



January Agency Checkpoint Call

Agenda

- Opening Remarks
- SFS Updates
 - EE1 Stabilization
 - Winter Update
 - Questions and Answers
- Fiscal Year End
 - Schedule
 - Agency actions
 - Guidance and resources
 - Questions and Answers
- SFS Reminders
 - Training
 - Support



Opening Remarks

SFS Director, Peggy Sherman



EE1 Stabilization Updates

EE1 Project Director, Ed Bouryng

EE1 Stabilization Status

- EE1 Stabilization
 - Resolving defects with emphasis on procurement defects
 - Cleaning up data for agencies (majority of clean up complete)
 - Maintaining stable defect volume
 - Fast-Track Sessions continue Tuesdays and Thursdays
 - One-on-One with agencies

- Procurement Stabilization
 - Collaboration with OSC on contract amendment issues
 - Reported issues remain a mixture of process, system, and data issues
 - Significant improvements in up-front validations for contract amendments – *focused effort ongoing*
 - Backlog of contract data issues before holiday largely cleared – *focused effort ongoing*
 - Auto-sourcing continues to be heavily used and is a focal point for our stabilization
 - Other areas in procurement continue to stabilize, with contract amendments and auto-sourcing remaining our highest focus area

SFS Current Initiatives

- FYE/Lapsing Policy Initiatives
 - Strategic changes to policy tabled
 - Tactical changes to support EE1 FYE/Lapsing being worked
- Quantity-Based Contracts
 - Releasing only “selected” lines
 - General improvements to quantity-based contract capabilities
- DOL Reporting
 - Heavy focus on 5 key reports to support DOL monthly/quarterly reporting
 - January is a key reporting period for DOL
 - Late-breaking allocation improvement applied
- OGS Real Estate Management
 - Continued OGS data review and cleanup
 - Meeting Executive requests for real estate information through SFS
 - Working on readiness for automatic lease payments
 - Continued report/query work ongoing



Winter Update

EE1 Project Manager, Terry Anderson

Winter Update- Schedule

- The Winter Update BETA Environment was made available on 12/22/15
 - Online agencies were guided to the areas where there were changes
 - Bulkload agencies were given instructions for how to send transactions for processing in the test environment.
 - This BETA environment will be the ABP environment as of 1/29.
- Winter Update Functionality will be available in the SFS Production Environment starting on Monday, 2/1.
- Friday, January 29:
 - Batch in SFS Production will start around 1:00 p.m.. Users may continue to transact in the system during this time.
 - Bulkload:
 - Files received and processed BEFORE batch begins will show on the extracts delivered in the late afternoon on 1/29.
 - Files processed AFTER batch begins will show on extracts delivered in the morning of 2/2.
- Scheduled downtime:
 - SFS Production will be unavailable starting at 5:00 p.m. on Friday 1/29 until 8:00 a.m. on 2/1.
 - System availability updates will be communicated via SFS system alerts, contact helpdesk@sfs.ny.gov for any questions.

Winter Update – 2/1/16

- First Release to include:
 - Oracle enhancements, patches, and processing improvements:
 - Performance/Security/Behind-the-Scenes fixes
 - Minor Travel & Expenses enhancements
 - Workflow Processing Improvements
 - P-Card reconciliation enhancements
 - EE1 Critical Change Requests
 - Quantity-based Contract Purchase Order
 - FYE Tools & other Priority Change Requests/Defects

Winter Update – Expense Change Detail

- SFS is looking to fix an ongoing bug with the “Originating Location Lookup”.
 - Both options (one that shows a “numeric lookup” and one that shows an “alpha lookup”) are both named “Originating Location”. SFS will be updating the wording to be more user-friendly.
 - In Travel Authorizations, when a user picks an expense type that is associated with locations, such as rental car, the originating location search screen is incorrectly displayed.
 - The search by options list originating location twice. The 2nd one allows the user to type in the letters for the state abbreviation and first three letters of the city. The Default Location is fine, it is only the originating location next to the expense type that is impacted.

