



Core Financials Council

Community Council



Welcome & Introductions

Don Buckley

Agency Introductions

Agency Name
Assembly
Office of Children & Family Services
Division of Criminal Justice Service
Department of Civil Service
Department of Environmental Conservation
Department of Economic Development
Division of Homeland Security
Division of Military & Naval Affairs
Division of the Budget
Department of Corrections & Community Supervision
Department of Health
Department of Labor
Department of Transportation
Division of State Police

Agency Name
Office for the Aging
Office of Information Technology Services
Office of General Services
Office of Mental Health
Office for People with Developmental Disabilities
Office of State Comptroller - Operations
State University Construction Fund
State Education Department
Senate
Statewide Financial System
State University of New York
Department of Taxation & Finance
Office of Temporary & Disability Assistance
Unified Court System

Agenda

- Welcome & Introductions
- Using the SFS – Core Financials
- AnalyzeNY
- Agency Business Best Practices
- Core Financials- A Look Ahead
- Wrap Up

Welcome

Thanks for a great kick off meeting in June!

We received positive feedback from you about this forum, and we look forward to continued open discussions and sharing of ideas, as well as:

- Promoting and sharing agency and system best practices
- Discussing common agency business process challenges and how agencies have resolved these challenges
- Discussing enterprise-wide issues and common concerns
- Discussing future training needs and training requirements
- Providing a forum to obtain supplemental user feedback on approved SFS business cases and future roadmap items, as needed

SFS Council Meetings

- Community Council meetings are meant to be interactive. To get the most out of each meeting, please make every attempt to attend the Council meetings in-person.
- In person participation in Council Meetings allows you to:
 - have the opportunity to network with other agencies
 - actively participate in discussions or breakout sessions
 - hear the presenters and discussions occurring in the room
- Going forward, conference lines for virtual participants will be muted, and questions or comments from virtual participants will need to be submitted through WebEx chat.



Using the SFS – Core Financials

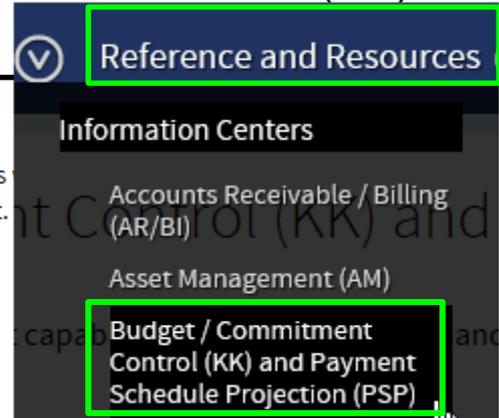
Don Buckley

Budget Journal Error Definition Tool

- The purpose of this guide is to provide common SFS budget journal errors, define the error message and provide quick resolution steps to address the errors.
- Navigation:
 - SFS*Secure* > Reference and Resources > Budget / Commitment Control (KK) and Payment Schedule Projection (PSP) Information Center > [Budget Journal Error Definition Tool](#)

Budget Journal Error Definition Tool

SFS*Secure*>Reference and Resources>Budget / Commitment Control (KK) and Payment Schedule Projection (PSP) Information Center



Payment Schedule Projection (PSP)

The PSP provides information on the projected cash impact of purchases at the time of obligation and provides fiscal year and the carry-out period as well as to support the shift to 100% segregation upon budget enactment.

Resources for Agencies

Reference Documents

- Budget Journal Error Definition Tool**

- 11/4/15 Daily Payment Schedule Projection (PSP) Management Presentation** – This session reinforced how the PSP tool can be used to help agencies manage their financial plans on a day-to-day basis, the role that the DOB plays in supporting agencies, and which reports agencies should be viewing to monitor their spending while conducting their daily business activities.
- Agency PSP Method Guide** (updated 8/2/16)
- PSP Action Quick Reference Guide**

Training and Job Aids

Training

- PSP205: Working with PSP

Log in to the **Statewide Learning Management System (SLMS)** to access all available SFS training courses. Search using the term "SFS-9.2-SPT" to find the courses listed.

