



# April Agency Checkpoint Call

# Agenda

- Opening Remarks
- Agency EE1 Operational Readiness
- EE1 Project Update and Schedule
- EE1 Stakeholder Resources Updates
  - Scorecard Information, Job Aids and Fast-Track Updates
  - EE1 Fast-Track Demo Approach
  - SFS Agency Business Process System Tips
- Questions and Answers



# Opening Remarks

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SFS Director, Peggy Sherman



# EE1 Operational Readiness

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John Corbett, Bonnie Gold  
and Rich Thomas

# Agency Operational Readiness

- The SFS Joint Governance Board approved the October Go-Live date
- June 30 deadline for agency readiness
  - Agency Readiness Scorecard to track progress towards this deadline
- Your agency should be testing financial business processes and validating user roles in the Agency Business Process (ABP) test environment

# Agency Operational Readiness

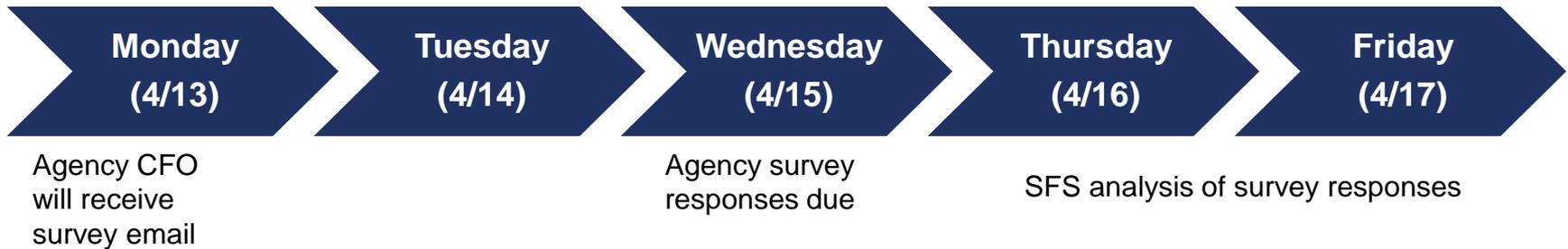
- Agencies should deliver user training by May 31. The SFS EE1 Project Team will work with your agency to provide refresher training in the August-September timeframe
- SFS agency users should take advantage of all resources and opportunities provided by the SFS EE1 Project Team, OSC, DOB and the OGS Business Services Center to improve readiness and meet these deadlines

# Measuring EE1 Agency Readiness

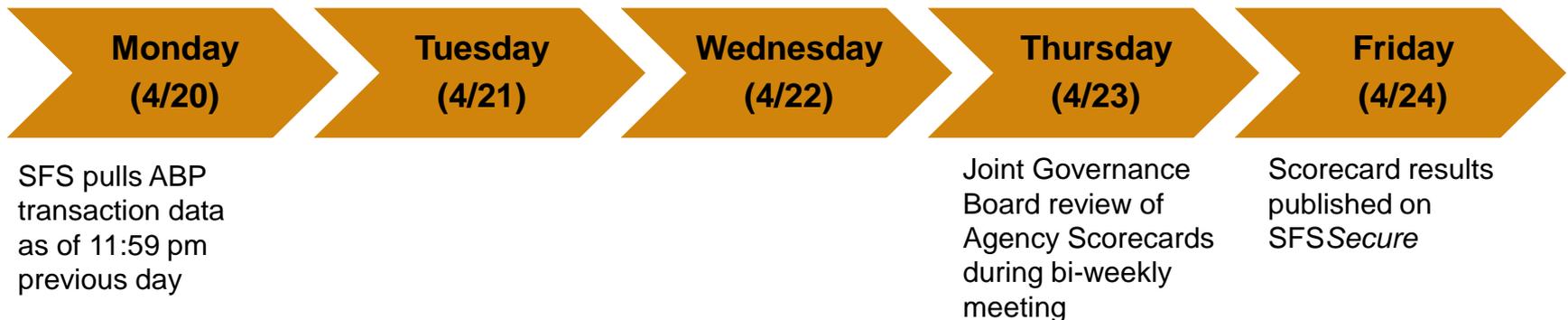
Agency Readiness Categories = 100%	Agency Readiness Criteria	Criteria Weight	Reporting Method
<b>Transactions</b> <i>Category Weight:</i> <b>60%</b>	Procure-to-pay Transactions Budget/Commitment Control Other Transactions	60% 20% 20%	SQL SQL SQL
<b>Testing</b> <i>Category Weight:</i> <b>20%</b>	CFOs will provide SFS with information on agency business process testing; agency security roles and questions for Bulkload agencies re: inbound and extract testing	100%	CFO Survey
<b>Training</b> <i>Category Weight:</i> <b>20%</b>	Agency users have been trained (by SFS, Agency or BSC)	100%	CFO Survey

