

# Voucher, Vendor and Payment Processing – State Expenditures

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NYS COMPTROLLER

**THOMAS P. DiNAPOLI**

# Harvesting Knowledge

2018 Fall Conference | October 23 - 24

## Office of Operations

John Traylor, Executive Deputy Comptroller

## Division of Contracts & Expenditures

Margaret N. Becker, Deputy Comptroller  
Bernie McHugh, Director, Bureau of State Expenditures



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# Vendor Management - Daily Team

- Maintain the vendor file of over 278,000 records.
- Update Vendor records – name changes, primary contacts, default address.
- Add foreign, single pay, and special use vendor.
- Work with vendors and agencies to get information they need.

[GFO X.1 - Overview](#)



# Components of the Vendor File

Supplier Number

- Who

Location

- How

Address

- Where

Contact

- Authority to Make Changes



# Vendor Add/Registration Process

## Vendor Information

\*Vendor Name1:

Vendor Name should denote 'Vendor Legal Name' as shown on W-9.

Vendor Name2:

Name fields are max 40 characters in length.

\*Contact Name:

Name2 field should be used only when Name1 exceeds 40 characters in length.

- Legal Business Name ONLY.
- Do not enter a Doing Business As (DBA) name.
- Do not use any punctuation except “&” and hyphens (-).
- Please be careful not to include extra spaces.
- Never use prefix titles such as Dr., Mr., Ms. etc.
- Legal Business name exceeds 40 characters use Name 2.
- Refer to the Agency Vendor Manual for acceptable word abbreviations.



# Vendor Add/Registration - Address

\*Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

\*City:  County  \*Postal Code:

\*State:  

- Be careful not to include extra spaces.
- Add DBA to Address Line 1 (if applicable).
- 55 Characters limit for each line.
- Second address should contain street direction and include Apt or Suite.
- Do NOT use lines 3 and 4 – they don't show up on the envelope.

# What is a Primary Contact?

- A representative who makes legal and financial decisions on behalf of the vendor.
- There can only be ONE Primary Contact on the vendor's record.
- The Primary Contact is the person who can establish access to the Vendor Self-Service Portal.
- The Primary Contact has the authority to update the vendors banking and address information.
- Contact vendor if information is not on the form.

[GFO X.4.C - Contacts](#)





# Vendor Add/Registration - Classification

- Defines the State's business relationship with the vendor.
- Vendors can have only ONE classification.
- Classification affects the agencies ability to generate a purchase order in SFS – 'open for ordering.'
- Always pick the broadest classification applicable for a vendor.
- What happens if you pick the wrong one?
  - Contact SFS to open a ticket 877-737-4185/helpdesk@sfs.ny.gov
- The vendor's Primary Contact must have an email address on the record in order for VMU to update the vendor's classification.





# Vendor Classifications

Classification	Description of Classification	Open for Ordering?
Procurement Supplier	Entity/individual that provides goods and/or services which were procured by the State. (e.g., Suppliers that receive purchase orders, suppliers that have contracts, utility suppliers).	Yes
Non-Procurement Srvc Provider	Non-commercial, non-governmental entity/individual which provides services where purchase orders and contracts are not required. (e.g., Client workers, respite providers).	Yes
Recipient	Individual receiving money from the State through either an entitlement/benefit program or a settlement/award. (e.g., Blind Annuity Veterans, Gold Star Parent, Master Teacher, receivers of loan forgiveness monies, receivers of settlements or awards).	No

# Vendor Classifications (cont.)

Classification	Description of Classification	Open for Ordering?
Non-NYS Govt Entity	Governmental Entity not located in New York State. (e.g., Federal Agency, non-NYS municipality)	Yes
NYS Muni-School Dist or BOCES	Government run school districts and BOCES located in New York State. (e.g., Public school districts, BOCES regions)	Yes
NYS Muni-Non Sch Dist or BOCES	New York State municipality entities, excluding school districts and BOCES. (e.g., New York towns, counties, cities, fire districts, water districts)	Yes
NYS Agency or Authority	New York State agencies and authorities	Yes
Single Pay or Special Use	Specially assigned vendor IDs created by OSC for a specific purpose. (e.g., Refund, Debt Service, Cash Advance, Payroll, Land Claims)	Yes

# Vendor Add/Registration – TIN Match

- IRS Validation of Vendors and the Staging Table procedures ([GFO X.3.A.3.d](#)).
- Common TIN Name Failures.
- TIN Mismatch Report.
- Email sent to agency contacts containing Staging Table ID ([GFO X3.A.3.a](#)).



# Vendor Add/Registration – OSC Adds

- Foreign Vendor ([GFO X.3.B.1](#)):
  - Any vendor with address outside U.S.
- Special Use Vendor IDs:
  - Single Payment Vendors ([GFO X.3.B.2](#)).
  - Special Use Vendors - Land Claim and Advance Accounts ([GFO X.3.B.3](#)).



# Vendor Portal

- Link to the Vendor Portal is available on the SFS homepage and OSC vendor webpage.

http://www.sfs.ny.gov/

The screenshot shows the SFS Statewide Financial System homepage. The navigation bar includes 'Home', 'SFS', 'Vendors', and 'Agencies'. A search bar is located on the right. The main content area is divided into three columns: 'Customers', 'Vendors', and 'Agencies'. The 'Vendors' column features a 'Vendor Portal' link, which is circled in red. Below the 'Vendor Portal' link, there is a 'Vendor System Status' section showing 'Normal operation'. The 'Customers' column features a 'Customer Portal' link and a 'Customer System Status' section showing 'Normal operation'. The 'Agencies' column features a 'SFSSecure' link, an 'Agency Financials Portal' link, an 'ABP Testing Portal' link, and an 'AnalyzeNY' link. A system status message at the bottom of the 'Agencies' column indicates that the SFS Agency Financials Portal and Bulkload processing will close at 5:00 p.m. on Friday, September 28 for scheduled maintenance. All environments are targeted to reopen to agencies Monday, October 1.

For additional information or system support, contact the SFS Help Desk.



# Vendor Locations

- The location defines the vendor's business rules – how the vendor wants to do business with New York State.
  - The email address to receive purchase orders.
  - The bank account to receive payments.
- Vendors can have more than one location.
- New locations are named sequentially (i.e., LOC01, LOC02, etc.).
- Vendors must designate one location as their default ([GFO X.4.D](#)).
- Agencies need to work with the vendor to select the correct location on the contract, PO or voucher ([GFO XII.5.D](#)).
  - Agencies should not rely on the default location.



# Electronic Banking

- Vendors add/update own banking.
- If you have banking forms, dispose of them.





