



## SFS Weekly Communications Digest

June 28, 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

#### SFS Production and Vendor Portal to Close for Lapsing

SFS Production Financials and the SFS Vendor Portal will close at approximately 3:00 p.m. on Thursday, June 30 for scheduled Lapsing activities. SFS Production Financials and the Vendor Portal are targeted to reopen to agencies and vendors on Tuesday, July 5. SFS will issue an alert to agencies once the system is once again available. SFS recommends that agencies use the Lapsing Test environment during the blackout period to understand the impact of lapsing processes and to practice critical business activities for your agency.

The agency [lapsing checklist available on the SFS Secure](#) contains tasks and resources to assist agencies with successful transaction processing in July. Agency users involved in lapsing activities should view the checklist and other documents on the June 2016 Lapsing page on SFS Secure for important data files, and training guidance.

#### POs in PSP Budget Error Status

Over the weekend of June 25-26, 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.

Agency Coordinators from agencies with POs in PSP budget error status should have received an [email](#) from the SFS today, June 28, with an attachment listing the POs identified. It is recommend that agencies correct these errors before June Lapsing processing begins on June 30.

#### Reminder – SFS Self-Paced Trainings Available!

SFS has developed over 40 self-paced trainings covering all SFS modules. This material represents the core, foundational training for SFS users, is updated monthly to support system changes and user needs. All the self-paced trainings are located in the [Statewide Learning Management System](#) (SLMS) and can be

found by searching: **SFS-9.2-SPT**. For optimal functionality when launching the self-paced trainings, we recommend you use Internet Explorer rather than Google Chrome. If you are having difficulty enrolling in a class or launching the content, please clear your web browser's cache and relaunch the browser before logging back into SLMS.

---

## Communications Digest – Week of June 20

No all-agency announcements were distributed during the week of June 20.

---

## Web and Job Aids Updates – Week of June 20

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 28 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](mailto:helpdesk@sfs.ny.gov) | 877-737-4185 toll-free | 518-457-7737).