



OBM


Ted Strickland
Governor

J. Pari Sabety
Director

MEMORANDUM

April 15, 2010

TO: Fiscal Officers
All State Agencies, Departments, Offices, Boards,
Commissions and Higher Education Facilities

FROM: Tom Holsinger 
Deputy Director
Accounting Administration

SUBJECT: Fiscal Year End Updates

This memorandum is to provide agency fiscal officers with the year end processing deadlines and other fiscal information pertinent to fiscal year ending June 30, 2010. In addition to providing the year end processing deadlines in this memorandum, we will also post the information on our web page at www.obm.ohio.gov. State Accounting will also send subsequent information in May and June reminding fiscal officers of the deadlines. If other staff in your agency would find this information useful, please share it with them.

Ohio Shared Services (OSS) year end processing deadlines have also been included for participating agencies. In addition, OSS will be providing these agencies a separate memorandum along with reminders of these deadlines in May and June.

The keys to a successful fiscal year end are planning, coordination, and communication. It is imperative that agencies "clean up" all transactions in advance of the year end close. Our office will communicate with you regularly between now and the end of the fiscal year on June 30, 2010. Please identify an individual in your fiscal office that State Accounting can contact in the event of an emergency and forward the name, telephone number, and e-mail address to Carolyn Harvey at carolyn.harvey@obm.state.oh.us.

Voucher Processing

The last day for agencies to submit requisitions to State Accounting for review and approval is June 18, 2010 and the last day for agencies to submit voucher supporting documentation is June 18, 2010. Please refer to the calendar for a complete list of significant processing deadlines. If you have special processing needs, please contact the appropriate State Accounting supervisor. We will be scheduling meetings with those agencies that must make payments (Medicaid, School Foundation, Higher Education, etc.) after the published deadlines. In addition, Jody Newkirk will coordinate same-day voucher processing between agencies and their State Accounting Examiner. Contact Jody at (614) 466-2151 or by e-mail at jody.newkirk@obm.state.oh.us.

OSS Participating Agency Voucher Processing

In order to comply with State Accounting's voucher processing timeline, the last day OSS will process vouchers for participating agencies is June 14, 2010. The last day for fiscal officers to approve documents is June 18, 2010. Please refer to the calendar for a complete list of

significant OSS processing deadlines. If you have special processing needs before June 18th please contact Pam Hill, Ken Moon or Tonya Briggs at (614) 338-4781.

OSS Travel and Expense

Travel and Expense deadlines have been added to the calendar for Travel Expense Reports, Travel Authorizations and agency supervisor approvals. In addition, Ohio Shared Services will be providing a separate memo relative to Travel and Expense for agencies who participate in the Travel and Expense module.

Controlling Board

The Controlling Board is scheduled to meet on June 14, 2010 and June 28, 2010. If your agency requires Controlling Board approval to complete a fiscal transaction prior to June 30, 2010, please be sure to coordinate with State Accounting to ensure that there is sufficient time to encumber and process payments this fiscal year. If you have any questions, please contact Betty Johnson at (614) 466-6731, or by e-mail at betty.s.johnson@obm.state.oh.us.

Processing Payroll

The last payday in Fiscal Year 2010 will be Friday, June 18, 2010. **Agencies must have cash available on Wednesday, June 16, 2010 in order to ensure payroll is processed properly.**

Corrections

Transactions with account coding errors for FY 2010 **cannot** be corrected in FY 2011. Review your coding information on disbursement and revenue documents to correct FY 2010 errors prior to FY 2011.

- Review revenue documents, inquiries, and reports to verify that the correct funds and revenue account codes were credited. **No FY 2010 account coding errors may be corrected after the June 30th close.**
- All payroll corrections must be submitted for July, 2009-May, 2010 pay dates by Friday, June 11, 2010. Payroll corrections for the June pay dates must be complete by Wednesday, June 16, 2010.

If you have any questions, please contact Betty Johnson at (614) 466-6731 or by e-mail at betty.s.johnson@obm.state.oh.us.

OAKS Availability

OAKS will be available to agencies for entering fiscal transactions on the weekends of June 5th and 6th; June 12th and 13th; and June 19th. OAKS will not be available to agencies on the afternoon of Wednesday, June 30, 2010, once all revenue documents have been accepted. This will allow State Accounting adequate time to process current year transactions and make OAKS available as early as possible on Thursday, July 1, 2010.

