



Office of General Services Business Services Center

Information Announcement

Credit Card and Purchasing Training for Customer Agencies

April through June 2018

The BSC is continuing its series of training WebExes to provide customer agencies with step-by-step guidance on how to complete critical credit card 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
Expanding P-Card Use in BSC Customer Agencies (1.5 hour WebEx)*	This course will be a 1.5 hour WebEx designed to educate cardholders on purchasing rules and regulations and the proper use of the P-card and reconciliation processing.
Purchase Order Change Notices in FileNet 1.5 hour (WebEx)*	This course is designed to educate customer agencies in how to use the FileNet system for requesting Purchase Order change notices.

*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:

Purchasing	SLMS Class Code	Date	Time
Purchase Order Change Notices	OGS-BSC PurchOrdChanFile042518	04/25/2018	2pm – 3:30pm
Purchase Order Change Notices	OGS-BSC PurchOrdChanFile052318	05/23/2018	2pm – 3:30pm
Purchase Order Change Notices	OGS-BSC PurchOrdChanFile062118	06/21/2018	2pm – 3:30pm

Purchasing & P-Card	SLMS Class Code	Date	Time
Expanding P-Card Use in BSC Customer Agencies	OGS-BSC PCardBSCCustAge 041918	04/19/2018	10am –11:30am

Expanding P-Card Use in BSC Customer Agencies	OGS-BSC PCardBSCCustAge 051718	05/17/2018	10am –11:30am
Expanding P-Card Use in BSC Customer Agencies	OGS-BSC PCardBSCCustAge 062118	06/21/2018	10am –11:30am

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