



SFS Weekly Communications Digest

February 9, 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

SFS Fiscal Year End / Lapsing Support

To assist agencies with their Fiscal Year End / Lapsing activities, SFS launched an [FYE Web page on SFS Secure](#) at the end of January. SFS users will find helpful resources on the Web page including the Agency Pre-Fiscal Year End (FYE) Clean Up Checklist (last updated February 8), a link to OSC's Operations Calendar and other FYE resources.

As a reminder, [OSC Operational Advisory 24 – Fiscal Year End 2015–16 Important Dates](#) was issued on February 4.

December 2015 Accounting Period Close – Documents as of February 5

SFS announced yesterday, Monday, February 8, the closure of the December 2015 accounting period in the sub-ledgers. This action was completed after the close of business on February 5, 2016 in line with OSC's request. To assist agencies in managing their transactions as part of accounting period close process, SFS has published spreadsheets listing the documents that would be deleted, updated, or sent back to the originator if the period close were to have been completed on Wednesday, January 21. These spreadsheets are located under the Spotlight tab in the [Events-Related Data](#) section of SFS Secure.

Updated Defect Resolution Summary Document Available (Updated February 8)

The latest SFS Defect Resolution Summary has been posted to SFS Secure. This document shows high impact defects, each defect's resolution status, the anticipated resolution date, and, if the defect is not resolved, steps the agency can take until the defect is resolved. Visit the [EE1 Stabilization Resources page](#) to download the latest copy.

Communications Digest – Week of February 1

SFS Agency Pre-Fiscal Year End Clean Up Checklist

Distribution Date: Friday, February 5

Audience: Agency Chief Financial Officers, Agency Coordinators, Bulkload Liaisons, and the SFSINFO ListServ

Introduction

[An SFS Agency Pre-Fiscal Year End \(FYE\) Clean Up Checklist](#) is now available via *SFS Secure's* [2015–16 Fiscal Year End \(FYE\) / Lapsing Web page](#) (*SFS Secure* > [Spotlight](#) > [2015–16 Fiscal Year End \(FYE\) / Lapsing](#)). The checklist identifies actions that agencies can start immediately to prepare for successful FYE and lapsing processing.

Web and Job Aids Updates – Week of February 1

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 *SFS Secure*, for a list of the most recent edits.

Looking For Additional Information?

Log into [SFS Secure](#) 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 *SFS Secure*.

Distribution: *SFS* distributed this digest to Agency Coordinators and the *SFSinfo* ListServ on February 9 via email.

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