



Events and Deadlines

January 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					<u>1</u>	2
3	4	5	6	7	8	9
10	11	12	13	14	<u>15</u>	16
17	18	19	20	21	22	23
24	25	26	27	28	29	<u>30</u>
<u>31</u>						

Date	Event/Deadline
Jan 30	Mailing of 1099 Statements: OSC anticipates mailing 1099 statements. If you have not received your anticipated statement by 2/17/16, please contact our office after this date.
Jan 31	Notice: Accounting Period Change: Effective February 1, 2016, the following accounting periods will be open: January 2016 - March 2016. Please refer to Operational Advisory 13 for more information.

Date	Event/Deadline
Jan 1	Mileage Rate Change Publication: Based upon IRS regulations, the new personal car mileage rate becomes effective. The maximum rate allowed by IRS for Personal Car Mileage can be found in <u>Guide to Financial Operations Chapter XIII Section 4.C.</u>
Jan 1	Notice: Prompt Pay Interest Rate: Prompt payment interest rate notice for SFS. Prompt payment interest rate for current quarter is 2.0%.
Jan 15	Notice: FBIC Quarterly Bills: FBIC quarterly bills made available to agencies. Final invoice date is contingent on rate and waiver updates by DOB.
Jan 15	Reporting: Monthly Cash Report: The report is released by the 15th day of every month and published at: <u>http://www.osc.state.ny.us/finance/cbr.htm</u>
Jan 30	Mailing of W2 Statements: OSC anticipates mailing W2 statements. If you have not received your anticipated statement by 2/17/16, please contact your payroll office.



Events and Deadlines

February 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	<u>12</u>	13
14	15	<u>16</u>	17	18	19	20
21	22	23	24	25	26	27
28	<u>29</u>					

Date	Event/Deadline
February 22	Deadline: Year End Contract Transactions Deadline: to submit all Contract Transactions requiring OSC prior approval by March 31, 2016. BOC cannot guarantee transactions submitted after 2/22/2016 will be reviewed by fiscal year end.
February 29	Notice: Accounting Period Change: Effective March 1, 2016, the following accounting periods will be open: February 2016 - March 2016. Please refer to Operational Advisory 13 for more information.

Date	Event/Deadline
February 10	Deadline: Recording Lapsing on STS/AC340-S: Agencies are to prominently write "Lapsing" on the STS/AC340-S for contract transactions where funds lapsing March 31, 2016, are pre-encumbered.
February 12	Reporting: Monthly Cash Report: The report is released by the 15th day of every month and published at: http://www.osc.state.ny.us/finance/cbr.htm
February 16	Reporting: GAAP Quarterly Report: GAAP Quarterly Report prepared for quarter ending in December (Oct – Dec). Report is published to the State Register.



Events and Deadlines

March 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	<u>16</u>	17	18	19
20	21	<u>22</u>	<u>23</u>	<u>24</u>	25	26
27	<u>28</u>	<u>29</u>	<u>30</u>	31		

Date	Event/Deadline
------	----------------

March 16	Notice: Employee Entry of Expense Reports: Recommended last day for employees at online agencies to initiate or change Expense reports <i>in order to allow for both agency processing and OSC approval and payment by 3/30/16.</i>
March 22	Deadline: (Bulkload & Online) Year End Contracts: Last day to submit Contracts.
March 23	Deadline: (Bulkload & Online) Year End General Ledger Journal entries: Last day to submit General Ledger Journal entries requiring OSC approval <i>in order to ensure approval and posting by 3/30/16.</i> General Ledger Journal Entries not posted will be rejected and deleted.
March 24	Deadline: (Bulkload & Online) for Budget Journals: Last day to submit Budget Transfers or Interunit Budget Transfers to DOB for approval and subsequent posting by OSC.

