



Office of General Services
Business Services Center

Finance Customer Forum

January 26, 2018

Travel & Expense and Credit Card Service Lines



Travel & Expense and Credit Card Updates

- A/R Credit and Debit cleanup Kim Gurga
- Expense Reports with Supervisors Jackie Dorenz
- Travel Rate Updates Jackie Dorenz

A/R – Credit and Debit Cleanup

- BSC Accounts Receivable unit and OGS Finance completed a Kaizen around the dunning process
- As a result we have decided to do a reach out to agencies when a customer account has outstanding charges with corresponding credits
 - BSC will be asking for coding and permission to process the net zero transactions
- Changes in the Dunning Process:
 - Contact list for the program area will be included in the dunning letter
 - Frequency of OGS interagency dunning letters

Q: Request for Clarification on “Zero Out” process?

A: Essentially, this process is creating a “wash” ($\$10 + \$-10 = \$0$)



Expense Report with Agency Supervisors/Managers

As of 01/10/18 there were 390 expense reports that have been in the agency supervisor's worklist prior to 9/1/17.

The BSC is working to provide supervisors and agency liaisons with outstanding reports on a periodic basis.

It is recommended that supervisors check their worklist at least once a week to process (approve/deny) expense reports.



Travel Rate Updates

Amtrak

- The Amtrak government rate for single tickets increased from \$64 to \$65
- For more information on Amtrak rates and rules please refer to <https://ogs.ny.gov/BU/SS/Trav/Amtrak.asp>

The IRS has updated Mileage Reimbursement Rates as of 1/1/2018

- Standard Travel Mileage Rate for POV increased to 0.545
- Motorcycle Mileage Rate increased to 0.515



Accounts Payable Service Line



Accounts Payable Updates

- | | |
|----------------------------|------------------------------------|
| • Excel to CI | Justin Spencer/Staci Knickerbocker |
| • Records Retention – CPOs | Jennifer Stafford |
| • Fiscal Year End | Tim Smith |
| • SFS Report NYKK3833 | Tim Smith |
| • Interest Reports | Tim Smith |



Excel to CI Mass Upload Tool

- BSC Announcement, including Excel to CI templates and instructions on BSC website
- Since mid-October, over 6,500 transactions have been processed thru the tool
- Some of those transactions were formerly out of scope
- Agencies should continue to consider what other work could be sent to BSC Special Ops mailbox using a spreadsheet template
- BSC will submit a Business Case to SFS to further expand the tool for prepaids and POs



Excel to CI Mass Upload Tool—Continued

Questions and Answers

A tool that is able to cut processing time drastically if the transactions fit the parameters of the tool. We are currently working on expanding the available scope of the tool. Please send all questions/suggestions to the Special Ops Shared Mailbox OGS.sm.BscAPspecialops@ogs.ny.gov regarding the Excel to CI tool.

Q: Request for Clarification on available voucher types that can be utilized by the tool.

A: At this time we can enter Single Payment and Regular Voucher types. Though it is possible to enter payments against POs, rather inefficient since they would still need to be entered manually. We are looking into a possible fix.



Confirming POs – Record Retention and Policy

The BSC references the following guidance documents for Records Retention:

- New York State Archives
 - General Retention Schedule for New York State Government Records
http://www.archives.nysed.gov/common/archives/files/mr_pub_genschedule.pdf
- OSC's Guide to Financial Operations
<https://www.osc.state.ny.us/agencies/guide/MyWebHelp/#Welcome.htm%3FTocPath%3D1>
 - Section XIV.9 Statewide Finance System Imaging and Attachment Guidance
 - Section XII.3 Record Retention–Accounts Payable Vouchers and Land Claims



Confirming POs – Record Retention and Policy

- Confirming POs are submitted by the BSC Customer Agency via Purchase Requisition in SFS, with supporting documentation attached to the Requisition
- Once the voucher is created, the supporting documentation is attached to the voucher in SFS
- Occasionally a Confirming PO comes through FileNet. In that case, the supporting documentation will be attached to the voucher in SFS



Confirming POs – Record Retention and Policy—Continued

Questions and Answers

Supporting Documents (invoices) should be attached to the vouchers in SFS as well as POs.

