



# Office of Budget and Management

John R. Kasich  
Governor

Timothy S. Keen  
Director

## MEMORANDUM

April 16, 2012

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

FROM: Tom Holsinger   
Deputy Director  
Accounting Administration

SUBJECT: Fiscal Year End Updates

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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, 2012. 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](http://www.obm.ohio.gov) and on the Portal, on the FIN Home page. 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.

Ohio Shared Services (OSS) year end processing deadlines have also been included for participating agencies. OSS has also provided a separate memorandum attached at the end of this memorandum.

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, 2012. 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](mailto: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 15, 2012. The last day for agencies to enter accounts payable vouchers and to submit voucher supporting documentation is June 15, 2012. 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 will be scheduling meetings with those agencies that must make payments (Medicaid, School Foundation, Higher Education, etc.) after the published deadlines.

### 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 15, 2012. The last day for fiscal officers to approve OSS-entered documents is June 19, 2012. Please refer to the attached calendar for a

complete list of significant OSS processing deadlines. If you have special processing needs before June 15<sup>th</sup>, 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, a separate Ohio Shared Services memo relative to Travel and Expense for agencies who participate in the Travel and Expense module is attached at the end of this memo.

#### Controlling Board

The Controlling Board is scheduled to meet for the last time in FY 2012 on June 11, 2012. If your agency requires Controlling Board approval to complete a fiscal transaction prior to June 30, 2012, 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](mailto:thomas.foster@obm.state.oh.us).

#### Processing Payroll

The last payday chargeable in Fiscal Year 2012 will be Friday, June 29, 2012. **Agencies must have cash available on Wednesday, June 27, 2012 in order to ensure payroll is processed properly.**

#### Corrections

Transactions with account coding errors for FY 2012 **cannot** be corrected in FY 2013. Review your coding information on disbursement and revenue documents to correct FY 2012 errors prior to FY 2013.

- 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 29<sup>th</sup>. No FY 2012 account coding errors may be corrected after the June 30<sup>th</sup> close.**
- All payroll corrections must be submitted for July, 2011-May, 2012 pay dates by Friday, June 8, 2012. Payroll corrections for the June, 2012 pay dates must be complete by Wednesday, June 27, 2012.

If you have any questions, please contact Tom Foster at (614) 466-4829, or by e-mail at [thomas.foster@obm.state.oh.us](mailto: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 2<sup>nd</sup> and 3<sup>rd</sup>; June 9<sup>th</sup> and 10<sup>th</sup>; and June 16<sup>th</sup> and 17<sup>th</sup>. OAKS will not be available to agencies on the afternoon of Friday, June 29, 2012, 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 2, 2012.

#### Emergencies

**If unusual or emergency situations occur on or after the deadlines, contact Vicki Brigham at [vicki.brigham@obm.state.oh.us](mailto:vicki.brigham@obm.state.oh.us).**

**Deadlines for All Agencies**

- **JUNE 8:** Last day for State Accounting to **receive payroll corrections** for July, 2011-May, 2012 pay dates.
- **JUNE 8:** Last day to submit **vouchers** that State Accounting enters.
- **JUNE 8: 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 2012. Documents must be received in OSS by 5:00 pm on June 8<sup>th</sup>. 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 2013 through June 21<sup>st</sup>.
  - E-mail: [vendor@ohio.gov](mailto:vendor@ohio.gov)
  - Fax: (614) 485-1052
- **JUNE 11:** Agencies must **submit warrant cancellations to State Accounting** by this date to reduce disbursements for FY 2012. Errors in warrants discovered after this date should be discussed with State Accounting management. **Warrants issued in FY 2012 that are canceled (for error) in FY 2012 do not restore FY 2012 encumbrances.** Take extra precautions to verify that May and June warrants are issued correctly.
- **JUNE 11: Last day to submit warrant & EFT cancellation forms and warrant stop payment forms to State Accounting (4:30 pm)**
- **JUNE 11: Controlling Board meeting – Coordinate FY 2012 actions with State Accounting.**
- **JUNE 11: OSS Accounts Payable** – Last day for participating agencies to submit invoices to OSS for FY 2012.
- **JUNE 13: OSS Travel Module** – Last day for agencies to create and submit Travel Authorizations.
- **JUNE 13: OSS Travel Module** – Last day for agencies to create and submit Travel Expense Reports.
- **JUNE 13: OSS Travel Module** – Last day for agency supervisors to approve Travel Authorizations and Travel Expense Reports.
- **JUNE 13: OSS Travel Module** – Last day for agencies to submit travel receipts and backup documentation.
- **JUNE 13:** Payroll Liquidation (for PPE 6/2/12); Cash **must** be available. Payroll Journals must be valid.
- **JUNE 13:** Final **payroll corrections** due to State Accounting for Pay Period Ending June 2, 2012.
- **JUNE 15: OSS Accounts Payable** – Last day OSS will process vouchers for participating agencies.

