



NEW YORK STATE
Unified Court System

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DFM Bulletin	Number 1404	March 3, 2014
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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

The SFS Blackout Period for 2014 Fiscal Year End (FYE) will begin at 3:00 p.m. on Friday, March 28, 2014. SFS will remain unavailable for approximately one week. UCS courts and agencies will not be able to process vouchers or expense reports in the SFS during the End of Fiscal Year Blackout Period.

All vouchers entered in SFS, but not approved by OSC on or before March 27, will be deleted as part of the FYE processing. Any online expense reports not approved by OSC on or before March 27, 2014 will be denied back to the traveler.

To ensure vouchers and expense reports are **approved and paid on or before March 27, 2014**, and in accordance with OSC Guidelines, the UCS has established the following procedures:

- 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 of these vouchers entered manually in SFS must follow the schedule listed below.
- The **last date to enter voucher and expense reports** online is **March 17, 2014 by 5:00 p.m.**
- The **last date for NYC Court Supervisors to approve voucher payments** is **March 18, 2014.**

- The **last date to certify voucher and expense report payments** at the final level of approval is **March 24, 2014 by 5:00 p.m.**
- The last date to enter **revenue deposits** is **March 28, 2014 by 3:00 p.m.**
- Scheduled Payment Dates for all voucher types should be “Due Now” using entry code “00.”

FYE Clean Up Process:

- Any Purchase Order (PO) that was established but has no associated vouchers and is no longer needed should be canceled by March 25, 2014.
- Any PO encumbering funds which will not be used in the 2014-15 budget period (2013-14 lapse period) will require a PO Change Order to reduce the PO amount to equal the expenditure amount.
- PO budget status errors must be resolved by March 25, 2014.
- If an open voucher is no longer required for payment to the vendor, delete it.
- Approvers must make sure that vouchers and expense reports for their department are no longer in their worklist by close of business March 24, 2014.
- A list of [FYE-Related Queries and Reports](#) is attached.

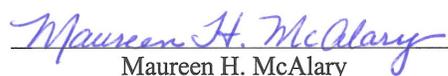
Vouchers and Expense Reports in the SFS on March 28, 2014:

- Vouchers that have passed budget checking, but have not yet been approved by OSC, will be deleted as part of system clean up.
- Vouchers in failed budget check status will be deleted as part of system clean up.
- Expense reports submitted for approval or pending approval status will be denied back to the traveler.

DFM will notify you when data entry may resume in the SFS for FY 2013-14. Transactions must not be processed in SFS prior to DFM notification. Any transactions processed prior to DFM notification will be deleted from the system.

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