

Events and Deadlines

January 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Date	Event/Deadline
------	----------------

January 1	Mileage Rate Change Publication: Based upon IRS regulations, the new personal car mileage rate becomes effective. The maximum rate allowed by IRS for Personal Car Mileage can be found in Guide to Financial Operations Chapter XIII Section 4.C - Travel Mileage Rates .
January 4	Notice: Prompt Pay Interest Rate: Prompt payment interest rate for SFS. Prompt payment interest rate for current quarter is 2.0%.
January 15	Notice: FBIC Quarterly Bills: FBIC quarterly bills made available to agencies. Final invoice date is contingent on the billing process being completed.
January 15	Reporting: Monthly Cash Report: The report is released by the 15th day of every month and published at: http://www.osc.state.ny.us/finance/cbr.htm
January 17	Mailing of W2 Statements: OSC anticipates mailing W2 statements. If you have not received your anticipated statement by 2/17/21, please contact your payroll office.

Date	Event/Deadline
------	----------------

January 22	Notice: Automated Accrual Process: Refers to the process run by SFS, at the request of BFROSR, prior to reporting period closing. This process programmatically generates summary accruals to the Mod Acrl ledger where the obligation date of a transaction is in a prior period.
January 27	Mailing of 1099 Statements: OSC anticipates mailing 1099 statements. If you have not received your anticipated statement by 2/17/21, please contact our office after this date.
January 31	Notice: Accounting Period Change: Effective February 1, 2021, the following accounting periods will be open: January 2021 - March 2021. Please refer to Operational Advisory 13 for more information.

Events and Deadlines

February 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	<u>12</u>	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
<u>28</u>						

Date Event/Deadline

Date	Event/Deadline
February 12	Reporting: GAAP Quarterly Report: GAAP Quarterly Report prepared for quarter ending in December (Oct – Dec). Report is published to the State Register.
February 12	Reporting: Monthly Cash Report: The report is released by the 15th day of every month and published at: http://www.osc.state.ny.us/finance/cbr.htm
February 25	Notice: Contract Transactions Submittal (3/31 FYE): For all Contract transactions requiring OSC prior approval by March 31, 2021 , the Bureau of Contracts recommends submitting such transactions to OSC by February 25, 2021 . Transactions submitted after this date are less likely to be reviewed prior to FYE.
February 28	Notice: Accounting Period Change: Effective March 1, 2021, the following accounting periods will be open: February 2021 - March 2021. Please refer to Operational Advisory 13 for more information.

Events and Deadlines

March 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<u>1</u>	2	3	4	5	6
7	8	9	10	11	12	13
14	<u>15</u>	<u>16</u>	17	18	19	20
21	<u>22</u>	<u>23</u>	24	<u>25</u>	<u>26</u>	27
28	29	<u>30</u>	31			

Date	Event/Deadline
March 23	<u>Deadline (Bulkload & Online) Year End General Ledger Journal entries:</u> Last day to submit General Ledger Journal entries requiring OSC approval in order to ensure approval and posting by 3/30/2021 . General Ledger Journal Entries not posted will be rejected and deleted.
March 24	<u>Deadline: (Bulkload & Online) for Budget Journals:</u> Last day to submit Budget Transfers or Interunit Budget Transfers to DOB for approval and subsequent posting by OSC.
March 26	<u>Deadline: (Bulkload) Year End Expense Reports:</u> Last day to bulkload Expense Reports in order to ensure OSC approval and payment on or before 3/30/2021. Expense Reports bulkloaded after this date have no assurance of being OSC approved and paid.
March 26	<u>Deadline: (Bulkload) Year End Vouchers:</u> Last day to bulkload Vouchers in order to ensure OSC approval and payment on or before 3/30/2021. Vouchers bulkloaded after this date have no assurance of being OSC approved and paid. *Review scheduled pay dates. In order to pay by FYE vouchers must contain a scheduled pay date of 3/30/2021 or before.
March 26	<u>Deadline: (DOL) Last day for any transactions charging Federal funds:</u> Last day for any transactions charging Federal funds to be posted, to ensure Federal reimbursement funds are received by 3/31/2021.
March 26	<u>Deadline: (DOL) Last day to approve Federal Bills:</u> Last day to approve Federal Bills for the draw to ensure Federal reimbursement funds are received by 3/31/2021.
March 26	<u>Deadline: (Bulkload) Year End General Ledger Journal entries:</u> Last day to submit bulkload General Ledger Journal Entries not requiring OSC review and approval.
March 26	<u>Deadline: Transactions Charging Federal Funds:</u> Last day for any fully approved and posted transaction charging Federal funds to ensure Federal reimbursement funds are received by 3/31/2021.
March 29	<u>Deadline: (Online) Year End Expense Reports:</u> 5:00pm is the latest time to submit online Expense Reports in order to ensure OSC approval and payment on or before 3/30/2021.
March 29	<u>Deadline: (Online) Year End Vouchers:</u> 5:00pm is the latest time to submit online Vouchers in order to ensure OSC approval and payment on or before 3/30/2021. *Review scheduled pay dates. In order to pay by FYE vouchers must contain a scheduled pay date of 3/30/2021 or before.