Date	Event/Deadline
March 28	Deadline: (Bulkload) Year End Expense Reports: Last day to bulkload Expense Reports <i>in order to ensure OSC approval and payment on or before 3/30/16.</i> Expense Reports bulkloaded after this date have no assurance of being OSC approved and paid.
March 28	Deadline: (Bulkload) Year End Vouchers: Last day for any transactions charging Federal funds to be posted, to ensure Federal reimbursement funds are received by 3/31/2016
March 28	Deadline: (DOL) Last day for any transactions charging Federal funds Last day for any transactions charging Federal funds to be posted, to ensure Federal reimbursement funds are received by 3/31/2016
March 29	Deadline: (Bulkload) Year End General Ledger Journal entries Last day to submit bulkload General Ledger Journal Entries not requiring OSC review and approval.
March 29	Deadline: (Online) Year End Expense Reports: 5:00pm is the latest time to submit online Expense Reports <i>in order to ensure OSC approval and payment on or before 3/30/16.</i>
March 29	Deadline: (Online) Year End Vouchers: 5:00pm is the latest time to submit online Vouchers <i>in order to ensure OSC approval and payment on or before 3/30/16.</i>
March 29	Deadline: (DOL) Last day to approve Federal Bills: Last day to approve Federal Bills for the draw to ensure Federal reimbursement funds are received by 3/31/2016
March 30	Deadline: (Bulkload) Year End Revenue: Last day to submit bulkload Revenue transactions.
March 30	Deadline: Year End Insufficient Cash Transactions: Last day to fund any payments not being paid due to insufficient cash.
March 30	Deadline: Transactions Charging Federal Funds: Last day for any fully approved and posted transaction charging Federal funds <i>to ensure Federal reimbursement funds are received by 3/31/16.</i>
March 30	Deadline: Refund of Appropriation Vouchers: Last day to submit to OSC BSAO and Treasury bulkload Refund of Appropriations (AS1286-S) documents <i>in order to ensure processing and OSC approval by 3/31/16.</i>



Events and Deadlines

March 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	<u>30</u>	31	

Date Event/Deadline

- March 30 **Notice: Last Day for Online Transactions:** Last day to submit:
- Online General Ledger Journal Entries that do not require OSC approval
 - Online Refund of Appropriations (AC1286-S) Online Revenue Transactions
- Deadline: OSC Federal Draws:** Last day for OSC to request a Federal Draw.
- March 30 Agencies cannot access SFS Production after 3pm on 3/30/16. SFS will be closed to users for Lapsing and FYE.
- Any General Ledger Journal entry not approved and posted will be rejected and deleted.
 - Any Refund of Appropriation transaction not posted will be rejected and deleted.
 - Any Budget Journal, Budget Transfer or InterUnit Budget Transfer not approved and posted will be rejected and deleted.

Expected date to re-open SFS Production access to agencies: Monday, April 11, 2016 - pending completion of the Lapsing, FYE and catch up process for the blackout period.
 A System Alert will be sent out by the SFS Help Desk when agencies may officially resume access into the SFS.

Note: If your agency requires a mandatory transaction on any of these blackout dates, refer to the *Guide to Financial Operations Chapter XII Section 10.B - Business Continuity Plan— Critical Payments During an Emergency* for more information.

Date Event/Deadline

- March 30 **Notice: Voucher Payment Dates:** Lapsing: Vouchers that charge appropriations scheduled to lapse at the end of March 2016 should have a scheduled payment date no later than 3/30/16. Lapsing Vouchers with scheduled payment dates after 3/31/16 will be deleted.
- March 30 **Notice: Vouchers Remaining in the SFS:** Scheduled payment dates for all Voucher types, excluding certain NYS Tax Department Refund Vouchers as prescribed by OSC BSAO on or before 3/30/16. Vouchers approved by OSC with future payment dates will require no action. They will be paid in the next cycle period or on the designated payment date. Vouchers that have passed budget check, but are pending approval by OSC, will be deleted as part of the system clean-up. Vouchers in a failed budget check status will be deleted as part of system clean-up.



Events and Deadlines

April 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					<u>1</u>	<u>2</u>
<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>
<u>10</u>	<u>11</u>	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Date	Event/Deadline
April 15	Reporting: Monthly Cash Report: The report is released by the 15th day of every month and published at: http://www.osc.state.ny.us/finance/cbr.htm
April 15	Notice: FBIC Quarterly Bills: FBIC quarterly bills made available to agencies. Final invoice date is contingent on the billing process being completed.
April 30	Notice Accounting Period Change: Effective May 1, 2016, the following accounting periods will be open: April 2016 - July 2016. Please refer to Operational Advisory 13 for more information.

