

# SFS Accounting Operations Bootcamp

Staff from the Bureau of State Accounting Operations



NYS COMPTROLLER

**THOMAS P. DiNAPOLI**

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# Harvesting Knowledge

2016 Fall Conference | October 25-26

## Office of Operations

John Traylor, Executive Deputy Comptroller

## Division of Payroll Accounting & Revenue Services

Chris Gorka, Deputy Comptroller

Dave Hasso, Assistant Comptroller

Melody Goetz, Director, Bureau of State Accounting Operations



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# Agenda

- State's Budget Cycle
- Budget Management
- Budget Transactions & Movement of Appropriation Authority
- Cash Accounts and Funds
- Revenue Deposits
- Federal Grants



# The Budget Process

- **June – September/October:** Agency Budget Preparation
- **September/October – December:** Division of Budget Review
- **November – January:** The Governor's Decisions
- **January – March:** Legislative Action
- **April – March:** Budget Execution



See GFO Chapter II, Section 3 –  
New York State Financial Cycle for  
more information



# Article VII Bills

## Appropriation Bills

- State Operations
- Legislature/Judiciary
- Debt Service
- Aid to Localities
- Capital Projects

## Language Bills

- Public Protection & General Government
- Education, Labor & Family Assistance
- Health and Mental Hygiene
- Transportation, Economic Development and Environmental Conservation
- Revenue



# Appropriation – Defined

An appropriation is a statutory authorization to make expenditures during a specific State fiscal year, and to make disbursements for the purposes designated, up to the stated amount of the appropriation:

- By a State Dept or Agency
- For a Named Program
- Payable from a Specified Fund
- For Specified Purposes, Account



# Appropriation Periods

- State Constitution – 2-Year Life Maximum
- State Finance Law – Section 40 provides Liability Periods, Appropriation Periods and Lapse Dates
- Budget Bills oftentimes NOTWITHSTAND State Finance Law and permit liabilities ‘Heretofore’ or ‘Hereafter’ to be paid from Current Year appropriations



# Closed Budget vs Closed Budget Period

- Budgets LAPSE, based on the dates as required by State Finance Law.
- The Lapse Date can be accessed through the Budget Attribute menu
- The Lapse Date will dictate when the Appropriation & Segregation budgets will be closed. No new transactions may be processed against a budget once it has closed.
- The budget PERIOD refers to the fiscal year under which the transaction occurred. Currently, the annual budget period closes at the end of the fiscal year.



# Lapsing Periods

## STATE OF NEW YORK

PERIOD FOR WHICH APPROPRIATIONS MADE: SFY 2016-17

<u>APPROPRIATION TYPE</u>		<u>PERIOD OF APPROPRIATION</u>	<u>LAPSE PERIOD</u>
SUNY – State Operations & Local Assistance		07/01/16 - 06/30/17	07/01/17 – 10/02/17
SUNY – Local Assistance Community College		04/01/16 - 03/31/17	04/01/17 – 10/02/17
CUNY – State Operations		07/01/16 - 06/30/17	07/01/17 – 10/02/17
State Operations - All Other Depts.	Ch.50	04/01/16 - 03/31/17	04/01/17 - 06/30/17
Local Assistance	Ch.53	04/01/16 - 03/31/17	04/01/17 - 09/15/17
Capital Projects ( <i>Including SCF01 &amp; CCF01</i> )	Ch.55	04/01/16 - 03/31/17	04/01/17 - 09/15/17
Debt Service	Ch.52	04/01/16 - 03/31/17	04/01/17 - 09/15/17
Legislature & Judiciary	Ch.51	04/01/16 - 03/31/17	04/01/17 - 09/15/17
Special Purpose bills or appropriations		See SFL: §40, subdivision 3, par. (d)	
Special Emergency Appropriations		See SFL: §53, subdivision 5	



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# Budget Attributes

Navigation: Commitment Control → Define  
Control Budgets → Budget Attributes

For more information and guidance

- See GFO Chapter VI, Section 2.C – Budget Journal Transactions
- Job Aid – JAA-KK215-019 Reviewing Budget Attributes





# Budget Management

- Includes budgeting, allocating and controlling funds in accordance with State Laws.
- Ensures funds are not obligated or disbursed in excess of those appropriated and segregated.
- Provides agencies with tools for managing appropriations.



# Chart of Accounts

- Business Unit
- Department
- Program
- Fund
- Account
- Budget reference
- Project/Activity
- Other Fields: Product, Operating Unit, Chartfield1, etc.



# “Roll-ups” and Trees – Transactional to Budget

Accounting entries for source transactions (vouchers, deposits, journal entries, etc.) use “transactional” values.

The transactional values “roll-up” to different levels on each type of tree.

- KK\_SW\_PRGM – Commitment Control Statewide Program Tree
- KK\_SW\_ACCOUNT – Commitment Control Statewide Account Tree
- KK\_SW\_DEPT – Commitment Control Statewide Department Tree
- KK\_DB\_PRGM – Commitment Control DOB Program Tree
- RPT\_SW\_PRGM – Statewide Program Reporting Tree

Job Aid – JAA-KK215-018 Using Tree Viewer



# Statewide Program Trees

## New Program Value Process:

- The Bureau of State Accounting Operations will reach out to agencies, based on the new 2017-18 budget, to determine if a new program value is needed.
- Agencies will be contacted for transactional value needs and placement on the trees.
- Agency responses will be reviewed and approved by OSC's Bureaus of State Accounting Operations and Financial Reporting and Oil Spill Remediation and the Division of Budget.
- OSC will submit the request for new Program values to SFS.



# Statewide Program Trees

- SFS will make the budgetary and transactional values available for use once the budget is enacted and they are approved for placement on the trees.
- Length of time taken to create a new program value depends on timeliness of agency responses regarding the placement of the new value.

Program values are maintained in KK and Reporting trees. The trees are located in tree manager with the name KK\_SW\_PRGM, KK\_DB\_PRGM and RPT\_SW\_PRGM.



