



Information Announcement

Travel and Purchasing Training for BSC Agencies

November 23, 2015

Beginning December 1, 2015, the BSC will host a series of webinars to provide customer agencies with step-by-step guidance on how to complete critical travel and purchasing transactions. These are additional webinars identical to those delivered throughout September, October, and November. Agencies can search and register for a webinar through the Statewide Learning Management System (SLMS) at <https://nyslearn.ny.gov>. The links to the webinar for each of the trainings will be emailed to participants before each training session.

Below is a listing of the course descriptions and the dates and times the courses will be offered. Dates, times, and SLMS registration information is listed on page 2 of this announcement.

BSC EE1 Course List	Course Description
Travel 101 – Rules and Regulations (2 hour webinar)	This webinar will cover travel rules, regulations, and guidelines including: responsibilities; official travel status; prior approvals; required documentation; per diem reimbursement rates; when and how the rental car calculator should be used; required receipts; and appropriate uses of the State travel card. Participants will be encouraged to ask questions during this training.
Travel Training for SFS Supervisors (1.5 hour webinar)	This webinar will help supervisors understand their responsibility for approving employee expense reports in SFS. Supervisors will learn what to look for when reviewing expense reports and when it is appropriate to approve/deny/reject an expense report. Participants will be encouraged to ask questions during this training.
EE1 Travel Overview (2 hour webinar)	This webinar is designed to assist travelers with creating, reviewing and maintaining expense reports, and the differences between SFS 9.0 and the EE1 version of SFS 9.2. Participants will be encouraged to ask questions during this training.
Purchasing Requisitions and Receiving (2 hour webinar)	This webinar is designed to assist requisitioners and receivers in post EE1 SFS. Topics will include creating and maintaining stand-alone requisitions and entering receipts on purchase orders. Also included in this session will be an introduction to using Marketplace to purchase centralized contract or preferred source items. Requisitions for agency specific contracts will be covered in the contracts webinars.

	Participants will be encouraged to ask questions during this training.
Contracts (2 hour webinar)	This webinar is designed to assist with contract processing in post EE1 SFS. Topics will include creating a contract from requisition to purchase order release. In addition, best practices will be discussed for setting up contract lines. Participants will be encouraged to ask questions during this training.

SLMS Registration Information:

Travel Module	SLMS Class Code	Date	Time
Travel 101	OGS-BSC-Trav101-120115WebEx	12/01/15	10:00 am –12:00 pm
Travel 101	OGS-BSC-Trav101-121515WebEx	12/15/15	1:00 pm – 3:00 pm
Travel for Supervisors	OGS-BSC-TravSFSSup120915WebEx	12/09/15	1:30 pm - 3:00 pm
Travel Overview	OGS-BSC Trav EE1 120215WebEx	12/02/15	10:00 am –12:00 pm
Travel Overview	OGS-BSC Trav EE1 121015WebEx	12/10/15	1:00 pm – 3:00 pm
Travel Overview	OGS-BSC Trav EE1 121615WebEx	12/16/15	10:00 am – 12:00 pm

Purchasing Module	SLMS Class Code	Date	Time
Requisitions and Receiving	OGS-BSC EE1Req&Rec 121415WebEx	12/14/15	11:00 am – 1:00 pm
Contracts	OGS-BSC EE1ContProc122215WebEx	12/22/15	2:30 pm – 4:30 pm

If you have any questions regarding this announcement, please email BSCFinanceTraining@ogs.ny.gov or call (518) 457-4272.