Date	Event/Deadline
April 1-10	Notice: SFS Access Closed for Agencies: Agencies cannot access SFS during Lapsing and FYE process execution.
April 1-10	Notice: Mandatory Payment Processing During SFS Access Closure for Agencies: If your agency requires a mandatory payment on this date, refer to the <u>Guide to Financial Operations Chapter XII Section 10.B - Business Continuity Plan- Critical Payments During an Emergency</u> for more information.
April 11	Notice: SFS Access Restored for Agencies: Agency access is anticipated to be restored on this date - upon completion of Lapsing and FYE process execution. A System Alert will be sent out by the SFS Help Desk when agencies may officially resume access into the SFS.



Events and Deadlines

May 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
<u>15</u>	<u>16</u>	17	18	19	20	21
22	23	24	25	<u>26</u>	27	28
29	30	<u>31</u>				

Date Event/Deadline

Date	Event/Deadline
May 15	Reporting: Monthly Cash Report: The report is released by the 15th day of every month and published at: http://www.osc.state.ny.us/finance/cbr.htm
May 16	Op Event: Deadline: Form B Submittal: State Consultant Services Contractor's Annual Employment Reports (Form B) are due for submission by May 16, 2016. <i>Refer to Operational Advisory 16 for more information.</i>
May 26	Notice: Contract Transactions Submittal (6/30 Lapsing): For all Contract transactions requiring OSC prior approval by Thursday, June 30, 2016 , the Bureau of Contracts recommends submitting such transactions to OSC by Thursday, May 26, 2016 . Transactions submitted after this date are less likely to be reviewed prior to funds lapsing.
May 31	Notice: Accounting Period Change: Effective June 1, 2016, the following accounting periods will be open: May 2016 - August 2016. Please refer to Operational Advisory 13 for more information.



Events and Deadlines

June 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<u>1</u>	2	3	<u>4</u>
5	6	7	8	9	10	11
12	13	14	<u>15</u>	16	17	18
19	20	21	<u>22</u>	<u>23</u>	<u>24</u>	25
26	<u>27</u>	28	29	30		

Date	Event/Deadline
------	----------------

June 1	Notice: SFS Transaction Cleanup: During June, SFS, per instruction by OSC, will begin to execute the clean-up activities listed in the GFO, Chapter III, Section 7 - Data Quality
June 4	Notice: SFS Transaction Cleanup: On the weekend of Saturday, June 4, 2016 , the SFS Program will be CLOSING all Purchase Orders that use an appropriation scheduled to lapse and are fully liquidated as of Friday, June 3, 2016 .
June 15	Notice: SFS Transaction Cleanup: The report is released by the 15th day of every month and published at: http://www.osc.state.ny.us/finance/cbr.htm
June 15	Reporting: Monthly Cash Report: The report is released by the 15th day of every month and published at: http://www.osc.state.ny.us/finance/cbr.htm
June 22	Notice: P-Card/NET Card Voucher Build Process in SFS: This is the last day the PCard/NET Card Voucher Build Process will run in the SFS.
June 23	Notice: P-Card/NET Card Voucher Build Process in SFS - ON HOLD: The PCard/NET Card Voucher Build Process in the SFS is ON HOLD and will resume when SFS returns to normal operations.

