



# SFS Weekly Communications Digest

## Special Edition – FYE

March 24, 2016

SFS is 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 (FYE) 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)).

## Fiscal Year End

### *Pre-FYE Clean-Up this Weekend*

*SFS Production Financials will be unavailable from 10:00 p.m. this Friday, March 25 to 8:00 a.m. on Monday, March 28 for scheduled FYE clean-up activities. The Pre-FYE clean up schedule is available on the [Data Quality: Pre-FYE Clean-Up Activities Web page on SFS Secure](#). The results of this weekend's clean up will be published to this Web page on Monday, March 28. For further system status updates, visit SFS Secure's [System Status Web Page](#).*

## POs in PSP Error Status at FYE

The SFS, in collaboration with the Division of the Budget, performed a PSP budget check on Friday, March 18 and Tuesday, March 22 on POs where spending in the current year is greater than PSP planned amounts for the current year. A listing of POs as of Friday, March 18 was published to SFS Secure's [FYE Web page for reference purposes](#). SFS also performed an outreach to agencies on Wednesday, March 23 to notify them of their POs that failed the PO budget check on Tuesday, March 22.

At FYE, Purchase Orders (POs) with Payment Schedule Projection (PSP) budget checking errors caused by re-budget checking POs that have spending in 2015-16 that is greater than the 2015-16 planned amounts will be rolled to 2016-17, not closed. All other POs with PSP budget checking errors entering the FYE business event will be closed/cancelled.

While these specific POs with PSP budget checking errors will be rolled to 2016-17, agencies should not rely on the FYE process to roll POs and should continue to resolve PSP budget checking errors in advance of FYE to the extent possible.

The below resources are available to aid agencies requiring assistance clearing PSP budget check errors:

- [PSP FYE Guide](#)
- Tuesday/Thursday Fast Track calls to escalate FYE PSP blocking issues
- [FYE Checklist](#)
- Agency PSP Method Guide (SFS Secure > Reference and Resources > Budget)
- PSP Action Quick Reference Guide (SFS Secure > Reference and Resources > Budget)
- Self-Paced Training
  - SLMS Course Code: SFS-9.2-SPT
    - SLMS Class Code: Payment Sched. Projection 205
    - SLMS Class Code: Purchase Orders 220
- Job Aids
  - [Purchase Orders](#)
  - [Payment Schedule Projection](#)

## ***New SFS FYE Agency Outreach Data Files Uploaded this Week***

SFS published several new and updated files this week to SFS's [Fiscal Year End \(FYE\) Agency Outreach Data Files](#) Web page for your agency's review and action as necessary. These files in conjunction with the [FYE Checklist](#) under FYE / Lapsing Resources should be used when cleaning up transactions prior to OSC and BSC's FYE / Lapsing transaction due dates. These files contain agency impact/action information for each transaction scenario.

## ***New Pre-FYE Clean-Up Results Posted to SFSSecure***

SFS posted a list of Procurement Contracts acted on by SFS during the weekend of March 19 and 20. Data result files from actions taken by SFS on agency documents are available on the [Data Quality: Pre-FYE Clean-Up Activities page on SFSSecure](#). SFS will be performing clean up the weekend of March 26 and 27 and publishing the results to the [Data Quality: Pre-FYE Clean-Up Activities Web page on SFSSecure](#) on Monday, March 28.

## ***Cost Center Rollover Process***

*The Cost Center Rollover process will take place tomorrow, Friday, March 25, 2016. During this process, current fiscal year cost centers are duplicated and updated to include the next fiscal year Budget Reference (2016-17) and an effective date of April 1, 2016. Cost Centers that are mapped to invalid values or reside in the FYE\_CC\_FUND\_01 tree will not roll and therefore made inactive. Once the Cost Center Rollover process is complete, a special, one-time R081 extract is created, which will include only Cost Centers created via the Cost Center Rollover process with an April 1, 2016 effective date. This extract output will also be published to [SFSSecure's FYE Web Page under SFS FYE/Lapsing Announcements](#) for agencies that do not receive extracts.*

## ***Reminder: Use SFS's FYE FDR Environment to Plan and Practice FYE Transactions***

An additional agency test environment is accessible via [SFSSecure](#) for your agency. Agencies are encouraged to practice new FY transaction entry in this environment before and during the system blackout to understand the impact of FYE processes and to test critical business activities for your agency, including procurement and contract-related processes. Agency staff can view the results of SFS's Full Dress Rehearsal in the environment and review PSP and financial plan updates.

## ***Reminder: FYE PSP Guide Available***

As a reminder, 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 a 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.

## ***Reminder: PSP Method Guide Updated***

SFS has added two new PSP Methods in support of FYE. These two methods support end of year re-planning and are described in the Agency PSP Method Guide available for download from the [Budget / Commitment Control \(KK\) and PSP Information Center](#) on SFSSecure.

New PSP Methods include:

- The S\_PO00 supports the establishment of a new PO where the buyer wants the spending to impact only the current fiscal year.

- The A\_3-4\_BL supports the re-plan of an existing PO where the full amount of the unliquidated planned amount of the PO should impact 2016-17 and none in 2015-16

## Next Week

### Scheduled Closure of SFS Production Financials (PFIN) for Fiscal Year End (FYE)

SFS Production Financials (PFIN) will close at approximately 3:00 p.m. on Wednesday, March 30 for scheduled Fiscal Year End (FYE) activities. Agencies should log out of the environment before this time. Production Financials (PFIN) is targeted to reopen to Agencies on Monday, April 11. SFS will issue an alert once the system is once again available. This information is available on the [System Status Web page of SFS Secure](#).

### Bring your FYE Questions to SFS's Fast-Track Calls

In the weeks leading up to FYE, be sure to take advantage of SFS's twice weekly Fast-Track calls. Each Tuesday and Thursday between 1:00 p.m. and 3:00 p.m., subject matter experts are available to answer SFS Production and FYE questions. [View SFS's calendar on SFS Secure](#) for dial in and WebEx information.

## 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 24 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).