Q: It doesn't seem like the invoices are being attached to the vouchers in SFS.

A: Standard Work is currently being updated to ensure that the invoices are attached to SFS Vouchers.

Q: When did the process change from inputting C/PO invoices into FileNet? Why?

A: There were a few issues with inputting these invoices into FileNet. Marking invoices “Do Not Pay” and sending them to the “Processed Queue” causes discrepancies when auditing, since the vouchers are technically already paid. This also caused confusion with some customer agencies. This change was made within the past year to no longer input these invoices into FileNet.



Fiscal Year End for Accounts Payable

- Friday, March 16, 2018 is the tentative 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 on Monday, March 19 resulting in reconciliation vouchers built on Tuesday, March 20. The voucher build process will then be suspended until SFS is reopened in April



Fiscal Year End for Accounts Payable

- Budget error reports:
 - Distributed to agencies on Monday, March 19 for AP vouchers
 - Distributed to agencies on Tuesday, March 20 for p-card/Net card reconciliation vouchers
 - Budget error corrections are due Friday, March 23



Fiscal Year End for Accounts Payable

- OSC approval deadlines have not been announced, March 28 is the anticipated date
- BSC AP is committed to continue processing invoices received after March 16 up to the OSC deadline



Fiscal Year End for Accounts Payable

- 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 for Accounts Payable

- 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 2016-17 funds if any part of the service period falls before April 1
- Utility templates will be sent to agencies for validation



Fiscal Year End for Accounts Payable--Continued

Utility Template validation will be going out to Agencies.

“Ok to Pay – Lapsing” will soon be a new “Return to BSC” status in FileNet.

If Agencies Cash Ceiling is reached, please alert APInquiries as well as cc: Tim Smith, Karen Gallacchi or David Russo.



NYKK3833 Report

Voucher Rejection Report / Cash Validation Exceptions

- Used by OSC and agencies for viewing the vouchers rejected by the pay cycle due to pay cycle exceptions
- Needs to be monitored by agencies

