



Year-End Information and Agency Action Items for Accounts Payable

Accounts Payable – Year-end

- SFS will be down from 3:00 p.m. on March 27, 2015 – approximately April 16, 2015.
- Notify the Office of the State Comptroller (OSC) and the BSC Year-End Coordinator of any mandatory payments that will need to be paid between March 27, 2015 and April 17, 2015.
- Identify any critical payments that need to be paid between March 27, 2015 and April 17, 2015 and determine if they should be paid before SFS goes down. Keep in mind that April Lease payments will be processed for payment by the BSC before March 27, 2015.
- Ensure agency petty cash accounts are fully reimbursed.
- Ensure invoices charging funds that lapse on March 31, 2015 are clearly identified so the payment date is properly recorded as March 27, 2015 or earlier.
- Ensure invoices charging Federal funds are clearly identified so the payment date is set no later than March 26, 2015 to ensure Federal reimbursements are received.
- Utility bills will be paid from old year funds if any part of the service period falls before April 1.
- Fringe Benefit/Indirect Cost (FBIC) bills have been issued by the Office of the State Comptroller for the 3rd quarter. To ensure timely processing, please submit your agency's coding to the BSC by February 6, 2015
- Review all invoices in FileNet and provide approvals or other information needed to complete a voucher in SFS by March 13, 2015 for processing with a payment date before April 1, 2015.
- Invoices submitted to the BSC by Customer Agencies must be complete, accurate, legible, and include all the necessary information (including, but not limited to: Unit ID, Ok to Pay, coding, PO and or contract number and receipt number if required) to complete a voucher in SFS by March 13, 2015 for processing by April 1, 2015
- Invoices submitted to the BSC by vendors directly must be complete, accurate, and legible. Once the invoice is available in the FileNet Agency Review queue, the agency must submit all necessary information (including, but not limited to unit ID, PO/contract number, receipt number, etc.) to complete a voucher in SFS, as a response in FileNet. This response must be submitted by March 13, 2015 for processing by April 1, 2015.

- If your agency would like the invoice paid after April 1, please note “Do not pay until after April 1” in the comments box in FileNet and send the transaction back to the BSC. The BSC will enter the transaction in SFS with a payment date after April 1 so it will not impact the agency’s current year cash.
- Request invoices from vendors for goods and services received before March 31 that the agency would like to expend before April 1.
- Identify any transactions that need coding corrections processed via an Accounts Payable Journal Voucher and submit the JV request to the BSC no later than February 28, 2015. Send your request to APIInquiries@ogs.ny.gov and provide the original voucher number and the new coding information. Please keep in mind that an accounts payable JV can only be processed for a change to a chartfield other than fund. If a change to a fund is required, the agency will need to complete a general ledger journal entry.
- If an agency has reached their cash spending goals and would like the BSC to stop processing transactions with a paid date earlier than April 1, they should send an e-mail to BSCYearend@ogs.ny.gov with a copy to APIInquiries@ogs.ny.gov. Include “STOP processing for Year-End” in the subject line.
- If an agency has high-priority or high-dollar transactions that have not yet been submitted to the BSC and must be processed before April 1, all applicable payment documentation should be sent as soon as possible to accountspayable@ogs.ny.gov with “High Priority FYE” marked on each invoices and included in the subject line of the e-mail. Every effort possible will be made to process transactions received after March 13, 2015 up to the OSC cutoff date of March 26, 2015.
- Dunning letters were recently sent to all agencies for past due interagency bills. For current information, agencies should run OBIEE report NYAP3240 Outstanding Interagency Vouchers to view a list of all interagency bills, including fringe benefits that remain unpaid. If there are outstanding OGS billings for which your agency has no hard copy invoice, an e-mail can be sent to accountsreceivable@ogs.ny.gov to request a duplicate invoice.
- If an agency is planning to pay 4th quarter Fringe Benefits/Indirect Cost charges prior to April 1, they must contact the OSC Bureau of State Accounting Operations by sending an e-mail to revenueaccounting@osc.state.ny.us.
- A manual invoice, only for payroll that has been posted, will be created in SFS for the agency to pay. The invoice that is created after the quarter end will then be credited by the amount that was paid prior to the quarterly billing.

Accounts Payable – New Year

- A spreadsheet detailing template vouchers will be sent by the BSC to each agency to confirm the coding to be used for fiscal year 2015-16 for each account. Any coding changes needed should be made per the instructions included in the related communication and returned to the BSC no later than April 3, 2015.
- During the blackout period of March 27, 2015 – approximately April 16, 2015, the BSC will continue to receive vendor invoices, record them in FileNet, and

research their status in the year-end copy of the SFS system. Agencies should continue to check FileNet and provide approvals to pay or other supporting information so the BSC can resume entry of invoices in SFS as soon as the system becomes available.