



Office of General Services  
**Business Services Center**

# Finance Customer Forum

November 19, 2018

# Travel & Expense and Credit Card Service Lines



# Travel & Expense and Credit Card Updates

- SFS Travel & Expense Forums Roz Yezzi
- Agency Review of Travel Expense Reports Gina Boden
- Credit Card Activation Kim Gurga
- Citibank Registration Kim Gurga
- Due State Expense Report Process Kim Gurga

# SFS Travel & Expense Forums

SFS, the Office of the State Comptroller (OSC), Division of Budget (DOB), and Business Services Center (BSC) have partnered to improve the effectiveness and usability of the Travel and Expense module. The BSC attended SFS led T&E Forums over the course of the last month on the following areas:

- **Entry Processes**
- **Approval**
- **Control**
- **Communication and Reporting**
- **General**



# Agency Review of Expense Reports

- The BSC audits expense reports and can answer all traveler questions regarding creating or modifying.
- Agency supervisors are responsible for approving employee travel and expense reports after confirming that the State business travel expenses claimed were actual, reasonable and necessary for the performance of the employee's official State duties.
- Agency supervisors are also responsible to ensure compliance with agency specific guidelines.



# Credit Card Activation

- When a new Citibank card is received, cardholder will need to either go to [cardactivation.citi.com](https://cardactivation.citi.com) or call 1-800-248-4553 (on the back of the card) to activate the card for use
- When activating the cardholder will need the following information:
  - Full 16 digit Card Number
  - Security code (on the back of the card)
  - Last four digits of the social security number provided on the application



# Citibank Registration

- Cardholder Registration creates a cardholder account on Citibank's website <https://home.cards.citidirect.com>. This enables the cardholder to review the current balance, credit limit, transactions, and print monthly statements.
- Registration needs to be done for each type of card the employee has
  - Procurement
  - Non-Employee Travel
  - Travel
- The cardholder will need:
  - Full 16 digit Card Number
  - Account Name
  - Account Address



# Due State Expense Report Process

- The BSC Accounts Receivable Team processes all Due State Expense Report payments.
- Detailed emails are sent from Travel and Expense.
- All payments are to be addressed to our cashier:

*Agency Name*

C/O OGS Business Services Center Attn: BSC Cashier

1220 Washington Avenue

Building #5 6th Floor

Harriman State Campus

Albany, New York 12226-1900





# Due State Expense Report Process

- Deposits are created in SFS. The Expense Report is linked to the deposit, which will remove it from Outstanding Due State Reports.
- Due State Reports **should not be:**
  - processed within the Agency
  - processed as Refunds of Appropriation.
- The BSC Accounts Receivable Team can assist with any questions or assistance regarding Due State processing.



# Accounts Payable Service Line



# Vendors Customer Agencies are downloading?

- BSC AP downloads WEX Bank invoices and activity summaries for 8 customer agencies, with 106 accounts. The invoices are placed into FileNet's Agency Review queue within 1 to 2 days of statement availability.
- The goal is to process payments timely and identify misapplied payments.
- BSC AP is interested in what other vendors invoices our customer agencies download. Please email [BSCFinance@ogs.ny.gov](mailto:BSCFinance@ogs.ny.gov) with your agency's list.



# OSC Guidance on Short Paying Invoices

- At the OSC Fall Conference, OSC stated agencies “**Cannot** short pay an invoice”
  - If amount to be paid is less than amount invoiced, agencies must reject invoice.
  - Must notify vendor within one business day (*after discovery*) to resubmit proper invoice with needed /corrected information.
- We are working with OSC on a list of acceptable items to cut from an invoice. (e.g., sales tax, freight, previous balance, late charges)
- We will be working with customer agencies and vendors to comply with OSC requirements.



# Purchasing Service Line



# Purchasing Updates

- B1184 Requirement
- PO Auto Approval in SFS
- New Routing ID Field
- SFS Document Retention
- Viewing PO History in SFS
- Using Proper Pay Terms

Amanda Shults

Tricia Holley

Erick Hankle

Sumita Dey

Paul Olsen

Phil Reed



# B1184 Requirements

- Effective September 11, 2018
- B1184 required for all Disaster Preparedness Asset Tracking (DPAT) purchases
- Every DPAT purchase requires approval, regardless of the dollar amount; there are no more exemptions for:
  - A purchase where 75% or more of the cost is federally funded
  - The purchase is in response to an immediate public health/safety threat
- All DPAT asset purchases require a business case



# PO Auto Approval in SFS

- Purchase Orders can be auto approved in the SFS when these criteria are met:
  - The agency has an established auto approval threshold
  - Purchase is made using a catalog request
  - Purchase is made using a procurement card
  - Purchase is made through eMarketplace
- To do this, your agency CFO should send a ticket to the SFS helpdesk to establish the agency-wide threshold





# New Routing ID Field

- Routing IDs associate transactions with a particular program or unit within your agency
  - Routing IDs will now replace Unit IDs using a separate field on the requisition/purchase order
  - Each user default Routing ID that can be edited
- For you, this means
  - straightforward, quick communication
  - All purchase orders will be set up with a Routing ID
- You do not need to wait for the roll-out of P2P to start using Routing ID – it's active now!



# SFS Document Retention

- SFS has been designated by State Archives as the official document retention repository for purchasing records
- When the BSC issues a purchase order on behalf of a customer, the procurement record will be attached in SFS.
- If the BSC conducts a procurement event (but a purchase order is NOT issued), the procurement record will not be attached in SFS



# Viewing PO History in SFS

- Functionality within SFS to easily access all previous versions of purchase orders through PO Dispatch history.
- View PO hyperlink (within PO Dispatch History) currently available to users with PO processor role.
  - Benefit is that it is a direct link to all versions of the po without SFS run controls being utilized.



# Using Proper Pay Terms

- Pay Terms that begin with “x” should never be selected on purchase orders or vouchers.
  - These pay terms are automatically generated when vendors are self-certified and utilize e-invoicing.
  - Discount pay terms are automatically converted on the voucher to reflect 15 day pay terms.





# SFS Analytics

Rebecca Jones, Solution Services

# What Is SFS Analytics?

- Financial reporting tool
- Data warehouse of agency financial data
  - Offers flexible reporting
  - Supported by the SFS Help Desk



# SFS Analytics Demo

---

# Discussion: Use of SFS Analytics



- How did your agency find the transition to SFS Analytics?
- How can SFS help agencies build awareness about tools and reports available?
- What types of questions would you like to ask of your data related to your agency's finances and contracts?
- Are there any other tools your agency uses for certain reporting needs?
- Would you be willing to demonstrate how your agency uses SFS Analytics during a future SFS workshop?



# More Information

- How do I request access?
  - Reach out to your Agency Security Administrator.
- How do I get more help?
  - Email the SFS Help Desk at [helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov).
  - Refer to Report User Guides within SFS Analytics.
- How do I request something new?
  - Complete the [SFS Business Case Form](#) located on SFS*Secure* and submit to the SFS Help Desk.

# Questions and Answers

# Next Finance Forum

- TBD
- Agenda items can be submitted at any time to [BSCCustomerCare@ogs.ny.gov](mailto:BSCCustomerCare@ogs.ny.gov)