Report ID: NYKK3833					State of New York Statewide Financial System Voucher Rejection Report Cash Validation Exceptions				Page No. Run Date Run Time
Business Unit	Document ID	Pay Cycle	Department	Account	Program	Budget Ref	Amount	Scheduled Date	Error Details
<hr/>									
Major Fund:	MISC_ST SPCL REV FND								
Fund:	22099	Fund Cash Balance:		0.00					
BOB01	00004825	GCVACH	1110211	10110	23550	2014-15	22,852.58	12/20/2017	Insufficient Cash Balance
BOB01	00004826	GCVACH	1110211	10110	23550	2014-15	7,327.54	12/18/2017	Insufficient Cash Balance
Fund 22099 Total:							30,180.12		
<hr/>									
Major Fund:	MISC_ST SPCL REV FND								
Fund:	22142	Fund Cash Balance:	(308,888.94)						
DOH01	00389348	GCVACH	3450238	10110	27942	2017-18	14,468.79	12/22/2017	Insufficient Cash Balance
DOH01	00389348	GCVACH	3450238	10110	27990	2017-18	1,332.84	12/22/2017	Insufficient Cash Balance
DOH01	00389353	GCVACH	3450238	10110	27942	2017-18	1,740.74	12/22/2017	Insufficient Cash Balance
DOH01	00389355	GCVCHK	3450238	10110	27932	2017-18	4,275.00	12/22/2017	Insufficient Cash Balance
DOH01	00389357	GCVCHK	3450238	10110	27948	2017-18	3,662.86	12/22/2017	Insufficient Cash Balance
DOH01	00389377	GCVCHK	3450238	10110	27971	2017-18	1,968.28	12/22/2017	Insufficient Cash Balance
DOH01	00389380	GCVACH	3450238	10110	27971	2017-18	436.71	12/22/2017	Insufficient Cash Balance
DOH01	00389382	GCVACH	3450238	10110	27971	2017-18	1,825.77	12/22/2017	Insufficient Cash Balance
DOH01	00389383	GCVACH	3450238	10110	27996	2017-18	440.90	12/22/2017	Insufficient Cash Balance
DOH01	00389384	GCVCHK	3450238	10110	27990	2017-18	779.20	12/22/2017	Insufficient Cash Balance
DOH01	00389388	GCVACH	3450238	10110	27990	2017-18	152.85	12/22/2017	Insufficient Cash Balance
DOH01	00389388	GCVACH	3450238	10110	27933	2017-18	490.86	12/22/2017	Insufficient Cash Balance
DOH01	00389388	GCVACH	3450238	10110	27947	2017-18	326.37	12/22/2017	Insufficient Cash Balance
DOH01	00389388	GCVACH	3450238	10110	27942	2017-18	1,151.14	12/22/2017	Insufficient Cash Balance
DOH01	00389390	GCVACH	3450238	10110	27996	2017-18	22.28	12/22/2017	Insufficient Cash Balance
DOH01	00389390	GCVACH	3450238	10110	27911	2017-18	9.90	12/22/2017	Insufficient Cash Balance
DOH01	00389390	GCVACH	3450238	10110	27938	2017-18	8.73	12/22/2017	Insufficient Cash Balance
DOH01	00389394	GCVACH	3450238	10110	29260	2017-18	22.88	12/22/2017	Insufficient Cash Balance
DOH01	00389486	GCVCHK	3450238	10110	27984	2017-18	190.00	12/22/2017	Insufficient Cash Balance
DOH01	00389581	GCVACH	3450238	10110	27938	2017-18	1,715.35	12/22/2017	Insufficient Cash Balance
DOH01	00389581	GCVACH	3450238	10110	27942	2017-18	6,834.96	12/22/2017	Insufficient Cash Balance
DOH01	00389581	GCVACH	3450238	10110	27990	2017-18	406.00	12/22/2017	Insufficient Cash Balance
DOH01	00389583	GCVACH	3450238	10110	27933	2017-18	5,536.67	12/22/2017	Insufficient Cash Balance
DOH01	00389584	GCVACH	3450238	10110	29260	2017-18	15.12	12/22/2017	Insufficient Cash Balance
DOH01	00389587	GCVACH	3450238	10110	27933	2017-18	6,034.74	12/22/2017	Insufficient Cash Balance
DOH01	00389599	GCVACH	3450238	10110	27933	2017-18	4,432.35	12/22/2017	Insufficient Cash Balance
DOH01	00389602	GCVACH	3450238	10110	27933	2017-18	113.00	12/22/2017	Insufficient Cash Balance
DOH01	00389606	GCVACH	3450238	10110	29260	2017-18	894.75	12/22/2017	Insufficient Cash Balance
DOH01	00389880	GCVCHK	3450238	10110	27972	2017-18	137.28	12/25/2017	Insufficient Cash Balance
DOH01	00389886	GCVCHK	3450238	10110	27972	2017-18	88.04	12/25/2017	Insufficient Cash Balance
DOH01	00389888	GCVCHK	3450238	10110	27972	2017-18	358.68	12/25/2017	Insufficient Cash Balance