Date	Event/Deadline
------	----------------

March 1	<u>Notice: SFS Transaction Cleanup:</u> During March, SFS, per instruction by OSC, will begin to execute the clean-up activities listed in the GFO. For more information, see Chapter III, Section 7 - Data Quality of this Guide .
March 15	<u>Reporting: Monthly Cash Report:</u> The report is released by the 15th day of every month and published at: http://www.osc.state.ny.us/finance/cbr.htm
March 16	<u>Notice: Employee Entry of Expense Reports:</u> Recommended last day for employees at online agencies to initiate or change Expense reports <i>in order to allow for both agency processing and OSC approval and payment by 3/30/2021</i> .

Events and Deadlines

March 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<u>1</u>	2	3	4	5	6
7	8	9	10	11	12	13
14	<u>15</u>	<u>16</u>	17	18	19	20
21	<u>22</u>	<u>23</u>	24	<u>25</u>	<u>26</u>	27
28	29	<u>30</u>	31			

Date	Event/Deadline
March 30	Deadline: Year End Insufficient Cash Transactions: Last day to fund any payments not being paid due to insufficient cash.
March 30	Deadline: (Bulkload) Year End Revenue: Last day to submit bulkload Revenue transactions.
March 30	Deadline: Refund of Appropriation Vouchers: Last day to submit to OSC BSAO and Treasury bulkload Refund of Appropriations (AS1286-S) documents in order to ensure processing and OSC approval by 3/31/2021.
March 30	Notice: Voucher Payment Dates: Lapsing: Lapsing Vouchers: Approved, posted, and not paid vouchers that reference lapsing appropriations with scheduled payment dates after 3/30/2021 will be closed. Vouchers that charge appropriations scheduled to lapse at the end of March 2021 should have a scheduled payment date no later than 3/30/2021. Lapsing Vouchers with scheduled payment dates after 3/30/2021 will be deleted.

Date	Event/Deadline
March 30	Notice: Vouchers Remaining in the SFS: Scheduled payment dates for all Voucher types, excluding certain NYS Tax Department Refund Vouchers as prescribed by OSC BSAO, must be on or before 3/30/2021. Vouchers approved by OSC with future payment dates will require no action. They will be paid in the next cycle period or on the designated payment date.
March 30	Notice: Expense Reports Remaining in the SFS: All expense reports (online and bulkload) not approved and posted by 3/30/2021 will be denied back to the user after Agency lockout. Expense Reports approved by OSC will pay in the next pay cycle.
March 30	Notice: Last Day for Online Transactions: Last day to submit: · Online General Ledger Journal Entries that do not require OSC approval · Online Refund of Appropriations (AC1286-S) · Online Revenue Transactions
March 30	Notice: SFS Access Restricted for Agencies: To complete the fiscal year and close the financial records, Agencies users cannot access SFS Production financial functions after 5pm on March 30, 2021. SFS will be unavailable for financial transactions during the FYE event beginning at 5pm until the completion of the event. Users of non-financial functions will continue to have access to the functionality as authorized by SFS for their business needs. SFS has made improvements to the FYE processes, which have resulted in changes in capabilities from previous events. See Operational Advisory 24 for further details. A System Alert will be sent out by the SFS Help Desk when agencies may officially resume work on financial transactions. An extended FYE event is not anticipated. Upon resumption, Agencies may resume work with appropriation inforce or for lapse period processing. New fiscal year appropriations are dependent on the budget process and cannot be placed into SFS transacting until budget processes are complete.
March 31	Notice: Accounting Period Change: Effective April 1, 2021, the following accounting periods will be open: March 2021 - June 2021. Please refer to Operational Advisory 13 for more information.
March 31	Notice: FYE EVENT: SFS Financial Transactions not available due to Fiscal Year End Event.
March 31	Notice: Mandatory Payment Processing During SFS Access Closure for Agencies: If your agency requires a mandatory payment on this date, refer to the Guide to Financial Operations Chapter XII Section 10.B - Business Continuity Plan– Critical Payments During an Emergency for more information.



