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

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
</table>
| **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.
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.
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.

<table>
<thead>
<tr>
<th>Purchase Order Number</th>
<th>Purchase Order Line Description</th>
<th>Supplier</th>
<th>NYS Contract ID</th>
<th>SFS Contract ID</th>
<th>Encumbered Amount</th>
<th>Liquidated Amount</th>
<th>Remaining Encumbered Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000110057</td>
<td>1 [EX] 22/23 Rent LO15382</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000110056</td>
<td>2 12-3/8” ALUMINUM COIL STOCK AS PER CONTRACT SPECS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000110056</td>
<td>3 7/8” ALUMINUM COIL STOCK AS PER CONTRACT SPECS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000110051</td>
<td>3 PAYMENT PROCESSING SERVICES 4/1/2022-3/1/23</td>
<td></td>
<td></td>
<td>1100012481</td>
<td>1</td>
<td>26,671</td>
<td>(26,671)</td>
</tr>
</tbody>
</table>
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.
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.
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.

<table>
<thead>
<tr>
<th>Row</th>
<th>Business Unit</th>
<th>Vendor ID</th>
<th>Vendor Name</th>
<th>Invoice Number</th>
<th>Voucher ID</th>
<th>Invoice Dt</th>
<th>Delivery/Service Date</th>
<th>Invoice Tracking Date</th>
<th>Invoice Type</th>
<th>IRD</th>
<th>Amount</th>
<th>Routing ID</th>
<th>Invoice Status</th>
<th>Reason Code</th>
<th>Days In Invoice Status</th>
<th>PO ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>1000031863</td>
<td>ASSETWORKS LLC</td>
<td>374-1345</td>
<td>00025524</td>
<td>04/30/2021</td>
<td>04/30/2021</td>
<td>05/04/2021</td>
<td>PO</td>
<td>05/04/2021</td>
<td>69055.00</td>
<td>MAINFLEET</td>
<td>Agency Review Ready</td>
<td>0000000078</td>
<td>180566M</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>1000005202</td>
<td>SPRAGUE OPERATING RESOURCES LLC</td>
<td>22337951</td>
<td>00119078</td>
<td>02/11/2022</td>
<td>02/09/2022</td>
<td>02/11/2022</td>
<td>PO</td>
<td>02/11/2022</td>
<td>4329.37</td>
<td>MAINFLEET</td>
<td>Agency Review Ready</td>
<td>0000000013</td>
<td>0000003736</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>1100005467</td>
<td>GLOBAL MONTELLO GROUP CORP SPRAGUE</td>
<td>22073376</td>
<td>00119507</td>
<td>02/03/2022</td>
<td>01/27/2022</td>
<td>02/11/2022</td>
<td>PO</td>
<td>02/11/2022</td>
<td>3530.16</td>
<td>MAINFLEET</td>
<td>Agency Review Ready</td>
<td>000000012</td>
<td>0000003091</td>
<td></td>
</tr>
</tbody>
</table>
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.
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.
- 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**

<table>
<thead>
<tr>
<th>Summary</th>
<th>Related Documents</th>
<th>Invoice Information</th>
<th>Payments</th>
<th>Voucher Attributes</th>
<th>Error Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>Invoice No</td>
<td>Voucher ID</td>
<td>Date</td>
<td>Invoice Date</td>
<td>Voucher Attributes</td>
</tr>
<tr>
<td>12345</td>
<td>67890</td>
<td>101</td>
<td>05/01/2022</td>
<td>06/15/2022</td>
<td>05/15/2022</td>
</tr>
<tr>
<td>Supplier Name</td>
<td>Total Amount</td>
<td>Supplier Name</td>
<td>12345</td>
<td>67890</td>
<td>101</td>
</tr>
</tbody>
</table>

**Payment Information**

- **Payment 1**
  - Remitted to | 1100123456789 |
  - Location | LOCAL2 |
  - Address | MISCOM INC |
  -（MISCOM INC） |
  -（P.O. BOX 412975） |
  -（BOSTON, MA 02241） |

- **Gross Amount** | 568,291.25 USD |
- **Discount** | 0.00 USD |

**Payment Options**

- **Bank** | 10001 |
- **Account** | 1001 |
- **Method** | ACH |

**Schedule Payment**

- **Payment Date** | 06/23/2022 |
- **Reference** | 7241880 |

**Option 2 - Voucher Inquiry page**

**Voucher Details**

<table>
<thead>
<tr>
<th>Actions</th>
<th>Business Unit</th>
<th>Voucher ID</th>
<th>Invoice Number</th>
<th>Invoice Date</th>
<th>Supplier ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>▼ Actions</td>
<td>00003753</td>
<td>R31091038</td>
<td>05/01/2022</td>
<td>000009551</td>
<td></td>
</tr>
<tr>
<td>▼ Actions</td>
<td>00003754</td>
<td>R31091953</td>
<td>05/01/2022</td>
<td>000009551</td>
<td></td>
</tr>
<tr>
<td>▼ Actions</td>
<td>00003767</td>
<td>R31135438</td>
<td>05/08/2022</td>
<td>000009551</td>
<td></td>
</tr>
<tr>
<td>▼ Actions</td>
<td>00003770</td>
<td>SCA-000000001</td>
<td>05/12/2022</td>
<td>0420000055</td>
<td></td>
</tr>
<tr>
<td>▼ Actions</td>
<td>00003775</td>
<td>2250014916</td>
<td>05/11/2022</td>
<td>1100188991</td>
<td></td>
</tr>
</tbody>
</table>

**View Attachments**

- Review Attachments
- View Document
- Review Document

**Details**

- **Bank** | 10001 |
- **Bank Account** | 1001 |
- **Payment Reference ID** | JH5413 |
- **Applied Business Unit** | 12345 |
- **Applied Voucher ID** | 05/20/2022 |
- **Payment Amount** | 42,815.55 USD |
- **Payment Currency** | 1,181.25 |

Contents subject to change.
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/](https://www.sfs.ny.gov/)
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.
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](#)

![SFS Coach - Vendor Training Material](image-url)
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

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

*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 SFSSecure.
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