



OBM

Ted Strickland
Governor

J. Pari Sabety
Director

MEMORANDUM

April 10, 2008

TO: Fiscal Officers

FROM: Dawn D. Gatterdam 
Administrator, State Accounting

SUBJECT: Account Code Errors

Since July 2, 2007 numerous vouchers have been paid with incorrect account codes. All vouchers must be coded with an expense account (5xxxxx). Attached is a query that agencies can run to determine which vouchers were coded with non-expense account codes.

The query is OH_AP_VCHR_NON_EXPENSE_ACCT and it can be found at Reporting Tools/Query/Query Viewer.

Agencies must correct these vouchers by entering journal vouchers or reversal vouchers if the voucher referenced a PO. Please make these corrections by April 30, 2008. Forward the journal voucher with the cover sheet to State Accounting.

If you have questions or need assistance, please contact Judy Johnson at judy.johnson@obm.state.oh.us or call 614-466-1569.