Ohio | Office of Budget and Management

Mike DeWine, Governor
Jon Husted, Lt. Governor

Kimberly Murnieks, Director

MEMORANDUM

April 4, 2022

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

FROM: Melvin Striblin, Deputy Director *MS*
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 information pertinent to fiscal year ending June 30, 2022. This information will also be posted on www.obm.ohio.gov and on the Financials Homepage of the MyOhio.gov portal.

The keys to a successful fiscal year-end are planning, coordination, and communication. 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 the Office of Budget and Management (OBM) as needed to "clean up" transactions prior to year-end close. 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 Christopher Sargent at christopher.sargent@obm.ohio.gov.

The Ohio Administrative Knowledge System (OAKS) Travel and Expense module and OBM Shared Services (OSS) year-end processing deadlines have also been included for participating agencies.

Requisition and Purchase Order Processing
The last day to enter a requisition or change orders into OAKS is **Wednesday, June 22, 2022**. For a requisition to source to a Purchase Order, the requisition must be approved, including approval by OBM for personal services, by Wednesday, June 22, 2022. Any requisitions that do not meet these requirements will NOT become a Purchase Order and will need to be re-entered as a FY 2023 requisition.

Change orders that have not been approved, sourced, and budget checked by the end of the business day, will result in the corresponding requisition/Purchase Order not having a valid status and will need to be re-entered as a FY 2023 requisition. The Department of Administrative Services (DAS) strongly recommends that requisitions and change orders be

entered well in advance of June 22nd to allow adequate time for internal and central approvals, sourcing, and budget check. This extra time allows for the approval process, as well as the correction of any possible sourcing and/or budget errors. Purchase Orders created in this fiscal year that do not pass a valid budget check will be canceled/closed. Please contact either Ken Ball via Microsoft Teams or by email kenneth.ball@das.ohio.gov or Krista Holcombe via Microsoft Teams or by email krista.holcombe@das.ohio.gov if you have any questions.

Voucher Processing

The last day for agencies to enter accounts payable vouchers is **Wednesday, June 22, 2022**. The last day to approve accounts payable vouchers, including attaching documentation in OAKS, is **Thursday, June 23, 2022**. 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 Christopher Sargent at (614) 338-4724 or e-mail christopher.sargent@obm.ohio.gov.

OBM Shared Services Participating Agency Voucher Processing

In order to comply with State Accounting's voucher processing timeline, the last day OSS will accept invoices for 2022 processing is **Wednesday, June 15, 2022**. The last day for fiscal officers to approve OSS-entered vouchers is **Thursday, June 23, 2022**. Please refer to the attached calendar for a complete list of significant OSS processing deadlines. If you have any questions, please contact OBM Shared Services at 1-877-644-6771 or e-mail obm.sharedservices@obm.ohio.gov.

Travel and Expense

The last day to submit Travel Authorizations and Travel Expense Reports is **Tuesday, June 14, 2022**, and related approvals is **Thursday, June 16, 2022**. All open, unpaid FY 2022 unapproved travel activity will be deleted at the end of the business day on June 24th. If you have any questions, please contact OBM Shared Services at 1-877-644-6771 or e-mail obm.sharedservices@obm.ohio.gov.

Deposits/Payments

Deposits/Payments will be processed through **noon on Thursday, June 30, 2022**. Every effort should be made to deposit revenue prior to June 30, 2022. 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 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: NavBar>Navigator>Reporting Tools>Query>Query Viewer. OBM will be journal generating AR transactions with AR Budget Check run (8 a.m.; 11 a.m.; 3 p.m.) as well as nightly beginning on June 23, 2022. If you have any questions, please contact OBM.RevenueDeposits@obm.ohio.gov.

Accounts Receivable Pending Items

Pending Items will be processed until **Monday, June 27, 2022**. Every effort should be made to process pending items prior to June 27, 2022 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 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: NavBar>Navigator>Reporting

Tools>Query>Query Viewer. OBM will be journal generating AR transactions with AR Budget Check run (8 a.m.; 11 a.m.; 3 p.m.) as well as nightly beginning on June 23, 2022. If you have any questions, please contact Amber.Pugh@obm.ohio.gov.

Controlling Board

The Controlling Board is scheduled to meet for the last time in FY 2022 on **Monday, June 13, 2022**. If your agency requires Controlling Board approval to complete a fiscal transaction prior to June 30, 2022, 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 Amber Griffith at (614) 644-5759, or e-mail amber.griffith@obm.ohio.gov.

Processing Payroll

The last payday for FY 2022 will be July 1, 2022. Agencies must have cash available on **Wednesday June 29, 2022** to ensure payroll is processed properly.
Note: Payroll pay date July 1, 2022, will get a Journal date of June 25, 2022, and will budget check against FY 2022 appropriation.

