



# INFORMATION ANNOUNCEMENT

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## Updates to Refunds of Appropriation and Utility Payment Processes

### Refunds of Appropriation – Clarification about transactions processed at BSC

As part of the Accounts Payable services provided to customer agencies, the BSC processes Refunds of Appropriation (ROAs) in the SFS Accounts Payable module. We are providing clarification, below, as to the two specific types of ROAs processed at the BSC to address questions from our customer agencies.

The BSC processes the following two types of ROAs:

1. ROAs applicable to vouchers processed by the BSC – These are ROAs resulting from the receipt of a check from the vendor, to be processed as a refund against an Accounts Payable voucher originally processed by the BSC.
2. ROAs applicable to a traveler owing money to the State

Agencies continue to process ROAs resulting from agency billings, personal services, and grants.

### Utility Payments and Template Vouchers

The BSC processes utility payments on behalf of customer agencies. Utilities are regularly recurring charges (monthly, quarterly, etc.) for services such as electricity, phone (landline, cellular, pager), internet, water, sewer, cable and natural gas. In an effort to streamline the payment process for these services, the BSC will pay all utilities via SFS template vouchers, beginning April 1, 2014.

Agencies that already have SFS template vouchers for payment of utilities will continue to use this process. Agencies that are currently using purchase orders to encumber funds for utility payments may continue to do so for the remainder of the 2013-14 fiscal year, however a template voucher will be created by the BSC for each utility account for the new fiscal year. These template vouchers will be viewable by agencies in the SFS Accounts Payable module in April 2014.

Beginning April 2014, upon receipt at the BSC, utility invoices will be scanned into FileNet, the electronic workflow system that will replace VisiFlow. Agencies will then have 5 business days to view invoices in FileNet and provide approval to pay, information about why an invoice should not be paid, or changes to be made to the payment voucher, including coding changes. If no action is taken within the 5 days, the BSC will automatically pay the current charges per the utility invoice. The BSC will notify the vendor if payment is being held for any reason.

If you have any questions on this announcement, please contact the BSC Accounts Payable Unit at (518) 457-4272 or [apinquiries@ogs.ny.gov](mailto:apinquiries@ogs.ny.gov).

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