



Office of General Services
Business Services Center

Finance Customer Forum

March 5, 2018

Travel & Expense and Credit Card Service Lines



Travel & Expense and Credit Card Updates

- Upcoming Training Kelly Oathout
- Travel Emails Carolyn Benoit
- Liaison and Employee Outreach Carolyn Benoit
- Expense Report Inconsistent Dates Staci Suplicz
- Announcements Staci Suplicz
- Credit Card Application Reminders Kim Gurga

Travel Training

The Business Services Center Travel and Expense team has the following training classes coming up in March:

- **March 6:** 1:00 – How To Create an Expense Report in the Statewide Financial System (SFS)
Class code: OGS-BSC Trav EE1 030618WebEx
- **March 15:** 1:30 – Supervisor 101 – What a Supervisor Should Look for When Approving Expense Reports
Class code: OGS-BSC-TravSFSSup 031518WebEx
- **March 21:** 1:00 – Travel 101 – Rules and Regulations
Class code: OGS-BSC-Trav101- 032118WebEx



Travel Training (continued)

Travelers / Supervisors wishing to attend any one or all of these training sessions can register through the Statewide Learning Management System (SLMS) at <https://my.ny.gov/>.

Registration for these classes will close in SLMS 24 hours before the class is given.

Beginning in April the travel unit will begin offering live hands on training in the BSC training lab. We will be sending an announcement out prior to April 1 with more details.



Emailing the Travel Unit

A new email address has been created to be used when emailing the travel team:
bscfinance@ogs.ny.gov

- The new email address will be effective March 30, 2018
- BSC forms and training materials will be updated with the new email address
- Current mailbox should not be used after April 1, 2018
- Subject Line and body of email should include the word travel
- BSC announcement to follow



Liaison and Employee Outreach

Inactive / on leave employees in SFS with active travel cards in Citi

- The BSC has begun reaching out when employees are not active in SFS but have an open/active card in Citi. This will be a quarterly outreach.

Unsourced Procurement Card Charges in Budget Error

- The BSC has also started monthly outreach to liaisons and direct outreach to procurement card approvers with details on how to clear the budget errors.



Expense Report Inconsistent Dates

- Expense Reports (ER) are now being denied for inconsistent dates throughout the ERs. This complies with OSC's policy related to mandatory fields.
- If OSC initiated the denial, the Agency TE Approver 1 and the BSC receive the denial notifications.
- The BSC will forward the denial to the traveler or proxy and the supervisor.
- To avoid this type of denial the dates in the ER header, expense body and receipts must be consistent.



Inconsistent Dates examples

- Examples of denials are:
 - Dates on expense lines in the ER do not match the dates entered in the ER header.
 - The travel dates in the ER header do not match the dates on receipts.
 - Wrong dates of travel are entered in the ER header.
 - Note: travel card (Tcard) transaction dates cannot be changed in the ER.
 - Travel expenses incurred on the Tcard prior to actual travel dates (i.e. train tickets, airline reservations) should include a note in the expense line when different from the dates in the ER header.



Announcements

- To stay informed on policy changes, fiscal year-end exercises, travel rate changes, and other announcements please visit the BSC website at:
 - <https://bsc.ogs.ny.gov/announcements>
 - Most recent announcements:
 - Preparation for 2017-18 Fiscal Year End Processing
 - Amtrak Refund/Exchange Policy Changes



Credit Card Application Reminders

- For Credit Card applications please include all 7 Citibank hierarchies for your Agency on page 2 of the form.
- When requesting a lost replacement card, please do not check the cancel card box on the Change Request Form.

If you have any questions regarding your Agency's hierarchies please contact us at OGS.sm.CreditCard@ogs.ny.gov.



Accounts Payable Service Line



Accounts Payable Updates

- Excel to CI Update Justin Spencer/Staci Knickerbocker
- Excel to CI “Customer Report” Bridget Shopp, DMNA
- OSC Pay Term Guidance-
Advisory #35 OSC/Francine Marzinsky
- Utility Payment Report Matt Morrison/Shawn LaFore
- OSC Voucher Inquiry – Audit Cathy Sheridan
- FileNet Defects Status Update Matt Morrison/Justin Spencer
- Fiscal Year End Tim Smith



Excel to CI Mass Upload Tool

- There are 3 BSC private queries available for monitoring processing status:
 - Posted/Paid
 - Unposted
 - Posted, but not yet paid
- BSC AP is using some new fields on the template for additional processing functionality:
 - Taxes
 - Withholding



Excel to CI Mass Upload Tool

- Division of Military and Naval Affairs (DMNA) used for Service Member's Group Life Insurance Reimbursement Program
- 3,077 payments processed from October 2017 – January 2018
- Emailed in batches anywhere from 50 to 350
- Had access to payment queries in SFS to track what was outstanding
- DMNA is now using this tool for non-employee travel reimbursements



