

<b>Meeting Notes</b>	<b>Date:</b> June 7, 2016 <b>Time:</b> 9am <b>Agency:</b> Office of General Services, Business Services Center <b>Location:</b> Building 5, Harriman State Campus, G-8 <b>Topic:</b> BSC Finance Customer Forum for Accounts Payable and Purchasing
<b>Organizer:</b> BSC Finance Services	
<b>Attendees:</b> BSC Finance Customer Agencies	
<b>Notes</b>	
<b>Accounts Payable Service Line</b>	
<u>Direct Pay:</u>	
<ul style="list-style-type: none"> <li>• Direct Pay is the BSC program that streamlines the processing of Confirming Purchase Order (PO) invoices under \$5,000 for participating agencies.</li> <li>• Agencies interested in Direct Pay should reach out to Tim Eckhardt at <a href="mailto:timothy.eckhardt@ogs.ny.gov">timothy.eckhardt@ogs.ny.gov</a>.</li> </ul>	
<u>Tax Call Center Responses:</u>	
<ul style="list-style-type: none"> <li>• <b>Issue:</b> Vendors contact the BSC's Consolidated Call Center inquiring as to the status of payment. When the answer is "the invoice is in Agency Review," in many cases, the vendor then reaches out to the agency directly. <ul style="list-style-type: none"> <li>○ When a vendor calls the BSC, if the invoice is on track to be paid timely, we advise the vendor accordingly. If the invoice has been in Agency Review for 30 plus days, the Tax Call Center sends the inquiry to BSC Level 2.</li> <li>○ The BSC reviews the FileNet comments and identifies additional information needed from the vendor or the agency. The BSC then reaches out accordingly to try and complete the requirements for getting the invoice paid.</li> <li>○ Agencies should make every attempt to respond to items in Agency Review timely to reduce vendor inquiries.</li> </ul> </li> </ul>	
<u>BSC Process to Correct Misapplied Payments:</u>	
When an invoice is paid against an incorrect PO line, the agency can send an e-mail to <a href="mailto:apinquiries@ogs.ny.gov">apinquiries@ogs.ny.gov</a> with the voucher number, PO number, and vendor ID number indicating that the payment was made against an incorrect line, and which line it should be made against. The BSC will then create an adjustment voucher.	
<u>Receipts:</u>	
When Accounts Payable receives an invoice, first it will check to see if receiving is already in SFS. If the receiving is in SFS and AP is unable to determine which receipt to apply, AP will contact the agency to request that the agency identify which receipt applies to the invoice. To avoid this, the agency should include delivery dates, service dates, maintenance periods and other pertinent information in the bill of lading field when doing receiving. In addition, any supporting documentation (i.e., delivery slips).	
<u>FileNet Updates:</u>	
<ul style="list-style-type: none"> <li>• Recent FileNet enhancements are requiring some users to change certain security, browser and java settings. Information on those changes are available in the form of a tech sheet that was sent to each agency's FileNet liaison.</li> <li>• Turnaround time for FileNet role mapping has improved. The issue has been escalated and a solution is being pursued.</li> </ul>	
<u>Lapsing:</u>	
<ul style="list-style-type: none"> <li>• All lapsing invoices approved for payment by June 17, 2016 will be processed with a cash disbursement date prior to July 1, 2016.</li> <li>• Additional information about lapsing can be found at the following link: <a href="https://bsc.ogs.ny.gov/announcements">https://bsc.ogs.ny.gov/announcements</a></li> </ul>	
<u>Vendor Outreach on Invoices:</u>	
<ul style="list-style-type: none"> <li>• AP staff have been doing educational outreach to vendors on submitting complete invoices.</li> <li>• Information on complete invoices can be found at the following link on the BSC website (click on "Vendor"): <a href="https://bsc.ogs.ny.gov/content/all-frequently-asked-questions">https://bsc.ogs.ny.gov/content/all-frequently-asked-questions</a></li> </ul>	

## **Purchasing Service Line**

### Blanket Orders With Invoices Attached:

- Blanket POs cover multiple deliveries/ invoices over the course of a fiscal year.
- Confirming POs (CPOs) are POs submitted by the agency with the invoice attached in SFS. The goods and services have already been received by the agency, so the invoice attached to the PO is the agency's confirmation of goods or services received and requires no receiving.
- When an agency wants to create a blanket order for an ongoing need and it wants to include confirming invoices with the blanket PO, the agency should create separate lines for the confirming portion and the estimated future needs portion. This will provide the means for setting up the proper receiving type for each line.
- The BSC is developing standard language to use on Blanket POs for vendors. This should alert vendors to fulfill blanket orders on an as-needed basis against the PO as requested by the agency.

