Statewide Financial System (SFS) Procurement and Payment Basics

October 31, 2022

Agenda

- Common SFS terms
- Finding key procurement and payment information in SFS
- Tips for working with vendors
- Available resources
- Questions & answers

Note: Please type questions into the WebEx chat window at any time during today's presentation.

Common SFS Terms

Common SFS Terms

Term	Definition
Requisition (pre-encumbrance)	• Transaction in SFS used to represent the initial request for goods and services. • Upon successful budget check, the requisition pre-encumbers funds (i.e., reserves the funds that you expect to spend, but have no legal obligation to spend).
Purchase Order (PO) (encumbrance)	• Transaction in SFS which details the exact goods or services to be rendered from a vendor. • Upon successful budget check, the PO (when associated with a requisition) liquidates the pre-encumbrance and creates an encumbrance.
Receipt	• Transaction entered into SFS by the agency's receiver to record goods and/or services received from a vendor.
Invoice	• Request for payment submitted by the vendor for goods delivered or services rendered. • Invoices can be received through paper, email, or electronically directly into SFS.
Voucher	• Transaction created in the Accounts Payable module in SFS for the paying of vendor invoices. • Upon successful budget check, the voucher (when associated with a PO) records the expenditures and liquidates encumbrance.
Payment	• One or more vouchers payable to the same vendor to the same payment location (payment method). • A payment may include vouchers from several agencies.

Finding Key Procurement and Payment Information

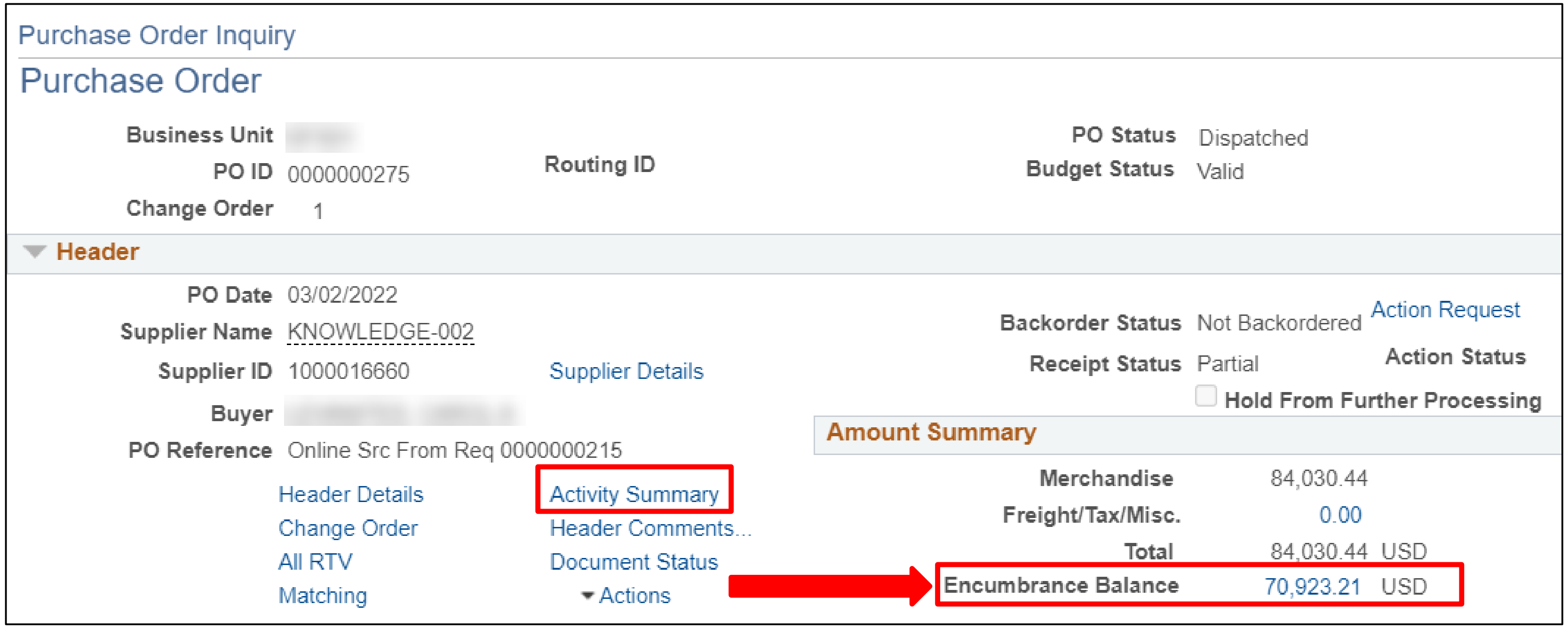
Finding the Remaining Balance on a PO

- Use the **PO Inquiry** page in SFS to view the remaining encumbrance balance on a PO.

- Click the **Activity Summary** hyperlink accessible from the **PO Inquiry** page to view:
  - The total quantity or amount received against the PO.
  - The total amount invoiced against the PO.

- **Navigation:** My Homepage > Purchasing > PO Inquiry.

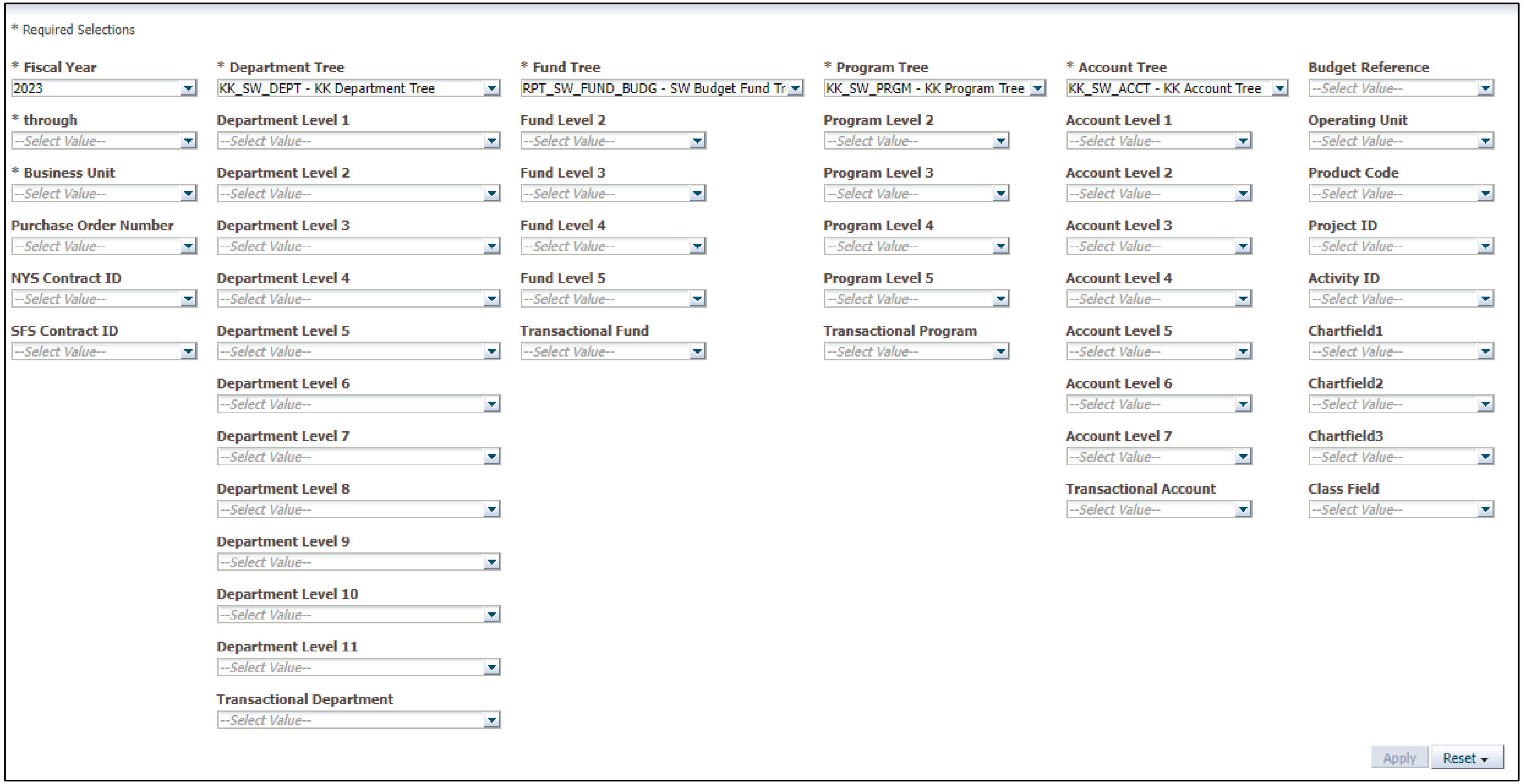
- **Alternative Navigation:** NavBar> Navigator > Purchasing > Purchase Orders > Review PO Information > Purchase Orders.



