

Advantageous Efficiencies to Plant Now and Harvest Year Round





Welcome and Introduction



**Margaret Sherman,
SFS Director**



Agenda

- SFS Enterprise Advantages
- Contract Line Policies
- SFS Purchasing Functionality and Automation
- Reports and Queries: You Can be a Master at
Monitoring Your Financial Transaction Status
- Records Management within SFS
- Wrap Up / Q&A



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SFS Advantages

- More than 35 legacy systems retired with 2012 Go-Live
- 69 out of 78 State agencies use SFS online
- Supports management of disaster stockpiles for DHSES and OGS, saved \$1 million in potential costs
- Processes 700,000 monthly SSI State Supplement Payments for OTDA with estimated \$90 million annual savings
- Foundation for shared services such as OGS Business Services Center



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EE1 Project Advantages

- Streamlined procurement processes
- Reengineered budget controls in Commitment Control (KK) and new Payment Schedule Projection (PSP)
- Asset Lifecycle Management (ALM)
- Project Costing /Enterprise Services Automation (ESA)



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Expanding Efficiencies

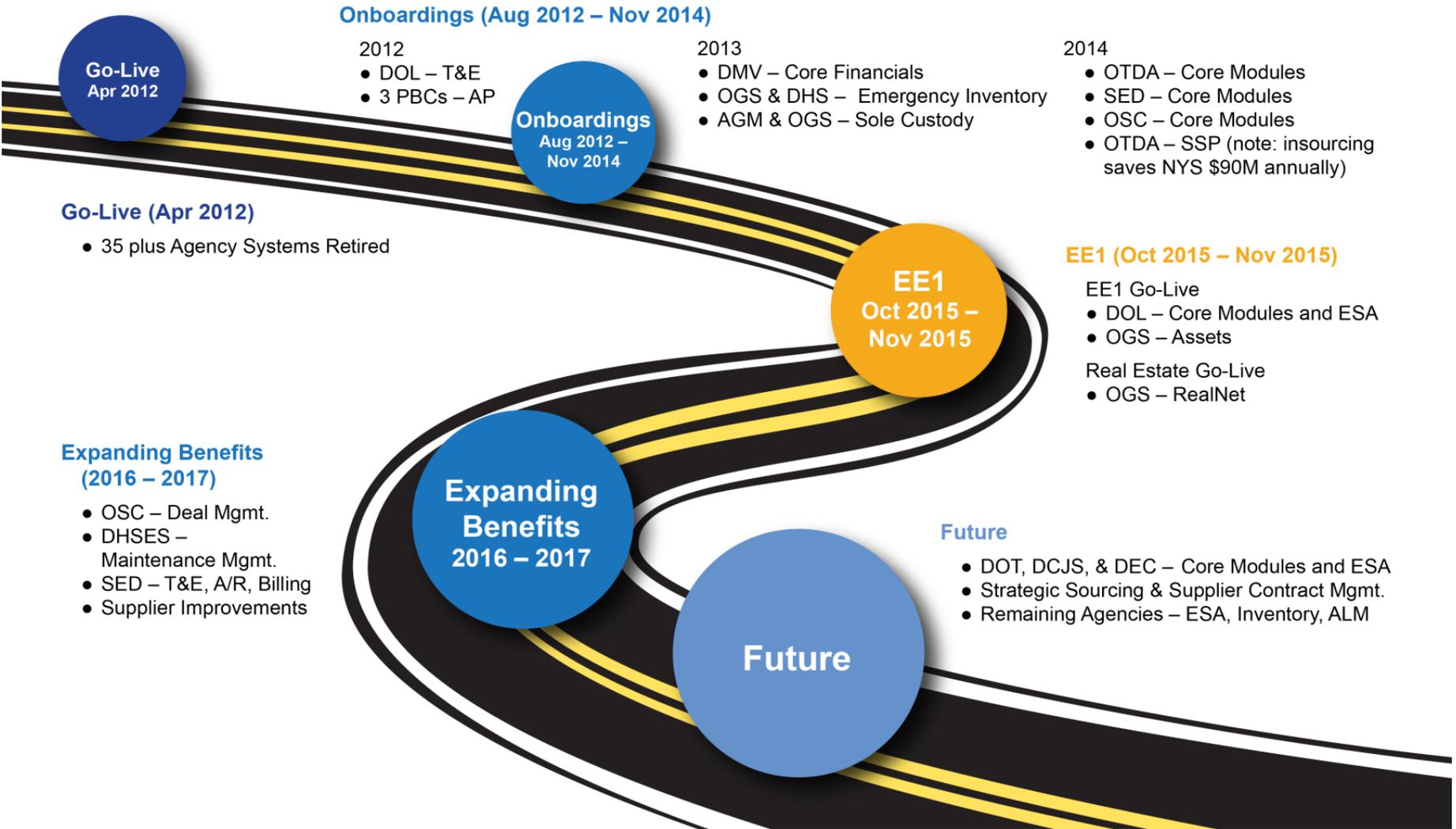
- Within the next six months:
 - Supplier Self Service
 - eSettlements enrollment
 - Multiple locations
 - Email dispatch of POs
 - Bank info for ACH payment
 - 15 Day Prompt Payment for small businesses
 - Effective dating
 - PSP improvements



