

Thanks for joining the SFS September Agency Checkpoint Call.

We'll get started in just a few moments.



Please enter your name and agency into the WebEx chat window



This month's call will begin at **2:05 p.m.**



Questions will be answered at the end of each section

(We'll follow up with any unresolved questions via an SFS Help Desk incident)



We post all checkpoint call presentations to **SFS*Secure***



For all other questions, please contact our SFS Help Desk

(helpdesk@sfs.ny.gov | 877-737-4185 toll-free | 518-457-7737).



September Agency Checkpoint Call

Agenda

- Opening Remarks
- September Lapsing
- Winter Update
- Disaster Preparedness
- Grants Gateway
- SFS Agency Connection
- Questions and Answers



Opening Remarks

SFS Director, Peggy Sherman



September Lapsing

Stakeholder Services, Matt Ingram

September Lapsing System Dates

- Sept 15: Lapsing Complete
 - System closed on Thursday at 3:00 p.m.
 - System reopened on Sunday at 8:51 a.m.
- Sept 30: Lapsing Begins
 - SFS will close at 3:00 p.m.
 - The last batch process will run at approximately 5:00 p.m.
- Oct. 4: Scheduled to reopen. (Possible reopen during afternoon of Oct. 3)
 - If the system reopens on Oct. 3, extracts will be delivered on Oct. 4
- Oct 4: Scheduled to reopen in the afternoon
 - Extracts will be delivered on 10/4
- Transaction information
 - SFS will close authorized POs on 9/23, please submit your requests by end of day today, 9/21, for 9/30 lapsing to be included in this clean-up.
 - All requests submitted to the Help Desk must have CFO approval.

Post-Lapsing Agency Actions

- Review September 15 [Post-Lapsing Data Results](#) files posted to SFS*Secure*
- Agencies can take the following actions (as applicable):
 - Re-enter PO and non-PO vouchers
 - Update and adjust Project/Child budgets for 2016/2017
 - Validate that updated budgets are correct
 - Create new requisitions



Winter Update

Solution Services, Courtland Newton

Winter Update

- Estimated Launch Date: January 28, 2017.
- SFS Release Strategy
 - Bi-Annual Releases (Winter/Summer) delivering Oracle patches & updates combined with New York State customizations.
 - Incorporate SFS regression test phase followed by Agency Business Process Testing.
- Key Business Drivers
 - 15 Day Prompt Pay
 - Effective Dating of Configuration Changes
 - Maintenance Management for DHSES
 - Supplier Location Improvements
 - Quantity based contracts for AP
 - PSP Improvements

Winter Update

- Agency Business Process (ABP) Testing
 - Winter Release will be available for testing in the existing ABP environment in January or earlier. Exact testing dates are TBD.
 - The ABP Environment will be refreshed November 14 with production data as of 11/4.
 - Agency testing utilizing structured, reusable test plans is encouraged.
- Inbound Bulkload Layouts and Outbound Extract Layouts will be modified in this release.
 - Layout modifications to be published 10/1.
 - Guiding Principle: Design layout changes such that agency systems that do not require the additional functionality are not impacted by the additional fields and data.

Winter Update- Bulkload Layout Changes

- Layout changes will be communicated 10/1 and implemented with the Winter Release at the end of January.
- Summary of Changes:
 - Voucher and Refund Inbound layouts will be changed to accommodate quantity based contracts
 - Additional Supplier data will be added to the Vendor Master file extract (M131)
 - The use of Inbound Accounting Date field will reflect OSC policy changes (no structural change).
 - Clarifications and corrections
 - All changes will be reflected in the update log



Disaster Preparedness

Solution Services, Chad Weiss

New York State Declared Disasters

- SFS will be notified by the Division of the Budget (DOB) to finalize and post Disaster specific Project and Activity IDs to be used in SFS to identify costs specific to that event
 - Specific disaster event information and codes will be found on SFS*Secure* in the Guides, Manuals and Processing Resources section
- Refer to the Division of the Budget (DOB) Policy and Reporting Manual update (Item H-500)
 - [Identification and Charging of State Supported Disaster Related Disbursements](#)
- SFS Operations will coordinate with the BSC and will be prepared to run additional batch jobs during emergency periods as needed



Office of Information
Technology Services

Grants Gateway: SFS Integration

Grants Reform Team, ITS, Shawn Benton

September 22,
2016

Grants Gateway Background

- Launched in 2013, the Grants Gateway is New York State's enterprise solution for grants management.
- Current functionality includes on-line application, contract development and progress reporting.
- Agency Implementation progress to date:
 - Over 20 State agencies use the Grants Gateway
 - Over 10,000 registered vendors and over 6,500 prequalified nonprofits
 - Over 4,200 submitted applications, over 2,500 funded (\$1.4 Billion)
 - Over 3,300 in process and approved contracts

Grants Gateway Current Development Efforts

- SFS Integration
 - Contracts, Pre-Encumbrances and Encumbrances are initiated in the Grants Gateway and transmitted to the Statewide Financial System via the Bulkload process.
 - Allows all grant fiscal activity to be captured in a single system with no double entry.
- On-line payments
 - Advance requests and Claims for payments are submitted, reviewed and processed online.
 - Completes the concept of one stop shop for grants, encompassing the full grants life cycle.

