



## Statewide Financial System (SFS) Program Procure-to-Pay Community Council Agenda/Minutes

<b>Date:</b>	Thursday, August 18	<b>Time:</b>	1:00 p.m. – 3:00 p.m.
<b>Subject:</b>	Procure to Pay Community Council Meeting		
<b>WebEx Log In:</b>	Meeting Number: 649 150 091 Meeting Password: P696R3Yj Event address for attendees: <a href="https://meetny.webex.com/meetny/j.php?MTID=m4df4e03adaac2768ec14a7707be50504">https://meetny.webex.com/meetny/j.php?MTID=m4df4e03adaac2768ec14a7707be50504</a>		
<b>Conf. Call:</b>	Provide your number when you join the meeting to receive a call back. Alternatively, you can call one of the following numbers: Local: 1-518-549-0500, Toll Free: 1-844-633-8697		

### Agenda:

Topics	Time
<b>Council Welcome &amp; Introductions</b> <ul style="list-style-type: none"> <li>• Council member introductions</li> <li>• Agenda overview</li> <li>• Council participation</li> </ul>	1:00 p.m. – 1:15 p.m.
<b>Using the SFS – Procurement</b> <ul style="list-style-type: none"> <li>• 2016 Summer Update</li> <li>• Lapsing feedback               <ul style="list-style-type: none"> <li>○ Break out session</li> </ul> </li> <li>• Travel Authorizations               <ul style="list-style-type: none"> <li>○ Break out session</li> </ul> </li> </ul>	1:15 p.m. – 2:10 p.m.
<b>Adopting Agency Business Processes - A Look Ahead</b> <ul style="list-style-type: none"> <li>• Non-PO adjustments</li> <li>• PO action request</li> <li>• Winter Update</li> </ul>	2:10 p.m. – 2:55 p.m.
<b>Meeting Wrap Up</b> <ul style="list-style-type: none"> <li>• Questions and Answers</li> <li>• Suggestions for future agenda topics</li> </ul>	2:55 p.m. – 3:00 p.m.

Attendees:					
Kristen Geoghegan (ASM)	X	Joanna Kaufman (DOC)	X	Karen Stackrow (OAS)	X
Judy Schaub (ASM)	X	Cheryl Lozier (DOH)	X	Luis Acevedo (OAS)	
William Oak (ASM)	X	Peter Drenchko (DOH)	X	Ashley Turchiarelli (OFT)	X
Victoria Bills (CFS)	X	David Becker (DOH)	X	Rebecca Jones (OFT)	X
Kevin Sweet (CFS)	X	Laure Harrington (DOH)	X	Frank Slade (OFT)	X
Srini Murthy (DCJ)	X	Jackie Hoyt (DOL)	X	Dianne Robinson (OGS)	X
Chris Burgess (DCJ)	X	Brent Cozart (DOL)		Tammy Rock (OGS)	
Vicky Snide (DEC)	X	John Hillenbrandt (DOL)		Erin Boyce (OGS)	X
Dan Skelton (DEC)		Colin Carelli (DOS)	X	Tim Smith (OGS)	X
Oonagh Burdick (DFS)		Shelley LaVallee (DOS)		Phil Reed (OGS)	X
Ron Wachenheim (DFS)	X	Matt Haas (DOT)		Kristen Ellis (OGS)	X
Maria Gallerie (DMN)	X	Annette Mendel (DOT)		Kristi Kilmartin (OMH)	X
Lisa Bogardus (DMN)		John Vandello (DOT)	X	John Boucher (SEN)	X