# Appropriation – Overview

Navigation: Main Menu → Commitment Control → Review Budget Activities → Budgets Overview

GFO Chapter VI, Section 1.B – Budget Overview

Job Aid – JAA-KK215-012 Reviewing Budget Overview

Budget Inquiry Criteria

Budget Overview

Inquiry DHS APPROP Description DHS\_KK\_APPROP

Amount Criteria Search Clear Reset

**Budget Type**

\*Business Unit DHS01 Ledger Group/Set Ledger Group Ledger Group KK\_APPROP  
View Stat Code Budgets Display Chart Appropriation Ledger Group

**Time Span**

\*Type of Calendar Summary Budget Period

**Budget Criteria** Personalize Find View All 1 of 1

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	KK_APPROP	L1			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**ChartField Criteria**

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	i		Update/Add
Dept	%	%	i		Update/Add
Fund	10000	%	i		Update/Add
Program	30315	%	i		Update/Add
Bud Ref	A201415	%	i		Update/Add

**Budget Status**

- Open
- Closed
- Hold



# Appropriation – Overview

## Inquiry Results

**Business Unit** DHS01  
**Ledger Group** KK\_APPROP Appropriation Ledger Group  
**Type of Calendar** Summary Budget Period  
**Amounts in Base Currency** USD  
**Revenue Associated:**

[Return to Criteria](#)    Max Rows     Display Options

### Ledger Totals (1 Rows)

Budget	141,445,000.00	Net Transfers	0.00
Expense	0.00		
Encumbrance	0.00		
Pre-Encumbrance	0.00		
Budget Balance	141,445,000.00		
Associate Revenue	0.00		
Available Budget	141,445,000.00		

### Budget Overview Results

[Personalize](#) | [Find](#) | [View All](#) | |    First  Last

		Ledger Group	Dept	Program	Fund	Account	Bud Ref	Budget Period	Budget	Expense	Available Budget*
1		KK_APPROP	1160000	30315	10000	60303	A201415	20XX	141,445,000.00	0.00	141,445,000.00



# Segregation – Overview

## Budget Inquiry Criteria Budget Overview

Inquiry **DHS SEG** Description

Amount Criteria    Ledger/Activity Log Integrity Act Log Internal Integrity

**Budget Type**

\*Business Unit  Ledger Group/Set  Ledger Group  Segregation Ledger Group

View Stat Code Budgets  
 Display Chart

**Time Span**

\*Type of Calendar

**Budget Criteria** Personalize | Find | View All | First 1 of 1 Last

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	KK_SEG	B1	<input type="text" value="2014-15"/>	<input type="text" value="2016-17"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**ChartField Criteria**

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	<input type="text" value="%"/>	<input type="text" value="%"/>	<input type="button" value="i"/>	<input type="text" value=""/>	<input type="button" value="Update/Add"/>
Dept	<input type="text" value="%"/>	<input type="text" value="%"/>	<input type="button" value="i"/>	<input type="text" value=""/>	<input type="button" value="Update/Add"/>
Fund	<input type="text" value="10000"/>	<input type="text" value="%"/>	<input type="button" value="i"/>	<input type="text" value=""/>	<input type="button" value="Update/Add"/>
Program	<input type="text" value="30315"/>	<input type="text" value="%"/>	<input type="button" value="i"/>	<input type="text" value=""/>	<input type="button" value="Update/Add"/>
Bud Ref	<input type="text" value="%2014%"/>	<input type="text" value="%"/>	<input type="button" value="i"/>	<input type="text" value=""/>	<input type="button" value="Update/Add"/>

**Budget Status**

- Open
- Closed
- Hold



# Segregation – Overview

## Inquiry Results

**Business Unit** DHS01  
**Ledger Group** KK\_SEG Segregation Ledger Group  
**Type of Calendar** Detail Budget Period  
**Amounts in Base Currency** USD  
**Revenue Associated:**

[Return to Criteria](#)

**Max Rows**

**Display Options**

### Ledger Totals (3 Rows)

<b>Budget</b>	141,445,000.00	<b>Net Transfers</b>	0.00
<b>Expense</b>	0.00		
<b>Encumbrance</b>	0.00		
<b>Pre-Encumbrance</b>	0.00		
<b>Budget Balance</b>	141,445,000.00		
<b>Associate Revenue</b>	0.00		
<b>Available Budget</b>	141,445,000.00		

### Budget Overview Results

Personalize | Find | View All | | | First 1-3 of 3 Last

		Ledger Group	Dept	Program	Fund	Account	Bud Ref	Budget Period	Budget	Expense	Available Budget*
1		KK_SEG	1160000	30315	10000	60303	2014-15	2016-17	0.00	0.00	0.00
2		KK_SEG	1160000	30315	10000	60303	R201415	2015-16	0.00	0.00	0.00
3		KK_SEG	1160000	30315	10000	60303	R201415	2016-17	141,445,000.00	0.00	141,445,000.00



# Appropriation Types

- State Operations
- Local Assistance
- Debt Service
- Capital
- Member Items



# Appropriation Types – State Operations

## Personal Service

- Includes the payment of salaries and compensation for State employees.

## Non-Personal Service

- Includes payments for miscellaneous contractual obligations, supplies and materials, travel, rentals and repairs, utilities, postage and shipping, printing, telephone, and other operating costs.

## General State Charges

- Includes costs mandated by statute, collective bargaining agreements or court order. Charges in this category can be further subdivided into the following:
  - Fringe Benefits
  - Fixed Costs



# Appropriation Types – Local Assistance

- Used for GRANT Payments to:
  - Local Governments
  - School Districts
  - Not-for-Profit Organizations
  - Financial Assistance To, Or On Behalf Of, Individuals



**American  
Red Cross**



# Appropriation Types – Debt Service

- Principal & Interest on State Debt
- Principal & Interest on Public Authority Debt
- Lease-Purchase and Contractual Obligations for State Facilities and Programs Financed with Non-State Debt
- Debt-Related Expenses



# Appropriation Types – Capital Projects

- State Construction Projects
- State Assistance for Local Government Projects
- Construction Management (e.g. Design & Supervision)