Job Aids

Budget Journal Error Definition Tool

Snapshot of Budget Journal Error Definition Tool

Name of Budget Error	Description of Error	Error Resolution
Exceeds Budget Tolerance	This error is generated when the transaction exceeds remaining available budget	To correct this error use alternate chartfield strings that have available budget or add budget to the current chartfield string
No Budget Exists	This error is generated when no budget exists for transaction chartfield strings	To correct this error use alternate chartfield strings that have available budget
Budget is Closed	This error is generated when the budget is closed	To correct this error use alternate chartfield strings that have an available open budget
Budget is on Hold	This error is generated when the budget is on Hold	This error requires additional analysis, please contact SFS Help Desk and reference this error
Budget Date out of Bounds	This error is generated when a budget journal is dated with a date that is less than the related budget definition date	To correct this error change the date on the budget journal to a date that is the same or greater than the budget definition date
Spending Authority Over Budget	This error is generated when the credit transaction caused spending authority (available budget balance) to exceed original budgeted amount	To correct this error, review this transaction and modify the amount to match or be below available budget
No Budget Exists - Ref Budg	This error is generated when the reference budget/document for a voucher transaction refers to a Purchase Order (encumbrance) The Reference Budget/Document for a Purchase Order refers to a Requisition (pre-encumbrance)	If this error is generated on a voucher transaction, the encumbrance is fully liquidated. If this error is generated with a purchase order, the pre-encumbrance is fully liquidated.
Predecessor Not Found - RefDoc	This error is generated when a document is not found for the referenced document: i.e. Requisition for PO, PO for Voucher	To correct this error the referenced document needs to be associated to a valid open document
Bud Date out of Bounds- Ref Bud	This error is generated when the budget date is not in the specified date range for the referenced budget	To correct this error modify chartfield strings to a valid Budget date in the specified date range for the referenced budget

Additional PSP Method

- New PSP Method
 - A_2-4_E
 - Allocation: 0 |33|33|34|0
 - Regular recurring orders where POs issued are to be allocated starting in the second period and allocating evenly over period 2,3,4 with 0 allocation in periods 1 and 5.

- Navigation to PSP Method Guide:
 - SFS*Secure* > Reference and Resources > Budget / Commitment Control (KK) and Payment Schedule Projection (PSP) Information Center > Agency PSP Method Guide

Reminder-Summer Update Change

- The Budget Overview Grid now displays two decimals instead of three

[Favorites](#) | [Main Menu](#) > [Commitment Control](#) > [Review Budget Activities](#) > [Budgets Overview](#)

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

Associate Revenue 0.00
Available Budget 76,066,605.71

Budget Overview Results
[Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [First](#) | 1-100 of 100 | [Last](#)

			Bud Ref	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*	Percent Available	
1			2003-04	2015-16	0.00	0.00	0.00	0.00	0.00	0.00	
2			A200304	2015-16	0.00	0.00	0.00	0.00	0.00	0.00	
3			2001-02	2015-16	0.00	0.00	0.00	0.00	0.00	0.00	
4			A200102	2015-16	0.00	0.00	0.00	0.00	0.00	0.00	
5			2014-15	2015-16	0.00	0.00	0.00	0.00	0.00	0.00	
6			2015-16	2015-16	0.00	0.00	0.00	0.00	0.00	0.00	
7			A201415	2015-16	7,975,147.54	7,975,147.54	0.00	0.00	0.00	0.00	
8			A201516	2015-16	165,216,000.00	153,167,467.20	0.00	0.00	12,048,532.80	7.29	
9			Show Budget Transaction Types		0.00	0.00	0.00	0.00	0.00	0.00	
10			2014-15	2015-16	0.00	0.00	0.00	0.00	0.00	0.00	
11			2015-16	2015-16	0.00	0.00	0.00	0.00	0.00	0.00	
12			A201415	2015-16	-448,821.37	-448,821.37	0.00	0.00	0.00	0.00	
13			A201516	2015-16	1,551,000.00	1,638,485.44	0.00	0.00	-87,485.44	-5.64	
14			A201617	2015-16	0.00	0.00	0.00	0.00	0.00	0.00	
15			2014-15	2015-16	0.00	0.00	0.00	0.00	0.00	0.00	

