

<b>Meeting Notes</b>	<b>Date:</b> March 15, 2016 <b>Time:</b> 9am <b>Agency:</b> Office of General Services, Business Services Center <b>Location:</b> Building 5, Harriman State Campus, G-8 <b>Topic:</b> BSC Finance Customer Forum, Travel & Expense/Credit Card Administration
<b>Organizer:</b> BSC Finance Services	
<b>Attendees:</b> BSC Finance Customer Agencies	
<b>Notes</b>	
<p><b>Travel and Expense Service Line Updates</b></p> <ul style="list-style-type: none"> <li>• Missing Receipts on Expense Reports: It is very important that travelers and proxies attach receipts and click the save for later button. The largest denial rate comes from reports without receipts attached.</li> <li>• Denied Expense Reports: Auditors will send an email to the traveler or their proxy stating the expense reports are being denied due to missing information. Please review comments and make changes accordingly.</li> <li>• Fiscal Year End: For updates and information refer to the BSC Website: <a href="http://bsc.ogs.ny.gov/content/fiscal-year-end-2015-16">http://bsc.ogs.ny.gov/content/fiscal-year-end-2015-16</a></li> <li>• The BSC accepts fiscal officer statements when receipts are not supplied, however, travelers can get a duplicate receipt in most cases and should contact the vendor to request one. If the receipt cannot be obtained, travelers should click the box “no receipt” and attach the statement from their agency fiscal officer.</li> <li>• The BSC is meeting our SLA and is on track to process everything received at the BSC by March 18<sup>th</sup>.</li> <li>• B1184 is needed for any trip that is \$500.00 dollars or more for one day or multiple day trips.</li> <li>• When SFS is down during the blackout period, agencies will not be able to enter expense reports.</li> </ul>	
<p><b>Credit Card Administration Service Line Updates</b></p> <ul style="list-style-type: none"> <li>• Request for updated P-Card default coding for the new fiscal year has been sent to all agencies. Please fill out the reports and send back to the BSC for updating in SFS.</li> <li>• The “Ship To” Address on P-Card purchases needs to be changed by the customer agency when placing orders. Please ensure it is recorded as the address where goods are to be delivered. Packages are frequently sent to the BSC as a result of the address not being changed. In these cases, the BSC tries to send the package to the correct address. In some cases, it has to be sent back to the shipper. .</li> </ul>	
<p><b>Accounts Receivable Service Line Updates</b></p> <ul style="list-style-type: none"> <li>• Accounts receivable is currently processing and sending out dunning letters to agencies for unpaid interagency bills; the liaison of the agency should be receiving them.</li> <li>• Agencies need to approve the invoices per the dunning letters and send them to the BSC Accounts Payable Unit for processing.</li> <li>• If there are any questions please contact the BSC Accounts Receivable team at <a href="mailto:ogs.sm.accountsreceivable@ogs.ny.gov">ogs.sm.accountsreceivable@ogs.ny.gov</a> .</li> </ul>	