



SFS Weekly Communications Digest

June 1, 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

Overview of Lapsing Changes

Navigate to the [SFS Lapsing Homepage](#) for the latest SFS information and announcements about the June 30 Lapsing such as data files and information about a few of the significant changes agencies will see this year including:

- SFS will not delete any in-flight vouchers referencing a lapsing appropriation.
- SFS will not “force close” any purchase orders (POs) that reference a lapsing appropriation; instead, SFS will run the roll and new “Resolve Lapsing” processes.
- SFS will run a special process the weekends of June 11–12 and June 25–26. With agency authorization and identification, the process will close POs referencing a lapsing appropriation.
 - A list of POs that will roll at lapsing were provided to agencies the week of May 23.
 - To authorize SFS closure of POs, agencies can filter a spreadsheet and indicate which POs should be closed and not rolled over.
- SFS will not create “orphaned receipts.”

More information related to these changes and steps agencies should take to prepare for the June 30 Lapsing are outlined in the [June 2016 Lapsing Change announcement](#) distributed last week. See the digest entry listed below.

Lapsing Reminder: How to Authorize Purchase Orders for Closure

To support June Lapsing, agencies can authorize which POs that they would like SFS to close. [Read last week's important announcement](#) and, if applicable, take action early to authorize POs for closure. This year, SFS will not automatically close POs that reference a lapsing appropriation.

Last week's communication on this topic shared instructions for agencies to prevent a PO referencing a lapsing appropriation from being subject to the PO rollover and new Resolve Lapsing process.

Reference the instructions located on the right side of the [Contracts and POs to be Impacted by Resolve](#)

[Lapsing page](#) on SFS*Secure* with the POs subject to the resolve lapsing file to determine which POs your agency should authorize for closure prior to the June 30 Lapsing.

Note: SFS has developed functionality to request closure of a PO via an online screen in SFS Production; however, this online screen, which may be viewable this week in the SFS via a hyperlink from the Add/Update PO and Review PO Information pages, will not be available for use until after the June 30 Lapsing. SFS will have updated training and job aids reflecting this new function in the beginning of July.

Please contact the SFS Help Desk (helpdesk@sfs.ny.gov | 877-737-4185 toll-free | 518-457-7737) with any questions about these instructions or agency resources on SFS*Secure*.

Reminder: Budget Checking Schedule

The timing of transaction budget checking changed with the implementation of the EE1 project. After a transaction (e.g., requisition, purchase order) has been approved, budget checking occurs to validate the transaction. The budget checking batch process runs automatically every two hours daily from 8:00 a.m. - 4:00 p.m. Upon successful budget check of a requisition, a pre-encumbrance is recorded in the Commitment Control (KK) ledger. Upon successful budget checking of a PO the pre-encumbrance is liquidated and an encumbrance is recorded.

A diagram of when budget checking occurs in agency workflow is included in the SFS self-paced training, Commitment Control (KK) 215 Processing and Maintaining Budgets, within the Approving and Budget Journals topic in the [Statewide Learning Management System](#) (SLMS).

Additional Resources

- The SFS Batch Processing Schedule, which includes when budget checking occurs, is on SFS*Secure*'s [Guides, Manuals, and Processing Resources page](#) (SFS*Secure* > Reference and Resources > Guides, Manuals, and Processing Resources).

First Time Receiving a Copy of the Weekly Digest?

We updated our distribution for the Weekly Digest. Moving forward, Agency Coordinators, Bulkload Liaisons and individuals signed up for the SFS ListServ will receive the SFS Weekly Digest each week.

Communications Digest – Week of May 23

April 2016 Accounting Period Close – Documents as of May 27

Distribution Date: Friday, May 27

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

Introduction

[OSC has asked SFS to close the April 2016 accounting period in the sub-ledgers after the close of business June 3, 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 Friday, May 27. 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.](#)

How to Authorize SFS to Close Lapsing POs

Distribution Date: Wednesday, May 25

Audience: Chief Financial Officers, Agency Coordinators and Bulkload Liaisons

Introduction

[To assist agencies in preparing for June 2016 Lapsing, instructions on how to authorize SFS to close a purchase order \(PO\) referencing a lapsing appropriation to prevent it from being subject to the PO rollover and new Resolve Lapsing processes are available for download from SFS Secure. Navigate to SFS Secure's Contracts and POs to be Impacted by Resolve Lapsing page \(Spotlight > June 2016 Lapsing > Contracts and POs to be impacted by Resolve Lapsing\) to download the instructions for your agency's reference.](#)

June 2016 Lapsing Changes

Distribution Date: Monday, May 23

Audience: Chief Financial Officers, Agency Coordinators, and Bulkload Liaisons

Introduction

[It's important for SFS users to understand key 2016 Lapsing process changes, actions to take and resources available.](#)

Updated Bulkload Agency June Lapsing Impacts Session Presentation

Distribution Date: Monday, May 23

Audience: Bulkload Liaisons

Introduction

Online Update Only: The presentation from the Bulkload Agency June Lapsing Impacts Session, held on Wednesday, May 11, has updated slides (39-40, 5/23/16).

Web and Job Aids Updates – Week of May 23

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.

Last week, SFS updated seven job aids related to revenue contract event creation, updating converted contracts, and job aids about leases. Details are available via the Latest Web Updates page for your reference.

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, Bulkload Liaisons and the SFSinfo ListServ on June 1 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).