



June Agency Checkpoint Call

Agenda

- Opening Remarks
- SFS End of System Freeze
- SFS Lapsing
- Summer Update
- SFS Agency Connection
- Questions and Answers



Opening Remarks

SFS Director, Peggy Sherman



SFS End of System Freeze

Change Control Board, Bonnie Gold

SFS System Freeze Ends

- SFS system freeze will end in June 2016
 - EE1 stabilization
 - SFS standard release schedule, seasonal updates
- SFS is accepting business cases from agencies for Change Requests and Onboarding
 - All suspended Change Requests will need to be reevaluated and resubmitted by its sponsor for consideration
 - [SFS Business Case Process for Onboarding and Change Requests](#)
- Change Requests will be prioritized by the SFS Change Control Board (CCB)

SFS System Freeze Ends

- Steps to successfully submit a Business Case

Do



- Obtain CFO approval prior to submitting a business case
- Submit a complete Business Case to the SFS Help Desk helpdesk@sfs.ny.gov
- Provide as much detail possible to convey the benefits
- Submit Onboarding or Change Request forms for critical enterprise benefits

Don't



- Include multiple Onboarding or Change Requests in one business case form
- Attempt to provide a solution
- Forget to add NYS enterprise benefits to your Change Request
- Leave blank fields on the Business Case



SFS Lapsing

Stakeholder Services, Pamela
Korotsky

June 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

**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

Pre-Lapsing Transaction SFS Clean-up Schedule

Cleanup Type	Schedule	Notes
Cancel any contract versions = 1 in a Req Update Failed status	6/18 & 6/19	Associated requisitions will also be cancelled
Delete any contract versions > 1 in a Req Update Failed status	6/18 & 6/19	The requisition will be re-synced with the prior version.
Receipts will be adjusted down to the vouched amount for Purchase Orders (PO) that have partially vouchered receipts	6/25 & 6/26	6/24 is the last day for agencies to process remaining vouchers or adjust receipts
Close Agency authorized POs	6/25 & 6/26	These POs will need to be authorized by your agency for closure.
Cancel any contract versions =1 in an Open status	6/25 & 6/26	
Delete any contract versions > 1 in an Open status	6/25 & 6/26	
Resolve regular budget exceptions for POs, Requisitions and PSP budget exceptions for POs and close these documents	6/25 & 6/26	6/24 is the last day for agencies to correct these transactions with budget exceptions

The above listed cleanup tasks and related notes relate only to documents impacted by the lapsing process.

June Lapsing Production Schedule

- **Lapsing Event** – Production will be closed to Agency users at 3:00 p.m. on June 30.
 - BSC Hosted Agencies:
 - 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/>
 - June 2016 BSC Lapsing announcement: <https://bsc.ogs.ny.gov/sites/default/files/BSCAnnouncement-LapsingFunds2016.pdf>

Lapsing Test Environment

Name	SFS Lapsing Test environment
Link	https://training2.sfs.ny.gov/
Passwords	Login and password will be your ABP test environment information as of Tuesday, June 7.
Purpose	Allow agencies to view results of SFS internal test transactions on agency data after a simulated lapsing event. The simulated Lapsing date in the test environment is June 30.
Availability	Thursday, June 9
Data as of date	Production data as of 8:00 a.m., Thursday, April 21.
Approvals	OSC, BSC and DOB transaction approvals will be performed as they are in SFS production.

Agency Lapsing Testing Actions

- Agencies are encouraged to use the Lapsing Test environment to:
 - Understand the impact of lapsing processes
 - Test critical business activities, including procurement and contract-related processes
 - Test transactions to fully understand what your production data will look like after the lapsing event
 - Understand how to best get back to business
- This environment provides a post-lapsing view of “July” data, once SFS has re-opened after the lapsing event; agency testing should be performed using July dates.
 - The actual data in the Lapsing test environment is based on April 21, 2016 Production data
- New periods were opened as they will be in July in production
- Periods closed in production since the environment was created, April 21 to date, have not been closed in the test environment

Lapsing Test Environment for Bulkload Agencies

- There are no changes to the inbound/outbound layouts resulting from lapsing
- Lapsing test environment filenames must be prefixed with 'TST1_' or they will be processed in the primary ABP test environment
 - IDLs/ENLs from the Lapsing test environment will be returned back to the 'notifications-TST1' folder on Tumbleweed
- Lapsing test environment testing extracts will be distributed as follows:
 - M Files: 'outbound-TST1' folder and contain a 'T' prefix
 - Statewide Extracts: sfs-shared folder and contain a 'T' prefix

Lapsing Transaction Data Files

- Lapsing Transaction Data Files on [SFS Secure](#)
- Agency use for financial daily business processing, pre-lapsing clean up, lapsing planning and required actions.