### Agencies Dispatching POs:

- The BSC uses an automated process to dispatch POs. The process is set up to run at 11am and 3pm. The process automatically dispatches all approved POs with valid budget checks for all BSC PO processors. It then deposits the PDF POs into a folder for further processing.
- Agencies are dispatching purchase orders for their agency specific contracts. When the agency sets up the criteria for dispatch in SFS it is important that the agency selects the proper criteria for dispatch. This criteria should either include the buyer name or the purchase order number. This will ensure that only purchase orders generated by the agency are dispatched by the agency. When criteria is not selected, SFS dispatches all purchase orders for that agency. This means that the POs that are generated by the BSC on the agency's behalf are dispatched by the agency and the BSC does not receive a copy in its PDF folder. To facilitate the dispatch process, the BSC recommends that all agency specific contract POs be created in the agency generic buyer name (i.e. DOH generic buyer). By running the dispatch process and entering the buyer as DOH generic buyer, the agency can dispatch all of its POs at once and it will exclude all agency POs issued by the BSC.

### PA Contracts:

- EE1 requires category codes on PA Contract General Requisitions to match the category code on the PA Contract. The BSC cannot change the category code on the Requisition as it could before EE1, so it is crucial when agencies are initiating General Requisitions for PA Contracts, the correct Category Code is included.
- Should a Requisition arrive in the BSC without the correct Category Code, the BSC will cancel it and resource it, allowing the agency to enter the correct category code. The BSC will reach out to the agency to alert them of the canceled PO.

### Umbrella Contract:

NYSPRO has recently awarded Information Technology Umbrella contracts. The intent of these Contracts is to streamline the procurement of Information Technology (IT) needs for Authorized Users of OGS Centralized Contracts. These Contracts provide for the procurement of Software, Hardware, Cloud-based Products and related Implementation services, based on a Manufacturer's Products. A competitive Request for Quote (RFQ) process is required for all Authorized User transactions.

Procurement Services Group 73600, 22802: Information Technology Umbrella Contracts – Manufacturer Based

<http://ogs.ny.gov/purchase/snt/awardnotes/7360022802can.HTM>

- Guidance for completing the Procurement Record:
  - Utilize the template for the Basic Request for Quote (RFQ) or Complex RFQ available at the link above
  - Send the RFQ to resellers AND manufacturers (one e-mail)
  - When submitting to the BSC, include the Original email with the RFQ attached, the winning quote, and the bid tabulation for the Procurement Record
- The recently created BSC Buy Desk is available to assist agencies with their umbrella contract purchases. Just fill out the basic RFQ, and forward to [ogs.sm.bsc\\_ifbs@ogs.ny.gov](mailto:ogs.sm.bsc_ifbs@ogs.ny.gov). In the subject line of the e-mail, write "Umbrella Contract."

### Lapsing:

- The weekend of 6/11/16 -6/12/16 and 6/25/16 – 6/26/16, SFS is running a closing process.
- POs will be closed upon request by customer agencies. Agencies are encouraged to reach out to the SFS help desk with a list of POs to close. Please cc [ogspurchasingunit@ogs.ny.gov](mailto:ogspurchasingunit@ogs.ny.gov) so BSC Purchasing is aware these will be closed and can ensure all payments in process clear before the SFS processing dates.

#### Receiving and Purchase Order Change Notices (POCNs)

POCNs can be complicated when receiving has already been completed on the line needing a change. Sometimes receiving will need to be removed to process the change notice and the receipt will need to be re-entered. If a POCN needs to be done against a line that includes receiving, the BSC will contact the agency to work with it on the proper procedure for the given situation.

#### Leases:

- The BSC Lease team is putting together a list of items that should be included when processing Lease work orders. Leasing contacts at agencies will be reached out to with this information.
- In SFS, lease information is collected in the Contracts module; the PO Reference Number containing an L, LM, TL, or OPL is how it is identified as a Lease.