



## SFS Weekly Communications Digest

May 16, 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

#### *Agency Checkpoint Call Scheduled for Wednesday, May 18*

SFS has scheduled this month's Agency Checkpoint Call/WebEx for Wednesday, May 18 from 2:00 p.m. to 3:30 p.m. The focus will be on June Lapsing including guidance and available resources. The agenda with call in information is available via the [Agency Checkpoint Conference Calls page on SFS Secure](#). Please download a copy prior to the call.

#### *Lapsing Web Page Available on SFS Secure*

SFS has launched a [web page for the June 2016 Lapsing event](#). SFS will use the web page to centrally locate and share essential information leading up to lapsing. To navigate to the site, log into SFS Secure > Spotlight > June 2016 Lapsing.

Currently, the Bulkload Agency June Lapsing Impacts Session presentation shared with bulkload staff and a [Pre-Lapsing Clean-Up Activities page](#) listing anticipated dates when SFS will post clean-up related files are available for agency reference purposes.

#### *SFS Community Council Nominations*

Thank you to those of you who have responded with your Community Council nominations. This week, the SFS Stakeholder Services Team is doing final outreach to agencies who have not yet responded. Community Council members will be contacted soon with information regarding kickoff meetings expected to occur in June and July.

### Communications Digest – Week of May 9

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

**Distribution Date:** Tuesday, May 10

**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, 2016. To assist agencies in managing their transactions as part of accounting period close process, SFS has 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\*. Please review this data and complete transactions as appropriate.](#)

## **Web and Job Aids Updates – Week of May 9**

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*.