



Department of
Taxation and Finance

Post Approval Payment Processing

NYS Tax and Finance - Division of Treasury

Jess McClune

Director of Accounting Operations

Overview of Treasury

Deputy Commissioner and State Treasurer: Christopher Curtis

**Bureau of Financial Operations
Control and Analysis**

Directors: Jess McClune, Mike Barringer

Fulfills the Commissioner's responsibilities as joint custodian, along with the Office of the State Comptroller, for the State's General Checking account and the Department of Labor's Unemployment Insurance Benefit Fund. Also fulfills the Commissioner's responsibilities as sole custodian or fiscal agent for approximately 100 accounts, and manager for the Personal Income Tax disbursement accounts.

Treasury
Sole Custody
Entities

- 1. Department of Financial Services - Special Funds
- 2. Workers' Compensation Board (WCB) - Special Funds
- 3. State Insurance Fund
- 4. New York State Teachers' Retirement System
- 5. Department of Labor's Unemployment Insurance Benefit Fund
- 6. State University Construction Fund
- 7. Housing Finance Agency
- 8. Housing Trust Fund Corporation (includes Governor's Office of Storm Recovery)

**Bureau of Cash Management
and Investments**

Director: Mike Wukitsch

Provides financial services to 15 State agencies and public authorities (listed below), including management of an \$8.5 billion fixed income portfolio.

- 9. NYS Affordable Housing Corporation
- 10. Homeless Housing Assistance Corporation
- 11. Job Development Authority
- 12. New York State Energy Research and Development Authority
- 13. Jacob Javits Convention Center
- 14. Nelson A. Rockefeller Empire State Performing Arts Center
- 15. DASNY/SUNY Resident Halls Debt Service Funds

Things Treasury wants you to know

- Prepare checks properly for deposit
- Sign vendors up for ACH
- Communicate with us!
 - Funds going into General Checking – Treasury.Mailbox.Accounting.Unit@tax.ny.gov
 - Check stops or inquiries – Treasury.TD346@tax.ny.gov
 - Forgery claims – Treasury.Forgery@tax.ny.gov
 - A routed checks – Treasury-WCDU@tax.ny.gov

Agenda – Post Approval Payment Processing

- Payment Process Overview
- Missing Payments
- Employee Expense differences

Payment Process Overview



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Payment Process Overview

1. Agency/BSC enters a voucher into SFS.
2. Voucher is approved by agency/BSC.
3. Voucher is run through budget check and passes.
4. OSC audits and approves the voucher.
5. Payment is made to the vendor and SFS shows payment date and payment reference number.
6. Vendor deposits check/receives ACH and SFS is updated to show the payment has been reconciled.

Important SFS Screens - Voucher Payment Tab

■ Voucher Payment Tab

- Accounts Payable > Vouchers > Add/Update > Regular Entry
- Search on voucher number and business unit
- Click the Payment tab

Regular Entry

<u>Summary</u>	<u>Related Documents</u>	<u>Invoice Information</u>	<u>Payments</u>	<u>Voucher Attributes</u>	<u>Error Summary</u>
Business Unit	XYZ01	Invoice No	Oct 2026 588123		
Voucher ID	00065489	Invoice Date	10/16/2026		
Voucher Style	Regular Voucher	Invoice Received Date	10/16/2026	Obligation Date	11/01/2026
Total Amount	6,400.00	Pay Terms	1N	1N	
Supplier Name	General Contracting Inc	MIR Adjustment Date	10/16/2026		

Payment Information

Important SFS Screens – Payment Inquiry

■ Payment Inquiry

- Accounts Payable > Review Accounts Payable Info > Payments > Payment
- Search on Payment Reference number in the Ref ID field

Payment Inquiry

▼ Search Criteria

Search Name	ALL	Q	
	From		To
From Supplier Name 1		Q	
Supplier Location		Q	
*Amount Rule	Any	▼	
Amount			
*Currency		Q	
Bank SetID	SHARE	Q	
Bank Code		Q	
Bank Account		Q	
Bank Account #			
From Ref ID			
From Payment Date		📅	
Payment Method		▼	
Pay Cycle		Q	
Seq Num		Q	
Payment Status		▼	
Remit SetID	SHARE	Q	
Remit Supplier		Q	
Settle By		▼	
Settlement Status		▼	

☐ Single Payment Vouchers

Max Rows [Keyword Search](#)

☐ Show Chart *Chart Type

Missing Payments

Where is my vendor's payment?



