

## **SFMS and State Closure Furlough Days**

**Q:** Will any SFMS staff be available on a state closure furlough day?

**A:** No. DAS is participating in the state closure furlough days and no SFMS staff will be available.

**Q:** Will SFMA be available to users on a state closure furlough day?

**A:** Yes. The system will be available normal hours of 7:00 a.m. to 6:00 p.m.

**Q:** When will transactions keyed into SFMA on the day prior to a state closure furlough day that need the nightly batch process to complete, be available?

**A:** A nightly batch cycle will run on the night prior to a state closure furlough day and post all appropriate transactions. (When the state closure furlough day is the day after Thanksgiving, the night prior will be Wednesday. SFMA is not available on Thanksgiving Day).

**Q:** Will there be a nightly batch process run on the state closure furlough day?

**A:** No. SFMA systems analyst support will not be available during the state closure furlough day. For a Friday state closure furlough day, the nightly batch process will run on Thursday evening. The next nightly batch process will run on Monday evening.

**Q:** When will weekly reports be produced during a week with a furlough day?

**A:** Weekly reports will be produced the night prior to the state closure furlough day.

**Q:** What will happen to print jobs, including warrants, from the batch process the night before a state closure furlough day?

**A:** Print processing will be handled until 8:00 a.m. on the fixed closure days (shift end). Any print processing that has not been completed at that time or received after that time will be held until the following Monday or next business day when the next shift begins at 6:30 a.m.

**Q:** Will there be delivery services on state closure furlough days?

**A:** There will be no delivery services on fixed closure days. Delivery services will resume on the following Mondays as normal.

**Q:** When will extract jobs be produced?

**A:** Weekly extract jobs are scheduled to produce the night prior to the state closure furlough day. Monthly extract jobs are scheduled to produce the night on month end close.

**Q:** When will ACH be available if the request was keyed into SFMA on the day before a state closure furlough day?

**A:** ACH transactions will post to receiver accounts and agency accounts on the Settlement Date of the transaction, which is generally two banking days after the due date on SFMA.

**Q:** What will happen with agency interfaces sent on a state closure furlough day?

**A:** We will hold all agency interface files that are sent in on a state closure furlough day and process these with the next scheduled SFMA batch cycle.

**Q:** What will happen to Treasury deposit files sent on state closure days?

**A:** SFMA will save/hold the file for and append it to the next business day's files.

**Q:** If SFMA is scheduled for a month end close on a state closure furlough day, will the month end close day be adjusted?

**A:** Yes. SFMS staff will not be available to close SFMA on a state closure furlough day. The month end close date will be moved forward to the next Monday after a state closure furlough day.

**Q:** Will there be any other option for agencies to close the month on a different day?

**A:** Yes. SFMS will schedule a full report run on Wednesday, prior to the state closure furlough day to allow agencies to order month end reports.

**Q:** How will agencies order month end reports on the Wednesday prior?

**A:** Agencies will need to set the Last Month Close Indicator to the month they are closing on their current Fiscal Year, 25 Agency Control Profile. If the Frequency on the 91 Report Request is set to 'Monthly' or 'Quarterly', request reports on the current Fiscal Year, 25 Agency Control Profile by setting the Monthly and Quarterly Report flags to "Y". Change the Frequency Control on the 91 Report Control Profile to an "A" for those reports that need to be requested from the 25 profile. All this needs to be done by 5:00 on Wednesday prior to the state closure furlough day.

**Q:** If month end close has been moved to Monday, when will the Datamart be updated?

**A:** The Datamart will be updated on Tuesday morning, after the month end close.