



# June Agency Checkpoint Call

# Agenda

- Opening Remarks
- Agency EE1 Operational Readiness and Project Schedule
  - Scorecard and agency readiness
  - EE1 project status and key milestones
- Stakeholder Information
  - Training Refresh & Resources
    - Training refresh
    - Upcoming EE1 Fast Track Demo Sessions
    - PSP Overview & Panel
  - Get ready for the EE1 transition
    - EE1 transition test (a.k.a. Full Dress Rehearsal)
    - Refresh of environment
    - Additional EE1 project updates
- SFS Updates
- Questions and Answers



# Opening Remarks

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SFS Director, Peggy Sherman

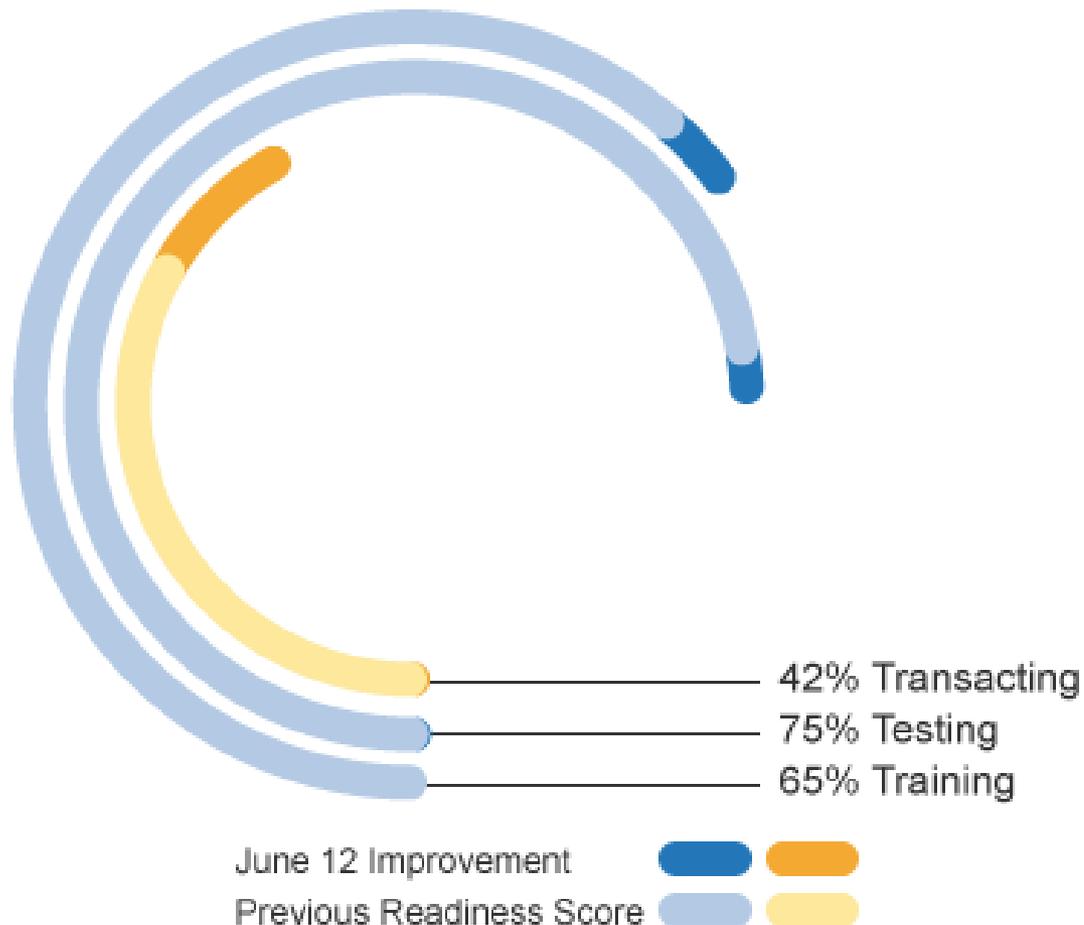


# Agency EE1 Operational Readiness

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John Corbett, Rich Thomas and  
Bonnie Gold

# Scorecard 4 and agency readiness



- Scorecard 4 was posted to SFSSecure on June 12
- Overall agency readiness is 52 percent, up from 38 percent in the first scorecard... but there is a broad range of scores
- Large agency readiness is 66 percent, up from 40 percent in the first scorecard
- Large agencies have completed 60 percent of the required transaction testing

# Some agencies are almost done with test transactions

- A handful of agencies are close to completing 100 percent of the required test transactions
- Six agencies have completed 100 percent of the required “Procure-to-Pay” test transactions
- Two agencies have completed 100 percent of the required “Budget/KK/GL” test transactions
- Five agencies have completed 100 percent of the required “Other” test transactions

