



SFS Weekly Communications Digest

Special Edition – FYE

March 31, 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 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).

Fiscal Year End

SFS Production and Vendor Portal Closed

SFS Production Financials (PFIN) and the SFS Vendor Portal closed at approximately 3:00 p.m. on Wednesday, March 30 for scheduled Fiscal Year End (FYE) activities. PFIN and the Vendor Portal are targeted to reopen to agencies and vendors on Monday, April 11. SFS will issue an alert to agencies once the system is once again available.

Reminder: Practice Key FYE Activities in SFS's FYE FDR Environment

SFS recommends that all agencies use the SFS FYE Full Dress Rehearsal (FDR) environment during the blackout period to understand the impact of FYE processes and to practice 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, a framework of test cases is available via SFS Secure's [FYE Web page](#) under the FYE / Lapsing Resources menu.

Table: FYE FDR Environment Information

Name	SFS FYE FDR Environment
Link	https://training2.sfs.ny.gov/
Passwords	Login and password will be your ABP test environment information as of Friday, March 4
Data as of date	Production data as of Thursday, February 4 at 7:55 a.m.
Availability	March 9 through the end of April

SFS FYE Resources

[SFS's FYE Web page](#) contains the resources and information agencies need to ensure a successful resumption of financial processing on April 11. It is recommended that agency users involved in FYE activities view the SFS FYE / Lapsing page on *SFS Secure* to view important updates, data files, and training guidance.

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

Please note that the Tuesday, April 5 Fast-Track call has been cancelled.

Be sure to take advantage of SFS's Fast-Track calls each week. Calls are regularly scheduled for Tuesdays and Thursdays between 1:00 p.m. and 3:00 p.m., and subject matter experts are available to answer FYE questions. [View SFS's calendar on SFS Secure](#) for dial in and WebEx information.

Next Week

View-Only Environments Available Next Week

SFS Production Environment: SFS plans to open a view-only SFS Production environment on Monday, April 4. The environment will contain production data as of Thursday, March 31 and remain available for agency's reference until late April.

Vendor Portal: The Vendor Portal will be available for inquiry and viewing only beginning on Monday, April 4. New York State suppliers (vendors) will be able to log into SFS but will not be able to submit, approve, or edit transactions.

Looking For Additional Information?

Log into [SFS](#) 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.

Distribution: SFS distributed this digest to Agency Coordinators and the SFSinfo ListServ on March 31 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 | 877-737-4185 toll-free | 518-457-7737).