

This guide provides background and key activities to assist agencies in managing their KK Financial Plan at the end of the fiscal year and avoiding errors that create additional work.

How does SFS functionality manage planned amounts (PSP) when spending against a PO occurs earlier than expected?

SFS PSP Budget Check has a self-correcting aspect. It ensures that planned (PSP) amounts up through the current period will sync up with spending to-date against a PO distribution.

- SFS will automatically resolve 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.
 - To accomplish this update of the planned amount in the current period, the PSP Budget Check pulls planned amounts back from future periods to the current period.
 - As a result of this PSP Budget Check self-correction, planned amounts will cover what has actually been spent through the current period, and the amount of KK Financial Plan that has been used will be correctly stated.
 - The PSP Budget Check or a PSP Action is required to achieve this self-correction.

Planned amounts “reserve” KK Financial Plan for future spending. When the spending actually occurs, there is a reversal of the planned amount, along with an increase in expense.

- Generally, spending with a purchase order has no net impact to available KK Financial Plan. The spent amount will automatically reduce (liquidate) the planned amount.
- Spending (vouchering) directly without an associated purchase order uses up the KK Financial Plan, since there is no prior planned amount.
 - Spending in advance of planned spending can add risk to the overall KK Financial Plan.
 - SFS provides optional controls that the Division of Budget (DOB) can put in place to offset the risk of spending in advance of planned, though these controls have not been activated to-date due to the potential impact to agency business process/operations.

In preparation for FYE, in collaboration with DOB, SFS initiated a budget check on all purchase orders with over-spending against planned amounts. This PSP budget check allows DOB and agencies to see a more complete and accurate view of the KK Financial Plan. Any resulting budget

errors were communicated to agencies. A file with the [impacted POs](#) is available on SFSSecure (*steps for clearing up these budget errors are provided below*).

- Agencies should monitor their POs to ensure that there is not significant overspending relative to planned amounts. Prior to and during FYE, SFS will perform additional PSP Budget Checks, and this same self-correcting feature will realign planned amounts to what has been spent.

As in past fiscal year end events, POs that have budget check errors will be closed – this includes PSP budget check errors. Any POs closed at FYE will be communicated to agencies so that they can create new POs after FYE. Agencies can view [FYE FDR Data files](#) on SFSSecure within the resource section on the FYE Lapsing Page to understand what would be closed if the action was taken today.

In these final pre-FYE weeks, perform the following actions to manage your planned spending (PSP).

1. First, run the Voucher Overspending Report (PSP Voucher Report NYKK4002) to identify POs with spending in excess of planned amounts, so that you can adjust the planned amounts.
 - a. For POs listed on the report, use the PSP Adjustment page to perform a PSP Budget Check on those POs.
 - b. If you receive a PSP budget error, this is due to the planned amount plus directly vouchered (non-PO) amounts exceeding the KK Financial Plan for the current fiscal year.
 - c. If you have certain KK Financial Plan that will come very close to being fully liquidated, you may want to focus on POs that relate to KK Financial Plan budgets with the smallest remaining amount available.
2. Using your PSP adjustment page, select POs that have prior period planned but unliquidated amounts. If you are very close, but still under your planned spending (liquidated POs have nearly reached the planned amount), then focus on Re-planning these (assigning another PSP method).
 - a. There is a Primary Selection on the page allowing you to select only those POs that have prior-period unliquidated amounts. You can also use the amount criteria so you're selecting only the largest POs.

NOTE: The PSP Adjustment page does not provide the ability to select POs that relate to a specific KK Financial Plan budget line. To identify those POs that relate to a specific KK Financial Plan budget line, run the PS Query: NY_PSP_PL_DET

- b. When you have identified the POs against the KK Financial Plan budget line that are unnecessarily reserving KK Financial Plan, perform one of the following actions:
 - i. If the PO has prior-period unliquidated planned amounts, perform a PSP Budget Check on those POs – this will spread the prior-period unliquidated planned amount to the current and future period on a pro-rata basis, relieving the current period use of the KK Financial Plan.
 - ii. If the PO has current period planned amounts that will not be spent before the end of the fiscal year *and there has been no spending against the PO*, then you may optionally perform a PSP Re-Start on those POs – the Re-Start Action will relieve the current period use of the KK Financial Plan.
 - iii. If the PO has significant current period planned amounts that will not be spent before the end of the fiscal year, then you may optionally perform a PSP Re-Plan on those POs – by selecting a PSP Method with allocation percentages that are more back-loaded (e.g., A_2-4_BL), the Re-Plan Action will relieve the current period use of the KK Financial Plan.
 - iv. Note that you are limited to updating 100 POs at a time for the above actions.
3. Any POs that are in PSP budget check error status may need to be Re-planned using the Add/Update PO page.
 - a. If the PO has been successfully PSP budget checked, you must use the PSP Adjustment page to change the PSP Method.
 - b. If the PO has failed budget check or hasn't been budget checked, you can change the PSP Method directly on the PO.

