



Purchasing Forum & Trade Show

Working with the BSC After EE1

Expansion of Services offered to Customer Agencies and Process Updates

May 18 & 19, 2016



The BSC – What is it all about?

What is the BSC?

- The Business Services Center is New York's central office for processing HR and Finance transactions.
- Currently the BSC is processing Finance transactions for 62 agencies and HR transactions for 44 agencies.
- Once transition is complete, the BSC will process HR and Finance transactions on behalf of all New York State Executive Department agencies. Agencies become customers of the BSC.

Why was it created?

- In the 2012-13 Executive Budget, Governor Cuomo called for the establishment of a Business Services Center as a key part of his plan to re-imagine government.
- The BSC is streamlining transactional HR and Finance services that are largely common across agencies, increasing the efficiency and effectiveness of our government's operations.
- The BSC adopts best practices of customer agencies to leverage business process improvements.

BSC Finance Services Summary

Service Line	Summary of Services
Accounts Payable	<ul style="list-style-type: none">• Receives invoices from vendors• Verifies receipt of goods and services with agencies via FileNet or SFS• Audits invoices as appropriate• Processes invoices for payment as vouchers in the SFS
Accounts Receivable	<ul style="list-style-type: none">• Receives checks from customers• Records receipts on accounts in the SFS• Issues dunning letters to state agency customers
Purchasing	<ul style="list-style-type: none">• Processes purchase orders in SFS for encumbrances from approved agency requisitions• Verifies and processes purchase order change notices• Issues purchase orders and change notices to vendors, as appropriate• Administers Lease transactions in SFS• Provides Buy Desk Services to Customer Agencies
Travel & Expense	<ul style="list-style-type: none">• Audits expense reports for adherence to travel guidelines and NYS travel rules• Notifies travelers of unreconciled travel card charges
Credit Card Administration	<ul style="list-style-type: none">• Applies for card and distributes to cardholder• Emails PCard holders on any outstanding charges not reconciled timely in SFS• Suspends delinquent accounts (with Agency approval) for non-reporting



OGS Real Estate Planning

The BSC Partnership with OGS Real Estate

The BSC's goal is to serve as the central office for processing and monitoring all OGS administered real estate transactions in SFS for Executive Department Agencies.

Centralization of lease payment processing will result in faster payments for landlords and lower interest payments for Customer Agencies.



New Leases

- In conjunction with OGS Real Estate, agency will secure lease location and develop contract documents
- BSC will enter the contract requisition in SFS and submit to the agency for review and approval
- Agency will approve contract requisition in SFS
- BSC will generate STS and provide to agency for submission to OSC for contract approval
- Upon OSC approval, BSC will create a contract release that generates a purchase order
- BSC will link the purchase order to the lease in the real estate module to facilitate automated voucher payments



Contract Administration

BSC will support all Lease Contract Administration functions in SFS including:

- Monitoring Contract Balances
- Holdovers
- Amendments
- Assignments



Lease Related Transactions Requiring OSC Approval:

- Agency will initiate a request to process a one-time payment (OP) transaction in SFS
- BSC will enter the contract requisition in SFS and submit to the agency for review and approval
- Agency will approve contract requisition in SFS
- BSC will generate STS and submit to OSC for contract approval
- Upon OSC approval, BSC will create a contract release to generate a purchase order



Payment Processing

Using the new automated payment functionality in SFS, the BSC will:

- Facilitate the scheduling and management of automated payments for recurring lease transactions
 - Automated Payments will occur on the 1st of the month
 - Landlords should be encouraged to use ACH

The BSC will continue to manually process invoices for non-recurring payments including obtaining agency approval to pay and ensuring funds are encumbered for payment



Expansion of the BSC Buy Desk

How the BSC Buy Desk Can Help You

Other Thoughts, Ideas, or Suggestions on how the BSC Buy Desk could better serve your agency's needs?

