



Procure to Pay Council

Community Council Kickoff Meeting



Opening Remarks

Terry Anderson

Agenda

- Welcome & Introductions
- Council Overview
- Using the SFS - Procurement
- Adapting Agency Business Processes
- Using SFS Training
- Wrap Up



Welcome & Introductions

Linda Obrien

Welcome!

- Council members were selected by their Agency Chief Financial Officers
- Identified as an individual who:
 - Understands your agency business processes
 - Uses the SFS frequently
 - Works collaboratively with SFS to share constructive feedback
 - Communicates SFS initiatives back to your agency and host agencies (as applicable)
 - Contributes on behalf of the entire enterprise community
- SFS invited specific agencies to participate in each Community Council, considering agency size, number of SFS users, type of SFS access, module use, hosting relationship, and organizational structure

Agency Introductions

Agency Name
Assembly
Office of Children & Family Services
Division of Criminal Justice Services
Department of Environmental Conservation
Department of Financial Services
Department of Military & Naval Affairs
Department of Motor Vehicles
Division of the Budget
Department of Corrections & Community Supervision
Department of Health
Department of Labor
Department of State
Department of Transportation
Department of Law
Office of Alcohol & Substance Abuse Services
Office of Information Technology Services

Agency Name
Office of General Services
Office of General Services/Business Services Center
Office of Mental Health
Office for People with Developmental Disabilities
Office of State Comptroller – Finance
Office of State Comptroller – Operations
Office of Parks, Recreation & Historic Preservation
State University Construction Fund
State Education Department
Senate
Statewide Financial System
State University of New York
Department of Taxation & Finance
Unified Court System
Workers' Compensation Board



Council Overview

Alex DeFrancesco

Council Mission & Objectives

- Promote best practice sharing and enterprise business process consistency while developing a culture of collaboration between SFS and agencies

- Each Community Council will provide a participatory forum for SFS users and Subject Matter Experts (SMEs) to:
 - Drive consistency, through discussion of statewide best practices
 - Develop a culture of collaboration between SFS and agencies
 - Increase agency engagement in SFS approved development projects and roadmap activities
 - Support strategic involvement in Change Management and Communications activities

Council Meetings

Each Community Council should:

- Promote and share agency and system best practices
- Discuss common agency business process challenges and how agencies have resolved these challenges
- Discuss enterprise-wide issues and common concerns
- Discuss future training needs and training requirements

SFS Business Cases

- An SFS Business Case is a document requesting a new requirement or enhancement to the SFS or agency onboarding to available SFS functionality.
- The SFS Business Case Form is available on *SFS*Secure**.
- Community Councils are not used as a forum for reviewing and submitting Business Cases.

Council Organization

- Each Community Council is managed by a representative of the SFS Stakeholder Services Team
 - SFS subject matter experts (SMEs) participate as needed

