



# Information Announcement

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## Fiscal Year End 2014-15 Finance Transaction Summary

**April 3, 2015**

The BSC is happy to report that we have successfully completed fiscal year-end activities for our customer agencies receiving Finance services. We would like to thank all our agency partners for their help during the process. 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 2015-16.

### **Requisitions & Purchase Orders**

The BSC committed to and successfully processed complete agency requisitions submitted to the BSC by March 13. In addition, all complete requisitions submitted through 3 pm on March 27 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 27.

### **Accounts Payable**

The BSC committed to processing invoices received by March 13, where all approvals to pay and required information to create a voucher in the SFS were present. The BSC processed every invoice received by March 13 which had necessary approvals, funding in place, and was properly received. The BSC continued to process additional transactions based on agency feedback until the OSC deadline of March 26.

### **Travel and Expense Reports**

We audited and processed every expense report received by the BSC by the March 13 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 with funding in place and post all credit card reconciliation vouchers that did not have errors by fiscal year-end.

**Next Steps**

While SFS is down, BSC staff will continue to receive and record invoices in FileNet. Agencies are encouraged to continue to review invoices in FileNet and update receiving or other information on invoices in process at the BSC. The BSC will resume processing in SFS when the system becomes available for transacting in early April.

In the next few days, we will be following up on requests for information needed by the BSC for new year processes, including 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. You may also continue to e-mail year-end and new year issues to us at [BSCyearend@ogs.ny.gov](mailto:BSCyearend@ogs.ny.gov), or you can reach out to us by phone at (518) 457-4272. We look forward to continuing our partnership with you as we move into the new fiscal year.