



Office of Budget and Management

John R. Kasich
Governor

Timothy S. Keen
Director

MEMORANDUM

April 18, 2014

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

FROM: James J. Kennedy, Deputy Director
State Accounting and Reporting
Office of Budget and Management *JJK*

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, 2014. 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 MyOhio.gov portal, on the FIN Home page. State Accounting will also send subsequent information in June reminding fiscal officers of the deadlines. If other staff in your agency would find this information useful, please share it with them.

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).

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, 2014. If you have not already done so, 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.

Requisition and Voucher Processing

The last day for agencies to submit requisitions to State Accounting for review and approval is June 13, 2014. The last day for agencies to enter accounts payable vouchers is June 20, 2014 and the last day to submit voucher supporting documentation is June 23, 2014. 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 have scheduled meetings with those agencies that must make payments (Medicaid, School Foundation, Higher Education, etc.) after the published deadlines.

Deposits/Payments

Deposits/Payments will be processed until noon on June 30, 2014. Every effort should be made to deposit revenue prior to June 30, 2014. The agency should review all transactions to ensure they have been processed and approved. All deposits that are currently not complete should be analyzed well before June 30, 2014 so corrections can be made before the June 30th cutoff date. 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 Vicky Baker at (614) 466-2542, or by e-mail at vicky.baker@obm.state.oh.us.

Accounts Receivable Pending Items

Pending Items will be processed until June 30, 2014. Every effort should be made to process pending items prior to June 30, 2014 to ensure they have been posted. All pending items currently in error should be corrected so they can be posted well before the June 30, 2014 cutoff date. 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 Vicky Baker at (614) 466-2542, or by e-mail at vicky.baker@obm.state.oh.us.

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 20, 2014. The last day for fiscal officers to approve OSS-entered vouchers is June 20, 2014. Please refer to the attached calendar for a complete list of significant OSS processing deadlines.

OSS Travel and Expense

Travel and Expense deadlines have been added to the calendar for Travel Authorizations, Travel Expense Reports, and agency supervisor approvals. In addition, specific information relative to the processing of Travel and Expense reimbursements is included below.

Controlling Board

The Controlling Board is scheduled to meet for the last time in FY 2014 on June 16, 2014. If your agency requires Controlling Board approval to complete a fiscal transaction prior to June 30, 2014, 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.state.oh.us.

Processing Payroll

The last payday chargeable in FY 2014 will be Friday, June 27, 2014. **Agencies must have cash available on Wednesday, June 25, 2014 to ensure payroll is processed properly.**

Corrections

Transactions with account coding errors for FY 2014 **cannot** be corrected in FY 2015. Review your coding information on disbursement and revenue documents to correct FY 2014 errors prior to FY 2015.

- 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 30th**. No FY 2014 account coding errors may be corrected after the June 30th close. Every effort should be made to submit revenue mods before June 30, 2014.
- All payroll corrections must be submitted for July 2013 - May 2014 pay dates by Friday, June 6, 2014. Payroll corrections for the June 2014 pay dates must be complete by Wednesday, June 25, 2014.

If you have any questions, please contact Melvin Striblin at (614) 644-8210, or by e-mail at melvin.striblin@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 7th and 8th; June 14th and 15th, and June 21st and 22nd. OAKS will not be available to agencies on the afternoon of Monday, June 30, 2014, 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 Tuesday, July 1, 2014.

Emergencies

If unusual or emergency situations occur on or after the deadlines, contact Vicki Brigham at vicki.brigham@obm.state.oh.us.

Deadlines for All Agencies

Monday, June 2:

- Monitor open vouchers.
- Last day to submit new requests for, or changes to, chartfields.
- Controlling Board meeting – Coordinate FY 2014 actions with State Accounting.