[Return to Criteria](#) *Notes

[Save](#) | [Return to Search](#) | [Notify](#) | [Refresh](#)

[Add](#) | [Update/Display](#)



AnalyzeNY

Ashley Turchiarelli

AnalyzeNY Review

- Advanced Features of DW620 – Appropriation Budget Overview
- Updates to DW264 - KK Financial Plan Budget Overview
- What's coming

DW620 - Approp Budget Overview

Use this report to report on commitment control and general ledgers tied to an appropriation

Features:

- Report by both budgetary or transactional chartfields
 - Clicking on “View Transactional CFs” for one row
 - Using Tab Navigation
- Actuals by Year Template
- Lapse Date Filter

Features – Trans CFs

- Click on “View” in Transactional Chartfield column to view the transactional chartfields that roll up to that appropriation

Effective Date	Transactional Chartfields	Original Approp Amount	Current Appropriation	Unreserved	Reserved	Pre-Encum
5/2017	View	0	535,859	535,859	0	
5/2017	View	0	1,392,499	1,245,000	147,499	
5/2017	View	0	585,000	424,000	161,000	
5/2017	View	3,000,000	3,000,000	3,000,000	0	
5/2016	View	1,000,000	1,000,000	1,000,000	0	

- When to use this navigation?
 - Interested in viewing transactional chartfields and all commitment control ledgers for **one** appropriation

**not all columns are displayed*

Features – Trans CFs

- Use the navigation at the top to switch between Budgetary or Transactional Chartfields.
- Filter selections will be maintained as you navigate from tab to tab

DW620 - Appropriation Budget Overview

Home Catalog Favorites Dashboards New Open Signed In As bdturc

Budgetary Chartfields Transactional Chartfields Help

9/6/2016 11:23:13 AM DW620

Appropriation Budget Overview
Budgetary Chartfields

bdtrc
Page 1

* Report Template
 Budgetary Overview
 Actuals by Year

* Fiscal Year
2017

* Ledger Group
 KK_APPROP

* Budgetary Department
--Select Value--

Budgetary Program Level 2
--Select Value--

Budgetary Account
--Select Value--

* through
--Select Value--

Budgetary Fund Level 4
--Select Value--

Budgetary Program
--Select Value--

Budget Reference
--Select Value--

Budgetary Fund Level 5
--Select Value--

Appropriation Code
--Select Value--

Budgetary Fund
--Select Value--

Lapse Date
is equal to / is in

Apply Reset

- When to use this navigation?
 - Monitor **all** activity for a particular budgetary program, fund or account.
 - Will see data associated to all appropriations rather than just one

Features – Actuals by Year

- Switch the Report Template to view disbursements or KK expenditures by fiscal year

The screenshot shows a report configuration interface with the following fields and options:

- * Report Template:** A red box highlights this section, containing two radio buttons: Budgetary Overview and Actuals by Year.
- * Ledger Group:** A radio button labeled KK_APPROP.
- * Fiscal Year:** A dropdown menu with the value 2017.
- * Budgetary Department:** A dropdown menu with the value --Select Value--.
- Budgetary Program Level 2:** A dropdown menu with the value --Select Value--.
- Budgetary Account:** A dropdown menu with the value --Select Value--.
- * through:** A dropdown menu with the value --Select Value--.
- Budgetary Fund Level 4:** A dropdown menu with the value --Select Value--.
- Budgetary Program:** A dropdown menu with the value --Select Value--.
- Budget Reference:** A dropdown menu with the value --Select Value--.
- Budgetary Fund Level 5:** A dropdown menu with the value --Select Value--.
- Appropriation Code:** A dropdown menu with the value --Select Value--.
- Budgetary Fund:** A dropdown menu with the value --Select Value--.
- Lapse Date:** A dropdown menu with the value is equal to / is in, followed by an empty input field and a help icon.

