



Office of General Services
Business Services Center

Finance Customer Forum

February 25, 2020

Travel & Expense, Accounts Receivable and Credit Card Service Lines



Fiscal Year End (FYE) Critical Dates

- **Friday, March 13th at 5:00 pm** - deadline to submit expense reports to the BSC to ensure submittal to OSC by fiscal year end. The BSC will continue to process reports through **March 27th at 5:00 pm** on a FIFO basis.
- **Friday, March 27th** - deadline for the BSC to approve expense reports to ensure approval and payment by OSC by fiscal year end.
- OSC will deny any unapproved expense reports.
- Agencies may resubmit denied expense reports in April.



P-card Default Coding

- BSC Credit Card Unit sends an Excel file listing of all agency P-cards/NET cards with current default coding to P-card liaisons in early March.
- Agencies make updates to the coding fields only on the file and return it to the BSC prior to April 7, 2020. Do not hide, delete, or alter any other fields.
- BSC uploads coding changes early April when SFS is live after fiscal year end.



Reminders

Email credit card applications and change request forms to:
bsc.cc.applications@ogs.ny.gov.

Email credit card acknowledgement forms and mailing address information to:
bsc.cc.renewal@ogs.ny.gov.

Email credit card and travel questions and inquiries to:
bscfinance@ogs.ny.gov



Reminders

In-person Travel Workshops:

- February 12th and 26th
- March 11th and 25th
- April 8th and 22nd
- May 13th and 27th
- June 10th and 24th

Travel Coding:

- Agency Employee Data Administrators (EDA) need to update travelers' travel coding annually in their employee profiles.



Accounts Payable

Accounts Payable Updates

- Fiscal Year End
Justin Spencer & Shawn Lafore
- eSettlements Common Pitfalls
James West
- Confidential Information
James West
- Proper Invoice Project
Francine Marzinsky



Fiscal Year End



Fiscal Year End (FYE) Critical Dates

- **Friday, March 13th** is the deadline to submit complete AP transactions for FYE processing (invoices, interagency bills, and NET invoices).
- SFS production will close on **Monday, March 30th** at 5:00 pm.
- The anticipated reopen date for agencies is **Thursday, April 2nd**.
- P-card/NET card voucher build process will run on **Wednesday, March 25th** resulting in reconciliation vouchers built on **Thursday, March 26th**.
- The voucher build process resumes when SFS reopens in **April**.



Fiscal Year End (FYE) Critical Dates

- BSC distributes budget error reports to agencies on **Tuesday, March 24th** for AP vouchers and for P-card/NET card reconciliation vouchers. Budget error corrections are due **Thursday, March 26th**.
- **Friday, March 27th 5:00 pm** is the deadline to approve online vouchers to ensure OSC approval and payment on or before **Monday, March 30th**.
- To pay by fiscal year end, vouchers must contain a scheduled pay date of Monday, March 30th or before.



Fiscal Year End (FYE) – Citibank Bills

- BSC will pay **March 22nd** travel bills by fiscal year end, pending budget exceptions.
- BSC will pay **April 8th** P-Card and NET bills from 2019-20 funding in April.
- BSC will pay subsequent Citibank bills from 2020-2021 funding, which will require updates to default coding. SFS will contact agencies with further information on updating the coding.



Fiscal Year End (FYE) - Additional Information

- BSC will pay utility bills from 2019-20 funds, if any part of the service period falls before **April 1st**.
- Agencies do not need to act on vouchers with future payment dates approved by OSC. They will process in the next cycle period or on the designated payment date.



Fiscal Year End (FYE) – Alert the BSC

Please alert the BSC at OGS.sm.APTechTeam@ogs.ny.gov:

- If your agency reaches its cash ceiling prior to FYE.
- When your 2020-21 budget is available after the SFS reopens.



Fiscal Year End (FYE) - Utility Template

Mid February:

- Agencies will receive an email containing a spreadsheet of their current utility templates.

Mid March:

- BSC should receive all template update requests.
 - If no updates are required, send a response to indicate no changes are required.
 - If changes are required, highlight all coding changes on the spreadsheet.

