



September Agency Checkpoint Call

Agenda

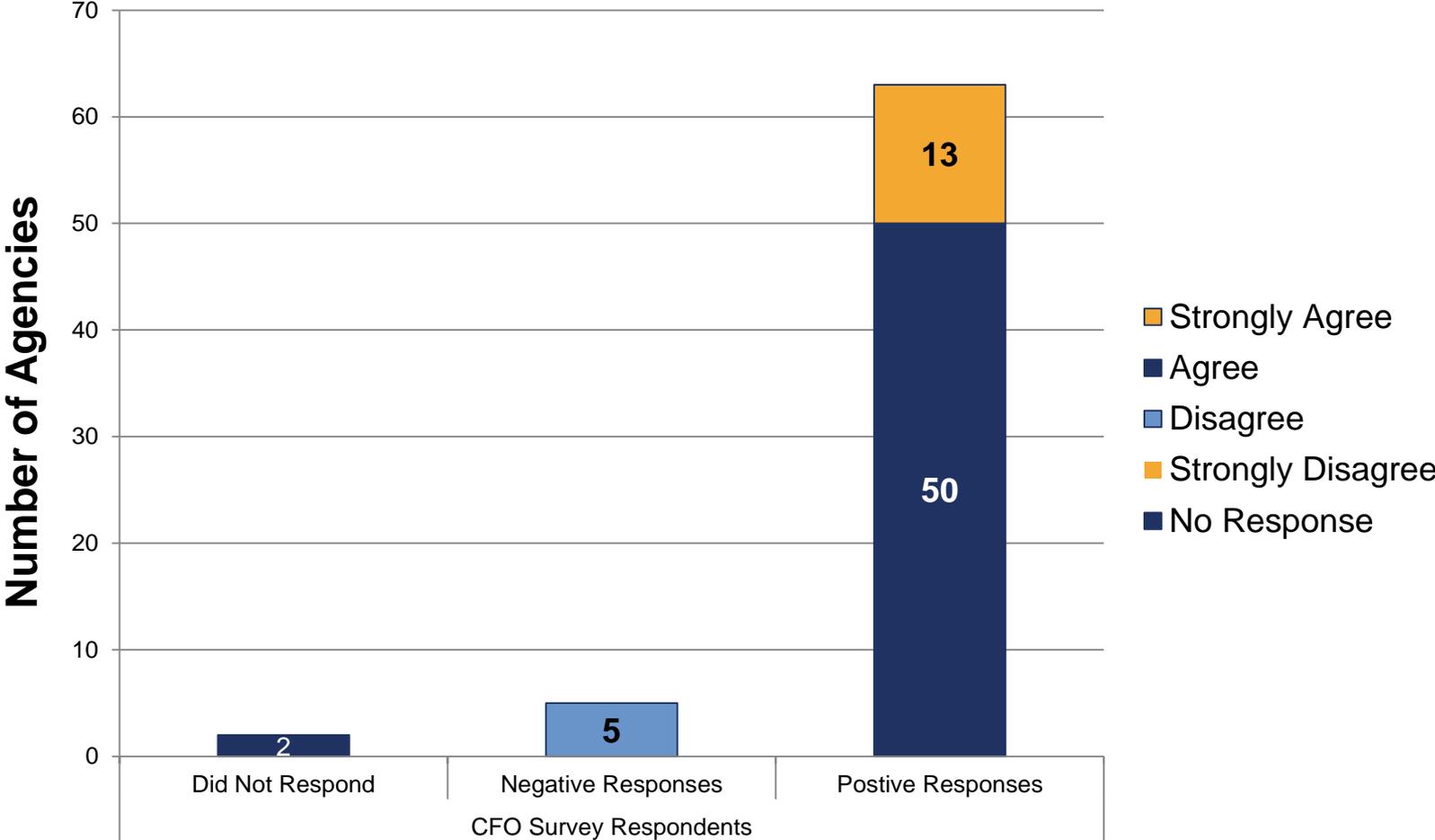
- Opening Remarks
- EE1 Operational Readiness and Project Schedule
 - EE1 Project Status and Key Milestones
- SFS Updates and Reminders
- Structured Question and Answer Session
- Procure to Pay Automation Updates
 - Web-based (NYS eMarketplace) vs. Special Request Requisitions
 - Electronic PO Dispatch and eInvoicing



Opening Remarks

SFS Director, Peggy Sherman

Q9: My agency is prepared to execute our responsibilities to resume SFS processes after EE1 Go-Live.





