



SFS Agency Checkpoint Call

February 2015

Agenda

- Opening Remarks
- Project Officer Remarks
- Current and Upcoming SFS EE1 Activities
- SFS and EE1 Reminders
- Questions and Answers



Opening Remarks

SFS Director, Peggy Sherman



Project Officer Updates

John Corbett, Bonnie Gold,
and Rich Thomas



Current and Upcoming SFS EE1 Activities

Project Director, Ed Bouryng

Current Milestones & Activities

- User Acceptance Testing
- ABP environment support
- Performance and batch testing
- Training (Train-the-Trainer, User Training, Administrator Training)
- Conversion testing
- Conversion/Cutover and Full Dress Rehearsal (FDR)
- FYE PeopleSoft 9.2 testing

Agency Business Process Testing

- Agency Business Process Testing – all Business Units
 - Started Jan 26 following full conversion, year-end and informal dry-run cutover
 - Objective: Agency readiness, Bulkload testing
 - Primary testing environment for Bulkload Agency testing
 - DOT plans to conduct FHWA testing in this environment
 - Agency collaboration with SFS/EE1 in this environment
 - Control Agency collaboration with agencies in this environment
 - Primary testing environment for user readiness
 - User role mapping and security
 - Workflow routing
 - Practice what has been learned
 - User familiarity with upgraded application and revised business process
 - Financial Plan loaded for all BUs (Amounts for testing only)
 - Will continue to be used through Go-Live

ABP Readiness/Testing Statistics

Transaction Type	ABP Success All Sources 1/25-1/31	ABP Success Bulkload 1/25-1/31	ABP Success All Sources 2/1-2/7	ABP Success Bulkload 2/1-2/7
Vouchers	227	208	379	362
Expense Reports	45	33	30	2
Purchase Orders	18	9	38	18
AR Direct Deposit Journals	33	25	2	1
Journal Entries	198	12	443	15
Contracts	101	31	1089	140

Reminder: ABP OSC/DOB Approvals/Denials

- DOB Approvals/Denials
 - Agency should contact their DOB Budget Examiner directly to approve or deny transactions
- OSC Approvals/Denials
 - OSC Bureau of Contracts (BOC)
 - SFS will approve/deny on behalf of OSC BOC. Agencies should open a Help Desk incident to approve/deny
 - OSC Bureau of State Expenditures (BSE)
 - OSC BSE will monitor their work list and approve/deny transactions
 - OSC Bureau of Accounting Operations (BAO)
 - OSC BAO will monitor their work list and approve/deny transactions
- OSC denials/rejections
 - Agencies should open a Helpdesk incident 24 hours prior to submitting a transaction for OSC review and denial/rejection
- For those modules/transactions transitioned to SFS to do approvals/denials, SFS will be approving/denying transactions on a daily basis

Agency “Fast-Track” Support

- SFS/EE1 Initiative: “Fast Track” Support for Agencies
 - Objective: Increase Bulkload Agency Readiness
 - Increased collaboration between Bulkload Agencies and SFS/EE1 experts
 - Increased responsiveness to Bulkload Agencies testing needs
 - Active Monitoring and Follow-up for Multiple Failures & Downtime Issues (Business Hours)
 - Activated SFS/EE1 Help Desk Agency Readiness Center
 - Start Date 2/9/15 Monday
 - Led by SFS Production Support/Help Desk
 - Staffed with EE1 Bulkload and EE1 Module experts, Operations, Help Desk, and Stakeholder Relations team members

Agency “Fast-Track” Support

Bulkload Agency Resources SFS/EE1 Giving Agencies the Needed Support to get the job done

Current Support

- 3 x weekly calls (3.5 hours)
- 1 x weekly workgroup
- Daily email with results
- Bulkload training
- Agency Ready Guides
- *SFS*Secure**

Enhanced Support as of (2/9)

