



Information Announcement

Preparation for 2018-19 Fiscal Year End Processing

March 04, 2019

The following chart includes instructions to agencies for timely processing of 2018-19 FYE transactions:

Service Line	Fiscal Year End Activities
Accounts Payable	<ul style="list-style-type: none"> Submit transactions by March 15, 2019. Resolve budget errors, PSP errors, and match exceptions by March 26, 2019. Enter receipts in SFS within one business day of receipt of goods or services on purchases that require receiving. Indicate "Fiscal Year End" on emails to the BSC. Use "Ok to Pay - lapsing" when you approve invoices in FileNet. Respond promptly to invoices in FileNet Agency Review.
Travel & Expense	<ul style="list-style-type: none"> Submit transactions to the BSC by March 15, 2019. Process expense reports and travel authorizations before March 15, 2019. Remind Travelers to submit expense reports within 10 days of travel event. Remind Supervisors to review and approve Expense Reports timely. Resubmit in April any Expense Reports and Travel Authorizations that were unapproved or unposted in March, which were subsequently denied by the year end process.
Credit Card Administration	<ul style="list-style-type: none"> Ensure P-Card transactions for the March 6, 2019 billing period are reconciled and approved in SFS by March 15, 2019. Review P-Card default coding report in early March and return to the BSC by early April to ensure cardholder charges are coded to the correct chartfield combinations.
Purchasing	<ul style="list-style-type: none"> Submit transaction to the BSC by March 25, 2019. Designate Change Notice requests as "Fiscal Year End" for the request type. Resolve budget exceptions on requisitions and purchase orders. Adjust PSP methods where spending is over planned amounts. Review POs to ensure there is adequate funding to pay invoices. Review agency "aging" report to resolve outstanding issues for purchase orders.

For questions regarding this announcement, please contact the BSC at (518) 457-4272 or use the [BSC Who To Contact List](#) and email your inquiry.