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April 11, 2006

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

FROM: Dawn Gatterdam
Acting Administrator
State Accounting 

SUBJECT: **Year-End Updates**

This memorandum is to provide agency fiscal officers with the fiscal year end processing deadlines and other fiscal information pertinent to fiscal year ending 2006. State Accounting will not be hosting a fiscal officers meeting, however, we encourage you to contact our staff if you have questions about deadlines, processes, or exceptions. In addition to providing the year end processing deadlines in this memorandum, we will also post the information on the internet 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.

The keys to a successful fiscal year end are planning, coordination, and communication. Our office will communicate with you regularly between now and the end of the fiscal year on June 30, 2006. 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.

The last day for agencies to submit encumbering documents to State Accounting is June 27th and the last day for agencies to submit printed vouchers is June 21st. 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. The State Accounting Help Desk is available to assist with same-day processing by running documents on-line. 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.

The Controlling Board is scheduled to meet on Monday, June 12, 2006 and Monday, June 26, 2006. If your agency requires Controlling Board approval to complete a fiscal transaction prior to June 30th, please be sure to coordinate with State Accounting to ensure that there is sufficient time to encumber and process payments this fiscal year.

Cash Management Indicator Change for the Month of June

The Cash Management Indicator feature will be inactive for the month of June to ensure that we can clear the accounts payable by the fiscal year end.

Processing Payroll

The last payroll in Fiscal Year 2006 will be processed on Friday, June 23, 2006. **Agencies must have cash available on Thursday, June 22nd in order to ensure payroll is processed properly.**

Corrections

Transactions with account coding errors for FY 2006 cannot be corrected after June 30, 2006. Review your coding information on disbursement and revenue documents to correct FY 2006 errors prior to this date.

- Review encumbrances to ensure that you have used the correct document type and the correct vendor number.
- Review revenue documents, inquiries, and reports to verify that the correct funds and revenue sources were credited. Submit REV and REF modifications as soon as possible. **No FY 2006 account coding errors may be corrected after the June 30 close.**

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.

Choose Proper Encumbering Documents

Be sure to choose the appropriate encumbering document to ensure that FY 2006 appropriation can be disbursed properly in FY 2007. An encumbrance using FY 2006 appropriation may not be available if an obligation is encumbered incorrectly. For example, intrastate transfer and payment vouchers (VISE and VIPE) may reference only an intrastate purchase order (OISE). If you plan to make a payment with a VISE or VIPE, the encumbrance must be made using an OISE. Questions about these transactions may be directed to Betty Johnson.

CAS Availability

The Central Accounting System (CAS) will be available to agencies for entering fiscal transactions on the weekends of June 10 and 11 and June 17 and 18. CAS will not be available to agencies on the afternoon of Friday, June 30th once all revenue documents have been accepted. This will allow State Accounting adequate time to process current year transactions and make CAS available as early as possible on Monday, July 3, 2006.

Emergencies

If unusual or emergency situations occur on or after the deadlines, contact Dawn Gatterdam via e-mail (dawn.gatterdam@obm.state.oh.us) or by telephone at (614) 466-1987.

Deadlines Specific to Off-line Agencies and Documents Entered by State Accounting

- **JUNE 13** is the last date State Accounting will accept **VENE/Ms for vouchering documents** for FY 2006. Documents must be received in State Accounting by 4:30 p.m. on June 13. To ensure receipt, you may want to hand carry documents to State Accounting's mailroom. Continue to submit VENE/Ms for other than year end.

Deadlines Specific to On-line Agencies

- **JUNE 20** is the last date on-line agencies may enter vouchers (VOC, VBV, VPT, and Auto Approved Vouchers).
- **JUNE 21** is the last date for on-line agencies to submit accepted printed vouchers to State Accounting. Documents must be received in State Accounting by 4:30 p.m. on June 21. To ensure receipt, you may want to hand carry documents to State Accounting's mailroom.
- **JUNE 23** is the last date that CAS will schedule VPC (Voucher Payment Card), PCR (Payment Card Refunds), and VEC (Voucher Electronic Commerce) transactions for processing.
- Other than vouchers, all documents entered by the agency must be accepted in CAS by **JUNE 27** to process against FY 2006 appropriations. State Accounting will not be responsible for any documents that are rejected due to agency coding errors or required overrides. **State Accounting will not run documents on-line on June 27.**