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SFS Expansion and System Replacements



Go-Live
Apr 2012

Go-Live (Apr 2012)

- 35 plus Agency Systems Retired

Onboardings (Aug 2012 – Nov 2014)

2012

- DOL – T&E
- 3 PBCs – AP

Onboardings
Aug 2012 – Nov 2014

2013

- DMV – Core Financials
- OGS & DHS – Emergency Inventory
- AGM & OGS – Sole Custody

2014

- OTDA – Core Modules
- SED – Core Modules
- OSC – Core Modules
- OTDA – SSP (note: insourcing saves NYS \$90M annually)

EE1
Oct 2015 – Nov 2015

EE1 (Oct 2015 – Nov 2015)

EE1 Go-Live

- DOL – Core Modules and ESA
- OGS – Assets

Real Estate Go-Live

- OGS – RealNet

Expanding Benefits (2016 – 2017)

- OSC – Deal Mgmt.
- DHSES – Maintenance Mgmt.
- SED – T&E, A/R, Billing
- Supplier Improvements

Expanding Benefits
2016 – 2017

Future

Future

- DOT, DCJS, & DEC – Core Modules and ESA
- Strategic Sourcing & Supplier Contract Mgmt.
- Remaining Agencies – ESA, Inventory, ALM

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SFS Efficiencies for Today

- Automate processes
- Better information
- Direct savings
- Get rid of paper



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Today's Presenters

- **Mary Ryan**, Division of the Budget, Principal Budget Analyst
- **Paul Kalinowski**, Statewide Financial System (SFS)
Procure to Pay Application Bureau Manager
- **Matt Ingram**, SFS Communications and Change Management Lead
- **Roger Aucoin**, SFS Process Quality and Compliance Bureau Manager
- **Holly Reilly**, Office of the State Comptroller (OSC), Bureau of State Expenditures, Audit Manager
- **Peter VanderVeer**, OSC, Bureau of Contracts, Knowledge Management & Audit Support Team Lead



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Contract Line Policies



Mary Ryan, DOB



Contract Line Benefits

The use of contract lines gives agencies tools to assist in the management of contracts, which provide the following benefits:

- Establishing controls for agencies to manage how much of the entire contract can be utilized over different periods throughout the life of the contract;
- Establishing controls for agencies to manage how much of the entire contract can be utilized for specific contract purposes;



Contract Line Benefits

- Providing the ability to itemize a contract, including Item Master ID (where applicable) on the contract line, which supports requisitioning and finding the best contract price;
- Tracking better information about spending associated with contracts.



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Contract Line Policies/Best Practices

- Contracts shall identify the items or services to be acquired as separate contract lines (unique commodities)
- Each funded contract line must have at least one distribution line, multiple distribution are allowed.
 - Each distribution line should have the same SFS account code for the same contract line.





