

Meeting Notes	Date: April 19, 2016 Time: 9am Agency: Office of General Services, Business Services Center Location: Building 5, Harriman State Campus, G-8 Topic: BSC Finance Customer Forum, Travel & Expense/Credit Card Administration
Organizer: BSC Finance Services	
Attendees: BSC Finance Customer Agencies	
Notes	
Service Lines Update: Travel and Expense <ul style="list-style-type: none"> • BSC is noticing a number of expense reports submitted in SFS and awaiting supervisor or agency approval. Please remind supervisors to check daily and approve expense reports timely. • Missing Receipts on Expense Reports: <ul style="list-style-type: none"> - We are still experiencing a number of reports coming in without receipts attached. It is very important that travelers and proxies attach receipts (and be sure to click on save for later before submitting). Our biggest reason for denials are when receipts are not attached. If the receipt is for a minor charge you may check the no receipt box, but you must put a comment why there is no receipt. If the receipt is for a large amount, you should obtain and submit a duplicate receipt. If a duplicate receipt is not available the traveler must obtain finance office approval, especially is the expense was with personal funds. • Fiscal Year End – Job Aid, Re-appropriate Funds, Special Project Fund <ul style="list-style-type: none"> - Fiscal Year End is complete. From a Budget aspect, agencies that want to do a mass upload, can follow the Job Aid: Performing a Mass Update, JAA EDA 205-002. - We are receiving expense reports for travel after April 1st 2016. Travelers should be using new budget year funds 2016-17 if travel will be paid for using General Funds. If traveling under Re-appropriated Funds or Special Project Funds and using 2015-16 funds, you must state that either in the report description field, in the expense description or in the “Notes” field. - All expense reports that were submitted by the cutoff date were processed. Additionally, if agencies submitted expense reports after the cutoff, we were able to process those through March 29th. • Incomplete Charges in My Wallet <ul style="list-style-type: none"> - At fiscal year end, travelers were getting notices about charges not loading to the wallets. If travelers are getting this error, they must contact their SFS travel liaison to put in a help desk ticket with SFS. • Official Station Addresses <ul style="list-style-type: none"> - Reports are coming in without the travelers official station address. SFS profiles need to be updated with a complete official station address, and they should put as much detail for the address as possible. • Miscellaneous Items discussed: <ul style="list-style-type: none"> - Training: Our travel training classes are listed on the BSC Website for travelers and supervisors. We are in the process of setting up our May and June classes now, and we are adding a class for SFS EE1 hands-on training for travelers. Look for future announcements for this training. - Rejected reports: Unprocessed expense reports were not rejected at the end of the Fiscal Year as they were in past years. Instead, expense reports were auto-denied; therefore, travelers just need to go back in to SFS, go to modify and resubmit their reports - Create a report using an existing report: There are problems using this feature, causing the warning icon indicating a duplicate report, when in fact, there is no duplicate. A ticket has been submitted with SFS for this problem, and at this time we suggest not to use this feature until it is fixed. 	

- Questions and Answers that were sent into the mailbox:
 - Q. How long are attachments kept with expense reports in SFS and available to view? If not at least 6 years, can we extend the period of time to 6 years for auditing purposes?
 - A. State Archives is working on new guidelines that address this matter. They should be released shortly.
 - Q. Are we able to add OSC Auditors as a proxy so that they can View/Audit Expense Reports?
 - A. No, only OSC can do this, not agencies.

Credit Card Administration

- Citibank PA Access:
 - All agencies should designate a Citibank card liaison to be the program administrator for the agency. If the liaison leaves your agencies we suggest that a new person is set up and trained to take over that role.

Year End Completion

- Pay of Citibank Bill P-card and Net card
 - BSC paid the 4/6/16 Citibank p-card bill using FY 2015–16 funds. The next payment, 4/22/16 Travel and 5/6/16 P/NET, will be from FY 2016–17 fund. We cannot proceed with paying until agencies have their funding in place and have updated their clearing accounts with SFS. SFS sent out notices to agencies for coding on the new funding. Once this is sent back to SFS they will analyze, approve and notify agencies that they need to do a journal entry to apply the new funding. If you are still using 2015–16 funding please notify the BSC by using the BSCYearEnd Mailbox.
 - P-Card Reconciliation vouchers for 4/6. SFS suspended building the vouchers for 4/6. They resumed building on 4/18.
 - There were vouchers that had budget errors. They were sent back to agencies to be corrected. If they were not corrected we deleted the line that was in error and processed the voucher. There were only five vouchers that were deleted so the BSC did not send out a list to agencies.

Questions and Answers and General Statements:

- Q. Was the suggestion on using Gasbuddy.com instead of AAA mentioned?
- A. Yes that was mentioned and Gasbuddy.com was found to not be a reliable source. AAA will continued to be used.
- Q. How to fix a recycled chart field status for the whole screen?
- A. DOCCS stated that you need to narrow down your search to fix them. DOCCS is going to send Tim Smith information on this and Tim will follow-up with SFS.
- Q. Budget Reference Cycle for P-Card Reconciliation vouchers are now run at 8:00 am, 12:00 pm and 5:00 pm. While this is running, you get a batch error processing message when trying to approve the voucher.
- A. BSC will request for SFS to change the times so that when we are in the peak approval times, the budget check is not running.
- Q. Is there any way to get SFS to make a change to populating the Date Range in Reconciliation Vouchers?
- A. Tim Smith stated he would follow-up with SFS on this. It was an enhancement that was added to the system.
- Q. Credit Card replacement? Can you look at someone's outstanding charges before a replacement card is issued?
- A. The BSC does not complete this process; however, it would be good practice for agencies.