MEMORANDUM

April 19, 2016

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

FROM: Bridget Brubeck, Deputy Director
       State Accounting and Reporting
       Office of Budget and Management

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, 2016. 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 FIN Home page of the MyOhio.gov portal. The keys to a successful fiscal year-end are planning, coordination, and communication; therefore, it is imperative that agency fiscal officers communicate this information with all pertinent parties, plan the appropriate agency actions and their timing, and coordinate with OBM as needed to “clean up” transactions prior to year-end close. OBM will communicate with your agency as needed, so if you have not already provided an individual in your fiscal office to State Accounting then please forward the name, telephone number, and e-mail address to Lisa Scharlott at lisa.scharlott@obm.ohio.gov.

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).

Requisition
The last day for agencies to submit requisitions to State Accounting for review and approval is June 17, 2016.

Voucher Processing
The last day for agencies to enter accounts payable vouchers, including attaching documentation in OAKS is June 22, 2016. The last day to approve vouchers is June 23, 2016; however, agencies should be aware that vouchers approved near the deadline may not have the opportunity to be corrected should they be denied by State Accounting for any reason. Please refer to the attached calendar for a complete list of significant processing deadlines. If you have special processing needs, please contact Lisa Scharlott at (614) 728-4845, or by e-mail at lisa.scharlott@obm.ohio.gov.
Deposit/Payments
Deposits/Payments will be processed until noon on June 30, 2016. Every effort should be made to deposit revenue prior to June 30, 2016. The agency should review all transactions to ensure they have been processed and approved. All deposits that are incomplete should be corrected as soon as possible. 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 Amber.Pugh@obm.ohio.gov

Accounts Receivable Pending Items
Pending Items will be processed until June 30, 2016. Every effort should be made to process pending items prior to June 30, 2016 to ensure they have been posted. All pending items in error should be corrected as soon as possible. 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 Amber.Pugh@obm.ohio.gov

OSS Participating Agency Voucher Processing
In order to comply with State Accounting’s voucher processing timeline, the last day OSS will accept invoices for 2016 processing is June 20, 2016. The last day for fiscal officers to approve OSS-entered vouchers is June 23, 2016. Please refer to the attached calendar for a complete list of significant OSS processing deadlines.

Travel and Expense
Travel and Expense deadlines are included in the Deadlines for All Agencies section of this memo, in Section II of the Ohio Shared Services Updates, and in the June calendar.

Controlling Board
The Controlling Board is scheduled to meet for the last time in FY 2016 on June 20, 2016. If your agency requires Controlling Board approval to complete a fiscal transaction prior to June 30, 2016, 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.ohio.gov

Processing Payroll
The last payday chargeable in FY 2016 will be June 24, 2016. Agencies must have cash available on Wednesday June 22, 2016 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 10 am
End of Fiscal Year 2016
Page 3

**on June 30**th. No FY 2016 account coding errors may be corrected after the June 30**th** close. Every effort should be made to submit revenue mods before June 30, 2016.


If you have any questions, please contact Melvin Striblin at (614) 644-8210, or by e-mail at melvin.striblin@obm.ohio.gov

**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 4**th** and 5**th**; June 11**th** and 12**th**, and June 18**th** and 19**th**. OAKS will not be available to agencies on the afternoon of Thursday, June 30, 2016, 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 after year end-processing and close.

**Emergencies**

If unusual or emergency situations occur on or after the deadlines, contact Lisa Scharlott at lisa.scharlott@obm.ohio.gov

**Deadlines for All Agencies**

**Wednesday, June 1:**
- Monitor open vouchers. Perform month-end cleanup processing tasks; OAKS FIN Agency Month-End Checklists, information and instruction can be found in the OAKS FIN Process Manual at the following URL:
  http://fin.help4u.obm.ohio.gov/

**Friday, June 3:**
- Last day for State Accounting to receive payroll corrections for July 1, 2015 - May 31, 2016 pay dates

