



# INFORMATION ANNOUNCEMENT

Andrew M. Cuomo  
Governor

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## Actions Required by Agencies for Fiscal Year End 2012-13

The BSC and our customer agencies need to complete certain actions to successfully close this fiscal year and conduct business in the new fiscal year. In an effort to assist you through this process, we have compiled the following summary of actions for your agency to carry out, both to close this fiscal year and to begin transacting in fiscal year 2013-14.

### **Requisitions**

Please note that our deadline for accepting requisitions that need to be sourced to Purchase Orders (PO) by fiscal year end is March 15.

Agencies should be aware of actions that SFS will take with regards to requisitions that have not yet been sourced and those that have been partially sourced to purchase orders during SFS year end processing. Details can be found on the SFS website: <http://www.sfs.ny.gov/files/ReqCleanupandValidationforFYE20130214.pdf>. In summary:

- Approved requisitions with valid budgets that have not been sourced can be cancelled or sourced to a PO by the March 15 BSC deadline. If neither of these actions is taken and agencies want to be able to use these requisitions in 2013-14, the budget date on the requisition needs to be updated to a date in 2013-14 so that it is available for encumbrance in the new fiscal year.
- Approved and partially sourced requisitions with valid budgets that are not fully sourced to POs by the BSC by March 15 will be closed as part of the PO rollover process at fiscal year end. This means the remainder of the requisition will not be available for encumbrance in fiscal year 2013-14.
- Approved requisitions with budget errors not yet sourced to a PO should be fixed and sourced by March 15 or cancelled.
- No further action is needed for requisitions that have been cancelled or have a status of complete.

### **Purchase Orders**

Agencies that need POs unencumbered prior to the end of the year must contact the BSC as soon as possible to request the PO changes. We are requesting that each agency run the POS8001 report in the SFS and output the results to Excel. Any POs your agency wants unencumbered should be highlighted, separated between Contract POs and non-Contract POs, and sent to the following email addresses by March 20:

- **Contract-related POs** that need to be unencumbered should be directed to [contractpos@ogs.ny.gov](mailto:contractpos@ogs.ny.gov) with "FYE Contract POs to "Unencumber" as the subject of the email.
- **Non-Contract POs** (those sourced from requisitions) that need to be disencumbered should be directed to [ogspurchasingunit@ogs.ny.gov](mailto:ogspurchasingunit@ogs.ny.gov) with "Non-Contract FYE POs to Unencumber" as the subject of the email.

Instructions to run the POS8001 can be found on the SFS website: <http://www.sfs.ny.gov/files/POS8001-8002Reports.pdf>.

During fiscal year end cutover, the BSC will run both the pre- and post-PO Rollover files from SFS to confirm which POs rolled

for each agency. We will provide each agency with the results of our comparison. We are not confirming that funds were appropriately re-encumbered as part of this process; that will remain the responsibility of agency finance offices.

In cases where a PO was inappropriately deleted from the SFS during PO Rollover, agencies should contact the BSC to have it re-entered, with all applicable information needed to complete the encumbrance. Contract-related encumbrance information should be sent to [contractpos@ogs.ny.gov](mailto:contractpos@ogs.ny.gov). Non-contract PO information should be sent to [ogspurchasingunit@ogs.ny.gov](mailto:ogspurchasingunit@ogs.ny.gov).

### **Vouchers**

OSC has updated its Office of Operations Events and Deadlines calendar to indicate that vouchers submitted after March 25 may not be paid in FY 2012-13. The BSC originally communicated this deadline as March 26. To ensure that vouchers are submitted to OSC by March 25, agencies should submit all approvals to pay by March 18, not March 19 as previously communicated. The calendar can be found at [http://osc.state.ny.us/operations/calendar/2013\\_cal.htm](http://osc.state.ny.us/operations/calendar/2013_cal.htm).

If an agency has high-priority or high-dollar transactions that must be processed to meet cash targets by fiscal year end, all applicable payment documentation should be sent to [accountspayable@ogs.ny.gov](mailto:accountspayable@ogs.ny.gov) and marked "High Priority FYE." Please reference "FYE Payments" in the subject line.

***Vouchers deleted in preparation for fiscal year end*** per OSC AP Advisory 24 will NOT be automatically reloaded for payment by the BSC unless agencies direct us otherwise. These are outdated transactions that have been pending in the SFS. To request payment of any deleted vouchers, agencies should submit the invoice and backup documentation to [accountspayable@ogs.ny.gov](mailto:accountspayable@ogs.ny.gov) and write "Approved for Payment" on the invoice. Please reference "Deleted Vouchers to Re-Enter" in the subject line.

***Vouchers deleted during fiscal year end processing and cutover***, including Interagency vouchers, will be re-entered by the BSC when the SFS opens in April 2013. These will not be re-approved for payment. The BSC will reach out to agencies where additional information is needed to re-enter the transactions.

The BSC will monitor pre- and post-year end voucher activity reports to confirm the vouchers that were paid in 2012-13, vouchers that were approved in 2012-13 but paid in 2013-14, and vouchers that were deleted by OSC as part of the SFS year end processes.

