

Posted/Revised Date	FYE
03/01/16	Will the budget reference 2016-17 be automatically defaulted on the updated, “refreshed” requisitions that SFS creates?
	Refreshed requisitions will <u>not</u> be opened with the 2016-17 budget reference. Agencies will need to adjust the funding (i.e., ChartField distributions) on contracts so new procurement ordering is not using 2015-16 funding. The FYE lesson in the SFS Self-Paced Training course <b>Procurement Contracts 210</b> can be used for more information. Accessing the SFS self-paced trainings can be found on the <a href="#">Training and User Education page</a> .
03/01/16	When correcting contracts in a “Req Update Failed” status prior to FYE, is there a report that can be run to search all contracts in this status?
	There is no report for this but you can search by the “Draft” version status from the Add/Update Contracts page or by the “Req Update Failed” amendment status on the contract amendments page.
03/01/16	Will SFS be conducting a mass PSP method adjustment during FYE?
	The PSP method on rolled POs will not be changed by SFS during FYE. POs with a valid PSP budget status that are closed or cancelled during FYE processing will have the projected spending liquidated and will no longer reserve funds against the DOB Financial Plan. Since PSP projections can be assigned over multiple fiscal years, no additional action on the PSP methods contained on purchase orders will be required UNLESS a rolled PO fails the PSP budget check. Agencies will need to follow-up on any PSP budget checking errors received on purchase orders as a result of FYE processing.
03/01/16	When will SFS provide agencies with the information on closed, deleted FYE transactions results?
	During the FYE process, SFS will post FYE transaction results to SFS <i>Secure</i> as soon as data is available. Prior to FYE, SFS will post FDR closed, deleted transactions. Agencies should review the FDR results to identify transaction clean-up actions to perform prior to FYE. Agency pre-FYE clean-up and corrections actions could improve the required SFS FYE system blackout period.
03/01/16	What is the best way to do mass adjustments to PSP methods on POs that failed the budget check rollover?
	The PSP Adjustment page can handle up to 100 adjustments at one time. If your agency has a <u>significant</u> number of POs to adjust, you should submit a Help Desk incident to work with SFS.
3/23/2016	What statuses do POs and requisitions have to be in at 3pm on March 30 <sup>th</sup> to

	prevent them from being closed/cancelled/deleted?
	<p>Requisitions must be in an approved or dispatched status or have no pre-encumbrances will not be closed, cancelled or deleted during FYE processing.</p> <p>POs that have been dispatched and not budget checked will be available after FYE processing. POs that have passed budget check will be rolled.</p> <p>For additional information refer to the <a href="#">FYE home page</a> on SFS<i>Secure</i>.</p>
<b>3/23/2016</b>	Can you explain what agencies need to do on a PO that rolls over? Do we open a new line on the contract and add that line for the new FY to the existing PO?
	POs will be rolled with updated distribution lines with the 2016-17 budget reference but the refreshed requisitions they are associated to will not. In order to create NEW POs using these contracts/requisitions, agencies will need to update the contract distribution line(s) to have 2016-17 funding. Additional information and resources to complete this task after FYE processing are available in the FYE Checklist on SFS <i>Secure</i> .
<b>3/23/2016</b>	Will additional POs be closed as part of FYE activities at the end of March?
	Yes, POs that are fully approved and disbursed will be closed.
<b>3/23/2016</b>	If we have a requisition partially used and our agency does not need the remaining how do we close it out to release remaining pre-encumbered funds?
	<p>During FYE processing, SFS will be closing purchase requisitions that are fully liquidated, contract requisitions that have a pre-encumbrances but have not created a contract and requisitions not related to a funded contract with a remaining pre-encumbrance balance.</p> <p>If your agency no longer needs a requisition that does not fit these criteria you should cancel the requisition. To cancel a requisition that has already been sourced to a contract, the cancelation action needs to be initiated from the contract.</p>
<b>3/23/2016</b>	Will a requisition that has not been approved and budget checked “roll” into the 16-17 environments? We are trying to determine if Requestors can enter and save requisitions as long as they don’t submit them into workflow.
	No. SFS will leave a requisition as is as long as there is no KK activity associated to it.

<b>3/23/2016</b>	How will the results of the PSP/PO mass budget check be communicated to us?
	POs that will be subject to the PSP mass budget check will be posted to SFS <i>Secure</i> prior to running the budget check over the weekend. POs with budget checking errors as a result of the budget check are communicated to agencies after the mass budget check is run.
<b>3/23/2016</b>	The POs in issue are already successfully budget checked in 2015-16. Why force a budget check on them now that may result in a budget error?
	In the case of the mass budget check, we are identifying the POs that are overspending against the KK financial plan.
<b>3/23/2016</b>	After budget check, shouldn't the planned amount POs and vouchers equal, netting to zero in the quarter?
	Not necessarily; with 4th quarter planned POs, there could be further anticipating spending Also, if spending exceeds planned amount up through the current quarter, the planned amount will self-correct.
<b>3/28/2016</b>	What is the value of agencies running PSP budget checks and attempting to resolve POs that exceed planned amount in 2015-16? Aren't these resolved during FYE activities? It seems that during FDR, the Financial Plan budget controls were disabled and allowed all of these POs to be resolved without issue.
	Alleviating the planned amounts for 2016-17 allow you to PO spend out in the carryout period. Agencies are blocked from expending their ceiling; planned amounts in 2016-17 for spending that happened in 2015-16. We turn the controls off during the year end event but not before the year end event. POs left in an error status, aside from the errors caused by overspending the planned 2015-16 amounts, are the ones that will be closed. During the remediation pre-cleanup process for FDR we are following up and making sure POs are not in error status by the end of next week.
<b>3/28/2016</b>	We currently have planned amounts in the 3 <sup>rd</sup> quarter that refuse to move despite budget checking and re-planning. What would cause this to happen?
	We are now in the 4 <sup>th</sup> quarter of the 2015-16 fiscal year which means all spending in the 3 <sup>rd</sup> quarter is complete. When a PSP budget check is run on a PO, SFS automatically resolves spending in excess of the amount planned through the current budget period by increasing the planned amount in the current period to cover spending to-date for a PO distribution. Planned amounts in the 3 <sup>rd</sup> quarter should be equal to what was actually spent in the 3 <sup>rd</sup> quarter; PSP method changes will not change this amount.