Date	Event/Deadline
------	----------------

June 24	Deadline: Negative Segregations: All lapsing negative segregations must be corrected NO LATER THAN Friday, June 24, 2016 . See the Guide to Financial Operations Chapter XVII, Section 2B - Negative Appropriation/Segregation Budgets for more information.
June 24	Deadline: Refunds of Appropriation Expenditure: Refunds of Appropriation against lapsing appropriations should be clearly marked "LAPSING" and should be received by Treasury and OSC NO LATER THAN Friday, June 24, 2016 .
June 24	Notice: Lapse Date Review: Agencies must review the NYKK0004 – Appropriations Due To and Not Due To Lapse and report any appropriation lapse date discrepancies to your Bureau of State Accounting Operations – Appropriation Section representative by Friday, June 24, 2016 . See the Guide to Financial Operations – Chapter XVII, Section 2.A.1 - NYKK0004 Appropriations Due To and Not Due To Lapse Report for more information.
June 24	Deadline: GL Journal Entries/AP Journal Vouchers: GL Journal entries/AP journal vouchers affecting lapsing appropriations that require OSC review and approval must be received by OSC's Bureau of State Accounting Operations NO LATER THAN Friday, June 24, 2016 .
June 27	Deadline: Fringe Benefits and Indirect Cost Assessments: Online certification of vouchers to pay for fringe benefits and indirect cost assessments must be completed by the Agency Financial Officer prior to 5:00 PM on Monday, June 27, 2016 .
June 27	Deadline: P-Card Reconciliation Vouchers: To ensure timely processing of vouchers against lapsing appropriations, Monday, June 27, 2016 , will be the last day when P-Card reconciliation can be performed using an appropriation which lapses on Thursday, June 30, 2016 . Any reconciliation performed on Tuesday, June 28, 2016 , through Thursday, June 30, 2016 , will be processed to voucher creation after Tuesday, July 5, 2016 , and if a lapsing appropriation is used, will fail budget check at that time.
June 27	Deadline: P-Card Reconciliation Vouchers: All P-Card reconciliation vouchers currently failing budget check must be resolved by Monday, June 27, 2016 , in order to use a lapsing appropriation, or the voucher must be changed to use a non-lapsing appropriation.



Events and Deadlines

June 2016 (continued)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	<u>28</u>	<u>29</u>	<u>30</u>		

Date	Event/Deadline
------	----------------

June 27	Deadline: P-Card Reconciliation Vouchers: Online certification of reconciliation vouchers must be completed by the Agency Financial Officer prior to 5:00 PM on Wednesday, June 29, 2016 .
June 28	Deadline: Interagency Vouchers: Online certification of interagency vouchers must be completed by the Agency Financial Officer prior to 5:00 PM on Tuesday, June 28, 2016 .
June 29	Deadline: Bulkload Entry of Expense Reports by Business Units: Expense Reports entered through the bulkload process should be transferred to SFS by 11:00 AM on Wednesday, June 29, 2016 , to ensure they are loaded into SFS prior to 5:00 PM on Wednesday, June 29, 2016 . Expense Reports transferred after 11:00 AM may or may not be included in processing schedules.

Date	Event/Deadline
------	----------------

June 29	Deadline: Bulkload Entry of Vouchers by Business Unit: Vouchers entered through the bulkload process should be transferred to SFS by 11:00 AM on Wednesday, June 29, 2016 , to ensure they are loaded into SFS prior to 5:00 PM on Wednesday, June 29, 2016 . Vouchers transferred after 11:00 AM may or may not be included in processing schedules.
June 29	Deadline: Online Entry of Expense Reports by Business Unit: Online certification must be completed by the Agency Financial Officer prior to 5:00 PM on Wednesday, June 29, 2016
June 29	Deadline: Online Entry of Vouchers by Business Unit: Online certification must be completed by the Agency Financial Officer prior to 5:00 PM on Wednesday, June 29, 2016 .
June 29	Notice: Interagency Vouchers: To ensure timely processing of vouchers against lapsing appropriations, Wednesday, June 29, 2016 , will be the last day interagency vouchers will be paid before lapsing. Payment of interagency vouchers will continue after lapsing is complete.
June 30	Notice: Accounting Period Change: Effective July 1, 2016, the following accounting periods will be open: June 2016 - September 2016. Please refer to Operational Advisory 13 for more information.
June 30	Notice: Appropriation Lapsing Date: Lapsing will occur at close of business on Thursday, June 30, 2016 .
June 30	Notice: Bulkload Entry of Vouchers by Business Unit: Lapsing will occur at close of business on Thursday, June 30, 2016 . Payment dates on 'lapsing' vouchers must be June 30, 2016 , or earlier.
June 30	Notice: Online Entry of Vouchers by Business Unit: Lapsing will occur at close of business on Thursday, June 30, 2016 . Payment dates on 'lapsing' vouchers must be June 30, 2016 , or earlier.
June 30	Notice: SFS Access Closed for Agencies at 3:00 PM: Agencies cannot access SFS after 3:00 PM. SFS Production will CLOSE to users for lapsing process execution. SFS will issue a System Alert when agencies may resume access.



