



## SFS Weekly Communications Digest

March 21, 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)).

### The Week Ahead

#### **PSP budget check on POs with 2015-16 spending exceeding planned**

The SFS, in collaboration with the Division of the Budget, performed a PSP budget check this past weekend on POs where spending in the current year is greater than PSP planned amounts for the current year. A listing of POs as of Friday, March 18 is available via SFS*Secure's* [FYE Web page for reference purposes](#). SFS will perform outreach to agencies to notify them of POs that failed the PO budget check.

#### **New Pre-FYE Clean-Up Results Posted to SFS*Secure***

SFS has posted a list of Procurement Contracts acted on by SFS during the weekend of March 19 and 20. Data result files from actions taken by SFS on agency documents are available on the [Data Quality: Pre-FYE Clean-Up Activities page on SFS\*Secure\*](#).

#### **Reminder: Use SFS's FYE FDR Environment to Support Your Agency's FYE Testing and Planning**

An additional agency test environment is accessible via [SFS\*Secure\*](#) for your agency. Agencies are encouraged to practice new FY transaction entry in this environment before and during the system blackout to understand the impact of FYE processes and to test critical business activities for your agency, including procurement and contract-related processes. Agency staff can view the results of SFS's Full Dress Rehearsal in the environment and review PSP and financial plan updates.

### Communications Digest – Week of March 21

#### **Cost Center Rollover Process**

**Distribution Date:** Friday, March 18

**Audience:** Impacted Agency Coordinators

#### **Introduction**

[The Cost Center Rollover process will take place on Friday, March 25, 2016. During this process, current fiscal year cost centers are duplicated and updated to include the next fiscal year Budget Reference \(2016-17\) and an effective date of April 1, 2016. Cost Centers that are mapped to invalid values or reside in the FYE\\_CC\\_FUND\\_01 tree will not roll and therefore made inactive.](#)

## **SFS Weekly FYE Communications Digest**

**Distribution Date:** Thursday, March 17

**Audience:** Agency Coordinators and SFSinfo ListServ

### **Introduction**

[SFS is 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. All copies are uploaded to SFSSecure's Announcements page.](#)

## **Update: PSP budget check on POs with 2015-16 spending exceeding planned**

**Distribution Date:** Wednesday, March 16

**Audience:** Agency Coordinators and Business Officers

### **Introduction**

[The SFS, in collaboration with the Division of the Budget, will perform a PSP budget check this weekend on POs where spending in the current year is greater than PSP planned amounts for the current year. As a result of this activity, it is recommended agencies perform the actions listed in the announcement beginning Monday, March 21.](#)

## **Agency Checkpoint Call**

**Distribution Date:** Wednesday, March 16

**Audience:** All Agencies

### **Introduction**

[SFS held the March Agency Checkpoint Call / WebEx on Wednesday, March 16 from 2:00 p.m. to 3:30 p.m. The focus was on FYE dates, tasks and data, and resources available. SFS dedicated 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. A copy of the presentation is available on SFSSecure's Checkpoint Call page.](#)

## **New VAR Methodology - Online and Bulkload ABP Testing Available**

**Distribution Date:** Monday, March 14

**Audience:** Bulkload Agency Coordinators and Liaisons

### **Introduction**

[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.](#)

## **BT Extract – Follow Up**

**Distribution Date:** Monday, March 14

**Audience:** Bulkload Agency Coordinators and Liaisons

### **Introduction**

[The process to update all previously rolled over purchase order \(PO\) distribution line numbers to associate them with any related chargetail information will run Wednesday, March 16 in the 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 \(as applicable\).](#)

## **Web and Job Aids Updates – Week of March 14**

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**.