



# INFORMATION ANNOUNCEMENT

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## Fiscal Year-End 2013-14 Actions Required by Agencies and Processing Deadlines

As we near the end of fiscal year 2013-14, the BSC has developed an action plan to support our customer agencies in meeting year-end objectives. We are looking forward to working collaboratively with agencies to complete the actions required to ensure a successful close of this fiscal year and to continue conducting business in fiscal year 2014-15.

To assist your agency with fiscal year-end activities, we have outlined below the deadlines for transaction submission to the BSC as well as a summary of actions for your agency to carry out as part of fiscal year-end close.

### Transaction Deadlines

In order to meet OSC deadlines for transaction submission at fiscal year-end and to ensure that transactions properly post in the SFS, the BSC must receive all approved transactions and related supporting documentation by the dates listed in the table below. Any transaction received after the BSC cutoff date will be processed by the BSC on a first-in, first-out basis up to the OSC cutoff date. Where the BSC cutoff date listed is "N/A," the BSC does not perform these transactions for customer agencies but we have included the OSC cutoff dates for your information and use.

Service Line	Transactions Type	BSC Cutoff Date	OSC Cutoff Date
Purchasing	Transactions requiring OSC approval by March 31	N/A	February 21
	Purchase Orders created from both requisitions and agency contracts (No OSC approval required)	March 14	March 27
	Purchase Order Change Notice requests	March 14	March 27
Accounts Payable	Payment Vouchers Inter-Agency Payments Non-Employee Travel Payments Online Refunds of Appropriation	March 14	March 26
	Fringe Benefit/Indirect Costs – Third Quarter	February 28	March 26
	Fringe Benefit/Indirect Costs – Fourth Quarter	February 28	March 26
	Bulkloaded Refunds of Appropriation	N/A	March 26
	AP Journal Voucher	March 1	March 26
	Travel & Expense	Expense Reports	March 14
Accounts Receivable	Revenue Deposits related to Billings and Refunds of Appropriation (lapsed funds)	March 21	March 26
Credit Cards	Reconciliation of Purchasing Card transactions in SFS for the March 6, 2014 statement	March 13	March 26

## **PURCHASING**

### **Requisitions**

Please note that the BSC deadline for accepting requisitions that need to be sourced to Purchase Orders (PO) by fiscal year-end is March 14. Requisitions received after that date will be processed on a first-in, first-out basis. Emergency purchases should be entered via requisition as soon as possible after the emergency is identified, and an e-mail should be sent to [ogspurchasingunit@ogs.ny.gov](mailto:ogspurchasingunit@ogs.ny.gov) with "Emergency Purchase" in the subject line to alert BSC Purchasing staff.

Agencies should be aware of actions SFS will take during year-end processing regarding requisitions that have not yet been sourced and those that have been partially sourced to purchase orders. In summary:

- Approved requisitions with valid budgets that have not been sourced to POs can be canceled, or sourced to a PO by March 27. If neither of these actions is taken and agencies want to be able to use these requisitions in 2014-15, the budget date on the requisition needs to be updated to a date in 2014-15, so that it is available for encumbrance in the new fiscal year.
- Partially sourced requisitions with valid budgets that are not fully sourced to POs by March 27 will be closed as part of the PO rollover process at fiscal year-end. This means the remainder of the requisition will not be available for encumbrance in fiscal year 2014-15.
- Approved requisitions with budget errors not yet sourced to a PO should be fixed and sourced by March 14.
- No further action is required for requisitions that have been canceled or have a status of complete.

If the BSC is waiting for information from your agency to complete sourcing of a requisition to a PO, please provide that information as soon as possible, preferably by March 14 to ensure the PO is completed. This includes providing information regarding transactions that fail budget check.

### **Purchase Order Change Notices**

Agencies that need POs to be updated prior to the end of the fiscal year should contact the BSC as soon as possible to request the PO changes. We are requesting that each agency run the *POS8001 Report* in SFS, output the results to Excel, update for any PO changes needed, and submit to the BSC for processing. The Excel spreadsheet should only list the POs your agency wants to make a change to, separated between Contract POs and Stand Alone POs, and sent to the BSC no later than March 14 as follows:

- **Agency specific Contract-related POs** that need to be unencumbered send to [contractpos@ogs.ny.gov](mailto:contractpos@ogs.ny.gov) with "FYE Contract POs to Unencumber" as the subject of the e-mail.
- **Stand Alone POs** that need to be unencumbered send to [ogspurchasingunit@ogs.ny.gov](mailto:ogspurchasingunit@ogs.ny.gov) with "FYE Stand Alone POs to Unencumber" as the subject of the e-mail.

Instructions to run the *POS8001 Report* are on the SFS website at <http://www.sfs.ny.gov/files/POS8001-8002Reports.pdf>. If an agency would like the BSC to run this report on their behalf, please send the request to [contractpos@ogs.ny.gov](mailto:contractpos@ogs.ny.gov).

### **Re-Encumbering Funds in 2014-15**

To assist in determining which contracts may require new year encumbrances, the BSC is working to compile a report for agencies that have contracts in SFS with expiration dates past March 31, 2014. Additional information will be provided in an upcoming communication, including guidance for submitting new year encumbrance information.

