



## SFS Weekly Communications Digest

May 11, 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)).

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### The Week Ahead

#### March 2016 Accounting Period Close – Impacted documents

SFS closed the March 2016 accounting period in the sub-ledgers after 4:00 p.m. May 6 in line with OSC's request. Read yesterday's [SFS Announcement](#) on SFS*Secure* for more information.

#### Reminder: SFS Community Council Nominations

SFS initiated outreach to Agency Chief Financial Officers (CFOs) from selected agencies last week with information about how to nominate staff to participate in the upcoming Community Councils. SFS requested responses by Monday, May 9. If your agency received a nomination request and has not yet responded, the SFS Stakeholder Services Team is following up with CFOs this week to ensure that we have received a response from all agencies interested in nominating staff.

If you have any questions about the SFS Community Councils, please contact us by emailing the SFS Help Desk ([helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov)).

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### Communications Digest – Week of May 2

#### Bulkload Agency June Lapsing Impacts Session

**Distribution Date:** Wednesday, May 4

**Audience:** Bulkload Agency Coordinators and Bulkload Liaisons

#### Introduction

[The SFS team will host a Bulkload Agency June Lapsing Impacts Session on 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.](#)

SFS will share lapsing information with all agencies during the May Agency Checkpoint Call scheduled on Wednesday, May 18 at 2:00 p.m.

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## Web and Job Aids Updates – Week of May 2

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.

SFS updated three job aids since last week. Log into SFS*Secure* to view these job aids and additional agency resources.

- JAA-CN210-001 Update Converted Contracts
- JAA-REM101-004 Updating the Payable Lease Distribution Page with PO Information
- JAA-CN210-026 Creating a Zero Dollar Amount Contract (Funded Contract)

Additionally, SFS updated the SFS Queries List on Thursday, May 5. The list is available for download from the [SFS Queries Page](#) on SFS*Secure*.

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*.

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**Distribution:** SFS distributed this digest to Agency Coordinators and the SFSinfo ListServ on May 11 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](mailto:helpdesk@sfs.ny.gov) | 877-737-4185 toll-free | 518-457-7737).