

Agenda BSC Finance Customer Forum Accounts Payable and Purchasing		Date: Tuesday, June 7, 2016 Time: 9:00am - 12:00pm Location: Building 5 Room G8
Items	Facilitator	
Welcome and Introductions	9:00am - 9:15am	Timothy Eckhardt
Accounts Payable Service Line 9:15am – 10:15am <u>Updates:</u> <ul style="list-style-type: none"> • FileNet: Guidance on settings needed to accommodate recent enhancements • Lapsing: <ul style="list-style-type: none"> - All lapsing invoices approved for payment by June 17, 2016 will be processed with a cash disbursement date prior to July 1, 2016. - Additional information about lapsing can be found at the following link: https://bsc.ogs.ny.gov/announcements <u>Agency Questions:</u> <ul style="list-style-type: none"> • As a result of the BSC's standard response that outstanding invoices are in the agency FileNet review cue, the number of vendor calls coming in to the agency has increased. <ul style="list-style-type: none"> - Are other agencies having this experience? - How can we avoid sending the Vendor between the BSC and the Agency for inquires on invoices? • What is the BSC process for correcting misapplied payments? • If payment is applied to the wrong PO line, how can a correction be requested? 	10:15am – 11am	Ryan H. Smith Timothy Smith
Question and Answers / Open the Phones	11am – 11:45am	
Purchasing Service Line <u>Updates:</u> <ul style="list-style-type: none"> • Blanket orders with invoices attached, process. • Agencies dispatching BSC purchase orders. • PA Contracts <ul style="list-style-type: none"> - Category codes must match what is on the PA contract. - If category codes do not match, BSC will cancel the PO and resource the requisition - Agencies will have to edit the requisition to match the category code. • Umbrella Contract <ul style="list-style-type: none"> - BSC will be happy to assist in soliciting quotes from the contract vendors on behalf of customer agencies. - BSC must have all solicitation documents to be part of the official procurement record • Lapsing <ul style="list-style-type: none"> - SFS will be closing authorized POs the weekend of 6/11/16-6/12/16 and the weekend of 6/25/16-6/26/16. - There are 2 ways to close purchase orders. - All documents related to June lapsing can be found on the SFS Secure website. <u>Agency Questions:</u> <ul style="list-style-type: none"> • When a PO has been dispatched with incorrect chart fields, receiving is required, and the receipt has been completed against the PO prior what is the process to be able to make the change? • Regarding communication when the BSC varies from agency directions on lease transactions: if agency submits an OPL Contract Requisition Request Form and the BSC wants to vary from the form, the agency should be consulted first and concur to the changes. • Processing lease work orders (facility work requests): are there written procedures on how the BSC would like us to forward information for OPL contracts? How will this information be collected in the SFS Real Estate Module? 	11:45am – 12pm	Phil Reed Phil Reed Sumita Dey Kimberly Rings Gail Swint Tricia Huff Melissa Miller Melissa Miller
Question and Answers / Open the Phones		
Call for Agenda Items for Next Customer Forum (due 6/29/16) Accounts Payable and Purchasing: 7/5/16		