Agenda **BSC Finance Customer Forum** **Accounts Payable and Purchasing**	**Date:** **Tuesday, August 2, 2016** **Time:** **9:00am - 12:00pm** **Location:** **Building 5 Room G8**

Items	**Facilitator**
Welcome and Introductions 9:00am – 9:15am Date for September Customer Forum for AP and Purchasing*	Francine Marzinsky
Purchasing Service Line 9:15am – 10:30am <u>Training Opportunities for Customer Agencies</u> • Purchasing Requisitions and Receiving WebEx: 8/17/16 from 11am – 1pm • Registration via SLMS: Class code "OGS-BSC FinReqRec 081716" • Additional training to be announced <u>Service Line Updates</u> • Requisitions – contact information, buyer id field, category codes • Lease updates • Aging report • Review receiving process <u>Question and Answers / Open the Phones</u>	 Sharon Warner Sharon Warner Melissa Miller Paul Olsen Sharon Warner
Accounts Payable Service Line 10:30am – 11:45am <u>Service Line Updates</u> • Budget errors • Budget reports • Budget dates • Rounding • Receiving on invoices not in FileNet • Invoice types for agencies without Direct Pay <u>Question and Answers / Open the Phones</u>	 Tim Smith and Melody Stempien Tim Smith Gerald Cady Cathy Sheridan
Call for Agenda Items for Next Customer Forum (due 8/31/16) *Accounts Payable and Purchasing: 9/6/16 *(tentative)*	