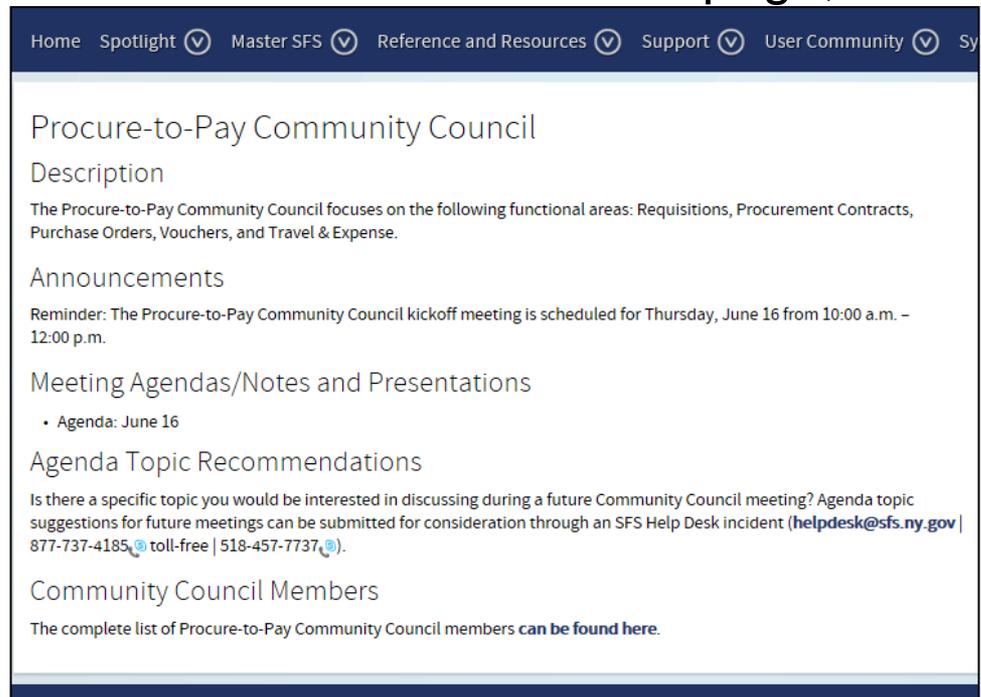
- Stakeholder Services Team responsibilities:
 - Scheduling meetings
 - Tracking attendance
 - Planning agendas
 - Facilitating meeting discussion
 - Eliciting meeting topics
 - Preparing and posting meeting notes

Meeting Frequency

- The frequency of Community Council meetings is determined based on functional area and operational needs.
- The Procure-to-Pay Council is scheduled to occur Bi-monthly.
- Future Procure-to-Pay meeting dates:
 - August 18
 - October 12
 - December 21

Councils on SFS*Secure*

- Community Council Overview page on SFS Secure
 - SFS*Secure* > User Community > Community Councils
- Individual Council pages are accessible from the Overview page, and include:
 - Council announcements
 - Meeting agendas
 - Meeting presentations
 - Meeting notes
 - List of Council members



The screenshot displays a web page for the Procure-to-Pay Community Council. At the top is a navigation bar with links: Home, Spotlight, Master SFS, Reference and Resources, Support, and User Community. The main content area includes a title 'Procure-to-Pay Community Council', a 'Description' section stating the council focuses on Requisitions, Procurement Contracts, Purchase Orders, Vouchers, and Travel & Expense, an 'Announcements' section with a reminder for a kickoff meeting on Thursday, June 16 from 10:00 a.m. to 12:00 p.m., a 'Meeting Agendas/Notes and Presentations' section with an agenda for June 16, an 'Agenda Topic Recommendations' section with contact information for submitting suggestions, and a 'Community Council Members' section with a link to the full list.



Using the SFS - Procurement

Linda Obrien

Reminder: SFS Seasonal Updates

- What's included in a seasonal update?
 - Updates and patches provided by our software vendor
 - Successfully tested change requests and defects
- 2016 Summer Update Information
 - Tentatively scheduled to be available in production on August 29
 - Implementation includes vendor updates and patches, a majority of which have no impact on users, and CCB-approved change request builds
 - No system blackout planned
 - A 2016 BETA environment will be available this summer

2016 Summer Update Status

SFS Priorities and Timeframe (June – August)

Complete	<ul style="list-style-type: none">Analyze updates and determine which to include in seasonal release vs. normal release schedule
In-Progress	<ul style="list-style-type: none">Test updates and change requests thoroughly and begin to identify end user impacts
July	<ul style="list-style-type: none">Notify Agency of changes and impactsOpen a BETA test environment for agencies
August	<ul style="list-style-type: none">Communicate final updates, changes and available training material
August 29	<ul style="list-style-type: none">Tentatively scheduled to be available in production August 29

BETA Environment Availability

- SFS is committed to communicating changes and what to look for when using the BETA test environment prior to each seasonal update
- A 2016 Summer Update BETA test environment will be available after SFS's thorough review and test of updates
- Environment Details
 - Expected availability: July
 - Data as-of date: April 21
 - Passwords: To be communicated via an SFS announcement
 - The BETA environment will switch to become the “new” Agency Business Process (ABP) environment after implementation
 - Bulkload Notice: The BETA environment will become the primary upon opening of the environment

