



**Office of
General Services**

**Business
Services Center**

Information Announcement

Fiscal Year End 2015-16

Finance Transaction Summary

April 7, 2015

The BSC is happy to report that we have successfully completed fiscal year-end activities for our customer agencies who are receiving finance services. We would like to thank all our agency partners for their help during the process. Below is a summary of the positive results of our partnership and the actions taken to close this fiscal year, as well as steps agencies can take to begin transacting in fiscal year 2016-17.

Requisitions & Purchase Orders

The BSC committed to and successfully processed complete agency requisitions that were submitted to the BSC by March 22. In addition, all complete requisitions submitted through 3 pm on March 29 were processed by the SFS deadline. The BSC also processed and approved contract purchase orders and change orders, including cleanup of transactions to support agencies' fiscal year-end processing, through the SFS deadline of March 30.

Accounts Payable

The BSC committed to and successfully processed every invoice received by March 14 which had necessary approvals, funding in place, was properly received, and where all required information to create a voucher in the SFS was present. In addition, the BSC continued to process and approve additional transactions, based on agency feedback, until the OSC deadline of March 29.

Travel and Expense Reports

We audited and processed every expense report received by the BSC by the March 18 deadline. In addition, the BSC continued to support agency traveler reimbursements by processing all expense reports submitted through March 29.

Procurement Card, Travel Card and NET Card Payments and Reconciliation

The BSC worked with customer agencies to pay all outstanding procurement, travel and NET card bills with funding in place and post all credit card reconciliation vouchers that did not have errors by fiscal year-end.

Next Steps

While the SFS production system is down, BSC staff will use the SFS Read-Only Environment (TSTFIN1) to research invoices received during the blackout period. Agencies are encouraged to continue to review invoices in FileNet and update receiving or other information on invoices in process at the BSC. The BSC will resume processing in SFS when the system becomes available for transacting in early April.

In the next few days, we will be following up on requests for information needed by the BSC for new year processes, including updates to template vouchers, changes needed to default coding for procurement cardholders in the SFS, and the process to change clearing account chartfields. We will also be providing information about any in-flight transactions at SFS close once we regain access to SFS reports.

Agencies are reminded that receiving in SFS will be required on standalone purchase orders beginning with orders issued for fiscal year 2016-17. BSC staff continue to provide training for agencies on the receiving process. For information on the training classes available, please go to our website at <https://bsc.ogs.ny.gov/training-events> .

Please continue to reach out to us with any concerns or questions you may have about fiscal year-end or new fiscal year activities. You may also continue to e-mail year-end and new year issues to us at BSCyarend@ogs.ny.gov, or you can reach out to us by phone at (518) 457-4272. We look forward to continuing our partnership with you as we move into the new fiscal year.