



Information Announcement

Preparation for 2015-16 Fiscal Year-End Processing

February 11, 2016

As we approach the end of the 2015-16 fiscal year, the BSC is committed to working with each of our customer agencies to ensure the year-end process runs as smoothly as possible and that we provide the support needed to meet each agency's year-end objectives. The BSC has updated our webpage, which is dedicated to providing up-to-date fiscal year-end information such as key dates, a contact reference page, FAQs, and suggested activities for customer agencies. This webpage can be found on the BSC Website located at [2015-16 FY End](#).

Please feel free to share this link with staff in your agency, as we keep this website updated as information becomes available, including various deadlines. If you have additional information that may be helpful to share with other agencies, or questions that are not included in our FAQs, please let us know by sending an e-mail to BSCYearend@ogs.ny.gov, so we can include this information on our webpage.

The deadlines for submitting year end transactions to the BSC are as follows:

Transaction Type	Deadline
Accounts Payable Transactions (invoices, interagency bills, NET invoices, refunds of appropriation)	March 14, 2016
Travel Expense Reports	March 18, 2016
Requisitions for processing of a purchase order before year end	March 22, 2016

SFS will close to agencies at 3:00 p.m. on March 30, 2016 for year-end processing. Access is anticipated to be restored about April 11, 2016.

If you have any questions related to 2015-16 fiscal year-end processing, or the start of the new fiscal year, please contact Tim Smith, our coordinator of year-end activities for all Finance Service lines. You may reach Tim by e-mail at BSCYearend@ogs.ny.gov or by phone at (518) 408-6894.

Thank you for your continued cooperation as we work together to successfully accomplish 2015-16 year-end activities.