



Office of Budget and Management

John R. Kasich
Governor

Timothy S. Keen
Director

MEMORANDUM

April 8, 2013

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

FROM: James J. Kennedy, Deputy Director
State Accounting and Reporting
Office of Budget and Management *J. KENNEDY*

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, 2013. 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 and on the MyOhio.gov portal, on the FIN Home page. State Accounting will also send subsequent information in June reminding fiscal officers of the deadlines. If other staff in your agency would find this information useful, please share it with them.

This fiscal year-end close will bring additional challenges for State Accounting with the inclusion of the purchase order rollover for capital appropriations, as well as assisting with the creation of the new Office of Medicaid Agency (MCD), effective July 1, 2013.

Ohio Shared Services (OSS) year-end processing deadlines have also been included for participating agencies. OSS separate information begins on page 7.

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, 2013. If you have not already done so, 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 Linda Lewis at linda.lewis@obm.state.oh.us.

Requisition and Voucher Processing

The last day for agencies to submit requisitions to State Accounting for review and approval is June 21, 2013. The last day for agencies to enter accounts payable vouchers is June 20, 2013 and the last day to submit voucher supporting documentation is June 21, 2013. 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 have scheduled meetings with those agencies that must make payments (Medicaid, School Foundation, Higher Education, etc.) after the published deadlines.

Deposits/Payments

Deposits/Payments will be processed until June 28, 2013. Every effort should be made to deposit revenue prior to June 28, 2013. The agency should review all transactions to ensure they have been processed and applied. Those items that are not fully processed need to be analyzed by the agency no later than June 21, 2013. At the end of this memo is a list of tools available for the agency to review deposits/payments. If you have any questions, please contact Vicky Baker at (614) 466-2542, or by e-mail at vicky.baker@obm.state.oh.us.

Accounts Receivable Pending Items

Pending Items will be processed until June 28, 2013. Every effort should be made to process pending items prior to June 28, 2013 to ensure they have been processed and posted. Those items more than 30 days old and not fully processed need to be analyzed by the agency no later than June 21, 2013. At the end of this memo is a list of tools available for the agency to review pending items. If you have any questions, please contact Vicky Baker at (614) 466-2542, or by e-mail at vicky.baker@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 20, 2013. The last day for fiscal officers to approve OSS-entered vouchers is June 21, 2013. Please refer to the attached calendar for a complete list of significant OSS processing deadlines. If you have special processing needs before June 14, 2013, please contact Pam Hill at (614) 338-4881 or Ken Moon at (614) 338-4843.

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 information relative to Travel and Expense for agencies who participate in the Travel and Expense module is included below.

Controlling Board

The Controlling Board is scheduled to meet for the last time in FY 2013 on June 10, 2013. If your agency requires Controlling Board approval to complete a fiscal transaction prior to June 30, 2013, 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 Tom Foster at (614) 466-4829, or by e-mail at thomas.foster@obm.state.oh.us.

Processing Payroll

The last payday chargeable in FY 2013 will be Friday, June 28, 2013. **Agencies must have cash available on Wednesday, June 26, 2013 to ensure payroll is processed properly.**

Corrections

Transactions with account coding errors for FY 2013 **cannot** be corrected in FY 2014. Review your coding information on disbursement and revenue documents to correct FY 2013 errors prior to FY 2014.

- 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 28th.** No FY 2013 account coding errors may be corrected after the June 30th close. Every effort should be made to submit revenue mods before June 21, 2013.

- All payroll corrections must be submitted for July 2012 - May 2013 pay dates by Friday, June 7, 2013. Payroll corrections for the June 2013 pay dates must be complete by Wednesday, June 26, 2013.

If you have any questions, please contact Tom Foster at (614) 466-4829, or by e-mail at thomas.foster@obm.state.oh.us.

OAKS Availability

OAKS will be available from 8:00 am to 5:00 pm to agencies for entering fiscal transactions on the weekends of June 1st and 2nd; June 8th and 9th; June 15th and 16th, and June 22nd and 23rd. OAKS will not be available to agencies on the afternoon of Friday, June 28, 2013, 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 Monday, July 1, 2013.

