



Information Announcement

Preparation for 2023-24 Fiscal Year End Processing

February 22, 2024

The following chart includes instructions to agencies for timely processing of 2023-24 FYE transactions:

Service Line	Fiscal Year End Activities
Accounts Payable	<ul style="list-style-type: none">• Submit transactions by March 8, 2024.• Resolve budget errors, PSP errors, recycled vouchers, and match exceptions by March 15, 2024.• Enter receipts in SFS within one business day of receipt of goods or services on purchases that require receiving.• Respond promptly to invoices in Agency Review.
Travel & Expense	<ul style="list-style-type: none">• Submit transactions to the BSC by March 13, 2024.• Process expense reports and travel authorizations before March 13, 2024.• Remind Travelers to submit expense reports within 10 days of travel event.• Remind Supervisors to review and approve Expense Reports timely.• In April, resubmit any Expense Reports and Travel Authorizations that were denied by the year end process.
Credit Card Administration	<ul style="list-style-type: none">• Ensure staff reconcile, and SFS approves, P-Card transactions through the March 5, 2024, billing period by March 13, 2024.• 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 transactions to the BSC by March 22, 2024.• Submit transactions requiring OSC approval by March 15, 2024.• 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.