- SFS/EE1 Help Desk led Agency “Fast Track” Readiness Center: 5 x weekly WebEx calls (10 hours) with real-time assistance, expanded hours, and direct access to the experts
- Targeted ad hoc engagements by agency and/or by transaction type
- Daily monitoring and follow-up of bulkload error trends and outages
- Daily email with results
- Bulkload training
- Agency Ready Guides
- *SFS*Secure**



Agency Countdown to Conversion/Cutover

Enterprise Architecture, Martha Ross

Overview of Steps to Success

Tools and Resources

- SFS*Secure* (<https://www.sfs.ny.gov/>)
- Statewide Learning Management System (SLMS)
- Train the Trainer Program - Agency's trainer(s)
- Policy updates in the OSC's Guide to Financial Operations Chapter 20
- Daily Fast-Track meetings (bulkload only)
- Agency Business Process (ABP) environment
- Full Dress Rehearsal (e.g., outputs)

Overview of Steps to Success - Agency Activities

- **System User Roles:** Using the role catalogue and ABP environment, validate that your users have the correct roles to perform required agency activities, for example Budget user and Contract Processors. Your ASA should make appropriate role updates as needed
- **Get to know SFSecure:** Obtain access for users that currently do not have access (Contact: NYSID Administrator)
- **Training:** Have your trainers deliver the Procurement Contracts and Budget KK Delta training. Share Job Aids listed below with Contract Processors and budget team users to reinforce their competency with their tasks once SGL arrives
- **Practice New Business Processes:** Available to make sure your business processes work in support of the new architected areas, Agency SGL activities can be practiced here as well
- **Prepare for Conversion/ Cutover and SGL:** Use information from the FDR activities (e.g., determine what project child budgets converted and which contracts need to be reestablished so you can prioritize your SGL activities)

SFS Secure

- SFS’s primary communication channel for Conversion and Cutover information; our “Go-Live Guide”
- Access to:
 - Timelines
 - Agency activities
 - SFS published results
 - Tools and presentations
 - Links to OSC and DOB content

EE1 Conversion / Cutover Home

Welcome to your EE1 Conversion / Cutover Home Page. This page contains conversion / cutover information and resources you'll need from now through Go-Live in April 2015. The resources on this page target functions affecting all agencies. The experiences of individual agencies may vary. If you have questions, please contact the SFS Help Desk.

EE1 Conversion / Cutover Home

Conversion / Cutover Tools

Soft Go-Live

- KK Budget Journal Import Tool

Readiness

- Agency Ready Guides
- Agency Security
- ABP Readiness

Testing

- EE1 Testing Home
- EE1 Bull-load Testing Home

Training

- EE1 Training and User Education Home

Governance/Policy

- OSC Guide to Financial Operations, Chapter XX
- OSC Accounting Policies and Operational Guidance Home
- DOB Budget Policy and Reporting Manual
- DOB Budget Bulletin

Conversion / Cutover Critical Documents and Presentations

Conversion / Cutover Spotlight

ABP Conversion / Cutover test results are located on the ABP Readiness page.

- The third Conversion / Cutover Workshop covering Full Dress Rehearsal (FDR) was held on Wednesday, January 20. Click here for additional information.

Pre-Cutover Agency Activities

Procurement

1. Monitor the HYP00001 Report and finalize any purchase orders where no additional payments are going to be made
2. Manage requisitioning. Allow enough time for purchase orders to be completed and payments to be processed
3. Analyze existing contracts to identify spending patterns; identify PSP methods that would be suitable
4. Review list of Contracts where LTD expenditures exceed Contract Maximum
5. Review contracts for those whose contract profile will default to CFR00001 due to an invalid category prefix

Budget

1. Delete budget journals
2. Update project child budget records to ensure conversion to 9.2
3. Prepare to make updates to project child budgets
4. Run the GL50000 report for use later when validating budget conversion

