Office of Budget and Management

John R. Kasich
Governor

Timothy S. Keen
Director

MEMORANDUM

April 14, 2011

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, 2011. 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, 2011. 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 17, 2011 and the last day for agencies to submit voucher supporting documentation is June 17, 2011. Please refer to the attached 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.

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 16, 2011. The last day for fiscal officers to approve documents is June 17, 2011. Please refer to the attached calendar for a complete list of significant OSS processing deadlines. If you have special processing needs before June 17th 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 for the last time in FY 2011 on June 13, 2011. If your agency requires Controlling Board approval to complete a fiscal transaction prior to June 30, 2011, 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 2011 will be Friday, June 17, 2011. **Agencies must have cash available on Wednesday, June 15, 2011 in order to ensure payroll is processed properly.**

Corrections
Transactions with account coding errors for FY 2011 **cannot** be corrected in FY 2012. Review your coding information on disbursement and revenue documents to correct FY 2011 errors prior to FY 2012.

- Review revenue documents, inquiries, and reports to verify that the correct funds and revenue account codes were credited. **No modifications will be accepted after noon on June 30th. No FY 2011 account coding errors may be corrected after the June 30th close.**

- All payroll corrections must be submitted for July, 2010-May, 2011 pay dates by Friday, June 10, 2011. Payroll corrections for the June, 2011 pay dates must be complete by Wednesday, June 15, 2011.

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 4th and 5th; June 11th and 12th; and June 18th. OAKS will not be available to agencies on the afternoon of Thursday, June 30, 2011, 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 Friday, July 1, 2011.

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 10**: Last day for State Accounting to **receive payroll corrections** for July, 2010-May, 2011 pay dates.

- **JUNE 10**: Last day to submit **vouchers** that State Accounting enters.

- **JUNE 10: 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 2011. Documents must be received in OSS by 5:00 p.m. on June 10th. To ensure receipt, you may want to scan and e-mail or fax your documents to OSS. Vendor Maintenance will continue to act upon vendor entry and mods received for FY 2012 through June 23rd.
  - o E-mail: vendor@ohio.gov
  - o Fax: (614) 485-1052

- **JUNE 13**: Agencies must **submit warrant cancellations to State Accounting** by this date to reduce disbursements for FY 2011. Errors in warrants discovered after this date should be discussed with State Accounting management. **Warrants issued in FY 2011 that are canceled (for error) in FY 2012 do not restore FY 2011 encumbrances.** Take extra precautions to verify that May and June warrants are issued correctly.

- **JUNE 13: Last day to submit warrant & EFT cancellation forms and warrant stop payment forms to State Accounting (4:30 pm)**

- **JUNE 13**: Last **payroll journal** from HCM-FIN.

- **JUNE 13: Controlling Board meeting – Coordinate FY 2011 actions with State Accounting.**

- **JUNE 13: OSS Accounts Payable** – Last day for participating agencies to submit invoices to OSS for FY 2011.

- **JUNE 14**: Last monthly current payroll journal from HCM to FIN.

- **JUNE 15: OSS Travel Module** – Last day to create and submit Travel Authorizations.

- **JUNE 15: OSS Travel Module** – Last day to create and submit Travel Expense Reports.

- **JUNE 15: OSS Travel Module** – Last day for supervisors to approve Travel Authorizations and Travel Expense Reports.

- **JUNE 15: OSS Travel Module** – Last day to submit travel receipts and backup documentation.

- **JUNE 15**: Payroll Liquidation (for PPE 6/4/11); Cash **must** be available. Payroll Journals must be valid.

- **JUNE 15**: Final **payroll corrections** due to State Accounting for Pay Period Ending June 4, 2011.

- **JUNE 16: OSS Accounts Payable – Last day OSS will process vouchers for participating agencies.**

- **JUNE 17: OSS Travel Module – Last day for OSS to pre-audit Travel Expense Reports.**

- **JUNE 17**: Last day agencies may **enter vouchers. Vouchers must have all agency-level approvals applied.**

- **JUNE 17**: 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 17th. To ensure receipt, you may want to scan and attach or hand carry documents to State Accounting.

- **JUNE 17**: Last day to submit ISTV's to State Accounting for approval.

