



MEMORANDUM

TO: Fiscal Officers of All Departments, Agencies, Boards and Commissions

FROM: Aaron Erickson, Deputy Director 
State Accounting

RE: Financial Users Forum

DATE: October 11, 2007

Mark your calendars for our next monthly Financial Users Forum. The Forum will be held on October 23, 2007 from 1 PM to 4 PM at DAS General Services Division, 4200 Surface Road, Columbus, OH 43228. In order to facilitate a manageable and interactive discussion, please limit your representation to two participants. We are asking that the Chief Fiscal Officer or a Fiscal representative and one Super User representative attend.

Topics for discussion include

- I. Common Issues and resolutions
 - a. Revenue
 - b. ISTVs
 - c. PO to AP Voucher
- II. Training Update
- III. Reporting
- IV. Quarterly Allotment
- V. Month End Close
- VI. Payroll Handbook
- VII. Closing Encumbrances FY 07
- VIII. Change Control Board

For directions to GSD, click here: <http://das.ohio.gov/gsd/PropFac/FM/pdf/directions.pdf>