



December Agency Checkpoint Call

Agenda

- Opening Remarks
- EE1 Stabilization Updates
 - Stabilization Summary
 - Procurement Contract Stabilization Focus
 - Coming Contracts Enhancements
- Winter Update
 - Agency Business Process Testing
- Fiscal Year End and Lapsing
- SFS Stakeholder Updates and Reminders
 - Agency Business Process Reminders
 - EE1 training release
 - 9.2 Quick Tips
- Structured Question and Answer Session



Opening Remarks

SFS Director, Peggy Sherman



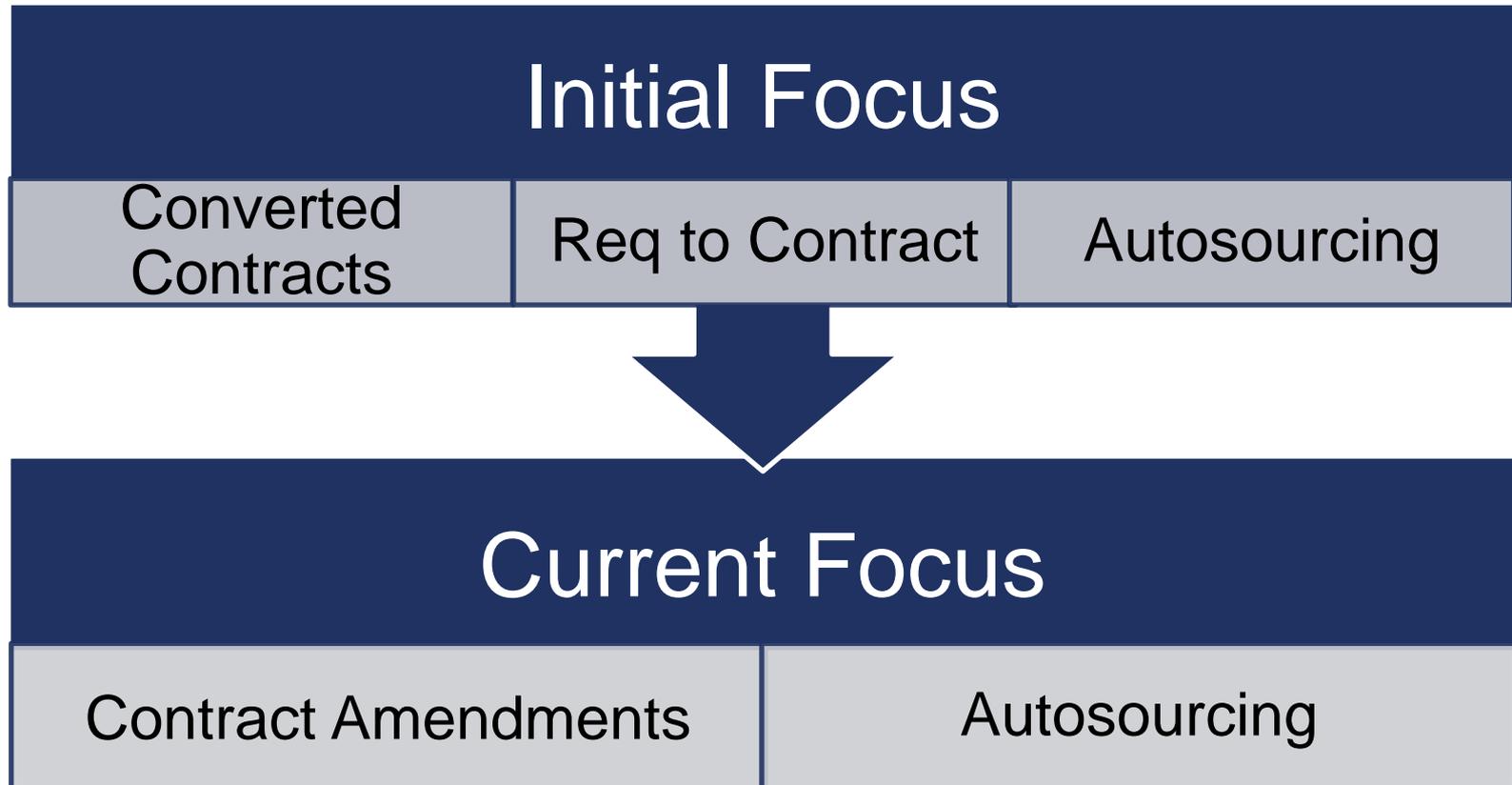
EE1 Stabilization Updates

EE1 Project Director, Ed Bouryng

EE1 Stabilization Updates

- Stabilization Summary
 - 6 month planned stabilization period
 - Accomplished: stable processing in EE1 high-change areas
 - Needs Improvement: procurement stabilization
 - FYE/Lapsing efforts ongoing
- Priorities include readiness for FYE/Lapsing, Oracle-provided software updates, reducing the number of defects, supporting users with the upgraded system
 - Defect Resolution Status – Maintaining Stability
 - Procurement Data Issues – Impacts from defects since Go-Live
 - Highest Priority Area – Procurement
- Real Estate final lease conversion 12/11/2015

Procurement Contract Stabilization Focus



Coming Contracts Enhancements

- Current Capability
 - Contract releases – selects all lines
 - Limited ability to transact against quantity-based contracts
 - Funded contracts – where possible, use amount-based contract lines
 - Non-funded contracts – contract lines are optional

- Capability – Winter Update
 - Contract releases – checkbox to select lines
 - Addressing limitations for quantity-based contracts
 - Funded contract lines – quantity-based line controls
 - Non-funded contracts – further capability to use lines
 - Supporting price changes on quantity-based contract lines



Winter Update

EE1 Project Manager, Terry Anderson

A New Approach to System Updates

- 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 was shared during SFS's presentation at the OSC Fall Conference. The presentation Today and Tomorrow; What's New, What's Next can be found on SFS Secure: <https://www.sfs.ny.gov/index.php/user-community/2015-osc-fall-conference>

A Winter Update is Scheduled for Early 2016

- SFS's first grouping of updates in a release will be scheduled for February 1, 2016.
- Agencies will be kept informed of changes and have an opportunity to test changes to functionality before they are put into production.
 - Oracle technical updates and SFS enhancements
 - Oracle patches and fixes
 - Travel & Expenses
 - Workflow
 - P-Card reconciliation enhancements
 - EE1 Critical Change Request
 - Quantity-based Contract Purchase Orders (PO)
