MEMORANDUM

April 14, 2011

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

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, 2011. In addition to providing the year end processing deadlines in this memorandum, we will also post the information on our web page at www.sbm.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.

Ohio Shared Services (OSS) year end processing deadlines have also been included for participating agencies. In addition, OSS will be providing these agencies a separate memorandum along with reminders of these deadlines in May and June.

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, 2011. 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.

Voucher Processing
The last day for agencies to submit requisitions to State Accounting for review and approval is June 17, 2011 and the last day for agencies to submit voucher supporting documentation is June 17, 2011. 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 16, 2011. The last day for fiscal officers to approve documents is June 17, 2011. Please refer to the attached calendar for a complete list of significant OSS processing deadlines. If you have special processing needs before June 17th please contact Pam Hill, Ken Moon or Tonya Briggs at (614) 338-4781.
End of Year 2011
Page 2

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, Ohio Shared Services will be providing a separate memo relative to Travel and Expense for agencies who participate in the Travel and Expense module.

Controlling Board
The Controlling Board is scheduled to meet for the last time in FY 2011 on June 13, 2011. If your agency requires Controlling Board approval to complete a fiscal transaction prior to June 30, 2011, 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 Betty Johnson at (614) 466-6731, or by e-mail at betty.s.johnson@obm.state.oh.us.

Processing Payroll
The last payday in Fiscal Year 2011 will be Friday, June 17, 2011. Agencies must have cash available on Wednesday, June 15, 2011 in order to ensure payroll is processed properly.

Corrections

- 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 2011 account coding errors may be corrected after the June 30th 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.

OAKS Availability
OAKS will be available to agencies for entering fiscal transactions on the weekends of June 4th and 5th; June 11th and 12th; and June 18th. OAKS will not be available to agencies on the afternoon of Thursday, June 30, 2011, 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 Friday, July 1, 2011.

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:

- **JUNE 10**: Last day for State Accounting to **receive payroll corrections** for July, 2010-May, 2011 pay dates.

- **JUNE 10**: Last day to submit **vouchers** that State Accounting enters.

- **JUNE 10**: **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 2011. Documents must be received in OSS by 5:00 p.m. on June 10th. 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 2012 through June 23rd.
  - E-mail: vendor@ohio.gov
  - Fax: (614) 485-1052

- **JUNE 13**: Agencies must submit **warrant cancellations to State Accounting** by this date to reduce disbursements for FY 2011. Errors in warrants discovered after this date should be discussed with State Accounting management. **Warrants issued in FY 2011 that are canceled (for error) in FY 2012 do not restore FY 2011 encumbrances.** Take extra precautions to verify that May and June warrants are issued correctly.

- **JUNE 13**: Last day to submit warrant & EFT cancellation forms and warrant stop payment forms to State Accounting (4:30 pm)

- **JUNE 13**: Last payroll journal from HCM-FIN.

- **JUNE 13**: Controlling Board meeting – Coordinate FY 2011 actions with State Accounting.

- **JUNE 13**: **OSS Accounts Payable** – Last day for participating agencies to submit invoices to OSS for FY 2011.

- **JUNE 14**: Last monthly current payroll journal from HCM to FIN.

- **JUNE 15**: **OSS Travel Module** – Last day to create and submit Travel Authorizations.

- **JUNE 15**: **OSS Travel Module** – Last day to create and submit Travel Expense Reports.

- **JUNE 15**: **OSS Travel Module** – Last day for supervisors to approve Travel Authorizations and Travel Expense Reports.

- **JUNE 15**: **OSS Travel Module** – Last day to submit travel receipts and backup documentation.

- **JUNE 15**: Payroll Liquidation (for PPE 6/4/11); **Cash must** be available. Payroll Journals must be valid.

- **JUNE 15**: Final **payroll corrections** due to State Accounting for Pay Period Ending June 4, 2011.
- **JUNE 16**: OSS Accounts Payable – Last day OSS will process vouchers for participating agencies.

- **JUNE 17**: OSS Travel Module – Last day for OSS to pre-audit Travel Expense Reports.

- **JUNE 17**: Last day agencies may enter vouchers. Vouchers must have all agency-level approvals applied.

- **JUNE 17**: 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 17th. To ensure receipt, you may want to scan and attach or hand carry documents to State Accounting.

- **JUNE 17**: Last day to submit ISTV’s to State Accounting for approval.

- **JUNE 17**: Last day for State Accounting to enter requisitions for off-line agencies.

- **JUNE 17**: Last day to enter requisitions and change requests for FY 2011 and FY 2012.

- **JUNE 17**: Last day to submit reversal voucher requests and journal vouchers.

- **JUNE 17**: Last day for agency-level voucher approval and journal spreadsheet approval.

