

Release Notes

Release Notes provide information to users regarding any updates made to the SFS self-paced training courses published to the Statewide Learning Management System (SLMS).

- Updates made to self-paced training courses may include (but are not limited to):
 - Addition of a new topic
 - Updating a topic to provide additional explanation in lesson or topic
 - Corrections to an existing topic

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
Procurement Contract 210	<ul style="list-style-type: none">• Verify and Submit Agency Contract Created From a Requisition• Update Converted Non-Funded Contracts• Update Converted Contracts• Creating a Multi-Agency Contract• Update Converted Multi-Agency Contract• Creating a Zero Dollar Amount Contract (Non-Funded Contract)• Creating a Zero Dollar Amount Contract (Funded Contract)• Creating a One Time Purchase (OP) Contract	Clarification added about changing the default buyer to an agency buyer.	9/21/16

Release Notes (continued)

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
Purchase Orders 220	Editing PO Distribution Lines with Associated Paid Voucher(s)	New topic.	9/21/16
Purchase Orders 220	Liquidating a Purchase Order (PO) with Associated Paid Voucher(s)	New topic.	9/21/16
Real Estate Development 205	<ul style="list-style-type: none"> Real Estate WorkCenter Reports Real Estate WorkCenter Walkthrough 	Updated to reflect that the “Create/Search for Projects” link has been renamed to “Create Projects.”	9/21/16
Real Estate Planning 205	<ul style="list-style-type: none"> Real Estate WorkCenter Reports. Real Estate WorkCenter Walkthrough 	Updated to reflect that the “Create/Search for Projects” link has been renamed to “Create Projects.”	9/21/16

Release Notes (continued)

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
Accounts Payable 210	Procurement Card (P-Card) and Non-Employee Travel Card (NET Card) Lifecycle Overview	New topic.	8/24/16
Accounts Receivable 220	Apply a Payment for an exact amount	New topic.	8/24/16
ADMIN Credit Card 205	Procurement Card (P-Card) and Non-Employee Travel Card (NET Card) Lifecycle Overview	New topic.	8/24/16
Bulkload Processing 205	Adding a Cost Center Profile	New course, new topic.	8/24/16
Bulkload Processing 205	Search and Update a Cost Center Profile	New course, new topic.	8/24/16
Commitment Control 215	Using Tree Viewer	New topic.	8/24/16
Commitment Control 215	Reviewing Budget Overview	Updated to reflect Budget Overview results grid which now displays two decimal places instead of three.	8/24/16

Release Notes (continued)

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
Procurement Cards 215	Procurement Card (P-Card) and Non-Employee Travel Card (NET Card) Lifecycle Overview	New topic.	8/24/16
Procurement Contract 210	Creating Zero Dollar Amount Contract (Non-Funded)	Updated to reflect new Style ID field.	8/24/16
Procurement Contract 210	Creating Zero Dollar Amount Contract (Funded)	Updated to reflect new Style ID field.	8/24/16
Procurement Contract 210	Stage POs for Release from Contract	Removed steps showing how to change the buyer to the BSC generic buyer for the contract release.	8/24/16
Purchase Orders 220	Managing a Change Order	Updated to include information about ensuring Buyer field is changed to an agency buyer before submitting the change order for approval.	8/24/16
Real Estate Development 205	Real Estate WorkCenter Reports	New topic.	8/24/16
Real Estate Development 205	Real Estate WorkCenter Walkthrough	New topic.	8/24/16
Real Estate Development 205	Real Estate WorkCenter Introduction	New topic.	8/24/16

Release Notes (continued)

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
Real Estate Finance 205	<ul style="list-style-type: none">• Create a Fixed Amount Revenue Contract That Does Not Require OSC Approval• Create a Fixed Amount Revenue Contract That Requires OSC Approval• Create a Fixed Amount No-Bill Revenue Contract That Does Not Require OSC Approval• Create a Fixed Amount No-Bill Revenue Contract That Requires OSC Approval• Create an As Incurred Revenue Contract That Does Not Require OSC Approval• Create an As-Incurred Revenue Contract with OSC Approval Required• Amend an As Incurred Revenue Contract for a Date and Amount Increase with OSC Approval Required• Amend a Fixed Amount Revenue Contract for a Price and Date Increase with OSC Approval Required	Updated to include information about adding contract lines, and using the Amount Allocation page; topic title updated	8/24/16

Release Notes (continued)

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
Real Estate Finance 205	Amend a Fixed Amount No-Bill Revenue Contract for a Price and Date Increase with OSC Approval Required	Updated to include information about adding contract lines, and using the Amount Allocation page; topic title updated	8/24/16
Real Estate Planning 205	Real Estate WorkCenter Introduction	New topic.	8/24/16
Real Estate Planning 205	Real Estate WorkCenter Reports	New topic.	8/24/16
Real Estate Planning 205	Real Estate WorkCenter Walkthrough	New topic.	8/24/16
Real Estate Planning 205	Placing a Payables Lease into Disputed Status	New topic	8/24/16
Receiving 205	Create a PO Receipt	Updated to reflect default Allocation Type on the Maintain Receipts page	8/24/16
Receiving 205	Edit a Receipt	New topic	8/24/16
Receiving 205	Cancel a Receipt	Updated topic name from "Edit or Cancel a Receipt" to Cancel a Receipt"	8/24/16
Travel and Expense 201	<ul style="list-style-type: none"> Create a Travel Authorization for Non Travel Expense Search for and Modify a Saved Travel Authorization 	Updated to reflect that the Travel Authorization entry page has been redesigned to match the expense report entry page.	8/24/16

Release Notes (continued)

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
Travel and Expense 201	<ul style="list-style-type: none">• Create a Travel Authorization by Copying an Existing Authorization• Create a Travel Authorization	Updated to reflect that the Travel Authorization entry page has been redesigned to match the expense report entry page.	8/24/16
Travel and Expense 305	<ul style="list-style-type: none">• Viewing Travel Authorizations for Approvers• Viewing Expense Reports for Approvers	Update to include information about the View Only Proxy role now available to Approvers.	8/24/16

Release Notes (continued)

