



SFS Weekly Communications Digest

March 1, 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

Agency Fiscal Year End (FYE) Session

The SFS team will host an Agency Fiscal Year End (FYE) WebEx tomorrow morning from 9:00 a.m. – 11:00 a.m. The purpose of this session is to share information related to FYE Impacts and address agency questions. Agency staff can dial into the WebEx using the below information.

WebEx Login	Link: https://meetny.webex.com/meetny/onstage/g.php?MTID=e7fb9633dcaaae932b77e5287cff3a111 Meeting number: 643 101 406 Meeting password: UUTWrpx8
Conference Call	Local: 1-518-549-0500 Toll Free: 1-844-633-8697 Meeting ID: 643 101 406

Reminder: SFS Fiscal Year End Web Page Available

An [SFS Fiscal Year End \(FYE\) Web page](#) is available for all SFS users. The Web page is a central location for SFS FYE / Lapsing announcements, training information, and key dates available on the Web page. SFS will continue to update the page with transaction reference files and details as additional information becomes available.

PSP Budget Check on POs with 2015-16 Spending Exceeding Planned

SFS, in collaboration with the Division of the Budget, performed a PSP budget check on POs where spending in the current year is greater than the PSP planned amounts for the current year. A listing of these POs has been posted to SFSSecure's [2015-16 Fiscal Year End / Lapsing Web page](#).

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

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. SFS will post a current list of contracts currently "On-Hold" this week to the [SFSSecure's Announcements page](#).

SFS BT Extract Update (*Bulkload agencies only*)

SFS will run a new process in the Agency Business Process (ABP) test environment to update all previously rolled over purchase order (PO) distribution line numbers to associate them with any related chargetail information. This process will result in a one-time larger than usual BT extract available via Tumbleweed on **Friday, March 4**. [Please read today's announcement for additional 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
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

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

866-889-8533

Communications Digest – Week of February 22

Agency Self-Paced Training Enrollment

Distribution Date: Thursday, February 25

Audience: Agency Coordinators

Introduction

On Thursday, February 25, SFS provided Agency Coordinators with information regarding agency specific enrollment in the SFS self-paced training courses available via the Statewide Learning Management System (SLMS). If you are an Agency Coordinator and did not receive this email for your agency, our records indicate that no SFS users within your agency have enrolled in the SFS self-paced trainings. Please contact the [SFS Help Desk](#) with any questions.

3/2 Agency FYE Impacts WebEx

Distribution Date: Tuesday, February 23

Audience: Agency Chief Financial Officers and Agency Coordinators

Introduction

[The SFS team will host an Agency Fiscal Year End \(FYE\) WebEx on Wednesday, March 2, from 9:00 a.m. – 11:00 a.m. The purpose of this WebEx is to share information related to FYE agency impacts and address agency questions.](#)

January 2016 Accounting Period Close – Documents as of February 22

Distribution Date: Monday, February 22

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

Introduction

[OSC has asked SFS to close the January 2016 accounting period in the sub-ledgers after the close of business on March 6, 2016. 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 Monday, February 22. These spreadsheets are located under the Spotlight tab in the Events-Related Data section of SFSSecure. Please review this data and complete transactions as appropriate.](#)

Web and Job Aids Updates – Week of February 22

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 March 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).