Events and Deadlines

July 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					<u>1</u>	<u>2</u>
<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>
<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>
<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>
<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>
<u>31</u>						

Date	Event/Deadline
July 1	Notice: Mandatory Payment Processing During SFS Access Closure for Agencies: If your agency requires a mandatory payment on this date, refer to the Guide to Financial Operations Chapter XII, Section 10.B - Business Continuity Plan – Critical Payments During an Emergency for more information.
July 1	Notice: SFS Access Closed for Agencies Agencies cannot access SFS during lapsing process execution. SFS will issue a System Alert when agencies may resume access.
July 1	Notice: Prompt Pay Interest Rate Prompt payment interest rate notice for SFS. Prompt payment interest rate for current quarter is 3.0%.
July 11	Notice: Abandoned Property - Initial Letter Outreach OSC will notify owners of un-cashed NYS checks that the check is at risk of being identified as abandoned property and escheated into the Abandoned Property Fund. These letters will notify recipients to contact the Agency that requested the payment to obtain a replacement.

Date	Event/Deadline
July 15	Notice: FBIC Quarterly Bills FBIC quarterly bills made available to agencies. Final invoice date is contingent on the billing process being completed.
July 15	Notice: FBIC Quarterly Bills: FBIC quarterly bills made available to agencies. Final invoice date is contingent on the billing process being completed.
July 15	Reporting: Monthly Cash Report: The report is released by the 15th day of every month and published at: http://www.osc.state.ny.us/finance/cbr.htm
July 29	Reporting: CAFR / Annual Basic Financial Statements Publication Comprehensive Annual Financial Report (CAFR) and Annual Basic Financial Statements are published.
July 29	Reporting: Annual Cash Basis Report Publication Annual Cash Basis Report is published.
July 31	Notice: Accounting Period Change: Effective August 1, 2016, the following accounting periods will be open: July 2016 - October 2016. Please refer to Operational Advisory 13 for more information.



Events and Deadlines

August 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	<u>11</u>	<u>12</u>	13
14	<u>15</u>	16	17	18	19	20
21	22	23	24	25	<u>26</u>	27
28	29	30	<u>31</u>			

Date	Event/Deadline
August 26	Notice: Contract Transactions Submittal (9/30 Lapsing) For all Contract transactions requiring OSC prior approval by Friday, September 30, 2016, the Bureau of Contracts recommends submitting such transactions to OSC by Friday, August 26, 2016. Transactions submitted after this date are less likely to be reviewed prior to funds lapsing.
August 31	Notice: Accounting Period Change Effective September 1, 2016, the following accounting periods will be open: August 2016 - November 2016. Please refer to Operational Advisory 13 for more information.
August 31	Notice: Accounting Period Change: Effective September 1, 2016, the following accounting periods will be open: August 2016 - November 2016. Please refer to Operational Advisory 13 for more information.

Date	Event/Deadline
August 11	Notice: Contract Transactions Submittal (9/15 Lapsing) For all Contract transactions requiring OSC prior approval by Thursday, September 15, 2016, the Bureau of Contracts recommends submitting such transactions to OSC by Thursday, August 11, 2016. Transactions submitted after this date are less likely to be reviewed prior to funds lapsing.
August 12	Notice: Abandoned Property - Recipient Response Date of Initial Letter Outreach Recipients of the initial letter outreach conducted in July are requested to respond by this date. For more information regarding the escheatment process, see the Guide to Financial Operations <u>Chapter XIV, Section 1 - Outstanding Check Outreach and Escheatment</u> .
August 15	Reporting: GAAP Quarterly Report: GAAP Quarterly Report prepared for quarter ending in June (Apr – Jun). Report is published to the State Register.
August 15	Reporting: Monthly Cash Report: The report is released by the 15th day of every month and published at: http://www.osc.state.ny.us/finance/cbr.htm



Events and Deadlines

September 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				<u>1</u>	2	3
4	5	6	7	<u>8</u>	<u>9</u>	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Date	Event/Deadline
------	----------------