Encumbrances Report

- Use the **DW268 - Encumbrances by Purchase Order** report in SFS Analytics to monitor encumbrance balances by PO.

- Current encumbrances are broken down into three buckets to provide insight on which purchase order(s) are consuming budget amount:
  - **Original encumbrance**
  - **Liquidated**
  - **Current encumbrance balance**



The DW268 is available in SFS Analytics, under **Budget Reports**.

Contents subject to change.

Encumbrances Report Results

- Here is an example of how the report results are displayed.
  - Results can also be downloaded into Excel.

- **Tips:**
  - Clicking the **PO Number, NYS Contract ID, SFS Contract ID** hyperlink brings you to the corresponding transaction in SFS.
  - A user guide specific to this report is available on the Help tab.

Purchase Order Number	Purchase Order Line	Purchase Order Line Description	Supplier	NYS Contract ID	SFS Contract ID	Contract Line	Encumbered Amount	Liquidated Amount	Remaining Encumbered Amount
0000010637	1	[DNI] 22/23 Rent L001582	1000001853 - 550 BROADWAY LLC	[illegible]	00000000000000000052033	53	913,561	(228,390)	685,171
0000010056	2	12-3/32" ALUMINUM COIL STOCK AS PER CONTRACT SPECS	1000009203 - JUPITER ALUMINUM CORP	[illegible]	00000000000000000087199	0	498,640		498,640
0000010056	1	7-1/6" ALUMINUM COIL STOCK AS PER CONTRACT SPECS	1000009203 - JUPITER ALUMINUM CORP	[illegible]	00000000000000000087199	0	22,029	(22,029)	0
0000007471	3	PAYMENT PROCESSING SERVICES 4/1/2022-3/31/23	1100012481 - KEY MERCHANT SERVICES LLC	[illegible]	00000000000000000070313	1	360,000	(42,185)	317,815
0000007471	1	LINE CLOSED **BLANKET PO** PLEASE SEE BELOW PAYMENT PROCESSING SERVICES DATES OF 4/1/2020-3/32/2021	1100012481 - KEY MERCHANT SERVICES LLC	[illegible]	00000000000000000070313	1	0		0
0000007471	2	PAYMENT PROCESSING SERVICES 4/1/2021-3/31/22 Balance of line 1	1100012481 - KEY MERCHANT SERVICES LLC	[illegible]	00000000000000000070313	1	26,071	(26,071)	0
0000010452	1	4"X4' x 1/4" GALVANIZED SQUARE STEEL TUBING (PER DETAILED SPECS)	1000006759 - KIVORT STEEL INC	[illegible]	00000000000000000099110	1	302,515		302,515
0000010455	1	CS0111-Green Suiting	1100047321 - JAG TEXTILE COMPANY	[illegible]	00000000000000000091789	0	275,666		275,666
0000010638	4	22/23 Operating Esc L001582	1000001853 - 550 BROADWAY LLC	[illegible]	COR01-L001582-3260200	57	85,903		85,903

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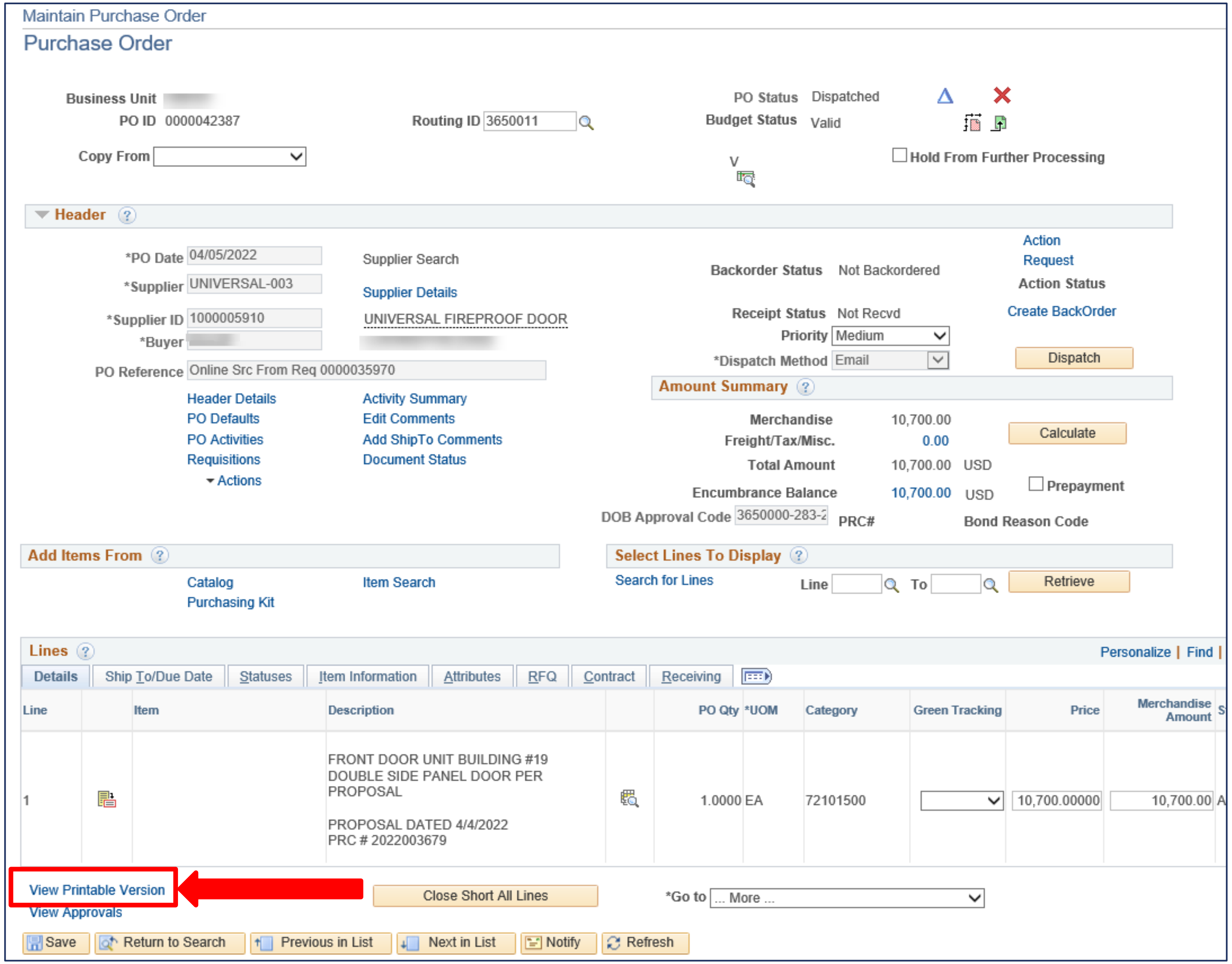
Viewing a Copy of the Dispatched PO (Option 1)

