
SFS Weekly Communications Digest

June 21, 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

SFS Production unavailable this weekend

The SFS Production Financials environment will be unavailable from 10:00 p.m. this Friday, June 24 till 8:00 a.m. on Monday, June 27 for scheduled lapsing clean-up activities.

Lapsing Transaction Due Dates

As we approach June 30, keep transaction due dates in mind as your agency plans and executes pre-lapsing clean-up activities. SFS has published our schedule for pre-lapsing clean-up activities to the [Data Quality: Pre-Lapsing Clean-Up Activities page](#) on SFS*Secure* as well as deadlines for agencies to authorize POs for closure. As a reminder, SFS will be closing authorized POs this weekend. Please submit your requests by June 23 to be included in this clean-up. Incidents received will be included in the June 24-25 clean-up.

The Office of the State Comptroller (OSC) and the Business Services Center (BSC) have also published due dates that your agency should review as soon as possible as it may require earlier completion of certain activities. Links to the OSC and BSC calendars can be found on the SFS*Secure* [June 2016 Lapsing page](#).

POs in PSP Budget Error Status

Over the weekend of June 11-12, SFS ran a PSP budget check on those purchase orders (POs) with spending in excess of planned amounts. While most POs were successfully PSP budget checked, some had PSP budget check errors. This list of POs in PSP budget error status, as of June 13, can be filtered for your agency's results. To correct these errors, agencies will need to take the actions listed in [last week's announcement](#).

Reminder: Centralized Contracts

Centralized contracts are owned by OGS and therefore should only be amended or edited by OGS. Agencies should never create a new version of an OGS centralized contract. If an agency cannot process a requisition or PO against a centralized contract because of difficulty with the maximum amount or contract

lines, please contact OGS Procurement Services using the following mailbox: Customer.Services@ogs.ny.gov. Agencies should only use centralized contracts on general purchase requisitions and POs.

Communications Digest – Week of June 13

SFS Freeze Lifted

Distribution Date: Thursday, June 16

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

Introduction

[The SFS interim system freeze that was put in place for the implementation and stabilization of the Enterprise Enhancement, Phase 1 \(EE1\) Project has ended.](#)

[As discussed during Wednesday's \(6/15/16\) SFS Agency Checkpoint Call, agencies may now submit requests for system changes or onboarding to SFS functionality using the new Business Case form available on SFS Secure. Included with the form are simple instructions on how the business case form submission process works. An agency's business case must be approved by its Chief Financial Officer before it is reviewed by the Change Control Board.](#)

Response Requested: Updated Lapsing Guidance for CFOs

Distribution Date: Tuesday, June 14

Audience: Agency Chief Financial Officers

Introduction

[With June 30 quickly approaching, the SFS Joint Governance Board has asked SFS to confirm that agencies will be prepared for the new resolve lapsing process. SFS requests your response to this email by COB, Friday, June 17. Please reply to this email with your approval of the statement below, highlighting "will" or "will not" within the first sentence of the email.](#)

Status of Value Added Resellers in SFS

Distribution Date: Tuesday, June 14

Audience: Bulkload Agency Coordinators and Bulkload Liaisons

Introduction

[Following the Winter Update to SFS in February, 2016, OGS was unable to add resellers to centralized contracts in SFS using the established custom method. While SFS worked on fixing the defect, resellers were added using a new method. This has resulted in some confusion and difficulty with transactions using resellers.](#)

Web and Job Aids Updates – Week of June 13

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.



Distribution: SFS distributed this digest to Agency Coordinators, Bulkload Liaisons and the SFSinfo ListServ on June 21 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).