



Transition to EE1 and Getting Back to Business

An EE1 Information Session

Meeting Purpose

- To explain to agencies what is happening during the EE1 transition period so that agencies can prepare to get back in business quickly once the system becomes available.
- To apprise agencies of opportunities when we test this transition period.
- To inform agencies of planned refresh the Agency Business Process test environment scheduled for July 28.

Information Session Agenda

- Overview of how the mid-year conversion impacts EE1
- Overview of how the data will be different in EE1
- Discuss how the transition to EE1 will occur
- Discuss how the transition to EE1 will be practiced
- BSC/Agency roles for transition to EE1
- Overview of Training Resources



Mid-Year Conversion “What’s Different?”

Mid-Year Conversion - Impacts

- 2015-16 budgets and newly lapsed funds will be included in files
- Most data will be structured like it has been in prior conversion cycles
- The addition of one-time conversion budget journals (BDH/BDL/LTF), will contain different budgets, but the process is unchanged
- Extracts that report on KK ledger balances (M041/KLB) will seem very small changes in data structure

Mid-Year Conversion - Impacts

Ledger	Impact
Segregation	No reserve for 2015-16 budgets, all other Budget References will have reserve, if appropriate
Appropriation	Funds lapsed between 4/1/15 and go-live will be converted to new structure
Project Child	Update to how Budget Reference is calculated similar to Program Code. Budgets will now have better accuracy in the Budget Reference field. As in previous cycles, 9.0 expenditures will not align with 9.2 budgets in M041/KLB due to different key structure.
Planned	A new conversion has been established to add an Expense balance for KK_PLAN ledgers



How data will be different in EE1

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Commitment Control

- 100% of the appropriations will be segregated. Nearly all 2015-16 segregations will be unreserved (available to spend)
- 100% of the project parent available budgets will be allocated to project child budgets. Some redistribution among budgets may be required by the agency
- Project – Segregation Budget Alignment. Program and Budget Reference will be added to the Project Child definition so the Project will have the same CF's as the Appropriation/Segregation Budgets
 - NYKK5499 – Project Child Budget Comparison Report compares Project Child to Appropriation/Segregation

How data will be different in EE1

Commitment Control continued

- After conversion, budget journals will only be done at the Segregation or Project Child level. “Generate Parent” will be used to update Appropriation and Project Parent budget automatically.
- Requisitions will pre-encumber budgets and reduce the available amount on segregation and project budgets.
- Changes have been made in role mapping greatly decreasing the number of approval roles at agencies and DOB.

Learn more about KK Changes

SLMS Training Courses Available

- SFS EE1 (TTT) What's Changing with Budget KK and PSP (SFS-D511-2014)

Information on the SFS*Secure* Site

- Role Mapping Guide:
 - SFS Secure > EE1 > Agency Security > Agency Role Guide
 - <https://www.sfs.ny.gov/files/ee1/miscellaneous/agencysecurity/EE1AgencyRoleMappingReferenceGuide20150603.xlsx>

How data will be different in EE1

Procurement

- POs that are associated with Contracts, including Master or Centralized Contracts, will be closed.
- POs that are complete will be closed.
- POs that remain open will be rolled similar to FYE. New distribution lines will be created.
- Rolled non-contract purchase orders will have a defaulted PSP value assigned to plan 100% in the first period.
- Key purchase order reports will display distribution line information.
 - Purchasing > Purchase Orders > Reports > NY Req-PO Budgetary Activity > NYPO8001

How data will be different in EE1

Procurement

- Converted contracts will not have contract released amounts or POs associated with them
- All converted contracts will have two lines on Version 1
 - Line 1 – LTD Expended
 - Line 2 – Remaining Balance
- Key contract reports will display contract lines and release information once contract releases have been created.
 - Main Menu> SFS OBIEE Reports> Purchasing> Contracts>NYPO3675
 - Main Menu> SFS OBIEE Reports> Purchasing> Contracts>NYPO3606

Learn More about Procurement Changes

- Link to Job Aids on SFS Secure:
 - <https://www.sfs.ny.gov/index.php/enterprise-enhancement-phase-1/ee1-resources/sfs-job-aids>
 - JAA-CN210-008 Update Converted Contracts to Open Lines and Add Distribution Information
 - JAA-CN210-009 Create Staged Contract Releases Using Contract Release Function
 - JAA-PO000-011 Setting up Run Control Parameters for the PO Dispatch Process and Viewing the Dispatched POs
- Role Mapping Guide:
 - SFS Secure > EE1 > Agency Security > Agency Role Guide