- **JUNE 17**: Last day for State Accounting to **enter requisitions for off-line agencies.**

- **JUNE 17**: Last day to **enter requisitions and change requests for FY 2011 and FY 2012.**

- **JUNE 17**: Last day to submit reversal voucher requests and journal vouchers.

- **JUNE 17**: Last day for agency-level voucher approval and journal spreadsheet approval.

- **JUNE 20**: Last voucher build for **PCard** vouchers.

- **JUNE 21**: Last day to submit **Revenue Refund** documents to the Treasurer's office.

- **JUNE 21**: Last day to fix **PCard and EDI budget** errors.

- **JUNE 21**: Last day to process EDI.

- **JUNE 21: All open unpaid FY 2011 vouchers will be deleted.**

- **JUNE 21: All open unpaid FY 2011 unapproved travel activity will be deleted.**

- **JUNE 21: OSS Travel Module – Last day for FBA's to change coding on expense reports approved for payment.**

- **JUNE 22**: Last pay cycle run.

- **JUNE 23: OSS Vendor Maintenance – Last day for OSS associates to process Vendor Maintenance Documents for FY 2012.**

- **JUNE 24**: Last day to enter online or integrate FY 2011 asset management activity.

- **JUNE 30**: Last day for revenue mods and RHR's. No mods after noon.

- **JUNE 30**: The last date for agencies to **deposit revenue**. Every effort should be made to deposit revenue prior to June 30th. Any revenue not received prior to the cut-off should be

deleted. OAKS will be unavailable to agencies immediately after State Accounting has completed revenue processing on June 30th.

<u>Monitoring Your Agency's Activity</u>
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 20th. **On June 21st, State Accounting will delete all open vouchers and all unapproved travel activity.**

- 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 17, 2011. **Cash will be taken for payroll on Wednesday, June 15, 2011.**

- 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 14, 2011 through Wednesday, June 22, 2011.**

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
OSS Vendor Maintenance	Charmonette Crumley	338-4790	charmonette.crumley@obm.state.oh.us
OSS Accounts Payable Vouchers	Tonya Briggs	338-4826	tonya.briggs@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	Michael Guilford	466-6719	michael.guilford@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 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Monitor Open vouchers	**2**	**3**	**4** OAKS up 8:00 am – 5:00 pm
5 OAKS up 8:00 am – 5:00 pm	**6**	**7**	**8**	**9**	**10** -Last day for payroll corrections for **PRIOR** periods (4:30 pm) -Last day to submit vouchers that SA enters (4:30 pm) -OSS-Last day to submit new vendor entry or vendor mods for FY 2011 (5:00 pm)	**11** OAKS up 8:00 am – 5:00 pm
12 OAKS up 8:00 am – 5:00 pm	**13** -Controlling Board Meeting - coordinate FY 2011 actions with SA -Last day to submit warrant & EFT cancellation forms & warrant stop payment forms to SA (4:30 pm) -Last payroll journal from HCM to FIN -OSS-Last day for participating agencies to submit invoices to OSS for FY 2011	**14**	**15** PAYROLL LIQUIDATION CASH MUST BE AVAILABLE -Payroll Journals must be valid -Final payroll corrections due to SA for PPE 6/4/11 -OSS-Last day to create & submit Travel Expense Reports -OSS-Last day to create & submit Travel Authorizations -OSS-Last day to submit travel receipts & backup documentation -OSS-Last day for supervisors to approve Travel Authorizations and Travel Expense Reports	**16** -OSS-Last day to process vouchers for participating agencies	**17** Payday -Last day to enter AP vouchers; and requisitions/change requests for FY 2011 and FY 2012 -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 -OSS-Last day to pre-audit Travel Expense Reports	**18** OAKS up 8:00 am – 5:00 pm
19	**20** -Last voucher build for PCard vouchers	**21** -All open, unpaid FY 2011 vouchers & unapproved travel activity will be deleted -Last day for revenue refunds -Last day to fix PCard Budget errors -Last day to process EDI -OSS-Last day for FBA's to change coding on expense reports approved for payment	**22** -Last pay cycle run	**23** -OSS - Last day for OSS Associates to process Vendor Maintenance Documents for FY 2012	**24** -Last day to enter online or integrate FY 2011 asset management activity	**25**
26	**27**	**28**	**29**	**30** -Last day for revenue mods and RHR's. No mods after noon. -Last day for revenue. OAKS will be inactive as soon as revenue has posted.		