# Disregarded Entities

- An entity which is treated as separate from its owner for employment and excise tax purposes, but not for income tax purposes.
  - Has its own employee identification number (EIN).
  - All tax reporting is made under the “Parents” EIN.
- Only OSC can add disregarded entities to the vendor file.
  - Agency should send both the Parent and Child’s W-9, along with the Vendor Registration Form.



# 1099 Reporting

- IRS Regulations require the State to file informational 1099 Forms to vendors and IRS if we pay a vendor over \$600 during the calendar year.
  - 1099-MISC.
  - 1099-INT (Interest payments).
  - 1099-S (Land purchases).
  - 1099-R (Pension, retirement or annuity plans).
- If New York State does not comply with the IRS regulations, the IRS will assess substantial penalties against the State. The Office of the State Comptroller will transfer these penalties to the Business Unit that did not comply with the regulation.



# 1099 Reporting (Cont.)

- Business Units are responsible for ensuring vouchers accurately identify whether the amount is subject to 1099 reporting by classifying the reportable amount with the appropriate withholding class.



# Voucher – Invoice Tab

Favorites ▾ Main Menu ▾ > Audit Filters ▾ > Audit Documentation > Regular Entry

Home | Worklist | Add to Favorites | Sign out

ORACLE

New Window | Help | Personalize Page

Summary | Related Documents | **Invoice Information** | Payments | Voucher Attributes | Error Summary

Business Unit DOT01 Invoice No [REDACTED]  
Voucher ID [REDACTED] Accounting Date 10/26/2015  
Voucher Style Regular Voucher Pay Terms 30 Net 30  
Invoice Date 10/19/2015 Basis Date Type Inv Date  
Invoice Received 10/19/2015 Obligation Date 09/15/2015  Tax Exempt

Supplier ID [REDACTED]  
ShortName [REDACTED]  
Location [REDACTED]  
Address 1

DOB Approval Code Spending Indicator

Save Calculate Print

► Copy From Source Document

Line Total	500.00
Currency	USD
Miscellaneous	
Freight	
Sales Tax	
Use Tax	0.00
<hr/>	
Total	500.00
Difference	0.00

- Sales/Use Tax Summary
- Non Merchandise Summary
- Session Defaults
- Comments(1)
- Attachments (0)
- Withholding**
- Template List
- Advanced Supplier Search
- Approval History
- Supplier Hierarchy

# Voucher - Invoice Tab – Withholding Link

## Withholding Information

[Back to Invoice](#)

Unit: Invoice: Vendor:  
VAT Entity: Voucher: Date: 07/18/2012

### Withholding Option

Postpone Withholding

### Invoice Line Withhold Information

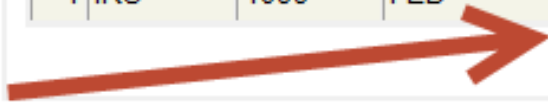
[Find](#) | [View All](#) First 1 of 5 Last

Line	Description	Withholding Code	Withholding Applicable
1	SV12DM6-Data911 Mobile Data Sy		<input checked="" type="checkbox"/>

### Withholding Details

[Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

	<u>Entity</u>	<u>Type</u>	<u>Jurisdiction</u>	<u>Class</u>	<u>Withholding Basis Amt Override</u>	<u>Contract Reference</u>	<u>Rule Override</u>	<u>Apply Withholding</u>	<u>Applicable</u>		
1	IRS	1099	FED	07				Payment	<input checked="" type="checkbox"/>	+	-



# What Is Reportable

Withholding Class	Definition	Business Use
01	RENTAL PAYMENTS	Payments for rental space and equipment to all entities except corporations.
03	INTEREST-LATE PAYMENT	Payments for interest to all entities except corporations.
03	OTHER INCOME	<ul style="list-style-type: none"><li>• Payments to individuals in shelter workshops.</li><li>• Payments of punitive damages or other damages for nonphysical injuries/sickness, compensatory damages for nonphysical damages such as employment discrimination/defamation.</li><li>• Payments for loan forgiveness.</li><li>• Payments for awards or prizes (not related to scholarship or fellowship) where the payee was selected without personal action, did not render services, and did not transfer money to government or tax-exempt organization.</li></ul>



# What Is Reportable

06	HOSPITAL/MEDICAL PAYMENTS	Payments to any entity for medical or healthcare service, except payments to a tax-exempt hospital or extended care facility or to a hospital or extended care facility owned and operated by the United States (or its possessions), a state, the District of Columbia or any of their political subdivisions, agencies, or instrumentalities.
07	NON-EMPLOYEE COMPENSATION	Payments for personal services rendered by someone, other than a corporation (except for attorneys), who is not an employee. Non-employee compensation includes fees for services, prizes and awards for services rendered.
14	PAYMENTS TO ATTORNEYS	Gross proceeds paid to an attorney in connection with legal services (for example, as in a settlement agreement) and are not reportable as non-employee compensation.





# Forms Processing

- Forms received – Default Address Update; Primary Contact; Customer Request; Single Pay and Special Payment Request (OSC Website: [Update Vendor Information and Access](#)).
- First in, first out – forms worked on in order received.
- Allow 7 days for processing.
- Check SFS for updates.



# References

- GFO:
  - [Chapter X](#) (Guide to Vendor/Customer Management).
  - [XII.5.D](#) (Selecting the Appropriate Location).
- OSC Website:
  - [Update Vendor Information and Access](#)



# Who to Contact

## SFS Helpdesk:

- 877-737-4185
- [HelpDesk@sfs.ny.gov](mailto:HelpDesk@sfs.ny.gov)

## Vendor Management:

- [vmu@osc.ny.gov](mailto:vmu@osc.ny.gov)
- [vendupdate@osc.ny.gov](mailto:vendupdate@osc.ny.gov) (for vendor submitted forms e.g., primary contact change.)

## 1099 Reporting:

- [fedrep@osc.ny.gov](mailto:fedrep@osc.ny.gov)



# Voucher Audit Team

Who are we?

What do we do?

[voucherauditmailbox@osc.ny.gov](mailto:voucherauditmailbox@osc.ny.gov)



# Voucher and Expense Report Processing

## Vouchers:

- Flow of vouchers:
  - BU/BSC → Budget Check → OSC →  
Filters → Audit → Approval/Denial
- Status of Pending OSC or Under OSC.
- Vouchers submitted to OSC .
  - Before 6pm will be audited the next day.
  - After 6pm will be audited in two days.



