



Information Announcement

Lapsing Funds Process September 2015

August 24, 2015

A number of local assistance, community projects, capital projects, legislature and judiciary and debt service appropriations will lapse pursuant to the State Finance Law after close of business on **September 15, 2015**. Transactions coded to funds that will lapse on this date must be submitted to the Business Service Center (BSC) in accordance with the timelines detailed below to ensure lapsing transactions are processed timely. The BSC is committed to meeting these lapsing deadlines to support our customer agencies. For additional information, agencies are encouraged to visit OSC's website *Lapsing Information for state agencies* page at:

<http://www.osc.state.ny.us/agencies/lapsing/index.htm>.

There will be an SFS blackout period during lapsing. **SFS access will be closed for agencies beginning at 3:00 pm September 15, 2015 through September 17, 2015.**

Vendor Invoices

As agencies process transactions in their FileNet "agency review" queue, they should be identifying those invoices to be paid from lapsing funds by including the word "**Lapsing**" in the comments field and moving the approved invoices to the "disposition" queue as soon as possible.

Each week, the BSC is providing agencies with an Excel spreadsheet of invoices in process at the BSC in FileNet. This list includes all invoices whether they are in the agency review queue or the BSC work queues. To ensure all lapsing transactions are appropriately accounted for, please indicate those to be paid from lapsing funds on the spreadsheet and return to the apinquiries@ogs.ny.gov mailbox with "Lapsing AP Invoices" in the subject line. All lapsing invoices approved for payment by **September 4, 2015** will be processed with a cash disbursement date prior to September 15, 2015. Any invoices or receiving held by an agency and not yet submitted to the BSC for lapsing funded transactions should be sent immediately to accountspayable@ogs.ny.gov with "Lapsing" marked on each invoice. Please reference "Lapsing AP Invoices" in the subject line of the e-mail. Every effort will be made to process transactions received after **September 4, 2015** up to the OSC cutoff date. These may also be sent via interagency mail, in which case we ask that "Lapsing" is clearly written on the top of the invoices.

Refunds of Appropriation

To ensure processing by the OSC deadline, we are requesting that agencies submit Refunds of Appropriation against lapsing funds to the BSC Accounts Payable Unit no later than **September 4, 2015**. Refund checks and any supporting documentation, including original voucher number, if known, should be sent via interagency mail with “Lapsing” clearly written on the top of the documents. If agencies are requesting refunds from vendors, vendors should be instructed to send refund checks directly to the BSC at PO Box 2117, Empire Plaza Station, Albany, NY 12220-0117. Please forward the vendor notice to the BSC at apinquiries@ogs.ny.gov with the word “Lapsing” in the email subject line so we can ensure the refund is processed before funds lapse.

Fringe Benefits and Indirect Cost Assessments

SFS transaction coding and any supporting documentation for fringe benefits and indirect cost assessments should be submitted as soon as possible, but no later than **September 4, 2015**, to accountspayable@ogs.ny.gov with “Lapsing” marked on the top of the document and in the subject line of the email.

Travel

Please submit expense reports in SFS to the BSC no later than **September 4, 2015** and include “Lapsing” at the beginning of the “Description” field under General Information in the SFS expense report. Expense reports not fully processed by OSC prior to funds lapsing will be deleted off the system and travel card charges will return back into the traveler’s wallet. Travelers will need to re-create the expense report including attaching required receipts and allocating travel cards charges.

Procurement Card Reconciliations

All procurement card transactions against lapsing funds must be verified and approved in SFS no later than **September 4, 2015**.

Purchasing

Agencies should notify the BSC by **September 4, 2015** of any contract purchase orders that need to be liquidated before funds lapse by completing a Contract Purchase Order Change Request form and submitting to contractpos@ogs.ny.gov with the word “Lapsing” in the email subject line.

If you have any questions regarding lapsing funds, please call the BSC at (518) 457-4272. We also encourage you to visit the BSC’s website at <http://bsc.ogs.ny.gov> for important information and updates.