



March Agency Checkpoint Call

Agenda

- Opening Remarks
- SFS Updates and reminders
 - EE1 Stabilization Updates
 - Support
 - Training
 - Questions and Answers
- Fiscal Year End Update
 - Schedule and Resources
 - Agency Actions
 - Agency Full Dress Rehearsal (FDR)
 - Questions and Answers
- Managing your Payment Scheduled Projection at FYE
 - Support
 - Questions and Answers



Opening Remarks

SFS Director, Peggy Sherman



EE1 Stabilization Updates

SFS EE1 Project Director, Ed Bouryng

EE1 Stabilization Status

- Stabilization by area
 - Project Costing/ESA Update
 - Asset Lifecycle Management Update
 - Commitment Control / PSP Update
 - Spending Over Planned Amount
 - Stabilization Status Going into FYE
- Status by Area
 - Expenses Update
 - Procurement Update
 - Contracts and OSC Approvals
 - Sourcing and Contract Limit Controls
 - Vouchering associated to a Contract
 - Stabilization Status Going into FYE



SFS Reminders

Stakeholder Services,
Alex DeFrancesco

eMarketplace EDX Dispatch method

- Do not change the dispatch method on a Purchase Order to EDX:
 - When SFS users update the dispatch method on a PO to EDX, even though the vendor is not included in the Marketplace, the vendor will not receive the purchase order, vendor is not configured or able to receive orders via EDX.
- Do not change the vendor location on the order when EDX is the default:
 - Only the MAINEPAY location is configured for EDX dispatch, when SFS users update the vendor location on the order to MAINCHECK the purchase order is not dispatched to the vendor even when the vendor is in the Marketplace.

Locked MSC01 User IDs

- SFS Security has locked all remaining MSC01 user accounts in Production and the test environment, completing the MSC01 account consolidation for single login.
 - Agency Security Administrators can no longer make changes to these locked MSC01 accounts.
 - All users should now log in with their dual BU User IDs.
- Users who transact under the MSC01 business unit now have the ability to inquire and receive workflow for both their home business unit and MSC01 business unit under a single login in Production.

Additional information regarding transacting using the MSC01 Business Unit can be found in the SFS Self-Paced Training MSC01 Business Unit 205

Value Added Reseller Reminder

- A new methodology was established for Contracts where unique contract IDs will be assigned for each value added reseller (VAR) participating under the same NYS Contract Number.
- OGS has created a number of new VAR contracts in the Agency Business Process (ABP) environment that are now available for online and bulkload agency testing.
- Agencies are encouraged to test this new functionality by entering a payment or PO against the new contracts.
- The list of contracts created was sent to Agency Coordinators and Bulkload Liaisons on March 14. It is also posted to the SFSSecure site as an announcement.
 - <https://www.sfs.ny.gov/index.php/spotlight/secure-bulletins-and-announcements/1500-new-var-online-and-bulkload-testing-available>
- **Bulkload Testing:**
 - Corporate Contract information is available on the 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
 - Testing issues identified should be submitted to helpdesk@sfs.ny.gov with 'VAR Testing' in the subject line.

Upcoming Training Updates – As of 3/18

Updates to self-paced trainings expected on 3/18 include, but are not limited to:

- Accounts Payable 205
 - New topic with an overview of adjustment vouchers
 - Additional clarification added to existing adjustment voucher and refund of appropriation topics
- Asset Management 205
 - Added information about how to manually approve an asset ready for disposal
- ADMIN Data 205
 - New topic with information on coordinating expense reports for approval for transferring employees
- Customer Contracts 101
 - New topic focused on Grant Sub Allocate

Additional information regarding SFS Self-Paced Training can be found on the Training & User Education page on SFS Secure.

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

Production Transaction Status and Notes on SFS Secure

- Commonly Reported Production Issues that SFS Users Can Resolve Themselves
- SFS Defect Resolution Summary
- SFS Defect Listing
- Converted Contracts to be Updated per Bureau of Contracts Contract Advisory 21
- Contracts in an “On-Hold” Status

EE1 Stabilization Resources

Commonly Reported Production Issues SFS Users Can Resolve Themselves

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.

SFS Defect Resolution Summary

The **SFS Defect Resolution Summary** (updated 3/10/16) 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 Listing

The **Defect Listing, as of 3/14/16** (updated 3/15/16), reports ALL defects (Low, Medium, and High priorities) being addressed in all environments.

Converted Contracts to be Updated per Bureau of Contracts Contract Advisory 21

Listing of contracts (updated 3/9/16) that were converted during the SFS EE1 upgrade and must be updated in SFS and funds reserved (pre-encumbered) to be available for use via Purchase Order (PO).