In cases where a PO was inappropriately closed during PO Rollover, agencies should contact the BSC to have it re-entered, with all applicable information needed to complete the encumbrance. Contract-related encumbrance information should be sent to [contractpos@ogs.ny.gov](mailto:contractpos@ogs.ny.gov). Stand Alone PO information should be sent to [ogspurchasingunit@ogs.ny.gov](mailto:ogspurchasingunit@ogs.ny.gov).

## ACCOUNTS PAYABLE

### Vouchers

OSC has updated its Office of Operations Events and Deadlines calendar to indicate that vouchers submitted after March 26, 2014 may not be paid in FY 2013-14. To ensure that vouchers are submitted to OSC by March 26, agencies should submit all invoice approvals to pay to the BSC by March 14. The OSC calendar can be found at <http://www.osc.state.ny.us/agencies/guide/MyWebHelp/>. Select Chapter XV - End of Year.

The BSC will be using VisiFlow this year to track invoices in process for year-end. Reports are currently sent twice weekly of all invoices waiting for agency approval. Beginning February 18, 2014, these reports will list all invoices in process at the BSC so agencies have full visibility to assess what the impact may be on their cash spending. All invoices approved for payment by March 14 will be processed with a cash disbursement date prior to April 1, 2014. If your agency would like an invoice paid after April 1, you should flag the transaction in VisiFlow by entering "Do Not Pay Until After April 1" in the blue comments box and then send the invoice back to the disposition queue. The BSC will enter this transaction into SFS with a payment date after April 1, 2014. We have confirmed with OSC that once they have approved this voucher, it will not affect the current year's cash.

If an agency has reached its cash spending goals and wants all subsequent invoices to be paid after April 1, 2014, they should send an e-mail to [apinquiries@ogs.ny.gov](mailto:apinquiries@ogs.ny.gov) and provide specific direction with "STOP Processing for Year-End" in the subject line of the e-mail.

If an agency has high-priority or high-dollar transactions that have not yet been submitted to the BSC and must be processed to meet cash targets by fiscal year-end, all applicable payment documentation should be sent by March 14, 2014 to [accountspayable@ogs.ny.gov](mailto:accountspayable@ogs.ny.gov) with "High Priority FYE" marked on each invoice. Please reference "FYE Payments" in the subject line of the e-mail. Every effort possible will be made to process transactions received after March 14 up to the OSC cutoff date of March 26.

*Vouchers deleted in preparation for fiscal year-end* per OSC Accounts Payable Advisory #33, will **NOT** reload automatically for payments by the BSC unless agencies direct us otherwise. These are outdated transactions that have been pending in SFS. To request payment of any deleted vouchers, agencies should submit the invoice and backup documentation to [accountspayable@ogs.ny.gov](mailto:accountspayable@ogs.ny.gov) and write "Approved for Payment" on the invoice. Please reference "Deleted Vouchers to Re-Enter" in the subject line of the e-mail.

*Vouchers deleted during fiscal year-end* processing and cutover, including Interagency vouchers, will be re-entered by the BSC when the SFS opens in April 2014. These will not be re-approved for payment. The BSC will reach out to agencies where additional information is needed to re-enter the transactions.

The BSC will monitor pre- and post-year-end voucher activity reports to confirm the vouchers that were paid in 2013-14, vouchers that were approved in 2013-14 but paid in 2014-15, and vouchers that were deleted by OSC as part of the SFS year-end process.

### Interagency Billings

The BSC is requesting that agencies run the OBIEE Report, *NYAP3240 - Outstanding Interagency Vouchers* to view a list of all interagency bills, including fringe benefits that remain unpaid. If there are any OGS or ITS billings on the report for which your agency has no hard copy invoice, an e-mail can be sent to [accountsreceivable@ogs.ny.gov](mailto:accountsreceivable@ogs.ny.gov) to request a duplicate invoice.

If an agency is planning to pay Fourth Quarter Fringe Benefits prior to April 1, they must contact the OSC, Bureau of State Accounting Operations (BSAO) by sending an e-mail to [revenueaccounting@osc.state.ny.us](mailto:revenueaccounting@osc.state.ny.us). A manual invoice, only for payroll that has been posted, will be created in SFS for the agency to pay. The invoice that is created after quarter end will then be credited by the amount that was paid prior to the quarterly billing.

### **Journal Vouchers**

The BSC must receive all requests for Accounts Payable Journal Vouchers by March 1, 2014 in order to process by fiscal year-end. Please send a request to [apinquiries@ogs.ny.gov](mailto:apinquiries@ogs.ny.gov) and provide the original voucher number and the new coding information. An Accounts Payable Journal Voucher can only be processed if a change to a chartfield string (other than fund) needs to be made. If a change to the fund needs to happen, this will require the customer agency to do a General Ledger Journal entry.

### **Template Vouchers for 2014-15**

A spreadsheet detailing template vouchers will be sent to each agency to confirm the coding needed for fiscal year 2014-15. Any coding changes needed should be made per the instructions included in the related communication and returned to the BSC no later than March 31, 2014 so that we can update templates for use in the new fiscal year. Also, please let us know on the spreadsheet if there are any template vouchers that should be made inactive due to the closing of an account.