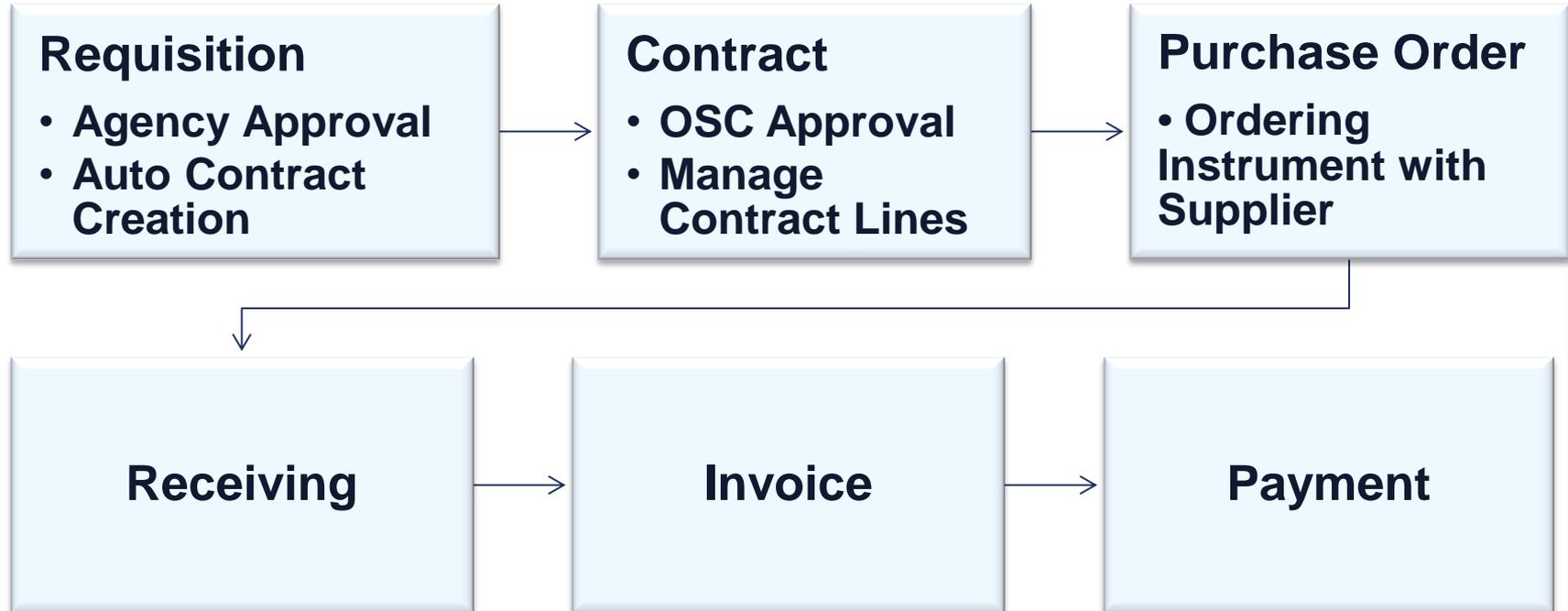
SFS Purchasing Functionality and Automation



Paul Kalinowski, SFS



Funded Contract Process



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Plant Good Process Seeds

- Creating a Funded Contract Requisition
 - Meets the funding obligation requirement for OSC
 - Enables Agency to issue purchase orders based on deliverables rather than representing fiscal year liability
 - Manage total funds available for the contract separately from commitment to Supplier
 - Purchase order provides Supplier with information necessary for electronic invoicing



Plant Good Process Seeds

- Effectively Managing Contract Lines
 - Contract lines define the goods or services
 - Generally a unique line for each category code
 - May need multiple lines with same category code for multiple facilities or agencies sharing a contract
 - May need multiple lines for defined services with same category code



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Plant Good Process Seeds

- Effectively Managing Contract Lines
 - Manage amount of goods or services at the line level
 - Manage funding source at the distribution line level
 - Contract line information will become a valuable communication tool at the PO