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Taxation and Finance

Where is my vendor's payment?

Was the payment actually made?

- Navigate to the voucher payment tab
- Scroll to the very bottom of the last payment line (Schedule Payment)
- *If payment date and reference are blank, the payment has not been made yet.*

Schedule Payment	
Action	Schedule Payment
Pay	
Payment Date	
Reference	

Payment has not been made - Date

Scheduled payment date is in the future

- Navigate to the voucher payment tab.
- Look at the top right part of the last payment line, for the date next to “Scheduled Due”.
- *If this date is in the future, the payment has not yet been made.*

Payment Information

Payment	1		
Remit to	[REDACTED]	Gross Amount	880.00 USD
Location	LOC02	Discount	0.00 USD
Address	1		
	[REDACTED]		
		Scheduled Due	11/04/2026
		Net Due	11/04/2026
		Discount Due	
		Accounting Date	
		MIR Date	10/05/2026

GFO XII.5.F Payment Dates and Terms Overview

Payment has not been made – Insufficient Cash

There is not enough cash in the fund to make the payment.

- Navigate to: Reporting Tools > Report Manager
- Search for report named “NYKK3833”
- Click the blue hyperlink of the report name
- Click the blue hyperlink ending in “.PDF” to open the report

Report Manager

List Explorer

View Reports For

Folder Instance to [Refresh](#)

Name Created On Last 4 Days

Reports

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 NYKK3833	NYKK3833	General	10/09/26 8:00PM	28501951	33090012

Report

Report ID 28501951 Process Instance 33090012 [Message Log](#)

Name NYKK3833 Process Type SQR Report

Run Status Success

NYKK3833

Distribution Details

Distribution Node CSM Expiration Date 10/16/2026

File List

Name	File Size (bytes)	Datetime Created
SQR_NYKK3833_33090012.log	1,880	10/09/2026 8:00:09.333765PM EDT
nykk3833_33090012.PDF	35,776	10/09/2026 8:00:09.333765PM EDT
nykk3833_33090012.out	16,404	10/09/2026 8:00:09.333765PM EDT

Distribute To

Payment has not been made – Insufficient Cash

- The report will open in PDF.
- Use Find (Control + F) to search for your voucher number.
- If it shows up with “Insufficient Cash Balance” in the error details column, there is not enough cash to pay ALL the vouchers currently waiting to pay against that fund.
- *Your voucher will not pay until either cash is put in the fund OR vouchers waiting to pay against the fund are closed.*

Report ID: NYKK3833

State of New York
Statewide Financial System
Voucher Rejection Report
Cash Validation Exceptions

