

SFS EE1 Agency Go-Live CHECKLIST

Use this Checklist to ensure that your agency is clear on the tasks that must be performed at Go-Live. Planning tasks should be underway. Required completion dates for Agency tasks are listed below along with available resources, reports and job-aids to assist you with completing the checklist items. This includes a list for Online and Bulkload agency consideration. Remember to check out the SFSSecure "Cutover and Conversion" site and "Agency Readiness" pages for more information to help you with this process.

Plan for SGL	Complete by	Resource
Online and Bulkload agencies should review Role Mapping to ensure users have access to needed online functionality.	9/30/15	EE1 Agency Role Guide
Plan data entry tasks and allocate resources required for Soft Go-Live; use Project/Child Budget, Contract, Purchase Order transaction data posted to SFSSecure for analysis	9/7/15-9/22/15	Conversion/Cutover Data page
Review agency data to determine resources required for SGL - Agency snapshot data - Pre-conversion close/deleted/rejected documents	9/13/15	Conversion/Cutover Data page
Agencies should review Project Child conversion results and determine if budget transfers will be necessary	9/13/15 - 9/19/15	Conversion/Cutover Data page
Submit Chart of Accounts (COA) Change Requests to SFS by 2 PM on 9/18/15	9/18/15	Conversion/Cutover Data page
Continue testing in the ABP environment of Contract entry (re-activating converted agency Contracts), setting any needed contract PSP defaults, re-establishing Contract Purchase Orders that were closed, and reallocating Project Child Budgets	9/23/15	Conversion/Cutover Data page

SFS EE1 Agency Go-Live CHECKLIST

Use this Checklist to ensure that your agency is clear on the tasks that must be performed at Go-Live. Planning tasks should be underway. Required completion dates for Agency tasks are listed below along with available resources, reports and job-aids to assist you with completing the checklist items. This includes a list for Online and Bulkload agency consideration. Remember to check out the SFSSecure "Cutover and Conversion" site and "Agency Readiness" pages for more information to help you with this process.

Plan for SGL	Complete by	Resource
Run the GLS8020 report for use later when validating budget conversion to obtain information on the ending balances on all budget types for comparison purposes after Cutover	9/23/15	GLS8020 report (Navigation: Commitment Control>Budget Reports>Budget Status Report)
Review transaction data (i.e., conversion results) posted by SFS to confirm resources required and priority of contract and PO transaction entry and if Budget transfers are necessary during SGL	9/27/15	Conversion/Cutover Data page
Review the list of deleted transactions - Budget Journals, GL Journals, Vouchers posted to SFSSecure for analysis	9/27/15	Conversion/Cutover Data page
SFS EE1 (PeopleSoft 9.2) requires use of an updated Internet Browser (IE 9.0 or higher, Google Chrome or Mozilla Firefox). Some screen views, data fields and functionality may affect users with an outdated browser.	10/12/15	Contact the SFS Help Desk (HelpDesk@sfs.ny.gov)

SFS EE1 Agency Go-Live CHECKLIST

Use this Checklist to ensure that your agency is clear on the tasks that must be performed at Go-Live. Planning tasks should be underway. Required completion dates for Agency tasks are listed below along with available resources, reports and job-aids to assist you with completing the checklist items. This includes a list for Online and Bulkload agency consideration. Remember to check out the SFSSecure "Cutover and Conversion" site and "Agency Readiness" pages for more information to help you with this process.

Execute SGL	Complete during SGL	Resource
Review and verify Agency KK and Operating Plan budgets (<i>Only applies to 13 agencies that utilize Agency KK</i>)	10/13/15 - 10/14/2015	JAA-KK215-005 Entering and Submitting Budget Journals, Including Budget Journals for the Project Child Budget
Reestablish Purchase Orders that were not converted (Purchase Orders that were closed due to Purchase Order roll exceptions will be posted to the SFSSecure Conversion/Cutover Data page)	10/13/15 - 10/14/2015	JAA-CN210-001 Update Converted Contracts JAA-CN210-015 Update Converted Non-Funded Contracts

SFS EE1 Agency Go-Live CHECKLIST

Use this Checklist to ensure that your agency is clear on the tasks that must be performed at Go-Live. Planning tasks should be underway. Required completion dates for Agency tasks are listed below along with available resources, reports and job-aids to assist you with completing the checklist items. This includes a list for Online and Bulkload agency consideration. Remember to check out the SFSSecure "Cutover and Conversion" site and "Agency Readiness" pages for more information to help you with this process.