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Connie Higgins-Beer (DMV)	X	Kristina Honsinger (DOT)	X	Maria Gardell (SEN)	
Paul Diefendorf (DMV)	X	Mike Mehigan (DOT)		Sheila Gould (SEN)	X
Mary Ryan (DOB)		Helen Dibacco (LAW)		Maureen Rossi (UCS)	X
Brad Stevens (DOB)	X	Pamela Harrington (LAW)	X	Sean Harrington (SFS)	X
Maria Coduti (PRK)	X	Melissa Walters (SED)	X	Kelly Kurposka (WCB)	X
Lisa Delsignore (PRK)		Michelle Doyle (SED)	X	Tonya Sanderson (WCB)	X
Sharon Hover (SCF)	X	Theresa Cary (SED)	X	Alex Defrancesco (SFS)	X
Kerry Hughes (SCF)	X	Grace Cunningham (SED)	X	Susan Hedderman (SFS)	X
Heather Sosinski (SFS)	X	John Blanch (TAX)	X	Terry Anderson (SFS)	
Joe Lue (SNY)		Sarah Stufflebeam (TAX)		Mike Mullin (SFS)	X
Amy Kahn (SNY)	X	Shannon Plasencia (TAX)	X	Ed Bouryng (SFS)	X
Michael Worden (TAX)	X	Amanda Ross-Carroll (UCS)		Paul Kalinowski (SFS)	X
Courtney Noisette (SFS)		Tracy Spencer (SFS)	X	Lisa Wright (SFS)	X
Rob Weaver (SFS)	X	Linda O'Brien (SFS)		James Schumacher (SFS)	X
Tina Massaconi (OSC)	X	Peter Vanderveer (OSC)	X	Mark Loucks (OGS)	X
Bill Reilly (OAS)		Stacie Costa (OMH)	X	Brian Mastrose (SFS)	
Mary Devoss (SED)		Donald Buckley (SFS)		Bonnie Gold (SFS)	
Corey Geis (OSC)	X	Deborah Pelkey (OPD)	X	Rosemary Reed (OPD)	
Peter Rufer (SNY)		Barbara Sonenberg (DOT)	X	Greg Gesso (DSP)	X
Dinesh Kaul (DEC)	X	Stanley Everett (SFS)		Sue Bixby (OGS)	X
Nicole Wright (DSP)	X	Danielle Kennedy (DSP)	X	Katelyn Klein (SFS)	X
Ryan Kusky (SFS)	X	Sarah Dzikowicz (SFS)	X	Deb Hilson (OSC)	X
Judi Sprague (DOL)	X	Mike Affinito (OSC)	X	Joe Leathem (OSC)	X

**Action Items:**

Task Assigned	Staff Assigned	Due Date	To Do Added/ Status
SFS to distribute discussion questions to Procure-to-Pay Council members in advance of the meeting	SFS P2P Council Team	10/12/16	
SFS to provide an update on how agencies can address issues with Req failures once more information is available.	SFS P2P Council Team	10/12/16	
SFS to review the Activity Summary page as it relates to the PO amount information, and provide an update during the next output Procure-to-Pay Council meeting	SFS P2P Council Team	10/12/16	
SFS to build a Business Case, using input from Procure-to-Pay Council members, requesting that the finalization of the PO line during voucher processing also systematically restores the contract pre-encumbrance amount.	SFS P2P Council Team	10/12/16	
SFS share feedback with OSC on the request to create functionality to notify OSC and SFS not to close out PO's (e.g. system button).	SFS P2P Council Team	10/12/16	



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## Notes:

### Council Introductions/Participation:

- **Reminder:** the Procure-to-Pay Community Council is expected to act as an interactive forum, allowing agencies to share their: experiences: lessons learned: best practices, etc.
- **Note:** on site participation is strongly encouraged vs. WebEx usage. On site participation provides direct, hands-on interaction with other agency council members and SFS team members. This is especially important for agency breakout session discussions.

### Using the SFS – Procurement (2016 Summer Update; Lapsing feedback; and Travel Authorizations):

#### ➤ Lapsing

- Review of discussion questions focused on agency experience with the June 2016 Lapsing.
- Feedback from discussion questions summarized below. Please submit a SFS Help Desk Ticket with any additional feedback at: [helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov) .

#### ➤ 2016 Summer Update

- This encompassed vendor (Oracle) behind the scenes fixes, updates, and patches. There are no major direct impacts to users.
- Important reminders:
  - Bulkload files need to be uploaded by 3pm on 8/26 to be processed. Bulkload files received after 3pm will show on the 8/30 am extracts.
  - SFS expects to close at 5pm on 8/26 and reopen 8/29 at 9am.
- See *SFS Secure* for details at: <https://www.sfs.ny.gov/index.php/system-lifecycle/2016-summer-update>
- The Beta Test environment is currently available (availability 7/11-8/26)
- **Note:** Usage of this environment has been low. It is encouraged that agencies test within the environment by 8/26. The Beta Test environment can be accessed on the *SFS Secure* homepage at: <https://www.sfs.ny.gov/index.php>

#### ➤ Travel Authorizations

- Travel Authorization page updated to look like the Expense Report page.
- Users are able to:
  - Make attachments at the line and header levels.
  - Utilize Quick Start
  - Expand to access accounting defaults.
  - Utilize Action option
  - View user Defaults defaults that apply to roles.
- Benefits associated with using Travel Authorizations:
  - Expenses are approved before travel takes place.
  - Helps with planning, budgeting, and allows you to attach travel-related info (ex. travel brochure).
- **Reminder:** Self-Paced-Trainings (SPT) are available on SLMS (search **SFS-9.2-SPT** for all SFS SPTs). See **Travel Expense 201** for training on Travel Authorizations. **Note:** The Summer Update-related Travel Authorization training, can be found near the end of the **Travel Expense 201** training.