**Monday, June 6:**
- Controlling Board meeting – Coordinate FY 2016 actions with State Accounting

**Wednesday, June 8:**
- Payroll Liquidation (for PPE 5/28/16); Cash must be available. Payroll Journals must be valid

**Friday, June 10:**
- **PAYDAY**
- Warrant & EFT cancellation forms and warrant stop payment forms submitted to State Accounting by 5pm Friday, June 10, 2016 will be processed in FY16. Agencies must submit warrant cancellations to State Accounting by this date to reduce disbursements for FY 2016. Errors in warrants discovered after this date should be discussed with Matt Scott at (614) 466-8882, or by e-mail at matt.scott@obm.ohio.gov. Take extra precautions to verify that May and June warrants are issued correctly.
End of Fiscal Year 2016
Page 4

- OSS Supplier Operations – Last day for OSS to receive supplier entry or modifications needed to process vouchers and requisitions and **ensure entry in FY 2016**. Documents must be received at OSS by 5:00 pm on June 10th. To ensure receipt, you may want to scan and e-mail or fax your documents to OSS. Supplier Operations will continue to act upon supplier entry and modifications received for FY 2017 through June 20th.
  - E-mail: supplier@ohio.gov
  - Fax: (614) 485-1052
- Last day to load OAKS FIN Agency Budgets. Note: Journal date **must** be 7/1/2016

**Wednesday, June 15:**
- **Agency and Central Security Designee roles shut off.** Security Designees are no longer able to edit security roles in OAKS
- Travel Module – Last day to create and submit Travel Authorizations
- Travel Module – Last day to create and submit Travel Expense Reports

**Thursday, June 16:**
- OSS Travel Module – Last day for agency supervisors to approve Travel Expense Reports. Every effort should be made to approve by noon to allow enough time to pass OSS pre-audit by 5 pm
- OSS Travel Module – Last day for OSS to pre-audit Travel Expense Reports

**Friday, June 17:**
- Last day to submit reversal voucher requests to State Accounting (by 4:30 pm)
- Last day for agencies to submit requisitions to State Accounting for review and approval

**Monday, June 20:**
- OSS Accounts Payable – Last day for participating agencies to submit invoices to OSS for FY 2016
- OSS Supplier Operations – Last day to process Supplier Documents for FY 2017
- Last payroll journals from HCM-FIN
- Controlling Board Meeting – coordinate FY 2016 actions with State Accounting

**Tuesday June 21:**
- OSS Travel Module – Last day for agency Fiscal Budget Analysts (FBAs) to change coding on expense reports approved for payment

**Wednesday, June 22**
- **Last day agency voucher processors may enter AP vouchers**
- OSS Accounts Payable – Last day OSS will process vouchers for participating agencies
- Last day to submit vouchers that State Accounting is required to enter (i.e. judgments, settlement payments, some voided warrants)
- Last voucher build for approved PCard transactions
- Last day for inbound INFO2 interface files
- Payroll Liquidation (for PPE 6/11/16); Cash must be available. Payroll Journals must be posted
End of Fiscal Year 2016
Page 5

- Journal Vouchers must be entered no later than 5:00 pm

**Thursday, June 23:**
- **Last day agencies may approve vouchers. Vouchers must have all agency-level approvals applied and have adequate funding.** Vouchers approved at the agency level as late as 6/23 and subject to OBM review must be pristine – there will be no opportunity to correct vouchers denied by State Accounting
- Last day for agencies to enter requisitions and change requests for FY 2016 and FY 2017
- Last day to correct voucher budget errors
- Last day to enter online or integrate FY 2016 asset management activity

**Friday, June 24:**
- Last daily pay cycle run
- **All open unpaid FY 2016 vouchers will be deleted after the 2:00 pm pay cycle**
- **All open unpaid FY 2016 unapproved travel authorizations and expense reports will be deleted after the 2:00 pm pay cycle**
- Last day for agencies to approve requisitions and change requests for FY 2016 and FY 2017
- PAYDAY
- Last day E-Revenue for credit cards will be loaded into OAKS

**Monday, June 27:**
- Last day for agency-level journal spreadsheet approval for June 2016 payrolls

**Thursday, June 30:**
- Last day for revenue mods and RHR’s; No mods after 10am. Every effort should be made to submit revenue mods before June 17, 2016
- 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, all unposted deposits/payments and pending items will be deleted**

**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 Lisa Scharlott at lisa.scharlott@obm.ohio.gov
• Perform month-end cleanup processing tasks; OAKS FIN Agency Month-End Checklists, information and instruction can be found in the OAKS FIN Process Manual at the following URL:
  http://fin.help4u.obm.ohio.gov/

• Cancel any vouchers that will not be completed by June 23rd. On June 24th, after the last pay cycle, all open unpaid vouchers will be deleted.