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
ADMIN Data 205	Assigning a Traveler Proxy	Updated to show how to assign supervisors and travel auditors as a View Only Proxy	7/20/16
Asset Management 205	Change/Delete a Pending Transaction	New topic.	7/20/16
Asset Management 205	Disposal Spreadsheet	New topic.	7/20/16
Commitment Control 215	Using Tree Viewer	New topic.	7/20/16
Purchase Orders 220	Viewing PO Action Request Information	New topic.	7/20/16
Purchase Orders 220	<ul style="list-style-type: none"> • Create a Stand Alone PO • Create a PO by Coping a General Purchase Req • Create a PO by copying an Existing PO • Create a PO by copying a Centralized or Agency Contract • Managing a PO • Canceling a PO • Editing a PO • Viewing PO Info • Viewing/Resolving Budget Exceptions • Viewing/Resolving PSP Budget Exceptions 	Updated to reflect new Action Request and Action Status fields (related to the PO Action Request page).	7/20/16

Release Notes (continued)

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
Purchase Orders 220	Managing a Change Order	Updated to clarify that for all agencies, including BSC agencies, change orders performed on funded contract purchase orders should be completed by the agency.	7/20/16
Procurement Cards 215	Creating a PO Using a Pcard	Updated to reflect new Action Request and Action Status fields (related to the PO Action Request page).	7/20/16
Real Estate Development 205	Create a State Owned Office Building Project	Screen updates	7/20/16
Real Estate Finance 205	Cancel a converted fixed revenue contract line through an amendment	Text updates.	7/20/16
Real Estate Finance 205	Updating the Receivable Lease Distribution Page with Revenue Contract Information	Topic title updated	7/20/16
Real Estate Planning 205	Create Prior Period Payments after a Lease is Removed from Dispute	New topic.	7/20/16

Release Notes (continued)

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
Accounts Payable 205	Re-enter PO Vouchers for Lapsing	New topic.	6/15/16
Accounts Payable 205	Re-enter Non-PO Vouchers for Lapsing	New topic.	6/15/16
Accounts Payable 205	Introduction to Lapsing Processing	New topic.	6/15/16
Accounts Payable 210	Vouchers Built by the SFS	Updated to include information about real estate vouchers.	6/15/16
Accounts Payable 210	Real Estate/AP Integration	New topic.	6/15/16
Accounts Payable 210	Real Estate Integration for OGS Managed Leases	New topic.	6/15/16
Accounts Payable 210	Unmatch a Voucher	New topic.	6/15/16
Commitment Control 215	Introduction to Lapsing Processing	New topic.	6/15/16
Commitment Control 215	Entering or Adjusting Budget Journals for Lapsing	New topic.	6/15/16

Release Notes (continued)

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
Payment Sched. Projection 205	Introduction to Lapsing Processing	New topic.	6/15/16
Payment Sched. Projection 205	Running PSP Budget Check	New topic.	6/15/16
Payment Sched. Projection 205	Managing PSP for FYE/Lapsing Processing	New topic.	6/15/16
Projects and Program Mgmt. 101	Introduction to Lapsing Processing	New topic	6/15/16
Projects and Program Mgmt. 101	Enter Project Budget for Lapsing	New topic	6/15/16
Projects and Program Mgmt. 101	Adjust Project Budget for Lapsing	New topic	6/15/16
Projects and Program Mgmt. 101	Finalize Adjusted Project Budget for Lapsing	New topic	6/15/16
Procurement Contract 210	Introduction to Lapsing Processing	New topic	6/15/16
Procurement Contract 210	Introduction to Amendments	Added information regarding amendments requiring OSC approval	6/15/16

Release Notes (continued)

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
Procurement Contract 210	Edit or Delete a Draft Contract Version – Lapsing	New topic	6/15/16
Procurement Contract 210	Resolving Budget Exceptions for Refreshed Requisitions – Lapsing	New topic	6/15/16
Procurement Contract 210	Re-create Contract Version – Lapsing	New topic	6/15/16
Procurement Contract 210	Stage POs for Release from Contract – Lapsing	New topic	6/15/16
Procurement Contract 210	Real Estate Integration for OGS Managed Leases	New topic	6/15/16
Purchase Orders 220	Introduction to Lapsing Processing	New topic.	6/15/16
Purchase Orders 220	Re-create a Standalone PO – Lapsing	New topic.	6/15/16
Purchase Orders 220	Re-create a PO by Copying a General Purchase Requisition – Lapsing	New topic.	6/15/16
Purchase Orders 220	Re-create a PO by Copying an Existing PO - Lapsing	New topic.	6/15/16
Purchase Orders 220	Re-create a PO by Copying a Centralized or Agency Contract – Lapsing	New topic.	6/15/16
Purchase Orders 220	Resolving PO Auto-Sourcing Errors – Lapsing	New topic.	6/15/16

Release Notes (continued)

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
Purchase Orders 220	Viewing PO Information for Closed and Canceled POs – Lapsing	New topic.	6/15/16
Purchase Orders 220	Viewing and Resolving Budget Exceptions for Rolled POs – Lapsing	New topic.	6/15/16
Purchase Orders 220	Viewing and Resolving PSP Budget Exceptions for Rolled POs – Lapsing	New topic.	6/15/16
Purchase Orders 220	Creating a PO by Copying a Centralized or Agency Contract	Added information about Fixed vs. Variable Costing.	6/15/16
Purchase Orders 220	Real Estate Integration for OGS Managed Leases	New topic.	6/15/16
Real Estate Planning 205	Introduction to Disputed Leases	New topic.	6/15/16
Real Estate Planning 205	Putting a Lease Into Disputed Status	New topic.	6/15/16
Real Estate Planning 205	Removing a Lease from Disputed Status	New topic.	6/15/16
Real Estate Planning 205	Real Estate Integration for OGS Managed Leases	New topic.	6/15/16
Real Estate Planning 205	Updating Project Status to Complete	New topic.	6/15/16

Release Notes (continued)