Winter Update – Employee Data Administrator Screen

- There is a checkbox in the employee profile that is “grayed-out”
 - If checked it ignores the rule for location amounts and the employee does not have to enter an overage comment for the transaction to proceed if they violate the limit.
 - Visible to EDA’s when processing Expenses

The screenshot displays the SFS Manager interface. At the top, there are tabs for 'Organizational Data' and 'User Defaults'. Below this is the 'SFS MANAGER' header. The main section is titled 'Expenses Processing Data' and includes a 'Find | View All' search bar and pagination controls showing '1 of 1' records. The 'Valid for Expenses' field is set to 'No' with a 'Validate' button. The 'Reason for Status' is 'Invalid Business Unit'. In the 'Expenses Processing Data' section, there are three checkboxes: 'Default Profile' (checked), 'Ignore Authorized Amounts' (unchecked), and 'Ignore Group Location Amounts' (unchecked and highlighted in yellow). Below these is a 'Per Diem Amount Type' dropdown menu set to 'Active Amounts'. The 'HR Information' section shows an 'Employee Status' dropdown menu. The 'Supervisor Information' section is partially visible at the bottom.

Winter Update – Expense Screens

- The workflow grid history now lists all actions correctly.
 - SFS identified issues with this and fixes were applied for EE1 Go-Live, it has been corrected in its entirety.

The screenshot displays the Oracle Expense Reports interface. At the top, there is a breadcrumb trail: Favorites > Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > View. The Oracle logo is visible in the top left. The main content area shows details for an expense report, including a description 'FOM 14 SMOKE T', a reference number, and a 'Totals' section with various expense categories and amounts. Below this, there are sections for 'Amount Due to Company' (57.57 USD) and 'Amount Due to Supplier' (0.00 USD). A certification checkbox is checked, and there are buttons for 'Submit Expense Report' and 'Withdraw Expense Report'. The 'Approval History' section is highlighted with a yellow background and a red arrow pointing to the left. Below this, a workflow diagram shows the sequence of actions: Submitted (GREGORY GALLAGHER), HR Supervisor (ROBERT LEVIN), Agency TE Approver 1 (CORY MCCLAIN), Agency TE Approver 2 (ROBERT CAROLUS), OSC Approver (JESSICA CAMUTI), and Payment. At the bottom, a table lists the actions in the workflow grid history.

Action	Role	Name	Date/Time
Submitted	Employee	GREGORY GALLAGHER	11/20/2015 11:32:56PM
Withdrawn	Employee	GREGORY GALLAGHER	11/20/2015 11:35:24PM

Winter Update – P-card Reconciliation Statements

- Enhanced search capabilities which enable user to search for transactions:
 - Across multiple Billing Dates
 - Across multiple Transaction Dates
 - Across multiple Posted Dates
- Can determine and specify the number of rows (transactions) you want to display in your search results
- Option for exact match on Merchant now exists