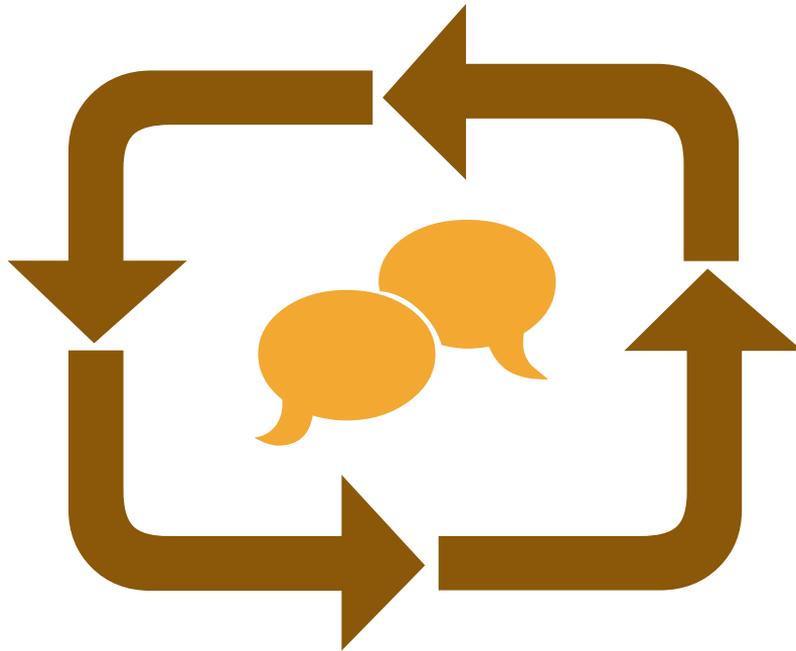


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Group Discussion

10/26/16

Plant Good Process Seeds

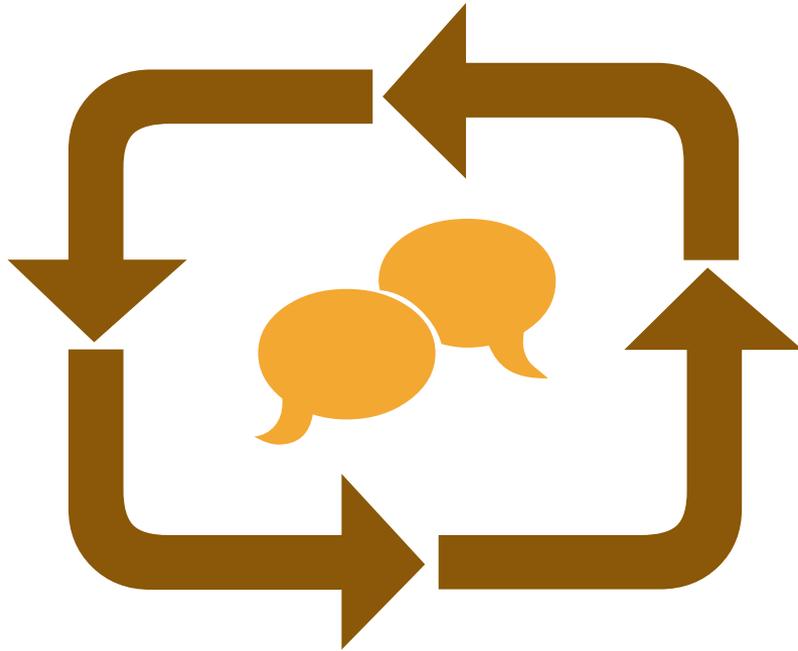


- Effectively Managing Contract Lines
 - Who creates contracts in SFS?



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Plant Good Process Seeds



- Effectively Managing Contract Lines
 - How have you been creating / managing lines?