Grants Gateway Timeline

- January 2016 - Present
 - Design and Development
 - Updated functional specifications for Pre-Encumbrances and Encumbrances for consistency with EE1 updates
 - Updated functional specifications for Payments for consistency with lessons learned with implementation to date
- September - November 2016
 - Agency Outreach
 - Individual agency meetings
 - Overview of the functionality
 - Begin Agency SFS/SME identification
 - Begin Impact assessment
 - All agency kickoff
 - Review of best practices and future system enhancements gathered from active Agency partners
 - Update on Agency Implementation effort
 - Detailed information on Training, Testing and Release of new functionality
- November 2016 – April 2017
 - Testing and Training
 - Grants Reform Team will pre-test Builds
 - Agency SFS/SMEs to assist in more detailed testing of agency specific scenarios
 - Overall training will be consistent with prior proven approach, Train-the-Trainer, open labs and webinars



SFS Agency Connection

Stakeholder Services, Matt Ingram

Reminder: OSC Quarterly Clean Up

- List of September clean-up activities affecting 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

Table: Schedule of Remaining Clean Up

Cleanup Type	Schedule	Notes
Close fully liquidated POs for all business units	9/26 and 9/30/16	This will be done for all POs, lapsing and non-lapsing appropriations

Source: Data Quality guidelines in the [Guide to Financial Operations Chapter III, Section 7 - Data Quality](#)

Quarterly Validation of SFS Access

- SFS delivers once a quarter reports of access provisioned for review by Agency Security Administrators (ASA), Internal Control Officers (ICOs), and Agency Coordinators.
 - The best practice is to review and respond on a quarterly basis.
 - At a minimum, this is required once a year and SFS will check each October, a change from previous practice.
 - SFS quarterlies will be sent out at the beginning of April, July, October and January.
- Every agency **must** submit a sign off once every fiscal year.
 - If an agency fails to do so, this will be escalated:
 - The Agency CFO (and Agency Head, if necessary) will be notified
- At the time of the October quarterly report distribution, SFS Security will follow up with agencies who have not submitted a sign off within the current fiscal year.
 - This sign off is required as part of SFS's internal control and security practices.
- This audit is required to ensure only active users are maintained in New York State's enterprise financial system. This is an internal control standard.

User Tip: Browser Compatibility

- PeopleSoft 9.2 Browser Compatibility: To ensure that all SFS screen views, data fields, and functionality renders properly and that transactions proceed smoothly in the revised SFS (PeopleSoft 9.2), use one of the following Web browsers:
 - Internet Explorer 11 (IE11) or higher
 - Google Chrome 43
 - Mozilla Firefox 42 or 38 ESR
- If needed, follow your agency's procedures for requesting and obtaining a browser update.

Query Guides on SFS Secure

- Provide users a snapshot of roles, navigation, and headers within a specific query by module
- SFS Secure > References and Resources > Query Guides

 NY_PSP_PL_DET Query Details Sheet	
Module	PSP
Query Name	NY_PSP_PL_DET
Date Modified	9/14/2016
Query Description	PO information is displayed at the line level
Functional Role(s)	NYF_QRY_VIEWER NYF_QRY_MGR_PRIVATE Note: For the query name to display after searching, you need access to the records the query is written with. If the query name does not display after searching, contact your Agency Security Administrator (ASA).
Navigation Path to Query	For QRY VIEWER: Main Menu > Reporting Tools> Query > Query Viewer For QRY MGR: Main Menu > Reporting Tools> Query > Query Manager
Query Layout	AP Business Unit; PO Number; Line Number; More Info; PO Date; Contract Number; Supplier; Supplier Name; PO Status; PSP Budget Status; PSP Method; PSP Description; Department; Program; Fund; Account; Operating Unit; Product; Chartfield 1; Chartfield 2; Chartfield 3; Class; Budget Reference; Affiliate; Fund Affiliate; Project; Activity; Budget Period; Planned Amount

SFS Training Update on 9/21

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 today include, but are not limited to:

- Procurement Contract 210
 - Clarification added about changing the default buyer to an agency buyer

- Purchase Orders 220
 - Two new topics:
 - Liquidating a Purchase Order with Associated Paid Voucher(s)
 - Editing PO Distribution Lines with Associated Paid Voucher(s)

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

Quarterly Contact List Update

- SFS Stakeholder Services routinely requests review and verification of the contact information that we have on file.
- Please help ensure we have correct contact information for individuals within your agency.

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