Operational Readiness and Project Schedule

EE1 Project Director, Ed Bouryng

EE1 Status Update

- Post-Milestone Focus
 - Process Readiness
 - Department of Labor, Lead Agency ESA + On-boarding
 - Office of General Services, Lead Agency ALM
 - OGS Business Services Center
 - System Readiness
 - Defects – Production Readiness
 - Regression Testing
 - Reporting Update
 - PO Dispatch – Automatic Dispatch by Email
 - Use of Real Estate / Lease Project ID
 - Agency Readiness

System Readiness

- **The system is ready**
 - **4/15** - System Readiness milestone achieved in April
 - **10** successful technical upgrades of the system
 - **6** successful conversions of data for re-architecture and new modules
 - **2** successful full dry runs of deployment
- **Since April, SFS focused on stabilizing the system and resolving defects**
 - **New Builds** – SFS has completed EE1 builds and made needed refinements to features to meet critical needs (1 build outstanding)
 - **No critical defects** and **21 high** defects outstanding as of 9/9; 98 total defects compared to about 150 at the end of March.
 - **Regression** – successful completion of EE1 regression testing

System Readiness continued

- **SFS has continuously tested the new system to ensure a stable financial system for agencies in October. Testing has included:**
 - Unit Testing (each build)
 - Conversion Testing (6 conversion cycles, plus assets from 8/11/14-9/4/15)
 - Integration Testing (8/1/14-1/23/15)
 - Performance Testing (3 cycles, from 8/1/14-9/25/15)
 - User-Acceptance Testing (2 cycles, from 1/7/15-3/6/15)
 - Regression testing (6/25/15-8/14/15)
 - User-Validation Testing (8/3/15-9/4/15)

Business Process Readiness

- New Policies Defined
 - OSC Guide to Financial Operations
 - DOB Budget Bulletins
 - EE1 promoted business process aligned with new policies
- Reporting is Ready
 - 9.0 Reports upgraded/retrofit to 9.2
 - New PSP and ESA reports built and tested
 - Critical DOL ESA month-end reports being re-tested
 - AnalyzeNY
 - Mid-year conversion reporting guides posted to SFS *Secure*

Agency Readiness

- **Agency staff tested and practiced new business processes**
 - **6/30** - Agency Readiness milestone achieved through significant agency efforts, tracked in the SFS Scorecard
 - **19** - the number of labs hosted by SFS since April to encourage agency testing
- **Agencies used the past six months to train their staff using SFS resources**
 - **446** - number of job aids developed to assist users with transactions
 - **481** - number of agency staff enrolled in self-paced refresher training launched on 8/19

Agency Readiness continued

- DOT system certified by FHWA
- BSC customer training launched
- OGS on track for Asset Management and Real Estate Management
- DOL conducted end to end testing of federal billing

Conversion Impacts to Project IDs

For agencies that have purchase orders (POs) associated to Real Estate (e.g., Lease contracts), new Real Estate Project IDs are being created for the EE1 Go-Live:

- The EE1 Go-Live for the new Real Estate module is November 2015.
- During the Agency Soft Go-Live period of the EE1 cutover, agencies will need to re-establish contracts and POs as needed
 - The SFS EE1 Project team will make the new Real Estate lease project IDs available to the affected agencies earlier, during the October EE1 Soft Go-Live time frame, so agencies can add the project ID to new POs associated with Real Estate lease contracts as part of their EE1 October Soft Go-Live activities.
 - This will prevent the need for PO rework by the agency at EE1 Real Estate Go-Live in November
- Guidance will be delivered in advance of the EE1 Go-Live that describes when to use the real estate Project ID values on agency transactions going forward



EE1 Schedule

EE1 Project Manager, Terry Anderson

Transition to EE1 - Overview

- The transition to PeopleSoft 9.2 – EE1 will begin October 1 and will conclude on approximately October 15
- Transition activities include:
 - Transaction Closure (in Flight Transactions)
 - Technical upgrade - PeopleSoft 9.0 to 9.2
 - Data conversion
 - Control agency initial transition to EE1 – Control Agency Soft Go-Live
 - Agencies' initial transition to EE1 – Agency Soft Go-Live
- During the transition, the Agency Business Process test environment will be available for agency use.

