



# February Agency Checkpoint Call

# Agenda

- Opening Remarks
- SFS Updates
  - EE1 Stabilization Updates
    - Real Estate Update
  - Questions and Answers
- Fiscal Year End
  - Schedule and Resources
  - Pre-FYE Clean Up Checklist
  - Agency Actions and Transaction Scenarios
  - Questions and Answers
- SFS Reminders
  - Training
  - Support



# Opening Remarks

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SFS Director, Peggy Sherman



# EE1 Stabilization Updates

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SFS EE1 Project Director, Ed Bouryng

# EE1 Stabilization Status

- Stabilization in general
  - Defects trending downward and severity of impacts trending downward
  - Incidents remain heavy, but manageable
  - Advances in SFS features
    - EE1 procurement tools supporting Month-end/Year-end/Lapsing
    - Significant updates from Oracle (software vendor) – “Winter Update”
    - Quantity Based Contracts
  - Resources – focus on procurement stabilization and fiscal year-end
  - Ongoing Change Management
    - Stabilization Period (through FYE) focus: Conducting business
    - Post-Stabilization: Taking best advantage of EE1 changes in SFS
    - Fast Track, One-on-One, Ongoing communications and outreach
    - Defect reporting – provided to agencies on SFS Secure, with descriptions, ways to avoid the defect, and actions to take (e.g., workarounds)

# EE1 Stabilization Status

- Stabilization by area
  - Real Estate automated payments
  - Procurement status update
    - Contract amendments
    - Auto-sourcing and Purchase Orders
    - Canceling documents
  - Quantity-based contract improvements
  - FYE Impacts



# OSC Fiscal Year End Guidance

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Project Officer, John Corbett (OSC)



# Fiscal Year End Update

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SFS Stakeholder Services,  
Katelyn Klein and Pam Korotsky

# FYE Schedule

- An FYE Full Dress Rehearsal (FDR) began this past week and will run through March
  - 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
- Results of FDR will be posted to *SFS Secure*
  - These results can be used by agencies to take action
    - *Example:* Use the FDR data file of “Closed POs” to go into Production and bring POs down to zero prior to FYE
- SFS will make the post-FDR environment available for agency use after the FYE FDR completes
  - Agencies should test transacting against rolled documents
  - This will help identify/resolve issues before the actual FYE event
  - Understand how the DOB financial plan will be implemented for the new fiscal year
  - This environment will have SFS Production data from February 4

# Bulkload Impacts

- Extracts will not be changing as a result of FYE; however, there are changes in the way we handle transactions in our FYE processing.
- SFS will host a meeting on Wednesday, February 24 to discuss more details about Bulkload FYE Impacts.
- Agenda topics include:
  - Overview of changes to FYE processes
  - Procurement related changes, specifically PO and Contracts
  - Review sample extracts as they relate to changes to SFS processes
    - PO change order versus force closing PO
    - Changes to the PO Roll and the Charge tail on the BTX extract
  - Transacting on PO's after PO Roll
  - PSP/Financial Plan FYE process and potential errors that may need to be addressed

# Bulkload Impacts

- In-person attendance is encouraged.
  - SFS, State Office Campus, Building 5, Conference Room G08
  - Please register in SLMS using the code **SFS-BLK-FYE2016** prior to February 22 to attend this meeting in-person to ensure access to Building 5 the day of the meeting. **Participants who do not register through SLMS will not be permitted into the building.**
- Visit the following links for details on this meeting:
  - [SFS Secure Meetings and Events Calendar](#)

## 2015–16 Fiscal Year End (FYE) / Lapsing

### FYE / Lapsing Resources

#### FYE

[Pre-Fiscal Year End \(FYE\) Clean Up Checklist](#)

[FYE Checklist \(in process\)](#)

[FYE FDR Data Results \(in process\)](#)

#### OSC

[OSC Operations Calendar](#)

[OSC's Guide to Financial Operations \(Chapter XV: End of Year\)](#)

#### BSC

[BSC Calendar](#)

### FYE / Lapsing Support

- Contact an SFS representative by emailing the [SFS Help Desk](#).
- Dial in to [the SFS Fast-Track Support Center](#) on Tuesdays and Thursdays.

### FYE / Lapsing Training Information

#### Self-Paced Training

SFS is developing self-paced training topics within existing SFS self-paced training courses to provide more information on the actions agencies will need to take, in preparation for, and as part of, Fiscal Year End. Additional details regarding these new self-paced training topics will be included on this page in the coming weeks.

