



Statewide Financial System Program Core Financials Community Council Agenda/Minutes

Date:	06/16/2016	Time:	1:00pm - 3:00pm
Subject:	Core Financials Community Council Kickoff	Location:	SFS Building 5 – Room G08.
Agenda and Minutes Prepared by:	Stakeholder Services Team		
Presentations/attachments	See Core Financials Community Council page on SFS <i>Secure</i> at: https://www.sfs.ny.gov/index.php/community-council-list/core-financials		

Agenda:

Topics	Time
Council Welcome & Introductions <ul style="list-style-type: none"> Council member introductions 	1:00 p.m. – 1:15 p.m.
Council Overview <ul style="list-style-type: none"> Council Charter review 	1:15 p.m. – 1:45 p.m.
Using the SFS - Procurement <ul style="list-style-type: none"> 2016 Summer Update 	1:45 p.m. – 2:00 p.m.
Adapting Agency Business Processes <ul style="list-style-type: none"> Review of Council member survey responses Discussion - Agency experience adapting business processes 	2:00 p.m. – 2:20 p.m.
Using SFS Training <ul style="list-style-type: none"> Review of Council member survey responses Discussion - Agency experience using self-paced training 	2:20 p.m. – 2:40 p.m.
Meeting Wrap Up <ul style="list-style-type: none"> Questions and Answers Suggestions for future agenda topics 	2:40 p.m. – 2:50 p.m.

Attendees:

Chris Amado (DCJ)	X	Alven Getson (DED)	X	Angela Mahoney (SFS)	X
Terry Anderson (SFS)	X	John Verdon Gonzalez (DOT)	X	Anne Melody (DEC)	X
Bryan Bagstad (DHS)	X	Sheila Gould (SEN)	X	Mike Mullin (SFS)	X
Kristyn Blakley (OMH)	X	Shweta Gupta (OMH)		Courtney Noisette (SFS)	X
John Boucher (SEN)	X	Elizabeth Halpin (DMN)	X	Lisa Ng (DOB)	
Ed Bourying (SFS)	X	Sean Harrington (SFS)	X	William Oak (ASM)	X
Denise Buckley (TDA)		Susan Hedderman (SFS)	X	Kristen Padilla (ITS)	X
Keith Caldwell (OPD)		Deb Hilson (OSC)		Dusty Perrine (DED)	X
Colin Carelli (DOS)		Sharon Hover (SCF)	X	Ersilia Piccirillo (TAX)	X
John Carpinello (DCS)	X	Andrew Howland (DOC)	X	Lindsay Pulcher (DOL)	X
Tim Chiplock (DOT)	X	Kerry Hughes (SCF)	X	Matt Rasmussen (DCJ)	X
Tim Ciccone (OGS)	X	Alissa James (SED)	X	Karen Ronca (DOL)	X
Michael Clair (SNY)	X	Rebecca Jones (ITS)	X	Amanda Ross-Carroll (UCS)	X
Daniel Colvin (DMN)		Richard Kardas (DOH)	X	Lynn Rossi (DOL)	
Alex DeFrancesco (SFS)	X	Danielle Kennedy (DSP)	X	Maureen Rossi (UCS)	
Matthew DeGennaro (DHS)		Dan Kern (OFA)	X	Andrew Rowinski (DEC)	X
Angela DiCostanzo-Bianchi (TDA)	X	Shelley LaVallee (DOS)		Mary Ryan (DOB)	X



Statewide Financial System Program Core Financials Community Council Agenda/Minutes

Angelia Ryan (SED)	X	Tina Shea (OFA)	X	Eric Swanson (OSC)	
Kyle Sapkiewicz (OPD)		Jane Sherwood (DMN)		Ashley Turchiarelli (OFT)	X
Daniel Saxe (OGS)	X	Frank Slade (ITS)	X	Christine Urschel (SNY)	X
Jim Schumacher (SFS)	X	Pat Slavick (SFS)	X	Mary Woehrmann (ITS)	X
Shaymus Schweitzer (DEC)		Heather Sosinski (SFS)	X	Kyle Wood (DOT)	X
Judy Schaub (ASM)	X	Shannon Stusinski (TAX)		Nicole Wright (DSP)	X
Kyle Schuttenberg (CFS)		James Sutton (CFS)	X		

The Following Decision(s) Were Made

Decision: N/A

Action Items:

Task Assigned	Due Date
N/A	

Notes:

Welcome/Introductions:

- Don Buckley and Jeremy Kaufman are the SFS Stakeholder Services contacts for the Core Financials Community Council. They will coordinate meetings, plan agendas, facilitate meeting discussion, prepare and post meeting notes, and elicit meeting topics.

Council Overview

- Meetings are not meant to be a platform to discuss status of defects and incidents.
- Future meetings should include agency involvement/presentation and SFS encourages the sharing of best practices.
- The councils are not a forum for discussion of Business Cases. If you have suggestions regarding Business Cases, please follow the process outlined on the SFS*Secure* site at: <https://www.sfs.ny.gov/index.php/system-lifecycle/business-case-form> .
- Applicable approved Business Cases have the potential of being discussed at meetings going forward.

