

Office of Operations
2013 Fall Conference
November 6-7
Back to Basics

SFS Best Practices

Bureaus of State Expenditures, Contracts, State Accounting Operations
and Financial Reporting and Oil Spill Remediation



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CONTACTING BSE

❖ voucherauditmailbox@osc.state.ny.us

- 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

❖ travel@osc.state.ny.us

- Any travel policy question

❖ creditcard@osc.state.ny.us

- Any question on the appropriate use of the T, P or NET cards



CONTACTING BSE

❖ stexpend@osc.state.ny.us

- 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)

❖ vmu@osc.state.ny.us

- Any vendor related issue or question, please create SFS HD incidents to track issues

❖ offset_unit@osc.state.ny.us

- Any lien related issue or question



VENDOR

❖ Vendor Add

- What you enter is EXACTLY how it appears in the vendor file – Please follow standards and watch entering extra spaces
- Contact information gathered up front prevents downstream calls
- Staging Table issues – IRS failures please create helpdesk incidents
- VMU does not need W-9s - review your agency websites for old conversion information. Only need W-9 for name changes

❖ 1099

- Remember all vouchers are automatically coded for 1099 reporting.
- For each voucher review withholding link to ensure the use of the correct code or if needed to remove withholding code



VOUCHER

❖ Voucher Authorizers

- If you give someone the role in SFS to approve vouchers or expense reports, you must also add them to the OSC Contacts Database as a voucher authorizer.

❖ Invoice Numbers

- Invoices numbers are the main way vendors determine where to apply each payment. DO NOT just make them up! Follow the GFO and enter either the actual invoice number or whatever is required in certain special circumstances (such as Citibank).

- ❖ If a voucher or expense report has not paid but should have, check if it is on the insufficient cash report (NYKK3833)



CREDIT CARD

- ❖ PLEASE reconcile charges timely!
- ❖ Use the travel card aging report (NYEX3771)– charges that are associated with an expense report that is not paid are not considered reconciled.
- ❖ OSC may hold travel expense reports for employees who have very old charges until those charges are reconciled.



PAYMENT

❖ Timing of Payments

- Checks (MAINCHECK) are cut the night the voucher is paid by pay cycle and mailed the next day.
- ACH's (MAINEPAY) appear in the vendor's bank account two business days after they are paid by pay cycle.

❖ Credit Memos

- Credit memos are applied against the next payment to that vendor, regardless of what Business Unit that payment is from.



OTHER

❖ New Certification

- Due March 2014
- Taking the place of the G-212 Certification

❖ New OSC Website

- Check any links to the website to ensure they still work
- When using forms, check the website to ensure you are using the most up to date version of the form
- Review the website for new advisories



BUREAU OF CONTRACTS

❖ **Goal:** Improved Encumbrance Process

❖ **Best Practices:** Phase 1 Agencies

- Create PO prior to OSC request
- PO is staged and ready for OSC request
- Monitor SFS for PO request
- Amendment sequence status changes to “Request PO”
- Associate staged PO to transaction



BUREAU OF CONTRACTS

❖ **Goal:** Improved Encumbrance Process

❖ **Best Practices:** Bulkload

- SUNY Central Process
 - SUNY Legacy System pre-programmed with PO information
 - PO systematically sent to SFS after Amendment Sequence status changes to “Request PO” (no reliance on human action)



BUREAU OF CONTRACTS

❖ Goal: Improved Encumbrance Process

❖ Best Practices: Bulkload

- OGS Design & Construction Process (Encumbering for Client Agencies)
 - OGS D&C receives completed *Client Agency Funding Request* form
 - OGS D&C enters info into DC NET legacy system (creates PO)
 - Single Transaction Summary (STS) / AC340S created and sent to OSC
 - OSC requests PO in SFS
 - DC NET generates email notifying OGS D&C staff transaction can be encumbered
 - Staff clicks the button in DC NET, encumbering PO (DC NET transmits to SFS)



BUREAU OF CONTRACTS

❖ Goal: Painless Contract Assignment Process

- Facts to be aware of
 - The vendor ID tied to a contract cannot be changed
 - New vendor assumes the rights and responsibilities for contract performance and payment from previous vendor
 - New vendor's contract is created with a new, unique contract number in SFS
 - GFO Chapter XI, Section 12.B Contract Assignments