#### Job Aids

Job aids for a variety of SFS functional areas are located at [Master SFS > Job Aids](#). All the latest updates to job aids are available at this location.

### SFS FYE / Lapsing Events

SFS will post information about FYE / Lapsing events to the [Meetings and Events Calendar](#).

#### FYE / Lapsing Announcements

As announcements are emailed, they will be posted here.

**Note:** SFS will be presenting important information regarding FYE in the Wednesday, February 17 Agency Checkpoint Conference Call.

### Key Dates FYE / Lapsing

- **February 15 through March:** FYE Full Dress Rehearsal
- **April 11:** Open the SFS to agencies (subject to change)

### Important Transaction Dates

The Office of the State Comptroller (OSC), Business Services Center (BSC), and Statewide Financial System (SFS) will publish important transaction dates relating to FYE / Lapsing.

Please click on the following links to view OSC and BSC messages:

- **OSC:** [Calendar of Events and Deadlines](#)
- **BSC:** [Calendar of Key BSC Processing and Dates and EE1 Upgrade Activities](#)

# FYE Resources

OSC and BSC have issued guidance on transaction and processing due dates.

## 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](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/content/fiscal-year-end-2015-16>

# Pre-FYE Clean Up Activities

- An SFS Agency Pre-Fiscal Year End (FYE) Clean Up Checklist was published on Friday, February 5 to SFS Secure's [2015–16 Fiscal Year End \(FYE\) / Lapsing](#) Web page (SFS Secure > Spotlight > 2015–16 Fiscal Year End (FYE) / Lapsing).

Home Spotlight ▼ Master SFS ▼ Reference and Resources ▼ Support ▼ User Community ▼ System Lifecycle ▼

## 2015–16 Fiscal Year End (FYE) / Lapsing

### FYE / Lapsing Resources

FYE

**Pre-Fiscal Year End (FYE) Clean Up Checklist**

### FYE / Lapsing Training Information

#### Self-Paced Training

SFS is developing self-paced training topics within existing SFS self-paced training courses to provide more information on the actions agencies will need to take, in preparation for, and as part of, Fiscal Year End. Additional details regarding these

### Key Dates FYE / Lapsing

- **February 15 through March:** FYE Full Dress Rehearsal
- **April 11:** Open the SFS to agencies (subject to change)

- The checklist identifies actions that agencies can start immediately to prepare for successful FYE processing.

# Using the FYE Checklist

1. PSP spending over planned amounts
  - a. Re-budget check
  - b. Re-plan
2. Contract in a “Req Update Failed” status
  - a. Update Contract distribution line
  - b. Update Contract budget exception
3. Non-PO receipts
  - a. Create PO receipt from Non-PO receipt
  - b. Cancel a Non-PO receipt
4. Associate standalone Vouchers to Contract
  - a. Enter an Adjustment Voucher Credit Memo
  - b. Enter a Regular Voucher from a Purchase Order
  - c. Contact OSC BSE to request voucher processing

# FYE Agency Actions

## 1. PSP Spending Over Planned Amounts

- Run the PSP Voucher Report (NYKK4002) to identify any POs with spending in the current fiscal year (15-16) in excess of planned amounts.
  - **Report Navigation:** Main Menu > Commitment Control > Budget Reports > PSP Voucher Report
  - [SFS Secure Reports User Guide - KK](#)
- For those POs, determine whether the PO has PSP projections in the next fiscal year (16-17).
- Agencies may need to re-budget check or re-plan these POs prior to the close of the fiscal year to self-correct the projection (PSP re-budget check) or revise the projection (re-plan) to better align with actual spending and relieve planned spending impact on the next fiscal year.

# FYE Agency Actions - Example

## 1a. PSP Re-Budget Check

- To run PSP Re-Budget check for POs, search and select the desired PO or group of POs on the PSP Adjustment page.
- Check the Budget Check checkbox.
- Click the Run button.
  - This will make the PO eligible for the next PSP Budget Check which runs on a 2 hour batch process.
  - Batch process schedule can be viewed on SFS*Secure*'s [Guides, Manuals, and Processing Resources](#) page.