OSC Pay Term Guidance

- OSC's overview of Advisory #35 – “Voucher Payment Terms”, updated 1/22/18
- BSC AP's processing approach to comply to this advisory:
 - For POs/Contracts – the pay term listed on the PO will be used. If a discount pay term exists on the PO/Contract, then the discounted pay term will be used
 - 00/Due Now will be used for benefit payments, interagency bills, refunds and land purchases
 - For federally-funded and emergency payments, agencies should alert BSC AP to these invoices by selecting Payment Adjustment in the More Responses drop-down with a comment “Due Now-Federal Funds” or “Due Now-Emergency Payment”



Utility Payment Report (slide 1 of 2)

- The BSC has developed an energy and utility report, which lists all payments that were charged to energy and utility account codes as defined by OSC's Guide to Financial Operations
- Scheduled to run automatically out of SFS on the 1st of every month with the exception of April 2018 due to the SFS black-out period and emailed to agency liaisons including those on the report distribution list
- This report lists all payments processed by the BSC for your agency with a payment date of the previous month, whether paid by a purchase order, interagency billing, or associated with a lease



Utility Payment Report (slide 2 of 2)

- If there is a shared mail box for the distribution of this report monthly or if there are names to add or remove from the distribution list, please e-mail this information to ogs.sm.APinquiries@ogs.ny.gov



OSC Voucher Inquiry – Audit (slide 1 of 2)

What documentation does BSC AP provide to OSC on behalf of the customer agencies?

- BSC AP provides the invoice and supporting documents (if any) that are available in FileNet
- The Purchase Order and Receipts are available to OSC in SFS
- BSC AP adds the agency liaison to the email reply, if they have not already been included by OSC



OSC Voucher Inquiry – Audit (slide 2 of 2)

What documentation should the agencies provide to OSC ?

- The Agency should provide information that OSC requests and the BSC AP does not have access to, for example:
 - I. Timesheets
 - II. Copies of licenses for service providers (i.e. nurses, security guards, etc.)
 - III. Agency Specific Contract information and pricing pages
- If OSC has questions regarding Master Contracts or needs detailed Purchase Order information, BSC AP would include the BSC Purchasing unit in the email thread for more clarification



FileNet Defects Status Update

- Update to February FileNet Upgrade
 - Changes to Functionality
 - Issues caused by the upgrade
 - Link to FileNet information: <https://bsc.ogs.ny.gov/content/filenet-upgrade>

- FileNet Defects Status Update
 - Supporting Documents not saving properly
 - Updated Unit Code in Agency Review is not recognized when using the Search Feature in FileNet



Fiscal Year End (FYE) Critical Dates (slide 1 of 3)

- SFS Production will be closed on **Thursday, March 29 at 3:00 pm**
- SFS Production is anticipated to reopen to Agencies on **Thursday, April 5** *(subject to change)*
- **Friday, March 16** is the deadline to submit AP transactions for Year End processing – invoices, interagency bills, NET invoices, refunds of appropriation, p-card and NET card reconciliation transactions
- P-card/NET card voucher build process will run on **Monday, March 19** resulting in reconciliation vouchers built on **Tuesday, March 20**. The voucher build process will be suspended until SFS is reopened in April.
- Budget error reports will be distributed to agencies on **Monday, March 19** for AP vouchers and **Tuesday, March 20** for P-card/Net card reconciliation vouchers. Budget error corrections are due **Friday, March 23**. Vouchers in a failed budget status will be deleted as part of the system clean-up.



Fiscal Year End (FYE) Additional Information (slide 2 of 3)

- **Wednesday, March 28 5:00 pm** is the latest time to approve online vouchers in order to ensure OSC approval and payment on or before 3/29/18.
- In order to pay by FYE, vouchers must contain a scheduled pay date of 3/29/18 or before.
- BSC AP is committed to continue to process invoices received after March 16 up to the OSC deadline
- Citibank bills:
 - March 22 travel bills will be paid by fiscal year end, pending budget exceptions
 - April 6 P-card and NET bills will be paid from 2017/18 funding in April
 - Subsequent Citibank bills will be paid from 2018-19 funding, which will require updates to default coding. SFS will contact agencies with further information on updating the coding



Fiscal Year End (FYE) Additional Information (slide 3 of 3)

- FBIC bills have been issued for the 3rd quarter. FBIC payments are due within 30 days. Please submit coding for all outstanding FBIC bills as soon as possible.
- Utility bills will be paid from 2017-18 funds, if any part of the service period falls before April 1
- Utility templates will be sent to agencies for validation
- Vouchers approved by OSC with future payment dates will require no action. They will pay in the next cycle period or on the designated payment date.
- Vouchers that have passed budget check, but are pending approval by OSC, will be deleted as part of the system clean-up.
- Vouchers that charge appropriations scheduled to lapse at the end of March 2018 should have a scheduled date of no later than 3/29/18. Lapsing vouchers with scheduled payment dates after 3/30/18 will be deleted.