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

Friday, June 7:

- Last day for State Accounting to **receive payroll corrections** for July 2012 - May 2013 pay dates.
- Last day to submit **vouchers** that State Accounting enters.
- 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 2013. Documents must be received in OSS by 5:00 pm on June 7th. 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 2014 through June 20th.
 - E-mail: vendor@ohio.gov
 - Fax: (614) 485-1052

Monday, June 10:

- Agencies must **submit warrant cancellations to State Accounting** by this date to reduce disbursements for FY 2013. Errors in warrants discovered after this date should be discussed with State Accounting management. Take extra precautions to verify that May and June warrants are issued correctly.
- **Last day to submit warrant & EFT cancellation forms and warrant stop payment forms to State Accounting (4:30 pm).**
- Controlling Board meeting – **Coordinate FY 2013 actions with State Accounting.**

Wednesday, June 12:

- Payroll Liquidation (for PPE 6/1/13); Cash **must** be available. Payroll Journals must be valid.
- Final payroll corrections due to State Accounting for Pay Period Ending June 1, 2013.

Friday, June 14:

- Last day to submit ISTV's to State Accounting for approval.
- Last day for State Accounting to **enter requisitions for off-line agencies.**
- Last day to submit reversal voucher requests and journal vouchers to State Accounting (by 4:30 pm).
- Journal Vouchers changing or correcting fund and/or ALI must be entered no later than 5:00 pm.
- OSS Accounts Payable – Last day for participating agencies to submit invoices to OSS for FY 2013.
- Last day to load OAKS FIN Agency Budgets.
- PAYDAY

Monday, June 17:

- **Agency and Central Security Designee roles shut off. Security Designees no longer able to edit security roles in OAKS.**
- OSS Travel Module – Last day for agencies to create and submit Travel Authorizations.
- OSS Travel Module – Last day for agencies to create and submit Travel Expense Reports.

Tuesday, June 18:

- Last day to submit **Revenue Refund** documents to the Treasurer's office.
- Last voucher build for P-Card vouchers.

Wednesday, June 19:

- OSS Travel Module – Last day for agencies to submit travel receipts and backup documentation.

Thursday, June 20:

- Last day agencies may **enter vouchers. Vouchers must have all agency-level approvals applied and have adequate funding.**
- OSS Vendor Maintenance – Last day for OSS associates to process Vendor Maintenance Documents for FY 2014.
- OSS Travel Module – Last day for agency supervisors to approve Travel Authorizations
- OSS Travel Module – Last day for agency supervisors to approve Travel Expense Reports.
- OSS Accounts Payable – Last day OSS will process vouchers for participating agencies.
- OSS Travel Module – Last day for OSS to pre-audit Travel Expense Reports.

Friday, June 21:

- Last day for agencies to **submit voucher supporting documentation** to State Accounting. Documents must be received in State Accounting by 4:30 pm on June 21st. To ensure receipt, you may want to scan and attach or hand carry documents to State Accounting.
- Last day for agencies to **enter requisitions and change requests for FY 2013 and FY 2014.**

- Last day for agency-level voucher approval.
- Last day to fix **PCard and EDI budget** errors.

Monday, June 24:

- Last **payroll journals** from HCM-FIN.
- Last day E-Revenue for credit cards will be loaded into OAKS.

Tuesday, June 25:

- **All open unpaid FY 2013 vouchers will be deleted by State Accounting.**
- OSS Travel Module – Last day for agency FBA's to change coding on expense reports approved for payment.

Wednesday, June 26:

- Payroll Liquidation (for PPE 6/15/13); Cash **must** be available. Payroll Journals must be posted.
- Final **payroll corrections** due to State Accounting for Pay Period Ending June 15, 2013.
- Last day for agency-level journal spreadsheet approval.
- Last daily pay cycle run.
- Last day to enter online or integrate FY 2013 asset management activity.
- **All open unpaid FY 2013 unapproved travel activity will be deleted by OBM.**

Friday, June 28:

- Last day for revenue mods and RHR's; No mods after noon. Every effort should be made to submit revenue mods before June 21, 2013.
- The last date for agencies to **deposit revenue**. Every effort should be made to deposit revenue prior to June 28th. Any revenue not received prior to the cut-off will be deleted. OAKS will be unavailable to agencies immediately after State Accounting has completed revenue processing on June 28th.
- Last day ACH electronic revenue will be loaded into OAKS.
- **Cancel any Accounts Receivable deposits/payments and Accounts Receivable pending items that have not been posted by June 28th. At the close of business on June 28th, State Accounting will delete all unposted deposits/payments and pending items.**
- PAYDAY

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. **On June 25th, State Accounting will delete all open vouchers.**

- **Posted Accounts Receivable pending items will be deleted by RACM on June 28th.**
- Monitor cash balances to ensure sufficient cash has been drawn to meet vouchers (accounts payable) and payroll (payrolls payable).
- 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 11, 2013 through Wednesday, June 26 2013.**
- Accounts Receivable Review Tools
Below are the list of queries that can be run to monitor payments and items in the Accounts Receivable Module in OAKS. The path to get to query viewer is as follows: Reporting Tools > Query > Query Viewer.