Resources and Reference Materials for FYE

The following table provides a summary of resources and tools available to help you for managing your planned spending.

Tool or Resource	Description	Link
PSP Query NY_PSP_PL_DET	PO info displayed at the line level	Functional Role: PeopleSoft (PS) Query Viewer or Query Manager Main Menu>Reporting Tools>Query>Query Manager Additional information regarding how to use Query Viewer and Query Manager can be found in the Query 201 self-paced training (SLMS Course Code: SFS-9.2-SPT)
PSP Query NY_PSP_PLD_DET	PO info displayed at the distribution level	
KK Financial Plan Status NYKK4000	This report will provide the Budget Amounts, Planned Amounts, Expenditure Amounts and Remaining Balance in whole numbers for the four quarters of the budget fiscal year selected, plus the total for the year.	Main Menu > Commitment Control > Budget Reports > KK Financial Plan Status
PSP Voucher Report NYKK4002	Used for agency monitoring and improvement of their PSP Method defaults at the Contract Profile and Contract level and by DOB to support future use of PSP controls relating to vouchering in excess of planned amounts	Main Menu > Commitment Control > Budget Reports > PSP Voucher Report
SFS PSP Adjustment Page	Look for POs that have prior period unliquidated amounts. Adjust spending plan on POs with prior period (up through 201516Q4) unliquidated amounts. Use the amount criteria to pull up by amounts.	
AnalyzeNY Report DW264	Monitor quarterly budgets, expenditures, and planned amounts for both the State/Local (KK_PLANA2) and Capital (KK_PLANC2) ledger groups. Drill down to source purchase orders, vouchers and general ledger journals.	

Additional Resources

- Presentation links
 - SFS Secure > 2015–16 Fiscal Year End (FYE) / Lapsing > SFS FYE / Lapsing Announcements > [Agency FYE Impacts WebEx Presentation](#)
 - SFS Secure > 2015–16 Fiscal Year End (FYE) / Lapsing > FYE / Lapsing Resources > [FYE Bulkload Impacts Presentation](#)
- Resources
 - SFS Secure > Budget / Commitment Control (KK) and Payment Schedule Projection (PSP) Information Center > [Agency PSP Method Guide](#)
 - SFS Secure > Budget / Commitment Control (KK) and Payment Schedule Projection (PSP) Information Center > [PSP Action Quick Reference Guide](#)
- Training
 - SLMS Course Code: SFS-9.2-SPT > PSP205: Working with PSP
 - Topics:
 - Using the PSP Adjustment Page
 - Viewing PSP Budget Check Exceptions
 - SLMS Course Code: SFS-9.2-SPT > KK215: Processing or Maintaining Budgets
 - Topics:
 - Viewing Budget Exceptions
 - FYE/Lapsing Transaction Processing