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
Real Estate Development 205	Updating Project Status to Complete	New topic.	6/15/16
Real Estate Management 101	Introduction to Disputed Leases	New topic.	6/15/16
Real Estate Management 101	Real Estate Integration for OGS Managed Leases	New topic.	6/15/16
Receiving 205	Introduction to Lapsing Processing	New topic.	6/15/16
Receiving 205	Creating a PO Receipt Referencing a Non-PO Receipt – Lapsing	New topic.	6/15/16
Receiving 205	Canceling a Non-PO Receipt – Lapsing	New topic.	6/15/16
Requisition 205	Introduction to Lapsing Processing	New topic.	6/15/16
Requisition 205	Re-create a Contract Requisition with Line(s) – Lapsing	New topic.	6/15/16
Requisition 205	Re-create a General Purchase Requisition – Lapsing	New topic.	6/15/16
Requisition 205	Real Estate Integration for OGS Managed Leases	New topic.	6/15/16

Release Notes (continued)

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
Travel and Expense 205	Introduction to Lapsing Processing	New topic.	6/15/16
Travel and Expense 205	Search for and Modify a Denied Expense Report – Lapsing	New topic.	6/15/16
Travel and Expense 205	Search for and Modify a Denied Travel Authorization – Lapsing	New topic.	6/15/16
Travel and Expense 205	Re-create a Canceled Travel Authorization for Lapsing	New topic.	6/15/16
Accounts Payable 205	Entering a Refund of Appropriation Voucher	Added information regarding restoring encumbrances.	5/18/16
Customer Contracts 101	Grant Sub Allocate	Added information regarding the new Project Budget Item “SUB-ALLOC”.	5/18/16
Procurement Contract 210	All	Updated topics focused on funded agency contracts o explain the new “LTD Req Amount” field.	5/18/16
Procurement Contract 210	Procurement Lifecycle Overview	Consolidated information.	5/18/16
Purchase Orders 220	Introduction to Purchase Orders	Added information regarding matching.	5/18/16
Purchase Orders 220	Managing a Change Order	Added clarification regarding how to change a PO from quantity based to amount only.	5/18/16

Release Notes (continued)

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
Purchase Orders 220	<ul style="list-style-type: none"> • Create a Standalone PO • Create a PO by Copying a General Purchase Requisition • Create a PO by Copying an Existing PO • Create a PO by Copying a Centralized or Agency Contract • Editing a PO 	Added information about changing the dispatch method in specific situations.	5/18/16
Real Estate Finance 205	All	Removed topics from Real Estate Development 205 and put them in a new course intended for OGS Finance.	5/18/16
Real Estate Management 101	Updating the Payable Lease Distribution Page with PO information	Updated to reflect changes to the page used to attach a PO to a lease.	5/18/16
Requisition 205	Edit, Save and Submit Requisition	Added information regarding what happens after the requisition is edited, saved, and submitted.	5/18/16
Requisition 205	Approve or Deny a Requisition	Added information regarding what happens after the requisition is approved.	5/18/16
Requisition 205	Create a Contract Requisition with Lines	Added clarification regarding creating lines if multi-agency funding is needed.	5/18/16
Requisition 205	Procurement Lifecycle Overview	Consolidated information.	5/18/16

Release Notes (continued)

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
Requisition 205	<ul style="list-style-type: none">• Create a Contract Requisition with Line(s)• Create a General Purchase (Non-Contract) Requisition• Create a General Purchase Requisition Associated to an Existing Centralized Contract• Create a General Purchase Requisition with Lines(s) for a VAR Under a Centralized Contract• Create a General Purchase Requisition Using the NYS eMarketplace	Added information from the Procurement Lifecycle overview topic throughout existing topics.	5/18/16
Requisition 205	<ul style="list-style-type: none">• Create a General Purchase (Non-Contract) Requisition• Create a General Purchase Requisition Associated to an Existing Centralized Contract• Create a General Purchase Requisition with Lines(s) for a VAR Under a Centralized Contract• Create a General Purchase Requisition Using the NYS eMarketplace	Added more information regarding auto sourcing, and where to find additional info on PO auto sourcing errors.	5/18/16

Release Notes (continued)

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
Statewide Financial System 101	All	Added more information about how SFS modules support agency business.	5/18/16
Asset Management 205	Process Assets via AMIF1000 Process	New topic.	4/20/16
Accounts Payable 210	Vouchers Built by the SFS	Added information regarding real estate vouchers.	4/20/16
Commitment Control 215	Running the Posting Process for Agency KK	New topic.	4/20/16
Customer Contracts 101	Submitting a Funds Distribution Template	New topic.	4/20/16
Customer Contracts 101	Grant Sub Allocate	Added clarification throughout and additional steps at the end of the process.	4/20/16

Release Notes (continued)

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
Procurement Card 205	Create a Purchase Order Using a Procurement Card	Added clarification related to entering chartfield information.	4/20/16
Procurement Contract 210	<ul style="list-style-type: none"> Update Converted Contracts Editing Distribution Lines 	Added information related to Project and Activity fields for leases.	4/20/16
Procurement Contract 210	Contract Reassignment Process	New topic	4/20/16
Purchase Order 220	<ul style="list-style-type: none"> Create a Standalone PO Create a PO by Copying a General Purchase Requisition Create a PO by Copying an Existing PO Create a PO by Copying a Centralized or Agency Contract 	Added info related to Electronic signatures.	4/20/16
Requisition 205	Create a Contract Requisition	Added information about the importance of selecting the correct Category Code.	4/20/16
Requisition 205	Create a General Purpose Requisition with Line for a VAR under a centralized contract	Added information about VAR numbers for suppliers.	4/20/16

Release Notes (continued)

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
Real Estate Planning 205	<ul style="list-style-type: none"> Create a Landlord and Revenue Lease Project Create a State Owned Office Building Project 	Added information regarding the Public Authority dropdown.	4/20/16
Real Estate Development 205	<ul style="list-style-type: none"> Create Lands Under Water Project Create Up Lands Project: Land Disposal, Transfer of Jurisdiction and Auction Add Legal Descriptions to Projects 	Added information regarding the Public Authority dropdown.	4/20/16
Real Estate Development 205	Create a State Owned Office Building Project	New topic.	4/20/16
Statewide Financial System 205	Change or Setup Forgotten Password Help	New topic.	4/20/16
Statewide Financial System 205	Requesting a New Password through the I forgot my password link	New topic.	4/20/16
Travel and Expense 201	Create an Expense Report for Non-Travel	Added note explaining that depending on Expense Type other information may be required.	4/20/16

Release Notes (continued)

