



# Information Announcement

## Travel and Purchasing Training for BSC Agencies

June 15, 2016

The BSC is continuing its series of WebEx training programs to give customer agencies step-by-step guidance on how to complete critical travel and purchasing transactions. Agencies can search and register for a WebEx through the Statewide Learning Management System (SLMS) at <https://nyslearn.ny.gov>. The links to the WebEx for each of the trainings will be emailed to participants before each training session.

Below is a listing of the course descriptions. 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 WebEx)*	This WebEx 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 WebEx)*	This WebEx 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.
Live SFS EE1, 9.2 (2 hour WebEx)*	This Webinar will demonstrate how to create an expense report live in the SFS EE1, 9.2 environment. This class will provide an understanding of BSC best practices and standardized processes including: completing the general information area correctly; attaching receipts and travel documentation; allocating travel card transactions to an expense report; correctly specifying expense types for travel card transactions; when to use “Return to State” appropriately; and how to detail multiple legs of a single trip.
Purchasing Requisitions and Receiving (2 hour WebEx)*	This course will be a two-hour WebEx designed to assist requisitioners and receivers. This training will provide best practices to accommodate the new receiving requirements effective April 1, 2016. Participants will learn how to properly enter a requisition and report receiving on a purchase order.

\*This WebEx has a minimum class participation requirement; if that minimum is not reached, the class will be cancelled and participants will be instructed to register for a future WebEx.

**SLMS Registration Information:**

Travel Module	SLMS Class Code	Date	Time
Travel 101	OGS-BSC-Trav101- 071216WebEx	July 12, 2016	10am – 12pm
Travel 101	OGS-BSC-Trav101- 072116WebEx	July 21, 2016	1pm – 3pm
Travel 101	OGS-BSC-Trav101- 080416WebEx	August 4, 2016	10am – 12pm
Travel 101	OGS-BSC-Trav101- 082316WebEx	August 23, 2016	1pm – 3pm
Travel for Supervisors	OGS-BSC-TravSFSSup 071416WebEx	July 14, 2016	1:30pm – 3pm
Travel for Supervisors	OGS-BSC-TravSFSSup 081816WebEx	August 18, 2016	1:30pm – 3pm
Live SFS EE1, 9.2	OGS-BSC Trav EE1 071916WebEx	July 19, 2016	10am – 12pm
Live SFS EE1, 9.2	OGS-BSC Trav EE1 072816WebEx	July 28, 2016	1pm – 3pm
Live SFS EE1, 9.2	OGS-BSC Trav EE1 081016WebEx	August 10, 2016	10am – 12pm
Live SFS EE1, 9.2	OGS-BSC Trav EE1 082516WebEx	August 25, 2016	1pm – 3pm

Purchasing Module	SLMS Class Code	Date	Time
Requisitions and Receiving	OGS-BSC FinReqRec 071216	July 12, 2016	11am – 1pm
Requisitions and Receiving	OGS-BSC FinReqRec 081716	August 17, 2016	11am – 1pm

If you have any questions regarding this announcement, please contact the BSC at (518) 457-4272.