How data will be different in EE1

KK Financial Plan Budgets will be established in EE1

- Non-Capital Project Funds (Operating & Local Assistance):
 - KK_PLANA1 – Monthly; Data Entry and Tracking
 - KK_PLANA2 – Quarterly (Cumulative Year-to-Date); Budget – Planned – Expenditures
 - KK_PLANA3 – Quarterly (Cumulative Year-to-Date); Budget – Expenditures

- Capital Project Funds:
 - KK_PLANC1 – Monthly; Data Entry and Tracking
 - KK_PLANC2 – Quarterly (Cumulative Life-to-Date); Budget – Planned – Expenditures
 - KK_PLANC3 – Annual (Cumulative Life-to-Date); Budget – Expenditures

- KK Financial Plan Status Report (NYKK4000)
 - Commitment Control>Budget Reports (Report Guide Coming Soon)

How data will be different in EE1

Planned Spending Projection (PSP)

- All Purchase Orders (i.e., non-contract purchase orders) that roll as part of the transition will have PSP Method A_P1_CNV as a default. This will establish the planned amount to be 100 per for the first quarter (10/1 through 12/31)
- Agencies will want to review these planned amounts and make adjustments as necessary
- DOB Financial Plan: New Planned ledgers will support the Statewide Financial Plan at a budgetary level

Learning More About Plan Budget and PSP

- SFS Job Aids:
 - SFS Secure > Job Aids Library > Visit our job aids home page for details > Payment Schedule Projection
- PSP Job Aids:
 - JAA-PSP000-001 Update the PSP Method and PSP Adjustment Action on the PSP Adjustment Page
 - JAA-PSP000-002 Viewing PSP Budget Exceptions
- Role Mapping Guide:
 - SFS Secure > EE1 > Agency Security > Agency Role Guide
- SLMS Courses:
 - Budget/KK First Looks (Course Code: SFSEE1 Budget)
 - PSP Primer (Course Code: PSP101)
 - Budget/KK Delta training (Course Code: SFS-D511-2014)
 - EE1 What Is PSP Recording
- PSP Demo will be held on 6/22



Transition to EE1 - Overview

Transition to EE1 - Overview

- The transition to PeopleSoft 9.2 – EE1 will begin October 1 and will conclude on approximately October 14 (+/- 1 day)
- In preparation for these activities, SFS will conduct a Transition Test – Full Dress Rehearsal for beginning on July 2
- Activities included in both the actual transition and the Transition Test include:
 - Transaction Closure
 - Technical upgrade - PeopleSoft 9.0 to 9.2
 - Data conversion
 - Control agency initial transition to EE1 – Control Agency Soft Go-Live
 - Agencies' initial transition to EE1 – Agency Soft Go-Live
- After the Transition Test is completed, a copy of this environment will be used to update the Agency Business Process environment

EE1 Transition Schedule

Cutover Schedule in Production (Estimated - Subject to Change Pending FDR Results)
 +/- 1 Day

Sept '15	1-Oct	6-Oct	11-Oct	14-Oct	16-Oct
	Agency Blackout				
	Technical Upgrade	Data Conversion	Control Agency SGL	Agency SGL	Go-Live
Cutover Prep	Mandatory Payments - OSC				

Cutover Schedule in FDR

June '15	6-Jul	13-Jul	20-Jul	24-Jul	27-Jul	28-Jul	31-Jul
	Agency Blackout						
	Technical Upgrade	Data Conversion	Control Agency SGL	Clone to ABP	Env. Test	Agency SGL	Go-Live
Cutover Prep	Mandatory Payments - OSC						

Prior to Blackout – Late September

- Agencies should take a snapshot of their budgets and transactions prior to the blackout period to use as a reference when getting back in business. Some helpful reports include:
 - GLS8020 – to get a “before” picture of budget balances
 - Commitment Control > Budget Reports > Budget Status Report
 - NYPO8001 – to get a “before” picture of open purchase orders and contract releases
 - Purchasing > Purchase Orders > Reports > NY Req-PO Budgetary Activity > NYPO8001
 - NYPO8002 – to get a “before” picture of open purchase requisitions
 - Purchasing > Purchase Orders > Reports > NY Req-PO Budgetary Activity > NYPO8002

Blackout Period - October 1

Transaction Closure

- SFS will close all Purchase orders that are completed, relate to an Agency or Master contract or are subject to Bureau of Contracts (BOC) even if they do not reference a contract
- SFS will close all Requisitions
- SFS will close all Travel Authorizations
- All in-flight transactions

Location of Data on Closed Transaction

- <https://www.sfs.ny.gov/index.php/data/conversion-cutover-data>
- Available week of 7/6 for FDR and by 10/5 for Go-Live

Consideration to get back in business...