Events and Deadlines

April 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				<u>1</u>	2	3
4	5	6	7	8	9	10
11	12	13	<u>15</u>	16	17	18
19	20	21	22	23	24	25
26	27	28	29	<u>30</u>		

Date Event/Deadline

- April 15 **Notice: FBIC Quarterly Bills:** FBIC quarterly bills made available to agencies. Final invoice date is contingent on the billing process being completed.
- April 15 **Reporting: Monthly Cash Report:** The report is released by the 15th day of every month and published at:
<http://www.osc.state.ny.us/finance/cbr.htm>
- April 30 **Notice: Accounting Period Change:** Effective May 1, 2021, the following accounting periods will be open: April 2021 - July 2021. Please refer to Operational Advisory 13 for more information.

Date Event/Deadline

- April 1 **Notice: FYE EVENT:** SFS Financial Transactions not available due to Fiscal Year End Event.
- April 1 **Notice: Mandatory Payment Processing During SFS Access Closure for Agencies:** If your agency requires a mandatory payment on this date, refer to the Guide to Financial Operations *Chapter XII Section 10.B - Business Continuity Plan- Critical Payments During an Emergency* for more information.
- April 1 **Notice: Prompt Pay Interest Rate:** Prompt payment interest rate notice for SFS. Prompt payment interest rate for current quarter is 4.0%.



Events and Deadlines

May 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	<u>14</u>	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	<u>31</u>					

Date

Event/Deadline

Date **Event/Deadline**

May 14 **Deadline: Form B Submittal:** State Consultant Services Contractor's Annual Employment Reports (Form B) are due for submission by May 15, 2021. Refer to Contract Advisory 16 for more information.

May 14 **Reporting: Monthly Cash Report:** The report is released by the 15th day of every month and published at: <http://www.osc.state.ny.us/finance/cbr.htm>

May 31 **Notice: Accounting Period Change:** Effective June 1, 2021, the following accounting periods will be open: May 2021 - August 2021. Please refer to Operational Advisory 13 for more information.

Events and Deadlines

June 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<u>1</u>	2	3	4	5
6	7	8	9	10	11	12
13	14	<u>15</u>	16	17	18	19
20	21	22	23	<u>24</u>	25	26
27	<u>28</u>	29	30			

Date	Event/Deadline
June 24	Deadline: P-Card Reconciliation Vouchers: To ensure timely processing of vouchers against lapsing appropriations, Thursday, June 24, 2021 , will be the last day when P-Card reconciliation can be performed using an appropriation which lapses on Wednesday, June 30, 2021 . Any reconciliation performed on Friday, June 25, 2021 , through Wednesday, June 30, 2021 , will be processed to voucher creation after Friday, July 2, 2021 , and if a lapsing appropriation is used, will fail budget check at that time.
June 24	Deadline: P-Card Reconciliation Vouchers: All P-Card reconciliation vouchers currently failing budget check must be resolved by Thursday, June 24, 2021 , in order to use a lapsing appropriation, or the voucher must be changed to use a non-lapsing appropriation.
June 24	Deadline: P-Card Reconciliation Vouchers: Online certification of reconciliation vouchers must be completed by the Agency Financial Officer prior to 5:00 PM on Thursday, June 24, 2021 .
June 24	Deadline: Refunds of Appropriation Expenditure: Refunds of Appropriation against lapsing appropriations should be clearly marked " LAPSING " and should be received by Treasury and OSC NO LATER THAN Thursday, June 24, 2021 .
June 24	Notice: Lapse Date Review: Agencies must review the NYKK0004 – Appropriations Due To and Not Due To Lapse and report any appropriation lapse date discrepancies to your Bureau of State Accounting Operations – Budgets and Spending Section representative by Thursday, June 24, 2021 . See the Guide to Financial Operations – Chapter XVII, Section 2.A.1 - NYKK0004 Appropriations Due To and Not Due To Lapse Report for more information.
June 25	Deadline: Fringe Benefits and Indirect Cost Assessments: Fringe Benefit and Indirect cost allocation journal entries currently failing budget check against a lapsing appropriation must be cleared by the Agency Financial Officer prior to 5:00 PM on Friday, June 25, 2021 .
June 28	Deadline: Interagency Vouchers: Online certification of interagency vouchers must be completed by the Agency Financial

