



# Information Announcement

## SFS EE1 Preparations

April 20, 2015

The Statewide Financial System (SFS) recently sent a communication to agencies detailing updates to SFS Enterprise Enhancement Phase 1 (EE1) and guidance and details about EE1 agency readiness scorecards (scorecards). In order to ensure that BSC customer agencies are operationally ready for EE1 by the June 30, 2015 deadline, the BSC has committed to providing training and assistance by conducting EE1 test transactions for transactions such as procure to pay and travel that will require the BSC and our customer agencies to work together.

A list of the transactions required for successful EE1 testing, including identification of the tests as **Agency** or **BSC** responsibility, can be found on the BSC Website at <http://bsc.ogs.ny.gov/content/agency-guidance-0> under Agency Guidance, SFS EE1 – Key Transactions.

Please note that functions that are out of scope for the BSC such as grants currently paid directly by agencies, will need to be tested by the agency responsible for processing the transaction. If you have questions about whether or not a specific function will be included please contact the BSC Technical Services Team at [BSCSecurity@ogs.ny.gov](mailto:BSCSecurity@ogs.ny.gov).

### Preliminary Training for Agency Testing

Training for EE1 agency readiness purposes will be available prior to May 31 so agencies can successfully complete testing by June 30, 2015. This training is intended for the individuals who will be testing on behalf of their agency and is not intended to train all end users at this time. Additional training will be provided closer to go live to ensure all system users are ready to process transactions in the EE1 environment. Please be sure staff that will be testing on behalf of your agency are aware of the training schedule below.

Beginning Monday, April 20, the BSC and SFS will co-host a series of fast track demo sessions via webinar to provide agencies with step-by-step guidance on how to complete critical transactions in SFS. Agencies can search and register for a demo through the Statewide Learning Management System (SLMS) at <https://nyslearn.ny.gov/>. We encourage agencies to sign up for one date for each of the following purchasing demos.

Purchasing - EE1 Fast Track Demo	Date	Time
Session One: Procure to Pay	April 20, 2015	10:00 a.m. – 12:00 p.m.
Session One: Procure to Pay	April 27, 2015	10:00 a.m. – 12:00 p.m.
Session Two: Procure to Pay	April 22, 2015	10:00 a.m. – 12:00 p.m.
Session Two: Procure to Pay	April 29, 2015	10:00 a.m. – 12:00 p.m.

Travel training is being finalized and will be posted on the BSC Website shortly. We will send a follow-up notice when the information is posted.

Refresher travel and purchasing training for all BSC customer agency users will be offered just-in-time prior to EE1 go-live, and additional information will be provided in the near future. In addition BSC and SFS staff will be available for real-time assistance on an ongoing basis after EE-1 goes live.

## Testing

SFS has created a business process testing environment for agencies to test transactions in the EE1. End to end testing of transactions will require some coordination between the BSC and our customer agencies. While BSC staff will be conducting independent testing, we are committed to assisting our customer agencies in your testing efforts and ensuring transaction initiated by agencies can be completed by BSC staff. Accordingly, BSC staff will periodically approve or finalize test transactions submitted to the BSC through customer agency testing. Please note that approvals do not include validation of the transaction. Any agency that needs a transaction to be validated or other specific attention should reach out to the BSC Technical Services Team at [BSCsecurity@ogs.ny.gov](mailto:BSCsecurity@ogs.ny.gov).

Beginning April 20, 2015, BSC staff will be testing and approving as follows:

- **Travel** – The BSC will monitor and process agency test transactions in BSC worklists every Monday, Wednesday, and Friday. 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) every Monday, Wednesday and Friday for requisitions that have agency approvals and have a valid budget check status. The BSC will not process agency contract POs. Agencies should generate test agency contract POs via the new contract PO release functionality in SFS.
- **Accounts Payable** – The BSC will execute end to end test scenarios for accounts payable vouchers. Agencies that process accounts payable transactions should do the same. Since the test scenarios for AP are performed solely by the processing agency, there are no handoffs or need to coordinate testing between the BSC and agencies.

The BSC remains committed to working with our customer agencies and SFS as we complete SFS EE1 testing. If you have any questions regarding this announcement, please contact the BSC Technical Services Team at [BSCSecurity@ogs.ny.gov](mailto:BSCSecurity@ogs.ny.gov) and include “SFS EE1 BPT” and the related SFS module in the subject line of the e-mail (e.g., a question about POs should have the subject line “SFS EE1-BPT-Purchasing”), or you may contact the BSC at (518) 457-4272.