

WILL MY VOUCHER PAY BEFORE LAPSING?



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What is the approval status of the voucher?

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Approved - A

Released for Approval, Released for Denial
or Released from Audit – W, Z or Y

Denied or Rejected – D or R

Pending



Has the Agency Financial Officer approved
the voucher?

[Yes](#)

[No](#)

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Pending



The Agency Financial Officer must approve the voucher.

Note: The Agency Financial Officer cannot also be the creator of the voucher; if so, delete and re-enter and submit by the deadline laid out in the lapsing bulletin. You will be able to use the same invoice number.

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Pending



Is the Agency Financial Officer also the creator?

[Yes](#)

[No](#)

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Pending



The Agency Financial Officer cannot also be the creator of the voucher. Delete the voucher and re-enter and submit by the deadline laid out in the lapsing bulletin, ensuring the creator is not an Agency Financial Officer. You will be able to use the same invoice number.

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Pending OSC



Was the voucher submitted less than two
days ago?

[Yes](#)

[No](#)

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Pending OSC



The voucher 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 voucher was entered by the deadline laid out in the lapsing bulletin, contact OSC at voucherauditmailbox@osc.state.ny.us for assistance.

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Pending OSC



Contact OSC at

voucherauditmailbox@osc.state.ny.us

for assistance.

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Under OSC



Was the voucher submitted less than two
days ago?

[Yes](#)

[No](#)

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Under OSC



The voucher 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 voucher was entered by the deadline laid out in the lapsing bulletin, contact OSC at voucherauditmailbox@osc.state.ny.us for assistance.

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Under OSC



Has OSC requested any information about
the voucher?

[Yes](#)

[No](#)

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Under OSC



Contact OSC at

voucherauditmailbox@osc.state.ny.us

for assistance.

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Under OSC



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

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Approved



Has the scheduled payment date passed?

[Yes](#)

[No](#)

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Approved



Does the voucher have a close status of
“Closed”?

[Yes](#)

[No](#)

(Note: Close status is located on the bottom right of the
summary tab of a voucher.)

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Approved



Is there enough cash for the voucher to pay?

[Yes](#)

[No](#)

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

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Approved



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

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

OR

2. Close enough of the vouchers so the amount in the fund will cover the remaining vouchers referencing that fund. The 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.

(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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Approved



The voucher must be re-entered and re-submitted to OSC by the deadline laid out in the lapsing bulletin.

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Approved



Is the scheduled payment date the day of
lapsing or before?

[Yes](#)

[No](#)

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Approved



The voucher will pay on its scheduled
payment date.

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Approved



The scheduled payment date must be the date of lapsing or before or the payment will not be made. Contact OSC at stexpend@osc.state.ny.us to change the scheduled payment date.

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Released for Approval, Released for Denial or Released from Audit



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

[Yes](#)

[No](#)

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Released for Approval, Released for Denial or Released from Audit



The voucher 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 voucher was entered by the deadline laid out in the lapsing bulletin, contact OSC at voucherauditmailbox@osc.state.ny.us for assistance.

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Denied or Rejected



This voucher has been denied or rejected back to the Business Unit. The voucher must be re-entered and 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 BU and voucher number, as well as a description of the steps you took to verify it was not moving forward.

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