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
Accounts Payable 205	Introduction to Adjustment Vouchers	New topic.	3/18/16
Accounts Payable 205	Entering an Adjustment Voucher Credit Memo	Added clarification, business process context and reminders.	3/18/16
Accounts Payable 205	Entering a Refund of Appropriation Voucher	Added clarification, business process context and reminders.	3/18/16
Accounts Payable 205	Entering a refund of Appropriation Voucher Against a Closed PO	Added clarification, business process context and reminders.	3/18/16
Accounts Payable 205	Correcting a Standalone Voucher without Reference to a PO to Affect Contract Balance	New topic.	3/18/16
Asset Management 205	Disposal Worksheet	Updated to include how to manually approve an asset ready for disposal.	3/18/16
ADMIN Data 205	Coordinating Expense Report Submittal for Agency Transfers	New topic.	3/18/16

Release Notes (continued)

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
ADMIN Data 205	Entering and Maintaining Employee Organizational Data	Added information regarding managing data for inactive employees.	3/18/16
Customer Contracts 101	Grant Sub Allocate	New topic.	3/18/16
Customer Contracts 101	Create and Finalize Project Budget	Added information regarding the Even Spread option.	3/18/16
Payment Sched. Projection 205	Running PSP Budget Check	New topic.	3/18/16
Payment Sched. Projection 205	Managing PSP for FYE Processing	New topic.	3/18/16
Procurement Contract 210	Procurement Lifecycle Overview	Added information regarding adjustment vouchers.	3/18/16
Procurement Contract 210	Viewing a Non-Approved Contract Amendment	New topic.	3/18/16
Procurement Contract 210	Reducing a Pre-Encumbrance	Updated topic title and content to reflect “Reducing and Increasing a Pre-Encumbrance”.	3/18/16
Procurement Contract 210	Reducing and Increasing a Pre-Encumbrance	Added information about increasing a pre-encumbrance.	3/18/16
Procurement Contract 210	Creating a zero dollar amount contract (funded contract)	New topic.	3/18/16
Procurement Contract 210	Stage PO's for Release from Contract	Added information about a message users may see if there are errors in the PO staging table.	3/18/16
Projects and Program Mgmt. 101	Create and Finalize Project Budget	Added information regarding the Even Spread option.	3/18/16

Release Notes (continued)

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
Purchase Orders 220	Introduction to Purchase Orders (POs)	Added information regarding adjustment vouchers.	3/18/16
Purchase Orders 220	Purchase Order Queries and Reports	Added information about a query which can be used to locate Purchase Orders in workflow.	3/18/16
Purchase Orders 220	Viewing and Resolving PSP budget exceptions	Added information about changing the PSP method on the PO Header.	3/18/16
Purchase Orders 220	<ul style="list-style-type: none"> Create a Standalone PO Create a PO by Copying a General Purchase Req Create a PO by Copying an Existing PO Create a PO by Copying a Centralized or Agency Contract 	Added information regarding the Receiving tab; explained the options for the Receiving Required dropdown.	3/18/16
Real Estate Development 205	Add Descriptions to Projects	New topic.	3/18/16
Real Estate Planning 205	View Suppliers	New topic.	3/18/16
Real Estate Planning 205	View Customers	New topic.	3/18/16
Real Estate Planning 205	Date and Amount Increase Amendment for Fixed No-Bill, OSC Approval Required	New topic.	3/18/16
Real Estate Planning 205	Date and Amount Increase Amendment for Fixed Amount, OSC Approval Required	New topic.	3/18/16

Release Notes (continued)

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
Real Estate Planning 205	Date and Amount Increase Amendment for As Incurred, OSC Approval Required	New topic.	3/18/16
Real Estate Planning 205	Description Change Amendment	New topic.	3/18/16
Revenue Contract 101	Activate a Revenue Contract	Added explanation about pop up information displayed when activating a contract.	3/18/16
Receiving 205	<ul style="list-style-type: none"> Creating a PO Receipt Referencing a NON-PO Receipt - FYE Canceling a Non-PO Receipt – FYE 	Added information about reference to PO numbers and PO distribution line numbers.	3/18/16
Asset Management 101	Scheduling Asset Management Queries	New topic.	2/24/16
Asset Management 101	Viewing Asset Management Queries	New topic.	2/24/16
Asset Management 101	Searching for an Asset	Removed information regarding asset types not currently used.	2/24/16
Asset Management 205	Asset Add with Inspection Approval Process	New topic.	2/24/16

Release Notes (continued)

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
Commitment Control 215	FYE Processing Overview	New topic.	2/24/16
Commitment Control 215	Entering or Adjusting Budget Journals for the new Fiscal Year	New topic.	2/24/16
Commitment Control 215	Adding an Ad Hoc Approver/Reviewer	Corrected steps related to adding an ad-hoc reviewer.	2/24/16
Commitment Control 215	Viewing Budget Attributes	New topic.	2/24/16
Commitment Control 215	Viewing Budget Check Exceptions	New topic.	2/24/16
Procurement Cards 215	Available Report(s)	New topic.	2/24/16
Procurement Contract 210	FYE Processing Overview	New topic.	2/24/16
Procurement Contract 210	Available Reports	New topic.	2/24/16
Procurement Contract 210	Run Query Staged_Contract_PO_Auto_Source	New topic.	2/24/16
Procurement Contract 210	Editing Distribution Lines with New Fiscal Year Budget	New topic.	2/24/16
Procurement Contract 210	Resolving Budget Exceptions for Refreshed Requisitions	New topic.	2/24/16
Procurement Contract 210	Creating a Multi Purpose Agency Contract	Removed information about including the transaction in batch.	2/24/16
Procurement Contract 210	Stage POs for Release from Contract – FYE	New topic.	2/24/16

Release Notes (continued)

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
Procurement Contract 210	Update Converted Multi-Agency Contract	Removed information about including the transaction in batch.	2/24/16
Procurement Contract 210	Edit or Delete a Draft Contract Version	New topic	2/24/16
Projects and Program Mgmt. 101	FYE Processing Overview	New topic.	2/24/16
Projects and Program Mgmt. 101	Finalize Adjusted Project Budget for the New Fiscal Year	New topic.	2/24/16
Projects and Program Mgmt. 101	Adjust Project Budget for the New Fiscal Year	New topic.	2/24/16
Projects and Program Mgmt. 101	Enter Project Budget for the New Fiscal Year	New topic.	2/24/16
Purchase Order 220	FYE Processing Overview	New topic.	2/24/16
Purchase Order 220	Create a PO by Coping an existing PO	Added clarification regarding choosing a PO that has been closed or cancelled.	2/24/16
Purchase Order 220	Creating a PO by Copying an Existing PO	New topic.	2/24/16
Purchase Order 220	Available Report(s)	New topic.	2/24/16
Purchase Order 220	Viewing and Resolving Budget Exceptions for Rolled POs	New topic.	2/24/16

