



Information Announcement

Lapsing Funds Process

June 7, 2019

Fiscal Year 2018-19 State Operations appropriations that have not been re-appropriated will lapse pursuant to the State Finance Law on **June 30, 2019**. Please submit transactions to the Business Service Center (BSC) by the dates below to ensure transactions are processed before the appropriations lapse. The BSC will continue to process transactions after the dates below up to the [deadlines established by the Office of the State Comptroller](#) but there is no guarantee the transactions will be completed before lapsing.

June 14, 2019 – Agency Approval of Vendor Invoices

Agencies that process invoices in the FileNet Agency Review queue should identify invoices to be paid from lapsing funds by using the “More Responses” option of “Ok to Pay – Lapsing.” Any invoices held by an agency and not yet submitted to the BSC should be sent immediately to accountspayable@ogs.ny.gov with “Lapsing” marked on each invoice. Please reference “Lapsing AP Invoices” in the subject line of the e-mail. These lapsing invoices may also be sent through interagency mail with “Lapsing” clearly written on the top of the invoices.

Agencies that do not use FileNet should address any lapsing transactions that have Match Exceptions in the Statewide Financial System (SFS) before June 14, 2019.

All lapsing vouchers approved for payment by June 14, 2019 will be processed with a cash disbursement date prior to July 1, 2019.

June 14, 2019 – BSC Receipt of Refunds of Appropriation and Related Checks

Agencies should submit Refunds of Appropriation against lapsing funds no later than June 14, 2019. Refund checks and any supporting documentation, including original voucher number, if known, should be sent through interagency mail with “Lapsing” clearly written on the top of the documents. If the refund check is coming from the vendor, please direct the vendor to ensure the BSC receives the check at the following address by June 14, 2019 and send the BSC an email to ogs.sm.accountsreceivable@ogs.ny.gov with the word “Lapsing” in the email subject line so we can ensure the refund is processed before funds lapse.

**BSC Cashier Building 5, 6th Floor
1220 Washington Ave
Albany, NY 12226**



June 14, 2019 – Agency Approval of Travel and Expense Reports

Agencies should approve expense reports in the SFS no later than **June 14, 2019** and include “Lapsing” at the beginning of the Description of Travel field in the SFS expense report.

June 24, 2019 – Requests to Unencumber Purchase Orders

Agencies that wish to unencumber purchase orders should notify the BSC by **June 24, 2019** by entering the purchase order change request into FileNet with the word “Lapsing” selected from drop down menu.

June 26, 2019 – Agency Procurement Card Reconciliations

Agencies should verify and approve in SFS all procurement card transactions for the April 6, 2019, Citibank statement and earlier by COB **June 26, 2019**. The final SFS voucher build will be the evening of **June 26, 2019**. Credit card charges posted at Citibank after June 6, 2019 cannot use lapsing funds.

Questions

If you have any questions regarding lapsing funds, please contact the appropriate service line by email (See Contact List at https://bsc.ogs.ny.gov/sites/default/files/BSC_Contact_AgencyList.pdf) or contact the BSC by phone at (518) 457-4272.