### Agency Council Member Question:



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- There have been conflicting times communicated on the Summer Update shut down, is it 3pm or 5pm?
  - **SFS Response:** Bulkload files need to be uploaded by 3pm on 8/26 to be processed. SFS expects to close at 5pm on 8/26 and reopen 8/29 at 9am.
- Who or what vendor(s) are involved in Summer Update behind the scenes fixes, updates, and patches?
  - **SFS Response:** To clarify, the vendor previously mentioned was in reference to SFS'-based software vendor (Oracle). The fixes are applied to SFS' supported Oracle functionality only.
- What is the purpose of Style ID field?
  - **SFS Response:** SFS is currently in the process of further reviewing the Style ID purpose/usage and will communicate more information on this field at a later date.

### Meeting Action Item -

#### **Agency Council Member Question:**

- Can members receive the discussion/breakout questions in advance of the meetings?
  - **SFS Response:** Yes. SFS will distribute discussion questions to Procure-to-Pay Council members in advance of the meeting, when possible.
- How is the PO Close or Action button being used?
  - **SFS Response:** This functionality is currently not in place and will not be available for the Summer Update.

**Breakout Session Feedback** - Agencies shared their experience with the June 2016 Lapsing and using Travel Authorizations. SFS will take this input into consideration and look to make improvements moving forward.

- Insufficient staffing resources within some agencies and not enough time to complete the June 2016 Lapsing effort in timely manner.
- Too much time spent by agencies reconciling transactions referenced in separate lapsing data files; request going forward to combine PO and Contract Resolve Lapsing data files
- A few Council Breakout Session groups reported that their respective agencies are not using Travel Authorizations. Rather, they are using established internal processes/approvals to carry out their agency travel needs.
- Data files appear to be outdated (e.g., POs subject to Resolve Lapsing) and not provided to agencies in a timely advance. Some agencies were also unclear of the criteria being used to identify POs on the list.
- For Lapsing, time period of closure of PO's vs. process of invoices/payments was not sufficient/timely for agencies.
- A BSC-agency reported that it is difficult to detect what's in the pipeline. Not knowing what is in the pipeline is one of the biggest challenges.
- Agencies are sometimes not using the Lapsing data files posted on SFS*Secure*. Data files are out-of-date and/or difficult to use. Rather agencies are creating their own data files from Reports and Queries to use/run to gather needed information.
- A few Council Breakout Session groups reported that when SFS had rolled PO's, some agencies had already established their respective Fiscal Year (FY) PO's, which caused duplications. **Note:** BSC Council member at this meeting provided info that BSC had created direction for agencies on what PO's required closures vs. did not.

**SFS Question:** For some agencies that were rolling contracts, why were they rolled to FY 15-16?



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**Agency Response:** Overestimations from the previous year had to be left in due to liabilities.

**Agency Council Member Question:**

- Agencies are struggling with Req Update Failures, what can be done to help resolve?
- **SFS Response: SFS Action Item** - SFS is currently looking into this and can provide an update to this group once more information is available.

**Adopting Agency Business Processes - A Look Ahead (Non-PO adjustments; PO Action Request; and Winter Update):**

➤ Non-Po Adjustments

- Coming in October 2016, SFS will change the way Non-PO Adjustments are managed.
- Non-PO Adjustments provide agencies the ability to utilize contract authority on adjustments to vouchers for closed PO's.
- Once approved by OSC, the Amount at the header will increase.
- For Contracts Lines, agencies will be able to make increases in excess of the Maximum Amount OR decrease the contract Maximum Amount below applicable releases.
- Accounts Payable 205 SPT material will be updated to reflect the Non-PO adjustment changes, including: Entering a Refund of Appropriation against a Closed PO; and Entering a Credit Memo Against a Closed PO.

**Agency Council Member Questions:**

- Will testing be available for Non-PO Adjustments?
  - **SFS Response:** Yes. The expectation is that testing will be available in late September or early October 2016.
- Is Non-PO Adjustments testing available for online agencies or both online and bulkload?
  - **SFS Response:** It will be made available to both online and bulkload agencies.
- Some agencies rely on the Activity Summary page (e.g. how much money is left on a PO). The problem is that more money may appear to be available for use than there really is and the Activity Summary page may appear to inflate the PO amount. Is this something that can be looked into
  - **SFS Response: SFS Action Item** - SFS to further review agency use of the Activity Summaries Summary page as it relates to the PO amount information, and provide an update during the next and output Procure-to-Pay Council of related information for agency access. Meeting.
- For agencies that processed vouchers on closed PO's, the money sits there but cannot be touched. Will Non-PO Adjustments help alleviate this process?
  - **SFS Response:** Once the Non-PO Adjustment change has been implemented, agencies will be able to access and increase the PO amounts.