SFS Published Results and Reports

Results

1. Deleted Budget Journals - FDR (PeopleSoft 9.0) (posted 2/17/15)
2. Closed Requisitions Not Sourced (posted 2/17/15)
3. Closed Travel Authorizations, Approved But Not Sourced (posted 2/17/15)
4. Deleted GL Journals (posted 2/17/15)
5. Rejected Expense Reports (posted 2/17/15)
6. Closed Contract POs (posted 2/17/15)

Reports

1. HYP00001 - Purchase Order Report

Conversion / Cutover Milestones

Pre-Conversion (December - February)

- January 14, 21, 28 - Conversion Workshops
- Late January - Agency Business Process Testing Begin (through Go-Live)
- January 31 - Conversion Test Cycle 3
- February 13 - Hard Freeze
- February 10 - February 23 - Agency FDR Soft Go-Live upgrade
- February 25 - February 27 - FDR

Conversion Ramp-Up (March)

- March 1 - March 31 - Cutover preparation
- Fiscal Year End in 9.0
- Lapsing in 9.0

Conversion/ Cutover and Soft Go-Live (April 1 - 16)

- SFS system blackout begin
- Manual mandatory payment process initiated
- SFS upgraded to 9.2 with new modules
- Fiscal Year End in 9.2
- April 1 - April 14 - Upgrade data conversion and control agency Soft Go-Live
- April 14 - April 16 -

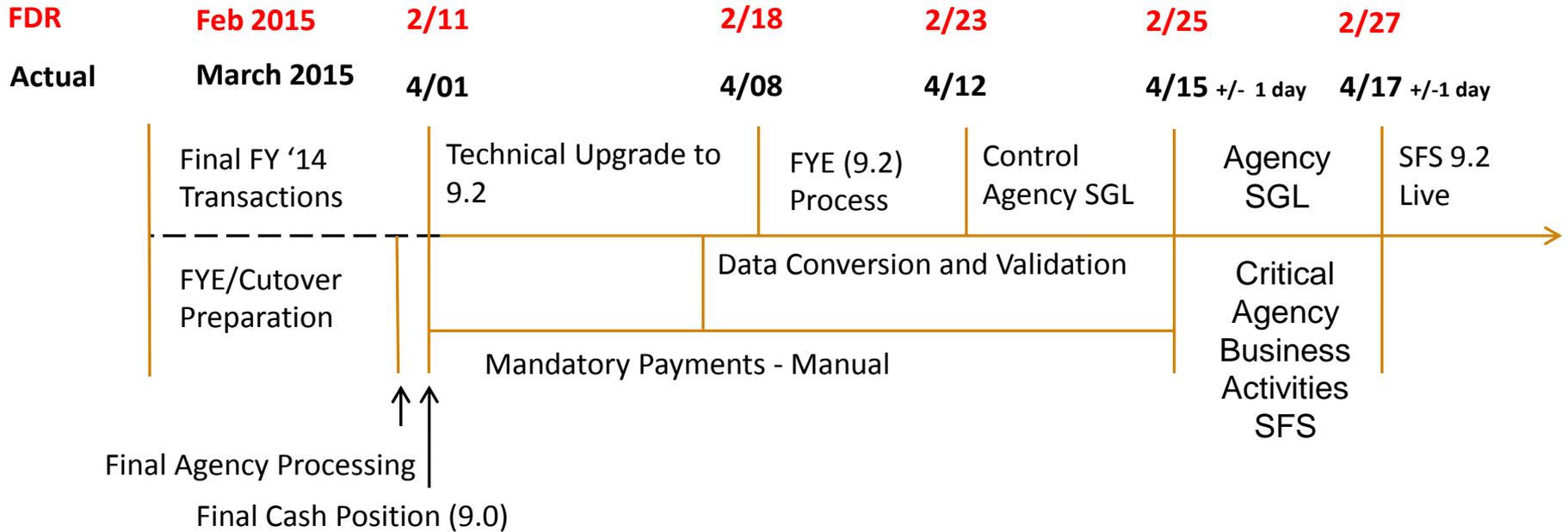
Full Dress Rehearsal Testing Overview

- FDR - Technical Upgrade Phase Underway. Currently on schedule
 - FDR scheduled from 2/11-2/27
 - 24/7 Simulation of Cutover event
- SFS and OSC Command Centers established and in operation
- Conversion results, Job Aids and other materials to assist agencies are being posted to Cutover/Conversion SFS*Secure* site
- Cutover Plan being executed, tested and revised to reflect updated timings, dependencies and missing tasks