[Click here for Contract Advisory 21 details.](#)

EE1 Stabilization Note: Contracts in an "On-Hold" Status – 3/11 Update

Agency Coordinators,

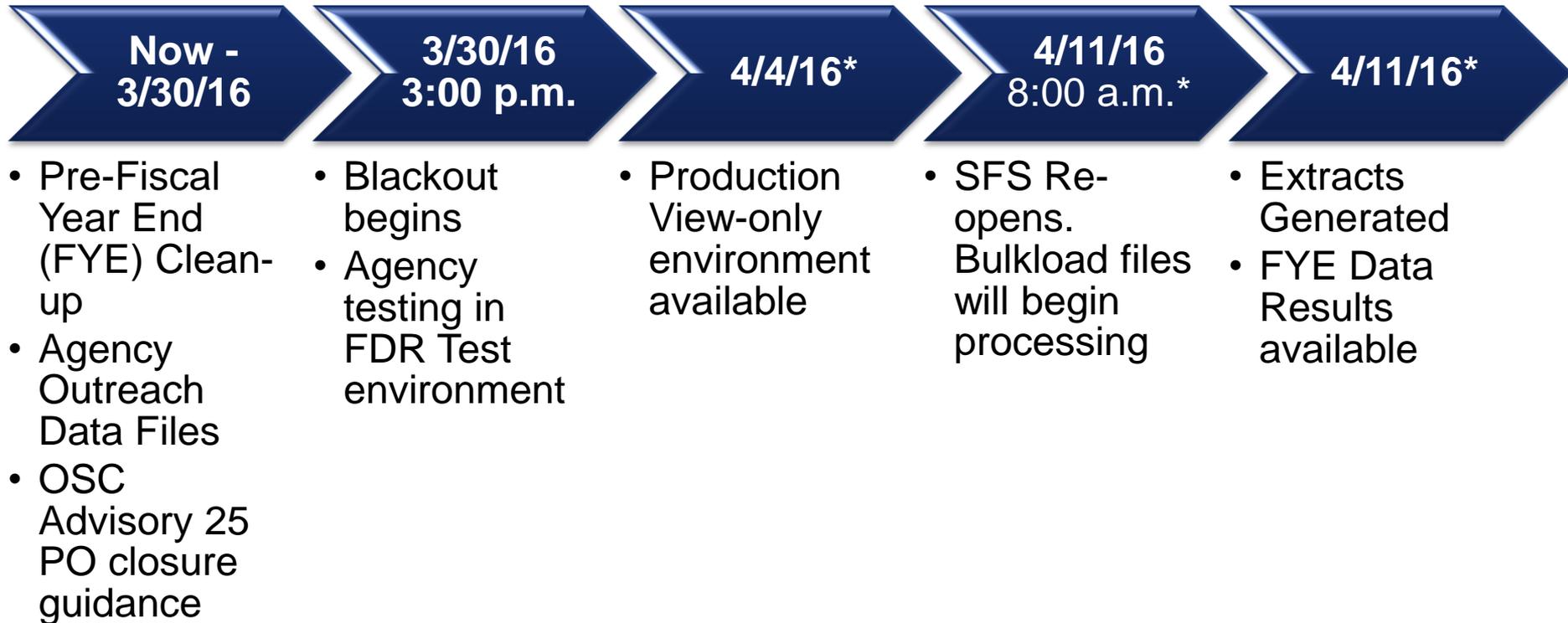
SFS has identified issues affecting contracts in the SFS Production environment that have been over-released and are exceeding the Allowed Release Amount of the contract. For your reference a **list of affected contracts** as of March 10 is available on SFS Secure.



Fiscal Year End Update

Stakeholder Services, Katelyn Klein

SFS FYE Schedule



* **Note:** Anticipated date

Perform Agency Pre-FYE Clean-Up

Activities: Adhere to BSC and OSC Cutoffs where applicable

- SFS FYE Checklist on SFS*Secure* [2015–16 Fiscal Year End \(FYE\) / Lapsing](#) page (SFS*Secure* > Spotlight > 2015–16 Fiscal Year End (FYE) / Lapsing)
- FYE Agency Outreach Data Files are available on SFS*Secure* for your agency's review and action
 - These files in conjunction with the FYE Checklist should be used when cleaning up transactions prior to OSC and BSC's FYE / Lapsing transaction due dates
 - Use these resources to prioritize which transactions should be cleaned up first for your agency within the remaining timeframe

Complete your **Agency Pre-FYE Activities** on Time

OSC and BSC have issued guidance on transaction and processing due dates.
Two BSC due dates are this week!

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 for BSC Hosted Agencies

- Guidance, Timelines, Deadlines and FAQs related to FYE 2015-16
- 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>

Adjustments to the PSP method on a PO or voucher can be done until 3/30, this is not tied to the due date for POs.

