



MEMORANDUM

August 12, 2008

To: All Agency Chief Fiscal Officers

From: Tom Holsinger
Deputy Director
State Accounting

Re: Year End Close

Realizing that this was our first fiscal year with OAKS, a learning curve was expected for everyone involved. OBM had expectations for some level of document clean up. What we faced was a reality of several thousand documents in the system with errors. Agencies and OBM "cleaned up" more than 50,000 documents during the close process.

Common problems identified:

- Abandoned vouchers. It appeared that vouchers were created with errors; however the processor did not know how to fix the error so it was left abandoned and another one was created.
- Purchase Orders and vouchers were in budget check error, CB threshold error, no budget found for the ChartField string used or insufficient budget.
- Journal entries left unposted because of line errors.
- Vendor ID issues where the vendor information did not match between the voucher/PO and what was in OAKS.
- Some agencies struggled with the correct use of reversal vouchers, or when to close or delete vouchers, which led to additional corrections at year end close.

Given these lessons learned, OBM is requiring agencies to clean up outstanding documents on a monthly basis for a monthly close. OBM is requesting a list of fiscal personnel that can be contacted monthly regarding open documents. A form has been attached to be completed and returned to OBM with contact information for the operational contact in each fiscal area.

OBM will be offering additional refresher training on typical errors and resolution. Agencies may also schedule one-on-one time in the OBM Lab as needed. Additionally, located at the OAKS Training Online Financials Job Aids there is a comprehensive Job Aid titled "Month End Check List". Link to Job Aid FINJA092 use keyword Month End http://oakspmo.ohio.gov/oaks/training/FIN_Job_Aids/index.asp. This Job Aid will take your staff through a series of reports that should give them information on incomplete documents. By correcting these outstanding documents, your agency will be able to close all financial modules successfully each month. OBM will be adding additional reports and queries as needed.

In a spot check for the month of July, several agencies already have more than 200 unpaid vouchers due to errors and several Purchase Orders containing budget check errors. Our hope is that by working together we can get control over the problem areas and learn new procedures along the way. I am asking for your help in identifying those individuals that can be contacted regarding document clean up issues. The agencies are required to start this process with the close of the July AP and AR modules.

The person coordinating the monthly document clean up at OBM is Alana Haberman. She can be reached at 614-728-8772 or email Alana.Haberman@obm.state.oh.us. Alana will be working with your designated representative on a monthly basis to ensure the above problems are minimized. We look forward to working with everyone as we start now preparing for 2009 Fiscal Year End.