# Bi-weekly Schedule

## Week 1: Agency Input and Collection



## Week 2: Review and Publish Results



# CFO Survey Questions

Survey Area	CFO Survey Questions
Procure-to-Pay	1. How confident are you that your agency can process an <b>agency contract</b> end-to-end (e.g., requisition, contract, purchase order, voucher)?
	2. How confident are you that your agency can process a <b>centralized contract</b> end-to-end (e.g., requisition, contract, purchase order, voucher)?
	3. How confident are you that your agency can transact against a <b>converted contract</b> end-to-end (e.g., issue purchase order, voucher and/or amend)?
	4. If you answered that you have 60 percent or less confidence in one or more of the above questions, please use the below comment box to describe what you are doing and what you need from SFS to increase your confidence.
Budget	5. How confident are you that your agency can complete the <b>budget journal</b> process end-to-end?
	6. How confident are you that your agency can manage and make adjustments to your agency's <b>spending plan</b> (PSP)?
	7. If you answered that you have 60 percent or less confidence in one or more of the above questions, please use the below comment box to describe what you are doing and what you need from SFS to increase your confidence.
Bulkload (If applicable)	8. How confident are you that the SFS extracts your agency retrieves from Tumbleweed can be uploaded or used by your agency's feeder/source systems in support of your agency's business processes?
	9. How confident are you that your agency can create and successfully submit inbound files to SFS from your source systems?
	10. If you answered that you have 60 percent or less confidence in one or more of the above questions, please use the below comment box to describe what you are doing and what you need from SFS to increase your confidence.
Roles/ Security	11. What percentage of agency users have logged in and validated that they can perform key business processes using their assigned roles?
Training	12. What total percentage of your agency's users have been trained by your agency, SFS, or the OGS Business Service Center (if applicable)?

# Mid-year Cutover Impacts

## ■ Reports

- Analysis of reports that will be impacted by a mid-year conversion is complete
- Module Leads (mainly in the KK area) are developing solutions for reports that may have a mid-year conversion impact
- SFS Reports Catalog will flag any impacted reports and link to tools available to run each impacted report
- Mid-year Conversion Workgroup is forming with Project Officers and select agencies to prove out the mid-year conversion plan



# EE1 Project Schedule and Updates

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EE1 Project Director, Ed Bouryng

EE1 Project Manager, Terry Anderson

# EE1 Status Update

- Project Status
  - Strategy: Focus on agency readiness and minimize change
    - Charter amendment approved, including October Go-Live; Hard Freeze remains in-tact
  - Plan: Detailed planning completed
  - Conversion: Functional design completed
  - Reporting: Scope of changes being reviewed by Project Officers
  - Agency Fast-Track priority
- Agency Readiness
  - Initial Agency readiness meetings began on Friday, 4/10
    - Align agency and SFS objectives for June 30 readiness milestone
    - Collaborate on planning for achievement of the June 30 readiness milestone
    - Understand measurement process
  - Initial scorecard to be presented to the JGB 4/23
    - Including expanded objective criteria for successful transactions
    - Including subjective criteria from bi-weekly CFO survey (initial survey 4/13)
    - *Objective: the agency is ready to Go-Live, not that all agency users are ready*

# Mid-Year Deployment Impacts

- Deployment like a 2<sup>nd</sup> FYE
- Deployment window similar to what was planned for April Go-Live
- Commitment Control (KK) conversion and deployment impacts
  - All contract Purchase Orders (POs) and encumbrances and requisitions closed
  - All in-process transactions closed
  - Conversions will occur as of October 1, not April 1
    - Generally causes date change impacts to KK conversion programs
    - New conversion needed to establish YTD expenditures for KK Financial Plan
  - Agency Soft Go-Live effort as it was for April deployment
- Post Deployment Impacts
  - Users will not be allowed to enter a pre-October budget date from October through March of 2015-16 fiscal year
  - The FYE-like deployment approach minimizes reporting impacts
  - Reports impacted identified and under Project Officer review (mostly KK impacts)
  - Agency users will undergo a change mid-year, though right after lapsing

