



Information Announcement

2016 Travel and Purchasing Training for BSC Agencies

December 16, 2015

The BSC is continuing its series of training webinars to provide customer agencies with step-by-step guidance on how to complete critical travel and purchasing transactions. These additional webinars are identical to those delivered throughout September, October, November, and December. Agencies can search and register for a webinar through the Statewide Learning Management System (SLMS) at <https://nyslearn.ny.gov>. The links to the webinar for each of the trainings will be emailed to participants before each training session.

Listed below are the course descriptions. Participants will be encouraged to ask questions during this training. The dates, times, and SLMS registration information is listed on page 2 of this announcement.

BSC EE1 Course List	Course Description
Travel 101 – Rules and Regulations (2 hour webinar)	This webinar will cover travel rules, regulations, and guidelines including: responsibilities; official travel status; prior approvals; required documentation; per diem reimbursement rates; when and how the rental car calculator should be used; required receipts; and appropriate uses of the State travel card.
Travel Training for SFS Supervisors (1.5 hour webinar)	This webinar will help supervisors understand their responsibility for approving employee expense reports in SFS. Supervisors will learn what to look for when reviewing expense reports and when it is appropriate to approve/deny/reject an expense report.
EE1 Travel Overview (2 hour webinar)	This webinar is designed to assist travelers with creating, reviewing and maintaining expense reports, and the differences between SFS 9.0 and the EE1 version of SFS 9.2.
Purchasing Requisitions and Receiving (2 hour webinar)	This webinar is designed to assist requisitioners and receivers in post EE1 SFS. Topics will include creating and maintaining stand-alone requisitions and entering receipts on purchase orders. Also included in this session will be an introduction to using Marketplace to purchase centralized contract or preferred source items. Requisitions for agency specific contracts will be covered in the contracts webinars.
Contracts (2 hour webinar)	This webinar is designed to assist with contract processing in post EE1 SFS. Topics will include creating a contract from requisition to purchase order release. In addition, best practices will be discussed for setting up contract lines.

SLMS Registration Information:

Travel Module	SLMS Class Code	Date	Time
Travel 101	OGS-BSC-Trav101-010516WebEx	1/5/16	10:00 am – 12:00 pm
Travel 101	OGS-BSC-Trav101-012616WebEx	1/26/16	1:00 pm – 3:00 pm
Travel 101	OGS-BSC-Trav101-021616WebEx	2/16/16	10:00 am – 12:00 pm
Travel 101	OGS-BSC-Trav101-022516WebEx	2/25/16	1:00 pm – 3:00 pm
Travel for Supervisors	OGS-BSC-TravSFSSup 011416WebEx	1/14/16	1:30 pm – 3:00 pm
Travel for Supervisors	OGS-BSC-TravSFSSup 012816WebEx	1/28/16	10:00 am – 11:30 am
Travel for Supervisors	OGS-BSC-TravSFSSup 021116WebEx	2/11/16	1:30pm – 3:00 pm
Travel Overview	OGS-BSC Trav EE1 010616WebEx	1/6/16	10:00 am –12:00 pm
Travel Overview	OGS-BSC Trav EE1 011316WebEx	1/13/16	1:00 pm – 3:00 pm
Travel Overview	OGS-BSC Trav EE1 012016WebEx	1/20/16	10:00 am –12:00 pm
Travel Overview	OGS-BSC Trav EE1 012716WebEx	1/27/16	1:00 pm – 3:00 pm
Travel Overview	OGS-BSC Trav EE1 020316WebEx	2/3/16	10:00 am –12:00 pm
Travel Overview	OGS-BSC Trav EE1 021016WebEx	2/10/16	1:00 pm – 3:00 pm
Travel Overview	OGS-BSC Trav EE1 021716WebEx	2/17/16	1:00 pm – 3:00 pm
Travel Overview	OGS-BSC Trav EE1 022416WebEx	2/24/16	10:00 am – 12:00 pm

Purchasing Module	SLMS Class Code	Date	Time
Requisitions and Receiving	OGS-BSC EE1Req&Rec 011116WebEx	1/11/16	11:00 am – 1:00 pm
Requisitions and Receiving	OGS-BSC EE1Req&Rec 020816WebEx	2/8/16	11:00 am – 1:00 pm
Contracts	OGS-BSC EE1ContProc012516WebEx	1/25/16	11:00 am – 1:00 pm
Contracts	OGS-BSC EE1ContProc022216WebEx	2/22/16	11:00 am – 1:00 pm

If you have any questions regarding this announcement, please contact the BSC at (518) 457-4272 or email bscfinancetraining@ogs.ny.gov.