



SFS Weekly Communications Digest

May 4, 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

SFS Production Defect Update

For your awareness, since FYE, SFS received a number of incidents that related to documents updated by the FYE processes. With few exceptions, SFS has identified and resolved the defects relating to those incidents. Some of these resolved defects have had a high impact to the procurement business process. If an SFS issue is experienced, please access SFS*Secure* and navigate to the [Support Data page](#). SFS updates a listing of defects daily on this site. This information continues to be provided by SFS so that agency users will have a complete list of defects and their status by module.

SFS Community Council Nominations

SFS initiated outreach to Agency Chief Financial Officers of selected agencies with information about how to nominate staff to participate in designated SFS Community Councils. Responses should be submitted to the [SFS Help Desk](#) by **Monday, May 9**.

For additional information regarding Community Councils, refer to the [SFS Community Council charter located on SFS*Secure*](#).

Quarterly Contact List Updates

SFS kicked off a routine update of contact information that SFS has on file. All Agency Coordinators should have received an email on Tuesday, May 3 asking for updates or verification that the information SFS has on file is accurate and up to date. Please send your responses to the [SFS Help Desk](#) by **Friday, May 20**.

As a reminder, while SFS asks Agency Coordinators for updates each quarter, you don't have to wait to send us new information. Send contact changes to the [SFS Help Desk](#) as they occur.

Bulkload Agency June Lapsing Impacts Session Scheduled for Wednesday, May 11

SFS distributed an invite to Bulkload Agency Coordinators and Liaisons Monday, May 2 about a Bulkload

Agency June Lapsing Impacts Session scheduled for Wednesday, May 11, from 2:00 p.m. – 4:00 p.m. The purpose of this session is to share information related to the June 30 lapsing event and associated impacts to bulkload agencies.

Bulkload agencies are encouraged to review the invite, register using SLMS by Monday, May 9, and attend the session in-person.

Additional lapsing information will be shared with online agencies during the Wednesday, May 18 Agency Checkpoint Call.

New Field on Funded Agency Contracts

SFS has added a new field on funded agency contracts. The “LTD Req Amount” identifies the total amount of funds that have been committed for the contract. The field automatically displays the sum of all contract line amount(s) that are active and have been indicated for release. This field will help both agency users and OSC auditors to verify the total funding obligation amounts for the funded contracts. SFS anticipates having updated training material available in SLMS by the end of May.

Note: for converted contracts, the value does not include the LTD expended amount (line1) at the time of EE1 conversion.

SFS Environment Reminders

The Agency Business Process Test Environment was refreshed with data from the SFS Production environment as of the morning of Thursday, April 21, after the nightly batch was processed.

Additionally, SFS has removed login buttons to the FYE full dress rehearsal and 9.0 Read-Only environments from SFS websites in line with previous communications. Please contact the SFS Help Desk (helpdesk@sfs.ny.gov | 877-737-4185 toll-free | 518-457-7737) with any questions.

Communications Digest – Week of April 25

Improving Your Budget and Financial Processing in the New Fiscal Year

Distribution Date: Thursday, April 28

Audience: Agency Chief Financial Officers

Introduction

[The beginning of a new fiscal year is a good time for agency finance offices to review internal business processes, ensuring they have been updated to support and take advantage of SFS functionality and automation. SFS has published a new fiscal year reference document, Agency Budget and Financial Processing in the New Fiscal Year, to the Guides, Manuals, and Processing Resources page.](#)

March 2016 Accounting Period Close – Documents as of April 26

Distribution Date: Wednesday, April 27

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

Introduction

[OSC has asked SFS to close the March 2016 accounting period in the sub-ledgers after 4:00 p.m. May 6. To assist agencies in managing their transactions as part of accounting period close process, SFS 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 Tuesday, April 26. These spreadsheets are located under the Spotlight tab in the Events-Related Data section of SFS Secure.](#)

Web and Job Aids Updates – Week of April 25

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.

In addition to job aids, 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 May 4 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).