



# Business Services Center

A Division of the Office of General Services

## Key Year End Information and Suggested Agency Activities

### SFS

- It is anticipated that SFS will be down for year-end processing from March 30<sup>th</sup> at 3pm – April 11, 2016. Agencies should anticipate that routine POs will not be issued nor payments made during this period and plan accordingly

### General

- Agencies should be aware of all SFS, BSC and OSC processing deadlines and ensure transactions are submitted timely
- Review which staff have procurement cards and if those limits are adequate to carry them through the blackout period for emergency purchases. Request additional cards or increases to card limits as appropriate
- Make sure agency program staff are anticipating operational needs through the blackout period and submitting requisitions as soon as possible to ensure orders can be issued before SFS goes down
- Advise travelers and their supervisors to submit and approve expense reports as timely as possible
- Make sure all travelers know that reimbursements will be delayed during the blackout period and they should use their travel cards whenever possible to minimize out of pocket expenses
- Request travel cards for any travelers that do not currently have a card
- Transactions not received at the BSC by the indicated deadlines will be processed as time allows on a first-come, first-served basis.
- Ensure agency staff are responding as timely as possible to requests from the BSC to ensure transactions can be completed before year end.

### Budgeting

- Review status of agency budgets
- Correct any budget errors so transactions can be completed
- Compare agency spending to cash targets and identify transactions to be processed to meet agency goals
- Notify the BSC Year-End Coordinator when cash targets have been met so the BSC knows to suspend processing of payments

## **Purchasing- Year-End**

- Submit requisitions for fiscal year 2015-16 purchases, including any anticipated needs, as soon as possible. Requisitions received after March 22, 2016 will be processed on a first-come, first-served basis.
- Corrective action should be taken by March 22, 2016 on approved requisitions with budget errors and the BSC advised accordingly
- FYE Processing – Requisitions
  - NO ACTION:  
Agencies can continue acting on these documents normally after FYE processing
    - Purchase requisitions and contract requisitions with no pre-encumbrance
    - Requisitions that have been fully budget check
  - CLOSE –  
Agencies will not be able to use these requisitions for any further action.
    - Purchase requisitions that have been fully liquidated
    - Contract requisitions that have a pre-encumbrance but failed to create a contract through the requisition-RFQ/contract process
    - Requisitions with a remaining pre-encumbrance balance.
- FYE Processing – Purchase Orders
  - NO ACTION –  
Agencies can continue acting on these documents normally after FYE processing
    - Stand-alone POs that are not dispatched and have not been successfully budget checked.
  - ROLL –  
Agencies can continue acting on these documents normally after FYE processing
    - PO that have been successfully budget checked
  - CANCEL –  
Agencies will not be able to act on these documents after FYE processing
    - PO's in denied or rejected status
  - CLOSED –  
Agencies will not be able to use these POs, including issuing change orders. A new one will need to be created.
    - POs that are fully liquidated
- FYE Processing – PSP
  - There is no impact on the PSP method contained on purchase order for rolled purchase orders. (Although, some rolled POs may fail the PSP budget check

and agencies will need to follow-up on any PSP budget checking errors received on purchase orders as a result of FYE processing.)

- For POs that are closed or cancelled with a valid PSP budget status during FYE processing, the projected spending will be liquidated and will no longer reserve funds against the DOB Financial Plan. (Agencies do not need to take any additional action on the PSP methods contained on purchase orders as a result of FYE processing.)

### **Purchasing – New Year**

- If an emergency arises during the blackout period that cannot be addressed with a procurement card, agency should email all backup to [ogspurchasingunit@ogs.ny.gov](mailto:ogspurchasingunit@ogs.ny.gov) with 'Emergency purchase' in the subject line to alert BSC purchasing staff and appropriate action will be taken.
- During the blackout period, agencies should continue to provide backup on new purchases to the BSC so BSC staff can validate and be ready to issue purchase orders as soon as SFS is available and requisitions are approved by agencies.

