



SFS Weekly Communications Digest Special Edition - Lapsing

June 24, 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, in the consolidated Weekly Digest format, will contain important information, instructions, and guidance for agencies as they prepare for June 30 Lapsing. 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 Production unavailable this weekend

The SFS Production Financials environment will be unavailable from 10:00 p.m. this Friday, June 24 till 8:00 a.m. on Monday, June 27 for scheduled lapsing clean-up activities.

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 SFS*Secure* along with any agency deadlines.

As a reminder, SFS will be closing authorized POs this weekend.

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 SFS*Secure* [June 2016 Lapsing page](#).

POs in PSP Budget Error Status

Over the weekend of June 11-12, SFS ran a PSP budget check on those purchase orders (POs) with spending in excess of planned amounts. While most POs were successfully PSP budget checked, some had PSP budget check errors. This list of POs in PSP budget error status, as of June 13, can be filtered for your agency's results. To correct these errors, agencies will need to take the actions listed in [last week's announcement](#).

This coming weekend, any POs with spending in the current year that was greater than PSP planned amounts for the current year will be PSP budget checked. Agency data results will be posted to the [Data Quality: Pre-Lapsing Clean-Up Activities page](#) on SFS*Secure*.

Agency Lapsing Checklist

The SFS Agency Lapsing Checklist available via SFS*Secure*'s [June 2016 Lapsing page](#) was updated this week with an important post-lapsing agency task: **Contracts and POs that were subject to the resolve lapsing process now have a 2016-17 budget reference. Agencies must validate that the update budget is correct and that control agency guidelines are followed.**

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.

Lapsing Test Environment Availability

The SFS Lapsing Test environment will remain available for agencies until July 8. This environment provides a post-lapsing view of "July" data, once SFS Production has re-opened after the lapsing event; agency testing should be performed using July dates. Additional Lapsing Test environment information is available on SFS*Secure*'s [June 2016 Lapsing page](#).

Distribution: SFS distributed this digest to Agency Coordinators, Bulkload Liaisons and the SFSinfo ListServ on June 24 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).