Data Conversion Activities

Date	Conversion Activity
1/14	Conversion/Cutover Workshop: Procurement
1/21	Conversion/Cutover Workshop: Budget/KK
1/28	Conversion/Cutover Workshop: Full Dress Rehearsal (FDR) Prep
1/31	Conversion Test Cycle 3
1/21-Go-Live	Agency Business Process Testing
2/13	Hard Freeze
2/10-2/27	FDR
2/10-2/23	Agency FDR SGL upgrade and control agencies activities
3/1-3/31	Conversion Prep
4/1-4/14	Upgrade Data Conversion and control agency SGL
4/14-4/16	Agency SGL

FDR/Cutover Timeline



FDR – How can it help agencies

- FDR provides the most up-to-date information on conversions
 - Can help with Soft Go Live activities
 - Can help identifying data errors that can be corrected in production
 - Prioritize work do be done once the system is available

FDR – Soft Go Live Activities

- Using information from the FDR agencies can:
 - Identify what Project Child Budgets will be converted and begin to build the Excel document to load budget transfers
 - Practice establishing contract lines – (this can be done in ABP testing as well)
 - Determine how long soft-go-live activities will take, so that resources can be scheduled and work can be managed

FDR – Conversion Clean Up

- Using information from the FDR agencies can:
 - Identify contracts where the Contract Profile didn't convert as expected – submit helpdesk ticket to get it updated
 - Identify POs that could not be rolled – correct anomaly in production

FDR – Prioritize Post Go-Live Work

- Using information from FDR, agencies can:
 - Be aware of contract related POs that were closed and prioritize when they need to be re-established
 - Be aware of requisitions that were closed and determine which ones need to be re-established
 - Be aware of travel authorizations that were deleted and determine appropriate action

Soft Go-Live Activity Support

- SFS will be setting up dedicated real-time support WebEx hotlines to assist Agencies with their SGL activities and questions:
 - FDR Soft Go-Live Support will begin approximately next Wednesday, February 25th
 - April Cutover Soft Go-Live Support is targeted to begin April 15th
- SFS SMEs in the areas of Procurement and Budget will be on hand to assist agencies on activities.
- Dial-in details will be distributed to Agencies in advance of these timeframes.

What to do in April – SFS's Cutover Approach

- Cutover will begin April 1 and include activities that SFS, Office of the State Comptroller (OSC), Division of Budget (DOB), and agency staff need to complete, including FYE, lapsing, technical upgrade, and data conversions
- Cutover consists of following groups of tasks:
 - Final FY '14 transactions, FYE and Cutover Preparation
 - Technical Upgrade - PeopleSoft 9.0 to 9.2
 - Data Conversion and Validation
 - FYE Processing
 - Control Agency SGL
 - Agency SGL

SFS Published Results

- Review SFS Published Results to understand impacts to your agency
- [Contracts That Exceed the Max Contract Amount](#) (expected by 4/9/15)
Converted KK Project Child Budgets (to be published once conversion is complete)
- POs that were closed related to contracts (expected by 4/9/15). Determine if any of these POs need to be recreated. Plan for recreating POs as needed during SGL. Perform this activity during SGL.
- POs that were closed due to issues with the rollover process (expected by 4/9/15). Determine if any of these need to be recreated. Plan for recreating POs as needed during SGL. Perform this activity during SGL.



