SFS Weekly Communications Digest

June 15, 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

ROA Guidance

SFS is aware that some agencies are experiencing scenarios where monies returned to a funded contract via the non-purchase order (PO) adjustment amount cannot be used on PO releases. The SFS is working on a resolution expected in August.

If your agency has an impacted contract with this issue and are unable to wait until August to use these monies, please submit an incident to the SFS Help Desk (helpdesk@sfs.ny.gov). The subject line must include "Non-PO Adj. Amount Issue."

Lapsing Guidance for CFOs

With June 30 quickly approaching, SFS and the Joint Governance Board have asked Agency Chief Financial Officers (CFOs) to confirm that their agency is prepared for the new resolve lapsing process. CFOs responses are requested by COB, **Friday, June 17**.

Communications Digest – Week of June 6

Lapsing Test Environment Available June 9

Distribution Date: Tuesday, June 7
Audience: Chief Financial Officers, Agency Coordinators, and Bulkload Liaisons

Introduction
In preparation for June 2016 Lapsing, SFS will provide an additional agency test environment to agencies beginning Thursday, June 9.

April 2016 Accounting Period Close – Impacted documents

Distribution Date: Monday, June 6
Audience: Chief Financial Officers, Agency Coordinators, and OSC Bureau Directors

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

Web and Job Aids Updates – Week of June 6

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 SFS*Secure*, for a list of the most recent edits.

Last week, SFS uploaded more than 30 job aids including many related to lapsing. Details are available via the Latest Web Updates page for your reference. Additionally, SFS recently updated multiple self-paced training topics within the following courses: Procurement Contract 210, Purchase Orders 220 and Requisition 205. Each course and topic is available via the Statewide Learning Management System by searching for **SFS-9.2-SPT.**

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 15 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).