



# Information Announcement

## Preparation for 2017-18 Fiscal Year End Processing

February 14, 2018

As the 2017-18 fiscal year end approaches, BSC staff are committed to our continued partnership with Customer Agencies to efficiently and effectively execute all year end transactions. BSC staff are working to update our year end webpage and that information will be available by the end of February. Following are some reminders of activities that agency staff should begin working on now to facilitate a smooth year end process.

Service Line	Fiscal Year End Activities
Accounts Payable	<ul style="list-style-type: none"> <li>Ensure receipts are entered in SFS as timely as possible, preferably within 24 hours of actual receipt of goods or services, on all purchase orders requiring receiving</li> <li>Resolve any budget errors, PSP errors and match exceptions by March 23, 2018</li> <li>Respond timely to invoices in FileNet Agency Review</li> <li>When approving invoices in FileNet, use "Ok to Pay – Lapsing" under More Responses</li> <li>Begin indicating "Fiscal Year End" on e-mails and inquiries</li> <li>To ensure processing by fiscal year end, transactions should be submitted to the BSC by March 16, 2018</li> </ul>
Travel & Expense	<ul style="list-style-type: none"> <li>Remind all travelers and their supervisors to keep expense reports and approvals current</li> <li>All expense reports and travel authorizations not in an approved and posted status when SFS closes for year end processing will be denied. Agencies should process all expense reports and travel authorizations prior to the fiscal year end due date</li> <li>Agencies can resubmit expense reports and travel authorizations that have been denied back through the normal workflow process</li> <li>To ensure processing by fiscal year end, transactions should be submitted to the BSC by March 16, 2018</li> </ul>
Credit Card Administration	<ul style="list-style-type: none"> <li>Agencies need to review the P-Card default coding report the BSC provides in early March and send that back to the BSC by mid-April to ensure employee charges are coded to the correct budget year</li> <li>Ensure all P-card transactions for the 3/6/18 billing period are reconciled and approved in SFS by March 16, 2018</li> </ul>
Purchasing	<ul style="list-style-type: none"> <li>Resolve budget exceptions on requisitions and purchase orders</li> <li>Adjust PSP methods where spending is over planned amounts</li> <li>Review POs to ensure there is adequate funding to pay any invoices</li> <li>Change Notice requests should be designated "Fiscal Year End" as the request type.</li> <li>Review agency "aging" report to resolve any outstanding issues for purchase orders</li> <li>To ensure processing by fiscal year end, transactions should be submitted to the BSC by March 26, 2018.</li> </ul>

If you have any questions regarding this announcement, please contact the BSC at (518) 457-4272 or use the [contact list](#) to email your inquiry.