Date	Event/Deadline
June 1	Notice: SFS Transaction Cleanup: During June, SFS, per instruction by OSC, will begin to execute the clean-up activities listed in the GFO. For more information, see Chapter III, Section 7 - Data Quality of this Guide.
June 15	Reporting: Monthly Cash Report: The report is released by the 15th day of every month and published at: http://www.osc.state.ny.us/finance/cbr.htm .
June 24	Deadline: GL Journal Entries/AP Journal Vouchers: GL Journal entries/AP journal vouchers affecting lapsing appropriations that require OSC review and approval must be received by OSC's Bureau of State Accounting Operations NO LATER THAN Thursday, June 24, 2021 .
June 24	Deadline: Negative Segregations: All lapsing negative segregations must be corrected NO LATER THAN Thursday, June 24, 2021 . See the Guide to Financial Operations Chapter XVII, Section 2B - Negative Appropriation/Segregation Budgets for more information.



Events and Deadlines

June 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	<u>29</u>	<u>30</u>			

Date	Event/Deadline
June 29	Deadline: Online Entry of Vouchers: Online certification must be completed by the Agency Financial Officer prior to 5:00 PM on Tuesday, June 29, 2021 .
June 29	Notice: Interagency Vouchers: To ensure timely processing of vouchers against lapsing appropriations, Tuesday, June 29, 2021 , will be the last day interagency vouchers will be paid before lapsing. Payment of interagency vouchers will continue after lapsing is complete.
June 30	Notice: Accounting Period Change: Effective July 1, 2021, the following accounting periods will be open: June 2021 - September 2021. Please refer to Operational Advisory 13 for more information.
June 30	Notice: Appropriation Lapsing Date: Lapsing will occur at close of business on Wednesday, June 30, 2021 .
June 30	Notice: SFS Managed Access starts at 5:00pm: SFS will issue a System Alert when full access is restored.
June 30	Notice: Voucher Payment Dates: Payment dates on 'lapsing' vouchers must be June 30, 2021 , or earlier.
June 30	Notice: Vouchers Remaining in the SFS: Vouchers approved by OSC with future payment dates, that do not charge lapsing funds, will require no action. They will be paid in the next cycle period or on the designated payment date. Vouchers that have passed budget check, but are pending approval by OSC, will be deleted as part of system clean-up. Vouchers in a failed budget check status will be deleted as part of system clean-up. Vouchers approved by OSC but not paid by COB June 30, 2021, will be deleted as part of system clean-up.

Date	Event/Deadline
June 29	Deadline: Bulkload Entry of Expense Reports by Business Units: Expense Reports entered through the bulkload process should be transferred to SFS by 11:00 AM on Tuesday, June 29, 2021 , to ensure they are loaded into SFS prior to 5:00 PM on Tuesday, June 29, 2021 . Expense Reports transferred after 11:00 AM may or may not be included in processing schedules.
June 29	Deadline: Bulkload Entry of Vouchers: Vouchers entered through the bulkload process should be transferred to SFS by 11:00 AM on Tuesday, June 29, 2021 , to ensure they are loaded into SFS prior to 5:00 PM on Tuesday, June 29, 2021 . Vouchers transferred after 11:00 AM may or may not be included in processing schedules.
June 29	Deadline: Online Entry of Expense Reports by Business Unit: Online certification must be completed by the Agency Financial



Events and Deadlines

July 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Date	Event/Deadline
July 15	Notice: FBIC Quarterly Bills: FBIC quarterly bills made available to agencies. Final invoice date is contingent on the billing process being completed.
July 15	Reporting: Monthly Cash Report: The report is released by the 15th day of every month and published at: http://www.osc.state.ny.us/finance/cbr.htm
July 29	Reporting: Annual Basic Financial Statements Publication: Annual Basic Financial Statements are published.
July 29	Reporting: Annual Cash Basis Report Publication: Annual Cash Basis Report is published.
July 31	Notice: Accounting Period Change: Effective August 1, 2021, the following accounting periods will be open: July 2021 - October 2021. Please refer to Operational Advisory 13 for more information.

