



Information Announcement

SFS EE1 Full Dress Rehearsal

June 25, 2015

The Statewide Financial System (SFS) EE1 upgrade and transition is targeted to begin October 1 and will conclude on approximately October 14. In preparation for these activities, SFS will conduct a Full Dress Rehearsal (FDR) beginning July 2. During this rehearsal OSC, DOB, SFS, and agency users will be performing activities related to the conversion and transition to EE1. The goals of the FDR activities will be:

- To confirm that all the processes required to create the new EE1 environment work as expected, are properly sequenced and can be completed within an acceptable timeframe.
- To provide OSC, DOB, SFS, and agency staff a preview of EE1 system enhancements and to assist in the planning of the business activities that will be required as part of the actual transition.
- To provide an updated agency business process test environment for agencies to continue their transactional readiness activities.

To ensure that the BSC and its customer agencies achieve the objectives of the FDR, the BSC has outlined below the roles and responsibilities for both the BSC and customer agencies.

Agency Role in the Procurement Process:

- Update converted contracts and open lines
- Create staged contract releases
- Create PO dispatch run controls for agency contract PO's (new)
- Review PSP methods on converted PO's
- Review user security and role mapping

During the FDR, agencies should be testing and reviewing role mapping to ensure that all necessary roles are established to complete end-to-end transactions as listed below.

- General Purchase Requisition Process Agency Roles
 - Agency PO Requestor (general purchases)
 - Agency Req Approver 1-3 roles (general purchases)

- Agency Specific Contract Processing Roles
 - Agency PO Contract Requestor
 - Agency Req Contract approver
 - Agency PO Batch Processor Role (new)

- Travel Roles
 - Agency Approvers for HR Supervisor and TE Approver Level 1
 - BSC is TE Approver Level 2 (BSC only)

BSC Role in the Procurement Process:

- Assist with resolving PO dispatch errors
- Process PO change order requests from agencies
- Process requests for required role mapping changes (for BSC customer agencies only)
- Reestablish POs linked to OGS master contracts

Please note that the BSC will no longer generate PO's for agency specific contracts. In addition, the BSC is no longer in requisition workflow approval process, but will maintain roles for creating stand-alone purchase orders on agency generated requisitions.

If you have any questions or require assistance with SFS EE1 testing activities, please feel free to contact the BSC at BSCsecurity@ogs.ny.gov or call (518) 457-4272.