



Information Announcement

EE1 Training for BSC Agencies

October 30, 2015

Beginning November 3, 2015, the BSC will host a series of webinars to provide customer agencies with step-by-step guidance on how to complete critical transactions in the newly-upgraded version of SFS. These are additional webinars identical to those delivered throughout September and October. Agencies can search and register for a webinar through the Statewide Learning Management System (SLMS) at <https://nyslearn.ny.gov>. Please note that SLMS will be down on November 5-6, 2015. The links to the webinar for each of the trainings will be emailed to participants before each training session.

Below is a listing of course descriptions and the dates and times that 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 the 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 the 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 the 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 the 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 the training.
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SLMS Registration Information:

Travel Module	SLMS Class Code	Date	Time
Travel 101	OGS-BSC-ITFTS-11-3-15	11/3/15	10:00 am –12:00 pm
Travel 101	OGS-BSC-ITFTS-11-19-15	11/19/15	1:00 pm – 3:00 pm
Travel for Supervisors	OGS-BSC-TTFSS-11-5-15	11/5/15	1:00 pm – 3:00 pm
Travel for Supervisors	OGS-BSC-TTFSS-11-17-15	11/17/15	10:00 am – 11:30 am
Travel Overview	OGS-BSC Trav EE1 110415WebEx	11/4/15	10:00 am –12:00 pm
Travel Overview	OGS-BSC Trav EE1 111015WebEx	11/10/15	10:00 am – 12:00 pm
Travel Overview	OGS-BSC Trav EE1 111815WebEx	11/18/15	1:00 pm – 3:00 pm
Travel Overview	OGS-BSC Trav EE1 112415WebEx	11/24/15	1:00 pm – 3:00 pm
Purchasing Module	SLMS Class Code	Date	Time
Requisitions and Receiving	OGS-BSC EE1Req&Rec 10315WebEx	11/3/2015	1:00 pm – 3:00 pm
Requisitions and Receiving	OGS-BSC EE1Req&Rec111215WebEx	11/12/2015	1:00 pm – 3:00 pm
Requisitions and Receiving	OGS-BSC EE1Req&Rec 11715WebEx	11/17/2015	1:00 pm – 3:00 pm
Requisitions and Receiving	OGS-BSC EE1Req&Rec 12015WebEx	11/20/2015	10:30 am - 2:30 pm
Contracts	OGS-BSC EE1ContProc110615WebEx	11/6/2015	11:00 am - 1:00 pm
Contracts	OGS-BSC EE1ContProc111815WebEx	11/18/2015	9:00 am -11:00 am

The BSC remains committed to working with our customers after the transition to EE1. If you have any questions regarding this announcement, please contact the BSC at (518) 457-4272.