Plant Good Process Seeds

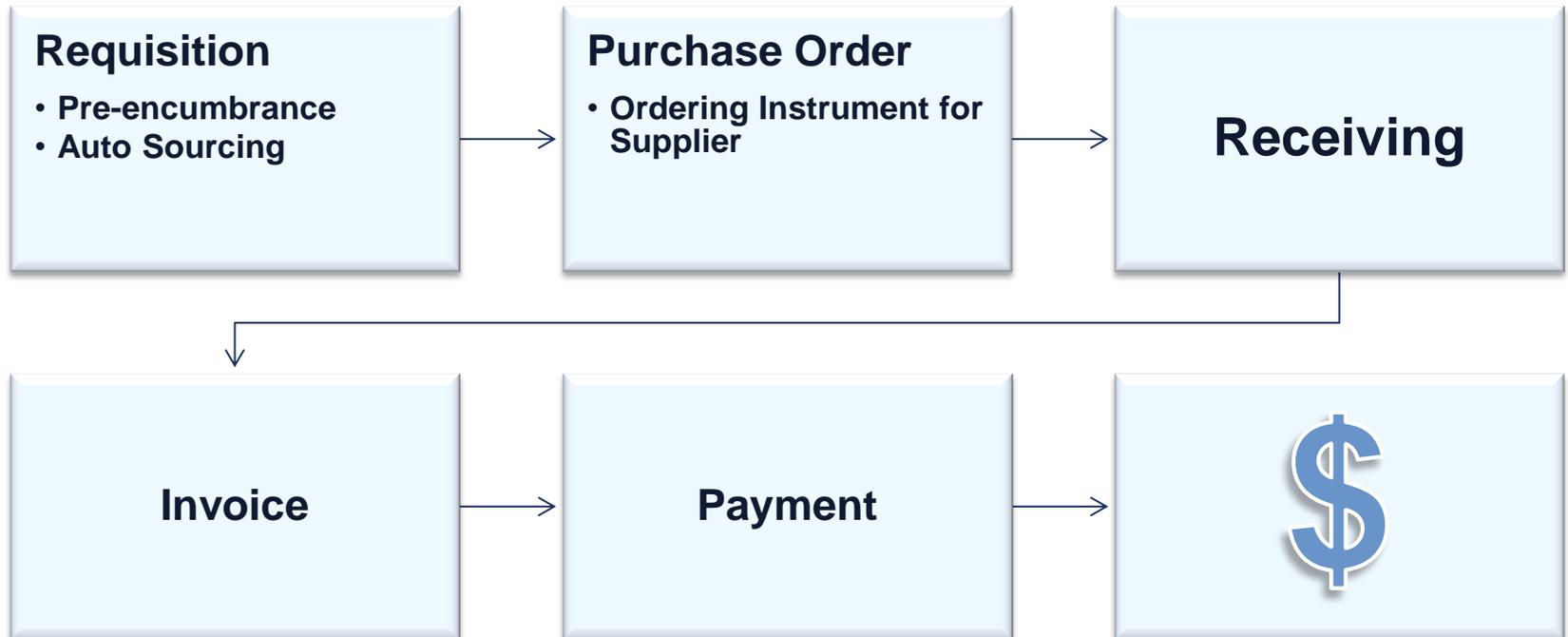
- Discount Payment Terms
 - Payment term set to N30 by default
 - Many agency and statewide contracts have discount payment terms included within their terms and conditions
 - For agency contracts, the agency should update the Contracts PO defaults to include the discount payment terms
 - For statewide “corporate contracts,” OGS can indicate if discount payment terms are applicable



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General Purchasing



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Plant Good Process Seeds

- Creating a General Purchase Requisition
 - A dynamic document which allows users in the workflow to update with relevant information
 - No impact on available funds until after approved and ready for purchase order to be created
 - Allows users to select catalog items via the NYS eMarketplace ensuring consistency of data
 - Auto-Sourcing provides great efficiency to processing



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Group Discussion

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Plant Good Process Seeds



- Creating a General Purchase Requisition
 - Do you use requisitions?
 - If no, why don't you use them?



Plant Good Process Seeds

- Receiving goods and services in SFS
 - Creating receipts as goods and services are received supports the system matching process
 - Accurately recording when goods and services are received insures accurate MIR date calculations
 - Timely receiving expedites the payment processing
 - Supports financial reporting and inventory management



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Harvest Advantageous Efficiencies

- Auto-Sourcing efficiencies
 - Staged releases from agency contracts create purchase orders that are automatically approved
 - Specific lines of the contract can be selected to be included on the PO
 - Information included on the contract line is included on the purchase order



Harvest Advantageous Efficiencies

- Auto-Sourcing efficiencies
 - With the staged releases, the more effectively the contract processor uses the contract lines, the more effective the purchase order becomes
 - The information from the contract line is the communication that can be transmitted to the supplier without additional work or involvement of others



