



# May Agency Checkpoint Call

# Agenda

- Opening Remarks
- SFS Agency Connection
- June Lapsing
- Questions and Answers



# Opening Remarks

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SFS Director, Peggy Sherman

# SFS Focus

- Consistent, reliable service
  - Post-FYE Support
  - Preparing for Lapsing
  - 2016 Summer Update
- Collaborating with agencies for efficiencies and improvements
  - Leveraging new SFS capabilities
  - Community Councils
  - Change Requests and Change Control Board



# **SFS Agency Connection**

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## **Stakeholder Services, Matt Ingram**

# PSP Workgroup

- SFS reconvened the PSP workgroup on May 17
- The Payment Schedule Projection (PSP) Workgroup members now have six months of experience using the PSP Method configuration, managing planned amounts against their KK Financial Plan, and have experienced the first fiscal year-end after the introduction of the PSP in SFS.
- This meeting discussion focused on PSP lessons learned as well as identifying improvement opportunities.
- This meeting was held in-person at SFS for a broad agency audience including established agency PSP Workgroup Members

# Query Page Updated

- SFS Query page has been updated
- <https://www.sfs.ny.gov/index.php/reference-and-resources/reporting/queries>
- SFS Queries list
- Query user guides
- Query Manager

# Quarterly Contact List Update

- SFS kicked off a routine update of contact information that SFS has on file.
- All Agency Coordinators should have received an email on Tuesday, May 3 asking for updates or verification that the information SFS has on file is accurate and up to date for your agency.
- Please send your responses to the [SFS Help Desk](#) by **Friday, May 20**.

# Upcoming Training Updates – As of 5/18

Updates to the SFS self-paced trainings expected on 5/18 include, but are not limited to:

- Procurement Contract 210
  - Updated topics focused on funded agency contracts to include information about the new “LTD Req Amount” field which identifies the total amount of funds that have been committed for the contract
- Purchase Orders 220
  - Added clarification to the Managing Change Orders topic focused on how to change a PO from quantity based to amount only
- Real Estate Management 101
  - Updated the topic focused on using the Payable Lease Distribution page
- Requisition 205
  - Added clarification regarding creating lines if multi-agency funding is needed
- Statewide Financial System 101
  - Added more information about how the SFS modules support agency business

*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.



# June Lapsing

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SFS EE1 Project Director, Ed Bouryng and  
Stakeholder Services, Melinda Vasto and Pamela  
Korotsky

# Lapsing Improvements and Processes

- Although a number of Lapsing processes remain the same this year, there are a number of significant changes to the process.
- Some new processes are required as a result of the EE1 Re-architecture.
- Some of these key processing improvements for Lapsing are:
  - SFS will no longer be deleting ALL in-flight vouchers referencing a lapsing appropriation
  - SFS will no longer be force closing POs that reference a lapsing appropriation; PO impacts of lapsing include the PO rollover and potential use of the “Resolve Lapsing” process
  - SFS will no longer create “Orphaned receipts” (this generally will not impact Bulkload activity)
- Bulkload file extracts will not be changing
  - However, there are changes in the way transactions are handled in our lapsing processes.

# Changes Driving Updated Lapsing Processes

- SFS with EE1 has initiated a significant change to Procurement, changing the way SFS supports the procurement business process
  - Agencies now have an *enterprise procurement system*, not just an encumbrance accounting system
    - Critical fundamentals put in place to support major ROI initiatives (e.g., Marketplace, e-invoicing, electronic dispatch, 15 day small business initiative, payment discounts)
  - The use and meaning of the purchase order is changed – agencies can use SFS to manage purchase orders and the ordering relationship with their vendor
    - SFS should avoid closing purchase orders as that will disrupt agency management of the vendor
    - Agencies are asked to manage their contracts and purchase orders in advance of the lapsing event
    - Bulkload agencies that already have enterprise procurement systems do not close their purchase orders – they use purchase orders to manage their vendors – *an important impact if they were to on-board*
    - Funded contracts are supported by a pre-encumbrance and funding that is lapsing must be resolved for the contract to be viable
  - Longer-term gains in terms of the lapsing window in sight
  - Action Items
    - SFS enabling change – reporting tools being provided this lapsing period and additional agency tools to be discussed for future needs
    - Agencies managing change - some post-lapsing actions will be required of agencies for POs that rolled (e.g., funding errors)