Prior to Blackout – Late September

9/15 Lapsing

- SFS will execute the first of two lapsing events in September 9/15-9/16
- Same process as every year – System outage has a larger impact as agencies prepare for EE1 Cutover

Transaction Closure & 9/30 Lapsing

- SFS will close all POs that are completed, relate to an Agency or Master contract or are subject to Bureau of Contracts (BOC) even if they do not reference a contract
- SFS will close all Requisitions and all Travel Authorizations. Mass denial of Expense Reports
- Mass Deletion of in-flight vouchers, Budget Journals, and GL Journals
- SFS will execute the second lapsing event in September on 9/29-9/30

Prior to Blackout – Late September

Three Primary Transaction Closure/Lapsing Windows:

- Starting 9/25 at 6:00PM
 - Requisitions and POs with no “In Flight Transactions”
 - Approved but not sourced Travel Authorizations
- Starting 9/29 at 3:00PM - Agency Access Closed
 - Final Pay Cycle, Lapsing & GL Journal Corrections to clear encumbrances and pre-encumbrances
- Starting 9/30 after OSC/DOB work in SFS – Final Batch and Transaction Closeout

Blackout Period (10/1 – 10/10)

System Upgrade - SFS

- Technical Upgrade Activities: 10/1 – 10/7
 - Includes cloning of PCAS (9.0) to PFIN (9.2) environment and ERTCAS to create “read-only” 9.0 reporting environment for agency use through 3/31/16.
- Custom Configuration and Code Migration: 10/6-10/7
- Code and Configuration validation: 10/6+

Blackout Period (10/1 – 10/10)

System Upgrade - SFS

- Custom Data Conversion: 10/7 – 10/10
- As portions of the conversion is completed, reports will be provided so that agencies can plan some of the activities that will be required during the Soft Go-Live period

Black Out Period (10/11 – 10/12)

Transaction Catch up Period - Control Agency Soft Go-Live

- OSC - Before agencies can be allowed back in the system, all critical transactions that were handled outside the system must be entered into SFS and reconciled.
- DOB – The DOB Financial Plan budget will be loaded
 - Needs to be entered prior to opening to agencies to control spending
- OGS – Activate Statewide Contracts
 - Will be needed by agencies for Agency Soft Go-Live activities, to support agency payments against statewide contracts

Agencies should use this time to continue to prepare for agency Soft Go-Live, last minute refresher training, and prioritizing the post Soft Go-Live essential transactions

Agency Soft Go Live – 10/13-10/14

- OSC, DOB and SFS are recommending that agencies use the first few days that the system becomes available to re-establish business as usual. Agencies should focus on:
 - Project Child Budgets
 - Update Contracts to be available for Releases
 - Create Contract Releases and Dispatch POs
 - Review KK Financial Plan (KK_PLAN ledger)
 - Validate User Security and Role Mapping

Agency Soft Go Live – 10/13-10/14

Project Child Budgets

- PRJP budgets will be brought down to the unspent amount and PRJC budgets will be increased to equal Project Parent budgets.
- If there are more than one PRJC budget associated with a PRJP the PRJC amounts misaligned with the PRJP budgets will be prorated.
- As a result, it may be necessary for agencies to re-align budget amounts through budget transfers, interchanges, or sub-allocations.
- A report will be available during conversion that will display the converted amount. Agencies can use this information and determine the transfer amounts during the blackout period

Agency Soft Go Live – 10/13-10/14

Validate Security and Role Mapping

- Agency personnel are encouraged to log in and navigate the system to be sure they have the expected level of access to perform job functions
- SFS issues should be resolved as soon as possible to reduce the impact downtime resulting from insufficient security.