Date	Event/Deadline
July 2	Notice: SFS Access Restored for Agencies: Agency access is anticipated to be restored on this date - upon completion of lapsing process execution. A System Alert will be sent out by the SFS Help Desk when full access is restored.
July 14	Notice: Abandoned Property - Initial Letter Outreach: OSC will notify owners of un-cashed NYS checks that the check is at risk of being identified as abandoned property and escheated into the Abandoned Property Fund. These letters will notify recipients to contact the Agency that requested the payment to obtain a replacement. For more information regarding the escheatment process, see the Guide to Financial Operations Chapter XIV, Section 1 - Outstanding Check Outreach and Escheatment .



Events and Deadlines

August 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	<u>16</u>	17	18	19	<u>20</u>	21
22	23	24	25	26	27	28
29	30	31				

Date	Event/Deadline
August 31	Notice: Accounting Period Change: Effective September 1, 2021, the following accounting periods will be open: August 2021 - November 2021. Please refer to Operational Advisory 13 for more information.

Date	Event/Deadline
August 16	Reporting: GAAP Quarterly Report: GAAP Quarterly Report prepared for quarter ending in June (Apr – Jun). Report is published to the State Register.
August 16	Reporting: Monthly Cash Report: The report is released by the 15th day of every month and published at: http://www.osc.state.ny.us/finance/cbr.htm .
August 20	Notice: Abandoned Property - Recipient Response Date of Initial Letter Outreach: Recipients of the initial letter outreach conducted in July are requested to respond by this date. For more information regarding the escheatment process, see the Guide to Financial Operations Chapter XIV, Section 1 - Outstanding Check Outreach and Escheatment .

Events and Deadlines

September 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<u>1</u>	2	<u>3</u>	4
5	6	<u>7</u>	8	<u>9</u>	<u>10</u>	11
12	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	18
19	20	21	22	23	<u>24</u>	25
26	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>		

Date Event/Deadline

September 9	<p>Tuesday, September 7, 2021. The below notice for all fully liquidated POs related to Lapsing will be done on September 15, 2021, the day the live event starts. All other POs will be rolled unless the agency submits a request by 4:00PM the prior Thursday, September 9, 2021, instructing SFS to close.</p> <p>Deadline: Negative Segregations (9/15 Lapsing): All lapsing negative segregations must be corrected NO LATER THAN Thursday, September 9, 2021. See the Guide to Financial Operations Chapter XVII, Section 2B - Negative Appropriation/Segregation Budgets for more information.</p>
September 9	<p>Deadline: Refunds of Appropriation Expenditure (9/15 Lapsing): Refunds of Appropriation against lapsing appropriations should be clearly marked “LAPSING” and should be received by Treasury and OSC NO LATER THAN Thursday, September 9, 2021.</p>
September 9	<p>Notice: Lapse Date Review (9/15 Lapsing): Agencies must review the NYKK0004 – Appropriations Due To and Not Due To Lapse and report any appropriation lapse date discrepancies to your Bureau of State Accounting Operations – Budgets and Spending Section representative by Thursday, September 9, 2021. See the Guide to Financial Operations – Chapter XVII, Section 2.A.1 - NYKK0004 Appropriations Due To and Not Due To Lapse Report for more information.</p>
September 10	<p>Deadline: Fringe Benefits and Indirect Cost Assessments bills created prior to the automation (9/15 Lapsing): Fringe Benefit and Indirect Cost allocation journal entries currently failing budget check against a lapsing appropriation must be cleared by the Agency Financial Officer prior to 5:00 PM on Friday, September 10, 2021.</p>
September 10	<p>Deadline: P-Card Reconciliation Vouchers (9/15 Lapsing): To ensure timely processing of vouchers against lapsing appropriations, Friday, September 10, 2021, will be the last day when P-Card reconciliation can be performed using an appropriation which lapses on Wednesday, September 15, 2021. Any reconciliation performed on Monday, September 13, 2021, through Wednesday, September 15, 2021, will be processed to voucher creation after Wednesday, September 16, 2021 and if a lapsing appropriation is used, will fail budget check at that time.</p>

Date Event/Deadline

September 1	<p>Notice: SFS Transaction Cleanup: During September, SFS, per instruction by OSC, will begin to execute the clean-up activities listed in the GFO. For more information, see Chapter III, Section 7 - Data Quality of this Guide.</p>
September 1	<p>Notice: Travel Rate Changes: Maximum per diem rates for travel updated in SFS.</p>
September 3	<p>Deadline: Abandoned Property - Check Cancellation Requests: All cancellation requests for uncashed checks over \$1,000 should be submitted prior to this date. Outstanding checks over \$1,000 after this date will be subject to a second letter outreach campaign. For more information regarding the escheatment process, see the Guide to Financial Operations Chapter XIV, Section 1 - Outstanding Check Outreach and Escheatment.</p>
September 7	<p>Notice: Purchase Orders (9/15 Lapsing): SFS closes fully liquidated POs related to the Data Quality cleanup for all agencies on</p>