## Resources

- SFS SPT: Payment Sched. Projection 205 – Viewing PSP Budget Exceptions
- SFS Job Aids: JAA-PSP205-005 Viewing PSP Budget Exceptions

# FYE Agency Actions - Example

## PSP Re-Budget Check

[Favorites](#) > [Main Menu](#) > [Commitment Control](#) > [PSP](#) > [Processes](#) > [PSP Adjustment](#)

**ORACLE**

[PSP Adjustment](#) | [Allocation Request History](#)

**PSP Adjustment**

Run Control ID: ADHOC | [Report Manager](#) | [Process Monitor](#) | [Run](#)

**Search Criteria**

\*Business Unit: DOL01  
 PO Amount: 0.00  
 PO ID From: 0000000221 | PO ID To: 0000000221  
 SetID: SHARE | PSP:   
 PSP Type:   
 Contract Setid: SHARE | Contract Profile: | Contract ID:   
 Primary Selection:   
 Exclude Fully Liquidated PO | [Search](#)

**Select Adjustment Action**

PSP Adjustment Action:   
 Budget Check:  Preview Allocation

Select	PO ID	Amount	Unliquidated Amt	Prior Period Unliquidated Amt	PSP Method	Projection Type	Last PSP Action Taken	Last PSP Action Date/Time
1	<input checked="" type="checkbox"/>	0000000221	181191.89	151700.38	15806.47 A_1-4_E	Allocation	Establish	10/21/15 1:12PM

[Select All](#) | [Clear All](#)

[Save](#) | [Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#) | [Add](#) | [Update/On](#)

PSP Adjustment | [Allocation Request History](#)

# FYE Agency Actions - Example

## 1b. PSP Re-Plan

- Your agency has a PO for \$100.00 with a PSP method A\_1-4\_E (Non-Cap 4 Period Even) as it was originally planned to have even spending divided over 4 periods.
- It is now the 4<sup>th</sup> quarter and you have \$40.00 remaining on the PO. You decided to Re-Plan the PSP method to S\_PO30 (Source PO Date + 30 Days) to ensure spending is complete prior to fiscal year end.

## Resources

- SFS SPT: Payment Sched. Projection 205 – Using the Re-Plan Adjustment Action
- SFS Job Aids: JAA-PSP205-001 Using the Re-Plan Adjustment Action

# FYE Agency Actions - Example

## PSP Re-Plan

[Favorites](#) > [Main Menu](#) > [Commitment Control](#) > [PSP](#) > [Processes](#) > [PSP Adjustment](#)
Home | Worklist | Add to Favorites

ORACLE
New Window | Help | Persona

[PSP Adjustment](#) | [Allocation Request History](#)

**PSP Adjustment**
Run Control ID: ADHOC | Report Manager | Process Monitor | [Run](#)

**Search Criteria**

\*Business Unit:    
 PO Amount:  0.00  
 PO ID From:  0000000221  PO ID To:  0000000221   
 SetID:  SHARE  PSP:    
 Method:   
 PSP Type:   
 Contract Setid:  SHARE  Contract Profile:   Contract ID:    
 Primary Selection:   
 Exclude Fully Liquidated PO

**Select Adjustment Action**

PSP Adjustment Action:    
 Budget Check:   Allocation:

Select	PO ID	Amount	Unliquidated Amt	Prior Period Unliquidated Amt	PSP Method	Projection Type	Last PSP Action Taken	Last PSP Action Date/Time
1	<input checked="" type="checkbox"/>	0000000221	181191.89	151700.38	15806.47 A_1-4_E	Allocation	Establish	10/21/15 1:12PM

Find | View All | 
First 1 of 1 Last

# FYE Agency Actions - Example

## PSP Re-Plan

The screenshot shows the Oracle PSP Adjustment interface. A search modal titled "Look Up PSP Method for Re-Plan Action" is open, displaying search criteria and search results. The search criteria include SetID (SHARE), PSP Method (begins with), and Description (begins with). The search results table lists various PSP Methods and their descriptions.

