



Office of General Services
Business Services Center

Finance Customer Forum

March 29, 2019

SFS



SFS Fiscal Year End Update

Goal: Maximize system availability, so SFS is open for agencies' business.

SFS Schedule

- SFS' full fiscal year end testing cycle is nearly complete.
- Results of the testing will inform SFS' schedule and availability.
- Next week, after the test, we plan to finalize and communicate the expected system availability at fiscal year end, and when SFS is expected to reopen.
- Reminder: View OSC and BSC calendars for their transaction due dates.



SFS Fiscal Year End Update

Vouchers

- All in flight vouchers will no longer be deleted as part of FYE, and will be available for use after FYE.
 - Vouchers will be in a pending status and need to be resubmitted into workflow for approval.

Clearing Account Updates

- SFS will send the communication about updating clearing account chartfield strings for the Procurement Card, NET Card, and Travel Card on April 1.

Q. Does this apply to Travel or only Purchase Order vouchers?

A. Yes, this applies to all vouchers that have been budget checked.



SFS Fiscal Year End Update

Purchase Orders

- Reminder: SFS rolls purchase orders at FYE that do not meet the closure criteria in OSC's Guide to Financial Operations III.7, Data Quality.
- After April 1, agencies can update purchase orders via change orders to:
 - Increase the PO and PO Line amount – agencies can add a new distribution line with new year funding to an existing purchase order line, or
 - Increase the PO amount by adding a new line – agencies can add a new PO line with new year funding to an existing purchase order.



SFS Fiscal Year End Update

Budgets

- Appropriation and Segregation budgets are established by OSC as bills are passed by the legislature.
- Plan A and C budgets are established by DOB when the budget is passed.
- Agencies are responsible for establishing Agency KK and project budgets

Consider using the [Budget Journal/Budget Transfer Journal Import Tool](#) to upload budget journals on day one.

Q: For Purchase Orders that are being rolled into the next Fiscal Year, does this apply to POs with only \$500 remaining?

A: There are a few rules that agencies must be aware of. Please consult the GFO for all of these and additional guidance.



Travel & Expense and Credit Card Service Lines



Travel & Expense and Credit Card Updates

- Moving Expense Reimbursement Gina Boden
- Fiscal Year End Gina Boden
- P-Card Default Coding Kim Gurga
- ROA Process Courtney Melendez-Mojica
- Additional Agency Information Carolyn Benoit



Moving Expense Reimbursement

- Starting January 1, 2019 moving expense reimbursements will be processed through PayServ.
- Agencies should no longer submit transactions for moving expenses through SFS.
- SFS will be removing the expense type, *Moving Expenses (Non-Tax)*.

Refer to Payroll Bulletin 1698 to learn how to reimburse moving expenses:

https://osc.state.ny.us/agencies/pbull/agencies/2017_2018/bulet1698.htm

Q. Will anything not approved by March 27th get denied?

A. Yes, but they will not be deleted.

Q. If denied back, will they show up on worklists?

A. SFS will post a list of all denied expense reports by agency to SFS Secure. If you keep track of the ER numbers you should be able to view what ones were denied.

Q: Can agencies submit after 3/15?

A: Yes, the system will allow agencies to submit after 3/15 but agencies should check with their Finance Office first.

Note: submissions after 3/15 may not be approved in time by BSC and OSC by 3/28.



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Fiscal Year End (FYE) Critical Dates

- **Friday, March 15** is the date expense reports should be submitted to the BSC to ensure submittal to OSC by fiscal year end. The BSC will continue to process reports until March 26th on a FIFO basis.
- **Wednesday, March 27** is the date expense reports need to be approved by the BSC to ensure approval and payment by OSC by fiscal year end.



P-Card Default Coding

- BSC Credit Card Unit will send an excel file listing all agency P-Cards/NET cards with current default coding.
- List will be sent to P-Card liaison early March.
- Agencies should only make updates to the coding fields on the file and return it to the BSC. Please do not hide, delete or alter any other fields.
- BSC will upload coding changes in early April when SFS is live after fiscal year end.
- Coding updates will only be applied to charges that have not yet been loaded. Charges already in the system will not have coding updates.
- Updates should be sent to the BSC prior to April 7, 2019.



ROA Process

- To ensure efficient processing, please send through the ROA Submission Form for Agencies along with the check: <https://bsc.ogs.ny.gov/sites/default/files/ROA-Submission-Form.pdf>
- If a check is received without a form, or additional information is required for processing, we will first review prior payments in SFS to determine where the refund should be applied.
- If we are unable to determine where to apply the refund, we will reach out to the agency AP liaison, unless we have been provided a separate contact from the agency.
- If the agency would like the check processed as a Receipt of Monies Received, they can let us know and we will enter the deposit.