### **Accounts Payable – Year-End**

- Notify the OSC of any mandatory payments that will need to be paid between March 30, 2016 and April 11, 2016.
- Identify any critical payments that need to be paid between March 30, 2016 and April 11, 2016 and determine if they should be paid before SFS goes down. Keep in mind that April Lease payments will be processed for payment by the BSC before March 30, 2016.
- Ensure invoices charging funds that lapse on March 31, 2016 are clearly identified so the payment date is properly recorded as March 30 2016 or earlier.
- Ensure invoices charging Federal funds are clearly identified so the payment date is set no later than March 30, 2016 to ensure Federal reimbursements are received.
- Utility bills will be paid from old year funds if any part of the service period falls before April 1st.
- Fringe Benefit/Indirect Cost (FBIC) bills have been issued by the Office of the State Comptroller for the 3rd quarter. To ensure timely processing, please submit your agency's coding to the BSC by February 5, 2016 or as soon as possible thereafter.
- Customer Agencies are asked to review all invoices in their FileNet Agency Review Queue and provide approvals or other information needed to process invoices to be paid. The BSC will make every effort to process invoices submitted with all supporting documentation and approvals required to create a voucher in SFS received by close of business March 14, 2016; these invoices will be processed with a payment date before April 1st. If your agency would like the invoice paid after April 1st, please note "Do not pay until after April 1st" in the comments box in FileNet and send the transaction back to the BSC. The BSC will make every effort to process transactions in SFS with a payment date after April 1st so it will not impact the agency's current year cash.
- Request invoices from vendors for goods and services received before March 31st that the agency would like to expend before April 1st.
- 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

February 28, 2015. Send your request to [APIInquiries@ogs.ny.gov](mailto:APIInquiries@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 reached their cash spending goals and would like the BSC to stop processing transactions with a paid date earlier than April 1st, they should send an email to [bscyearend@ogs.ny.gov](mailto:bscyearend@ogs.ny.gov) with a copy to [APIInquiries@ogs.ny.gov](mailto:APIInquiries@ogs.ny.gov). Include "STOP processing for Year-End" in the subject line
- If an agency has high-priority or high-dollar transactions that have not yet been submitted to the BSC and must be processed before April 1st, all applicable payment documentation should be sent by March 14, 2016 to [accountspayable@ogs.ny.gov](mailto:accountspayable@ogs.ny.gov) with "High Priority FYE" marked on each invoices and included in the subject line of the email. Every effort possible will be made to process transactions received after March 14, 2016 up to the OSC cutoff date of March 29, 2016.
- Dunning letters are in the process of being sent to all agencies for past due interagency bills. For current information, agencies should run OBIEE report NYAP3240 Outstanding Interagency Vouchers to view a list of all interagency bill, including fringe benefits that remain unpaid. If there are outstanding OGS or ITS billings for which your agency has no hard copy invoice, an email 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 4th quarter Fringe Benefits/Indirect Cost charges prior to April 1st, they must contact the OSC Bureau of State Accounting Operations by sending an email 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 the quarter end will then be credited by the amount that was paid prior to the quarterly billing.

### **Accounts Payable – New Year**

- A spreadsheet detailing template vouchers will be sent by the BSC to each agency to confirm the coding to be used for fiscal year 2016-17 for each account. Any coding changes needed should be made per the instructions included in the related communication and returned to the BSC no later than April 8, 2016.
- During the blackout period, BSC will continue to receive vendor invoices and record them in FileNet. 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.

### **Credit Cards – Year-end**

- BSC will make every effort to pay the Citibank March 6, 2016 Procurement/Net card and the March 22, 2016 Travel card bills by the OSC deadline of March 29, 2016. These bills will be paid from 2014-15 funds and agencies should ensure there are adequate funds available in their clearing accounts to pay these bills.
- March 14, 2016 is the deadline for cardholders to reconcile Pcard/Netcard transactions and 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, 2016 cycle close. The BSC will make every effort to process all reconciliation vouchers for reconciled transactions prior to the OSC deadline. The BSC will notify all agencies of any reconciliation vouchers with budget errors by March 17, 2016. Agencies must provide updates no later than March 24, 2016 to ensure vouchers are able to post by OSC before year-end. Any vouchers not fully posted by OSC on March 29, 2016 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 ceiling.

### **Credit Cards – New Year**

- Once SFS has resumed operations, BSC will process the Citibank April 6, 2016 bills using 2015-16 funds. Beginning with the April 22, 2016 travel and the May 6, 2016 Pcard/Net card bills fiscal year 2016-17 will be used.

### **Travel – Year-End**

- The last day for agencies to submit expense reports to the BSC for year-end processing will be March 18, 2016. The BSC Travel Unit staff will work diligently to process any reports submitted after that date, but will do so on a first-come, first-served 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 send a notice by email to [bscyearend@ogs.ny.gov](mailto:bscyearend@ogs.ny.gov) with a copy to [ogstravelunit@ogs.ny.gov](mailto:ogstravelunit@ogs.ny.gov). Include “STOP processing for Year-End” in the subject line

### **Travel – New Year**

- Agencies that use SFS for approving Travel Authorizations 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.