- Use the **Add/Update PO** page to obtain a copy of a previously dispatched PO.
- Click the **View Printable Version** hyperlink at the bottom of the screen.
  - From there, click the **Refresh** button on the Process Monitor page until:
    - **Run Status** = Success.
    - **Distribution Status** = Posted.
  - Click the **Details** hyperlink and the **View Log/Trace** hyperlink to view a PDF of the PO.
- **Navigation:** My Homepage > Purchasing > Add/Update PO.

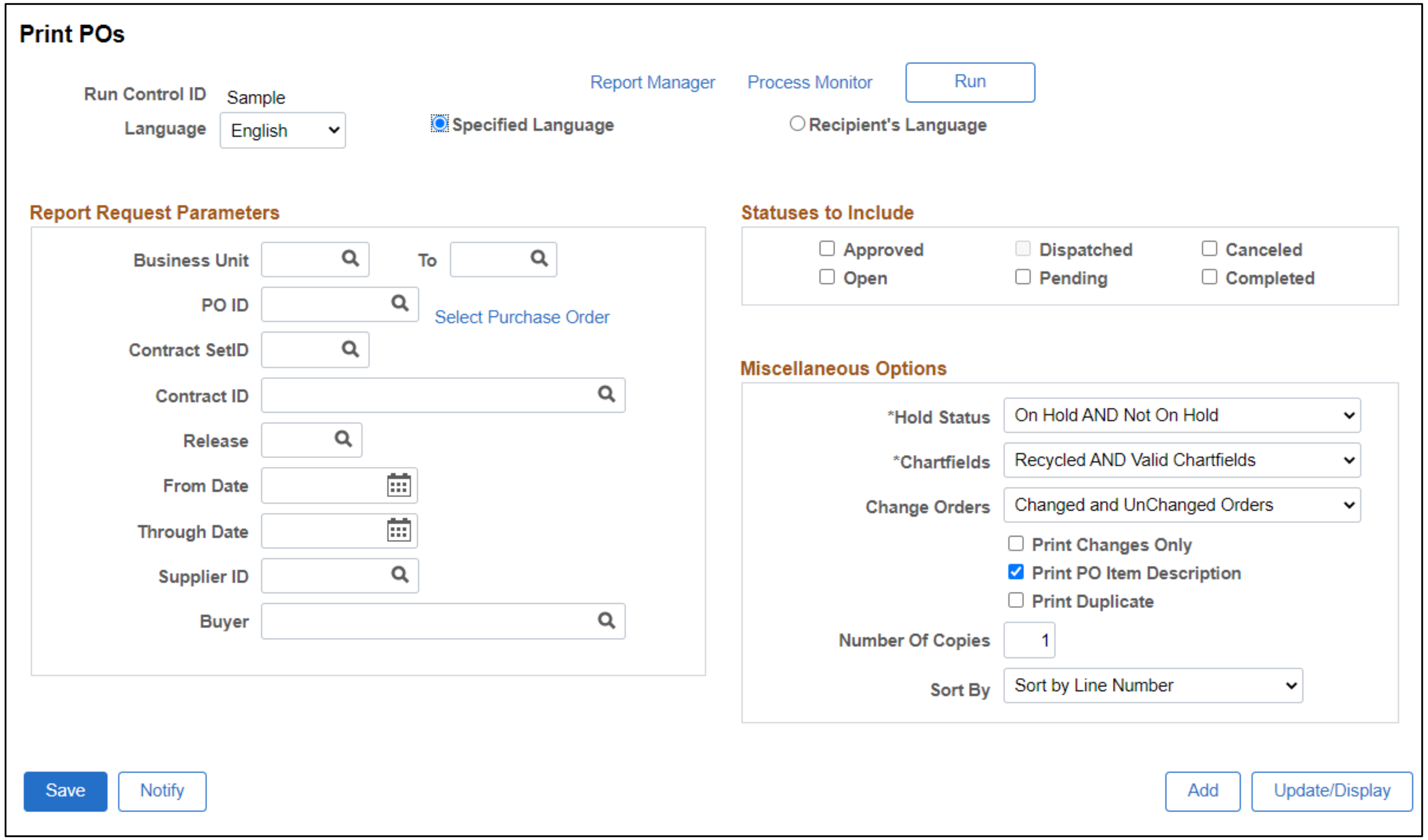


Viewing a Copy of the Dispatched PO (Option 2)

- You can also use the **Print POs** page to generate copies of **one or more** previously dispatched POs.

- Using this method, you will be prompted to create a Run Control to define parameters for your process.
  - The Run Control ID is then saved so it can be reused each time you run that process.

- **Navigation:** NavBar > Navigator > Purchasing > Purchase Orders > Review PO Information > Print PO.



STATEWIDE FINANCIAL SYSTEM

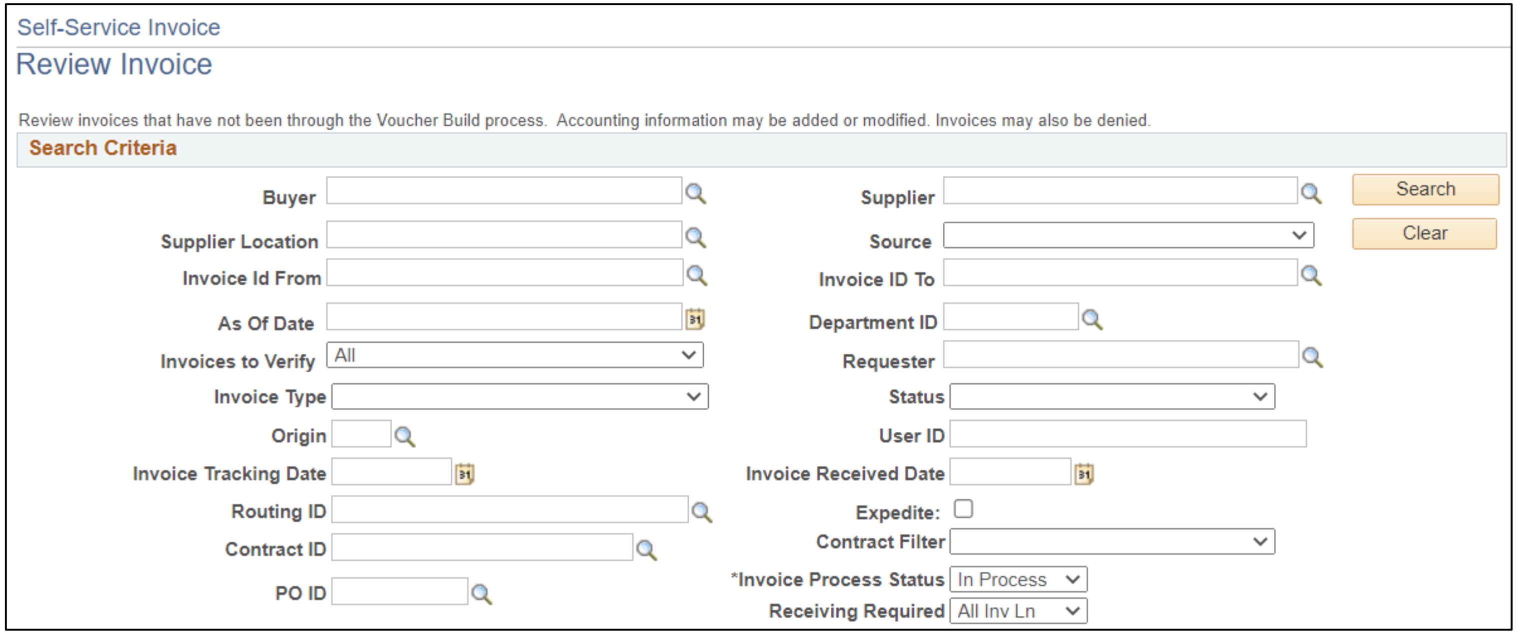
Searching for Invoices Pending Your Review