# Budget Transactions and Movement of Appropriation Authority



# Types of Budget Transactions

- Regular Budget Journals are no longer used to segregate authority due to the use of full segregation
  - Only OSC uses KK\_SEG Regular Budget Journals to put up budgets
  - Agencies use Regular Budget Journals for KK\_PRJC or Agency KK only
- Journals dealing with appropriations always use the KK\_SEG ledger and are either Budget Transfer or Interunit Transfer journals
- Agencies no longer create budget journals or transfers journals using KK\_APPROP due to the use of Generate Parent functionality
- See GFO Chapter VI, Section 1 – Budget Control for additional information



# Use of Budget Pre-Check

Unit SED01      Journal ID 0002467041      Date 05/18/2016

Budget Header Status **Checked Only**

Approval Header Status Pending

Budget Context      \*Process Budget Pre-Check      Process

▼ Lines      Personalize | Find | View All | [?] | [ ]      First 1-4 of 4 Last

Chartfields and Amounts      Base Currency Details

Delete	Line	Ledger	Budget Period	Account	Fund	Dept	Program	Bud Ref	Set Options	Amount
<input type="checkbox"/>	1	KK_SEG_BD	2016-17	51000	20151	3300000	21828	2016-17	Set Option	-5,800.00
<input type="checkbox"/>	2	KK_SEG_BD	2016-17	51000	20153	3300000	21828	2016-17	Set Option	5,800.00
<input type="checkbox"/>	3	KK_SEG_BD	2016-17	57000	20151	3300000	21828	2016-17	Set Option	-2,200.00
<input type="checkbox"/>	4	KK_SEG_BD	2016-17	57000	20153	3300000	21828	2016-17	Set Option	2,200.00



# Budget Journal Error Definition Tool

The purpose of this tool is to provide common SFS budget journal errors, define the error message and provide quick resolution steps to address the errors.

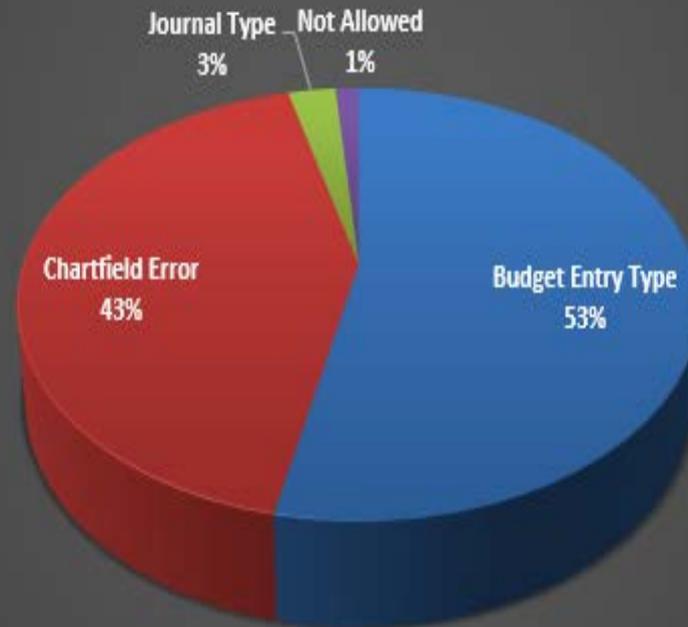
Navigation: SFS Secure > Reference and Resources > Budget/Commitment Control (KK) and Payment Schedule Projection (PSP) Information Center > Budget Journal Error Definition Tool



# Budget Transactions Denied

Total Denied 16-17

Total Budget Transactions Denied By Reason  
SFY 2016-17



# Movement of Appropriation Authority

- There are 6 types:
  - **Interchange:** Budget Transfer Journal
  - **Departmental Suballocation:** Budget Transfer Journal
  - **Apportionment:** Budget Transfer Journal, InterUnit Budget Transfer Journal
  - **Transfer:** Budget Transfer Journal, InterUnit Budget Transfer Journal
  - **Consolidated Transfer:** Budget Transfer Journal, InterUnit Budget Transfer Journal
  - **Suballocation:** InterUnit Budget Transfer Journal
- It is important to understand the difference between these and the proper way to reappropriate the available funds if necessary.
- See GFO Chapter VI, Section 3.A – Overview for more information



# General Ledger Journal Entries & AP Journal Vouchers

- AP Journal Vouchers should be used whenever possible for corrections to voucher coding (however they cannot cross funds)
- GL Journal Entries are used whenever crossing funds
- Proper Accounting Date and Obligation Date (GFO Chapter XIV, Section 2 – Obligation, Accounting and Budget Dates)
- Proper supporting documentation must be present
- Analysis Type of GLE for expenditure accounts and GLR for revenue accounts when using the Project field on a journal
- See GFO Chapter VIII, Section 1 – Accounts Payable Journal Vouchers & General Ledger Journal Entries Overview for more information

