



Office of
General Services

Business
Services Center

Information Announcement

Lapsing Funds Process

May 26, 2016

Fiscal Year 2015-16 State Operations appropriations that have not been reappropriated will lapse pursuant to the State Finance Law on **June 30, 2016**. Transactions coded to funds that will lapse on this date must be submitted to the Business Service Center (BSC) in accordance with the timelines detailed below to ensure lapsing transactions are processed timely. The BSC is committed to meeting these lapsing deadlines to support our customer agencies.

Vendor Invoices

All agency invoices in process at the BSC are now available in FileNet. As agencies process transactions in their Agency Review queue, they should be identifying those invoices to be paid from lapsing funds by including the word “**Lapsing**” in the comments field and moving the approved invoices to the Disposition queue as soon as possible. While this week’s upgrade to FileNet includes a new “OK to Pay-Lapsing” response option, it will only be available for invoices entered into FileNet after May 26, 2016.

All lapsing invoices approved for payment by June 17, 2016 will be processed with a cash disbursement date prior to July 1, 2016.

Any invoices or receiving held by an agency and not yet submitted to the BSC for lapsing funded transactions 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. Every effort will be made to process transactions received by **June 17** up to the OSC cutoff date. These may also be sent via interagency mail, with “Lapsing” is clearly written on the top of the invoices.

Refunds of Appropriation

To ensure processing by the OSC deadline, we are requesting that agencies submit Refunds of Appropriation against lapsing funds no later than **June 17, 2016**. Refund checks and any supporting documentation, including original voucher number, if known, should be sent via interagency mail with

“Lapsing” clearly written on the top of the documents. If agencies are requesting refunds from vendors, vendors should be instructed to send refund checks directly to the BSC Cashier at Building 5, 6th Floor, 1220 Washington Ave, Albany, NY 12226. Please forward the vendor notice to the BSC at 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.

Fringe Benefits and Indirect Cost Assessments

Payment of quarterly Fringe Benefit and Indirect Cost (FBIC) bills are due within 30 days of receipt. SFS transaction coding and any supporting documentation for any outstanding fringe benefits and indirect cost assessments should be submitted as soon as possible, but no later than **June 17, 2016**, to accountspayable@ogs.ny.gov with “Lapsing” marked on the top of the document and in the subject line of the email.

Travel

Please submit expense reports in the SFS to the BSC no later than **June 17, 2016** and include “Lapsing” at the beginning of the Description of Travel field in the SFS expense report.

Procurement Card Reconciliations

All procurement card transactions for the April 6, 2016 Citibank statement and earlier should be verified and approved in SFS no later than **June 21, 2016**. The final SFS voucher build will be on **June 22, 2016**.

Purchasing

Agencies should review the updated SFS lapsing process detailed on SFS Secure. The BSC encourages agencies to make use of the automated PO closure process offered by SFS. However, if necessary, the BSC is available to process any agency change notice requests that are not processed via the SFS automated process. Please notify the BSC by **June 23, 2016** of any purchase orders that need to be liquidated before funds lapse by submitting an email with pertinent details to ogspurchasingunit@ogs.ny.gov with the word “Lapsing” and the purchase order number in the email subject line.

If you have any questions regarding lapsing funds, please contact bscyearend@ogs.ny.gov or call (518) 457-4272. We also encourage you to visit the BSC’s website at <http://bsc.ogs.ny.gov> for important information and updates.