



May Agency Checkpoint Call

Agenda

- Opening Remarks
- Agency EE1 Operational Readiness and Project Schedule
 - Scorecard and agency readiness
 - EE1 project status and schedule
- Stakeholder Information
 - Training schedule and resources
 - Bulkload training reminder
 - Upcoming WebEx - BSC-focused procure-to-pay demo sessions
 - Conversion and Cutover workshop
- SFS Production Updates
 - Lapsing activities
 - OSC Guidance on Closing Periods
- Questions and Answers



Opening Remarks

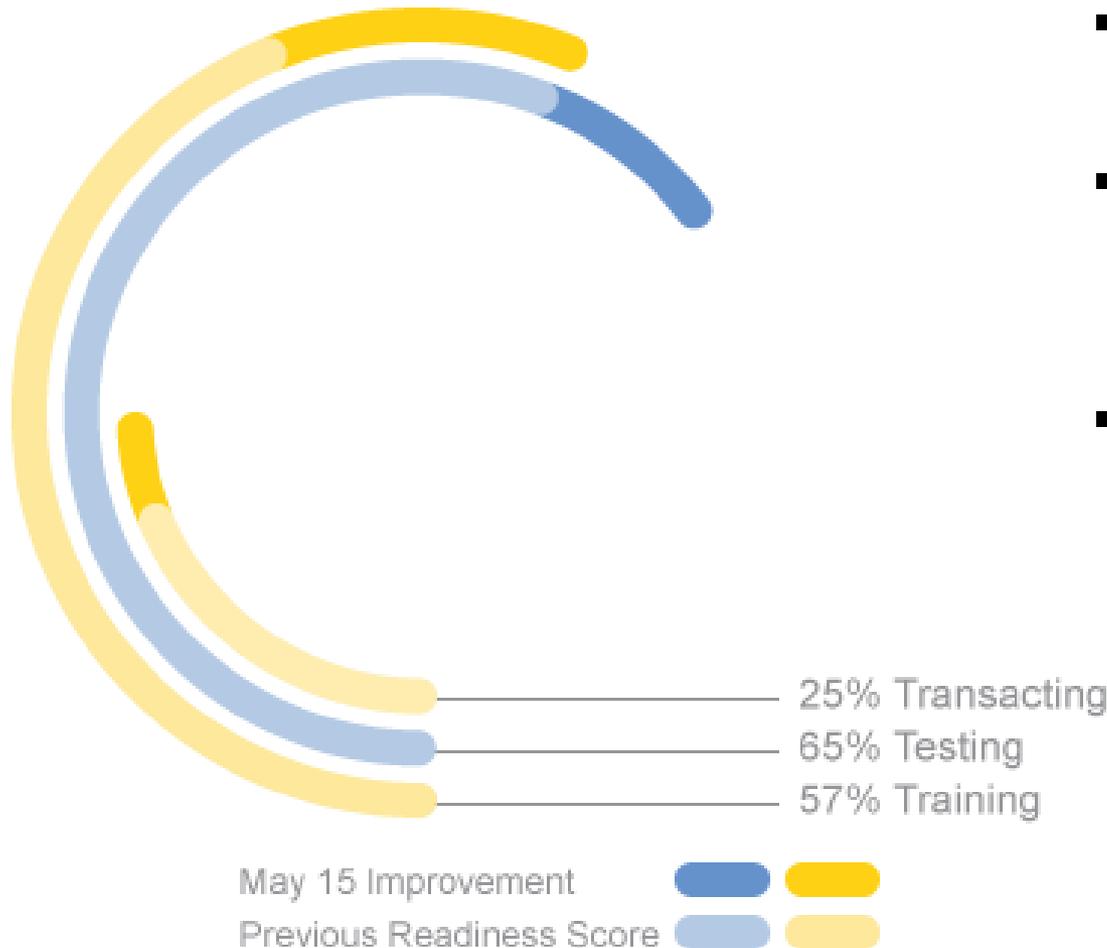
SFS Director, Peggy Sherman



Agency EE1 Operational Readiness and Project Schedule

John Corbett, Bonnie Gold, Rich Thomas,
Ed Bouryng, Terry Anderson

Scorecard and agency readiness



- Scorecard 2 was posted to SFS*Secure* on May 15
- Transactions recorded through Sunday May 24 will be posted in scorecard 3
- SFS will post updated scorecards on May 29, June 12 and June 26

Positive results: what we're seeing with agency scores

- Five agencies increased their transaction readiness by more than 20 percent
- Increased collaboration between agencies, SFS and the Business Services Center
- Increased awareness and use of SFS tools and resources (e.g., demos and labs, training available on SLMS and job aids on *SFS Secure*)