QUERY NAME	QUERY DISCRIPTION	OWNER
OH_AR_13DJRNL_JGEN_STATUS_J	DJrnl stuck in JGen processing	Public
OH_AR_13DJRNL_TOS_REV_NOT_JGEN	DJrnl rev by TOS but not jgen	Public
OH_AR_13INCOMPLETE_DEPOSITS	AR Incomplete Deposits	Public
OH_AR_13INCOMPLETE_PAYMENTS	AR Incomplete Payments	Public
OH_AR_13ISTV_NOT_REV_AGY	ISTV Deposits Not Rev by Agency	Public
OH_AR_13ITEMS_JGEN_STATUS_J	Items stuck in JGen processing	Public
OH_AR_13ITEM_VALID_BC_NOT_JGEN	Items valid bc but not JGen	Public
OH_AR_13NON_ISTV_NOT_REV_AGY	Non-ISTV Dep not Rev by Agency	Public
OH_AR_13NON_ISTV_NOT_REV_TOS	Non-ISTV Dep not Rev by TOS	Public
OH_AR_13NOTPOSTED_ARGROUPS	Unposted pending items	Public
OH_AR_13PENDING_ITEMS_ERRORS	AR transactions with errors.	Public
OH_AR_13PYMTS_INACTIVE_ACCT	Pymnt not picked up by BC	Public
OH_AR_13UNPOST_PEND_ITEM	Unposted pending items	Public



Ohio Shared Services Fiscal Year-end Updates

This communication is intended to provide additional information pertinent to Ohio Shared Services (OSS) Participating Agencies that submit voucher processing to OSS (see Section I) and to all agencies that currently use the OAKS Travel and Expense module (see Section II).

If your agency does not submit voucher processing to OSS and does not use the OAKS Travel and Expense module, please disregard this communication.

Section I: OSS Participating Agencies only

Based on the fiscal year-end close June 17-30, 2013, OSS anticipates an accounts payable (AP) backlog will occur during this time. To manage and eliminate this backlog, the OSS plan is outlined as follows:

- Once OAKS becomes available, OSS AP will work diligently to return to the 3-day processing time documented in the Service Level Agreement. The oldest invoices will be processed first.
- Beginning no later than June 3, 2013, OSS AP will provide daily communications to participating agencies on the status of the invoice volume remaining to be processed. These invoices will be listed in the order received at OSS (oldest date first). Please note: OSS will not be able to determine the backlog volume by agency.
- In addition, agencies can also run the following queries to determine if a specific invoice has arrived in OAKS:

Navigate to:
Reporting Tools>Query>Query Viewer

Report	Description
OH_AP_OSS_SORTER_ACTIVITY	Provides all invoice activity by the date received at OSS including invoice exceptions (problem invoices), rejected and completed invoices (VAT and manual), and assigned work-in-progress
OH_AP_OSS_VCHR_MATCH_EXC_SUMRY	Provides a point-in-time list of all outstanding voucher match exceptions that require OSS rework
OH_AP_OSS_VCHR_CURRENT_DENIED	Provides a point-in-time listing of all outstanding vouchers in denied status that require OSS rework
OH_AP_OSS_SORTER_BALANCE	Provides a point-in-time list of all outstanding documents (New, Assigned, Exception, Reprocess, and Returned From Agency) currently in process on the sorter page

For assistance with running the queries or escalations regarding the backlog, please contact Pam Hill at pam.hill@obm.state.oh.us or Ken Moon at kenneth.moon@obm.state.oh.us.

Section II: All Agencies – OSS Travel and Expense

The OAKS Travel and Expense module **will not** be available to travelers June 17-30, 2013. This will require agencies that use the OAKS Travel and Expense module to:

- Remind agency travelers to create and submit their Travel Authorizations and Expense Reports in a timely manner.
- Approve Travel Authorizations and Expense Reports by specified deadlines to ensure payments are made in a timely manner.
- Ensure all travel documents have correct coding and pass budget check by Tuesday, June 25, 2013.