Page No: 1
Run Date: 10/09/2026
Run Time: 07:59 PM

Business Unit	Document ID	Pay Cycle	Department	Account	Program	Budget	Ref	Amount	Scheduled Date	Error Details
Major Fund: Example Fund										
Fund:		Fund Cash Balance:		10,000.00						
XYZ01	123456	GCVACH	29888344	10110	98775	2026-27		168.32	10/08/2026	Insufficient Cash Balance
XYZ01	123457	GCVACH	29888344	10110	98775	2026-27		1,121.84	10/02/2026	Insufficient Cash Balance
XYZ01	123495	GCVACH	29888344	10110	98775	2026-27		5,587.36	10/02/2026	Insufficient Cash Balance
XYZ01	123458	GCVACH	29888344	10110	98775	2026-27		403.16	10/02/2026	Insufficient Cash Balance
XYZ01	123456	GCVACH	29888344	10110	98775	2026-27		12.24	10/02/2026	Insufficient Cash Balance
XYZ01	123433	GCVACH	29888344	10110	98775	2026-27		385.20	10/14/2026	Insufficient Cash Balance
XYZ01	128888	GCVACH	29888344	10110	98775	2026-27		12.24	10/08/2026	Insufficient Cash Balance
XYZ01	123485	GCVACH	29888344	10110	98775	2026-27		918.24	10/08/2026	Insufficient Cash Balance
XYZ01	123456	GCVACH	29888344	10110	98775	2026-27		110.40	10/08/2026	Insufficient Cash Balance
XYZ01	123456	GCVACH	29888344	10110	98775	2026-27		15,842.67	10/02/2026	Insufficient Cash Balance
XYZ01	123451	GCVACH	29888344	10110	98775	2026-27		120.00	10/02/2026	Insufficient Cash Balance
XYZ01	123421	GCVACH	29888344	10110	98775	2026-27		4,215.10	10/14/2026	Insufficient Cash Balance
XYZ01	123788	GCVACH	29888344	10110	98775	2026-27		1,601.50	10/02/2026	Insufficient Cash Balance
XYZ01	188000	GCVACH	29888344	10110	98775	2026-27		2,014.48	10/02/2026	Insufficient Cash Balance
XYZ01	123156	GCVACH	29888344	10110	98775	2026-27		305.10	10/02/2026	Insufficient Cash Balance
XYZ01	128891	GCVACH	29888344	10110	98775	2026-27		356.42	10/09/2026	Insufficient Cash Balance
Fund		Total:		10110	98775	2026-27		33,174.27		

Questions

Questions?

Where is my vendor's payment?

Was the payment actually made?

- Navigate to the voucher payment tab.
- Scroll to the very bottom of the last payment line.
- *If payment date and reference are filled in, payment has been made.*

Schedule Payment

Action Schedule Payment
Pay

Payment Date 06/14/2012
Reference 0073975

Payment has been made – Combined

Payments going to the same vendor ID and address on the same day will be combined by SFS (unless the separate payment box is checked on the voucher.)

- Could be combined with positive vouchers to make one payment of a higher amount.
- Could be combined with negative vouchers (Credit Memos) and reduce the payment, possibly all the way down to zero.

Payment has been made – Combined

Higher Payment

- Can't tell by looking at the voucher if the payment was combined to make a higher payment amount – must look at the payment information.
- Navigate in SFS to the Payment Inquiry screen.
- Put the payment reference number from the voucher payment tab into the “From Ref ID” field and search.
- Click the blue reference number in the search results to see the vouchers that make up the payment.
- Look to see if other vouchers (both from your business unit or other business units) have combined into one payment.

Payment has been made – Combined

Vouchers For a Payment

Bank Name Key Bank
Bank Account # *****2789

Pay Cycle GCVCHK Seq Num 3017
Supplier Name General Contracting 123
Address 10 Main Street

Albany NY 13502- USA
4208

Payment Amount 4,436.90 USD Payment Method CHK

Description

[Back To Payment Inquiry](#)

Pymnt Ref ID 09954475
Accounting Date 06/13/2024
Payment Date 06/13/2024
Days Outstanding 645
Payment Clear Date 03/20/2026
Reconcile Date 03/21/2026
Value Date 06/13/2024

Details



Business Unit↓	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount↑	Currency
XYZ01	5478962	1	11/22/2023	10/1/22 123	10.00	10.00	USD
XYZ01	8664441	1	12/19/2023	11/1/23 123	10.00	10.00	USD
GOT01	AB77777	1	04/05/2024	Purchase ABC	316.90	316.90	USD
GOT01	00015888	1	05/06/2024	Order 84732	4,100.00	4,100.00	USD

Payment has been made – Combined

Credit Memo

- Negative voucher entered into SFS by an agency when the vendor owes NYS funds back. The next payment will be combined and offset, *regardless of Business Unit*.
- Payment reference numbers that start with “Z” are payments that are fully offset by a credit memo and generated no actual payment to the vendor.
- Could also result in multiple payment lines for one voucher, where one is a “Z” payment reference representing a portion that was offset by a credit memo, and the other is the remaining, smaller payment that actually paid to the vendor.
- The vendor should be able to see the breakdown in their SFS vendor portal of what goes into each \$0 payment (including the credit memo).