# Additional Lapsing Tools

- SFS will provide agency data in an Excel format periodically leading up to the lapsing event
  - The files will contain a listing of Procurement Contracts and POs to be impacted by lapsing
  - The files will enable agencies to take actions on Contracts and POs in advance of the lapsing event and to understand which Contracts and POs may be impacted by the lapsing processes
  - The files will answer the following questions relating to rolled POs at lapsing:
    - Which POs referencing lapsing appropriation will be rolled **without** “Resolve Lapsing”
    - Which POs referencing lapsing appropriation with budget ref 2015-16 will be rolled **with** “Resolve Lapsing”, changing the Budget Ref to 2016-17

# Agencies Authorizing PO Closure

- SFS will no longer close POs at lapsing – Agencies are to manage the vendor relationship with the vendor and ensure that vendor and SFS PO records align
- Agencies can authorize SFS to Close a PO – SFS will Close the PO and Dispatch Closure notices (this may be automatically emailed to the vendor)
- How to authorize PO Closure?
  - A PO Close and Dispatch Closure Notice option will be provided at the PO level (e.g., checkbox)
- Authorization to SFS to close the PO
  - Accessible to online and Bulkload agency's users with the appropriate security
  - Planned addition to the Bulkload inbound/extracts for September Lapsing
  - Agencies with larger volumes can open a Help Desk incident with a list of POs and SFS will update the Check box on the PO
- A separate communication on authorization procedures will be provided

# Lapsing Processing – Travel Documents

## Mass Denied/Reject

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

***Agencies can re-submit denied documents for approval through the normal approval workflow after updating chartfields***

## Cancelled

- All Travel Authorizations approved but not sourced to an expense report and charging lapsed funds

***Resubmit the Travel Authorization per your agency's travel policy (if applicable) after processing***

## Rolled

- The roll process for Travel Authorizations will not be run as part of lapsing

# Lapsing Processing - Vouchers

## No Action

- All vouchers approved, posted and paid
- Non-PO voucher if no expenditure exists in the KK ledgers

***Agencies will need to update chartfield information on the non-PO vouchers before submitting for budget check***

## To be Deleted

- PO vouchers that have not been posted whether or not KK activity exists
- Non-PO vouchers if expenditure exists in the KK ledgers (Budget Checked)

***Agencies will need to re-enter these vouchers after processing***

# Lapsing Processing – Receipts

## Cancelled

- PO receipts related to cancelled POs that haven't been vouchered will be canceled and re-established as non-PO receipts\*

## Rolled

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

***Agencies may need to cancel non-PO receipts created if creating a new PO to replace the closed PO. Agencies would need to create new PO receipt and cancel the non-PO receipt***

***\*Note: The non-PO receipt created will reference the PO number of the PO that was closed***

# Lapsing Processing – Purchase Orders

## No Action

- Stand-alone POs and non-funded contract POs not sourced from a Requisition that are not dispatched and **have not been** successfully budget checked  
*Agencies can continue acting on these documents normally after Lapsing processing. Agencies will need to update chartfield information.*

## Closed

- All POs that are fully liquidated including funded contract POs regardless of appropriation will be closed

## Cancelled

- POs referencing a lapsed appropriation originated from a Requisition and have no KK activity posted against them will be cancelled

***Agencies will NOT be able to act on these documents after Lapsing Processing***

# Lapsing Processing – Purchase Orders

## Change Order then Close \*

- Non-funded contract POs and funded contract POs where the PO cannot be rolled (e.g., data issue)
- All POs that have KK activity and are currently in a budget check error status.
  - POs will be change ordered down and closed or canceled if no expenditures have been posted

***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***

**Example:** Agency has a PO for \$100 related to a contract with \$50 expended

- Change order created on the PO to bring down to \$50 dollars updating release amount (reducing by expended amount)
- Run PO close process

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

# Lapsing Processing – Purchase Orders

## Rolled as part of Lapsing

- All POs (e.g., *Stand-alone* POs, non-funded contract POs, requisition POs and funded contract POs) that **have been** successfully budget checked and are not fully liquidated that reference a lapsing appropriation or reference a Contract Req with a lapsing appropriation
  - Exceptions are any POs that fail the roll process due to data issues
- Roll process will run on all distribution lines on the purchase order
- Old distribution line will be closed/cancelled and new distribution line created for the unexpended amount
- Distribution lines referencing a lapsing appropriation may be subject to the “Resolve Lapsing” process
- “Resolve Lapsing” process is - Budget reference field may be updated with the new year budget reference if a valid budget exists
  - Example: Budget Ref of 2015-16 can be changed to 2016-17
  - If valid budget does not exist for the new budget reference then the budget reference will not be updated and the PO will be in budget error after lapsing
  - Whether or not Resolve Lapsing updates a PO’s Budget Reference, the PO will be rolled