BUREAU OF CONTRACTS

❖ Goal: Painless Contract Assignment Process

❖ Best Practice: Complete two transactions in SFS

- Assignor Transaction
 - Create STS / AC340S to reflect a term end date one day prior to assignment effective date
 - Reduce the Remaining Balance (unspent contract amount) to \$0
 - Cease spending against contract once the remaining balance has been determined
- Assignee Transaction
 - Create STS / AC340S with new contract number and Vendor ID
 - Enter effective date as new contract start date
 - Remaining Balance becomes the new Total Contract Amount



BUREAU OF CONTRACTS

Assignor Transaction

Report ID: NYCA1673 State of New York Page No: 1
 Statewide Financial System Run Date: 10/23/2013
 Procurement Contract Request Run Time: 04:26 PM

Single Transaction Summary

BUSINESS UNIT	DOCUMENT TYPE	AUDIT TYPE
DOT01	Proc Contract Amendment	TBP

Business Unit (Name)	Contract No	Sequence #
Department of Transportation	PA06980	1

Dept ID	Department Name
3900283	DOT - Wide

Vendor ID
1000006926

Vendor Name: Ben & Jerry's Garage
--

Transaction Amount	Begin Date	to	Expire Date
(\$168,670.35)	1/25/2012	to	7/30/2013

Assignee Transaction

Report ID: NYCA1673 State of New York Page No: 1
 Statewide Financial System Run Date: 10/23/2013
 Procurement Contract Request Run Time: 04:22 PM

Single Transaction Summary

BUSINESS UNIT	DOCUMENT TYPE	AUDIT TYPE
DOT01	Procurement Contract	TBP

Business Unit (Name)	Contract No	Sequence #
Department of Transportation	PA12025	0

Dept ID	Department Name
3900283	DOT - Wide

Vendor ID
1100097677

Vendor Name: Hog N' Dawgz Towing

Transaction Amount	Begin Date	to	Expire Date
\$168,670.35	7/31/2013	to	1/24/2014



BUREAU OF CONTRACTS

Goal

- ❖ Associate correct Vendor ID to the transaction
- ❖ Avoid losing available funds due to lapsing
- ❖ Encumber higher value than is currently being added to contract transaction sequence

Best Practice

- ❖ Carefully review contract documentation and compare with information available on SFS
- ❖ If multiple, or similar names, seek clarification from Vendor
- ❖ Write **Lapsing** on AC 340S/STS
- ❖ Submit transaction to OSC as per Lapsing Processing Guidance
- ❖ Encumber additional needed funds against previously approved amendment sequence



QUESTIONS



WHO WANTS TO BE A MILLIONAIRE?

Well.....you won't actually be a millionaire.....

but if you follow these best practices
you will be a
SFS SME (Subject Matter Expert)!



QUESTION #1

When should revenues be properly classified?

- a. At the end of the fiscal year.
- b. Within 2 years of the original transaction.
- c. Never, there are no real revenues for the State of New York.
- d. At the time of deposit or within a reasonable timeframe.



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REVENUE CLASSIFICATION

- ❖ The Guide to Financial Operations should be referenced to ensure the proper account code is used.
- ❖ Use complete chartfield strings, including product codes where required.
- ❖ Use only revenue account codes when recording receipts. Other categories of account codes (ex. expenditure, asset or liability) are not permissible.
- ❖ Use credits only to record receipts, debits reduce receipts.
- ❖ The use of multiple payment sequences should be avoided when a single line of coding can be used.
- ❖ The amount of the document must be equal to the amount of the deposit being remitted.



REVENUE CLASSIFICATION

- ❖ When entering, remember to complete the transaction by clicking on the lightning bolt symbol to generate the accounting entry lines. Federal funds transactions will fail during this step if the project ID or other project related chartfields are not included.
- ❖ Receipt transactions from Public Authorities must include Customer ID's for proper recording and reporting.
- ❖ Temporary Undistributed Revenue (32601) must be reclassified timely.
- ❖ Reclassification transaction descriptions should accurately match the chartfield string used on the transaction submitted.
- ❖ Supporting documentation should be attached electronically to the transaction.



QUESTION #2

How should employee reimbursements be processed in SFS for agencies that are using the Travel and Expense module?

- a. Easy button
- b. AR deposit
- c. Refund of Appropriation
- d. Accounts payable voucher



QUESTION #2

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REVENUE RECONCILIATION ISSUES

❖ AR Deposits

- Agencies should never post or un-post AR Deposits.
- Agencies should only approve the transaction.