Winter Update BETA

ORACLE

Reconcile Statement Search

Role Name

Employee ID

Name

Card Issuer

Card Number

Transaction Number

Merchant Exact Match

Sequence Number

Line Number

Billing Date To

Statement Status

Budget Status

Chartfield Status

Transaction Date To

Charge Type

Posted Date To

Rows Per Page 50

Auto Save When Scrolling Through Chunks

Search Clear

Production 9.2

ORACLE

Reconcile Statement Search

Role Name

Employee ID

Name

Card Issuer

Card Number

Transaction Number

Merchant

Sequence Number

Line Number

Billing Date

Statement Status

Budget Status

Chartfield Status

Transaction Date

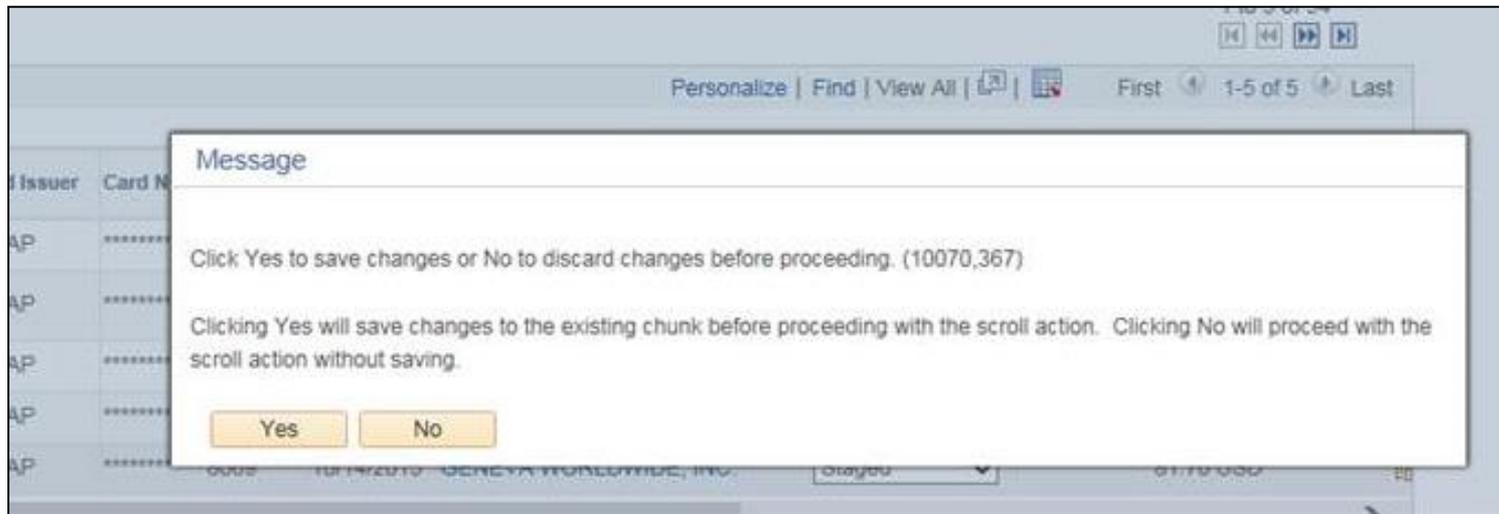
Charge Type

Posted Date

Search

Winter Update – P-card Reconciliation Statements

- Enables users to group large volumes of transactions into smaller more manageable chunks of transactions to work smaller groups.
- Enables auto-save when a user moves between chunks of transactions while reconciling.
 - Without auto-save checked user will have to save before moving between chunks
- Approvers have the same functionality to review transactions in manageable chunks.



Winter Update – Quantity Based Contract POs

- Functionality is targeted to be available in the Winter Update BETA environment for agency business process testing during the week of January 25
- Deployment of quantity-based contract improvements will take place for online transaction processing with the Winter Release and for bulkload transaction processing following FYE

Winter Update – Quantity Based Contract POs

- Deployment details relating to contracts/POs
 - Contract versions that are created systematically when the version is non-approved/rejected update the quantity as well as the amount.
 - POs will not be released against a line when an amendment with a price change that is in-process with OSC/BOC.
 - Contract Releases Page – A new Editable checkbox: “Include on PO” on the Contract Releases page includes the line in the release
 - For funded contract POs, The “Amount only”, “Distribute by” and “Liquidate by” flags will default from the contract (associated requisition line) and be non-editable.
 - Improvements to quantity-based controls considering amounts at the contract header, line/distribution (quantity x unit price) and ensuring release amounts do not exceed contract line/distribution amounts. For a Funded contract line which has ‘include for release’ checked, the Max line amount (for amount only line) and Max line Quantity (for quantity based line) is required.
 - On any funded contract version, the Distribution chartfields on the PO Defaults page will be grayed out.

Winter Update- Revenue Customer Contracts

- Viewable to OGS and agencies.
- Location of where the billing limit is entered, for new and amended contracts has been updated.

Winter Update- Asset Lifecycle Management

- Viewable to OGS and agencies.
- Small enhancement to the Search for an Asset page that will allow OGS to perform assets searches using Supplemental Data fields.

