



INFORMATION ANNOUNCEMENT

Andrew M. Cuomo
Governor

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Commissioner

Lapsing Funds Process September 2014

A number of Business Services Center (BSC) customer agencies use funds that lapse during September. Transactions coded to funds that will lapse during September must be submitted to the BSC in accordance with the instructions and timelines detailed below to ensure lapsing transactions are processed timely. The BSC is committed to meeting lapsing deadlines to support our customer agencies.

Vendor Invoices

All agency invoices in process at the BSC are now available in FileNet. As agencies process transactions in their "Agency Review" queue, they should be identifying those invoices to be paid from funds lapsing in September by including the word "Lapsing" in the comments field and moving the approved invoices to the "Disposition" queue as soon as possible but no later than **September 3, 2014**.

Each week, the BSC is providing agencies with an excel spreadsheet of invoices in process at the BSC and in FileNet. This list includes all invoices, whether they are in the "Agency Review" queue or one of the BSC work queues. To ensure all lapsing transactions are appropriately accounted for, please indicate those to be paid from funds lapsing in September on the spreadsheet along with the lapsing date and return to the apinquiries@ogs.ny.gov mailbox with "Lapsing AP invoices" in the subject line. All lapsing invoices must be approved and identified by **September 3, 2014** to ensure timely payment.

Any invoices or receiving held by an agency and not yet submitted to the BSC for transactions with lapsing funds should be sent immediately to accountspayable@ogs.ny.gov with "Lapsing" noted on the face of each invoice. Please reference "AP Lapsing Invoices" in the subject line of the e-mail. Invoices must be received by **September 3, 2014**.

Refunds of Appropriation

To ensure processing by the OSC deadline, we are requesting that agencies submit Refunds of Appropriation against funds lapsing in September to the BSC Accounts Payable Unit, no later than **September 3, 2014**. Refund checks and any supporting documentation, including the original voucher number, if known, should be sent via interagency mail with "Lapsing" clearly written on the top of the documents. If agencies are requesting refunds from vendors, vendors should be instructed to send refund checks directly to the BSC at PO Box 2117, Empire Plaza Station, Albany, NY 12220-0117. Please forward the vendor notice to the BSC at apinquiries@ogs.ny.gov with the word "Lapsing" in the e-mail subject line so we can ensure the refund is processed before funds lapse.

Procurement Card Reconciliations

All procurement card transactions against lapsing funds must be reconciled by **August 29, 2014**. The BSC Credit Card Unit will be reaching out to agencies on all *voucher budget errors*, which must be corrected by **September 5, 2014** in order to be posted prior to lapsing. P-Card/NET-Card Transactions in a budget status of "error" or on the same voucher as another transaction that has an uncorrected budget error will not be posted in SFS until the budget errors are resolved.

Please keep in mind the cardholder/approver is responsible for ensuring that approved credit card transactions do not have budget errors by checking the transaction status after the SFS budget check has been performed (this occurs every two hours starting at 8:00 a.m. to 4:00 p.m.). Budget errors will prevent approved transactions from being transferred to a voucher. After SFS budget checks, the Budget Status should be updated from "Not Chk'd" to "Valid" and any transactions with an "Error" or "Not Valid" need to be revisited by the approver or cardholder.

Purchase Orders

Any purchase order with one or more lines charged to a lapsing appropriation will be canceled or closed by the SFS system. Please submit any purchase order change notices by Wednesday, **September 3, 2014**. For standalone purchase orders, change notice requests should be sent via e-mail to OGSPurchasingUnit@ogs.ny.gov. Change notice requests for agency specific contracts should be submitted using the [Contract Purchase Order Request Form](#) and sent via e-mail to Contractpos@ogs.ny.gov. When sending a request related to lapsing funds, please reference "Lapsing" and the Purchase Order number in the subject line of the e-mail.

Travel

Please submit expense reports against lapsing funds to the BSC and include "Lapsing" at the beginning of the "Description of Travel" field in the SFS expense report, no later than Wednesday, **September 3, 2014**.

Fringe Benefits and Indirect Cost Assessments

Coding and any supporting documentation for fringe benefits and indirect cost assessments against lapsing funds should be submitted as soon as possible, but no later than Wednesday, **September 3, 2014**.

If you have any questions regarding lapsing funds, please call the BSC at (518) 457-4272 and select Option 1 for Finance. We thank you for your continued cooperation.

Release Date: August 13, 2014

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

Email: bsc@ogs.ny.gov

Tel: (518) 457-4272

Website: bsc.ogs.ny.gov