# Key EE1 Project Milestones

- Agency internal user training completed – 5/31
- Agency readiness scorecards:
  - 4/24, 5/15, 5/29, 6/12 and 6/26
- Agency readiness certification: 6/30
- Final agency readiness review with SFS JGB – 7/9
- Go-Live FDR #2: 7/5 – 7/30
  - Refresh of ABP Testing Environment: 7/25-7/27
  - Agency Soft Go-Live in refreshed ABP testing environment: 7/28-7/30
- Agencies continue internal business process testing: 7/31-October
- Go-Live checkpoint with SFS JGB: 9/10
- September Lapsing/Cutover/Conversion/Go-Live: Targeted for Late September-Mid October, Exact Dates TBD



# EE1 Stakeholder Resources

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Stakeholder Services, Matt Ingram

# Update on Stakeholder Resources

- Scorecard resources
  - Handout listing scorecard transactions and current job aids to be distributed to CFOs and Agency Coordinators
  - Agency scores will be posted to a new page on *SFS Secure* on 4/24
  - Refreshed *SFS Secure* with improved navigation and an improved agency readiness page to be launched soon

# Key Transactions for Readiness

Process Area	Transaction
<b>Procure-to-Pay 60%</b>	<ol style="list-style-type: none"> <li>1. End-to-end converted Contract update process</li> <li>2. End-to-end new Contract process</li> <li>3. Purchase Order for an agency Contract</li> <li>4. Purchase Order for a centralized Contract</li> <li>5. Purchase Order Change Order</li> <li>6. Purchase Order amount adjustment               <ol style="list-style-type: none"> <li>a. Purchase Order amount adjustment to match contract line amount</li> <li>b. Purchase Order additions to the same contract line</li> </ol> </li> <li>7. Single pay voucher</li> <li>8. Regular voucher (attached and unattached Purchase Orders)</li> <li>9. Voucher lines entered on a Purchase Order</li> <li>10. Voucher for a converted Purchase Order</li> <li>11. Voucher with match exceptions</li> <li>12. Voucher entered with valid budget header status</li> <li>13. Amend a funded contract               <ol style="list-style-type: none"> <li>a. Adjust contract header amount</li> <li>b. Adjust contract line amount</li> <li>c. Adjust contract end date</li> <li>d. Adjust contract start date</li> <li>e. Adjust contract description</li> </ol> </li> <li>14. General Purchase Requisition</li> <li>15. Contract Originating Requisition</li> <li>16. Update a rolled Purchase Order</li> <li>17. PO Activity - New POs</li> </ol>

# Key Transactions for Readiness

Process Area	Transaction
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"> <b>Budget/Commitment Control/General Ledger</b>  <b>20%</b> </p>	<ol style="list-style-type: none"> <li>1. Commitment Control (KK) Segregation Budget Transfers</li> <li>2. Commitment Control (KK) Segregation Interunit Budget Transfers</li> <li>3. Commitment Control (KK) Segregation Budget Journals</li> <li>4. Commitment Control (KK) Project Budget Journals</li> <li>5. Commitment Control (KK) Project Budget</li> <li>6. Commitment Control (KK) Project Budget Interunit Budget Transfers</li> <li>7. Agency KK Budget (13 agencies)</li> <li>8. Operating Budget Plan (2 agencies)</li> <li>9. Purchase Orders that have undergone a Restart Adjustment Action</li> <li>10. Purchase Orders that have undergone a Replan Adjustment Action</li> <li>11. Purchase Orders that have undergone a Recalculation Adjustment Action</li> <li>12. Purchase Orders that have undergone a Reallocation Adjustment Action</li> <li>13. General Ledger Journal transactions</li> <li>14. <i>DOL01 allocations</i></li> </ol>