- **JUNE 20**: Last voucher build for PCard vouchers.

- **JUNE 21**: Last day to submit Revenue Refund documents to the Treasurer’s office.

- **JUNE 21**: Last day to fix PCard and EDI budget errors.

- **JUNE 21**: Last day to process EDI.

- **JUNE 21**: All open unpaid FY 2011 vouchers will be deleted.

- **JUNE 21**: All open unpaid FY 2011 unapproved travel activity will be deleted.

- **JUNE 21**: OSS Travel Module – Last day for FBA’s to change coding on expense reports approved for payment.

- **JUNE 22**: Last pay cycle run.

- **JUNE 23**: OSS Vendor Maintenance – Last day for OSS associates to process Vendor Maintenance Documents for FY 2012.

- **JUNE 24**: Last day to enter online or integrate FY 2011 asset management activity.

- **JUNE 30**: Last day for revenue mods and RHR’s. No mods after noon.

- **JUNE 30**: 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 should be
deleted. OAKS will be unavailable to agencies immediately after State Accounting has completed revenue processing on June 30th.

**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 20th. **On June 21st, 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) since we have a payday of Friday, June 17, 2011. **Cash will be taken for payroll on Wednesday, June 15, 2011.**

- 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 14, 2011 through Wednesday, June 22, 2011.
# Year End Contacts

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<tr>
<th>For questions about...</th>
<th>Contact...</th>
<th>At this number...</th>
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<tbody>
<tr>
<td>Routine Issues</td>
<td>Help Desk</td>
<td>466-3993</td>
<td><a href="mailto:helpdesk@obm.state.oh.us">helpdesk@obm.state.oh.us</a></td>
</tr>
<tr>
<td>General Information</td>
<td>Vicki Brigham</td>
<td>644-5759</td>
<td><a href="mailto:vicki.brigham@obm.state.oh.us">vicki.brigham@obm.state.oh.us</a></td>
</tr>
<tr>
<td>Encumbrance Review &amp; Appropriation Control</td>
<td>Betty Johnson</td>
<td>466-6731</td>
<td><a href="mailto:betty.s.johnson@obm.state.oh.us">betty.s.johnson@obm.state.oh.us</a></td>
</tr>
<tr>
<td>Imprest Account/ Petty Cash Funds</td>
<td>Michael Blackburn</td>
<td>644-5213</td>
<td><a href="mailto:michael.blackburn@obm.state.oh.us">michael.blackburn@obm.state.oh.us</a></td>
</tr>
<tr>
<td>Accounting Review</td>
<td>Judy Johnson</td>
<td>466-1569</td>
<td><a href="mailto:judy.johnson@obm.state.oh.us">judy.johnson@obm.state.oh.us</a></td>
</tr>
<tr>
<td>OSS Vendor Maintenance</td>
<td>Charmonette Crumley</td>
<td>338-4790</td>
<td><a href="mailto:charmonette.crumley@obm.state.oh.us">charmonette.crumley@obm.state.oh.us</a></td>
</tr>
<tr>
<td>OSS Accounts Payable Vouchers</td>
<td>Tonya Briggs</td>
<td>338-4826</td>
<td><a href="mailto:tonya.briggs@obm.state.oh.us">tonya.briggs@obm.state.oh.us</a></td>
</tr>
<tr>
<td>OAKS Training Registration &amp; Communications</td>
<td>Mame Greulich</td>
<td>466-3600</td>
<td><a href="mailto:mame.greulich@obm.state.oh.us">mame.greulich@obm.state.oh.us</a></td>
</tr>
<tr>
<td>Payment Card Administrator</td>
<td>Molly Burris</td>
<td>752-4220</td>
<td><a href="mailto:molly.burris@obm.state.oh.us">molly.burris@obm.state.oh.us</a></td>
</tr>
<tr>
<td>Electronic Commerce</td>
<td>Molly Burris</td>
<td>752-4220</td>
<td><a href="mailto:molly.burris@obm.state.oh.us">molly.burris@obm.state.oh.us</a></td>
</tr>
<tr>
<td>Data Systems</td>
<td>Michael Guilford</td>
<td>466-6719</td>
<td><a href="mailto:michael.guilford@obm.state.oh.us">michael.guilford@obm.state.oh.us</a></td>
</tr>
<tr>
<td>Financial Reporting</td>
<td>Amy Hall</td>
<td>466-1620</td>
<td><a href="mailto:amy.hall@obm.state.oh.us">amy.hall@obm.state.oh.us</a></td>
</tr>
<tr>
<td>State Accounting Deputy Director</td>
<td>Tom Holsinger</td>
<td>728-4734</td>
<td><a href="mailto:tom.holsinger@obm.state.oh.us">tom.holsinger@obm.state.oh.us</a></td>
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