Deadlines for All Agencies

- **JUNE 9:** The last date for State Accounting to **receive requests for journal entry adjustments (JEGEs)**. If you anticipate a significant volume of journal entries, requests should be sent to State Accounting as early as possible to allow sufficient time for processing. Complete any necessary arrangements for SAC adjustments or cash requirements prior to submitting these journal entry requests.
- **JUNE 13:** The last date for State Accounting to receive **vendor master documents** (VENEs and VENMs) needed for approval to process **vouchers and encumbrances** and ensure entry in FY 2006. You should monitor CAS inquiries QVNDR01 and QVNAM01 to check the progress of vendor documents you submit. Continue to submit VENE/Ms for other than year end.
- **JUNE 14:** Agencies must **submit DWCEs to the Auditor's office** by this date to reduce disbursements for FY 2006. Errors in warrants discovered after this date should be discussed with State Accounting management. Warrants issued in FY 2006 that are canceled (for error) in FY 2007 do not restore FY 2006 encumbrances. Take extra precautions to verify that May and June warrants are issued correctly.
- **JUNE 23:** Last day to submit **Refund of Expenditures (REF)** documents to the Treasurer's office.
- **JUNE 27:** The last date to **submit encumbrances** (e.g. ORD, OIS, CNT, and ENC), intrastate transfer vouchers (VIS and VIP) that State Accounting data enters. All encumbrances must be accepted by June 27.
- **JUNE 30:** The last date for agencies to **deposit revenue**. Every effort should be made to deposit revenue prior to June 30. CAS will be unavailable to agencies immediately after State Accounting has completed revenue processing.
- **JULY 14:** Redistributions (RHR) must be completed for all deposits to holding funds processed in FY 2006. Every effort to redistribute revenue to the correct fund before June 30 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 Dawn Gatterdam at dawn.gatterdam@obm.state.oh.us.
- After **June 1**, check RSPND05A daily to ensure that all vouchers have been approved. State Accounting must approve and submit disbursement information to the Auditor for warrant writing by June 23. CAS cannot have any accounts payable in the system when the fiscal year is closed.
- Cancel any vouchers (VOCX, VPTX, or VBVX) that will not be forwarded to State Accounting for approval. Contact Jody Newkirk at (614) 466-2151 if you encounter any problems or have questions. **On June 27, State Accounting will cancel all vouchers remaining on the RSPND05A report.**
- 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 June 23. **Cash will be taken for payroll on June 22. Use QAGTB01 to monitor your agency's available cash balance.**
- 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 June 19 through 23.**

June 2006

SUN.	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT.
				1 Cash Management Indicator deactivated. Check RSPND05 daily to insure all documents are approved by June 23.	2	3
4	5	6	7	8	9 Last day for agencies to submit JEGEs.	10 CAS up 8 am – 5 pm
11 CAS up 8 am – 5 pm	12 Controlling Board Meeting. Coordinate any FY 06 actions with State Accounting.	13 Last day for agencies to submit VENE/Ms for <u>year end</u> vouchering and encumbering documents that State Accounting enters and/or approves. Continue to submit VENE/Ms for other than year end.	14 Warrant cancellations for error (DWCE) must be submitted to the AUD.	15 Last day for off-line agencies to submit vouchers that State Accounting enters.	16	17 CAS up 8 am – 5 pm
18 CAS up 8 am – 5 pm	19	20 Last day to enter VOCs, VBVs, VPTs and auto approved vouchers.	21 Last day to submit printed vouchers to State Accounting.	22 PAYROLL LIQUIDATION CASH MUST BE AVAILABLE.	23 PAYDAY Last day to submit refunds (REF). Last day for agencies to enter VIPs online and submit VIPs and VIS that State Accounting enters. Last day to schedule VPCs, PCRs and VECs in CAS for processing.	24
25	26 Controlling Board meeting. Coordinate any FY 06 actions with State Accounting.	27 All vouchers that have not been approved will be cancelled. Last day for all encumbering documents entry and acceptance.	28	29	30 Last Day for revenue. CAS will be inactive as soon as revenue has posted.	

Ensure appropriate staff is available to resolve allotment and case issues related to June 23 payroll.

Contact Dawn Gatterdam at dawn.gatterdam@obm.state.oh.us if emergency situations occur after final dates indicated.

Do not submit FY 2007 documents until July 1, 2006.

Contacting State Accounting

For questions about...	Contact...	At this number*...	Or this address...
Routine Issues	Help Desk	466-3993	helpdesk@obm.state.oh.us
General Information	Renee Swartz	644-5759	renee.swartz@obm.state.oh.us
Encumbrance Review & Appropriation Control	Betty Johnson	466-6731	betty.s.johnson@obm.state.oh.us
Imprest Account/ Petty Cash Funds	Gary Palmer	466-6887	gary.palmer@obm.state.oh.us
Accounting Review	Judy Johnson	466-1569	judy.johnson@obm.state.oh.us
Vendor Compliance & Records Management	Lisa Scharlott	466-1606	lisa.scharlott@obm.state.oh.us
CAS 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	Phil Rowe	644-7365	phil.rowe@obm.state.oh.us
Financial Reporting	Jane Snipes	466-2561	jane.snipes@obm.state.oh.us
Internal Accounting Control Program	Kristal Foster	644-5056	kristal.foster@obm.state.oh.us
Acting Administrator of State Accounting	Dawn Gatterdam	466-1987	dawn.gatterdam@obm.state.oh.us

* Area Code 614