❖ Expense Reports

- Employees are required to submit a check to their agency to reimburse the State.
- The AR transaction will have a reference qualifier of “ER”.
- The transaction will reduce the employee receivable in AR Employee Report in account 39998 – Due from employee.



REVENUE RECONCILIATION ISSUES

Totals | **Payments**

Unit: OSC01 Deposit ID: NEXT Date: 10/24/2013 Balance: Not Balanced

Payment Information Find | View All First ◀ 1 of 1 ▶ Last

Seq: *Payment ID: *Accounting Date: 10/24/2013

Amount: 0.000 Currency: Rate Type: Exchange Rate:

Payment Predictor Journal Directly Range of References

Payment Method: [Attachments \(0\)](#) [Contract Reference](#)

Customer Information Find First ◀ 1 of 1 ▶ Last

Customer ID: Business Unit:

SubCustomer 1: SubCustomer 2:

Name:

Remit From: Remit From SetID:

Corporate: Corporate SetID:

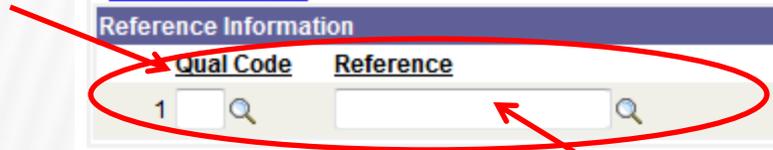
MICR ID: [Link MICR](#)

[Detail References](#)

Reference Information Customize | Find | View All | First ◀ 1 of 1 ▶ Last

Qual Code	Reference	To Reference
1 <input type="button" value="🔍"/>	<input type="text"/> <input type="button" value="🔍"/>	

Enter "ER"



Select the employee expense report



[Totals](#) | [Payments](#)

EXPENSE REPORTS

General Information

Description: Field Investigations **Comment:** Field Investigations

Business Purpose: Enforcement **Reference:**

Status: Paid **DOB Approval Code:**

Default Location: NY BROOKLYN **Last Updated:** 02/27/2013 **By:** jcamuti

Post State: Out of State **Official Station:** Brooklyn **Work Location:**

Travel Dates: From 08/06/2012 To 08/30/2012

Normal Work Hours: From(HH:MI) 9:00AM To(HH:MI) 5:00PM

More Options:

Details [Customize](#) | [Find](#) | [View All](#) | 1-11 of 11

***Overview**

*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
Vehicle Rental	08/30/2012	106.18	USD	Travel Card	In State Billable	Detail
Fuel for Travel	08/24/2012	12.19	USD	Travel Card	In State Billable	Detail
Vehicle Rental	08/24/2012	53.09	USD	Travel Card	In State Billable	Detail
Vehicle Rental	08/23/2012	106.18	USD	Travel Card	In State Billable	Detail
Fuel for Travel	08/21/2012	20.16	USD	Travel Card	In State Billable	Detail
Fuel for Travel	08/17/2012	10.30	USD	Travel Card	In State Billable	Detail
Vehicle Rental	08/17/2012	53.09	USD	Travel Card	In State Billable	Detail
Vehicle Rental	08/08/2012	53.09	USD	Travel Card	In State Billable	Detail
Return To State Charges	08/06/2012	63.00	USD	Travel Card	In State Billable	Detail
Return To State Charges	08/06/2012	-63.00	USD	Personal Funds	In State Billable	Detail
Due State	08/30/2012	63.00	USD	Personal Funds	In State Billable	Detail

totals

Employee Expenses:	414.28	USD	Due State:	63.00	USD
Non-Reimbursable Expenses:	0.00	USD	Due Vendor:	0.00	USD
Prepaid Expenses:	477.28	USD			
Employee Credits:	0.00	USD			
Vendor Credits:	0.00	USD			
Cash Advances Applied:	0.00	USD			



QUESTION #3

Which tree is required to be updated before transactional Program Values are available for use by an agency?

- a. Statewide Fund Tree
- b. Statewide Fruit Cocktail Tree
- c. Statewide Program Reporting Tree
- d. Statewide Apple Tree



QUESTION #3

Which tree is required to be updated before transactional Program Values are available for use by an agency?

