



INFORMATION ANNOUNCEMENT

Andrew M. Cuomo
Governor

RoAnn M. Destito
Commissioner

Fiscal Year End Processing

As we near the end of the first fiscal year of the BSC processing transactions for your agency, we are looking forward to continuing our partnership with our customers and to working collaboratively to ensure each agency's year end objectives are met. To do this it is very important that all of us to participate in the SFS year end exercises to ensure we are all fully informed on the process, whether the transactions are processed by the BSC or the customer agency. In order to ensure that we are in the best position possible to meet each agency's year end processing needs, we are asking agencies to adhere to the following schedule for submitting transactions to the BSC. **Please note that the BSC cutoff dates indicate the date by which we need to receive transactions from the agency, including all applicable agency approvals and related supporting documentation. We must have this information, in order for us to process these transactions by the OSC deadlines. OSC cutoff dates relate to submission of transactions to OSC with all agency approvals completed. For transactions processed by the BSC, we will work to ensure we submit all transactions by these dates.**

The BSC Is Here To Help

Simply put, we are in this together. The BSC is here to work with you to address your questions and concerns as we begin year end processing. Experienced service line representatives are available Monday through Friday, 8:30am - 5:00pm by phone at (518) 457-4272, by selecting finance and then the appropriate service line. In addition, you can email the BSC at bsc@ogs.ny.gov using the subject header of 'Fiscal Year End' to start the conversation.

Service Line	Transactions Type	BSC Cutoff Date	OSC Cutoff Date
Purchasing	Contracts requiring OSC approval by March 31st	N/A	February 22
Purchasing	Purchase Orders created from both requisitions and agency contracts (No OSC approval required)	March 15	March 28
Accounts Payable	Payment Vouchers Fringe Benefit/Indirect Costs Payments InterAgency Payments Non-Employee Travel Payments Online Refunds of Appropriation	March 19	March 26
Accounts Payable	Bulkloaded Refunds of Appropriation	N/A	March 28
Travel	Expense Reports	March 8	March 15
Accounts Receivable	Revenue Deposits related to Billings and Refunds of Appropriation	March 21	March 28
General Ledger	Journal Entries	N/A	March 26
Purchasing Cards	Reconciliation of Purchasing Card transactions in SFS for the March 6 th statement	March 15	N/A

Purchase Orders

To ensure the BSC can issue any needed purchase orders by the March 28th OSC cutoff, we are asking agencies to fully approve and submit all requisitions in SFS by March 15th. Requisitions received after that date will be processed by the BSC as time allows. The BSC can now access attachments to requisitions in SFS. Accordingly, we ask that any backup to each requisition be attached in SFS rather than being emailed or faxed. Please note the documents should be attached at the requisition line item level in SFS.

SFS has advised that any PO that is partially spent at year end close will not be rolled over to next year; they will be deleted. If the PO is against an agency contract and has a balance when it is deleted, the balance of the PO will NOT be returned to the agency contract amount. Accordingly, our goal will be to reduce all such POs to a zero balance by March 28th. Please keep these in mind when requesting POs against an agency contract; you should only be requesting funds that will be expended by March 27th. POs for any funds needed in April to pay FY 2012-13 invoices will be issued by the BSC after the year end close out.

Purchasing Cards

All purchasing card (P-card) transactions included on the statement dated March 6th should be reconciled in SFS no later than March 15th to allow time for the processing of vouchers to move funds between the clearing account and the actual coding account. Agencies should be monitoring the impact of these transfers against their cash ceilings.

Accounts Payable

The BSC routinely enters payment dates on invoices to ensure they are paid in accordance with the Prompt Payment requirements. As we near the end of the fiscal year, we will be dependent on agencies to provide guidance on whether invoices should be processed as normal or if the payment dates should be earlier or later than normal. This can be a blanket direction that all invoices should be processed with a March 26th or earlier payment date or you can note the appropriate date on each invoice as it is approved for payment. Blanket approval authorizations can be emailed to Karen Gallacchi (Karen.Gallacchi@ogs.ny.gov) or Maureen Barbic (Maureen.Barbic@ogs.ny.gov). Please reference "FYE Invoice Authorization" in the subject of the email.

Keep in mind that the SFS system is expected to be shut down from March 29th through April 8th, so routine checks will not be issued during that time period. If you have any payments that are due during the blackout period, you need to ensure the BSC is aware of those payments so they are processed in March. Agencies should have already identified any 'mandatory' payments that must be made during the SFS blackout period. Please let Karen or Maureen know if the BSC will be expected to process any such payments.

The BSC emails invoices that require 'approval to pay' to agencies as they come in. There have been some delays in agencies responding to those requests. We are asking your assistance in ensuring that all requests have been responded to so we can ensure timely payment.

Travel and Expense

March 8th is the last day for agencies to submit expense reports to the BSC before year end processing. Travelers should be aware of this deadline, not only to submit their expense reports but also so they are aware that it will be about a month before reimbursements will resume. Travelers that do not have a travel card should request one to minimize out of pocket expenditures during this period. The BSC is noticing a large number of supervisors are not approving expense reports timely. Please advise all travel supervisors to check their SFS worklists on a regular basis and approve transactions as timely as possible. Any expense report in any stage of workflow at year end close will be denied back to the traveler to resubmit after the blackout period. There are also a number of travelers with outstanding travel card charges. The BSC travel unit has been sending out a number of reminders to travelers that they need to reconcile those charges by completing an expense report in SFS. Please follow up with your travelers to ensure they reconcile charges timely.

Agencies that use SFS for their travel authorization process should have travelers plan ahead and enter travel authorizations in March for travel during the blackout period. Agencies should have a backup plan for authorizing unscheduled travel during the blackout period.

Cash Targets

The BSC will be working closely with you as you monitor your cash targets. A key component of this is ensuring that budget authority is established, where needed, for transactions submitted near fiscal year end to the BSC, as any budget errors will result in delayed approval and posting of your transactions. Additionally, we strongly encourage you to monitor closely the Agency FYE Dashboard on the SFS website and complete all suggested activities, including running reports and monitoring and cleaning up transactions.

The success of our year end processing will require a strong partnership between the BSC and our customer agencies. It is our goal to continue to provide exemplary service to our customer agencies as we close out this fiscal year and we thank you in advance for your cooperation with this effort.

For more information visit the BSC website or contact the BSC today!

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