



SFS Weekly Communications Digest

October 25, 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 at the 2016 OSC Fall Conference

SFS is presenting during three sessions during this week's OSC Fall Conference. For a complete listing of OSC Fall Conference descriptions, navigate to the following OSC web page:

<http://osc.state.ny.us/agencies/outreach/fallconfer2016/courses.htm>

SFS will be presenting the following topics with OSC and OGS:

- Fall into Knowledge
 - Tuesday, October 25 from 10:15 a.m.- 11:45 a.m.
 - Wednesday, October 26 from 10:45 a.m. – 12:00 p.m.
- 15-Day Prompt Payment
 - Wednesday, October 26 from 9:00 a.m. – 11:00 a.m.
- Advantageous Efficiencies
 - Wednesday, October 26 from 1:00 p.m. - 3:00 p.m.

Non-PO Adjustment Changes for Procurement Contracts

Effective Monday, November 7, Non-PO Adjustment Changes for Procurement Contracts will be implemented in the SFS Production Financials (PFIN) environment.

Non-PO Adjustments enable use of contract authority for adjustments to vouchers where the associated PO is closed. You will notice the following changes in the SFS Procurement Contracts module:

- Non-PO Adjustment values will no longer be tracked at the Contract Line level, only at the header level
- When an adjustment voucher that impacts a contract is approved by OSC, the Non-PO Adjustment Amount at the header will increase
- User will be able to increase contract lines to be in excess of the contract Maximum Amount up to the Non-PO Adjustment Amount
- User will alternatively be able to decrease the contract Maximum Amount below what has been released up to the Non-PO Adjustment Amount

The following changes will also occur for converted contracts:

- Non-PO Expense Amount on Line 1 and at the header for converted contracts will include the net value of all regular and adjustment vouchers processed up to 10/1/2015

- The Non-PO Adjustment Amount and the Non-PO Adjustment Remaining Balance will no longer be tracked or display at the contract line level
- The Non-PO Adjustment Voucher Expenses amount will only be tracked at the contract header level

SFS User Environments Update

The 2017 Winter Update is targeted for release in **SFS Production on January 30**. It will include Oracle updates and limited approved change request functionality.

A refresh of the **Agency Business Process (ABP) testing** environment is scheduled. Production data following end of day processing for **November 4** will be available in the ABP testing environment on November 14, and will include non-PO adjustment changes for procurement contracts. Agency users should use their ABP testing credentials as of November 10 to log into the environment. The 2017 Winter Update changes will be introduced into this environment as they are ready for testing.

Bulkload agencies will not need a prefix to test in this environment. No Bulkload changes identified in the newly published (10/4/16) layouts will be applied to the 11/14/16 release of the ABP testing environment.

Communications Digest – Week of October 18

October Agency Checkpoint Call Presentation

Distribution Date: Wednesday, October 19

Audience: All SFS Users

Introduction

The SFS October Agency Checkpoint Call presentation is available on [SFS Secure's Agency Checkpoint Call page](#). This month's call focused on the upcoming Winter Update, SFS's next seasonal release. The presentation reviews key initiatives to be included in the update as well as anticipated bulkload changes.

SFS Request for SFS Contact Database Updates

Distribution Date: Monday, October 17 through Tuesday, October 18

Audience: Agency Coordinators

Introduction

SFS kicked off a routine update of contact information that SFS has on file. All Agency Coordinators should have received an email requesting updates or verification that the information SFS has on file is accurate and up to date.

As a reminder, while SFS asks Agency Coordinators for updates each quarter, you don't have to wait to send us new information. Send contact changes to the SFS Help Desk as they occur.

Updated SFS Search Functionality for Users

As communicated in last week's digest, the SFS has been updated to give users the ability to look up and search agency projects by using the description field on the following pages:

- Budget Journal page(s)
- Customer Contracts Terms page
- Project Costing page

This new functionality will assist users as they search for projects in the system and be an effective alternative to searching for a particular project when a project ID is not known or easily referenced. SFS

training available in the Statewide Learning Management System will be updated in the near future to reflect this system update.

Web and Job Aids Updates

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 25 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).