Email updates and questions to ogs.sm.BSCAPUtilities@ogs.ny.gov.



eSettlements Common Pitfalls



eSettlements Common Pitfalls - Match Exceptions

Match exceptions can occur for many reasons, including: missing receipts, insufficient money on POs, or incorrect receipts.

Solutions:

- Run SFS Match Exception Query daily: NY_AP_MATCH_EXCEPTIONS
- Create receipts in SFS when you get goods/services, vouchers will be more likely to automatically match to the receipt during voucher build.
- Email bscapmatchrecycled@ogs.ny.gov with match exception questions.



eSettlements Common Pitfalls – Recycled Vouchers

Processors create recycled vouchers when agencies or the BSC approves invoices without the required chartfield coding. SFS provides a warning message to alert users of missing chartfield coding. BSC cannot process recycled vouchers until we've entered the correct coding.

Solutions:

- Agencies need to remove the placeholder line that the BSC entered and pull in the correct line(s) from either the PO or receipt.
- Agency users need to ensure coding contains all of the following information before approving the invoice in eSettlements: Department Code, Program Code, Fund, Account Code, and Budget Reference.
- Email bscapmatchrecycled@ogs.ny.gov with recycled voucher questions.



eSettlements Common Pitfalls – Routing

Incorrect Agency:

- Use the “Incorrect Agency” denial reason when you receive an invoice intended for another agency.
 - These invoices **need** to come back to the BSC.
 - The comment field should be as descriptive as possible.

Incorrect Routing ID:

- If the BSC sends an invoice to the incorrect routing ID, correct the routing ID and then save the voucher.
 - These invoices **do not need** to come back to the BSC.
 - If you use routing IDs, do not select NA routing ID on your invoice.



Confidential Information



Confidential Information

- Email bscfinance@ogs.ny.gov if you have an invoice that contains confidential information.
- BSC will redact the confidential information, save the original, and add the redacted invoice to the invoice and/or voucher.



Proper Invoice



WHAT TO INCLUDE ON YOUR INVOICE TO NEW YORK STATE

Please ensure your invoices include the following information. If information is missing, your invoice may be returned unpaid or payment may be delayed.

- 1 Vendor Identification** – your legal business name, remit-to address, NYS Vendor ID#, and contact information in case there are questions.

- 2 Invoice Date** – the date the invoice was created. The invoice date must be later than the date the goods or services were delivered or rendered.

- 3 Unique Invoice Number** – you create your own invoice number. Use this number to obtain information about the status of your invoice in the SFS Vendor Self Service Portal.

- 4 Bill to** – the name of the NYS agency that ordered the goods or services. Please also provide the delivery address and/or name of your agency's contact to help us if there are questions.

- 5 Purchase Order (PO) Number** – if you received a PO, include the PO number.

NYS Vendor
Your Legal Address
Suite 206
Albany, NY 12205
Phone (518) 4xx-7xxx
NYSVendor@vendor.com
Fed ID # 26-1234567
Vendor ID 0100000000

Bill to
Office of the State Comptroller
110 State Street
Albany, NY 12236
ATTN: Finance Office

Invoice

Date	Invoice #
9/17/2018	17/18543

PO No.	Terms
18P0254	2/10, net 30

Quantity	Description	U/M	Rate	Amount
50	A full description of what was provided. Including dates of service and PO line # if applicable.	Hours	30.00	1,500.00
Total				\$1,500.00



The invoice must be delivered to the designated payment office specified in your agreement or on the PO you received. NYS will not accept invoices for items or quantities not delivered.

- 6 Payment Term** – the payment discount you are offering. If no other term is provided, NYS pays all invoices NET 30 days from the date the invoice is received by the designated payment office as indicated on the PO or agreement. NYS will make every effort to pay invoices within a vendor's designated discount period, if provided. Invoices not paid in 30 days will have interest added to the invoice as required by law.

- 7 Quantity** – of goods, property, or services delivered for each invoice line item.

- 8 Description** – of the item being billed including PO line #, item #, contract #, and/or dates of service if applicable and available.

- 9 Unit of Measure** – if you received a PO, the unit of measure for each item being invoiced must be consistent with the PO and PO line number.

- 10 Rate** – the unit price as authorized in the PO or agreement.

