WILL MY EXPENSE REPORT PAY BEFORE LAPSING?

[CLICK HERE](#)

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What is the approval status of the expense report?

Pending - PND

Pending OSC Audit - POS

Under OSC Audit - UOS

Approved - RAP

Approved for Payment, Released for Approval, Released for Denial or Released from Audit – APY, RFA, RFD or RFU

Staged - STG

Denied – DNU

Pending

Has the expense report been submitted to OSC?

[Yes](#)

[No](#)

Pending

The expense report must be submitted to OSC.

Pending OSC Audit

Was the expense report submitted less than two days ago?

[Yes](#)

[No](#)

Pending OSC Audit

The expense report has not been through our process yet. Please check back once two days has passed.

Note: If the funds will lapse within the next two days and the expense report was entered by the deadline laid out in the lapsing bulletin, contact OSC at voucherauditmailbox@osc.ny.gov for assistance.

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Pending OSC Audit

Contact OSC at

voucherauditmailbox@osc.ny.gov for

assistance.

Under OSC Audit

Was the expense report submitted less than two days ago?

[Yes](#)

[No](#)

Under OSC Audit

The expense report has not been through our process yet. Please check back once two days has passed.

Note: If the funds will lapse within the next two days and the expense report was entered by the deadline laid out in the lapsing bulletin, contact OSC at voucherauditmailbox@osc.ny.gov for assistance.

Under OSC Audit

Has OSC requested any information about the expense report?

Yes

No

Under OSC Audit

Contact OSC at

voucherauditmailbox@osc.ny.gov for

assistance.

Under OSC Audit

Provide information to OSC as quickly as possible. If you need clarification on what to provide, contact OSC at voucherauditmailbox@osc.ny.gov for assistance.

Approved

Has the expense report been in this status for more than one day?

Yes

No

Approved

The expense report has not been through our process yet. Please check back in one day.

Note: If the funds will lapse within the next day and the expense report was entered by the deadline laid out in the lapsing bulletin, contact OSC at voucherauditmailbox@osc.ny.gov for assistance.

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Has the expense report been in this status for more than one day?

[Yes](#)

[No](#)

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Approved for Payment, Released for Approval Released for Denial or Released from Audit

The expense report has not been through our process yet. Please check back in one day.

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Staged

Is there enough cash for the expense report to pay?

Yes

No

(To check this, view the most current NYKK3833 report in the General Folder of Report Manager. If the expense report appears on this report with a error detail of "Insufficient Cash Balance" the fund does have enough cash to pay all unpaid expense reports/vouchers currently referencing that fund.)

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Staged

In order for the expense report to pay, you must do one of two things:

1. Move enough money to that fund to cover **all** unpaid expense reports/vouchers referencing that fund.

OR

2. Close enough of the expense reports/vouchers so the amount in the fund will cover the remaining expense reports/vouchers referencing that fund. The expense reports/vouchers that are closed must be re-entered and processed by your Business Unit to be paid. To request vouchers be closed, contact STEXPEND@osc.ny.gov. To request expense reports be closed, contact the SFS help desk.

(Note: All unpaid voucher numbers and amounts that are referencing a fund which has insufficient cash can be found on the NYKK3833 report.)

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Denied

This expense report has been denied back to the traveler. The expense report must be re-submitted to OSC by the deadline laid out in the lapsing bulletin.

Submit a Help Desk Ticket

Submit a help desk ticket to SFS, with Lapsing in the subject line. The help desk ticket should include the expense report ID, as well as a description of the steps you took to verify it was not moving forward.

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