



Information Announcement

EE1 Training for BSC Agencies

August 12, 2015

EE1 Training

Beginning September 1, the BSC will host a series of webinars and provide self-service videos on the BSC website to provide customer agencies with step-by-step guidance on how to complete critical transactions in upgraded version of SFS. Agencies can search and register for a webinar through the Statewide Learning Management System (SLMS) at <https://nyslearn.ny.gov/>. Below is a listing of course descriptions and self-service videos and the dates and times that the courses will be offered. We encourage agencies to sign up for at least one date for each of the following courses.

Course Descriptions

BSC EE1 Course List	Course Description
Traveler EE1 Overview Webinars	This course will be a two-hour WebEx session designed to assist travelers with creating, reviewing and maintaining expense reports in the post EE1 version of SFS (9.2). Each webinar session in this series will contain allotted time for user questions and BSC answers. This course will be held 18 times throughout September and October. Each session will contain the same content and travelers are encouraged to register for at least one session. Registration will be required via SLMS.
Traveler EE1 Overview Video (SLMS Self-Serve)	This course will be a self-serve video designed to assist travelers with creating, reviewing and maintaining expense reports in the post EE1 version of SFS (9.2). Users must register to view video on SLMS.
Travel Supervisor (SLMS Self-Serve)	This course will be a self-serve video designed to assist travel supervisors with reviewing and approving expense reports in the post EE1 version of SFS (9.2). This session will also review the travel rules and regulations. Users must register to view video on SLMS.

<p>Purchasing Requisitions and Receiving</p>	<p>This course will be a three-hour webinar session designed to assist requisitioners and receivers in post EE1 SFS. Topics will include creating and maintaining stand-alone requisitions and entering receipts on purchase orders. Also included in this session will be an introduction to using Marketplace to purchase centralized contract or preferred source items. Requisitions for agency specific contracts will be covered in the contracts webinars. Currently there are 12 sessions scheduled throughout September and October. Registration is required via SLMS.</p>
<p>Contracts</p>	<p>This course will be a two-hour webinar session designed to assist with contract processing in post EE1 SFS. Topics will include creating a contract from requisition to purchase order release. In addition, best practices will be discussed for setting up contract lines. Currently there are 6 sessions scheduled throughout September and October. Registration is required via SLMS.</p>
<p>BSC EE1 Overview of BSC changes in processing</p>	<p>This is a one-hour WebEx session designed for BSC customer agency management. The session will provide an overview of changes in BSC and agency processes due to the EE1 upgrade. The topics include changes to Travel, Purchasing and Accounts Payables module in SFS. Agency questions will be addressed at the meeting as time allows and answers will be shared with all agencies afterwards. Registration will be required via SLMS.</p>

Travel Module	SLMS Class Code	Date	Time
Traveler EE1 Webinar	OGS-BSC Trav EE1 090115WebEx	9/1/15	10:00 a.m. – 12:00 p.m.
Traveler EE1 Webinar	OGS-BSC Trav EE1 090315WebEx	9/3/15	2:00 p.m. – 4:00 p.m.
Traveler EE1 Webinar	OGS-BSC Trav EE1 090815WebEx	9/8/15	2:00 p.m. – 4:00 p.m.
Traveler EE1 Webinar	OGS-BSC Trav EE1 091015WebEx	9/10/15	10:00 a.m. – 12:00 p.m.
Traveler EE1 Webinar	OGS-BSC Trav EE1 091515WebEx	9/15/15	10:00 a.m. – 12:00 p.m.
Traveler EE1 Webinar	OGS-BSC Trav EE1 091715WebEx	9/17/15	2:00 p.m. – 4:00 p.m.
Traveler EE1 Webinar	OGS-BSC Trav EE1 092215WebEx	9/22/15	2:00 p.m. – 4:00 p.m.
Traveler EE1 Webinar	OGS-BSC Trav EE1 092415WebEx	9/24/15	10:00 a.m. – 12:00 p.m.
Traveler EE1 Webinar	OGS-BSC Trav EE1 092915WebEx	9/29/15	10:00 a.m. – 12:00 p.m.
Traveler EE1 Webinar	OGS-BSC Trav EE1 100115WebEx	10/1/15	2:00 p.m. – 4:00 p.m.
Traveler EE1 Webinar	OGS-BSC Trav EE1 100615WebEx	10/6/15	2:00 p.m. – 4:00 p.m.
Traveler EE1 Webinar	OGS-BSC Trav EE1 100815WebEx	10/8/15	10:00 a.m. – 12:00 p.m.
Traveler EE1 Webinar	OGS-BSC Trav EE1 101315WebEx	10/13/15	10:00 a.m. – 12:00 p.m.
Traveler EE1 Webinar	OGS-BSC Trav EE1 101515WebEx	10/15/15	2:00 p.m. – 4:00 p.m.
Traveler EE1 Webinar	OGS-BSC Trav EE1 102015WebEx	10/20/15	2:00 p.m. – 4:00 p.m.
Traveler EE1 Webinar	OGS-BSC Trav EE1 102215WebEx	10/22/15	10:00 a.m. – 12:00 p.m.
Traveler EE1 Webinar	OGS-BSC Trav EE1 102715WebEx	10/27/15	10:00 a.m. – 12:00 p.m.
Traveler EE1 Webinar	OGS-BSC Trav EE1 102915WebEx	10/29/15	2:00 p.m. – 4:00 p.m.