Note: There may be budget exceptions post lapsing which agencies will need to resolve

***Agencies can continue acting on these documents normally after Lapsing processing***

# Lapsing Processing – Requisitions

## No Action

- Purchase requisitions and contract requisitions with no KK activity  
*Agencies can continue acting on these documents normally after Lapsing processing. Chartfield information will need to be updated*

## Cancel

- Any funded contract requisition where a contract has been successfully created but the contract has not been updated to pending OSC approval status
  - Contract will be cancelled resulting in the requisition being cancelled*Agencies will need to create a new contract requisition/contract after Lapsing processing*

# Lapsing Processing – Requisitions

## 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 referencing a lapsing appropriation
- All requisitions not related to a funded contract with a remaining pre-encumbrance balance exists referencing a lapsing appropriation

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

# Lapsing Processing – Procurement Contracts

## Staged Releases

- Error status will be purged from the auto-sourcing workbench
- All scheduled releases that have not been completed will be cancelled  
*Agencies will need to create new schedules to stage releases after Lapsing processing*

## Contract Versions

- Open/draft status will be deleted  
*Any contract versions in “Req Update Failed” status will need to be resolved by agencies prior to the lapsing event*

# Lapsing Processing – Procurement Contracts

## Processing occurs to calculate Life-to-date (LTD) expenditures on Funded Contracts

- Used in requisition refresh process to sync the requisition and contract line amounts
- Calculates LTD expenditures on the contract distribution line
- The LTD expenditure amount for each distribution line will be updated
- Process will run on all contract distribution lines regardless of lapsed date
- Update using “Resolve lapsing”, where possible on the contract distribution lines referencing a lapsed appropriation that have an unexpected amount

# Lapsing Processing – Procurement Contracts

## Processing occurs to calculate Life-to-date (LTD) expenditures on Funded Contracts - continued

- Resolve Lapsing - Budget reference field will be updated, where applicable
  - 2015-16 to 2016-17
- Expended amount and budget reference updates referenced above will be updated on a new contract version created by the lapsing process
- Run the Requisition refresh to establish new Requisitions
  - There may be budget exceptions which agencies will need to resolve
- Agencies should minimize the number of contracts that SFS processes in lapsing
  - Contracts with unexpended contract distribution amounts that reference a lapsing appropriation are subject to SFS lapsing processes
  - All POs associated to a contract that is subject to SFS lapsing processes must be rolled

***Agencies can continue acting on these contracts normally after Lapsing processing***

# Lapsing Processing – Procurement Contracts

## No action

- Contracts with no associated requisition require no action
- Contracts with requisitions that do not have unexpended distribution lines referencing lapsed appropriations

***Agencies can continue acting on these contracts normally after Lapsing processing***

# Lapsing Processing – Procurement Contracts

## Requisition Refresh Process

- Requisition refresh is a process that applies to funded contracts
- Contract requisitions that have a pre-encumbrance and are linked to a contract
- 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
- Links the new requisitions, created by the requisition refresh process, to the appropriate associated contracts and rolled POs

***Agencies can continue to initiate new purchases against the associated funded contract after Lapsing process is completed (SFS automatically uses the NEWLY CREATED requisitions)***

***Note: This is applicable to all contract distribution lines***

# Processing – PSP

- Planned amounts in the lapsing quarter and subsequent quarter may be impacted by the SFS lapsing process
- The PSP method on rolled POs will not be changed
- For POs with a valid PSP budget status that are closed or cancelled during lapsing processing, the projected spending will be liquidated and will no longer reserve funds against the DOB Financial Plan

***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 lapsing processing***

***Agencies otherwise do not need to take any additional action on the PSP methods contained on POs as a result of lapsing processing***

# Reminder: PSP Re-budget Check

- In collaboration with the Division of the Budget, SFS will perform a PSP budget check on POs that met the overspending criteria (*spending in the current year is greater than PSP planned amounts for the current year*)
- 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

