



Business Services Center

A Division of the Office of General Services

Frequently Asked Questions

General

Q. What is the NY State Fiscal year?

A. April 1st – March 31st

Q. How long will SFS be down for year-end processing?

A. The last day to process transactions in SFS will be 5pm on March 29, 2016. SFS will be closed to state agencies at 3pm on Friday, March 30th. SFS is anticipated to return to full operations by April 11, 2016.

Q. Who will be coordinating year-end process for the BSC?

A. Tim Smith. E-mail inquiries related to Fiscal Year End should be sent to bscyearend@ogs.ny.gov. Telephone inquiries should be directed to (518) 408-6894.

Q. My agency has reached its cash spending goals and needs the BSC to stop processing payment transactions. How do we let the BSC know?

A. If an agency has reached their cash spending goals and would like the BSC to stop processing transactions with a paid date earlier than April 1st, they should send an email to bscyearend@ogs.ny.gov with a copy to APIquiries@ogs.ny.gov. Include "STOP processing for Year-End" in the subject line. If the BSC is to suspend processing of agency travel expense reports, also copy ogstravelunit@ogs.ny.gov in the email.

Purchasing

Q. When is the last day to submit requisitions for a purchase order to be issued before the close of year end?

A. March 22, 2016.

Q. How do I get a PO issued during the SFS blackout period?

A. Agencies should plan ahead and request any anticipated purchases before the SFS blackout period. Purchasing cards should be use, whenever possible, for emergency purchases during the blackout period. For guidance on a specific need that cannot be met via a pcard, contact the BSC Purchasing Unit.

Accounts Payable

Q. What do I need to do to pay my 4th quarter Fringe Benefit/Indirect Cost (FBIC) expense prior to April 1st?

A. If an agency is planning to pay 4th quarter Fringe Benefits/Indirect Cost charges prior to April 1st, they must contact the OSC Bureau of State Accounting Operations by sending an email to revenueaccounting@osc.state.ny.us. A manual invoice, only for payroll that has been posted, will be created in SFS for the agency to pay. The invoice that is created after the quarter end will then be credited by the amount that was paid prior to the quarterly billing

Q. What is the last date to submit an invoice to the BSC to be processed for fiscal year end?

A. The BSC will make every effort to process invoices submitted with all necessary approvals and supporting documentation by close of business on March 14, 2016.

Q. I have a last minute invoice that I have to get paid before funds lapse, what do I do?

A. If an agency has high-priority or high-dollar transactions that have not yet been submitted to the BSC and must be processed before April 1st, all applicable payment documentation should be sent by March 14, 2016 to accountspayable@ogs.ny.gov with "High Priority FYE" marked on each invoice and included in the subject line of the email. Every effort possible will be made to process transactions received after March 14, 2016 up to the OSC cutoff date of March 29, 2016.

Travel

Q. I need to submit a travel authorization but SFS is down. What do I do?

A. Travel authorization processes vary by agency. Discuss your options with your supervisor. Agencies that use SFS for approving Travel Authorizations should have travelers enter travel authorizations in March for travel during the SFS blackout period. Agencies should have a backup plan for authorizing unscheduled or emergency travel during the blackout period.

Q. What is the last date for a traveler to submit an expense report?

A. Expense reports need to be submitted to the BSC by close of business on March 18, 2016. Travelers should submit them in SFS a few days earlier to ensure they are approved within their agency and to the BSC by the 18th. If submitting close to the deadline, make sure to notify your supervisor so they know to submit the reports.

Credit Cards

Q. The Citibank Travel bills will be issued about March 22nd. Will they be paid before SFS goes down for year-end processing?

A. BSC staff will make every effort to pay the March 6th procurement card and March 22nd travel card Citibank bills before the SFS goes down.