# Voucher and Expense Report Processing

<b>Summary</b>	<a href="#">Related Documents</a>	<a href="#">Invoice Information</a>	<a href="#">Payments</a>	<a href="#">Voucher Attributes</a>	<a href="#">Error Summary</a>
<b>Business Unit</b>	<b>Voucher ID</b> 00224204	<b>Voucher Style</b> Regular	<b>Supplier Name</b> PO BOX 80 WARNERS, NY 13164	<b>Invoice Date</b> 08/02/2018	<b>Invoice No</b>
<b>Entry Status</b> Postable	<b>Match Status</b> No Match	<b>Approval Status</b> Pending OSC	<b>Post Status</b> Unposted	<b>Invoice Total</b> 3,250.99	USD
<b>Budget Status</b> Valid	<b>Budget Misc Status</b> Valid	<a href="#">Approval History</a>	<b>Pay Terms</b> Net 30	<b>Voucher Source</b> Online	<b>Origin</b> BSC
<b>*View Related</b> <input type="text" value="Payment Inquiry"/>	<input type="button" value="Go"/>		<b>Created On</b> 08/10/2018 1:54PM	<b>Created By</b> fmb04	<b>Last Update</b> 08/13/2018 11:07AM
<input type="button" value="Return to Search"/>	<input type="button" value="Notify"/>	<input type="button" value="Refresh"/>	<b>Modified By</b> BATCHADM	<b>ERS Type</b> Not Applicable	<b>Close Status</b> Open

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)



# Voucher and Expense Report Processing

<a href="#">Summary</a>	<a href="#">Related Documents</a>	<a href="#">Invoice Information</a>	<a href="#">Payments</a>	<a href="#">Voucher Attributes</a>	<a href="#">Error Summary</a>
<b>Business Unit</b>	<b>Invoice Date</b> 08/24/2018				
<b>Voucher ID</b> 00433559	<b>Invoice No</b>				
<b>Voucher Style</b> Regular	<b>Invoice Total</b> 9,810,311.49 USD				
<b>Supplier Name</b>					
PO BOX 8000 DEPT 822					
BUFFALO, NY 14267					
<b>Entry Status</b> Postable	<b>Pay Terms</b> Due Now				
<b>Match Status</b> No Match	<b>Voucher Source</b> Online				
<b>Approval Status</b> Pending OSC	<b>Origin</b> BSC				
<b>Post Status</b> Unposted	<b>Created On</b> 08/24/2018 9:46AM				
	<b>Created By</b> amerritt2				
	<b>Last Update</b> 08/24/2018 11:22AM				
	<b>Modified By</b> AUDITED				
	<b>ERS Type</b> Not Applicable				
	<b>Close Status</b> Open				
<b>Budget Status</b> Valid					
<b>Budget Misc Status</b> Valid					
<b>*View Related</b> <input type="text" value="Payment Inquiry"/> <input type="button" value="Go"/>					
<input type="button" value="Return to Search"/>	<input type="button" value="Notify"/>	<input type="button" value="Refresh"/>			

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)





# Voucher and Expense Report Processing

<b>Summary</b>	<a href="#">Related Documents</a>	<a href="#">Invoice Information</a>	<a href="#">Payments</a>	<a href="#">Voucher Attributes</a>	<a href="#">Error Summary</a>
<b>Business Unit</b> : ---	<b>Invoice Date</b> 05/30/2018				
<b>Voucher ID</b> 00087882	<b>Invoice No</b> ---				
<b>Voucher Style</b> Regular	<b>Invoice Total</b> 6,190.80	<b>USD</b>			
<b>Supplier Name</b> : ---					
PO BOX 643600 PITTSBURGH, PA 15264-3600					
<b>Entry Status</b> Postable	<b>Pay Terms</b> Net 30				
<b>Match Status</b> Matched	<b>Voucher Source</b> Online				
<b>Approval Status</b> Under OSC	<b>Origin</b> BSC				
<b>Post Status</b> Unposted	<b>Created On</b> 08/10/2018 9:07AM				
	<b>Created By</b> jwilkinson2				
	<b>Last Update</b> 08/10/2018 6:14PM				
	<b>Modified By</b> BATCHADM				
	<b>ERS Type</b> Not Applicable				
<b>Budget Status</b> Valid	<b>Close Status</b> Open				
<b>Budget Misc Status</b> Valid					
<b>*View Related</b> <input type="text" value="Payment Inquiry"/>	<input type="button" value="Go"/>				
<input type="button" value="Return to Search"/>	<input type="button" value="Notify"/>	<input type="button" value="Refresh"/>			

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)



# Voucher and Expense Report Processing

## Expense Reports:

- Flow of expense reports:
  - BU/BSC → Budget Check → OSC → Filters → Audit → Approval/Denial
- Status of Pending OSC Audit or Under OSC Audit.
- Expense reports submitted to OSC will be approved two business days from the day submitted.



# Our Work

## Audit Filters:

- Approximately 250 filters.
- Constantly changing.
- Judgmental selections.
- 2 days.



# Our Work

- Contacts – Information requests and rejection notices.
  - Online – Voucher Authorizer.
  - Bulkload – previously designated by business unit.
- What we are looking for:
  - Pricing criteria.
  - Proof of delivery.
  - Invoice.
- Follow ups and Site Visits.



# Our Work

- Special Audit Processes:
  - Citibank ([GFO XII.6.Q.1-3](#)) – Invoice Number Field (account number), separate payments.
  - Interest ([GFO XII.5.F.3](#)) – Interest greater than \$500, non-interest eligible vendors, MIR dates older than one year.
  - Pitney Bowes ([GFO XII.6.Z.2](#)) – Vendor ID and Account Code, Invoice Number Field for adding funds to a meter.
  - National Grid ([GFO XII.6.Z.5](#)) – Vendor ID for utility vs. non-utility payments.
- Releases (3pm):
  - Vouchers.
  - Expense Reports.

*guide to*  
FINANCIAL OPERATIONS



# Special Circumstances

## Agency Requests:

- Expedites – Emergency situations only.
- Rejections.

[voucherauditmailbox@osc.ny.gov](mailto:voucherauditmailbox@osc.ny.gov)



# Special Circumstances

- Summary
- Related Documents
- Invoice Information
- Payments
- Voucher Attributes
- Error Summary

**Business Unit** :  
**Voucher ID** 00431115  
**Voucher Style** Regular  
**Supplier Name**  
500 AVERY LN STE A GRIFFISS INDUSTRIAL PARK  
ROME, NY 13441-4232

**Entry Status** Postable  
**Match Status** Matched  
**Approval Status** Pending Batch Processing  
**Post Status** Unposted

**Budget Status** Not Chk'd

**Budget Misc Status** Valid  
**\*View Related**

**Invoice Date** 07/09/2018  
**Invoice No**  
**Invoice Total** 278,547.28 USD

**Pay Terms** Net 30  
**Voucher Source** Online  
**Origin** BSC  
**Created On** 08/14/2018 3:41PM  
**Created By** roconnor3  
**Last Update** 08/15/2018 7:39AM  
**Modified By** mmoran7  
**ERS Type** Not Applicable  
**Close Status** Open

[Approval History](#)