Corrections

Transactions with errors for FY 2022 cannot be corrected in FY 2023. Review your coding information on disbursement and revenue documents to correct FY 2022 errors prior to FY 2023.

- 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 a.m. on June 30th.** No FY 2022 account coding errors may be corrected after the June 30th close. Every effort should be made to submit revenue mods before June 30, 2022.

- All payroll corrections must be submitted for July 1, 2021 – May 31, 2022, by **June 3, 2022**. Payroll corrections for the June 2022 pay dates must be complete by **June 29, 2022**.

If you have any questions, please contact Amber Pugh at (614) 644-5214 or e-mail amber.pugh@obm.ohio.gov.

OAKS Availability

Based on user security, OAKS will be available from 6:00 a.m. to 11:59 p.m. to agencies for entering fiscal transactions, which includes on the weekends of June 4th and 5th; June 11th and 12th, June 18th and 19th and June 25th and 26th. OAKS will not be available to agencies on the afternoon of **Thursday, June 30, 2022**, 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 Christopher Sargent at (614) 338-4724 or e-mail christopher.sargent@obm.ohio.gov.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
JUNE 2022		30	31 -Continue daily monitoring of open/unpaid vouchers using reports and guidance in Agency Month-End Checklists	1 - PAYROLL LIQUIDATION CASH MUST BE AVAILABLE -Payroll Journals must be posted	2	3 Payday -Last day for payroll corrections for PRIOR pay dates (7/1/21 – 5/31/22) (by 4:30 pm	4 -OAKS up 6:00 am – 11:59 pm
	5 OAKS up 6:00 am – 11:59 pm	6	7	8	9	10 -Last day for OSS to receive Supplier-Self Registrations and Supplier Updates needed to process vouchers and requisitions to ensure entry in FY 2022 (5:00 pm)	11 OAKS up 6:00 am – 11:59 pm
	12 OAKS up 6:00 am – 11:59 pm	13 -Controlling Board Meeting - coordinate FY 2022 actions with State Accounting	14 **-Agency and Central Security Designee roles shut off – no more changes to user security** -Last day to create & submit Travel Authorizations -Last day to create & submit Travel Expense Reports	15 PAYROLL LIQUIDATION CASH MUST BE AVAILABLE -Payroll Journals must be posted -Last day to submit reversal voucher requests to State Accounting (4:30 pm) -Last day to load OAKS FIN Agency Budgets. Note: Journal date <u>must</u> be 7/1/2022 -OSS-Last day for participating agencies to submit invoices to OSS for FY 2022	16 -Last day for agency supervisors to approve Travel Authorizations and Travel Expense Reports	17 Payday -Last day for OSS supplier to process supplier forms -Last day for OSS to pre-audit Travel Expense Reports -Last day to submit warrant & EFT cancellation forms & warrant stop payment forms to SA for entry in FY22 (4:30 pm)	18 OAKS up 6:00 am – 11:59 pm

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
JUNE 2022	19 OAKS up 6:00 am – 11:59 pm	20 **-State Holiday**	21	22 -Last day for agencies to enter and approve requisitions and change orders -Last day for agencies to enter AP vouchers -Last day OSS will process vouchers for participating agencies -Last day to submit vouchers that SA enters (4:30 pm) -Journal Vouchers must be entered no later than 5:00 pm -Last day for inbound INF02 interface files -Last day to load new EDI invoices/vouchers -Last voucher build for approved Pcard transactions	23 -Last day for agency-level AP voucher approval and to fix vouchers in budget error. -Last day for agency FBA's to change coding on expense reports approved for payment -Last day to enter assets or perform asset transactions including disposal approvals **-All open, unpaid FY 2022 AP vouchers will be deleted after the end of the business day.**	24 -Last day for agency Chartfield requestor and approver roles -Last day E-Revenue for credit cards will be loaded into OAKS -Last daily pay cycle run: All approved vouchers with no errors/problems will pay on 6/28/22 (in this pay cycle), regardless of the scheduled due date **-All open, unpaid FY 2022 unapproved travel activity will be deleted.**	25 OAKS up 6:00 am – 11:59 pm
	26 OAKS up 6:00 am – 11:59 pm	27 -Last day to enter a Bill -All Bills must be entered by 5:00pm	28	29 -Last day for agency-level journal spreadsheet approval -Last day for payroll corrections for June pay dates (by 4:30pm)	30 -Last day for revenue mods and RHR's. No mods after 10am -Last day to deposit revenue. OAKS will be inactive as soon as revenue has posted – approximately noon -Last day ACH electronic revenue will be loaded into OAKS -Cancel any Accounts Receivable deposits/payments		