Friday, June 6:

- Last day for State Accounting to receive payroll corrections for July 2013 - May 2014 pay dates.
- Last day to submit vouchers that State Accounting enters.
- OSS Vendor Maintenance – Last day for OSS to receive vendor entry or modifications needed to process vouchers and requisitions and ensure entry in FY 2014. Documents must be received at OSS by 5:00 pm on June 6th. 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 modifications received for FY 2015 through June 20th.
 - E-mail: vendor@ohio.gov
 - Fax: (614) 485-1052

Wednesday, June 11:

- Payroll Liquidation (for PPE 5/31/14); Cash must be available. Payroll Journals must be valid.
- Final payroll corrections due to State Accounting for Pay Period Ending May 31, 2014.

Friday, June 13:

- PAYDAY
- Last day to submit warrant & EFT cancellation forms and warrant stop payment forms to State Accounting (4:30 pm). Agencies must submit warrant cancellations to State Accounting by this date to reduce disbursements for FY 2014. Errors in warrants discovered after this date should be discussed with State Accounting management. Take extra precautions to verify that May and June warrants are issued correctly.
- Last day to submit ISTV's to State Accounting for approval.
- 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 should be 7/1/2014.

Monday, June 16:

- **Agency and Central Security Designee roles shut off. Security Designees are no longer able to edit security roles in OAKS.**
- Controlling Board meeting – Coordinate FY 2014 actions with State Accounting.
- OSS Travel Module – Last day for agencies to create and submit Travel Authorizations.
- OSS Travel Module – Last day for agencies to create and submit Travel Expense Reports.
- OSS Accounts Payable – Last day for participating agencies to submit invoices to OSS for FY 2014.

Wednesday, June 18:

- OSS Travel Module – Last day for agencies to submit travel receipts and backup documentation.
- Last voucher build for approved PCard transactions.

Thursday, June 19:

- OSS Travel Module – Last day for agency supervisors to approve Travel Authorizations.
- OSS Travel Module – Last day for agency supervisors to approve Travel Expense Reports.
- OSS Travel Module – Last day for OSS to pre-audit Travel Expense Reports.

Friday, June 20:

- Last day agencies may **enter vouchers. Vouchers must have all agency-level approvals applied and have adequate funding.**
- Last day for inbound INF02 interface files.
- Last day SA will enter warrant & EFT cancellation forms & warrant stop payments (4:30 pm).
- OSS Vendor Maintenance – Last day to process Vendor Maintenance Documents for FY 2015.
- Journal Vouchers must be entered no later than 5:00 pm.
- OSS Accounts Payable – Last day OSS will process vouchers for participating agencies.

Monday, June 23:

- Last day for agencies to submit voucher supporting documentation to State Accounting. Documents must be received in State Accounting by 4:30 pm on June 23rd. To ensure receipt, you may want to scan and attach or hand carry documents to State Accounting.
- Last payroll journals from HCM-FIN.
- Last day E-Revenue for credit cards will be loaded into OAKS.
- Last day for agencies to enter requisitions and change requests for FY 2014 and FY 2015.
- Last day to fix PCard and EDI budget errors.
- Last day for agency-level AP voucher approval.

Tuesday, June 24:

- **All open unpaid FY 2014 vouchers will be deleted by State Accounting after the 2:00 pm pay cycle.**
- OSS Travel Module – Last day for agency FBA's to change coding on expense reports approved for payment.

Wednesday, June 25:

- Payroll Liquidation (for PPE 6/14/14); Cash must be available. Payroll Journals must be posted.
- Final payroll corrections due to State Accounting for Pay Period Ending June 14, 2014.
- Last day for agency-level journal spreadsheet approval.
- Last daily pay cycle run.
- Last day to enter online or integrate FY 2014 asset management activity.
- **All open unpaid FY 2014 unapproved travel activity will be deleted by RACM after the 2:00 pm pay cycle.**

Friday, June 27:

- PAYDAY

Monday, June 30:

- Last day for revenue mods and RHR's; No mods after noon. Every effort should be made to submit revenue mods before June 20, 2014.
- 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, State Accounting will delete all unposted deposits/payments and pending items.**

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.
- Cancel any vouchers that will not be paid by June 23rd. On June 24th, State Accounting will delete all open vouchers.
- Unposted Accounts Receivable pending items will be deleted by RACM on June 30th.
- 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 10, 2014 through Wednesday, June 25, 2014.