**Search Criteria:**

- SetID: SHARE
- PSP Method: begins with
- Description: begins with

**Search Results:**

PSP Method	Description
A_1-3_E	Non-Cap P2 Even Rem
A_1-3_FL	Non-Cap P1-P3 Front Load
A_1-4_E	Non-Cap 4 Period Even
A_1-4_FL	Non-Cap 4 Period w/Advance
A_1-5_E	Non-Cap 5 Period Even
A_1-5_M	5 Period Model Non-Capital
A_2-4_BL	Non-Cap P2-P4 Back Load
A_P1P3_E	Non-Cap Semi-Annual
A_P1_CNV	Conversion Testing
C_0Y1_CN	Capital <1YR Construction
C_0Y1_CV	Conv. Cap <1YR contract bal
C_1-2_CR	Capital Change Request
C_1-2_SM	Capital Seasonal Maintenance
C_1-5_E	Capital 5 Period Even
C_1Y2_CN	Capital 1-2YR Construction
C_1Y2_CV	Conv Cap 1-2yr contract bal
C_1Y_CN	Capital 1YR Construction
C_1Y_E	Capital 1YR Even
C_2Y3_CN	Capital 2-3YR Construction
C_2Y3_CV	Conv Cap 2-3YR contract bal
C_2Y_CN	Capital 2YR Construction
C_2Y_E	Capital 2YR Even
C_3Y_CN	Capital 3YR Construction
C_3Y_E	Capital 3YR Even

# FYE Agency Actions

## 2. Update Contracts in a “Req Update Failed” status

- Contracts in a ‘Req Update Failed’ status are primarily for one of two reasons:
  1. The Chart of Account values provided on the contract distribution line are not valid and need to be updated
  2. A budget exception needs to be resolved
- The requisition then needs to be reprocessed

### Resources

- SFS SPT: Procurement Contract 210 – Correcting a Contract in “Req Update Failed” status
- SFS Job Aids: JAA-CN210-020 Correcting a Contract in “Req Update Failed” status

# FYE Agency Actions - Example

## Update contracts in a “Req Update Failed” status

- Search contracts in a DRAFT version status from the Add/Update contracts page.
- Search contracts in a “Req Update Failed” status from the contracts amendments page.

Oracle  
 Favorites > Main Menu > Procurement Contracts > Add/Update Contracts

**Contract Entry**  
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

SetID = [v] SHARE [m]

Contract ID begins with [v]

Contract Version = [v]

Version Status = [v] Draft [m]

Contract Process Option = [v]

Short Supplier Name begins with [v] [m]

Supplier Name begins with [v] [m]

Master Contract ID begins with [v]

Business Unit begins with [v] [m]

NYS Contract # begins with [v]

Department begins with [v] [m]

Contract Profile begins with [v] [m]

Correct History  Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Add a New Value

Oracle  
 Favorites > Main Menu > Procurement Contracts > Amendments

Find an Existing Value

Search Criteria

Document Type = [v] Contract [m]

SetID begins with [v] [m]

Contract ID begins with [v] [m]

Sequence Number begins with [v]

Version Number begins with [v]

Amendment Status = [v] Req Update Failed [m]

Supplier ID begins with [v] [m]

Supplier Name begins with [v] [m]

Transaction Amount = [v]

Description begins with [v]

Date of Approval = [v] [m]

NY State Contract Description begins with [v]

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Search Results

View All

Document Type	SetID	Contract ID	Version Number	Sequence Number	Amendment Status	Supplier ID
Contract	SHARE		1	0	Req Failed	1100043277
Contract	SHARE		1	0	Req Failed	1100043277
Contract	SHARE		1	0	Req Failed	1100095756

# FYE Agency Actions - Example

## Update contracts in a “Req Update Failed” status

Favorites ▾ Main Menu ▾ > Procurement Contracts ▾ > Add/Update Contracts

ORACLE® Home Worklist Add to Favorites Sign out

New Window Help Personalize Page

Contract Entry  
Contract

SetID: SHARE Contract Version  
Contract ID: -CMU63AC-1140000  Reprocess REQ Version: 4 Status: Draft  
Approval Due Date  Include i

Status: Req Update Failed

Administrator/Buyer

Header ?

Process Option: Purchase Order  
Supplier: SLADE INDU-001 Supplier Search  
Supplier ID: 1000017050  
Begin Date: 07/29/2013  
Expire Date: 03/15/2017  
Renewal Date

Business Unit  
NYS Contract #: CMU63AC  
DeptID: 1140000  
Audit Type: TNT  
Contract Profile: CMUFR020  
 Requisition Exists  
 Tax Exempt  
Tax Exempt ID

Requisition Errors  
Add Comments  
Contract Activities  
Primary Contact Info  
Contract Releases  
Activity Log  
Document Status  
Thresholds & Notifications

Amount Summary ?