GFO XII.9.D Refunds Owed to the State

Payment has been made – Combined

Voucher payment tab:

Payment Information			
Payment 1			
Remit to	1100058556	Gross Amount	45.00 USD
Location	MAINCHECK	Discount	0.00 USD
Address	1		
General Contracting 123 10 Main Street Albany, NY 12206			
Schedule			
Dis			
Accou			
Payment Options			
Bank	10001	Pay Group	
Account	1002	Handling	Send to Payee
Method	CHK	Check	Hold Reason
Message	Lien ID		
Message will appear on remittance advice.			
Schedule Payment			
Action	Schedule Payment	Payment Date	01/13/2026
Pay		Reference	Z0010863664

Payment has been made – Combined

Payment Inquiry:

Payment Inquiry Result

 Payment Details Additional Info Supplier Details Financial Gateway ⌵							
Actions	Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date ↓	Paym Dat
▼ Actions	VCHR	Z0010863664	System Check	0.00	USD	01/13/2026	01/13/20

Payment has been made - Offsets

- OSC has a constitutional responsibility to lien or offset funds paid to the vendor, based on information filed with their office.
- OSCOFSET location on voucher payment tab
- Payment reference number starts with “L” – *does not actually generate a payment to the vendor, but the vendor has received the benefit of that payment.*
- Offset_Unit@osc.ny.gov

GFO XII.9.B Liens Against Payments Processed Using a Joint Custody Account

Questions

Questions?

Where is my vendor's payment?

How was the payment made?

Check

ACH

(Also, does the vendor know how the payment was made???)

How was the payment made?

If you know the voucher ID:

- Navigate to the voucher payment tab.
- Review the Method under the Payment Options section.

Payment Options

Bank	10001	Pay Group		Netting	Not Ap
Account	1001	Handling	Send to Payee	L/C ID	
Method	ACH	Hold Reason			Action
Message					
		Lien ID			

Message will appear on remittance advice.

Schedule Payment

Action	Schedule Payment	Payment Date	06/14/2012
Pay		Reference	0073975

If you know the payment ref number:

- Navigate to the payment inquiry screen.
- Look at the “Payment Method” field.

Payment Inquiry Result

Payment Details Additional Info Supplier Details Financial Ga

Actions	Source	Payment Reference ID	Payment Method
▼ Actions	VCHR	0073975	Automated Clearing House

Missing payment made by ACH

- Has the payment been returned by the bank as unable to be made?

- Incorrect account information
- Denied by receiver
- Closed account

Payment Inquiry Result

Payment Details

Additional Info

Supplier Details

Financial Gateway

...

Actions	Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status
▼ Actions	VCHR	9082704	Automated Clearing House	14.61	USD	12/27/2024	12/31/2024	Stopped	Reconciled

- Can be seen on:

- Payment inquiry screen - search for original reference number and payment status will show as “Stopped”
- Payment tab of the voucher - original payment line will be cancelled, and a new payment line will have been created.

- If so, it was reissued as a check to address associated with the location selected on the voucher.

- Default for vendor will switch to a check.

Missing payment made by ACH

- Banking information is added in SFS to locations on their vendor record, by the vendor.
- Confirm proper location was selected on the voucher.
- Confirm with vendor they are looking at the correct account (whichever account they have on the location on the voucher.)

Note: Agencies cannot see banking information in SFS – the vendor will need to look at their vendor record in SFS.

Missing payment made by ACH

If vendor still can't find the payment even after verifying location and account are correct:

- Business Unit can contact Treasury (Treasury.TD346@tax.ny.gov) and request an ACH trace number.
- Treasury will obtain from NYS's bank.
- Vendor can take that number to their bank and their bank can trace the payment through the ACH network.

Questions

Questions?

Missing payment made by Check - Cashed

Review the Payment Status and Reconciliation Status of the payment in the payment inquiry screen.

- *If payment status is “Paid” and Reconciliation status is “Reconciled”, the check has been cashed.*
- If the vendor says they did not cash it, email Treasury.TD346@tax.ny.gov to request a copy.
- The email must indicate it is a request for a check copy, and include the check number, check amount and payee name.
- Provide the check copy to the vendor.

