state.oh.us

Area code 614

June 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Controlling Board Meeting - coordinate FY 08 actions with SA Monitor Open vouchers	3	4	5	6	7 OAKS up 8:00 – 5:00
8 OAKS up 8:00 – 5:00	9	10	11	12	13 Last day for payroll corrections for PRIOR periods (4:30) Last day to submit vouchers that SA enters (4:30)	14 OAKS up 8:00 – 5:00
15 OAKS up 8:00 – 5:00	16 Controlling Board Meeting - coordinate FY 08 actions with SA Last day for warrant cancellation requests (4:30) Last payroll journal from HCM to FIN	17 Last day to submit new vendor entry or vendor mods (4:30)	18 PAYROLL LIQUIDATION CASH MUST BE AVAILABLE Final payroll corrections due to SA for PPE 6/7/08	19	20 Payday Last day to enter AP and GL vouchers Last day to deliver voucher supporting documentation (4:30) Last day to submit ISTVs for SA approval (4:30) Last day to enter requisitions	21 OAKS up 8:00 – 5:00
22 OAKS up 8:00 – 5:00	23 Last voucher build for PCard vouchers	24 Last day for revenue refunds All unpaid FY08 vouchers deleted Last day to fix PCard and EDI budget errors Last day to process EDI	25 Last pay cycle run	26	27	28
29	30 Last day for revenue. OAKS will be inactive as soon as revenue has posted.					