Purchasing Module	SLMS Class Code	Date	Time
Requisition & Receiving	OGS-BSC EE1Req&Rec 090115Webex	9/1/15	1:00 p.m. - 4:00 p.m.
Requisition & Receiving	OGS-BSC EE1Req&Rec 090315WebEx	9/3/15	9:00 a.m. – 12:00 p.m.
Requisition & Receiving	OGS-BSC EE1Req&Rec 090815WebEx	9/8/15	9:00 a.m. – 12:00 p.m.
Requisition & Receiving	OGS-BSC EE1Req&Rec 091015WebEx	9/10/15	1:00 p.m. – 4:00 p.m.
Requisition & Receiving	OGS-BSC EE1Req&Rec 091515WebEx	9/15/15	1:00 p.m. – 4:00 p.m.
Requisition & Receiving	OGS-BSC EE1Req&Rec 091715WebEx	9/17/15	9:00 a.m. – 12:00 p.m.
Requisition & Receiving	OGS-BSC EE1Req&Rec 092215WebEx	9/22/15	9:00 a.m. – 12:00 p.m.
Requisition & Receiving	OGS-BSC EE1Req&Rec 092415WebEx	9/24/15	1:00 p.m. – 4:00 p.m.
Requisition & Receiving	OGS-BSC EE1Req&Rec 092915WebEx	9/29/15	1:00 p.m. – 4:00 p.m.
Requisition & Receiving	OGS-BSC EE1Req&Rec 100115WebEx	10/1/15	9:00 a.m. – 12:00 p.m.
Requisition & Receiving	OGS-BSC EE1Req&Rec 100615WebEx	10/6/15	9:00 a.m. – 12:00 p.m.
Requisition & Receiving	OGS-BSC EE1Req&Rec 100815WebEx	10/8/15	1:00 p.m. – 4:00 p.m.
Contracts	OGS-BSC EE1ContProc090215WebEx	9/2/15	10:00 a.m. – 12:00 p.m.
Contracts	OGS-BSC EE1ContProc090915WebEx	9/9/15	2:00 p.m. – 4:00 p.m.
Contracts	OGS-BSC EE1ContProc091615WebEx	9/16/15	10:00 a.m. – 12:00 p.m.
Contracts	OGS-BSC EE1ContProc092315WebEx	9/23/15	2:00 p.m. – 4:00 p.m.
Contracts	OGS-BSC EE1ContProc093015WebEx	9/30/15	10:00 a.m. – 12:00 p.m.
Contracts	OGS-BSC EE1ContProc100715WebEx	10/7/15	2:00 p.m. – 4:00 p.m.
BSC Overview	SLMS Class Code	Date	Time
BSC EE1 Overview	OGS-BSC EE1overview090915Webex	9/9/15	11:00 a.m. – 12:00 p.m.

The BSC remains committed to working with our customer agencies in preparing for EE1. If you have any questions regarding this announcement, please contact the BSC Operational Support Team at BSCSecurity@ogs.ny.gov and include “EE1 Training for Customer Agencies” and the related training module in the subject line of the e-mail or you may contact the BSC at (518) 457-4272.