NYKK3833 Report

Voucher Rejection Report / Cash Validation Exceptions

List Explorer

View Reports For

Folder Instance to Refresh

Name Created On 31 Last 1 Days

Reports Personalize | Find | View All | First 1-7 of 7 Last

	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1	NY_CSHBAL_AE	CASH BALANCE RECONCILIATION	General	12/28/17 10:20AM	9196851	9849318
2	NY_CSHBAL_AE	CASH BALANCE RECONCILIATION	General	12/28/17 8:18AM	9195760	9848134
3	NY_CSHBAL_AE	CASH BALANCE RECONCILIATION	General	12/27/17 7:30PM	9194826	9847183
4	NYKK3833	NYKK3833	General	12/27/17 6:20PM	9194496	9846735

NYKK3833 Report--Continued

Voucher Rejection Report / Cash Validation Exceptions—Questions and Answers

This report includes rejected vouchers due to cash validation exceptions. This report is run daily by SFS and must be monitored by agencies. One overpayment (available cash) can hold up many vouchers.

Q: Clarification:

A: These vouchers have valid budget, but not enough cash within the fund.

Q: Is there a work around for one voucher that may be holding up many?

A: Per Phil Reed: We may be able to have OSC close the voucher, but we will need to verify if that is indeed an option.

Q: What about the Credits being applied correctly issue?

A: When Credits are applied, they are applied to whatever the next payment is made to that specific vendor, regardless of which agency provided the payment. The problem lies where vendors do not correctly apply the credits on their end.



NYKK3833 Report--Continued

Voucher Rejection Report / Cash Validation Exceptions—Questions and Answers

If anyone would like access to any of these reports (OGS.sm.BSCAPEExceptions@ogs.ny.gov) , please respond to any budget error email with your request, as well as your SFS username.

Q: Can we have a Payment Report on Utilities?

A: A new and improved report has been created. It is a private Query but can be shared with you.



Interest Reports

- BSC has created a SFS query that lists all interest paid for that month
- An analysis will be done on each voucher that has paid interest over \$50 to see why it wasn't paid within the 15 or 30 days
- We will begin sending this report to agency liaisons each month for information and review

Q: Can we have access to this query?

A: Unfortunately, this is not a query that can be shared at this time.



Purchasing Service Line



Purchasing Updates

- Aging Report Paul Olsen
- Administrative Services Contract – FYE Carol Pilco
- FYE Transactions and Planning B1184's Sumita Dey
- PSP Kristen Van Voast
& Susan De Santis
- Lease Contract Purchase Orders Melissa Miller



Aging Report

- Enhancement to Weekly PO Aging Report sent to designated customer agency liaisons will include fields for 1st, 2nd & 3rd notice.
- Purchase orders that remain unresolved after 3rd notice will be cancelled by the BSC. New requisitions can be entered by the agency, once the procurement package is complete.



Aging Report—Continued Questions and Answers

Most reoccurring POs that appear end up being cancelled. Now any unresolved PO incidents (after 3 notices) will be cancelled until all required documentation is collected. A notification will be provided, as there can sometimes be exceptions. All Agency Liaisons currently receive the Aging Report.

Q: When POs are cancelled, what happens to the PR?

A: That PR is no longer valid.

Q: Will the Aging Report be more frequent in March?

A: The report is currently being sent every Wednesday, but you can request higher frequency.

Q: What is the query for Dispatched POs?

A: It is a public query. Reach out to ogs.sm.ogspurchasingunit@ogs.ny.gov



Winter Release

Questions and Answers

Pay Terms on Centralized Contracts will now carry over to Purchase Orders. One time Email Dispatch Functionality—POs are sent to the vendor via system. New POs will be sent via email even if vendors aren't signed up for email dispatch. This encourages Vendors to utilize vendor Portal.

Q: What if the Vendor does not have email?

A: Email is not a required field, but if the field is blank the message is still sent somewhere. Outreach is done and if the same email was used twice, consecutively, the portal is automatically updated to include that address.

Q: What email sends out these notifications?