- **JUNE 15: OSS Travel Module – Last day for OSS to pre-audit Travel Expense Reports.**
- **JUNE 15: Last day agencies may enter vouchers. Vouchers must have all agency-level approvals applied and have adequate funding.**
- **JUNE 15: Last day for agencies to submit voucher supporting documentation to State Accounting. Documents must be received in State Accounting by 4:30 p.m. on June 15<sup>th</sup>. To ensure receipt, you may want to scan and attach or hand carry documents to State Accounting.**
- **JUNE 15: Last day to submit ISTV's to State Accounting for approval.**
- **JUNE 15: Last day for State Accounting to enter requisitions for off-line agencies.**
- **JUNE 15: Last day for agencies to enter requisitions and change requests for FY 2012 and FY 2013.**
- **JUNE 15: Last day to submit reversal voucher requests and journal vouchers to State Accounting (by 4:30 pm).**
- **JUNE 15: Last day for agency-level voucher approval.**
- **JUNE 15: Agency and Central Security Designee roles shut off. Security Designees no longer able to edit security roles in OAKS.**
- **JUNE 15: PAYDAY**
- **JUNE 18: Last voucher build for PCard vouchers.**
- **JUNE 19: Last day to submit Revenue Refund documents to the Treasurer's office.**
- **JUNE 19: Last day to fix PCard and EDI budget errors.**
- **JUNE 19: OSS Travel Module – Last day for agency FBA's to change coding on expense reports approved for payment.**
- **JUNE 20: Last daily pay cycle run.**
- **JUNE 21: All open unpaid FY 2012 vouchers will be deleted by State Accounting.**
- **JUNE 21: All open unpaid FY 2012 unapproved travel activity will be deleted by OBM OSS.**
- **JUNE 21: OSS Vendor Maintenance – Last day for OSS associates to process Vendor Maintenance Documents for FY 2013.**
- **JUNE 25: Last day to enter online or integrate FY 2012 asset management activity.**
- **JUNE 25: Last payroll journal from HCM-FIN.**

- **JUNE 27:** Payroll Liquidation (for PPE 6/16/12); Cash **must** be available. Payroll Journals must be valid.
- **JUNE 27:** Final **payroll corrections** due to State Accounting for Pay Period Ending June 16, 2012.
- **JUNE 27:** Last day for agency-level journal spreadsheet approval.
- **JUNE 29:** PAYDAY
- **JUNE 29:** Last day for revenue mods and RHR's. No mods after noon.
- **JUNE 29:** The last date for agencies to **deposit revenue**. Every effort should be made to deposit revenue prior to June 29<sup>th</sup>. Any revenue not received prior to the cut-off should be deleted. OAKS will be unavailable to agencies immediately after State Accounting has completed revenue processing on June 29<sup>th</sup>.

