



# SFS Weekly Communications Digest

February 15, 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](mailto:helpdesk@sfs.ny.gov)).

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## The Week Ahead

### Agency Checkpoint Call Tomorrow

SFS's monthly Agency Checkpoint Call is scheduled for tomorrow, Wednesday, February 17 from 2:00 p.m. to 3:30 p.m. Participation in this call is recommended as important information will be shared relating to **Fiscal Year End, EE1 stabilization, Real Estate, SFS training, and support**. [Download the agenda from SFS Secure for conference call and WebEx information.](#)

### 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
2/24, 11:00 a.m. – 5:00 p.m.	UAT (Stage)	eNabler 3.0	Application Enhancements
2/26, 2:00 p.m. – 7:00 p.m.	Production	eNabler 3.0	Application Enhancements
3/5, 9:00 a.m. – 5:00 p.m.	Production	WebProcure	Application Enhancements
3/14, 8:00 a.m. – 5:00 p.m.	UAT (Stage)	WebProcure	Application Enhancements

*The impact for all maintenance windows is intermittent.*

Perfect Commerce Customer Support  
[support@perfect.com](mailto:support@perfect.com)  
<https://support.perfect.com/en>  
866-889-8533

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## Communications Digest – Week of February 8

### EE1 Stabilization Note: Ensure Your Vouchers are Associated with a Contract

**Distribution Date:** Friday, February 12

**Audience:** Agency Chief Financial Officers and Agency Coordinators

## Introduction

[SFS has released an updated job aid for agencies that made critical contract payments using a standalone voucher that was not associated with a contract. The job aid is available via SFS Secure's Job Aids page. Please share this update with your agency's purchasing and accounts payable staff and begin to associate these payments with applicable contract purchase orders \(PO\) so they reflect payments that were made on a standalone voucher.](#)

## ACTION REQUIRED: MSC01 Account Consolidation

**Distribution Date:** Friday, February 12

**Audience:** Select Agency and Authority Coordinators and Security Administrators

## Introduction

[As of Monday, February 1, SFS implemented single sign-on in SFS Production for the MSC01 GLBU. SFS Security's email distributed on January 25 outlined this change with materials and actions that agencies and authorities need to complete on behalf of their MSC01 users prior to February 29.](#)

## February Agency Checkpoint Call Agenda Now on SFS Secure

**Distribution Date:** Friday, February 12

**Audience:** Agency Coordinators and SFSinfo ListServ

## Introduction

[SFS has scheduled this month's Agency Checkpoint Call/WebEx for Wednesday, February 17 from 2:00 p.m. to 3:30 p.m.](#)

## 2/16 SFS Agency Fast-Track Call Cancelled

**Distribution Date:** Wednesday, February 10

**Audience:** Agency Coordinators and Bulkload Liaisons

## Introduction

The February 16 Agency Fast-Track conference call is cancelled due to a scheduling conflict. The calls will resume on Thursday, February 18 at 1:00 p.m. Please forward this message to staff who attend the Agency Fast-Track calls.

## December 2015 Accounting Period Close – Impacted Documents

**Distribution Date:** Monday, February 8

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

## Introduction

[SFS closed the December 2015 accounting period in the sub-ledgers after the close of business on February 5, 2016 in line with OSC's request.](#)

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## Web and Job Aids Updates

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.

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## 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 16 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).