PLEASE READ
UNIVERSITY AT ALBANY FINANCIAL SYSTEM SHUT DOWN
THIS WILL AFFECT YOUR ABILITY TO DO BUSINESS

WHAT IS THE ISSUE?
As you may recall, in 2012 the State of New York implemented a new financial system called the Statewide Financial System (SFS). The implementation of SFS in 2012 required all state agencies, including UAlbany to shut down its financial system for a period of over one month to insure the relatively smooth transition to SFS. Unfortunately, the state now needs to implement an upgrade to the SFS program that will require another shutdown of state and University financial systems for a period of time. The latest estimated dates we have received are that the SFS upgrade will go live to SUNY campuses April 13, 2015. To allow SUNY System Administration enough time to move all pending transactions to the upgraded SFS we have been notified that UAlbany’s access to the SUNY and State financial systems will be shut down on March 24, 2015.

WHAT DOES THIS MEAN FOR UALBANY?
In simplest terms, this means that for a minimum of 2 ½ weeks or 13 business days, the UAlbany Purchasing Office will not be able to place orders, produce purchase orders or execute contracts. It also means that the UAlbany State Accounting Office will not be able to pay invoices for purchase orders, contracts, travel advances, travel reimbursements, direct payments or any other kind of payment. The Accounting Office will not be able to distribute revenues, move allocations, process charges or transfer revenues or expenditures during the transition and shut down periods. The only exception will be that state payroll will be processed as usual.

WHICH OF MY ACCOUNTS WILL BE AFFECTED?
The system shutdown and move to the enhanced SFS applies to all State appropriated funds including: State, State legislative appropriations, DIFR, IFR, SUTRA, and capital. State payroll will continue to be processed and paid and State procurement cards, travel cards and on-line ordering systems will remain active during the shutdown period. Accounts within the Research Foundation, University at Albany Foundation, University Auxiliary Services Corporation, and Empire Commons Student Housing, Inc. will not be affected by this initiative.

WHEN WILL THE SHUT DOWN OCCUR?
The SUNY Accounting system will shut down close of business on March 24, 2015 and is expected to re-open approximately April 13, 2015. These are estimated dates that we will confirm as soon as they are finalized. Therefore, in order to insure that we can get transactions into the SUNY system before March 24, 2015, we must implement the following deadlines here on campus:
| **Contracts and Purchase Orders Requiring Approval by the External Oversight Agencies** | Any contract that requires external approvals (i.e., Attorney General, State Comptroller, etc.) must be received in the Purchasing Office **IMMEDIATELY**. Because control of the external approval process for contracts is beyond campus control and processing/approval times varies by state agency, we cannot insure that submission at this point will guarantee approval in time. We will, however, do our utmost to get these purchases processed before the shutdown. If you are uncertain as to which contracts require OSC or Attorney General approval, please ask the Purchasing Office staff right away. |
| **Contracts and Purchase Orders NOT Requiring Approval by External Oversight Agencies** | In order to ensure processing before the shutdown all requisitions for contracts and purchase orders that do not require external approval must be received in the Purchasing Office by **Tuesday, March 3, 2015**. Requisitions received after March 3 will be processed on a time available basis. |
| **Travel advances and Travel reimbursements.** | All requests for travel advances and reimbursements for travel that has taken place must be received by the State Accounting office by **Friday, March 13, 2015** in order for the traveler to receive reimbursement prior to the shutdown. Vouchers submitted after **March 13, 2015**, will be held in Accounting and processed once the enhanced system has gone live for UAlbany on or about April 13th. |
| **Direct Payment Vouchers** | All invoices, special charge vouchers and requisitions must be received in the State Accounting Office by **Friday, March 13, 2015**. Payments will not be processed for items received after that date until the enhanced system has gone live for UAlbany. |
| **Allocation, Expenditure, Revenue Transfers** | All requests to transfer allocation, expenditures or revenue must be received in the Accounting office by **Friday, March 13, 2015**. Requests received after that date will not be processed until the new system has gone live for UAlbany. |

Please realize that we simply will have no opportunity to process your transactions if you miss the deadlines. The spring session is a critical time of year with commencement, exam finals and other yearend activity, so please think through what purchases and payments you will need to make for these activities and get your transactions into Purchasing and Accounting now. Once the current financial system goes off line on March 24th we will have NO means of making purchases until the system goes live again on approximately April 13, 2015, assuming there are no issues with the implementation of the enhanced system.

It is critical that we complete as much business as possible before the transition and shutdown periods begin and we ask your cooperation in meeting this goal. So please be sure to submit all open invoices and required payments to the State Accounting Office prior to the deadline listed above so that payment can be made prior to the system shutdown.
WHAT WILL HAPPEN WHEN THE ENHANCED STATE FINANCIAL SYSTEM COMES ON LINE IN APRIL 2015?

Once the conversion to the new system is complete, the Purchasing office will need to re-encumber all contracts and purchase orders in the new SFS. Assuming the SUNY system is back live on approximately April 13, 2015, it will take an additional two weeks to complete the reentry process. Processing new transactions or correcting or amending old transactions will be held up considerably during this period.

THIS SEEMS LIKE A TREMENDOUS IMPACT ON OUR BUSINESS AT UALBANY. ISN’T THERE ANY WAY TO AVOID THIS SHUTDOWN?

As part of SUNY and the State of New York, we are mandated to use the State financial system as our system of record for all financial transactions. As such, we have no choice but to cooperate with this transition to an enhanced SFS system and to participate in the system shutdown period.

THE CONSEQUENCES FOR FAILING TO PROCESS PROCUREMENTS AND PAYMENTS IN A TIMELY MANNER PRIOR TO THE MARCH 24 SHUTDOWN DATE WILL INCLUDE, BUT NOT BE LIMITED TO:

- Staff will wait for travel payments for weeks until the system comes live again in April
- Vendors will not get paid timely will which cause the University to incur interest and late payment penalty costs, which could be charged against departmental accounts and vendors may then choose to no longer do business with the University due to the delayed payments
- Items and services needed for academic year-end activities such as commencement will NOT be able to be procured prior to the event

So PLEASE prepare for this nearly month long shutdown properly!

WHO CAN I CONTACT IF I HAVE QUESTIONS ABOUT THE STATE FINANCIAL SYSTEM SHUTDOWN?

For questions on purchasing issues, please contact Gary Miller at gmiller2@albany.edu and for accounting issues please contact Dave Mason at dmason@albany.edu.