

Introduction:

This year, SFS will not automatically close POs that reference a lapsing appropriation. This year's process aligns with the use of POs as an agency's authorization for vendors to provide goods and services. The PO is no longer a transaction used solely for encumbrance accounting.

There are two ways to prevent a PO referencing a lapsing appropriation from being subject to the PO rollover and new Resolve Lapsing process. First, your agency can submit a change order to bring the PO down to the expended amount; it will then be closed during SFS clean-up activities. The second option is to authorize SFS to close the PO before the lapsing event. If no action is taken, these POs will be rolled as part September lapsing.

SFS will be closing authorized POs 9/9 and 9/23 for the September 15 and September 30 lapsing events.

To authorize closure of a PO:

- Access the Resolve Lapsing PO file on SFSSecure's [Contracts and POs to be impacted by Resolve Lapsing](#).
- Filter this file by your agency's business unit and review the POs.
- Use the "Authorize Closure" column in the Resolve Lapsing PO file to indicate which POs SFS should close during lapsing processing. Enter an "X" on the line for each PO you are authorizing SFS to close.
- PO authorization requests must be signed off by your Agency's Chief Financial Officer, CFOs must state the number of POs authorized for closure in the incident.
- Submit the updated file to the SFS Help Desk (helpdesk@sfs.ny.gov | 877-737-4185 toll-free | 518-457-7737) using the subject line "Lapsing POs authorized for closure."
- If your agency is hosted by the BSC, you must copy ogspurchasingunit@ogs.ny.gov in your email.
- PO files must be submitted prior to 9/7/16 in order to authorize closure on 9/9 For September 15 lapsing event.
- PO files must be submitted prior to 9/21 in order to authorize closure on 9/23 for the September 30 lapsing event.

Reminders:

Upon closing a PO, a closure notice may be automatically dispatched using the dispatch method on the PO at the time of closure. Agencies are responsible for managing vendor relationships and ensuring that vendor and SFS PO records align.

For any POs that are not fully liquidated and are not authorized for closure, SFS will take the following actions during lapsing:

- SFS will roll all PO distribution lines referencing lapsing 2015-16 appropriations.
 - If there is a valid current year appropriation with a 2016-17 budget reference value, SFS will update the budget reference value to 2016-17.
 - If no valid current year appropriation exists with a 2016-17 budget reference value, the 2015-16 budget reference value will remain and the PO distribution line will be in a budget error status after lapsing processing. Your agency will need to resolve this error.