Harvest Advantageous Efficiencies

What is currently:

- 2016 Fiscal Year Encumbrance

Can Be:

- Annual service provided under section 3 of Contract C001234



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Harvest Advantageous Efficiencies

- Auto-Sourcing efficiencies
 - Purchase orders are automatically created
 - Requisitions created from eMarketplace catalogs result in purchase orders being created in an approved status
 - Procurement card information included on the requisition is included on the purchase order dispatched via EDX



Harvest Advantageous Efficiencies

- Electronic Invoicing
 - Suppliers are able to submit invoices electronically to NYS
 - Invoices received electronically are transferred to AP resulting in a voucher being built automatically
 - When voucher matches with receiving information it can be approved and paid



Harvest Advantageous Efficiencies

What does this mean to New York State?

- Cost savings
- Improved supplier relationship
- Less clean up of transactions
- Eliminate external receiving processes/systems



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Harvest Advantageous Efficiencies

What does this mean to your Agency?

- To ensure that staff are informed and trained
- Creating Purchase Orders that are meaningful procurement documents
- Minutes invested are Hours saved



Future Crops

- Supplier Improvements
 - Design underway to expand Suppliers functionality through the eSupplier Portal
 - Allow Supplier to structure Locations to fit business needs
 - Expansion of electronic invoicing and support of amended legislation for 15 Day Prompt Payment



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Reports & Queries: You Can be a Master at Monitoring Your Financial Transaction Status



Matt Ingram, SFS



SFS Reports

Report ID/ Report Name	Description	Navigation
NYPO8001, Procurement Budget Activity	Provides budgetary amount information for purchase orders.	Main Menu > Purchasing > Purchase Orders > Reports > Req and PO Budgetary Activity
NYPO8002, Requisition Budgetary Activity	Provides budgetary amount information for requisitions.	Main Menu > Purchasing > Purchase Orders > Reports > NY Req-PO Budgetary Activity
NYPO3675, Contract Activity Summary	Provides a list of available balances on a contract including the Contract Line details	Main Menu > Reporting Tools > SFS OBIEE Reports > Contracts> Contract Activity Summary Report



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SFS Reports

Report ID/ Report Name	Description	Navigation
APY1090, Match Exceptions	Displays match exceptions	Main Menu > Accounts Payable > Reports > Vouchers > Match Exceptions
NYAP3213, Vouchers Ready for Approval Workflow	Displays vouchers that have not yet been submitted to workflow	Main Menu > Accounts Payable > Reports > Vouchers > Vouchers Ready for Approval
NYAP3312, Voucher Approval Workflow Report	Displays Vouchers within the agency approval workflow	Main Menu > Accounts Payable > Reports > Vouchers > In-Flight Voucher Approval Workflow



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SFS Queries

Query Name	Query Description
NY_PO_NEXT_APPROVER_BU	POs Pending by Business Unit (BU)
NY_PO_PROXY_ALL_BY_BU	All Buyer Proxies by BU
NY_PO_PROXY_BY_BUYER	PO Proxies by Buyer
NY_PO_REMOVEDUSRWL_BU	POs Pending at Removed Users by BU
NY_PO_WFADM_BU	POs lost in Workflow by BU
NY_REQ_PROXY_ALL_BU	All Requestor Proxies by BU
NY_REQ_PROXY_BY_REQUESTOR	Proxies for a Requestor



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SFS Queries

Query Name	Query Description
NY_VCHR_WFADM_BU	Vouchers Lost in Workflow
NY_VCHR_REMOVEDUSRWL_BU	Vouchers Pending at Removed Users
NY_DATA_INTEGRITY_AP_PROCESSOR	Processors Mapped as Final Approvers
NY_WF_AP_PRE_EE1_APPR_HIST_QRY	Query for 9.0 Voucher Approval History



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SFS Reports and Queries

- Reference the SFS Reports Catalog and Query List on *SFS Secure > References and Resources > Reporting* for a complete listing of reports and queries available to help you monitor your financial transactions year round.
- To run a query:
 - **Navigation: Main Menu > Reporting Tools > Query > Query Viewer**
 - Use our self-paced training SFS-9.2-SPT, Query 101 course for details on how to run a query.