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](mailto:vicki.brigham@obm.state.oh.us).
- Cancel any vouchers that will not be paid by June 20<sup>th</sup>. **On June 21<sup>st</sup>, State Accounting will delete all open vouchers and all unapproved travel activity.**
- 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 12, 2012 through Wednesday, June 20, 2012.**

## 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                             |
| OSS Vendor Maintenance                      | Heather Tomlinson    | 338-4757             | heather.tomlinson@obm.state.oh.us                        |
| OSS Accounts Payable Vouchers               | Ken Moon or Pam Hill | 338-4843<br>338-4881 | kenneth.moon@obm.state.oh.us<br>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            | Tom Holsinger        | 728-4734             | tom.holsinger@obm.state.oh.us                            |

Area code 614

# June 2012

| Sunday                                | Monday   | Tuesday  | Wednesday  | Thursday  | Friday  | Saturday                              |
|---------------------------------------|--|--|--|---|---|---------------------------------------|
| 3<br>OAKS up<br>8:00 am -<br>5:00 pm  | 4<br>-Controlling Board Meeting - coordinate FY 2012 actions with SA<br>-Last day to submit warrant & EFT cancellation forms & warrant stop payment forms to SA (4:30 pm)<br>-OSS-Last day for participating agencies to submit invoices to OSS for FY 2012  | 5  | 6<br>PAYROLL LIQUIDATION<br>CASH MUST BE AVAILABLE<br>-Payroll Journals must be valid<br>-Final payroll corrections due to SA for PPE 6/12/12<br>-OSS-Last day for agencies to create & submit Travel Expense Reports<br>-OSS-Last day for agencies to create & submit Travel Authorizations<br>-OSS-Last day for agencies to submit travel receipts & backup documentation<br>-OSS-Last day for agency supervisors to approve Travel Authorizations and Travel Expense Reports  | 7   | 8<br>-Last day for payroll corrections for PRIOR periods (4:30 pm)<br>-Last day to submit vouchers that SA enters (4:30 pm)<br>-OSS-Last day to submit new vendor entry or vendor mods for FY 2012 (5:00 pm)  | 9<br>OAKS up<br>8:00 am -<br>5:00 pm  |
| 10<br>OAKS up<br>8:00 am -<br>5:00 pm | 11<br>-Controlling Board Meeting - coordinate FY 2012 actions with SA<br>-Last day to submit warrant & EFT cancellation forms & warrant stop payment forms to SA (4:30 pm)<br>-OSS-Last day for participating agencies to submit invoices to OSS for FY 2012 | 12   | 13<br>PAYROLL LIQUIDATION<br>CASH MUST BE AVAILABLE<br>-Payroll Journals must be valid<br>-Final payroll corrections due to SA for PPE 6/12/12<br>-OSS-Last day for agencies to create & submit Travel Expense Reports<br>-OSS-Last day for agencies to create & submit Travel Authorizations<br>-OSS-Last day for agencies to submit travel receipts & backup documentation<br>-OSS-Last day for agency supervisors to approve Travel Authorizations and Travel Expense Reports | 14  | 15<br>Payday<br>-Last day for agencies to enter AP vouchers; and requisitions/change requests for FY 2012 and FY 2013<br>-Last day to deliver voucher supporting documentation (4:30 pm)<br>-Last day to submit ITV's for SA approval (4:30 pm)<br>-Last day for State Accounting to enter requisitions for off-line agencies<br>-Last day for agency AP voucher approval<br>-Last day to submit reversal voucher requests and journal vouchers to State Accounting (4:30 pm)<br>-OSS-Last day to pre-audit Travel Expense Reports<br>- Agency and Central Security Designee roles shut off - no more edits possible.<br>-OSS-Last day to process vouchers for participating agencies | 16<br>OAKS up<br>8:00 am -<br>5:00 pm |
| 17<br>OAKS up<br>8:00 am -<br>5:00 pm | 18<br>-Last voucher build for PCard vouchers   | 19<br>-Last day for revenue refunds<br>-Last day to fix PCard and EDI Budget errors<br>-OSS-Last day for agency FBA's to change coding on expense reports approved for payment | 20<br>-Last daily pay cycle run  | 21<br>-All open, unpaid FY 2012 vouchers & unapproved travel activity will be deleted (by State Accounting and OBM OSS)<br>-OSS - Last day for OSS Associates to process Vendor Maintenance Documents for FY 2013 | 22  | 23                                    |
| 24                                    | 25<br>-Last payroll journal from HCM to FIN<br>-Last day to enter online or integrate FY 2012 asset management activity  | 26   | 27<br>PAYROLL LIQUIDATION<br>CASH MUST BE AVAILABLE<br>-Payroll Journals must be valid<br>-Final payroll corrections due to SA for PPE 6/12/12<br>-Last day for agency-level journal spreadsheet approval  | 28  | 29<br>Payday<br>-Last day for revenue mods and RHR's. No mods after noon.<br>-Last day to deposit revenue. OAKS will be inactive as soon as revenue has posted.   | 30                                    |