- To find the list of invoices pending your review in SFS, use the **Review Invoice** page.

- Invoices in SFS pending agency review will have an invoice status of **Agency Review Ready**.

- Enter your search criteria, including the Invoice Status of **Agency Review Ready**.
  - You can also include additional search criteria in your search, such as **Invoice ID**, **Supplier**, **Routing ID**, and/or **PO ID**.

- **Navigation:** My Homepage > eSettlements > Review Invoice > Review Invoice.

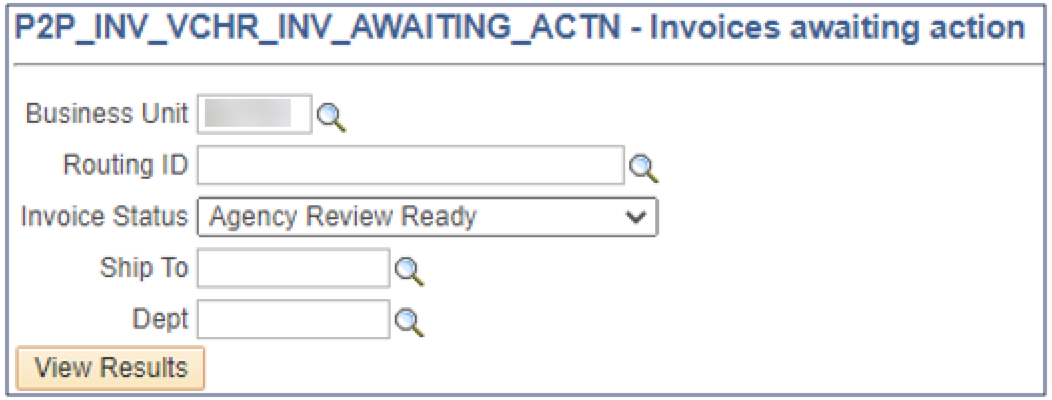


Invoices Awaiting Action Query

- Use the **Invoices Awaiting Action** query in SFS as another way to find invoices that are pending your review.

- This query can be run using Query Viewer in SFS.
  - **Navigation:** NavBar > Navigator > Reporting Tools > Query > Query Viewer.
  - **Query name:** P2P_INV_VCHR_INV_AWAITING_ACTN.

- Query criteria:
  - Business Unit
  - Routing ID (optional)
  - Invoice Status (optional)
  - Ship To (optional)
  - Dept ID (optional)



- **Reminder:** Invoices in SFS pending agency review will have an invoice status of **Agency Review Ready**.

Invoices Awaiting Action Query Results

- Here is an example of how query results are displayed using the HTML format in SFS.
  - Query results can also be downloaded into Excel.

- **Tip**: Clicking the **Invoice Number** or **PO ID** hyperlink brings you to the corresponding transaction in SFS.

Row	Business Unit	Vendor ID	Vendor Name	Invoice Number	Voucher ID	Invoice Dt	Delivery/ Service Date	Invoice Tracking Date	Invoice Type	IRD	Amount	Routing ID	Invoice Status	Reason Code	Days In Invoice Status	PO ID
1		1000031863	ASSETWORKS LLC	374-1345	00025524	04/30/2021	04/30/2021	05/04/2021	PO	05/04/2021	69055.00	MAINFLEET	Agency Review Ready		000000078	180566M
2		1000005203	SPRAGUE OPERATING RESOURCES LLC	22337951	00119078	02/11/2022	02/09/2022	02/11/2022	PO	02/11/2022	4329.37	MAINFLEET	Agency Review Ready		000000013	0000003736
3		1100005467	GLOBAL MONTELLO GROUP CORP	22073376	00119607	02/03/2022	01/27/2022	02/11/2022	PO	02/11/2022	3530.16	MAINFLEET	Agency Review Ready		000000012	0000003091
			SPRAGUE													

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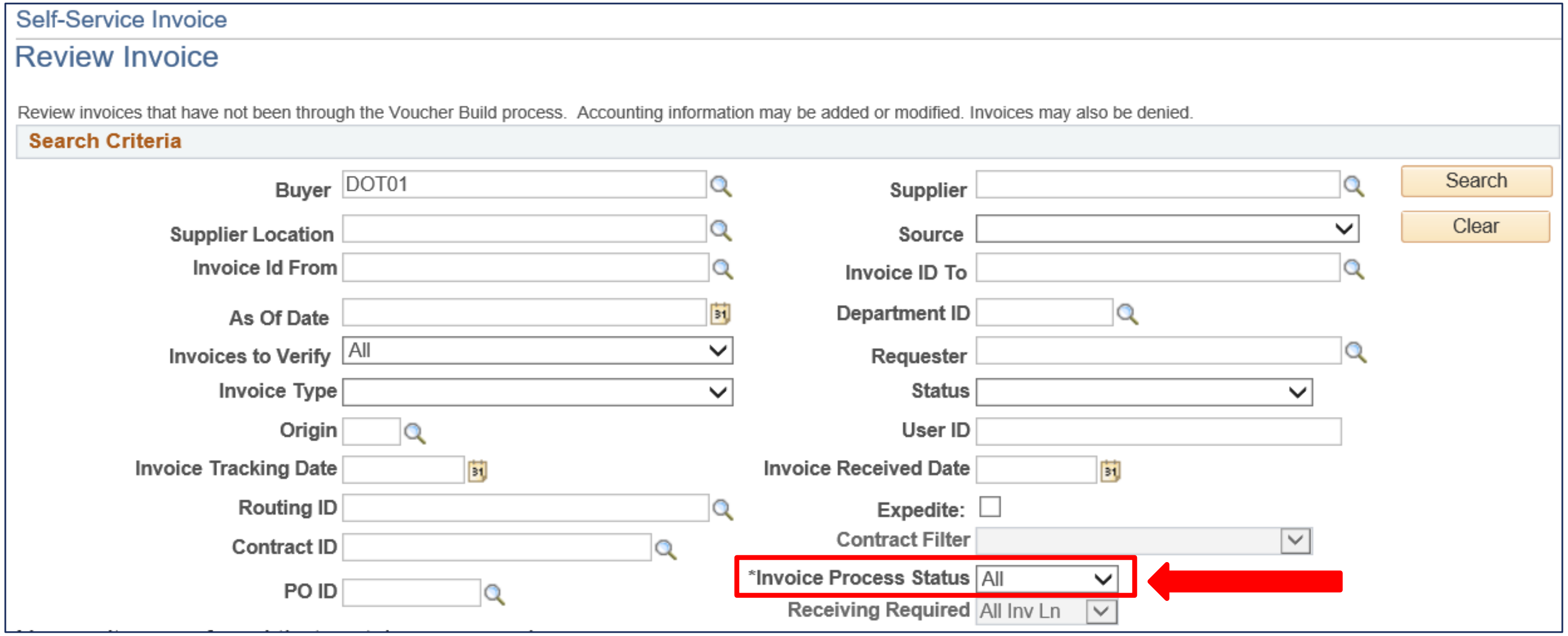
Viewing Approved & Denied Invoices

