



MEMORANDUM

August 27, 2008

TO: Chief Fiscal Officers

FROM: Thomas Holsinger
Deputy Director
State Accounting

SUBJECT: Training

As was announced earlier, OBM is sponsoring a document clean up project, led by Alana Haberman, to ensure that Agencies closely monitor and correct outstanding documents on a monthly basis in preparation for a month end close. This initiative is being undertaken to prevent a reoccurrence of the issues encountered during the 2008 year end closing process. During the 2008 Fiscal close, Agencies and OBM “cleaned up” more than 50,000 documents:

- Vouchers were created with errors, left abandoned and a replacement created.
- Purchase Orders and vouchers were left in various error stages; Budget Check Error, CB Threshold Error, No Budget Found for the Chartfield String Used or Insufficient Budget.
- Journal entries remained unposted due to line errors.
- Vendor ID issues; vendor information did not match between the voucher/PO and OAKS.
- Agencies struggled with reversal vouchers, and when to close or delete vouchers.

A key component of our effort to improve the annual closing process is to provide focused training to associates that address the issues identified at year end.

On August 25, the OAKS Financials Weekly Update contained the following announcement relative to the OBM training initiative:

Agency Monthly Document Cleanup Sessions to be Held at OBM

Alana Haberman

OBM Management Analyst

E-mail questions to Alana.Haberman@obm.state.oh.us

Document Cleanup for month-end has raised a variety of questions at the agency level about how to handle pending items that have errors in them. OBM has scheduled information sessions to discuss common cleanup issues in AP/Vouchers, Purchase Orders,

Accounts Receivable and General Ledger. Representatives from OAKS will be on hand at each session, as well.

We will give you the processes to help you retrieve your back log of pending documents and keep your agency on track each month. You will receive easy to follow instructions on what to do with the "What ifs, How do I..." and other information.

Dates:

September 10	AP/Vouchers	1 p.m. – 3 p.m.
September 17	Purchase Orders	8:30 a.m. – 10:30 a.m.
September 24	Accounts Receivable	9 a.m. – 11 a.m.
October 1	General Ledger	8:30 a.m. – 10:30 a.m.

Location for all Information Sessions: OBM, 30 E. Broad Street, 35th Floor Conference Rooms

If you would like to register for one or more of these sessions, please send to me your name, agency, and OAKS Employee ID. You may send me additional names of staff members, but please be sure to include the required information (name, agency, Employee ID) for each participant.



The initial response and registration has been very strong but there are still seats available for each session. We encourage you to evaluate who in your organization would benefit from additional training and designate one or more of your Associates to attend these informative sessions.

Pre-registration can be accomplished by contacting Alana by Email at Alana.Haberman@obm.state.oh.us.

Your help in planning for a successful 2009 Fiscal close is greatly appreciated.