**Section one** of the following pertains to

OSS participating agencies

**ONLY**

**Section two** of the following pertains to **ALL**

agencies



## Ohio Shared Services – Addendum to Tom Holsinger’s Fiscal Year-end Updates

This addendum 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 document.

### Section I: OSS Participating Agencies only

Based on the fiscal year-end close June 18-30, 2012, OSS anticipates an accounts payable (AP) backlog will occur during this time. To manage and eliminate this backlog, 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 July 5, 2012 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  |

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

### Section II: All Agencies – OSS Travel and Expense

The OAKS Travel and Expense module **will not** be available June 14-30, 2012. This will require agencies that use the OAKS Travel and Expense module to:

- Approve Travel Authorizations and Expense Reports by specified deadlines to ensure payments are made in a timely manner.
- Ensure all documents have correct coding and pass budget check by Tuesday, June 19, 2012.

#### Travel Authorizations

- Travel Authorizations NOT approved by supervisors by June 13<sup>th</sup> will be deleted from OAKS and will need to be recreated on or after July 2<sup>nd</sup>.
- Travel Authorizations approved by June 13<sup>th</sup> will not be deleted.
- For travel occurring between June 14, 2012 and June 30, 2012, travelers should create Travel Authorizations on or after July 2<sup>nd</sup>.
- Last day for Fiscal Budget Analysts to change coding on Travel Authorizations is 5:00 pm, Tuesday, June 19, 2012.

#### Expense Reports

- Expense Reports NOT approved by supervisors by June 13<sup>th</sup> will be deleted and will need to be recreated on or after July 2<sup>nd</sup>.
- Travelers have until August 31<sup>st</sup> to recreate deleted Expense Reports.
- Travelers should create Expense Reports for travel occurring between June 14-30, 2012 on or after July 2<sup>nd</sup>.
- Last day for Fiscal Budget Analysts to change coding on approved Expense Reports is 5:00 pm, Tuesday, June 19, 2012.

#### Receipts

- Travelers are to submit receipts for submitted Expense Reports in enough time to ensure arrival to Ohio Shared Services by 5:00 pm, June 13, 2012. Travelers are to submit receipts on or after July 2<sup>nd</sup> for travel occurring between June 14, 2012 and June 30, 2012.

#### Travel and Expense Budget Implications

- Any Expense Reports created from Travel Authorizations that were approved by June 13<sup>th</sup> will reference the FY 2012 budget.
- Travel Authorizations that are created and approved on or after July 2<sup>nd</sup> will encumber the FY 2013 budget, regardless of the travel dates being reimbursed.
- Taking action on aging and unused Travel Authorizations by June 13<sup>th</sup> will release encumbered FY 2012 funds.
- Expense reports that do not pass Ohio Shared Services pre-audit by 5:00 pm, June 15<sup>th</sup> 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 2<sup>nd</sup>.

- Expense Reports that are created on or after July 2<sup>nd</sup> from Travel Authorizations approved by June 13<sup>th</sup> 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 on or after July 2<sup>nd</sup>.

### Travel and Expense Reports

Beginning May 1, 2012, 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.

### 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  |

All agencies are expected to take action on any outstanding Travel Authorizations and Expense Reports from OAKS. We cannot close FY 2012 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.

If you have any questions regarding Travel and Expense, please email [ohiosharedservices@ohio.gov](mailto:ohiosharedservices@ohio.gov) or contact us at 1.877.644.6771.