



# SFS Weekly Communications Digest Special Edition - Lapsing

June 10, 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](mailto:helpdesk@sfs.ny.gov)).

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## June 30 Lapsing Information

### Lapsing Test Environment

A Lapsing Test environment with production data as of 8:00 a.m. on April 21, and login and password information as of June 7, is now available for agency use. This environment allows your agency to view results of SFS internal test transactions on agency data after a simulated lapsing event. The simulated Lapsing date in the test environment is June 30. Results of the contracts and purchase orders (POs) impacted by the resolve lapsing process will be available in this environment. Your agency should review these transactions to fully understand what your production data will look like after the lapsing event and practice how to best get back to business.

Special notes for bulkload agencies:

- Lapsing test environment filenames must be prefixed with 'TST1\_' or they will be processed in the primary ABP test environment.
  - IDLs/ENLs from the Lapsing test environment will be returned back to the notifications-TST1 folder on Tumbleweed.
- Lapsing test environment testing extracts will be distributed as follows:
  - M Files: 'outbound-TST1' folder and contain a 'T' prefix.
  - Statewide Extracts: sfs-shared folder and contain a 'T' prefix.
- Changes to the bulkload inbound/outbound extract file layouts are not expected.

For additional information please refer to the [Lapsing Test Environment Available June 9 communication](#) posted to SFSSecure.

### Transaction Due Dates

As we approach June 30, keep transaction due dates in mind as your agency plans and executes pre-lapsing clean-up activities. SFS has published our schedule for pre-lapsing clean-up activities to the [Data Quality: Pre-Lapsing Clean-Up Activities page](#) on SFSSecure as well as deadlines for agencies to authorize POs for closure. As a reminder, SFS will be closing authorized POs this weekend, please submit your requests as soon as possible 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.

The Office of the State Comptroller (OSC) and the Business Services Center (BSC) have also published due dates that your agency should review as soon as possible as it may require earlier completion of certain activities. Links to the OSC and BSC calendars can be found on the SFSSecure [June 2016 Lapsing page](#).

### Transaction Data Files available on SFSSecure

To support agencies when preparing for June 2016 Lapsing SFS is publishing five sets of data files to SFSSecure. Each set of files contains transactions that have been or will be acted upon by SFS in the production or test environment. Descriptions of each file can be found in the Lapsing Transaction Data Files table on the [June 2016 Lapsing page](#). Clicking a file type link from this table will bring you to the page on SFSSecure that houses the data results as well as directions on what to do with the transaction results for your agency.

One example of files published this week are the results from Pre-Lapsing Clean-Up Activities, including closing all fully expended POs, completed by SFS over the weekend of June 4-5. Transaction data results from clean-up activities can be found on the [Data Quality: Pre-Lapsing Clean-Up Activities page](#).

### Agency Checkpoint Call Scheduled for Wednesday, June 15

SFS has scheduled this month's Agency Checkpoint Call/WebEx for Wednesday, June 15 from 2:00 p.m. to 3:00 p.m. The agenda with call in information will be available via the [Agency Checkpoint Conference Calls page](#) on SFSSecure. Please email your lapsing related questions in advance to the SFS Help Desk ([helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov) | 877-737-4185 | 518-457-7737) by close of business Tuesday, June 14.

### SFS Self-Paced Training Refresh

SFS has refreshed the self-paced trainings available in the Statewide Learning Management System (SLMS) to include topics that will help your agency prepare for June 2016 lapsing. More information regarding specific self-paced training can be found on the [Training and User Education page](#) on SFSSecure.



**Distribution:** SFS distributed this digest to Agency Coordinators, Bulkload Liaisons and the SFSinfo ListServ on June 10 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).