



SFS Weekly Communications Digest

Special Edition - Lapsing

June 3, 2016

During the June Lapsing event, SFS will be providing our user community with an additional SFS Communication Digest – Special Weekly Edition – Lapsing. These special editions will contain important information, instructions, and guidance for agencies as they prepare for June 30 Lapsing in the consolidated Weekly Digest format. Agencies should expect to receive both communications digests each week through the completion of lapsing 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).

June 30 Lapsing Information

SFS Lapsing Resources

[An SFS June 30 Lapsing page](#) is available for all SFS users. This page is a central location for SFS Lapsing announcements, training information, data files and key dates. It is recommended that agency users involved in June 30 lapsing activities view the June 30 Lapsing page on *SFS Secure* daily to view important updates, available data files, and training guidance.

Agency Lapsing Checklist

An SFS Agency Lapsing Checklist is now available via [SFS Secure's June 2016 Lapsing page](#) (*SFS Secure* > Spotlight > June 2016 Lapsing). This checklist should be used to review actions your agency must perform before and after the June lapsing event. If you do not take needed actions before lapsing, it may result in additional clean-up work for your agency after June 30. Agency actions are listed in the checklist along with related agency data files and available resources to assist you with completing the checklist items.

How to Authorize Purchase Orders for Closure

To support June Lapsing, agencies can authorize which POs that they would like SFS to close. Please reference the instructions located on the right side of the [Contracts and POs to be Impacted by Resolve Lapsing page](#) on *SFS Secure* with the POs subject to the resolve lapsing file to determine which POs your agency should authorize for closure prior to the June 30 Lapsing. All PO authorization requests submitted to the SFS Help Desk must be signed off by your Agency's Chief Financial Officer. SFS will be closing authorized POs the weekend of June 11-12, please submit your requests by June 10 to be included in this clean-up. For POs requiring payment after June 10, incidents can be submitted by June 24 to be included

in the June 24-25 clean-up.

After June Lapsing, agencies will be able to request closure of a PO line via an online screen in SFS Production. At that time, SFS will update training materials and job aids reflecting this new functionality. This screen is viewable now but is not yet available for agency use.

Contracts Subject to Resolve Lapsing

SFS [posted updated files for the Contracts and POs subject to resolve lapsing](#). As a reminder, these files contain the contracts and POs that reference an appropriation with a lapsing date of June 30. The file also indicates whether the contracts and POs will be impacted by the Resolve Lapsing process in a column named RESOLVE_LAPSING_NEW_BUD_REF at the end of each spreadsheet highlighted in red.

SFS has added four columns to the contracts file to calculate for your agency the unexpended amount of the contract that will be used in the requisition refresh process. The requisition refresh process will select the contract distribution lines that have a balance in the unexpended amount field and use those amounts in the creation of the new refreshed requisition that is linked to the contract.

Note: The UNEXPENDED_AMOUNT column is calculated by taking the NY_MAX_DISTRIB_AMT column and subtracting the sum of LTD_ARCHIVED_EXPENDED_AMT column and the CURRENT_EXPENDED_AMT column. This is a point in time calculation and will be recalculated at the time of execution of the requisition refresh process during the lapsing event.

Data Quality: Pre-Lapsing Clean-Up Activities

In line with OSC's data quality guidelines posted in the [OSC Guide to Financial Operations Chapter III, Section 7 - Data Quality](#), SFS will close the following transactions throughout the weekend of June 4-5 as part of pre-lapsing clean-up activities:

- All PO transactions that are fully expended
- All PO transactions with less than \$500 of a remaining balance and less than five percent of the total value remaining not utilized in the last 45 day
- All non-Contract PO transactions that have been inactive for 12 months or more

Data file results of this pre-lapsing clean-up will be available on the [Data Quality: Pre-Lapsing Clean-Up Activities page](#) beginning Monday, June 6.

Lapsing Test Environment

SFS will provide agencies with a lapsing test environment beginning Thursday, June 9. Additional details, including the data as of date, bulkload prefixes, login credentials, and the link for this environment will be communicated next week.

SFS Self-Paced Training Refresh

SFS will refresh the self-paced trainings available in the [Statewide Learning Management System](#) (SLMS) during the week of June 6 to include topics that will help your agency prepare for June 2016 Lapsing. More information regarding specific self-paced training updates will be outlined in the Release Notes published on the [Training and User Education page](#) on SFS Secure.

Distribution: SFS distributed this digest to Agency Coordinators, Bulkload Liaisons and the SFSinfo ListServ on June 3 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).