Maximum Amount	1,058,616.73	USD
Line Item Released Amount	0.00	
Category Released Amount	0.00	Non-PO Ex
Open Item Released Amount	0.00	Non-PO Ad
Total Released Amount	0.00	Vchr Ex In Prcs H A
Remaining Amount	880,098.53	
Remaining Percent	83.14	Amendr Rqst j

Primary Contact: 1 ROBERT ALVIGGI  
Supplier Contract Ref  
Description: JMU63AC-1140000  
Master Contract ID  
NYS Contract Description: @ ACPSOB & SCSOB

Order Contract Options ?

# FYE Agency Actions - Example

## Update contracts in a “Req Update Failed” status

The screenshot displays the Oracle Procurement Contracts interface. The main window shows a contract entry with the status 'Draft'. A modal dialog box titled 'Page to view Requisition error' is open, displaying a table of requisition errors. The table has two columns: 'Business Unit' and 'Requisition ID'. A single error is listed with the description: 'No charge item cannot be distributed by Amount. (10108,9)'. A 'Return' button is visible at the bottom of the dialog box.

Business Unit	Requisition ID
	Description: No charge item cannot be distributed by Amount. (10108,9)

# FYE Agency Actions - Example

## 2a. Update contract distribution line

- Edit the contract PO distribution line chartfields so they have valid budget information and the correct value for the Budget year in the Bud Ref field as shown.

Contract Items

Catalog Search      Item Search      Search for Contract Lines

Office supplies

Lines      Personalize | Find | View All | First 1-3 of 3 Last

Details    Order By Amount    Item Information    Default Schedule    Release Amounts    Release Quantities    Line Groupings

Line	Item	Description	UOM	Category	Include for Release	Status
1		Converted LTD Expended Amount	EA	SUPPLIES	<input type="checkbox"/>	Inactive
2		Converted Remaining Balance	EA	SUPPLIES	<input type="checkbox"/>	Active
3		Test contract stuck inprocess	EA	44120000	<input checked="" type="checkbox"/>	Active

View Category Hierarchy      Category Search

### Contract PO Dfltr Distributions

GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Product	PC Bus Unit	Project
	50105		10055	1140200	26258		2016-17			

# FYE Agency Actions - Example

## 2b. Update contract budget exceptions

New Window | Help | Personalize Page

Requisition Exceptions | Line Exceptions

Business Unit      Requisition ID 0000004319

\*Exception Type Error       Override Transaction       More Budgets Exist

Maximum Rows 100

Search      Advanced Budget Criteria

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**Budgets with Exceptions**      Personalize | Find | View All | First 1-2 of 2 Last

Budget Override		Budget Chartfields					
Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer	
1		KK_APPROP	Budget is Closed	More Detail	<input type="checkbox"/>	Go To ...	
2		KK_SEG	Budget is Closed	More Detail	<input type="checkbox"/>	Go To ...	

# FYE Agency Actions - Example

## Update contracts in a “Req Update Failed” status

Contract Entry

Contract

SetID	SHARE	<input type="checkbox"/> Reprocess REQ	Contract Version	
Contract ID	D1-CMU63AC-1140000		Version	4
Status	Req Update Failed		Status	Draft
Administrator/Buyer			Approval Due Date	

# FYE Agency Actions

## 3. Non-PO Receipts

- Non-inventory PO receipts adjusted to vouchered quantities or amounts will be re-established as non-PO receipts if the PO is closed.
- To pay for the goods and services received agencies should create a new PO receipt using the information on the non-PO receipt, this includes using the same Receipt Date.
  - SFS recommends that agencies note the non-PO receipt number within a comment on the new receipt for future reference.
- Agencies should then cancel the non-PO receipt.

# FYE Agency Actions - Example

## 3a. Creating a PO receipt referencing a Non-PO receipt

- SFS closed your PO as part of FYE processing. You already received the goods and created a PO receipt for the vouchered amount but you have not made your payment.
- SFS has cancelled your PO receipt as part of FYE processing and created a Non-PO receipt.
- Using the “Cancelled/Adjusted Receipts” data file posted to *SFS Secure*, you identified the newly created Non-PO receipt.
- To pay for the goods/services you received you should create a new PO-receipt and reference the Non-PO receipt.

### Resources – *COMING SOON*

- SFS SPT: Receiving 205 – Create a PO receipt from a Non-PO receipt
- SFS Job Aids: Create a PO receipt from a Non-PO Receipt

# FYE Agency Actions - Example

## Creating a PO receipt from a Non-PO receipt

- The new PO receipt should be created with the original Receipt date.
- Use the Add Header Comments field to reference the Non-PO receipt number.