At the bottom right, there are two buttons: **Apply** and **Reset**.

- When to use?
 - Help track re-appropriations that cross multiple fiscal years
 - Monitor carry-in

Actuals by Year – Sample

- Each row represents disbursements by fiscal year for one appropriation

Budgetary Budget Reference	Lapse Date	Original Approp Amount	Current Appropriation	Approp Balance	Prior to 2012	2012	2013	2014	2015	2016	2017	LTD Total
A201516	9/15/2017	150,000	150,000	150,000								
A201617	9/15/2017	150,000	150,000	150,000								
A200607	9/15/2017		999,922	140,053	859,869							859,869
A200708	9/15/2017	.	1,128,773	201,981	878,303	48,489						926,792
A200607	9/15/2017		2,999,689	96,668	2,899,987			2,500	1,684	(1,150)		2,903,021
A201415	9/15/2017		1,754,000	0						1,754,000		1,754,000
A201516	9/15/2017		1,754,000	11,473						1,249,126	493,401	1,742,527
A201314	9/15/2017		75,000	0				75,000				75,000
A201415	9/15/2017		849,679	(0)					541,861	307,818		849,679
A201516	9/15/2017		849,679	560,531						289,148		289,148
A201516	6/30/2017	9,322,000	9,772,079	47,590						9,523,842	200,647	9,724,489
A201617	6/30/2017	9,322,000	9,322,000	5,847,108							3,474,892	3,474,892

- Click on Fiscal Year column headers to drill down to Month
- Can view Transactional CFs by using tab navigation or “View” hyperlink

Features – Lapse Date Filter

- Use the lapse date filter to limit results based on when appropriations will lapse

DW620 - Appropriation Budget Overview

Home Catalog Favorites Dashboards New Open Signed In As bdturc

Budgetary Chartfields Transactional Chartfields Help

9/6/2016 11:23:13 AM DW620

Appropriation Budget Overview
Budgetary Chartfields

bdturc
Page 1

* Report Template
 Budgetary Overview
 Actuals by Year

* Ledger Group
 KK_APPROP

* Fiscal Year
2017

* through
--Select Value--

* Budgetary Department
--Select Value--

Budgetary Program Level 2
--Select Value--

Budgetary Account
--Select Value--

Budgetary Fund Level 4
--Select Value--

Budgetary Program
--Select Value--

Budget Reference
--Select Value--

Budgetary Fund Level 5
--Select Value--

Budgetary Fund
--Select Value--

Appropriation Code
--Select Value--

Lapse Date
is equal to / is in

Apply Reset

DW264 – KK FP Budget Overview

- Drill downs on Planned Amounts have been updated to summarize all activity by Purchase Order
- Clicking on Planned Amount for one KK FP budget line:

Purchase Order Number	Supplier	Purchase Order Date	PSP Method	Transaction Type	Status	Planned Amount	Expended Amount	Remaining Planned Amount
OC001	4000007500	7/22/2016	C_1Y_CN	STANDARD	DISPATCHED	10,436.00	0.00	10,436.00
OC001		8/1/2016	S_PO60	STANDARD	APPROVED	8,000.00	0.00	8,000.00
OC001		8/1/2016	S_PO60	STANDARD	DISPATCHED	0.00	(8,000.00)	(8,000.00)
OC001		10/26/2015	S_PO60	STANDARD	DISPATCHED	8,861.65	0.00	8,861.65
OC001		10/26/2015	S_PO60	STANDARD	DISPATCHED	1,480.80	0.00	1,480.80
OC001	CO	10/26/2015	S_PO60	STANDARD	DISPATCHED	36,214.79	(11,139.12)	25,075.67

- When to use?
 - To see which purchase order(s) are planned to spend out in a specified quarter

AnalyzeNY – What’s Coming

- PSP Reporting:
 - New Standalone PSP report by Purchase Order
 - View all quarterly planned expended amounts by purchase order. Avoids needing to drill down on DW264
 - Addition of “Purchase Order Totals” columns on DW264 drill down
 - New columns show total planned, expended and remaining balance for **all** quarters for each PO when drilling down on **one** quarter.

