



SFS Weekly Communications Digest

September 13, 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 environment availability

SFS Production Financials (PFIN) and Production Reporting (OBIEE) will close at approximately 3:00 p.m. on Thursday, September 15 for September Lapsing processing. The environments are targeted to reopen to agencies during the morning of Monday, September 19, pending lapsing processing completion. Bulkload processing will also be shut down at 3:00 p.m. to allow files to be processed. SFS will distribute a system alert once lapsing processing is complete and PFIN is open.

System Update: Bulkloaded Vouchers referencing an Amount-only Purchase Order

Please note that a small number of bulkloaded vouchers that reference an Amount-Only Purchase Order (PO) that has multiple distributions associated to a single PO line will continue to receive the following error in processing, "**Voucher Line has Distributions that do not equal Merchandise.**" A resolution for this particular scenario is in progress via Defect #12670. Currently, the only way to get these vouchers into the system is by entering them online in the SFS. If you have questions, please contact us by emailing the [SFS Help Desk](#).

PSP Mass Budget Check

On September 10, 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. The file is posted to SFS Secure on the [Data Quality: Pre-Lapsing Clean-Up Activities](#) page and contains a list of POs in PSP budget error status, as of September 12, that can be filtered for your agency's results.

SFS distributed a communication to all agencies with one or more POs in PSP budget error status containing recommended actions to ensure all POs are PSP budget checked successfully in the future. For questions, please contact the [SFS Help Desk](#).

Reminder: Top 5 September Lapsing Resources

1. **Lapsing Web Page:** Refer to the [2016 September Lapsing web page](#) located on the SFS*Secure* site for key dates, agency data files, and resources for your agency's staff.
2. **Agency Lapsing Checklist:** Use this [checklist](#) to review actions your agency must perform before and after the September lapsing events and avoid additional clean-up work for your agency. For your convenience, agency actions are listed with related agency data files and resources to assist you with completing the checklist items.
3. **Lapsing Reports:** For a listing of transactions referencing September Lapsing budgets your agency should run the NYAP1547 Pending Transactions for Lapsing Budget report. This report will show payment transactions such as GL journals, vouchers, POs, expenses, travel authorizations, and requisitions that are impacted and will need to be deleted, closed, or rejected as part of lapsing processing.

Additionally, the NYRQ8002 NY Req Budgetary Activity report can be run to view all requisition lines and identifies what contract each is associated to if the requisition is associated to a contract. This report provides original, liquidated, expended, and remaining balances.

4. **Contracts and POs Subject to Resolve Lapsing:** SFS posted updated files for the [Contracts and POs subject to resolve lapsing](#). As a reminder, these files contain the contracts and POs that reference an appropriation with a lapsing date of September 15 or September 30. The file also indicates whether the contracts and POs will be impacted by the Resolve Lapsing process in a column named RESOLVE_LAPSING_NEW_BUD_REF at the end of each spreadsheet highlighted in red.
5. **Results from Pre-Lapsing Clean-Up Activities:** SFS posted updated files for the files to the [Data Quality: Pre-Lapsing Clean-Up Activities page](#).

Plan Ahead: SFS Agency Checkpoint Call Scheduled for Next Wednesday

SFS's September Agency Checkpoint Call is scheduled for next Wednesday, September 21 at 2:00 p.m. The agenda with WebEx / dial-in information will be posted to our SFS*Secure* [Agency Checkpoint Call web page](#) by this Friday.

Online and Bulkload agencies are encouraged to dial into these monthly calls. The SFS team uses this forum to provide information regarding upcoming system updates or change requests that have agency impacts or require agency action.

SFS User Tip: Browser Compatibility

To ensure that all SFS screen views, data fields, and functionality renders properly and that transactions proceed smoothly in the revised SFS (PeopleSoft 9.2), use one of the following web browsers: Internet Explorer 11 (IE11) or higher, Google Chrome 43, or Mozilla Firefox 42 or 38 ESR. If needed, follow your agency's procedures for requesting and obtaining a browser update.

Communications Digest – Week of September 5

No all-agency announcements were distributed during the week of September 5.

Web and Job Aids Updates – Week of September 5

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 September 13 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).