Security Update: Agency Role Mapping Guide – Release 2

Kristen Pelcher: SFS Security

Security Page on SFS Secure

- The SFS Security page is available on the SFS Secure website under EE1 Readiness
 - Centralized secure repository for all new and updated Agency role mapping documentation
 - Contains Security resources Agencies need from now through Go-Live
 - Link to page:
<https://www.sfs.ny.gov/>

The screenshot displays the SFS Secure website interface. At the top left is the SFS logo (Statewide Financial System). A search bar is located at the top right with the text "Is your top menu not expanding? Try these steps." Below the search bar is a navigation menu with "Home", "News/Info", "Enterprise Enhancement, Phase 1", and "User Groups". The main content area is divided into several sections:

- SFS Leadership Message:** A yellow box containing a message about User Acceptance Testing (UAT) beginning on schedule. It mentions approval from the Statewide Financial System (SFS) Joint Governance Board (JGB) and the Enterprise Enhancement, Phase 1 (EE1) project team. A "Read more..." button is present.
- Planning and Strategy Calendar:** A blue box listing events for January 26 and 27, 2015. Events include "User Acceptance Test Cycle 1", "EE1 (TTT): Budget KK What's Changing", and "Bulkload Testing Issues".
- EE1 Functional Areas:** A blue box listing various functional areas such as "Asset Lifecycle Management", "Budget/KK", "Bulkload", "Enterprise Services Automation", "eSettlements", and "Procurement".
- User Groups:** A blue box listing user groups and roles, including "User Group Overview", "Leadership Board", "Administrator", "Bulkload", "GL/KK", "Grants", "P2P", "Revenues", and "T&E".
- EE1 Testing:** A blue box with links for "Testing Home / Calendar" and "Bulkload Testing Home".
- EE1 Training:** A blue box with links for "Training Home / Calendar".
- EE1 Conversion / Cutover:** A blue box with a link for "Conversion / Cutover Home".
- EE1 Readiness:** A blue box with links for "Agency Ready Guides" and "Agency Security".
- EE1 Resources:** A blue box with links for "Glossary of Terms" and "Frequently Asked Questions".
- Secure Bulletins and Announcements:** A blue box listing recent bulletins, such as "Legacy Transaction File to Replace M161" and "EE1 Asset Management Classes Rescheduled".

Updated Role Mapping Materials

- The following material has been published to SFS Secure (as of 1/29):
 - Coming Soon: Release 3 of Agency Role Guide
 - SFS Security Overview presentation
 - Separation of Duties Matrix
 - Role Crosswalk



The screenshot displays the SFS Secure website interface. At the top, the SFS Statewide Financial System logo is visible. Below the logo, a navigation bar includes links for Home, News/Info, Enterprise Enhancement, Phase 1, and User Groups. The main content area is titled "Agency Security" and contains several sections:

- Agency Security**: A brief introduction stating that this section provides resources for understanding security and providing Agency users with the access they need to conduct business in the Statewide Financial System (SFS) through EE1 Go-Live in April 2015 and beyond.
- Agency Role Guide (Updated for EE1)**: A section explaining that the new Agency Role Guide provides an updated list of Agency roles, reflecting changes made necessary by the Enterprise Enhancement, Phase 1 (EE1) project. It serves as a resource for understanding and managing roles, role assignments, and access to data and reports. A link is provided to download and view the current version of the EE1 Agency Role Guide.
- Overview of SFS Security (Coming Soon!)**: A section stating that the updated Overview of SFS Security discusses the approach to security roles and data access within SFS.
- Crosswalk of Roles from PeopleSoft® 9.0 to 9.2 (Coming Soon!)**: A section explaining that the EE1 Roles Crosswalk identifies those roles used in PeopleSoft 9.0 that have been retired or converted for use in PeopleSoft 9.2. The Crosswalk also identifies new roles instituted for EE1.
- Separation of Duties Matrix (Coming Soon!)**: A section stating that the EE1 Separation of Duties Matrix lists the roles for which "separation of duties" or internal controls must be considered. It was developed in collaboration with the Office of the State Comptroller (OSC) and aligns with role mapping rules and guidance provided in the Agency Role Guide mentioned above.
- Questions About and Changes to Your Agency's SFS Access**: A section providing contact information for questions about roles, role assignments, and data and report access in the SFS. It directs users to contact their Agency Security Administrator (ASA) or, for a referral, their Agency Coordinator. For the name of their Agency Coordinator, users are directed to email the SFS Help Desk.