 - Requisition refresh
- Applicable training and job aids will be updated via the Statewide Learning Management System (SLMS) and SFS*Secure* in January and on the release date

Winter Update Testing

- Agencies can test their current business processes in the Agency Business Process (ABP) Winter Update test environment beginning next week
- Any testing or data troubles discovered while testing should be reported to the SFS Help Desk – “Winter Update Testing” should be in the first line of the incident or in the subject line of the email.
- SFS will share additional information via *SFS*Secure** and via email with Agency Coordinators
 - Environment: **ABP Winter Update** testing environment
 - Temporary testing environment
 - Clone of Production as of 11/16
 - URL and password information communicated when environment is available next week
 - Login will be accessible via the *SFS*Secure** home page
 - Recommended that agencies initially test their Travel and Expense business processes



Fiscal Year End and Lapsing

EE1 Project Director, Ed Bouryng

Fiscal Year End and Lapsing

- FYE/Lapsing tool development and testing underway
- EE1 Re-architecture minimizes the need to close active documents at FYE and Lapsing
- Tools under development will look to minimize the procurement contract impacts and preserve the contract line and distribution
- More information from SFS and guidance from control agencies will be provided after the first of the year



SFS Stakeholder Updates and Reminders

SFS Stakeholder Services,
Alex DeFrancesco

Agency Business Process Reminders

- Updating Contract Descriptions unnecessarily can cause delays in payments
 - SFS users have reported delays in transaction processing because amendment versions have been unnecessarily resent to the OSC Bureau of Contracts (BOC) for approval.
 - If your agency updates the fields listed below, the edit(s) will trigger an amendment to be sent to the OSC- BOC for review/approval, provided the audit type that requires approval is applied to the contract. This could potentially delay your payment's processing.
 - Begin Date
 - Expiration Date
 - Maximum Amount
 - **NYS Contract Description**

- SFS is seeing eSettlements AP vouchers being created and waiting user action
 - Refer to reports AP1090- Match Exceptions and NYAP3213: Vouchers ready for approval workflow to help identify these vouchers and take appropriate action.
 - Voucher sources: XML and self service invoice
 - 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.
 - Self-paced Training course code: SFS-9.2-SPT
 - SLMS Class code: Accounts Payable 210
 - Job Aid: JAA-AP210-006 Viewing Vouchers Built by SFS

