Office of Budget and Management

John R. Kasich
Governor

Timothy S. Keen
Director

MEMORANDUM

April 22, 2015

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, 2015. 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, 2015. 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
The last day for agencies to submit requisitions to State Accounting for review and approval is June 19, 2015.

Voucher Processing
The last day for agencies to enter accounts payable vouchers, including documentation is June 22, 2015. The last day to approve vouchers is Tuesday June 23, 2015. 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. 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.state.oh.us

Deposits/Payments

Deposits/Payments will be processed until noon on June 30, 2015. Every effort should be made to deposit revenue prior to June 30, 2015. 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 Monica Satterwhite at (614) 644-8894, or by e-mail at monica.satterwhite@obm.state.oh.us.

Accounts Receivable Pending Items

Pending Items will be processed until June 30, 2015. Every effort should be made to process pending items prior to June 30, 2015 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 Monica Satterwhite at (614) 644-8894, or by e-mail at monica.satterwhite@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 accept invoices for 2015 processing is June 16, 2015. The last day for fiscal officers to approve OSS-entered vouchers is June 23, 2015. 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 2015 on June 8, 2015. If your agency requires Controlling Board approval to complete a fiscal transaction prior to June 30, 2015, 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 2015 will be Friday, June 26, 2015. **Agencies must have cash available on Wednesday, June 24, 2015 to ensure payroll is processed properly.**

Corrections

Transactions with errors for FY 2015 **cannot** be corrected in FY 2016. Review your coding information on disbursement and revenue documents to correct FY 2015 errors prior to FY 2016.

- 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 on June 30th.** No FY 2015 account coding errors may be corrected after the June 30th close. Every effort should be made to submit revenue mods before June 30, 2015.

- All payroll corrections must be submitted for July 1, 2014 - May 16, 2015 pay dates by Friday, June 5, 2015. Payroll corrections for the June 2015 pay dates must be complete by Thursday, June 25, 2015.

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 6th and 7th; June 13th and 14th, and June 20th and 21st. OAKS will not be available to agencies on the afternoon of Tuesday, June 30, 2015, 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.state.oh.us

Deadlines for All Agencies

Monday, June 1:
- Monitor open vouchers. Perform month-end cleanup processing tasks; information, checklists, and How To Guides can be found on the OBM website or at the following URL:
  http://obm.ohio.gov/StateAccounting/voucherreview/monthendcleanup.aspx
- Last day to submit new requests for, or changes to, chartfields

Friday, June 5:
- Last day for State Accounting to receive payroll corrections for July 1, 2014 - May 16, 2015 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 2015. Documents must be received at OSS by 5:00 pm on June 5th. 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 2016 through June 19th

  - E-mail: vendor@ohio.gov
  - Fax: (614) 485-1052

Monday, June 8:
- Controlling Board meeting – Coordinate FY 2015 actions with State Accounting

Wednesday, June 10:
- Payroll Liquidation (for PPE 5/30/15); Cash must be available. Payroll Journals must be valid
- Final payroll corrections due to State Accounting for Pay Date 5/29/15

Friday, June 12:
- 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 2015. 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.state.oh.us. Take extra precautions to verify that May and June warrants are issued correctly

Tuesday, June 16:
- OSS Accounts Payable **–** Last day for participating agencies to submit invoices to OSS for FY 2015

Wednesday, June 17:
- **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 18:
- OSS Travel Module – Last day to submit travel receipts and backup documentation

Friday, June 19:
- OSS Travel Module **–** Last day for agency supervisors to approve Travel Authorizations. 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 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
- OSS Vendor Maintenance **–** Last day to process Vendor Maintenance Documents for FY 2016
- 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 for agencies to submit requisitions to State Accounting for review and approval
- Last day to load OAKS FIN Agency Budgets. Note: Journal date should be 7/1/2015

Monday, June 22

- **Last day agency voucher processors may enter AP vouchers**
- OSS Accounts Payable – Last day OSS will process vouchers for participating agencies
- Last payroll journals from HCM-FIN
- Journal Vouchers must be entered no later than 5:00 pm
- Last voucher build for approved PCard transactions
- Last day for inbound INF02 interface files

Tuesday, 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 to correct Pcard and EDI Budget errors

Wednesday, June 24:

- Payroll Liquidation (for PPE 6/13/15); Cash must be available. Payroll Journals must be posted
- Last daily pay cycle run
- OSS Travel Module – Last day **(By 2 pm)** for agency FBA's to change coding on expense reports approved for payment
- Last day for agencies to enter and approve requisitions and change requests for FY 2015 and FY 2016
- Last day to enter online or integrate FY 2015 asset management activity
- **All open unpaid FY 2015 vouchers will be deleted after the 2:00 pm pay cycle**
- **All open unpaid FY 2015 unapproved travel authorizations and expense reports will be deleted after the 2:00 pm pay cycle**

Thursday, June 25:

