



# SFS Weekly Communications Digest

## Special Edition – FYE

March 10, 2016

SFS is now providing the user community with an additional *SFS Communication Digest – Special Weekly Edition – FYE*. These special editions will contain important information, instructions, and guidance for agencies as they prepare for Fiscal Year End in the consolidated Weekly Digest format. Agencies should expect to receive both Communications Digests each week through the completion of FYE activities.

We hope you find this digest and its links helpful. If you have questions at any time, please contact us by emailing the SFS Help Desk ([helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov)).

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## Fiscal Year End

### SFS Agency FYE Environment Available with FDR Results

In preparation for this year's FYE, an additional agency test environment is now available.

#### Environment Details

<b>Name</b>	SFS FYE FDR Environment
<b>Link</b>	<a href="https://training2.sfs.ny.gov/">https://training2.sfs.ny.gov/</a>
<b>Passwords</b>	Login and password will be your ABP test environment information as of Friday, March 4
<b>Purpose</b>	Allow agencies to view results of FDR transactions on agency data after a simulated FYE event. The simulated FYE date in the test environment is March 1.
<b>Data as of date</b>	Production data as of Thursday, February 4 at 7:55 a.m.
<b>Availability</b>	March 9 until shortly after FYE (TBD)

SFS recommends that your agency's staff use this environment beginning today to understand the impact of FYE processes and to test critical business activities for your agency, including procurement and contract-related processes. Additionally, agencies should review PSP and financial plan updates. To support agency staff, SFS has uploaded a framework of test cases to SFSSecure's FYE Web page under the FYE / Lapsing Resources menu. Agency testing of transactions against rolled documents will help identify/resolve issues before the actual FYE event.

### FYE PSP Guidance

It's important for agency budget offices to understand how to best use their KK Financial Plan in the current fiscal year and ensure planned spending will be accurately carried over into the new fiscal year. To further assist agencies, [SFS published an FYE PSP guide to SFSSecure under the FYE / Lapsing Resources](#). This guide provides background and key activities for agencies to reference in preparation for FYE.

## SFS FYE Agency Outreach Data Files Page Available

SFS has published [Fiscal Year End \(FYE\) Agency Outreach Data Files](#) to SFSSecure for your agency's review and action as necessary. These files in conjunction with the [FYE Checklist \(updated March 7\)](#) under FYE / Lapsing Resources should be used when cleaning up transactions prior to OSC and BSC's FYE / Lapsing transaction due dates.

## SFS FYE Full Dress Rehearsal (FDR) Data Results Page Available

A [Fiscal Year End \(FYE\) Data Results: Full Dress Rehearsal and FYE page](#) is now available on SFSSecure. This area will contain files that will support agency planning with lists and actions to take in the post-FDR environment after the FYE FDR completes prior to March 30, to help ensure a successful FYE. The results of FYE processing will be posted to the Data Results Web page as they become available.

## Full Dress Rehearsal Test Scenarios

An agency [Fiscal Year End \(FYE\) Full Dress Rehearsal Test Scenarios document](#) is now available on the SFS Fiscal Year End (FYE) Web page under FYE / Lapsing Resources. These test scenarios can be used by agencies to perform any pre-FYE testing in the FYE environment.

## Data Quality: Pre-FYE Clean-Up Activities

Agencies are encouraged to review the [Data Quality: Pre-FYE Clean-Up Activities](#) page on SFSSecure, to view the published list of documents acted on by SFS.

## SFS FYE Resources

[SFS Fiscal Year End \(FYE\) Web page is available for all SFS users.](#) This page is a central location for SFS FYE / Lapsing announcements, training information, and key dates available on the Web page. It is recommended that agency users involved in FYE activities view the SFS FYE Lapsing page on SFSSecure daily to view important updates, data files, references and training guidance.

## Errored Transaction Outreach

Some agencies may have received a targeted outreach containing transactions with the following budget errors:

- Vouchers with Financial Plan Errors
- PO Vouchers Failing Due to Financial Plan Errors
- POs Failing PSP Budget Check

Resolving these errors will help in your overall data cleanup efforts.

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## The Week Ahead

### March Agency WebEx Checkpoint Call

SFS's monthly Agency Checkpoint Call is scheduled for Wednesday, March 16 at 2:00 p.m. Participation in this call is recommended as important information will be shared relating to Fiscal Year End, SFS training, and support. Please submit any FYE-related questions to the SFS Help Desk with the subject line "Agency Checkpoint Call – FYE Questions" in advance of this meeting.

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## Looking For Additional Information?

Log into [SFS Secure](#) to view additional information and resources. You'll find driving directions and an updated campus map to our offices on the [Contacting and Visiting SFS](#) page of SFS Secure.



**Distribution:** SFS distributed this digest to Agency Coordinators and the SFSinfo ListServ on March 10 via email.

SFSinfo is an unmonitored email box. All emails to SFSinfo are automatically forwarded to the SFS Help Desk. To reach the Statewide Financial System (SFS), please contact the SFS Help Desk ([helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov) | 877-737-4185 toll-free | 518-457-7737).