Purchasing Service Line



Purchasing Updates

- FYE Dates for Processing Paul Olsen
- Administrative Services Contract - FYE Carol Pilco
- Paving Procurement Diana Beatty & James West
- Email Dispatch Updates Erick Hankle
- Leases Lauren White & Rita Del Prado

FYE Dates for Processing

- SFS Shutdown – March 29th at 3:00 pm
- BSC Purchasing Cutoff Dates for FYE 2017-18
- Purchase Orders (Stand Alone, Centralized or PA Contract)
 - Complete Packages 3/26/18
- RFQs (Temp Personnel Services, Technology Umbrella, Vehicle Marketplace)
 - Complete Packages 3/15/18

Transactions that are received after the deadline will be processed first in first out



Administrative Services Contract - FYE

- Any RFQs where services are needed for 4/1/18 (or earlier) need to be submitted as soon as possible
- We will be handling requests in the order in which they are received
 - If immediate emergency services are required, please indicate this in the body of the email so that we can expedite the request
 - Agencies can expect to receive a receipt confirmation and RFQ status update on the business day following submission
- Remember: longer initial timelines help eliminate reissues thus shortening the overall timeline



Paving Procurement – Contracts

Comprehensive Liquid Bituminous Materials Group 31555 – Award 23001

- Asphalt emulsions, joint & crack filler sealer, chip seal & coal recycling
- <https://ogs.ny.gov/purchase/spg/awards/3155523001CAN.HTM>

Comprehensive Bituminous Concrete Group 31502 – Award 23053

- Concrete mixtures for roads, parking lots, bike paths & patching potholes
- <http://ogs.ny.gov/purchase/spg/awards/3150223053CAN.HTM>



Paving Procurement – Quick Quote Process

- Authorized Users are required to utilize the Quick Quote (QQ) when procuring paving needs:
- QQ must be submitted to at least 3 vendors
 - Vendor selection is not restrictive to Region, Authorized Users can elect to canvass vendors from other Regions
- The BSC can assist agencies by reviewing the QQ responses for contract compliance to ensure completeness & accuracy prior to submission of the purchase requisition
 - If you would like the BSC to review the QQ, please send it to:
ogs.sm.ogsbuydesk@ogs.ny.gov
 - Enter: “Paving Quick Quote Review” in the Subject Line
- Authorized users and vendors should be cognizant of monthly price adjustments
 - Price adjustments are posted under each award on OGS PSG’s website
 - QQ must reflect the current pricing
 - If work is completed in a different month it may result in a change notice if any of the prices fluctuate
 - POs will be set up as amount only/receiving required



Paving Procurement - Pricing

- Agencies are required to award the procurement to the lowest bidder
- The authorized user must utilize the “OGS or Less” clause in the contract if procuring in the open market
 - Must provide the contracted vendors the opportunity to meet or beat the non-contract vendor’s pricing
 - Purchase still needs to follow all procurement requirements
- Any work done under these contracts are subject to Prevailing Wage Rates
 - Each project needs its own separate PRC #
 - PRC #20160101618 was only used to establish the base contract
- Maximum not to exceed rates on labor, equipment & materials
 - Vendors may lower bid rates from what is on the contract, but they must also ensure applicable Prevailing Wages are being paid
 - Agencies can negotiate lower prices with vendors
- Owners and Contractors Protective Insurance Coverage (OCP) – is allowable, but only if requested by the agency



Email Dispatch Updates

- Statistics
 - 192 Auto Enrolled
 - 64 Encouraged to Enroll
- Invalid Email Address
 - Working with OSC
 - Working with Vendors



Leases – Pay Terms

- OSC AP Advisory 35 - Agencies should not be using the pay terms “due now”
- Monthly rents will be entered with pay terms of “1N” and payment will be issued on the 1st of the month
- Ancillary payments will be entered with pay terms of “net 30” and will be issued 30 days from invoice received date
- If early pay discount terms are offered, the payment will be scheduled to take advantage of the discount when possible



Leases - ACH

- Suppliers who are currently signed up to receive payments via check will see a delay because checks will not go out the door until the first of the month
- We would highly encourage suppliers to sign up for the vendor portal and elect to be paid via ACH for faster payments
- Vendor portal also provides information on vouchers and payments to suppliers



Leases – New Fiscal Year

BSC Responsibilities:

- Contracts unit compiling estimated annual expenses
- Spreadsheets will contain fixed & ancillary costs for FY 18/19
- BSC distribution of spreadsheets to agency lease liaisons by 2/23/18

Leases – New Fiscal Year (continued)

Agency Responsibilities:

- Review costs on spreadsheets
- Provide coding for each line as soon as funding becomes available



Leases – New Fiscal Year (continued)

Do Not Invoice (DNI) Lines for Fixed Costs:

- Refresher - what does DNI mean
- Separate purchase orders for fixed and variable charges this coming Fiscal Year



Next Finance Forum

- Tuesday, May 15, 2018 from 9:00 am to 11:00 am
- Agenda suggestions are due by 5:00 pm April 27, 2018 and can be submitted to: bsccustomer@ogs.ny.gov