Agency Role Guide Release Schedule

Release	Release Date	Release Contents
Role Guide Release 1	12/8/2014 ✓	The initial release of the Agency Role guide, which reflects the updated list of roles for EE1.
Role Guide Release 2*	1/29/2015 ✓	<p>An update of the initial release (Release 1), to include the following:</p> <ul style="list-style-type: none"> • To be included in Release 3 - Related GFO Section(s) for Accounts Receivable, Billing, and Purchasing PSP roles ✓ Role Description, Role Mapping Advice, System Security Roles/Restrictions, and Related GFO Section(s) for the TE Inquiry role ✓ Role Mapping Advice for the Purchasing PSP roles ✓ Any updates to Role Mapping Advice and references to Related GFO Section(s) based on feedback from OSC ✓ Any updates to roles since prior release
Role Guide Release 3	3/6/2015 ✓	<p>An update of Release 2, to include the following:</p> <ul style="list-style-type: none"> ✓ Role Descriptions, Role Mapping Advice, System Security Roles/Restrictions, and Related GFO Section(s) for Administrator roles • Any updates to Role Mapping Advice and references to Related GFO Section(s) based on feedback from OSC • Any updates to roles since prior release

*The Separation of Duties matrix, Overview of SFS Security, and was released on 1/29/2015. Role Crosswalk was released on: 2/1/2015.



OSC Submissions of Transactions

EE1 Project Officer, John Corbett

OSC Submission of Transactions

New York State Comptroller Thomas P. DiNapoli
Office of the State Comptroller

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OSC Home > State Agencies

State Agencies | State Employees & Retirees | New Yorkers | State Vendors | Local Government & School Districts

Resources for Payroll Officers

Get Forms

Employee Travel Guidelines

Find Accounting Policies and Operational Guidance
Access the single source for agency information concerning state financial transactions. It includes accounting policies, procedures and mandates.

Events and Due Dates Calendar

Learn About Training Opportunities

Find Reports

Procurement and Contracting in New York

OSC Submission of Transactions

[printable version](#)

Office of the State Comptroller
OFFICE OF OPERATIONS EVENTS AND DEADLINES
 NEW YORK STATE COMPTROLLER
 Thomas P. DiNapoli

MARCH 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13 Deadline: Employee Expense Reports Deadline: Federal Source 9 Requests	14
15	16	17	18	19	20 Deadline: (Bulkload & Direct Entry) Year End General Ledger Journal entries To Do: Year End PS Sequestrations	21
22	23 Deadline: (Bulkload) Year End Contracts & POs	24 Deadline: (Online & Direct Entry) Year End Contracts & POs	25 Deadline: (Bulkload) Year End Expense Reports - due by 3:00pm Deadline: (Bulkload) Year End Vouchers - due by 3:00pm Deadline: (Bulkload) Year End Journal/Revenue Transfers Deadline: (Bulkload) Year End Revenue	26 Deadline: (Online) Year End Expense Reports - due by 3:00pm Deadline: (Online) Year End Vouchers - due by 3:00pm Deadline: Year End Federal Fund Vouchers Deadline: Year End Insufficient Cash Transactions Notice: Vouchers Charging Lapsing Appropriations Deadline: Online and Direct Entry Transactions	27 Deadline: Voucher Payment Dates Deadline: Online and Direct Entry Transactions Notice: SFS Access Closed for Agencies at 3:00pm Deadline: (Online & Direct Entry) Year End Journal/Revenue Transfers Deadline: (Online) Year End Refund of Appropriation Vouchers Deadline: (Online & Direct Entry) Year End Revenue Deposits Notice: Vouchers & Expense Reports Remaining in the SFS	28