# If your agency is not one of them...

- 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
- Test in the ABP environment during EE1 Fast-Track Agency Readiness Center call between 1-3 pm daily  
Testers can call in questions for real-time answers
- Contact the SFS Help Desk if your agency believes a scored transaction does not apply to your agency

[helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov)

# Scorecard 5 and 6 Deadlines

	Survey Sent to CFO	Survey Due back to SFS	Transaction Snapshot Taken for Scorecard	Scorecard Results Posted
Scorecard 5	June 15	June 17	June 21	June 26
Scorecard 6	June 29	July 1	July 1	July 10

- Transactions recorded through Sunday, June 21 will be posted in Scorecard 5 on June 26.
- Transactions recorded through Wednesday, July 1 will be reviewed by the SFS Joint Governance Board on July 9 and posted in Scorecard 6 on July 10. This is expected to be the last all-agency scorecard.



# EE1 Project Status and Key Milestones

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Project Director, Ed Bouryng  
Project Manager, Terry Anderson  
AnalyzeNY, Owen Devine

# EE1 Status Update

## ■ Project Highlights

- Agency Readiness: Continued strategy and focus
- System Readiness
- PSP Reporting and AnalyzeNY
- Procurement: Quantity-based POs; PO Dispatch
- Lead Agencies:
  - DOL (ESA) – Month-end Allocations During Federal Grant Liquidation Period; Reporting
  - OGS (ALM) – Asset Management Ready; Real Estate Process Advancements; Further Rollout of Inventory
- FYE/Lapsing for March 2016: Conceptual design in-process; Objective – set course and communicate any impacts



# AnalyzeNY Update

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ITS, Owen Devine



# EE1 Project Milestones

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Project Manager, Terry Anderson

# June EE1 Project Milestones

- EE1 Information Session- Getting Back in Business **tomorrow**: 6/18
  - Refer to the Get Ready for EE1 Transition slide
- Agency Administrator EE1 Readiness Session to be held virtually on Tuesday, 6/23
  - Invitation will be sent shortly
- Agency readiness scorecard 5 results posted: 6/26
- Agency readiness deadline: 6/30

# July EE1 Project Milestones

- Final agency readiness review with SFS Joint Governance Board (JGB): 7/9
- Agency readiness scorecard 6 results posted: 7/10
- Go-Live Full Dress Rehearsal (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

# August EE1 Project Milestones

- SFS begins publishing refresher training material
- Agencies continue internal business process testing through October
- User Validation Testing

# September EE1 Project Milestones

- Go-Live checkpoint with SFS Joint Governance Board (JGB): 9/10
- Agencies continue internal business process testing: through October
- September Lapsing/Cutover/Conversion/Go-live: Targeted for Late September-Mid October, Exact Dates TBD

# October EE1 Project Milestones

- Agencies continue internal business process testing: through October
- Go-Live Deployment



# Real Estate Updates

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Project Director, Ed Bouryng

# Real Estate Process Impacts

- OGS is using the Project Costing Module to capture lease/land-related costs
- The lease/land “project” will be tied to the related asset (or land) or to the related lease and associated asset (for lease)
- Requires entry of the Project ID on lease/land related transactions
- ESA agencies (e.g., DOL) are required to enter the lease Project ID; impacted their federal overhead allocations
- Upcoming Agency Discussion topics (mid-July):
  - Enabling lease project data capture in relation to OSC-managed grants
  - Enabling lease project data capture unrelated to grants
  - Maximizing lease related data value in Project Costing to support the lease management business process



# Stakeholder Information: Training Refresh and Resources

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Stakeholder Services,  
Alex DeFrancesco

# Training Refresh

- All EE1 training material created by SFS is available on-demand via the Statewide Learning Management System (SLMS)
- The list of all available SFS EE1 Training courses is published in the **SFS SLMS Course Codes** document on the **EE1 Training and User Education** page on SFS Secure

IF	THEN
Your staff need a preview of changes related to process, procedure, and policy	Enroll in and access the <b>SFS First Look</b> content available via SLMS
Your staff currently use SFS and need to know what will change between what they currently do in 9.0 and what to expect with 9.2	Enroll in and access content from a <b>Delta Training</b> session
Your agency and staff are new to SFS and want to learn about how to use the SFS from the start	Enroll in and access content from a <b>New User</b> training session intended for users on boarding to SFS

- Efforts are underway to develop self-paced training modules for SFS Users, to provide additional background, context and detail while enabling users the ability to practice transaction processing in the SFS

# Upcoming EE1 Fast Track Demo Sessions

- SFS will be facilitating EE1 Fast Track Demo Sessions focused on Payment Scheduled Projection (PSP) and Asset Management (AM)
  - PSP: Monday, June 22 from 10:00am - 11:00am
  - Asset Management: Wednesday, June 24 from 10:00am - 11:00am
  
- Registration for the PSP Session is available through SLMS
  
- Registration for the Asset Management Session is through targeted outreach
  - The Asset Management Demo session is ***specifically targeted*** towards Agencies that currently utilize the legacy asset management system and are expected to maintain assets in SFS at go-live.