Winter Update- Real Estate Management

- Impacts OGS
- The General Information Tab:
 - Asset Tab for the property that displays Asset Information
 - Link to property viewer that displays the lease to property
 - A related lease link which is only used for subleases
 - Paperclip icon which allows the user to attach an image to the Lease
- The Financial Terms Detail:
 - A user now can either enter the amount in the amount field or enter the cost per square foot in the terms. Users can select the preview payment schedule to view the next 12 payments.
- Options and Critical Dates:
 - New field Option Effective Date (optional field)

Winter Update- Beta Environment

- Now through 1/28:
 - Agencies can test their current business processes in the Winter Update Beta environment
 - Any functionality or data Issues discovered while utilizing the Beta Environment 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.
 - Environment: **Winter Update** testing environment
 - Clone of Production as of 11/16
 - URL <https://uat.sfs.ny.gov>
 - Login is accessible via the SFS*Secure* home page
- Beginning 1/29 at 2:00 p.m.:
 - Current ABP environment replaced by BETA environment.
 - Login accessible through link on SFS website (same URL and clone date as above)
 - Update your favorites and clear browser cache

Winter Update- Testing for Bulkload Agencies

- Now through 1/28:
 - Changes to the Bulkload inbound/outbound extract file layouts are not expected at this time as a result of the Winter Update.
 - Bulkload Agencies- Winter Update BETA Bulkload testing extracts are distributed as follows:
 - M Files: 'outbound-TST1' folder and contain a 'D' prefix.
 - Statewide Extracts: sfs-shared folder and contain a 'U' prefix.
 - Winter Update BETA filenames must be prefixed with TST1_ or they will be processed in the primary ABP Testing environment.
 - IDLs/ENLs from the Winter Update BETA environment will be returned back to the notifications-TST1 folder on Tumbleweed.

- Beginning 1/29 at 2:00 p.m.:
 - Winter Update BETA filenames will not require a prefix to test in the new default ABP Testing environment.
 - IDLs/ENLs from the Winter Update BETA environment will be returned back to the notifications folder on Tumbleweed.
 - Winter Update BETA Bulkload testing extracts will be distributed as follows:
 - M Files: 'outbound' folder and contain a 'D' prefix.
 - Statewide Extracts: sfs-shared folder and contain a 'D' prefix.

Winter Update Release – 2/1/16

SFS and Agencies have performed significant testing of the Beta Environment

- Online Testing:
 - SFS has executed all of the 614 Planned Online Regression Tests
 - 27 scripts have defects, with 12 more blocked by defects on predecessor scripts
 - Defect remediation/Re-testing targeted by 1/25.
- Bulkload Transaction Testing (through 12/30):

Contracts (PCH)	1285	Contracts (PCH)	405
Expenses (EXH)	3434	Expenses (EXH)	873
GL Journals (JEH)	2266	GL Journals (JEH)	2000
Purchase Orders (POH)	7689	Purchase Orders (POH)	4554
Refunds (RFH)	11	Refunds (RFH)	4
Revenue (RVH)	47	Revenues (RVH)	25
Vouchers (VOH)	54842	Vouchers (VOH)	21088
Grand Total	69574	Grand Total	28949

Agency Winter Update BETA Environment

- SFS will communicate which environment to use for critical defects

Environment	URL	Purpose	Agency/ User Action
Production (PFIN)	https://fin.sfs.ny.gov/psp/fscm/?cmd=login	Production Financials	Ongoing
TSTFIN1 (ABP)	https://int.sfs.ny.gov	9.2 Agency Business Process test environment	Open until 1/29
Winter Update BETA Environment (becomes production test environment 2/1)	https://uat.sfs.ny.gov	Test current 9.2 agency business processes in the Winter Update BETA environment	12/22- Late April/ Early May



Fiscal Year End

EE1 Project Director, Ed Bouryng

FYE Testing and Processing

- FYE Testing:
 - SFS is testing the FYE processes through January
 - Many processes remain the same
 - Some new processes are required as a result of the EE1 Re-architecture
 - A FYE Full Dress Rehearsal (FDR) is scheduled to start February 8th and will run through March.
 - SFS is looking to make the post-FDR environment available for agencies use after the FYE FDR completes
 - Agencies may want to test transacting against rolled documents
 - May help identify/resolve issues before the actual FYE Event
- Processing Schedule
 - OSC is targeting early February to issue guidance on transaction and processing cutoffs – BSC will use this information to establish their cutoffs.
 - As with Cutover, the FDR will help SFS define/finalize the FYE blackout window
 - Current estimate is to be operational for agency processing by Monday, April 11

