



Document Overview

The Statewide Financial System (SFS) is available 24/7 for online access and managing transactions. If New York State declares a disaster related to an event such as a hurricane, blizzard, or severe flood, please reference this fact sheet to electronically manage and submit related requisitions and purchase orders through the SFS.

The resources and steps listed on this sheet are part of the streamlined method established by the Division of the Budget (DOB) for tracking disaster-related expenses statewide, and, when appropriate, automatically reclassifies those expenses to centralized disaster aid appropriations within the Division of Homeland Security and Emergency Services (DHS01). This updated process eliminates the need for agencies to track costs outside of the SFS, and to prepare and execute additional transactions to shift disaster costs out of their budgets.

Before an Anticipated Disaster

Ensure that your agency's staff know the correct procedures and correct ChartFields to be used for all associated requisitions or purchase orders.

Preceding any anticipated major disaster, the SFS will be notified by the DOB to finalize and post Project and Activity IDs to be used in the SFS to identify costs specific to that event on the SFSSecure [Guides, Manuals, and Processing Resources](#) page.

SFS will communicate the availability of the Project and Activity IDs via an all-agency announcement to Agency Chief Financial Officers and Agency Coordinators. The listing of codes will remain available until the SFS is notified by the DOB to archive the event-specific codes.

Please refer to the DOB Policy and Reporting Manual update (Item H-500): [Identification and Charging of State Supported Disaster Related Disbursements](#) for more information.

Agency Resources

Division of the Budget

[H-500: Identification and Charging of State Supported Disaster Related Disbursements](#)

OGS – Business Services Center

[Business Services Center Emergency Response Plan](#)

Please contact your DOB Budget Examiner or the [SFS Help Desk](#) with questions.