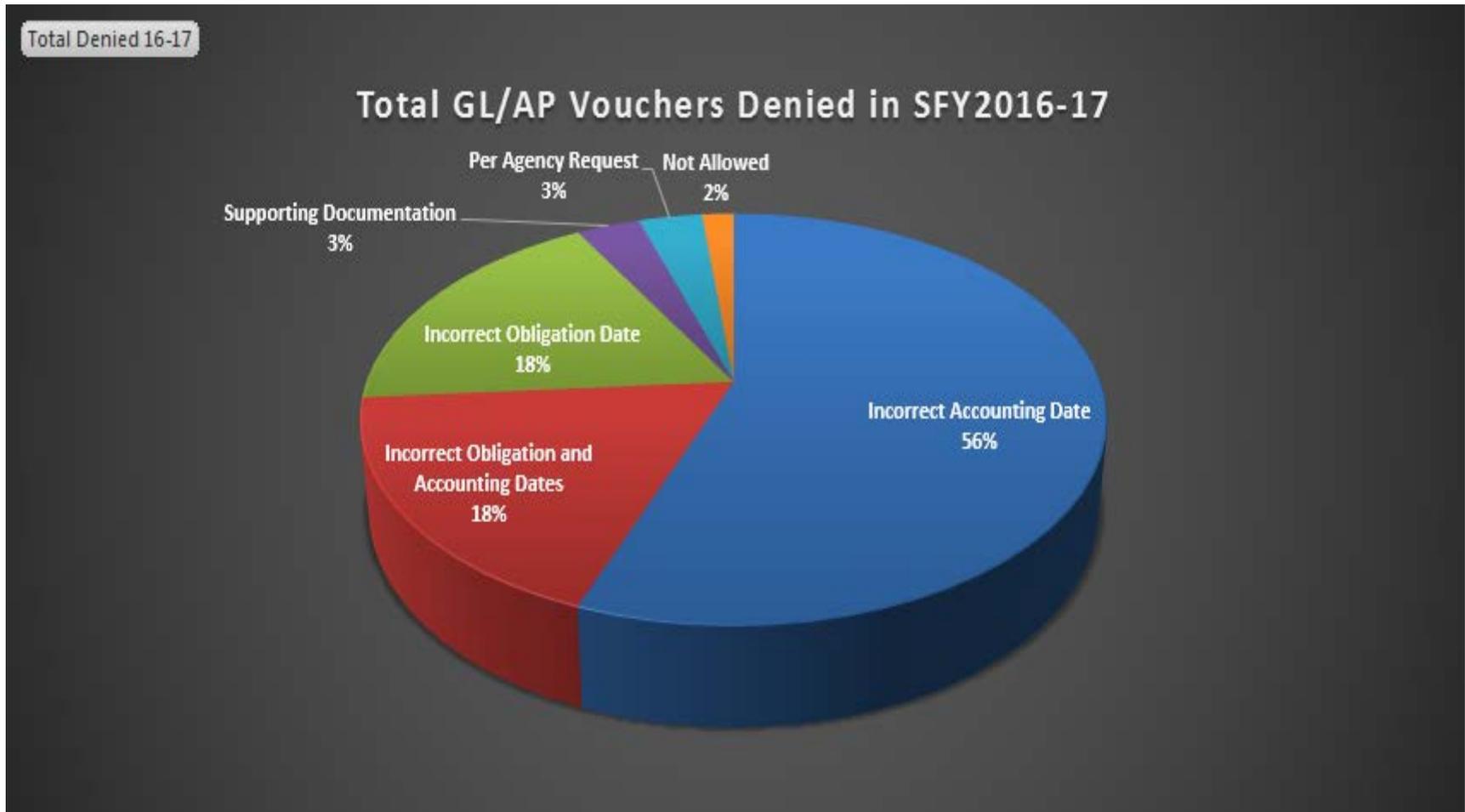


# GL Journal Entry Dates

- For accounting date: See Chapter XIV, Section 2 – Obligation, Accounting and Budget Dates
- For voucher specific dates: See Chapter XII, Section 5.G – Entering the Appropriate Obligation and Accounting Dates on Vouchers
  - If the Obligation Date is within the current accounting period, the Accounting Date should be the current date.
  - If the Obligation date is within an open accounting period, but not within the current accounting period, the Accounting Date should equal the Obligation Date.
  - If the Obligation Date is within a closed accounting period, the Accounting Date is the first day in the first (i.e., earliest) open accounting period



# GL Journal/AP Journal Voucher Denials



# GL Entry Workflow

- There are two processes that kick off during budget check. The first process does the actual budget checking and the second process moves the transactions into the next worklist (OSC worklist)
- There is a delay between when an agency provides their final agency approval and when the entry appears in the OSC worklist for approval



# Prompt Payment Interest

- The State of New York pays its vendors Prompt Payment Interest, also known as Late Payment charges, when the original payment is interest eligible and not paid within 30 days of the Merchandise/Invoice Received (MIR) date
- Information on MIR date and prompt pay interest calculation: See GFO Chapter XII, Section 5.1 – Merchandise/Invoice Received Dates and Prompt Payment Interest Calculation
- §179-f of State Finance Law has been amended to require payments to small businesses to be made in 15 days



# Prompt Payment Interest

- Interest originally charged to actual fund on Voucher using account 59103, even if exempt (e.g. Federal, EPF)
- SFS automated reclass entries are generated, reclassified to:
  - Different chartfield string as designated by agency for 'exempt' funds
  - Same chartstring except account for all others
- When errors occur – OSC contacts agency
- Coding changes provided by agency can not include a change to the fund
- Timely agency responses are necessary



# Additional Prompt Payment Information

- Interest Accounts – how the charges will show against appropriations
  - 60311 – Interest for Aid to Local appropriations
  - 60740 – Interest for Capital appropriations
  - 58401 – Interest for State Operations appropriations
- § 179-h – Determination of appropriations against which interest payments are to be charged. Except in situations when federal law or the provisions of section one hundred seventy-nine-o of this article require otherwise, an interest payment required by this article shall be paid from the same appropriation as that from which the related proper invoice is paid;



# Prompt Payment Accounting

Federal (exempt fund)										
BU	Journal ID	Dept	Program	Fund	Account	Bud Ref	Amount	Project	Activity	Source
DOH01	00299598	3450257	27641	25148	60301	2015-16	310,381.69	3FPHPA6217A	FAMP15-16	VOUCHER
DOH01	00299598	3450257	27641	25148	59103	2015-16	51.73	3FPHPA6217A	FAMP15-16	VOUCHER
DOH01	LPF2614506	3450257	27641	25148	59103	2015-16	(51.73)	3FPHPA6217A	FAMP15-16	RE-CLASS ENTRY
DOH01	LPF2614506	3450200	29154	10050	58401	2016-17	51.73			RE-CLASS ENTRY
Non-exempt fund										
BU	Journal ID	Dept	Program	Fund	Account	Bud Ref	Amount	Project	Activity	Source
DOH01	00289997	3450347	28444	10000	60301	2016-17	290,742.00			VOUCHER
DOH01	00289997	3450347	28444	10000	59103	2016-17	193.84			VOUCHER
DOH01	LP02576386	3450347	28444	10000	59103	2016-17	(193.84)			RE-CLASS ENTRY
DOH01	LP02576386	3450347	28444	10000	60311	2016-17	193.84			RE-CLASS ENTRY