# Other Key Transactions for Readiness

Readiness Area	Transaction
<p style="font-size: 2em; color: #e67e22; text-align: center;">Other 20%</p>	<ol style="list-style-type: none"> <li>1. Bills entered</li> <li>2. Direct Journals successfully loaded to Accounts Receivable</li> <li>3. Bills Interfaced from Project Costing/Customer Accounts to Billing</li> <li>4. Bills invoiced (Non-Interagency)</li> <li>5. <i>Inter-Agency Bills generated</i></li> <li>6. <i>Inter-Agency Payment applied successfully</i></li> <li>7. Customer Payments applied</li> <li>8. Direct Journal Payments</li> <li>9. <i>Grant Contract Award (DOL)</i></li> <li>10. <i>Accounts Payable Vouchers collected for Projects (DOL01)</i></li> <li>11. <i>General Ledger Journals collected for Project Costing (DOL01)</i></li> <li>12. <i>General Ledger Journals recorded from Project Costing (DOL01)</i></li> <li>13. <i>LATS File Loads - PAY Analysis Type rows (DOL01)</i></li> <li>14. <i>Asset Retired (OGS01)</i></li> <li>15. <i>Asset added</i></li> <li>16. <i>Physical Assets changed (OGS01)</i></li> <li>17. <i>Assets with information updates (OGS01)</i></li> <li>18. Approved travel authorizations</li> <li>19. Expense Reports</li> <li>20. Expense Report sourced from an Approved Travel Authorization</li> <li>21. Expense Report that contain T-Card transactions</li> <li>22. Approved Procurement/NET Card Charges not sourced to Vouchers</li> <li>23. Procurement/NET Card reconciliation Vouchers that have been created and completed through the payment step</li> <li>24. Procurement/NET Card reconciliation Vouchers processed but not submitted</li> <li>25. <i>Revenue Contract (DOL01)</i></li> <li>26. <i>Revenue Contract (Other BUs)</i></li> </ol>

# Job Aid Update

- More than 240 job aids are posted to SFS*Secure*; all essential job aids have been posted. All second-tier job-aids are being added by mid-May
- All job aids include SFS role required to perform the tasks listed

Accounts Payable (11)	Accounts Receivable (38)	Agency Security Administrators (1)	Billing (32)
Commitment Control (11)	Credit Card Administrators (10)	Customer Contracts (4)	Employee Data Administrators (7)
Enterprise Service Automation (30)	General Ledger (17)	Inventory (13)	Navigation (14)
Payment Schedule Projection (2)	Procurement Contracts (7)	Purchase Orders/Requisitions (15)	Training (1)
Travel and Expense (12)	Workflow Administrator (16)		

# EE1 Fast Track Support Continues

- Agency Readiness Center – daily from 1-3:30 p.m.
- Agency one-on-one meetings available Thursdays and Fridays
- Agency Demos and Labs beginning week of 4/20/15

*Take advantage of the EE1 Fast Track resources to ensure your agency is ready for EE1*



# EE1 Fast-Track Demo Approach

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Stakeholder Services, Alex  
DeFrancesco

# EE1 Fast Track Demo Approach

## Agency Fast Track Demos & Lab

- **Audience:** Online & Bulkload Agencies
- **Objective:** To demo critical transactions, and provide specific agencies with hands-on lab experience at SFS
- **When:** Virtual demos and lab sessions, two days per week, from 10am-12pm
- **Format:** Virtual WebEx demo available for all agencies. In-person follow-up lab for specific agencies (targeted, based on scorecard results)

*All agencies are invited to participate in the virtual demos, but only specific agencies are invited to participate in the onsite lab following each demo.*

# Upcoming Demo Sessions

<b>April 20</b>	<b>April 22</b>
<b>Procure-to-Pay Session 1</b> <i>Opening lines on converted contracts, entering contract requisitions and POs</i>	<b>Procure-to-Pay Session 2</b> <i>Editing a Purchase Order, amending a contract, entering a voucher associated with a PO</i>
<b>April 27</b>	<b>April 29</b>
<b>Procure-to-Pay Session 1</b> <i>Opening lines on converted contracts, entering contract requisitions and POs</i>	<b>Procure-to-Pay Session 2</b> <i>Editing a Purchase Order, amending a contract, entering a voucher associated with a PO</i>
<b>May 4</b>	<b>May 6</b>
<b>Budget/General Ledger/PSP Session 1</b> <i>Entering budget journals and inter-agency budget journals, copying budget journals</i>	<b>Budget/General Ledger/PSP Session 2</b> <i>Approving budget journals, updating the PSP Method and PSP Adjustment Action</i>

**Agencies can enroll in EE1 Fast Track Demo Sessions through SLMS**

*Additional information regarding EE1 Fast Track Demo Sessions will be provided later this week*

# Demos: Procure-to-Pay

Session	Demo Transactions	Related Job Aid
<b>Procure-to-Pay Session 1</b>	Update Converted Contracts to Open Lines/Add Distribution Information	JAA-CN210-008
	Create a Contract Requisition with Line(s)	JAA-PO205-003
	Verify Contract Created from Requisition	JAA-CN210-010
	Create a General Purchase (Non-Contract) Special Request Requisition with Line(s)	JAA-PO205-006
	Create a Purchase Order with Line(s) by Copying from an Agency Contract	JAA-PO220-031
<b>Procure-to-Pay Session 2</b>	Editing a Purchase Order	JAA-PO220-020
	Adding New Lines to a Contract	JAA-CN210-013
	Amending a Contract Header	JAA-CN210-011
	Entering a Regular Voucher with PO	JAA-AP205-028
	Entering a Non PO Regular Voucher	JAA-AP205-027