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STATEWIDE PROGRAM TREES

❖ Program Value Process:

- The Bureau of State Accounting Operations will send new program list to SFS based on the newly enacted budget.
- SFS will contact agencies for transactional value placement.
- Agency responses will be sent to the Bureau of Financial Reporting and Oil Spill Remediation for review and approval.
- SFS will make the transactional value available for use once it is placed on the tree.

❖ The tree is located in tree manager with the name RPT_SW_PROG.



STATEWIDE PROGRAM TREES



Menu

Search:

- ▶ [My Favorites](#)
- ▶ Employee Self-Service
- ▶ Manager Self-Service
- ▶ Supplier Contracts
- ▶ Customers
- ▶ Promotions
- ▶ Order Management
- ▶ Vendors
- ▶ Purchasing
- ▶ eProcurement
- ▶ Services Procurement
- ▶ Grants
- ▶ Program Management
- ▶ Project Costing
- ▶ Lease Administration
- ▶ Travel and Expenses
- ▶ Billing
- ▶ Accounts Receivable
- ▶ Accounts Payable
- ▶ Banking
- ▶ Cash Management
- ▶ Deal Management
- ▶ Commitment Control
- ▶ General Ledger
- ▶ Allocations
- ▶ Set Up Financials/Supply Chain
- ▶ **Worklist**
- ▶ **Tree Manager**
- ▶ **– Tree Viewer**
- ▶ Reporting Tools
- ▶ PeopleTools
- ▶ Tax Center
- ▶ My Personalizations

Tree Viewer

SetID: SHARE **Last Audit:** Valid Tree
Effective Date: 01/01/2000 **Status:** Active
Tree Name: RPT_SW_PRGM SW Program Tree

[Close](#) [Display Options](#) [Print Format](#)

[ALL PROGRAMS](#) > [EDUCATION](#) > [PUBLIC SCHOOL AL AID](#) > [PUBLIC SCHOOL A AID4](#) > [HLTHSAFTY_MINORPROJ5](#)

[Collapse All](#) | [Expand All](#) [Find](#) First Page ◀ | 43 of 14150 | ▶ Last Page

- 📁 ALL_PROGRAMS - All State Programs
 - 📁 EDUCATION - Education
 - 📁 PUBLIC_SCHOOL_AL_AID - Public School Aid
 - 📁 PUBLIC_SCHOOL_A_AID4 - Public School Aid
 - 📁 **HLTHSAFTY_MINORPROJ5 - Hlth&Safty/Minor Rehab Proj**
 - 🌿 [22510] - Hlth&Safty/Minor Rehab Proj **Transactional value**
 - 🌿 [23457] - Hlth&Safty/Minor Rehab Proj **Budgetary value**
 - 📁 PRESOFFAC_MINORPROJ - Presoffac/Minor Rehab Proj
 - 📁 STATE_LONGITDNSYS5 - State Longitdnal Data Sys
 - 📁 TRANSPORTATION_SAID5 - Transportation/Moving TransAid
 - 📁 TEACHER_INCENTI_FUND - Teacher Incentive Fund
 - 📁 TITLE_I_PART_CGRANT - Title I; Part C - Migrant



QUESTION #4

Which field is required to be populated when recording transactions with transfers in SFS?

- a. Fund Affiliate
- b. Budget Reference
- c. Program
- d. I don't know. What is a transfer, anyway? Sounds like a budgeting tool.



QUESTION #4

Which field is required to be populated when recording transactions with transfers in SFS?

- a. Fund Affiliate
- b. Budget Reference
- c. Program
- d. I don't know. What is a transfer, anyway? Sounds like a budgeting tool.



FUND AFFILIATE

- ❖ Transfers require the Fund Affiliate chartfield to be entered
 - Example: Transfers cash from fund 21205 to fund 31502

Unit: OSF01 Journal ID: JVSFS3BS Date: 10/01/2012 *Process: Edit Journal Process

Template List Search Criteria Errors Only Line: 10

Select	Line	Unit	SpeedType	Dept	Program	Fund	Account	Product	Bud Ref	Oper Unit	Fund Affil	Affiliate	Currency	Amount	Budget Date	Reference
<input type="checkbox"/>	1	OSF01		3350433	24944	21205	60810		2012-13		31502	DEC01	USD	2,463,847.36	10/01/2012	
<input type="checkbox"/>	2	DEC01		3350430		31502	36310		2012-13		21205	OSF01	USD	-2,463,847.36	10/01/2012	
<input type="checkbox"/>	3	DEC01				31502	12020				21205	OSF01	USD	2,463,847.36	10/01/2012	
<input type="checkbox"/>	4	OSF01				21205	21020				31502	DEC01	USD	-2,463,847.36	10/01/2012	