FYE Processing Update for EE1

SFS will no longer be deleting ALL in-flight vouchers as in previous FYEs

SFS will no longer be force closing POs that do not roll by default at FYE, as in previous FYEs

SFS will no longer create “Orphaned receipts”, as in previous FYEs

Definitions:

- **Stand-alone PO's** are ones that DO NOT reference a requisition or contract
- **Non-Funded Contract PO's** are PO's that references a Corporate Contract or a Contract that doesn't require a pre-encumbrance
- **Requisition PO's** are PO's that references a purchase requisition
- **Funded Contract PO's** are PO's that reference a Contract and a Contract Requisition is required to reserve funds

FYE Processing - Vouchers

No Action

- Approved and posted but not paid
- Non-PO voucher if no expenditure exists in the KK ledgers

Agencies won't need to take any action on these after FYE Processing

Delete

- PO vouchers where the PO will be rolled into the next FY budget period
- Non-PO vouchers if expenditure exists in the KK ledgers (Budget Checked)

Agencies will need to re-enter these vouchers after FYE Processing

FYE Processing – Purchase Orders

No Action

- Stand-alone PO's and non-funded PO's that are not dispatched and **have not been** successfully budget checked

Agencies can continue acting on these documents normally after FYE Processing

Roll to the New Fiscal Year

- Stand-alone PO's, non-funded contract PO's or requisition PO's that **have been** successfully budget checked
- Funded contract PO's that **have been** successfully budget checked

Agencies can continue acting on these documents normally after FYE Processing

Cancel

- Stand-alone PO's, non-funded contract PO's, requisition PO's and funded contract PO's in denied or rejected status
- *Agencies will NOT be able to act on these documents after FYE Processing*

FYE Processing – Purchase Orders

Closed

- Stand-alone PO's, non-funded contract PO's, requisition PO's and funded contract PO's that are fully liquidated

Agencies will not be able to use this PO, including issuing change orders. A new PO will need to be created or different PO utilized to procure from this vendor

Change Order then Close *

- Non-funded contract PO's and funded contract PO's where the PO cannot be rolled (e.g., data issue)

Agencies will not be able to use this PO, including issuing change orders. A new PO will need to be created or different PO utilized to procure from this vendor

*** Note:** *The change order then close process is put into place to maintain the validity of the released amount on the procurement contracts*

FYE Processing – Requisitions

No Action

- Purchase requisitions and contract requisitions with no pre-encumbrance

Agencies can continue acting on these documents normally after FYE Processing

Close

- Purchase requisitions that are fully liquidated
- Contract requisitions that have a pre-encumbrance but failed to create a contract through the requisition-RFQ/contract process
- All requisitions not related to a funded contract with a remaining pre-encumbrance balance exists

Agencies will not be able to use these requisitions. A new requisition will need to be created or different requisition utilized to procure from this vendor

FYE Processing – Requisitions

Requisition Refresh Process

- Requisition refresh is a new process that applies to funded contracts.
- This process will close an open requisition that is not fully liquidated, and then create a new requisition for the unexpended balance of the closed requisition.
- The link between the requisition and to the funded contract will be maintained.

Requisition Refresh Activity at FYE:

- Contract requisitions that have a pre-encumbrance and are linked to a contract.

Agencies can continue to initiate new purchases against the associate funded contract after FYE process is completed (SFS automatically uses the NEWLY CREATED requisitions).

Note: When the new Fiscal Year budget is available, agencies need to adjust the funding (i.e. Charfield distributions) on their contracts so that new procurement ordering is not using last years funding.

FYE Processing – Procurement Contracts

Processing occurs to calculate LTD expenditures on Funded Contracts

- Used in requisition refresh process
- Calculates LTD expenditures on contract distribution lines
- Re-links the new requisitions, created by the requisition refresh process, to the appropriate associated contracts and rolled PO's