The screenshot displays the Oracle 'Add/Update Receipts' interface. The breadcrumb trail is 'Favorites > Main Menu > Purchasing > Receipts > Add/Update Receipts'. The Oracle logo is in the top left, and navigation links like 'Home', 'Worklist', 'Add to Favorites', and 'Sign out' are in the top right. Below the breadcrumb, there are links for 'New Window', 'Help', and 'Personalize Page'. The main heading is 'Maintain Receipts' with a sub-heading 'Receiving'. The 'Business Unit' is 'SFS01' and the 'Receipt Status' is 'Open'. A red 'X' icon is next to the status. The 'Receipt ID' is 'NEXT'. A green box highlights the 'Add Header Comments' field. Below this, there are buttons for 'Close Short All Lines', 'Print Delivery Report', and 'Run PO Receipt Actual'. The 'Receipt Lines' section has tabs for 'Receipt Lines', 'More Details', 'Links and Status', 'Item / Mfg Data', 'Optional Input', and 'Source Information'. A table with one row is visible, showing a receipt line for 'ILIDS PROTECTIVE EYE WEAR - RE' with a quantity of 43.68000 and a price of 43.68000. The status is 'Open'. At the bottom, there are checkboxes for 'Interface Receipt' and 'Run Close Short', and buttons for 'Save', 'Notify', and 'Refresh'.

Business Unit SFS01 Receipt Status Open

Receipt ID NEXT Add Header Comments Activities

Header

Select Purchase Order Close Short All Lines Print Delivery Report Run PO Receipt Actual

Receipt Lines

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM
1		ILIDS PROTECTIVE EYE WEAR - RE		CS	43.68000		Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CS

Interface Receipt Run Close Short Interface Asset Information

Save Notify Refresh

# FYE Agency Actions - Example

## 3b. Cancelling a Non-PO receipt

- Now that you have created the new PO receipt, you must cancel this Non-PO receipt.

Resources – *COMING SOON*

- SFS SPT: Receiving 205 – Cancelling a Non-PO Receipt
- SFS Job Aids: Cancelling a Non-PO Receipt

# FYE Agency Actions - Example

## Cancelling a Non-PO receipt

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Receipts](#) > [Add/Update Receipts](#)

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)



[New Window](#) | [Help](#) | [Personalize Page](#)

Maintain Receipts

Receiving

Business Unit:      Receipt Status: Fully Received 

Receipt ID: 0000001013 [Add Header](#) [Comments](#) [Activities](#)

**Header**

Header ▶

Document Status

Select Purchase Order [Close Short All Lines](#) [Print Delivery Report](#) [Run PO Receipt Accrual](#)

**Receipt Lines**

Personalize | Find | View All |  First 1 of 1 Last

[Receipt Lines](#) | [More Details](#) | [Links and Status](#) | [Item / Mfg Data](#) | [Optional Input](#) | [Source Information](#)

Row	Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Category	Close Short	Serial	Device Track
1	Line: 1	Item:  ITHUHHPA350006	Ithaca Ultra Hi	Receipt Qty: 1.0000	*Recv UOM: EA	440.00000	Accept Qty: 1.0000	Status: Received	Category: 56101504	Close Short <input type="checkbox"/>	Serial: <input type="checkbox"/>	Device Track <input type="checkbox"/>

Interface Receipt     Run Close Short Interface Asset Information

[Save](#)   [Return to Search](#)   [Previous in List](#)   [Next in List](#)   [Notify](#)   [Refresh](#)

# FYE Agency Actions

## 4. Associate Standalone Vouchers to Contract

- Critical payments were made at your agency using a standalone voucher that was not associated to a contract.
  - This voucher should now be associated to the contract.
  - An Adjustment Voucher Credit Memo is needed to back out/reverse the original voucher.
  - Enter a regular voucher with the same information as the original and associate this to the PO.
  - Contact OSC BSE to request voucher processing.
- 
- **Note:** If your agency is a customer of the BSC and you need to associate a previously issued voucher to a contract, please send your request to [APinquiries@ogs.ny.gov](mailto:APinquiries@ogs.ny.gov).