AnalyzeNY

EE1 Project Officer, Bonnie Gold

AnalyzeNY updates

- Work continues on Oracle BI Apps implementation, Oracle's off-the-shelf data warehouse
- Project delays have occurred due to product and infrastructure issues-have been resolved
- Current schedule; Go-live shortly after EE1
- Reports available will include appropriation reports which will show pre-encumbrances, encumbrances, expenditures, modified accrual and cash disbursements
- Reports will drill down to requisitions, POs, vouchers and journals
- General ledger reports will also drill down to documents



Reports

Manager, Alex DeFrancesco

Reports and Reports Catalog Update

The new Reports page on *SFS Secure* will contain information related to EE1 reports and queries that users will need through and post Go-Live.

- EE1 Custom Report & Query Lists
 - Provides EE1 disposition, navigation, and functional roles required to access custom reports and queries
- Query Manager Information
 - Provides a brief overview of Query Manager functionality and link to PeopleTools reference material
- Updated SFS Report Catalog
 - Provides additional details regarding frequently used reports, by module

Query Manager

- Communication sent February 4 to announce the ability in the SFS PeopleSoft 9.2 environments for agency users to generate their own queries from a set of core financial data.
- An Oracle Query manager user guide was provided
- Instructions on how to request a new user account to be able to use Query manager were provided
 - Access may be provisioned in ABP now
 - Production access against the 9.2 data will be available upon Go-Live in April

Report Catalog

- SFS is transitioning the Report Catalog from our public website into SFS Secure
- Initial publications regarding reports and queries will include:
 - List of new, modified, retired, and unchanged custom reports
 - List of new and unchanged custom queries
 - List of modified, retired, and unchanged public queries
- After the initial lists are published SFS plans to enhance over the coming months
 - Highlight commonly used reports by module
 - Reports used for certain business events
 - Other reporting news