Travel Authorizations

- Travel Authorizations for travel occurring between June 17-30, 2013 should be created, submitted, and approved by supervisors by June 20th.
- Travel Authorizations NOT approved by supervisors by June 20th will be deleted from OAKS and will need to be recreated on or after July 1st.
- Travel Authorizations approved by June 20th will not be deleted.
- For emergency or unplanned travel occurring between June 17-30, 2013, travelers should create Travel Authorizations on or after July 1st.
- Last day for Fiscal Budget Analysts to change coding on Travel Authorizations is 5:00 p.m., Tuesday, June 25, 2013.

Expense Reports

- Expense Reports NOT approved by supervisors by June 20th will be deleted and will need to be recreated on or after July 1st.
- Expense reports that do not pass Ohio Shared Services pre-audit by 5:00 p.m., June 20th will be **denied**, the Travel Authorization used to create the Expense Report will remain closed, and travelers will need to recreate a new Travel Authorization and Expense Report for this travel on or after July 1st.
- Travelers have until August 30th to recreate deleted Expense Reports.
- Travelers should create Expense Reports for travel occurring between June 17-30, 2013 on or after July 1st.
- Last day for Fiscal Budget Analysts to change coding on approved Expense Reports is 5:00 p.m., Tuesday, June 25, 2013.

Receipts

- Travelers are to submit receipts for submitted Expense Reports in enough time to ensure arrival to Ohio Shared Services by 5:00 p.m., June 19, 2013.
- Expense Reports that do not have the required receipts submitted by June 19, 2013 will be **denied**, the Travel Authorization used to create the Expense Report will remain closed, and travelers will need to recreate a new Travel Authorization and Expense Report for this travel on or after July 1st.
- For travel occurring between June 17-30, 2013, travelers should submit receipts on or after July 1st.

Travel and Expense Budget Implications

- Any Expense Reports created from Travel Authorizations that were approved by June 20th will reference the FY 2013 budget.
- Travel Authorizations that are created and approved on or after July 1st will encumber the FY 2014 budget, regardless of the travel dates being reimbursed.
- Taking action on aging and unused Travel Authorizations by June 20th will release encumbered FY 2013 funds.
- Expense Reports that are created on or after July 1st from Travel Authorizations approved by June 20th will not be able to exceed the authorized amount on those Travel Authorizations (less state prepaid expenses). Any expenses that exceed the approved Travel Authorization amount will need to be created and submitted on a separate Travel Authorization and Expense Report on or after July 1st.

Travel and Expense Reports

Beginning May 1, 2013, fiscal offices will receive weekly communications about travel documents that need action taken from the OAKS Travel and Expense module. This communication will include an Excel file with reports.

All agencies are expected to take action on any outstanding Travel Authorizations and Expense Reports in OAKS. We cannot close FY 2013 with any Travel Authorizations or Expense Reports that have not been approved and successfully budget checked. Your assistance will help to release encumbered funds and allow timely reimbursements to travelers.

Reports

Agencies can also run and monitor these reports on your own. Navigate to:
Reporting Tools>Query>Query Viewer

Report	Description
OH_TE_YEC_PENDING_TA	Identifies Travel Authorizations that are in Pending or Submitted status that need action taken by either the traveler or supervisor
OH_TE_YEC_APR_TA	Identifies Travel Authorizations that are in Approved status without an expense report created
OH_TE_TA_BUDGET_ERROR	Identifies Expense Reports that are in budget error
OH_TE_ER_BUDGET_ERROR	Identifies travel authorizations that are in budget error

If you have any questions regarding Travel and Expense, please e-mail ohiosharedservices@ohio.gov or contact us at 1-877-644-6771.

