



MEMORANDUM

December 19, 2008

To: Fiscal Officers

From: Dawn D. Gatterdam
Administrator
State Accounting

A handwritten signature in black ink that reads "Dawn D. Gatterdam".

Re: End of Quarter Timing

As we rapidly approach the end of the second quarter, I wanted to take the opportunity to point out some timing issues that agencies have faced in previous quarters. There is not a cut-off for voucher entry at the end of a quarter, but agencies should be aware of the impacts of time.

If an agency enters and saves a voucher in Quarter 2 (Q2), the budget date of that document is Q2. If that voucher fails budget check in Q2 because of budget (i.e. insufficient appropriations, allotment...), holding that voucher until Q3 will not resolve any problems. When the voucher is budget checked in Q3, it will still be looking for Q2 budget. If there isn't available budget in Q2 (and there probably isn't if it wasn't there before), the document will continue to fail. The voucher will never go against Q3. Therefore, it is critical to monitor your budget carefully, especially near the end of the quarter. OBM will not change the budget date of the document and the agency may be asked to cancel the voucher and re-enter it for the new quarter.

If an agency enters and saves a voucher in Q2, the budget date of that document is Q2. If that voucher fails budget check in Q2 because of budget (coded against wrong chartfields), and the user corrects the coding of the document in Q3, the voucher will pass budget check against Q2, if sufficient budget exists, and will process fully in Q3.

Keeping these scenarios in mind, agencies may want to consider taking great care with vouchers entered during the last week of the quarter. Be aware of your budget balances before entering vouchers at the end of the quarter.

Vouchers that reference valid encumbrances should not encounter budget check problems.

It is important to remember that the budget date of a voucher is established when that voucher is first saved. If a voucher is first generated and saved on December 31, that voucher will only be applied against Q2 budget regardless of when it is approved or budget checked. Even if all agency and OBM approvals are performed in Q3 and it is budget checked for the first time in Q3, the voucher will only post against Q2. If the available budget in Q2 is insufficient, the voucher will fail.

If you need additional information, please contact Alana.haberman@obm.state.oh.us.