# Reporting – SFS Recommended Reports

## Commitment Control Reports

- GLS8020 – Budget Status
  - Provides subtotals for all accounts that were selected within the specified budget reference subtotal
- NYKK3865/NYKK3866 – Approp Seg Accounts (Disburse)
  - Used to monitor the Appropriation and Segregation Budgets on both an Expenditure and Disbursement basis
- NYKK3801 – Disbursement Summary & Detail
  - Provides budget transactional information, including budget balances, expenditure, and disbursement data at a summary and detail level

## OBIEE Report

- NYKK0043 – Budget Inquiry Report
  - Provides budget as of a certain date, by comparing two ledgers



# Reporting

- PS Query
  - SFS Self Paced Training QRY201: Using Query Viewer and Query Manager
- AnalyzeNY
  - DW620 – Appropriation Budget Overview
  - DW264 – KK Financial Plan Budget Overview



# Using AnalyzeNY DW620

## Appropriation Budget Overview Budgetary Chartfields

Budgetary Overview  
 Actuals by Year

KK\_APPROP

**\* Report Template**  
 \* Fiscal Year: 2017  
 \* Budgetary Department: (All Column Values)  
 Budgetary Program Level 2: --Select Value--  
 Budgetary Account: --Select Value--

\* through: Period 6 - September  
 Budgetary Fund Level 4: --Select Value--  
 Budgetary Program: 29521 - Providing Affordable Housing  
 Budget Reference: A201516

Budgetary Fund Level 5: --Select Value--  
 Appropriation Code: --Select Value--

Budgetary Fund: --Select Value--  
 Lapse Date: is equal to / is in

Data loaded as of **September 8, 2016 12:14 AM**  
(dollars)

Budgetary Program Code - Description is equal to **29521 - Providing Affordable Housing**  
**and** Budgetary Budget Reference Code is equal to **A201516**  
**and** Descriptor\_IDOF("Time"."Fiscal Period - Month for LTD") = 20160930  
**and** Ledger Group is equal to **KK\_APPROP**

Choose View: Codes and Descriptions ▼

Budgetary Department	Lapse Date	Reference Number	Transactional Chartfields	Original Approp Amount	Current Appropriation	Unreserved	Reserved	Pre-Encumbrances	Encumbrances	LTD Expend
4) 3450000 - DOH01-Department of Health_BD	3/31/2017		View	254,000,000	241,246,000	241,246,000	0	882,840	11,877,000	2,66
4) 3650000 - OMH01-Office of MentalHealth_BD	9/15/2017		View	0	10,254,000	10,254,000	0	0	5,878,119	2,86
4) 3670000 - OAS01-Off of AlchlSubsAbuse_BD	9/15/2017		View	0	2,500,000	2,500,000	0	0	115,000	1,13
				<b>254,000,000</b>	<b>254,000,000</b>	<b>254,000,000</b>	<b>0</b>	<b>882,840</b>	<b>17,870,119</b>	<b>6,66</b>



# Additional Resources

## SFS Self Paced Training

- PSP101: What is PSP?
- PSP205: Working with PSP

## SFS Secure/References and Resources/Chart of Accounts(COA)/COA Handbook

- Contains information about all the SFS chartfields including ranges and the related SFS Trees



# Budgets and Spending Section Contact

For questions related to the information just presented, email [Appropriations@osc.state.ny.us](mailto:Appropriations@osc.state.ny.us)



# Cash Accounts and Funds



# Setting Up a New Bank Account

- Contact Cash Management Unit to discuss the need for account and to request new account.
- Account should be for NYS monies. List the name and purpose of the account, justification for establishment of the account and the account (bank and account number) that the new account will replace, if any.
- Is there a bank you wish to use?
- If approved, we will contact the bank and give them new account name and agency contact information.
- See GFO Chapter XIV, Section 4.B – Establishment and Closing of Bank Accounts



# Setting Up a New Bank Account

- The Bank will work with the agency to set up the account with standard services of bank checks, deposit slips and monthly statements.
- Once the account is established, the account number and name must be submitted to Cash Management.
- Agencies will work with our Revenue Receivable Section to establish accounting codes if there will be sweeps of the account.
- We will set the account up on the SFS system.
- We will set up agency users for on line bank statements as needed.



# Cash Management Contact Information

**For bank account questions and online access,  
email [BankingServices@osc.state.ny.us](mailto:BankingServices@osc.state.ny.us)**



