

Meeting Notes	Date: May 3, 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

Corcraft Ordering and Payment Changes

For the complete PowerPoint presentation, please contact JP Behrle at Corcraft at John.Behrle@doccs.ny.gov.

- Corcraft stopped bulk loading bills from MAPICS into SFS
- New vendor ID (1100162226) established for Corcraft - not an inter-agency vendor ID
- Old vendor ID (0420000082) is disabled

Your Contact Information: Corcraft is updating finance and business office customer contacts. Please email the Fiscal Services Unit with the appropriate contact or contacts for your agency, facility, institution, or regional office.

Fiscal Services Unit: Telephone: (800) 436-6321 ext. 2444 Email: Corcraft.FiscalServices@doccs.ny.gov (Doccs.sm.Corcraft.FiscalServices)	Order and Customer Service Unit: Telephone: (800) 436-6321 ext. 2620 Email: Orders.Corcraft@doccs.ny.gov (Doccs.sm.Corcraft.Orders)
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Accounts Payable Updates

FileNet Agency Review Enhancements/Changes

Embedded FileNet Viewer has been implemented:

- Default for all new invoices imported into FileNet on or after 4/28/2016
- PDF Image of Invoice will be viewed side-by-side with Properties/Indexed Fields

FileNet user instructions will be sent to the Agency Liaison and a DEMO will be arranged upon request.

Additional Agency Review **Statuses** will be implemented.

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|--------------------------|----------------------------|---------------------------------|
| ▪ Internal Agency Status | ▪ Pending Timecards | ▪ Invoice Printed |
| ▪ Pending Purchase Order | ▪ Pending Program Approval | ▪ Other- See Comments |
| ▪ Pending Contract | ▪ Pending Receipt of Goods | ▪ Funding/Encumbrance Issue |
| ▪ Pending PO Change | ▪ Expedite | ▪ Supporting Documents Required |

Additional Agency Review **Responses** will be implemented.

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| ▪ Additional Agency Response | ▪ Zero Balance |
| ▪ Incorrect Agency | ▪ Paid on Procurement Card |
| ▪ Index Correction | ▪ Duplicate Invoice |
| ▪ Payment Adjustment | ▪ PO or Contract Created |
| ▪ Over 30 Days, Escalate | ▪ PO or Contract Changed |
| ▪ Multiple Invoices attached | ▪ Do Not Pay - Confirming PO |
| ▪ Index Correction – See Submission Form | ▪ BSC Retrieving Invoice - BSC Internal Use |
| ▪ Incomplete or Improper Invoice | ▪ BSC - Utility 5 Days - BSC Internal Use |
| ▪ Zero Balance | ▪ Other – See comments |

Non-Employee Travel Process

- An invoice comes into the BSC through the Receiving Team in the Accounts Payable Service line either via e-mail or via mail. The invoice can come from an agency or from a vendor.
- If the invoice has any travel charges, it is reviewed by a processor for adherence to State of New York Office of the State Comptroller Travel Manual.
- Should the travel portion of the invoice be deficient in any way, the invoice is sent back to the agency through FileNet with a request for the missing information (ex: missing receipts).
- Once the agency completes the necessary requirements and submits the invoice to the Disposition Queue in FileNet, the invoice is again reviewed by a processor for adherence to State of New York office of the State Comptroller Travel Manual.
- Should the travel portion of the invoice be fulfilled completely, the invoice is then routed via FileNet to the Contracts team, where an AP processor will review the invoice to verify the PO#, line breakdown, receipts, etc. are present and complete. The invoice will be entered into SFS, vouchered, approved, and submitted to OSC for payment.

Purchasing Service Line Updates

- Purchase Order Change Notices can be done on a PO that has already been received against as long as the change does not reduce the line amount to what has already been receipted against.

Requests for Upcoming Customer Forums

- Metrics report at that given time: how long is it taken for Purchase Order Change Notices to be processed, how long it's taking for an invoice to be paid
- FileNet modifications

Call for Agenda Items for Next Customer Forum (due 6/1/16)

Accounts Payable and Purchasing: 6/7/16