- 
- 
- 

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary





# Voucher Audit Comments

Approval History Help

Business Unit Total 75.01

Voucher ID Get Email Addresses

Approval Status Approved

### Agency Online Approvals

▼ BUSINESS\_UNIT=..., VOUCHER\_ID=00880638:Approved View/Hide Comments

Agency Online Approvals

**Approved**

✓ [WF] AP Agency Approver 1  
08/08/18 - 1:25 PM

→

**Auto Approved**

✓ [WF] AP Agency Approver 2  
08/08/18 - 1:25 PM

→

**Auto Approved**

✓ [WF] AP Agency Approver 3  
08/08/18 - 1:25 PM

▶ Comment History

### OSC Approvals

	Created DateTime	Approved DateTime	Approval Action	OSC Group	Approver	Approver Name	Approver Comments
1	8/8/2018 12:10:21 PM	8/8/2018 01:02:31 PM	Denied	OSC Audit Filter Group	rzendran	ZENDRAN,RACHEL	12:08pm - Received a rejection request from [redacted], Voucher rejected.
2	8/8/2018 02:10:35 PM	8/9/2018 03:06:11 PM	Approved	OSC Audit Filter Group	rzendran	ZENDRAN,RACHEL	

Return



# Data Analytics

- Obligation date ([GFO XII.5.G](#)) – date the liability is incurred.
- Voucher lines not referencing a contract.
- Vouchers referencing expired contracts.
- Missing city, state, and zip code.
- Missing MIR date.



# Special Circumstances

- Lapsing ([GFO XVII.3](#)):
  - June 30<sup>th</sup>, September 15<sup>th</sup> September 30<sup>th</sup>.
  - Agencies typically locked out at 5pm.
- Fiscal Year End ([GFO XV](#)):
  - Blackout period for SFS to lapse all funds related to the previous fiscal years.
- Accounting Period:
  - At the end of each month, OSC closes the prior month's accounting period.
  - AP Advisory 13.



# Resources

- GFO:
  - [XII.6.Z.2](#) (Pitney Bowes).
  - [XII.6.Q.1-3](#) (Citibank).
  - [XVII.3](#) (Lapsing).
  - [XV](#) (Fiscal Year End).
  - [XII.5.G](#) (Obligation and Accounting Dates).
- OSC's Operational Calendar.
- Operational Advisories.
- SFS Secure – Operations Data.



# Audit Services

Who are we and what do we do?

## Audit Services

Help  
Desk

Payment  
Processing

Liens &  
Offsets



# Help Desk

[stexpend@osc.ny.gov](mailto:stexpend@osc.ny.gov)

- Changes to vouchers –payment tab, payment dates, location, handling code.
- Deletes / close voucher.
- GFO / advisory guidance.
- Coding fixes.
- Voucher inquiry.
- Run queries.



# Fields We Can Adjust on Vouchers Prior to Being Approved

Summary | Related Documents | Invoice Information | **Payments** | Voucher Attributes | Error Summary

Business Unit OSC01 Invoice No 70851834  
Voucher ID MHS2224 Invoice Date 07/10/2018  
Voucher Style Regular Voucher Invoice Received Date 07/17/2018 **Obligation Date 07/10/2018** [3]  
Total Amount 2,724.69 \*Pay Terms 00 Due Now  
Supplier Name VERIZON BUSINESS NETWORK SERVICES INC MIR Adjustment Date 07/17/2018

Schedule Payments

Payment Information Find | View All First 1 of 1 Last

Payment 1  
\*Remit to 1000012731  
Location LOC02  
\*Address 27  
VERIZON BUSINESS NETWORK SERVICES INC  
PO BOX 15043  
ALBANY, NY 12212-5043

Gross Amount 2724.69 USD  
Discount 0.00 USD  
Scheduled Due 07/18/2018  
Net Due 08/16/2018  
Discount Due  
Accounting Date 07/20/2018  
MIR Date 07/17/2018

Payment Inquiry  
Late Charge  
Express Payment  
Payment Comments(0)  
Holiday/Currency

Payment Options  
\*Bank 10001 Pay Group  
\*Account 1001 \*Handling Send to Payee  
\*Method ACH ACH Hold Reason  
Message Lien ID  
\*Netting Not Applicable  
L/C ID  
Supplier Bank Messages Layout  
Hold Payment  
Separate Payment

Message will appear on remittance advice.

Schedule Payment  
\*Action Schedule Payment  
Pay  
Payment Date 07/24/2018  
Reference 4512575

Save

Return to Search | Notify | Refresh

Add | Update/Display

# Things to Look For - Not What it Seems

## LOCATION FIELD

Summary | Related Documents | Invoice Information | **Payments** | Voucher Attributes | Error Summary

Business Unit SED01 Invoice No Apr18-2100737-FLU  
Voucher ID 072143N Invoice Date 05/08/2018  
Voucher Style Regular Voucher Invoice Received Date 05/08/2018 Obligation Date 04/30/2018   
Total Amount 26,776.00 \*Pay Terms 30 Net 30   
Supplier Name CONEY ISLAND PREPARATORY PUBLIC CHARTER MIR Adjustment Date 05/08/2018

**Payment Information** Find | View All First 1 of 2 Last

**Payment 1**

\*Remit to 1000005057   
**Location** MAINEPAY   
\*Address 1

Gross Amount 26776.00 USD Scheduled Due 05/09/2018  
Discount 0.00 USD Net Due 06/08/2018  
Discount Due  
Accounting Date 05/10/2018  
MIR Date 05/08/2018

CONEY ISLAND PREPARATORY PUBLIC CHARTER  
2315 SURF AVE 2ND FL  
BROOKLYN, NY 11224-2112

Payment Inquiry  
Late Charge  
Express Payment  
Payment Comments(0)  
Holiday/Currency

**Payment Options**

\*Bank 10001 Pay Group  
\*Account 1002 \*Handling Send to Payee  
\*Method CHK Check Hold Reason  
Message Lien ID

\*Netting Not Applicable  
L/C ID  
Actions

Supplier Bank Messages  
 Hold Payment  
 Separate Payment

Message will appear on remittance advice.

**Schedule Payment**

\*Action Cancelled  
Pay  
Payment Date 05/10/2018  
Reference 06340087





# Work With Vendor For Correct Location.

Payment 2

\*Remit to 1000005057  
Location MAINEPAY  
\*Address 1

CONEY ISLAND PREPARAT  
2315 SURF AVE 2ND FL  
BROOKLYN, NY 11224-2112

Supplier Location	Description
LOC02	Initial Setup
MAINCHECK	MAINCHECK
MAINEPAY	MAINEPAY

Scheduled Due 05/09/2018  
Net Due 06/08/2018  
Discount Due  
Accounting Date  
MIR Date 05/08/2018

Payment Inquiry  
Late Charge  
Express Payment  
Payment Comments(0)  
Holiday/Currency

Payment Options

\*Bank 10001  
\*Account 1002  
\*Method CHK Check  
Message

Pay Group  
\*Handling Send to Payee  
Hold Reason ACH Reissue as ACH

\*Netting Not Applicable  
L/C ID  
Actions

Supplier Bank Messages  
 Hold Payment  
 Separate Payment

Lien ID

Message will appear on remittance advice.

