



# Information Announcement

## EE1 Training for BSC Agencies

May 10, 2016

The BSC is hosting the following series of webinars to provide customer agencies with step-by-step guidance on how to complete critical transactions in SFS. These are additional webinars identical to those delivered throughout the last few months. 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 description and the dates and times the courses will be offered.

BSC EE1 Course List	Course Description
Purchasing Requisitions and Receiving (2 hour webinar)	This course will be a two-hour WebEx designed to assist requisitioners and receivers. This training will provide best practices to accommodate the new receiving requirements effective April 1, 2016. Participants will learn how to properly enter a requisition and report receiving on a Purchase order. This WebEx has a minimum class participation requirement; if that minimum is not reached, the class will be cancelled and participants will be instructed to register for a future WebEx.

### SLMS Registration Information:

Purchasing Module	SLMS Class Code	Date	Time
Requisitions and Receiving	OGS-BSC FinReqRec 051616	May 16, 2016	1:30pm – 3:30pm
Requisitions and Receiving	OGS-BSC FinReqRec 061516	June 15, 2016	11am – 1pm

If you have any questions regarding this announcement, please contact the BSC at (518) 457-4272.