



SFS Weekly Communications Digest

March 28, 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

Scheduled Closure of SFS Production Financials (PFIN) for Fiscal Year End (FYE)

SFS Production Financials (PFIN) will close at approximately 3:00 p.m. on Wednesday, March 30 for scheduled Fiscal Year End (FYE) activities. Agencies should log out of the environment before this time. Production Financials is targeted to reopen to Agencies on Monday, April 11. SFS will issue an alert once the system is once again available.

Please direct any questions to the SFS Help Desk (helpdesk@sfs.ny.gov | 877-737-4185 toll-free | 518-457-7737).

New Pre-FYE Clean-Up Results to be Posted to SFSSecure this Week

SFS completed multiple clean up activities this weekend, March 26 and 27, in line with OSC's data quality guidelines posted in the [OSC Guide to Financial Operations](#) and [OSC Advisory 25](#). Files including deleted PO transactions with a budget status error for 30 days or more, documents with regular budget exceptions for POs and requisitions, and receipts adjusted down to the vouchered amount for POs that have partially vouchered receipts will be posted to SFSSecure's [Data Quality: Pre-FYE Clean-Up Activities page](#) on SFSSecure this week.

Reminder: Use SFS's FYE FDR Environment to Practice Your Agency's FYE Activities

An additional agency test environment is accessible via [SFSSecure](#) 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.

Cost Center R081 Extract Available

The Cost Center Rollover process took place on Friday, March 25. During this process, current fiscal year cost centers were 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. A special, one-time R081 extract was created, which includes only Cost Centers created via the Cost Center Rollover process with an April 1, 2016 effective date. This extract output has been published to [SFSSecure's FYE Web Page](#) under SFS FYE / Lapsing Announcements for agencies that do not receive extracts.

Updated Defect Resolution Summary Document

The final SFS Defect Resolution Summary will be posted to SFSSecure this week. 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. Agencies should refer to the [SFS Defect Listing](#) once the Defect Resolution Summary is retired next week.

Communications Digest – Week of March 21

Reminder: Past Issues of Weekly Digests Available on SFSSecure

Distribution Date: Monday, March 21 and Thursday, March 24

Audience: Agency Coordinators and SFSinfo ListServ

Introduction

Past issues of SFS's Weekly Communications Digests and the special edition FYE-focused digests are all available for reference and download from SFSSecure. Each digest contains important information, instructions and guidance for agencies such as the latest FYE file postings and monthly Agency Checkpoint Call details. [Instructions for agency staff interested in subscribing to receive communications distributed to the SFS ListServ are available on SFSSecure](#)

POs in PSP Error Status at FYE

Distribution Date: Thursday, March 24

Audience: Agency Coordinators and SFSinfo ListServ

Content

At FYE, Purchase Orders (POs) with Payment Schedule Projection (PSP) budget checking errors caused by re-budget checking POs that have spending in 2015-16 that is greater than the 2015-16 planned amounts will be rolled to 2016-17, not closed. All other POs with PSP budget checking errors entering the FYE business event will be closed/cancelled.

While these specific POs with PSP budget checking errors will be rolled to 2016-17, agencies should not rely on the FYE process to roll POs and should continue to resolve PSP budget checking errors in advance of FYE to the extent possible.

The below resources are available to aid agencies requiring assistance clearing PSP budget check errors:

- [PSP FYE Guide](#)
- Tuesday/Thursday Fast Track calls to escalate FYE PSP blocking issues
- [FYE Checklist](#)
- Agency PSP Method Guide (SFSSecure Reference and Resources > Budget)
- PSP Action Quick Reference Guide (SFSSecure Reference and Resources > Budget)
- Self-Paced Training
 - SLMS Course Code: SFS-9.2-SPT
 - SLMS Class Code: Payment Sched. Projection 205
 - SLMS Class Code: Purchase Orders 220
- Job Aids
 - [Purchase Orders](#)
 - [Payment Schedule Projection](#)

Web and Job Aids Updates – Week of March 21

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.

A new Job Aid was posted March 25 to assist Bulkload agencies with PSP budget check errors when preparing for fiscal year end. This Job Aid, **JAA-BLK000-001 Viewing and Resolving a PSP Budget Checking Error on a Bulkload PO**, can be found in the Bulkload module of the [SFS Job Aid page](#) of SFSSecure.

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 28 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).