Using the SFS – Core Financials

- 2016 Summer Update is tentatively scheduled to be available in production on August 29th; and the 2016 BETA environment will be made available in July.
- SFS is in the process of establishing a Summer Update SFS*Secure* web page where communications and pertinent information will be posted

Adapting Agency Business Processes

- Council members advised that PSP has brought about the most amount of change.
 - PSP affects changes outside of the budget module.
 - End staff had to be trained.
 - Users had to figure out what method to use, which is an issue not related to their job.
 - EE1 changes require staff to have expertise to deal with PSP and cash management, which is an issue not related to their job.

Agency Council Member Questions:



Statewide Financial System Program Core Financials Community Council Agenda/Minutes

- We do not understand how to read encumbrances. Contracts staff put the PSP information on their transactions. We also cannot reconcile.
 - **Response:** Use the DOB Commitment Control (KK) Plan A2 to review account expended/planned. Remember Agencies are now getting a full segregation in the beginning of the new fiscal year. Total encumbrance is the total segregation.
- If an agency assigned a 6-month, monthly PSP, an agency uses the PO 60 days method. This only encumber 6-months' worth of value and doesn't account for the full year.
 - **Response:** 60 day would not be the correct method to use. The agency could use the 4 quarters (full year) method so that it goes against financial plan quarter by quarter. (i.e. towing, translation services are also based on usage). Put in a good estimate for the year up front. Apply this method over the year.
- Why does the cash ceiling have to be quarterly?
 - **Response, DOB:** This is nothing new, every three months cash flow is put into the published plan. Agencies should be talking to their Budget Examiners to know what their cash ceilings are. Should be establishing the ceiling collaboratively.
- March 31 created some pain points for agencies as they had to keep going back to DOB to find out what they had, and to move money to different accounts.
 - **Response, DOB:** Growing pains, new process and system and inexperience. Moving forward we expect to get better and the types of issues agencies experienced on 3/31 will become less and less.
- How do you take encumbrances down to keep from tying up appropriations? What is the process? Are the Contracts/Purchasing entities up to speed on what to do?
 - **Response:** End of 2015/16 mass budget check was run to realign mass spending amount to bring future spending amount to Quarter 4.
- Had this been done for quarter one?
 - **Response:** Yes. KK looked at planned amount against what was expended.
- Is there a way to update the NYKK4000 KK Financial Plan Status Report to show expenditures below the planned amount?
 - **Response:** Cannot predict what will underspend the planned amount. The NYKK4000 report is specific to providing information on overspending not the opposite. PSP adjustment page fine tuning may allow you to identify high dollar amounts.
- Will SFS perform a mass budget check early in the last quarter or move it to the last month of the quarter.
 - **Response:** We are scheduled to do a mass budget check weekend of June 25.
- Does this change the initial budget period?
 - **Response:** The PSP keeps track of original allocation; the budget period will change if you do a Restart projection. Business calendar events will reestablish the initial period. POs budget checked with the PSP budget check process is self-correcting. Projection for past periods will apply spent amounts for the period. Any amounts unspent will re-project out.



Statewide Financial System Program Core Financials Community Council Agenda/Minutes

- Can we use capital methods for non-capital spending?
 - **Response:** Agencies should not use capital methods for non-capital spending. DOB may need to create new methods if agencies are using this for non-capital spending. Open a help desk ticket to request a non-capital version of the capital method.

Using SFS Training

Training recommendations/comments:

- Best practice types of training would be helpful.
- Share information on the types of reports or inquires other agencies are using to get their work done.
- Address year-end issues - What do you do for spending? Agencies need to better understand these issues.
- SPT is awesome.
- Current training is good for entry level staff.
- Incorporate guidelines to process transactions.
- Provide advanced training materials on how to adjust PSP, how to follow up to see if it worked, was it applied. We don't want to confuse the brand new users by including advanced steps in their training materials. Advanced training could be developed for troubleshooting and advanced process knowledge.

Meeting Wrap Up

- Overall the members felt the meeting was positive.
- Having open questions to generate discussion was good.
- Solutions and business processes were discussed among the group.
- More specific topics/discussion on PSP, AP, procurement, etc.
- This is a big picture group who attends these meetings.

Agency Council Member Questions:

- No GL issues were touched on during this session. Will GL topics be included on future agendas?
 - **Response:** Yes, GL topics will be discussed in future meetings. Please provide any specific GL processes you'd like discussed in the next meeting.
- In 9.0 GL journal budget checked before approval. Now budget checks after it is approved. Transactions are getting kicked out because of this change. Very inefficient. Reapproving journals because there are errors. System should point out problems before approval. Pre-budget check is also not an option.
 - **Response:** The system has the capability to do a pre-check; however, this option is not turned on since there is underlying configuration that needs to be done.
- Can SFS enable pre-check to be turned on only for budget journals?
 - **Response:** This request would require some SFS decision making. This option is not turned on because there is a lot of budget checking going on already, and it would tax the budget processor. The more budget processing we do could affect performance.
- Monitoring cash – Are there any additional reports that agencies can run that would provide budget status?



Statewide Financial System Program Core Financials Community Council Agenda/Minutes

- **Response:** The KK Financial Plan status report provides these details. The KK Financial Plan Status report is real time report.