



INFORMATION ANNOUNCEMENT

Andrew M. Cuomo
Governor

RoAnn M. Destito
Commissioner

Fiscal Year End 2013-14 Finance Transaction Summary

The BSC is happy to report that we have successfully completed fiscal year end activities for our 54 customer agencies receiving Finance services. We would like to thank all our agency partners for all their help. 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 2014-15.

Requisitions & Purchase Orders

We committed to and successfully processed agency requisitions submitted to the BSC by March 14. In addition, all complete requisitions submitted through noon on March 28 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 28.

Accounts Payable

The BSC committed to processing invoices received by March 14, where all approvals to pay and required information to create a voucher in the SFS were present. We were able to not only meet this goal but continued to process additional transactions based on agency feedback until the OSC deadline of March 26.

Agencies can continue to use VisiFlow until notified otherwise to access and update receiving or other information on invoices that remain in process at the BSC. The BSC will resume processing when the SFS becomes available for transacting in early April. Agencies will be informed as their invoices are migrated from VisiFlow to FileNet, the BSC's new electronic workflow solution.

Travel and Expense Reports

We audited and processed every expense report received by the BSC by the March 14 deadline. In addition, the BSC continued to support agency traveler reimbursements by processing as many additional expense reports as possible through March 26.

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 and post all credit card reconciliation vouchers that did not have budget errors by fiscal year end.

Next Steps

In the next few days, we will be following up on requests for information needed by the BSC for new year processes, including the establishment of fiscal year 2014-15 purchase orders for multi-year contracts, 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.

Please continue to reach out to us with any concerns or questions you may have about fiscal year end or new fiscal year activities. The BSC can be reached at (518) 457-4272, option 1 for Finance, and then request the specific finance service line for which you have questions (e.g. Accounts Payable service line for invoice questions). You may also email us directly at bsc@ogs.ny.gov and your email will be directed to the appropriate service line and individual. We look forward to continuing our partnership with you as we move into the new fiscal year.

Release Date: April 1, 2014

For more information visit the BSC website or contact the BSC today!