***Agencies should continue to monitor POs spending in excess of planned amounts throughout the year***

# Planned but Unspent Lapsing Budgets

- As part of the PO Rollover for any PO that is against lapsing funds, SFS will be performing a mass PSP budget check using the PSP Mass Adjustment page that will adjust planned amounts to vouchered amounts
- As part of the PO Rollover for any PO that is against lapsing funds, SFS will be performing a mass PSP budget check using the PSP Mass Adjustment page that will:
  - For Allocation type PO's - move any unspent planned amounts based on a pro-rata basis according to the existing PSP allocation. Since the allocation will not be changed by the lapsing process, the unspent planned amounts will primarily update the current quarter (Q2)
  - For Source Type PO's - move any unspent planned amounts to the current quarter (Q2)

# Project Child Lapsing Impacts

- Project Child budgets and segregation should remain aligned
- Lapsing will close or move pre-encumbrance/encumbrance and planned amount
  - Lapsing has no impact to Project Child budgets, but does close lapsing Segregation budgets
  - Lapsed KK\_SEG budgets supporting a Project Child budget will impact the Segregation to Project Child budget alignment
    - Adjustments with updated budget reference in KK\_SEG may be required in KK\_PRJC prior-to or after the lapsing event
  - There may be Project Child budget exceptions which agencies will need to resolve post-lapsing
- Reminder: Generate parent will impact PRJP (Parent) for any adjustments to PRJC (Child)

# Project Budget Impact Example

- Adding budget amounts to PRJC will impact PRJP

Example: Project Budget Aligned with Segregation that is lapsing

PRJC\_BD: 100,000 2015-16

**PRJP\_BD: 100,000**

\$50,000 is expended and the remaining \$50,000 budget is lapsing and the Project Budget will no longer align with the Segregation. Add \$50,000 to project child budget for new appropriation

PRJC\_BD: +50,000 2016-17

**PRJP\_BD: 150,000**

- Also, bring down old year amount to ensure project parent is not inflated

PRJC\_BD: +50,000 2016-17

PRJC\_BD: -50,000 2015-16

**PRJP\_BD: 100,000**

# Extract Information (Post Lapsing)

- PO Extracts (POH, POL, POS and POD)
  - Reflects the adjustments to the PO's (Change Order, Closed or Cancelled)
- PC Extracts (PCH, PCL and PCD)
  - Reflects current release amounts at the end of the Lapsing
- KEL
  - Reflects the impacts to the Liquidation of Encumbrance
- M Files
  - M061 shows released amounts on the contracts
  - M101 will show the POs were reduced by change order and then closed and will show POs that were just cancelled
  - M161 will show the encumbrance activity on PO's. The amounts change ordered down – and those closed

# Reminder: PO Rollover Impact

- When POs are rolled over the new Bulkload process (from FYE) inserts new records with the new distribution id from the PO Roll process and carries over the data from previous records onto the new rows of the Bulk Trans Table
  - Note: This table is also the source for other extracts (i.e. LTF)
- Going forward agencies need to send in the new PO distribution ID and the correct amounts (minus expended)

# Example: BT Extract with rolled PO

Source Record	Source Field Name	Target Fieldname
<u>PS_PO_ROLLOVER_DTL</u>	<u>LINE_NBR_TO</u>	<u>NY_PS_DSTRB_LN_NO</u>
NY_BULK_TRANS	<u>TRUNC(SYSDATE) System Date when the process insert the new rows (so that it will arrive on current extracts)</u>	NY_BLK_TRANS_DT
NY_BULK_TRANS	<u>'99999' (So the legacy systems can determine the values created by the rollover process)</u>	<u>NY_BLK_AGENCY_ID</u>

NY_BLK_LOAD_ID	NY_BLK_DOC_REF	NY_PS_BU	NY_PS_DOC_ID	NY_PS_DSTRB_LN_NO	NY_BLK_AGENCY_ID	NY_CHARGE_TAIL	NY_TRANS_CD	NY_BLK_TRANS_DT	NY_COST_CENTER
194673	C113481005		C113481005	1 28100		361302013200	POD	18-SEP-15 12.00.00.000000000 AM	282101007H14
194673	C113481005		C113481005	2 99999		361302013200	POD	17-FEB-16 12.00.00.000000000 AM	282101007H14
			PO ID that was rolled						

# Lapsing Schedule

Now -  
6/30/16

- Pre-Lapsing Clean-up

6/30/16  
3:00 p.m.