FYE Risk: Agency Pre-FYE Clean-Up Tasks are not complete

- Failure to perform Pre-FYE Clean-Up activities could result in your agency having to recreate transactions Post FYE
 - *Example:* POs to make required payments in the new fiscal year

Before 3/30: SFS Pre-FYE Clean-up of Transactions in Production*

- Results of SFS Pre-FYE cleanup activity is posted on SFS Secure

Cleanup Type	Schedule	Status
Close fully liquidated POs for all business units	3/5 & 3/6	Complete
Close or cancel all POs that meet OSC's new policy criteria	3/12 & 3/13	Complete
Clean-up related to procurement contracts	3/19 & 3/20 3/26 & 3/27	On Track (This may impact open POs, Contract values or Requisitions)
Resolve regular budget exceptions for POs and Requisitions and PSP budget exceptions for POs and close these documents	3/26 & 3/27	On Track (3/25 is the last day for agencies to correct these transactions with budget exceptions)
Receipts will be adjusted down to the vouched amount for POs that have partially vouchered receipts	3/26 & 3/27	On Track (3/25 is the last day for agencies to process remaining vouchers or adjust receipts)

*In compliance with the Data Quality guidelines in the [Guide to Financial Operations Chapter III, Section 7 - Data Quality](#), the Office of the State Comptroller (OSC) has instructed SFS to execute the clean-up activities during March 2016

FYE Agency Risk: No knowledge of **SFS Pre-FYE Clean-up activity** results

- You will not know the current status of your transactions
- You may not be able to accurately plan tasks required for your agency in the new fiscal year

Before 3/30: Perform FDR Environment Testing

SFS Post-FDR environment is now available for agency use:

- SFS Production data from February 4
- Login and password is your ABP Testing environment information as of 3/4
- Bulkload files will need to be prefixed with 'TST1_'
- Test transacting against rolled documents
 - Sample [test scenarios](#) have been provided on SFS*Secure*
 - Scenarios include: contracts- CAM specific and general, purchase orders- creating a change order, receipts and vouchers
 - This will help identify/resolve issues before the actual FYE event
- Understand what transaction data will look like in SFS after FYE
- View reports and transaction data
 - Understand how the 2016-17 DOB financial plan will be implemented for the new fiscal year

Note: While the FDR environment will be open to agencies through late April, OBIEE reports will only be available through 3/31.

Before 3/30: View **FYE FDR Data Results**

- FDR results are available on SFS*Secure*
 - <https://www.sfs.ny.gov/index.php/fye-fdr-data-results>
- Understand the results of SFS FYE actions on affected transactions during FDR
 - Resource Planning
 - Take action
 - *Example:* Use the FDR data file of “Closed POs” to go into Production and bring POs down to zero prior to FYE

Agency FYE Risk: FDR Environment

Testing is incomplete and FDR Data Results are not viewed

- You will not be familiar with critical FYE transactions applicable to your agency
- You will not be informed of transactions that will be closed
 - *Example:* POs and Receipts
- You will miss the chance to correct transactions and will have to re-enter them after fiscal year
 - *Example:* Procurement Contracts and POs
- You may underestimate employee resources required post-FDR to enter new transactions

4/1 - 4/11: Production View-only Environment

- SFS Production View-only environment
 - Available beginning 4/4
 - Static 2015-16 information as of 3/31
 - Login and password will be your production information as of 3/31
 - OBIEE reports will be available
 - Book of Record reports will be available in this environment
- AnalyzeNY
 - Available beginning 4/1 or 4/2 dependent upon timing of the close of FYE
 - FY2016 information

FYE Agency Risk: If you do not log into the Production View-only Environment

- You will not be able to view Production data until the system is back up after fiscal year end processing

After 4/11: View **FYE Data Results** to get back in business

- Post- FYE results from SFS actions will be posted to *SFS*Secure**
- Will be available beginning the week of 4/11
- Should be used by your agency with the FYE Checklist when entering new transactions after FYE processing
 - <https://www.sfs.ny.gov/index.php/fye-fdr-data-results>

If you do not view the **FYE Data Results**

- You will not be able to get back to business without knowing what actions have been taken by SFS on your transactions
 - *Example:* Establish new POs to make required payments

Reference Material Available on the SFS*Secure* FYE/Lapsing page

- [2015–16 Fiscal Year End \(FYE\) / Lapsing Homepage](#)
 - SFS Key Dates/System Dates, OSC/BSC Dates, Announcements and Training
 - [FYE Agency Checklist](#)
 - [Agency FYE Impacts Presentation](#)
 - [Bulkload Agency Impacts Presentation](#)
 - [FYE Agency Data Outreach Files](#)
 - [Data Quality: Pre-FYE Clean-up Activities](#)
 - [FYE FDR Data Results](#)
 - [FDR Test Scenarios](#)
 - [PSP FYE Guide](#)
 - [FYE FAQs](#)
- Tuesday/Thursday Fast Track calls to escalate FYE blocking issues