- Agencies will have to re-establish any needed contracts, purchase orders and requisitions using the new EE1 business processes
- Agencies cannot re-establish Travel Authorizations and will have to use Expense Reports
- Agencies will want to begin planning for reestablishing these transactions during this period of time

Blackout Period (10/1 – 10/10)

System Upgrade - SFS

- Technical Upgrade Activities 10/1 – 10/5
- Data Conversion 10/6 – 10/10
- As portions of the conversion is completed reports will be provided so that agencies can plan some of the activities that will be required during the soft Go-Live period

To get back in business...

- Information on Data Conversions will be available as they occur. As soon as this information is available agencies should begin to plan;
- Re-establishing project budgets (agencies with federal grants)
- Re-establishing contracts, purchase orders and requisitions

Location of Data on Converted Transaction

- <https://www.sfs.ny.gov/index.php/data/conversion-cutover-data>
- Available week of 7/13 for FDR and week of 10/5 for Go-Live

Black Out Period (10/11 – 10/13)

Transaction Catch up Period - Control Agency Soft Go-Live

- OSC - Before agencies can be allowed back in the system, all critical transactions that were handled outside the system must be entered into SFS and reconciled
- DOB – The DOB Financial Plan budget will be loaded
- Extracts – Processing of extracts will begin at the end of Control Agency Soft Go-Live. These will reflect all activity that occurred during the black out period (after lapsing)

To get back in business...

- It is essential that the blackout continue long enough to update the system with transactions that took place when the system was down
- Agencies should use this time to continue to prepare of agency Soft Go-Live, last minute refresher training, and prioritizing the post Soft Go-Live essential transactions

Agency Soft Go-Live - Back in Business...

Oct 14 – Oct 15

- OSC, DOB and SFS are recommending that agencies use the first few days that the system becomes available to re-establish business as usual. Agencies should focus on:
 - Project Child Budgets
 - Update Contacts to be available for Releases
 - Create Contract Releases and Dispatch Purchase Orders
 - Review KK_PLAN Budgets
 - Validate User Security and Role Mapping

Agency Soft Go-Live - Back in Business...

Project Child Budgets

- PRJP budgets will be brought down to the unspent amount and PRJC budgets will be increased to equal Project Parent budgets.
- If there are more than one PRJC budget associated with a PRJP the PRJC amounts misaligned with the PRJP budgets will be prorated.
- As a result, it may be necessary for agencies to re-align budget amounts through budget transfers.

Agency Soft Go-Live - Back in Business...

Project Child Budgets

- A change was made to the Project Child Budgets conversion – where one Budget Ref is used against a budget, that Budget Ref will be used for the conversion; otherwise 2015-16
- A report will be available during conversion that will display the converted amount. Agencies can use this information and determine the transfer amounts during the blackout period
- See job aid: JAA-KK215-005 Entering and Submitting Budget Journals, Including Budget Journals for 002 the Project Child Budget

Agency Soft Go-Live - Back in Business

Re-establishing Contract Releases and Encumbrances

Creating Contract Releases

- All converted contracts will appear with a header and two lines
 - Line one will contain life-to-date information and cannot be updated
 - Line two will contain the remaining balance and must be updated by the agency to make the available
 - Refer to job aid - JAA-CN201-005 Update Converted Contracts to Open Lines/Add Distribution Information

Encumbering a Contract

- Once converted contracts have been re-established agencies will need to restore the encumbrances by processing a Purchase Order. Refer to either of these job aids
 - JAA-PO220-031 Create a Purchase Order with Lines(s) by Copying from an Agency Contract
 - JAA-CN210-009 Create Staged Contract Releases Using Contract Release Function

Agency Soft Go-Live - Back in Business

Review Impact of PSP Methods on Plan Budgets

- Agencies will want to review the available balances on their KK Plan budgets to make sure they reflect what was expecting.
- Agencies may want to update the PSP methods on their contracts or purchase orders to one that more properly reflect the expected spend down of that contract or Purchase Order.
- Refer to PSP Job Aids:
 - JAA-PSP000-001 Update the PSP Method and PSP Adjustment Action on the PSP Adjustment Page
 - JAA-PSP000-002 Viewing PSP Budget Exceptions
- Review NYKK4003
 - Main Menu > Commitment Control > Budget Reports > PSP Allocation Summary Report (NYKK4000)