Session	Date	Audience	Demo Transactions	Related Job Aid
PSP	6/22	All Agencies	Update PSP Method and PSP Adjustment Action	JAA-PSP000-001
			Viewing PSP Budget Exceptions	JAA-PSP000-002
Asset Management	6/24	Targeted Agencies	Retire an Asset	JAA-AM205-013
			Adding an Asset	JAA-AM205-001
			Modify Asset (change location)	JAA-AM205-002
			Modify Asset (change attributes)	JAA-AM205-002

# PSP Overview and Panel

- Presentation posted to SFS*Secure*:
- <https://www.sfs.ny.gov/files/ee1/readiness/EE1ReadinessPSPPanel20150611.pdf>
- Presentation recording can be found in SLMS
- Course code: SFS-PSP-Panel

# Get Ready for EE1 Transition

## EE1 Information Session – Getting Back in Business

- Thursday, June 18 from 9:00 a.m. – 11:00 a.m.
- Prepare for smooth resumption of business after EE1
- Strategies for Go-Live to be practiced during and after Full Dress Rehearsal (FDR)
- EE1 Information Session topics will include:
  - Key dates
  - Review of the transition process
  - Agency responsibilities and opportunities
- Registration is required by registering via WebEx or submitting an incident titled EE1 Information Session RSVP to [helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov) to attend in person
- Conference Call/WebEx Info: SFS*Secure*>EE1>Conversion/Cutover Home> Conversion/Cutover Announcements
- Email was sent from the EE1 mailbox on 6/3 to Agency Coordinators, Bulkload Liaisons and User Group members



# PO Auto-Sourcing: PO Default Run Control Set Up

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Manager, Paul Kalinowski

# Online Agency Task - PO Dispatch

- With EE1, SFS will be employing the functionality of contract “Staged” releases – this will allow an agency Contract Processor to have an Agency Contract purchase order created automatically
- All BSC hosted agencies will be required to use this functionality in creating their contract purchase orders while non-hosted agencies will have the option
- When the purchase order is created, it will be in an approved status and then budget checked during the regular budget check cycles
- Once the purchase order has a valid Budget and PSP Budget status, it will be available for PO Dispatch in order to send it to the Supplier and subsequently pay invoices received against the PO

# Online Agency Task - PO Dispatch

- To complete this task, Agencies will need to have users role mapped to the PO Batch Processor role
- The PO Batch Processor will need to create a Run Control for this Dispatch. Job aid (JAA-PO000-011) Setting up Run Control Parameters for the PO dispatch process and Viewing the Dispatched PO's is available to assist Agencies with this task.
- This is a task Agencies must complete in order to complete their contract end to end activities
- Business process flows are available on *SFS Secure*:
  - Creating Agency Contract PO- Updated
  - Creating a Purchase Order associated with an Agency Contract



# SFS Security Updates

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Security, Kristen Pelcher

# Agency Role Mapping Maintenance

- In preparation for EE1 Go-Live Agency Security Administrators should be updating their Agencies EE1 role mapping in the ABP environment as well as in 9.0 Production.
- **Security for EE1 Go-Live will be coming from 9.0 production and not from the ABP environment.**
- The ABP environment will be refreshed from the PFIN FDR environment at the end of July.

# Query Job Aid

- Job Aid: JAA-QRY000-001 Agency Administrator Queries
- Query job aid located on *SFS Secure*:
- <https://www.sfs.ny.gov/index.php/enterprise-enhancement-phase-1/ee1-resources/sfs-job-aids/category/24-qry>
- To do comparison analysis agencies should run the following queries in both PCAS and ABP:
  - NY\_USER\_LIST\_WITH\_ROLES\_ALL
  - NY\_USER\_LIST\_WITH\_ROLES\_ALL\_PL

# Agency Role Guide Update

- Release 4, posted 6/3/15 to *SFS Secure*
- The new Agency Role Guide provides an updated list of Agency roles, and reflects changes made necessary by the EE1 project
- The guide serves as a resource for understanding and managing roles, role assignments, and access to data and reports



# SFS Operational Updates

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Service Delivery, Steve Slattery

# Lapsing Reminder

- SFS and OSC are preparing to conduct the upcoming June Lapsing, process will mirror prior Lapsings.
- High level timing:
  - **PCAS Clean-up** – Weekend of June 27<sup>th</sup>
    - 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 30<sup>th</sup> – July 2<sup>nd</sup>
    - SFS Production Financials (PCAS) will be closed to Agency users from Tuesday, June 30<sup>th</sup> 3:00 pm – Thursday, July 2<sup>nd</sup>. (Estimated)

# OSC guidance on closing periods

- 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.



# SFS Reminders

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Stakeholder Services, Susan  
Hedderman

# 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