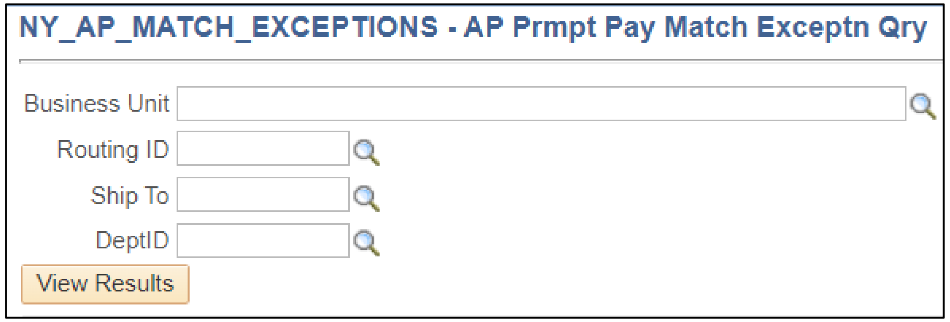
- Select the **Invoice Process Status** of **ALL** on the **Review Invoice** page, to view invoices that have been approved or denied, including related comments and attachments.

- It is strongly recommended that you include additional criteria in your search, such as **Invoice ID**, **Invoice Status** (e.g., Approved, Denied), **Supplier**, **Routing ID**, and/or **PO ID**.



Monitoring for Vouchers with Match Exceptions

- After an invoice is approved, the Voucher Build process in SFS automatically creates a voucher from the invoice.
- Once created, vouchers are matched to POs and receipts (when required) to ensure that agencies only pay for the goods and services that they ordered and received.
  - This process in SFS is known as Matching.
- Vouchers that are not successfully matched in SFS will have a match exception which requires resolution.
- Use the **Match Exceptions query** in SFS to monitor vouchers with match exceptions.
- The Match Exceptions query can be run using Query Viewer.
  - **Navigation:** NavBar > Navigator > Reporting Tools > Query > Query Viewer.
  - **Query name:** NY_AP_MATCH_EXCEPTIONS.



- Query criteria:
  - Business Unit
  - Routing ID (optional)
  - Ship To (optional)
  - Dept ID (optional)
- **Reminder:** Vouchers with match exceptions cannot be paid until the exception is cleared.

Voucher Match Exceptions Query Results

- Here is an example of how query results are displayed using the HTML format in SFS.
  - Query results can also be downloaded into Excel.

- **Tip**: Clicking the **Voucher ID** or **PO ID** hyperlink brings you to the corresponding transaction in SFS.

Row	Voucher Bus Unit	Routing ID Description	Routing ID	Voucher ID	Voucher Line	Supplier Name	Supplier ID	Invoice	Date	Match Rule ID	MatchError ShortDescription	MatchError LongDescription	Voucher create Date	Operator Name	TotalTime Matchexcption Status	Scheduled PayDate	Net Due Date	Voucher Gross Amount	Accrued Interest	# Days Late	PO Business Unit	PO Number	PO Line
1	[illegible]			00297678	3	UNITED UNIFORM DISTRIBUTION LLC	1100160087	1021-374301	03/24/2022	100	No receipts found	No available receipts (not matched, not on hold, and not canceled) were found for the purchase order specified on the voucher line	03/28/2022	[illegible]	000000100	04/22/2022	04/23/2022	59.000	0.49	74	CFS01	0000060941	1
2	[illegible]	Not Available	NA	00298519	1	MAXIM HEALTHCARE SERVICES INC	1000032029	E5485080785	04/14/2022	100	No receipts found	No available receipts (not matched, not on hold, and not canceled) were found for the purchase order specified on the voucher line	04/20/2022	[illegible]	000000077	04/29/2022	05/15/2022	850.000	4.93	52	CFS01	0000062057	1

Contents subject to change.

Confirming Payment Information

- Use the **Add/Update Vouchers** page **OR** the **Voucher Inquiry** page to confirm payment has been made to a vendor.

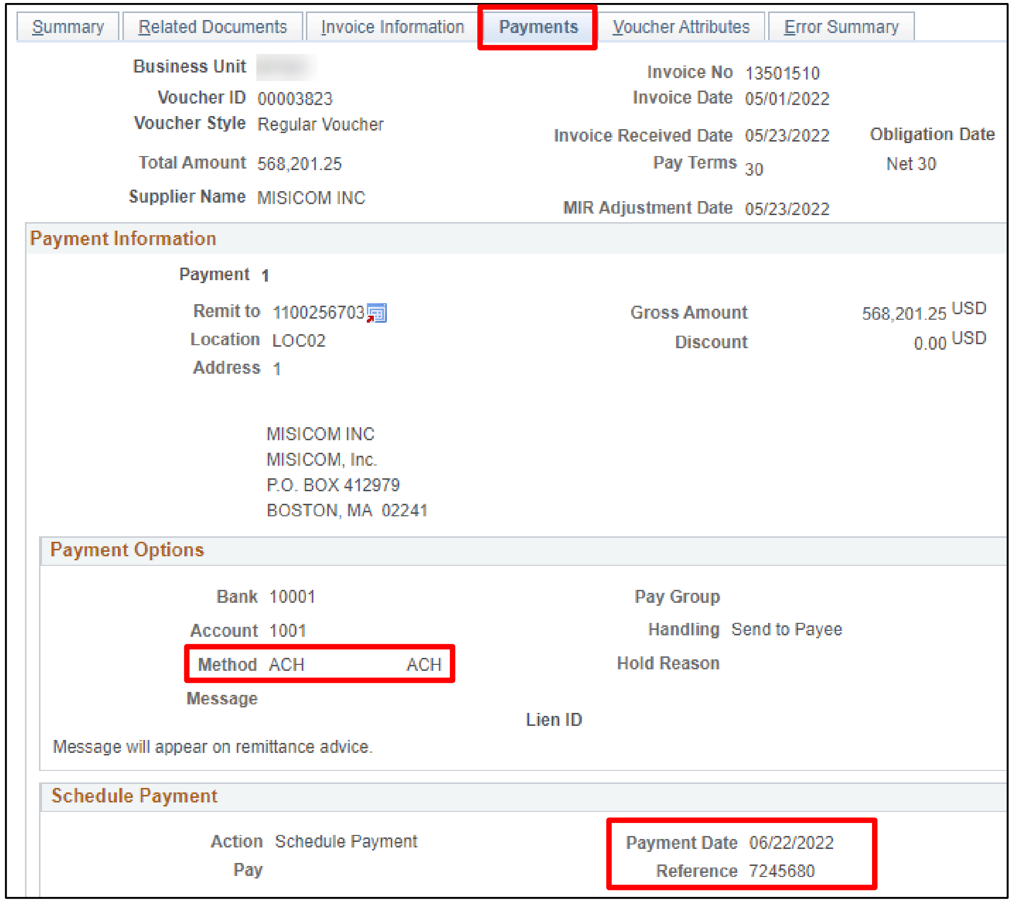
- **Option 1 - Add/Update Vouchers Navigation:** My Homepage > Accounts Payable > Add/Update Vouchers.
    - Alternative Navigation: NavBar > Navigator > Accounts Payable > Vouchers > Add/Update > Regular Entry.
  - Use the Find an Existing Value tab, enter search criteria for the voucher, click **Search**, and select the voucher from the **Search Results**.
  - Use the **Payments** tab to find the Payment Date, Payment Method, and Payment Reference.