Agencies can continue acting on these contracts normally after FYE processing

No Action

- Contracts with NO associated requisition require no action

Agencies can continue acting on these contracts normally after FYE processing

FYE Processing – Receipts

Adjusted

- PO receipts will be adjusted down to what has been vouchered
 - New PO Receipts for the unvouchered amount/quantity will be associated to rolled POs
 - New Non-PO Receipts for the unvouchered amount/quantity will be created for closed POs
 - Receipt adjustments are offset by Inventory adjustments so that Inventory levels are not impacted
 - Non-inventory PO receipts adjusted to vouchered quantities/amounts will be re-established as non-PO receipts if the PO is closed or PO receipt if the PO is rolled
- Serialized inventory receipts will be adjusted to the quantity vouchered and will be re-established as non-PO receipts
 - Inventory is not impacted through this process

Cancelled

- PO receipts related to cancelled POs that haven't been vouchered will be canceled and re-established as non-PO receipts
 - For PO that will be rolled, the roll over process will re-establish as PO receipts

Rolled

- PO receipts related to rolled POs are retained with new PO distribution line numbers

Agencies do not need to take any action as a result of this processing

FYE Processing – PSP

- There is NO impact on the PSP methods contained on purchase orders for rolled purchase orders
- For PO's that are closed or cancelled with a valid PSP budget status during FYE Processing, the projected spending will be liquidated and will no longer reserve funds against the DOB Financial Plan.

Agencies otherwise do not need to take any additional action on the PSP methods contained on Purchase orders as a result of FYE processing

Note: Some rolled PO's may fail the PSP budget check and Agencies will need to follow-up on any PSP budget checking errors received on Purchase orders as a result of FYE processing

FYE Processing – Travel Documents

Denied

- All Expense Reports and Travel Authorizations not in an approved and posted status.

Rolled

- Travel Authorizations that are approved but not sourced to an expense report.

Agencies can re-submit denied documents for approval through the normal approval workflow

Agency Actions

- SFS will be publishing agency data files with recommended pre-FYE clean-up actions on the FYE page on *SFS Secure*
 - Deleted Vouchers
 - Cancelled/Closed Purchase Orders that could not be rolled (including any change amounts)
 - Rolled Purchase Orders with budget exceptions (regular and PSP) *new
 - Cancelled/Adjusted Receipts (with a mapping to the new receipt) *new
 - Closed Requisitions
 - Refreshed Requisitions with budget exceptions
 - Denied Expense Reports
 - Denied Travel Authorizations
 - Rolled Travel Authorizations with budget exceptions *new

Common Note for Items with No Actions:

- Accounting and Budget Dates will be updated where applicable.

FYE Resources

OSC Resources

- The OSC Operations Calendar for State Agencies shows all deadlines related to FYE
 - http://www.osc.state.ny.us/operations/calendar16/2016_jan.htm
- The following chapter is from OSC's Guide to Financial Operations regarding OSC guidance and additional details on FYE:
 - End of Year (GFO Chapter XIX)
 - <https://www.osc.state.ny.us/agencies/guide/MyWebHelp/>

BSC Resources

- Guidance, Timelines, Deadlines and FAQs related to FYE 2015-16
- BSC Hosted Agencies: Agencies hosted by the BSC should be aware of BSC deadlines; the BSC may require earlier completion of certain activities.
 - <https://bsc.ogs.ny.gov/>

SFS FYE Resources

SFSecure

Has details and links to:

- Blackout information
- FYE Transaction clean-up direction
- Key OSC and BSC information
- List of all budget exceptions that need to be cleaned up
- Cost Center Rollover actions

SFS Help Desk

Please email/call with any questions or concerns Incidents are being routed to the FYE Team.

Fast Track Support

Pose questions at the Tuesday and Thursday afternoon Bulkload and Online Agency sessions.



SFS Reminders

SFS Solution Services, Paul Kalinowski, and
SFS Stakeholder Services,
Alex DeFrancesco

Current VAR Enhancement

- Maintain a customization that enables use of an OGS Centralized Contract with Suppliers other than the main contract holder
- Customization is limited to Purchase Orders and Vouchers – not available in eProcurement (Requisitions)
- Requires a workaround business process to get correct vendor and contract information from requisition to purchase order
- Limits the auto-sourcing functionality as correct Supplier ID and Contract ID cannot be entered on requisitions
- Limits ability for Value Added Resellers (VARs) to participate in the NYS eMarketplace