• Process pending items by June 30th. Unposted Accounts Receivable pending items will be deleted on June 30th.

• Monitor cash balances to ensure sufficient cash has been drawn to meet vouchers (accounts payable) and payroll (payrolls payable).

• Assure documents are sufficient and accurate. 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 Wednesday, June 8, 2016 through Monday June 27, 2016.
Ohio Shared Services Fiscal Year-end Updates

If your agency does not submit Accounts Payable voucher processing to OSS, or does not use the OAKS Travel and Expense Module, please disregard this section of the communication.

- **Section I:** OSS Participating Agencies that submit Accounts Payable (AP) voucher processing to OSS
- **Section II:** All agencies that currently use the OAKS Travel and Expense module
- **Section III:** Supplier Operations

**Section I: OSS Participating Agencies – Accounts Payable**

The following information is being provided to OSS agency partners to help facilitate the FY16 year end close:

**Invoice Submission**

- Invoices submitted to Ohio Shared Services (invoices@ohio.gov) by 5 pm Monday, June 20, 2016 will be processed prior to the system restrictions implemented at the close of business on Wednesday, June 22, 2016.
- Invoices received after June 20th may be held until after OAKS becomes available.
- All invoice exceptions must be resolved no later than Wednesday, June 22, 2016 to ensure supplier payment is made during FY 2016.
- All accounts payable vouchers must be approved no later than Thursday, June 23, 2016.
- All open and unpaid vouchers will be deleted on Friday, June 24, 2016.

OSS will continue to provide the weekly Work In Progress reports (WIP) to allow participating agencies to assess unpaid invoices, vouchers pending agency action, and OSS processing status. OSS anticipates an accounts payable backlog once OAKS becomes available, but will work diligently to return to the 3-day processing time. The oldest invoices will be processed first.

**Sorter Page and OAKS Queries**

Agencies are encouraged to monitor their OAKS workflow and Sorter Page daily for unpaid vouchers and invoice processing issues.
Ohio Shared Services Fiscal Year-end Updates

Section II: All Agencies - OSS Travel and Expense

The OAKS Travel and Expense module will not be available to travelers beginning at 5pm on Wednesday, June 15, 2016. Agencies are reminded to:

- Ensure that all Travel Authorizations and Expense Reports have been submitted and approved prior to this time.
- Ensure all travel documents have correct coding and have passed budget check.
- Travel Authorization and Expense Reports NOT approved by supervisors by Thursday, June 16, 2016 will be deleted from OAKS and will need to be recreated when OAKS becomes available for FY 2017 processing.
- Travel authorizations entered, approved by the supervisor, and passing budget check prior to June 16, 2016 will be available for use by the traveler after July 1st.
- For emergency or unplanned travel occurring between June 16-30, 2016, travelers should create Travel Authorizations when OAKS becomes available for FY 2017 processing.

All agencies are expected to take action on any outstanding Travel Authorization and Expense Reports in OAKS. We cannot close FY 2016 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.