- Files include:
 - Pre-Lapsing clean-up results
 - Resolve Lapsing files
 - Outreach data files
 - Test Environment results
 - Lapsing results

Data File Type	Description of Files
Pre-Lapsing Clean-up Results	Data result files from actions taken by SFS on agency documents in SFS Production per OSC's data quality guidance and clean up necessary prior to the lapsing event.
Resolve Lapsing files	Resolve lapsing data files contain agency contracts and purchase orders (POs) that will be impacted by the Resolve Lapsing process to be performed by SFS during the lapsing event in June 2016.
Outreach Data Files	Outreach data files for review and use with the Agency Lapsing Checklist to clean up transactions prior to June 2016 Lapsing due dates.
Test Environment Results	Transaction data result files performed in the test environment; includes closed, deleted, rolled-over, refreshed, or adjusted vouchers, POs, receipts, requisitions, expense reports, travel authorizations, and general ledger (GL) and budget journals.
Lapsing Results	Transaction data result files from SFS <i>Lapsing tasks performed in the SFS Production environment</i> , includes cancelled, closed, deleted, rolled-over, refreshed, or adjusted procurement contracts, vouchers, POs, receipts, requisitions, expense reports, travel authorizations, and GL and budget journals.

Lapsing Test Environment Data Results

- On June 9 SFS published test environment data results files for agencies to review for Lapsing planning and to identify pre-Lapsing clean-up actions to the [Lapsing Data Results: Test Environment Results page](#).
 - This page contains files that will support agency planning, and lists actions to take to support agency business needs.

Deleted GL Journals		
Type	Lapsing Test Environment Results	Lapsing Results
This file contains a list of General Ledger (GL) Journals that were deleted as part of lapsing activities.	Deleted GL Journals (as of 6/8)	Deleted GL Journals (expected after 7/5)
Agency Action/Reference: If needed, agencies can recreate the deleted GL Journals.		
Deleted Vouchers		
Type	Lapsing Test Environment Results	Lapsing Results
This file contains a list of PO vouchers and non-PO vouchers (if expenditure exists in the KK Ledgers [Budget Checked]) deleted as part of lapsing activities.	Deleted Vouchers (as of 6/9)	Deleted Vouchers (expected after 7/5)
Agency Action/Reference: Agencies need to re-enter these vouchers.		

Resolve Lapsing

- Resolve Lapsing data files on [SFS Secure](#)
 - Contracts subject to Resolve Lapsing
 - POs subject to Resolve Lapsing

Contracts and POs to be Impacted by Resolve Lapsing

The files below contain agency Contracts and Purchase Orders (POs) that will be impacted by the Resolve Lapsing process to be performed by SFS during the lapsing event in June 2016.

Resolve Lapsing functionality in both the Contract Requisition Refresh and the Purchase Order Rollover processes will function in the same manner. All distribution lines that are referencing a lapsing appropriation with a 2015–16 budget reference will be changed to a 2016–17 budget reference if a valid 2016–17 appropriation is available.

Please note that POs that have been successfully budget checked, are not fully liquidated AND that reference a lapsing appropriation or POs that reference Contract Requisitions with a lapsing appropriation will be included in the PO Roll process. All lines of the Contract or PO will be refreshed/rolled, even if only one line references a lapsing appropriation.

Regardless if the Contract or PO was impacted by the Resolve Lapsing functionality, there may be documents in budget error status after lapsing. Agencies will need to resolve these errors.

Data File	Description and Agency Impact
Contracts subject to Resolve Lapsing (as of 6/1/16)	<p>This file contains open contract distributions lines that are flagged as “Include for Release” and that reference an appropriation that is due to lapse on June 30, 2016.</p> <p>Review this file and take any needed actions on these contract distribution lines prior to the lapsing event, or one of the following actions will be taken by SFS:</p> <ol style="list-style-type: none"> 1. The last two columns, highlighted in red, identify the new Budget Reference value (16–17) that the “Resolve Lapsing” process will assign during lapsing processing and the lapsing date

How to Authorize SFS to Close POs

To support June Lapsing, agencies can authorize which POs that they would like SFS to close.

The below instructions should be used with the POs subject to Resolve Lapsing file to determine which POs your agency should authorize for closure prior to June 30 lapsing.

- **Instructions to Authorize PO Closure** – updated 5/31/16
- BSC hosted agencies must copy ogspurchasingunit@ogs.ny.gov on their requests.
- All authorizations must be submitted prior to June 10, 2016 to be included in the 6/11 –6/12/16 clean-up.
- All authorizations must be submitted prior to June 24, 2016 to be included in the 6/25 –6/26/16 clean-up.

