

Q. PRIOR YEAR PAYABLES

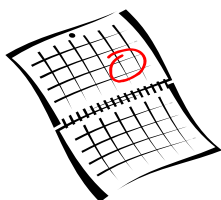
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Critical Date

- **July 28, 2017**– Last date to submit Open Payment Request Report

The Office of the Comptroller, Bureau of Accountancy, monitors open payment request documents that have been processed in the City's Financial Management System (FMS) and placed on *Hold* to determine whether payment holds are still valid. A letter, along with an Open Payment Request report was emailed to the fiscal officer of your agency on May 12th 2017. The report lists your agency's open payments for fiscal years 2014 and prior. You are required to review the list, make determination and take action as required.

To assist with your review, at the far right of the report that the Comptroller's office sent to you, are drop-down options for you to indicate the action taken by your office pertaining to the open payment request.

The three options mentioned above are also listed below with full explanation of the nature of the options and what your responsibility should be, based on the response you selected:

(1) Canceled Payment

- a. The payment is no longer valid and should not be disbursed to the vendor.
- b. To cancel, locate the payment request in FMS using Document Catalog. Once the document is open, select *Discard* to cancel the document. The cancellation version of the document must be Submitted and Approved.
- c. If this option is selected, agencies must include within the Extended Description field of the Payment Request Header, the reason for the cancellation, and maintain supporting documentation on file to justify the decision.

(2) Released Payment

- a. Prior to releasing payment, agencies are required to perform due diligence to ensure that the release of the payment request will not result in a duplicate payment being disbursed to the vendor.
- b. To accomplish this, agencies should: (i) review internal records, (ii) utilize FMS to search for payments made to the vendor, and/or (iii) contact the vendor for a current listing of the agencies open invoices.
- c. The Payment Hold Maintenance (PHM) document can be used to release the *Hold* and automatically schedule payment to the vendor, upon completion of the steps listed in (2a).
- d. If this option is selected, agencies are required to maintain for their records supporting documentation to justify the delayed release of payment and the ultimate decision to release.

(3) Retain Payment Hold

- a. This option should be selected if the agency is able to determine the continuation is warranted by specific circumstances they can be thoroughly explained and documented.
- b. From the Payment Hold Maintenance table, select *Update Payment Hold Details* to indicate the estimated date by which the hold is reasonably expected to be released and the reason to retain the hold.

All Agencies must complete the spreadsheet and return it to our office no later than close of business Friday July 28, 2017. Completed documents and all questions related to this exercise should be sent to PYPReview@comptroller.nyc.gov.