Schedule Payment

\*Action Schedule Payment  
Pay  
Payment Date  
Reference

Save

Return to Search Notify Refresh Add Update/Display

# Agency Needs to Communicate With Vendor

## Might Have Multiple Banking Locations.

Payment 2 + -

*Remit to 1000005057 <input type="text"/>	Gross Amount 26776.00 USD	Scheduled Due 05/09/2018 <input type="text"/>	Payment Inquiry
Location LOC02 <input type="text"/>	Discount 0.00 USD	Net Due 06/08/2018 <input type="text"/>	Late Charge
*Address <input type="text"/>		Discount Due <input type="text"/>	Express Payment
		Accounting Date <input type="text"/>	Payment Comments(0)
		MIR Date 05/08/2018	Holiday/Currency

CONEY ISLAND PREPARATORY PUBLIC CHARTER  
2315 SURF AVE 2ND FL  
BROOKLYN, NY 11224-2112

---

**Payment Options**

*Bank 10001 <input type="text"/>	Pay Group <input type="text"/>	*Netting Not Applicable <input type="text"/>	Supplier Bank
*Account 1001 <input type="text"/>	*Handling Send to Payee <input type="text"/>	L/C ID <input type="text"/>	Messages
*Method ACH <input type="text"/>	Hold Reason <input type="text"/>	▼ Actions	Layout
Message <input type="text"/>	Lien ID <input type="text"/>		<input type="checkbox"/> Hold Payment

Message will appear on remittance advice.

---

**Schedule Payment**

*Action Schedule Payment <input type="text"/>	Payment Date <input type="text"/>
Pay <input type="text"/>	Reference <input type="text"/>

Save

[Return to Search](#) [Notify](#) [Refresh](#)

[Add](#) [Update/Display](#)

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)



# Example of vendor with multiple locations

**ORACLE**

Summary | Related Documents | Invoice Information | **Payments** | Voucher Attributes | Error Summary

Business Unit WCB01 Invoice No J\_NCA-13336  
 Voucher ID 00728836 Invoice Date 09/25/2018  
 Voucher Style Regular Voucher Invoice Received Date 09/25/2018  
 Total Amount 400.00 Pay Terms 00 Due Now  
 Supplier Name NCACOMP INC MIR Adjustment Date 09/25/2018

**Payment Information**

Payment 1

\*Remit to 1000015887  
 Location LOC02  
 \*Address 1

Gross Amount  
 Discount

NCACOMP INC  
 14 LAFAYETTE SQ STE 700  
 BUFFALO, NY 14203

**Payment Options**

\*Bank 10002 Pay Group  
 \*Account 1101 \*Handling Send to Payee  
 \*Method ACH ACH Hold Reason  
 Message NCA'S Claim # 50506241 Lien ID

Message will appear on remittance advice.

**Schedule Payment**

\*Action Schedule Payment Payment Date  
 Pay Reference

Save

**Look Up Location**

SetID SHARE  
 Remit Supplier 1000015887  
 Supplier Location begins with

Look Up Clear Cancel Basic Lookup

**Search Results**

View 100 First 1-33 of 33 Last

Supplier Location	Description
LOC02	SFCC - 25a Claims
LOC03	ESTRA Trust - Claims
LOC04	NY Motor Truck Trust - Claims
LOC05	Rest Inn Trust - Claims
LOC06	Empire State Transport - Claim
LOC07	Carthage Specialty Paperbox
LOC08	NCAComp - Main Check (admin)
LOC09	NCAComp Check (Operating)
LOC10	ESTRA Trust - Expense
LOC11	NY Motor Trust - Expense
LOC12	Rest Inn Trust - Expense
LOC13	Empire State Transport - Expen
LOC14	Auto Service Trust Expense
LOC15	Builders Trust Expense
LOC16	NY St Cemeteries Trust Expense
LOC17	CRISP Trust Expense
LOC18	ELITE Trust Expense
LOC19	HCP Trust Expense
LOC20	HITNY Trust Expense
LOC21	Long Term Care Trust Expense
LOC22	NY McDonalds Trust Expense
LOC23	Mercantile Trust Expense
LOC24	MSITF Trust Expense
LOC25	NYHCF Trust Expense
LOC26	NYMIT Trust Expense
LOC27	OHI Trust Expense
LOC28	PATH Trust Expense
LOC29	PETNY Trust Expense
LOC30	Real Estate Trust Expense
LOC31	Selective Safety Trust Expense
LOC32	Trade Trust Expense
LOC33	Harden Claims Account
MAINCHECK	NCA Main Account



# Payment Processing

- Process wires / 1 day ACH.
- Run wire paycycle.
- Queries: vouchers not picked up in paycycle, 'A' Routes, vouchers over \$99 million.
- Special handling –GFO section [XII.5.M.](#)
- Separate payments.
- Post payment processing.
- Create vouchers.



# Cancel and Reissue Payments

- Check Cancellation.
- Check Reissue.
- General Checking.
- Comptrollers Refund Account.



# Treasury TD346



New York State Department of Taxation and Finance  
Division of the Treasury

## Request for Stop Payment, Replacement Check, Photocopy of Check, or Forgery Affidavit

### Agency information — All fields must be completed.

Agency code or business unit (5 digits)	Telephone number ( ) ( ) ( )	Fax number ( ) ( ) ( )
Agency name	Printed name of agency representative	
Agency street address	Signature of agency representative	
City State ZIP code	E-mail address of agency representative	

### Check information — All fields must be completed.

Check number (6 digits)	Check date	Check amount
Payee name		

### Voucher information — Identify the voucher(s) your agency is requesting to be changed.

Voucher ID	Payment amount
Voucher ID	Payment amount

Payee has reviewed previously provided photocopy, send forgery affidavit.

### Vendor checks

Mark an **X** in the applicable box:  Regular vendor\*  Single vendor\*\*

Prior to making any requests, first refer to the Statewide Financial System (SFS) State Report (NYTR1652) to determine if the check has been returned to Treasury, and why it was returned.

