Procure to Pay Council

Community Council Meeting

Welcome & Introductions

Linda O'Brien

Agenda

- Welcome and Introductions
- Lapsing Feedback
- Summer Update- *August 29*
- Travel Authorizations
- Non-PO Adjustments
- PO Action Request
- Cash Advance Account
- Winter Update
- 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:
  - Attend the Council meetings in-person
  - Provide topics to be discussed
  - Volunteer to share business practices, tips on how to best transact in specific modules in the SFS, and insights your agency has discovered while using the SFS

- 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.

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

June 2016 Lapsing

Linda O’Brien

June 2016 Lapsing

Thank you for all your efforts for a successful lapsing event!

Discussion points:

- How did the June 2016 lapsing go for your agency?
- Did you and/or your agency use the data files SFS published on SFS Secure?
  - If so, which data files did you find most helpful?
  - Were there other data files you did not see, but believe would have been helpful?
- What additional lapsing resources did you find helpful (e.g. Lapsing checklist, lapsing page on SFS Secure, lapsing self-paced trainings, lapsing job aids)?
- Did you find the PSP Budget Check Errors outreach beneficial?

Summer Update

Linda O'Brien

Summer Update 2016

- Implementation includes vendor updates and patches, a majority of which have no impact on users, and CCB-approved change request builds
- Bulkload files must be uploaded to tumbleweed by 3:00 p.m. in order to be processed on August 26.
- SFS expects to close the system for all users on Friday, August 26 at 5:00 p.m. and will reopen Monday, August 29 at 9:00 a.m.
- Bulkload files received after 3:00 p.m. will show on the August 30 a.m. extracts
- SFS*Secure* dedicated page and SLMS self-paced training material will be updated on 8/24 to reflect impact changes

Beta Test Environment

- Beta Test Environment open July 11 through August 26
- Data as of date: April 21
- Login Credentials: Same as Agency Business Process (ABP) passwords as of July 7
- A button linking to the Beta test environment is available on SFS*Secure*'s homepage
  - If applicable, transaction review and approval in workflow by OSC or the BSC will be performed within 1-2 business days
  - Bulkload agencies will not need a prefix to test in this environment. Refer to SFS's environment announcement. A prefix is required to transact in the ABP test environment.

Beta Environment

- Some defect fixes and feature enhancements will be applied directly to the 2016 Summer Update BETA environment and will be released with the Summer Update in SFS Production.

- The 2016 Summer Update BETA environment will become the primary production test environment on August 29.

Summer Update Changes

Module / Area	General Change	Change Impact
Administrator	Queries	The **ASA Activity Query (NY_SEC_ADMIN_ACTIVITY)** will provide agencies with a list of ASA activities for a given date range, user, ASA name, permission list, or role name. The **Internal Control Separation of Duties Query (NY_SEC_SOD_CONCERNS)** will provide agencies with a list of users and roles that are in conflict with the published Separation of Duties guidance.
Commitment Control	Small inquiry page change	Budget Overview results grid now displays two decimal places instead of three (Navigation: Commitment Control > Review Budget Activities>Budgets Overview).
NYGR0010 Report	Replace column for Contract Line Limit	Replacing the current Project Parent Budget column with a Contract Line Limit column will reflect the award amount as recorded by OSC on the contract lines. With this change grant award amounts will not be misrepresented.

