



**Office of
General Services**

**Business
Services Center**

Information Announcement

Fiscal Year End Update

March 15, 2016

The Business Services Center (BSC) is committed to processing year-end transactions as detailed on our year-end webpage at <https://bsc.ogs.ny.gov/content/fiscal-year-end-2015-16>. The following are a few reminders of the critical dates for year-end processing.

Accounts Payable

The Accounts Payable invoice submittal date for year-end processing was March 14th. Agencies should continue to submit invoices and approvals to pay right through year-end processing. SFS will not be operational beginning at 3 pm on March 30th; however, FileNet will be available and will continue to be updated daily by BSC staff. SFS has committed to making a March 31st copy of the system available to agencies during the week of the April 4th. This will enable agencies to continue to review and approve invoices for prompt processing when the production system becomes available.

Dunning letters have been sent to a number of agencies for outstanding amounts owed to the Office of General Services. If you have not already done so, please submit your coding and approval to pay so that the BSC accounts payable team can process these interagency bills. If there are any issues with your OGS account, please contact the BSC Accounts Receivable unit at ogs.sm.accountsreceivable@ogs.ny.gov.

Requisitions and Purchase Orders

Requisitions for year-end processing should be submitted to the BSC by March 22nd. The BSC has received a number of change notice requests and are working aggressively on processing these updates. SFS will be running some clean-up programs to close out select purchase orders. BSC staff will be monitoring for any impact on operations.

Travel

Expense reports are to be submitted to the BSC by March 18th for year-end processing. Please remind travelers and their supervisors to enter and approve any transactions so they are to the BSC by this date.

Please continue to reach out to us with any concerns or questions you may have about fiscal year-end activities. The BSC can be reached at (518) 457-4272. Year-end issues should continue to be directed to Tim Smith at BSCyearend@ogs.ny.gov or at (518) 408-6894. Additional information on the year-end process is available on our website at <https://bsc.ogs.ny.gov/content/fiscal-year-end-2015-16>.