- | | |
|-------------|---|
| September 8 | Deadline: Lapse Date Review (Sept 15 Lapsing) Agencies must review the NYKK0004 – Appropriations Due To and Not Due To Lapse and report any appropriation lapse date discrepancies to your Bureau of State Accounting Operations – Appropriation Section representative by Thursday, September 8th, 2016 . See the Guide to Financial Operations – Chapter XVII.2.A.1 for more information. |
| September 8 | Deadline: GL Journal Entries/AP Journal Transfers (Sept 15 Lapsing) GL journal entries/AP journal vouchers affecting lapsing appropriations that require OSC review and approval must be received by OSC's Bureau of State Accounting Operations NO LATER THAN Thursday, September 8, 2016 . |
| September 8 | Deadline: Refunds of Appropriation Expenditure (Sept 15 Lapsing) Refunds of Appropriation against lapsing appropriations should be clearly marked "LAPSING" and should be received by Treasury and OSC NO LATER THAN Thursday, September 8, 2016 . |
| September 9 | Deadline: Negative Segregations (Sept 15 Lapsing) All lapsing negative segregations must be corrected NO LATER THAN Friday, September 9, 2016 . See Guide to Financial Operations Chapter XVII, Section 2.B, Negative Appropriation/Segregation Budgets for more information. |
| September 9 | Deadline: Negative Segregations (Sept 15 Lapsing) To ensure timely processing of vouchers against lapsing appropriations, Thursday, September 8, 2016 , will be the last day when P-Card reconciliation can be performed using an appropriation which lapses on Thursday, September 15, 2016 . Any reconciliation performed on September 9, 2016 , through September 15, 2016 , will be processed to voucher creation after September 15, 2016 , and if a lapsing appropriation is used, will fail budget check at that time. All reconciliation vouchers currently failing budget check must also be resolved by Friday, September 9, 2016 , in order to use a lapsing appropriation, or the voucher must be changed to use a non-lapsing appropriation. Online certification of reconciliation vouchers must be completed by the Agency Financial Officer prior to 5:00 PM on Friday, September 9, 2016 . |

Date	Event/Deadline
------	----------------

- | | |
|-------------|---|
| September 1 | Deadline: Abandoned Property - Check Cancellation Requests All cancellation requests for uncashed checks over \$1,000 should be submitted by this date. Outstanding checks over \$1,000 after this date will be subject to a second letter outreach campaign. For more information regarding the escheatment process, see the Guide to Financial Operations Chapter XIV, Section 1 - Outstanding Check Outreach and Escheatment. |
| September 1 | Notice: SFS Transaction Cleanup During September, SFS, per instruction by OSC, will begin to execute the clean-up activities listed in the GFO. For more information, see Chapter III, Section 7 - Data Quality of this Guide . |



Events and Deadlines

September 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
3	4	5	6	7	8	<u>9</u>
10	11	<u>12</u>	13	<u>14</u>	<u>15</u>	<u>16</u>
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Date	Event/Deadline
------	----------------

- | | |
|--------------|---|
| September 9 | Notice: Purchase Orders (Sept 15 Lapsing) During the morning of Friday, September 09, 2016 , the SFS Program will be CLOSING all Purchase Orders that use an appropriation scheduled to lapse on Thursday, September 15, 2016. SFS will remain available to agencies throughout this process. |
| September 12 | Notice: Interagency Vouchers (Sept 15 Lapsing) To ensure timely processing of vouchers against lapsing appropriations, Tuesday, September 13, 2016 , will be the last day interagency vouchers will be paid before lapsing. Payment of interagency vouchers will continue after lapsing is complete. Online certification of interagency vouchers, including those paying for fringe benefits and indirect costs assessments, must be completed by the Agency Financial Officer prior to 5:00 PM on Monday, September 12, 2016 . |

