



INFORMATION ANNOUNCEMENT

Andrew M. Cuomo
Governor

RoAnn M. Destito
Commissioner

Preparation for Fiscal Year-End Processing

As we get close to the end of the fiscal year, the BSC has begun planning to ensure the year-end process runs as smoothly as possible and that we provide the support needed for each customer agency to meet their year-end objectives. We will send announcements as new information becomes available and reminders as we approach various deadlines. These announcements will be sent to the Finance Liaisons in your agency, with a carbon copy to each individual identified as a Finance Service Line contact, regardless of the specific content of the announcement. This is to make sure people receive the information in a timely manner and because information provided for any one service line may impact other operations within your agency. As we receive information from the Office of the State Comptroller (OSC) regarding their timelines, we will let you know when we will need transactions to ensure timely processing.

Sue Riccio will be coordinating year-end activities for the BSC and is available to answer any questions or concerns you may have about fiscal year-end processing and starting the new fiscal year. Please email her at susan.riccio@ogs.ny.gov and use the subject line "Fiscal Year-End." You can call her at (518) 457-4272, then press 1 for Finance.

Budgeting

The BSC will work closely with you as you monitor your cash targets. Agencies should be proactively reviewing their budget status in SFS. The BSC is ready to process all transactions as soon as we have clear direction from each agency regarding what should be processed or held. Should the BSC become aware of any transactions that incur budget issues, we will quickly notify your agency.

We understand that agencies need to process transactions to correct coding at year-end. Please keep in mind that transactions that cross funds need to be processed via General Ledger journal entry at the agency level. Transactions that can be processed via an Accounts Payable journal voucher (JV) will be processed by the BSC, however we ask that you review your transactions now to identify any that need to be JV'd. To ensure all JV's are processed timely, please send all JV requests to the BSC no later than February 28, 2014. Requests received after this date will be processed on a first-come, first-served basis.

Accounts Payable

The BSC will continue to use VisiFlow to track invoices through the year-end process. As many of you know, the BSC is actively working on a project to implement a FileNet electronic workflow and document retention solution across all of our service lines. However, the migration to FileNet from VisiFlow will be coordinated as to not interfere with the year-end processes.

While specific information on procedures to flag invoices to be paid/held will be forthcoming, agencies should be reviewing outstanding orders or invoices currently in house to identify payments that are required to be made prior to fiscal year-end as

well as identifying payments that should not be made until after April 1, 2014. If goods or services have been received and vendors have not submitted invoices for expenditures to be made by April 1, agencies should be following up with vendors to request invoices.

Lease payments for April rent will be paid prior to April 1 from old year funds for leases still in effect on April 1. Please review purchase order encumbrances to ensure there is adequate funding in place to process April rent payments. If additional funding is necessary, please submit a Purchase Order Change Notice request through normal channels prior to year-end deadlines.

Utility bills will be paid from old year funds if any part of the service period falls before April 1.

Fringe Benefit/Indirect Cost (FBIC) bills have been issued by the Office of the State Comptroller for the 3rd quarter. To ensure these bills are processed timely, please submit your agency's coding to the BSC by February 28, 2014. The BSC is working with OSC to clarify what needs to be done for agencies that plan on paying their 4th quarter fringes prior to April 1. We will be providing more information in an upcoming communication.

Purchasing

At this point, the BSC is committed to processing all requisitions received by March 14, 2014. Requisitions received after that date will be processed on a first-come, first-served basis. Please advise program staff to assess any anticipated needs and submit requisitions as soon as possible to ensure the orders are issued before the end of the fiscal year. Please keep in mind that orders cannot be issued for services to be provided after April 1, 2014.

Requisitions that require an Invitation for Bid (IFB) must be submitted immediately.

We look forward to executing the year-end process as smoothly as possible. If you have any questions or concerns regarding year-end processes, please contact Sue Riccio at the contact information provided above.

Release Date: January 17, 2014

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

Email: bsc@ogs.ny.gov

Tel: (518) 457-4272

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