Emergencies

If unusual or emergency situations occur on or after the deadlines, contact Vicki Brigham at vicki.brigham@obm.state.oh.us.

Deadlines for All Agencies

- **JUNE 11:** Last day for State Accounting to **receive payroll corrections** for July, 2009-May, 2010 pay dates.
- **JUNE 11:** Last day to submit **vouchers** that State Accounting enters.
- **JUNE 11:** Last day to submit equipment freeze waivers to State Accounting.
- **JUNE 11: OSS Vendor Maintenance** – Last day for Ohio Shared Services (OSS) to receive **vendor entry or mods** needed to process **vouchers and requisitions** and ensure entry in FY 2010. Documents must be received in OSS by 5:00 p.m. on June 11th. To ensure receipt, you may want to email or fax your documents to OSS. Vendor Maintenance will continue to submit vendor entry and mods through June 24th for FY 2011.
 - E-mail: vendors@ohio.gov
 - Fax: (614) 485-1039
- **JUNE 14:** Agencies must **submit warrant cancellations to State Accounting** by this date to reduce disbursements for FY 2010. Errors in warrants discovered after this date should be discussed with State Accounting management. **Warrants issued in FY 2010 that are canceled (for error) in FY 2011 do not restore FY 2010 encumbrances.** Take extra precautions to verify that May and June warrants are issued correctly.
- **JUNE 14:** Last **payroll journal** from HCM-FIN.
- **JUNE 14: Controlling Board meeting – Coordinate FY 2010 actions with State Accounting.**
- **JUNE 14: OSS Accounts Payable – Last day OSS will process participating agency vouchers.**
- **JUNE 15: OSS Travel Module** – Last day to submit Travel Expense Reports.
- **JUNE 15: OSS Travel Module** – Last day to submit Travel Authorizations.
- **JUNE 16:** Payroll Liquidation (for PPE 6/5/10); Cash **must** be available. Payroll Journals must be valid.
- **JUNE 16:** Final **payroll corrections** due to State Accounting for Pay Period Ending June 5, 2010.
- **JUNE 16:** Last monthly current payroll journal from HCM to FIN.
- **JUNE 17: OSS Travel Module** – Last day for agency travel approvers to approve Travel Expense Reports.
- **JUNE 18:** Last day agencies may **enter vouchers. Vouchers must have all agency-level approvals applied.**

- **JUNE 18:** Last day agencies may **enter vouchers. Vouchers must have all agency-level approvals applied.**
- **JUNE 18:** Last day for agencies to **submit voucher supporting documentation** to State Accounting. Documents must be received in State Accounting by 4:30 p.m. on June 18th. To ensure receipt, you may want to hand carry documents to State Accounting.
- **JUNE 18:** Last day to submit ISTV's to State Accounting for approval.
- **JUNE 18:** Last day for State Accounting to **enter requisitions for off-line agencies.**
- **JUNE 18:** Last day to **enter requisitions and change requests for FY 2010 and FY 2011.**
- **JUNE 18:** Last day to submit reversal voucher requests and journal vouchers.
- **JUNE 18:** Last day for agency-level voucher approval and journal voucher approval.
- **JUNE 21:** Last voucher build for **PCard** vouchers.
- **JUNE 22:** Last day to submit **Revenue Refund** documents to the Treasurer's office.
- **JUNE 22:** Last day to fix **PCard and EDI budget** errors.
- **JUNE 22:** All open **unpaid FY10 vouchers** will be deleted.
- **JUNE 23:** Last pay cycle run.
- **JUNE 24: OSS Vendor Maintenance** – Last day for OSS associates to enter Vendor Maintenance Documents for FY 2011.
- **JUNE 25:** Last day to enter online or integrate FY 2010 asset management activity
- **JUNE 28: Controlling Board meeting – Coordinate FY 2010 actions with State Accounting.**
- **JUNE 30:** Last day for revenue mods and RHR's.
- **JUNE 30:** The last date for agencies to **deposit revenue.** 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.
- **JULY 1:** Go-live for BPM.
- **JULY 12:** Redistributions must be completed for all deposits to holding funds (Q-funds) processed in FY 2010. Every effort to redistribute revenue to the correct fund before June 30th should be made.