2016 Summer Update Resources

- Dedicated *SFS*Secure** web page planned
- SFS self-paced training (SPT) and job aids
 - SPT updated and available in SLMS and Job aids updated and available on *SFS*Secure** in August

Authorizing Closure of Purchase Orders (POs)

- The **PO Action Request** page is now available in SFS as Read-Only
 - This page can be used to view POs your agency has authorized for closure and dispatch
- Users can navigate to the new **PO Action Request** page from two existing pages:
 - **Add/Update PO** page
 - **Review PO Information** page
- *Coming soon* – the ability to use this page to request a PO to be systematically closed with a closure notice dispatched to the supplier
 - This will replace the current, manual process agencies must follow to identify POs that they want to close
 - Additional information regarding the availability of this functionality will be shared in July
- Related SFS Self-Paced Training
 - SFS-9.2-SPT
 - Purchase Orders 220
 - Viewing PO Action Request Information



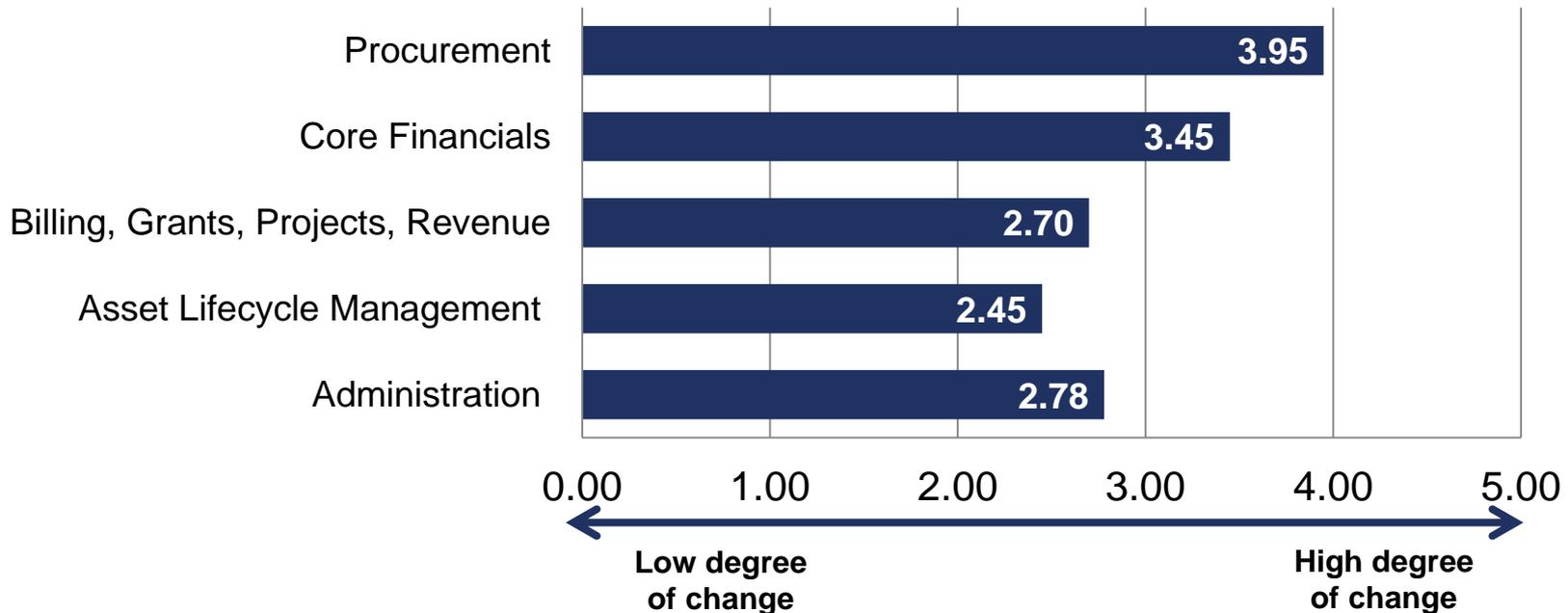
Adapting Agency Business Processes

Tracy Spencer

Survey Responses

- Survey responses indicate agencies have experienced the biggest changes to business processes within the **Procurement** and **Core Financials** module areas.