# FYE Agency Actions - Example

## 4a. Entering an Adjustment Voucher Credit Memo

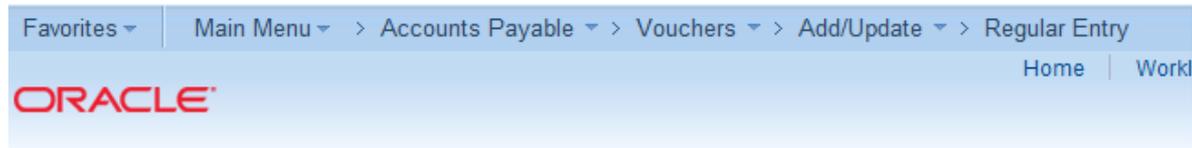
- Enter online or bulkload an adjustment voucher credit memo to back out or reverse the original voucher.
- The related voucher is the original voucher ID that establishes the link to the original voucher.

### Resources

- SFS SPT: Accounts Payable 205 – Entering an Adjustment Voucher Credit Memo
- SFS Job Aids: JAA-AP205-002 - Entering an Adjustment Voucher Credit Memo

# FYE Agency Actions - Example

## Entering an Adjustment Voucher Credit Memo



### Voucher

Business Unit:  

Voucher ID:

Voucher Style:

Supplier Name:  

Short Supplier Name:  

Supplier ID:  

Supplier Location:  

Address Sequence Number:  

Invoice Number:

Invoice Date:  

# FYE Agency Actions - Example

## Entering an Adjustment Voucher Credit Memo

- A Credit Memo is an adjustment voucher with a negative balance. Credit memos are used to adjust previously paid vouchers to a supplier.
- Credit memos are applied to future payments to the same supplier and same location. The future payment is reduced by the amount of the credit memo.

Invoice Lines ?

Line 1		
*Distribute by	Quantity	
Item		
Quantity	1.0000	R
UOM	EA	
Unit Price	20.00000	
Line Amount	-20	Cc

Calculate

# FYE Agency Actions - Example

## 4b. Entering a Regular Voucher from a Purchase Order

- Enter online or bulkload a regular voucher with the same information as the original voucher (e.g., voucher amount, vendor) and associate it to the correct PO (repayment of voucher).

### Resources

- SFS SPT: Accounts Payable 205 – Entering a Regular Voucher from a Purchase Order
- SFS Job Aids: JAA-AP205-003 – Entering a Regular Voucher from a Purchase Order

# FYE Agency Actions - Example

## Entering a Regular Voucher from a Purchase Order

- The Copy From Source Document section allows you to associate a purchase order (PO) or a PO and a receipt to the voucher.

▼ Copy From Source Document

PO Unit  PO Number

Copy From:    
Non PO Receipt   
None   
PO Receipt   
**Purchase Order Only**   
Template   
Voucher

Invoice Lines ?

Line 1  Copy Down   
\*Distribute by: Amount   
Item:

SpeedChart:    
Ship To: OMH01   
Description:

# FYE Agency Actions - Example

## 4c. Contact OSC BSE to request voucher processing

- Requesting that OSC BSE process the vouchers on the same day will minimize the impact to the supplier.
- The regular voucher and adjustment voucher will net to \$0.

# Online Agency FYE Meeting

- SFS is hosting a WebEx meeting on Wednesday, March 2 to discuss online agency FYE impacts and actions.
- Agenda topics include:
  - FDR results
  - Agency Actions
  - Draft SFS schedule for closing transactions
- A formal communication including WebEx details will be distributed prior to the meeting.
  - Once distributed, this information will also be available on the [SFS Secure Meetings and Events Calendar](#)



# SFS Reminders

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SFS Stakeholder Services,  
Alex DeFrancesco

# Administrator Meeting - Reminders

- As part of the Winter Update, SFS has implemented security and workflow changes to allow a single user account the ability to transact under their home Business Unit (BU) and MSC01.
- **REMINDER**: The following tasks must be completed by Agencies who transact against the MSC01 Business Unit, **prior to February 29** to enable single sign on for all of your MSC01 users in Production:
  - Compare users' account access in your home Business Unit and MSC01.
  - Move the non-MSC01 User ID to the new permission list, which will grant the dual business unit access.
  - Add/remove roles as necessary to accommodate workflow and inquiry access accordingly.
  - Remove the old msc\_ accounts so the users now function fully under a single login.
  - Have users test the new access to ensure it meets reporting and workflow needs.

# SFS User Groups

- As part of EE1 Stabilization, all User Groups have been on hold, however efforts are underway to refresh the User Group approach.
  - User Group focus is anticipated to shift to promoting community best practice sharing, enterprise business process consistency while developing a culture of collaboration between SFS and agencies.
- Look for communications in the coming weeks for more information on User Group Status.