## **CREDIT CARDS**

### **Procurement Card (P-Card), Travel Card (T-Card) and NET-Card Payments and Reconciliation**

The BSC has been processing payments to Citibank as expeditiously as possible to maximize agency rebates. Accordingly, every effort will be made to pay the March 6, 2014 Procurement/Net-Card and the March 22, 2014 Travel Card bills by the March 26, 2014 OSC deadline. The BSC will be paying the March 22, 2014 Travel and the April 6, 2014 P-Card and NET-Card Citibank bills using 2013-14 funds and the April 22, 2014 Travel and the May 6, 2014 P-Card and NET-Card Citibank bills with 2014-15 funds. Agencies should ensure there is budget available in the related clearing accounts to process these payments. The BSC will work with agencies to coordinate coding updates to the clearing accounts for the new fiscal year.

March 13, 2014 is the deadline for cardholders to reconcile P-Card/Net-Card transactions to ensure proper posting of the reconciliation vouchers by fiscal year-end. Agencies should be encouraging all cardholders to reconcile their transactions through the March 6 cycle close. The BSC will make every effort to process all reconciliation vouchers for reconciled transactions prior to the OSC deadline. The BSC will provide agencies with all reconciliation vouchers with budget errors by March 17, 2014. Agencies must provide valid updates no later than March 24, 2014 to ensure vouchers are able to post by OSC before year-end. Any vouchers not fully posted by OSC on March 28, 2014 will be deleted and the transactions that correspond to that voucher will be reset to a "verified" status and require the "approval" process again. Agencies should be monitoring the impact of these transactions against their cash ceilings.

Further guidance will be provided shortly on new fiscal year updates to the SFS default coding for travelers and procurement card holders, including impacts this may have on the reconciliation of April 2014 statements.

## **TRAVEL & EXPENSE**

### **Travel Authorizations**

Agencies that use SFS for their travel authorization process should have travelers enter travel authorizations in March for travel during the SFS blackout period. Agencies should have a backup plan for authorizing unscheduled or emergency travel during the blackout period.

### **Expense Reports**

The last day for agencies to submit expense reports to the BSC for year-end processing is March 14, 2014. The BSC Travel Unit staff will work diligently to process any reports submitted after that date, but will do so on a first-in, first-out basis. Agencies need to track the impact of the processing of expense reports on their cash spending. If processing needs to be suspended, agencies need to notify the BSC Travel Unit by sending an e-mail to [ogstravel.unit@ogs.ny.gov](mailto:ogstravel.unit@ogs.ny.gov) with "STOP Processing for Year-End" in the subject line.

Travelers should be made aware of the March 14 deadline, not only to submit their expense report, but also to be aware that it may be several weeks before reimbursements will resume. Travelers that do not have a travel card should request one to minimize out-of-pocket expenditures during this period.

Please advise all travel supervisors to check their SFS worklists on a regular basis and approve transactions as timely as possible. Recently the BSC noticed a large number of supervisors not approving expense reports timely. Any expense reports in any stage of workflow at year-end close will be denied back to the traveler to resubmit after the fiscal new year, which will delay reimbursement of expenses. The BSC has also noted a number of travelers with outstanding credit card charges. The BSC Travel Unit has been notifying travelers that they need to reconcile charges by completing an expense report in SFS. Please advise travelers and supervisors to reconcile charges and submit expense reports as timely as possible.

The BSC will monitor pre- and post- year-end expense report activity to confirm which reports were denied back to originators by OSC as part of the SFS year-end process. The BSC will provide the list of expense reports denied by OSC to agencies so that expense reports can be re-approved and submitted to the BSC for processing. This list will be sent to each agency's designated Travel liaison along with a copy to the agency Finance liaison.

Information about updates needed to travelers' default coding for Fiscal Year 2014-15 will be provided in a future communication.

### **Processing Transactions in Fiscal Year 2014-15**

Please note that the BSC will begin processing transactions for Fiscal Year 2014-15 as soon as the SFS becomes available in April 2014, unless directed otherwise by your agency. If you need additional time after the SFS blackout period to confirm the PO rollover and your budget availability, please contact the BSC at [bsc@ogs.ny.gov](mailto:bsc@ogs.ny.gov).

### **QUESTIONS**

The BSC is happy to address any questions or concerns our customer agencies may have as we begin year-end processing. Experienced service line representatives are available Monday through Friday, 8:30am-5:00pm, by phone at (518) 457-4272 or by e-mail to a specific service line at an address provided above. For general inquiries, please send an e-mail to [bsc@ogs.ny.gov](mailto:bsc@ogs.ny.gov) referencing "Fiscal Year-End" in the subject line of the e-mail, or by contacting Sue Riccio at (518) 457-4272, select Finance and then Purchasing.

We look forward to continuing our partnership with you as we complete activities for a successful year-end close.

**Release Date: February 13, 2014**

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

Email: [bsc@ogs.ny.gov](mailto:bsc@ogs.ny.gov)

Tel: (518) 457-4272

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