Scorecard: Transactions

- Transactions in the SFS Agency Business Process (ABP) environment count for 60 percent of an agency's score
- SFS EE1 Key Transactions for Readiness - Score Guide Reference Document posted on *SFS*Secure** under Readiness Resources
 - <https://www.sfs.ny.gov/files/ops/SFSEE1KeyTransactionsForReadiness20150513.pdf>
 - Compares Scorecard transaction item in order of processing to the associated Job Aid
- OGS BSC, DOB and OSC staff are actively approving test transactions to support agency testing
- Please contact the SFS Help Desk with any issues/questions or if your agency believes a scored transaction does not apply to your agency helpdesk@sfs.ny.gov

Scorecard: CFO Surveys

- CFO responses count for 40 percent of an agency's score
- SFS distributed survey 3 of 5 on Monday, May 18
- Survey responses are due **COB today, May 20**
- Each scorecard is based on responses to each survey (i.e., previous survey responses do not carry over to the next scorecard)

Answers to Common Scorecard Questions

- How is an agency's score calculated?
 - Overall Score: Transaction processing in the ABP environment accounts for 60% of overall score, survey responses weigh in at 40%
 - Transaction Score: Each agency's transaction score formula may be unique
 - % of *total agency assigned transactions* that have at least 1 transaction or end-to-end set-of transactions recorded
 - Procurement Transactions = 60%
 - Transactions for Agency Budget Staff = 20%
 - Other = 20%
- Creating a requisition, updating a converted contract OR creating a new contract and issuing POs constitutes Procurement Contract end-to-end
- Once a defect has been resolved, Agencies should resubmit a test transaction to ensure that the systems in total (agency, SFS, agency for extracts) properly handle the transaction as it will occur in production defect free

Pending Transaction Approvals for DOB or OSC

- Pending DOB Approvals/Denials: Email your DOB Budget Examiner directly to request approval or denial of transactions
- Pending OSC Approvals/Denials:
 - Bureau of Contracts (BOC): Open a Helpdesk incident requesting approval/denial
 - Bureau of State Expenditures (BSE): OSC BSE will monitor their work list and approve/deny transactions
 - Bureau of Accounting Operations (BAO): OSC BAO will monitor their work list and approve/deny transactions
 - Pending OSC denials/rejections: Open a Helpdesk incident 24 hours prior to submitting a transaction for OSC review and denial/rejection

5 Tips to Improve Scorecard Results

1. Identify transactions not applicable to your agency and submit list to helpdesk@sfs.ny.gov. Once validated, SFS will update your agency's transaction scoring formula.
2. Coordinate with the BSC for transactions that they process on your agency's behalf. The BSC has notified SFS that they are completing ABP testing approvals on Mondays, Wednesdays and Fridays.
3. Each agency is accountable for their own scorecard. Hosted agencies should coordinate with the hosting agency as needed to determine your agency's readiness.
4. Perform testing in the ABP environment during EE1 Fast-Track Agency Readiness Center call between 1-3 pm daily. Your testers can call in questions to the center while testing to improve testing efficiency.
5. The Key Transaction Reference guide in SFSSecure lists transactions in the Procurement and Budget process areas in the order transactions should be entered. The guide includes job aids and associated roles agencies should use for each.

Budgets

- Appropriations = Unreserved SEG + Reserved SEG
- After Go-Live many appropriations will not have a reserved value
 - 100% seg of 2015-2016 approps;
 - Prior FY approps, amount unallocated on 9/30 will go to reserve
 - Different data than ABP today because ABP based on segs as of build date
- No Agency business function to move funds into or out of reserve – DOB function – Agency action will be to understand if there is a reserve

Budgets

- Effective with 9.2 there is no Agency business need to do budget journals to segregate approps. OSC will establish both segs and approps as part of budget implementation process. DOB will reserve any required value.
- Agency will do interchanges, transfers, consolidated transfers, departmental sub allocations and sub allocations using the Budget Transfer or InterUnit Budget Transfer as appropriate using KK_SEG ledger group.

Asset management agency impacts

■ Current State

- OGS is using legacy system Statewide Capital Asset Accounting System (SCAAS) to manage assets that are valued above a threshold
- Additional agencies optionally use SCAAS to manage assets under the current threshold for OGS management
- Assets are managed by Agency code

■ Future State

- OGS will use the SFS to manage all the assets that are currently managed in SCAAS
- Additional agencies have the option to use the SFS to manage assets under the threshold
- Assets are managed by Asset Management Business Unit (AMBU)
 - Example: OGS11, SFS11

Key EE1 Project Milestones

- Agency internal user training completed: 5/31
- Agency readiness scorecards: 5/29, 6/12 and 6/26
- Agency readiness deadline: 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



Stakeholder Meetings and Resources

Stakeholder Services,
Matt Ingram

Upcoming Demo Sessions

Session Name	Date/ Time	SLMS Code	Demo Transactions	Related Job Aid
PSP Session 1	5/27 10am-12pm	May27-PSP-Session1	Updating the PSP Method and PSP Adjustment Action	JAA-PSP000-001
			Viewing PSP Budget Exceptions	JAA-PSP000-002
Revenue Session 1	6/1 10am-12pm	June1-Revenue-Session1	Create a Revenue Contract – Fixed Amount	JAA-CC205-001
			Revenue Contract Amendment – Non-OSC BOC Approval	JAA-CC205-002
			Revenue Contract Amendment - OSC BOC Approval	JAA-CC205-003

