



November Agency Checkpoint Call

Agenda

- Opening Remarks
- SFS Updates
 - EE1 Stabilization updates
 - Plan to keep the system current
 - Procurement notes and updates
 - Project child budget updates
 - OSC Fall Conference
 - Asset Management Work Group
- SFS Stakeholder Updates and Reminders
 - EE1 training reminder
 - SFS support notes
 - SFS post Go-Live support
 - Building 5 move
- Structured Question and Answer Session



Opening Remarks

SFS Director, Peggy Sherman



EE1 Stabilization Updates

EE1 Project Director, Ed Bouryng
Stakeholder Services, Susan Hedderman

EE1 Stabilization Updates

- Soft-freeze for system changes is in effect
 - Already Approved Scope (e.g., FYE/Lapsing, a few changes deferred to post go-live)
 - Limited changes relating to EE1, Approved by Project Officers
- Priorities include readiness for FYE/Lapsing, Oracle-provided software updates, reducing the number of defects, supporting users with the upgraded system
 - Defect Resolution – Active and Stable
 - Data Analysis and Remediation – Active and Stable
 - Batch Improvements – Monitoring and Taking Actions
- SFS Real Estate Management successfully went live on 11/4
 - More information will be forthcoming relating to expansion of our use of Real Estate Project IDs

Post Go-Live Stakeholder Feedback

- Agency feedback since Go-Live:
 - SFS has contacted all agencies since soft Go-Live
 - Overall, agencies felt that Go-Live went well and have not experienced any major blocking issues; agencies are resuming normal financial operations.
 - Agencies have reported procurement module area related questions and processing issues since Go-Live (e.g., converted contracts, multi-agency contracts) and availability and timeliness of extracts.
 - SFS received feedback from agencies on training, communications and reference materials.

SFS Metrics Reflect Enterprise Progress from the EE1 Project

■ Since EE1 Go-Live...

- 760+ purchase orders (POs) have been electronically dispatched through the eMarketplace
- 41 out of 200 of New York State's top volume vendors are set up for email dispatch*
- 21,500 Expense Reports approved
- Approp/Seg Journals Posted:

	2015 (10/12/2015 – 11/17/2015)	2014 (10/12/2014 – 11/17/2014)
Appropriation	0	301
Segregation	200	649

*reported by OSC



Keeping the system current

EE1 Project Manager, Terry Anderson

A New Approach to System Updates

- EE1 was the last large, multi-year upgrade.
- SFS will periodically incorporate Oracle supplied system updates into SFS's normal monthly release schedule.
- SFS users will benefit from regular improvements to the system's user experience and functionality.
- An overview of this benefit will be shared during SFS's presentation during next month's OSC Fall Conference.

A Winter Update is Scheduled for Early 2016

- SFS's first grouping of updates in a release will be scheduled for early 2016.
- Agencies will be kept informed of changes and have an opportunity to test changes to functionality before they are put into production.
 - SFS will share information about the update during the December and January Agency Checkpoint Calls in addition to regular updates to SFS*Secure* and via email with Agency Coordinators
 - Applicable training and job aids will also be updated via the Statewide Learning Management System (SLMS) and SFS*Secure*



Procurement Notes and Updates

Program Director, Ed Bouryng
SFS Solution Services, Paul Kalinowski

Procurement Notes

- Coordinate purchase order budget check and payment schedule projection (PSP) budget check processing
- Auto-Sourcing, contract releases
- e-Invoicing and e-Settlements
- PO Dispatch
 - Batch Processing Schedule on SFS*Secure*:
 - <https://www.sfs.ny.gov/index.php/sfs-batch-processing-schedule>



Project Child Budget Updates

SFS Solution Services,
Pat Slavick

Project Child Budget Updates

- At EE1 Go-Live, converted project child budgets were set to 'track without budget' on the budget definitions to allow agencies to move funding to the desired child budget chart string
- SFS will reset the converted budgets to hard control – we are anticipating by November 30
- A communication will be sent to agencies with the link to the project child negative budget balances which will be published on *SFS Secure* and when SFS has reset the converted budgets to hard control.
- If agencies have child budgets that require budget transfers or have remaining balances, agencies are encouraged to start completing these budget transfers now