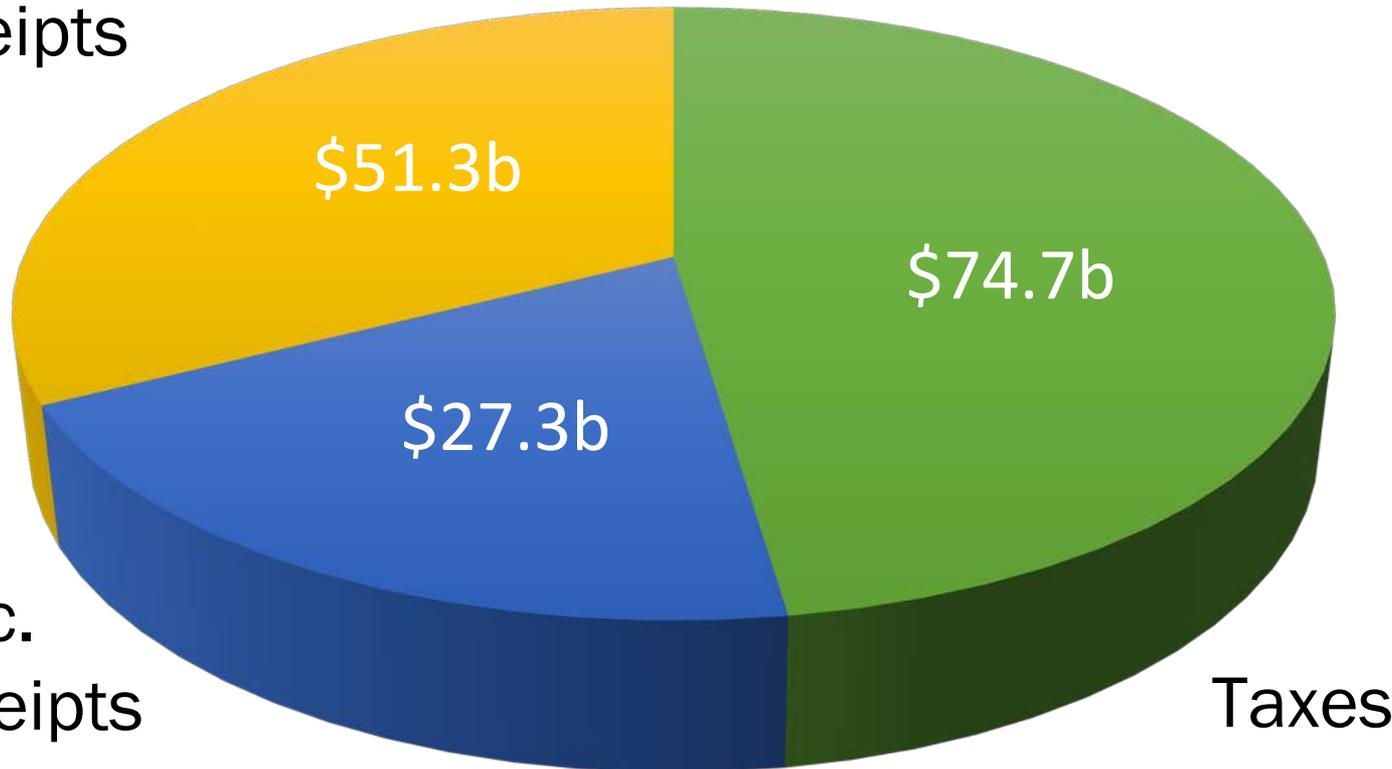
# Revenue Receipts



# Governmental Funds Receipts 2015-16

Federal  
Receipts

**Total Collections: \$153b**



Misc.  
Receipts

Taxes



# Types of Taxes

- Personal Income (63%)
- Consumption/Use (21%)
  - Sales and Use
  - Cigarette/Tobacco Products
- Business (11%)
  - Corporation Franchise
  - Insurance
- Other (5%)
  - Estate and Gift

\*Percentages based on Fiscal Year 2015-16



# Federal Receipts

- OSC Managed Awards
- Non-OSC Managed Awards  
(Agency Drawn)



# Miscellaneous Receipts (FY 2015-16)

Category	Amount (in millions)	Percentage
Abandoned Property	\$ 641.5	2%
Assessments	6,948.0	25%
Fees, Licenses & Permits	3,497.4	13%
Fines, Penalties & Forfeitures	2,877.6	11%
Gaming	3,703.9	14%
Interest Earnings	47.5	<1%
Public Authority Receipts	3,097.9	11%
Municipality Receipts	147.4	1%
Rentals	344.9	1%
State Dept. Revenue (Rebates, Settlements, etc.)	3,605.0	13%
Sales	22.8	<1%
Tuition	<u>2,334.4</u>	<u>9%</u>
<b>TOTAL</b>	<b>\$ 27,268.3</b>	<b>100%</b>



# Revenue Determination



# Resources

- State Finance Law
- Guide to Financial Operations (GFO)
- OSC Fund Classification Manual
- Division of Budget's Revenue Deposit List
- Agency Specific Consolidated Law
- Operational Advisories