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	Tom Foster	466-4829	thomas.foster@obm.state.oh.us
Imprest Account/ Petty Cash Funds	Matt Scott	466-8882	matt.scott@obm.state.oh.us
Accounting Review	Aggie Howard	466-5670	aggie.howard@obm.state.oh.us
Accounts Receivable	Vicky Baker	466-2542	vicky.baker@obm.state.oh.us
OSS Vendor Maintenance	Heather Tomlinson	338-4757	heather.tomlinson@obm.state.oh.us
OSS Accounts Payable Vouchers	Ken Moon or Pam Hill	338-4843 338-4881	kenneth.moon@obm.state.oh.us pam.hill@obm.state.oh.us
OAKS Training Registration & Communications	Mame Greulich	466-3600	mame.greulich@obm.state.oh.us
Payment Card Administrator	Molly Burris	338-4733	molly.burris@obm.state.oh.us
EDI	Greg Miller	338-4741	greg.miller@obm.state.oh.us
Data Systems	Aron Rogers	466-6719	aron.rogers@obm.state.oh.us
Financial Reporting	Amy Hall	466-1620	amy.hall@obm.state.oh.us
State Accounting Deputy Director	Jim Kennedy	728-4734	james.kennedy@obm.state.oh.us

Area code 614

June 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					May 31 Monitor Open vouchers; -Last day to submit new requests for, or changes to, chartfields	1 OAKS up 8:00 am - 5:00 pm
2 OAKS up 8:00 am - 5:00 pm	3	4	5	6	7 -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 2013 (5:00 pm)	8 OAKS up 8:00 am - 5:00 pm
9 OAKS up 8:00 am - 5:00 pm	10 -Controlling Board Meeting - coordinate FY 2013 actions with SA -Last day to submit warrant & EFT cancellation forms & warrant stop payment forms to SA (4:30 pm)	11	12 PAYROLL LIQUIDATION CASH MUST BE AVAILABLE -Payroll Journals must be posted -Final payroll corrections due to SA for PPE 6/1/13	13	14 Payday -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 to submit reversal voucher requests and journal vouchers to State Accounting (4:30 pm) -Last day for inbound INFO2 interface files -OSS-Last day to process vouchers for participating agencies -Journal Vouchers changing or correcting fund and/or ALI must be entered no later than 5:00 pm -Last day to load OAKS FIN Agency Budgets	15 OAKS up 8:00 am - 5:00 pm

June 2013, continued

<p>16 OAKS up 8:00 am – 5:00 pm</p>	<p>17 -Agency and Central Security Designee roles shut off - no more edits possible -OSS-Last day for agencies to create & submit Travel Authorizations -OSS-Last day for agencies to create & submit Travel Expense Reports</p>	<p>18 -Last day for revenue refunds -Last voucher build for PCard vouchers</p>	<p>19 -OSS-Last day for agencies to submit travel receipts & backup documentation</p>	<p>20 -Last day for agencies to enter AP vouchers -OSS - Last day for OSS Associates to process Vendor Maintenance Documents for FY 2014 -OSS-Last day for agency supervisors to approve Travel Authorizations and Travel Expense Reports -OSS-Last day for participating agencies to submit invoices to OSS for FY 2013 -OSS-Last day to pre-audit Travel Expense Reports</p>	<p>21 -Last day to deliver voucher supporting documentation (4:30 pm) -Last day for agencies to enter requisitions/change requests for FY 2013 and FY 2014 -Last day for agency-level AP voucher approval -Last day to fix PCard and EDI Budget errors</p>	<p>22 OAKS up 8:00 am – 5:00 pm</p>
<p>23 OAKS up 8:00 am – 5:00 pm</p>	<p>24 -Last payroll journal from HCM to FIN -Last day E-Revenue for credit cards will be loaded into OAKS</p>	<p>25 -All open, unpaid FY 2013 vouchers will be deleted by OBM -OSS-Last day for agency FBA's to change coding on expense reports approved for payment</p>	<p>26 PAYROLL LIQUIDATION CASH MUST BE AVAILABLE -Payroll Journals must be posted -Final payroll corrections due to SA for PPE 6/15/13 -Last day for agency-level journal spreadsheet approval -Last daily pay cycle run: All approved vouchers with no errors/problems will pay on 6/28/13 (in this pay cycle), regardless of the scheduled due date -All open, unpaid FY 2013 unapproved travel activity will be deleted by OBM -Last day to enter online or integrate FY 2013 asset management activity</p>	<p>27</p>	<p>28 Payday -Last day for revenue mods and RHR's. No mods after noon -Last day to deposit revenue. OAKS will be inactive as soon as revenue has posted -Last day ACH electronic revenue will be loaded into OAKS -Cancel any Accounts Receivable deposits/payments and Accounts Receivable pending items that have not been posted by June 28th. At the close of business on June 28th, State Accounting will delete all unposted deposits/payments and pending items</p>	<p>29</p>