APPENDIX

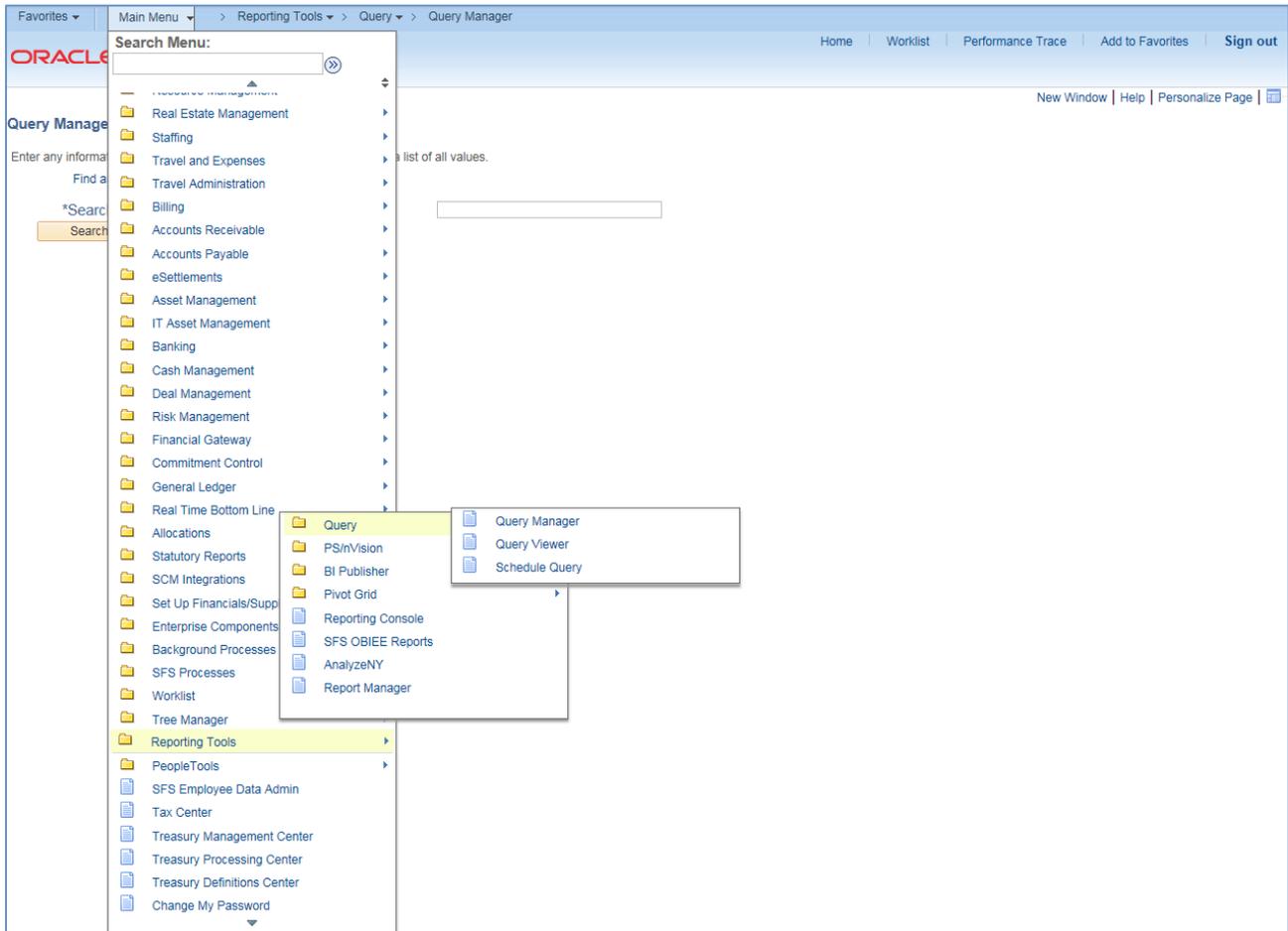
Running the NY_PSP_PLD_DET Query (PSP)

Functional Role: PeopleSoft (PS) Query Viewer or Query Manager

This query is used to help analyze where PO adjustments need to be made when PSP budget checking errors occur. This query must be run against the KK Financial Plan ledgers.

See below navigation and instructions for running the NY_PSP_PLD_DET Query in SFS.

1. Navigate to Reporting tools > Query > Query Manager/Viewer

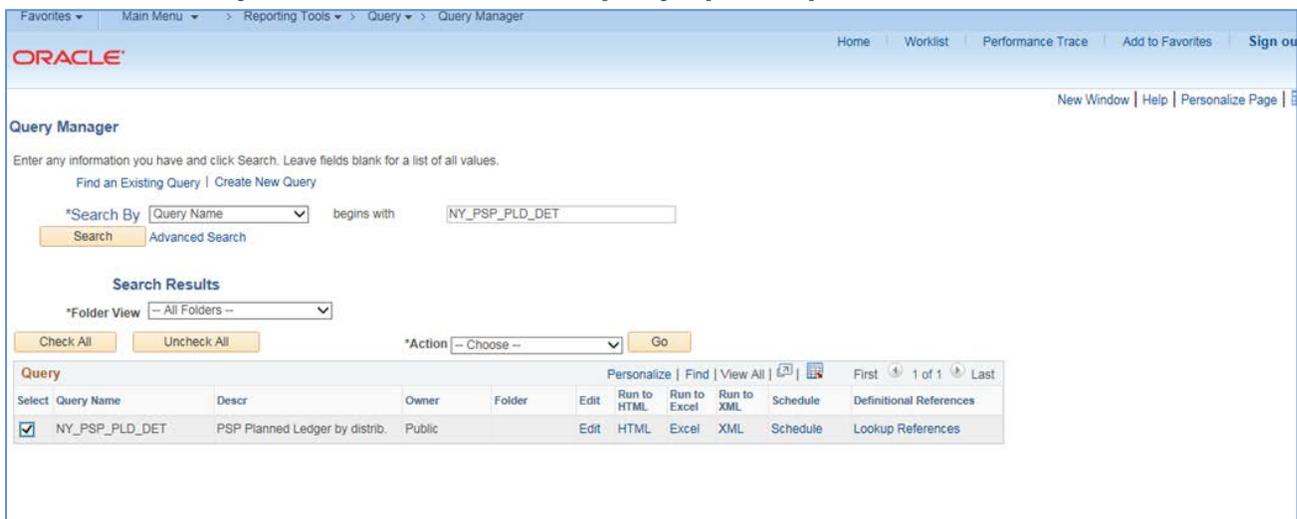


2. Insert PSP Query name



Oracle Query Manager search interface. The search criteria are set to 'Query Name' and 'begins with' 'NY_PSP_PLD_DET'. Buttons for 'Search' and 'Advanced Search' are visible.

