Information Announcement

New SFS Feature for Accounts Payable
Excel to CI Mass Upload Tool
January 2018

The Accounts Payable Service Line is now using a feature in SFS which greatly reduces data entry time and errors for several types of transactions, benefiting Customer Agencies by reducing overall processing time. Examples of transactions that can be processed using this SFS feature include:

- Single line vouchers
- Multiple lines/distribution line vouchers
- Single Pay vouchers
- Journal vouchers
- Monthly rents/leases not currently automated in the SFS Real Estate Module
- Yearly updates of utility templates

This new SFS feature is called the Excel to CI Mass Upload Tool. It is used for entering and uploading multiple recurring vouchers at the same time into the SFS. Agencies can review SFS Job Aid Number JAA-AP210-020 located on SFS Secure for detailed information on the Excel to CI Mass Upload Tool.

The BSC is asking Customer Agencies to consider what payment data could be sent to BSC Accounts Payable to take advantage of the Excel to CI Mass Upload Tool benefits including:

- Formerly out of scope transactions
- Recurring, repetitive payments to vendors

Examples of transactions that can NOT be processed using this SFS tool at this time include:

- Payments related to a Purchase Order
- Fringe or interagency vouchers

Agencies can use Excel templates created by the BSC to submit spreadsheet data. These templates and instructions for how to complete them can be found on the BSC website at: https://www.bsc.ogs.ny.gov. BSC Accounts Payable can also create customized Excel templates to meet your agency's needs.

Agencies can be given access to SFS queries to monitor the status of their Excel to CI transactions. Please provide SFS user ids to apinquiries@ogs.ny.gov for access to these queries.

Please contact the BSC with any questions or concerns regarding this announcement at apinquiries@ogs.ny.gov or call (518) 457-4272.