Summer Update Changes

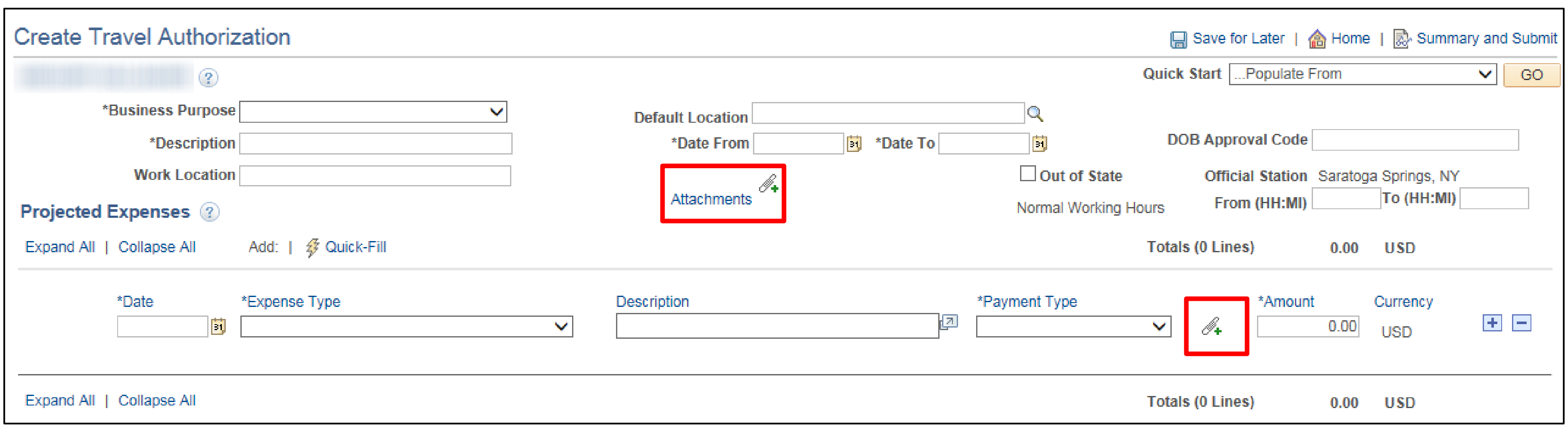
Module / Area	General Change	Change Impact
Travel Authorization	Travel Authorization entry and approval pages	The Travel Authorization entry page has been redesigned to match the expense report entry page. A Travel Authorization summary/submit page has also been added so that the user experience with Travel Authorization / expense report submission is consistent. The current Travel Authorization page required user/approver to click the "Detail" link on the line to enter/view information about the expense. Users then had to click Accounting Detail link on the Details page to see ChartFields. The 2016 Summer Update displays all of this information on the main page to minimize clicking across multiple windows when entering information.
Procurement Contracts	New field on the Contract Entry > Add a New Value tab	Users will see a new field on the Add a New Value tab accessed from the Contract Entry page. The new field will be labeled Style ID. Users should not update or change this field. It will automatically default to the PO option. If the Style ID is changed to another option, instead of PO, you will receive an Invalid Value message after clicking the Add button. To proceed with adding the contract, you will need to click the OK button on the Invalid Value message and change the Style ID back to the PO option. You will then be able to create the new contract after clicking the Add button.

Travel Authorizations – Summer Update

Tracy Spencer

Changes to Travel Authorizations

- As part of the Summer Update, the Travel Authorizations page has been updated to look like the Expense Report page.



Changes to Travel Authorizations

- Navigation is the same:
  - Main Menu > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify
- Quick Start is still available in order to populate from an Existing Authorization
- Actions drop down menu* allows you to:
  - Copy Authorization Lines
  - View Default Accounting Summary
  - View Project Summary
  - View user Defaults –(role)

*Note: In order to view the Actions drop down menu, you will need to select an Expense Type first.

Benefits of Using Travel Authorizations

Using the Travel and Expense module in SFS to input Travel Authorizations allows the Agency and its Users the ability to:

- Approve expenses before they are incurred
- Pre-plan expenses
- Budget expenses
- Add attachments at header and the line level

Related Self-Paced Training

- Travel and Expense 201
  - Travel Authorizations
    - Create a Travel Authorization
    - Create a Travel Authorization by Copying an Existing Authorization
    - View a Travel Authorization
    - Search for and Modify a Saved Travel Authorization
    - Create a Travel Authorization for Non Travel Expense

*Reminder! All SFS self-paced trainings, including **Travel and Expense 201** can be found in SLMS by searching for SFS-9.2-SPT*

Questions for Discussion

- Is your agency using Travel Authorizations?
- Has anyone in the room ever used a travel authorization?
- If you are not using it, why are you not using it?
- What's your agency's current process for getting advanced authorization/approval for travel?
- Is there a separate system that your agency uses for travel authorizations?

Breakout Session

Lapsing

- How did the June 2016 lapsing go for your agency?
- Did you and/or your agency use the data files SFS published on SFS Secure?
  - If so, which data files did you find most helpful?
  - Were there other data files you did not see, but believe would have been helpful?
- What additional lapsing resources did you find helpful?
- Did you find the PSP Budget Check Errors outreach beneficial?

