Running SFS Reports to Aid in Reconciling Credit Card Charges

April 7, 2022

Notice: Effective May 1, 2022, the BSC will discontinue running Statewide Financial Services (SFS) queries to identify aged, unreconciled Procurement Card, NET Card and Travel Card charges and sending the results to agencies.

Background: Although not part of the Service Level Agreement between the BSC and the agencies, the BSC has run the queries and distributed the results because agencies could not run the queries. Today, the queries are public, and agencies can run them.

The SFS queries identify each credit card charge by employee, the number of days the charge has been unreconciled, where the charge is in the approval cycle, and other pertinent information. These reports facilitate agencies’ ability to hold employees accountable for reconciling charges.

Agencies may run queries on demand. Agencies may also schedule the queries ahead of time to run at recurring intervals and have SFS email the results to recipients of their choosing.

The Office of the State Comptroller, in the Guide to Financial Operations, generally requires agencies to reconcile Procurement Card, NET Card and Travel Card charges within 30 days of the payment of the credit card bill; and for employees to account for Travel Card charges within 30 days of the completion of a travel event. Additionally, the Division of the Budget, in the Bulletin H-0501 Coronavirus Disease 2019 Emergency Preparedness and Related Expenditures, requires agencies to reconcile COVID Procurement Card charges every Tuesday and for employees and non-employees to submit COVID travel expense reports weekly.

Support: Information about running the credit card queries is on page two of this communication.

Agencies experiencing difficulties running the queries should consult resources in SFS through SFS Coach or SFS Support; or contact the SFS Help Desk at helpdesk@sfs.ny.gov or (518) 457-7737 or (877) 737-4185 toll-free. Agencies may also contact the BSC for help by sending an email with “Credit Card” in the subject line to BSCfinance@ogs.ny.gov.