Review Impact of PSP Methods on Plan Budgets

- Agencies will want to review the available balances on their KK Plan budgets to make sure they reflect what was expected.
- Agencies may want to update the PSP methods on their contracts or POs to one that more properly reflects the expected spend down of that contract or PO.

Agency Soft Go Live – 10/13-10/14

Creating Contract Releases

- All converted contracts will appear with a header and two lines.
 - Line one will contain life-to-date information and cannot be updated
 - Line two will contain the remaining balance and must be updated by the agency to make it available

Encumbering a Contract

- Once converted contracts have been re-established, agencies will need to restore the encumbrances by processing a PO.

November EE1 Project Milestones

- Stabilization Period
- Real Estate Go-Live Deployment

Transition Information & Comm.

SFS Secure - EE1 Conversion & Cutover Page

- <https://www.sfs.ny.gov/index.php/enterprise-enhancement-phase-1/conversion-cutover/ee1-conversion-cutover-home>
- General information on overall progress of the Cutover activities
- Links to Conversion related information, recommended activities, Job Aids, and Agency Go-Live checklist:
 - <https://www.sfs.ny.gov/files/ee1/conversioncutover/EE1ConversionCutoverAgencySGLChecklist.pdf>
- SFS published results – Key Conversion & Cutover Data for agencies.

EE1 Tentative Cutover Schedule

Cutover Schedule (+/- 12 hours)

| Sept '15 | 25-Sept | 1-Oct | 7-Oct | 11-Oct | 13-Oct | 15-Oct |
|------------------------|----------------------------|-------------------|-----------------|--------------------|------------|---------|
| | Agency Blackout | | | | | |
| | Lapsing & Document Closure | Technical Upgrade | Data Conversion | Control Agency SGL | Agency SGL | Go Live |
| Cutover Prep & Cleanup | Mandatory Payments - OSC | | | | | |



EE1 Schedule Reminders

EE1 Project Manager, Terry Anderson

COA Freeze Reminder

- In preparation for EE1 Go-Live, a hard freeze will occur for all Chart of Accounts (COA) changes on September 18, 2015. This means that COA Change Requests will not be reviewed or applied in SFS after **2:00 p.m. on Friday, September 18, 2015.**
- Once the new PeopleSoft 9.2 Production environment is back online, SFS will return to standard procedures for the review and application of COA Change Requests.
- Emergency COA Change Requests during this time frame will be reviewed on a case by case basis.

Cutover Transaction Closure Dates

Per the 9/14 OSC Advisory 21 – “EE1 Contract Purchase Order Close Date”, SFS will take the following actions on **9/25 at 6:00 PM** for Purchase Orders, **with the exception of:**

- POs with any in-flight (not posted to GL) vouchers
- POs with a Status of “OSC Pending”
- Contract POs
 - Purchase Orders referencing an Agency Contract or a Master Contract, non-contract POs subject to BOC approval and non-contract POs with vouchers associated with an OGS Master Contract
- September lapsing POs (SNY/CNY)
 - Purchase Orders referencing budgets that lapse on 9/30
- POs that do not qualify for roll
 - Purchase Orders that aren’t eligible for rollover or are expected to fall off the rollover process due to certain data anomalies

Cutover Transaction Closure Dates

PO Closures on **9/25 at 6:00 PM** (Continued)

- DOL POs referencing a project
 - DOL Purchase Orders referencing a project id that will be closed in 9.0 (new projects will be established in 9.2).
- POs in budget exception status
 - Purchase Orders in a budget exception status with remaining encumbrance
- Fully liquidated POs
 - Purchase Orders that are fully liquidated (no remaining encumbrance)

Cutover Transaction Closure Dates

SFS will close Requisitions with the following statuses on **9/25 at 6:00 PM:**

- In-Flight Requisitions
 - Requisitions that are in agency workflow or not submitted for approval.
- Approved but not sourced
 - Approved Requisitions against which a purchase order has not been created yet
- Partially sourced Requisitions
 - Requisitions that are partially sourced to a purchase order
- Fully sourced Requisitions
 - Requisitions that have been fully sourced (no remaining quantity/amount) to a purchase order
- Requisitions in budget exception status
 - Requisitions in a budget exception status with remaining pre-encumbrance

