



NEW YORK STATE
Unified Court System

OFFICE OF COURT ADMINISTRATION

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| DFM Bulletin | Number 1604 | February 11, 2016 |
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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 30, 2016 at 3:00 p.m. – The SFS Blackout Period for the 2015-16 FYE will begin. SFS will remain unavailable for approximately two weeks. UCS courts and agencies will not be able to enter transactions to the SFS during the Blackout Period.

Contract Processing

February 10 - February 22, 2016

As of **February 10, 2016**, prominently write “**Lapsing**” on any STS/AC340-S for contract transactions where funds lapsing March 31, 2016 are pre-encumbered. Any Contract transaction requiring OSC approval by March 31, 2016 should be submitted to OSC on or before **February 22, 2016**.

Voucher and Expense Report Processing

Commencing now, Scheduled Payment Dates for all voucher types should be coded “**Due Now**” using entry code “**00**.” To ensure vouchers and expense reports are **approved and paid by OSC on or before March 30, 2016**, and in accordance with OSC Guidelines, the UCS has established the following procedures:

Entry and Approval Deadlines:

- March 17, 2016:** NYC Courts must **enter** voucher and expense reports online on or before March 17, 2016 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, 2016:** NYC Court Supervisors must **approve** voucher payments on or before March 22, 2016 at 5:00 p.m.
- March 24, 2016:** All other locations – other than NYC Courts – must **enter** vouchers or expense reports on or before March 24, 2016 at 5:00 p.m.
- March 28, 2016:** All other locations – other than NYC Courts – **must complete final fiscal approval** of vouchers or expense reports on or before March 28, 2016 by 5:00 p.m.
- March 30, 2016:** All **revenue deposits** should be entered on or before March 30, 2016 by 3:00 p.m.

Processing of Jury Payroll through the Jury Management System, Attorney for Child (AFC) Vouchers via the AFC System, and NYC Court Interpreter Bridge payments will continue as usual. Any voucher entered **manually** in SFS must follow the schedule listed above.

Required FYE Clean-Up Process
by March 25, 2016:

- **Cancel** any Purchase Order (PO) that has no associated vouchers and is no longer required.
- **Reduce** PO's to equal the already expended funds using a PO Change Order for any PO encumbering funds which will not be used in the 2016-17 budget period (2015-16 lapse period).
- **Resolve** PO budget status errors.
- **Delete** open vouchers no longer required for payment to the vendor.
- **Deny** any voucher pending agency approval at 5:00 p.m. on March 28, 2016 to avoid deletion.

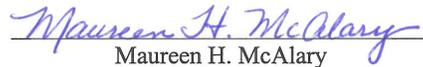
SFS System Clean-Up Actions
on March 31, 2016:

- Vouchers not approved by OSC will be deleted.
- Vouchers in failed budget check status will be deleted.
- 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 2015-16. Transactions must not be processed in SFS prior to DFM notification. 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.

NYS UNIFIED COURT SYSTEM
FOR ADMINISTRATIVE
PURPOSES ONLY


Maureen H. McAlary