Agency Business Process Reminders

- Email notifications are being generated to eSettlement users when new suppliers are added to Perfect Commerce or eSettlements
 - The email is automatically generated to anyone that has an eSettlement Supplier Management Role.
 - No action is required by agency users.
 - Sample email notification

Subject: eSettlements Agreement has been accepted by **Supplier Name** MAINCHECK

Please go to eSettlements to review the Agreement. Acceptance by both parties is required for Invoices to be processed.

https://esupplier.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/c/EM_REGISTRATION.EM_AGREEMENT.GBL?Action=C&SETID=DOC01&VENDOR_SETID=SHARE&VENDOR_ID=1000007115&VNDR_LOC=MAINCHECK&PrevM

- List of all suppliers that are using eSettlements and Perfect Commerce is located at the following location
 - <http://www.osc.state.ny.us/agencies/guide/MyWebHelp/#files/XII4E2.pdf>

Agency Business Process Reminders

- Electronic PO Dispatch
 - The default dispatch method for suppliers in the MarketPlace is set to EDX.
 - The electronic PO dispatch methods eliminate the need for printing POs
 - Users cannot send attachments when using the EDX method for PO dispatch. Any required attachments must be emailed specifically
 - For EDX, there is no formatted PO; the data exchange with suppliers is completely electronic.
 - When using email dispatch, a PDF of the PO is emailed directly to the Supplier and a hard copy is available to SFS users by navigating in the system to:
 - Purchasing > Purchase Orders > Review PO Information > Print PO.
 - This will print a formatted Purchase Order but without an electronic signature.

Vouchers Posted to Cash Ledger Report

- **DW470 – Vouchers Posted to Cash Ledger** report is now available in AnalyzeNY Financials under **Document Listings**.
 - This report will display all vouchers based on their cash disbursement (journal) date.
- This will help agencies in their quarterly Minority and Women Business-owned Enterprise (MWBE) exercise.
 - Users should select one or more accounting periods to view all vouchers that have disbursed during those months.

SFS 9.2 Self-Paced Trainings

- 40 self-paced training courses covering all SFS modules, including Real Estate.
- Material represents the core, foundational training for SFS users
 - Users who complete the self-paced trainings have experienced fewer issues
 - Many of the questions during Fast Track calls are addressed in the self-paced trainings
- Material will continue to be updated through monthly releases, to support system changes and user needs.
- All self-paced training courses are available in SLMS.
 - SLMS course code: **SFS-9.2-SPT**

Key Training Updates – Coming 12/23

Upcoming updates to existing self-paced trainings will include:

- New procurement related topics focused on creating a general purchase requisition using eMarketPlace, printing a dispatched PO, managing contract lines, canceling a dispatched PO, editing a staged release, and prompt payment interest
- Updates to eSettlements Invoicing and Vouchers Built By the SFS topics to include information regarding Real Estate
- Clarification added around procurement contract amendments and changing the NYS Contract Description field
- New revenue contract amendment topics
- Updates to the Commitment Control (KK) Budget Journal Import Instructions Job Aid