Cutover Transaction Closure Dates

SFS will close/reject Travel Authorizations (TA) with the following statuses on **9/25 at 6:00 PM**:

- Approved but not sourced TAs
 - Travel Authorizations that are agency approved but not associated to an expense report will be closed
- In-Flight TAs
 - Travel Authorizations that are in agency workflow or not submitted for approval will be rejected

Cutover Transaction Closure Dates

SFS will take the following actions after Agencies are locked out of SFS on **9/29 at 3:00 PM** *:

- All in-flight (not posted to GL) AP Vouchers* will be deleted
- Any new Requisitions & Travel Authorizations created by agencies will be rejected or closed
- Any new or existing Purchase Orders related to one of the above listed PO categories will be closed
- All in-flight (not posted to GL) Expense Reports will be rejected
- All in-flight (not posted) GL Journals will be deleted
- All in-flight (not posted) Budget Journals will be deleted

**Any approved and posted but not paid AP Vouchers with a future scheduled payment date will not be deleted/closed*

**Any vouchers (primarily interagency transactions) in a Recycled status will not be deleted*



SFS EE1 Go-Live Support

Service Delivery, Marlene Tierney

SFS EE1 Go-Live Support

- SFS will continue its comprehensive agency support
- SFS SMEs are currently available to provide Fast-Track support during twice weekly calls and 1:1 meetings
- Fast-Track calls will increase to daily calls after Go-Live
- If agency staff have questions or issues during Agency Soft Go-Live, they can dial into one of two dedicated Fast-Track calls that will take place daily once the system is available until Go-Live
- SFS provided and will continue targeted training and communication to support agency awareness and preparedness for Go-Live in October

Using the ABP Test Environment

- As a reminder, the Agency Business Process (ABP) test environment will remain open through Go-Live for agencies to continue to test and prepare for EE1 implementation.

Defect Communication

- Beginning October 15, 2015, for information regarding all defects (including bulkload) please refer to the Defect Listing Report found on SFS Secure.
- Release information with system updates for defects will be reported weekly.
- Any urgent system issues would be communicated through SFS System Alerts



SFS Updates and Reminders

Stakeholder Services,
Matt Ingram and Alex DeFrancesco

EE1 Training Release Schedule

Release contents selected within the schedule are based on the level of change impact and resource availability to complete development. Content available through SLMS using the following **SLMS course code: SFS-9.2-SPT**

| Release | Target Date | Release Contents | |
|---|----------------------------|--|--|
| Refresher Training Release 1 | 8/19/15 COMPLETE | <ul style="list-style-type: none"> SFS101 – Introduction to the SFS SFS205 - Getting Started with SFS AM101 - Adding and Maintaining Assets AP101 – Introduction to Accounts Payable AP205 - Voucher Entry and Processing AR101 – Introduction to Accounts Receivable and Billing | <ul style="list-style-type: none"> AR205 - Creating and Maintaining Customers CC101 - Creating and Amending Revenue Contracts CN210 - Creating and Processing Procurement Contracts REQ205 - Requisition Processing (<i>formerly PO205</i>) PSP205 – Working with PSP TE201 - Travel and Expense for Travelers |
| Refresher Training Release 2* | 9/16/15 COMPLETE | <ul style="list-style-type: none"> AM205 – Managing Assets AP210 - Advanced Voucher Processing BI320 - Setup and Configurations for Billing CCA205 - Credit Card Administration INV205 – Inventory Management GCC101 - Creating and Amending Customer Contracts (Non-Revenue) GL101 – Introduction to General Ledger and KK | <ul style="list-style-type: none"> GL205 - Processing Journal Entries KK101 – Commitment Control Concepts and Terminology KK215 - Processing and Maintaining Budgets PO220 - Creating & Processing POs PPM101 - Creating and Maintaining Projects and Program Management WFA205 – Workflow Administration |
| Ongoing Releases | Target Date | Release Contents | |
| Supplemental SFS 9.2 Training Release** | 10/21/15 | <ul style="list-style-type: none"> AR215 - Creating and Maintaining Receivables AR220 - Creating and Maintaining Deposits ASA205 - Agency Security Administration BI210 - Creating and Processing Billing BI305 - Billing Processes for Managers | <ul style="list-style-type: none"> EDA205 - Employee Data Administration PO215 - Using Procurement Cards PO225 - Receiving and Return to Vendor TE305- Travel and Expense for Approvers QRY201 - Using Query Viewer and Query Manager |

*Release 2 will also include updates to content from previous releases, as needed.

