



Office of Budget and Management

John R. Kasich
Governor

Timothy S. Keen
Director

MEMORANDUM

April 12, 2017

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

FROM: Bridget Brubeck, Deputy Director
State Accounting and Reporting
Office of Budget and Management *BAB*

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, 2017. 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 FIN Home page of the MyOhio.gov portal. The keys to a successful fiscal year-end are planning, coordination, and communication; therefore, it is imperative that agency fiscal officers communicate this information with all pertinent parties, plan the appropriate agency actions and their timing, and coordinate with OBM as needed to "clean up" transactions prior to year-end close. OBM will communicate with your agency as needed, so if you have not already provided an individual in your fiscal office to State Accounting then please forward the name, telephone number, and e-mail address to Lisa Scharlott at lisa.scharlott@obm.ohio.gov

The OAKS Travel and Expense module and Ohio Shared Services (OSS) year-end processing deadlines have also been included for participating agencies beginning on page seven (7).

Requisition and PO Processing

The last day to enter a requisition or change orders into OAKS is Wednesday, June 21, 2017. For a requisition to source to a PO, the requisition must be approved, including approval by OBM for personal services, by Thursday, June 22, 2017. Any requisitions that do not meet these requirements will NOT become a PO and will need to be re-entered as a FY18 requisition.

Change orders that have not been approved, sourced, and budget checked by the end of the business day, will result in the corresponding requisition/PO not having a valid status and will need to be re-entered as a 2018 requisition. DAS FIN strongly recommends that requisitions and change orders be entered well in advance of June 21st to allow adequate time for internal and central approvals, sourcing, and budget check. This extra time allows for the approval process, as well as the correction of any possible sourcing and/or budget errors. POs created in this fiscal year that do not pass a valid budget check will be canceled/closed.

Voucher Processing

The last day for agencies to enter accounts payable vouchers, including attaching documentation in OAKS is June 22, 2017. The last day to approve vouchers is June 23, 2017; however, agencies should be aware that vouchers approved near the deadline may not have the opportunity to be corrected should they be denied by State Accounting for any reason. Please refer to the attached calendar for a complete list of significant processing deadlines. If you have special processing needs, please contact Lisa Scharlott at (614) 728-4845, or by e-mail at lisa.scharlott@obm.ohio.gov

Deposits/Payments

Deposits/Payments will be processed until noon on June 30, 2017. Every effort should be made to deposit revenue prior to June 30, 2017. The agency should review all transactions to ensure they have been processed and approved. All deposits that are incomplete should be corrected as soon as possible. At the close of business on June 30th, all unposted deposits/payments and pending items will be deleted. The queries OH_AR_FYE_INCOMPLETE_DEPOSITS and OH_AR_FYE_DEPOSIT_NOT_REV can be run to monitor deposits and payments in the Accounts Receivable module in OAKS. The path in OAKS FIN to get to query viewer is: Reporting Tools>Query>Query Viewer. If you have any questions, please contact linda.lewis@obm.ohio.gov

Accounts Receivable Pending Items

Pending Items will be processed until June 30, 2017. Every effort should be made to process pending items prior to June 30, 2017 to ensure they have been posted. All pending items in error should be corrected as soon as possible. At the close of business on June 30th, all unposted deposits/payments and pending items will be deleted. The query OH_AR_FYE_PEND_ITEM_NOT_POSTED can be run to monitor pending items that have not been posted in the Accounts Receivable module in OAKS. The path in OAKS FIN to get to query viewer is: Reporting Tools>Query>Query Viewer. If you have any questions, please contact linda.lewis@obm.ohio.gov

OSS Participating Agency Voucher Processing

In order to comply with State Accounting's voucher processing timeline, the last day OSS will accept invoices for 2017 processing is June 19, 2017. The last day for fiscal officers to approve OSS-entered vouchers is June 23, 2017. Please refer to the attached calendar for a complete list of significant OSS processing deadlines.

