



# Information Announcement

## Travel and Purchasing Training for BSC Customer Agencies

**August 30, 2016**

The BSC is continuing its series of training WebExes to provide customer agencies with 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 that will be offered. Dates, times, and SLMS registration information are 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.
Travel Live SFS EE1, 9.2 (2 hour WebEx)*	This WebEx is targeted for new end users and users who require additional assistance with the SFS Travel & Expense Module, and will demonstrate various functions for creating expense reports in the SFS EE1, 9.2 live 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; itemizing and splitting receipts; 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:**

Due to the SFS Summer Update, there will not be any travel & expense training for the month of September. Training will resume in October; the class names and dates are below:

Travel Module	SLMS Class Code	Date	Time
Travel 101	OGS-BSC-Trav101- 100516WebEx	10/5/16	10am – 12pm
Travel 101	OGS-BSC-Trav101- 101816WebEx	10/18/16	1pm – 3pm
Travel 101	OGS-BSC-Trav101- 110216WebEx	11/2/16	10am – 12pm
Travel for Supervisors	OGS-BSC-TravSFSSup 101216WebEx	10/12/16	1:30pm – 3pm
Travel for Supervisors	OGS-BSC-TravSFSSup 1110WebEx	11/10/16	1:30pm – 3pm
Live SFS EE1, 9.2	OGS-BSC Trav EE1 102016WebEx	10/20/16	10am – 12pm
Live SFS EE1, 9.2	OGS-BSC Trav EE1 102716WebEx	10/27/16	1pm – 3pm
Live SFS EE1, 9.2	OGS-BSC Trav EE1 111616WebEx	11/16/16	1pm – 3pm

Purchasing Module	SLMS Class Code	Date	Time
Requisitions and Receiving	OGS-BSC FinReqRec 092116	9/21/16	11am – 1pm
Requisitions and Receiving	OGS-BSC FinReq&Rec 101916WebEx	10/19/16	11am – 1pm
Requisitions and Receiving	OGS-BSC FinReq&Rec 111616WebEx	11/16/16	11am – 1pm

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