



SFS Weekly Communications Digest

November 2, 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 User Environments Update

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.

As communicated in the October Agency Checkpoint call, users will be able to view the new SFS homepage in the refreshed environment while still navigating to the classic SFS Homepage view. Agency users should provide feedback to the SFS Help Desk (helpdesk@sfs.ny.gov) using the subject line: New Homepage.

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.

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 be able to reduce contract header maximum amount to the sum of all maximum line amounts less 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 displayed at the contract line level
- The Non-PO Adjustment Voucher Expenses amount will only be tracked at the contract header level

SFS Supplier Audit Functionality

SFS has enabled a pop up message for users on the Add/Update Suppliers page. This is not an error message; it is to advise users that the audit functionality has been turned on. Users will see this message from the navigation: **Main Menu > Suppliers > Supplier information > Add/Update > Supplier** and should click the OK button to proceed.

SFS Presentations from the 2016 OSC Fall Conference are Available!

Presentations from the 2016 OSC Fall Conference are available on SFS*Secure* at the following navigation: User Community > [Annual OSC Fall Conference Presentations page](#). Review the presentations below and share them with those at your agency who may have missed the sessions!

- No Tricks, Just Treats: Don't Let Fast Payments for Small Business Scare You (Preparing for 15-Day Prompt Payment)
- Advantageous Efficiencies to Plant Now and Harvest Year Round

For more 2016 OSC Fall Conference presentations, please visit [OSC's conference web page](#).

Communications Digest – Week of October 24

September 2016 Accounting Period Close - Documents as of October 24

Distribution Date: Wednesday, October 26

Audience: Agency Chief Financial Officers, Agency Coordinators, and OSC Operations Bureau Directors

Introduction

[OSC has asked SFS to close the September 2016 Accounting Period for General Ledger and the sub-ledgers. SFS will perform the close process on the morning of Tuesday, November 1.](#)

[Agencies expecting their transactions and allocations to be recorded in the September 2016 accounting period will need to complete them by close of business \(3:00 p.m.\) on Monday, October 31. This is to ensure they will be processed in the October \(10/31\) night batch. Any transactions completed after this date will not be recorded in the September 2016 account period.](#)

SFS User Environment Update

Distribution Date: Monday, October 24

Audience: Agency Coordinators and Bulkload Liaisons

Introduction

[SFS distributed a table that outlines updates to SFS user environments to assist in your agency planning over the next few months. Also included in this communication is a list of resources to stay informed of environment updates via SFS*Secure*.](#)

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 November 2 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).