- Payee lost check or check is damaged** — Reissue with no changes. The original check will be stopped and a new check will be issued with a new check number. Refer to the voucher for reissuance information. If cashed, provide photocopy.
- Payee not entitled to all or part of payment** — Cancel check and close vouchers specified in the *Voucher information* section. Agency must create a new voucher for the portion that the payee is entitled to. If cashed, provide photocopy.
- Payee never received check** — Address was correct. Reissue with no changes. The original check will be stopped and a new check will be issued with a new check number. Refer to the voucher for reissuance information. If cashed, provide photocopy.
- Payee never received check** — Address was incorrect. See *Regular vendor* or *Single vendor* instructions below as appropriate.

**Regular vendor** — Reissue with correct address (provide correct address below). Prior to submitting request, the agency or vendor **must** update the New York State (NYS) Vendor File. The original check will be stopped and a new check will be issued with a new check number and the correct address. Refer to the voucher for reissuance information. If cashed, provide photocopy.

Street address
City State ZIP code

**Single vendor** — Cancel check and close related vouchers. The original check will be stopped and the agency must create a new voucher with correct address. If cashed, provide photocopy.

\*A *Regular vendor* is a vendor that is registered to do business with NYS. They are approved, managed, and assigned a unique 10-digit vendor identification (ID) number by the Office of the State Comptroller's Vendor Management Unit.

\*\*A *Single vendor* is a vendor whose specific information is not managed by the Office of the State Comptroller's Vendor Management Unit.

### Payroll checks

- Cancel check and reissue** — The original check will be stopped and a replacement check will be issued with the same check number. If cashed, provide photocopy.

Fax this completed form to the NYS Division of the Treasury — Depository Control Unit (518) 435-8625. If you have questions call the Division of the Treasury at (518) 486-1268 or (518) 402-4123.

# Cancel and Reissue Payments

## Vendor checks

Mark an *X* in the applicable box:  Regular vendor\*

Single vendor\*\*

Prior to making any requests, first refer to the Statewide Financial System (SFS) State Report (NYTR1652) to determine if the check has been returned to Treasury, and why it was returned.

- Payee lost check or check is damaged** — Reissue with no changes. The original check will be stopped and a new check will be issued with a new check number. Refer to the voucher for reissuance information. If cashed, provide photocopy.
- Payee not entitled to all or part of payment** — Cancel check and close vouchers specified in the *Voucher information* section. Agency must create a new voucher for the portion that the payee is entitled to. If cashed, provide photocopy.
- Payee never received check** — Address was correct. Reissue with no changes. The original check will be stopped and a new check will be issued with a new check number. Refer to the voucher for reissuance information. If cashed, provide photocopy.
- Payee never received check** — Address was incorrect. See *Regular vendor* or *Single vendor* instructions below as appropriate.

**Regular vendor** — Reissue with correct address (provide correct address below). Prior to submitting request, the agency or vendor **must** update the New York State (NYS) Vendor File. The original check will be stopped and a new check will be issued with a new check number and the correct address. Refer to the voucher for reissuance information. If cashed, provide photocopy.

Street address		
City	State	ZIP code

**Single vendor** — Cancel check and close related vouchers. The original check will be stopped and the agency must create a new voucher with correct address. If cashed, provide photocopy.

\*A *Regular vendor* is a vendor that is registered to do business with NYS. They are approved, managed, and assigned a unique 10-digit vendor identification (ID) number by the Office of the State Comptroller's Vendor Management Unit.

\*\*A *Single vendor* is a vendor whose specific information is not managed by the Office of the State Comptroller's Vendor Management Unit.





# AC3337-Comptroller's Refund Account

## AC337 form



New York State Office of the State Comptroller  
Bureau of State Accounting Operations

### Request for Stop Payment, Check Reissue, Check Copy or Forgery Claim for the Comptroller's Refund Account (P and W Checks)

#### Agency Information - All Fields MUST be completed.

Agency Business Unit:	Name of Agency Representative: (Print Name)
Email Address of Agency Representative:	Phone Number:

#### Check Information - All Fields MUST be completed. (Attach list for more than one check.)

Check Number (8 digits - Begins with a 2 or 7):	Check Date:	Check Amount:
Payee Name:		

#### (Must complete and check this box)

- \*BEFORE CHECKING A BOX BELOW, first refer to the Statewide Financial Systems (SFS) to verify if the check has been cashed, stopped, staled or escheated. See GFO Chapter XII, Section 9.G - "Reissuing or Cancelling a Refund Check" for further information.

#### (Check only one box below per form)

- Stop Check/Close Voucher (No Reissue or Agency Submits New Voucher With Changes)**  
-Deceased  
-Not entitled to payment  
-Payee name, amount or address incorrect  
-Payee requests refund be applied to their account
- Stop Check/Reissue New Check from Same Voucher (No Changes)**  
-Damaged, lost or stolen  
-Never received but address is correct
- Provide Copy of Cashed Check to Agency**
- Submit Forgery Claim to Bank (Must Include Documents Listed Below)**  
-Copy of the cashed check previously provided by OSC  
-Notarized AC 1551 - Affidavit To Support Claim of Forged Endorsement
- Other** - reason should be provided below

\*E-mail this completed form (with list of checks if needed) to the Office of the State Comptroller at [Refunds@osc.ny.gov](mailto:Refunds@osc.ny.gov).

AC 3337






# Confirm Closed Voucher

SFS: Accounts Payable>Vouchers>Add/Update>Regular Entry

<b>Summary</b>	<a href="#">Related Documents</a>	<a href="#">Invoice Information</a>	<a href="#">Payments</a>	<a href="#">Voucher Attributes</a>	<a href="#">Single Payment Supplier</a>	<a href="#">Error Summary</a>
----------------	-----------------------------------	-------------------------------------	--------------------------	------------------------------------	---	-------------------------------

	<b>Business Unit</b> OSC01	<b>Invoice Date</b> 09/11/2017
	<b>Voucher ID</b> U3249270	<b>Invoice No</b> 00000001318446000000004874591
	<b>Voucher Style</b> SinglePay	<b>Invoice Total</b> 169.23 USD
	<b>Supplier Name</b> OSC OFFICE OF UNCLAIM FUNDS	

<b>Entry Status</b> Postable	<b>Pay Terms</b> Due Now
<b>Match Status</b> No Match	<b>Voucher Source</b> Online
<b>Approval Status</b> Approved	<b>Origin</b> BLK
<b>Post Status</b> Posted	<b>Created On</b> 09/12/2017 12:56PM
	<b>Created By</b> BLKLD
	<b>Last Update</b> 07/27/2018 9:14AM
	<b>Modified By</b> bsturk
	<b>ERS Type</b> Not Applicable
	<b>Close Status</b> Closed

<b>Budget Status</b> Valid	<a href="#">Approval History</a>
<b>Budget Misc Status</b> Valid	<a href="#">Audit History</a>

\*View Related  [Go](#)

[Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Single Payment Supplier](#) | [Error Summary](#)



