



SFS Weekly Communications Digest

Issue: January 25, 2016

The SFS Weekly Communications Digest contains information for the coming week and a summary of last week's communications from the SFS mailbox. 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).

The Week Ahead

Winter Update Release Scheduled for this Weekend

SFS will go-live with the Winter Update release in SFS Production environment this weekend. SFS Production will be unavailable starting at 5:00 p.m. Friday, January 29 until 8:00 a.m. Monday, February 1 as SFS applies the release. Winter Update functionality, as briefed to agencies during the monthly agency checkpoint call, will be available in the SFS Production environment beginning Monday, February 1.

Date and Time	Environment	Summary
1/29, 2:00 p.m.	Agency Business Process (ABP) Testing	The link to the ABP environment will be updated on the SFS homepage and the SFS <i>Secure</i> . Users should update their favorites and clear their browser cache before logging into production.
1/29, 5:00 p.m. – 2/1, 8:00 a.m.	Production	SFS Production will be down during this time. The night batch schedule will begin Friday, 1/29 at 5:00 p.m. System Alerts will be distributed on Friday prior to the shutdown and Monday 2/1 when Production is available.

Note: Bulkload Agency Coordinators and Liaisons received a [communication](#) on Monday, January 25 that detailed bulkload file processing information.

SFS Self-Paced Training Refresh

The next monthly SFS self-paced training refresh will take place tomorrow, Wednesday, January 27. Updates to self-paced trainings include system functionality changes as a result of the Winter Update. More information regarding specific self-paced training updates are outlined in the Release Notes published on the [Training and User Education page on SFS*Secure*](#).

SFS Fiscal Year End Web page Now Available

A new SFS Fiscal Year End (FYE) Web page is available on SFS*Secure*. SFS users will find SFS FYE /

Lapsing announcements, training information, and key dates on the Web page. SFS will update the page with transaction reference files, an FYE checklist, and details as additional information becomes available.

[SFS Secure FYE Web page](#)

Navigation: SFS Secure > Spotlight > 2015-16 Fiscal Year End (FYE) / Lapsing

Reminder: Scheduled Maintenance and Downtime for eMarketplace

Perfect Commerce has advised users of their upcoming maintenance requiring downtime. SFS users trying to access catalogs and potentially dispatch purchase orders during the times listed below could be affected.

Date and Time	Environment	Product	Summary
2/4, 8:00 a.m. – 5:00 p.m.	UAT (Stage)	US ALL	Application Maintenance
2/6, 9:00 a.m. – 5:00 p.m.	Production	WebProcure	Application Enhancements

The impact for all maintenance windows is intermittent.

Perfect Commerce Customer Support

support@perfect.com

<https://support.perfect.com/en>

866-889-8533

Communications Digest – Week of January 18

EE1 Stabilization Note: Contracts in an "On-Hold" Status

Distribution Date: Friday, January 22

Audience: Agency Coordinators

Introduction

Note: This is an update to the email distributed to agencies on January 14, 2016.

[SFS has identified issues affecting contract amendments that were non-approved or rejected by OSC/SFS in the SFS Production environment. SFS is working to change the status of these contracts to be "On-Hold" and plans to correct the issues. For your reference SFS uploaded a list of affected contracts as of January 7 to SFS Secure.](#)

December 2015 Accounting Period Close – Impacted documents

Distribution Date: Thursday, January 21

Audience: Agency Chief Financial Officers, Agency Coordinators and OSC Bureau Directors

Introduction

[OSC has asked SFS to close the December 2015 accounting period in the sub-ledgers after the close of](#)

[business on February 5, 2016.](#)

Winter Update: MSC01 Changes

Distribution Date: Wednesday, January 20

Audience: Select Agency Coordinators

Introduction

[As part of the Winter Update, SFS is taking steps to reduce security administration and ease user interaction, by implementing a single sign-on into the SFS. This will allow users the ability to transact under a home Business Unit as well as MSC01 under one User ID.](#)

Agency Administrator Reminders

Distribution Date: Tuesday, January 19

Audience: Agency Coordinators

Introduction

[Please join us on Tuesday, January 26 from 10:00 a.m. ? 12:00 p.m. for Agency Administrator \(ADMIN\) Reminders related to the upcoming Winter Release.](#)

Web and Job Aids Updates – Week of January 18

Tracking Web additions and updates, including updates to the array of available Job Aids, can help you keep abreast of progress in a variety of SFS functional areas. Turn to the [Latest Web Updates page](#), located in the Spotlight section of SFSSecure, for a list of the most recent edits.

Looking For Additional Information?

Log into [SFSSecure](#) to view additional information and resources. You'll find driving directions and an updated campus map to our offices on the [Contacting and Visiting SFS](#) page of SFSSecure.

Distribution: SFS distributed this digest to Agency Coordinators and the SFSinfo ListServ on January 26 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).