



## Office of General Services Business Services Center

### Information Announcement

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# Fiscal Year End 2017-18 Finance Transaction Summary

**April 23, 2018**

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 3/26/18. After 3/26/18, we received an additional 122 complete requests, all of which were successfully dispatched.

#### **Change Notices**

The Change Notices team completed all transactions that were submitted through Filenet including requests that were received up until March 29, 2018.

#### **Leases**

The Lease Unit successfully completed all fiscal year end activities. All transactions that were submitted by the deadline were processed.

#### **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 3/16/18. 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 3/16/18. All expense reports submitted to the BSC by 3/27/18, were processed for payment.

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

Procurement Card and NET Card charges reconciled through the 3/6/18 statement were built into vouchers. At agency request, several manual reconciliation vouchers were created for various agencies up until 3/28/18. All reconciliation vouchers with a valid budget status were processed by

3/28/18. March Citibank travel bills were available for payment on 3/23/18 and 133 of those vouchers were processed by 3/30/18.

**Next Steps**

The BSC resumed processing transactions on the afternoon of 4/3/18. 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\\_0.pdf](https://bsc.ogs.ny.gov/sites/default/files/BSC_Contact_AgencyList_0.pdf)