**Additional ongoing release dates will be communicated to support system changes, as needed.

For use with New York State agency staff and SFS users. Contents subject to change.

Training Refresh Release Notes

- Release Notes provide information to users regarding any updates made to the existing self-paced trainings courses published to SLMS.
- Updates made to existing self-paced training courses may include (but are not limited to):
 - Addition of a new topic
 - Updating a topic to provide additional explanation in lesson or topic
 - Corrections to an existing topic
- Release Notes are published on the Training and User Education page on *SFSSecure*.

Key Training Updates

- Multi-Agency Contracts
- Autosourcing
- eMarketPlace impacts to requisitions
- Creating zero dollar contracts

Note: Job Aids will be published to reflect these updates this week.

BSC Agencies – SLMS registration is required

| BSC EE1 Course List | Course Description |
|--|--|
| Traveler EE1 Overview Webinars | This course will be a two-hour WebEx session designed to assist travelers with creating, reviewing and maintaining expense reports in the post EE1 version of SFS (9.2). Each webinar session in this series will contain allotted time for user questions and BSC answers. This course will be held 18 times throughout September and October. |
| Traveler EE1 Overview Video (SLMS Self-Serve) | This course will be a self-serve video designed to assist travelers with creating, reviewing and maintaining expense reports in the post EE1 version of SFS (9.2). |
| Travel Supervisor (SLMS Self-Serve) | This course will be a self-serve video designed to assist travel supervisors with reviewing and approving expense reports in the post EE1 version of SFS (9.2). This session will also review the travel rules and regulations. |
| Purchasing Requisitions and Receiving | This course will be a three-hour webinar session designed to assist requisitioners and receivers in post EE1 SFS. Topics will include creating and maintaining stand-alone requisitions and entering receipts on POs. Also included in this session will be an introduction to using Marketplace to purchase centralized contract or preferred source items. Requisitions for agency specific contracts will be covered in the contracts webinars. |
| Contracts | This course will be a two-hour webinar session designed to assist with contract processing in post EE1 SFS. Topics will include creating a contract from requisition to PO release. In addition, best practices will be discussed for setting up contract lines. |