OSC Fall Conference

Project Officer, John Corbett

2015 OSC Fall Conference

Dates	Tuesday, December 8 and Wednesday, December 9
Who is invited to attend?	State agency staff of all levels who have responsibility for procurement, payments, accounting, finance, contracts or payroll management.
What will be covered?	Multiple OSC courses related to procurement, accounting, finance, contracts etc. including four related to SFS and the EE1 upgrade <ul style="list-style-type: none">• SFS Today and Tomorrow; What's New, What's Next<ul style="list-style-type: none">• December 9 @ 9:00 – 10:30 a.m.
Location	Empire State Plaza Convention Center Albany, New York 12242
Registration	Register in advance via OSC's website, NO on-site registration will be available. http://www1.osc.state.ny.us/conference/index.cfm



Asset Management Work Group Update

ITS, Adam Brown

Asset Management Work Group Update (Nov.)

- On November 10, DOB announced the asset workgroup to agency heads and asked them to identify asset contacts and complete a survey with additional asset related information
- SFS has reviewed survey feedback and will be sending out calendar invites starting this week for agency participation in upcoming requirements gathering sessions
- Session invites are being sent directly to the asset contacts identified on the survey
- Each agency included will be asked to attend two working sessions between 11/30 - 12/16. Additional information on next slide
- If your agency does not receive an invite and you want to participate please contact me directly @ 518-457-9956 or adam.brown@ogs.ny.gov

Asset Management Work Group Update (Nov.)

Agency Group	Day's	Agencies
Group A	Monday November 30 th – Session 1 Monday December 7 th – Session 2	TBD
Group B	Tuesday December 1 st – Session 1 Tuesday December 8 th – Session 2	TBD
Group C	Wednesday December 2 nd – Session 1 Wednesday December 9 th – Session 2	TBD
Group D	Thursday December 3 rd – Session 1 Thursday December 10 th – Session 2	TBD
Group E	Monday December 14 th – Session 1 Wednesday December 16 th – Session 2	TBD

- **Each sessions will be 3 hours in length (AM or PM)**
- **Sessions between 11/30 – 12/3 will be at SFS building 4**
- **Sessions between 12/7 – 12/16 will be at SFS building 5**



SFS Stakeholder Updates and Reminders

SFS Stakeholder Services,
Alex DeFrancesco

SFS 9.2 Self-Paced Trainings

- SFS has developed 40 self-paced training courses covering all SFS modules, including Real Estate.
- This material represents the core, foundational training for SFS users, and will continue to be updated to support system changes and user needs.
- All self-paced training courses are available in SLMS.
 - To access one or more SFS self-paced training courses, log into SLMS and search for course code: **SFS-9.2-SPT**

Agency Feedback – SFS Training Material

“The SFS UPKs are a very good user support tool. Our agency has found these very valuable for users as a supplement for testing the new requisition and contract processes.”

“SFS job aids and training materials have been very effective and useful aids during testing.”

“SFS training has been effective and staff understand how to perform the necessary business processes in SFS.”

Key Training Updates – As of 11/18

Recent updates to existing self-paced trainings include:

- Using Workcenters for Real Estate, Employee Data Administration, and Travel and Expense
- Using the default dispatch method for suppliers in the MarketPlace (EDX) and guidance on how to send attachments to suppliers
- Information regarding available PSP reports, defaulted methods, and helpful tips and reminders

*More information regarding recent training updates can be found in the **Release Notes** published on the **Training and User Education** page on SFS Secure.*

SFS Support Notes

Request/Question	Resource/Answer
<p>Where do I go for OSC policy about contract assignments and numbering?</p>	<p>The OSC GFO section is XI.12.B Contract Assignments http://www.osc.state.ny.us/agencies/guide/MyWebHelp/#XI/12/B.htm?Highlight=contract%20assignments</p>
<p>Where do I go for training and information about the the PSP?</p>	<p>The PSP is discussed in SFS's SLMS training courses.</p> <ul style="list-style-type: none"> • Self-paced Training course code: SFS-9.2-SPT <ul style="list-style-type: none"> • SLMS class code: Payment Sched. Projection 205 • SLMS class code: Commitment Control 101 <p>For additional support, please contact your DOB examiner.</p>
<p>Where can I find the list of defects that SFS posts to SFS Secure?</p>	<p>SFS posts a defect listing daily to the following site: https://www.sfs.ny.gov/index.php/support/support-data</p>
<p>What is the schedule for PO dispatch?</p>	<p>PO dispatch can take a while to process due to Budget Check, PSP check and Staged Release runs two times a day. A PO can take as long as a day to be completed. Please check the sourcing workbench to make sure there were no errors and PO was dispatched. If a PO is approved, but won't dispatch, it is likely a PSP budget checking error. Until that is resolved you are unable to move forward.</p>