- New Commitment Control Activity report
 - View all pre-encumbrances, encumbrance, expenditures for any combination of chartfields



Agency Business Best Practices

Don Buckley

Use of Key KK Reports

- GLS8020 – Budget Status Report
 - This produces a report with subtotals for all accounts that were selected within the specified budget reference subtotal

- NYKK3865 – View all vouchers posted to the cash ledger for selected accounting periods
 - Used to monitor the Appropriation and Segregation Budgets on both an Expenditure and Disbursement basis.

- NYKK3866 – Appropriation/Segregation with disbursements from Cash Ledger
 - Used to monitor the Appropriation and Segregation Budgets on both an Expenditure and Disbursement basis

Use of Key KK Reports

- NYKK3801 – Disbursement Summary and Detail –Cash Ledger for disbursements; approp/seg for budgets and encumbrances; mod accrual ledger for expenditures
 - Used to provides budget transactional information, it lists budget balances; expenditure; and disbursement data with a summary, as well as, at the detail level
- NYKK0043 – Budget Inquiry Report
 - Provides budget as of a certain date, by comparing two ledgers

Break Out Session

GLS8020 NYKK3865 NYKK3866 NYKK3801 NYKK0043

- Is your agency using any of the reports listed above?
- Discuss how your agency uses each of the reports (What business process are they used for?)
- Has your agency found an advantage to using both SFS KK reports and AnalyzeNY reports together?
- Have you modified an existing report to meet a need?
- Are there other reports you find useful that are not listed?

Month End Reconciliation

Questions for Discussion:

- What is the month-end reconciliation process within your agency?
- When you finish your month end, what is your process to reconcile with your planned spending?
- Are there any key reports that you look at as part of this process? If so, which reports do you refer to?
- Who is doing this reconciliation, within your agency?
- Do you have any tips to share, based on how your agency handles month-end reconciliation?



Core Financials – A Look Ahead

Don Buckley

PSP Improvement

- PSP Improvement Project
 - Updates to PSP Adjustment page
 - Reporting at PO Level
 - Business Calendar Event Improvements
 - FYE
 - Lapsing

- Updates will be provided as this project progresses



Winter Update

Don Buckley

Winter Update

- In conjunction with Oracle, SFS will continue with a bi-annual schedule (Summer/Winter) of updates to the SFS.
- The next Update is tentatively planned for early 2017.
- Changes are expected related to the following areas:
 - Effective Dating
 - DHS Maintenance Management
 - Supplier Location
 - Quantity based contracts for AP

Winter Update- Bulkload Layout Changes

The Winter Release will introduce a new bulkload layout that is targeted to include changes to the following:

- PCL Extract will contain data changes related to Non-PO adjustment voucher changes.
- Voucher Inbound layout will be changed to accommodate quantity based contracts.
- The use of Inbound Accounting Date field will reflect OSC policy changes (no structural change).
- eSupplier changes will be reflected in the Vendor Master file extract (M131).
- Outstanding layout changes that are already reflected in the production environment will be updated in the new layout.



Wrap Up

Don Buckley

Wrap Up

- Today we discussed:
 - Budget Journal Error Definition Tool
 - New PSP Method
 - Budget Overview change, based on the Summer Update
 - AnalyzeNY Update
 - Agency best practices using KK Reports
 - Month End Reconciliation Process
 - Planned Winter Update

- Save the date reminders:
 - The 2016 OSC Fall Conference is scheduled for October 25 & 26
 - The next Core Financials Council meeting will be held on December 14th

Future Agenda Topics

- Agenda topic suggestions for future meetings can be submitted for consideration through an SFS Help Desk incident
 - helpdesk@sfs.ny.gov
 - 877-737-4185 (toll-free)
 - 518-457-7737

Questions and Answers