- | Date | Event/Deadline |
|--------------|---|
| September 14 | Deadline: Bulkload Entry of Expense Reports by Business Units (Sept 15 Lapsing) Expense Reports entered through the bulkload process should be transferred to SFS by 11:00 AM on Wednesday, September 14, 2016, to ensure they are loaded into SFS prior to 5:00 PM on Thursday, September 15, 2016 . Expense Reports transferred after 11:00 AM may or may not be included in processing schedules. |
| September 14 | Deadline: Online Entry of Expense Reports by Business Unit (Sept 15 Lapsing) Online certification must be completed by the Agency Financial Officer prior to 5:00 PM on Wednesday, September 14, 2016 . |
| September 14 | Notice: Bulkload Entry of Vouchers by Business Unit (Sept 15 Lapsing) Vouchers entered through the bulkload process should be transferred to SFS by 11:00 AM on Wednesday, September 14, 2016 , to ensure they are loaded into SFS prior to 5:00 PM on Wednesday, September 14, 2016 . Vouchers transferred after 11:00 AM may or may not be included in processing schedules. |
| September 14 | Notice: Online Entry of Vouchers by Business Unit (Sept 15 Lapsing) Online certification must be completed by the Agency Financial Officer prior to 5:00 PM on Wednesday, September 14, 2016 . |
| September 15 | Reporting: Monthly Cash Report The report is released by the 15th day of every month and published at: http://www.osc.state.ny.us/finance/cbr.htm |
| September 15 | Notice: Voucher Payment Dates (Sept 15 Lapsing) Payment dates on 'lapsing' vouchers must be September 15, 2016 , or earlier. |
| September 15 | Notice: SFS Access Closed for Agencies at 3:00pm Agencies cannot access SFS after 3:00pm. SFS Production will CLOSE to users for lapsing process execution. Expected time to re-open SFS Production access to agencies: COB, Monday, September 19, 2016 - pending completion of the lapsing process. A System Alert will be sent out by the SFS Help Desk when agencies may resume access into the SFS. |
| September 16 | Notice: Mandatory Payment Processing During SFS Access Closure for Agencies (Sept 15 Lapsing) If your agency requires a mandatory payment on this date, refer to the Guide to Financial Operations Chapter XII Section 10.B - Business Continuity Plan- Critical Payments During an Emergency for more information. |



Events and Deadlines

September 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	<u>23</u>	24
25	26	27	<u>28</u>	<u>29</u>	<u>30</u>	

Date	Event/Deadline
------	----------------

September 23	Notice: Purchase Orders During the morning of Friday, September 23, 2016 , the SFS Program will be CLOSING all Purchase Orders that use an appropriation scheduled to lapse on Friday, September 30, 2016.
September 23	Deadline: Negative Segregations All lapsing negative segregations must be corrected NO LATER THAN Friday, September 23, 2016 , for SUNY/CUNY. See Guide to Financial Operations Chapter XVII, Section 2.B, Negative Appropriation/Segregation Budgets for more information.
September 23	Deadline: GL Journal Entries/AP Journal Transfers GL journal entries/AP journal vouchers affecting lapsing appropriations that require OSC review and approval must be received by OSC's Bureau of State Accounting Operations NO LATER THAN Friday, September 23, 2016 , for SUNY/CUNY.

