



SFS Weekly Communications Digest

June 7, 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

April 2016 Accounting Period Close – Impacted documents

In line with OSC's request, as of June 3 SFS closed the April 2016 accounting period in the sub-ledgers.

To assist agencies in managing their transactions as part of accounting period close process, SFS has published spreadsheets listing the documents that have been deleted, updated, or sent back to the originator. These spreadsheets are located under the [Spotlight tab in the Events-Related Data section of SFS Secure](#).

SFS Training Updated for Lapsing

SFS updated the following self-paced training courses as of June 6 to include new topics related to the June 30 Lapsing event:

- Accounts Payable 205
- Commitment Control 215
- Payment Schedule Projection 205
- Procurement Contract 210
- Travel and Expense 201
- Projects and Program Management 101
- Purchase Orders 220
- Receiving 2015
- Requisition 2015

All the self-paced training courses can be found in the [Statewide Learning Management System](#) (SLMS). To access one or more SFS self-paced training courses, log into SLMS and search for SLMS course code: SFS-9.2-SPT.

- From the SLMS homepage, go to the "Main Menu" and select "Self Service" > "Learning" > "Find Learning"
- Type SFS-9.2-SPT into the search box
- All 40 self-paced training courses will be displayed. Locate the appropriate course, and click "Enroll Now"
- Once enrolled, click the "Launch" button to view the material

Correction to May 31 Weekly Communications Digest

Last week's digest stated that "SFS will not delete any in-flight vouchers referencing a lapsing appropriation." An update to the digest available on SFS Secure has been made to clarify this statement and be consistent with previous SFS communications, "SFS will no longer be deleting ALL in-flight vouchers referencing a

lapsing appropriation.”

For full details on what is happening with vouchers during the June 2016 lapsing event please reference the [May Agency Checkpoint call presentation](#) available on SFSSecure.

Communications Digest – Week of May 30

No all-agency announcements were distributed during the week of May 30.

Web and Job Aids Updates – Week of May 30

Tracking web additions and updates, including updates to the array of available job aids, can help you stay up to date on the latest changes 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.

Last week, SFS updated one job aid, JAA-AM205-018 Change/Delete a Pending Transaction. 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 SFSSecure.

Distribution: SFS distributed this digest to Agency Coordinators, Bulkload Liaisons and the SFSinfo ListServ on June 6 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).