BSC Agency Process Overview - Roles for Getting Back in Business

BSC Agency Process Review - FDR

- Agency Role in Procurement Process (SGL Tasks)
 - Update Converted Contracts and Open Lines (Soft Go-Live)
 - Create Staged Contract Release (Soft Go-Live)
 - Create PO Dispatch Run Controls for Agency Contract POs (Soft Go-Live) ** New **
 - Review PSP methods Converted POs (Soft Go-Live)
 - Use BSC Change Notice Procedure if PO changes including updating PSP method are required
 - Review User Security and Role Mapping (Soft Go-Live)
- BSC Role in Procurement Process (SGL Tasks)
 - Process PSP Method Update Requests-Rolled POs (Soft Go-Live)
 - Assist with Resolving PO Dispatch Errors (Soft Go-Live)
 - Process PO Change Orders Requests from Agencies (Go-Live)
 - Process Requests for Needed Role Mapping Changes-BSC hosted agencies only – (Soft Go-Live)

Key Agency Roles

- General Purchase Requisition Process
 - Agency PO Requestor (general purchases)
 - Agency Req Approver 1-3 roles (general purchases)
 - ***** BSC is no longer in Requisition Workflow approval process but will maintain roles for creating stand-alone purchase orders on agency generated requisitions*****
- Contract Process
 - Agency PO Contract Requestor (agency specific contracts)
 - Agency Req Contract approver (agency specific contracts)
 - Agency PO Batch Processor Role (NEW)
 - ***** BSC will no longer generate POs for agency specific contracts *****
- Travel
 - Agency Approvers for HR Supervisor and TE Approver Level 1
 - BSC is TE Approver Level 2 (BSC Only)
- Next Steps...



Testing the Transition to EE1

July 6 through July 28

Testing the Transition to EE1 - FDR

OSC, DOB and SFS will be practicing the conversion and transition to EE1. The goals to this test are:

- To confirm that all the processes required to create the new EE1 environment work as expected, are properly sequenced and can be completed within an acceptable timeframe
- To provide agencies, OSC, DOB and SFS staff a preview into what to expect and to aid in planning the business activities that will be required as part of the actual transition
- To provide the agencies with the ability to plan and practice the transition
- To provide the agencies an opportunity to assess readiness for the transition
- To provide an updated Agency Business Process Test environment for agencies to continue their transactional readiness activities

EE1 Transition Schedule

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Transition Testing - FDR

Why agencies are encouraged to participate:

- It will help agencies assess the effort required to get back in business for resource planning purposes.
- It will help agencies determine if they have any are ready for EE1 or if they need to provide additional training.
- It will seed the data in the Agency Business Process test environment to continue practicing through the transition period.

Transition Testing – Soft Go Live

Agency Activities

- July 2: Take the Before Picture: As soon as SFS is re-opened to Agencies after the June lapsing event agencies should take a snapshot of their data before. This should be done in the Production Environment (PCAS)
- July 6 – 12: Review Pre-Conversion Closed/Deleted/Rejected Documents: Prior executing the Upgrade and Conversion, SFS will close, delete or reject certain outstanding transactions. Agencies should review these results and plan/prioritize SGL activities to re-initiate as needed
- July 13 – July 19: Review Conversion Results: As the data conversion continues, SFS will provide spreadsheets of the results of the conversion, (i.e. Project Child Budgets converted). Agencies should review these results and determine if budget transfers will be necessary
- July 28 – July 30: Agency Soft Go Live: Using the resources referenced before, Agency should:
 - Review Project Child Budgets
 - Re-establishing Contacts Releases and Encumbrances
 - Review KK_PLAN Budgets
 - Recreate Purchase Orders
 - Test User Security & Roles



Training Opportunities

Training Refresh

- All EE1 training material created by SFS is available on-demand via the Statewide Learning Management System (SLMS)
- The list of all available SFS EE1 Training courses is published in the **SFS SLMS Course Codes** document on the **EE1 Training and User Education** page on SFS Secure

IF	THEN
Your staff need a preview of changes related to process, procedure, and policy	Enroll in and access the SFS First Look content available via SLMS
Your staff currently use SFS and need to know what will change between what they currently do in 9.0 and what to expect with 9.2	Enroll in and access content from a Delta Training session
Your agency and staff are new to SFS and want to learn about how to use the SFS from the start	Enroll in and access content from a New User training session intended for users on boarding to SFS