Section III: Supplier Operations

Supplier Entry / Modifications

- The last day to submit supplier entry forms or modifications to OSS is 5:00 pm on Friday, June 10, 2016 to ensure entry in FY 2016.
  - Email: supplier@ohio.gov
  - Fax: (614) 485-1052
- Supplier Operations will continue to process requests until June 20, 2016, but can only guarantee entry of requests received by June 10th.
## Year-end Contacts

**Area code 614**

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<tr>
<th>For questions about…</th>
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<th>At this number</th>
<th>Or this address…</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.ohio.gov">helpdesk@obm.ohio.gov</a></td>
</tr>
<tr>
<td>General Information</td>
<td>Lisa Scharlott</td>
<td>728-4845</td>
<td><a href="mailto:lisa.scharlott@obm.ohio.gov">lisa.scharlott@obm.ohio.gov</a></td>
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<tr>
<td>Encumbrance Review &amp; Appropriation Control</td>
<td>Melvin Striblin</td>
<td>644-8210</td>
<td><a href="mailto:melvin.striblin@obm.ohio.gov">melvin.striblin@obm.ohio.gov</a></td>
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<tr>
<td>State Accounting Voucher Review Imprest/Petty Cash Funds</td>
<td>Lisa Scharlott</td>
<td>728-4845</td>
<td><a href="mailto:lisa.scharlott@obm.ohio.gov">lisa.scharlott@obm.ohio.gov</a></td>
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<tr>
<td>Accounts Receivable</td>
<td>AmberPugh</td>
<td>644-5214</td>
<td><a href="mailto:amber.pugh@obm.ohio.gov">amber.pugh@obm.ohio.gov</a></td>
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<td>OSS Accounts Payable Travel &amp; Expense Supplier Operations</td>
<td>Ohio Shared Services</td>
<td>1-877-644-6771</td>
<td><a href="mailto:ohiosharedservices@ohio.gov">ohiosharedservices@ohio.gov</a></td>
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<td>OAKS Training Registration &amp; Communications</td>
<td>OBM Training Academy</td>
<td>466-3600</td>
<td><a href="mailto:obm.trainingacademy@obm.ohio.gov">obm.trainingacademy@obm.ohio.gov</a></td>
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<td>Payment Card Administrator</td>
<td>PCard</td>
<td>877-644-6771</td>
<td><a href="mailto:obm.pcard@obm.ohio.gov">obm.pcard@obm.ohio.gov</a></td>
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<tr>
<td>EDI</td>
<td>Greg Miller</td>
<td>466-7016</td>
<td><a href="mailto:greg.miller@obm.ohio.gov">greg.miller@obm.ohio.gov</a></td>
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<td>State Accounting Deputy Director</td>
<td>Bridget Brubeck</td>
<td>466-6731</td>
<td><a href="mailto:bridget.brubeck@obm.ohio.gov">bridget.brubeck@obm.ohio.gov</a></td>
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|        |        |         | 1 Monitor Open vouchers  
Perform Month-End Clean Up Tasks | 2 | 3 Last day for payroll corrections for PRIOR pay dates (7/1/15 – 5/31/16) (by 4:30 pm) | 4 OAKS up 8:00 am – 5:00 pm |
| 5 OAKS up 8:00 am – 5:00 pm | 6 Controlling Board Meeting - coordinate FY 2016 actions with SA | 7 ;PAYROLL LIQUIDATION  
CASH MUST BE AVAILABLE  
-Payroll Journals must be posted | 8 | 9 | 10 Payday  
-Last day to submit new supplier entry or modifications for FY 2016 (5:00 pm  
-Last day to submit warrant & EFT cancellation forms & warrant stop payment forms to SA for entry in FY16 (4:30 pm)  
-Last day to load OAKS FIN Agency Budgets. Note: Journal date must be 7/1/2016 | 11 OAKS up 8:00 am – 5:00 pm |
| 12 OAKS up 8:00 am – 5:00 pm | 13 | 14 Agency and Central Security Designee roles shut off – no more edits are possible  
-Last day to create & submit Travel Authorizations  
-Last day to create & submit Travel Expense Reports | 15 | 16 Last day for agency supervisors to approve Travel Authorizations and Travel Expense Reports  
-Last day to pre-audit Travel Expense Reports | 17 Last day to submit reversal voucher requests to SA (4:30 pm)  
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<td>Last day for agencies to process Supplier Operations documents for FY 2017</td>
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<td>- Last daily pay cycle run: All approved vouchers with no errors/problems will pay on 6/28/16 (in this pay cycle), regardless of the scheduled due date</td>
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