Travel and Expense

Travel and Expense deadlines are included in the Deadlines for All Agencies section of this memo, in Section II of the Ohio Shared Services Updates, and in the June calendar.

Controlling Board

The Controlling Board is scheduled to meet for the last time in FY 2017 on June 12, 2017. If your agency requires Controlling Board approval to complete a fiscal transaction prior to June 30, 2017, 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 Melvin Striblin at (614) 644-8210, or by e-mail at melvin.striblin@obm.ohio.gov

Processing Payroll

The last payday chargeable in FY 2017 will be June 23, 2017. **Agencies must have cash available on Wednesday June 21, 2017 to ensure payroll is processed properly.**

Corrections

Transactions with errors for FY 2017 **cannot** be corrected in FY 2018. Review your coding information on disbursement and revenue documents to correct FY 2017 errors prior to FY 2018.

- Review revenue documents, inquiries, and reports to verify that the correct funds and revenue account codes were credited. **No modifications will be accepted after 10 am on June 30th**. No FY 2017 account coding errors may be corrected after the June 30th close. Every effort should be made to submit revenue mods before June 30, 2017.
- All payroll corrections must be submitted for July 1, 2016 – May 31, 2017 by June 2, 2017. Payroll corrections for the June 2017 pay dates must be complete by June 27, 2017.

If you have any questions, please contact Melvin Striblin at (614) 644-8210, or by e-mail at melvin.striblin@obm.ohio.gov

OAKS Availability

Based on user security, OAKS will be available from 8:00 am to 5:00 pm to agencies for entering fiscal transactions on the weekends of June 3rd and 4th; June 10th and 11th, and June 17th and 18th. OAKS will not be available to agencies on the afternoon of Friday, June 30, 2017, 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 after year end-processing and close.

Emergencies

If unusual or emergency situations occur on or after the deadlines, contact Lisa Scharlott at lisa.scharlott@obm.ohio.gov

Deadlines for All Agencies

Thursday, June 1:

- Begin monitoring open vouchers daily. Agencies are responsible for review and clean-up of unpaid/unprocessed vouchers – all vouchers must be paid or removed from OAKS FIN by fiscal year-end. Perform cleanup processing tasks on a daily basis using the reports and guidance found in OAKS FIN Agency Month-End Checklists which can be found in the OAKS FIN Process Manual at the following URL:
<http://fin.help4u.obm.ohio.gov/>

Friday, June 2:

- Last day for State Accounting to receive payroll corrections for July 1, 2016 - May 31, 2017 pay dates

Wednesday, June 7:

- Payroll Liquidation (for PPE 5/27/17); Cash must be available. Payroll Journals must be valid

Friday, June 9:

- PAYDAY

- Warrant & EFT cancellation forms and warrant stop payment forms submitted to State Accounting by 5pm Friday, June 9, 2017 will be processed in FY17. Agencies must submit warrant cancellations to State Accounting by this date to reduce disbursements for FY 2017. Errors in warrants discovered after this date should be discussed with Matt Scott at (614) 466-8882, or by e-mail at matt.scott@obm.ohio.gov. Take extra precautions to verify that May and June warrants are issued correctly.
- OSS Supplier Operations – Last day for OSS to receive Supplier-Self Registrations and Supplier Updates needed to process vouchers and requisitions to **ensure entry in FY 2017**. Supplier-Self Registrations must be submitted by 5:00 pm and Supplier Update forms must be received at OSS by 5:00 pm on June 9th. To ensure receipt of Supplier Update forms, you may want to scan and e-mail or fax your documents to OSS. Supplier Operations will continue to act upon Supplier-Self Registration and updates received for FY 2018 through June 20th.
 - E-mail: supplier@ohio.gov
 - Fax : (614) 485-1052

Monday, June 12:

- Controlling Board Meeting – coordinate FY 2017 actions with State Accounting

Tuesday, June 13:

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

Wednesday, June 14:

- Travel Module – Last day for agency supervisors to approve Travel Authorizations and Travel Expense Reports

Friday, June 16:

- OSS Travel Module – Last day for OSS to pre-audit Travel Expense Reports
- Last day to submit reversal voucher requests to State Accounting (by 4:30 pm)
- Last day to load OAKS FIN Agency Budgets. Note: Journal date must be 7/1/2017

Monday, June 19:

- OSS Accounts Payable – Last day for participating agencies to submit invoices to OSS for FY 2017

Tuesday, June 20:

- OSS Supplier Operations – Last day OSS will process supplier documents

Wednesday June 21:

- Travel Module – Last day for agency Fiscal Budget Analysts (FBAs) to change coding on expense reports approved for payment. Note – After this time, agencies must not change ChartField coding on Expense Reports created from FY 2017 Travel Authorizations. Changing coding after year-end close will cause the Expense Report to fail budget check.

- Last day for agencies to enter requisitions and change orders
- Payroll Liquidation (for PPE 6/10/17); Cash must be available. Payroll Journals must be posted

Thursday, June 22

- Last day agency voucher processors may enter AP vouchers
- OSS Accounts Payable – Last day OSS will process vouchers for participating agencies
- Last day to submit vouchers that State Accounting is required to enter (i.e. judgments, settlement payments, some voided warrants)
- Last day for agencies to approve requisitions and change orders. All approvals must be complete, including special approval by DAS, and OBM for personal services
- Last voucher build for approved Pcard transactions
- Last day for inbound INF02 interface files
- Journal Vouchers must be entered no later than 5:00 pm

Friday, June 23:

- Last day agencies may approve vouchers. Vouchers must have all agency-level approvals applied and have adequate funding. Vouchers approved at the agency level as late as 6/23 and subject to OBM review must be pristine – there will be no opportunity to correct vouchers denied by State Accounting
- Last day to correct voucher budget errors
- Last day to enter assets or perform asset transactions including disposal approvals
- Last daily pay cycle run
- **All open unpaid FY 2017 vouchers will be deleted after the 2:00 pm pay cycle**
- **All open unpaid FY 2017 unapproved travel authorizations and expense reports will be deleted after the 2:00 pm pay cycle**
- PAYDAY
- Last day E-Revenue for credit cards will be loaded into OAKS

Tuesday, June 27:

- Last day for agency-level journal spreadsheet approval for June 2017 payrolls

Friday, June 30:

- Last day for revenue mods and RHR's; No mods after 10am. Every effort should be made to submit revenue mods before June 16, 2017
- 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 will be deleted. OAKS will be unavailable to agencies immediately after State Accounting has completed revenue processing on June 30th
- 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 30th. At the close of business on June 30th, all unposted deposits/payments and pending items will be deleted**

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 Lisa Scharlott at lisa.scharlott@obm.ohio.gov
- Beginning June 1st, monitor open vouchers daily. Agencies are responsible for review and clean-up of unpaid/unprocessed vouchers – all vouchers must be paid or removed from OAKS FIN by fiscal year-end. Perform cleanup processing tasks on a daily basis using the reports and guidance found in OAKS FIN Agency Month-End Checklists which can be found in the OAKS FIN Process Manual at the following URL: <http://fin.help4u.obm.ohio.gov/>
- Cancel any vouchers that will not be completed by June 22nd. On June 23rd, after the last pay cycle, all open unpaid vouchers will be removed from OAKS
- Process pending items by June 30th. Unposted Accounts Receivable pending items will be deleted on June 30th
- Monitor cash balances to ensure sufficient cash has been drawn to meet vouchers (accounts payable) and payroll (payrolls payable)
- Assure documents are sufficient and accurate. 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 Wednesday, June 7, 2017 through Tuesday June 27, 2017

Ohio Shared Services Fiscal Year-end Updates

If your agency does not submit Accounts Payable voucher processing to OSS, or does not use the OAKS Travel and Expense Module, please disregard this section of the communication.