Top AnalyzeNY Reports

- **DW720 – General Ledger by Tree:** Use this report to view general ledger activity by reporting trees.
- **DW438 – Ad Hoc General Ledger Report:** Use this report to flexibly slice and dice general ledger activity by defining the chartfields on the report.
- **DW620 – Appropriation Budget Overview:** Use this report to monitor all activity against an appropriation, including its available balance. Also have the ability to view both budgetary and transactional chartfields.
- **DW246 – KK Financial Plan Budget Overview:** Use this report to monitor planned and expended activity against quarterly KK Financial Plan budgets.

*All AnalyzeNY reports provide drill down functionality to source transactions.



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Records Management within SFS



Roger F Aucoin, SFS

Holly Reilly, OSC



What's in it for your Agency?

- Your agency does not need to retain a copy of the Attachments in SFS for certain modules, unless the image copy is redacted.
- Agencies may dispose of originals after imaging and confirming the accuracy of the digitized images.
 - Note: agencies must follow their own procedures in the event they have more stringent requirements.



The Basics

- SFS follows the State Archives General Schedule.
- SFS retains all transactions and attachments input into SFS unless an agency user modifies or deletes the transaction and/or attachment.
- All transactions and attachments are protected by business unit and role security.



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Attachments

- Attachments for the following modules are maintained as part of the official record of the transaction in SFS:
 - Travel Authorizations and Expense Reports
 - Budget Journals; Budget Transfers; Inter-Unit Budget Transfers
 - Vouchers; eSettlements
 - Deposits



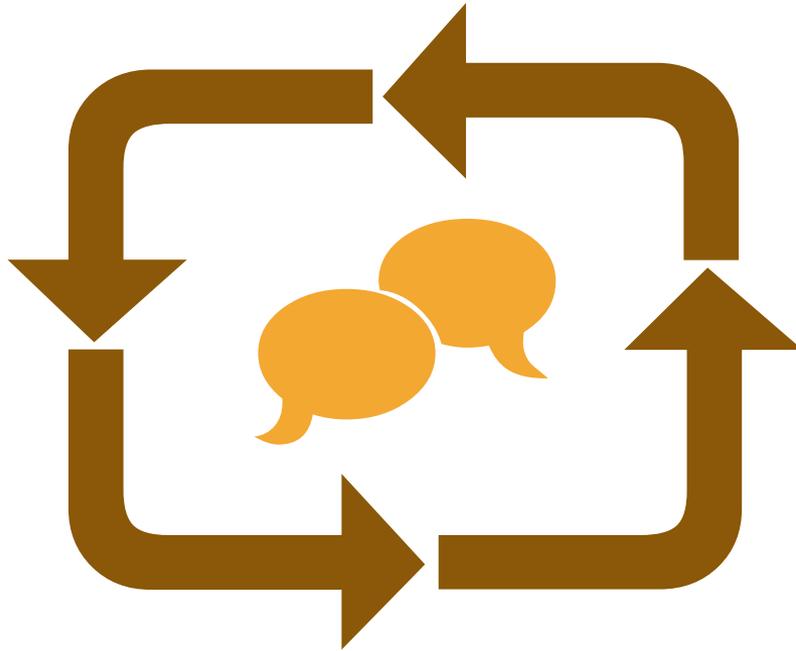
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Group Discussion

10/26/16

Records Management within SFS



- Records Management
- How many of you have piles of receipts in your office?



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Agency Responsibility

- Agencies must implement the appropriate policies, procedures, and business practices to ensure the proper protection, authenticity, reliability, integrity and usability of imaged records.
 - Digital Imaging Guidelines, imaging workshops and other resources are available on the State Archives website.



Agency Certification

- SFS Online Terms of Service:
 - Imaged records accurately, legibly and completely reflect all the information in the original records except where redacted.
 - For redacted images, the agency has retained the unaltered, original document.