Missing payment made by Check - Cashed

If the vendor still thinks they did not cash it, request a forgery affidavit from Treasury.Forgery@tax.ny.gov.

- Treasury will provide a pre-filled Forgery Affidavit.
- Business Unit gives form to payee.
- Payee fills out form and gets it notarized. (Note: Form must be notarized, or the bank will not accept it.)
- Payee gives form back to Business Unit.
- Business Unit sends form back to Treasury.
- Treasury sends to NYS's bank.

Missing payment made by Check - Cashed

- Our bank reviews paperwork and submits it to the bank of first deposit.
----- months go by (unfortunately) -----
- We receive either a denial notice or a credit.
- If we get a credit, we will reach out for a 1286 to account for the funds in SFS.
- If we get a denial, we will notify you of the denial and provide the information the bank gave us about why it was denied.

Note: Treasury does NOT recommend you reimburse your payee before the forgery credit is received from the bank. (About 25% of forgery claims are denied.)

GFO XII.9.C Reissuing or Cancelling a Vendor, Employee Expense, or SSP Check

Questions

Questions?

Missing payment made by Check - Outstanding

Review the Payment Status and Reconciliation Status of the payment in the payment inquiry screen.

- *If payment status is “Paid” and Reconciliation status is “Unreconciled”, check has not been cashed yet.*

Payment Inquiry Result

1-1 of 1

Payment Details Additional Info Supplier Details Financial Gateway

Actions	Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile
▼ Actions	VCHR	11179772	System Check	1,920.00	USD	08/28/2026	08/28/2026	Paid	Unreconciled	

Missing payment made by Check - Outstanding

Where was the check mailed?

- Look at the address on the Payment Inquiry screen, NOT the address on the voucher.
 - Click the Supplier Details tab to view address info.
- Confirm that address is where the check should have gone.

Payment Inquiry Result

1-1 of 1 | View All

Payment Details Additional Info **Supplier Details** Financial Gateway

Actions	Source	Payment Reference ID	Supplier Name	Supplier ID	Supplier Location	Address	City	State	Postal
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Outstanding Check – Handling Codes

What was the handling code on the voucher?

- Return to Agency - A
 - Checks that are not mailed and instead given back to the business unit for distribution.
- Special Handling - S
 - Checks are not mailed as usual, but instead given to OSC to send out as requested by the business unit

GFO XII.5.M Selecting the Appropriate Handling Code

Outstanding Check – Return to Agency Code

- Was the voucher coded for the check to be returned to the Business Unit?
- On the voucher payment tab, look at the handling, under the Payment Options section.

The screenshot displays a software interface for managing payments. The top section, titled "Payment Information", shows details for "Payment 1". It includes fields for "Remit to" (redacted), "Location" (MAINCHECK), and "Address" (redacted). Financial details include a "Gross Amount" of 5,000.00 USD, a "Discount" of 0.00 USD, a "Scheduled Due" date of 10/05/2026, a "Net Due" date of 11/05/2026, a "Discount Due" date of 10/06/2026, an "Accounting Date" of 10/06/2026, and a "MIR Date" of 10/05/2026. Action links on the right include "Payment Inquiry", "Late Charge", "Express Payment", "Payment Note(0)", and "Holiday/Currency".

The middle section, titled "Payment Options", shows the "Bank" as 10001 and "Account" as 1002. The "Method" is set to "CHK" (Check). The "Pay Group" is "Handling Return to Agency", with "Handling" highlighted in yellow. The "Netting" status is "Not Applicable". Action links on the right include "Supplier Bank Messages", "Hold Payment", and "Separate Payment". A message at the bottom states "Message will appear on remittance advice." and a "Lien ID" field is present.

The bottom section, titled "Schedule Payment", shows an "Action" of "Schedule Payment" and "Pay". The "Payment Date" is 10/06/2026 and the "Reference" is 11231136.

Outstanding Check – Return to Agency Code

If the check was a Return to Agency code, was the check picked up from Treasury?

- If you aren't sure, email treasury-WCDU@tax.ny.gov
 - Can tell you if Treasury has the check
 - If Treasury does not have it, can tell you who picked it up and when

Missing payment made by Check - Outstanding

Review the Payment Status and Reconciliation Status of the payment in the payment inquiry screen.