- Blackout begins
- Full batch including extracts will be run
- Book of record reports will be run

7/5/16\*

- SFS Re-opens. Bulkload files will begin processing

7/6/16\*

- Extracts Generated

*\* Note: Preliminary dates pending testing*

# Lapsing Schedule

- State Fiscal Year 2015-16 State Operations appropriations (excluding SUNY and CUNY and any re-appropriations) and the SUNY Stabilization Account appropriations lapse on June 30, 2016

# Current Pre-Lapsing Agency Action

- Agencies can take actions in advance of lapsing:
  - For a Contract the agency can adjust the funding or cancel the line before lapsing event or reduce contract distributions to the expended amount
  - For POs the agency can adjust the funding, change order and cancel the line
  - Agencies will be able to authorize the closure of selected POs (and closure notices dispatched to vendors) before a lapsing event
  - Review and clean up existing requisitions that are no longer needed.
  - Contract versions in an Open/Draft status will need to have completed editing of the draft version and be submitted.

# Pre-Lapsing Transaction SFS Clean-up Schedule

Cleanup Type	Schedule	Notes
Close fully liquidated POs for all business units	6/4 & 6/5	This will be done for all POs, lapsing and non-lapsing appropriations
Close or cancel all POs that meet OSC's new policy criteria	6/4 & 6/5	In compliance with the Data Quality guidelines in the <a href="#">Guide to Financial Operations Chapter III, Section 7 - Data Quality</a> , the Office of the State Comptroller (OSC) has instructed SFS to execute the clean-up activities during June 2016  This will be done for all POs, lapsing and non-lapsing appropriations
Receipts will be adjusted down to the vouched amount for POs that have partially vouchered receipts	6/4 & 6/5 6/25 & 6/26	6/24 is the last day for agencies to process remaining vouchers or adjust receipts
Run PSP Budget Check on POs with spending in the current year that was greater than PSP planned amounts for the current year	6/11 & 6/12	

# Pre-Lapsing Transaction SFS Clean-up Schedule

Cleanup Type	Schedule	Notes
<b>Close POs using the PO close and dispatch closure option</b>	6/11 & 6/12 6/25 & 6/26	These POs will need to be authorized by your agency for closure. Instructions to request closure will be communicated shortly.
<b>Cancel any contract versions = 1 in a Req Update Failed status</b>	6/18 & 6/19	Associated requisitions will also be cancelled
<b>Delete any contract versions &gt; 1 in a Req Update Failed status</b>	6/18 & 6/19	The requisition will be re-synced with the prior version.
<b>Cancel any contract versions =1 in an Open status</b>	6/25 & 6/26	
<b>Delete any contract versions &gt; 1 in an Open status</b>	6/25 & 6/26	
<b>Resolve regular budget exceptions for POs, Requisitions and PSP budget exceptions for POs and close these documents</b>	6/25 & 6/26	6/24 is the last day for agencies to correct these transactions with budget exceptions

# OSC PO Policy Guidance

- 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 June 2016
- This will be done for all POs, lapsing and non-lapsing appropriations
  - Any PO transaction with a budget status error for 30 days or more should be resolved or deleted
  - Any PO transaction with a remaining balance less than \$500 and less than five percent of the total value remaining not utilized in the last 45 days should be closed
  - Any non-contract PO transaction that has been inactive for 12 months or more should be closed
  - Any PO transaction fully expended should be closed

# OSC Contracts Guidance

- Important June 30, 2016 Lapsing Information:
  - For all Contract Transactions requiring OSC prior approval by June 30, 2016, the Bureau of Contracts recommends submitting such transactions to OSC by May 26, 2016 to allow OSC adequate time to prioritize and process these transactions. Contract Transactions submitted after this date are less likely to be reviewed prior to funds lapsing.

# Lapsing Guidance

## ■ OSC:

- OSC Guide to Financial Operations - XVII. Lapsing Appropriations
- Office of Operations Events and Deadlines:  
[http://www.osc.state.ny.us/operations/calendar16/2016\\_cal.htm](http://www.osc.state.ny.us/operations/calendar16/2016_cal.htm)
- Updated Lapsing materials can be found on OSC's website:  
<http://www.osc.state.ny.us/agencies/lapsing/index.htm>
- OSC will be issuing a Lapsing Operational Advisory reminder when all GFO materials and the Calendar transaction deadlines and notices are refreshed

## ■ BSC:

- Agencies hosted by the BSC should be aware of BSC deadlines; the BSC may require earlier completion of certain activities. BSC Lapsing Guidance, Timelines, Deadlines and FAQs will be published on BSC's website:  
<https://bsc.ogs.ny.gov/>