Agencies can enroll in a virtual EE1 Fast Track Demo Sessions by searching for **EE1 Fast Track** in SLMS

BSC Procure-to-Pay Demo Session

- One 2 ½ hour virtual demo session targeted for BSC hosted agencies, repeated 2 times
 - Wednesday June 3, 10 a.m. -12:30 p.m.
 - Wednesday June 10, 10 a.m. -12:30 p.m.
- SFS will setup the “Event Center WebEx” (max capacity of 500 participants)
- An onsite lab will Not be offered (entirely virtual)
- BSC communication will follow with WebEx information
- To register for these sessions through SLMS:
 - June 3 Class Code: OGS-SFS-EE1-PC-6-3-15
 - June 6 Class Code: OGS-SFS-EE1-PC-6-10-15

Bulkload Training Reminder

- EE1 Procurement Contracts and Online Inquiry training session specific to Bulkload agencies will be held on Tuesday, May 26 from 10:00 a.m. to 12:00 p.m.
 - Enrollment in this training session is available through the Statewide Learning Management System (SLMS)
 - SLMS: Course Code SFS-BLK205
 - Course Title: EE1 Procurement Contracts and Online Inquiry
- Includes training on new functionality related to Procurement Contracts for EE1 implementation as well as a demonstration of online inquiries, as requested by Bulkload agencies.
- This course will be delivered virtually via WebEx

Job Aid Update

- More than 360 job aids are posted to SFS*Secure*; all essential job aids have been posted. All additional job-aids are being added
- All job aids include SFS role required to perform the tasks listed

SFS Job Aids (by module)		
Accounts Payable (AP) (25)	Accounts Receivable (AR) (47)	Agency Security Administrators (ASA) (1)
Asset Management (AM) (16)	Billing (BI) (48)	Commitment Control (KK) (11)
Credit Card Administrators (CCA) (10)	Customer Contracts (CC) (4)	Employee Data Administrators (EDA) (7)
Enterprise Service Automation (ESA) (76)	General Ledger (GL) (17)	Inventory (INV) (13)
Navigation (NV) (14)	Payment Schedule Projection (PSP) (2)	Procurement Contracts (CN) (9)
Purchase Orders (PO) / Requisitions (32)	Query (QRY) (1)	Training (TR) (1)
Travel and Expenses (TE) (12)	Workflow Administrator (WFA) (17)	

EE1 Fast Track Support Continues

- The Agency Readiness Center Fast Track support from 1:00 - 3:00 p.m. Monday-Friday to support Bulkload and Online Agencies with their EE1 readiness concerns and questions
- Agency requested Fast Track Support Meetings continue as requested from 10:00 a.m. – 11:00 a.m. Thursdays and Fridays
- Agency Demos and Labs continue to be held Monday and Wednesday mornings

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

Conversion and Cutover Workshop

- Scheduled for June 18 from 9 AM – 11 AM
 - Conference Call/WebEx will be available
- Agenda:
 - Budget/KK
 - Procurement
 - Soft-Go Live activities
- FDR SGL will be in the ABP environment
- SFS announcement with details will be distributed to Agency Coordinators



SFS Production Updates

Service Delivery, Steve Slattery

Lapsing

- SFS and OSC are preparing to conduct the upcoming June Lapsing, process will mirror prior Lapsings.
- High level timing:
 - **Lapsing Guidance Issued by OSC** - End of next week (May 29th)
 - OSC will be issuing a Lapsing Operational Advisory, refreshing GFO materials and the Lapsing Calendar late next week with detailed transaction deadlines and notices.
 - Lapsing materials are on OSC's website: <http://www.osc.state.ny.us/agencies/lapsing/index.htm>
 - **PCAS Clean-up** – Weekend of June 27th
 - SFS will be closing all Purchase Orders that use an appropriation scheduled to lapse and are fully liquidated as of Friday, June 26, 2015. SFS also will be closing Requisitions that use an appropriation scheduled to lapse during this weekend.
 - **Lapsing Event** – June 30th – July 2nd
 - SFS Production Financials (PCAS) will be closed to Agency users from Tuesday, June 30th 3:00 pm – Thursday, July 2nd. (Estimated)

OSC guidance on closing periods

- Effective May 31, 2015, OSC will be closing March 2015. OSC will be leaving two prior months open in the sub-modules to provide agencies time to modify their business processes. In June, the sub-modules will be open for April through August.
- Starting July 1, 2015, OSC will be closing April and May 2015 and will only have one prior month open going forward.
 - Except October 2015, September will be closed and no prior months will be open.

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