Lapsing PO Close

- Instructions to Authorize PO Closure should be used by your agency with the SFS provided listing of “POs subject to the resolve lapsing” to help your agency decide which POs should be authorized for closure prior to the June 30 Lapsing.
- All PO closure authorization requests submitted to the SFS Help Desk must be signed off by your Agency’s Chief Financial Officer.
- SFS will be closing authorized POs the weekend of June 25-26, please submit your requests by June 23 to be included in this clean-up.
- SFS has asked CFOs to confirm via email by June 17 that they understand:
 - Approval of PO closure lists is required
 - POs referencing a 2015-16 lapsing appropriation that are not closed or liquidated prior to lapsing will be subject to the resolve lapsing process and will be updated with a 2016-17 budget reference, if available
 - It is the responsibility of the agency to validate that updated budget references are correct and that control agency guidelines are followed

OSC Lapsing Guidance

■ Lapsing Guidance:

- 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
- 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



Summer Update

Stakeholder Services, Matt Ingram

Reminder: SFS Seasonal Updates

- What's included in a seasonal update?
 - Updates and patches provided by our software vendor
 - Successfully tested change requests and defects
- 2016 Summer Update Information
 - Tentatively scheduled to be available in production on August 29
 - Implementation includes vendor updates and patches, a majority of which have no impact on users, and CCB-approved change request builds
 - No system blackout planned
 - A 2016 BETA environment will be available this summer

2016 Summer Update Status

SFS Priorities and Timeframe (June – August)

Complete	<ul style="list-style-type: none">Analyze updates and determine which to include in seasonal release vs. normal release schedule
In-Progress	<ul style="list-style-type: none">Test updates and change requests thoroughly and begin to identify end user impacts
July	<ul style="list-style-type: none">Notify Agency of changes and impactsOpen a BETA test environment for agencies
August	<ul style="list-style-type: none">Communicate final updates, changes and available training material
August 29	<ul style="list-style-type: none">Tentatively scheduled to be available in production August 29

BETA Environment Availability

- SFS is committed to communicating changes and what to look for when using the BETA test environment prior to each seasonal update
- A 2016 Summer Update BETA test environment will be available after SFS's thorough review and test of updates
- Environment Details
 - Expected availability: July
 - Data as-of date: April 21
 - Passwords: To be communicated via an SFS announcement
 - The BETA environment will switch to become the “new” Agency Business Process (ABP) environment after implementation
 - Bulkload Notice: The BETA environment will become the primary upon opening of the environment

2016 Summer Update Resources

- Dedicated *SFS Secure* web page planned
- SFS self-paced training (SPT) and job aids
 - SPT updated and available in SLMS and Job aids updated and available on *SFS Secure* in August



SFS Agency Connection

Stakeholder Services, Matt Ingram

SFS Training Updates – As of 6/15

All SFS self-paced trainings can be found in the Statewide Learning Management system, under SLMS course code **SFS-9.2-SPT**.

Updates to the SFS self-paced trainings expected on 6/15 include, but are not limited to:

- New topics focused on Lapsing, added to:
 - Accounts Payable 205
 - Commitment Control 215
 - Payment Sched. Projection 205
 - Procurement Contract 210
 - Projects and Program Mgmt. 101
 - Purchase Orders 220
 - Receiving 205
 - Requisition 205
 - Travel and Expense 201

- Real Estate Integration topic added to:
 - Accounts Payable 210
 - Procurement Contract 210
 - Purchase Orders 220
 - Real Estate Planning 205
 - Real Estate Management 101
 - Requisition 205
 - Purchase Orders 220

- New topic focused on Disputed Leases, added to Real Estate Management 101

- New topic focused on Unmatching a Voucher, added to Accounts Payable 210

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.

Budget Checking Schedule Reminder

- The timing of transaction budget checking changed with the implementation of the EE1 project. After a transaction (e.g., requisition, purchase order) has been approved, budget checking occurs to validate the transaction.
- The budget checking batch process runs automatically every two hours daily from 8:00 a.m. - 4:00 p.m., and with the nightly batch starting at 6:00 p.m.
 - Upon successful budget check of a requisition, a pre-encumbrance is recorded in the Commitment Control (KK) ledger.
 - Upon successful budget checking of a PO the pre-encumbrance is liquidated and an encumbrance is recorded.
 - Payment Schedule Projection (PSP) budget check also runs with the above frequency
- A diagram of when budget checking occurs in agency workflow is included in the SFS self-paced training in the Statewide Learning Management System (SLMS):
 - Commitment Control (KK) 215 Processing and Maintaining Budgets, within the Approving and Budget Journals topic

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

This presentation will be posted to the [SFS Secure site](#) by the end of the day Thursday, 6/16.