



Information Announcement

SFS EE1 Update

Key Dates and New Webpage

August 27, 2015

SFS EE1 WEBPAGE

In an effort to help our customers during the Statewide Financial System (SFS) EE1 upgrade preparation period, the BSC has set up a webpage dedicated to providing up-to-date fiscal information at https://bsc.ogs.ny.gov/content/ee1_information. The webpage includes key information and dates, a contact reference page and FAQs and will be updated as additional information becomes available. Please share this webpage link with staff in your agency.

If you have additional information that may be helpful to share with other agencies, or questions that are not included in our FAQs, please let us know by sending an e-mail to BSCYearend@ogs.ny.gov so we can include this information on our webpage.

IMPORTANT DEADLINES

- **September 11, 2015:** completed requisitions must be submitted to the BSC for processing before SFS goes down.
- **September 15, 2015:** deadline for submitting expense reports and approved invoices.
- **September 29, 2015:** SFS will close to agencies at 3:00 p.m. and is expected to be restored about October 14, 2015

We understand that the SFS blackout period associated with the EE1 upgrade may require agencies to process additional transactions before SFS goes down. Accordingly, we are asking that agencies submit all transactions as soon as possible to allow us time to plan for any high transaction volumes.

If you have any questions related to EE1, please contact Tim Smith, our coordinator for all Finance Service lines. You may reach Tim by e-mail at BSCYearend@ogs.ny.gov or by phone at (518) 408-6894.