Reminders

- Credit Card Applications and Change Request forms need to be emailed to:
bsc.cc.applications@ogs.ny.gov
- Credit Card Acknowledgement forms and mailing address information need to be emailed to:
bsc.cc.renewal@ogs.ny.gov
- Credit card and travel questions and inquiries need to be emailed to:
bscfinance@ogs.ny.gov
- Travel Labs will be:
9am to 11am and 1pm to 3pm on 3/6/19, 3/20/19, 4/10/19, and 4/24/19
- Travel Coding:
Agency Employee Data Administrators (EDA) should update travelers' travel coding annually in employee profiles.

Travel & Expense and Credit Card Update Q&A

Q. BSC used to offer training every month for P Cards, are there any out there now?

A. Our original goal was to record and go over the trainings before putting new ones out there. There are a handful of smaller segments still on the website.

Q. Is there a travel PowerPoint for guidance?

A. As of right now, there is not one out there. We understand there is a need for training, we're trying to identify how to better meet that need (WebEx, PowerPoint, etc.). Please send an email to BSCFinance telling us your needs and we can see what we already have for you.

Q. Are travel updates happening every day?

A. There is an ongoing Travel Improvement Project that SFS is conducting. SFS will release these updates down the road however, we don't have official dates yet. The PowerPoints that we do have available to us, we are currently working on getting ready for said updates.

Accounts Payable Service Line



Accounts Payable Updates

- 30/60 Day Reports Justin Spencer
- Excel to CI Enhancement Justin Spencer
- Discounts Matt Morrison
- FYE Critical Dates Justin Spencer

30/60 Day Reports

- 30/60 Day Reports are being distributed simultaneously.
- 30 Day Reports and bi-weekly agency review reports act as a notification to customer agencies of invoices awaiting agency action.
- These reports reflect invoices in agency review regardless of Stop the Clock, agency status, or comments.
- Improper invoices or invoices received prior to goods or services being rendered should be returned to the vendor.



30/60 Day Reports Q&A

Q. What is the point of the Stop the Clocks if the invoices are still going to show up on the reports?

A. There is a Stop the Clock process in place, as well as a status in FileNet. These invoices should be returned to the BSC. Agencies should notify us of the Stop the Clock and attach and documentation. Stop the Clocks also stop interest.

Q. When an invoice has a status of Do Not Pay, does the BSC contact the vendor?

A. If you send us the invoice with a status of Do Not Pay, we will take care of it regardless of the reason.

Q. Does the Cumulative status accounts for the time the item sits at the BSC?

A. This report is not based on the IRD, it only accounts for cumulative time in Agency Review.

Q. Is this report based solely off invoices in FileNet with no actions?

A. They provide insight into what invoices have been sitting. This was not created to get agencies into trouble but to help them identify invoices that need attention. If something is sitting for 30 days it could be accruing interest or we may have missed a potential discount. We want to educate and provide information to CFOs.

Q. Is there some indicator that will tell us insight of what is going on with the invoice?

A. There is a column on the third tab of the spreadsheet that indicates agency status. It's crucial that agencies are utilizing the status field in FileNet so this can be accurately represented on the raw data.

Q. How does one stop the clock in FileNet?

A. There is a status in FileNet, agencies should indicate here that a stop the clock letter has been sent. If possible attach the letter to the invoice or indicate to the BSC that you'd like us to do so.

Q. FileNet attachments rarely ever work for us, what do we do?

A. We are working on shying away from FileNet and moving toward a one system process, P2P.

Q. In the past, when we had to indicate something of importance regarding an invoice, we emailed BSC Finance. Can we continue to do so?

A. Yes, absolutely.



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Excel to CI Enhancement

- January SFS Winter Release brought enhancements to the Excel to CI tool.
- We now can mass submit Citibank P-Card, NET Card, and T-Card vouchers.
 - This will greatly reduce processing time.
- Additional ideas of transactions (including Purchase Orders) that can be processed through Excel to CI can be submitted to ogs.sm.exceltoci@ogs.ny.gov.

Q. Excel to CI is a wonderful tool, in the past we have requested attachments be added into SFS, what do you actually do when we request this?

A. We have to manually attach them to the voucher.

Q. Are we required to have attachments?

A. Absolutely not.



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Discounts Enhancements

- There have been recent changes made to FileNet that will assist in identifying potential discounts.
 - FileNet work items will indicate True or False in the new “Possible Discount?” field based upon SFS Purchase Order information.
 - Pay Terms will populate in “Discount Terms” field.
 - If a discount is offered on an agency specific contract, please ensure the purchase order reflects the appropriate discount terms.
- This enables the BSC and customer agencies to prioritize work while maximizing discounts earned.