# Upcoming Training Updates – As of 2/24

Updates to self-paced trainings on 2/24 will include new topics focused on the actions agencies need to take, in preparation for, and as part of, Fiscal Year End.

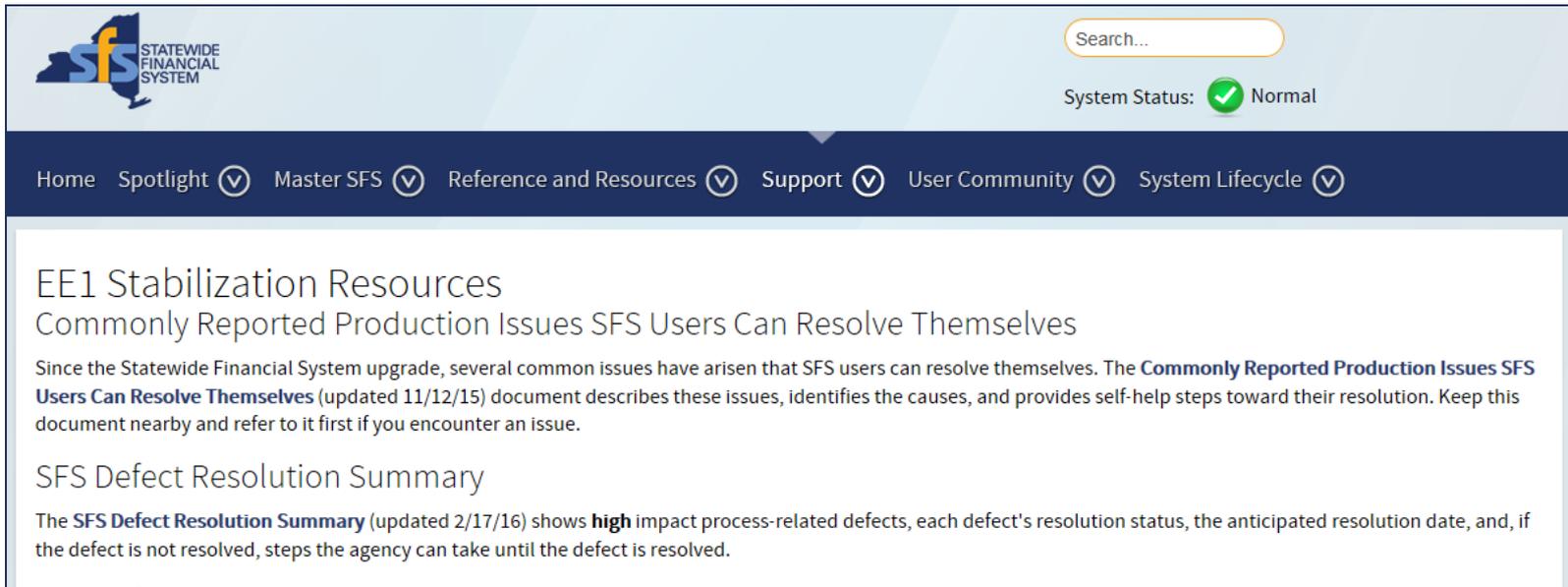
Updates to self-paced training will include information related to:

- FYE Processing Overview
- Resubmitting denied and cancelled travel documents
- Viewing and resolving budget exceptions
- Creating a PO Receipt from a Non-PO Receipt
- Canceling a Non-PO Receipt

*Additional information regarding Fiscal Year End self-paced training topics will be highlighted on the Fiscal Year End page on SFS Secure.*

# Production Transaction Status and Notes 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 and a system status indicator showing "System Status: [green checkmark] Normal". Below this is a dark blue navigation bar with links: Home, Spotlight (dropdown), Master SFS (dropdown), Reference and Resources (dropdown), Support (dropdown), User Community (dropdown), and System Lifecycle (dropdown). The main content area features two sections: "EE1 Stabilization Resources" with a sub-heading "Commonly Reported Production Issues SFS Users Can Resolve Themselves" and a paragraph explaining that since the system upgrade, several common issues have arisen that SFS users can resolve themselves, with a link to a document titled "Commonly Reported Production Issues SFS Users Can Resolve Themselves" (updated 11/12/15). Below this is another section titled "SFS Defect Resolution Summary" with a paragraph explaining that the "SFS Defect Resolution Summary" (updated 2/17/16) shows high impact 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 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.

# 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