Monitoring Your Agency's Activity

To make this fiscal year end go as smoothly as possible, please take the following steps to monitor your agency's progress as the fiscal year draws to a close:

- If your agency has unique payment requirements, e-mail Vicki Brigham at vicki.brigham@obm.state.oh.us.
- Cancel any vouchers that will not be paid by June 21st. Contact Jody Newkirk at (614) 466-2151 if you encounter any problems or have questions. **On June 22nd, State Accounting will delete all open vouchers.**
- Monitor cash balances to ensure sufficient cash has been drawn to meet vouchers (accounts payable) and payroll (payrolls payable) since we have a payday of Friday, June 18, 2010. **Cash will be taken for payroll on Wednesday, June 16, 2010.**
- State Accounting is not responsible for documents rejected due to insufficient or inaccurate information if your agency fails to respond to our inquiries/requests in a timely manner.
- **Please ensure that appropriate individuals on your fiscal staff are available to respond to questions the last two weeks of June. Individuals responsible for cash balances need to be available to State Accounting staff Tuesday, June 15, 2010 through Wednesday, June 23, 2010.**

Year End Contacts

For questions about...	Contact...	At this number ...	Or this address...
Routine Issues	Help Desk	466-3993	helpdesk@obm.state.oh.us
General Information	Vicki Brigham	644-5759	vicki.brigham@obm.state.oh.us
Encumbrance Review & Appropriation Control	Betty Johnson	466-6731	betty.s.johnson@obm.state.oh.us
Imprest Account/ Petty Cash Funds	Michael Blackburn	644-5213	michael.blackburn@obm.state.oh.us
Accounting Review	Judy Johnson	466-1569	judy.johnson@obm.state.oh.us
Vendor Compliance & Records Management	Quanta Brown	338-4825	quanta.brown@obm.state.oh.us
OAKS Training Registration & Communications	Mame Greulich	466-3600	mame.greulich@obm.state.oh.us
Payment Card Administrator	Molly Burris	752-4220	molly.burris@obm.state.oh.us
Electronic Commerce	Molly Burris	752-4220	molly.burris@obm.state.oh.us
Data Systems	Kumar Rachuri	644-7365	kumar.rachuri@obm.state.oh.us
Financial Reporting	Amy Hall	466-1620	amy.hall@obm.state.oh.us
State Accounting Deputy Director	Tom Holsinger	728-4734	tom.holsinger@obm.state.oh.us

Area code 614

June 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	(MAY) 31 Monitor Open vouchers	1	2	3	4	5 OAKS up 8:00 am – 5:00 pm
6 OAKS up 8:00 am – 5:00 pm	7	8	9	10	11 -Last day for payroll corrections for PRIOR periods (4:30 pm) -Last day to submit vouchers that SA enters (4:30 pm) -Last day for equipment freeze waivers -OSS-Last day to submit new vendor entry or vendor mods for FY 2010 (5:00 pm)	12 OAKS up 8:00 am – 5:00 pm
13 OAKS up 8:00 am – 5:00 pm	14 -Controlling Board Meeting - coordinate FY 10 actions with SA -Last day for warrant cancellation requests (4:30 pm) -Last payroll journal from HCM to FIN -OSS-Last day to process vouchers for participating agencies	15 OSS-Last day to submit Travel Expense Reports OSS-Last day to submit Travel Authorizations	16 PAYROLL LIQUIDATION CASH MUST BE AVAILABLE -Payroll Journals must be valid -Final payroll corrections due to SA for PPE 6/5/10 -Last monthly current payroll journal from HCM to FIN	17 OSS-Last day for agency travel approvers to approve Travel Expense Reports	18 Payday -Last day to enter AP vouchers; and requisitions/change requests for FY 2010 and FY 2011 -Last day to deliver voucher supporting documentation (4:30 pm) -Last day to submit iSTV's for SA approval (4:30 pm) -Last day for State Accounting to enter requisitions for off-line agencies -Last day for agency AP voucher approval and Journal spreadsheet approval -Last day to submit reversal voucher requests, and journal vouchers	19 OAKS up 8:00 am – 5:00 pm
20	21 Last voucher build for PCard vouchers	22 -Last day for revenue refunds -All unpaid FY10 vouchers deleted -Last day to fix PCard Budget errors -Last day to process EDI	23 Last pay cycle run	24 OSS - Last day to enter Vendor Maintenance Documents for FY 2011	25 Last day to enter online or integrate FY 2010 asset management activity	26
27	28 Controlling Board Meeting - coordinate FY 10 actions with SA	29	30 -Last day for revenue mods and RHR's -Last day for revenue. OAKS will be inactive as soon as revenue has posted.	(JULY) 1 Go-live for BPM		