How to Reach Us:

OGS.sm.BSC_IFBsogs.ny.gov or call (518) 457-4272



Role of the BSC Buy Desk

- Provide a single point of contact for purchasing guidance and advice
- Identify opportunities for statewide contracts
- Ensure compliance with existing contracts
- Shop among preferred sources, statewide contracts, and the open market
- Look for savings opportunities
- Support agency negotiations and improved pricing on individual purchases
- Coordinate with OGS Procurement Services when its expertise is required
- The BSC will continue to conduct Invitation for Bids for Customer Agencies
 - One time only purchases
 - Commodities only
 - Non-contract purchases
 - 190 bids were conducted last fiscal year



Expansion of the BSC Buy Desk

Using the BSC Buy Desk will help customer to:

- Leverage the expertise and knowledge of the BSC Purchasing Service Line staff
- Focus on core mission activities

The Buy Desk no longer has a role in pre-approval or authorization of agency transactions.



Expansion of the BSC Buy Desk

Recently Added Services:

- Review and verify quotes from OGS Statewide Centralized Contracts
- Identify certified MWBE and Service Disabled Veterans for a particular purchase
- Review open market quotes to evaluate terms and pricing



Receiving Required on New Purchase Orders (POs)

Watch the BSC website for new training opportunities on this topic:

<https://bsc.ogs.ny.gov/training-events>



Receiving Required on New Purchase Orders (POs)

- Beginning April 1, 2016, receiving within SFS will be required for most purchase orders
- This refers to all stand-alone commodity, service, technology, and PA contract purchase orders.
- Reduces the number of invoices in the FileNet Agency Review Queue and is a step towards full automation of the Procure-to-Pay process.

Transactions Not Impacted:

Direct Pays

Utilities

Special Ops Transactions

- Interagency
- Single payments
- Straight pays

Exceptions:

Confirming POs: Vendor provides goods or services before a purchase order is issued

Lease POs

A-Routes

Agency specific service based contracts



Receiving Required on New Purchase Orders (POs)

Amount Only POs

- POs used for blanket orders.
- A blanket order is established for items that are used on a regular or repetitive basis, i.e. milk or fuel.
- A purchase order is prepared for the anticipated maximum amount for a give time period, i.e. fiscal year.
- Multiple deliveries and invoices can be applied at varying amounts to the PO up to the maximum amount.

Quantity Based POs

- POs issued when there are definite quantities.
- Usually a one time purchase for goods or services.
- Temporary Services will also be processed as quantity based orders, i.e. Administrative Aide or Secretary.



Vendor Invoices

Vendor Invoices

- Beginning April 1, 2016, the BSC may return invoices that are incomplete
- Reduces confusion and delays due to incomplete or inaccurate information
- Facilitates more efficient processing of payments and reduced interest payments



Vendor Invoices

Complete invoices include:

- Name of the NYS Agency indicated on the PO
- Invoice number and/or Account number
- Invoice date
- SFS Vendor ID Number
- The Agency Unit ID of the unit that received the goods or services if applicable (this can be found on the PO)
- A valid PO number
- Line item details that match the corresponding PO line item, which include accurate prices, quantities, descriptions of goods and services delivered, and dates of service if applicable



E-Invoicing and the 15-Day Pay Bill

E-Invoicing and 15-Day Pay Bill

- Legislation requiring that all small businesses utilizing e-invoicing be paid within 15 days or interest will accrue
- Scheduled to go into effect December 2016, or June 2017 if the requested extension is granted
- Pilot Project with one vendor
- The BSC is working with OSC and SFS to establish the process



Corcraft Ordering Process Changes

Corcraft Ordering Process Changes

- Corcraft will accept credit cards from agencies for orders and payments
- Interagency billable voucher invoices are no longer used for Corcraft payments in SFS
- Corcraft has a new Vendor ID: 1100162226
- Corcraft's old Vendor ID will be deactivated
- Payments processed via p-card or regular voucher



BSC's Change Notice Process

BSC's Change Notice Process

Reassessment of the Change Notice Process

- Developing a workflow tool for tracking
- Providing a means for reporting
- Visibility for agencies
- Metrics
- Real time information



BSC's Mission of Continuous Improvement

Initiatives Established to Improve the BSC's ability to meet its Service Level Agreement

- Aging Report
- Standardizing POs to facilitate receiving and voucher processing



Questions?