➤ PO Action Request

- This functionality is not currently available for use. Rather the PO Action Request page is only available in Read-Only.
  - This page can be used to view POs your agency has authorized for closure and dispatch.
  - You cannot request a PO to be closed at this time.
  - This will replace the manual process when ready and will be communicated to agencies when available.



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- More info on this subject will be shared at the October Procure-to-Pay Council Meeting.
- Users can navigate to the PO Action Request page from two existing pages:
  - Add Update PO Page
  - Review PO Information page
- Related training materials are available and include:
  - SPT - Purchase Orders 220: Viewing PO Action Request Information
  - Job aid: JAA-PO220-035

## Agency Council Member Questions:

- How can you utilize the PO Action Request to view if a PO has been finalized?
  - **SFS Response:** SFS SME to provide inquiring agency with screen shots.
- Can you continue to use a PO that is finalized?
  - **SFS Response:** When a PO has been finalized you can no longer use it.

## SFS posed the following question to the entire Procure-to-Pay Council:

- Would it be beneficial if the finalization of the PO line during voucher processing could also systematically restore the contract pre-encumbrance amount?
  - **Council Response:** Agencies indicated that they have run into this problem a few times (e.g., the PO has been finalized, but then the agency still has to manually go into the contract). The majority of members felt that the inclusion of that functionality would be beneficial to their agency.
  - **Action Item** - SFS to build a Business Case based on input from Council members. If other members have questions or thoughts on this process, open an SFS Help Desk Ticket at: [helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov) .

## ➤ Cash Advance accounts:

- There was no conversion effort to establish Cash Advance accounts in SFS at Go-Live.
- SFS and OSC will collaborate to create these transactions within SFS. Implementation is planned for late November 2016.
- This will be completed for all Cash Advance accounts for online and bulkload agencies.

## Agency Council Member Questions:

- Are Cash Advance account updates happening at the agency-level or behind the scenes?
  - **SFS Response:** Behind the scenes with SFS and OSC.
- How are transactions concerning Cash Advance accounts coming back to bulkload agencies?
  - **SFS Response:** Through a GL journal.
- Do Cash Advance accounts have an impact on replenishing accounts?
  - **SFS Response:** No.

## ➤ Winter Update

- 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



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- Quantity based contracts for AP
- The Winter Release will introduce a new bulkload layout
- More information will be shared at the October Procure-to-Pay Community Council Meeting.

## Agency Council Member Questions:

- What's effective dating?
  - **SFS Response:** Creates an effective date related to your configuration dates.
- For Summer Update testing there are no changes to bulkload?
  - **SFS Response:** That is correct, for Summer Update testing there are no changes to bulkload.
- If there are policies and functionality in place regarding the closure of PO's, can functionality be created to notify OSC and SFS not to close out PO's (e.g. system button)?
  - **SFS Response: Take away action item** - SFS will share this feedback with OSC to take into consideration.

## Meeting Wrap Up/Other Updates:

### ➤ SFS Update

- SFS will be replacing the Oracle logo with the SFS logo. SFS training will be updated to reflect this.

### ➤ MarketPlace Update

- See OGS Procurement Services website at: <https://nyspro.ogs.ny.gov/content/nys-emarketplace-1> . **Note:** this functionality can be used with SFS.
- Agencies should be looking through the portfolio to determine commodities and rewards that should be in MarketPlace and provide this info via email to: [customer.services@ogs.ny.gov](mailto:customer.services@ogs.ny.gov) .

### ➤ AnalyzeNY:

- A rebranding update effort is underway for the portal, creating a portal landing page vs. being directed to the OBIEE environment.
- Portal will re-focus on what's coming and better communication with agencies.
- OBIEE will have a newly revamped landing page as well.
- AnalyzeNY can be accessed at: <https://analyzeny.ny.gov/analytics/saw.dll?Portal> .

## Agency Council Member Question:

- Finding contracts in all statuses (pending, failure, etc.) is difficult. Is there a Report available which provides information to agencies on all contract statuses?
  - **Council Member Response:** View the NYRQ8002 to determine if this meets your needs; this can be accessed under SFS > PO > Reports (NYRQ8002).

**Note:** Please submit a SFS Help Desk Ticket with any additional feedback regarding this meeting at: [helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov) .

**Reminder:** the next Procure-to-Pay Council Meeting is scheduled for 10/12/16.