- If payment status is “Stale Dated Payment” and Reconciliation status is “Unreconciled”, check has not been cashed yet and was returned as undeliverable.*

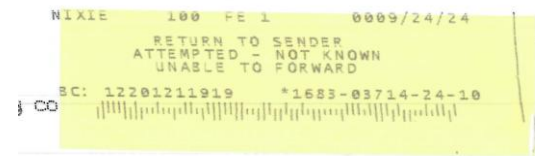
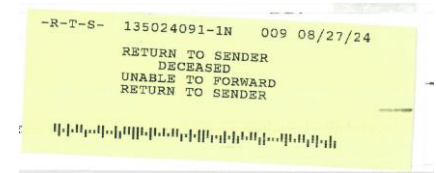
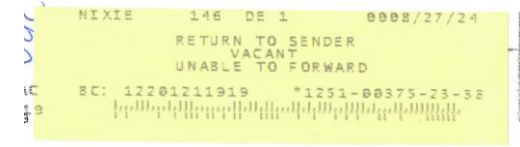
Payment Inquiry Result

Payment Details Additional Info Supplier Details Financial Gateway

Actions	Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date ↓	Payment Date	Payment Status	Reconciliation Status↓
▼ Actions	VCHR	10824352	System Check	72.00	USD	01/07/2026	01/07/2026	Stale Dated Payment	Unreconciled

Outstanding Check – Stale Dated

- Returned by post office to Treasury and destroyed
- Treasury flags these checks as a “Stale” status in SFS and includes the reason given by the post office.
- Agencies can run and view the Stale Payment Report in SFS:
 - Banking > Reports > Stale Payments
 - Query Viewer > NY_NYTR1652_AGY_QRY



GFO XII.9.C Reissuing or Cancelling a Vendor, Employee Expense, or SSI/SSP Check

Missing payment made by Check - Stopped

Review the payment status and reconciliation status of the payment in the payment inquiry screen.

- If payment status is “Stopped” and reconciliation status is “Reconciled”, check has been stopped.*

Note: If the reconciliation status is “Unreconciled”, the stop request is still going through the stop process and should update to “Reconciled” when the process completes.

Payment Inquiry Result									
K < 1-1 of									
Payment DetailsAdditional InfoSupplier DetailsFinancial Gateway									
Actions	Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date ↓	Payment Date	Payment Status	Reconciliation Status↓
▼ Actions	VCHR	10996704	System Check	7,341.00	USD	05/15/2026	05/15/2026	Stopped	Reconciled

GFO XII.9.C Reissuing or Cancelling a Vendor, Employee Expense, or SSI/SSP Check

Stopped Check

- Was the payment reissued?
 - Look on the voucher payments tab to see if there is a new payment line, showing a new payment was made.
- Was the payment cancelled and the voucher closed?
 - Look on the voucher summary tab, at the “Close Status”
 - If voucher was closed and payment is still owed, a new voucher will need to be keyed.

Questions

Questions?

Employee Expense Differences



Department of
Taxation and Finance

Employee Expense Payments

- Method of payment is driven by how their payroll is set up.
 - For example, if an employee has set up their payroll to deposit any funds over their regular paycheck into their savings account, the employee expense payment will go to their savings account.
- PayServ updates SFS twice a week with new employee information.

Employee Expense Payments

■ Payment inquiry screen

- Remit SetID prefills with “SHARE”
- DELETE “SHARE”
- Then search using payment reference
- Can see payment method, address, payment status, reconciliation status, etc

Payment Inquiry

▼ Search Criteria

Search Name

From

From Supplier Name 1

Supplier Location

*Amount Rule ▼

Amount

*Currency

Bank SetID

Bank Code

Bank Account

Bank Account #

From Ref ID

From Payment Date

Payment Method ▼

Pay Cycle

Seq Num

Payment Status ▼

Remit SetID

Remit Supplier

Settle By ▼

Settlement Status ▼

☐ Single Payment Vouchers

Max Rows [Keyword Search](#)

☐ Show Chart

*Chart Type ▼

To

Final Questions?



Department of
Taxation and Finance

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