Release Notes (continued)

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
Purchase Order 220	Viewing and Resolving PSP Budget Exceptions for Rolled POs	New topic.	2/24/16
Purchase Order 220	Re-create Standalone PO	New topic.	2/24/16
Purchase Order 220	Re-create a General Purchase PO by Copying a Requisition	New topic.	2/24/16
Purchase Order 220	Re-create a Contract PO by Copying a Contract	New topic.	2/24/16
Purchase Order 220	Viewing PO Information for Closed and Cancelled POs	New topic.	2/24/16
Purchase Order 220	Creating a PO by Copying an Existing PO	New topic.	2/24/16
Purchase Order 220	Resolving PO Auto Sourcing Errors	New topic.	2/24/16
Real Estate Development 205	Create a Project template	New topic.	2/24/16
Real Estate Planning 205	Create a Project template	New topic.	2/24/16
Real Estate Planning 205	Create a Revenue Contract: Fixed Amount, Non-OSC approval	New topic.	2/24/16
Real Estate Planning 205	Create a Revenue Contract: Fixed Amount, OSC approval	New topic.	2/24/16
Real Estate Planning 205	Create a Revenue Contract: Fixed Amount, No-Bill, Non OSC approval	New topic.	2/24/16
Real Estate Planning 205	Create a Revenue Contract: Fixed Amount, No-Bill, OSC approval	New topic.	2/24/16

Release Notes (continued)

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
Real Estate Planning 205	Create a Revenue Contract: As Incurred, Non-OSC Approval	New topic.	2/24/16
Real Estate Planning 205	Create a Revenue Contract: As Incurred, OSC Approval	New topic.	2/24/16
Receiving 205	FYE Processing Overview	New topic.	2/24/16
Receiving 205	Canceling a Non-PO Receipt	New topic.	2/24/16
Receiving 205	Creating a PO Receipt from a Non-PO Receipt	New topic.	2/24/16
Requisition 205	FYE Processing Overview	New topic.	2/24/16
Requisition 205	Available Report(s)	New topic.	2/24/16
Requisition 205	Re-create a General Purchase (Non-Contract) Requisition with Lines	New topic.	2/24/16
Requisition 205	Re-create a Contract Requisition with Lines	New topic.	2/24/16
Requisition 205	Re-create a General Purchase Requisition Associated to an Existing Centralized Contract	New topic.	2/24/16
Requisition 205	Recreate a General Purchase Requisition with Line(s) for a VAR Under a Centralized Contract	New topic.	2/24/16
Requisition 205	Recreate a General Purchase Requisition Using the NYS eMarketplace	New topic.	2/24/16

Release Notes (continued)

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
Travel and Expense 201	Search for and Modify a Denied Travel Authorization	New topic.	2/24/16
Travel and Expense 201	Search for and Modify a Denied Expense Report	New topic.	2/24/16
ADMIN Data 205	Entering and Maintaining Employee Organizational Data	Updated topic to reflect new, grayed out field on the Employee Profile page.	1/27/16
ADMIN Data 205	MSC01 Introduction	New topic.	1/27/16
ADMIN Security 205	MSC01 Introduction	New topic.	1/27/16
Asset Management 101	Searching for an Asset	Added information about how to search using supplemental data.	1/27/16
Asset Management 101	Searching for an Asset	Added information about how to see any attachments associated to an asset.	1/27/16
Customer Contracts 101	<ul style="list-style-type: none"> Create Customer Contract Create Customer Contract Using the Copy Method Amend Contract Amount 	Updated topic to include steps to enter the Billing Limit.	1/27/16

Release Notes (continued)

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
Customer Contracts 101	<ul style="list-style-type: none"> • Generate Award • Update Grant Information • Assign Attributes to Grant Award • Review Grant Attributes • Update Project with Grant Information • Attach Contract Document • Activate a Contract • Multiple Grants to Projects • View Grants Workbench • Contract Region Codes • Close Grant • Prepare a Customer Contract for Closing • Grant Contract Communications 	Added information about the Revenue Plan tabs and Billing Plan tabs.	1/27/16
Customer Contracts 101	Amend Contract - Add a Contract Line	Updated topic to include steps to enter the Billing Limit and information about the Correct History button.	1/27/16
Customer Contracts 101	Create and Finalize Project Budget	Added information about the Correct History button.	1/27/16
Customer Contracts 101	Process Prepaid to Billing	Added information about the new option on the run control.	1/27/16

Release Notes (continued)

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
General Ledger 205	Deleting Journals	Added information about deleted journal status and to clarify that journals are logically deleted but not physically deleted.	1/27/16
General Ledger 205	Reversing Journals	Updated topic based on changes to this transaction process.	1/27/16
General Ledger 205	Creating Speed Types	Updated navigation to create speed types.	1/27/16
MSC01 Business Unit 205	Transacting with MSC01	New course.	1/27/16
Procurement Cards 215	<ul style="list-style-type: none"> • Approving a Procurement Card Transaction • Reconciling a Procurement Card Transaction • Reviewing and Resolving a Dispute • Marking a Transaction for Dispute Resolution • Defining Purchase Order Details for Statement Lines • Reconciling a Net Card Transaction 	Added information about enhanced search capabilities and improved options to view search results.	1/27/16

Release Notes (continued)