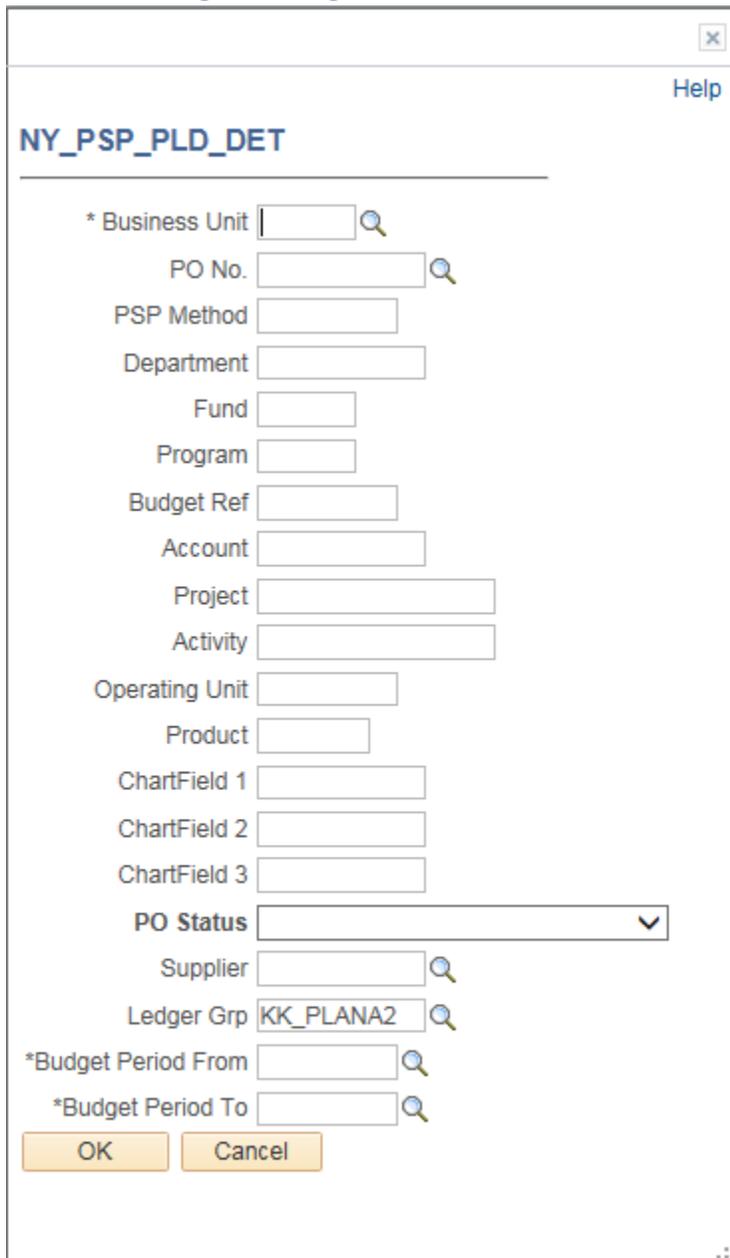
3. Select the Query and hit edit. After the query opens up select the Run tab



Oracle Query Manager search results interface. The search criteria are 'Query Name' and 'begins with' 'NY_PSP_PLD_DET'. A table of search results is displayed below.

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References
<input checked="" type="checkbox"/>	NY_PSP_PLD_DET	PSP Planned Ledger by distrib.	Public		Edit	HTML	Excel	XML	Schedule	Lookup References

4. Enter in Budget String information



The screenshot shows a software window titled "NY_PSP_PLD_DET" with a "Help" button in the top right corner. The form contains the following fields and controls:

- * Business Unit 
- PO No. 
- PSP Method
- Department
- Fund
- Program
- Budget Ref
- Account
- Project
- Activity
- Operating Unit
- Product
- ChartField 1
- ChartField 2
- ChartField 3
- PO Status
- Supplier 
- Ledger Grp 
- *Budget Period From 
- *Budget Period To 
- OK
- Cancel

5. Click OK to search