A: PODispatch@SFS.NY.Gov



Administrative Services Contract - FYE

New Purchase Orders

- Agencies should have new purchase orders in place before SFS shuts down to ensure the continuation of services while SFS is unavailable
- To ensure timely processing of RFQs:
 - Email to OGS.sm.OGSBuyDesk@ogs.ny.gov using the subject line “Temporary Personnel Request”
 - Make sure the RFQ is fully completed and includes all necessary details
 - Respond to any questions in a timely manner
 - Average processing time for RFQs is two weeks
 - RFQs are handled in the order in which they are received unless they are flagged as high priority/immediate need



Administrative Services Contract – FYE (cont.)

Existing Purchase Orders

- If closed by SFS, the new PO will need to reference the old PO and RFQ #
- For those remaining open, request a change notice via FileNet to update coding for the new fiscal year
- PO's against the expired contract cannot be extended beyond 3/31/18



FYE Transactions and Planning B1184's

Resolve budget exceptions on requisitions and purchase orders

- Adjust PSP methods where spending is over planned amounts
- Review POs to ensure there is adequate funding to pay any invoices
- Change Notice requests should be marked with “Fiscal Year End” in the subject
- Review agency “Aging” report to resolve any outstanding issues for purchase orders

BSC staff will be processing transactions up to any deadlines set by OSC or SFS. To ensure all agency transactions are processed before year end closing, agencies are encouraged to submit transactions timely to the BSC.



FYE Transactions and Planning B1184's (cont.)

In preparation for Fiscal Year End

- Please submit your RFQ request for fiscal year 2017-18 purchases, including any anticipated needs as soon as possible.

Send your RFQ request at ogs.sm.ogsbuydesk@ogs.ny.gov. The best practice is to allow vendors at least 5 business days to respond to a RFQ. Please be advised any RFQ BSC Buy Desk will be conducting for fiscal year 2017-18 must be closing on or before COB 03/23/2018. This will ensure agencies have sufficient time to enter a requisition in SFS and have it ready for processing.



Payment Schedule Projection (PSP)

- PSP is a budget tool which helps improve fiscal management and reduces the risk of overspending
- Payment Schedule Projection establishes the projected cash impact of purchases at the time of obligation i.e. at the time the purchase order is issued
- The planned cash impact of a procurement must be validated against the KK Financial Plan through a successful budget and PSP check prior to a PO being eligible for dispatch to the vendor

SFS Job Aids can be found in SFS Secure



Payment Schedule Projection (PSP) cont.

- A PSP method is used to determine how the projected expenditure of the PO will be recorded across Quarterly Budget Periods
- The PSP method is associated with each Purchase Order, either directly on the PO or through defaults set on the associated requisition or contract



PSP Methods

There are three types of PSP Methods used:

1. **Source Type:** PO Date + X number of days; generally used when a single voucher will be produced from the PO
2. **Allocation Type:** Allocates the PO amount over 1 or more Periods based upon Allocation Percentages
3. **Model Type:** Allows a single PSP method to have multiple allocation rules based upon Chartfield criteria
 - This is used over multiple-years for Capital Projects



PSP Methods - Examples

- **S_PO60** is an example of a source-type PO. It is the statewide default for single payment POs and is the Purchasing Business Unit default for most agencies
 - OPLs (One-Time Lease Purchases) use this method as these are generally a single-voucher purchase and paid within 60 days
- **A_1-4_E**, is an example of an allocation-type PO, which evenly divides annual activity over 4 periods and other procurement activity without significant quarterly differences (25/25/25/25/0)
 - This is the most commonly used PSP method for Contracts such as Lease Contracts and OPL Blanket Purchase Orders as we are setting up POs for payments across the entire fiscal year



What to do if you get the dreaded E...

- Research the PSP error to see what the available balance is in the Quarter using SFS JA-PSP205-005
- We would contact the agency to make them aware of the error and to see how they would like to proceed
- If the PO has not been invoiced against and with agency approval, we can change the PSP method directly at the PO level



Types of PSP Adjustments

An agency may choose Re-Allocation, Re-Calculate, Re-Start or to Re-Plan the current spending projection on a PO. When making an adjustment to a PO's spending projection an agency must determine which PSP Adjustment Action is most appropriate to use.

