



Information Announcement

Preparation for 2020-21 Fiscal Year End Processing

The following chart includes instructions to agencies for timely processing of 2020-21 FYE transactions:

| Service Line | Fiscal Year End Activities |
|----------------------------|---|
| Accounts Payable | <ul style="list-style-type: none">• Submit transactions by March 12, 2021.• Resolve budget errors, PSP errors, recycled vouchers and match exceptions by March 19, 2021.• 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.• Respond promptly to invoices in Agency Review. |
| Travel & Expense | <ul style="list-style-type: none">• Submit transactions to the BSC by March 12, 2021.• Process expense reports and travel authorizations before March 12, 2021.• 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 staff reconcile, and SFS approves, P-Card transactions for the March 6, 2021 billing period by March 12, 2021.• Review P-Card default coding report in early March, ensure coding is accurate, and return to the BSC by early April. |
| Purchasing | <ul style="list-style-type: none">• Submit transaction to the BSC by March 24, 2021.• 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. |

If you have any questions regarding this announcement, please call (518) 457-4272 or use [Contact the BSC](#) and email your inquiry.