# Cancel and Reissue Payments

Summary | Related Documents | Invoice Information | **Payments** | Voucher Attributes | Error Summary

Business Unit SNY01  
Voucher ID [ ]  
Voucher Style Regular Voucher  
Total Amount 1,588.00  
Supplier Name [ ]

Invoice No [ ]  
Invoice Date 06/24/2016  
\*Invoice Received Date 08/02/2016  
\*Pay Terms 30  
Obligation Date 06/24/2016  
Net 30

Schedule Payments

Payment Information Find | View All | First | 1 of 2 | Last

**Payment 1**

\*Remit to [ ]  
Location MAINCHECK  
\*Address 1 [ ]  
ROCHESTER, MN 55906

Gross Amount 1,588.00 USD  
Discount 0.00 USD  
Scheduled Due 08/06/2016  
Net Due 09/01/2016  
Discount Due [ ]  
Accounting Date 08/09/2016  
MIR Date 08/02/2016

Payment Inquiry  
Late Charge  
Express Payment  
Payment Comments(0)  
Holiday/Currency

**Payment Options**

\*Bank 10001  
\*Account 1002  
\*Method CHK Check  
Message [ ]

Pay Group [ ]  
\*Handling Send to Payee  
Hold Reason [ ]  
Lien ID [ ]

\*Netting Not Applicable  
L/C ID [ ]

Supplier Bank Messages  
Hold Payment  
Separate Payment

Message will appear on remittance advice.

**Schedule Payment**

\*Action Cancelled  
Pay [ ]

Payment Date 08/09/2016  
Reference 04748604



# Cancel and Reissue Payments

Summary | Related Documents | Invoice Information | **Payments** | Voucher Attributes | Error Summary

Business Unit SNY01 Invoice No [ ]  
Voucher ID [ ] Invoice Date 06/24/2016  
Voucher Style Regular Voucher \*Invoice Received Date 08/02/2016 Obligation Date 06/24/2016 [i]  
Total Amount 1,588.00 \*Pay Terms 30 Net 30  
Supplier Name [ ]

Schedule Payments

Payment Information Find | View All First 2 of 2 Last

Payment 2  
\*Remit to [ ] Gross Amount 1,588.00 USD Scheduled Due 08/06/2016  
Location MAINCHECK Discount 0.00 USD Net Due 09/01/2016  
\*Address 1 [ ] Accounting Date 09/14/2016  
ROCHESTER, MN 55906 MIR Date 08/02/2016

Payment Inquiry  
Late Charge  
Express Payment  
Payment Comments(0)  
Holiday/Currency

Payment Options

\*Bank 10001 Pay Group [ ] \*Netting Not Applicable  
\*Account 1002 \*Handling Send to Payee L/C ID [ ]  
\*Method CHK Check Hold Reason [ ]  
Message [ ]

Lien ID [ ]

Message will appear on remittance advice.

Schedule Payment

\*Action Schedule Payment  
Pay [ ]

Payment Date 09/14/2016  
Reference 04842508



# Resources for State Agencies

- [GFO-XII.9.C](#) – Reissuing or Cancelling a Vendor Check.
- [GFO-XII.9.G](#) – Reissuing or Cancelling a Refund Check.
- [TD346](#) – Treasury form to request stop payment.
- [AC3337](#) – Request for Stop payment for Comptroller’s Refund Account.



# Outreach Letter

9:05:58 AM 9/26/2016



STATE OF NEW YORK

## NOTIFICATION AND CLAIM TO OWNER OF AN UNCASHED NEW YORK STATE CHECK

July 11, 2016

RE: Check No. : 04112495  
Issue Date : 11/25/2015  
Vendor ID : 0100000005  
Amount : \$40.00  
Payee :

Our records indicate that the above referenced check was issued by New York State to the payee noted above and has not been cashed. If you have this check in your possession, please cash it immediately. If you have lost the check or never received it, you may request a replacement check. To do so, mark the appropriate box below, sign and date the attestation and return this letter to the following address no later than August 12, 2016.

Agency : Courts Original Jurisdiction  
Unified Court System  
Division of Financial Management  
4 ESP Suite 2001  
Albany NY 12223  
315/671-2111

- I am the owner of and entitled to full and exclusive possession of the above check. *I didn't know which one to pick*
- I am authorized to claim the original check for the payee and request a replacement check. If payee is deceased, enclose an original copy of the death certificate. *I need a new check*
- I am not entitled to this payment.
- Other. Please attach explanation.

### ATTESTATION :

To the best of my knowledge the above described check # 04112495 was not received or cashed by me. In consideration of the issuance of a replacement check payable as originally drawn, if I/we have not done so already, I/we agree to destroy the original check should the original check at any time hereafter come into my/our possession or control, and I/we further agree to reimburse the State of New York for any loss or damage by reason of the issuance of the replacement check for which application is made herein.

I/We hereby affirm the above to be true under the penalties of perjury.

Signature of Payee(s) or Representative \_\_\_\_\_

Date 7/22/16

Upon receipt of this letter we will issue a replacement check and mail it to your address shown above unless a corrected address is provided below.

### Corrected Address :

**123 Main Street, Albany, NY 12236**

If you are unable to contact the Agency using the information above, please contact the SFS Helpdesk at 1-855-233-8363.

If the check is not cashed, it will be considered abandoned property and shall be turned over to the Office of Unclaimed Funds at the Office of the State Comptroller. After March 10, 2017, you must contact the Office of Unclaimed Funds through website (<http://www.osc.state.ny.us/ouf/index.htm>) to claim these funds.

Return This Entire Letter To:  
Courts Original Jurisdiction

UCS05 A 0048573



NYS COMPTROLLER  
**THOMAS P. DiNAPOLI**

# How Does Outreach Affect Audit Services?

- In 2017, Audit Service affected 32,239 vouchers to reissue payments or close the voucher.
- 19,309 of the 32,239 occurred between July – October, after outreach letters were issued.
- For 8 months we affect 1,548 vouchers on average.
- For 4 months we affect 4,827 vouchers on average.



# What Can Agencies Do to Help?

Checks Returned to OSC Are Shredded and Marked as STALE.

- Monitor Stale Dated Report.
- NY\_NYTR1652\_AGY\_QRY (Stale payments).
- Query lists reason why original payment was returned:
  - Bad address, duplicate payment, paid by employer, can't apply payment.
- Reach out to vendor if necessary.
- Submit TD346 or AC3337 requesting a stop payment to reissue or close voucher.