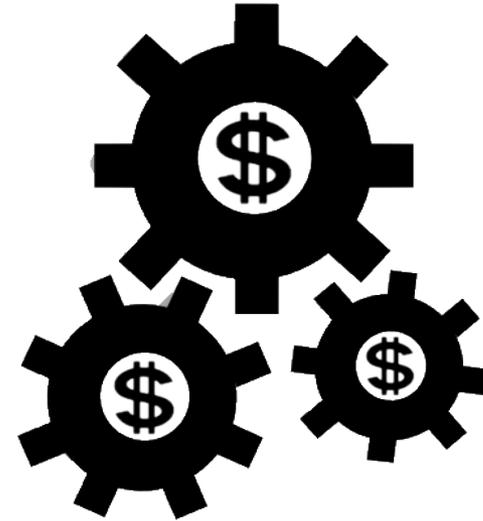


# Accounting for Revenues

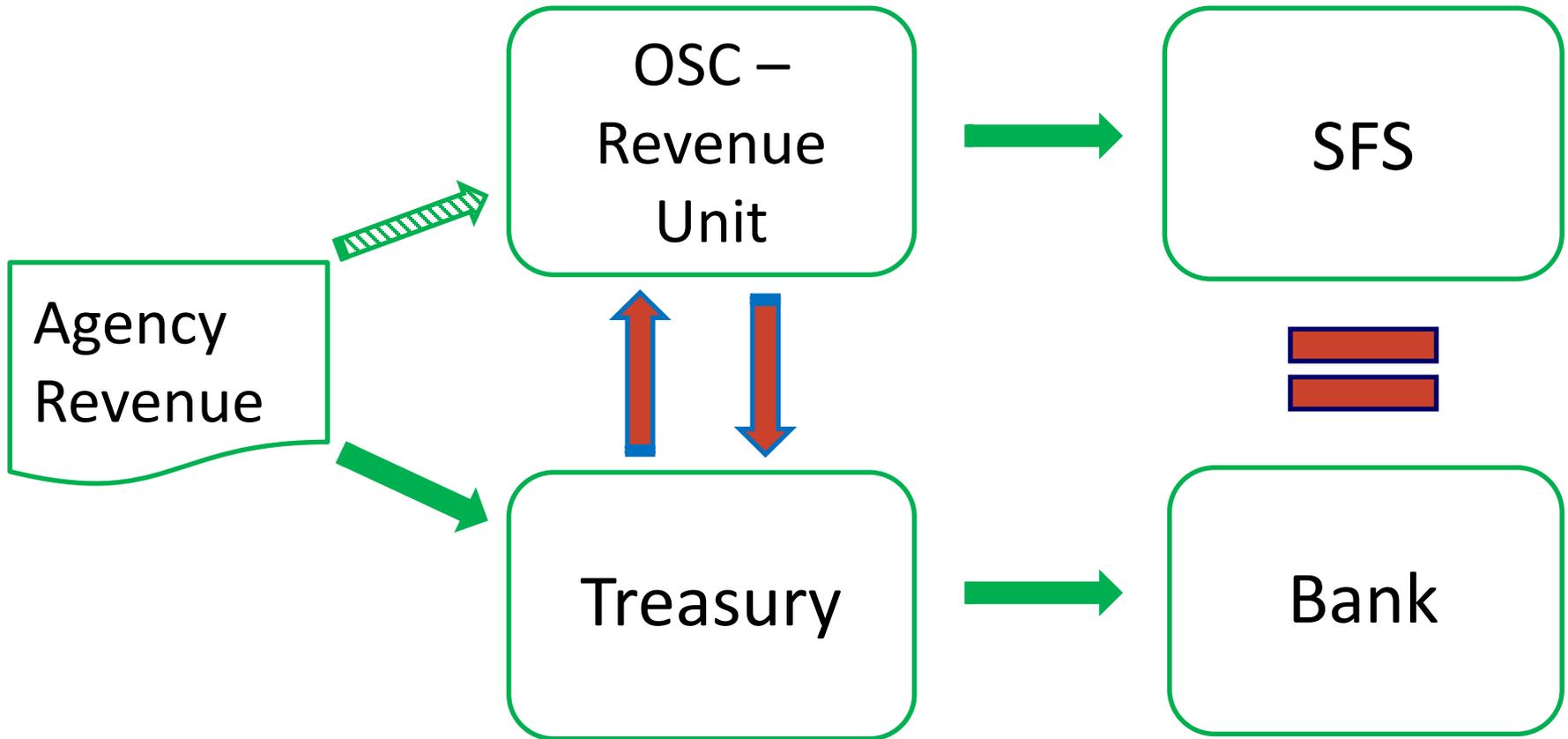


# Sources of Revenue

- Wires (ACH / EFT)
- Checks
- Cash Management - Sole Custody Sweeps



# Flow of Receipts



# Types of Revenue Transactions

- Direct Journals (Regular Deposits)
- Cash Management – Sole Custody Sweeps
- AR Worksheets
- General Ledger Journals
  - Revenue Transfers
  - Operating Transfers
- Adjustment Voucher (ROA)
- Additional Guidance: GFO Chapters VII – State Revenues and Appropriated Loan Receivable and VIII – AP Journal Vouchers and GL Journal Entries



# Adjustment Voucher



# Adjustment Voucher

An AP Adjustment Voucher in SFS is used to apply a full or partial refund received from a vendor, employee, or third party against the payment it was originally made from. An Adjustment Voucher is also referred to as a “Refund of Appropriation” (ROA).



# Adjustment Voucher

## Effects of an Adjustment Voucher

- Increases the segregation balance allowing agencies to spend the funds again
- Increases cash in the fund after the voucher is approved by OSC
- Updates the withholdings for a vendor to report the correct 1099 amount, if applicable
- Updates contract balance allowing the funds to be spent again, if applicable



# Adjustment Voucher

## Common Reasons for Adjustment Vouchers

- Vendor check received for a payment made in error and a check will not be reissued
- Reimbursement of personal service expenses
- Other than personal service reimbursements from non-state entities (telephone, fax, photocopier usage)
- Audit disallowances and recoveries
- Reducing or closing a cash advance account



# Adjustment Voucher

## Reissuing or Canceling a Vendor Check

- State check returns are handled via an automatic process which reverses the original expenditure and credits the original appropriation charged.
- BSAO does not see these transactions.
- See GFO Chapter XII, Section 9.C – Reissuing or Canceling a Vendor Check



# Adjustment Voucher

## Refunds Against Lapsed Appropriations

- Entered as an AP Adjustment Voucher with a lapsed revenue account code on the credit line(s)
- Updates contract and vendor withholdings, if applicable
- Increases cash in the fund, but not the segregation balance



# Adjustment Voucher

Adjustment Vouchers are deleted throughout the year to keep the KK, Cash and Modified Accrual ledgers in synch and to reduce the number of transactions in the system that cannot be posted.

Adjustment Vouchers are deleted at the following times:

- After 10 business days of being entered into SFS with no corresponding bank deposit
- During lapsing if it is budget checked with no corresponding bank deposit
- At the end of the fiscal year if they cannot be approved

See GFO Chapter VII, Section 3 – Refund of Appropriation/AP Adjustment Vouchers



# Appropriated Loans Receivable



# Appropriated Loans Receivable

## Appropriated Loans Receivable (ALR)

- Authorized in Section 40-a of the State Finance Law
- Subject to a repayment agreement
- Assigned specific budgetary and transactional program codes
- Assigned a loan status



# Appropriated Loans Receivable

## Appropriated Loans Receivable (ALR)

- Repayments must include the specific transactional program code and account code
- Repayments from Public Authorities require a customer number
- Loan balances will not be reduced without correct chartfield values
- Annual confirmation sent to the agencies

See GFO Chapter VII, Section 4 – Appropriated Loan Receivables



# Fringe Benefits & Indirect Costs



# Fringe Benefits & Indirect Costs

## Fringe Benefit & Indirect Costs Billing Process

- Fringe Benefit costs are incurred by the State on behalf of its employees
- Indirect costs are agency costs that cannot be directly associated with a particular program
- Authorized by section 8b of the State Finance Law
- DOB compiles the annual rates and waivers
- Billing occurs quarterly based on non general fund payroll charges using the billing module in SFS



# Fringe Benefits & Indirect Costs

## Fringe Benefit & Indirect Cost Payments

- Agencies use the NYAR0260 (FBIC Invoice) and the NYGL0442 (FBIC Ledger)
- Agencies are required to pay the full amount shown on the quarterly invoice within 30 days of receipt
- Payment is made on an AP Voucher
- Billing payments reimburse the General Fund
- If agency is unable to pay the entire bill amount they may request a split bill

See GFO Chapter VII, Section 9 – Fringe Benefits and Indirect Costs



# Cash Advance Accounts



# Cash Advance Accounts

## Cash Advance Overview

- Authorized in Section 115 of the State Finance Law
- Established from money appropriated to the agency
- Special Cash Advance expenditure accounts used **ONLY** to increase/reduce advance amount (59001-59005)
- Special Cash Advance revenue accounts used **ONLY** to reduce advances charged against a lapsed appropriation (32209-32213)
- Operated on the imprest basis, i.e. the fund is replenished for the exact amount of the expenditures reported



