



## Information Announcement

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# Lapsing Funds Process

May 29, 2018

Fiscal Year 2017-18 State Operations appropriations that have not been re-appropriated will lapse pursuant to the State Finance Law on **June 30, 2018**. 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 timely processing of lapsing transactions. The BSC is committed to meeting these deadlines to support our customer agencies.

### Vendor Invoices

As agencies process transactions in their FileNet Agency Review queue, they should be identifying those invoices to be paid from lapsing funds by using the “More Responses” option of “Ok to Pay – Lapsing.” All lapsing invoices approved for payment by June 15, 2018 will be processed with a cash disbursement date prior to July 2, 2018.

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](mailto: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 15, 2018** up to the OSC cutoff date. These may also be sent through interagency mail with “Lapsing” clearly written on the top of the invoices. Invoices received after June 15, 2018 will be processed as promptly as possible.

### 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 15, 2018**. 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 agencies are requesting refunds from vendors, vendors should be instructed to send refund checks directly to:

**BSC Cashier**  
**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](mailto: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 15, 2018**, to [accountspayable@ogs.ny.gov](mailto: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 SFS to the BSC no later than **June 22, 2018** 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, 2018 and earlier Citibank statements should be verified and approved in SFS no later than **June 20, 2018**. The final SFS voucher build will tentatively be on **June 21, 2018**. **Please note that any credit card charge posted at Citibank after June 6, 2018 cannot use lapsing funds.**

## **Purchasing**

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 through the SFS automated process. Please notify the BSC by **June 25, 2018** of any purchase orders that need to be liquidated before funds lapse by entering the purchase order change request into FileNet with the word “Lapsing” selected from drop down menu. If change notices are needed in order to pay for invoices in FileNet please mark the invoice in FileNet as lapsing and enter your change notice request in the purchasing FileNet template by June 14, 2018 in order to accommodate Accounts Payable’s timeframe.

If you have any questions regarding lapsing funds, please contact the appropriate service line by e-mail ([https://bsc.ogs.ny.gov/sites/default/files/BSC\\_Contact\\_AgencyList.pdf](https://bsc.ogs.ny.gov/sites/default/files/BSC_Contact_AgencyList.pdf)) or contact the BSC by phone at (518) 457-4272.