- **Section I:** OSS Participating Agencies that submit Accounts Payable (AP) voucher processing to OSS
- **Section II:** All agencies that currently use the OAKS Travel and Expense module
- **Section III:** Supplier Operations

Section I: OSS Participating Agencies – Accounts Payable

The following information is being provided to OSS agency partners to help facilitate the FY17 year-end close:

Invoice Submission

- Invoices submitted to Ohio Shared Services (invoices@ohio.gov) **by 5 pm Monday, June 19, 2017** will be processed prior to the system restrictions implemented at the close of business on **Thursday, June 22, 2017**.
- Invoices received **after June 19th** will be held on the Sorter Page for processing after OAKS becomes available.
- All invoice exceptions must be resolved no later than **Thursday, June 22, 2017** to ensure supplier payment is made during FY 2017.
- All accounts payable vouchers must be approved no later than **Friday, June 23, 2017**.
- All open and unpaid vouchers will be deleted on **Friday, June 23, 2017**.

OSS will continue to provide the weekly Work In Progress reports (WIP) to allow participating agencies to assess unpaid invoices, vouchers pending agency action, and OSS processing status. OSS anticipates an accounts payable backlog once OAKS becomes available, but will work diligently to return to the 3-day processing time. The oldest invoices will be processed first.

Sorter Page and OAKS Queries

Agencies are encouraged to monitor their OAKS workflow and Sorter Page daily for unpaid vouchers and invoice processing issues.

Ohio Shared Services Fiscal Year-end Updates

Section II: All Agencies - OSS Travel and Expense

The OAKS Travel and Expense module **will not** be available to travelers beginning at 5pm on **Tuesday, June 13, 2017**. Agencies are reminded to:

- Ensure that all Travel Authorizations and Expense Reports have been submitted and approved prior to this time.
- Ensure all travel documents have correct coding and have passed budget check.
- Travel Authorization and Expense Reports NOT approved by supervisors by **Wednesday, June 14, 2017** will be deleted from OAKS and will need to be recreated when OAKS becomes available for FY 2018 processing.
- Travel authorizations entered, approved by the supervisor, and passing budget check prior to **June 14, 2017** will be available for use by the traveler after **July 1st**.
- For travel occurring between **June 13- 30, 2017**, travelers should create Travel Authorizations, if necessary, when OAKS becomes available for FY 2018 processing.

All agencies are expected to take action on any outstanding Travel Authorization and Expense Reports in OAKS. We cannot close FY 2017 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.

Section III: Supplier Operations

Supplier Entry / Modifications

- The last day to submit Supplier-Self Registration and Supplier Update Forms to OSS is **5:00 pm on Friday, June 9, 2017** to ensure entry in FY 2017.
 - Email: supplier@ohio.gov
 - Fax: (614) 485-1052
- Supplier Operations will continue to process requests until **June 20, 2017**, but can only guarantee entry of requests received by **June 9th**.

Year-end Contacts

Area code 614

For questions about...	Contact...	At this number	Or this address...
General Information	Lisa Scharlott	728-4845	lisa.scharlott@obm.ohio.gov
Encumbrance Review & Appropriation Control	Melvin Striblin	644-8210	melvin.striblin@obm.ohio.gov
State Accounting Voucher Review Imprest/Petty Cash Funds	Lisa Scharlott	728-4845	lisa.scharlott@obm.ohio.gov
Accounts Receivable	Linda Lewis	644-5214	linda.lewis@obm.ohio.gov
OSS Accounts Payable Travel & Expense Supplier Operations	Ohio Shared Services	1-877-644-6771	ohiosharedservices@ohio.gov
OAKS Training Registration & Communications	OBM Training Academy	466-3600	obm.trainingacademy@obm.ohio.gov
Payment Card Administrator	Pcard	877-644-6771	obm.pcard@obm.ohio.gov
EDI	Greg Miller	466-7016	greg.miller@obm.ohio.gov
State Accounting Deputy Director	Bridget Brubeck	466-6731	bridget.brubeck@obm.ohio.gov
OAKS Asset Management	Cathy DeVoe Michael Namboya	728-0680 728-7689	cathy.devoe@das.ohio.gov michael.namboya@das.ohio.gov
Requisitions Purchase Orders	Ken Ball Krista Holcombe	728-7688 728-4311	kenneth.ball@das.ohio.gov krista.holcombe@das.ohio.gov

