



Information Announcement

Change to Processing of Vendor Cut Letters and Payment of Utility Invoices

September 11, 2015

As part of the BSC's ongoing effort to continuously improve processes and services, we have identified two changes which will improve efficiencies related to the processing of vendor cut letters and payment of utility invoices.

Vendor Cut Letters

Currently, the BSC sends a hard copy letter to the vendor each time an invoice is reduced. This process wastes paper, is labor intensive, and has not proven to be effective in relaying this information to vendors.

- Effective September 14, 2015, the BSC will no longer issue hard-copy cut letters. Instead, notification that an invoice has been reduced will now be recorded in SFS and reflected on the memo line of the remittance advice provided to the vendor with their payment. In addition, this information is available through the online vendor portal in SFS. The message box will include the reason why the payment was cut, and agencies will be able to review these messages via the SFS payment tab. For example:
 - NYS Government Agencies are exempt from State and Local taxes – Cut \$9.20
 - Per NYS Prompt Payment Law - Invoice was cut by \$9.20

Utility Payment Invoices

In preparation for the EE1 upgrade and subsequent blackout period, the BSC wants to ensure that agencies' utility accounts are not negatively impacted by invoices not paid within timelines set by utility providers which are often much shorter than the 30 days allowed under the Prompt Payment law. This change will affect utilities invoices that are processed against template vouchers.

- Effective September 14, 2015, any utility invoice that is received at the BSC which has a template voucher in place will be directly entered into SFS for payment. These invoices will not be moved to the agency review queue in FileNet for agency approval to pay. A report will be provided to agencies of all invoices processed in this manner so that the agency can review on a post-audit basis. These reports will include invoice number, vendor number, invoice amount, and voucher number.
- Any issues regarding the payment of these invoices should be reported to the BSC at APInquiries@ogs.ny.gov, and the BSC will work with vendors to resolve them.
- Agencies will continue to have access to utilities invoices in FileNet for energy usage information or any other pertinent information.
- If an invoice is received by the BSC for which a template voucher does not exist, the invoice will be placed in the agency's agency review queue with a request that appropriate template information be provided. The invoice will not be processed until a template is in place, and the agency has approved the invoice for payment.
- If the invoice is part of the ITS consolidation, and the appropriate template information and approval to pay have not been submitted to the BSC, the invoice will be placed in ITS' agency review queue so that ITS can provide the necessary information needed to process payment.

If you have any questions regarding these changes, please contact the BSC by phone at (518) 457-4272 or by email at APInquiries@ogs.ny.gov.

Thank you.