

Meeting Notes	Date: December 1, 2015 Time: 9:00 a.m. To: 11:00 a.m. Agency: BSC Location: Bldg.5, Harriman State Campus, Rm. G8 Topic: BSC Finance Customer Forum – Accounts Payable, Purchasing and P-Cards
Organizer: BSC Finance Services	
Attendees: BSC Customer Agencies	
Notes	
<u>Overview and Proposed Forum Structure</u>	
<ul style="list-style-type: none"> • Attendees agreed to the proposed schedule for Customer Forums, finalizing the dates and times going forward: <ul style="list-style-type: none"> ○ 1st Tuesday of each month 9 a.m. to 11 a.m.: Accounts Payable, Purchasing, and P-Cards. ○ 3rd Tuesday of each month 9 a.m. to 11 a.m.: Credit Card Administration and Travel & Expense. • Attendees agreed to the proposed structure for Customer Forums, finalizing the agendas going forward: <ul style="list-style-type: none"> ○ Customer Forums will replace the monthly Service Line Calls. ○ Agencies can attend in person and via WebEx. ○ BSC will facilitate each meeting: manage WebEx, take notes, collect agenda items, follow up on open items. ○ Service Line Subject Matter Experts will be present at each Customer Forum. ○ Meeting format: <ul style="list-style-type: none"> - Welcome and Introductions - Service Line Updates - Report out from Work Groups - Agency Agenda Items - Best Practices - Break out for work group discussions ○ Work Groups will be established to collaborate improvement opportunities and work through and solve issues impacting processes between the BSC and customer agencies. Agency subject matter experts will chair each work group: ○ Manage the Workgroup. ○ Ensure focused resolution. ○ Present recommendations to the Forum. ○ Suggestions made to improve the format of Customer Forums. ○ Open the phone lines; unmute the WebEx. ○ Allow more than two people from each agency to attend in person. ○ BSC to establish Customer Forum mailbox: bscfinancecustomerforum@ogs.ny.gov. 	
<u>Accounts Payable Updates</u>	
Direct Pay Pilot Program - Instituted to streamline the processing of confirming orders for up to \$5,000:	
<ul style="list-style-type: none"> • Eliminates the requisition/purchase order steps for these transactions. • Allows agencies to submit these invoices directly to the BSC accounts payable unit for payment. • Less staff time spent on the procurement process (which does not add any value since the orders are confirming) and allows for more timely payment to vendors. • If interested, agencies must reach out to Accounts Payable at apinquiries@ogs.ny.gov. 	
<u>Utilities Payment Process Improvement</u>	
<ul style="list-style-type: none"> • Process created to streamline certain Utilities payments, decreasing the amount of time needed to pay bills and minimizing shutoff notices. For additional information, please contact apinquiries@ogs.ny.gov 	
<u>E-Invoicing</u>	
<ul style="list-style-type: none"> • All transactions taking place in eMarketplace will be invoiced via e-Invoicing: <ul style="list-style-type: none"> ○ The OSC Guide to Financial Operations (GFO) includes a list of all vendors participating in e-Invoicing. 	

- Vendors interested in participating in e-Invoicing can update their OSC vendor file to enable e-invoicing capabilities.
- Majority of e-invoicing procurements are commodities, which require receiving in SFS. Services in e-invoicing is currently being evaluated.
- Use of e-Invoicing requires that the vendor have a valid purchase order established on SFS for them to invoice against.

Payments for Invoices on Closed Non-Contract POs

- Post EE1, agencies were instructed that final payments on non-contract Purchase Orders would be processed as straight pays by the BSC without additional approval from the agency. Agencies experiencing inconsistencies with this process should contact Accounts Payable at apinquiries@ogs.ny.gov.

Purchasing Updates

- Auto-sourcing occurs each weekday at 11am, 1pm, 3pm, and 9pm. BSC has requested an additional auto-sourcing time 11am weekdays.
- Budget check occurs weekdays at 8am, 10am, 12pm, 2pm, 4pm, and 5:30pm.
- Each weekday, the BSC Finance Purchasing Service Line runs a report of Purchase Orders in open status that came in from the prior day; this is how we assign the work on a daily basis.
- Agencies are asked to leave the buyer field blank when entering Requisitions. Once SFS creates an open Purchase Order, it assigns the BSC Generic buyer to the Purchase Order. If any other buyer is added in this field it will not get picked up by the BSC in our report.
- Purchase Orders will now have instructions to vendors about everything that needs to be on the invoice an invoice to receive payment.
- Now that the EE1 upgrade is complete, purchase orders are now dispatched from SFS in one of the following formats:
 - Electronic Data Exchange (EDX) is used for vendors set up in eMarketplace. There is not a physical purchase order created for an EDX transaction; one can't go into SFS and print out a PO for such purchase orders, however, there is a Perfect Commerce Purchase Order delivered to the vendor.
 - Via E-mail Through SFS – For vendors participating in this system, once the purchase order is dispatched in the SFS, the Purchase Order is delivered through SFS directly to the vendor via email. A copy of the purchase order can be printed by the agency from SFS, however what will print is an unauthorized copy of the purchase order. If agencies are required to save a paper copy of the PO, it's the unauthorized copy the BSC recommends saving.
 - Traditional Purchase Order Delivery -The BSC prints the dispatched purchase order, prints it, scans it (hand signatures are not required; electronic signatures are now utilized) and delivers to the vendor and the agency if necessary via email. This option is only for vendors not participating in methods #1 or #2 above.

P-Cards Updates

- Magnetic cards will become inactive on 1/1/16.
- Employees who haven't received the new chip and pin card should contact creditcard@ogs.ny.gov.
- The BSC is sending out a list of cards that are in the BSC and not yet claimed by the cardholder. If we don't receive a response on them we'll be closing those cards out.
- The BSC strongly encourages the use of the P-Cards. The BSC is working with CitiBank to identify what additional opportunities there are for agencies to maximize P-Card usage and rebates.
- The BSC Credit Card team can answer any questions you may have regarding the Pcard program. They can be reached at creditcard@ogs.ny.gov. We are looking for information from the Customer Agencies on challenges they encounter when using P-cards.

BSC Initiatives

- BSC Project Management Office (PMO) Knowledge Exchange:
 - BSC PMO is working on an assignment rotation initiative to improve communication and deploy solutions to address current challenges.
 - PMO will publish a list of opportunities, but we want to hear from our Customer Agencies. Please send

suggestions to the BSC PMO mailbox (ogs.sm.pmo@ogs.ny.gov) and put Knowledge Exchange in your subject line, and help us build the menu for opportunities. Please let us know: the nature of the experience, the personnel you think would be most appropriate to participate, and your recommended duration.