Events and Deadlines

September 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	<u>10</u>	11
12	<u>13</u>	<u>14</u>	<u>15</u>	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Date	Event/Deadline
September 13	Deadline: Interagency Vouchers (9/15 Lapsing): Online certification of interagency vouchers must be completed by the Agency Financial Officer prior to 5:00 PM on Monday, September 13, 2021 .
September 14	Deadline: Bulkload Entry of Expense Reports (9/15 Lapsing): Expense Reports entered through the bulkload process should be transferred to SFS by 11:00 AM on Tuesday, September 14, 2021, to ensure they are loaded into SFS prior to 5:00 PM on Tuesday, September 14, 2021. Expense Reports transferred after 11:00 AM may or may not be included in processing schedules.
September 14	Deadline: Bulkload Entry of Vouchers (9/15 Lapsing): Vouchers entered through the bulkload process should be transferred to SFS by 11:00 AM on Tuesday, September 14, 2021 , to ensure they are loaded into SFS prior to 5:00 PM on Tuesday, September 14, 2021 . Vouchers transferred after 11:00 AM may or may not be included in processing schedules.
September 14	Deadline: Online Entry of Expense Reports (9/15 Lapsing): Online certification must be completed by the Agency Financial Officer prior to 5:00 PM on Tuesday, September 14, 2021.
September 14	Notice: Interagency Vouchers (9/15 Lapsing): To ensure timely processing of vouchers against lapsing appropriations, Tuesday, September 14, 2021, will be the last day interagency vouchers will be paid before lapsing. Payment of interagency vouchers will continue after lapsing is complete.
September 15	Notice: Appropriation Lapsing Date (9/15 Lapsing): Lapsing will occur at close of business on Wednesday, September 15, 2021.
September 15	Notice: SFS Managed Access starts at 5:00pm (9/15 Lapsing): SFS will issue a System Alert when agencies may resume full access.
September 15	Notice: Voucher Payment Dates (9/15 Lapsing): Payment dates on 'lapsing' vouchers must be September 15, 2021, or earlier.
September 15	Reporting: Monthly Cash Report: The report is released by the 15th day of every month and published at: http://www.osc.state.ny.us/finance/cbr.htm

Date Event/Deadline

September 10	Deadline: P-Card Reconciliation Vouchers (9/15 Lapsing): All P-Card reconciliation vouchers currently failing budget check must be resolved by Friday, September 10, 2021 , in order to use a lapsing appropriation, or the voucher must be changed to use a non-lapsing appropriation.
September 10	Deadline: P-Card Reconciliation Vouchers (9/15 Lapsing): Online certification of reconciliation vouchers must be completed by the Agency Financial Officer prior to 5:00 PM on Friday, September 10, 2021 .
September 13	Deadline: GL Journal Entries/AP Journal Vouchers (9/15 Lapsing): GL Journal entries/AP journal vouchers affecting lapsing appropriations that require OSC review and approval must be received by OSC's Bureau of State Accounting Operations NO LATER THAN Monday, September 13, 2021 .

Events and Deadlines

September 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	<u>15</u>	<u>16</u>	<u>17</u>	18
19	20	21	22	23	24	25
26	<u>27</u>	28	29	<u>30</u>		

Date	Event/Deadline
September 15	<u>Notice: Vouchers Remaining in the SFS (9/15 Lapsing):</u> Vouchers approved by OSC with future payment dates, that do not charge lapsing funds, will require no action. They will be paid in the next cycle period or on the designated payment date. Vouchers that have passed budget check, but are pending approval by OSC, will be deleted as part of system clean-up. Vouchers in a failed budget check status will be deleted as part of system clean-up. Vouchers approved by OSC but not paid by COB September 15, 2021, will be deleted as part of system clean-up.
September 16	<u>Notice: SFS Managed Access in place for Agencies:</u> SFS will issue a System Alert when agencies may resume access.
September 17	<u>Notice: Abandoned Property - 2nd Notice Outreach:</u> Notice: Abandoned Property - 2nd Notice Outreach

