



MEMORANDUM

June 10, 2008

TO: Chief Fiscal Officers

FROM: Dawn D. Gatterdam, 
Administrator
State Accounting

SUBJECT: End of Year reminders

The end of Fiscal Year 2008 is rapidly 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

Deadlines for All Agencies

- **JUNE 13:** The last date for State Accounting to **receive payroll corrections** for July- May pay dates.
- **JUNE 13:** Last day to submit equipment freeze waivers to state accounting.
- **JUNE 14-15:** Oaks up 8:00 am to 5:00 pm
- **JUNE 16:** Agencies must **submit warrant cancellations to State Accounting** by this date to reduce disbursements for FY 2008. Errors in warrants discovered after this date should be discussed with State Accounting management. **Warrants issued in FY 2008 that are canceled (for error) in FY 2009 do not restore FY 2008 encumbrances.** Take extra precautions to verify that May and June warrants are issued correctly.
- **JUNE 16:** The final payroll journal from HCM to FIN will load.
- **JUNE 17:** The last date for State Accounting to receive **vendor entry or mods** needed to process **vouchers and requisitions** and ensure entry in FY 2008. Documents must be received in State Accounting by 4:30 p.m. on June 17. 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 18:** Payroll liquidation – cash **MUST** be available for payroll.
- **JUNE 18:** Final payroll corrections due to State Accounting for pay period ending 6/7/08.
- **JUNE 20:** The last date to **enter requisitions.**

- **JUNE 20:** The last date agencies may **enter vouchers**.
- **JUNE 20:** Last date to enter journal vouchers
- **JUNE 20:** The last date for agencies to **submit vouchers' supporting documentation** to State Accounting. **Documents and supporting documentation must be received in State Accounting by 4:30 p.m. on June 20.** To ensure receipt, you may want to hand carry documents to State Accounting.
- **JUNE 20:** Last day for **ISTV vouchers with supporting documentation** to be submitted to State Accounting for approval.
- **JUNE 23:** Last day Approved P-Card transactions on the Reconcile Statement Page will be vouchers. However, P-Card Approvers may continue to assign distribution line of coding and Approve transactions through the end of FY08.
- **JUNE 24:** Last day to submit **Revenue Refund** documents to the Treasurer's office.
- **JUNE 24:** The last day to fix **PCard and EDI budget** errors.
- **JUNE 24:** Last day for vouchers to be picked in pay cycle.
- **JUNE 25:** 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 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Controlling Board Meeting - coordinate FY 08 actions with SA Monitor Open vouchers	3	4	5	6	7 OAKS up 8:00 – 5:00
8 OAKS up 8:00 – 5:00	9	10	11	12	13 Last day for payroll corrections for PRIOR periods (4:30) Last day to submit vouchers that SA enters (4:30) Last day for equipment freeze waivers	14 OAKS up 8:00 – 5:00
15 OAKS up 8:00 – 5:00	16 Controlling Board Meeting - coordinate FY 08 actions with SA Last day for warrant cancellation requests (4:30) Last payroll journal from HCM to FIN	17 Last day to submit new vendor entry or vendor mods (4:30)	18 PAYROLL LIQUIDATION CASH MUST BE AVAILABLE Final payroll corrections due to SA for PPE 6/7/08	19	20 Payday Last day to enter AP and GL vouchers Last day to deliver voucher supporting documentation (4:30) Last day to submit ISTVs for SA approval (4:30) Last day to enter requisitions	21 OAKS up 8:00 – 5:00
22	23 Last voucher build for PCard vouchers	24 Last day for revenue refunds All unpaid FY08 vouchers deleted Check PCard Budget errors Last day to process EDI	25 Last pay cycle run	26	27	28
29	30 Last day for revenue. OAKS will be inactive as soon as revenue has posted.					