- Efforts are underway to develop self-paced training modules for SFS Users, to provide additional background, context and detail while enabling users the ability to practice transaction processing in the SFS

Upcoming EE1 Fast Track Demo Sessions

- SFS will be facilitating EE1 Fast Track Demo Sessions focused on Payment Scheduled Projection (PSP) and Asset Management (AM)
 - PSP: Monday, June 22 from 10:00am - 11:00am
 - Asset Management: Wednesday, June 24 from 10:00am - 11:00am

- Registration for the PSP Session is available through SLMS

- Registration for the Asset Management Session is through targeted outreach
 - The Asset Management Demo session is ***specifically targeted*** towards Agencies that currently utilize the legacy asset management system and are expected to maintain assets in SFS at go-live.

Session	Date	Audience	Demo Transactions	Related Job Aid
PSP	6/22	All Agencies	Update PSP Method and PSP Adjustment Action	JAA-PSP000-001
			Viewing PSP Budget Exceptions	JAA-PSP000-002
Asset Management	6/24	Targeted Agencies	Retire an Asset	JAA-AM205-013
			Adding an Asset	JAA-AM205-001
			Modify Asset (change location)	JAA-AM205-002
			Modify Asset (change attributes)	JAA-AM205-002



EE1 Conversion/Cutover Page - *SFS*Secure**



Changes to Conversion Programs resulting from Mid-Year Conversion

Appendix

Mid-Year Conversion – Impacts

KK Segregation Conversion

Update:

- With the Mid-year budget conversion, this process was updated to include all Budget Period 2015-16 budgets in order to be able to perform consistent reporting within the 2015-16 Fiscal Year/Budget Period. This conversion program was also updated for the resulting journal import files to not populate the “Generate Parent” and “Parent Entry Type” fields or to make the use of these fields optional on the conversion program run control parameters.

Result for Agencies:

- Agencies will not see any impact of this Budget Period update as budget information will be displayed for 2015-16 as it was for 2014-15. There will also not be an impact from the conversion no longer auto-populating the “Generate Parent” and “Parent Entry Type” fields in KK_APPROP as they will already be populated for 2015-16.

Mid-Year Conversion – Impacts

KK Appropriation Conversion

Update:

- Program was updated to include Budget Period 2015-16 budgets to be able to perform consistent reporting within the 2015-16 Fiscal Year/Budget Period. This conversion would continue to exclude any Appropriations lapsed before 4/1/2015, but would be updated to include Appropriations lapsed between 4/1/2015 and the go-live date to ensure consistent reporting with the midyear conversion. The process was also updated to include a step where all of the budgets for 2015-16 were updated to be unreserved.

Result for Agencies:

- Agencies will not see any impact of the update to add Budget Period 2015-16 to the process as budget information will be displayed for 2015-16 as it was for 2014-15. However, because of the update to make budgets unreserved there will not be any reserved budget amounts posted for 2015-16.

Mid-Year Conversion – Impacts

Project Child Conversion

Update:

- Conversion program was updated to use logic similar to Program Code for Budget Reference where if a single budget reference is used on the Detail Expenditure Ledger Records that relate to a Project Child Budgetary Chartfield String, then this Budget Reference will be used for conversion. If more than one Budget Reference is present or if no Expenditure records are found for the Project Child Budgetary Chartfield String, assign the default “2015-16” budget reference.

Result for Agencies:

- Previously when the conversion was completed the Budget Reference chartfield value would have been populated in the BUDGET_REF field in the mapping table with “2014-15” for all converted Project Child budgets. Now the field will be populated with the Budget Reference from the Detail Expenditure Ledger Records.

Mid-Year Conversion – Impacts

KK Financial Plan Conversion

Brief Overview:

- This is a new conversion program that will convert the Expenditure Activity for 4/1/2015 through Go-Live on a balance basis against the KK_PLAN Ledger Groups.

Business Impact:

- A Go-Live Date other than 4/1 requires current fiscal year expenditures up to the Go-Live Date to be included in the KK Financial Plan ledgers for effective financial management of the State's Cash. The PO Roll2 and related Post PO Roll2 Budget Check (FS_BP) Process will record the encumbrance balances against the KK Financial Plan Encumbrance Ledgers. The PSP Conversion Process (as documented in the PSP functional specification) will establish the Plan Ledger amounts for Rolled POs against the KK Financial Plan Budget Definition. DOB and SFS will be expected to load Budget Journals starting during EE1 agency soft go-live processing for the entire fiscal year amounts per the Statewide Financial Plan.