



# SFS Weekly Communications Digest Special Edition - Lapsing

June 17, 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

### Response Requested: Updated Lapsing Guidance for CFOs

**Distribution Date:** Tuesday, June 14

**Audience:** Chief Financial Officers

[With June 30 quickly approaching, SFS and the Joint Governance Board have asked Agency Chief Financial Officers \(CFOs\) to confirm that their agency is prepared for the new resolve lapsing process. CFOs responses are requested by COB, today, June 17.](#)

Please respond if your agency has not already done so.

### Lapsing Reports

For a listing of transactions referencing Lapsing budgets your agency should run the **NYAP1547 Pending Transactions for Lapsing Budget** report. This report will show payment transactions such as GL journals, vouchers, POs, expenses, travel authorizations, and requisitions that are impacted and will need to be deleted, closed, or rejected as part of lapsing processing. Please refer to the [NYAP1547 Report User Guide](#) for additional details.

Additionally, the **NYRQ8002 NY Req Budgetary Activity** report can be run to view all requisition lines and identifies what contract each is associated to if the requisition is associated to a contract. This report provides original, liquidated, expended, and remaining balances. **Report Navigation:** Purchasing > Purchase Orders > Reports > NY Req-PO Budgetary Activity.

### June 15 Agency Checkpoint Call Presentation

SFS held the June Agency Checkpoint Call / WebEx on Wednesday, June 15 from 2:00 p.m. to 3:00 p.m. The focus of the call was June Lapsing.

A copy of the presentation is now available on the [SFS Secure Checkpoint Call page](#).

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**Distribution:** SFS distributed this digest to Agency Coordinators, Bulkload Liaisons and the SFSinfo ListServ on June 17 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).