



Daily Payment Schedule Projection (PSP) Management

Presenters

- SFS
 - Ed Bouryng
 - Alex DeFrancesco
 - Don Buckley

- Division of Budget
 - Joseph Conroy
 - Mary Ryan

- ITS - AnalyzeNY
 - Ashley Turchiarelli

Agenda

- Welcome & Introductions
- Opening Remarks from the Division of Budget (DOB)
- Managing Your Agency Financial Plan
 - PSP & KK Financial Plan
 - Agency Role Mapping Requirements
- PSP Roles & Responsibilities
 - Agency Role & Responsibilities
 - DOB Role & Responsibilities
- Monitoring Your Agency Financial Plan
 - SFS Reports & Queries
 - AnalyzeNY Reports
- Addressing Common Issues
- Reference Material
- Agency Knowledge Sharing
- Q&A

Objectives

- At the conclusion of this session, you should have an understanding of:
 - What are the benefits of PSP
 - Which security roles users need to manage PSP
 - What role DOB plays with agency planned spending
 - When an agency should contact their budget examiner
 - How agencies can address or avoid common PSP issues

Payment Schedule Projection (PSP)

- Payment Schedule Projection (PSP), a new budgeting tool, was developed to enhance controls over spending and support the shift to 100% segregation of appropriations upon budget enactment
- The PSP provides information on the projected cash impact of purchases at the time of obligation and provides visibility to planned agency spending by quarter for the fiscal year and the carry-out period (multi-year for capital projects spending).



Opening Remarks from the Division of Budget

Joseph Conroy

Benefits of PSP

- The PSP tool provides agencies with better fiscal control
 - Enables agencies to manage cash impacts as part of the procurement cycle
 - Prevents obligations with cash impacts that do not align with your agencies individual cash plan

Benefits of PSP

- PSPs offers a more prospective budgeting view to agencies and the Division of Budget (DOB)
 - Spending patterns associated with POs (contract or stand-alone) can, and should be monitored and adjusted as needed by agencies to ensure accurate spending patterns by quarter.
- Provides a mechanism to allow for the early detection of potential over-spending scenarios.
- Manage cash risk without partial Segregations
 - The planned cash impact of a procurement must be validated against the KK Financial Plan through a successful budget check prior to a PO being eligible for dispatch to the vendor.

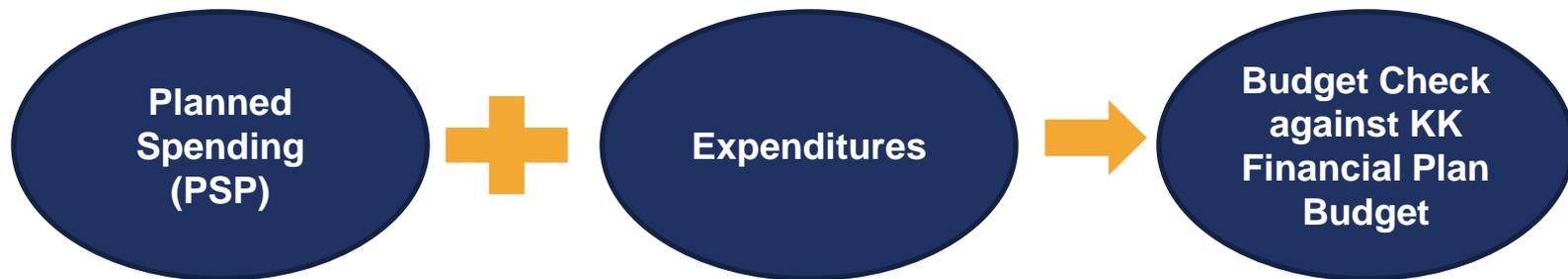


Managing Your Agency's Financial Plan

Ed Bouryng

PSP & KK Financial Plan

- The PSP is an input to the KK Financial Plan (planned amount)
- The PSP itself is not the KK Financial Plan



- Planned amounts in conjunction with expenditures use-up the available KK Financial Plan
- Vouchers issued without a PO update the KK Financial Plan expenditures without a corresponding decrease in the Planned Spending.

PSP & Purchase Orders (POs)

- There is no PSP budget check at time of the Requisition or Contract creation
- Expenditures not related to a purchase order (direct pay voucher, general ledger journal, payroll entries, expense reports, etc.) will be directly recorded against the KK Financial Plan as Expenditures

PSP & Defaulted Methods

- For Funded Contracts, the PSP Method is inherited from the requisition (if directly entered on the requisition)
- If a PSP Method is entered on the contract, instead of inheriting the method associated with the requisition, it will override the inherited method
- If no PSP Method was entered on the contract or on the requisition, the PSP Method will be inherited from the Contract Profile – only if that Contract Profile has a default PSP Method assigned on the Business Unit
- Inheritance from the Contract Profile to the individual contract allows the PSP Method to be consistently applied among associated POs without requiring a user action to set the PSP on the contract.
- SFS navigation to view Agency Contract Profile PSP Method Defaults:
 - Main Menu > Set Up Financials/Supply Chain > Business Unit Related > Purchasing > Purchasing Definition > PSP Contract Profile Tab