# Cash Advance Accounts

## Cash Advance Overview

- Accounts must be reconciled monthly
- NPS account codes should be used on replenishment voucher
- All cash shortages are the responsibility of the custodian in charge of the advance and must be reported to OSC immediately
- Annual confirmation and reconciliation request sent to agencies in April and must be returned promptly with requested backup

See GFO Chapter VII, Section 10 – Cash Advances



# Cash Advance Accounts

OSC is actively requiring that agencies reduce their advances by:

- Using purchasing cards (P-cards) instead of Petty Cash advances
- Using travel cards (T-cards) instead of Travel advances
- Utilizing expense reports for employee reimbursable expenses
- Reviewing appropriate funding levels for advances that are still needed and reduce the advance to the necessary amount
- Returning advance funds and closing bank accounts when there has been no activity within the past year



# Reviewing My Revenue



# Financial Information Resources

- SFS Reports (via OBIEE/Main Menu)
- Query
- General Ledger Inquiry
- AnalyzeNY



# Revenue Accounting and Financial Operations Contact Information

For questions regarding:

- Revenue Deposits, Revenue Transfers, FBIC and Cash Advances, email [RevenueAccounting@osc.state.ny.us](mailto:RevenueAccounting@osc.state.ny.us)
- Adjustment Vouchers, email [Appropriations@osc.state.ny.us](mailto:Appropriations@osc.state.ny.us)





NYS COMPTROLLER  
**THOMAS P. DiNAPOLI**

# Federal Grants



# Federal Grants

- Federal funds = Roughly \$51 billion Fiscal Year 15-16, which is approximately 1/3 of all State receipts.
- OSC drew down approximately \$45 billion on behalf of State Agencies with Federal Grants



# Grant Lifecycle

- Grant application
- Grant awarded
- Establishment of necessary records within SFS
- Spending against award
- Reimbursement of spending – Federal Draw
- Monitoring
- Reporting
- Closeout



# Federal Grant Award Establishment

- Agency provides information (including GAD) to OSC on 3286-S form for new and updated federal grant awards (for all non-on boarded agencies).
- OSC establishes the federal grant in the Contract, Award, and Project Costing modules. – Contract IDs, Award IDs, & Project IDs are auto numbered as of 10/1 (Contract IDs/Grant IDs will match)
- Once an agency on-boards – setup done by agency and customer contract reviewed and activated by OSC Project Staff
- Key data elements are:
  - Federal Grant amount
  - Start, End, Liquidation Dates
  - CFDA Number
  - Activity
  - Federal Agency



# Budgets & Control

- Agency creates Budget Journal for Project Child and Project Parent is automatically generated – New for EE1
- Budget Attributes included in Child Budgets – New as of EE1
- Appropriation, Segregation and Project Parent & Child budgets must exist in order for Federal transactions to occur



# Drawdown of Federal Funds

- Who performs the draw?
- Drawdown Process for OSC managed awards– Prior to EE1 disbursement based – Expenditure based with EE1 upgrade
- Custom OSC draw page that summarizes all charges by award and various draw attributes
- Reconciliation performed daily to ensure all funds are received into NYS General Checking and deposits posted



# Major Federal Draw Systems

- ASAP (Automated Standard Application for Payments) - Department of the Treasury FMS – Mainly USDA
- PMS (Payment Management System) - Mainly Department of Health and Human Services (DHHS)
- G5 – Department of Education

These three systems account for about 2/3 of all Statewide Federal Funds.



# Liquidation Date

- After a grant's budget period ends, agencies have a defined amount of time within which to pay any obligations that were incurred within that budget period before they lose the ability to draw down federal funds. This is called the liquidation period.
  - Controlled by the End Date in the Project's budget definition
  - NYGR0010 displays this date – agencies should actively monitor
- Liquidation Date Guidance
  - G5 – Federal System end date back dated 2-3 business days
  - PMS – 90 days past Federal System end date
  - ASAP – Federal System end date



# SFS Project Specific Reports

- Numerous reports are available, many of which are new
- Navigation:
  - Grants
  - Interactive Reports
- SFS Query capability
- Queries run to Report Manager (NYF\_AGY\_GM\_REPORTS)
  - FEDERAL\_PROJ\_AWARD\_CROSSWALK
  - FEDERAL DRAW SYSTEM ATTRIBUTES



# Quarterly PMS Reconciliations

- Most HHS grants drawn down from the Payment Management System are reconciled by OSC on a quarterly basis and reported on in PMS on a cash basis.
- Any other reporting is the responsibility of the awarded agency



# Grant Closeouts

- **Grant Fully Spent** - Check to see if you have any grant award authority that has not been spent but can still be appropriately charged.
- **Reconciliation** - Ensure that the disbursements and expenditures in SFS match what is reported on the final report and the amount drawn down from the Federal government. If you don't have access to the Federal system, contact us via [FederalGrants@osc.state.ny.us](mailto:FederalGrants@osc.state.ny.us) and we will get you access. For projects that OSC draws, let us know if you see any discrepancies prior to or during closeout.



# Improvement Opportunities

- Be pro-active with your grant awards
  - Monitor spending and budgets and end dates
  - Submit AC3286-S form to update award changes ([FederalGrants@osc.state.ny.us](mailto:FederalGrants@osc.state.ny.us))
  - Do not wait until the last minute! Spend timely!
  - Get inquiry access to Federal Draw Systems
  - Notify OSC of potential issues or upcoming closeouts
- Pay attention to coding
  - Proper Analysis Type on GL Journal Entries is important



# Improvement Opportunities

- Spend down older year awards first to ensure no loss of funding
- If OSC does your draw do not process anything in the federal draw system – inquiry only!
- Do not spend against a grant after the grant has been cut-back to a level equal to or below LTD disbursements – monitor payroll pools
- Timely resolution of overspending
- See GFO Chapter IX Federal Grants



# Federal Grant Contact Information

For questions on Federal grant maintenance or billing/draws,  
email [FederalGrants@osc.state.ny.us](mailto:FederalGrants@osc.state.ny.us)



