



INFORMATION ANNOUNCEMENT

Andrew M. Cuomo
Governor

RoAnn M. Destito
Commissioner

FileNet Accounts Payable Update June 11–12

Based on requests from our customer agencies, the Business Services Center (BSC) will be updating the Accounts Payable FileNet module to add additional security to the Unit ID field. This will ensure that agencies that use Unit ID to departmentalize invoices for approvals will have security enabled to control who has access to each Unit ID and the related invoices.

To properly install this update, access to FileNet will be limited beginning at 5:00 p.m. on **Wednesday, June 11** through the morning of **Thursday, June 12**. During this time, users will not be able to access any FileNet module. The BSC will send customer agencies a reminder e-mail notifying all users with access to FileNet when work has begun and access has been limited. In addition, we will send an e-mail notifying when the access has been restored. We anticipate this will be around noon on **Thursday, June 12**.

We recognize that during this time it is critical that you be able to move invoices forward for payment, so we are working to minimize the amount of time that access to FileNet will be limited. If you have any questions or concerns about this, or need to address any specific invoices, please reach out to the Accounts Payable Unit at apinquiries@ogs.ny.gov or call the BSC at (518) 457-4272, Option 1 for Finance. Thank you.

Release Date: June 4, 2014

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

Email: bsc@ogs.ny.gov

Tel: (518) 457-4272

Website: <http://bsc.ogs.ny.gov>