PSP Roles

The Agency Role Guide on SFS*Secure* provides a list of all roles applicable for agency users. The following Security roles are related to PSP:

Role Name	Description
PO Requestor – LVL1	The PO Requestor - LVL1 role provides the same functionality as the current PO Requestor role; in addition this role also provides access to update the PSP Method.
PO Processor – LVL1	The PO Processor - LVL1 role provides the same functionality as the current PO Processor role; in addition this role also provides access to update the PSP Method.
PO Contract Processor – LVL1	The PO Contract Processor – LVL1 role provides the same functionality as the current PO Contract Processor role; in addition this role also provides access to update the PSP Method.
PSP Adjustment Processor	PSP Adjustment Processor role provides access to PSP Adjustment page and the PSP Allocation process. This role should be provisioned to users who are part of your agencies Budget Department.

Agency Role Guide can be found on SFS*Secure* > Resources > Agency Security



PSP Roles & Responsibilities

Mary Ryan

Agency Role & Responsibilities

- At go-live, agencies had a limited number of pre-configured PSP methods that could be applied to a PO.
 - It is expected that as agencies become more familiar with the process, the pre-configured methods will be expanded and adapted based on actual experience.
 - A listing of existing PSP methodologies can be accessed through query viewer. Query name: NY_PSP_METHOD
- Agencies have significant flexibility in the management of their PSP defaults with the ability to establish defaults by contract, contract profile and by business unit in addition to entering the PSP Method on the PO or the requisition.
 - By establishing up-front configuration of the types of contracts and characterizing the typical cash impacts of POs referencing those types of contracts, agencies are able to apply a more consistent approach to projecting cash impacts of procurements.

Source: Budget Bulletin B-1217

Division of Budget (DOB) Role & Responsibilities

- DOB, with SFS support, will provide oversight, best practice guidance, and the control function over the PSP tool.
- Where DOB observes agencies are providing consistently inaccurate projections, the budget examination unit may assist agency staff in their efforts to more accurately establish the planned cash impacts of their procurements.

Source: Budget Bulletin B-1217



Monitoring Your Agency's Financial Plan

Ed Bouryng & Ashley Turchiarelli

Reporting Tools Related to PSP

- Agencies are responsible for using the reporting tools provided by SFS and AnalyzeNY to regularly monitor their financial plan, PSP adjustment activity, and expenditures.

Monitoring PSP against KK Financial Plan

- KK Financial Plan Status Report (NYKK4000)
 - Shows DOB established spending controls by quarter along with related transactional activity
 - Summary Version
 - Printable PDF version that provides KK Financial Plan totals by BU and Fund or Fund Rollup
 - Recommended for managerial level reporting
 - Detail Version
 - Downloadable version to support KK Financial Plan budget level information for a detailed agency view of the KK Financial Plan within Excel
 - Recommended for data entry validation and monitoring
- Navigation: Main Menu> Commitment Control> Budget Reports > KK Financial Plan Status
- Functional Role: NYF_AGY_KK_REPORTS
- KK4000 Reports User Guide: <https://www.sfs.ny.gov/index.php/reports-user-guide/commitment-control-reports/1198-nykk4000-kk-financial-plan-status>

PSP Reports Available in SFS

- PSP Adjustment Activity Report (NYKK4001)
 - Provides an overview of PSP Adjustment activity to support monitoring of PSP adjustment activity against PO's subsequent to the initial PO budget check.
 - Used to support improvements to PSP Method defaults and may be used by DOB to support future use of PSP controls by PSP Method or by Purchasing BU
 - Navigation: Main Menu > Commitment Control > Budget Reports > PSP Adjustment Activity Report
 - Functional Role: NYF_AGY_KK_REPORTS
 - KK4001 Report User Guide: <https://www.sfs.ny.gov/index.php/reports-user-guide/commitment-control-reports/1199-nykk4001-bsp-adjustment-activity-report>

PSP Reports Available in SFS

- PSP Voucher Report (NYKK4002)
 - Provides information relating to vouchering in excess of planned amounts.
 - Used to support improvements to PSP Method defaults and may be used by DOB to support future use of PSP controls by PSP Method or by Purchasing BU.
 - Navigation: Main Menu > Commitment Control > Budget Reports > PSP Voucher Report
 - Functional Role: NYF_AGY_KK_REPORTS
 - KK4002 Report User Guide: <https://www.sfs.ny.gov/index.php/reports-user-guide/commitment-control-reports/1200-nykk4002-psp-voucher-report>

PSP Reports Available in SFS

- PSP Allocation Summary Report (NYKK4003)
 - Provides a summary comparison between an agency's original PSP allocations for PO's and the actual expenditures recorded against these PO's
 - Alternately, the report provides the same comparison using the current PSP allocation
 - Navigation: Main Menu > Commitment Control > Budget Reports > PSP Allocation Summary Report
 - Functional Role: NYF_AGY_KK_REPORTS
 - KK4003 Report User Guide: <https://www.sfs.ny.gov/index.php/reports-user-guide/commitment-control-reports/1201-nykk4003-psp-allocation-summary-report>

