



SFS Weekly Communications Digest

October 5, 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) will close at approximately 6:00 p.m. on Friday, October 7 for scheduled maintenance. Bulkload processing will also be shut down at 6:00 p.m. to allow files to be processed. The environment is targeted to reopen to agencies on Tuesday, October 11, pending maintenance completion. SFS will distribute a system alert once the system maintenance is complete.

MSC01 Policy Update

OSC recently published direction in the Guide to Financial Operations (GFO) pertaining to processing vouchers using the MSC01 business unit (BU). For more details, please refer to [section XII.5.N](#) of the GFO.

This policy supports the SFS single user ID which allows operators to transact under a home BU as well as the MSC01 BU.

If your agency processes vouchers using the MSC01 BU, note that there is an advantage to the single user ID. The single user ID allows agencies to transact using your home BU while using MSC01 chart of accounts. This will add clarity to your reporting as this new process will identify the agency using the funds.

Updated Bulkload Agency Interface Layouts Available

SFS posted Bulkload Agency Interface Layouts: Release 1.12 on Wednesday, October 5 to SFS*Secure*. The purpose of the Bulkload layout modifications is to support change requests for Winter Release and to update the layouts to match the existing SFS Production Environment. The layout details can be found on the SFS*Secure* [Bulkload Information Center](#) web page under Bulkload Future Layouts, Release 1.12.

This information will also be shared at the end of the Procure-to-Pay Community Council meeting scheduled for Wednesday, October 12. WebEx information and details will be distributed in advance of the Council meeting.

Change Request Listing Available Online

A list of change requests submitted by agencies and reviewed by the Change Control Board (CCB) are now available via SFS Secure's [SFS Business Case Process for Onboarding and Change Requests](#) web page. In addition to the listing, a glossary of status definitions is available on the web page.

The listing contains the module, change request ID, status, project title, date submitted, and the requesting agency. The listing is updated on a weekly basis. To request additional detail, or a copy of a business case reviewed by the CCB, contact the SFS [Help Desk](#) and reference the change request's ID number.

August 2016 Accounting Period Close – Impacted documents

SFS closed the August 2016 accounting period in the sub-ledgers at the conclusion of the September 30 Lapsing.

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 ESA Demo Presentation Available

Last week, SFS hosted multiple agencies for a demo of the Enterprise Services Automation (ESA) module in SFS. The purpose of the demo was to increase each agency's understanding of the capabilities of the system as it related to each agency's needs. A copy of the ESA demo presentation is available on SFS Secure via the Announcements page or a related information centers on SFS Secure including the [Customer Contracts](#), [Grants Management](#), [Program Management](#), and [Project Costing](#) Information Centers.

Communications Digest – Week of September 26

No all-agency announcements were distributed during the week of September 26.

Web and Job Aids Updates – Week of September 19

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 October 5 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).