SFS Support Notes

Request/Question	Resource/Answer
<p>How do I increase a contract amount on an agency contract?</p>	<p>To increase a contract amount on an agency contract please refer to the self-paced training course on SLMS or job aid #JAA-CN210-005: Amending the Contract Header</p> <ul style="list-style-type: none"> • Self-paced Training course code: SFS-9.2-SPT <ul style="list-style-type: none"> • SLMS class code: Procurement Contract 210
<p>When an agency has a requisition update that has a failed status on a contract – what is the quickest method for identifying what caused the error?</p>	<p>Use the “Requisition Budget link” for the contract to review the Line chartfields and make proper updates to applicable fields (e.g., Fund, Program, etc.). Invalid Line chartfields are the root cause of a failed status associated to a contract.</p>
<p>I am having difficulty finding a report that I’ve run in Process Monitor, where should I look if it is not there?</p>	<p>In 9.2, if the Report Process Type is BI Publisher, the report will need to be accessed through Reports Manager and not Process Monitor. Navigation: Main Menu > Reporting Tools > Report Manager</p>
<p>How do I know when Electronic Invoices are received that need action? SFS is seeing AP vouchers being created and waiting user action.</p>	<p>Please refer to reports APY1090- Match Exceptions and NYAP3213: Vouchers ready for approval workflow to help identify these vouchers and take appropriate action. Invoice received date for these invoices is the date that they are received and successfully built into a voucher, these vouchers are interest eligible so users should be monitoring for these vouchers daily.</p> <ul style="list-style-type: none"> • Self-paced Training course code: SFS-9.2-SPT <ul style="list-style-type: none"> • SLMS Class code: Accounts Payable 210 • Job Aid: JAA-AP210-006 Viewing Vouchers Built by SFS

SFS Post Go-Live Support Reminder

- Daily Fast-Track calls 1-3PM
- SFS and agency 1:1 meeting slots available
- SFS Help Desk
 - To better respond to your agency's Help Desk tickets, please be as specific as possible in your incident(s)
- SFS*Secure* and SLMS for SFS content, job aids and training resources

Current and Upcoming SFS Stakeholder Outreach

- Legacy Bulkload Extracts
 - Outreach to agencies using legacy formats is ongoing. Responses are due back to SFS by 11/20 and will help SFS understand level of use and inform the plan/timeline for decommissioning
 - The M101 is expected to be retired on March 31, 2016. If your agency chooses to leave this subscription marked "Active," you must transition off it by March 31, 2016.
- Quarterly Agency Contact List Updates
 - Process to update SFS's agency contacts is scheduled to begin before the end of the year

Reminders: Agency Resources

Resource	Resource Link
Test Environment - The Agency Business Process test environment will remain available for agencies to test transactions and business processes.	https://int.sfs.ny.gov
SFS Secure – SFS information, agency announcements, meeting dates and resources are available online for agencies via SFS Secure	https://www.sfs.ny.gov
SFS Operations Data Page – SFS is posting a listing of all system defects as well as release notes to this page for agency users.	https://www.sfs.ny.gov/index.php/news-info/operations-data
SFS Training Homepage – the primary source for agency training information found on SLMS. <ul style="list-style-type: none">• SFS has provided 40 self-paced training courses to date that support and train agency finance office staff that need to use the SFS.• There are currently 452 job aids that are organized by module through this Web page.	https://www.sfs.ny.gov/index.php/enterprise-enhancement-phase-1/training/sfs-training-and-user-education-home
Reports User Guide <ul style="list-style-type: none">• A guide to the reports available to agencies during Go-Live and beyond is available on SFS Secure. Additional User Guides are being developed from the Custom Report listing. The first release is scheduled this week and will continue through the end of the year.	https://www.sfs.ny.gov/index.php/reports-user-guide

SFS Moving to Building 5



SFS has a new home - Building 5, 3rd Floor on the Harriman Campus beginning Monday, December 7.

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