

**From:** Wilson, Nancy J  
**Sent:** Friday, November 04, 2011 10:26 AM  
**Subject:** NYS Financial System Changes

Deans, Directors and Chairs:

After numerous fits, starts, and delays the Office of the NYS Comptroller just announced that it is moving forward with the implementation of the new state financial management system in January. That's not as innocuous as it may sound, however, as it will have a serious effect on our ability to conduct business for several weeks.

Rather than run the current system in parallel with the new, OSC will instead do a cutover, dropping one system as it starts up the other. But they will need lead time to do so, and the new system will need to be manually fed information to get it up and running. As you will see on the attachment, our Purchasing and Accounting Offices will be pretty much out of business for a significant period of time.

Please know that we had no control over this, nor can we somehow avoid it. The OSC financial management system is the State's system of record through which all of our State purchasing and payment activity flows. In simplest terms, we simply must go along on this ride.

On the good news side, there are some things we can do. As you will see on the attachment, you should move contracts and purchase orders, travel advances and reimbursement requests, direct payment vouchers, etc. forward with all due haste, and we'll get them processed. P-cards will still work, although we will not be able to make payment on purchases until late January. Accordingly, to avoid late payment penalties, P-card use should be kept to a minimum. Moreover, this interruption happens over the semester break when purchasing activity naturally ebbs [but by no means stops], so the impact should be less than it might be if this happened, for example, in September.

Please take a few minutes to read the attachment and overlay the due dates on your current and anticipated activity. A more detailed version of this document providing additional information can be found at: <http://www.albany.edu/accounting/news.html>

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