Q. If there is a discount indicated on the Purchase order, will this be reflected in FileNet?

A. Yes, if there is a discount on any Purchase Order for that vendor it will be marked Possible Discount.

Fiscal Year End (FYE) Critical Dates

- **Friday, March 15** is the deadline to submit complete AP transactions for FYE processing to the BSC – invoices, interagency bills, and NET invoices (dispatched purchase order, receipt, approval to pay).
- BSC AP is committed to continue to process invoices received after March 15 up to the OSC deadline.
- Budget error reports will be distributed to agencies on **Thursday, March 21** for AP vouchers and for P-Card/NET card reconciliation vouchers. Budget error corrections are due **Tuesday, March 26**.
- March 27, 2019 at **5:00 pm** is the latest time the BSC has to approve online vouchers in order to ensure OSC approval and payment on or before March 28.
- To pay by FYE, vouchers must contain a scheduled pay date of **3/28/19** or before.

Fiscal Year End (FYE) Critical Dates Q&A

Q. Will agencies have to change any dates?

A. No, the BSC is responsible for changing the Scheduled Due.

Q. SFS is not deleting *any* vouchers?

A. SFS will delete lapsing vouchers.

Q. Is there a provision to ensure certain vouchers are paid prior to the 28th?

A. If there is something you want paid ASAP, send an email to BSC Finance. Other than that, we want to pay vouchers at the most advantageous time for the state.

Q. If the IRD is March 13 and we get everything to you by the 15th, will it get paid?

A. Yes, processed and approved with the Scheduled Due altered.



Fiscal Year End (FYE) Additional Information Cont.

Citibank bills:

- March 22 travel bills will be paid by fiscal year end, pending budget exceptions.
 - March 22 bill covers the period from 2/23/19 through 3/22/19
- April 8 P-Card and NET bills will be paid from 2018-19 funding in April
 - The P-Card and Net Card bills cover the period from March 7, 2019 through April 6, 2019.
- Subsequent Citibank bills will be paid from 2019-2020 funding, which will require updates to default coding.

Fiscal Year End (FYE) Additional Information (slide 3 of 4)

- Utility bills will be paid from 2018-19 funds, if any part of the service period falls before April 1.
- Utility templates will be sent to agencies for validation.
- Vouchers approved by OSC with future payment dates will require no action. They will pay in the next cycle period or on the designated payment date.
- Vouchers that charge appropriations scheduled to lapse at the end of March 2019 should have a scheduled date of no later than **3/28/19**.



Fiscal Year End (FYE) Additional Information (slide 4 of 4)

- Please alert the BSC at Ogs.sm.APTechTeam@ogs.ny.gov:
 - If your agency reaches its cash ceiling prior to FYE.
 - When your 19/20 budget is available after the SFS reopens.

Q. Do you need to be notified of 18-19 money as well?

A. No, only of 19-20.

Q. Will there be a bulletin of dates issued?

A. Announcements are going to go out to agencies in a couple of days. OSC and SFS have already put their memos out. Please be sure to check SFS Secure for additional information.

Q. Is the Expedite mailbox still being used?

A. Yes, anything identified under the Expedite scope of work should still be sent to Expedites. Tech Team mailbox is simply for budget information.



BSC Announcements

- To further streamline communication, the Office of General Services Business Services Center will post control agency advisories to our website at the following link: <https://bsc.ogs.ny.gov/announcements>. OGS defers to our control agency partners (e.g. GOER, Civil Service, DOB, OSC, SFS) to provide agencies with detailed bulletins, instructional material, and announcements related to their programs.
- OGS will distribute BSC-specific operational guidance related to these advisories to identified agency liaisons in addition to posting that information to the above-referenced link. If you are not currently receiving distributions of control agency advisories directly from those entities, we encourage you to contact your GOER, Civil Service, DOB, and OSC liaisons and subscribe to their available automatic distribution channels.



Purchasing Service Line



Purchasing Updates

- Administrative Services Contract Sumita Dey
- Flooring Contract Sumita Dey
- Security Guards Contract Sumita Dey
- Fiscal Year End Melissa Miller, Phil Reed & Dania Marro
- Staples added to Marketplace Paul Olsen

Administrative Services Contract – Preferred Source

- As per the Administrative Services Contract, Preferred Sources must be considered first.
- Verification needed to show that a Preferred Source was contacted for Lot 1 & Lot 3.
- Some job duties are exempt from Preferred Source offerings.
 - <https://www.ogs.ny.gov/procurecounc/pdfdoc/temporarypersonnelofficedefinition.pdf>
- To streamline the RFQ process, all Preferred Source communication should be included with RFQ request.
- If agencies are conducting their own RFQ, all documents should be attached in SFS.
- Helpful resources:
 - ✓ <https://www.ogs.ny.gov/purchase/snt/awardnotes/7300323057can.HTM>



Flooring Contract

It is recommended that 3 quotes be obtained

- BSC is willing to assist by sending the Request For Quote (RFQ) out
- Pricing for items and services – installation must be verified against the contract
- PR/PO required to be itemized going forward
- Individual PRC# to be obtained for each project – BSC can assist
- Helpful resources:
 - ✓ https://www.ogs.ny.gov/purchase/spg/lists/gp_206.asp

Q. Extension on Contract, struggle to have coverage, now that there is a 30 day extension the invoices that are coming in, can we still use the POs that have been created?