BSC Training Schedule

| Travel Module | Class Code | Date | Time |
|-------------------------|---------------------------------|----------|-------------------------|
| Traveler EE1 Webinar | OGS-BSC Trav EE1 091715WebEx | 9/17/15 | 2:00 p.m. – 4:00 p.m. |
| | OGS-BSC Trav EE1 092215WebEx | 9/22/15 | 2:00 p.m. – 4:00 p.m. |
| | OGS-BSC Trav EE1 092415WebEx | 9/24/15 | 10:00 a.m. – 12:00 p.m. |
| | OGS-BSC Trav EE1 092915WebEx | 9/29/15 | 10:00 a.m. – 12:00 p.m. |
| | OGS-BSC Trav EE1 100115WebEx | 10/1/15 | 2:00 p.m. – 4:00 p.m. |
| | OGS-BSC Trav EE1 100615WebEx | 10/6/15 | 2:00 p.m. – 4:00 p.m. |
| | OGS-BSC Trav EE1 100815WebEx | 10/8/15 | 10:00 a.m. – 12:00 p.m. |
| | OGS-BSC Trav EE1 101315WebEx | 10/13/15 | 10:00 a.m. – 12:00 p.m. |
| | OGS-BSC Trav EE1 101515WebEx | 10/15/15 | 2:00 p.m. – 5:00 p.m. |
| | OGS-BSC Trav EE1 102015WebEx | 10/20/15 | 2:00 p.m. – 5:00 p.m. |
| | OGS-BSC Trav EE1 102215WebEx | 10/22/15 | 10:00 a.m. – 12:00 p.m. |
| | OGS-BSC Trav EE1 102715WebEx | 10/27/15 | 10:00 a.m. – 12:00 p.m. |
| | OGS-BSC Trav EE1 102915WebEx | 10/29/15 | 2:00 p.m. – 5:00 p.m. |
| Requisition & Receiving | OGS-BSC EE1Req&Rec 091715WebEx | 9/17/15 | 9:00 a.m. – 12:00 p.m. |
| | OGS-BSC EE1Req&Rec 092215WebEx | 9/22/15 | 9:00 a.m. – 12:00 p.m. |
| | OGS-BSC EE1Req&Rec 092415WebEx | 9/24/15 | 1:00 p.m. 4:00 p.m. |
| | OGS-BSC EE1Req&Rec 092915WebEx | 9/29/15 | 1:00 p.m. 4:00 p.m. |
| | OGS-BSC EE1Req&Rec 100115WebEx | 10/1/15 | 9:00 a.m. – 12:00 p.m. |
| | OGS-BSC EE1Req&Rec 1006115WebEx | 10/6/15 | 9:00 a.m. – 12:00 p.m. |
| | OGS-BSC EE1Req&Rec 100815WebEx | 10/8/15 | 1:00 p.m. 4:00 p.m. |
| Contracts | OGS-BSC EE1ContProc091615WebEx | 9/16/15 | 10:00 a.m. – 12:00 p.m. |
| | OGS-BSC EE1ContProc092315WebEx | 9/23/15 | 2:00 p.m. – 4:00 p.m. |
| | OGS-BSC EE1ContProc093015WebEx | 9/30/15 | 10:00 a.m. – 12:00 p.m. |
| | OGS-BSC EE1ContProc100715WebEx | 10/7/15 | 2:00 p.m. – 4:00 p.m. |