# SFS Navigation to View Stale Dated Report

- Reporting Tools > Query > Query Viewer.
- Search NY\_NYTR1652\_AGY\_QRY.
- Run to excel –allows you to sort.
- Enter the ‘From Date’ and ‘End Date’.
- Bank SetID: 10001.
- SFS Bank Account:
  - 1202 for ‘P’ checks – Comptroller Refund
  - 1203 for ‘W’ checks – Unclaimed Funds
  - 1002 for ‘A’ checks – General Checking





# Types of Credit Memo

- Vendor owes business unit a credit based on good/services already paid for.
- Fixing a coding issue after payment has been made. Using negative adjustment voucher and regular voucher that net to zero.



# Credit Owed From Vendor

- Before creating a credit memo confirm vendor did not return money.
- Reach out to vendor to let them know you will be processing a credit memo voucher.



# Credit Memo

- Explain process to vendor:
  - Vouchers processed by ANY business unit to the vendor will combine with the credit memo.
  - Reducing Disbursement to Vendor. They will be able to view this in the vendor portal. They can then move your credit to the invoice it hit against.



# Vendors Responsibility

- If vendor wants to know the status of their payment, the agencies should direct vendor to the vendor portal or SFS.
- They are able to see the payments as well as credits taken.
- Resources for vendors:

<https://www.osc.state.ny.us/vendors/>



# Credit Memo

## Coding Fixes

- Process an Adjustment Voucher exactly as the original voucher was processed, but with a negative dollar amount – this will restore funds.
- Process regular voucher the correct way the payment should have been processed.
- Both vouchers should net to zero.
- Email [stexpend@osc.ny.us](mailto:stexpend@osc.ny.us) requesting they are processed together so there is no impact to vendor.



# Resources

## Credit Memos & Coding Fixes

- GFO – [XII.9.F](#) Correcting Payments Process against the Incorrect Purchase Order.
- SFS Secure offers – Job aids – Entering an Adjustment Voucher Credit Memo with Closed PO Contract Line.



# Additional Resources

- SFS secure offers various job aids, latest web updates, calendar of events.
- <https://www.osc.state.ny.us/agencies/>  
Resources for State agencies: forms, accounting and operational guidance, travel guidelines.
- Guide to Financial Operations.



# Liens and Offsets

- Mechanic's Lien.
- Restraining Notice.
- Administrative Offset.
- Sheriff's Execution.
- Department of Labor Lien.
- Federal Tax Lien.
- Federal Tax Levy.
- Department of Labor Levy.
- Department of Taxation and Finance Lien.





# Liens and Offsets

Payment Information Find | View All First **1 of 1** Last

**Payment 1**

\*Remit to

Location

\*Address

ELECTRONIC EYES INC SECURITY  
110 STATE ST MAILDROP 10-4  
ALBANY, NY 12236

Gross Amount  USD

Discount  USD

Scheduled Due

Net Due

Discount Due

Accounting Date

MIR Date 10/05/2015

Payment Inquiry  
Late Charge  
Express Payment  
Payment Comments(0)  
Holiday/Currency

---

**Payment Options**

\*Bank

\*Account

\*Method  Manual

Message

Pay Group

\*Handling

Hold Reason

\*Netting

L/C ID

Supplier Bank Messages

Hold Payment

Separate Payment

**Lien ID**

Message will appear on remittance advice.

---

**Schedule Payment**

\*Action

Pay

Payment Date

Reference



# Liens and Offsets

- Summary
- Related Documents
- Invoice Information
- Payments
- Voucher Attributes
- Error Summary

**Business Unit** UCS04  
**Voucher ID** A0038CFF  
**Voucher Style** Regular  
**Supplier Name** JOSEPH R DONOHUE  
427 WEST 256TH ST  
BRONX, NY 10471  
**Entry Status** Postable  
**Match Status** No Match  
**Approval Status** Approved  
**Post Status** Posted

**Invoice Date** 10/15/2015  
**Invoice No** A0038CFF  
**Invoice Total** 962.25 USD  
**Pay Terms** Net 30  
**Voucher Source** Online  
**Origin** BLK  
**Created On** 10/19/2015 5:14PM  
**Created By** BLKLD  
**Last Update** 10/22/2015 8:13AM  
**Modified By** ddaley1  
**ERS Type** Not Applicable  
**Close Status** Open

[Approval History](#)

**Budget Status** Valid  
**Budget Misc Status** Valid


\*View Related




# Liens and Offsets

Payment Information Find | View 1 First **1-2 of 2** Last

**Payment 1**

\*Remit to    
Location

\*Address   
JOSEPH R DONOHUE  
427 WEST 256TH ST  
BRONX, NY 10471 


Gross Amount  USD  
Discount  USD

Scheduled Due   
Net Due   
Discount Due   
Accounting Date   
MIR Date

Payment Inquiry  
Late Charge  
Express Payment  
Payment Comments(0)  
Holiday/Currency

---

**Payment Options**

\*Bank  Pay Group   
\*Account  \*Handling   
\*Method  ACH Hold Reason   
Message   
Lien ID  

\*Netting   
L/C ID

Supplier Bank Messages Layout  
Actions  
 Hold Payment  
 Separate Payment

Message will appear on remittance advice.

---

**Schedule Payment**

\*Action   
Pay   
Payment Date   
Reference

# Liens and Offsets

## Payment 2

\*Remit to 1100017525

Location OSCOFSET02

\*Address 2

JOSEPH R DONOHUE  
110 STATE ST MAILDROP 10-4  
ALBANY, NY 12236

Gross Amount 581.87 USD

Discount 0.00 USD

Scheduled Due 11/16/2015

Net Due 11/16/2015

Discount Due

Accounting Date 10/01/2015

MIR Date 10/15/2015

## Payment Options

\*Bank 10001

Pay Group

\*Netting Not Applicable

\*Account 1001

\*Handling Send to Payee

L/C ID

\*Method MAN Manual

Hold Reason

Message

Lien ID 000000000014022

Message will appear on remittance advice.



# Questions?



# Contacting Us

## [voucherauditmailbox@osc.ny.gov](mailto:voucherauditmailbox@osc.ny.gov)

- To request a rejection or an expedite.
- To determine why a voucher or expense report has not paid yet.
- To find out what information we need to approve something we're auditing.
- To find out when a voucher or expense report will be approved.
- To request approval to use the One Time OSC Approved and the Emergency Vendor ID.
- Any questions on why we rejected a voucher or expense report.

## [stexpend@osc.ny.gov](mailto:stexpend@osc.ny.gov)

- To change a scheduled payment date.
- If a vendor claims to not have received payment, to verify address and bank account.
- Special handling (handling codes, payment methods, etc).
- Status of payments (cancelled checks, returned ACHs, etc).
- Credit memo issues.

## [vmu@osc.ny.gov](mailto:vmu@osc.ny.gov)

- Any vendor related issue or question.

## [offset\\_unit@osc.ny.gov](mailto:offset_unit@osc.ny.gov)

- Any lien related issue or question.

