



# Information Announcement

## Travel Training and New Purchasing Training for BSC Agencies Late February, March, and April, 2016

February 18, 2016

As part of the BSC's continuing efforts to provide training and excellent customer service to the agencies we serve, the BSC will host a series of WebExes to provide agencies with step-by-step guidance on how to complete critical travel and expense and purchasing transactions. The travel WebExes are identical to those delivered throughout the last six months. The purchasing WebExes are new, and reflect new processes and guidelines that are being implemented regarding creation of purchase orders and conducting receiving for some purchase orders starting on April 1, 2016.

Agencies can search and register for a WebEx through the Statewide Learning Management System (SLMS) at <https://nyslearn.ny.gov/>.

Below is a listing of course descriptions and the dates and times the courses will be offered. Dates, times, and SLMS registration information is 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. 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.
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. 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.
EE1 Travel Overview (2 hour WebEx)	This WebEx session 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. 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.
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-Trav101-031516WebEx	3/15/16	10am – 12pm
	OGS-BSC-Trav101-033016WebEx	3/30/16	1pm – 3pm
	OGS-BSC-Trav101-041416WebEx	4/14/16	10am – 12pm
	OGS-BSC-Trav101-042616WebEx	4/26/16	1pm – 3pm
Travel for Supervisors	OGS-BSC-TravSFSSup 031016WebEx	3/10/16	1:30pm – 3pm
	OGS-BSC-TravSFSSup 041216WebEx	4/12/16	1:30pm – 3pm
Travel Overview	OGS-BSC Trav EE1 030316WebEx	3/3/16	10am – 12pm
	OGS-BSC Trav EE1 032916WebEx	3/29/16	1pm – 3pm
	OGS-BSC Trav EE1 041916WebEx	4/19/16	1pm – 3pm
	OGS-BSC Trav EE1 042816WebEx	4/28/16	10am – 12pm

Purchasing Module	SLMS Class Code	Date	Time
Requisition & Receiving – Receiving Required	OGS-BSC FinReqRec 022916	2/29/16	1pm – 3pm
	OGS-BSC FinReqRec 031116	3/11/16	1pm – 3pm
	OGS-BSC FinReqRec 031716	3/17/16	10:30am – 12:30pm
	OGS-BSC FinReqRec 033116	3/31/16	11am – 1pm
	OGS-BSC FinReqRec 040116	4/1/16	1pm – 3pm
	OGS-BSC FinReqRec 040416	4/4/16	10am – 12pm
	OGS-BSC FinReq&Rec 040616	4/6/16	1pm – 3pm
	OGS-BSC FinReq&Rec 040816	4/8/16	10am – 12pm
	OGS-BSC FinReq&Rec 041216	4/12/16	10am – 12pm
	OGS-BSC FinReq&Rec 041416	4/14/16	1pm – 3pm
	OGS-BSC FinReqRec 041916	4/19/16	1pm – 3pm
	OGS-BSC FinReqRec 042116	4/21/16	10am – 12pm
	OGS-BSC FinReqRec 042616	4/26/16	10am – 12pm
	OGS-BSC FinReqRec 042816	4/28/16	1pm – 3pm

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