



Frequently Asked Questions

General

Q. *What is the NY State Fiscal year?*

A. April 1st – March 31st

Q. *How long will SFS be down for the SFS Upgrade?*

A. The last day to process payment transactions in SFS will be 5 pm on September 28, 2015. Purchase order transactions can be processed until SFS closes to state agencies at 3pm on Tuesday, September 29. The upgrade process is anticipated to be complete and the system returned to full operations by October 14, 2015.

Q. *Who will be coordinating the Upgrade process for the BSC?*

A. Tim Smith. E-mails regarding the SFS upgrade should be sent to BSCYearend@ogs.ny.gov , or you may call (518) 408-6894.

Purchasing

Q. *When is the last day to submit requisitions for a purchase order to be issued before the close of year end?*

A. September 11, 2015, as long as it is a complete requisition. Requisitions received after September 11 will processed on a first-come, first-served basis.

Q. *What do I do if I need to purchase something while the SFS is down?*

A. First option should be to use a procurement card for any purchases. If a procurement card limit needs to be increased, the agency credit card administrator should submit a card change request to the BSC on behalf of the card holder.

Q. *How do I get a PO issued during the SFS blackout period?*

A. Agencies should plan ahead and submit requisitions for any anticipated purchases before the SFS blackout period. Purchasing cards should be used whenever possible for emergency purchases during the blackout period. For guidance on a specific need

that cannot be met via a P-card, contact the BSC Purchasing Unit at OGSPurchasingUnit@ogs.ny.gov.

Accounts Payable

Q. I am a vendor and have not received any payments recently, why not?

A. All vendor payments are made through the NYS Statewide Financial System (SFS). There is a system upgrade in process with payments anticipated to resume about October 19th.

Q. What is the last date to submit an invoice to the BSC to be processed before the blackout?

A. Invoices should be submitted with all necessary approvals by close of business on September 15, 2015.

Q. I have a last minute invoice that I have to get paid before the blackout, what do I do?

A. If an agency has high-priority or high-dollar transactions that have not yet been submitted to the BSC and must be processed before September 28th, all applicable payment documentation should be sent by September 15, 2015 to accountspayable@ogs.ny.gov with "High Priority EE1" marked on each invoice and included in the subject line of the email. Every effort possible will be made to process transactions received after September 15, 2015 up to the OSC cutoff date of September 28, 2015.

Q. Will my petty cash account be reimbursed during the blackout period?

A. No, agencies need to ensure their accounts are fully reimbursed before the SFS closes for payments on September 28, 2015. Petty cash reimbursements and other payments will not resume until after the SFS upgrade is complete. It is estimated that the system will not be available until about October 14, 2015.

Travel & Expense

Q. I am a traveler and am concerned that my travel expenses will not be reimbursed for a month due to the SFS upgrade.

A. Travelers should discuss any concerns that they have regarding reimbursement with their supervisor. Employees with a travel card should use their card whenever possible to minimize out of pocket expenditures

Q. I need to submit a travel authorization but SFS is down. What do I do?

A. Travel authorization processes vary by agency. Discuss your options with your supervisor

Q. *What is the last date for a traveler to submit an expense report?*

A. Expense reports need to be submitted to the BSC by close of business on September 15, 2015. Travelers should submit them in SFS a few days earlier to ensure they are approved within their agency and to the BSC by the 15th. If submitting close to the deadline, make sure to notify your supervisor so they know to submit the reports timely.

Credit Cards

Q. *The Citibank Travel bills will be issued about September 22nd. Will they be paid before SFS goes down for the SFS upgrade on September 28, 2015?*

A. BSC staff will make every effort to pay the September 6th procurement card and September 22nd travel card Citibank bills before the SFS goes down for voucher payments on September 28, 2015 at 5:00 p.m.