- **Option 2 - Voucher Inquiry Navigation:** My Homepage > Accounts Payable > Voucher Inquiry.
  - Enter search criteria for the voucher, click **Search**, and select the voucher from the **Search Results**.
  - Click the **Actions** hyperlink associated with the voucher, and select **Payment Information** to find the Payment Date and Payment Reference ID.

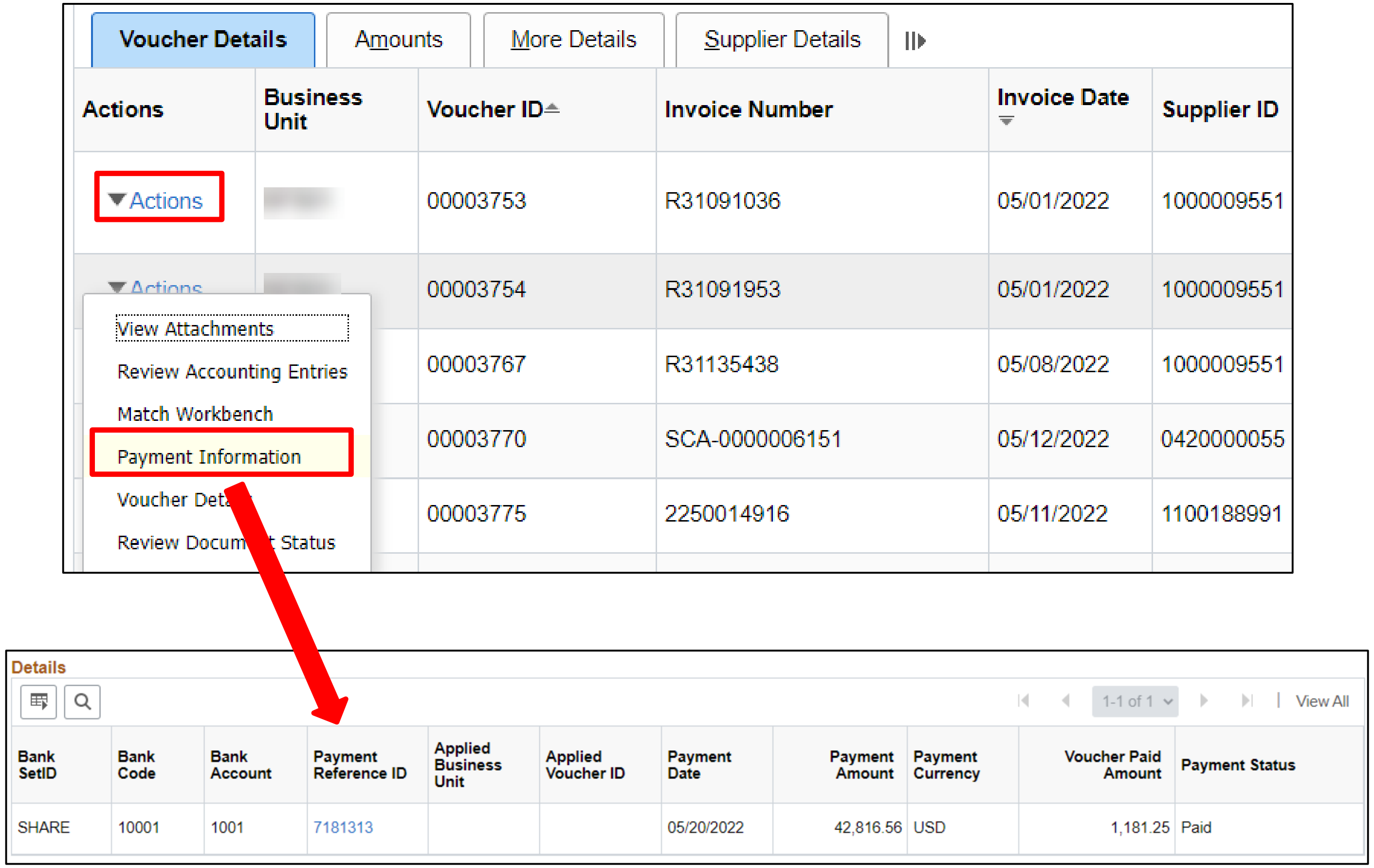
- **Reminder:** Vendors can obtain a status of their payments at any time, using the SFS Vendor Portal.

Confirming Payment Information

Option 1 - Add/Update Vouchers page



Option 2 - Voucher Inquiry page

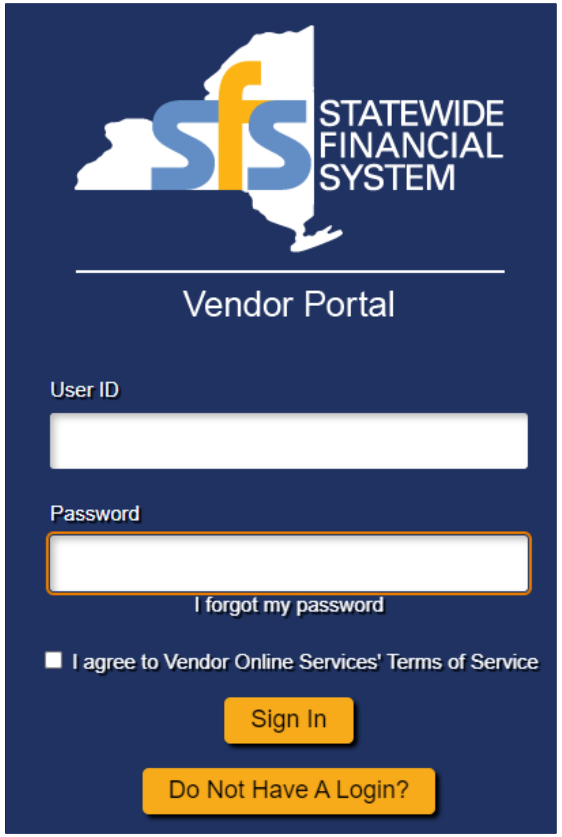


STATEWIDE FINANCIAL SYSTEM

Tips for Working with Vendors

Vendor Use of the SFS Vendor Portal

- Vendor SFS account creation is initiated by the Agency Finance Office, then validated and approved by the Office of the State Comptroller's Vendor Management Unit.
- Vendors designate a Primary Contact to manage all user access and account information.
- Vendors can manage their information online using the SFS Vendor Portal, including:
  - Bank accounts for direct deposit
  - Ordering addresses
  - Email address for dispatched POs
  - Contact information
- Vendors can submit invoices electronically using online self-service invoicing or can contact the SFS Help Desk to establish an EDI or XML solution, to transmit large volumes of invoices.
- Invoice status, including denied invoices can be seen online.
- Vendors can receive detailed payment breakdown information on combined payments including invoice IDs, applied interest, applied discounts, and amounts.
  - This information can be exported to Excel for sharing.