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
Procurement Cards 215	<ul style="list-style-type: none">• Approving a Procurement Card Transaction• Reconciling a Procurement Card Transaction• Reviewing and Resolving a Dispute• Marking a Transaction for Dispute Resolution• Defining Purchase Order Details for Statement Lines• Reconciling a Net Card Transaction	Added information about the ability to auto-save when moving between sets of transactions while reconciling.	1/27/16
Procurement Contract 210	<ul style="list-style-type: none">• Update Converted Contracts,• Update Converted NON-funded Contracts• Creating a multi agency Contract• Update Converted Multi Agency Contract• Creating a Zero Dollar Amount Contract• One Time Purchase (OP) Contract	Added information explaining how the billing location can be changed to reflect a different billing location code.	1/27/16
Procurement Contract 210	Amending the Contract Header	Added information about reducing amounts on a new version of a contract.	1/27/16

Release Notes (continued)

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
Procurement Contract 210	Cancel Contract or Contract Line	Added information to explain the associated contract line distribution chartfields must match the chartfields on the associated requisition.	1/27/16
Procurement Contract 210	<ul style="list-style-type: none"> Update Converted Contracts Creating a Multi Agency Contract Update Converted Multi Agency Contract check creating an amendment 	Added information to explain that the distribution chartfields cannot be edited and are grayed out on the PO Defaults page for funded contracts.	1/27/16
Procurement Contract 210	Add An Amount Based Contract line	Added information about entering the Maximum Line Amount for a funded contract line.	1/27/16
Procurement Contract 210	Add a Quantity Based Contract line	Added information regarding price changes.	1/27/16
Procurement Contract 210	Stage PO for Release From Contract	Added information regarding changes to amount based contract lines and quantity based contract lines.	1/27/16
Procurement Contract 210	Stage PO for Release From Contract	Added information on how to select lines to be included on the PO with a contract release.	1/27/16

Release Notes (continued)

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
Purchase Orders 220	Managing a Change Order	Clarified process for increasing a PO line amount associated to a contract.	1/27/16
Purchase Orders 220	Managing a Change Order	Clarified process for submitting a reduction to the pre-encumbrance.	1/27/16
Purchase Orders 220	Creating a General Purchase Req Associated to Centralized Contract	Added information reinforcing the process to only select centralized contracts or non-funded agency contracts.	1/27/16
Purchase Orders 220	Running the Staged Contract PO Auto Source Query	New topic.	1/27/16
Real Estate Development 205	Creating a Receivable Direct Journal with Project Distribution for misc. RED receipts	New topic.	1/27/16
Real Estate Development 205	Introduction to Query for Real Estate	New topic.	1/27/16
Real Estate Planning 205	Creating a Receivable Direct Journal with Project Distribution for misc. RED receipts	New topic.	1/27/16
Real Estate Planning 205	Introduction to Query for Real Estate	New topic.	1/27/16

Release Notes (continued)

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
Real Estate Planning 205	<ul style="list-style-type: none"> • Create New Accounts Payable Lease for Landlord • Activate a New Accounts Payable Lease for Landlord • Amend an Accounts Payable Lease for Landlord • Create a New Accounts Receivable Lease for Tenant • Activate a New Accounts Receivable Lease for Tenant • View Lease Abstract Report 	Updated topic to reflect a change made to the Maintain Lease page and the Create a Lease page.	1/27/16
Revenue Contracts 101	<ul style="list-style-type: none"> • Create a Fixed Amount Revenue Contract • Create an As Incurred Revenue Contract (ESA Agency Only) • Amend a Revenue Contract - Amount Change – OSC BOC Approval • Amend a Revenue Contract - Amount Change – Non-OSC BOC Approval • Amend a Revenue Contract - Date and Amount Change- OSC BOC Approval • Amend a Revenue Contract - Date and Amount Change – Non-OSC BOC Approval 	Updated topic to include steps to enter the Billing Limit.	1/27/16

Release Notes (continued)

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
Revenue Contracts 101	<ul style="list-style-type: none">• Create Fixed Amount Revenue Contract Project and Activity (ESA Agency Only)• Create As Incurred Revenue Contract Project and Activity (ESA Agency Only)• Revenue Contract Event Creation (ESA Agency Only)• Activate a Revenue Contract, Amend a Revenue Contract - Description Change – OSC BOC Approval• Amend a Revenue Contract - Description Change – Non-OSC BOC Approval• Amend a Revenue Contract - Date Change- OSC BOC Approval• Amend a Revenue Contract - Date Change – Non-OSC BOC Approval	Updated to reflect minor screen changes and new fields used on the Amount Allocation page.	1/27/16
Requisition 205	Review and Edit a Requisition as an Approver	Added information reinforcing the need to re-budget check, if changing any chartfield information.	1/27/16

Release Notes (continued)

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
Requisition 205	Create a Requisition with Line(s) for a VAR Under a Centralized Contract	Added information about entering Centralized Contract information.	1/27/16
Accounts Payable 210	Prompt Payment Interest	New topic.	12/23/15
Accounts Payable 210	eSettlements Invoicing	Added information about Real Estate.	12/23/15
Accounts Payable 210	Vouchers Built By the SFS	Added information about Real Estate.	12/23/15
ADMIN Data 205	Performing a traveler proxy mass update	Added information about Proxy assignments.	12/23/15
Asset Management 101	Searching for an Asset	Added information to identify which field(s) must be entered before a use can proceed with a search.	12/23/15
Asset Management 101	Asset Add with Inspection	Added information about Tag Numbers and who to contact if a Tag Number is needed.	12/23/15
Commitment Control 215	Entering Intraunit Budget Transfers – Interchanges	Updated topic name to reflect “Entering Intraunit Budget Transfers”.	12/23/15

Release Notes (continued)

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
Commitment Control 215	Introduction to Processing and Maintaining Budgets	Added information about cumulative budgeting.	12/23/15
Payment Sched. Projection 205	PSP Introduction	Added information about cumulative budgeting.	12/23/15
Procurement Contract 210	Verify and Submit Agency Contract Created from Requisition	Added information related to max line quantity, associated base price, the total amount of contract lines, and contract header max amount.	12/23/15
Procurement Contract 210	Verify and Submit Agency Contract Created from Requisition	Added information about Contract line decrease changes.	12/23/15
Procurement Contract 210	Add a Quantity--Based Contract Line	Added information related to max line quantity, associated base price, the total amount of contract lines, and contract header max amount .	12/23/15
Procurement Contract 210	Add an Amount Based Contract Line	Added information related to contract line amounts, line distribution amounts.	12/23/15
Procurement Contract 210	Stage POs for Release From Contract	Added information related to duration and frequency on the Staging page.	12/23/15
Procurement Contract 210	Stage POs for Release From Contract	Added information related to contracts in an Open status.	12/23/15