# Demos: Budget/GL/PSP

Session	Demo Transactions	Related Job Aid
<b>Budget/ GL/PSP Session 1</b>	Entering and Submitting Budget Journals, Including Budget Journals for the Project Child Budget	JAA-KK215-005
	Entering Inter-Agency (Inter-Unit) Budget Transfers - Sub-allocations	JAA-KK215-006
	Copying Budget Journals	JAA-KK215-002
<b>Budget/ GL/PSP Session 2</b>	Approving Budget Journals	JAA-KK215-001
	Update PSP Method and PSP Adjustment Action	JAA-PSP000-001



# SFS Agency Business Process Environment System Tips

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Service Delivery, Steve Slattery

# Transaction Data Tips

**Defect Release Schedule:** SFS will be applying defect fixes on Tuesdays and Thursday mornings going forward to ABP. Release Notes will be provided on the SFS*Secure* website.

**Data in the TSTFIN1 environment reflects Production data as of 11/4/14 plus all ABP transaction activity to-date. The next data refresh is anticipated for late July.**

## **Three Commonly Reported Testing Problems and Actions to correct:**

**Scenario 1:** A defect is identified and resolved, but data that was processed before a fix was applied still exists. Agencies have previously reported examples of data issues relating to documents (e.g., contracts). When a fix is applied to the test environment, the fix resolves future processing issues of the same type of document, but may leave data issues that could impact testing against that same document. While those documents remain in the test environment, they cannot be used for further processing.

- **Action:** The user will have to discontinue use of the documents (e.g., contracts) that were negatively impacted by the defect and enter new documents to continue testing. Alternately, if the specific document was considered critical to the agency testing effort, the tester can log an incident so that SFS can determine whether a data fix can be applied.

# Transaction Data Tips

**Scenario 2:** A defect is identified and fixed where numerous transactions are impacted and an agency cannot process further on the transactions without action from SFS. This has occurred in contract processing where an invalid transaction did not fully process, which resulted in those transactions failing to fully process and remain in an in-process status.

- **Action:** The tester should log an incident with SFS. SFS will have to change the status of those transactions in order for the agency to be able to transact further with them.

**Scenario 3:** An agency tester expects specific budgets to be available in the test environment, but finds that the budgets are not available during testing.

- **Action:** Budgets may need to be entered into the test environment to accommodate agency testing.

# PeopleTools Upgrade

Upgrade applied to ABP TSTFIN1 over this past weekend, tips on SFS*Secure*

Description	Tips
<p><b>Improper page rendering in Internet Explorer (IE)</b></p> <p>Information is displayed inconsistently when using Internet Explorer, version 8 and lower</p>	<p>IE 9, 10 and 11 are certified by Oracle for use with PeopleSoft. If you are using an earlier version of IE, consult your Agency's desktop support staff for applicable browser solutions.</p> <p><a href="#">Click here for a complete listing of PeopleSoft compatible software.</a></p>
<p><b>Alterations in the way PeopleSoft delivers pages to your browser</b></p> <p>Users may need to clear their web browser caches before trying to login to the ABP environment.</p>	<p><a href="#">Click here for instructions on clearing your browser cache.</a></p> <p>Users of Internet Explorer may want to work with your Agency's desktop support team to disable the feature that excludes cache clearing for sites saved as favorites. This will enable you to clear cached PeopleSoft items as desired.</p>
<p><b>Login screen appearance has changed</b></p> <p>The login screen displays as a deep blue.</p>	<p>Changes in appearance are largely cosmetic. SFS will reapply our login page customizations, such as the SFS logo, over the next few weeks. In the meantime, your ABP login credentials are still valid regardless of login page changes.</p>
<p><b>Error when selecting interagency customer (Billing Module)</b></p> <p>When creating a bill and selecting an interagency customer a java script error message appears</p>	<p>Users should be aware that this defect is present and that SFS is working on a resolution.</p>
<p><b>Field labels improperly displaying (Contract Audit Module)</b></p> <p>Field labels are overlapping with data in the fields.</p>	<p>Users should be aware that this defect is present and that SFS is working on a resolution.</p>

# 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](mailto:HelpDesk@sfs.ny.gov); (518) 457-7737; (877) 737-4185 toll-free