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



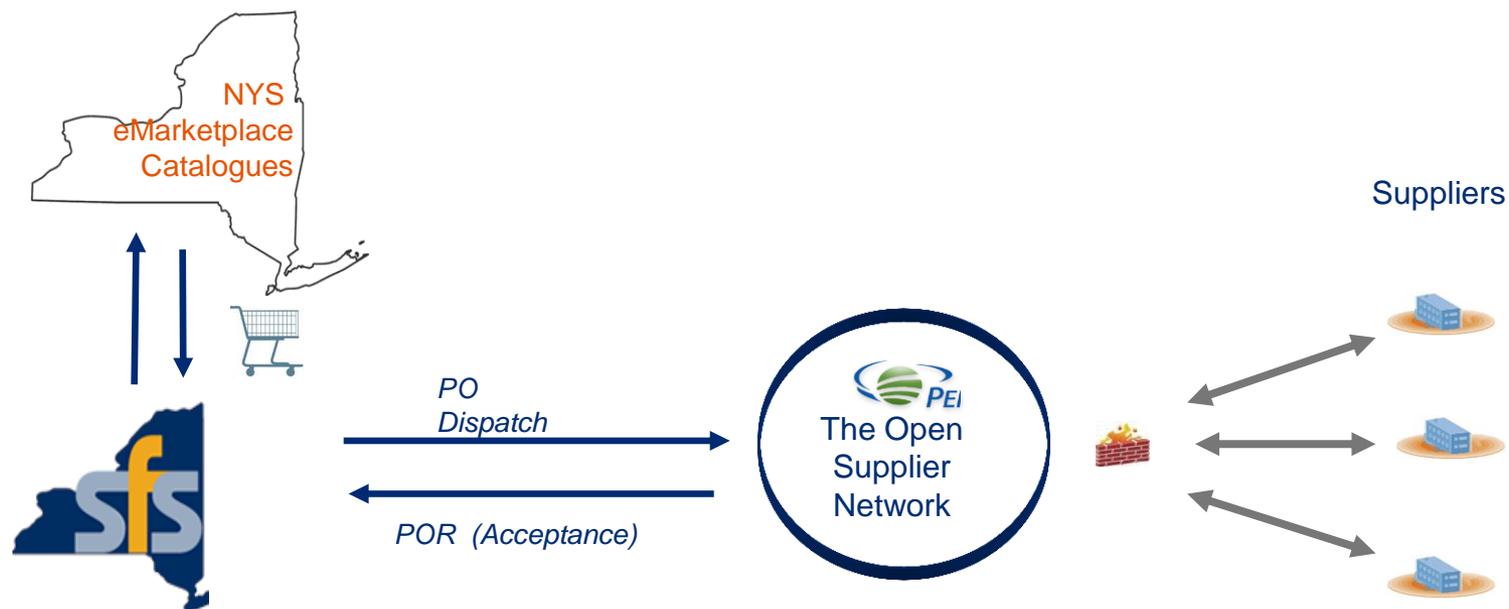
Procure to Pay Automation Updates

Paul Kalinowski

NYS eMarketplace and SFS Integration

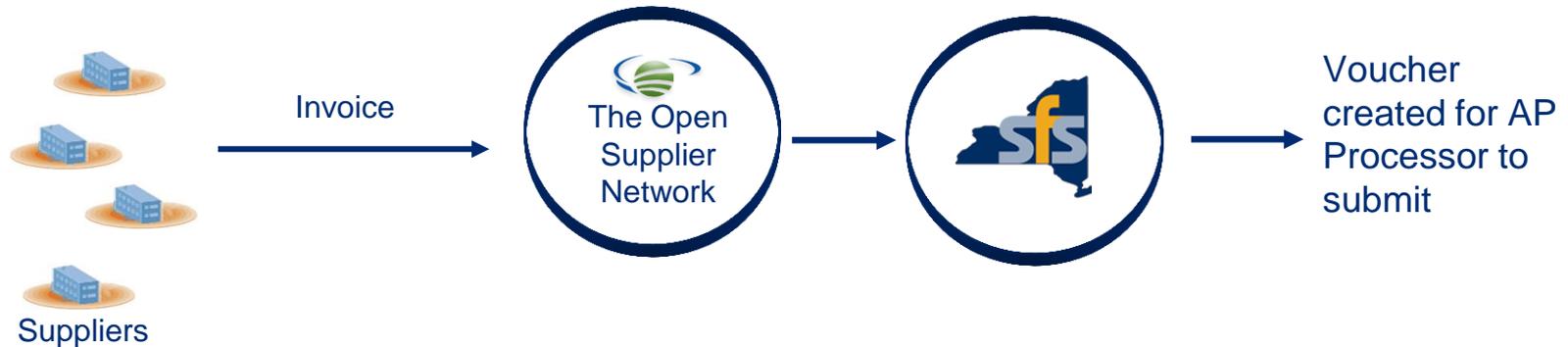
- Create a more efficient, streamlined, and modern purchasing process for all users involved
- Provides an “Amazon.com” catalog shopping environment for requestors accessing the eMarketplace through the eProcurement module
- Dispatch POs and receive invoices electronically from many Suppliers through a single interface

Online SFS Agency Process



- Start in SFS eProcurement and click to the eMarketplace to shop.
- Return to SFS with your shopping cart.
- Your shopping cart becomes a purchase requisition (PR) and follows the normal PR/PO process.
- Once approved, the PO is sent electronically to Perfect Commerce's Open Supplier Network.
- Supplier receives the PO & sends acknowledgement receipt back to SFS and fulfills the order.

State Agency eInvoicing Process



- Supplier fulfills the order and submits an eInvoice through the Open Supplier Network
- Perfect Commerce transmits the invoice to SFS eSettlements for processing.
- Voucher created in AP from the eInvoice received

Testing and Implementation Timeline

- Business Process Testing – 7/10/2015 through October
 - All online SFS agencies have access in BPT environment
 - Job Aides available on SFS Secure
 - Testing Suppliers to include Preferred Sources, Paper Contracts, and WW Grainger

- Production Access – October 2015
 - Functionality becomes available with 9.2 EE1 Conversion
 - Estimated 12-18 months for full commodity portfolio