Date	Event/Deadline
September 17	<u>Notice: SFS Access Restored for Agencies (9/15 Lapsing):</u> Agency access is anticipated to be restored on this date - upon completion of lapsing process execution. A System Alert will be sent out by the SFS Help Desk when agencies may officially resume access into the SFS.
September 24	<u>Deadline: Negative Segregations (9/30 Lapsing):</u> All lapsing negative segregations must be corrected NO LATER THAN Friday, September 24, 2021. See the Guide to Financial Operations Chapter XVII, Section 2B - Negative Appropriation/Segregation Budgets for more information.
September 24	<u>Deadline: Refunds of Appropriation Expenditure (9/30 Lapsing):</u> Refunds of Appropriation against lapsing appropriations should be clearly marked "LAPSING" and should be received by Treasury and OSC NO LATER THAN Friday, September 24, 2021.
September 24	<u>Notice: Lapse Date Review (9/30 Lapsing):</u> Agencies must review the NYKK0004 – Appropriations Due To and Not Due To Lapse and report any appropriation lapse date discrepancies to your Bureau of State Accounting Operations – Budgets and Spending Section representative by Friday, September 24, 2021. See the Guide to Financial Operations – Chapter XVII, Section 2.A.1 - NYKK0004 Appropriations Due To and Not Due To Lapse Report for more information.
September 27	<u>Deadline: Fringe Benefits and Indirect Cost Assessments bills created prior to automation (9/30 Lapsing):</u> Fringe Benefit and Indirect Cost allocation journal entries currently failing budget check against a lapsing appropriation must be cleared by the Agency Financial Officer prior to 5:00 PM on Monday, September 27, 2021 .
September 27	<u>Deadline: P-Card Reconciliation Vouchers (9/30 Lapsing):</u> To ensure timely processing of vouchers against lapsing appropriations, Monday, September 27, 2021 , will be the last day when P-Card reconciliation can be performed using an appropriation which lapses on Wednesday, September 30, 2021 . Any reconciliation performed on Tuesday, September 28, 2021 , through Thursday, September 30, 2021 , will be processed to voucher creation after Friday, October 1, 2021 , and if a lapsing appropriation is used, will fail budget check at that time.

Events and Deadlines

September 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	31	

Date	Event/Deadline
September 27	Deadline: P-Card Reconciliation Vouchers (9/30 Lapsing): All P-Card reconciliation vouchers currently failing budget check must be resolved by Monday, September 27, 2021, in order to use a lapsing appropriation, or the voucher must be changed to use a non-lapsing appropriation.
September 27	Deadline: P-Card Reconciliation Vouchers (9/30 Lapsing): Online certification of reconciliation vouchers must be completed by the Agency Financial Officer prior to 5:00 PM on Monday, September 27, 2021.
September 28	Deadline: GL Journal Entries/AP Journal Vouchers (9/30 Lapsing): GL Journal entries/ AP journal vouchers affecting lapsing appropriations that require OSC review and approval must be received by OSC's Bureau of State Accounting Operations NO LATER THAN Tuesday, September 28, 2021.
September 28	Deadline: Interagency Vouchers (9/30 Lapsing): Online certification of interagency vouchers must be completed by the Agency Financial Officer prior to 5:00 PM on Tuesday, September 28, 2021.

Date	Event/Deadline
September 29	Deadline: Bulkload Entry of Expense Reports (9/30 Lapsing): Expense Reports entered through the bulkload process should be transferred to SFS by 11:00 AM on Wednesday, September 29, 2021, to ensure they are loaded into SFS prior to 5:00 PM on Thursday, September 30, 2021. Expense Reports transferred after 11:00 AM may or may not be included in processing schedules.
September 29	Deadline: Bulkload Entry of Vouchers (9/30 Lapsing): Vouchers entered through the bulkload process should be transferred to SFS by 11:00 AM on Wednesday, September 29, 2021, to ensure they are loaded into SFS prior to 5:00 PM on Thursday, September 30, 2021. Vouchers transferred after 11:00 AM may or may not be included in processing schedules.
September 29	Deadline: Online Entry of Expense Reports (9/30 Lapsing): Online certification must be completed by the Agency Financial Officer prior to 5:00 PM on Wednesday, September 29, 2021.
September 29	Deadline: Online Entry of Vouchers (9/30 Lapsing): Online certification must be completed by the Agency Financial Officer prior to 5:00 PM on Wednesday, September 29, 2021.
September 29	Notice: Interagency Vouchers (9/30 Lapsing): To ensure timely processing of vouchers against lapsing appropriations, Wednesday, September 29, 2021, will be the last day interagency vouchers will be paid before lapsing. Payment of interagency vouchers will continue after lapsing is complete.
September 30	Notice: Accounting Period Change: Effective October 1, 2021, the following accounting periods will be open: September 2021 - December 2021. Please refer to Operational Advisory 13 for more information.
September 30	Notice: Appropriation Lapsing Date (9/30 Lapsing): Lapsing will occur at close of business on Thursday, September 30, 2021.
September 30	Notice: SFS Managed Access begins at 5:00 PM: SFS will issue a System Alert when agencies may resume full access.
September 30	Notice: SFS Managed Access is in effect for Agencies: SFS will issue a System Alert when agencies may resume access.
September 30	Notice: Voucher Payment Dates (9/30 Lapsing): Payment dates on 'lapsing' vouchers must be September 30, 2021, or earlier.