Travel Authorizations

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Non-PO Adjustment Changes

Paul Kalinowski

Non-PO Adjustments – Perspective

- Non-PO Adjustments enable use of contract authority for adjustments to vouchers where the associated PO is closed
- During FYE and Lapsing, specific scenarios were identified that impacted the ability to use contract authority relating to Non-PO Adjustments

SFS will be implementing a change to the way Non-PO Adjustments are handled, due for release October 2016

Non-PO Adjustments – Currently

Currently in AP

- When an adjustment voucher is processed against a closed PO distribution line, the contract and contract line information is populated on the adjustment voucher
- The user is able to select an active contract line to apply the amount for use on future POs

Currently on a Contract

- When an adjustment voucher is processed against a closed PO distribution line, the amount is returned to the contract via custom Non-PO Adj. Amount field on both the header and line
- POs can be released against contract line in excess of the max line amount up to the Non-PO Adj. Amount on that line

Non-PO Adjustments – Today (Example 1)

- Funds are returned to contract
- Impacts Remaining Amount
- Does not reduce Released Amount or impact Max Line Amount

			Contract Header			
			Contract Max	100		
			Released Amount	100		
			Non-PO Adj. Amount	**-10**		
			Remaining Balance	**10**		
			Contract Lines			
Line #	Max Line Amount	Released Amount	Non-PO Adj. Amount		Remaining NPOAA	Remaining Balance
1	100	100	**-10**		**10**	10

Non-PO Adjustments – Today (Example 2)

- When POs are released the Max Line amount can be exceeded by the amount of the Non-PO Adjustment

			Contract Header			
			Contract Max	100		
			Released Amount	105		
			Non-PO Adj. Amount	**-10**		
			Remaining Balance	**5**		
Contract Lines						
Line #	Max Line Amount	Released Amount	Non-PO Adj. Amount		Remaining NPOAA	Remaining Balance
1	100	105	**-10**		**5**	5

STATEWIDE FINANCIAL SYSTEM

Non-PO Adjustments – Why is change needed?

- When the expended amount for a contract line is equal to or greater than the contract line max amount, no requisition line is associated to that contract line during FYE or Lapsing processing

- If a funded contract line does not have an associated requisition line, a Purchase Order cannot be released against that line

Change Overview – Adjustment Voucher

- When the impacted PO distribution line is closed the Contract ID and Contract Line will populate on the adjustment voucher

- The Contract Line will populate with what was on the original (related) voucher and will not be editable on the adjustment voucher

Changes Overview – Contract Document

- Non-PO Adjustment values will no longer be tracked at the Contract Line level, only at the header level

- When an adjustment voucher that impacts a contract is approved by OSC, the Non-PO Adjustment Amount at the header will increase.

- User will be able to increase contract lines to be in excess of the contract Maximum Amount up to the Non-PO Adjustment Amount

- User will alternatively be able to decrease the contract Maximum Amount below what has been released up to the Non-PO Adjustment Amount

Non-PO Adjustments – Change Detail (Example 1)

- Funds are made available at the contract header
- No impact to contract line when Adjustment Voucher is processed

			Contract Header			
			Contract Max	100		
			Released Amount	100		
			Non-PO Adj. Amount	**-10**		
			Remaining Balance	**10**		
			Contract Lines			
Line #	Max Line Amount	Released Amount	Non-PO Adj. Amount		Remaining NPOAA	Remaining Balance
1	100	100				0

Non-PO Adjustments – Change Detail (Example 2)

- Contract lines can be increased up to Non-PO Adj. Amount – this associates a requisition to the line

			Contract Header			
			Contract Max	100		
			Released Amount	105		
			Non-PO Adj. Amount	**-10**		
			Remaining Balance	**5**		
			Contract Lines			
Line #	Max Line Amount	Released Amount	Non-PO Adj. Amount		Remaining NPOAA	Remaining Balance
1	110	105				5

Change Impacts: Conversion Information

- Non-PO Expense Amount on Line 1 and at the header for converted contracts will include the net value of all regular and adjustment vouchers processed up to 10/1/2015
- The Non-PO Adjustment amount and Non-PO Adjustment Remaining Balance will be hidden at the line level.
  - Note: on the PCL extract the field labeled NY_ADJVCH_EXP_LAMT will always be zero and should be considered as a filler in the future

Bulkload Data Change Impacts to Come

Extract	Field	Data Changes
PCL	NY_NONPO_EXP_LAMT	This field will include pre-conversion expenditures related to adjustment vouchers for converted contracts.
PCL	NY_ADJVCH_EXP_LAMT	Hard code zero
PCH	NY_NONPO_EXP_HAMT	This field will include pre-conversion expenditures related to adjustment vouchers for converted contracts.
M061	NON-PO EXP AMOUNT (NY_NONPO_EXP_HAMT)	This field will include pre-conversion expenditures related to adjustment vouchers for converted contracts.
PCH	NY_ADJVCH_EXP_HAMT	This field will no longer include pre-conversion expenditures related to adjustment vouchers for converted contracts.
M061	ADJ VOUCHER EXP AMOUNT (NY_ADJVCH_EXP_HAMT)	This field will no longer include pre-conversion expenditures related to adjustment vouchers for converted contracts.