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

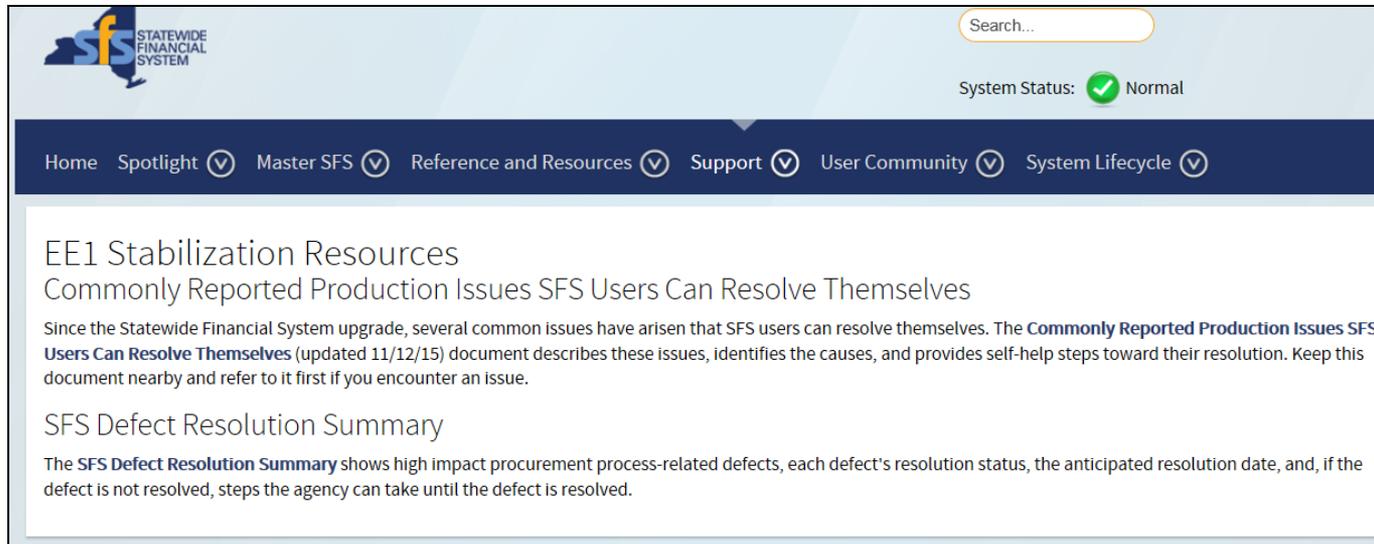
New PSP Methods Added

- To accommodate additional planned spending scenarios, three new PSP Methods have been created:
 - S_PO180 (PO date + 180 days)
 - S_PO270 (PO date + 270 days)
 - S_PO360 (PO date + 360 days)

- More information regarding available PSP Methods is available in the PSP Method Guide, on SFS*Secure*.
 - SFS *Secure* > References and Resources > Budget / Commitment Control and Payment Schedule Projection Information Center > Agency PSP Method Guide
 - <https://www.sfs.ny.gov/index.php/reference-and-resources/information-centers/budget-commitment-control-kk-and-payment-schedule-projection-psp-information-center>

EE1 Stabilization on SFS*Secure*

- Commonly reported production issues that SFS users can resolve themselves



The screenshot displays the SFS Secure website interface. At the top left is the SFS logo (Statewide Financial System). To the right is a search bar labeled "Search...". Below the search bar, the system status is indicated as "System Status:  Normal". A dark blue navigation bar contains the following menu items: Home, Spotlight (with a dropdown arrow), Master SFS (with a dropdown arrow), Reference and Resources (with a dropdown arrow), Support (with a dropdown arrow), User Community (with a dropdown arrow), and System Lifecycle (with a dropdown arrow). The main content area features the heading "EE1 Stabilization Resources" followed by the sub-heading "Commonly Reported Production Issues SFS Users Can Resolve Themselves". Below this, a paragraph states: "Since the Statewide Financial System upgrade, several common issues have arisen that SFS users can resolve themselves. The **Commonly Reported Production Issues SFS Users Can Resolve Themselves** (updated 11/12/15) document describes these issues, identifies the causes, and provides self-help steps toward their resolution. Keep this document nearby and refer to it first if you encounter an issue." Below this paragraph is another heading "SFS Defect Resolution Summary" followed by a paragraph: "The **SFS Defect Resolution Summary** shows high impact procurement process-related defects, each defect's resolution status, the anticipated resolution date, and, if the defect is not resolved, steps the agency can take until the defect is resolved."

- SFS Defect Resolution Summary
 - Includes high impact procurement process-related defects, each defect's resolution status, the anticipated resolution date, and, if the defect is not resolved, steps the agency can take until the defect is resolved.

SFS Post Go-Live Support Reminder

- Fast-Track calls
 - 1:00 p.m.-3:00 p.m.
 - Remaining calls for December:
 - Thursday 12/17
 - Monday 12/21
 - Tuesday 12/22
 - Wednesday 12/23
 - Tuesday 12/29
 - Beginning the week of January 5: Tuesday and Thursdays
- SFS and Agency One-on-Ones
- 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

- Quarterly Agency Contact List Updates
 - Reminder to submit any additions or changes to the helpdesk@sfs.ny.gov
 - Responses due by December 21

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 <i>Secure</i> – SFS information, agency announcements, meeting dates and resources are available online for agencies via SFS <i>Secure</i>	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<i>Secure</i>. 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

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