JUNE 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 -Begin daily monitoring of open/unpaid vouchers using reports and guidance in Agency Month-End Checklists	2 -Last day for payroll corrections for PRIOR pay dates (7/1/16 - 5/31/17) (by 4:30 pm)	3 OAKS up 8:00 am - 5:00 pm
4 OAKS up 8:00 am - 5:00 pm	5	6	7 PAYROLL LIQUIDATION CASH MUST BE AVAILABLE -Payroll Journals must be posted	8	9 Payday -Last day for OSS to receive Supplier-Self Registrations and Supplier Updates needed to process vouchers and requisitions to ensure entry in FY 2017 (5:00 pm) -Last day to submit warrant & EFT cancellation forms & warrant stop payment forms to SA for entry in FY17 (4:30 pm)	10 OAKS up 8:00 am - 5:00 pm
11 OAKS up 8:00 am - 5:00 pm	12 -Controlling Board Meeting - coordinate FY 2017 actions with SA	13 -Agency and Central Security Designee roles shut off - no more edits are possible -Last day to create & submit Travel Authorizations -Last day to create & submit Travel Expense Reports	14 -Last day for agency supervisors to approve Travel Authorizations and Travel Expense Reports	15	16 -Last day to pre-audit Travel Expense Reports -Last day to submit reversal voucher requests to SA (4:30 pm) -Last day to load OAKS FIN Agency Budgets. Note: Journal date <u>must</u> be 7/1/2017	17 OAKS up 8:00 am - 5:00 pm

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
18 OAKS up 8:00 am - 5:00 pm	19 - OSS-Last day for participating agencies to submit invoices to OSS for FY 2017	20 - Last day to process Supplier Operations documents	21 -Last day for agencies to enter requisitions/change orders -Last day for agency FBA's to change coding on expense reports approved for payment PAYROLL LIQUIDATION CASH MUST BE AVAILABLE -Payroll Journals must be posted	22 -Last day for agencies to enter AP vouchers -Last day OSS will process vouchers for participating agencies -Last day for agencies to approve requisitions and change orders -Last voucher build for approved Pcard transactions -Last day for inbound INF02 interface files -Last day to submit vouchers that SA enters (4:30 pm) -Journal Vouchers must be entered no later than 5:00 pm	23 -Last day for agency-level AP voucher approval -Last day to enter assets or perform asset transactions including disposal approvals -Last day to fix vouchers in budget error Payday -Last day E-Revenue for credit cards will be loaded into OAKS -Last daily pay cycle run: All approved vouchers with no errors/problems will pay on 6/27/17 (in this pay cycle), regardless of the scheduled due date -All open, unpaid FY 2017 unapproved travel activity will be deleted after the 2:00 pm pay cycle -All open, unpaid FY 2017 AP vouchers will be deleted after the 2:00 pm pay cycle	24
25	26	27 -Last day for agency- level journal spreadsheet approval for June 2017 payrolls	28	29	30 -Last day for revenue mods and RHR's. No mods after 10 am -Last day to deposit revenue & process pending items. OAKS will be inactive as soon as revenue has posted - approximately noon -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 30th. At the close of business on June 30th, all unposted deposits/payments and pending items will be deleted	July 1