



SFS Weekly Communications Digest Special Edition - Lapsing

July 1, 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 Environment Availability

As of 3:00 p.m. yesterday, users are locked out of SFS Production Financials for June lapsing activities. We are scheduled to re-open to agencies on Tuesday, July 5 at 8:00 a.m. Bulkload processing is on hold during this time. OBIEE reporting is also unavailable during this time. A System Alert update will be sent when access is restored.

SFS Test Environments

SFS distributed a communication this week with a table outlining updates to SFS user environments that will occur this summer. SFS provides the test environments for agencies to be able to understand system updates and changes to transactions before and after NYS business events. The lapsing test environment will be available until July 8. Details on this communication are available in the [SFS User Environments Update announcement](#) on SFSSecure.

Post Lapsing Agency Resources

The SFS Agency Lapsing Checklist available via SFSSecure's [June 2016 Lapsing page](#) should be used to review actions your agency must after the June lapsing event. Agency actions are listed in the checklist along with related agency data files and available resources to assist you with completing the checklist items.

[Transaction data result files](#) from SFS Lapsing tasks performed in the SFS Production environment during the blackout period will be posted early next week and should be used by your agency to get back to business. These results include cancelled, closed, deleted, rolled-over, refreshed, or adjusted procurement contracts, vouchers, POs, receipts, requisitions, expense reports, travel authorizations, and GL journals.

SFS will hold the regularly scheduled Agency Fast-Track Support call on Tuesday, July 5 from 1:00 p.m. – 2:00 p.m. If your agency has questions about SFS Production or Lapsing test environment, please consider attending this call for bulkload and online support. The WebEx/conference call login information for this meeting can be found on the [Meetings and Events Calendar](#) on SFSSecure.

The SFS Help Desk is available daily via email and telephone at helpdesk@sfs.ny.gov, 518-457-7737 and toll-free 877-737-4185 for intake of agency questions and support needs.



Distribution: SFS distributed this digest to Agency Coordinators, Bulkload Liaisons and the SFSinfo ListServ on July 1 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).