



SFS Weekly Communications Digest Special Edition – FYE

April 7, 2016

SFS has provided the user community with an additional *SFS Communication Digest – Special Weekly Edition – FYE* each Thursday during the past several weeks. These special editions contained important information, instructions, and guidance for fiscal year preparation and processing. Today's edition is the final special edition focused on Fiscal Year End (FYE). Agencies should expect to only receive the regularly scheduled Weekly Communications Digest at the start of each week going forward.

Fiscal Year End

SFS Production and Vendor Portal Now Open

The Statewide Financial System, Office of the State Comptroller and Division of the Budget are pleased to announce that FYE processing is now complete. The SFS Production Financials Environment (PFIN) is now available for agency financial processing.

Agency users can access SFS Production Financials by visiting SFS's [public](#) and [SFS Secure](#) websites. New York State suppliers (vendors) can access the Vendor Portal link accessible on the SFS public website. Agency users should use their SFS Production credentials as of March 31 to log into the environment.

If your agency's staff experience any issues with system functionality, data or instances where the system does not perform as it had prior to FYE, please contact the SFS Help Desk (helpdesk@sfs.ny.gov | 877-737-4185 toll-free | 518-457-7737) and open an incident.

Bulkload Agency Processing and Extracts

SFS will begin processing bulkload files today, Thursday, April 7. SFS extracts provided today, Thursday, April 7, reflect all transactions during the blackout period.

Resources and Support

Agency transaction data result files from SFS FYE tasks performed in the SFS Production environment will be made available on the [FYE Data Results web page](#) located on SFS Secure. Each task performed by SFS for FYE processing will be available on this page along with a file containing the impacted agency transactions and recommended agency action. Agencies can use this information along with SFS Secure's FYE Checklist containing essential post-FYE actions to continue transaction processing to get back into business.

Information related to FYE presentations, guides, training, tools and reports can be found on [SFS Secure's 2015-16 FYE/Lapsing web page](#).

The SFS FYE FDR environment will remain available to agencies for practicing transactions (e.g., transact against post year-end rollover data) until late April. The FYE view-only environment will also remain available through late April for your agency to reference static 2015-16 information (as of 3/31/16) if needed.

Fiscal Year End Enhancements

As a result of EE1, agencies should experience a reduction of effort and elapsed time for using the new budget throughout the new fiscal year. Specifically, the Division of the Budget's policy of 100 percent segregation, along with the new EE1 tools available within SFS for creating the budget, will result in the expedited availability of appropriations and the elimination of the need for agencies to create segregation journals.

T&E NYEX3770 Query User Guide and Updated Report Guide Now Available

SFS has uploaded a new query user guide, Travel and Expense Query NYEX3770, to [SFS Secure's Queries page](#). Agency staff can use this query to view expense documents by business purpose. Additionally, the NYEX3770: Business Purpose Report Guide has been updated to reflect instructions on how to run this report on the [SFS Reports User Guide page](#).

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

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.

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 April 7 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).