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
DEC01	2	2,463,847.36	2,463,847.36	P	V
OSF01	2	2,463,847.36	2,463,847.36	P	V

Save Return to Search Previous in List Next in List Notify Refresh

Header | Lines | Totals | Errors | Approval



QUESTION #5

What type of account codes should be used on expense reports?

- a. Expense
- b. Liability
- c. Asset
- d. Revenue



QUESTION #5

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- a. Expense
- b. Liability
- c. Asset
- d. Revenue



EXPENSE REPORTS

- ❖ Only expense accounts should used in expense reports
 - Example: Account 14310 is Intangibles – Non-Amortizable which is a balance sheet account

Line #	Line Descr	Journal Line Reference	Amount (in Transaction Currency)	Currency	Dept	Program	Fund	Account	Product	Bud Ref	ChartField 1	N/R
1	Expense Accruals		32.38	USD	3400214	14101	10050	14310		2012-13	CFS0100041	N
2	Expense Accruals		(135.61)	USD			10050	39995				N
3	Expense Accruals		39.81	USD	3400214	14101	10050	54017		2012-13	CFS0100041	N
4	Expense Accruals		63.42	USD	3400214	14101	10050	54020		2012-13	CFS0100041	N



QUESTION #6

What is the final step for vouchers that need to be removed from SFS to ensure the budget authority is freed up?

- a. Delete the voucher from CAS
- b. Delete the voucher from SFS
- c. Deny the voucher from SFS
- d. Reenter the voucher.



QUESTION #6

What is the final step for vouchers that need to be removed from SFS to ensure the budget authority is freed up?

- a. Delete the voucher from CAS
- b. Delete the voucher from SFS
- c. Deny the voucher from SFS
- d. Reenter the voucher.



OUT OF BALANCE CONDITIONS

❖ Budget Check

- If an approver changes a voucher, it is important to re-budget check the voucher. This will keep the GL and the KK ledgers in balance.
 - Changes could be as simple as account codes or programs.
- Vouchers that are denied at the agency, need to be deleted to free up available appropriation authority. If the voucher is not deleted it will remain in the KK ledger.



OUT OF BALANCE CONDITIONS

Summary		Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary	
Business Unit:	AGM01	Invoice Date:	09/06/2013				
Voucher ID:	00015397	Invoice No:	561662				
Voucher Style:	Regular	Invoice Total:	13,844.79	USD			
Contract ID:							
Vendor Name:	NEW YORK STATE IND FOR THE DISABLED 11 COLUMBIA CIR DR ALBANY, NY 12203	Pay Terms:	Due Now				
		Voucher Source:	Online				
Entry Status:	Postable	Origin:	ONL				
Match Status:	Matched	Created:	10/16/2013				
Approval Status:	Denied	Created By:	singhj				
Post Status:	Unposted	Modified:	10/22/2013				
		Modified By:				
		ERS Type:	Not Applicable				
Budget Status:	Valid	Close Status:	Open				
Budget Misc Status:	Valid						
View Related	Payment Inquiry	Go					
Save	Return to Search	Notify	Refresh				

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



OUT OF BALANCE CONDITIONS

The screenshot displays the SFS interface for deleting a voucher. On the left is a navigation menu with 'Delete Voucher' highlighted. The main content area shows the following details:

Delete Voucher | [Voucher Details](#)

Business Unit: AGM01 **Voucher:** 00015397

Vendor

Vendor:	1000001252 NEW YORK STATE IND FOR THE DISABLED
ShortName:	NEW YORK S-008

Voucher Information

Invoice:	561662	Origin:	ONL	Header Budget Status:	Valid
Date:	09/06/2013	Group:		Non-Prorated Budget Status:	Valid
Gross Amount:	13,844.79 USD	Entry Status:			Postable

Related Voucher

[Delete](#)

Buttons: [Save](#) | [Return to Search](#) | [Notify](#)

[Delete Voucher](#) | [Voucher Details](#)



QUESTIONS



Thank You and Have a Great Day!

