



Business Services Center

A Division of the Office of General Services

SFA EE1 Information and Agency Action Items for Accounts Payable

Accounts Payable

- SFS will be down from 3:00 p.m. on September 29, 2015 – approximately October 14, 2015.
- Notify the Office of the State Comptroller (OSC) and the BSC SFS Upgrade Coordinator of any mandatory payments that will need to be paid between September 28, 2015 and October 19, 2015.
- Identify any critical payments that need to be paid between September 28, 2015 and October 19, 2015 and determine if they should be paid before SFS goes down.
- October lease payments will be process for payment before SFS goes down and November and December lease payments will be processed before SFS goes down with payment dates of late October and November respectively.
- Ensure agency petty cash accounts are fully reimbursed.
- Ensure postage meters have adequate funds for anticipated needs through the end of October.
- Ensure invoices charging lapsing funds are clearly identified so the payment date is set no later than September 15, 2015.
- Fringe Benefit/Indirect Cost (FBIC) bills have been issued by the Office of the State Comptroller for the 1st quarter. To ensure timely processing, please submit your agency's coding to the BSC by August 31, 2015.
- Review all invoices in FileNet and provide approvals or other information needed to complete a voucher in SFS by September 15, 2015.
- Invoices submitted to the BSC by Customer Agencies must be complete, accurate, legible, and include all the necessary information (including, but not limited to: Unit ID, Ok to Pay, coding, PO and or contract number and receipt number if required) to complete a voucher in SFS by September 15, 2015.
- Invoices submitted to the BSC directly from vendors must be complete, accurate, and legible. Once the invoice is available in the FileNet Agency Review queue, the agency must submit all necessary information (including, but not limited to unit ID, PO/contract number, receipt number, etc.) to complete a voucher in SFS,

as a response in FileNet. This response must be received by September 15, 2015.

- Request invoices from vendors for goods and services received before September 28 that the agency would like to pay before the upgrade.
- Identify any transactions that need coding corrections processed via an Accounts Payable Journal Voucher and submit the JV request to the BSC no later than August 31, 2015. Send your request to APInquiries@ogs.ny.gov and provide the original voucher number and the new coding information. Please keep in mind that an accounts payable JV can only be processed for a change to a chartfield other than fund. If a change to a fund is required, the agency will need to complete a general ledger journal entry.
- If an agency has high-priority or high-dollar transactions that have not yet been submitted to the BSC and must be processed before the upgrade, all applicable payment documentation should be sent as soon as possible to accountspayable@ogs.ny.gov with "High Priority EE1" marked on each invoice and included in the subject line of the e-mail. Every effort possible will be made to process transactions received after September 15, 2015 up to the OSC cutoff date of September 28, 2015.
- During the blackout period, the BSC will continue to receive vendor invoices, record them in FileNet, and research their status in the copy of the SFS system. Agencies should continue to check FileNet and provide approvals to pay or other supporting information so the BSC can resume entry of invoices in SFS as soon as the system becomes available.