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

As previously communicated, March 15 is the deadline for reconciliation of the March 6<sup>th</sup> Procurement Card statement to ensure proper posting of the reconciliation voucher by fiscal year end. The BSC is aware that Procurement Card transactions are currently reflecting a status of "Error" in the status field, instead of "Staged," "Verified," or "Approved." The SFS Technical Team is working on a solution to this problem, which we understand may delay agencies in completing reconciliation by the March 15 deadline. Procurement card reconciliation vouchers that were not fully processed by year-end will be processed by the BSC after the system is re-opened in 2013-14.

The BSC is planning to pay April 6<sup>th</sup> Citibank bills for the Procurement Card and NETCard using old year (2012-13) funds, and April 22<sup>nd</sup> Citibank bills for the Travel Card with new year (2013-14) funds. Agencies should ensure there is budget available in the related clearing accounts to process these payments. This guidance may change when more information is provided from the SFS about updates made to clearing account coding as part of fiscal year end processing. Any changes to this will be communicated to agencies. The BSC will work with agencies in 2013-14 to coordinate changes to the clearing account chartfield values in coordination with the payments made throughout the month.

Further guidance will be provided soon about new year updates to the default coding in the SFS for travelers and procurement card holders, including impacts this may have on the reconciliation of your April 2013 statements.

### **Travel Authorizations**

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

### **Expense Reports**

The BSC will monitor pre- and post-year end Expense Report activity to confirm: the reports paid in 2012-13, the reports approved in 2012-13 but paid in 2013-14, and the reports denied back to originators by OSC as part of the SFS year-end processes. The BSC will provide the list of Expense Reports denied by OSC to agencies so that you can re-approve and submit these to us for processing. This will be sent to each agency's designated Finance/Travel liaison.

As noted above, information about updates needed to travelers' default coding will be provided in a future communication.

### **Re-encumbering Funds in 2013-14**

The BSC is working to compile a file of contracts currently encumbered on the SFS with expiration dates past 3/31/13 to aid in determining which contracts may require new year encumbrances. Additional information will be provided about this in an upcoming communication, including guidance to submit new year encumbrance information.

### **Template Vouchers for 2013-14**

A spreadsheet detailing Template Vouchers created in fiscal year 2012-13 will be sent to each agency to confirm the coding needed for fiscal year 2013-14. Any coding changes needed should be made per the instructions included in the related communication, and returned to the BSC so that we can update the templates for use in the new fiscal year.

### **Timing of Transaction Processing in Fiscal Year 2013-14**

Please note that the BSC will begin processing transactions as soon as the SFS becomes available in April 2013, unless directed otherwise by your agency. If you need additional time after the SFS blackout to confirm the PO rollover and your budget availability, please contact us at [bsc@ogs.ny.gov](mailto:bsc@ogs.ny.gov).

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

Email: [bsc@ogs.ny.gov](mailto:bsc@ogs.ny.gov)  
Website: <https://bsc.ogs.ny.gov>

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## Agency Financial Reporting Update with OSC Contact Information

The Office of the State Comptroller (OSC) prepares interim and annual financial statements in accordance with generally accepted accounting principles (GAAP). Full and proper disclosure requires the collection, summarization and reporting of unique financial data and information maintained at State agencies. The Agency Financial Reporting Package (AFRP) has been developed for the purpose of gathering data-in-process at the agency.

Each quarter, the Office of the State Comptroller's Bureau of Financial Reporting and Oil Spill Remediation (OSC BFR), requests agencies use the AFRP to provide information including accounts receivable and accrued liabilities not yet entered into SFS. As the services provided to client agencies of the BSC do not extend to financial reporting, agencies are still responsible for completing the AFRP and providing this information directly to OSC BFR. This financial reporting responsibility includes answering all OSC BFR inquiries regarding the reported amounts.

We understand that transactions in process at the BSC may impact the amount of receivables and accrued liabilities to be reported. Accordingly, agencies completing the AFRP should contact the BSC at least one week in advance of the date the information is needed for reporting to request, as applicable, in-process work that will impact reported information in the AFRP. Contact instructions are included below. It is our understanding that this includes both invoices received but not yet entered by BSC and approved for payment by OSC, and billings collected but not yet processed. In addition to amounts provided by the BSC, agencies will need to consider internal work to ensure the reporting is complete. This will include transactions not yet submitted to the BSC or transactions not currently processed by the BSC (e.g., grant payments).

Requested Information	Contact	Timeline
Outstanding Invoices (received, not entered and approved)	accounts payable@ogs.ny.gov	Must be received one week prior to reporting deadline
Billings for which payments have been received but not yet processed	accounts receivable@ogs.ny.gov	

OSC also requests information from agencies regarding compensated absences. This information is used to estimate the State's liability for accrued leave time. BSC contact information has been provided to OSC for those agencies receiving Human Resources services from the BSC. OSC should be contacting the BSC directly for information on compensated absences. If your agency is receiving HR services from the BSC and you are contacted directly by OSC for information related to compensated absences, please advise OSC to contact Susan Oligny at the BSC HR office: 457-4272.

For questions related to the AFRP application or to obtain your user ids and passwords, please contact Renee Bult (OSC) at 518-486-1253, or [finrep@osc.state.ny.us](mailto:finrep@osc.state.ny.us)

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

Email: [bsc@ogs.ny.gov](mailto:bsc@ogs.ny.gov)  
Website: <https://bsc.ogs.ny.gov>

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