- 11 Total** – the payment amount being requested for the invoice.

Thank you for your help. NYS is committed to paying your invoices timely upon receipt of an invoice containing the information above.



Office of General Services
Business Services Center

Returning Invoices Project – Selected Vendors

BSC is working with 14 return invoice vendors to submit complete and accurate invoices.

2019 Selected Vendors:

Beatty Services

Kelly Services

Knowledge Builders

Nexus Staffing

2020 Selected Vendors:

American Sign Language

ANP Reporting

Ethan Allan Personnel Group

Horizon Healthcare Staffing

IIT, Inc.

Integrated Staffing Corp.

Language Services Associates

LinguaLinx Language Solutions

Noor Associates, Inc.

Robert Half International, Inc.



Returning Invoices Project - Notifications

- BSC notifies all return invoice vendors of complete invoice expectations and shares with them the Invoice Checklist.
- Vendors receive a one-month grace period between notification of expectations and the return of incomplete invoices.
- Agencies doing business with vendors receive notification of expectations to facilitate compliance with invoice requirements.
- Agencies do not receive notification after the grace period ends.
- Agencies and vendors cannot view returned invoices in eSettlements.
- Agencies must return invoices to a vendor if required data is missing or incorrect.



Purchasing Line



Purchasing Updates

- Fiscal Year End - Leases Rita del Prado
- FYE Cutoff Dates & Complete PO Packages David Stempsey
- PO Closure Requests David Stempsey
- POs that Span Fiscal Years Angela Dambrowski
- New PO vs. Roll Over PO Erick Hankle
- FY 2020 – PO Setup/Best Practices Amanda Forchilli



Fiscal Year End - Leases

OSC contract submission cutoff date is 2/25/2020

BSC responsibilities:

- Compile estimated annual expenses for each lease.
- Prepare spreadsheet of fixed and ancillary costs for FY 2020-2021 and distribute to agency lease liaisons by March 2, 2020.

Agency responsibilities:

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



FYE Cutoff Dates & Complete PO Packages

- SFS shut down at 5:00 P.M. on Monday 3/30/2020.
- BSC will process and dispatch completed purchase orders that are sourced to the BSC by 3/23/2020.
- Email RFQ requests for the Administrative Services, Security Guards Services and Tech Umbrella contracts to the BSC Buy Desk (ogsbuydesk@ogs.ny.gov) by 3/13/2020.
 - Allow time for requisition and PO processing.



PO Closure Requests

- Submit Purchase Order mass closure request lists to the BSC Finance mailbox (bscfinance@ogs.ny.gov) by 3/16/2020.
 - Indicate “PO Mass Closure” in the subject line.



POs that Span Fiscal Years

- Encumber current year funds only.
- Include a statement in the line item description noting the agreement term.
- Request a purchase order change notice for the new year's funding in the next fiscal year.
- Purchase Order examples that span multiple years include:
 - RFQ for temporary services
 - Software support
 - Security guards
 - Multi-year maintenance



New Purchase Orders vs. Roll over Purchase Orders

- Roll over criteria:
 - PO transactions with budget status error for 30 days or more.
 - PO transactions with remaining balance less than \$500 and less than 5% of the total value remaining not utilized in the last 45 days.
 - Non-contract PO transactions inactive for one month or more.
 - Fully-expended PO transactions.
- SFS Secure List:
 - SFS will provide a list of all PO numbers that the roll over criteria at FYE will affect.



FY 2020 – PO Setup / Best Practices

- Receiving:
 - Required on all commodities, services, and technology purchase orders according to OSC guidelines.
- Blanket POs:
 - Set-up Purchase Orders as quantity based.
- Unit ID's:
 - No longer necessary to enter the Unit ID in the line description.
- Item description:
 - Clear and concise line description of the goods and/or services.
 - Include item numbers.



FY 2020 – PO Setup / Best Practices

- Contract Numbers:
 - Link the contract to the requisition.
- Contact Information:
 - Include Agency contact information on the Purchase Order.
- Ship to Address:
 - Verify the correct Ship to Address/Code on the purchase order.
- Reasonableness of Price (ROP):
 - Include if only obtaining one quote and the PO requires three bids/quotes.