Typically, General Requisitions and Contracts use the Re-Plan adjustment method. The Re-Plan action provides the ability to re-plan unliquidated PO amounts by changing the PSP method to use a new PSP method.



Re-plan Adjustment Example

An agency purchased chairs for all employees in their new building. The PO is set up to pay out in the first quarter, using PSP method S_PO60. The first quarter is over and the PO was only partially used, as there were significant back orders. It is now the Second Quarter and it is clear that the vendor will be delivering the chairs over a longer period of time.

The agency would use a Re-Plan to change the PSP method to A_1-4_E to recognize the change in expected spending. Instead of the single payment originally expected, the vendor will deliver the chairs more evenly spread over a much longer period of time.




Lease Contract Purchase Orders

- If a lease has fixed terms and non-fixed terms, the BSC will create 2 Purchase Orders beginning FY 18/19
- PO with Fixed cost require 1N for payment terms
- PO with ancillary costs that are not fixed require Net 30 payment terms




Questions?


Available on SFS Secure:



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Payment Schedule Projection Information Center

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- **PSP Improvements Project Impacts Table**
- **Budget Journal Error Definition Tool**
- **11/4/15 Daily Payment Schedule Projection (PSP) Management Presentation** – This session reinforced how the PSP tool can be used to help agencies manage their financial plans on a day-to-day basis, the role that the DOB plays in supporting agencies, and which reports agencies should be viewing to monitor their spending while conducting their daily business activities.
- **Agency PSP Method Guide** (updated 12/15/16)
- **PSP Action Quick Reference Guide**



Next Finance Forum

- Tuesday, March 6th, 2018 from 9:00 am to 11:00 pm
- Agenda suggestions are due by 5:00 pm January 23rd, 2018 and can be submitted to: bsccustomer@ogs.ny.gov



SFS Query workgroup

Utility Report

This report collects all Utility payments, and is composed of 5 tables.

Q: Can this report be shared?

A: Yes

Q: Does this report return payments made by the agency as well as the BSC?

A: The parameters are currently set to BSC only, but this can be customized.

Q: What table can be used to pull over the short contract number? I can get the long one, but I need the short one?

A: Table: NY_EXT_PCH_VW



SFS Query workgroup--Continued

Q: How can we get better payment data?

A: Payment tables exist but Agencies have limited access. Will discuss further with SFS.

Q: When you add a field to the report, will it appear at the end?

A: Yes, but it can be places wherever you desire once it's there.

Q: If a change is made to a private Query, do you need to reassign access?

A: Yes. Which is why granting access to private queries is seldom in the event that a change is made.

Q: Does the BSC have access to queries that the agencies don't have?

A: In some cases, yes. Different roles in SFS provided different accesses to certain tables.



SFS Query workgroup--Continued

Phil Reed created a “Rec Management Report”. This report provides statuses of all requisitions. This report is private, but accesses can be granted.

Q: Winter Release states that we (Agencies) will only have access to reports the BSC Created?

A: Example: the “To be submitted” report contains all staff so that can monitored. Only certain individuals have the ability to run this report. The release is stating that now all staff will have the access to run the report, but it will only return that individuals work.

Q: If a change is made to a private Query, do you need to reassign access?

Email Attachment Discussion.

Under “Distribution List”, the format can be changed to email. It may be possible to create an outlook rule to send this email to an outlook distribution list as well.



SFS Query workgroup--Continued

Q: Is there a Query that provides interest information?

A: Yes. NY_AP_PAID_INTEREST and NY_AP_PAID_INTEREST_SUMMARY

Q: If a change is made to a private Query, do you need to reassign access?

For input, suggestions, access request...

Please email Tim Smith, Justin Spencer, or Kristina Schubert

