

PLEASE READ

UNIVERSITY AT ALBANY FINANCIAL SYSTEM SHUT DOWN

THIS WILL AFFECT YOUR ABILITY TO DO BUSINESS

WHAT IS THE ISSUE?

The State of New York is currently in the final stages of developing and implementing a completely new financial system called the Statewide Financial System (SFS). The SFS is expected to go live on January 16th, 2012. To allow SUNY System Administration time to move all pending transactions to the state financial system and the Office of the State Comptroller (OSC) time to “cross-walk” between the old and new systems, we have been notified that UAlbany access to the SUNY and State financial systems will be shut down on December 23rd, 2011.

WHAT DOES THIS MEAN FOR UALBANY?

In simplest terms, this means that for a significant period of time (see below), 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, 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 recharges or transfer revenues or expenditures during the transition and shut down periods.

WHICH OF MY ACCOUNTS WILL BE AFFECTED?

The system shutdown and move to the new State financial system applies to all State appropriated funds including: State, State legislative appropriations, DIFR, IFR, SUTRA, 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 Student Housing Corporation will not be affected by this initiative.

WHEN WILL THE SHUT DOWN OCCUR?

The SUNY Accounting system will shut down close of business on December 23rd, 2011 and is expected to re-open on January 20th. Therefore, in order to insure that we can get transactions into the SUNY system before December 23rd, we must implement the following deadlines at UAlbany:

Contracts and Purchase Orders Requiring Approval by the Office of the State Controller	Any contract that requires Attorney General and/or State Comptroller approval must be received by the UAlbany Purchasing Office by Monday, November 14, 2011 . If you are uncertain as to which contracts require OSC approval, please ask the Purchasing Office ahead of time.
Contracts and Purchase Orders NOT Requiring Approval by the Office of the State Controller	All requisitions for contracts and purchase orders that do not require OSC approval must be received in Purchasing Office by Friday, November 18th . Between November 18 th and December 2 nd , the Purchasing Office <u>may</u> have an opportunity to process Purchase Orders and Contracts that don't require AG/OSC approval and will absolutely be completed (ordered, received, invoiced and paid) prior to December 9 th . However, to be safe, the November 18 th deadline should be met.

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, December 9th in order for the traveler to receive reimbursement prior to the shutdown. Vouchers submitted after December 9 th , will be held in Accounting and processed once the new SFS has gone live in mid-January.
Direct Payment Vouchers	All invoices, special charge vouchers and requisitions must be received in State the Accounting Office by Friday, December 9th . Payments will not be processed for items received after that date until the SFS has gone live in mid-January.
Allocation, Expenditure, Revenue Transfers	All requests to transfer allocation, expenditures or revenue must be received in the Accounting office by Friday, December 16th . Request received after that date will not be processed until the SFS has gone live in mid-January.

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 NYS financial system shutdown.

WHAT WILL HAPPEN WHEN THE NEW STATE FINANCIAL SYSTEM COMES ON LINE IN JANUARY 2012?

As stated above, 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 SFS is live on January 16th, 2012 and the SUNY financial system is back live on January 20th, it will take approximately a week to complete the reentry.

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 a new system and to participate in the system shutdown period.

WHO CAN I CONTACT IF I HAVE QUESTIONS ABOUT THE STATE FINANCIAL SYSTEM SHUTDOWN? For questions on purchasing issues, please contact Ed Kane at ekane@albany.edu and for accounting office issues please contact Dave Mason at dmason@albany.edu.