

Meeting Notes	Date:	August 2, 2016
	Time:	9am
	Agency:	Office of General Services, Business Services Center
	Location:	Building 5, Harriman State Campus, G-8
	Topic:	BSC Finance Customer Forum for Accounts Payable and Purchasing

Organizer: BSC Finance Services

Attendees: BSC Finance Customer Agencies

Notes

Revised Date for the September Customer Forum
September's Customer Forum will be held on Tuesday, September 13, 2016 from 9am – 12pm.

Purchasing Service Line Updates

- BSC Training Opportunities for Purchasing Requisitions and Receiving can be found on the BSC website at the following link: <https://bsc.ogs.ny.gov/training-events>.
- When entering Requisitions to be processed by the BSC, agencies are required to leave the "Buyer Name" field blank. If the Buyer Name is populated, when the draft PO process runs, the BSC will have no knowledge of the transaction.
- It is BSC policy to send POs to the Vendor and the Requisitioner only. Should additional individuals need the PO, please enter that information into the header or line comments (this applies to the print method only).
- Category codes on POs must match the Category Code on the Contract in order to properly remove funds from the contract. The category code can be found in SFS: go to Supplier Contracts, Add/Update POs, enter the contract ID, click search, and scroll to the bottom of the page; the Category is indicated on the appropriate line number.
- The BSC is processing change notices for marketplace vendors.
- Lease Team Update:
 - The team is working through some budget errors with agency budget representatives
 - The team is developing lease procedure documents; draft copies can be provided to agencies upon request
 - Knowledge Exchange: these sessions have been very successful and further opportunities are available with customer agencies. Please contact contractpos@ogs.ny.gov if your agency is interested
 - By next month, a majority of the BSC administered leases will be paid through the automatic voucher process
- Responsibility for processing agency specific contract change notices was transitioned to the agencies effective 7/1/16; should agencies have questions or require assistance processing change notices, please reach out to contractpos@ogs.ny.gov.
- When a PO is Dispatched, it has been generated, approved, budget checked, and dispatched as defaulted by the vendor and is now ready for use.
- Agencies can print out an unauthorized copy of a PO that has been created through the print and e-mail methods with the role: NYF_AGY_PO_REPORTS. For a copy of the job aid for printing unauthorized copies of POs, please e-mail ogs.sm.ogspurchasingunit@ogs.ny.gov.
- Aging Reports: Purchasing has been emailing Aging Reports to Customer Agency Liaisons, which are generated from our Access Database. These reports monitor pending POs and facilitate BSC/Agency communication to resolve PO issues. These POs are typically awaiting vendor and/or agency responses. Should agencies require additional information on the aging report, or need employees or mailboxes other than the liaison included in the distribution, please have your liaison reach out to ogs.sm.ogspurchasingunit@ogs.ny.gov. PO change requests are NOT included in this report.
- The Service Level Agreement for processing of PO Change Notices is five days from the time the complete request is received at the BSC.

Accounts Payable Updates

- Budget Errors:
 - AP runs a weekly Budget Error Report for Vouchers that is sent to all AP and Budget Customer Agency Liaisons enabling the errors to be rectified so invoices get paid. This report does not include P-Card reconciliation or PSP errors. Agencies who would like direct access to this query should e-mail their request to timothy.smith@ogs.ny.gov.
 - P-Card Reconciliation Budget Error Reports can be run (these are public queries accessible to those who have Query Viewer access): NY_RC_VCHRS_FAIL_BUD_CHK and NY_RC_VCHRS_FAIL_BUD_CHK2.
 - Reports cannot be run during budget check – which runs 8am – 4pm on even hours.
- Budget date: Every voucher line has to have a budget date within a valid budget period. Depending on your spending plan, a voucher may fail budget check if there is insufficient funding in a particular quarter.
- Receiving: When goods or services are received at the agency, it is the agency's responsibility to enter receiving against the appropriate line of the PO in SFS. If an agency attaches an invoice to the receipt record in SFS, agencies still must submit the invoice to Accounts Payable so the invoice gets into FileNet to be paid. If an invoice is only attached to the receipt in SFS, it will not get paid. Once the invoice is entered into FileNet, if receiving is complete in SFS on that invoice, AP will use that receipt as the OK to Pay and will not have to send the invoice back to Agency Review for further processing.
- Incomplete invoices: AP continues to work with vendors when incomplete invoices are received. A date has not been established for when the BSC will start returning invoices to vendors.
- Unreadable invoices: If an invoice in the FileNet Agency Review queue and is not readable, please contact apinquiries@ogs.ny.gov. Each time an invoice moves to a different queue, the clarity of the image may change. Sometimes downloading it into a PDF can provide a clearer image. Often, if FileNet is opened in Google Chrome, the image is clearer.
- Unit IDs: Agencies that utilize Unit IDs should not be receiving invoices in their Agency Review Queue with blank vendor IDs. AP will continue to work with staff on eliminating the vast majority of blank Vendor IDs sent to Agency Review.
- Missing Contract Numbers: If an invoice is in the Agency Review Queue without a contract number when there was a contract number included on the invoice, it is possible the contract number submitted on the invoice is not current, or it was the PO number that was submitted. In these cases, to avoid paying off of an incorrect contract, AP staff will leave that field blank and ask for clarification in FileNet.
- Invoice Types:
 - Direct Pay Invoices: there are 9 agencies participating in Direct Pay; agencies interested in participating in Direct Pay may contact Tim Eckhardt at timothy.eckhardt@ogs.ny.gov.
 - Agencies not participating in Direct Pay and who have invoices that need to be straight paid should have the Special Ops invoice type.

Call for Agenda Items for Next Customer Forum (due 9/7/16)

Accounts Payable and Purchasing: September 13, 2016