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Wrap Up



**Margaret Sherman,
SFS Director**



SFS efficiencies for today

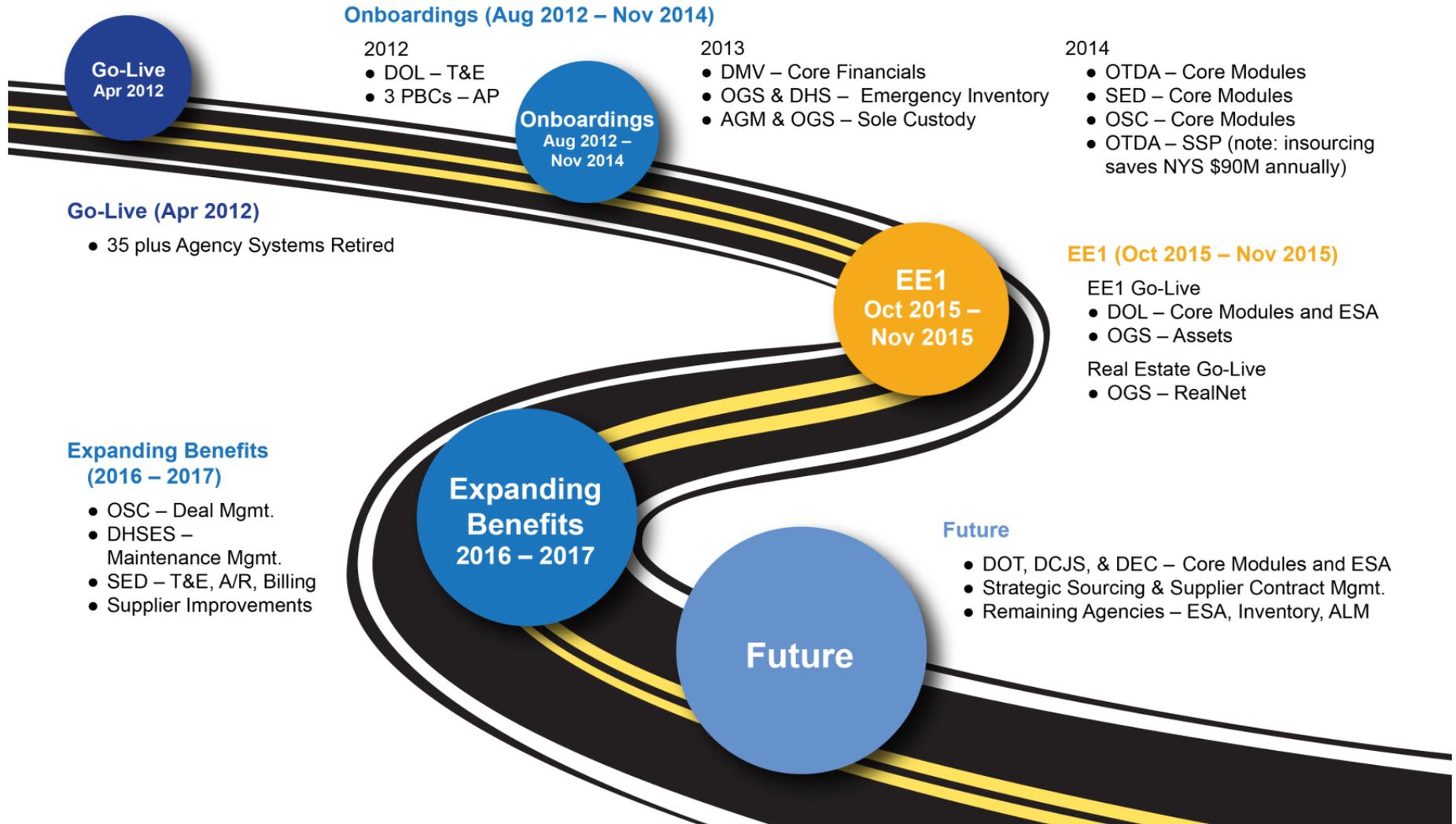
- Automate processes
 - Auto-sourcing and staged releases from contracts
 - Receiving, electronic invoicing, matching
- Better information
 - Contract lines
 - Reporting
- Direct savings
 - Early pay discounts
- Get rid of paper
 - Electronic invoicing
 - Records management in SFS



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SFS Expansion and System Replacements



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Questions and Answers