Release Notes (continued)

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
Procurement Contract 210	Add an Amount-Based Contract Line	Added information related to Amt Only checkbox.	12/23/15
Procurement Contract 210	Intro to Amending Contracts	Added information about amendment versions.	12/23/15
Procurement Contract 210	Amending the Contract Header	Added information about the Amount Summary section.	12/23/15
Procurement Contract 210	Stage POs for Release From Contract	Added information on use of Budget date and Accounting date.	12/23/15
Procurement Contract 210	Creating a Zero Dollar Amount Contract (Non-Funded Contract)	Updated topic name to include "Non-Funded Contract"	12/23/15
Procurement Contract 210	Creating a Zero Dollar Amount Contract (Non-Funded Contract)	Added information about payment terms and entering contract line information.	12/23/15
Procurement Contract 210	Viewing Contract Amendment Status	New topic.	12/23/15
Procurement Contract 210	Editing Distribution Lines	New topic.	12/23/15
Procurement Contract 210	Stage POs for Release From Contract	Added information that users can only stage POs from approved contract line amounts.	12/23/15
Procurement Contract 210	Stage POs for Release From Contract	Added information about how to cancel releases.	12/23/15
Procurement Contract 210	Reducing Pre-encumbrance	New topic.	12/23/15

Release Notes (continued)

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
Procurement Contract 210	Cancel Contract or Contract Line	New topic.	12/23/15
Purchase Orders 220	Creating a PO by Copying a Centralized or Agency Contract	Added information clarifying that Category code of PO must match category of Contract.	12/23/15
Purchase Orders 220	Resolving PO Auto Sourcing Errors	Added information related to frequency and timing of auto sourcing process.	12/23/15
Purchase Orders 220	Managing a Change Order	Added information related to modifying chartfield distribution information.	12/23/15
Purchase Orders 220	Canceling PO	New Topic.	12/23/15
Purchase Orders 220	Printing a Dispatched PO	New topic.	12/23/15
Purchase Orders 220	Viewing Sourced POs	Added information related to frequency and timing of auto sourcing process.	12/23/15
Real Estate Development 205	Viewing Component Hierarchy	New topic.	12/23/15
Real Estate Development 205	Create UPL Projects: Land Disposal, Transfer of Jurisdiction and Auction Project	Added information related to activity line status and overall project status for collecting costs or revenue to be successful.	12/23/15

Release Notes (continued)

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
Real Estate Development 205	Update Project Activities	Added information related to activity line status and overall project status for collecting costs or revenue to be successful.	12/23/15
Real Estate Planning 205	Viewing Component Hierarchy	New topic.	12/23/15
Real Estate Planning 205	Create Landlord and Revenue Lease Project	Added information related to activity line status and overall project status for collecting costs or revenue to be successful.	12/23/15
Real Estate Planning 205	Update Project Activities	Added information related to activity line status and overall project status for collecting costs or revenue to be successful.	12/23/15
Requisition 205	Creating a General Purchase Requisition using the NYS eMarketPlace	New topic.	12/23/15
Revenue Contract 101	Amend a Revenue Contract - Date and Amount Change - OSC BOC Approval	New topic.	12/23/15
Revenue Contract 101	Amend a Revenue Contract - Date and Amount Change - Non-OSC BOC Approval	New topic.	12/23/15

Release Notes (continued)

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
Accounts Payable 210	Creating Speedcharts	Added information to clarify use of Speedcharts by users within the same business unit.	11/18/15
Accounts Payable 210	Approving/Denying Vouchers	Added information to clarify what happens if the Approver selects Hold or Reject.	11/18/15
ADMIN Data 205	Employee Data Administrator WorkCenter	New lesson and topics which includes key functionality within the EDA WorkCenter.	11/18/15
Asset Management 101	Asset Add with Inspection	Added information regarding sending image data to OGS.	11/18/15
Commitment Control 215	Deny a Budget Journal	Added information to explain where the journal is returned if denied, and what the originator can do to the journal prior to initiating workflow again.	11/18/15

Release Notes (continued)

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
LATS (GL Accruals & Alloc.101)	(None)	New course focused on the LATS (GL Accruals and Allocations) Business Processes.	11/18/15
Payment Sched. Projection 205	PSP Introduction	Added more information regarding available reports, defaulted methods, tips and reminders.	11/18/15
Procurement Contract 210	Update Converted Multi agency contract	Added clarification to specify the number of lines created on converted contracts and what the agency can do to modify or add an additional line.	11/18/15
Procurement Contract 210	Correcting a Contract in Req Update Failed Status	Added new topic.	11/18/15
Purchase Orders 220	Inquiring on an Return to Vendor (RTV)	Updated topic name from "Inquiring on an RTV" to "Reviewing Data on a Return to Vendor".	11/18/15
Purchase Orders 220	Create a Standalone PO	Added clarification regarding why the user should click the "Ship To/Due Date" tab.	11/18/15

Release Notes (continued)

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
Purchase Orders 220	Create a Standalone PO	Added clarification regarding when/if a requisition is needed.	11/18/15
Purchase Orders 220	Setting up and Running the PO dispatch method	Added clarification regarding the default dispatch method for suppliers in the MarketPlace (EDX) and sending attachments when using this method.	11/18/15
Real Estate Development 205	RED WorkCenter Introduction	New lesson and topics which includes key functionality within the Real Estate WorkCenter.	11/18/15
Real Estate Planning 205	REP WorkCenter Introduction	New lesson and topics which includes key functionality within the Real Estate WorkCenter.	11/18/15
Real Estate Management 101	(None)	New course for agencies with OGS-managed leases that will help them review and approve payable (landlord) leases.	11/18/15
Requisition 205	Canceling a Requisition	Added new topic.	11/18/15
Requisition 205	Create a contract requisition with Lines	Added more information to explain why agencies must keep RFQ box checked.	11/18/15
Travel and Expense 201	BSC Travel and Expense WorkCenter	Added new topic.	11/18/15

Release Notes (continued)