# Data Files Provided to Agencies

- Pre-Lapsing Transaction Clean-up files
  - Will be available beginning the week of 6/6
  - Actions SFS is taking on agency documents in Production
- Test environment data results from SFS actions
  - Will be available the week of 6/9
  - Should be used by agencies with the Lapsing Checklist when cleaning up transactions prior to SFS blackout
- Lapsing results from SFS actions
  - Will be available after SFS re-opens
  - Should be used by agencies with the Lapsing Checklist when entering new transactions after Lapsing processing

# Lapsing Tool Enhancements

- Made necessary updates to the existing Expense Report Mass Denial Tool to accommodate for use in Lapsing and with the flexibility to be used for any calendar event.
- The (NYAP1547) Pending Transactions for Lapsing Budget Report takes Commitment Control Information into consideration in order to provide more accurate information.
  - <https://www.sfs.ny.gov/index.php/accounts-payable-reports/1539-nyap1547-pending-transactions-for-lapsing-budget>
  - Lists transactions that will be impacted and need to be deleted, closed or rejected as part of the Lapsing Process.

# Lapsing Testing

- SFS is running a full System Integration Test (SIT)/Internal FDR for the Lapsing processing-to be completed the first week in June.
  - Test improvements to tools used in FYE
  - Help estimate timings/schedule
- Lapsing test environment– Available to agencies beginning 6/9 through TBD
  - Data as of 4/21, with applicable appropriations lapsed and documents closed/updated.
  - Agencies should see the results of the lapsing process and plan for post-lapsing activities in July
  - Login/password information will be taken tentatively on 6/7 from ABP
  - Bulkload agencies should test changes that may be needed in their systems to support the SFS lapsing processing
    - Prefix created for the Lapsing Test Environment is 'TST2\_'

# Lapsing Support and References

- 5/11 Bulkload Agency June Lapsing session
  - Session presentation available on SFS Secure's *lapsing page* (*SFS Secure > Spotlight > June 2016 Lapsing*)
  - Overview of Changes to Lapsing Processes
  - New Tools
  - Schedule
  - Resource Materials
  
- Fast Track Support
  - Pose questions at the Tuesday afternoon Bulkload and Online Agency sessions
  
- SFS Help Desk ([HelpDesk@sfs.ny.gov](mailto:HelpDesk@sfs.ny.gov))
  - Please email/call with any questions or concerns

# 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



# Appendix

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# Requisition Refresh Process

Prior to Fiscal Year End													
Requisition Distribution Detail							Purchase Order Distribution Detail						
Requisition ID	Distrib Line #	Bud Ref	Distrib Max	Liquidated	Expended	Remaining	Requisition ID	Distrib Line #	Bud Ref	Distrib Max	Expended	Remaining	
Original ID	1	2015-16	1000	500	250	500	Original ID	1	2015-16	500	250	250	
Prior to Lapsing													
Requisition Distribution Detail							Purchase Order Distribution Detail						
Requisition ID	Distrib Line #	Bud Ref	Distrib Max	Liquidated	Expended	Remaining	Requisition ID	Distrib Line #	Bud Ref	Distrib Max	Expended	Remaining	
New ID	1	2015-16	750	250	150	500	Original ID	1	2015-16	250	250	0	
							New ID	2	2015-16	250	150	100	
Post Lapsing													
Requisition Distribution Detail							Purchase Order Distribution Detail						
Requisition ID	Distrib Line #	Bud Ref	Distrib Max	Liquidated	Expended	Remaining	Requisition ID	Distrib Line #	Bud Ref	Distrib Max	Expended	Remaining	
New ID 2	1	2016-17	600	100	0	500	Original ID	1	2015-16	250	250	0	
							New ID	2	2015-16	150	150	0	
							New ID 2	3	2016-17	100	0	100	

# Requisition Refresh Process

- Contract Line Impacts – New Contract Version Created

Prior to Lapsing					
Contract Line and Distribution Line Impacts					
Line Max Amount	Distrib Line #	Bud Ref	Distrib Max Amount	LTD Expended	Remaining
1000					
	1	2015-16	1000	250	750
Post Lapsing - New Contract Version					
Contract Line and Distribution Line Impacts					
Line Max Amount	Distrib Line #	Bud Ref	Distrib Max Amount	LTD Expended	Remaining
1000					
	1	2016-17	1000	400	600