



INFORMATION ANNOUNCEMENT

Andrew M. Cuomo
Governor

RoAnn M. Destito
Commissioner

Online Training Videos to Assist with Common SFS Tasks

As part of our partnership with your agency's Finance Office, the Business Services Center (BSC) has created a series of online training videos to help walk employees through common SFS processes. These videos are for use by agency's finance staff, as well as any other employee who may use SFS for their work, such as travelers and staff preparing requisitions. Each video will take between 5-10 minutes to complete. Employees are encouraged to take a few moments to view the training videos to assist them in completing SFS transactions.

The online training videos are accessible on the BSC YouTube channel at: <http://www.youtube.com/user/NYSBSC>.

Or through the BSC website: <https://bsc.ogs.ny.gov>. Please note that to access the website, you will need your NYSDS or NY.gov login. To obtain your userid and/or password, please contact your agency's Information Technology Unit/Help Desk.

The current offerings of videos include:

Receiving & Requisitions

- **Creating a Requisition in SFS** – This video runs through the steps of creating a requisition, the first step in the purchasing life cycle. *(Intended for finance processors and customers)*

Travel

- **Creating an Expense Report Using a Blank Report** – This video explains how to create an expense report using an SFS blank report to track expenses incurred during travel that are not on a travel card. *(Intended for travelers)*
- **Creating an Expense Report Using My Wallet** – This video explains how to create an expense report using the SFS My Wallet feature to track expenses charged to a travel card. *(Intended for travel card holders)*
- **Creating a Travel Authorization in SFS** – This video explains how to create a travel authorization for approval of upcoming travel expenses. *(Intended for travelers)*

Any questions concerning these videos may be directed to the BSC Finance Unit at (518) 457-4272 or BSC@ogs.ny.gov.

For more information visit the BSC website or contact the BSC today!

Email: bsc@ogs.ny.gov
Website: <https://bsc.ogs.ny.gov>

Tel: 518-457-4272
Fax: 518-486-9166

BSC Finance (31st Floor) & HR (32nd Floor)
Corning Tower, Empire State Plaza
Albany, NY 12242