PSP Query Reporting Tools

- To help analyze where PO adjustments need to be made when PSP budget checking errors occur, PSP query reporting tools have been developed. These queries must be run against the KK Financial Plan ledgers.
 - Query Name:
 - NY_PSP_PL_DET (PO info displayed at the line level)
 - NY_PSP_PLD_DET (PO info displayed at the distribution level)
 - Functional Role: PeopleSoft (PS) Query Viewer or 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)*

KK Financial Plan in AnalyzeNY

- DW264 – KK Financial Plan Budget Overview
 - Use this report to:
 - 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
- All data in AnalyzeNY – Financials is loaded from SFS on a nightly basis
- For questions or help with AnalyzeNY reporting, please reach out to the SFS Help Desk or its.dl.analyzeny@its.ny.gov



Addressing Common Issues

Don Buckley

Common Issue #1

- Issue:
 - If a voucher is being processed that isn't related to a PO or a Contract, is it still budget checked?

- Response:
 - All vouchers are budget checked against the KK Financial Plan.

Common Issue #2

- Issue:
 - When can an agency change a PSP Method on a PO? When can an agency no longer change a PSP method on a PO?

- Response:
 - If the PO isn't budget checked or fails budget check, the PSP method can be changed.
 - If the PO was successfully budget checked, the PSP method **cannot be changed** on the PO, however the PSP Adjustment page could be used to Re-Plan the PO to a new method as long as the PO is not fully liquidated.

Common Issue #3

Contracts: Pre-Encumbrance VS Encumbrance

Background:

- Prior to EE1, agencies satisfied the OSC requirement for contract funding by issuing a Purchase order for the full liability of the fiscal year. This created an encumbrance in the SFS system.
- Post EE1, fiscal year liability (Full contract funding in some instances i.e. Capital funds) is taking place when the purchase requisition is issued creating a pre-encumbrance in SFS. This pre-encumbrance reduces the available appropriation balance, but does not budget check against the KK Financial Plan ledger. The PO is now used as an ordering document to create commitments against the contract with the supplier. POs are budget checked against the KK Financial Plan (as well as appropriation, liquidating the pre-encumbrance and establishing the encumbrance)

Issue:

- Agencies are trying to commit to periods where they do not have sufficient budget available, therefore failing PSP budget check.

Response:

- A Requisition is created and approved then budget checked which pre-encumbers the funds in the APPROP and SEG ledgers only (Not the KK Financial Plan): KK_APP_PR and KK_SEG_PR
- The approved/budget checked requisition auto creates a contract.
- Once the contract is approved the user can create a release against the contract in the form of a purchase order.
- The PO is budget checked, this will release the pre-encumbrance and establish the encumbrance in both the APPROP and SEG ledgers: KK_APP_EN and KK_SEG_EN
- After successful budget check, the PO is then subject to PSP budget check against the KK Financial Plan ledger: KK_PLA(1/2/3)_PL or KK_PLC(1/2/3)_PL

Common Issue #4

- Issue:
 - Budget Dates on POs are causing Budget Check errors.

- Response:
 - With the EE1 conversion to 9.2, all budget periods prior to 10/1/2015 have been closed so users must enter a budget date of 10/1/2015 or greater.



Reference Material

Don Buckley

Reference Material

- Self-Paced Training Courses:
 - SLMS Course Code: SFS-9.2-SPT
 - SLMS Class Code: Payment Sched. Projection 205

- SFS Job Aids:
 - SFS Secure > Job Aids Library > Payment Schedule Projection
 - JAA-PSP000-001 Update the PSP Method and PSP Adjustment Action on the PSP Adjustment Page
 - JAA-PSP000-002 Viewing PSP Budget Exceptions

- DOB Budget Bulletin B-1217
 - <http://www.budget.ny.gov/guide/bprm/bulletins/b-1217.html>

- SFS Reports User Guide
 - SFS Secure > Reports and Queries > SFS Reports User Guide

- Role Mapping Guide:
 - SFS Secure > EE1 > Agency Security > Agency Role Guide

- Agency PSP Method Guide
 - SFS Secure > EE1 > Budget /KK > Right side of page under resources Agency PSP Method Guide

- PSP Action Quick Reference Guide
 - SFS Secure > EE1>Budget/KK>Right side of the page under Resources>PSP Action Quick Reference Guide



Agency Knowledge Sharing

Alex DeFrancesco

Agency Knowledge Sharing

Do you have an example of how your agency uses the PSP tool to better manage and obtain increased visibility into your financial plan?



Q&A

Alex DeFrancesco

Q&A Guidelines

- Questions should be submitted through WebEx chat.
- Questions not answered during this session will be addressed through a Help Desk incident after the session has concluded.