Managing your Payment Scheduled Projection at FYE

Stakeholder Services, Pam Korotsky

PSP FYE Key Reminders

- Agencies should continue to monitor POs spending in excess of planned amounts as they approach the end of the current fiscal year
- Run NYKK4002 PSP voucher report to identify POs with spending in excess of planned amounts
- PSP Budget Check POs using the PSP adjustment page

SFS FYE Agency Action

- SFS will run a PSP budget check this coming weekend on any POs with spending in excess of planned in 2015-16. This will become a standard monthly or quarterly operations procedure in the new Fiscal Year. After the budget check is run it will result in agency action to fix budget errors.
 - PSP adjustments to spending plans can be completed up until the system is closed for blackout. Vouchers will continue to be controlled by the KK Financial Plan.
 - BSC and OSC transaction closing dates will not impact this.
- **Bulkload Agency Action:**
 - POs 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 do not need to take additional action on the PSP methods contained on Purchase orders as a result of FYE processing.
 - Agency action as a result of this: Some rolled POs 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.

PSP Budget Check on POs

- Between Feb 23 – 25, SFS budget checked all agency POs where spending in the current year was greater than PSP planned amounts for the current year.
 - POs that had overspent PSP planned amounts in the 2015-16 fiscal year automatically self-corrected upon PSP budget check, moving planned amounts from 2016-17 back into 2015-16 to cover this spending.
 - SFS will conduct a mass budget check of overspent planned amounts on POs again this coming weekend between March 19 – 22.
- As a result of this activity, it was recommended that agencies perform the following actions:
 - For POs that fail the PSP budget check against the Commitment Control (KK) Financial Plan, agencies will need to follow up on these to ensure they are PSP budget checked successfully.
 - Typical resolutions include using the PSP Adjustment page to re-budget check larger dollar POs with prior period unliquidated amounts, using the same page to Re-Plan a PO, and resolving the budget checking error on the budget-side with your Budget Examiner.

Changing a PSP Method

- Where to find out if your PO has passed PSP budget check
 - Use the PSP Budget Exceptions page to see if a PO has failed PSP budget check (Main Menu > Commitment Control > PSP > PO PSP Budget Exceptions)
- When and how to change a PSP Method
 - Has the transaction successfully passed PSP Budget check?
 - Use the PSP Adjustment Page (Main Menu > Commitment Control > PSP > Processes > PSP Adjustment)
 - Has the transaction not been PSP budget checked or failed PSP budget check?
 - Change directly on PO (Main Menu > Purchasing > Purchase Orders > Add/Update POs)
- *Reminder:* POs can pass regular budget check (approp/seg) but not pass PSP budget check

Two New PSP Methods

- SFS has added two new PSP methods in support of FYE
- These two methods support end of year Re-Planning:
 - S_PO00:
 - Supports the establishment of a new PO where the Buyer wants the spending to impact only the current fiscal year
 - Use for the scenario where you need the impact to be in the current period
 - A_3-4_BL:
 - Supports the Re-Plan of an existing PO where the full amount of the unliquidated planned amount of the PO should impact 2016-17 and none in 2015-16
 - Use with POs entered in Q3 that have amounts at the end of the year to be Re-Planned to the next fiscal year (no more spending this year)
- These methods have been included in the PSP Method guide
 - <https://www.sfs.ny.gov/files/infocenters/AgencyPSPMethodGuide20160311.xlsx>

PSP Queries

- To identify POs that relate to a specific KK Financial Plan budget line, run the following PSP queries:
 - NY_PSP_PL_DET
 - PO info displayed at the line level
 - NY_PSP_PLD_DET
 - PO info displayed at the Distribution level

PSP FYE Resources

- *NEW:* PSP FYE guide
 - <https://www.sfs.ny.gov/files/fye/PSPFYEGuide20160310.pdf>
- Tuesday/Thursday Fast Track calls to escalate FYE PSP blocking issues
- FYE Checklist
 - <https://www.sfs.ny.gov/files/fye/FYEAgencyChecklist2016.xlsx>
- Agency PSP Method Guide
 - SFS Secure > Reference and Resources > Budget
- PSP Action Quick Reference Guide
 - SFS Secure > Reference and Resources > Budget
- Self-Paced Training
 - SLMS Course Code: SFS-9.2-SPT
 - SLMS Class Code: Payment Sched. Projection 205

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