Stakeholder Services Update

Manager, Matt Ingram

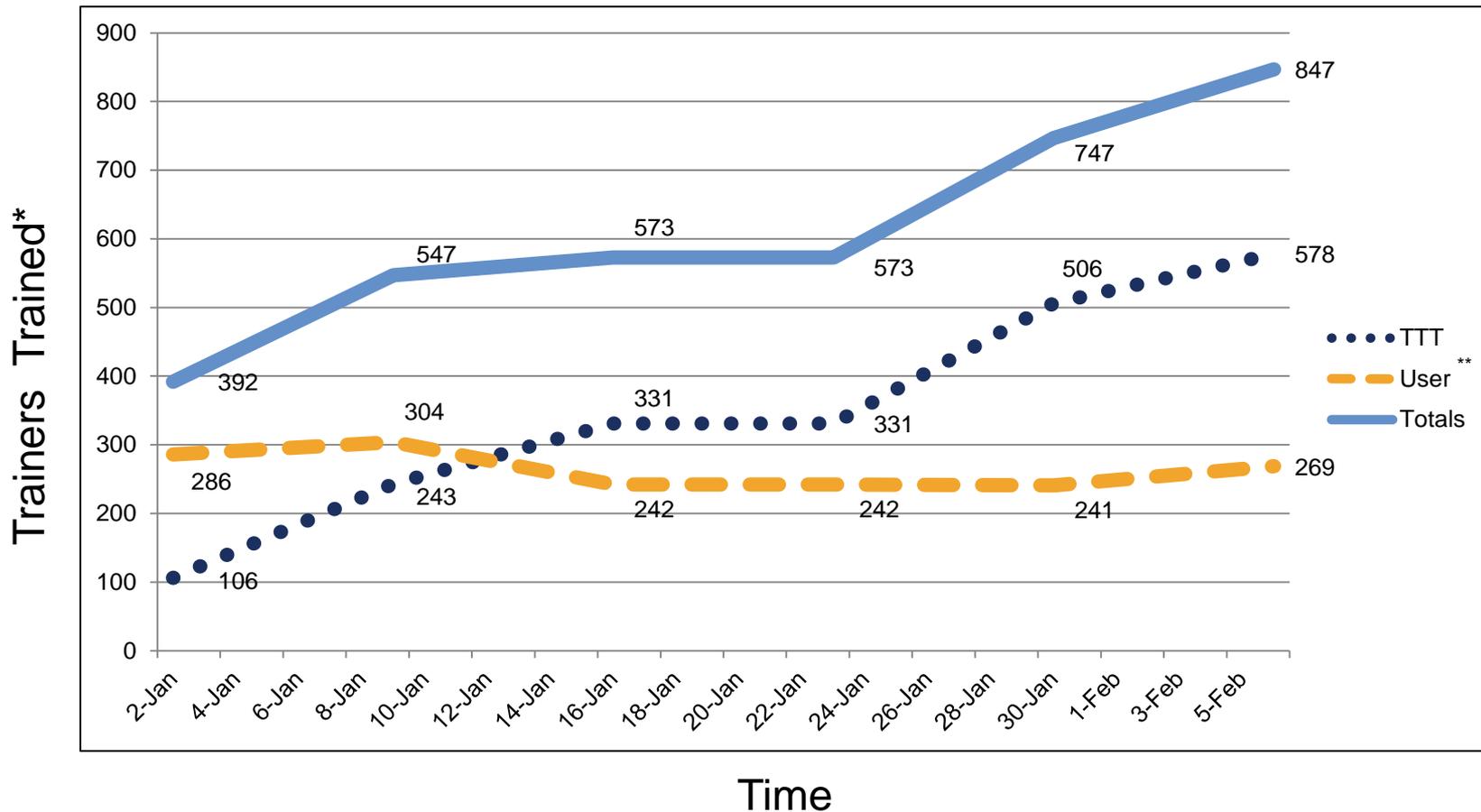


Training Updates

EE1 Training Lead, Andrea Garrison

EE1 Training Progress

Chart: Training progress January 1 - Current



* Actual attendance may be higher (see notes for details)

** User training figures will vary as they are based on in-person attendance and agency reporting

EE1 Training Delivery

Job Aids

- Job Aid delivery schedule has been posted to the Training section of SFS*Secure* and included in the ABP Tip Sheet
- Agency SGL Job Aids will be linked to from the Conversion/Cutover page

Training sessions

- Bulkload Procurement Contracts Training Session being scheduled soon
- An Agency Trainer Kickoff meeting was held on February 11th and included how to schedule use of the EE1 training environment
- All Train-the-Trainer sessions with the exception of ALM – Inventory and DOL are complete.
 - Note: SFS will deliver additional Procurement Contracts and Budget/KK sessions during the week of 3/9
 - EE1 Agency Trainer Kick-Off Presentation is located on EE1 Training and End User Education page in Resources section.

EE1 Training Summary

- **29** Train-the-Trainer sessions have been delivered, materials available for trainers to deliver to users.
- **11** User Training sessions have been delivered.
- **2** Podcast Learning Sessions are available in SLMS for Users (EE1 Conversion/Cutover and EE1 PSP Primer) and viewed by **448** Users
- **24** Module-based First Look Sessions were delivered and made available in SLMS. Since delivered via WebEx, **296** Users have viewed the Podcasts.



Questions and Answers

Submit your questions via the WebEx Chat

If you have any questions after the checkpoint call, please send them to the SFS Help Desk and include your question topic in the subject line of the email.

SFS Help Desk: HelpDesk@sfs.ny.gov; (518) 457-7737; (877) 737-4185 toll-free