Ohio Shared Services Fiscal Year-end Updates

This communication 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).

Section I: OSS Participating Agencies only

Based on the fiscal year-end close June 16-30, 2014, OSS anticipates an accounts payable (AP) backlog will occur during this time. To manage and eliminate this backlog, the 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 June 2, 2014, OSS AP will provide 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
OH_AP_OSS_SORTER_BALANCE	Provides a point-in-time list of all outstanding documents (New, Assigned, Exception, Reprocess, and Returned From Agency) currently in process on the sorter page

For assistance with running the queries or escalations regarding the backlog, please contact Ken Moon at kenneth.moon@obm.state.oh.us, or Amber Griffith at amber.griffith@obm.state.oh.us.

Section II: All Agencies – OSS Travel and Expense

The OAKS Travel and Expense module **will not** be available to travelers June 16-30, 2014. This will require agencies that use the OAKS Travel and Expense module to:

- Remind agency travelers to create and submit their Travel Authorizations and Expense Reports in a timely manner.
- Approve Travel Authorizations and Expense Reports by specified deadlines to ensure payments are made in a timely manner.
- Ensure all travel documents have correct coding and pass budget check by Tuesday, June 24, 2014.

Travel Authorizations

- Travel Authorizations for travel occurring between June 16-30, 2014 should be created, submitted, and approved by supervisors by June 19th.
- Travel Authorizations NOT approved by supervisors by June 19th will be deleted from OAKS and will need to be recreated on or after July 1st.
- Travel Authorizations approved by June 19th will not be deleted.
- For emergency or unplanned travel occurring between June 16-30, 2014, travelers should create Travel Authorizations on or after July 1st.
- Last day for Fiscal Budget Analysts to change coding on Travel Authorizations is 5:00 pm, Tuesday, June 24, 2014.

Expense Reports

- Expense Reports NOT approved by supervisors by June 19th will be deleted and will need to be recreated on or after July 1st.
- Expense reports that do not pass Ohio Shared Services pre-audit by 5:00 pm, June 19th 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 1st.
- Travelers have until August 29th to recreate deleted Expense Reports.
- Travelers should create Expense Reports for travel occurring between June 16-30, 2014 on or after July 1st.
- Last day for Fiscal Budget Analysts to change coding on approved Expense Reports is 5:00 pm, Tuesday, June 24, 2014.

Receipts

- Travelers are to submit receipts for submitted Expense Reports in enough time to ensure arrival to Ohio Shared Services by 5:00 p.m., June 18, 2014.
- Expense Reports that do not have the required receipts submitted by June 18, 2014 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 1st.
- For travel occurring between June 16-30, 2014, travelers should submit receipts on or after July 1st.

Travel and Expense Budget Implications

- Any Expense Reports created from Travel Authorizations that were approved by June 19th will reference the FY 2014 budget.
- Travel Authorizations that are created and approved on or after July 1st will encumber the FY 2015 budget, regardless of the travel dates being reimbursed.
- Taking action on aging and unused Travel Authorizations by June 19th will release encumbered FY 2014 funds.
- Expense Reports that are created on or after July 1st from Travel Authorizations approved by June 19th 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 and Expense Report on or after July 1st.

Travel and Expense Reports

Beginning May 1, 2014, 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.

All agencies are expected to take action on any outstanding Travel Authorizations and Expense Reports in OAKS. We cannot close FY 2014 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.

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

If you have any questions regarding Travel and Expense, please e-mail ohiosharedservices@ohio.gov or contact us at 1-877-644-6771.