Degree Your Agency's Financial Business Processes Have Changed, Over the Past 6 Months



Discussion

Which of the Procurement business processes experienced the most amount of change?

How did your agency implement, communicate, and train agency staff on the change in business process?

What lessons learned did you experience, as a result of implementing this change?

What business process changes is your agency still in the process of working through?

Agency Information Sharing

Based on survey responses, agencies believe they would benefit most from hearing from other agencies on the following procurement areas:

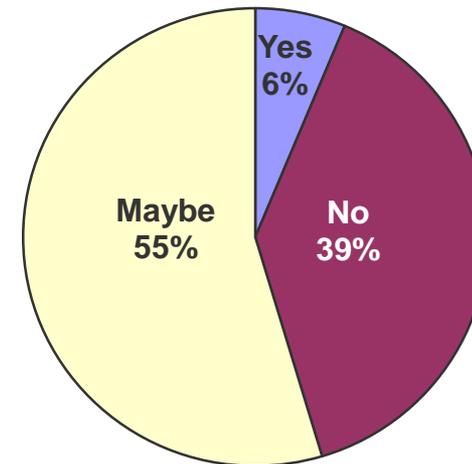
- Use of the Purchase Order (PO)
- Procurement Contract/PO Adjustments
- Tracking Procurement Contract Spending
- Processing credit memos
- Processing refunds of appropriation

***Has your agency experienced success
in any of these areas?***

Agency Presenters

- A majority of survey respondents expressed a potential interest in presenting at a future Community Council meeting about:
 - Best practices
 - Lessons learned
 - How their agency took advantage of Enterprise Enhancement, Phase 1 (EE1) to improve business processes

Interest in presenting at a future Council meeting





Using SFS Training

Tracy Spencer

Best Practice – Using SFS Training

- Over 40 self-paced training courses, with over 400 topics, covering all SFS modules
- Available through the Statewide Learning Management System (SLMS)
 - SLMS course code: SFS-9.2-SPT
- Represents the core, foundational training for SFS users
- Updated through monthly releases, as system changes

Survey Responses

- Majority of survey respondents know where to access the self-paced training, and believe that training exists for the types of transactions they work on in the SFS.
- Opportunities exist to discuss suggestions on improvements for self-paced trainings to provide information sufficient for user needs, and to learn more about what materials finance offices are currently using to train staff.

Statement	Response Summary
1. I know where to access SFS's self-paced training.	<ul style="list-style-type: none">• 91% of respondents Strongly Agreed or Agreed
2. Training exists for the types of transactions I work on in the SFS.	<ul style="list-style-type: none">• 87% of respondents Strongly Agreed or Agreed
3. SFS's self-paced trainings provide information sufficient for my needs.	<ul style="list-style-type: none">• 68% of respondents Strongly Agreed or Agreed
4. My agency trains finance office staff using SFS self-paced training materials.	<ul style="list-style-type: none">• 63% of respondents Strongly Agreed or Agreed

Discussion

How could the self-paced trainings be enhanced to provide more sufficient information for your needs?

What is your agency's current process for training staff on how to use the SFS?

What material does your finance office currently use to train staff on how to use the SFS?



Wrap Up

Linda Obrien

Discussion

What do you think worked well for this kickoff?

What do you think could have been improved?

Suggesting 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

Meeting Attendance

- Primary members are expected to attend each Community Council meeting.
- Alternate members may attend, as needed.
- Please do not forward the meeting invitation.
- If you believe an additional participant from your agency needs to attend a Council meeting for a specific reason, please notify SFS via SFS Help Desk Incident.

Questions and Answers