A. No, you should not use previous PO.

Q. Agency selects winning vendor, aren't agencies usually directed to which vendor to use?

A. BSC will solicit vendors, BSC sends full package of responses to agency. Agency then reviews and chooses which vendor to use. We strongly recommended an award letter to selected vendor.

David- We can do this quicker than two weeks but the concern is not giving vendors enough time to get their bids together which will result in us having to start the process all over again. Minimum of two weeks ensures good vendor pool.

Security Guards Contract

- In accordance with the contract, an RFQ must be done.
- BSC can assist with the RFQ process.
- Overview of the RFQ process – timeline, located on slide 29.
- Review of the [RFQ form](#).
- Helpful resources:
 - ✓ Link to the contract:
<https://www.ogs.ny.gov/purchase/snt/awardnotes/7101123106can.HTM>
 - ✓ Mailbox: OGSBuyDesk@ogs.ny.gov

Security Guard and Fire Safety RFQ Timeline

<u>Week 1</u>	Monday	Tuesday	Wednesday	Friday
	BSC Receives & Reviews the RFQ Template from the Agency.	The BSC will ask the Agency for clarification or additional information on the template. Agency will respond to the questions	BSC will issue the RFQ bid to all vendors in the appropriate region	Deadline for vendors to ask questions regarding the RFQ. Any questions will be forwarded to the Agency for answers.
<u>Week 2</u>	Tuesday	Thursday	Thursday	Friday
	Agency responds to BSC questions. BSC forwards Q & A to vendors.	Vendors will provide RFQ responses back to the BSC.	BSC will review bid responses for completeness and send RFQ package back to agency	Agency selects the winning vendor and Agency will enter a requisition in SFS to begin processing POs. or utilizes the service with a P-Card

Fiscal Year End - Leases

BSC Responsibilities:

- Contracts unit compiled estimated annual expenses for each lease.
- Spreadsheets contain fixed & ancillary costs for FY 19/20.
- BSC distribution of spreadsheets to agency lease liaisons by March 1, 2019.

Agency Responsibilities:

Q. Who is this sent to?
A. Lease Liaisons

- Review costs on spreadsheets.
- Provide coding for each line as soon as funding becomes available

Fiscal Year End – Buy Desk (Technology)

- RFQ requests for 2018-19 purchases under the Umbrella Contracts should be emailed to the BSC by 3/15/19 to allow sufficient time for processing.
- Requests received afterwards will be first in first out.
- Purchase orders for RFQ requests should be submitted 5 business days prior to SFS closing.
- E-mail your RFQ request to: OGS.sm.OGSBuyDesk@ogs.ny.gov
- For more information on fiscal Year End 2018-19 see announcement posting soon: <https://bsc.ogs.ny.gov/announcements>



Fiscal Year End/ Lapsing – Change Notices

- Change notice requests should be marked with “FYE/Lapsing” as type of request in FileNet.



Comprehensive Telecommunications Services – Group # 77017 and Award # 20268

- All Contracts under this award will be expiring on May 15, 2019. Any purchase orders with terms past this date should be honored by the contractor
- New agreements and/or extensions must be done on a purchase order prior to the expiration date
- Agreements should have terms for 12 months
- Concerns regarding vendors honoring Telecom Pos can be emailed to BSCFinance.ogs.ny.gov with a subject line of Telecom POs

Staples added to the Marketplace

- Staples (OGS Contract # PC67296) has been added to the eMarketplace.
- Provides link for punch-out to Staples NYS office supplies website.
- Procurement Services working with Staples to identify “core items” to add from their contract.

Q. What about resellers?

A. ProfTech (etc.) they exist on the Staples website, they are part of the process of adding them in. Any Staples subsidiary is going to be added although right now consists of only Staples products.

Q. Is there a link to the eMarketPlace?

A. Direct link, go in to do a Requisition, select eMarketPlace option. Separate link we can provide, you will need username and password. You can work with PSG to get you access to the link. Easier to go through Procurement.

Q. General concept is just for Procurement to go in and order?

A. Right, basically what it is -is like online shopping for the State.



Next Finance Forum

- Tuesday, **May 21**, 2019 from 9:00 am to 10:30 am
- Agenda suggestions are due by 5:00 pm **April 18**, 2019 and can be submitted to: bsccustomer@ogs.ny.gov

