MEMORANDUM

June 15, 2009

TO: Chief Fiscal Officers

FROM: Tom Holsinger,   *Tom Holsinger*
              Deputy Director
              State Accounting

SUBJECT: End of Year reminders

The end of Fiscal Year 2009 is quickly approaching; I have attached a copy of the end of year calendar for you to review. I have also listed the details of the deadlines. If you have any questions or need assistance, please contact Renee Swartz at renee.swartz@obm.state.oh.us.

OAKS up Monday – Friday 7:00 am to 7:00 pm

- **JUNE 15**: Agencies must **submit warrant cancellations to State Accounting** by this date to reduce disbursements for FY 2009. Errors in warrants discovered after this date should be discussed with State Accounting management. **Warrants issued in FY 2009 that are canceled (for error) in FY 2010 do not restore FY 2009 encumbrances.** Take extra precautions to verify that May and June warrants are issued correctly.

- **JUNE 15**: The final payroll journal from HCM to FIN will load.

- **JUNE 16**: The last date for State Accounting to receive **vendor entry or mods** needed to process **vouchers and requisitions** and ensure entry in FY 2009. Documents must be received in State Accounting by 4:30 p.m. on June 16. 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 17**: Payroll liquidation – payroll journals must have **Journal Header Status** and **Budget Status** as **valid**.

- **JUNE 17:** Final payroll corrections due to State Accounting for pay period ending 6/6/08.

- **JUNE 19**: The last date to **enter requisitions.** Requisitions must be approved and sourced to a PO. POs must have a valid budget check and dispatched.

- **JUNE 19:** The last date agencies may **enter AP vouchers, Journal vouchers and Journal Spreadsheets**.

- **JUNE 19:** The last date for agencies to **submit vouchers' supporting documentation** to State Accounting. Vouchers must have all required agency approvals **Documents and**

supporting documentation must be received in State Accounting by 4:30 p.m. on June 19. To ensure receipt, you may want to hand carry documents to State Accounting.

- **JUNE 19**: Last day to submit **equipment freeze waivers** to State Accounting.

- **JUNE 19**: Last day for **ISTV vouchers with supporting documentation** to be submitted to State Accounting for approval. **Documents and supporting documentation must be received in State Accounting by 4:30 p.m. on June 19.** To ensure receipt, you may want to hand carry documents to State Accounting.

- **JUNE 20**: **Oaks** up 8:00 am to 5:00 pm.

- **JUNE 22:** Last day **Approved P-Card transactions** on the Reconcile Statement Page will be vouchered. However, P-Card Approvers may continue to assign distribution line of coding and Approve transactions through the end of FY09.

- **JUNE 23:** Last day to submit **Revenue Refund** documents to the Treasurer's office.

- **JUNE 23:** The last day to fix **PCard and EDI budget** errors.

- **JUNE 23:** All **unpaid** FY09 **vouchers** will be **deleted**.

- **JUNE 24**: Last day Electronic Revenue for credit cards will post. Files will be held until July 1. ACH revenue will continue to post daily until June 30.

- **JUNE 30**: The last date for agencies to **deposit revenue**. Revenue must be received by Treasurer of State cashier by noon. 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.

June 2009

Sunday	Monday	Tuesday	Wednesday	Thurs	Friday	Saturday
	1 Controlling Board – coordinate FY09 actions with SA Monitor Open Vouchers	2	3	4	5	6 OAKS up 8:00 – 5:00
7 OAKS up 8:00 – 5:00	8	9	10	11	12 Last Day for payroll corrections for PRIOR periods (4:30) Last day to submit vouchers that SA enters (4:30)	13 OAKS up 8:00-5:00
14 OAKS up 8:00 – 5:00	15 Controlling Board – coordinate FY09 actions with SA Last day for warrant cancellation requests (4:30) Last Payroll journal from HCM-FIN	16 Last day to submit new vendor entry or vendor mods (4:30)	17 PAYROLL LIQUIDATION Payroll journal header and budget status must be "VALID" Final payroll corrections due to SA for PPE 6/6/09	18	19　　　　PAYDAY Last day to enter AP, journal vouchers, and journal spreadsheets Last day to deliver voucher supporting documentation (4:30) Last day to submit ISTVs for SA approval (4:30) Last day to enter requisitions	20 OAKS up 8:00 – 5:00
21	22 Last voucher build for PCard vouchers	23 Last day for revenue refunds All unpaid FY09 vouchers deleted Check PCard Budget errors Last day to Process EDI	24 Last Pay cycle run	25	26	27
28	29	30 Last day for revenue – Oaks will be inactive as soon as revenue posts				