Related Self-Paced Training

The following self-paced training material will be updated to reflect the non-PO adjustment changes

- Accounts Payable 205
    - Entering a Refund of Appropriation Against a Closed PO
    - Entering a Credit Memo Against a Closed PO

*Reminder! All SFS self-paced trainings, including **Accounts Payable 205** can be found in SLMS by searching for SFS-9.2-SPT*

PO Action Request

Linda O'Brien

PO Action Request

- The **PO Action Request** page is currently 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 **PO Action Request** page from two existing pages:
  - Add Update PO Page
  - Review PO Information page

- Related SFS Self-Paced Training
  - SFS-9.2-SPT
    - Purchase Orders 220
      - Viewing PO Action Request Information
  - Job aid: JAA-PO220-035

PO Action Request

- Agencies do not have the ability to use this page to request a PO to be systematically closed with a closure notice dispatched to the supplier
  - This functionality is currently on hold
- There is currently a known deficiency with the page, related to Contract Releases; the action does not fully liquidate and restore the contract encumbrance
- Once available, this functionality will replace the current, manual process agencies must follow to identify POs that they want to close

Questions for Discussion

- Would it be beneficial if the finalization of the PO line during voucher processing could also systematically restore the contract pre-encumbrance amount?
  - If not, why not?
  - If yes, please describe why.

Cash Advance Account

Paul Kalinowski

Cash Advance Accounts

- With SFS go-live in 2012, there was no conversion effort to establish cash advance account information within SFS
- SFS and OSC will be creating the necessary transactions within SFS to establish this cash advance account information – Planned for late November 2016
- A regular voucher will be processed for each advance account to establish the cash advance balances within SFS at the Vendor ID/Bank Account level.
- This will be completed for all advance accounts, online and bulkload agencies

Cash Advance Accounts

- For cash advance accounts that the establishing expense has lapsed, COA values on the voucher being processed will not include Budget Reference
- For cash advance accounts that the establishing expense has been rolled to current appropriations, an offsetting journal will be processed to ensure net impact to current appropriations is zero
- Future transactions to roll forward this expense will need to be a Journal Voucher processed in AP

Winter Update

Linda O'Brien

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

SFS Logo in Production

- Efforts are underway to replace the Oracle logo with the SFS logo on all pages in Production
- Self-paced training will be updated gradually to reflect this change

Additional Updates

- Marketplace- Erin Boyce
- *Analyze*NY- Ashley Turchiarelli

Wrap Up

- To review, we discussed:
  - June Lapsing
  - 2016 Summer Update
  - Travel Authorizations
  - Non-PO Adjustments
  - PO Action Request
  - Cash Advance Account
  - Planned Winter Update

- Reminder! The 2016 OSC Fall Conference is scheduled for October 25 & 26

SFS Training Update on 8/24

All SFS self-paced trainings can be found in the Statewide Learning Management system, under SLMS course code **SFS-9.2-SPT**.

Updates to the SFS self-paced trainings expected on 8/24 include, but are not limited to:

- Update to topics within Procurement Contract 210 to reflect the new Style ID field.
- Update to topics within Commitment Control 215, to reflect that the Budget Overview results grid now displays two decimal places instead of three
- New topic focused on Real Estate WorkCenters added to:
  - Real Estate Planning 205
  - Real Estate Development 205
- New topic focused on the Procurement Card Lifecycle Overview added to:
  - Accounts Payable 210
  - ADMIN Credit Card 205
  - Purchase Orders 220
  - Procurement Card 210

Additional information regarding SFS Self-Paced Training can be found on the Training & User Education page on SFSSecure.

Future Agenda Topics

- Topics Planned for October Meeting
  - Using Return to Vendor (RTV)
- Agenda topic suggestions for future meetings can be submitted through an SFS Help Desk incident
  - helpdesk@sfs.ny.gov
  - 877-737-4185 (toll-free)
  - 518-457-7737