Events and Deadlines

September 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	<u>30</u>	31	

Date Event/Deadline

Date	Event/Deadline
September 30	<p>Notice: Vouchers Remaining in the SFS (9/30 Lapsing): Vouchers approved by OSC with future payment dates, that do not charge lapsing funds, will require no action. They will be paid in the next cycle period or on the designated payment date. Vouchers that have passed budget check, but are pending approval by OSC, will be deleted as part of system clean-up. Vouchers in a failed budget check status will be deleted as part of system clean-up. Vouchers approved by OSC but not paid by COB September 30, 2021, will be deleted as part of system clean-up.</p>

Events and Deadlines

October 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	<u>4</u>	5	6	7	8	9
10	11	12	13	14	<u>15</u>	16
17	18	19	20	21	<u>22</u>	23
24	25	26	27	28	29	30
31						

Date
 October 30

Event/Deadline

Notice: Accounting Period Change: Effective November 1, 2021, the following accounting periods will be open: October 2021 - January 2022. Please refer to Operational Advisory 13 for more information.

Date
 October 4

Event/Deadline

Notice: SFS Full Access Restored for Agencies (9/30 Lapsing): Agency full access is anticipated to be restored on this date - upon completion of lapsing process execution. A System Alert will be sent out by the SFS Help Desk when agencies may officially resume access into the SFS.

October 15

Notice: FBIC Quarterly Bills: FBIC quarterly bills made available to agencies. Final invoice date is contingent on the billing process being completed.

October 15

Reporting: Monthly Cash Report: The report is released by the 15th day of every month and published at: <http://www.osc.state.ny.us/finance/cbr.htm>

October 22

Notice: Automated Accrual Process: The Automated Accrual Process is run by SFS, at the request of BFROSR, prior to period closing. This process programmatically generates summary accruals to the Modified Accrual ledger where the obligation date of a transaction is in a prior period.



Events and Deadlines

November 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	<u>15</u>	16	17	18	19	20
21	22	23	24	25	26	27
28	29	<u>30</u>				

Date Event/Deadline

Date	Event/Deadline
November 15	<u>HEAP Payment Processing:</u> Home Energy Assistance Program (HEAP) payment processing begins.
November 15	<u>Reporting: GAAP Quarterly Report:</u> GAAP Quarterly Report prepared for quarter ending in September (Jul - Sept). Report is published to the State Register.
November 15	<u>Reporting: Monthly Cash Report:</u> The report is released by the 15th day of every month and published at: http://www.osc.state.ny.us/finance/cbr.htm
November 30	<u>Notice: Accounting Period Change:</u> Effective December 1, 2021, the following accounting periods will be open: November 2021 - February 2022. Please refer to Operational Advisory 13 for more information.



Events and Deadlines

December 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<u>1</u>	2	3	4
5	6	7	8	9	10	11
12	13	14	<u>15</u>	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	<u>31</u>	

Date Event/Deadline

Date	Event/Deadline
December 1	Notice: SFS Transaction Cleanup: During December, SFS, per instruction by OSC, will begin to execute the clean-up activities listed in the GFO. For more information, see Chapter III, Section 7 - Data Quality of this Guide.
December 15	Reporting: Monthly Cash Report: The report is released by the 15th day of every month and published at: http://www.osc.state.ny.us/finance/cbr.htm
December 31	Notice: Accounting Period Change: Effective January 1, 2022, the following accounting periods will be open: December 2021 - March 2022. Please refer to Operational Advisory 13 for more information.