



Information Announcement

Fiscal Year End 2016-17 Finance Transaction Summary

April 11, 2017

The BSC is pleased to report another successful fiscal year end. Thank you to all our customer agency partners for your help during this process.

Purchase Orders

The Purchasing Service Line successfully dispatched every complete purchase order requisition received prior to 3/22/17. After 3/23/17, we received an additional 286 complete requests, all of which were successfully dispatched.

Leases

The Lease Unit completed all fiscal year end activities on Wednesday, 3/29/17 at 3:45pm. The unit worked with agencies throughout the day to pay invoices submitted to the BSC, including 12 invoices submitted to the BSC on 3/29/17.

Accounts Payable

The Accounts Payable Service Line met their commitment to pay invoices submitted with all supporting documentation and approvals required to create a voucher in SFS by 3/17/17. All invoices submitted after that date were processed on a first come, first served basis right up until SFS closed for year end processing.

Travel & Expense Reports

The Travel & Expense Service Line committed to processing all complete expense reports submitted by 3/21/17. All expense reports submitted to the BSC by 2pm on 3/29/17, were processed for payment.

Procurement Card, Travel Card, and NET Card Payments and Reconciliation

Procurement Card and NET Card charges reconciled through the 3/6/17 statement were built into vouchers. At agency request, several manual reconciliation vouchers were created for various agencies up until 3/24/17. All reconciliation vouchers with a valid budget status were processed by 3/29/17. March Citibank travel bills were available for payment on 3/23/17 and 139 of those vouchers were processed by 3/29/17.

Next Steps

The BSC resumed processing transactions on the afternoon of 4/5/17. Please continue to reach out to us with any concerns or questions you may have about fiscal year end or new fiscal year activities. A list of service line specific contacts can be found on the BSC website at:

https://bsc.ogs.ny.gov/sites/default/files/BSC_Contact_AgencyList.pdf