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	Melvin Striblin	644-8210	melvin.striblin@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
Accounts Receivable	Vicky Baker	466-2542	vicky.baker@obm.state.oh.us
OSS Vendor Maintenance	Heather Tomlinson	338-4757	heather.tomlinson@obm.state.oh.us
OSS Accounts Payable Vouchers	Ken Moon –or– Amber Griffith	338-4843 338-4840	kenneth.moon@obm.state.oh.us amber.griffith@obm.state.oh.us
OAKS Training Registration & Communications	Mame Greulich	466-3600	mame.greulich@obm.state.oh.us
Payment Card Administrator	Bridget Brubeck	466-6731	bridget.brubeck@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	Jim Kennedy	728-4734	james.kennedy@obm.state.oh.us

Area code 614

June 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 -Monitor Open vouchers -Last day to submit new requests for, or changes to, chartfields -Controlling Board Meeting - coordinate FY 2014 actions with State Accounting (SA)	3	4	5	6 -Last day for payroll corrections for PRIOR periods (4:30 pm) -Last day to submit vouchers that SA enters (4:30 pm) -OSS-Last day to submit new vendor entry or vendor modifications for FY 2014 (5:00 pm)	7 OAKS up 8:00 am – 5:00 pm
8 OAKS up 8:00 am – 5:00 pm	9	10	11 PAYROLL LIQUIDATION CASH MUST BE AVAILABLE -Payroll Journals must be posted -Final payroll corrections due to SA for PPE 5/31/14	12	13 Payday -Last day to submit warrant & EFT cancellation forms & warrant stop payment forms to SA (4:30 pm) -Last day to submit ISTV's for SA approval (4:30 pm) -Last day to submit reversal voucher requests to SA (4:30 pm) -Last day to load OAKS FIN Agency Budgets. Note: Journal date should be 7/1/2014	14 OAKS up 8:00 am – 5:00 pm
15 OAKS up 8:00 am – 5:00 pm	16 -Agency and Central Security Designee roles shut off – no more edits are possible -Controlling Board Meeting - coordinate FY 2014 actions with SA -OSS-Last day for agencies to create & submit Travel Authorizations -OSS-Last day for agencies to create & submit Travel Expense Reports - OSS-Last day for participating agencies to submit invoices to OSS for FY 2014	17	18 -OSS-Last day for agencies to submit travel receipts & backup documentation -Last voucher build for approved PCard transactions	19 -OSS-Last day for agency supervisors to approve Travel Authorizations and Travel Expense Reports -OSS-Last day to pre-audit Travel Expense Reports	20 -Last day for agencies to enter AP vouchers -Last day for inbound INF02 interface files -Last day SA will enter warrant & EFT cancellation forms & warrant stop payments (4:30 pm) -OSS - Last day to process Vendor Maintenance Documents for FY 2015 -Journal Vouchers must be entered no later than 5:00 pm -Last day OSS will process vouchers for participating agencies	21 OAKS up 8:00 am – 5:00 pm

June 2014, continued

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
22 OAKS up 8:00 am – 5:00 pm	23 -Last day to deliver voucher supporting documentation (4:30 pm) -Last payroll journal from HCM to FIN -Last day E-Revenue for credit cards will be loaded into OAKS -Last day for agencies to enter requisitions/change requests for FY 2014 and FY 2015 -Last day to fix PCard and EDI Budget errors -Last day for agency-level AP voucher approval	24 -All open, unpaid FY 2014 vouchers will be deleted by SA after the 2:00 pm pay cycle -OSS-Last day for agency FBA's to change coding on expense reports approved for payment	25 PAYROLL LIQUIDATION CASH MUST BE AVAILABLE -Payroll Journals must be posted -Final payroll corrections due to SA for PPE 6/14/14 -Last day for agency-level journal spreadsheet approval -Last daily pay cycle run: All approved vouchers with no errors/problems will pay on 6/27/14 (in this pay cycle), regardless of the scheduled due date -Last day to enter online or integrate FY 2014 asset management activity -All open, unpaid FY 2014 unapproved travel activity will be deleted by RACM after the 2:00 pm pay cycle	26	27 Payday	28
29	30 -Last day for revenue mods and RHR's. No mods after noon -Last day to deposit revenue. OAKS will be inactive as soon as revenue has posted -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, SA will delete all unposted deposits/payments and pending items	July 1	July 2	July 3	July 4 	July 5

