



# Purchasing Forum & Trade Show

## Business Services Center

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 61 agencies and HR transactions for 24 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"><li>• Receives invoices from vendors</li><li>• Verifies receipt of goods and services with agencies via FileNet or SFS</li><li>• Audits invoices as appropriate</li><li>• Processes invoices for payment as vouchers in the SFS</li></ul>
Accounts Receivable	<ul style="list-style-type: none"><li>• Receives checks from customers</li><li>• Records receipts on accounts in the SFS</li><li>• Issues dunning letters to state agency customers</li></ul>
Purchasing	<ul style="list-style-type: none"><li>• Processes purchase orders in SFS for encumbrances from approved agency requisitions</li><li>• Verifies and processes purchase order change notices</li><li>• Issues purchase orders and change notices to vendors, as appropriate</li><li>• Administers Lease transactions in SFS</li><li>• Provides Buy Desk Services to Customer Agencies</li></ul>
Travel & Expense	<ul style="list-style-type: none"><li>• Audits expense reports for adherence to travel guidelines and NYS travel rules</li><li>• Notifies travelers of unreconciled travel card charges</li></ul>
Credit Card Administration	<ul style="list-style-type: none"><li>• Applies for card and distributes to cardholder</li><li>• Emails PCard holders on any outstanding charges not reconciled timely in SFS</li><li>• Suspends delinquent accounts (with Agency approval) for non-reporting</li></ul>



# 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](mailto: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 given 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

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## 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?