



Office of General Services Business Services Center

BSC Finance Customer Forum Meeting Agenda	
Topic: Finance Customer Forum	Location: Building #5, Room 602 & 604
Date: July 17, 2018	Call-in or WebEx Info: Phone Number: 1-844-633-8697 Access Code: 643 692 451 WebEx link: July Finance Forum WebEx
Time: 9a.m. – 12p.m.	Organizer Contact Info: BSCCustomerCare@ogs.ny.gov
Organizer: BSC Customer Care	Scribe/Timekeeper: Mikenna Greenough
Facilitator: Customer Care	Meeting Invitees: BSC Finance Staff and Customer Agencies

Agenda Items:	Presenter	Start	End
1. Welcome	<ul style="list-style-type: none"> Customer Care 		
2. Travel & Expense and Credit Cards Service Lines Updates <ul style="list-style-type: none"> Travel Labs Citibank Website New Look 	<ul style="list-style-type: none"> Gina Boden Robin Waldron 		
3. Accounts Payable Service Line Updates <ul style="list-style-type: none"> P2P Update P2P Preparation Insights for Agencies Lapsing Update BSC Finance Inquiry Mailbox Agency Review Queue Reports Excel to CI Update 	<ul style="list-style-type: none"> James West & Matthew Morrison Dan Clark, OMH Jacquelyn Ashley Karen Gallacchi Karen Gallacchi Francine Marzinsky 		
4. Purchasing Service Line Updates <ul style="list-style-type: none"> SFS Releases Marketplace E0177 Security Guard Contact Change Notices Aging Report OPL Requirements Lease Coding 	<ul style="list-style-type: none"> Erick Hankle Phil Reed Tricia Holley Diana Beatty Dania Marro Paul Olsen Chris Sullivan Chris Sullivan 		
5. Wrap Up	<ul style="list-style-type: none"> Customer Care 		

Next Finance Customer Forum: Tuesday September 18th, 2018 from 9a.m. – 12p.m.

Agenda items are due Thursday, August 23rd, 2018 and can be submitted to: BSCCustomerCare@ogs.ny.gov