The Vendor Portal is accessible from the SFS public website: https://www.sfs.ny.gov/

Contents subject to change.

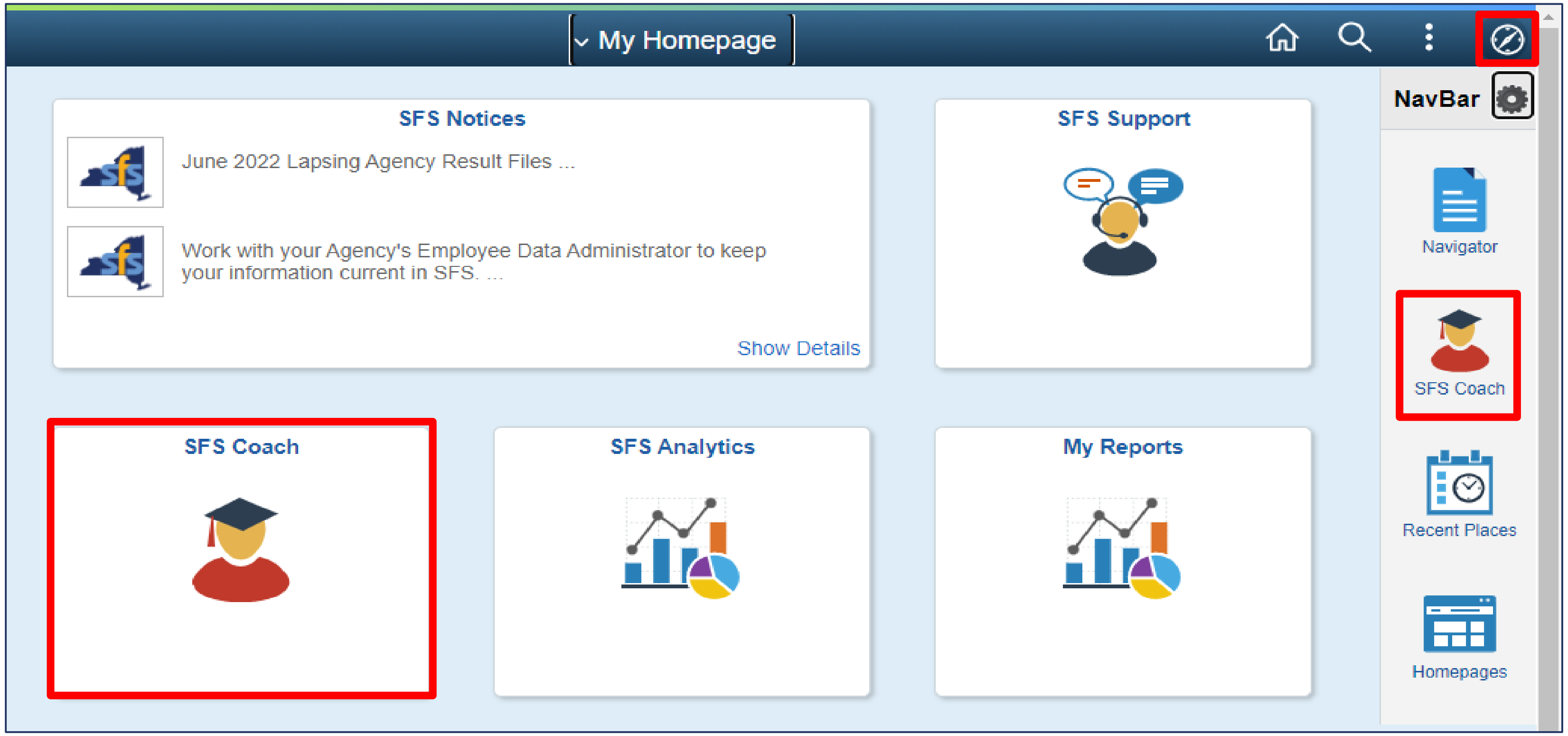
Working with Vendors

- Use PO comments and attachments to send order instructions and details to vendors, along with the dispatched PO.
- Encourage vendors to keep their information up-to-date in the Vendor Portal, especially their Primary Contact, address, and banking information.
- Inform vendors that they can obtain a status of their payments at any time, using the Vendor Portal.
- Remind vendors that training is available on-demand directly in the Vendor Portal.
- Advise vendors to put a reminder on their calendar to log into the Vendor Portal once a month to keep their SFS access active.

Available Resources

SFS Coach – Agency Training Material

- SFS training is available for all SFS module areas, to support new and advanced SFS users.
- Quick, direct access to SFS learning guides from any page in the SFS environment.
- Ability to search for training by Process Area, Training Name, Training Type, or Keyword.
- Includes job aids, reference guides, videos, and Excel tools and templates.

