Information Announcement

Preparation for 2021-22 Fiscal Year End Processing
January 27, 2022

The following chart includes instructions to agencies for timely processing of 2021-22 FYE transactions:

<table>
<thead>
<tr>
<th>Service Line</th>
<th>Fiscal Year End Activities</th>
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| Accounts Payable   | • Submit transactions by March 11, 2022.  
• Resolve budget errors, PSP errors, recycled vouchers, and match exceptions by March 18, 2022.  
• 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   | • Submit transactions to the BSC by March 11, 2022.  
• Process expense reports and travel authorizations before March 11, 2022.  
• 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 | • Ensure staff reconcile, and SFS approves, P-Card transactions for the March 6, 2022 billing period by March 11, 2022.  
• Review P-Card default coding report in early March, ensure coding is accurate, and return to the BSC by early April. |
| Purchasing         | • Submit transaction to the BSC by March 25, 2022.  
• 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 questions regarding this announcement, email us at BSCFinance@ogs.ny.gov. You can also call the BSC at (518) 457-4272.