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
Asset Management 101	All	Added information to all topics clarifying the difference between the default General Ledger (GL) Business Unit (BU) and the needed Asset Management (AM) BU.	10/14/15
Asset Management 101	Asset Add with Inspection	Updated the “Date Date” labeled field to now reflect “Deed Date”.	10/14/15
Asset Management 101	Modify Physical Assets	Updated the “Date Date” labeled field to now reflect “Deed Date”.	10/14/15
Asset Management 205	All	Added information to all topics clarifying the difference between the default General Ledger (GL) Business Unit (BU) and the needed Asset Management (AM) BU.	10/14/15
Accounts Payable 205	Entering a Regular Non PO Voucher Associated with a Centralized Contract	Added new topic.	10/14/15
Accounts Payable 205	Entering an ROA against a closed PO	Added new topic.	10/14/15

Release Notes (continued)

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
Accounts Payable 210	Entering an Adjustment Voucher	Added new topic.	10/14/15
Accounts Payable 210	Vouchers Built by SFS	Added new topic.	10/14/15
Accounts Payable 210	Viewing Vouchers Built by SFS	Added new topic.	10/14/15
Accounts Payable 210	eSettlements Invoicing	Added new topic.	10/14/15
Procurement Contract 210	Verify and Submit Agency Contract Created From a Requisition	Added information to explain what agencies should do after workflow and budget check are completed.	10/14/15
Procurement Contract 210	Stage POs for Release	Added information to the topic regarding email dispatch.	10/14/15
Procurement Contract 210	Introduction to Procurement Contracts	Updated topic to include information related to a Purchase Authorization (PA) contract.	10/14/15
Procurement Contract 210	Verify and Submit Agency Contract Created From a Requisition	Update topic name from "View Agency Contract" to "View and Submit Agency Contract".	10/14/15
Purchase Orders 220	Approving or Denying a PO	Added new topic.	10/14/15

Release Notes (continued)

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
Purchase Orders 220	Create a Standalone PO	Added information to topic to indicate the Freight field on the header will not be used.	10/14/15
Purchase Orders 220	Create a PO by Copying a General Purchasing Req	Added information to topic to indicate the Freight field on the header will not be used.	10/14/15
Purchase Orders 220	Create a PO by Copying an Existing PO	Added information to topic to indicate the Freight field on the header will not be used.	10/14/15
Purchase Orders 220	Create a PO by Copying a Centralized or Agency Contract	Added information to topic to indicate the Freight field on the header will not be used.	10/14/15
Purchase Orders 220	Purchase Order Approval Workflow	Updated topic to include additional explanation about Changing the Buyer in the PO process.	10/14/15
Purchase Orders 220	Requisition Selection for Auto Sourcing	Added new topic.	10/14/15
Purchase Orders 220	Introduction to Purchase Orders	Added information to include explanation about Changing the Buyer in the PO process.	10/14/15
Purchase Orders 220	Managing a Change Order	Added information to provide clarity regarding how the system recognizes changes to a PO	10/14/15

Release Notes (continued)

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
Requisition 205	Create a Contract Requisition with Lines	Added information to the topic regarding email dispatch.	10/14/15
Requisition 205	Create a General Purchase Non Contract Requisition with Lines	Added information to the topic regarding email dispatch.	10/14/15
Requisition 205	Create a General Purchase Requisition Associated to an Existing Centralized Contract	Added information to the topic regarding email dispatch.	10/14/15
Requisition 205	Create a General Purchase Requisition with Lines for a VAR Under a Centralized Contract	Added information to the topic regarding email dispatch.	10/14/15
Requisition 205	Create a General Purchase Non Contract Requisition with Lines	Added information to the topic regarding the use of a Purchase Authorization (PA) contract .	10/14/15
Statewide Financial System 205	Signing In and Out of SFS	Added information regarding required browser use and link to the SFS Production environment.	10/14/15
ADMIN Workflow 205	Remove Work Items via Context for PO, GL, KK, and AP	Updated topic name to reflect "Remove Work Items via Context for ESA Module".	10/14/15

Release Notes (continued)

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
ADMIN Workflow 205	Remove Work Items	Updated topic name to reflect "Review Work Items for ESA Module".	10/14/15
ADMIN Workflow 205	Review Work Items via Context	Updated topic name to reflect "Review Work Items via Context for ESA Module".	10/14/15
Accounts Payable 205	Entering a Regular Voucher	Added reference to adjusting withholding.	9/16/15
Accounts Payable 205	Approving Vouchers	Added new lesson and related topics.	9/16/15
Procurement Contract 210	Update Converted Contracts	Add information related to Payment Terms.	9/16/15
Procurement Contract 210	Update converted NON-funded Contracts	Added information related to Payment Terms.	9/16/15
Procurement Contract 210	Update Converted Multi-Agency Contract	Added new topic.	9/16/15
Procurement Contract 210	Creating a Multi-Agency Contract	Added new topic.	9/16/15
Procurement Contract 210	Generate a Single Transaction Summary (STS) Report	Added new topic.	9/16/15

Release Notes (continued)

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
Procurement Contract 210	Create a Zero Dollar Amount Contract	Added new topic.	9/16/15
Procurement Contract 210	Procurement Lifecycle Overview	Added the definition of Multi-Agency contract and information on additional procurement processes.	9/16/15
Procurement Contract 210	Payment Terms Overview	Added new topic.	9/16/15
Requisition 205	(None)	Updated the course name prefix to reflect REQ205.	9/16/15
Requisition 205	Approving Requisitions	Added new lesson and related topics.	9/16/15
Requisition 205	Create a Contract Requisition with Lines	Added information to the topic regarding the use of eMarketPlace.	9/16/15
Requisition 205	Create a General Purchase Non Contract Requisition with Lines	Added information to the topic regarding the use of eMarketPlace.	9/16/15
Requisition 205	Create a General Purchase Requisition Associated to an Existing Centralized Contract	Added information to the topic regarding the use of eMarketPlace.	9/16/15

Release Notes (continued)

Self-Paced Training Name	Lesson or Topic	Summary of Changes	Release
Requisition 205	Create a General Purchase Requisition with Lines for a VAR Under a Centralized Contract	Added information to the topic regarding the use of eMarketPlace.	9/16/15
Travel and Expense 201	Itemize Hotel Bill	Updated topic to account for non-reimbursable expenses, (e.g., room service) and how to enter them.	9/16/15