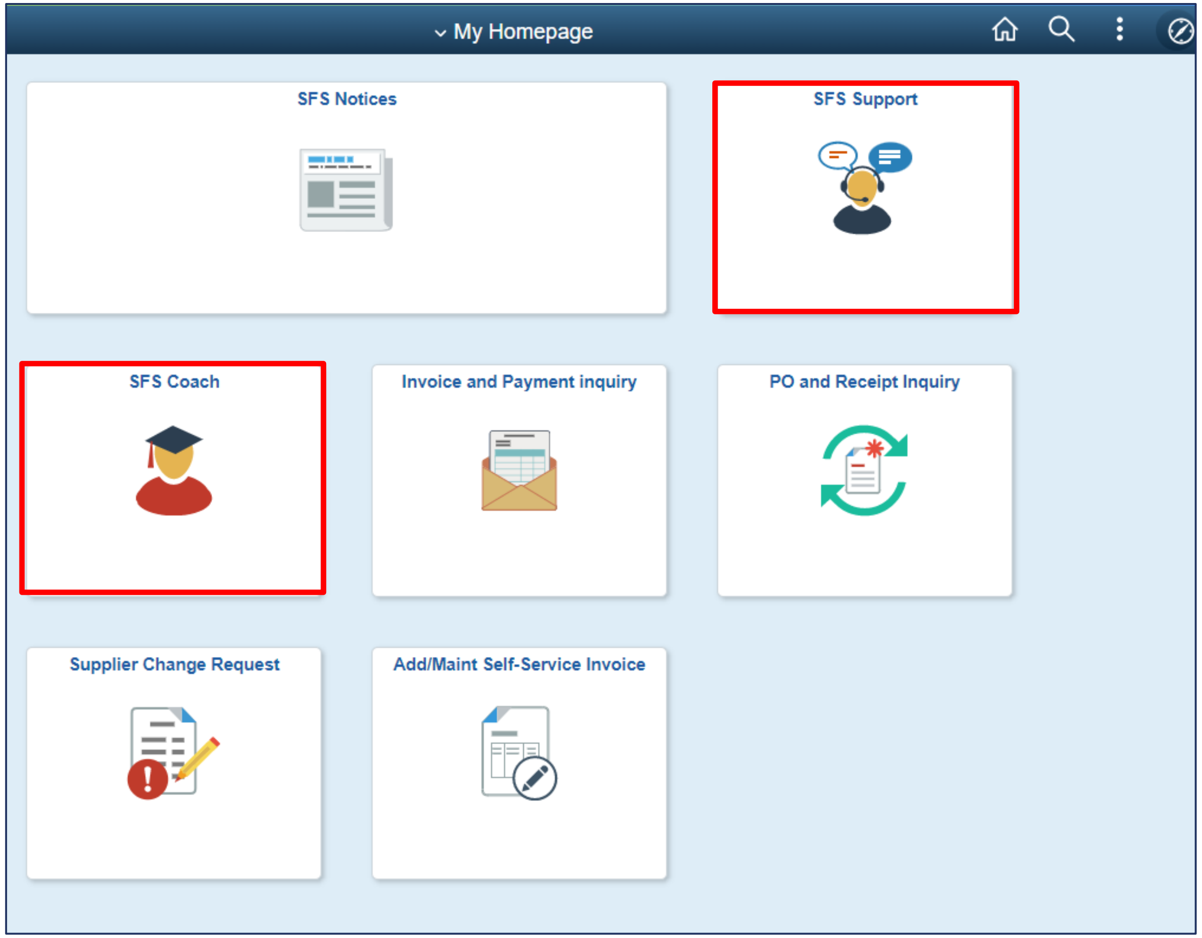


Click the **SFS Coach** tile from **My Homepage** or open the **NavBar** and click the **SFS Coach** icon from any page.

Contents subject to change.

SFS Coach - Vendor Training Material

- **SFS Coach**
  - [Getting Started with the SFS Vendor Portal]
  - Self-paced training simulations and step-by-step job aids
    - [SFS Training for Vendors]

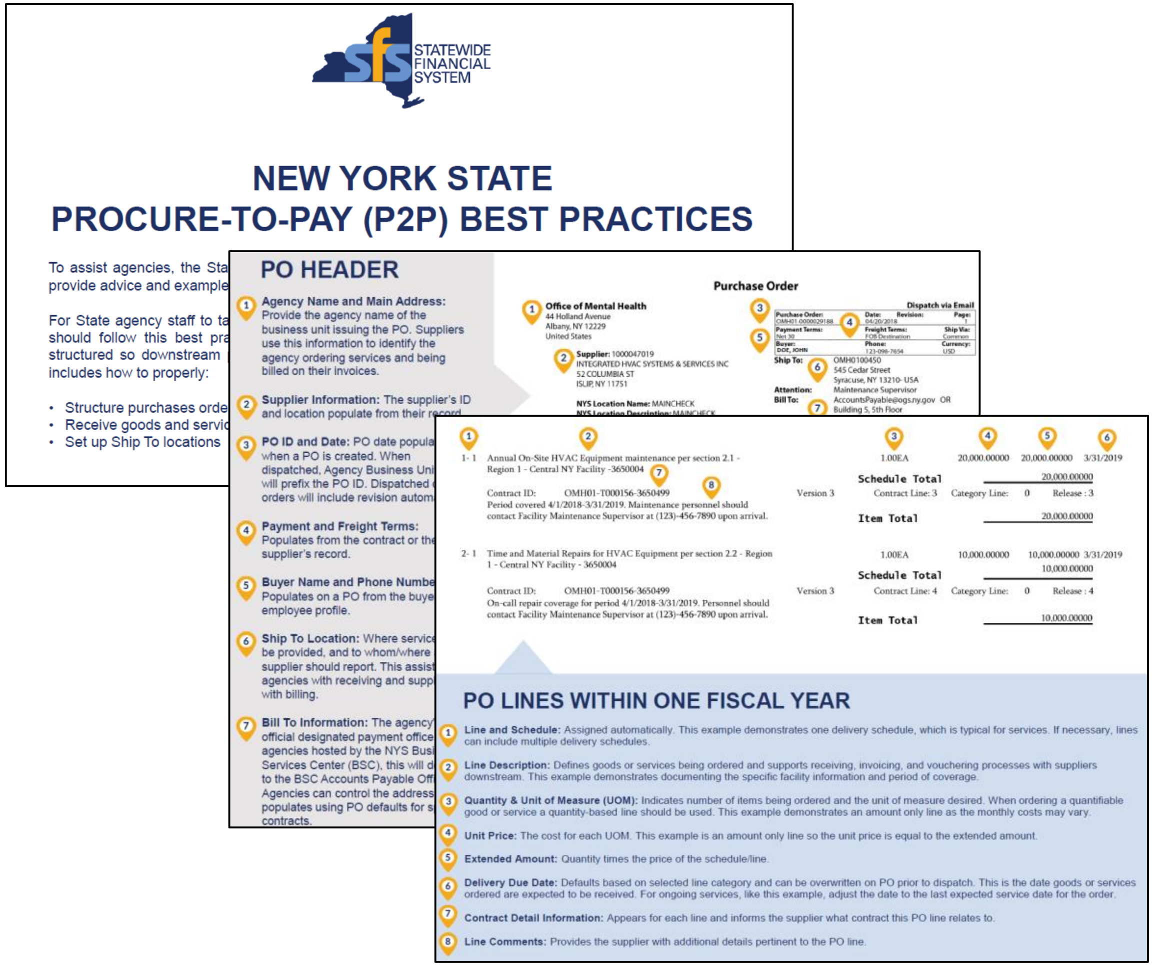


NYS Best Practice Series

- Guidance documents that provide advice and examples of real-life procurement transactions, including:
  - Medical Staffing
  - Temp Staffing
  - HVAC Maintenance
  - Deliverables
  - Quantifiable Services
  - Commodities

- Each document illustrates how transactions can be properly structured so downstream processes are completed accurately and timely.

- Available on SFSSecure for:
  - Purchasing
  - Receiving
  - Invoicing



Key Contacts by Topic Area

Topic Area	Key Contact for Support
SFS user ID issues, password resets, security roles and access, adding or removing accounts	Agency Security Administrator (ASA)
Address and Supervisor changes in the SFS	Agency Employee Data Administrator (EDA)
Access to SFS*Secure*	Agency Participating Organization Data Administrator (PODA)
General agency policies or procedures	Agency Supervisor
SFS transaction processing assistance or errors	SFS Help Desk
Relevant SFS training material for a specific topic	SFS Coach
FileNet Access for Purchase Order Change Notices	Business Services Center*
Procurement Card (PCard) and Travel Card (TCard) Administration	Business Services Center*
Invoice entry	Business Services Center*
Vendor ID Creation/Set-up	Agency Finance Office
Vendor Portal Assistance	SFS Help Desk
Vendor Invoice Payment Inquiries	Business Services Center*
Statewide Travel Policies	OSC Travel Manual

*Applicable to BSC customer agencies. Non-BSC customers should contact their Agency Finance Office.

Contact Information

- **SFS Help Desk**
  - helpdesk@sfs.ny.gov
  - SFS Support tile
  - 518-457-7737 or 877-737-4185 (toll-free)

- **SFS Coach**
  - Available from My Homepage or from the NavBar, when signed into SFS.

- **Business Services Center (BSC)**
  - bscfinance@ogs.ny.gov

- **Office of the State Comptroller (OSC)**
  - OSC Travel Manual
  - Guide to Financial Operations (GFO)

- **Agency Coordinators and Agency EDAs**
  - A list of agency staff assigned to these roles is available on SFS*Secure*.

Questions and Answers

Appendix

SFS Coach Training

- Printing a dispatched PO
  - Job aid: JAA-PO220-014
- Inquiring on a PO
  - Job aid: JAA-PO220-024
- Inquiring Upon Vouchers
  - Job aid: JAA-AP210-028
- Performing Payment Inquiries
  - Job aid: JAA-AP210-029
- Vendor training
  - SFS Training for Vendors

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