

Meeting Notes	Date: October 4, 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
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Organizer: BSC Finance Services

Attendees: BSC Finance Customer Agencies

Notes

Purchasing Service Line Updates

Tolerances

- Background: Prior to EE1 and the establishment of tolerances, if a Business Unit entered a voucher with a price contractually higher than the price on the related PO, even if the price varied by only ten cents, the voucher would fail matching. This situation required Business Unit staff to create a change order for the PO to correct the voucher match exception.
- For Invoices from Preferred Sources, Centralized Contracts, and through agencies' discretion, tolerances allow for slight variations in price between purchase orders (PO) and vouchers during the matching process.
- SFS will allow the voucher to process without a match exception and will result in payment to the vendor without additional Business Unit staff intervention.
- Higher tolerance thresholds are incorporated for commodities that have contractually volatile prices (such as fuel, milk products, freight, etc.). The higher threshold is applied when the commodity code for these purchases are used.
- This does not apply to Agency Specific Contracts.
- Additional information can be found on the OSC GFO website at:
<https://www.osc.state.ny.us/agencies/guide/MyWebHelp/#XI.A/8.htm?Highlight=tolerance>
XI-A. Purchasing > 8. Payment Tolerances.

Spotlight on Administrative Services Statewide Centralized Contract, Group 73003, Award 22559

- Also known as the Temp Services Contract, the Administrative Service Contract is described as follows:
To provide temporary personnel services for a variety of occupations; including, healthcare and office professionals; technical and management occupations; clerical occupations; service occupations; agricultural and related occupations; building construction trade work occupations, translation and interpretation services and transcription of judicial and administrative proceedings.
- For more information, please go to the OGS Procurement Services Website at:
<http://www.ogs.ny.gov/purchase/snt/awardnotes/7300322559can.htm>
- It is anticipated that a contractually permissible price adjustment will occur in late October, 2016.
- The BSC Purchasing Service Line will be working with OGS Procurement Services to:
 - Compile the price adjustment data
 - Communicate those changes to Customer Agencies
 - Collect blanket approval to apply those changes to POs
 - Work with Customer Agencies to create a 2nd line to accommodate the new pricing as appropriate

Change Notice Process

- The BSC Purchasing Service line is currently developing and testing the utilization of FileNet to enable Purchase Order Change Notices.
- Once fully operational, a pilot will be conducted with a small number of Customer Agencies.

- Once rollout is complete, training will be provided to Customer Agencies to help transition to this process
- Purchasing Staff will have a specific login for Purchase Order Change Notices.
- For internal control purposes, agency staff who process Purchase Order Change Notices in FileNet should not have access to the Accounts Payable Agency Review Queue in FileNet.

Delivery Contact Information

- BSC Best Practice is to include detailed agency delivery contact information on each Purchase Order including, an agency a primary phone number and extension, if appropriate and a primary contact name.
- Agencies can elect to include backup information for who can receive the delivery.
- This information will help assure deliveries arrive timely and to the correct location.

Buy Desk

- The BSC is redesigning the Buy Desk with input from Customer Agencies.
- Should you have any questions or suggestions for the Buy Desk, please contact BSC_IFBs@ogs.ny.gov
- Thank you to those that attended the BSC open house on 10/19. Please send any additional ideas to BSC_IFBs@ogs.ny.gov

15 Day Pay Bill Update

- Information on the 15-Day Pay Bill has been shared at prior customer Forums. Please see the notes at the links below:
 - https://bsc.ogs.ny.gov/sites/default/files/APPurchasing_ForumNotes_07052016.pdf
 - https://bsc.ogs.ny.gov/sites/default/files/Customer_Forum_Notes_AP_Purchasing_Mar_1-16.pdf
- Additional Information is as Follows:
 - Interest under \$10 will not be paid.
 - Self-Certification includes agreeing with a certification statement online
 - A well-structured purchase order is the first step to successful processing
 - Line items on the purchase order should be structured to facilitate receiving and matching on the electronic invoice that will be submitted
 - Receiving of goods or service within SFS supports the best practice for receiving
 - As an alternative to voucher processing, agencies are encouraged to consider utilizing the procurement card for small business purchases
 - To submit invoices electronically, the Supplier must agree to the eSettlements terms and conditions for submitting eInvoices to NYS (Agreement)
 - An electronic invoice in this context is defined as:
 - Submitted via eSupplier Portal using the eSettlement Self Service (direct entry) Invoicing (Source SSI)
 - Submitted via XML file either from the NYS eMarketplace or directly into SFS from the Suppliers billing system (Source XML)
 - Submitted from the Real Estate Module from automated billing schedule (Source FRE)
 - An electronic invoice in this context is NOT defined as:
 - Paper Invoice delivered by any means
 - Emailed Invoice
 - Faxed Invoice
 - Bulk loaded invoices
 - When a vendor submits an electronic invoice, SFS generates a voucher based on the invoice details.
 - As vouchers are created, payment terms are set to Net15
 - When an eInvoice is submitted to SFS, SFS match process will seek a matching receipt to match to the e-Invoice submitted by the vendor
 - If a match is found, BSC will approve the voucher and OSC will review/audit and pay the vendor.
 - If a match is not found, the eInvoice will appear on a Matching Report. Agencies must review the e-invoice

and receipts and make any necessary adjustments.

- Once corrections are made and matching can successfully occur, BSC will approve the voucher and OSC will review/audit and pay the vendor
- Agencies are encouraged to consider if the proper staff are role mapped in SFS to record receipts in SFS
- For more information, please consider attending the “Preparing for 15 Day Prompt Pay” session at the OSC Fall Conference on Wednesday, 10/26/16. This presentation will be jointly given by SFS, OSC, and BSC.
- Currently various announcements, FAQs, and guidance are being drafted.

Accounts Payable Updates

FileNet

- The BSC has been working with ITS to determine if an enhancement in FileNet can be made to convert all lowercase characters entered in DataCap to uppercase when moved to FileNet.
- Post Forum Update: This enhancement is not currently available

Unit IDs

In response to the need for agencies depending on Unit IDs for FileNet Agency Review Queue routing, the BSC reviews a report of invoices missing unit IDs in Agency Review each day so they can be corrected.

Interest Payments (Minimizing or Avoiding them)

- AP is working towards reducing interest payments. If there is a large dollar invoice in FileNet, AP will send you a reminder that includes an estimate of how much interest is accruing.
- AP is also reviewing the Agency Review queue to identify any process improvements. Opportunities identified will be shared with agencies. Agencies are encouraged to share any ideas they have with the BSC.

Receiving in SFS

The BSC is proposing a Knowledge Exchange with Customer Agencies to explore the topic of Receiving in SFS. More information about the BSC Knowledge Exchange Program is available on the BSC website at:

<https://bsc.ogs.ny.gov/content/bsc-knowledge-exchange>

Please reach out to BSC Customer Care if you're interested in participating in this or any Knowledge Exchange.

Call for Agenda Items for Next Customer Forum (due October 25, 2016)

Accounts Payable and Purchasing: November 1, 2016