Date	Event/Deadline
September 23	Deadline: Refunds of Appropriation Expenditure Refunds of Appropriation against lapsing appropriations should be clearly marked "LAPSING" and should be received by Treasury and OSC NO LATER THAN Friday, September 23, 2016 , for SUNY/CUNY.
September 28	Deadline: Bulkload Entry of Expense Reports by Business Units Expense Reports entered through the bulkload process should be transferred to SFS by 11:00 AM on Wednesday, September 28, 2016 , for SUNY/CUNY, to ensure they are loaded into SFS prior to 5:00 PM on Wednesday, September 28, 2016 , for SUNY/CUNY. Expense Reports transferred after 11:00 AM may or may not be included in processing schedules.
September 28	Notice: Interagency Vouchers To ensure timely processing of vouchers against lapsing appropriations, Thursday, September 29, 2016, for SUNY/CUNY , will be the last day interagency vouchers, including vouchers to pay for fringe benefits and indirect cost assessments, will be paid before lapsing. Payment of interagency vouchers will continue after lapsing is complete. Online certification of interagency vouchers must be completed by the Agency Financial Officer prior to 5:00 PM on Wednesday, September 28, 2016 , for SUNY/CUNY.
September 28	Notice: Bulkload Entry of Vouchers by Business Unit Vouchers entered through the bulkload process should be transferred to SFS by 11:00 AM on Wednesday, September 28, 2016 , for SUNY/CUNY, to ensure they are loaded into SFS prior to 5:00 PM on Wednesday, September 28, 2016 , for SUNY/CUNY. Vouchers transferred after 11:00 AM may or may not be included in processing schedules.
September 29	Deadline: Online Entry of Expense Reports by Business Unit Online certification must be completed by the Agency Financial Officer prior to 5:00 PM on Thursday, September 29, 2016, for SUNY/CUNY.
September 29	Notice: Online Entry of Vouchers by Business Unit Online certification must be completed by the Agency Financial Officer prior to 5:00 PM on Thursday, September 29, 2016 , for SUNY/CUNY.
September 30	Notice: Accounting Period Change Effective October 1, 2016, the following accounting periods will be open: September 2016 - December 2016. Please refer to Operational Advisory 13 for more information.
September 30	Notice: Voucher Payment Dates Payment dates on 'lapsing' vouchers must be September 30, 2016 , or earlier for SUNY/CUNY.
September 30	Notice: SFS Access Closed for Agencies at 3:00pm Agencies cannot access SFS after 3:00pm. SFS Production will CLOSE to users for lapsing process execution. Expected time to re-open SFS Production access to agencies: COB, Tuesday, October 4, 2016 - pending completion of the lapsing process. A System Alert will be sent out by the SFS Help Desk when agencies may resume access into the SFS.
September 30	Notice: Abandoned Property - 2nd Notice Outreach: OSC will mail 2nd notice letters to recipients of NYS checks which have not been cashed. These letters will notify recipients to contact the Agency that requested the payment to obtain a replacement.



Events and Deadlines

October 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						<u>1</u>
2	3	4	5	6	7	8
9	10	11	12	13	<u>14</u>	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Date	Event/Deadline
October 14	Reporting: Monthly Cash Report The report is released by the 15th day of every month and published at: http://www.osc.state.ny.us/finance/cbr.htm
October 14	Reporting: Monthly Cash Report: The report is released by the 15th day of every month and published at: http://www.osc.state.ny.us/finance/cbr.htm
October 31	Notice: Accounting Period Change: Effective November 1, 2016, the following accounting periods will be open: October 2016 - January 2017. Please refer to Operational Advisory 13 for more information.

Date	Event/Deadline
October 1	Notice: Travel Rate Changes: Maximum per diem rates for travel updated in SFS.
October 1	Notice: Mandatory Payment Processing During SFS Access Closure for Agencies If your agency requires a mandatory payment on this date, refer to the Guide to Financial Operations Chapter XII Section 10.B - Business Continuity Plan– Critical Payments During an Emergency for more information.
October 3	Notice: Prompt Pay Interest Rate: Prompt payment interest rate notice for SFS. Prompt payment interest rate for current quarter is 3%.
October 14	Notice: FBIC Quarterly Bills: FBIC quarterly bills made available to agencies. Final invoice date is contingent on the billing process being completed.



Events and Deadlines

November 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	<u>15</u>	16	17	18	19
20	21	22	23	24	25	26
27	28	29	<u>30</u>			

Date **Event/Deadline**



Events and Deadlines

December 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				<u>1</u>	2	3
4	5	6	7	8	9	10
11	12	13	14	<u>15</u>	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	<u>31</u>

Date	Event/Deadline
------	----------------

- | | |
|-------------|--|
| December 1 | Notice: SFS Transaction Cleanup During December, SFS, per instruction by OSC, will begin to execute the clean-up activities listed in the GFO. For more information, see Chapter III, Section 7 - Data Quality of this Guide. |
| December 15 | Reporting: Monthly Cash Report The report is released by the 15th day of every month and published at:
http://www.osc.state.ny.us/finance/cbr.htm |
| December 31 | Notice: Accounting Period Change Effective January 1, 2017, the following accounting periods will be open: December 2016 - March 2017. Please refer to <u>Operational Advisory 13</u> for more information. |