- Last day for agency-level journal spreadsheet approval for June 2015 payrolls

Friday, June 26:

- PAYDAY
- Last day E-Revenue for credit cards will be loaded into OAKS

Tuesday, 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 19, 2015
- 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.state.oh.us

- Perform month-end cleanup processing tasks; information, checklists, and How To Guides can be found on the OBM website or at the following URL:
http://obm.ohio.gov/StateAccounting/voucherreview/monthendcleanup.aspx

- Cancel any vouchers that will not be completed by June 23rd. On June 24th, 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 10, 2015 through Wednesday, June 24, 2015

Ohio Shared Services Fiscal Year-end Updates

This communication is intended to provide additional information pertinent to Ohio Shared Services (OSS):

- **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:** Vendor Maintenance

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 – Accounts Payable

Based on system access restrictions due to the fiscal year-end close June 17 - 30, 2015 OSS anticipates an accounts payable backlog will occur during this time. 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.

Invoice Submission

- Invoices submitted to Ohio Shared Services (invoices@ohio.gov) by 5 pm **Tuesday, June 16, 2015** will be processed prior to the system restrictions implemented at the close of business on **Monday, June 22, 2015.**
- Invoices received after **June 16th** may be held until after OAKS becomes available.
- All invoice exceptions must be resolved no later than **Monday, June 22, 2015** to ensure vendor payment is made during FY 2015.
- All accounts payable vouchers must be approved no later than **Tuesday, June 23, 2015.**
- All open and unpaid vouchers will be deleted on **Wednesday, June 24, 2015.**

Beginning Monday, June 1, 2015, OSS AP will provide twice weekly communications to participating agencies on the status of the invoice volume remaining to be processed. These communications will be made via the Work In Progress Reports (WIP), the frequency of which will be increased to two times per week for the entire month of June.

Ohio Shared Services Fiscal Year-end Updates

Reports

Agencies can run the following OAKS queries to monitor invoice status. Navigate to:
Reporting Tools>Queries>Query Viewer

Query	Query 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, 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 requires 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
OH_AP_OSS_VCHR_BUDG_EXCEPTIONS	Provides a list of all AP vouchers in budget error

If you have any questions regarding OSS Accounts Payable processing, please email ohiosharedservices@ohio.gov or contact us at 1-877-644-6771.

Section II: All Agencies - OSS Travel and Expense

The OAKS Travel and Expense module **will not** be available to travelers beginning at 5pm June 17, through June 30, 2015. 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 23, 2015.

Travel Authorizations

- Travel Authorizations for travel occurring between June 17 - 30, 2015 should be created, submitted, and approved by supervisors by Friday, June 19, 2015.
- Expense reports 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.

Ohio Shared Services Fiscal Year-end Updates

- For emergency or unplanned travel occurring between June 17 - 30, 2015, travelers should create Travel Authorizations on or after July 1st.

Expense Reports

- Expense Reports NOT approved by supervisors by Friday, June 19, 2015 will be deleted and will need to be recreated on or after July 1st. Every effort should be made to approve Expense Reports by noon to allow enough time to pass OSS pre-audit by 5 pm
- Expense reports that do not pass Ohio Shared Services pre-audit by 5:00 p.m., 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 28th to recreate deleted Expense Reports.
- Travelers should create Expense Reports for travel occurring between June 17 – 30, 2015 on or after July 1st.
- Last day for Fiscal Budget Analysts to change coding on Travel Authorizations is 2:00 p.m., Wednesday, **June 24, 2015.**

Travel Receipts

- Travelers are to submit receipts for submitted Expense Reports in enough time to ensure arrival at Ohio Shared Services by 5:00 p.m., June 18, 2015.
- Expense Reports that do not have the required receipts submitted by June 18, 2015 will be denied, the Travel Authorization used to create the Expense Report will remain closed, and travelers will need to create a new Travel Authorization and Expense Report for this travel on or after July 1st.
- For travel occurring between June 17 - 30, 2015, travelers should submit receipts on or after July 1st.

Travel and Expense Budget Implications

- Any Expense Report created from Travel Authorizations that were approved by June 19, 2015 will reference the FY 2015 budget.
- Travel Authorizations that are created and approved on or after July 1st will encumber the FY 2016 budget, regardless of the travel dates being reimbursed.
- Taking action on aging and unused Travel Authorizations by Friday, June 19, 2015 will release encumbered FY 2015 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.

Ohio Shared Services Fiscal Year-end Updates

Travel and Expense Reports

All agencies are expected to take action on any outstanding Travel Authorization and Expense Reports in OAKS. We cannot close FY 2015 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

Beginning Monday, June 1, 2015, travelers and approvers will receive weekly communications about travel documents that need action taken from the OAKS Travel and Expense module.