Execute SGL	Complete during SGL	Resource
Use the GLS8020 report to validate Budget conversion of ending balances on Budget types for comparison purposes after Cutover (a list of converted Segregation balances along with the remaining Appropriation and Segregation amounts prior to conversion will be posted to the SFSSecure Conversion/Cutover Data page)	10/13/15 - 10/14/2015	Run the GLS8020 report to obtain an overview of Budget balances to validate against Segregation balances listed (Navigation: Commitment Control>Budget Reports>Budget Status Report)
Review and re-allocate Project Child Budgets as needed if converted budgets need to be reallocated (KK Project Budgets that will not convert are posted to the SFSSecure Conversion/Cutover Data page).	10/13/15 - 10/14/2015	JAA-KK215-005 Entering and Submitting Budget Journals, Including Budget Journals for the Project Child Budget
Re-establish Contract Releases and Encumbrances that were not converted and prioritize the entries of those that you plan to spend against in the short-term (Contracts that failed to convert will be posted to the SFSSecure Conversion/Cutover Data page)	10/13/15 - 10/14/2015	JAA-CN210-001 Update Converted Contracts
Generate KK_Plan Budget report for validation use later	10/13/15 - 10/14/2015	GLS8020 report (Navigation: Commitment Control>Budget Reports>Budget Status Report)

SFS EE1 Agency Go-Live CHECKLIST

Use this Checklist to ensure that your agency is clear on the tasks that must be performed at Go-Live. Planning tasks should be underway. Required completion dates for Agency tasks are listed below along with available resources, reports and job-aids to assist you with completing the checklist items. This includes a list for Online and Bulkload agency consideration. Remember to check out the SFSSecure "Cutover and Conversion" site and "Agency Readiness" pages for more information to help you with this process.

Execute SGL	Complete by	Resource
Review list of Converted Customer Contracts to ensure all Revenue Contracts were converted successfully from the Procurement module.	10/13/15 - 10/14/2015	Conversion/Cutover Data page
Test User Security & Roles	10/13/15 - 10/14/2015	JAA-QRY000-001 Agency Administrator Queries
Review the list of new Project IDs and Project Activity related to Real Estate Lease Contracts.	10/13/15 - 10/14/15	Conversion/Cutover Data page
After re-establishing Purchase Orders, add the Project ID to the new Purchase Order associated with a Real Estate Lease Contract (if applicable).	10/13/15 - 10/14/2015	Procurement Contracts: -JAA-CN210-006 Add an Amount-based Contract Line -JAA-CN210-007 Add a Quantity-based Contract Line Requisitions: JAA-REQ205-001 Create a Contract Requisition with Lines Vouchers: JAA-AP205-003 Entering a Regular Voucher from a Purchase Order

SFS EE1 Agency Go-Live CHECKLIST

Use this Checklist to ensure that your agency is clear on the tasks that must be performed at Go-Live. Planning tasks should be underway. Required completion dates for Agency tasks are listed below along with available resources, reports and job-aids to assist you with completing the checklist items. This includes a list for Online and Bulkload agency consideration. Remember to check out the SFSSecure "Cutover and Conversion" site and "Agency Readiness" pages for more information to help you with this process.

Execute SGL	Complete by	Resource
Prepare budget entires and analyze actual spending. The NYF_AGY_KK_ORIGINATOR role has the option to create budgets individually or upload them using an Excel upload process.	10/13/15 - 10/14/2015	Agency Budget Excel-to-CI
Review match exceptions via Match Workbence or the Match Exception Report (APX1090) using the NYF_AGY_AP_MATCH_PROCESSOR.	10/13/15 - 10/14/2015	JAA-AP000-015 Matching and Match Exceptions
Execute SGL	Complete by	Resource
Enter Adjustment Vouchers, where the Contract Line number referenced is Inactive, online only. Using the NYF_AGY_AP_ADJ_PROCESSOR role refunds processed against a closed PO that is referencing Line 1 of a converted contract, Line 1 is copied over from the related voucher and a system validation ensures the selection of an Active Contract Line Number.	10/13/15 - 10/14/2015	JAA-AP210-022 Adjustment Voucher Contract Line: Closed PO Distribution Line

SFS EE1 Agency Go-Live CHECKLIST

Use this Checklist to ensure that your agency is clear on the tasks that must be performed at Go-Live. Planning tasks should be underway. Required completion dates for Agency tasks are listed below along with available resources, reports and job-aids to assist you with completing the checklist items. This includes a list for Online and Bulkload agency consideration. Remember to check out the SFSSecure "Cutover and Conversion" site and "Agency Readiness" pages for more information to help you with this process.

Post SGL	Resource
Update converted contracts to open lines and add distribution information. Bulkload agencies must re-enter Contracts (e.g., Procurement/Revenue Contracts).	JAA-CN210-001 Update Converted Contracts
Validate SGL transaction entries and converted data via reports and queries.	Reports 1.NYPO8001 - Purchase Order Report 2.NYPO8002 - Purchase Requisition Report
Continue to update Project Child, Operating and Budget Transfers that are not required immediately at Go-live	JAA-KK 000-005: KK Budget Journal Import Instructions Budget/KK