

# WILL MY EXPENSE REPORT PAY BEFORE LAPSING?



**[CLICK HERE](#)**

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What is the approval status of the expense report?

Pending - PND

Pending OSC Audit - POS

Under OSC Audit - UOS

Approved - RAP

Approved for Payment, Released for Approval, Released for Denial or Released from Audit – APY, RFA, RFD or RFU

Staged - STG

Denied – DNU

# Pending



Has the expense report been submitted to  
OSC?

[Yes](#)

[No](#)

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# Pending



The expense report must be  
submitted to OSC.

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# Pending OSC Audit



Was the expense report submitted less than  
two days ago?

[Yes](#)

[No](#)

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# Pending OSC Audit



The expense report has not been through our process yet. Please check back once two days has passed.

Note: If the funds will lapse within the next two days and the expense report was entered by the deadline laid out in the lapsing bulletin, contact OSC at [voucherauditmailbox@osc.state.ny.us](mailto:voucherauditmailbox@osc.state.ny.us) for assistance.

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# Pending OSC Audit



Contact OSC at  
[voucherauditmailbox@osc.state.ny.us](mailto:voucherauditmailbox@osc.state.ny.us)  
for assistance.

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# Under OSC Audit



Was the expense report submitted less than  
two days ago?

[Yes](#)

[No](#)

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# Under OSC Audit



The expense report has not been through our process yet. Please check back once two days has passed.

Note: If the funds will lapse within the next two days and the expense report was entered by the deadline laid out in the lapsing bulletin, contact OSC at [voucherauditmailbox@osc.state.ny.us](mailto:voucherauditmailbox@osc.state.ny.us) for assistance.

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# Under OSC Audit



Has OSC requested any information about  
the expense report?

[Yes](#)

[No](#)

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# Under OSC Audit



Contact OSC at  
[voucherauditmailbox@osc.state.ny.us](mailto:voucherauditmailbox@osc.state.ny.us)  
for assistance.

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# Under OSC Audit



Provide information to OSC as quickly as possible. If you need clarification on what to provide, contact OSC at [voucherauditmailbox@osc.state.ny.us](mailto:voucherauditmailbox@osc.state.ny.us) for assistance.

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# Approved



Has the expense report been in this status for  
more than one day?

[Yes](#)

[No](#)

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# Approved



The expense report has not been through our process yet. Please check back in one day.

Note: If the funds will lapse within the next day and the expense report was entered by the deadline laid out in the lapsing bulletin, contact OSC at [voucherauditmailbox@osc.state.ny.us](mailto:voucherauditmailbox@osc.state.ny.us) for assistance.

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# Approved for Payment, Released for Approval, Released for Denial or Released from Audit



Has the expense report been in this status for  
more than one day?

[Yes](#)

[No](#)

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# Approved for Payment, Released for Approval Released for Denial or Released from Audit



The expense report has not been through our process yet. Please check back in one day.

Note: If the funds will lapse within the next day and the expense report was entered by the deadline laid out in the lapsing bulletin, contact OSC at [voucherauditmailbox@osc.state.ny.us](mailto:voucherauditmailbox@osc.state.ny.us) for assistance.

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# Staged



Is there enough cash for the expense report to pay?

[Yes](#)

[No](#)

(To check this, view the most current NYKK3833 report in the General Folder of Report Manager. If the expense report appears on this report with a error detail of “Insufficient Cash Balance” the fund does have enough cash to pay all unpaid expense reports/vouchers currently referencing that fund.)

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# Staged



In order for the expense report to pay, you must do one of two things:

1. Move enough money to that fund to cover **all** unpaid expense reports/vouchers referencing that fund.

OR

2. Close enough of the expense reports/vouchers so the amount in the fund will cover the remaining expense reports/vouchers referencing that fund. The expense reports/vouchers that are closed must be re-entered and processed by your Business Unit to be paid. To request vouchers be closed, contact [STEXPEND@osc.state.ny.us](mailto:STEXPEND@osc.state.ny.us). To request expense reports be closed, contact the SFS help desk.

(Note: All unpaid voucher numbers and amounts that are referencing a fund which has insufficient cash can be found on the NYKK3833 report.)

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# Denied



This expense report has been denied back to the traveler. The expense report must be re-submitted to OSC by the deadline laid out in the lapsing bulletin.

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# Submit a Help Desk Ticket



Submit a help desk ticket to SFS, with Lapsing in the subject line. The help desk ticket should include the expense report ID, as well as a description of the steps you took to verify it was not moving forward.

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