



Information Announcement

Fiscal Year End and SFS EE1 Impacts

March 25, 2015

The Business Services Center (BSC) is on track to meet our year-end goals of processing complete transactions for our customer agencies that were submitted to us by close of business on March 13, 2015. We are evaluating the impact of the delay in the SFS EE1 system upgrade to fiscal year-end, and new year processing. Please find below the actions needed to close this fiscal year, and steps for agencies to take as we begin the new year.

Requisitions and Purchase Orders

- The SFS EE1 upgrade involved significant changes to the purchasing module, including the process to encumber contracts for the new fiscal year. As a result of the SFS EE1 delay, the BSC will be responsible, as we have been in the past, for processing new year purchase orders associated with agency specific contracts.
- To request a purchase order for an agency specific contract, agencies should enter a requisition in SFS when the system opens in April. Requested encumbrance values should align with the percentage of agency budget allocated by the Division of the Budget (DOB) for the year.
- Any questions or concerns about encumbering new year funds via requisition should be sent to the BSC at BSCYearEnd@ogs.ny.gov and we will work with your agency to address them.

New Year Funds

- As we approach the new fiscal year, we are requesting that each agency notify us as new year funds become available by sending an email to BSCyearend@ogs.ny.gov. Please use the subject line "New Year Funds" and include in your email the agency name, SFS GLBU and the percentage of appropriation that has been posted.
- As a reminder, it is an agency's responsibility to ensure that appropriate coding is used on transactions during the carryout period from April 1st through June 30th. The BSC may reach out to an agency if it appears that prior year funding is being used on a new year transaction to confirm the appropriateness of the charge.
- In cases where your agency is planning to use reappropriated funds in the carryout period for new year transactions, you may provide a list of the funding sources and transaction types for which they will be used by sending an e-mail to the BSC at BSCYearend@ogs.ny.gov. Please use "Reappropriated Funds" in the subject line and include the agency name and SFS GLBU in the e-mail. We will use this information to confirm the coding internally in cases where it has been provided.

EE1 Training and Testing

- The BSC plans to distribute SFS EE1 Travel and Expense, as well as BSC Purchasing training materials to agencies by April 15, 2015, to provide support as you continue SFS EE1 testing and system validations.
- We are also available to assist with testing as previously communicated and posted on our website at http://bsc.ogs.ny.gov/sites/default/files/2_SFS_EE1_Preparations.pdf.

New Year Process Information

In the next several days, the BSC will be requesting information needed for other new year processes, including:

- Updates to template vouchers;
- Changes needed to default coding for procurement cardholders in SFS; and
- The process to change SFS clearing account chartfields.

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. Year-end issues should continue to be directed to Tim Smith at BSCyearend@ogs.ny.gov, or (518) 408-6805. Additional information on the year-end process is available on our website at <http://bsc.ogs.ny.gov/content/fiscal-year-end-2014-15>.