Bulkload

- Corporate Contract information made available on M061 and Procurement Contract Extracts
- No changes to inbound layouts
- Agency will need to send the Contract ID that is associated to the Supplier ID they are using

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

Upcoming Training Updates – As of 1/27

Upcoming updates to self-paced trainings will feature Winter Update impacts to users, including but not limited to:

- Stage POs for Release - Ability to indicate the lines to be included on the PO with a contract release.
- Procurement Card Reconciliation - Enhanced search capabilities and ability to view partial sets of search results using a new grouping capability.
- Transacting using the MSC01 Business Unit.
- Searching for an Asset – Enhanced search capabilities to perform asset searches using Supplemental Data fields.
- New (greyed out) Checkbox on the Employee Profile page - For Employee Data Administrator Awareness.

*More information regarding the specific self-paced training updates will be outlined on 1/27 in the **Release Notes** published on the **Training and User Education** page on SFS Secure.*

SFS Self-Paced Training Catalog

- Accessible from the Training User & Education page on SFS Secure

Training and User Education
Master the SFS by taking advantage of the array of training resources available to SFS users, including self-paced training courses, job training information.

Your SFS 9.2 Self-Paced Training Headquarters

Training Calendar
Wed Jan 27 @12:00AM
Monthly SFS 9.2 Self-Paced Training Course Refresh
[View Full Calendar](#)

Training Announcements
• Procurement Processing "Pointers" Virtual Session (posted 11/20/15)

SFS 9.2 Self-Paced Training
SFS has developed 40 Self-Paced Training courses covering all SFS modules. This course represents the core, foundational training for SFS users, and will continue to evolve based on changes and user needs.

[Click here for the courses in the 9.2 Self-Paced Training Catalog.](#)

All the Self-Paced training courses can be found in SLMS. To access one of these courses, you must log into SLMS and search for SLMS Course Code: SFS-9.2-SPT

1. From the SLMS homepage, go to the "Self-Paced Learning"

- Includes the list of all SFS 9.2 self-paced trainings
 - Description
 - SLMS course/class code details
 - Applicable User Security Role(s)

Home Spotlight (v) Master SFS (v) Reference and Resources (v) Support (v)

SFS 9.2 Self-Paced Training
AP205: Voucher Entry and Processing

This course provides the knowledge and skills to enter several types of vouchers.

SLMS Course Code	SFS-9.2-SPT
SLMS Class Code	Accounts Payable 205
Applicable User Security Role(s)	<ul style="list-style-type: none">• NYF_AGY_AP_PROCESSOR• NYF_AGY_AP_ADJ_PROCESSOR• NYF_AGY_AP_INQUIRY

EE1 Stabilization on SFS Secure

- Commonly reported production issues that SFS users can resolve themselves



The screenshot shows the SFS Secure website interface. At the top left is the SFS logo (STATEWIDE FINANCIAL SYSTEM). To the right is a search bar and a system status indicator showing a green checkmark and the word "Normal". Below the search bar is a dark blue navigation bar with links: 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 has a white background and features the heading "EE1 Stabilization Resources" followed by the sub-heading "Commonly Reported Production Issues SFS Users Can Resolve Themselves". Below this is a paragraph of text: "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 another paragraph: "The **SFS Defect Resolution Summary** (updated 1/14/16) 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.

Agency Role Guide- Updated on 12/23

- The Agency Role Guide lists agency roles needed to conduct business in the SFS.
- The Guide was recently updated to reflect two new roles for the Real Estate module.
- Release notes included in the document provide more information on updates to the Guide.
- The guide can be found on *SFS Secure*:
 - References and Resources > Access to SFS (Security and Roles) > Agency Role Guide.
 - <https://www.sfs.ny.gov/index.php/reference-and-resources/access-to-sfs-security-and-roles>

Agency Administrator Reminders

- Tuesday, January 26, 10:00 a.m. – 12:00 p.m.
- Key topics for discussion include:
 - MSC01 Reminders
 - Agency Actions for MSC01 Transition
 - Administrator Winter Update Impacts
 - MSC01 Use
 - Employee Data Administrator
 - Administrator Training Material

More information regarding the Agency Administrator Reminders session was distributed to Agency Coordinators and Agency Administrators this week



SFS Reminders

SFS Operations,
Steve Slattery

Upcoming Maintenance Outages

■ Perfect Commerce and eMarketplace

- eMarketplace will have down times for scheduled system maintenance.
- Will impact any SFS user trying to access catalogs and potentially dispatching purchase orders during these times.

