



NEW YORK STATE
Unified Court System

OFFICE OF COURT ADMINISTRATION

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DFM Bulletin

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TO: Holders of the Financial Planning and Control Manual

SUBJECT: Statewide Financial System (SFS) Blackout Period and Fiscal Year End (FYE) Procedures and Information

March 28, 2024, at 5:00 p.m. – the SFS Blackout Period for the 2023-24 FYE will begin. SFS will remain unavailable for approximately one week. UCS courts and agencies will not be able to enter transactions into SFS during the Blackout Period.

Voucher and Expense Report Processing

The scheduled payment date for all voucher types should be **March 28, 2024, or earlier** to ensure payments are made by fiscal year end. To make certain vouchers and expense reports are **approved and paid by OSC on or before March 29, 2024**, and in accordance with OSC Guidelines, the UCS has established the following procedures:

Entry and Approval Deadlines:

- March 14, 2024:** NYC Courts must **enter** voucher and expense reports online on or before March 14, 2024 at 5:00 p.m. This earlier date results from the number of transactions and the multiple approvals and review required within these courts;
- March 22, 2024:** NYC Court Supervisors must **approve** voucher payments on or before March 22, 2024, at 5:00 p.m.;
- March 27, 2024:** All other locations – other than NYC Courts – **must complete final fiscal approval** of vouchers or expense reports on or before March 27, 2024, by 5:00 p.m.; and
- March 28, 2024:** All **revenue deposits** should be entered on or before March 28, 2024, by 3:00 p.m.

Processing of Jury Payroll through the Jury Management System, Attorney for Child (AFC) vouchers, via the AFC System and Court Interpreter Bridge payments will continue as usual, unless notified by DoT. DoT will monitor bulkload deadlines. Any voucher entered **manually** in SFS **must** follow the schedule above.

Required FYE Clean-Up Process - On or before March 28, 2024:

- **Cancel** any Purchase Order (PO) that has no associated vouchers and is no longer required;
- **Reduce** POs to equal the already expended funds using a PO Change Order for any PO encumbering funds which will not be used in the 2024-25 budget period (2023-24 lapse period);
- **Resolve** PO budget status errors; and
- **Delete** open vouchers no longer required for payment to the vendor.

SFS System Clean-Up Actions - on March 31, 2024:

- Vouchers not approved by OSC will need to be resubmitted when SFS reopens;
- Vouchers in failed budget check status *may* be deleted; and
- Expense reports pending or submitted for approval will be denied back to the traveler.

DFM will notify you when data entry may resume in the SFS for Fiscal Year 2023-24. Transactions must not be processed in SFS prior to notification from DFM. Any transactions processed prior to DFM notification will be deleted.

Please ensure distribution of this bulletin to all personnel, including travelers, within your respective jurisdictions who may be responsible for the processing of, or the monitoring of internal controls relating to, all SFS transactions. Thank you for your cooperation.

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