



SFS EE1 Preparations

Training

- While the SFS team will be providing most of the training associated with the SFS changes being implemented with the EE1 upgrade, BSC staff will be providing training for our customer agencies as follows:
 - Online training modules are being prepared for travelers and their supervisors and will be available starting March 31, 2015. This training is geared toward preparing travelers and their supervisors and will focus on how to enter and approve expense reports in the upgraded version of SFS. Links to the training will be included in the BSC Travel and Expense Training Resource page, located at: <http://bsc.ogs.ny.gov/content/travel-expense>.
 - BSC Purchasing staff will be hosting a number of training webinars on requisition entry and contract creation in the upgraded version of SFS. Webinars are geared toward BSC customer agency staff and will initially be delivered between March 30, 2015 and April 15, 2015. Additional sessions will be held, if needed, to meet agency needs. All classes will be scheduled through SLMS and will be announced on the BSC Training Events page located at: <http://bsc.ogs.ny.gov/training-events>

Testing

- As with any computer changes, testing those changes before the system goes live is critical to the success of that system. SFS has implemented a Business Process Testing (BPT) protocol for agencies to process test transaction in the EE1 environment. BSC staff will be conducting ongoing testing and are committed to assisting our customer agencies in their testing efforts. Accordingly, BSC staff will periodically approve (not validate) any test transactions submitted to the BSC process from customer agency testing. Any agency that needs a transaction to be validated or other specific attention should reach out to the BSC testing team at: BSCsecurity@ogs.ny.gov.

BSC staff will be testing/approving as follows:

- **Travel** – The BSC will monitor and process agency transactions in BSC worklists every Monday, Wednesday, and Friday beginning January 26, 2015. Please include any special processing requests or denial requests in the “Description Field” of the expense report that is submitted.

- **Purchasing** – The BSC will monitor Requisition Selection pages (BSC worklist) and process test Purchase Orders (POs) for requisitions that have agency approvals and have a valid budget check status. The BSC will not process agency contract POs. Agencies should generate agency contract POs via the new contract PO release functionality in SFS.
- **Accounts Payable** – The BSC will execute test scenarios for vouchers.

Please direct all SFS EE1 BPT questions, inquiries, or special requests to BSCSecurity@ogs.ny.gov with “SFS EE1 BPT” in the subject line of the email, and include the related SFS module, as well (e.g., a question about POs should have the subject line “SFS EE1 BPT – Purchasing”), or please call (518) 457-4272.

Asset Module – Information on the roll out and training associated with the asset module will be provided by the OGS Financial Administration office. This is not currently a BSC initiative.