Agencies can run and monitor their own OAKS queries by navigating to: **Reporting Tools>Queries>Query Viewer**

Query	Query Description
OH_TE_YEC_APR_TA	Identifies Travel Authorizations that are in Approved status without an expense report created
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_TA_BUDGET_ERROR	Identifies Travel Authorizations that are in budget error
OH_TE_ER_BUDGET_ERROR	Identifies Expense Reports that are in budget error

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

Section III: Vendor Maintenance

Vendor Entry / Modifications

- The last day to submit vendor entry or modifications to OSS is **5:00 pm on Friday, June 5, 2015** to ensure entry in FY 2015.
    - Email: vendor@ohio.gov
    - Fax: (614) 485-1052
- Vendor Maintenance will continue to process requests until Friday, June 19, 2015, but can only guarantee entry of requests received by June 5th.

Year-end Contacts

Area code 614

For questions about…	Contact…	At this number	Or this address…
Routine Issues	Help Desk	466-3993	helpdesk@obm.state.oh.us
General Information	Lisa Scharlott	728-4845	lisa.scharlott@obm.state.oh.us
Encumbrance Review & Appropriation Control	Melvin Striblin	644-8210	melvin.striblin@obm.state.oh.us
State Accounting Voucher Review Imprest/Petty Cash Funds	Lisa Scharlott	728-4845	lisa.scharlott@obm.state.oh.us
Accounts Receivable	Monica Satterwhite	644-8894	monica.satterwhite@obm.state.oh.us
OSS Accounts Payable Travel & Expense Vendor Maintenance	Ohio Shared Services	1-877-644-6771	ohiosharedservices@ohio.gov
OAKS Training Registration & Communications	OBM Training Academy	466-3600	obm.trainingacademy@obm.ohio.gov
Payment Card Administrator	PCard	877-644-6771	Obm.pcard@obm.state.oh.us
EDI	Greg Miller	466-7016	greg.miller@obm.state.oh.us
State Accounting Deputy Director	Bridget Brubeck	466-6731	bridget.brubeck@obm.state.oh.us

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
JUNE 2015		1 -Monitor Open vouchers -Last day to submit new requests for, or changes to, chartfields	2	3	4	5 -Last day for payroll corrections for PRIOR pay dates (7/1/14 – 5/16/15) (by 4:30 pm) -Last day to submit vouchers that SA enters (4:30 pm) -Last day to submit new vendor entry or vendor modifications for FY 2015 (5:00 pm)	6 OAKS up 8:00 am – 5:00 pm
	7 OAKS up 8:00 am – 5:00 pm	8 -Controlling Board Meeting - coordinate FY 2015 actions with SA	9	10 PAYROLL LIQUIDATION CASH MUST BE AVAILABLE -Payroll Journals must be posted -Final payroll corrections due to SA for Pay Date 5/29/15	11	12 Payday -Last day to submit warrant & EFT cancellation forms & warrant stop payment forms to SA (4:30 pm)	13 OAKS up 8:00 am – 5:00 pm
	14 OAKS up 8:00 am – 5:00 pm	15	16 - OSS-Last day for participating agencies to submit invoices to OSS for FY 2015	17 **-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	18 -OSS-Last day to submit travel receipts & backup documentation	19 -Last day for agency supervisors to approve Travel Authorizations and Travel Expense Reports -Last day to pre-audit Travel Expense Reports - Last day to process Vendor Maintenance Documents for FY 2016 -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 for agencies to submit requisitions to State Accounting for review and approval -Last day to load OAKS FIN Agency Budgets. Note: Journal date should be 7/1/2015	20 OAKS up 8:00 am – 5:00 pm

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
JUNE 2015	21 OAKS up 8:00 am – 5:00 pm	22 **-Last day for agencies to enter AP vouchers** -Last day OSS will process vouchers for participating agencies -Last payroll journal from HCM to FIN -Journal Vouchers must be entered no later than 5:00 pm -Last voucher build for approved Pcard transactions -Last day for inbound INF02 interface files	23 **- Last day for agency-level AP voucher approval** -Last day to fix PCard and EDI Budget errors	24 PAYROLL LIQUIDATION CASH MUST BE AVAILABLE -Payroll Journals must be posted -Last daily pay cycle run: All approved vouchers with no errors/problems will pay on 6/26/15 (in this pay cycle), regardless of the scheduled due date -Last day (by 2pm) for agency FBA's to change coding on expense reports approved for payment -Last day for agencies to enter requisitions/change requests for FY 2015 and FY 2016 -Last day to enter online or integrate FY 2015 asset management activity **-All open, unpaid FY 2015 unapproved travel activity will be deleted after the 2:00 pm pay cycle** **-All open, unpaid FY 2015 AP vouchers will be deleted after the 2:00 pm pay cycle**	25 -Last day for agency-level journal spreadsheet approval for June 2015 payrolls	26 Payday -Last day E-Revenue for credit cards will be loaded into OAKS	27
	28	29	30 Last day for revenue mods and RHR's. No mods after 10 am -Last day to deposit revenue & process pending items. 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, all unposted deposits/payments and pending items will be deleted	July 1	July 2	July 3	July 4