Date	Start Time	End Time	Environment	Product	Impact	Summary
This Saturday, 1/23/2016	8:00 a.m.	5:00 p.m.	Production	PerfectProcure	Intermittent	Application Enhancements
This Saturday, 1/23/2016	8:00 a.m.	1/24/2016 8:00 a.m.	UAT(Stage)/Production	US ALL	Intermittent	System Maintenance
Next Thursday, 2/04/2016	8:00 a.m.	5:00 p.m.	UAT(Stage)	US ALL	Intermittent	Application Maintenance
Next Saturday, 2/06/2016	9:00 a.m.	5:00 p.m.	Production	WebProcure	Intermittent	Application Enhancements

- SFS will be issuing System Alerts to inform Users of these outages.

SFS Production Support Reminder

- Fast-Track calls for EE1 Production Stabilization issues
 - Tuesday and Thursdays 1:00 p.m.-3:00 p.m.
- SFS and Agency One-on-Ones
 - Send in an incident to request One-on-Ones
- SFS Help Desk (helpdesk@sfs.ny.gov)
 - Help Desk creates incidents, routes requests to SFS Subject Matter Experts or Teams for review and response.
 - To better respond to your agency's Help Desk tickets, please be as specific as possible
- *SFS Secure* and SLMS are the sources for SFS content, job aids and training resources

Agency Incident Volume

- Incident volume since EE1 Go-Live is up, as expected.
- Seeing more complex incidents, many tied to defects (especially Procurement)
- SFS Teams working hard to get through backlog

Week	Incidents Opened	Incidents Resolved	% of Opened Resolved	First Call Resolution Incidents	% of Resolved FCR	Resolved On Time
Jan 10 - Jan 16	455	466	57	141	30	342
Jan 3 - Jan 9	540	566	63	185	32	404
Dec 27 - Jan 2	302	304	53	97	31	222
Dec 20 - Dec 26	341	337	54	119	35	247
Dec 13 - Dec 19	475	479	64	142	29	364
Dec 6 - Dec 12	559	539	61	191	35	426
Nov 29 - Dec 5	568	532	60	194	36	406
Nov 22 - Nov 28	352	379	53	107	28	305
Nov 15 - Nov 21	692	657	59	193	29	536
Nov 8 - Nov 14	502	463	57	152	32	397
Nov 1 - Nov 7	668	665	64	269	40	529
Oct 25 - Oct 31	706	691	64	249	36	589
Oct 18 - Oct 24	904	918	69	421	45	770
Oct 11 - Oct 17	796	638	67	341	53	586
Oct 4 - Oct 10	323	399	72	194	48	344

How to handle critical transactions

- Contact the SFS Help Desk: helpdesk@sfs.ny.gov
- Include payment amounts at risk, payees, due dates. Detail is important.
- Specific transaction information and screenshots demonstrating issues is beneficial.
- Date and time of issue
- Pass on any upcoming critical dates

How to be effective with Fast-Track

- Review the daily Defect Listing prior to attending the Fast-Track calls
 - Listing of unresolved defects being addressed in all environments
 - Users can now sort by project (Project: EE1, FYE, Winter Update)
 - SFS*Secure* Location: <https://www.sfs.ny.gov/index.php/support/support-data>

- Review the Defect Resolution Summary
 - Show high impact procurement process-related defects, includes resolution status, anticipated resolution date, and, if the defect is not resolved, steps the agency can take until the defect is resolved.
 - SFS*Secure* Location: <https://www.sfs.ny.gov/index.php/support/agency-support/ee1-stabilization-resources>

- Know the most current status of your incident(s)
 - Either use Magic Self Service or review weekly Unresolved Incident Report (posted Wednesdays)
 - SFS*Secure* Location: <https://www.sfs.ny.gov/index.php/support/support-data>

- Use the call time to discuss new issues. Utilize the Chat window to enter your inquiry.

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