



SFS Weekly Communications Digest

March 14, 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 Checkpoint Call Scheduled for Wednesday, March 16

SFS has scheduled this month's Agency Checkpoint Call/WebEx for Wednesday, March 16 from 2:00 p.m. to 3:30 p.m. The focus will be on FYE dates, tasks and data, and resources available. SFS will dedicate the second half of the call to managing your agency's planned spending (Payment Schedule Projection (PSP)) at FYE, available PSP resources, and providing time for PSP questions and answers with SFS subject matter experts. SFS will upload an agenda to the [Agency Checkpoint Conference Calls page](#) on SFSSecure prior to the call.

Quick Tips to Understanding Agency Files Posted to SFSSecure

SFS has published multiple data files on SFSSecure to assist agencies with financial business processing, pre-FYE clean up, and FYE planning. Here are a few tips you can use to help your agency prepare for FYE.

1. Understand how your agency's transactions were affected when SFS used SFS Production data as of February 4 to simulate FYE. All results from this full dress rehearsal are available on [SFS's FYE FDR data results page](#).
2. In line with OSC's data quality guidance, SFS is conducting clean-up activities in the SFS Production environment before FYE blackout. Results of this clean up activity will be posted to [SFS's Data Quality: Pre-FYE Clean Up Activities page](#).
3. Agencies can minimize impacts to their agency's transactions by proactively reviewing files on [SFS's Agency Outreach Data Files page](#). When used in conjunction with the SFS FYE Checklist, agencies can clean up transactions prior to OSC and BSC FYE / Lapsing transaction due dates.

Reminder: New PSP FYE Guide Published

It's important for agency budget offices to understand how to best use their KK Financial Plan in the current fiscal year and ensure planned spending will be accurately carried over into the new fiscal year. To further assist agencies, [SFS published an FYE PSP guide to SFSSecure under the FYE / Lapsing Resources](#). This guide provides background and key activities for agencies to reference in preparation for FYE.

PSP Method Guide Updated

SFS has added two new PSP Methods in support of FYE. These two methods support end of year re-planning and are described in the Agency PSP Method Guide available for download from the [Budget / Commitment Control \(KK\) and PSP Information Center](#) on SFSSecure.

New PSP Methods include:

- The S_PO00 supports the establishment of a new PO where the buyer wants the spending to impact only the current fiscal year.
- The A_3-4_BL supports the re-plan of an existing PO where the full amount of the unliquidated planned amount of the PO should impact 2016-17 and none in 2015-16.

Bulkload Agency Notice: BT Extract Follow Up

The process to update all previously rolled over purchase order (PO) distribution line numbers to associate them with any related chargetail information is scheduled to run Wednesday, March 16 in the SFS Production environment. This process will result in a one-time larger than usual BT extract available via Tumbleweed Thursday, March 17. Please plan appropriately, as the extract will include all POs ever rolled in past fiscal years with chargetail information (as applicable).

SLMS Search Functionality Outage on Thursday

Search functionality in SLMS will be unavailable for approximately four hours on Thursday, March 17 from 7:00 a.m. - 11:00 a.m. The SLMS Team will be applying a patch to the search database at this time. This will only affect searching for and enrolling into content. If you have any questions, please contact the SLMS Help Desk.

New VAR Online and Bulkload Testing Available

As introduced in the January Agency Checkpoint Call, a new methodology has been established for contracts where unique contract IDs will be assigned for each value added reseller (VAR) participating under the same NYS contract number. SFS will communicate details with all Agency Coordinators and Bulkload Liaisons this week.

Communications Digest – Week of March 7

EE1 Stabilization Note: Contracts in an "On-Hold" Status – 3/11 Update

Distribution Date: Friday, March 11

Audience: Impacted Agency Coordinators

Introduction

[SFS has identified issues affecting the attached list contracts in the SFS Production environment that have been over-released and are exceeding the Allowed Release Amount of the contract. For your reference this list of affected contracts as of March 10 will also be available on SFS Secure. Agency Action Required: SFS is removing the "On-Hold" status for all contracts on the second tab of this spreadsheet from today through COB Tuesday, March 15. Agencies should make corrections to the purchase orders \(POs\) listed on this tab of the spreadsheet.](#)

Note: SFS has published a list of On-Hold Contracts in the FYE FDR test environment to the [FYE FDR data results page](#). Agencies cannot change the contract or associated POs if the contract is in an on-hold status. These contracts will be processed successfully at the FYE event. Related defects and data discrepancies will be resolved before FYE.

SFS Weekly FYE Communications Digest

Distribution Date: Thursday, March 10

Audience: Agency Coordinators and SFSinfo ListServ

Introduction

[SFS is now providing the user community with an additional SFS Communication Digest – Special Weekly Edition – FYE. These special editions will contain important information, instructions, and guidance for agencies as they prepare for Fiscal Year End in the consolidated Weekly Digest format. Agencies should expect to receive both Communications Digests each week through the completion of FYE activities.](#)

SFS Agency FYE Environment Available with FDR Results

Distribution Date: Wednesday, March 9

Audience: Chief Financial Officers, Agency Coordinators and Bulkload Liaisons

Introduction

[In preparation for this year's fiscal year end \(FYE\), an additional agency test environment is available as of Wednesday, March 9. What should agencies do now? SFS recommends that your agency's staff use this environment beginning today to understand the impact of FYE processes and to test critical business activities for your agency, including procurement and contract-related processes. Additionally, agencies should review PSP and financial plan updates.](#)

Testing Resource: To support agencies with their testing, an agency [Fiscal Year End \(FYE\) Full Dress Rehearsal Test Scenarios document](#) is now available on the SFS Fiscal Year End (FYE) Web page under FYE / Lapsing Resources. These test scenarios can be used by agencies to perform any pre-FYE testing in the FYE environment.

Chart of Accounts Freeze Reminder

Distribution Date: Wednesday, March 9

Audience: Agency Coordinators

Introduction

[As a reminder, in preparation for FYE, a hard freeze will occur for all Chart of Accounts \(COA\) changes on March 11, 2016. This means that COA Change Requests will not be reviewed or applied in SFS after 2:00 p.m. on Friday, March 11, 2016.](#)

January 2016 Accounting Period Close – Impacted documents

Distribution Date: Monday, March 7

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

Introduction

[As communicated previously, SFS closed the January 2016 accounting period in the sub-ledgers after the close of business on March 06, 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 have been deleted, updated, or sent back to the originator. These spreadsheets are located under the Spotlight tab in the Events-Related Data section of SFS Secure.](#)

Web and Job Aids Updates – Week of March 7

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**.